

Consent Agenda

August 2, 2022

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members present with Supervisor Shea attending via telephone. Chairman Wichman presiding.

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. July 26, 2022, Minutes as read.
- B. Jail – Employment of Billy Wilson as a Detention Officer.
- C. Amend Ownership/Renewal of Class E Liquor License (LE), granting privileges of Class B Wine Permit / Class C Beer Permit (Carryout Beer) / Class E Liquor (LE) / Sunday Sales to Casey’s Marketing Company d/b/a Casey’s General Store #3204, Minden.

2. SCHEDULED SESSIONS

Motion made by Schultz, second by Belt, to approve and authorize Board to sign **Resolution No. 53-2022** entitled: A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS TO SIGN AN INTERLOCAL AGREEMENT BETWEEN THE COUNTY OF POTTAWATTAMIE AND CITY OF COUNCIL BLUFFS WITH RESPECT TO THE 2022 BYRNE JUSTICE ASSISTANCE GRANT PROGRAM AWARD.

RESOLUTION NO. 53-2022

A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS TO SIGN AN INTERLOCAL AGREEMENT BETWEEN THE COUNTY OF POTTAWATTAMIE AND CITY OF COUNCIL BLUFFS WITH RESPECT TO THE 2022 BYRNE JUSTICE ASSISTANCE GRANT PROGRAM AWARD.

WHEREAS, the Justice Assistance Grant (JAG) Program has funds available to award the County and City; and

WHEREAS, the heads of both law enforcement agencies have determined the best way to utilize said funds and agree that the proposed use is in the best interest of the public.

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of Pottawattamie County, Iowa, that the Chairman of the Board is hereby authorized and directed to sign the Interlocal Agreement between the County and City for use of the 2022 JAG funds.

Dated this 2nd Day of August, 2022.

ROLL CALL VOTE

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

ATTEST: _____
Melvyn Houser, County Auditor

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

Motion by Schultz, second by Belt, to approve and authorize Board Chairman to sign amended General Accounting Expenditure no. 16 for 18-DTR-004.

Paula Hazelwood/Chief Executive Officer, Advance Southwest Iowa Corporation and Bethany Wilcoxon and Team/Senior Advisor, McClure appeared before the Board to give a presentation for project funding for Rural Pottawattamie County Infrastructure Collaboration (RPCIC). Discussion only. No action taken

Brenda Mainwaring, President & CEO of Iowa West Foundation appeared before the Board to provide an update and discuss the 2022 Award Cycle 2. Discussion only. No action taken.

Maria Sieck, Public Health Administrator appeared before the Board to provide an update and discuss the Public Health recognition awards.

Motion by Belt, second by Schultz, to approve and authorize Board to sign **Resolution No. 55-2022** entitled: APPROVAL OF TRAFFIC SAFETY IMPROVEMENT PROGRAM APPLICATION FOR TEMPORARY TRAFFIC SIGNALS.

RESOLUTION NO. 55-2022

APPROVAL OF TRAFFIC SAFETY IMPROVEMENT PROGRAM APPLICATION FOR TEMPORARY TRAFFIC SIGNALS.

WHEREAS, the Iowa Department of Transportation has adopted Administrative Rule 761-Chapter 164, which created the Traffic Safety Improvement Program (TSIP) to allow funding to be provided to local jurisdictions for eligible traffic safety improvement projects; and

WHEREAS, Pottawattamie County has determined that providing temporary traffic signals will aid in improving the safety of flaggers, road crews, and the traveling public during road maintenance activities; and

WHEREAS, portable temporary traffic signals are recognized as temporary traffic control devices in the Manual on Uniform Traffic Control Devices (MUTCD), 2009 edition; and

WHEREAS, the Pottawattamie County Engineer recommends a TSIP application be submitted to the Iowa Department of Transportation for possible safety funding of the above mentioned traffic control devices.

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

- 1.** Supports the application for Iowa Department of Transportation Traffic Safety Improvement Program Funding.
- 2.** Certifies that Pottawattamie County will provide continuous maintenance to these temporary traffic control signs.
- 3.** Authorize the Board of Supervisors Chairman to sign application and supporting documents in relation to the TSIP funding.

Dated this 2nd Day of August, 2022.

ROLL CALL VOTE

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

ATTEST: _____

Melvyn Houser, County Auditor

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

3. OTHER

Motion by Schultz, second by Belt, to approve and authorize Board to sign **Resolution No. 51-2022** entitled: Resolution for Transfer from MHDS Fund to MHDS Direct Expenses Fund.

RESOLUTION NO. 51-2022

RESOLUTION for Transfer from MHDS Fund to MHDS Direct Expenses Fund.

WHEREAS it is desired to transfer money from MHDS Fund to MHDS Direct Expenses 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 \$14,093.17 is ordered to be transferred from MHDS Fund to MHDS Direct Expenses 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 2nd Day of August, 2022.

ROLL CALL VOTE

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

ATTEST: _____

Melvyn Houser, County Auditor

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

Motion made by Belt, second by Schultz, to approve and authorize Board to sign **Resolution No. 52-2022** entitled: Resolution Appointing UMB BANK, N.A. of West Des Moines, Iowa, to serve as paying agent, not registrar, and transfer agent, approving the paying agent and note registrar and transfer agent agreement and authorizing the execution of the agreement.

RESOLUTION NO. 52-2022

RESOLUTION APPOINTING UMB BANK, N.A. OF WEST DES MOINES, IOWA, TO SERVE AS PAYING AGENT, NOTE REGISTRAR, AND TRANSFER AGENT, APPROVING THE PAYING AGENT AND NOTE REGISTRAR AND TRANSFER AGENT AGREEMENT AND AUTHORIZING THE EXECUTION OF THE AGREEMENT.

WHEREAS, \$1,745,000 General Obligation Capital Loan Notes, Series 2022, dated August 17, 2022, have been sold and action should now be taken to provide for the maintenance of records, registration of certificates and payment of principal and interest in connection with the issuance of the Notes; and

WHEREAS, this Board has deemed that the services offered by UMB Bank, N.A. of West Des Moines, Iowa, are necessary for compliance with rules, regulations, and requirements governing the registration, transfer and payment of registered notes; and

WHEREAS, a Paying Agent, Note Registrar and Transfer Agent Agreement (hereafter "Agreement") has been prepared to be entered into between the County and UMB Bank, N.A.

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

1. That UMB Bank, N.A. of West Des Moines, Iowa, is hereby appointed to serve as Paying Agent, Note Registrar and Transfer Agent in connection with the issuance of \$1,745,000 General Obligation Capital Loan Notes, Series 2022, dated August 17, 2022.
2. That the Agreement with UMB Bank, N.A. of West Des Moines, Iowa, is hereby approved and that the Chairperson and Auditor are authorized to sign the Agreement on behalf of the County.

PASSED AND APPROVED this 2nd day of August, 2022.

ROLL CALL VOTE

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

ATTEST: _____
Melvyn Houser, County Auditor

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

4. RECEIVED/FILED

- A. Salary Action(s):
 - 1) Veteran Affairs– Payroll status change for Randal Markell.
- B. Out of State Travel Notification:
 - 1) Medical Examiner – Out of State Travel Notification for Felicia Luczek and Kalen Knight.

5. PUBLIC COMMENTS

No public comments.

6. ADJOURN

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

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:45 A.M.

Tim Wichman, Chairman

ATTEST: _____
Melvyn Houser, Pottawattamie County Auditor

APPROVED: August 9, 2022
PUBLISH: X

I, Melvyn Houser, Auditor of Pottawattamie County, verify the following to be a correct copy of all claims allowed by the Pottawattamie County Board of Supervisors for the month of July 2022.

Vendor Name	Payable Description	Total Payments
3312 WEST BROADWAY PROPERTIES LLC	RENT - PUBLIC HEALTH	1,530.00
3RD DEGREE SCREENING INC	PROF SVC - HR	56.00
A AND L HYDRAULICS INC	ROADS/PARTS	12.73
A PLUS UNITED RADIATOR REPAIR	ROADS/REPAIR	475.00
AARON SOUCIE	REIMB EXP - SHERIFF	535.00
ABBE CENTER FOR COMMUNITY MENTAL HEALTH	RCF - SWIA MHDS REGION	4,093.31
ABBIE ASHCRAFT	REIMB EXP - SWIA MHDS REGION	71.78
ACCURATE LAWN & IRRIGATION LLC	PROF SVC - B&G	4,031.63
ADAM KLEIN	REIMB EXP - IT	163.80
ADVANCE SOUTHWEST IOWA CORPORATION	ECONOMIC DEV - BOARD	51,410.00
AGRILAND FS INC	FUEL - CONSERVATION	5,023.11
AGRIVISION GROUP LLC	ROADS/REPAIR	12,111.79
AIRGAS INC	ROADS/RENT	33.51
ALEGENT CREIGHTON CLINIC	MED SVC - BOARD	3,941.05
ALEGENT HEALTH BERGAN MERCY HEALTH SYSTEM	MED SVC - JAIL	3,096.00
ALEGENT HEALTH PSYCHIATRIC ASSOCIATES	MED SVC - SWIA MHDS REGION	660.00
ALL COPY PRODUCTS INC	PROF SVC - WIC	39.05
ALLISON WISE	TRANSCRIPTS - CO ATTORNEY	12.50
AMANDA HEIMS	LEGAL REP - BOARD	2,295.00
AMAZON CAPITAL SERVICES INC	SUPPLIES - B&G	6,609.95
AMERICAN NATIONAL BANK	PROCESSING FEES - JAIL	371.65
AMERICAN NATIONAL BANK	MO BILL - WIC	26,825.33
AMY JOBE	REIMB EXP - SWIA MHDS REGION	342.81
ANCHOR HOMES INC	SUPPORT SVC - SWIA MHDS REGION	35,533.00
ANDREW DEWEY	REIMB EXP - IT	147.42
ANDRY HAYDUK	RENT ASSIST - GA	550.00
ARAMARK UNIFORM & CAREER APAREL GROUP INC	SUPPLIES - JAIL	7,025.37
ARROWHEAD SCIENTIFIC INC	SUPPLIES - SHERIFF	934.54
ASHLEY JONAS	REIMB EXP - CONSERVATION	36.27
AT&T MOBILITY LLC	MO BILL - EMA	379.03
AUDITOR OF STATE	PROF SVC - BOARD	115,414.82
AVOCA MAIN STREET INC	CONTRIBUTION - BOARD	3,000.00
AXON ENTERPRISE INC	TRAINING - JAIL	375.00
BARBARA CHENEY	REIMB EXP - SWIA MHDS REGION	117.59
BENJAMIN SHUDAK	REIMB EXP - B&G	26.68
BENJAMIN THORNBURG	RELOCATION - VA	2,500.00
BENNETT REFRIGERATION INC	PROF SVC - CONSERVATION	657.49
BILLS WATER CONDITIONING INC	MO BILL - JAIL	592.35
BILLYS INC	SUPPLIES - CONSERVATION	265.00
BISHOP BUSINESS EQUIPMENT COMPANY	PROF SVC - CO ATTORNEY	2,388.17
BLACK HILLS UTILITY HOLDING	MO BILL - JAIL	5,351.92
BLUFFS TAXI AND COURIER INC	TRANSPORT - JAIL	152.00
BLUFFS TOWERS LP	RENT ASSIST - GA	242.00
BOB BARKER COMPANY INC	SUPPLIES - JAIL	144.11
BODE DUE INC	ROADS/TIRE REPAIR - 326	49.00
BOMGAARS SUPPLY INC	ROADS/SUPPLIES	303.93
BP ENTERPRISES INC	PROF SVC - SHERIFF	563.89
BRAXTON MORRISON	GRANT REIMB - EMA	303.78
BREDA TELEPHONE CORPORATION	MO BILL - COMMUNICATIONS	734.00
BRETT WESSELS	REIMB EXP - CO ATTORNEY	1,461.52
BRIAN MILLER	REIMB EXP - SHERIFF	565.16
BRIAN MCMILLIN	PROF SVC - SWIA MHDS REGION	1,500.00
BUCKLEY POWDER CO	ROADS/MATERIALS	8,606.40
BUSINESS CLEANING SOLUTIONS INC	MO BILL - CONSERVATION	517.00
C & J INDUSTRIAL SUPPLY INC	PROF SVC - JAIL	229.75
CALHOUN COMMUNICATIONS INC	PROF SVC - IT	732.59
CAPITAL ONE NA	MO BILL - DHS	57.44
CARROLL DISTRIBUTING & CONSTRUCTION SUPPLY INC	ROADS/SUPPLIES	294.05
CASS COUNTY (IA)	SVC FEES - BOARD	32.00
CDW LLC	SUPPLIES - JAIL	2,818.49
CENTRAL IOWA JUVENILE DETENTION CENTER	TRANSPORT - SWIA MHDS REGION	1,001.19
CENTRAL IOWA READY MIX	ROADS/SUPPLIES	11,572.00
CENTRAL STATES INSPECTION SERVICES INC	PROF SVC - CONSERVATION	700.00
CENTURY LINK COMMUNICATIONS LLC	MO BILL - COMMUNICATIONS	35,043.59
CENTURYLINK INC	MO BILL - IT	4,343.33
CHRISTIAN HOME ASSOCIATION	PROF SVC - DHS	2,799.00
CHRISTOPHER JON ELLIOTT	MED SVC - MED EXAMINER	6,666.67
CHRISTOPHER KOZIOL	SVC FEES - CO ATTORNEY	54.00
CHS INC	FUEL - EMA	476.20
CINTAS CORPORATION NO 2	ROADS/UTILITIES	366.73
CITIBANK NA	MO BILL - B&G	1,378.08
CITY OF AVOCA	ROADS/UTILITIES	73.67
CITY OF COUNCIL BLUFFS	HHW PROGRAM - ENV HEALTH	88,896.00
CITY OF HANCOCK	MO BILL - CONSERVATION	965.51
CITY OF MCCLELLAND	ROADS/TRANSFER	4,279.53
CITY OF OAKLAND	MO BILL - ENV HEALTH	35.00
CITY OF WALNUT	ROADS/UTILITIES	42.00
CLAYTON RAMSDELL	RELOCATION - VA	2,500.00

COMMERCIAL FARM INDUSTRIAL TIRE SERVICE INC	ROADS/TIRES - 453	2,185.00
COMMON GROUND DISTRIBUTORS INC	SUPPLIES - CONSERVATION	106.85
CONVERGEONE INC	PROF SVC - IT	3,149.55
CORNERSTONE COMMERCIAL CONTRACTORS INC	PROF SVC - BOARD	35,184.72
CORNHUSKER INTERNATIONAL TRUCKS INC	ROADS/PARTS	390.37
COTT SYSTEMS INC	PROF SVC - AUDITOR	150.00
COUNCIL BLUFFS CHAMBER OF COMMERCE	SPONSOR - CO ATTORNEY	1,940.00
COUNCIL BLUFFS WATER WORKS	ROADS/PROJECT	301,365.23
COUNTRY CARE CENTER CORPORATION	RCF - SWIA MHDS REGION	45,856.00
COX COMMUNICATIONS INC	MO BILL - IT	6,013.42
CREXENDO BUSINESS SOLUTIONS INC	PROF SVC - SWIA MHDS REGION	35.38
CRYSTAL CLEAR WATER INC	MO BILL - RECORDER	42.75
CX COMPANIES AND SUBSIDIARIES	PROF SVC - IT	1,310.00
DAN CLOYD	RENT ASSIST - GA	400.00
DANELLE BRUCE	REIMB EXP - SWIA MHDS REGION	554.00
DANIEL SAMPSON	REIMB EXP - B&G	61.07
DAVE LYON TOWING & REPAIR LLC	PROF SVC - SHERIFF	125.00
DAVES PLACE LLC	MED SVC - SWIA MHDS REGION	8,100.00
DAVID BAYER	REIMB EXP - IT	140.40
DAVID KNIGHT	SUBSCRIPTION - VA	70.00
DEAF SERVICES UNLIMITED INC	PROF SVC - BOARD	263.50
DEBBIE SCHULER	REIMB EXP - SWIA MHDS REGION	110.80
DEK CORP	PROF SVC - SHERIFF	1,139.70
DELL MARKETING LP	EQUIP - IT	147,284.44
DIAMOND OIL COMPANY	FUEL - CONSERVATION	1,907.51
DLR GROUP INC	PROF SVC - NON-DEPARTMENTAL	1,093.75
DONALD NIELSON	PUBLICATIONS - BOARD	737.49
DOUGLAS COUNTY (NE)	SVC FEES - BOARD	200.00
DOUGLAS KELSEY JR	REIMB EXP - SHERIFF	652.78
DUANE RAYBURN	RENT ASSIST - GA	400.00
DULTMEIER SALES LLC	ROADS/PARTS	167.78
DXP ENTERPRISES INC	SUPPLIES - B&G	13.85
DYLAN THOMAS	LEGAL REP - SWIA MHDS REGION	78.00
ECHO GROUP INC	SUPPLIES - CONSERVATION	1,055.48
ECHOSAT INC	ROADS/UTILITIES	224.75
ELECTION SYSTEMS & SOFTWARE LLC	SUPPLIES - AUDITOR	9,650.00
ELECTRONIC CONTRACTING COMPANY	PROF SVC - JAIL	147.98
ELMER ZIMMERMAN	LANDSCAPING - EAST POTT SWCD	1,990.11
EMBRACE IOWA INC	SUPPORT SVC - SWIA MHDS REGION	1,886.50
ERIC STROVERS	REIMB EXP - CO ATTORNEY	303.43
EVIZZIT LLC	MH SVC - SWIA MHDS REGION	2,272.28
EXTRA PACKAGING LLC	SUPPLIES - MED EXAMINER	2,351.50
FARM SERVICE COOPERATIVE	ROADS/FUEL	84,139.91
FARMERS MUTUAL COOPERATIVE TELEPHONE COMPANY	ROADS/UTILITIES	647.99
FASTENAL COMPANY	SUPPLIES - JAIL	256.20
FERGUSON US HOLDINGS INC	SUPPLIES - JAIL	349.00
FERRELLGAS LP	PROF SVC - COMMUNICATIONS	102.72
FIKES COMMERCIAL HYGIENE LLC	ROADS/UTILITIES -CENTRAL	276.89
FILLENWARTH BEACH LLC	PROF SVC - CO ATTORNEY	523.04
FIREGUARD INC	PROF SVC - B&G	1,299.50
FIRST NATIONAL BANK OF OMAHA	SVC FEES - CO ATTORNEY	315.00
FLORENCE CRITTENTON HOME OF SIOUX CITY	PROF SVC - DHS	1,399.50
FMTC SWT INC	ROADS/UTILITIES	122.45
FOCUS FAMILY OPTIONS & COMMUNITY SUPPORTS INC	SUPPORT SVC - SWIA MHDS REGION	1,215.00
FORESTRY SUPPLIERS INC	SUPPLIES - CONSERVATION	196.15
FOX CREEK FUNDRAISING LLC	PROF SVC - PUBLIC HEALTH	1,080.00
FRONTIER COMMUNICATIONS OF IOWA LLC	MO BILL - COMMUNICATIONS	380.08
GARREANS LAW LLC	LEGAL REP - BOARD	5,242.50
GBWH OMAHA LLC	TRAINING - IT	10,684.00
GENE BECK	LANDSCAPING - WEST POTT SWCD	1,340.00
GENERAL FIRE AND SAFETY EQUIPMENT CO OF OMAHA	PROF SVC - B&G	1,673.00
GENIE SERVICES	PROF SVC - PUBLIC HEALTH	55.00
GINA HUEBNER	REIMB EXP - SWIA MHDS REGION	114.67
GREAT AMERICA FINANCIAL SERVICES CORPORATION	PROF SVC - SWIA MHDS REGION	129.78
GREAT PLAINS COMMUNICATIONS HOLDINGS LLC	PROF SVC - IT	139.96
GREAT PLAINS PEST SERVICES INC	PROF SVC - B&G	319.00
GREAT PLAINS UNIFORMS	PROF SVC - JAIL	354.00
GREG MATHIS	PROF SVC - WEST POTT SWCD	460.15
GREGORY L DAVIS	MED SVC - JAIL	893.33
GRIGNARD COMPANY LLC	SUPPLIES - CONSERVATION	451.12
GRISWOLD COOPERATIVE TELEPHONE CO	ROADS/UTILITIES	36.14
GUYER MACHINE SHOP INC	ROADS/SUPPLIES	400.85
HARRISON COUNTY (IA)	SVC FEES - BOARD	42.29
HARRISON COUNTY RURAL ELECTRIC COOPERATIVE	MO BILL - COMMUNICATIONS	629.04
HAT CREEK FARM INC	ROADS/MOWING	234.00
HAWKEYE TRUCK EQUIPMENT CO INC	ROADS/PARTS	376.33
HEARTLAND FAMILY SERVICE	MED SVC - SWIA MHDS REGION	120,315.88
HELGET INC	EQUIP - JAIL	40.00
HENRY SCHEIN INC	SUPPLIES - JAIL	272.80
HGM ASSOCIATES INC	ROADS/SERVICES	56,986.21
HOLTZ SERVICE & SMALL ENGINE LLC	ROADS/REPAIR	237.03
HOME DEPOT USA INC	SUPPLIES - B&G	160.38
HOSE & HANDLING INC	ROADS/SUPPLIES	935.53
HOTSY EQUIPMENT CO	PROF SVC - ENV HEALTH	1,106.59

HS MEDICAL BILLING SERVICES INC	PROF SVC - PUBLIC HEALTH	35.28
HTC ENTERPRISES LC	ROADS/PARTS	896.48
HUFF TIRE INC	ROADS/TIRE REPAIR - 614	270.25
HY VEE INC	SUPPLIES - CONSERVATION	87.53
INDOFF INCORPORATED	SUPPLIES - SWIA MHDS REGION	600.40
INFOSAFE SHREDDING LLC	PROF SVC - DHS	587.00
INSIGHT PUBLIC SECTOR	LICENSE - HR	561.77
INTERNATIONAL CODE COUNCIL INC	MEMBERSHIP - PLANNING	265.00
INTOXIMETERS INC	SUPPLIES - SHERIFF	125.00
IOWA COMMUNITIES ASSURANCE POOL	INSURANCE - EMA	25,712.00
IOWA COUNTY ATTORNEYS ASSOCIATION	REGISTRATION - CO ATTORNEY	1,480.00
IOWA DEPT OF NATURAL RESOURCES	PERMIT - CONSERVATION	50.00
IOWA MUNICIPALITIES WORKERS COMPENSATION ASSOCIATION	WORK COMP - BOARD	24,581.00
IOWA STATE ASSOCIATION OF COUNTIES	MEMBERSHIP - SWIA MHDS REGION	68,027.88
IOWA STATE BAR ASSOCIATION	ANNUAL DEUS - CO ATTORNEY	2,130.00
IOWA WASTE SERVICES HOLDING INC	PROF SVC - JAIL	2,629.85
IOWA WASTE SERVICES HOLDINGS INC	PROF SVC - ENV HEALTH	4,192.85
IOWA WESTERN COMMUNITY COLLEGE	TRAINING - COMMUNICATIONS	46.00
IVAN DELGADO	MED SVC - JAIL	864.86
JACKSON SERVICES INC	PROF SVC - B&G	351.10
JAMES KOHL	RENT ASSIST - GA	475.00
JASON SLACK	REIMB EXP - B&G	169.42
JASPER COUNTY (IA)	SVC FEES - BOARD	120.00
JDW MIDWEST LLC	PROF SVC - PLANNING	600.00
JEBRO INCORPORATED	ROADS/MATERIALS	3,628.10
JEFFREY W ANDERSEN	PROF SVC - CONSERVATION	2,994.67
JEFFS WASH & GLO	PROF SVC - SHERIFF	1,025.00
JENNIFER REYNOLDS	TRANSCRIPTS - CO ATTORNEY	88.00
JEREDITH BRANDS LLC	MO BILL - B&G	13,028.49
JEREMY MEYERS	REIMB EXP - B&G	28.08
JEREMY YOST	REIMB EXP - CONSERVATION	46.80
JIM HAWK TRUCK TRAILERS INC	PROF SVC - NON-DEPARTMENTAL	919.73
JOHN DEERE FINANCIAL	ROADS/PARTS	4,204.83
JOSEY THOMAS AARON	SUPPLIES - B&G	36.00
JOSHUA HARKER	REIMB EXP - SHERIFF	148.61
JP BORING CO	PROF SVC - ENV HEALTH	7,182.30
JP LUMBER INC	ROADS/SUPPLIES	94.36
KARSTENS FARM LLC	LANDSCAPING - EAST POTT SWCD	7,123.20
KELLY GREER	REIMB EXP - IT	342.90
KERRIE SNYDER	REIMB EXP - CO ATTORNEY	1,592.90
KIMARIE MAASSEN	REIMB EXP - SWIA MHDS REGION	69.03
KMALAND BROADCASTING LLC	PROF SVC - SWIA MHDS REGION	5,200.00
KRISTINA M RICHEY	REIMB EXP - SWIA MHDS REGION	739.44
KRISTINE GARDNER	REIMB EXP - SWIA MHDS REGION	68.45
LANGUAGE LINE SERVICE INC	MO BILL - JAIL	221.16
LARSEN SUPPLY CO	SUPPLIES - CONSERVATION	1,029.70
LARSON BACKHOE SERVICES INC	PROF SVC - PLANNING	35,700.00
LEE BHM CORP	PUBLICATIONS - BOARD	2,091.80
LEROY GARDNER	RENT ASSIST - GA	600.00
LOCK CRAFTERS LLC	PROF SVC - B&G	145.55
LOWELL FORRISTALL	LANDSCAPING - EAST POTT SWCD	10,661.90
LYNN GROBE	REIMB EXP - BOARD	288.68
M&K MILLS TREE SERVICE	ROADS/UTILITIES	802.98
MAIL SERVICES LLC	PROF SVC - TREASURER	3,392.16
MALINA DOBSON	REIMB EXP - CO ATTORNEY	335.96
MARC FREEMAN	REIMB EXP - SHERIFF	113.69
MARGARITA DOOLEY	REIMB EXP - VA	33.52
MARILYN KENNEDY	REIMB EXP - AUDITOR	119.70
MARK MERTES	PROF SVC - ENV HEALTH	30.00
MARLOW WHITE UNIFORMS INC	PROF SVC - JAIL	1,067.30
MARNE & ELK HORN TELEPHONE COMPANY	MO BILL - COMMUNICATIONS	579.91
MARY BETH ROSKENS	REIMB EXP - SWIA MHDS REGION	147.42
MATHESON TRI GAS INC	ROADS/SUPPLIES	589.89
MATTHEW PERRONE	RELOCATION - VA	2,500.00
MATTHEW REEVES	REIMB EXP - IT	176.67
MATTHEW WHITE	ROADS/REIMB	146.53
MAURA GOALEY	LEGAL REP - BOARD	1,487.50
MCCLURE ENGINEERING	ROADS/SERVICES	38,838.75
MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	SUPPLIES - PUBLIC HEALTH	445.44
MECO-HENNE CONTRACTING INC	PROF SVC - NON-DEPARTMENTAL	403,341.00
MEDELA LLC	SUPPLIES - WIC	851.03
MELVIN LARSEN	ROADS/MOWING	160.00
MENARDS INC	ROADS/SUPPLIES	1,969.42
MICHAEL J BORUFF	ROADS/CARSON	130.00
MICHELL BOSE	REIMB EXP - EMA	41.07
MICHELLE CIESLUK	RENT ASSIST - GA	600.00
MIDAMERICAN ENERGY COMPANY	MO BILL - B&G	50,516.58
MIDLANDS HUMANE SOCIETY	CONTRACT - ANIMAL CONTROL	7,121.63
MIDWEST MEDICAL AND SAFETY INC	SUPPLIES - JAIL	103.45
MIDWEST SPRAY TEAM & SALES INC	ROADS/SUPPLIES	2,550.00
MILLS COUNTY (IA)	SVC FEES - BOARD	34.00
MINDEN CUSTOM MEATS INC	TRAINING - SWIA MHDS REGION	179.53
MIRANDA WACHTER	REIMB EXP - SWIA MHDS REGION	111.15
MMB LLC	ROADS/PARTS	3,059.65

MONONA COUNTY (IA)	REFUND - SWIA MHDS REGION	1,134.72
MOTOROLA SOLUTIONS INC	PROF SVC - COMMUNICATIONS	348,155.00
MPE EQUIPMENT SERVICES INC	ROADS/REPAIR	3,057.50
MUNICIPAL HOUSING AGENCY	RENT ASSIST - GA	200.00
MYRA NIXON	REIMB EXP - RECORDER	72.36
NATURE PLAY ART COMPANY	SUPPLIES - WIC	1,239.08
NCH CORPORATION	PROF SVC - B&G	308.44
NEBRASKA MACHINERY COMPANY	ROADS/PARTS	6,548.46
NEW CENTURY PHYSICIANS OF IOWA PC	MED SVC - JAIL	787.50
NEXT PHASE ENVIRONMENTAL INC	PROF SVC - CONSERVATION	106,805.70
NISHNA PRODUCTIONS INC	JOB GRANT - SWIA MHDS REGION	2,000.00
NISHNABOTNA VALLEY RURAL ELECTRIC COOPERATIVE	ROADS/UTILITIES	2,227.47
NORTHGATE RESIDENTIAL TOWNHOMES LLC	RENT ASSIST - GA	638.00
OMAHA COMPOUND COMPANY	SUPPLIES - JAIL	4,464.85
OMAHA COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY	PROF SVC - GIS	63,477.37
OMAHA COUNCIL BLUFFS PLUMBING INC	PROF SVC - JAIL	225.00
OMAHA PUBLIC POWER DISTRICT	UTILITY ASSIST - GA	85.00
OMAHA SLINGS INC	ROADS/PARTS	642.32
OMAHA TRUCK CENTER COMPANY INC	ROADS/SERVICE - 328	1,105.00
OMNI CENTRE LLC	RENT - WIC	1,983.00
OPD BUSINESS SOLUTIONS	SUPPLIES - DHS	189.19
OTIS ELEVATOR COMPANY	PROF SVC - B&G	8,750.00
OUTDOOR HOME SERVICES HOLDING LLC	PROF SVC - COMMUNICATIONS	724.50
OUTDOOR POWER GROUP INC	ROADS/PARTS	1,240.98
PAGE COUNTY (IA)	SVC FEES - BOARD	30.00
PAMELA DUNCAN	PROF SVC - BOARD	82.00
PARKWILD HEIGHTS LLC	RENT ASSIST - GA	75.00
PC REFURBISHER LLC	PROF SVC - IT	7,080.00
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	PROF SVC - DHS	574.17
POINT OF VIEW STRATEGIES LLC	PROF SVC - PUBLIC HEALTH	737.50
POPCO INC	MO BILL - PUBLIC HEALTH	93.00
POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS	COPIER REIMB - EMA	274.98
POTTAWATTAMIE COUNTY	HOTEL/MOTEL TAX - CONSERVATION	1,462.17
POTTAWATTAMIE COUNTY CONSERVATION BOARD	PROCESSING FEES - CONSERVATION	133.93
POTTAWATTAMIE COUNTY IT DEPARTMENT	REIMB LICENSES - WIC	90.00
POTTAWATTAMIE COUNTY JAIL	PRESCRIPTION - SWIA MHDS REGION	1,429.20
POTTAWATTAMIE COUNTY SHERIFF	TRANSPORT - BOARD	9,827.23
QUADIANT INC	POSTAGE - VARIOUS	4,010.20
QUADIANT LEASING USA INC	PROF SVC - TREASURER	1,278.12
QUICK REFERENCE PUBLISHING INC	SUPPLIES - CONSERVATION	289.00
R & M HOUSING	RENT ASSIST - GA	575.00
R & S WASTE DISPOSAL LLC	ROADS/UTILITIES	890.06
RACHEL KALSTRUP	TRANSCRIPTS - SHERIFF	250.75
RADIOLOGY CONSULTANTS PC	MED SVC - JAIL	162.40
RAFAEL RODRIGUEZ	REIMB EXP - IT	31.01
RAY ALLEN MANUFACTURING LLC	SUPPLIES - SHERIFF	549.97
RAY MARTIN COMPANY OF OMAHA	PROF SVC - NON-DEPARTMENTAL	3,377.58
RED OAK WELDING SUPPLIES	ROADS/RENT	112.20
REGIONAL WATER INC	MO BILL - CONSERVATION	2,158.70
REM DEVELOPMENTAL SERVICES INC	RENT ASSIST - SWIA MHDS REGION	329.18
REPORTING SERVICES LLC	TRANSCRIPTS - CO ATTORNEY	784.75
RICHARD CARSPACKEN	LANDSCAPING - EAST POTT SWCD	495.00
RIVERBEND APARTMENTS LLC	RENT ASSIST - GA	351.00
ROBERT BETTIS	ROADS/PARTS	1,002.96
ROBERT BUSER	GRANT REIMB - EMA	290.28
ROCNROBN INC	PROF SVC - WIC	528.15
RONALD JAMES CISAR	PRESENTER - CONSERVATION	1,500.00
ROSANNA THURMAN	MED SVC - SHERIFF	400.00
RUD CHAIN INC	ROADS/PARTS	2,246.20
RZ RENTALS LLC	RENT ASSIST - GA	400.00
S & L SANITATION ENTERPRISES INC	MO BILL - CONSERVATION	74.00
SAINT JOHN LUTHERAN CHURCH	MO BILL - CONSERVATION	25.00
SAM ASHER COMPUTING SERVICES INC	MO BILL - IT	253.74
SANDAU BROTHERS SIGN COMPANY INC	PROF SVC - PUBLIC HEALTH	3,150.00
SCALES SALES & SERVICE LLC	SUPPLIES - SHERIFF	1,462.75
SCHILDBERG CONSTRUCTION COMPANY INC	ROADS/ROCK	68,507.64
SCOTT BELT	REIMB EXP - BOARD	144.77
SDJD BROWN INC	PROF SVC - SHERIFF	2,320.90
SECURITY EQUIPMENT INC	PROF SVC - PUBLIC HEALTH	346.45
SHELBY COUNTY (IA)	PRESCRIPTION - SWIA MHDS REGION	261.54
SHELLEY WELTER	REIMB EXP - SWIA MHDS REGION	146.25
SHELLY HOVEY	REIMB EXP - SWIA MHDS REGION	355.10
SIoux COUNTY (IA)	MH ADVOCATE - SWIA MHDS REGION	133.30
SNO ENGINEERING	PROF SVC - CONSERVATION	5,500.00
SOUTHWEST IOWA JUVENILE EMERGENCY SERVICES	QTRLY BILL - BOARD	281,787.86
SOUTHWEST IOWA PLANNING COUNCIL	MEMBERSHIP - BOARD	19,982.45
ST LUKES HEALTH RESOURCES	ROADS/DRUG SCREENING	146.00
STA BILT CONSTRUCTION CO INC	ROADS/MATERIALS	2,321.90
STANDARD AUTO SERVICE CORP	PROF SVC - SHERIFF	1,076.00
STAPLES INC	SUPPLIES - B&G	1,738.32
STAPLES INC	SUPPLIES - DHS	1,464.53
STAR EQUIPMENT LTD	ROADS/PARTS	308.24
STATE OF IOWA DEPARTMENT OF JUSTICE	SUPPLIES - CO ATTORNEY	770.00
STATE OF IOWA EDUCATION IOWA PUBLIC BROADCASTING DIVISION	RENT - COMMUNICATIONS	1,180.90

STATE UNIVERSITY OF IOWA	PROF SVC - ENV HEALTH	565.00
STEPHENS PECK INC	PROF SVC - TREASURER	100.00
STEVEN MAGUIRE	REIMB EXP - SHERIFF	509.11
SUZANNE WATSON	REIMB EXP - SWIA MHDS REGION	868.07
SYMPHONY DIAGNOSTIC SERVICES NO 1	MED SVC - JAIL	402.00
SYNCHRONY BANK	MO BILL - CONSERVATION	171.33
T HALL ABC INC	SUPPLIES - B&G	125.95
THE FILTER SHOP INC	SUPPLIES - B&G	455.28
THE PITNEY BOWES BANK INC	POSTAGE - DHS	10,000.00
THE PRIDE GROUP INC	RCF - SWIA MHDS REGION	23,694.90
THINK SPACE IT	PROF SVC - IT	8,948.80
THOMAS OLSEN	REIMB EXP - SWIA MHDS REGION	370.89
TIMOTHY WICHMAN	REIMB EXP - BOARD	178.70
TINIK INC	ROADS/SERVICE	909.00
TODD BUTTERBAUGH	REIMB EXP - IT	145.67
TORYANN CROZIER	PROF SVC - CONSERVATION	540.00
TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS INC	PROF SVC - SHERIFF	75.00
TRAVIS KEPHART	REIMB EXP - SHERIFF	585.09
TREASURER OF STATE OF IOWA	MED SVC - SWIA MHDS REGION	15,927.97
TRENT COZAD	RENT ASSIST - GA	400.00
TRIVIUM LIFE SERVICES	SUPPORT SVC - SWIA MHDS REGION	22,598.17
TW VENDING INC	SUPPLIES - JAIL	292.00
TYLER TECHNOLOGIES INC	PROF SVC - IT	422.50
UNITED CHURCH OF AVOCA	RENT - WIC	50.00
UNITED LABORATORIES INC	SUPPLIES - B&G	1,161.32
UNITED SEEDS INC	ROADS/MATERIALS	6,075.00
UNITED STATES CELLULAR CORPORATION	MO BILL - WIC	235.51
UNIVERSITY OF NORTHERN IOWA	ROADS/REGISTRATION	190.00
US BANK NATIONAL ASSOCIATION	MO BILL - COMMUNICATIONS	1,780.09
US BANK NATIONAL ASSOCIATION	MO BILL - VARIOUS	5,687.99
US POSTAL SERVICE (QUADIENT)	POSTAGE - TREASURER	12,000.00
VALERIE KOICHEVAR	TRANSCRIPTS - CO ATTORNEY	90.00
VERIZON COMMUNICATIONS INC	MO BILL - SHERIFF	11,369.60
VERMEER SALES & SERVICE INC	ROADS/REPAIR	5,201.66
VICKI DANLEY	LEGAL REP - SWIA MHDS REGION	241.30
VISUAL EDGE INC	PROF SVC - SWIA MHDS REGION	10.74
VISUAL EDGE INC	ROADS/SUPPLIES - CENTRAL	28.58
VOCATIONAL DEVELOPMENT CENTER INC	JOB GRANT - SWIA MHDS REGION	6,000.00
VOLANO SOFTWARE LLC	PROF SVC - CO ATTORNEY	148.00
VORTHMANN LEGACY FARMS LLC	LANDSCAPING - EAST POTT SWCD	5,414.55
W W GRAINGER INC	SUPPLIES - B&G	67.90
WAUBONSIE MENTAL HEALTH CENTER	CRISIS RESPONSE - SWIA MHDS REGION	8,875.00
WELLS FARGO FINANCIAL LEASING INC	PROF SVC - DHS	971.62
WEST CENTRAL COMMUNITY ACTION	APPROPRIATION - BOARD	15,000.00
WEST PUBLISHING CORPORATION	PROF SVC - CO ATTORNEY	4,878.04
WESTLAKE HARDWARE INC	SUPPLIES - CONSERVATION	203.43
WESTWOOD APARTMENTS LLC	RENT ASSIST - GA	600.00
WEX BANK	ROADS/FUEL	27,863.64
WINDSTREAM HOLDINGS INC	MO BILL - SHERIFF	63.99
WITT OBRIENS LLC	PROF SVC - PUBLIC HEALTH	2,125.00
WOODCRAFTERS PRODUCTS	PROF SVC - CONSERVATION	449.80
YANT TESTING SUPPLY & EQUIPMENT INC	ROADS/REPAIR - CENTRAL	961.36
YLONDA MAGUIRE	REIMB EXP - SWIA MHDS REGION	485.78
YOUNG MECHANICAL & PLUMBING INC	ROADS/HANCOCK	340.00
ZACHARIE NORMAN	REIMB EXP - SHERIFF	355.00
		<hr/>
		3,312,945.02

Fund Summary	
Fund	Payment Amount
0001 - GENERAL BASIC FUND	922,787.10
0002 - GENERAL SUPPLEMENTAL FUND	358,987.37
0003 - GAMBLING RESOURCES FUND	110,107.07
0005 - WIC/FEDERAL FUNDING FUND	9,323.76
0007 - LOST CONSERVATION FUND	9,000.00
0011 - RURAL SERVICES BASIC FUND	79,913.73
0017 - CO ATTORNEY DEL FINE COLLECT FUN	1,600.00
0019 - PROPERTY ACQUISITION & IMPROVEMENT FUND	1,093.75
0020 - SECONDARY ROADS FUND	371,623.87
0023 - REAP FUND	1,500.00
0036 - LOST SOIL CONS WEST FUND	1,340.00
0037 - LOST SOIL CONS EAST FUND	25,684.76
0042 - AMERICAN RESCUE PLAN ACT (ARPA)	296,000.00
0046 - WEST SWCD/POTT CO STRUCTURES FUN	460.15
1620 - BOND SERIES 2020A CAPITAL FUND	97,805.70
1640 - BOND SERIES 2021B CAPITAL FUND	408,487.34
4000 - EMER MANAGEMENT SERVICE FUND	14,635.11
4010 - E911 FUND	211,833.89
4155 - MHDS REGION FUND	390,761.42
	<hr/>
	3,312,945.02

Scheduled Sessions

**Becky Lenihan/Tax and Finance Officer,
Auditor's Office.**

**Discussion and/or decision on amendment
for FY 2022/23 budget and setting date for
public hearing on said amendment.**

Jason Slack/Director, Building and Grounds

**Discussion and/or decision on approval on Change
Order #5; \$1,007.00 for Site Signage Markings.**



General Contractor's Cost Summary

PROJECT: Pott. Co. - Courthouse Addition PROJECT #: 107419E
CONTRACTOR: Meco-Henne Contracting, Inc. DATE: 7/26/2022

Request for Change # and Description: ORC #001 CR #5 [X] ORC
Check ORC for Owner's Request for Change or CRC for Contractor's Request for Change: [] CRC

Reference: ASI # and Description: ASI #001 - Additional Site Signing and Striping
RFI # and Description:

[] Approved [] Declined

OWNER Date

[X] Approved [] Declined

Handwritten signature: Kimberly A. Bogatz, AIA, LEED AP BD+C
Date: August 2, 2022

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

General Contractor Self Performed Work

- 1. Material supplied by General Contractor
2. General Contractor's Labor
3. Equipment
4. Subtotal (lines 1, 2 and 3)
5. Overhead and Profit (15% of line 4)
6. Total of General Contractor Self Performed Work \$0

Subcontractor Installation/Work on Site

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

- 7. Subcontractor's cost summary (include but are not limited to the following:)
a. Mason
b. Drywaller
c. Roofer
d. Flooring
e. Painter
f. Plumber
g. HVAC
h. Electrician
i. Other Bestco - Site Striping/Signage \$950.00
j. Other
k. Other
l. Other
m. Other
8. Total Subcontractor's Cost (all lines under 7) \$950.00
9. General Contractor's Overhead and Profit on Subcontractor's Work (5% of line 8) \$47.50
10. Total of Subcontractor Installation/Work on Site (lines 8 and 9) \$997.50

CONTRACTOR'S COST SUMMARY

CRC # 005

Project Name: Pott. Co. Courthouse Addition

Date: ~~4/18/2022~~ 7/26/22

Page 2 of 2

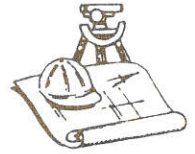
Material Supplier/Subcontractor Providing Materials Manufactured Off Site for General Contractor to Install On Site

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

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

- 15. Material Supplied by General Contractor.....
- 16. General Contractor's Labor.....
- 17. Equipment
- 18. Subtotal (lines 15, 16, and 17).....
- 19. Overhead and Profit (15% of line 18).....
- 20. **Total of General Contractor (lines 18 and 19)**.....

-
- 21. **Subtotal (lines 6, 10, 14, and 20)** \$997.50
 - 22. **Bond at** 1% **and Insurance at** _____ \$9.98
 - 23. **Total Contractors Request for Change (CRC) (lines 21 and 22)** \$1,007.00



July 26, 2022

Kim Bogatz
HGM Associates Inc.
640 Fifth Avenue
Council Bluffs, IA 51501

RE: Pottawattamie County Courthouse Addition - ORC #001

Ms. Bogatz,

The cost to add the scope of work as requested per ASI #001 - Additional Site Signing & Striping is as shown below:

Total Cost: \$1,007.00

Estimate detail and subcontractor pricing is included below.

Please advise as to how we are to proceed.

Let me know if you have any questions.

Thank you,

Jon Henne

Jon Henne Jr.
Meco-Henne Contracting, Inc.

Encl.
CC: Kim Bogatz, HGM
Ryan TerSteeg, HGM



MECO-HENNE CHANGE SUMMARY

PROJECT: Pott County Courthouse Addition
 DATE: 7/26/2022
 DESCRIPTION: ORC #001 Additional Site Signing & Markings

DIRECT COSTS

1) EQUIPMENT (per attached sheets)		\$0.00
2) MATERIAL (per attached sheets)		\$0.00
3) EQUIPMENT & MATERIAL SUBTOTAL		\$0.00
4) RAW LABOR (per attached sheets)		\$0.00
5) LABOR BURDEN (fringes, benefits, insur.)	RATE: 39%	\$0.00
6) SAFETY & WARRANTY	2% of Labor	\$0.00
7) TRUCK/HAULING (dumpsters)		\$0.00
8) EQUIPMENT RENTAL		\$0.00
9) SUBTOTAL		\$0.00
	O-H & PROFIT 10%	\$0.00

SUBCONTRACTORS

1) Bestco		\$950.00
2)		
3)		
4)		
5)		
SUBCONTRACTOR SUBTOTAL		\$950.00
	O-H & PROFIT 5%	\$47.50
	SUBTOTAL	\$997.50
	BOND 1%	\$9.98
	CHANGE ORDER TOTAL	\$1,007.48
	FINAL ADJUSTMENT	\$1,007.00

Jon Henne Jr.

Subject: FW: Meco-Henne

Hello Jon,

Thank you for sending. Our price breakdown on the additional scope of work is as shown below:

Paint One-Way Arrow: 3EA @ \$150 = \$450.00
Do Not Enter Sign & Post Installed: 1 EA \$250
One Way Sign & Post Installed: 1 EA \$250

Thank You,
Dawn Eckles

Bestco Services
Lincoln PH: (402) 467-1806
Omaha PH: (402) 330-1806
Fax: (402) 786-2219
bestcoservices.com

From: Dawn Eckles <dawn@bestcoservices.com>
Sent: Friday, October 15, 2021 2:42 PM
To: jhennejr@mecohenne.com
Subject: Re: Meco-Henne

I will get it done in the next week or so -

Thank You,
Dawn Eckles



Bestco Services
Lincoln PH: (402) 467-1806
Omaha PH: (402) 330-1806
Fax: (402) 786-2219
bestcoservices.com



ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Project: Pottawattamie County, Iowa – Courthouse Addition

HGM Project Number: 107419E

Approved By:

Sent to:

Owner
Architect
Contractor
Field
Other

Owner: Pottawattamie County Board of Supervisors

To Contractor: Meco-Henne Contracting, Inc.

Supplemental Instruction No: ASI #1 – Additional Site Signing and Striping

Date: August 19, 2021

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

- Owner Request for Change
- Contractor Request for Change

DESCRIPTION:

Additions to Plan Sheet C3.0. Supply and install the additional painted pavement markings and post mounted signs as shown on the attached drawing, SD-1.

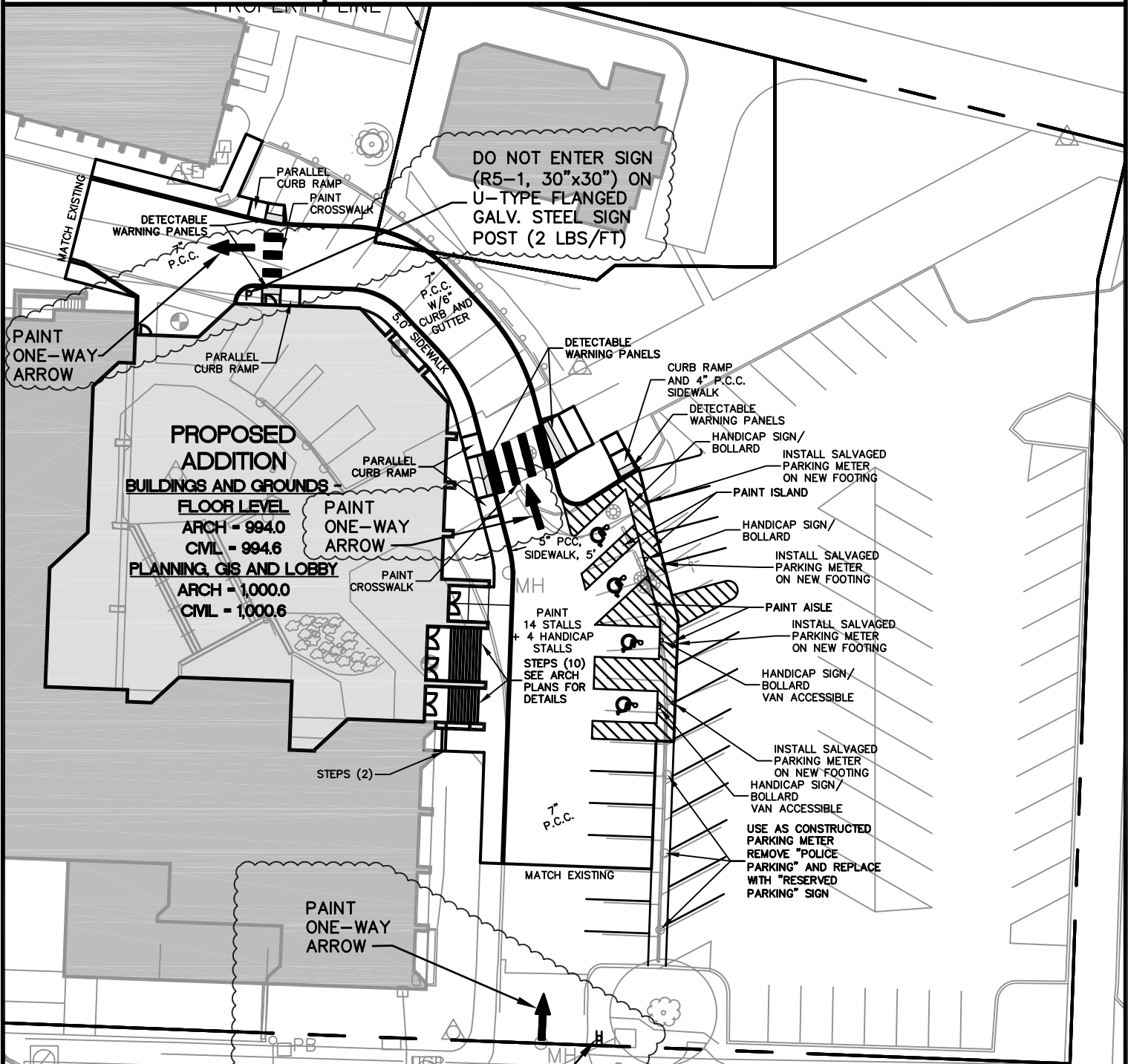
X
John E. Jorgensen, P.E.
HGM Associates Inc.

Attachments: SD1

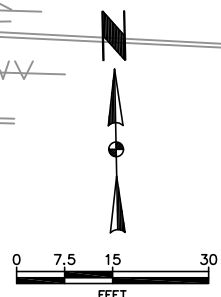
SUPPLEMENTAL DRAWING

PROJECT: **POTTAWATTAMIE COUNTY
 COURTHOUSE RENOVATION**

PROJECT #: **107419E**
 DATE: **6-25-2021**



TWO ONE-WAY SIGN
 PANELS (R6-1,
 36"x12") ON U-TYPE
 FLANGED GALV. STEEL
 SIGN POST (2 LBS/FT)



ASI#1
 SHEET NO.
SD-1

Jason Slack/Director, Building and Grounds

**Discussion and/or decision on approval on Change
Order #6; credit -\$911.00 to delete Community Service
door.**



General Contractor's Cost Summary

PROJECT: Pott. Co. - Courthouse Addition PROJECT #: 107419E
CONTRACTOR: Meco-Henne Contracting, Inc. DATE: 7/26/2022

Request for Change # and Description: ORC #002 CR #6.1 [X] ORC [] CRC
Check ORC for Owner's Request for Change or CRC for Contractor's Request for Change:

Reference: ASI # and Description: ASI #008 - Delete Opening #154
RFI # and Description:

[] Approved [] Declined

OWNER Date

[X] Approved [] Declined

Turn over door, hardware, and frame to owner.

Handwritten signature: Kimberly A. Bogatz, AIA, LEED AP BD+C
Date: August 2, 2022

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

General Contractor Self Performed Work

Table with 2 columns: Description and Amount. Rows include: 1. Material supplied by General Contractor (\$50.00), 2. General Contractor's Labor (\$734.42 w/ burden), 3. Equipment, 4. Subtotal (lines 1, 2 and 3) (\$784.42), 5. Overhead and Profit (15% of line 4) (\$117.66), 6. Total of General Contractor Self Performed Work (\$902.08)

Subcontractor Installation/Work on Site

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

Table with 2 columns: Description and Amount. Rows include: 7. Subcontractor's cost summary (include but are not limited to the following: a. Mason, b. Drywaller, c. Roofer, d. Flooring, e. Painter, f. Plumber, g. HVAC, h. Electrician, i. Other, j. Other, k. Other, l. Other, m. Other), 8. Total Subcontractor's Cost (all lines under 7), 9. General Contractor's Overhead and Profit on Subcontractor's Work (5% of line 8), 10. Total of Subcontractor Installation/Work on Site (lines 8 and 9)

CONTRACTOR'S COST SUMMARY

CRC # 6.1

Project Name: Pott. Co. Courthouse Addition

Date: _____

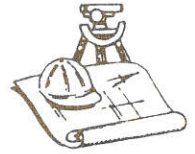
Material Supplier/Subcontractor Providing Materials Manufactured Off Site for General Contractor to Install On Site

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

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

- 15. Material Supplied by General Contractor.....
- 16. General Contractor's Labor.....
- 17. Equipment
- 18. Subtotal (lines 15, 16, and 17).....
- 19. Overhead and Profit (15% of line 18).....
- 20. **Total of General Contractor (lines 18 and 19)**.....

-
- 21. **Subtotal (lines 6, 10, 14, and 20)** \$902.08
 - 22. **Bond at 1% and Insurance at _____** \$9.02
 - 23. **Total Contractors Request for Change (CRC) (lines 21 and 22)** -\$911.00



July 26, 2022

Kim Bogatz
HGM Associates Inc.
640 Fifth Avenue
Council Bluffs, IA 51501

RE: Pottawattamie County Courthouse Addition - ORC #001

Ms. Bogatz,

The cost to delete the labor associated with deleting Opening 154 as per ASI #008 is as follows:

Total Cost: (\$911.00) Credit

Estimate detail is included below. HM and Wood door material was released prior to issuance of ASI #008. Material will be turned over to Owner, if desired.

Let me know if you have any questions.

Thank you,

Jon Henne

Jon Henne Jr.
Meco-Henne Contracting, Inc.

Encl.
CC: Kim Bogatz, HGM
Ryan TerSteege, HGM



MECO-HENNE CHANGE SUMMARY

PROJECT: Pott County Courthouse Addition
 DATE: 2/18/2022
 DESCRIPTION: ORC #002 - ASI #008 Delete Door #154

DIRECT COSTS

1)	EQUIPMENT (per attached sheets)	\$0.00
2)	MATERIAL (per attached sheets)	-\$50.00
3)	EQUIPMENT & MATERIAL SUBTOTAL	-\$50.00
4)	RAW LABOR (per attached sheets)	-\$518.00
5)	LABOR BURDEN (fringes, benefits, insur.)	-\$202.02
	RATE: 39%	
6)	SAFETY & WARRANTY	-\$14.40
	2% of Labor	
7)	TRUCK/HAULING (dumpsters)	\$0.00
8)	EQUIPMENT RENTAL	\$0.00
9)	SUBTOTAL	-\$784.42
	O-H & PROFIT 15%	-\$117.66

SUBCONTRACTORS

1)	Ray Martin	
2)		
3)		
4)		
5)		
	SUBCONTRACTOR SUBTOTAL	\$0.00
	O-H & PROFIT 5%	\$0.00
	SUBTOTAL	-\$902.08
	BOND 1%	-\$9.02
	CHANGE ORDER TOTAL	-\$911.10
	FINAL ADJUSTMENT	-\$911.00

ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Project: Pottawattamie County, Iowa – Courthouse Addition

HGM Project Number: 107419E

Approved By:

Sent to:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Owner
Architect
Contractor
Field
Other

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Owner: Pottawattamie County Board of Supervisors

To Contractor: Meco-Henne Contracting, Inc.

Supplemental Instruction No: ASI #008 - Delete Door 154

Date: January 17, 2022

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

- | | |
|--------------------------|---|
| <input type="checkbox"/> | <u>Owner Request for Change</u> |
| <input type="checkbox"/> | <u>Contractor Request for Change</u> |

DESCRIPTION:

At Waiting 154: delete opening 154, door, frame, sidelight, hardware and gypsum board wall.

Provide a credit for the removed opening.

The existing window and wall shall remain.

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

Attachments: None

Jason Slack/Director, Building and Grounds

**Discussion and/or decision on approval on Change
Order #7; \$98,458.00 for additional pavement.**



General Contractor's Cost Summary

PROJECT: Pott. Co. - Courthouse Addition PROJECT #: 107419E
 CONTRACTOR: Meco-Henne Contracting, Inc. DATE: 7/26/2022

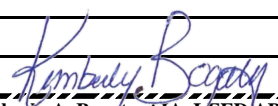
Request for Change # and Description: ORC#003 CR #007 ORC
Check ORC for Owner's Request for Change or CRC for Contractor's Request for Change: CRC

Reference: ASI # and Description: ASI #009 - Concrete Remove & Replace
 RFI # and Description: _____

Approved Declined

 OWNER _____ Date _____

Approved Declined

 August 2, 2022

 Kimberly A. Bogatz, AIA, LEED/AP BD+C Date _____

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

General Contractor Self Performed Work

1.	Material supplied by General Contractor.....	\$36,077.32	
2.	General Contractor's Labor.....	\$41,482.98 (w/ burden)	
3.	Equipment	\$6,979.70	
4.	Subtotal (lines 1, 2 and 3).....	\$84,540.00	
5.	Overhead and Profit (15% of line 4).....	\$12,681.00	
6.	Total of General Contractor Self Performed Work.....	\$97,221.00	

Subcontractor Installation/Work on Site

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

7.	Subcontractor's cost summary (include but are not limited to the following:)		
	a. Mason		
	b. Drywaller		
	c. Roofer		
	d. Flooring		
	e. Painter		
	f. Plumber		
	g. HVAC		
	h. Electrician		
	i. Other <u>Private Locates</u>	\$250.00	
	j. Other _____		
	k. Other _____		
	l. Other _____		
	m. Other _____		
8.	Total Subcontractor's Cost (all lines under 7).....	\$250.00	
9.	General Contractor's Overhead and Profit on Subcontractor's Work (5% of line 8).....	\$12.50	
10.	Total of Subcontractor Installation/Work on Site (lines 8 and 9).....	\$262.50	

CONTRACTOR'S COST SUMMARY

CRC # 007

Project Name: Pott. Co. Courthouse Addition

Date: _____

Page 2 of 2

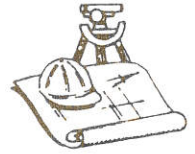
Material Supplier/Subcontractor Providing Materials Manufactured Off Site for General Contractor to Install On Site

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

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

- 15. Material Supplied by General Contractor.....
- 16. General Contractor's Labor.....
- 17. Equipment
- 18. Subtotal (lines 15, 16, and 17).....
- 19. Overhead and Profit (15% of line 18).....
- 20. **Total of General Contractor (lines 18 and 19)**.....

-
- 21. **Subtotal (lines 6, 10, 14, and 20)** \$97,483.50
 - 22. **Bond at 1% and Insurance at _____** \$974.84
 - 23. **Total Contractors Request for Change (CRC) (lines 21 and 22)** \$98,458.00



July 26, 2022

Kim Bogatz
HGM Associates Inc.
640 Fifth Avenue
Council Bluffs, IA 51501

RE: Pottawattamie County Courthouse Addition - ORC #003

Ms. Bogatz,

The cost to remove and add additional paving as shown in ASI #009 is as shown below:

Total Cost: \$98,458.00

This price includes the concrete removal and replacement work as shown in ASI #009. This price also includes secondary layout for paving, backfilling of behind curbs and patching in of grass and sealant of applicable joints. Proposal assumes HGM will provide primary staking/layout for new paving. No cost is included in proposal for primary pavement staking.

Estimate detail is included below. Work would be scheduled for Spring of 2023 with an anticipated duration of 8 working days.

Please advise as to how we are to proceed.

Let me know if you have any questions.

Thank you,

Jon Henne

Jon Henne Jr.
Meco-Henne Contracting, Inc.

Encl.
CC: Kim Bogatz, HGM
Ryan TerSteege, HGM



MECO-HENNE CHANGE SUMMARY

PROJECT: Pott County Courthouse Addition
 DATE: 6/28/2022
 DESCRIPTION: ORC #003 - ASI #009 Additional Pavement R&R

DIRECT COSTS

1)	EQUIPMENT (per attached sheets)	\$6,979.70
2)	MATERIAL (per attached sheets)	\$36,077.32
3)	EQUIPMENT & MATERIAL SUBTOTAL	\$43,057.02
4)	RAW LABOR (per attached sheets)	\$29,258.70
5)	LABOR BURDEN (fringes, benefits, insur.)	\$11,410.89
	RATE: 39%	
6)	SAFETY & WARRANTY	\$813.39
	2% of Labor	
7)	TRUCK/HAULING	\$0.00
8)	EQUIPMENT RENTAL	\$0.00
9)	SUBTOTAL	\$84,540.00
	O-H & PROFIT 15%	\$12,681.00

SUBCONTRACTORS

1)	Private Locate	\$250.00
2)		
3)		
4)		
5)		
	SUBCONTRACTOR SUBTOTAL	\$250.00
	O-H & PROFIT 5%	\$12.50
	SUBTOTAL	\$97,483.51
	BOND 1%	\$974.84
	CHANGE ORDER TOTAL	\$98,458.34
	FINAL ADJUSTMENT	\$98,458.00



Meco-Henne Contracting

Takeoff

Date: 6/28/2022

Estimator: JHJR

Project: 2106

Sheet No. 1 of 1

ORC #003 - ASI #009 Additional Paving R&R

Description of Work	Quantity	Unit	Equip. U.P.	Equip. Total	Material U.P.	Material Total	Labor U.P.	Labor Total	S.U.P.	Sub Total
ORC #003 - ASI #009 Additional Paving R&R										
Removals				\$0.00		\$0.00		\$0.00		\$0.00
Saw Cut Sidewalk	20	LF	\$2.00	\$40.00	\$2.00	\$40.00	\$4.00	\$80.00		\$0.00
Saw Cut HMA/PCC	45	LF	\$2.00	\$90.00	\$2.00	\$90.00	\$4.50	\$202.50		\$0.00
HMA/PCC/Curb Removal	5350	SF	\$0.25	\$1,337.50	\$0.20	\$1,070.00	\$1.75	\$9,362.50		\$0.00
Sidewalk Removal	1068	SF	\$0.15	\$160.20	\$0.25	\$267.00	\$1.00	\$1,068.00		\$0.00
PGG Pad Removal	211	SF	\$0.25	\$52.75	\$0.25	\$52.75	\$3.00	\$633.00		\$0.00
Load/Haul Off	12	LDS	\$200.00	\$2,400.00		\$0.00		\$0.00		\$0.00
Protect Existing Conditions	1	LS		\$0.00	\$400.00	\$400.00	\$400.00	\$400.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
7" PCC				\$0.00		\$0.00		\$0.00		\$0.00
Prep Dirt Grade	6497	SF	\$0.15	\$974.55	\$0.10	\$649.70	\$0.25	\$1,624.25		\$0.00
Curb Form 13	348	LF		\$0.00	\$1.25	\$435.00	\$3.50	\$1,218.00		\$0.00
Edge Form 7" Typical	20	LF		\$0.00	\$0.80	\$16.00	\$2.75	\$55.00		\$0.00
Const Joint Form 7" Doweled	315	LF		\$0.00	\$1.10	\$346.50	\$4.00	\$1,260.00		\$0.00
Rebar Dowel Staked #4 @ 30" OC	126	EA		\$0.00	\$3.00	\$378.00	\$1.00	\$126.00		\$0.00
Dowel Exist Paving Edge	52	EA		\$0.00	\$8.00	\$416.00	\$7.00	\$364.00		\$0.00
EJ 7	53	LF		\$0.00	\$0.80	\$42.40	\$0.80	\$42.40		\$0.00
Concrete Material	160	CY		\$0.00	\$150.60	\$24,096.00		\$0.00		\$0.00
Concrete Place & Finish	6497	SF	\$0.10	\$649.70	\$0.08	\$519.76	\$0.55	\$3,573.35		\$0.00
Curb Finish	348	LF		\$0.00		\$0.00	\$2.00	\$696.00		\$0.00
Saw Cut	1125	LF	\$0.40	\$450.00	\$0.35	\$393.75	\$0.75	\$843.75		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00



ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Project: Pottawattamie County, Iowa – Courthouse Addition

HGM Project Number: 107419E

Approved By:

Sent to:

Owner
Architect
Contractor
Field
Other

Owner: Pottawattamie County Board of Supervisors

To Contractor: Meco-Henne Contracting, Inc.

Supplemental Instruction No: ASI #009 - Additional Pavement Removal and Replacement

Date: May 3, 2022

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

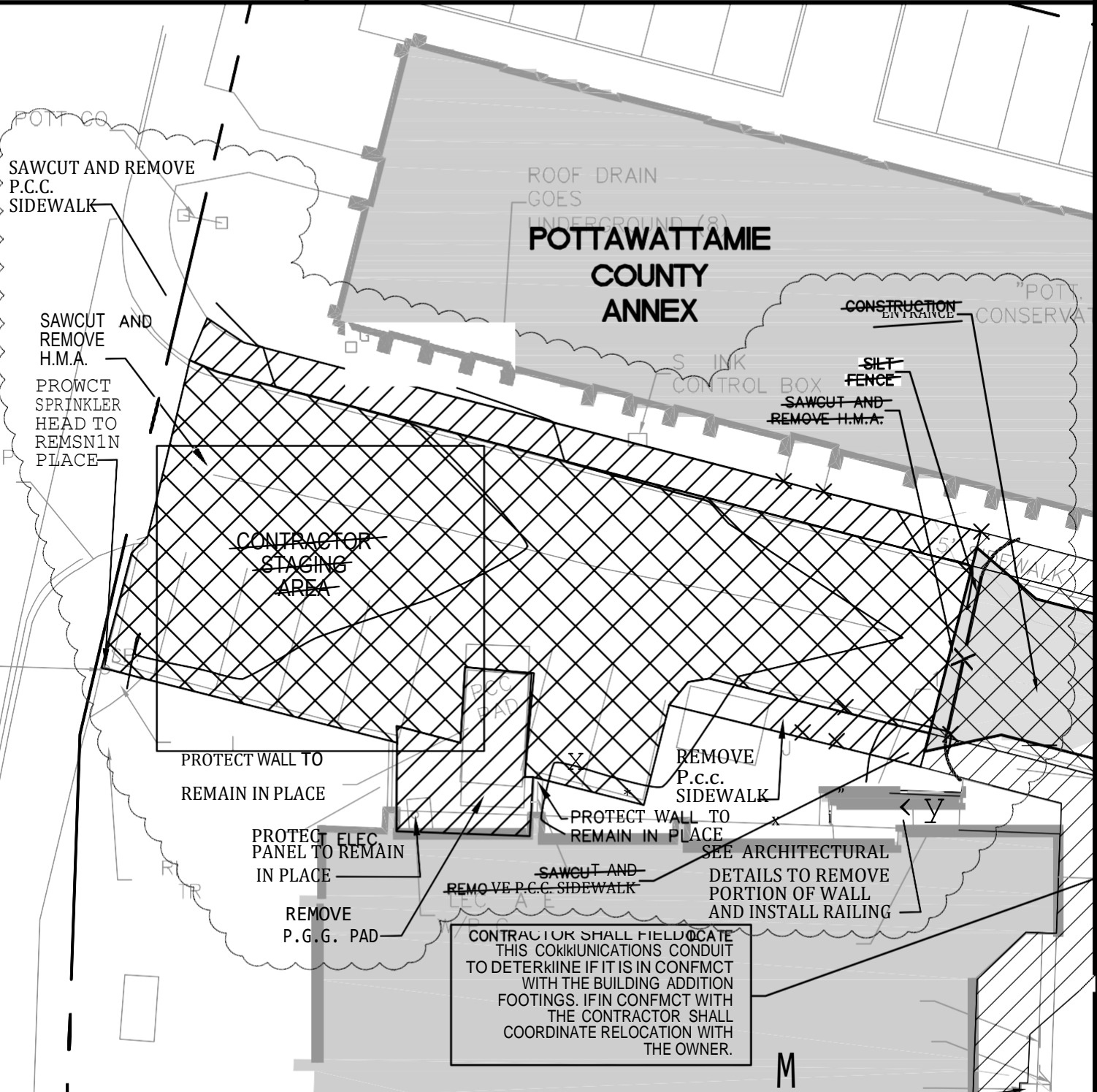
Owner Request for Change
Contractor Request for Change

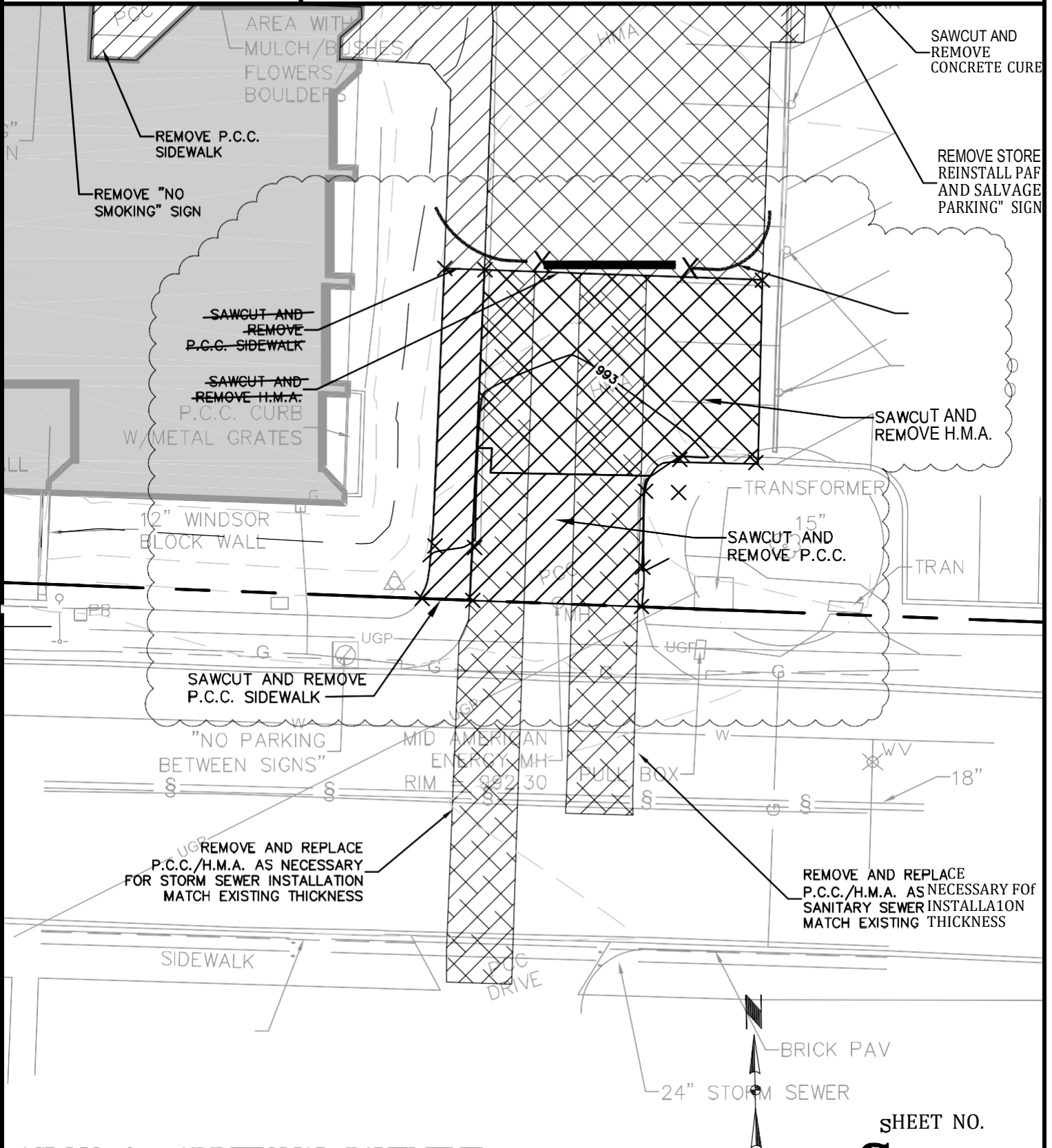
DESCRIPTION:

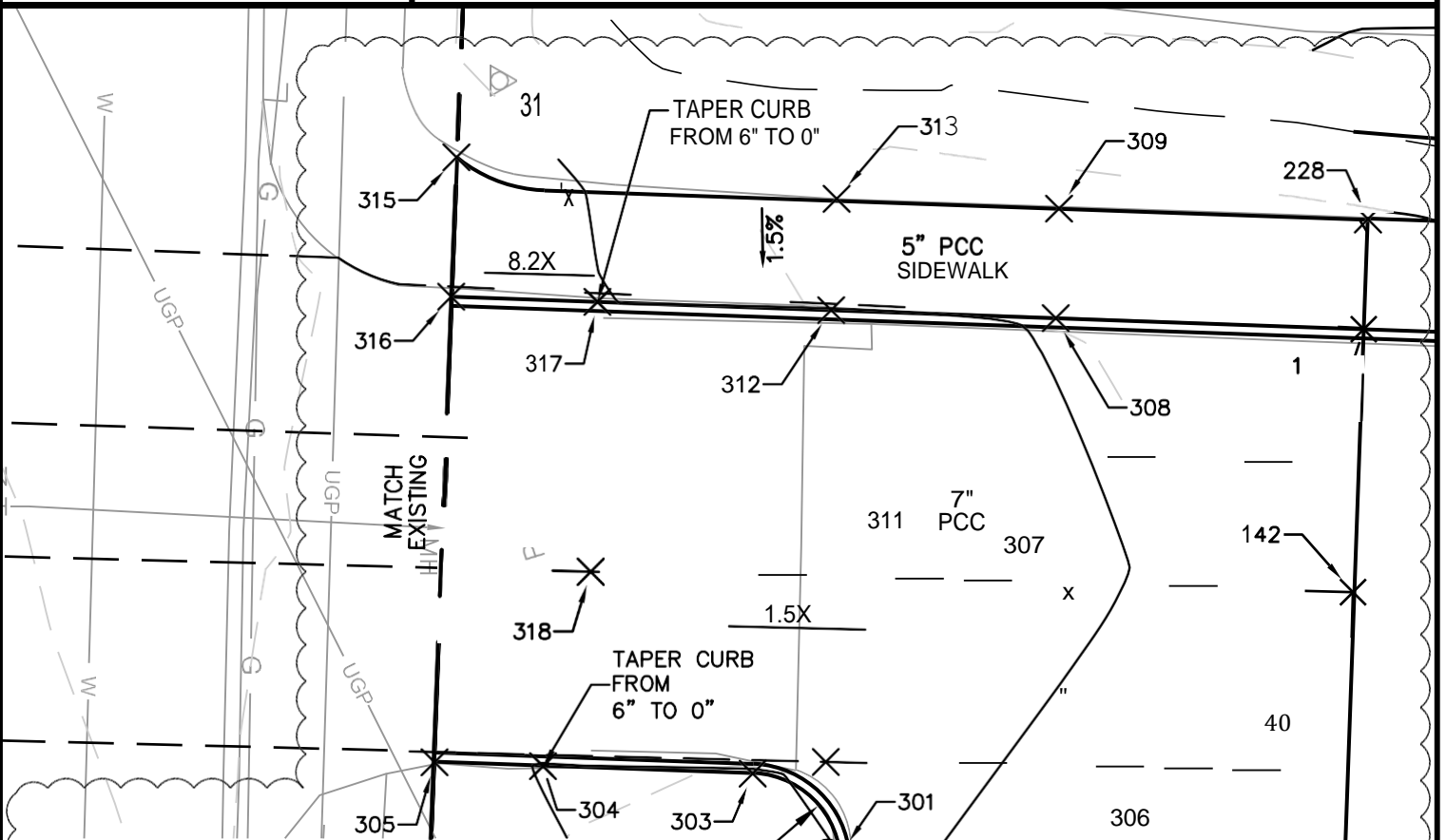
Provide pricing to remove remaining asphalt driveway on the north and east sides of the courthouse and replace with concrete pavement. See attached supplemental drawings for additional information.

John E. Jorgensen, P.E.
HGM Associates Inc.

Attachments: SD-1, SD-2, SD-3, SD-4, SD-5, SD-6, SD-7







POINT TABLE

POINT #	NORTHING	EASTING	ELEVATION	DESCRIPTION
140	466789.16	993861.88	993.35	TOP
141	466788.52	993879.87	993.61	TOP
142	466789.43	90385231	993.21	TOP
228	466790.23	993831.83	994.01	WALK
300	466760.96	993878.89	993.63	TOC
301	466761.32	993866.65	993.42	TOC
302	466756.37	993867.22	993.29	5' RAD
303	466756.55	993652.22	993.27	TOC
30't	4667't5.08	993861.81	993.06	TOC
Nos	466739.1s	eezas7.ze	eeel.s+	MATCH EXIST
306	466774.34	993861.93	993.08	TOP
307	46677t.95	993851.92	992.97	TOP
Nos	466773.1z	eezas7.ze	eeel.s+	TOC
309	466773.30	993831.30	993.63	TOS
310	466760.55	993861.58	992.83	TOP
311	466760.s7	eezss .s<	eez.76	TOP

z<z	+66760.e<	eezs7s.as	een.26	TOC
z z	466761. t	sezs70.7s	een.ze	TOS
314	466748.29	993830.40	993.07	TOS
z<s	466740.07	993636.11	992.31	TOC
316	466740.07	993636.11	992.31	TOC
317	466748.06	993836.40	992.97	TOC
z<8	466747.sz	eezes1.z0	een.ss	TOP

POINT TABLE

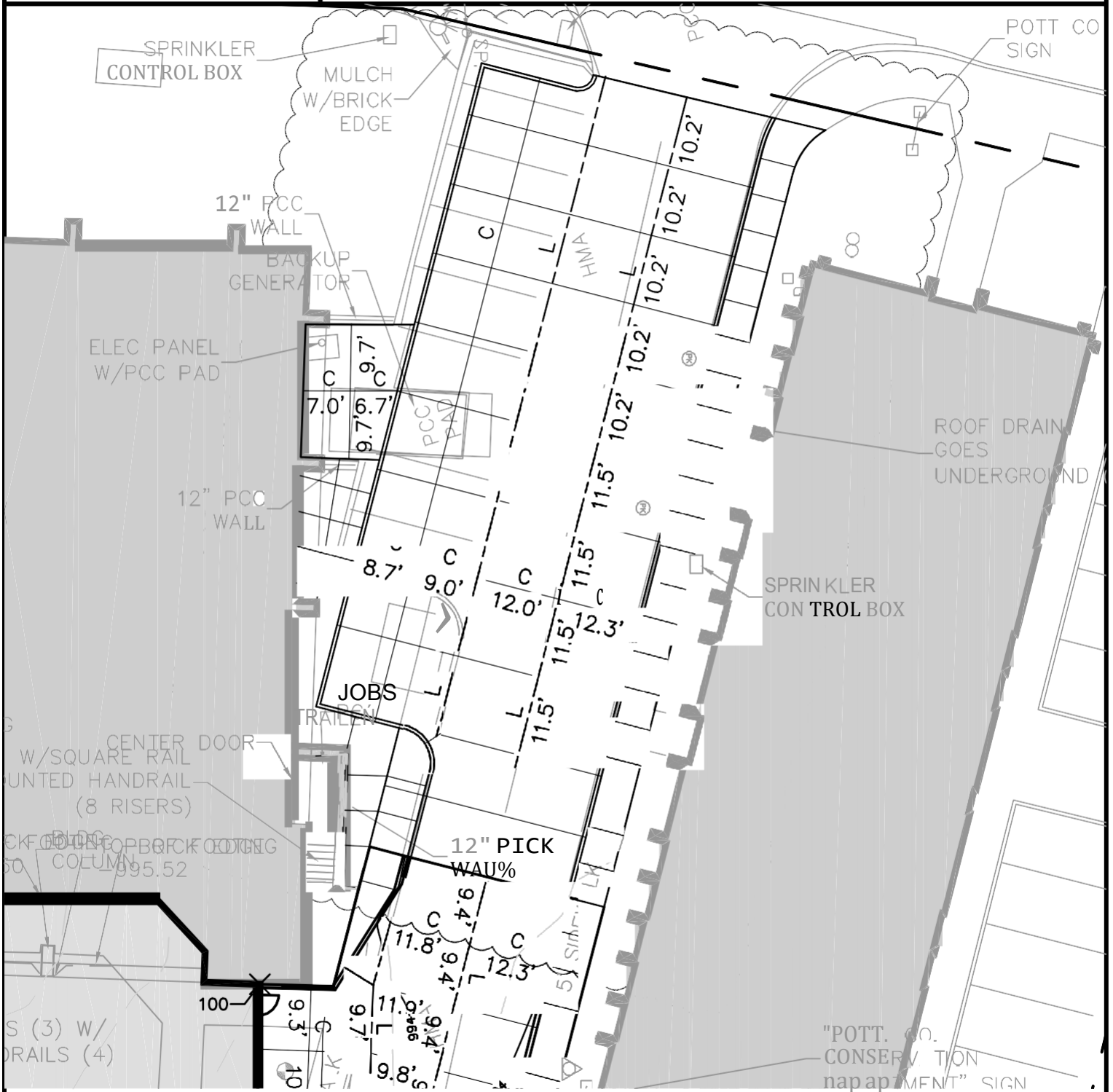
POINT	NORTHING	EASTING	ELEVATION	DESCRIPTION
110	465958.95	993715.65	994.13	TOC
111	466957.65	993721.4B	994.21	TOC
182	466982.79	993722.71	994.1	TOC
201	466954.17	993715.37	994.19	WALK
202	466987.64	993723.55	994.1	WALK
255	466970.87	993719.70	993.13	TOP
Z1e	466955.61	993715.55	993.09	TOC
320	466962.66	993704.67	993.85	TOC
32a	466957.52	993702.21	993.87	5' RAD
ZZZ	466956.05	993705.55	993.75	TOC
323	465946.47	993695.34	993.52	TOC
324	466953.95	993695.34	993.30	TOC
325	466955.54	993660.10	992.72	TOP
326	466944.30	993659.70	992.90	TOP
337	466951.55	993690.71	993.00	TOP
328	466960.51	993640.76	992.62	TOP
Z2e	466957.01	993695.55	993.55	TOC
330	466965.64	993620.82	992.57	TOC
331	466970.12	993620.25	992.00	TOC
332	466983.56	993606.84	991.72	TOC
333	466984.06	993606.84	991.50	2' RAD
SS1	466955.05	993695.05	993.55	TOC
335	467012.14	993611.27	991.78	TOC
336	467019.26	993612.97	991.75	WALK
337	467024.30	993621.61	992.75	10' RAD
338	467029.52	993620.99	992.83	20' RAD
339	467014.61	993619.12	991.00	WALK
340	467009.77	993617.87	991.86	TOC
341	466970.98	993672.82	992.64	TOP
342	466980.83	993634.02	991.74	TOP
Z3s	466955.12	993695.01	991.04	TOP
344	466991.29	993535.98	991.56	TOP
345	466981.47	993576.25	991.32	TOP
M6	465993.33	993701.53	993.84	TOP
347	466994.73	993695.85	993.80	WALK
348	466993.61	993679.91	993.37	TOC
349	466998.79	993680.64	993.43	WALK
350	467004.20	993675.51	992.39	TOC

SHEET NO.



**ASI NO. 9 - ADDITIONAL PAVEMENT
REMOVAL AND REPLACEMENT**

SHEET NO
SD-6
10



John Rasmussen/Engineer

Discussion and/or decision to approve and authorize Board to sign Resolution No. 54-2022 entitled: RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF PROBABLE COST FOR THE POTTAWATTAMIE COUNTY SECONDARY ROADS OPERATIONS CENTER PUBLIC IMPROVEMENT PROJECT.

RESOLUTION NO. 54-2022

RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF PROBABLE COST FOR THE POTTAWATTAMIE COUNTY SECONDARY ROADS OPERATIONS CENTER PUBLIC IMPROVEMENT PROJECT.

WHEREAS, the existing Pottawattamie County Secondary Roads Department Annex was constructed in 1955, is beyond its useful design life and needs an estimated \$2,400,000 in renovations, and

WHEREAS, the existing Pottawattamie County Secondary Roads Fleet maintenance facility was constructed in 1977 and fails to provide adequate space for the volume of work and the size of the equipment of the Department’s \$19,800,000 fleet, and

WHEREAS, the location of either building does not promote efficiency, communication, training, accessibility, or safety, and

WHEREAS, the estimated efficiencies created by the Secondary Roads Facility Plan provides for a 1.52 Return on Investment based on a 50 year design life of the new construction with the cost of the improvements recovered in approximately 34 years and an additional \$5,100,000 in estimated savings may be realized by the 50th year of the intended design life of the proposed buildings, and

WHEREAS, notice of hearing on plans, specifications, form of contract and estimate of cost for the public improvements **was** published as required by law, and

WHEREAS, the plans, specifications, form of contract and estimate of cost were approved following a public hearing by the Board of Supervisors for the construction of the public improvements described in general as the Pottawattamie County Secondary Roads Operations Center public improvement; and

WHEREAS, the project shall be let for construction with bids to be opened at 2:00 P.M. on September 13, 2022 at the office of the Architect, HGM Associates located at 640 5th Ave, Council Bluffs, IA 51501 with a recommendation for award at the September 20, 2022 Board of Supervisors meeting.

THEREFORE, BE IT RESOLVED BY THE POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS, STATE OF IOWA: That the plans, specifications, form of contract and estimate of probable cost are hereby approved for the Pottawattamie County Secondary Roads Operations Center public improvement project.

Dated this 9th Day of August, 2022.

	ROLL CALL VOTE			
	AYE	NAY	ABSTAIN	ABSENT
_____ Tim Wichman, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Lynn Grobe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Justin Schultz	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Brian Shea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTEST: _____
Melvyn Houser, County Auditor

**Matt Wyant/Director, Planning and
Development and/or Pam
Kalstrup/Coordinator, Zoning & Land Use,
Planning and Development**

Discussion and/or decision to approve and authorize the Board to sign **Resolution No. 47-2022** entitled: Resolution Authorizing Amended Forgivable Loan Agreement with Regional Water.

RESOLUTION NO. 47-2022

Resolution Authorizing Amended Forgivable Loan Agreement with Regional Water

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Passed and Approved this August 9, 2022.

ROLL CALL VOTE

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

ATTEST: _____
Melvyn Houser, County Auditor

AMENDED FORGIVABLE LOAN AGREEMENT

This Amended Forgivable Loan Agreement is entered into between Pottawattamie County, Iowa (the “County”) and Regional Water as of the ____ day of _____, 2022 (the “Commencement Date”).

WHEREAS, Regional Water, an Iowa Nonprofit Corporation (“Regional Water”), is authorized and empowered by Iowa Code Chapter 504 (the “Act”) to issue notes or bonds for any corporate purpose; and

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

WHEREAS, the Water Improvement Project is necessary to provide water service to the Development Property and to promote the development of residential housing thereon; and

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

WHEREAS, the County and Regional Water entered into a certain Forgivable Loan Agreement dated July 15, 2021 (“Original Forgivable Loan Agreement”), with respect to the Water Improvement Project and the Forgivable Loan; and

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

WHEREAS, this Amended Forgivable Loan Agreement (the “Agreement”) has been prepared to set forth the updated, mutual understanding between the County and Regional Water and to replace the Original Forgivable Loan Agreement; and

WHEREAS, Chapter 15A of the Code of Iowa authorizes counties to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons;

NOW, THEREFORE, Regional Water and the County agree as follows:

A. Regional Water’s Covenants.

1. Water Improvement Project. Regional Water agrees to cause the construction of the Water Improvement Project in accordance with the timeline and specifications set forth on Exhibit A hereto. The construction of the Water Improvement Project shall minimally include the construction of certain water pipeline improvements with the capacity to serve five hundred (500) single-family homes in the County. Regional Water agrees to achieve substantial completion of the Water Improvement Project by no later than November 1, 2024 and final completion by no later than December 15, 2024.

Prior to constructing the Water Improvement Project, Regional Water will submit copies of all engineering documents related to the proposed Water Improvement Project to the County for review. The County may request reasonable changes in such documents, to ensure compliance with the requirements of this Agreement.

2. Forgivable Loan. Regional Water agrees that the County will advance the proceeds (the “Forgivable Loan Proceeds”) of the Forgivable Loan in the amount of \$300,000 to Regional Water in accordance with Section B.1 of this Agreement. Regional Water further agrees that the County will not advance any Forgivable Loan Proceeds until this Agreement has been executed in-full and Regional Water has delivered the Promissory Note (as hereinafter defined) to the County.

Regional Water agrees to apply the Forgivable Loan Proceeds to the payment and/or reimbursement of the costs of the Water Improvement Project.

Regional Water’s obligation to repay the Forgivable Loan shall be evidenced by a promissory note (the “Promissory Note”) to be executed by Regional Water and delivered to the County. The Promissory Note shall be in substantially the form as set forth on Exhibit B hereto.

Unless sooner forgiven in accordance with the terms of this Agreement or made subject to acceleration in accordance with Section A.8 of this Agreement, all principal advanced under the Forgivable Loan, and accrued interest thereon, shall be due and owing to the County at the office of the County Auditor by Noon on March 15, 2025. The Forgivable Loan shall bear interest at the rate of 1.50% per annum calculated from the date of the Promissory Note. Interest shall be calculated on the basis of the actual 365-day or 366-day calendar year, whichever is appropriate.

Nothing herein shall prohibit Rural Water from forfeiting the right to loan forgiveness, as set forth in Section B.2 of this Agreement by prepaying on the Forgivable Loan at any time. All prepayments shall be applied first to accrued interest and then to outstanding principal. Prepaid principal shall cease to bear interest at the time of such prepayment.

3. Loan Forgiveness Request. Upon completion of the construction of the Water Improvement Project, Regional Water agrees to submit a request (the “Loan Forgiveness Request”) to the County requesting that the Forgivable Loan be forgiven in accordance with Section B.2 of this Agreement.

The Loan Forgiveness Request shall be accompanied by documentation (the “Costs Documentation”) detailing the total costs (the “Water Improvement Costs”) incurred in the completion thereof, including invoices and such other documentation as is reasonably requested by the County, confirming that such Water Improvement Costs detailed in such Costs Documentation were in fact incurred in the construction of the Water Improvement Project and that such Water Improvement Costs are of an amount reasonably to have been expected with respect to such construction.

The Water Improvement Costs may include costs relating to land acquisition, planning, designing and constructing the Water Improvement Project; and other reasonably related costs of carrying out the Water Improvement Project.

The Loan Forgiveness Request shall also be accompanied by a report from the engineers for the Water Improvement Project demonstrating that the Water Improvement Project has the capacity to provide service to at least five hundred (500) single-family homes in the County.

8. Default Provisions.

A. Events of Default. The following shall be an “Event of Default” under this Agreement, and the term “Event of Default” shall mean, whenever it is used in this Agreement (unless otherwise provided), any one or more of the following events:

- I. Failure by Regional Water to complete construction of the Water Improvement Project pursuant to the terms and conditions of this Agreement.
- II. Failure by Regional Water to repay the Forgivable Loan pursuant to the terms and conditions of this Agreement.
- III. Failure by Regional Water to observe or perform any other material covenant on its part, to be observed or performed hereunder.

B. Notice and Remedies. Whenever any Event of Default described in this Agreement occurs, the County shall provide written notice to Regional Water describing the cause of the default and the steps that must be taken by Regional Water in order to cure the default. Regional Water shall have thirty (30) days after receipt of the notice to cure the default or to provide assurances satisfactory to County that the default will be cured as soon as reasonably possible. If Regional Water fails to cure the default or provide assurances, the County shall then have the right to:

- I. Pursue any action available to it, at law or in equity, in order to enforce the terms of this Agreement.
- II. Accelerate the due date of the then unforgiven principal amount of the Forgivable Loan, with interest thereon, which amount shall become due and owing within 30-days of the provision of a written notice of such acceleration from the County to Regional Water without presentment, demand, protest or other notice of any kind, all of which are hereby expressly waived, anything in this Agreement to the contrary notwithstanding. In the event of acceleration of the Forgivable Loan, the provisions with respect to loan forgiveness as set forth in section B.2 of this Agreement shall not apply.

B. County’s Covenants.

1. Disbursement of Loan Proceeds. The County hereby agrees to advance the Forgivable Loan Proceeds in the amount of \$300,000 to Regional Water within thirty (30) days of the Commencement Date of this Agreement.

2. Loan Forgiveness. Principal of and interest on the Forgivable Loan shall be forgiven with fifteen (15) days upon receipt from Regional Water of a satisfactory Loan Forgiveness Request.

In the event that the County determines that a Loan Forgiveness Request received from Regional Water does not meet the requirements of Section A.3 above, the County shall notify Regional Water within fifteen (15) days of such determination in order to allow an opportunity for Regional Water to cure the noted deficiencies.

The County and Regional Water have caused this Agreement to be signed, in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

POTTAWATTAMIE COUNTY, IOWA

By: _____
Chairperson

Attest:

County Auditor

REGIONAL WATER

By _____
President

Attest:

Board Secretary/Treasurer

EXHIBIT A
TIMELINE AND SPECIFICATIONS OF WATER IMPROVEMENT PROJECT

Specifications

Regional Water will construct approximately 5 miles of pipeline and a pump station to provide potable water to new housing development(s) at approximately the intersection of Pioneer Trail and Dumfries Avenue in Pottawattamie County, IA. The pipeline will be installed in private easement where possible and in the public right of way where easements cannot be obtained.

PVC and ductile iron pipe materials will be used. Regional Water will construct approximately 2.5 miles of pipeline within Council Bluffs Water Works (CBWW) service territory to extend service to the metered connection point. An additional 2.5 miles of pipeline will be installed outside CBWW territory from the metered connection point to the new housing developments to be served. The pipeline will consist of a meter vault and pump station, gasketed PVC pipe where open excavation is possible, restrained-joint PVC pipe installed by horizontal directional drilling or other trenchless installation methods beneath roads or where open excavation is not feasible, mainline valves, cleanouts, fittings, etc. The pipeline will be designed and constructed according to Regional Water's standard specification for rural water pipeline construction. Pipeline installed inside CBWW's service territory will conform to CBWW standard specifications. The pipeline is only designed to supply domestic service, and not capable of providing any level of fire protection.

The pipeline will be designed to serve water to a minimum of 600 residential customers along Pioneer Trail and generally along the 240th Street corridor. The minimum number of customers served assumes an average customer peak daily water use of 360 gallons. The initial 160 services in the first two developments are included in the 600-customer capacity. Additional pipeline will be required in the future to serve any customers located north or east of the two initial developments near the intersection of Pioneer Trail and Dumfries Avenue. Additional pipeline and other future improvements are outside the scope of this Agreement. This Agreement does not obligate Regional Water to construct any pipeline or improvements other than the 5 miles of pipeline and appurtenant items described above.

The water source will be a connection to CBWW's water system near the intersection of Meadowview Parkway and Woodland Trail. The initial water delivery point(s) will be at the entrance to each new housing development. The potable water distribution system within each development will be constructed by the developer and turned over to Regional Water following completion.

Timeline

The contract documents for the pipeline construction will require the contractor to substantially complete the project on or before November 1, 2024. Substantial completion is defined by a project which operates as intended, i.e. the pipeline can convey potable water to its intended point of delivery. Miscellaneous cleanup items may remain outstanding until the final

completion deadline. The Loan Forgiveness Request may be submitted after final completion of the project. An approximate timeline for project tasks is shown below:

- September 2022 – June 2023 Easement Acquisition
- September 2022 – May 2023 Pipeline & Pump Station Design
- May – June 2023 Iowa DNR plan review, Pott Co plan review
- July 2023 Project bid
- September 2023 – October 2024 Pipeline & Pump Station construction
- November 1, 2024 Substantial Completion Deadline
- December 15, 2024 Final Completion Deadline

EXHIBIT B
AMENDED PROMISSORY NOTE

PRINCIPAL AMOUNT: \$300,000

Interest Rate: 1.50%

Maturity Date: March 15, 2025

Dated: _____, 2022

Regional Water (the "Borrower") for value received, promise to pay, to Pottawattamie County, Iowa (the "County"), its successors or assigns, the principal sum of Three Hundred Thousand Dollars (\$300,000), in lawful money of the United States of America, on March 15, 2025.

The County has made a forgivable loan to the Borrower in the principal amount of Three Hundred Thousand Dollars (\$300,000) (the "Forgivable Loan") under this Promissory Note (the "Note") and under a certain Amended Economic Development Loan Agreement (the "Agreement") between the County and the Borrower dated _____, 2022, and reference is hereby made to the Agreement for a more complete description of the rights and obligations of the parties hereof.

The Forgivable Loan shall be forgiven by the County in accordance with the terms set forth in the Agreement.

Payment of principal of and interest on the Forgivable Loan shall be made to the County at the Office of the County Auditor, Pottawattamie County Courthouse, Second Floor, 227 S 6th Street, Council Bluffs, Iowa 51501 by Noon on March 15, 2025, unless sooner forgiven in accordance with the Agreement. This Note shall bear interest at the rate of 1.50% per annum calculated from the date of this Note. Interest on this Note shall be calculated on the basis of the actual 365-day or 366-day calendar year, whichever is appropriate.

The Borrower reserves the right to prepay principal of this Note, in whole or in part, without penalty, at any time prior to maturity. All prepayments shall be applied first to accrued interest and then to outstanding principal. Prepaid principal shall cease to bear interest at the time of such prepayment.

In the event of a default under the Agreement which has not been cured in accordance with the terms of the Agreement, including the failure to repay principal of the Forgivable Loan under the terms of the Agreement, the Borrowers agree to pay all costs and expenses of collection, including reasonable attorney's fees. The Borrowers waive demand, presentment, notice of non-payment, protest, notice of protest and notice of dishonor.

This Note is secured, and its maturity is subject to acceleration in each case upon the terms provided in the Agreement.

The validity, construction and enforceability of this Note shall be governed by the internal laws of the State of Iowa without giving effect to the conflict of laws principles thereof.

REGIONAL WATER

By _____
President

Attest:

Board Secretary/Treasurer

MINUTES AUTHORIZING AMENDED
FORGIVABLE LOAN AGREEMENT

Council Bluffs, Iowa

513630-1

August 9, 2022

The Board of Supervisors (the "Board") of Pottawattamie County, Iowa, met at _____, Council Bluffs, Iowa, at _____ o'clock, ____ .m., on August 9, 2022.

The Chairperson presided and the roll being called, the following Supervisors were present and absent:

Present: _____

Absent: _____.

The matter of authorizing an Amended Forgivable Loan Agreement between the County and Regional Water was considered by the Board.

Whereupon, Supervisor _____ introduced a proposed resolution entitled: "Resolution Authorizing Amended Forgivable Loan Agreement with Regional Water," and moved that the said resolution be adopted, seconded by Supervisor _____ and after due consideration thereof by the Board, the Chairperson put the question on the motion for adoption of the said resolution and, the roll being called, the following named Supervisors voted:

Ayes: _____

Nays: _____.

Whereupon, the Chairperson declared the said resolution duly adopted and signed approval thereto.

* * * *

On motion and vote the meeting adjourned.

Chairperson

Attest:

County Auditor

RESOLUTION NO. _____

Resolution Authorizing Amended Forgivable Loan Agreement with Regional Water

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Passed and Approved this August 9, 2022.

Chairperson

Attest:

County Auditor

STATE OF IOWA

SS:

POTTAWATTAMIE COUNTY

I, the undersigned, County Auditor of Pottawattamie County, Iowa hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Supervisors of the County relating to the adoption of a resolution approving a forgivable loan to Regional Water, as referenced therein.

WITNESS MY HAND hereto affixed this ____ day of _____, 2022.

County Auditor



August 4, 2022

Pam Kalstrup, CFM
Planning and Development
Pottawattamie County Courthouse Annex
Council Bluffs, IA

Via Email

Re: Resolution Authorizing Amended Forgivable Loan Agreement
Our File No. 513630-1

Dear Pam:

We have prepared and attach a Resolution for use by the Board of Supervisors in authorizing the Amended Forgivable Loan Agreement with Regional Water.

As soon as possible after the Board of Supervisors meeting, please return one fully executed copy of all of the completed pages in these proceedings.

Please call John Danos or me with any questions.

Kind regards,

Amy Bjork

Attachment

cc: Matt Wyant
Melvyn Houser

AMENDED FORGIVABLE LOAN AGREEMENT

This Amended Forgivable Loan Agreement is entered into between Pottawattamie County, Iowa (the “County”) and Regional Water as of the ____ day of _____, ~~2021~~2022 (the “Commencement Date”).

WHEREAS, Regional Water, an Iowa Nonprofit Corporation (“Regional Water”), is authorized and empowered by Iowa Code Chapter 504 (the “Act”) to issue notes or bonds for any corporate purpose; and

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

WHEREAS, the Water Improvement Project is necessary to provide water service to the Development Property and to promote the development of residential housing thereon; and

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

WHEREAS, the County and Regional Water entered into a certain Forgivable Loan Agreement dated _____, 2021 (“Original Forgivable Loan Agreement”), with respect to the Water Improvement Project and the Forgivable Loan; and

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

WHEREAS, this Amended Forgivable Loan Agreement (the “Agreement”) has been prepared to set forth the updated, mutual understanding between the County and Regional Water and to replace the Original Forgivable Loan Agreement; and

WHEREAS, Chapter 15A of the Code of Iowa authorizes counties to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons;

NOW, THEREFORE, Regional Water and the County agree as follows:

A. Regional Water’s Covenants.

1. Water Improvement Project. Regional Water agrees to cause the construction of the Water Improvement Project in accordance with the timeline and specifications set forth on Exhibit A hereto. The construction of the Water Improvement Project shall minimally include the construction of certain water pipeline improvements with the capacity to serve five hundred (500) single-family homes in the County. Regional Water agrees to achieve substantial completion of the Water Improvement Project by no later than ~~September~~November 1, ~~2022~~2024 and final completion by no later than December 15, 2024.

Prior to constructing the Water Improvement Project, Regional Water will submit copies of all engineering documents related to the proposed Water Improvement Project to the County for review. The County may request reasonable changes in such documents, to ensure compliance with the requirements of this Agreement.

2. Forgivable Loan. Regional Water agrees that the County will advance the proceeds (the “Forgivable Loan Proceeds”) of the Forgivable Loan in the amount of \$300,000 to Regional Water in accordance with Section B.1 of this Agreement. Regional Water further agrees that the County will not advance any Forgivable Loan Proceeds until this Agreement has been executed in-full and Regional Water has delivered the Promissory Note (as hereinafter defined) to the County.

Regional Water agrees to apply the Forgivable Loan Proceeds to the payment and/or reimbursement of the costs of the Water Improvement Project.

Regional Water’s obligation to repay the Forgivable Loan shall be evidenced by a promissory note (the “Promissory Note”) to be executed by Regional Water and delivered to the County. The Promissory Note shall be in substantially the form as set forth on Exhibit B hereto.

Unless sooner forgiven in accordance with the terms of this Agreement or made subject to acceleration in accordance with Section A.8 of this Agreement, all principal advanced under the Forgivable Loan, and accrued interest thereon, shall be due and owing to the County at the office of the County Auditor by Noon on ~~December 1~~ March 15, 2022~~2025~~. The Forgivable Loan shall bear interest at the rate of 1.50% per annum calculated from the date of the Promissory Note. Interest shall be calculated on the basis of the actual 365-day or 366-day calendar year, whichever is appropriate.

Nothing herein shall prohibit Rural Water from forfeiting the right to loan forgiveness, as set forth in Section B.2 of this Agreement by prepaying on the Forgivable Loan at any time. All prepayments shall be applied first to accrued interest and then to outstanding principal. Prepaid principal shall cease to bear interest at the time of such prepayment.

3. Loan Forgiveness Request. Upon completion of the construction of the Water Improvement Project, Regional Water agrees to submit a request (the “Loan Forgiveness Request”) to the County requesting that the Forgivable Loan be forgiven in accordance with Section B.2 of this Agreement.

The Loan Forgiveness Request shall be accompanied by documentation (the “Costs Documentation”) detailing the total costs (the “Water Improvement Costs”) incurred in the completion thereof, including invoices and such other documentation as is reasonably requested by the County, confirming that such Water Improvement Costs detailed in such Costs Documentation were in fact incurred in the construction of the Water Improvement Project and that such Water Improvement Costs are of an amount reasonably to have been expected with respect to such construction.

The Water Improvement Costs may include costs relating to land acquisition, planning, designing and constructing the Water Improvement Project; and other reasonably related costs of carrying out the Water Improvement Project.

The Loan Forgiveness Request shall also be accompanied by a report from the engineers for the Water Improvement Project demonstrating that the Water Improvement Project has the capacity to provide service to at least five hundred (500) single-family homes in the County.

8. Default Provisions.

A. Events of Default. The following shall be an “Event of Default” under this Agreement, and the term “Event of Default” shall mean, whenever it is used in this Agreement (unless otherwise provided), any one or more of the following events:

- I. Failure by Regional Water to complete construction of the Water Improvement Project pursuant to the terms and conditions of this Agreement.
- II. Failure by Regional Water to repay the Forgivable Loan pursuant to the terms and conditions of this Agreement.
- III. Failure by Regional Water to observe or perform any other material covenant on its part, to be observed or performed hereunder.

B. Notice and Remedies. Whenever any Event of Default described in this Agreement occurs, the County shall provide written notice to Regional Water describing the cause of the default and the steps that must be taken by Regional Water in order to cure the default. Regional Water shall have thirty (30) days after receipt of the notice to cure the default or to provide assurances satisfactory to County that the default will be cured as soon as reasonably possible. If Regional Water fails to cure the default or provide assurances, the County shall then have the right to:

- I. Pursue any action available to it, at law or in equity, in order to enforce the terms of this Agreement.
- II. Accelerate the due date of the then unforgiven principal amount of the Forgivable Loan, with interest thereon, which amount shall become due and owing within 30-days of the provision of a written notice of such acceleration from the County to Regional Water without presentment, demand, protest or other notice of any kind, all of which are hereby expressly waived, anything in this Agreement to the contrary notwithstanding. In the event of acceleration of the Forgivable Loan, the provisions with respect to loan forgiveness as set forth in section B.2 of this Agreement shall not apply.

B. County’s Covenants.

1. Disbursement of Loan Proceeds. The County hereby agrees to advance the Forgivable Loan Proceeds in the amount of \$300,000 to Regional Water within thirty (30) days of the Commencement Date of this Agreement.

2. Loan Forgiveness. Principal of and interest on the Forgivable Loan shall be forgiven with fifteen (15) days upon receipt from Regional Water of a satisfactory Loan Forgiveness Request.

In the event that the County determines that a Loan Forgiveness Request received from Regional Water does not meet the requirements of Section A.3 above, the County shall notify Regional Water within fifteen (15) days of such determination in order to allow an opportunity for Regional Water to cure the noted deficiencies.

The County and Regional Water have caused this Agreement to be signed, in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

POTTAWATTAMIE COUNTY, IOWA

By: _____
Chairperson

Attest:

County Auditor

REGIONAL WATER

By _____
President

Attest:

Board Secretary/Treasurer

EXHIBIT A
TIMELINE AND SPECIFICATIONS OF WATER IMPROVEMENT PROJECT

EXHIBIT B
AMENDED PROMISSORY NOTE

PRINCIPAL AMOUNT: \$300,000

Interest Rate: 1.50%

Maturity Date: ~~December~~ March 15, 2022~~2022~~2025

Dated: _____, 2021

Regional Water (the “Borrower”) for value received, promise to pay, to Pottawattamie County, Iowa (the “County”), its successors or assigns, the principal sum of Three Hundred Thousand Dollars (\$300,000), in lawful money of the United States of America, on ~~December~~ March 15, 2022~~2022~~2025.

The County has made a forgivable loan to the Borrower in the principal amount of Three Hundred Thousand Dollars (\$300,000) (the “Forgivable Loan”) under this Promissory Note (the “Note”) and under a certain Amended Economic Development Loan Agreement (the “Agreement”) between the County and the Borrower dated _____, ~~2021~~2022, and reference is hereby made to the Agreement for a more complete description of the rights and obligations of the parties hereof.

The Forgivable Loan shall be forgiven by the County in accordance with the terms set forth in the Agreement.

Payment of principal of and interest on the Forgivable Loan shall be made to the County at the Office of the County Auditor, Pottawattamie County Courthouse, Second Floor, 227 S 6th Street, Council Bluffs, Iowa 51501 by Noon on ~~December~~ March 15, 2022~~2022~~2025, unless sooner forgiven in accordance with the Agreement. This Note shall bear interest at the rate of 1.50% per annum calculated from the date of this Note. Interest on this Note shall be calculated on the basis of the actual 365-day or 366-day calendar year, whichever is appropriate.

The Borrower reserves the right to prepay principal of this Note, in whole or in part, without penalty, at any time prior to maturity. All prepayments shall be applied first to accrued interest and then to outstanding principal. Prepaid principal shall cease to bear interest at the time of such prepayment.

In the event of a default under the Agreement which has not been cured in accordance with the terms of the Agreement, including the failure to repay principal of the Forgivable Loan under the terms of the Agreement, the Borrowers agree to pay all costs and expenses of collection, including reasonable attorney’s fees. The Borrowers waive demand, presentment, notice of non-payment, protest, notice of protest and notice of dishonor.

This Note is secured, and its maturity is subject to acceleration in each case upon the terms provided in the Agreement.

The validity, construction and enforceability of this Note shall be governed by the internal laws of the State of Iowa without giving effect to the conflict of laws principles thereof.

REGIONAL WATER

By _____
President

Attest:

Board Secretary/Treasurer

Document comparison by Workshare Compare on Thursday, August 4, 2022
11:55:53 AM

Input:	
Document 1 ID	netdocuments://4849-8975-5111/2
Description	Economic Development Loan Agreement (Pottawattamie Co. #2 2021)
Document 2 ID	netdocuments://4872-4943-9021/1
Description	AMENDED Economic Development Loan Agreement (Pottawattamie Co. #2 2021)
Rendering set	Standard

Legend:	
Insertion	
Deletion	
Moved from	
Moved to	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	19
Deletions	12
Moved from	0
Moved to	0
Style changes	0
Format changes	0
Total changes	31

Other Business

Discussion and/or decision to approve and authorize Chairman to sign Contract for Workforce Development Services with the Council Bluffs Area Chamber of Commerce.



Council Bluffs Area Chamber of Commerce
 149 W Broadway
 Council Bluffs, IA 51503
 (712) 325-1000 | fax: (712) 322-5698
 cbchamber@councilbluffsia.com

Invoice

Invoice Date: 8/2/2022
 Invoice Number: 53221

Pottawattamie County Board of Supervisors
 Tim Wichman
 227 S 6th St
 Council Bluffs, IA 51501

Thank you for your continued support!

Terms	Due Date
	8/31/2022

Description	Quantity	Rate	Amount
FY2023 Workforce Contract	1	\$25,000.00	\$25,000.00
Total:			\$25,000.00

Keep this portion for your records

Please return this portion with your payment

FROM:

Pottawattamie County Board of Supervisors
 Tim Wichman
 227 S 6th St
 Council Bluffs, IA 51501

Invoice # 53221
Amount Due \$25,000.00

Please remit payment to:

Council Bluffs Area Chamber of Commerce
 149 W Broadway
 Council Bluffs, IA 51503

Amount Paid \$ _____

Jana Lemrick/Director, Human **Resources**

**Discussion and/or decision on employee travel
authorization & expense policy revision.**

Title: & **Employee** Travel Authorization & Expense Policy
Policy Number: 302
Effective Date: 7/1/2009
Revision Date: 11/14/2017
Authorized by: Board of Supervisors

POLICY

It is the policy of Pottawattamie County to reimburse Employees for reasonable expenses related to county business. Pottawattamie County prefers to pay expenses directly and not as a reimbursement to the Employee.~~It is the policy of Pottawattamie County to reimburse reasonable expenses for approved county related travel.~~

This policy is meant to cover necessary **expenses incurred; and** travel for employment related meetings, conferences, conventions, seminars, schools of instruction or other events (hereinafter referred to as "meetings") related to an employee's position with Pottawattamie County. Reimbursement shall mean repayment to an individual or allowable charges to a County authorized credit card for county related travel expenses.

This policy does not apply to travel that is performed as a part of an Employee's routine work activities.

SCOPE

This policy is applicable to all County Employees including Elected Officials.

REQUEST FOR TRAVEL AUTHORIZATION

Elected Officials and Department Heads must approve all travel for their employees.

- A. Elected Officials and Department Heads are required to notify the Board of Supervisors if they have approved out of state travel for themselves or one of their employees. **This notification needs to be completed prior to any payments being made for the travel.** For the purpose of this policy, out-of-state travel does not include travel within the Omaha metropolitan area and surrounding counties to include Burt, Dodge, Washington, Saunders, Douglas, Sarpy, Cass and Lancaster Counties in Nebraska. **The form provided (in Appendix A needs to be completed for out-of-state travel and included with any reimbursement or payment claims related to the travel.**

- B. Elected Officials, Department Heads and Law Enforcement are not required to

notify the Board of Supervisors if Employees are traveling out of state for confidential investigations, litigation matters, or for travel which is a part of the Employee's regular job duties.

IRS REGULATIONS - TAXABLE MEAL EXPENSES & REIMBURSEMENTS

- A. Meal allowance per diems for employees while traveling on County business are taxable as income, according to IRS regulations if the trip does not require overnight lodging. **Meals can include a tip up to 15% of the cost of the meal or as prescribed by the establishment.**
- B. Meal allowance reimbursement requests that are taxable shall be submitted directly to the Elected Official or Department Head for approval and for processing. Approved reimbursements will be **paid by Accounts Payable** and included on the employee's payroll ~~warrant or payroll direct deposit~~ as taxable income.
- C. **All meal receipts must be itemized, state who the meal was for (listing each person's name if more than one person), list if there was an overnight stay, and the business purpose. This includes employee reimbursements and charges on County credit cards.**

TRAVEL EXPENSES

Any advance payments must be paid for on a County credit card.. If an employee pays for these expenses themselves, they may not be eligible for reimbursement.

For hotel/motel stays in Iowa, per Iowa Code 80.45A, lodging providers must have completed the Human Trafficking Training and be on the certified list before making a room reservation . This includes procuring a space or services for a conference, meeting or banquet. Here is the link to check if a lodging provider has been certified <https://stophiowa.org/certified-locations> . If a stay is paid for on a county card and the lodging provider is not on the certified list, the employee will be responsible for reimbursing the payment. If the employee has paid for the stay themselves, and the provider is not on the certified list, the employee will not be reimbursed for the stay. Reserving a room or staying at a lodging provider that is not certified may also result in traveling privileges being suspended.

- A. Meeting Registration Fees

- ~~1. Registration fees for meetings are allowable expenses for reimbursement or for payment with a county credit card with Elected Official or Department Head approval. An itemized receipt for the registration fee is required.~~
1. Registration fees for meetings should be paid for in advance if there is a discount provided for early registration, **payment should be made through Accounts Payable or County credit card with Elected Official or Department Head approval.** An itemized receipt for the registration fee is required.
2. The County will not be responsible for penalty charges arising from the failure of the Employee to cancel registration for a meeting, except when determined by the Elected Official or Department Head to be a justifiable emergency.

B. Transportation

- a. .
- b. Employees driving for county business must have a valid driver's license. Employees driving a private vehicle must have valid proof of motor vehicle insurance.
- c. Pottawattamie County may pay mileage reimbursement for travel in a personal vehicle. When a personal vehicle is used for out-of-state travel, reimbursement will be based on the cost of coach class air travel or actual mileage, whichever is less.
- d. The reimbursement rate for mileage shall be as approved by the Board of Supervisors. The mileage reimbursement rate is intended to cover the costs of operating the vehicle for business purposes, including standard maintenance, repairs, taxes, gas, insurance and vehicle registration fees.
- e. All claims for mileage must show total miles traveled, dates traveled, point of departure, intermediate and final destination. Commonly used and reliable internet-based map services may be used to determine mileage distances.
- f. When calculating mileage related to travel, the employee shall claim mileage utilizing the shortest distance. Rather than have the employee report to work first, the employer will allow the employee to leave from home for their meeting as long as the employee's mileage claim reflects the shortest distance between leaving from home and leaving from their

work reporting location. **Per IRS regulations, trips starting from home to work place on normal days off or when called in, do not qualify for reimbursement.**

- g. Mileage expenses will not be reimbursed without approval of the Elected Official or Department Head if the employee was traveling on a day trip and a County vehicle was available or to same meeting location as members of the same department and the employee did not carpool.

2. Airfare Expenses:

- h. Air travel will be reimbursed at “coach” or “economy” rates. No first class tickets will be reimbursed.
- i. Documentation showing point of departure, intermediate and final destination is required. Alternate air travel arrangements (i.e., depart from other than Omaha, stay over on a Saturday night, and other similar arrangements) will be reimbursed if a cost savings to the County can be documented. If a cost savings cannot be documented, the county will only reimburse the cost of a round trip ticket at the price of the ticket at the time of purchase, if the employee chooses to alter travel arrangements.
- j. Early ticket purchase of coach airfare tickets will be allowed to take advantage of reduced costs. However, if an employee is unable to attend the meeting and fails to cancel the ticket within the proper time, or if the employee changes the flight arrangements, the employee will be responsible for the cost of the prepaid ticket or fees associated with changing flights unless approved by the Elected Official or Department Head.
- k. The County will reimburse for one piece of checked luggage only (excluding any charges for overweight luggage). Receipts are required. No additional luggage or overages will be paid.
- l. If an employee receives reimbursement fees or free airline tickets as a result of being bumped off of a flight, he or she shall report the reimbursement fee or free airline ticket to their Elected Official or Department Head upon their return to work. Expenses incurred as a result of a voluntary bump are considered personal and are not a reimbursable expense.

3. Car Rental Expenses:

- m. Individuals are permitted to rent cars in cases where local transportation is necessary if prior approval has been received from the Elected Official or Department Head.
- n. When using a rental car, the employee will be required to purchase the rental agreement in the name of POTTAWATTAMIE COUNTY, IOWA and designate the authorized driver. Only authorized county employees are allowed to drive a rental car purchased with county funds.
- o. The rental agreement will include purchasing additional insurance as provided by the rental car company which must include a loss damage waiver (collision) and supplemental liability insurance.
- p. The employee will be reimbursed for actual expenses related to the vehicle, including rental costs, insurance, fuel, parking and tolls, if any.
- q. Employees are to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.
- r. Pottawattamie County will only cover car rental agreements for employees operating rental vehicles during the course and scope of their employment. The employee will be responsible for any driving infractions, fines and any deductible / damage that must be paid resulting from any accidents / incidents that occur during non-business usage or are in direct conflict with any existing County policy. The employee shall report any incident out of the ordinary which occurs with the rental vehicle to their supervisor and the County Risk Manager.

4. Parking, Tolls, Taxi and Other Necessary Expenses:

- s. Transportation costs for taxi, shuttle, public transportation, and other similar transportation may be reimbursed for county business only. Transportation for personal business is not a reimbursable expense.
- t. Tolls fees are reimbursable if they are incurred driving to and from a meeting site, to and from the airport, or from the off-site hotel to the meeting site on the actual days of the meeting.
- u. Parking Fees:
 - i. Parking fees may be reimbursed.
 - ii. In instances where a reimbursement for parking meters is being

claimed for which receipts are not available, reimbursement for the unsupported claim of the employee will be paid up to \$5.00 per claim using an Affidavit Claim Form found on the Intranet under the Auditor's Accounts Payable page. If the parking meter accepts a credit card, the employee may use this method of payment in order to substantiate the claim.

- iii. If round trip airfare is available and the employee voluntarily elects to drive his/her personal vehicle, reimbursement for parking fees, shall not exceed the cost of a round-trip airfare less any mileage reimbursement (i.e. parking fees, plus mileage shall not be greater than the cost of airfare).

C. Lodging

- a. Lodging may be reimbursable for travel of 50 miles or more from the employee's residence with Elected Official or Department Head approval.
- b. Lodging reimbursement is limited to the actual cost of a single room plus applicable taxes for each employee.
- c. Employees are expected to seek standard lodging accommodations that are comfortable, convenient, meet business needs, and offer the best and lowest value.
- d. Travelers are encouraged to ask for the discounted rate when making reservations (i.e., the governmental, educational or corporate rate).
- e. Reimbursement will not be made without the itemized hotel bill.
 - i. Expenses incurred for items such as in-room movies, use of health club facilities, personal calls, are not considered lodging and will not be reimbursed.
 - ii. Expenses for laundry cleaning and pressing may be reimbursed if authorized by the Elected Official or Department Head.
 - iii. Alcohol, social activities or expenses incurred for personal services will not be reimbursed.
 - iv. Expenses incurred for wifi/internet will be allowed only when required for official County business.
- f. Pottawattamie County will not be responsible for penalty charges due to failure to cancel hotel registration, unless determined by the Elected Official or Department Head to be a justifiable emergency.

- g. For hotel/motel stays in Iowa, per Iowa Code 80.45A, lodging providers must have completed the Human Trafficking Training and be on the certified list before making a room reservation . This includes procuring a space or services for a conference, meeting or banquet. Here is the link to check if a lodging provider has been certified <https://stophitiowa.org/certified-locations> . If a stay is paid for on a county card and the lodging provider is not on the certified list, the employee will be responsible for reimbursing the payment. If the employee has paid for the stay themselves, and the provider is not on the certified list, the employee will not be reimbursed for the stay. Reserving a room or staying at a lodging provider that is not certified may also result in traveling privileges being suspended.

D. Meals

- a. Employees may be provided meal allowances when traveling on County business.
- b. Reimbursement for meals and incidental expenses shall not exceed the federal per diem rate based on the city/county location of the traveler's destination. (Meal tips and other incidental expenses are included in the per diem. Alcohol is not a reimbursable expense.) Cities/Counties not specifically listed on the federal per diem will be reimbursed at the standard federal rate. Federal per diem rates can be found at www.gsa.gov .
- c. Whenever a meal is included in the conference fee or provided for as part of the overnight accommodations that particular meal allowance may not be reimbursed. This would include if a hotel or conference provides a continental breakfast, no reimbursement for other arrangement would be allowed. Exceptions must be approved by department head or elected official prior to travel.
- d. Meals reimbursed without an overnight stay will be taxable income to the traveler. The payment of meal expenses shall not exceed the federal guidelines of individual meal reimbursements for non-overnight travel, departures, and arrivals.

Clothing

- a. For articles of clothing and/or maintenance of the articles of clothing to be reimbursed to an employee, the clothing must be required by the County and not suitable for everyday wear per IRS guidelines. If the clothing is part of an agreement or contract to be reimbursed, it may be taxable income to the employee.
- b. An itemized receipt is required for all reimbursements.

DOCUMENTATION OF EXPENSES

1. All **travel** expenses must be submitted with itemized receipts. Failure to do so may result in the denial of the expense. Expenses for personal items or personal business are not eligible for reimbursement.
2. Travel expenses shall be itemized and listed on the departmental expense form. Employees are to enter the amount of the expense and an explanation or reason for the expense. (i.e.: Airfare - \$429.00, Hotel - \$235.00, Taxi from airport to hotel - \$15.00, Toll Bridge from hotel to meeting - \$2.00.)
3. Upon return from travel **or expense being paid**, the employee must complete an ~~departmental travel~~ expense form within five (5) working days and submit it, with receipts, to the Elected Official or Department Head for review and approval. **The Elected Official or Department Head should have all claims for these items to the Auditor's AP Department within ten (10) working days or with credit card billing cycle. For travel expense** all receipts shall be attached to the Travel Expense Form. The Employee shall note whether the expense was personally paid or paid by county credit card. Mileage reimbursement may be submitted separately with the employee's regular mileage reimbursement form.
4. The Elected Official or Department Head will authorize reimbursement for approved ~~travel~~ expenses paid by the Employee. **If travel related**, the Elected Official or Department Head will attach a copy of the Travel Expense form and accompanying receipts to the reimbursement claim for processing.
5. The Elected Official or Department Head will authorize the payment of approved travel expenses paid for with a County credit card. The Elected Official or Department Head will attach a copy of the Travel Expense form and accompanying receipts to the credit card billing statement for processing.
6. The Elected Official, ~~or~~ Department Head **or Auditor's Department** may deny an expense or a portion of the expense for reasons including but not limited to:
 - a. Failure to provide an itemized receipt where required.

- b. Meal expenses that exceed the per diem rate for the area traveled to.
 - c. Penalty charges assessed for cancellations that are not the fault of the employer.
 - d. Any expense deemed personal, including alcohol.
7. Expense reimbursements are limited to the conference dates unless approval for early arrival or late departure is received from the Elected Official or Department Head. Expenses incurred after the conference date will be considered personal and may not be paid with county funds.

EMPLOYMENT INTERVIEWS

Pottawattamie County Elected Officials and Department Heads may authorize travel, lodging and meal expense for one employment interview per applicant who is not a current resident or Employee of the County.

Appendix A
POTTAWATTAMIE COUNTY
OUT-OF-STATE TRAVEL NOTIFICATION FORM

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

TRAVEL INFORMATION

Name of Employee Traveling: _____

Department: _____

Destination: _____

Date of Travel: FROM: _____ TO: _____

Name of Elected Official/Department Head Authorizing Travel: _____

PURPOSE OF TRIP

1. Conference Travel

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

2 Non-Conference Travel

State Purpose: _____

Conference Name (Please give complete name) _____

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input type="checkbox"/>	Airfare <input type="checkbox"/>	
Lodging			
Meals: Breakfast	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	
Lunch	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	
Dinner	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	
Conf./Seminar Fee			
Other:			
Total Estimated Cost			\$ 0.00

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

Received/Filed

Fee Book (07/01/2022 - 07/31/2022)

Criteria: {FMXFUS01_RPT_POTT.TndrDate} >= #07/01/2022# AND {FMXFUS01_RPT_POTT.TndrDate} <= #07/31/2022#

	Count	Total Fund Amount
Recording Fees		
RMA	1170	\$1,172.00
E-Commerce	1170	\$1,172.00
Audit	351	\$1,810.00
Recording	1170	\$26,965.00
County Transfer Tax	189	\$13,410.06
State Transfer Tax	189	\$64,330.74
Photo Copies	25	\$315.00
Total For Recording Fees	4264	\$109,174.80
Other Fees		
COUNTY PASSPORT POSTAGE FUND	46	\$7,582.55
Total For Other Fees	46	\$7,582.55
Boats		
Boat Writing	20	\$396.25
Boat State	20	\$7,951.40
Boat Title County	19	\$335.00
Boat Title State	19	\$435.50
Boat Liens State	8	\$71.50
Use Tax	20	\$40,067.10
Boat Lien County	8	\$55.00
Road Pass	14	\$1,000.00
DNR Postage	15	\$57.00
Total For Boats	143	\$50,368.75
ELSI		
ELSI Couny	38	\$543.75
ELSI State	20	\$2,225.50
Total For ELSI	58	\$2,769.25
Vitals		
Cert Copy County	59	\$2,472.00
Cert Copy State	59	\$6,798.00
Marriage County	69	\$276.00
Marriage State	69	\$2,139.00
Total For Vitals	256	\$11,685.00
Collected Total:		\$181,580.35
Charged Total:		\$14.00
Grand Total:		\$181,594.35

Recorder

MR #	43754	Jul-22		ck# 5267
Amount	Account #	Account Name		
\$2,748.00	0001-1-07-8110-413000-000	Vital Records		
\$1,172.00	0024-1-07-8110-400001-000	RMA		
\$543.75	0001-1-07-8110-409000-000	ELSI		
\$13,410.06	0001-1-07-8110-404000-000	Transfer Tax		
\$27,280.00	0001-1-07-8110-400000-000	Office Fees		
\$1,810.00	0001-1-07-8110-410000-000	Auditor Fees		
\$396.25	0001-1-07-8110-402000-000	Boat Writing Fee		
\$55.00	0001-1-07-8110-402000-000	Boat Liens		
\$7,582.55	0001-1-07-8110-414000-000	Passports		
\$57.00	0001-1-07-8110-415000-000	DNR Boat Postage		
\$1,000.00	0001-1-07-8110-407000-000	ATV ROADPASS		
\$0.00	0001-1-07-8110-417000-000	Hunting/Fishing License		
\$56,054.61	Total	Checks prepared by: M.H.		

Sybil Hennington, Deputy

Public Comments

Closed Session