

Consent Agenda

September 27, 2022

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. September 20, 2022, Minutes as read.
- B. GIS – Employment of Christopher Nelsen as a GIS Analyst II.

2. SCHEDULED SESSIONS

Motion by Shea, second by Belt, to approve Application for Use of Pottawattamie County Grounds for the National Adoption Day Celebration on Saturday, November 19, 2022.

UNANIMOUS VOTE. Motion Carried.

Discussion was held by the Board with the City of Carson and Minden regarding small town needs. Discussion only. No Action Taken.

John Rasmussen appeared before the Board to discuss the bid for the Pottawattamie County Roads Operation Center. After discussion, the Board will discuss further at the October 4 meeting. Discussion only. No Action Taken.

3. RECEIVED/FILED

- A. Salary Action(s):
 - 1) Communications – Payroll status change for Heather Townsend, Lacy Gillette, and Camsley Hovey.
 - 2) WIC – Employment of Robyn Wahling as a Support Staff.
- B. Reports:
 - 1) Sheriff's Report of Fees Disbursed and Collected for August 2022.

4. PUBLIC COMMENTS

No Public Comments.

5. CLOSED SESSION

Motion by Schultz, second by Belt, to go into Closed Session pursuant Iowa Code 21.5(1)(c) for discussion and/or decision on pending or possible litigation.

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

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

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

6. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:50 P.M.

Tim Wichman, Chairman

ATTEST: _____
Melvyn Houser, Pottawattamie County Auditor

APPROVED: October 4, 2022

PUBLISH: X

Scheduled Sessions

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

Second Consideration of Ordinance No. 2022-05, an ordinance to amend Chapter 8 “Zoning Ordinance” of the Pottawattamie Conty, Iowa, Code; and to adopt said Ordinance No. 2022-05 into law.

RECORDER'S COVER SHEET

Prepared by:

Pottawattamie County Office of Planning and Development
223 South 6th Street, Suite 4
Council Bluffs, IA 51501-4245
(712) 328-5792

Return Document to:

Pottawattamie County Office of Planning and Development
223 South 6th Street, Suite 4
Council Bluffs, IA 51501-4245
(712) 328-5792

Document Title:

Pottawattamie County
Ordinance #2022-05

**POTTAWATTAMIE COUNTY, IOWA
ORDINANCE NO. 2022-05**

AN ORDINANCE to amend the following in Chapter 8, of Pottawattamie County, Iowa Zoning Ordinance:

1. 8.004.085.15 Add “to include corrals and other portable structures”
2. 8.004.085.15 Remove “and other structures”
3. 8.004.085.15 Add “Notwithstanding the provisions of this section, the keeping of domestic chickens (members of the subspecies of *Gallus gallus domesticus*) shall be permitted on properties with a single-family dwelling that have less than one acre of pasture and/or are in the R-3 (Urban Residential) Zoning District, so long as such keeping is in strict compliance with this subsection and all other applicable County ordinances unless , despite compliance with the following , the presence of any particular chickens endangers the health, safety, peace , quiet , comfort, enjoyment of, or otherwise becomes a public nuisance to nearby residents or occupants or places of business.”

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

SECTION 1 - REPEAL OF CONFLICTING ORDINANCES: That section 8.004.085.15 is hereby repealed in its entirety. Furthermore all other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

SECTION 2 - AMENDMENTS: That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 8.004.085.15:

8.004.085.15 *Private stables* and other *structures* for raising and keeping animals and fowl, provided that not more than one (1) *animal unit* per acre of pasture shall be permitted and further provided that no such *structure* (to include corrals and other similar portable structures) shall be located closer than fifty (50) feet to any property line, nor shall the animals be kept or pastured closer than twenty-five (25) feet to any *dwelling* on the site. The area devoted to such uses shall be kept in a clean and sanitary condition, and shall be maintained so as drainage will not affect the health and safety of adjacent property owners. Private stables shall not be permitted in the R-3 and R-5 Districts. Notwithstanding the provisions of this section, the keeping of domestic chickens (members of the subspecies of *Gallus gallus domesticus*) shall be permitted on properties with a single-family dwelling that have less than one acre of pasture and/or are in the R-3 (Urban Residential) Zoning District, so long as such keeping is in strict compliance with this subsection and all other applicable County ordinances unless , despite compliance with the following , the presence of any particular chickens endangers the health, safety, peace , quiet , comfort, enjoyment of, or otherwise becomes a public nuisance to nearby residents or occupants or places of business.

SECTION 3 - SEVERABILITY: That should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not effect that validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION 4 - REPEAL OF CONFLICTING ORDINANCES: That all ordinance or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

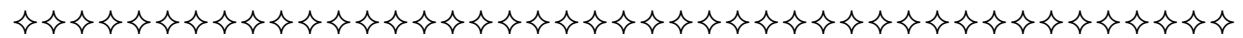
SECTION 5 - EFFECTIVE DATE: This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED .

ROLL CALL VOTE

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

Attest: _____
Melvyn Houser, County Auditor
Pottawattamie County, Iowa



NOTICE OF PUBLIC HEARING PUBLISHED:	September 8, 2022
BOARD OF SUPERVISORS PUBLIC HEARING:	September 13, 2022
FIRST CONSIDERATION:	September 13, 2022
SECOND CONSIDERATION:	October 4, 2022
PUBLICATION:	October 13, 2022
RECORD:	October 14, 2022

Becky Lenihan/Finance & Tax Officer, Auditor's Office

**Discussion and/or decision to approve publication of
County's Annual Financial Report for Fiscal Year
ending June 30, 2022.**

FY 2021/2022 ANNUAL FINANCIAL REPORT
 Statement of Revenues, Expenditures, and Changes in Fund Balance -- Actual and Budget
 For the fiscal year ended June 30, 2022
 County Name: POTTAWATTAMIE COUNTY County Number:78

		General	Special Revenue	Capital Projects	Debt Service	Permanent	Actual Totals	Budgeted Totals	
Revenues & Other Financing Sources									
Taxes Levied on Property	1	34,572,728	7,621,908		2,551,924		44,746,560	46,993,775	1
Less: Uncollected Delinquent Taxes - Levy Year	2		0		0		0		2
Less: Credits to Taxpayers	3		0		0		0	1,729,900	3
Net Current Property Taxes	4	34,572,728	7,621,908		2,551,924		44,746,560	45,263,875	4
Delinquent Property Tax Revenue	5	296,209	600		19,911		316,720	3,000	5
Penalties, Interest & Costs on Taxes	6	377,915					377,915	147,000	6
Other County Taxes/TIF Tax Revenues	7	4,337,624	4,948,315	0	134,589	0	9,420,528	7,823,527	7
Intergovernmental	8	22,846,890	10,774,404	24,690	192,373	0	33,838,357	21,618,665	8
Licenses & Permits	9	250	356,415	0	0	0	356,665	307,300	9
Charges for Service	10	3,589,033	71,870	0	0	0	3,660,903	2,822,475	10
Use of Money & Property	11	195,416	100,219	24,675	3,317	0	323,627	335,455	11
Miscellaneous	12	3,631,670	497,932	0	0	0	4,129,602	2,339,800	12
Subtotal Revenues	13	69,847,735	24,371,663	49,365	2,902,114	0	97,170,877	80,661,097	13
Other Financing Sources:									
General Long-Term Debt Proceeds	14	0	0	20,629,668	0	0	20,629,668		14
Operating Transfers In	15	3,523,698	8,293,441	31,739	1,441,905	0	13,290,783	8,195,450	15
Proceeds of Capital Asset Sales	16	0	0	0	0	0	0	600,000	16
Total Revenues & Other Sources	17	73,371,433	32,665,104	20,710,772	4,344,019	0	131,091,328	89,456,547	17
Expenditures & other Financing Uses									
Operating:									
Public Safety and Legal Services	18	33,628,627	546,424			0	34,175,051	36,012,813	18
Physical Health Social Services	19	4,539,688	179,876			0	4,719,564	4,611,229	19
Mental Health, ID & DD	20	0	3,004,515			0	3,004,515	2,175,518	20
County Environment and Education	21	8,587,692	2,829,023			0	11,416,715	7,953,612	21
Roads & Transportation	22	932	14,916,311			0	14,917,243	16,053,596	22
Government Services to Residents	23	2,331,940	63,039			0	2,394,979	2,572,543	23
Administration	24	15,744,570	11,717			0	15,756,287	9,037,818	24
Nonprogram Current	25	0	0			0	0	0	25
Debt Service	26	0	0		3,405,303	0	3,405,303	3,016,600	26
Capital Projects	27	6,615	159,548	5,090,957		0	5,257,120	4,665,000	27
Subtotal Expenditures	28	64,840,064	21,710,453	5,090,957	3,405,303	0	95,046,777	86,098,729	28
Other Financing Uses:									
Operating Transfers Out	29	404,328	10,353,906	1,693,282	839,267	0	13,290,783	8,195,450	29
Refunded Debt/Payments to Escrow	30	0	0	0	0	0	0	0	30
Total Expenditures & Other Uses	31	65,244,392	32,064,359	6,784,239	4,244,570	0	108,337,560	94,294,179	31
Changes in fund balances	32	8,127,041	600,745	13,926,533	99,449	0	22,753,768	-4,837,632	32
Beginning Fund Balance - July 1, 2021	33	45,095,466	13,436,987	2,563,895	712,322	0	61,808,670	46,541,428	33
Increase (Decrease) in Reserves (GAAP Budget)	34	0	0	0	0	0	0	0	34
Fund Balance - Nonspendable	35	0	0	0	0	0	0	0	35
Fund Balance - Restricted	36	21,064,122	14,037,732	16,490,428	811,771	0	52,404,053	15,001,816	36
Fund Balance - Committed	37	0	0	0	0	0	0	0	37
Fund Balance - Assigned	38	9,553,923	0	0	0	0	9,553,923	10,005,043	38
Fund Balance - Unassigned	39	22,604,462	0	0	0	0	22,604,462	16,696,937	39
Total Ending Fund Balance - June 30, 2022	40	53,222,507	14,037,732	16,490,428	811,771	0	84,562,438	41,703,796	40

Additional details are available at:
 Pottawattamie County Auditor 227 S 6th St Council Bluffs IA 51501
 Notes to the financial statement, if any:

John Rasmussen/Engineer

Discussion and/or decision to approve final payment and authorize Board Chairman to sign final voucher for project BRS-SWAP-C078—FF-78.

Contract 037256



Iowa Department of Transportation
CONTRACT CONSTRUCTION PROGRESS VOUCHER

FINAL

BRS-SWAP-C078(199)--FF-78 PAGE
 RCB Culvert - New / Replacement
 POTTAWATTAMIE COUNTY ENGINEER

Voucher No. 8

DATE LAST VOUCHER 12-02-21
 MO. DAY YR.

THIS VOUCHER 09-23-22
 MO. DAY YR.

DAYS WORKED			RET. %
TO DATE	LAST VOUCH.	AUTH.	
	<u>0.0</u>	<u>125.0</u>	<u>3.000</u>

Contractor No. 16875 GUS CONSTRUCTION CO INC CASEY, IA

ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING		URBAN PARTICIPATING	
	ITEM DESCRIPTION					RURAL NON-PARTICIPATING	RURAL PARTICIPATING	URBAN NON-PARTICIPATING	URBAN PARTICIPATING
0010	<u>1.400</u>	<u>1.400</u>	Acre	<u>410</u>	TOTAL TO DATE	<u>000</u>	<u>1400</u>	<u>000</u>	<u>000</u>
CLEAR+GRUBB									
0020	<u>1458.000</u>	<u>1458.000</u>	Cubic Yd	<u>410</u>	TOTAL TO DATE	<u>000</u>	<u>1458000</u>	<u>000</u>	<u>000</u>
EMBANKMENT-IN-PLACE									
0030	<u>2076.000</u>	<u>2076.000</u>	Cubic Yd	<u>410</u>	TOTAL TO DATE	<u>000</u>	<u>2076000</u>	<u>000</u>	<u>000</u>
EXCAVATION, CL 10, RDWY+BORROW									
0040	<u>743.900</u>	<u>743.900</u>	Cubic Yd	<u>410</u>	TOTAL TO DATE	<u>000</u>	<u>743900</u>	<u>000</u>	<u>000</u>
TOPSOIL, STRIP, SALVAGE+SPREAD									
0050	<u>54.000</u>	<u>54.000</u>	Cubic Yd	<u>410</u>	TOTAL TO DATE	<u>000</u>	<u>54000</u>	<u>000</u>	<u>000</u>
COMPACT BACKFILL ADJ TO BRDG/CULV/STRU CT									
0060	<u>2632.200</u>	<u>2632.200</u>	Sq Yard	<u>410</u>	TOTAL TO DATE	<u>000</u>	<u>3186800</u>	<u>000</u>	<u>000</u>
SUBGRADE STABIL MAT'L, POLYMER GRID									
0070	<u>350.000</u>	<u>350.000</u>	Cubic Yd	<u>410</u>	TOTAL TO DATE	<u>000</u>	<u>350000</u>	<u>000</u>	<u>000</u>
MODIFIED SUBBASE									
0080	<u>196.000</u>	<u>196.000</u>	Ton	<u>410</u>	TOTAL TO DATE	<u>000</u>	<u>204620</u>	<u>000</u>	<u>000</u>
GRANULAR SHLD, TYPE B									
0090	<u>8.000</u>	<u>8.000</u>	Station	<u>441</u>	TOTAL TO DATE	<u>000</u>	<u>8000</u>	<u>000</u>	<u>000</u>
SHLD CONSTRUCTION, EARTH									

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. 9/30/22 [Signature]
 DATE PROJECT ENGINEER CERTIFICATION

2. _____
 DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL
 IDOT is not involved in this Farm to Market project.

3. _____
 DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL
 Project records reviewed. Project records not reviewed. Recommend payment based on the project engineers certification.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

I, _____ the _____
 for _____ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

 DATE SIGNED CLAIMANT (CONTRACTOR)

Contract 037256



Iowa Department of Transportation
CONTRACT CONSTRUCTION PROGRESS VOUCHER

BRS-SWAP-C078(199)--FF-78 PAGE :
 RCB Culvert - New / Replacement
 POTTAWATTAMIE COUNTY ENGINEER

Voucher No. 8

DATE LAST VOUCHER 12-02-21
 MO. DAY YR.

THIS VOUCHER 09-23-22
 MO. DAY YR.

DAYS WORKED			RET. %
TO DATE	LAST VOUCH.	AUTH.	
	<u>0.0</u>	<u>125.0</u>	<u>3.000</u>

Contractor No. 16875 GUS CONSTRUCTION CO INC CASEY, IA

ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING		RURAL NON-PARTICIPATING		URBAN PARTICIPATING		URBAN NON-PARTICIPATING	
	ITEM DESCRIPTION					TOTAL TO DATE		TOTAL TO DATE		TOTAL TO DATE		TOTAL TO DATE	
0100	<u>610.200</u>	<u>610.200</u>	Ton	<u>441</u>		<u>000</u>		<u>617630</u>		<u>000</u>		<u>000</u>	
	MACADAM STONE BASE				TOTAL TO DATE								
0110	<u>218.080</u>	<u>218.080</u>	Ton	<u>442</u>		<u>000</u>		<u>218080</u>		<u>000</u>		<u>000</u>	
	HMA ST BASE, 3/4"				TOTAL TO DATE								
0120	<u>81.770</u>	<u>81.770</u>	Ton	<u>442</u>		<u>000</u>		<u>81770</u>		<u>000</u>		<u>000</u>	
	HMA ST INTERMEDIATE, 1/2"				TOTAL TO DATE								
0130	<u>81.310</u>	<u>81.310</u>	Ton	<u>442</u>		<u>000</u>		<u>81310</u>		<u>000</u>		<u>000</u>	
	HMA ST SURF, 1/2", NO FRIC				TOTAL TO DATE								
0140	<u>22.870</u>	<u>22.870</u>	Ton	<u>442</u>		<u>000</u>		<u>20070</u>		<u>000</u>		<u>000</u>	
	ASPH BINDER, PG 58-28S				TOTAL TO DATE								
0150	<u>23500.000</u>	<u>23500.000</u>	Lump Sum	<u>430</u>		<u>000</u>		<u>23500000</u>		<u>000</u>		<u>000</u>	
	RMVL OF EXIST STRUCT				TOTAL TO DATE								
0160	<u>158.300</u>	<u>158.300</u>	Ton	<u>430</u>		<u>000</u>		<u>169390</u>		<u>000</u>		<u>000</u>	
	GRANULAR BACKFILL				TOTAL TO DATE								
0170	<u>73.300</u>	<u>73.300</u>	Cubic Yd	<u>430</u>		<u>000</u>		<u>73300</u>		<u>000</u>		<u>000</u>	
	FLOODED BACKFILL				TOTAL TO DATE								
0180	<u>6454.000</u>	<u>6432.960</u>	Cubic Yd	<u>430</u>		<u>000</u>		<u>6454000</u>		<u>000</u>		<u>000</u>	
	EXCAVATION, CL 20				TOTAL TO DATE								

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. 9/30/22 [Signature]
 DATE PROJECT ENGINEER CERTIFICATION

2. _____
 DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL
 IDOT is not involved in this Farm to Market project.

3. _____
 DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL
 Project records reviewed. Project records not reviewed. Recommend payment based on the project engineers certification.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

I, _____ the _____
 for _____ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

 DATE SIGNED CLAIMANT (CONTRACTOR)

Contract 037256



Iowa Department of Transportation
CONTRACT CONSTRUCTION PROGRESS VOUCHER

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	<u>0.0</u>	<u>125.0</u>	<u>3.000</u>

Contractor No. 16875 GUS CONSTRUCTION CO INC CASEY, IA

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	ITEM DESCRIPTION					TOTAL TO DATE		TOTAL TO DATE		TOTAL TO DATE		TOTAL TO DATE	
0190	<u>569.000</u>	<u>569.000</u>	Cubic Yd	<u>430</u>			<u>000</u>	<u>569000</u>		<u>000</u>		<u>000</u>	
	STRUCT CONC (RCB CULV)				TOTAL TO DATE								
0200	<u>76782.000</u>	<u>76782.000</u>	Pound	<u>430</u>			<u>000</u>	<u>76782000</u>		<u>000</u>		<u>000</u>	
	REINFORC STEEL				TOTAL TO DATE								
0210	<u>2.000</u>	<u>2.000</u>	Each	<u>420</u>			<u>000</u>	<u>2000</u>		<u>000</u>		<u>000</u>	
	APRON, SAFETY SLOPE, 30"				TOTAL TO DATE								
0220	<u>2.000</u>	<u>2.000</u>	Each	<u>420</u>			<u>000</u>	<u>2000</u>		<u>000</u>		<u>000</u>	
	APRON, SAFETY SLOPE, 42"				TOTAL TO DATE								
0230	<u>56.000</u>	<u>56.000</u>	Linr Ft	<u>420</u>			<u>000</u>	<u>56000</u>		<u>000</u>		<u>000</u>	
	CULV, CMP ENT, 30"				TOTAL TO DATE								
0240	<u>56.000</u>	<u>56.000</u>	Linr Ft	<u>420</u>			<u>000</u>	<u>56000</u>		<u>000</u>		<u>000</u>	
	CULV, CMP ENT, 42"				TOTAL TO DATE								
0250	<u>1.000</u>	<u>1.000</u>	Each	<u>420</u>			<u>000</u>	<u>1000</u>		<u>000</u>		<u>000</u>	
	TEMPORARY STREAM DIVERSION				TOTAL TO DATE								
0260	<u>326.000</u>	<u>326.000</u>	Linr Ft	<u>418</u>			<u>000</u>	<u>326000</u>		<u>000</u>		<u>000</u>	
	SUBDRAIN, PERFORATED PLASTIC PIPE, 4"				TOTAL TO DATE								
0270	<u>2.000</u>	<u>2.000</u>	Each	<u>418</u>			<u>000</u>	<u>2000</u>		<u>000</u>		<u>000</u>	
	SUBDRAIN OUTLET, DR-305				TOTAL TO DATE								

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- 9/30/22 [Signature]
 DATE PROJECT ENGINEER CERTIFICATION
- DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL
 IDOT is not involved in this Farm to Market project.
- DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL
 Project records reviewed. Project records not reviewed. Recommend payment based on the project engineers certification.
 Project approved for payment.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

I, _____ the _____
 for _____ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE _____ SIGNED CLAIMANT (CONTRACTOR) _____



Iowa Department of Transportation
CONTRACT CONSTRUCTION PROGRESS VOUCHER

BRS-SWAP-C078(199)--FF-78 PAGE
 RCB Culvert - New / Replacement
 POTTAWATTAMIE COUNTY ENGINEER

Contract 037256

Voucher No. 8

DATE LAST VOUCHER 12-02-21
 MO. DAY YR.

THIS VOUCHER 09-23-22
 MO. DAY YR.

DAYS WORKED			RET. %	Contractor No. 16875 GUS CONSTRUCTION CO INC CASEY, IA										
TO DATE	LAST VOUCH.	AUTH.		ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	TOTAL TO DATE	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING
	0.0	125.0	3.000											
0280		856.000	856.000	Ton	410	Compl. Last Voucher		000	853340		000		000	
				REVTMENT, CLASS E										
0290		977.800	977.800	Sq Yard	410	Compl. Last Voucher		000	977800		000		000	
				RMVL OF PAV'T										
0300		9.000	9.000	Station	442	Compl. Last Voucher		000	26650		000		000	
				PAINTED PAV'T MARK, WATERBORNE/SOLVENT										
0310		2.000	2.000	Each	401	Compl. Last Voucher		000	2000		000		000	
				SAFETY CLOSURE										
0320		6500.000	6500.000	Lump Sum	401	Compl. Last Voucher		000	6500000		000		000	
				TRAFFIC CONTROL										
0330		90000.000	90000.000	Lump Sum	401	Compl. Last Voucher		000	90000000		000		000	
				MOBILIZATION										
0340		1.200	1.200	Acre	448	Compl. Last Voucher		000	940		000		000	
				MULCH										
0350		1.200	1.200	Acre	448	Compl. Last Voucher		000	2020		000		000	
				SEED+FERTILIZE (RURAL)										
0360		508.000	508.000	Square	448	Compl. Last Voucher		000	883200		000		000	
				SLOPE PROTECTION, WOOD EXCELSIOR										

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. 9/30/22 [Signature]
 DATE PROJECT ENGINEER CERTIFICATION

2. _____
 DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL
 IDOT is not involved in this Farm to Market project.

3. _____
 DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL
 Project records reviewed. Project records not reviewed. Recommend payment based on the project engineers certification.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

I, _____ the _____
 for _____ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

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Contract 037256



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0.0	125.0	3.000		0370	1.200	1.200	Acre	448	000	940	000	000	000
				STABILIZE CROP - SEED+FERTILIZE									
0380	101.600	101.600		M-Gal	448	000	000	000	000	000	000	000	000
				WATER-SOD/SPEC DITCH CNTL/SLOPE PROTECT									
0390	3.000	3.000		Each	448	000	000	000	000	000	000	000	000
				MOBILIZATION FOR WATERING									
0400	1472.000	1472.000		Linr Ft	448	000	959000	000	000	000	000	000	000
				SILT FENCE									
0410	230.000	230.000		Linr Ft	448	000	180000	000	000	000	000	000	000
				SILT FENCE-DITCH CHECKS									
0420	4.000	4.000		Each	448	000	000	000	000	000	000	000	000
				SILT BASIN									
0430	1702.000	1702.000		Linr Ft	448	000	325000	000	000	000	000	000	000
				RMVL OF SILT FENCE/SILT FENC-DITCH CHECK									
0440	4.000	4.000		Each	448	000	000	000	000	000	000	000	000
				RMVL OF SILT BASIN									
0450	1702.000	1702.000		Linr Ft	448	000	000	000	000	000	000	000	000
				MAINT OF SILT FENC/SILT FENC-DITCH CHECK									

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TO DATE	LAST VOUCH.	AUTH.		0.0	125.0	3.000	ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	TOTAL TO DATE	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING
0460	627.000	627.000	Linn Ft	448	PERIMETER+SLOPE SEDIMENT CNTL DEVICE, 1 2"	000	4318000	000	000	000	000	000	000	000	000	000
0470	627.000	627.000	Linn Ft	448	RMVL OF PERIMETER+SLOPE SEDIMNT CNTL D EV	000	1420000	000	000	000	000	000	000	000	000	000
0480	3.000	3.000	Each	448	MOBILIZATION, EROSION CONTROL	000	3000	000	000	000	000	000	000	000	000	000
0490	1.000	1.000	Each	448	MOBILIZATION, EMERGENCY EROSION CONTROL	000	000	000	000	000	000	000	000	000	000	000
7001	-21.040	-21.040	Cubic Yd	430	APPLIES TO ITEM 0180 EXCAVATION, CL 20	000	000	000	000	000	000	000	000	000	000	000
8001	29.000	29.000		448	CLEARING AND GRUBBING	000	29000	000	000	000	000	000	000	000	000	000
8002	21.040	21.040		448	EXCAVATION, CLASS 23	000	21040	000	000	000	000	000	000	000	000	000
8003	110.000	110.000		448	PAVEMENT SCARIFICATION	000	110000	000	000	000	000	000	000	000	000	000
8999	1.000	1.000	Lump Sum	401	STOCKPILED MATERIALS	000	000	000	000	000	000	000	000	000	000	000

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Other Business

Jana Lemrick/Director, Human Resources
and Jeff Franco/Deputy Director,
Conservation

Discussion and/or decision on the hiring of
Mechanical Operations and Maintenance
Technician at Step 9 of the paygrade.

Received/Filed

Public Comments

Closed Session

Open Session

Jana Lemrick/Director, Human Resources
and Jason Slack/Director, Building and
Grounds

Discussion and/or decision to approve updated job description for Maintenance Superintendent.

POTTAWATTAMIE COUNTY –BUILDING & GROUNDS

JOB DESCRIPTION

POSITION TITLE: ~~Maintenance Superintendent~~ Facilities Manager

REPORTS TO: Buildings and Grounds Director

SUPERVISES: Maintenance Worker and, Custodian

PAY GRADE: ~~520-525~~

BARGAINING UNIT: ~~Nonunion~~

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PURPOSE OF POSITION: Responsible for coordinating, supervising and assisting with the maintenance activities of departmental personnel to ensure the efficient operation and attractive appearance of County properties.

ESSENTIAL FUNCTIONS:

Performs personnel management functions including planning, scheduling, and assigning work duties, reviewing time sheets for accuracy, training new employees and assisting with performance appraisals.

Assists the Director with the hiring of new employees, makes recommendations on disciplinary actions and assists in the handling of complaints and grievances.

Schedules, assigns, supervises and assists subordinate employees with all maintenance, repair, and cleaning duties involving buildings, grounds, plumbing, mechanical, heating and air conditioning systems of all County properties. Assist with snow removal and lawn maintenance as needed.

Assists the Director in the development of departmental plans, goals, policies and procedures.

Ensures departmental compliance with applicable local ordinances and codes, state statutes, and federal laws and regulations that govern the activities of the department.

Schedules a routine maintenance plan for buildings and equipment such as greasing or oiling equipment and general overall building maintenance and cleaning.

Coordinates work and assignments with outside contractors to schedule repairs, remodeling, etc. that is not performed by County personnel.

Performs Director's duties in his/her absence.

Coordinates with Director and subordinate employees to recommend equipment needs,

purchases and specifications.

Assists in the maintaining of departmental inventory and orders necessary supplies, materials and parts for approved maintenance and repair projects and for routine cleaning activities.

ESSENTIAL FUNCTIONS: (continued)

Identifies potential projects through observation, public requests, and internal requests.

Assists with the preparation of claims, job orders, bid specifications and lettings for County Projects.

Inspects building machinery and equipment and assists in the maintenance and/or repair of equipment as needed.

Maintains accurate records including but not limited to, maintenance of charts/logs, work orders, labor hours and materials utilized, time sheets, parts and pricing lists, contractor information, receipts and bills.

Provides guidance in various departmental tasks including, but not limited to, correcting operating problems and ensuring the maintenance of departmental performance standards.

Plans and organizes a personal work schedule, sets priorities and meets deadlines.

Supervises and participates in departmental functions at all skill levels.

Opens County buildings on a daily basis.

Will be required to perform duties on an on-call basis, as needed.

Establishes and maintains effective working relationships with contractors, vendors, the general public, governmental officials, co-workers and supervisors.

Operates and maintains mechanical power equipment and tools utilized in the performance of construction and maintenance tasks.

Operates a County vehicle safely and in compliance with traffic laws and regulations, in the performance of job duties.

Operates standard office equipment in the performance of job duties, i.e. fax machine, copier, personal computer, HVAC computer, calculator, etc.

Performs accurate mathematical calculations in the performance of job duties.

MARGINAL FUNCTIONS:

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of and the ability to apply the standard methods, materials, and equipment employed in buildings and grounds maintenance work.

Knowledge of and the ability to apply the care and safe operation of both manual power tools and equipment utilized in performing buildings and grounds maintenance and repair work.

Knowledge of and the ability to perform the techniques utilized in plumbing, HVAC, hydraulics systems, carpentry and general construction.

Ability to manage projects and to supervise the work of subordinate personnel.

Ability to enforce rules and regulations to ensure departmental compliance with applicable local ordinance and code, state statute, and federal laws and regulations that govern the activities of the department.

Ability to apply and enforce departmental, state, and federal safety policies and procedures.

Ability to perform accurate mathematical calculations in the performance of job duties.

Ability to read and interpret construction plans, blueprints and specifications.

Ability to exercise independent judgment in the performance of job duties.

Ability to plan and organize a personal work schedule, set priorities, and meet deadlines.

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

Ability to establish and maintain effective working relationships with contractors, vendors, the general public, governmental officials, co-workers, and supervisors.

Ability to maintain the confidentiality of all departmental communications, documents and transactions.

Ability to operate a County vehicle, safely and in compliance with traffic laws and regulations.

Ability to perform computer input and retrieval functions utilizing a variety of hardware and software programs.

Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents.

Ability to communicate effectively, in English, both verbally and in writing.

Ability to deal with the general public in a courteous and tactful manner.

Ability to understand and follow both verbal and written instructions.

ESSENTIAL EDUCATION, CERTIFICATIONS AND/OR LICENSES:

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

Must obtain a State Pesticide and Herbicide Applicator Certification if required by the Department Head.

Must possess a Boiler Operator I license for Iowa or certification in a related field at the time of hire.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

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

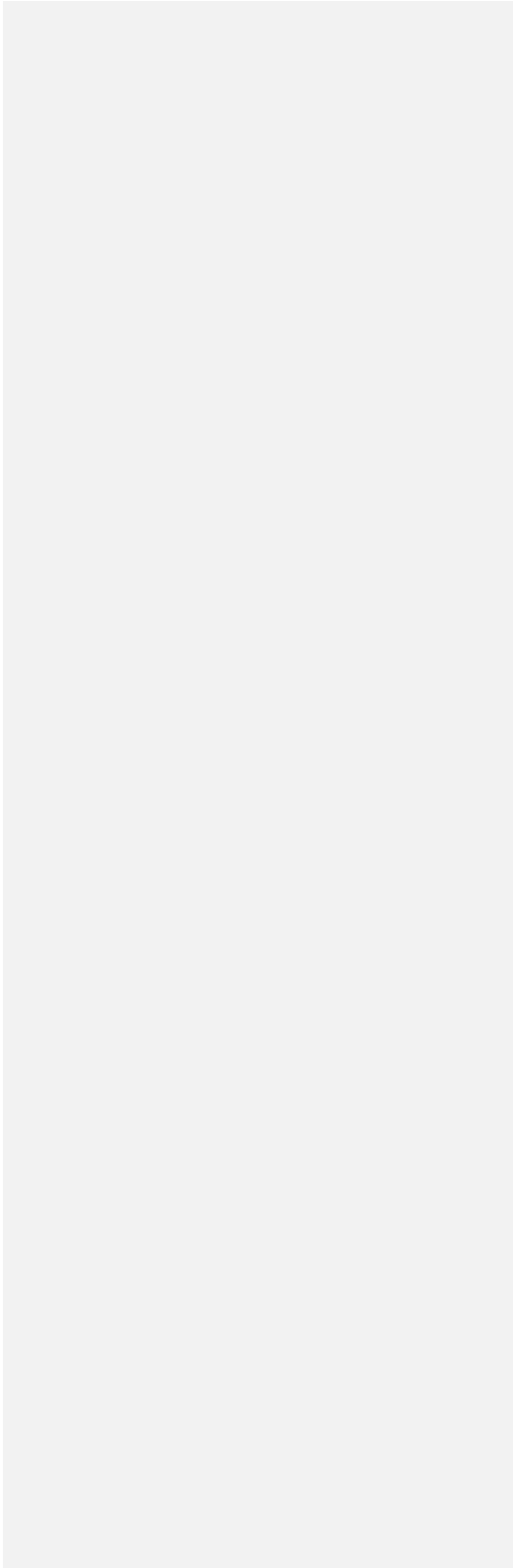
Attendance at work is an essential function of this position. Work is performed indoors and outdoors and requires a considerable amount of physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stooping and climbing. An incumbent must have the ability to transport themselves to and from various locations throughout the County and surrounding jurisdictions and must have the ability to maneuver over rough terrain and constructions sites on foot.

Duties also require the ability to tolerate an indoor and outdoor work environment that includes contact with dirt, dust, noxious odors, poor lighting, confined spaces, electrical hazardous, hazardous chemicals, vibrations, dampness, wetness, and inclement weather conditions. The employee occasionally works near moving parts, in high/precarious places and is occasionally exposed to airborne particles. An incumbent must have the ability to frequently lift, push, pull and/or carry equipment, supplies and other materials weighing up to 25 lbs., and to occasionally lift, push, pull and/or carry equipment, supplies and other materials weighing up to 100 lbs. An incumbent must also possess the hand-eye coordination and manual dexterity necessary to use hands and arms to reach, finger, handle, grasp, and feel, climb in and out of and under vehicles; and operate the following: vehicles, computers, hand and power tools, snow removal and maintenance equipment and any other pieces of equipment that are used to perform the essential functions of the job.

Work hours may occasionally be required before or after daylight hours. Noise level can be moderate to intense. Vision abilities, correctable to normal ranges, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Communication abilities include the ability to talk and hear within normal ranges.

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

Revised October, 2005



BUDGET STUDY SESSION