

# Consent Agenda

**February 21, 2023**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

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

- A. February 14, 2023, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Belt, second by Jorgensen, to open public hearing on Pottawattamie County’s amendment to current county budget for fiscal year 2022-23.

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

Motion by Belt, second by Miller, to close public hearing.

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

Motion by Belt, second by Miller, to approve and authorize Board to sign **Resolution No. 15-2023**, a Resolution to Approve Pottawattamie County’s amendment to current county budget for fiscal year 2022-23. Said Resolution is set out as follows:

**RESOLUTION NO. 15 -2023**

**WHEREAS**, there were necessary expenses incurred in several county departments, causing the budget of that department to exceed 100% of costs; and

**WHEREAS**, the Public Health, Medical Examiner, Board Supervisors, and Planning have exceeded their Budget due to said necessary expenditures; and

**WHEREAS**, the Amendment to the Fiscal Year 2022/23 Budget for the Public Health, Roads, Board Supervisors, Conservation, Planning and Non-Departmental shall be substantially as follows:

<b>DEPT #</b>	<b>Revenue Amount</b>	<b>Expense Amount</b>
Board of Supervisors - 01		\$ 210,000
<b>Total</b>		<b>\$ 210,000</b>
Roads - 20		\$ 675,000
<b>Total</b>		<b>\$ 675,000</b>
Conservation - 22	\$ 152,300	\$ 82,300
<b>Total</b>	<b>\$ 152,300</b>	<b>\$ 82,300</b>
Public Health - 23	\$ 368,387	\$ 246,976
<b>Total</b>	<b>\$ 368,387</b>	<b>\$ 246,976</b>
Non-Departmental - 99		\$ 440,866
<b>Total</b>	<b>\$ -</b>	<b>\$ 440,866</b>
	<b>\$ 520,687</b>	<b>\$ 1,655,142</b>

**WHEREAS**, the Board of Supervisors desires to allow those expenditures, and no tax increase will occur due to these expenditures; and

**WHEREAS**, the public had due notice of the Budget Amendment Hearing held on February 21,2023, and at the hearing, due time was allowed for objections to any and all portions of the amended budget.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Supervisors of Pottawattamie County, hereby amends the Fiscal Year 2022/23 budget.

Dated this 21st day of February, 2023.

**ROLL CALL VOTE**

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

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

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

Danna Kehm/CEO, Pottawattamie Arts, Culture & Entertainment appeared before the Board to give an update on PACE and programming for the county. Discussion only. No action taken.

Motion by Wichman, second by Miller, to approve and authorize Board to sign **Resolution No. 15-2023**, a Resolution of Support for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application.

**RESOLUTION NO. 16-2023**

**In Support of the Joint RAISE Grant Agreement and Letter of Support for the 2023 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Project.**

**WHEREAS**, Pottawattamie County, Iowa bridge FHWA number: 288730 has been identified as being part of a joint Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Project, and

**WHEREAS**, it is desired by and in the interest of Pottawattamie County to participate fully in the RAISE project activities as a Sub-recipient and provide all requisite information necessary to bring to completion all project phases through final completion, and

**WHEREAS**, we are in support of Clay County providing Lead – recipient roles and duties, and

**WHEREAS**, we understand and accept the Sub-recipient roles and responsibilities as defined in the "28E Cooperative Agreement for a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Project", and

**WHEREAS**, each County Bridge Sponsor as shown in Section 4, paragraph A-I shall be responsible for all local matching funds and accepts any costs exceeding the funds requested in the RAISE Grant application for their respective structure.

**THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Pottawattamie County, Iowa hereby approves and directs the Chair to sign this Letter of Support for the 2023 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Project and the 28E Cooperative Agreement for a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Project, and to provide all pertinent correspondence and project information to:

Attn: William Rabenberg,

P.E. Clay County Engineer  
 300 W 4<sup>th</sup> Street #5  
 Spencer, IA 51301-3806  
 (712)-262-2825

**Adopted this 21st day of February 2023.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ Brain Shea, 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"/>
_____ Tim Wichman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Susan Miller	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

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

Motion by Miller, second by Belt, to approve project plans for FM-C078(208)- - 55-78 for G30 paving.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Miller, second by Belt, to approve project plans for L-2023(RCB)- 73-78 for 400<sup>th</sup> Street  
 culvert replacement project.  
 UNANIMOUS VOTE. Motion Carried.

Jamie Petersen/Coordinator, GIS appeared before the Board to discuss Broadband internet coverage and  
 Empower Rural Iowa Broadband Grant Program award area map of Pottawattamie County.  
 Discussion only. No action taken

**3. OTHER BUSINESS**

Motion by Belt, second by Miller, to postpone for 2 weeks **Resolution No. 13-2023**, a Resolution to  
 appoint a representative to the Southern Iowa Regional Housing Authority Board of Commissioners.

Motion by Wichman, second by Miller, to approve funding for Southwest Iowa Leadership Academy in  
 the amount of \$2,500 to be paid from the gaming fund.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve affirmative action plan.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Miller, to approve bringing the EBS trust account current and to fund a  
 surplus in the EBS trust account based on 2.5% of the average premium disbursed by Wellmark for July  
 2021 – June 2022 (Average = \$615,782.91).  
 UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.  
 Discussion only. No action taken.

**5. RECEIVED/FILED**

A. Salary Action(s):

- 1) Conservation – Employment of Ben Beiermann as a Natural Areas Management Intern.
- 2) Conservation – Payroll status change for Steven Fox and Luke Buss.

B. Out of State Travel Notification:

- 1) Public Health – Out of State Travel Notification for Candy Heyer and Jason Kuehnhold.

**6. PUBLIC COMMENTS**

Shawna Anderson appeared before the Board to talk about the public hearing concerning the amendment to current county budget for fiscal year 2022-23.

**7. CLOSED SESSIONS**

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

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

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

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

**8. BUDGET STUDY SESSION**

Mitch Kay/Director, Finance and Budget appeared before the Board for a Budget Study Session. Discussion only. No Action Taken.

**9. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:40 P. M.

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Brian Shea, Chairman

ATTEST:

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Melvyn Houser, County Auditor

APPROVED: February 28, 2023

PUBLISH: X

# **Scheduled Sessions**

**Maria Sieck/Administrator, Public Health**

**Recognize Barb Lee for her service to the  
Board of Health.**

**Rachel Hamilton/CEO and Terry  
McCarthy/Plant Manager, Marne Elk Horn  
Telephone Company**

**Discussion on the cost of secondary roads  
permit to bury utilities.**





# Marne Elk Horn

Your Local Connection

February 16, 2023

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

Dear Supervisors:

We wish to thank you for the contribution of \$10,000 in ARPA funds in December of 2021 to aid in the construction of burying fiber to the attached 600 residents of Pottawattamie County.

In 2021 we were awarded a partial grant by the State to bury fiber to facilitate high speed Internet access to approximately 600 residents of Pottawattamie County. These areas were considered 'underserved'. The cost to bury fiber to each location is approximately \$13,000.

Last year we applied to the County for our permits for the first phase of this project and were surprised at the increase of fee to \$100/mile. We buried 30 miles in 2022 and this year we will bury an additional 60 miles. With the increase in fee we will have given almost all of your initial \$10,000 contribution back to the County.

We are a service provider who is located in Pottawattamie County and pays over \$7000 a year in taxes for the facilities we have in the ground. We have always taken great pride in the work we and/or our contractor does with the roads and have a long standing relationship with the County, if any concerns have ever existed we have gone to great lengths to address those. Our goal is to provide quality service to the residents of Pottawattamie County.

We were not required to provide broadband to this area, but recognized the need residents have for high speed Internet. We are asking that you help partner with us to serve these residents by reducing or waiving the permitting fees for this project. If you cannot do this, would you consider contributing an additional \$10,000 of ARPA funds to cover these permitting fees?

We have our permits ready to file for spring construction.

Sincerely,

Rachel Hamilton  
General Manager/CEO

[www.metc.net](http://www.metc.net)  
[metc@metc.net](mailto:metc@metc.net)

Offices:

Phone:

Fax:

Business Hours:

4242 Main Street  
Elk Horn, IA 51531

712.764.6161

712.764.2773

M-F 8am-4:30pm

510 Highland Street  
Walnut, IA 51577

712.784.2211

712.784.2010

M-F 8am-4:30pm

161 South Elm  
Avoca, IA 51521

712.784.2211

712.784.2010

M-F 8am-4:30pm

FARMERS MUTUAL COOPERATIVE TELEPHONE COMPANY

# FMCTC

***Your Total Communications Provider***

February 15, 2023

Pottawattamie County Board of Supervisors  
227 S 6<sup>th</sup> St  
Council Bluffs, IA 51501

Dear Supervisors;

I am writing in support of Marne Elk Horn Telephone (METC) for the waiving of the permitting fees for Farmers Mutual Cooperative Telephone Company (FMCTC) and METC.

We are both long standing companies that have served and continue to serve residents in Pottawattamie County with voice, broadband and video services. FMCTC has been in business since 1904 and has worked with Pottawattamie County Engineers, road crews and the Supervisors very well since my arrival in 1991. We have constructed, fixed any issues and corrected things that happened previously that were found years after the work. We move facilities for road projects and coordinate with departments to make it seamless and a coordinated effort.

FMCTC has paid taxes in the past year of just over \$4,000 for facilities in the county. We bill and submit E911 fees and schedule our work to meet County needs. In 2010's with the flooding, we were going to work in the Hancock area and the road department was working hard to correct flooding issues. We were asked to postpone the work to since it was all hands on deck for flooding, we were glad to do so and work with the county to delay the construction.

We ask our crews, whether internal or contractors to put the roads, roadways, ditches, yards or other work areas back to original or better.

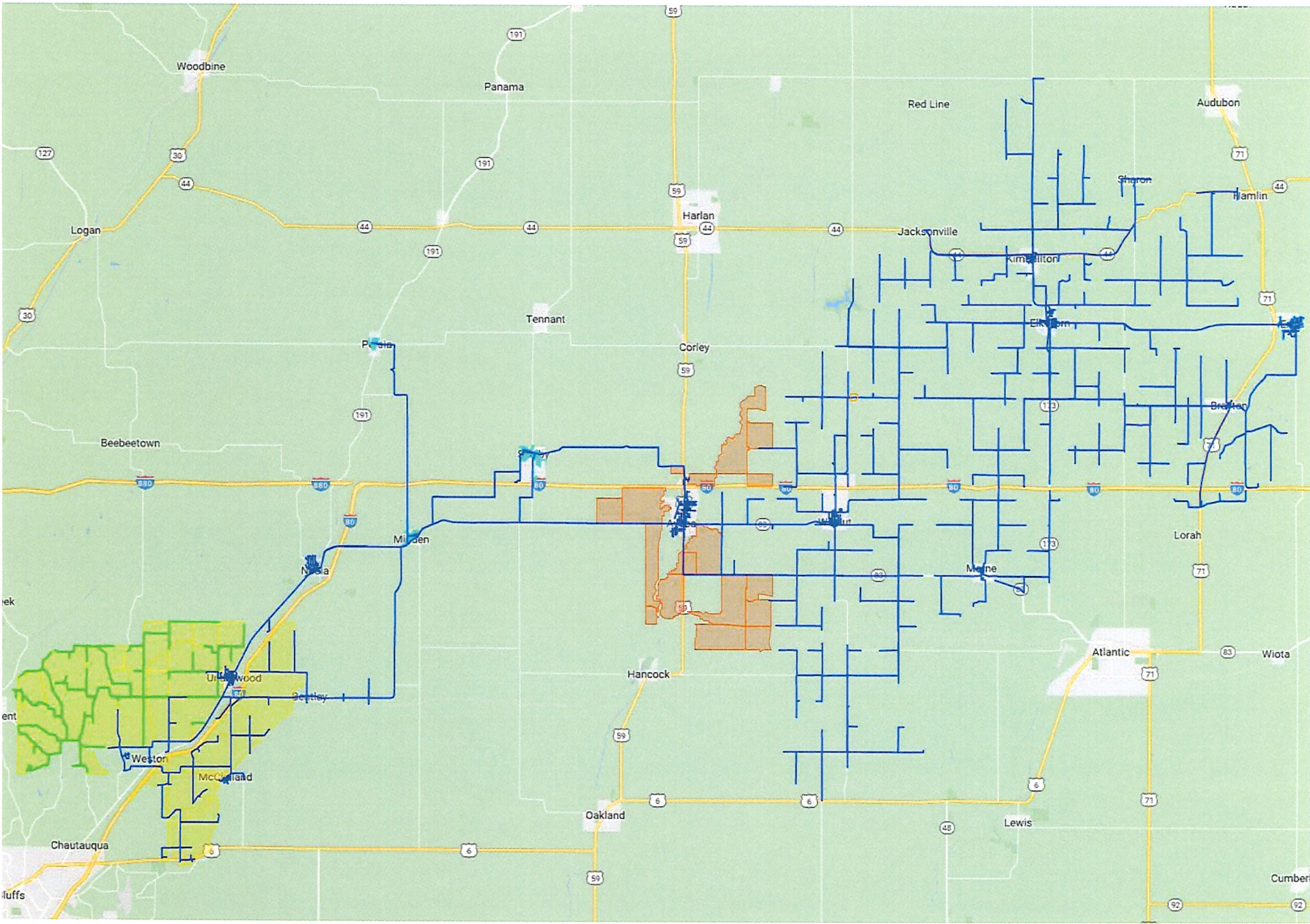
Now we see there will be a fee for \$100 per mile as a permitting fee. Would that create a need for any tax abatement for those facilities that will increase tax liability? Would that remove the need to place the roads back to the original or better condition? We all get there are costs and we have to cover them, but where there is a new charge, should one be offset to accommodate the new structure? Just asking questions to see if this is a shift or an increase in costs.

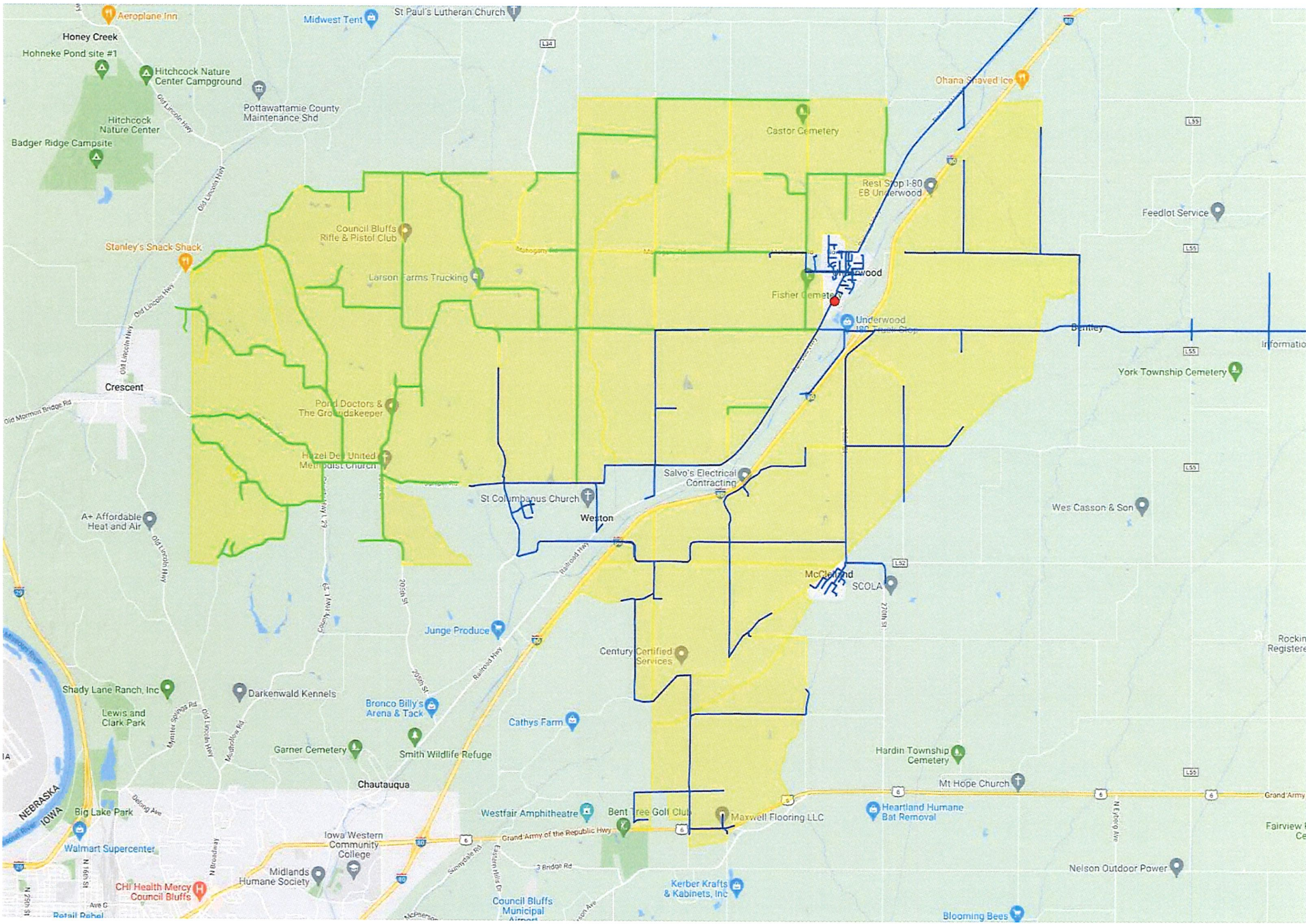
Thank you for your consideration in this ask for future waiving of permitting fees for FMCTC and METC.

Sincerely,



Thomas Conry, CEO  
FMCTC





**Jason Slack/Director, Buildings and Grounds**  
**and Rick Haris and/or Rick**  
**Kmiecik/Optimizes System**

**Courthouse Renovation Commissioning  
Report Review.**

# Pottawattamie County Courthouse

## Renovation Retro-Commissioning Issues

January 31, 2023



## TST-2-4 OPEN MODERATE

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Control system does not track chiller runtime and does not show it has time based chiller rotation. Requirement found on print M7.3 under lead/lag equipment selection.

**Source** Test 2, Attempt 1

Does the DDC monitor and track the runtime of the chillers and pumps and displays the runtime hours to the operators workstation?

**Assigned To** Engineered Controls, Inc.

**Asset** 🚰🚰🚰 Chilled Water System

**Discipline** Controls

**Due Date** 1/19/2023

**Created By** Art Malenfant

**Identified On** 1/5/2023 7:38 AM

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"Brent did some changes to the chiller to keep it running." -Jason Slack. We may want to wait until the other projects to complete before implementing.

Rick Harris on 01/31/2023 at 01:50 PM

Commissioning Authority, Optimized Systems

## TST-2-3 OPEN HIGH

Refrigerant detector not monitored by the BMS. Control drawings approved with refrigerant detector monitoring by a LAN Bacnet connection. No points displayed by the chilled water system. No points shown on the Bacnet network in system tree for either A or B side. Requirement found on print page M 7.3 under refrigerant leak monitoring.

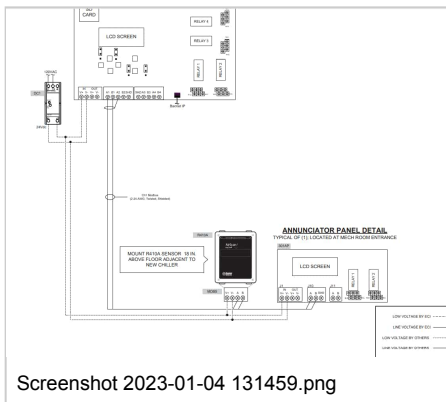
**Source** Test 2, Attempt 1

Does the DDC system interface with the refrigerant leak detection system and pass through any alarms through to the operator workstation?

**Assigned To** Engineered Controls, Inc.  
**Asset** 🏠🏠🏠 Chilled Water System  
**Discipline** Controls  
**Due Date** 1/18/2023  
**Created By** Art Malenfant  
**Identified On** 1/4/2023 1:15 PM

Should be owed to the owner.

Rick Harris on 01/31/2023 at 03:50 PM  
 Commissioning Authority, Optimized Systems



## TST-2-2 OPEN HIGH

There is currently no chilled water reset in the chilled water setpoints. There are also no virtual points that would be required for a chilled water reset. The lead portion of the reset is for pressure to adjust .5 PSI up or down based on valve positions over 90% and under 70%. Once low end pressure is achieved the chilled water temperature is to reset between 42F and 50F based on the same valve positions. Requirement found on print M 7.3 chilled water pressure reset and chilled water temperature reset.

**Source** Test 2, Attempt 1

Does the DDC system poll all of the chilled water control valves every 10 minutes (adj.)?

**Assigned To** Engineered Controls, Inc.  
**Asset** 🏠🏠🏠 Chilled Water System  
**Discipline** Controls  
**Due Date** 1/18/2023  
**Created By** Art Malenfant  
**Identified On** 1/4/2023 12:53 PM

Should be implemented as part of the current projects.

Rick Harris on 01/31/2023 at 03:51 PM  
 Commissioning Authority, Optimized Systems



## TST-2-1 OPEN LOW

No alarm point set up. Requirement found on print M 7.3 DDC points list matrix supply temperature alarms high and low limit.

**Source** Test 2, Attempt 1

If the energized chillers fail to maintain the chilled water setpoint within an adjustable range (+/- 4°F) for 10 minutes (adj.), does the DDC system issue an alarm to the operator workstation?

**Assigned To** Engineered Controls, Inc.

**Asset**  Chilled Water System

**Discipline** Controls

**Due Date** 1/18/2023

**Created By** Art Malenfant

**Identified On** 1/4/2023 10:57 AM

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Should be set up and is owed to the customer.

Rick Harris on 01/31/2023 at 03:52 PM

Commissioning Authority, Optimized Systems

## TST-73-1 OPEN LOW

No alarm extension set up. Requirement found on print page M 7.4 point matrix discharge air temperature alarms high and low limit.

**Source** Test 73, Attempt 1

Is a DAT alarm generated?

**Assigned To** Engineered Controls, Inc.

**Asset**  RTU-2

 VAV Rooftop Unit (DX/

 Gas)

 VAV boxes

**Discipline** Controls

**Due Date** 1/18/2023

**Created By** Art Malenfant

**Identified On** 1/4/2023 10:14 AM

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Should be set up and is owed to the customer.

Rick Harris on 01/31/2023 at 03:52 PM

Commissioning Authority, Optimized Systems

## TST-4-5 OPEN MODERATE

Lead/lag based on time run does not appear to be changing over once reaching its run hours setpoint.

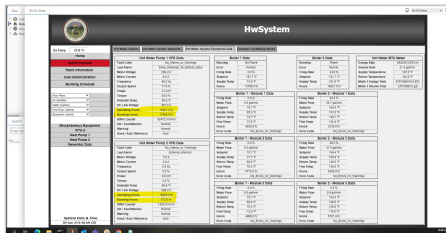
### Source Test 4, Attempt 1

Does the DDC system verify the lead heating water pump has started at minimum speed as verified by the VFD speed feedback (HWP-SPD-1)?

**Assigned To** Engineered Controls, Inc.  
**Asset** Heating Water System  
**Discipline** Controls  
**Due Date** 1/18/2023  
**Created By** Art Malenfant  
**Identified On** 1/4/2023 9:49 AM

It appears to have switched over once ever.

Rick Harris on 01/31/2023 at 01:48 PM  
Commissioning Authority, Optimized Systems



Screenshot 2023-01-04 094918.png

## TST-4-4 OPEN HIGH

Lag pump does not come on once the pump has exceeded 95% of speed for 10 minutes. Secondary pump is supposed to come on once this has happened and the two pumps are supposed to modulate together until the pumps fall below 60% for more than 10 minutes. Also, this should be displayed in the hot water system setpoints tab.

### Source Test 4, Attempt 1

Does the lag secondary heating water pump start whenever the operating pumps have operated at 95% capacity for 10 minutes (adj.)?

**Assigned To** Engineered Controls, Inc.  
**Asset** Heating Water System  
**Discipline** Controls  
**Due Date** 1/18/2023  
**Created By** Art Malenfant  
**Identified On** 1/4/2023 9:47 AM

This appears to have not been set up correctly.

Rick Harris on 01/31/2023 at 01:49 PM  
Commissioning Authority, Optimized Systems


## TST-7-2 OPEN LOW

Lead pump designation and number of pumps required are not shown in the graphics.

**Source** Test 7, Attempt 1

Heating Water Loop Water Pump Lead

**Assigned To** Engineered Controls, Inc.

**Asset**  Heating Water System

**Discipline** Controls

**Due Date** 1/18/2023

**Created By** Art Malenfant

**Identified On** 1/4/2023 9:17 AM

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ECI, is this something that you should handle?

Rick Harris on 01/31/2023 at 03:53 PM

Commissioning Authority, Optimized Systems

## TST-5-1 OPEN LOW

No alarm extensions for system hot water temperature. Requirement found on print page M 7.2 point matrix heating water supply temperature alarms high and low limit.

**Source** Test 5, Attempt 1

Is a building heating water loop supply temperature out of range alarm generated?

**Assigned To** Engineered Controls, Inc.

**Asset**  Heating Water System

**Discipline** Controls

**Due Date** 1/18/2023

**Created By** Art Malenfant

**Identified On** 1/4/2023 8:50 AM

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Owed to the owner.

Rick Harris on 01/31/2023 at 01:56 PM

Commissioning Authority, Optimized Systems

## TST-16-3 OPEN MODERATE

Damper remains locked closed.

**Source** Test 16, Attempt 1

Does the modulating return air isolation damper modulate to maintain the discharge air temperature setpoint as sensed by the discharge air temperature transmitter (TT-DAT)?

**Assigned To** Engineered Controls, Inc.

**Asset**  AS-2

 Air Handling Unit

 VAV boxes

**Discipline** Controls

**Due Date** 1/17/2023

**Created By** Art Malenfant

**Identified On** 1/3/2023 4:31 PM

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Why does this not operate like this is supposed to? Can ECI answer this?

Rick Harris on 01/31/2023 at 01:57 PM

Commissioning Authority, Optimized Systems

## TST-16-2 OPEN LOW

Point shows pump command of 75%, but graphic shows 0%.

**Source** Test 16, Attempt 1

Any time the outside air temperature (TT-OAT) is below 40° (adj.), does the heating water circulator (HWC-AS-2) energize?

**Assigned To** Engineered Controls, Inc.

**Asset**  AS-2

 Air Handling Unit

 VAV boxes

**Discipline** Controls

**Due Date** 1/17/2023

**Created By** Art Malenfant

**Identified On** 1/3/2023 4:25 PM

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Should be owed to the owner.

Rick Harris on 01/31/2023 at 01:58 PM

Commissioning Authority, Optimized Systems

## TST-11-1 OPEN LOW

There are no alarm extensions set up for discharge air this is typical of AS-1 or AS-2. Requirement found on pages M 7.4 and 7.5 of print in point matrix discharge air alarms high and low limit.

**Source** Test 11, Attempt 1

Is a DAT alarm generated?

**Assigned To** Engineered Controls, Inc.

**Asset**  AS-1

 Air Handling Unit

 VAV boxes

**Discipline** Controls

**Due Date** 1/17/2023

**Created By** Art Malenfant

**Identified On** 1/3/2023 4:12 PM

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Should be owed to the owner.

Rick Harris on 01/31/2023 at 01:58 PM

Commissioning Authority, Optimized Systems

## TST-15-5 OPEN LOW

There are no alarm extensions set up for the building static. This is typical of AS-1 and AS-2. Requirements found on print pages M 7.4 and 7.5 on point matrix building static pressure alarms high and low limit.

**Source** Test 15, Attempt 1

Does SPT-BLD alarm the DDC system if its measured differential pressure is above its high or low limits?

**Assigned To** Engineered Controls, Inc.

**Asset**  AS-1

 Air Handling Unit

 VAV boxes

**Discipline** Controls

**Due Date** 1/17/2023

**Created By** Art Malenfant

**Identified On** 1/3/2023 4:10 PM

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Should be owed to the owner.

Rick Harris on 01/31/2023 at 01:58 PM

Commissioning Authority, Optimized Systems

## TST-15-4 OPEN LOW

There are no alarm extensions set up for the SASP. Requirements found on print pages M 7.4 and 7.5 on point matrix supply air static pressure alarms high and low limit.

**Source** Test 15, Attempt 1

Does SPT-SA alarm the DDC system if its measured pressure is above its high or low limits?

**Assigned To** Engineered Controls, Inc.

**Asset**  AS-1

 Air Handling Unit

 VAV boxes

**Discipline** Controls

**Due Date** 1/17/2023

**Created By** Art Malenfant

**Identified On** 1/3/2023 4:04 PM

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Should be owed to the owner.

Rick Harris on 01/31/2023 at 01:59 PM

Commissioning Authority, Optimized Systems

## TST-15-3 OPEN MODERATE

There are no alarm extensions set up for set up. This is typical of both AS-1 and AS-2. Requirements found on print pages M 7.4 and 7.5 on point matrix OA static pressure alarms high and low limit.

**Source** Test 15, Attempt 1

Does SPT-OA alarm the DDC system if its measured differential pressure is above its high or low limits?

**Assigned To** Engineered Controls, Inc.

**Asset**  AS-1

 Air Handling Unit

 VAV boxes

**Discipline** Controls

**Due Date** 1/17/2023

**Created By** Art Malenfant

**Identified On** 1/3/2023 4:02 PM

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Should be owed to the owner.

Rick Harris on 01/31/2023 at 01:59 PM

Commissioning Authority, Optimized Systems

## TST-15-2 OPEN LOW

There is currently no alarm extensions set up on the filter differential pressure. This is typical of both AS-1 and AS-2. Requirement found in print on pages M 7.4 and 7.5 under filter pressure differential alarms high limit.

**Source** Test 15, Attempt 1

Whenever the pressure drop across the filter is excessive (adj.), is an alarm generated?

**Assigned To** Engineered Controls, Inc.

**Asset**  AS-1

 Air Handling Unit

 VAV boxes

**Discipline** Controls

**Due Date** 1/17/2023

**Created By** Art Malenfant

**Identified On** 1/3/2023 3:45 PM

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Should be owed to the owner.

Rick Harris on 01/31/2023 at 01:59 PM

Commissioning Authority, Optimized Systems

## TST-15-1 OPEN MODERATE

There are no enthalpy virtual points created for a economizer loop to control to compare for enable/disable. This is typical of AS-1 and AS-2.

Requirements found on print pages M 7.4 and 7.5 under economizer control loop.

**Source** Test 15, Attempt 1

Is there an enthalpy economizer control loop?

**Assigned To** Engineered Controls, Inc.

**Asset**  AS-1

 Air Handling Unit

 VAV boxes

**Discipline** Controls

**Due Date** 1/17/2023

**Created By** Art Malenfant

**Identified On** 1/3/2023 3:30 PM

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Should be owed to the owner.

Rick Harris on 01/31/2023 at 01:59 PM

Commissioning Authority, Optimized Systems

## TST-49-1 OPEN

Left control on remote and set heating setpoint to 75F and cooling to 76F.  
After 10 minutes valve was not commanded open.

**Source** Test 49, Attempt 1

Has the hot water valve physically opened fully?

**Assigned To** Engineered Controls, Inc.

**Asset**  VAV-R2-02  
 Variable Air Volume Box  
 With Heating Water Coil  
 Control Room 031

**Discipline** Controls

**Due Date** 12/20/2022

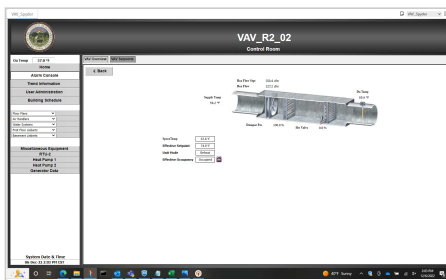
**Created By** Art Malenfant

**Identified On** 12/6/2022 2:06 PM

Could be outside of warranty. Need to have ECI evaluate.

Rick Harris on 01/31/2023 at 02:06 PM

Commissioning Authority, Optimized Systems



Screenshot 2022-12-06 140356.png



## TST-28-1 OPEN LOW

Time period is not adjustable for circulator pump.

**Source** Test 28, Attempt 1

Does the heating water valve modulate closed and does the heating water circulator de-energize after an adjustable time period?

**Assigned To** Engineered Controls, Inc.

**Asset**  Hydronic Sub-Loop  
 System

**Discipline** Controls

**Due Date** 12/13/2022

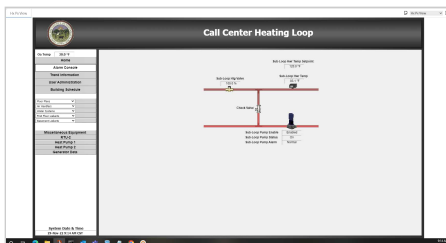
**Created By** Art Malenfant

**Identified On** 11/29/2022 9:14 AM

Is this required?

Rick Harris on 01/31/2023 at 02:07 PM

Commissioning Authority, Optimized Systems



Screenshot 2022-11-29 091410.png

## TST-13-1 OPEN HIGH

The following points do not have histories set up. For AS-1, Discharge air temp, chilled water valve, hot water valve command, relief damper command, mixed air temperature, circulator pump speed, building static, minimum outdoor air damper position, outdoor air damper, filter differential pressure, return air humidity, supply air static, and outdoor air static. For AS-2, hot water valve command, building static, and circulator pump speed.

**Source** Test 13, Attempt 1

Return Air Temperature

**Assigned To** Engineered Controls, Inc.

**Asset**  AS-1

 Air Handling Unit

 VAV boxes

**Discipline** Controls

**Due Date** 12/13/2022

**Created By** Art Malenfant

**Identified On** 11/29/2022 9:11 AM

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These were called for and were not provided.

Rick Harris on 01/31/2023 at 02:08 PM

Commissioning Authority, Optimized Systems



## TST-9-5 OPEN LOW

Building static space reference, references the same room that the relief damper runs into. Space static reference should be in a space near the entry/ exit to the space the air handler is serving. Also, all sensors looking for a proper reference should look at the outside air reference for their control value. Rather than the mechanical room where relief dumps in and can pressurize the space.

### Source Test 9, Attempt 1

Is the space differential pressure sensor installed with the Low reference connected to the outdoor air reference, and the High reference connected to the space below the ceiling?

**Assigned To** Engineered Controls, Inc.

**Asset**  AS-1

 Air Handling Unit

 VAV boxes

**Discipline** Controls

**Due Date** 12/6/2022

**Created By** Art Malenfant

**Identified On** 11/22/2022 3:03 PM

Can this be done with the other air handling units?

Rick Harris on 01/31/2023 at 02:12 PM

Commissioning Authority, Optimized Systems

Is this called to have an outside air reference?

Rick Harris on 01/31/2023 at 02:10 PM

Commissioning Authority, Optimized Systems



20221122\_123804.jpg



20221122\_123811.jpg

## TST-4-3 OPEN MODERATE

Danfoss Graham drive serving HWP-2 does not appear to be set up correctly. Control system is calling for 100% speed on pump and is outputting 9.95 VDC. Drive is responding with output of 83.3%. Feedback shows 40.9 Hz. Believe unit is set up with default setting of 4-20mA instead of 0-10/2-10 VDC input. Output feedback from drives also needs to be verified.

### Source Test 4

Heating Water System - Performance Test 1 - Operational Tests

**Assigned To** Engineered Controls, Inc.

**Asset** Heating Water System

**Discipline** Controls

**Due Date** 12/6/2022

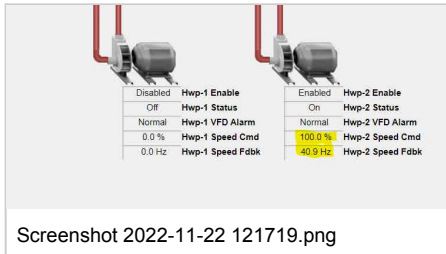
**Created By** Art Malenfant

**Identified On** 11/22/2022 12:22 PM

This should be owed to the owner.

Rick Harris on 01/31/2023 at 03:56 PM

Commissioning Authority, Optimized Systems



Screenshot 2022-11-22 121719.png

**TST-1-1** OPEN MODERATE

Control cables for chillers are run on the roof and exposed to physical damage. Chiller control cables should be contained in a raceway along their run. Some exposed cables are not UV rated. These are violations of NFPA 70.

**Source** Test 1, Attempt 1

Is the physical installation of the chiller acceptable?

**Assigned To** Engineered Controls, Inc.

**Asset** Chilled Water System

**Discipline** Controls

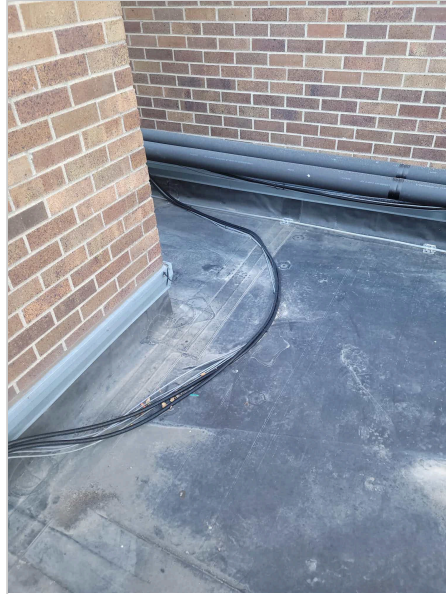
**Due Date** 11/22/2022

**Created By** Art Malenfant

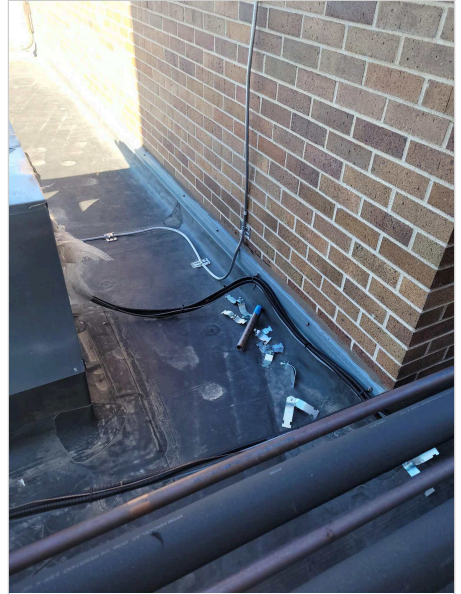
**Identified On** 11/8/2022 1:10 PM



20221107\_145548.jpg



20221107\_145621.jpg



20221107\_145632.jpg

**TST-10-2** OPEN LOW

Scaling is off on return fan. When fan is commanded to 45% the fan speed is at 50%. This is indicative of a 0-10 VDC output from controller on a 2-10 VDC read at the drive.

**Source** Test 10, Attempt 1

Does the return fan speed slowly ramp up to desired speed? (If the unit is a fan wall please indicate if any of the fans are not responding to the speed signal.)

**Assigned To** Engineered Controls, Inc.

**Asset** AS-2

Air Handling Unit

VAV boxes

**Discipline** Controls

**Due Date** 11/22/2022

**Created By** Art Malenfant

**Identified On** 11/8/2022 12:59 PM

Probably owed to the owner.

Rick Harris on 01/31/2023 at 02:22 PM

Commissioning Authority, Optimized Systems

## TST-9-2 OPEN MODERATE

Low limit sensor is too short and should have another sensor installed for proper coil coverage.

**Source** Test 9, Attempt 1

Is the low limit sensor installed in such a way that the unit's coils are fully covered?

**Assigned To** Engineered Controls, Inc.

**Asset**  AS-1

 Air Handling Unit

 VAV boxes

**Discipline** Controls

**Due Date** 11/22/2022

**Created By** Art Malenfant

**Identified On** 11/8/2022 12:20 PM

---

Need more coverage. Another one should be added at Pott County's expense

Rick Harris on 01/31/2023 at 02:30 PM

Commissioning Authority, Optimized Systems

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20221107\_141332.jpg

**TST-9-1** OPEN MODERATE

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Return air damper drives closed when safety pressure switches are tripped.

Return damper should fail open.

**Source** Test 9, Attempt 1

Does the outdoor air damper go to the fail safe position? (Record the position in the notes.)

**Assigned To** Engineered Controls, Inc.

**Asset**  AS-1

 Air Handling Unit

 VAV boxes

**Discipline** Controls

**Due Date** 11/22/2022

**Created By** Art Malenfant

**Identified On** 11/8/2022 12:17 PM

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Wasn't set up properly. Should be owed to the owner.

Rick Harris on 01/31/2023 at 02:28 PM

Commissioning Authority, Optimized Systems

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20221107\_141712.jpg




### TST-10-3 OPEN MODERATE

Outdoor air damper goes closed on a freeze condition, minimum outdoor air damper does not.

**Source** Test 10, Attempt 1

Does the outdoor air damper go to the fail safe position? (Record the position in the notes.)

**Assigned To** Engineering Technologies, Inc.

**Asset**  AS-2  
 Air Handling Unit  
 VAV boxes

**Discipline** Controls

**Due Date** 11/22/2022

**Created By** Art Malenfant

**Identified On** 11/8/2022 1:05 PM

Wyatt is looking into a potential change order and solution.

Rick Harris on 01/31/2023 at 02:20 PM

Commissioning Authority, Optimized Systems



20221107\_101341.jpg




### TST-10-1 OPEN LOW

Supply air pressure sensor is located within 10' of discharge it should be further downstream of system to better control airflow closer to 2/3 down the trunkline.

**Source** Test 10, Attempt 1

Is the supply air static pressure sensor installed approximately 2/3's the length of the duct, and the Low reference is in a proper location?

**Assigned To** Engineering Technologies, Inc.

**Asset**  AS-2  
 Air Handling Unit  
 VAV boxes

**Discipline** Controls

**Due Date** 11/22/2022

**Created By** Art Malenfant

**Identified On** 11/8/2022 12:56 PM

Is this spelled out in the specifications? Is this "best practices"? Wyatt, will this system operate per your design?

Rick Harris on 01/31/2023 at 02:27 PM

Commissioning Authority, Optimized Systems

Optimized Systems 3 Issues

**TST-16-1** OPEN HIGH

Economizer enable setpoint -20F ensuring that the economizer will never run. Chilled water is operational and attempting to cool. I am assuming there are reasons for this.

**Source** Test 16, Attempt 1

Does the control loop use the unit mixed air temperature TT-MAT as the input and the discharge air temperature setpoint?

**Assigned To** Optimized Systems

**Asset**  AS-2

 Air Handling Unit

 VAV boxes

**Discipline** Controls

**Due Date** 12/13/2022

**Created By** Art Malenfant

**Identified On** 11/29/2022 7:38 AM

When the heat recovery chiller is online, this will be resolved.

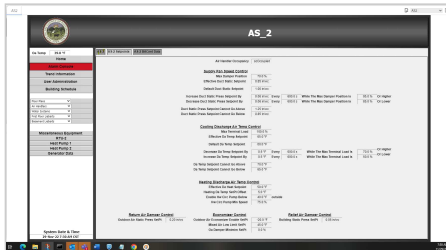
Rick Harris on 01/31/2023 at 02:34 PM

Commissioning Authority, Optimized Systems

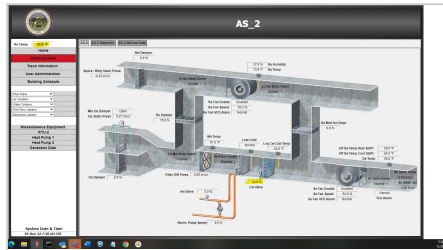
I learned the reason is that there needs to be a load for the chiller in order to operate the CRAH in the IT room. Otherwise, the chiller will trip on a low flow condition. This issue should be mitigated once the heat recovery chiller is installed. This issue will remain open until the heat recovery chiller is up and fully operational.

Art Malenfant on 12/15/2022 at 02:23 PM

Commissioning Authority, Optimized Systems



Screenshot 2022-11-29 073758.png







Screenshot 2022-11-29 073838.png

**TST-24-1** OPEN LOW

Domestic water heater has a plug connection instead of a hardwire connection. This is typical of DHW-1 and DHW-2.

**Source** Test 24, Attempt 1

Is the water heater hard-wired and not plugged in to a GFCI, or powered using any temporary ways for providing power? (Extension cords, etc.)

**Assigned To** Optimized Systems  
**Asset**    Domestic Hot Water  
 System 2

**Discipline** Electrical

**Due Date** 11/22/2022

**Created By** Art Malenfant

**Identified On** 11/8/2022 1:02 PM

This is being used as a disconnecting means. Does this need to be on a GFCI?

Rick Harris on 01/31/2023 at 02:34 PM

Commissioning Authority, Optimized Systems



20221107\_144401.jpg



Owner 1 Issue

## TST-8-1 OPEN LOW

Contact wafer sticks on boiler shutdown located at main (West entrance) to boiler room. Contacts will not close when plunger resets. Wafer contact with black wire is the problem.

**Source** Test 8

Heating Water System - Field Test

**Assigned To** Owner

**Asset** Heating Water System

**Discipline** Controls

**Due Date** 11/18/2022

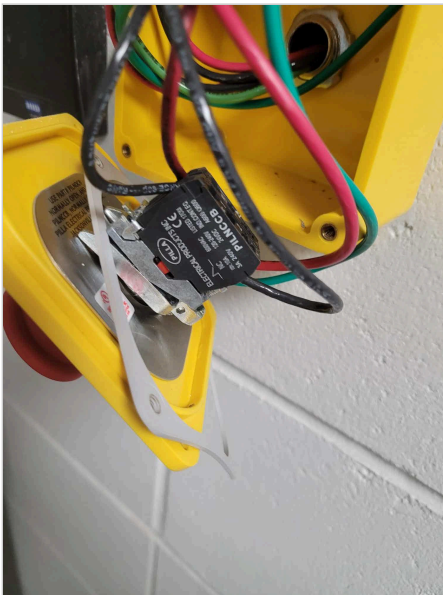
**Created By** Art Malenfant

**Identified On** 11/4/2022 12:54 PM

Pott County will put it a work order to handle.

Rick Harris on 01/31/2023 at 02:32 PM

Commissioning Authority, Optimized Systems



20221104\_124401.jpg

**Jason Slack/Director, Buildings and Grounds**  
**and Jeff Theulen/Chief Deputy, Sheriff and**  
**Rick Haris and/or Rick Kmiecik/Optimizes**  
**System**

**Discussion and/or decision on Jail Chiller  
Replacement Project Commissioning  
proposal.**



Optimized Systems  
1313 Cuming Street 402.513.1414  
Suite 200 800.413.1401  
Omaha, NE 68102 [optimized-systems.com](http://optimized-systems.com)

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## Proposal

December 23, 2022

Jason Slack  
Building and Grounds Director  
Pottawattamie County  
227 South 6<sup>th</sup> Street  
Council Bluffs, IA 51501

**Re: Proposal for Third-Party Commissioning Services**  
**Sub: Pottawattamie County Sheriff's Office Chiller Replacement**  
**Ref: Proposal No. 22-239**

Dear Jason:

Optimized Systems is pleased to offer this proposal for third-party commissioning (Cx) services for the above referenced project.

### RELATED DOCUMENTS AND INFORMATION

This proposal and fees are based on the following documents and informational references provided by Pottawattamie County (Client) and are referred to hereafter as the "Project Documents".

- DLR Drawings dated May 12, 2022

### PROPOSED SCOPE OF WORK

Optimized Systems (OS) proposes to provide Client all labor, tools, instruments, equipment, supplies, travel and professional services necessary to perform third-party commissioning services for the above referenced project as described herein.

### AFFECTED EQUIPMENT

OS' proposed Cx services apply to the mechanical equipment and components identified below, as well as related components essential to the operation of the listed equipment, collectively referred to herein as "Affected Equipment".

- (2) Air Handling Units
- (4) Rooftop Units
- (2) Chilled Water Pumps
- (2) VFD's
- (1) Air Cooled Chiller
- Associated BMS controls

## PROPOSED COMMISSIONING SERVICES

OS proposes to plan, coordinate, lead, manage, track, report and perform all commissioning roles, responsibilities and duties necessary for the successful commissioning of Affected Equipment. Pursuant to its commissioning role, OS will:

- **Meetings.** Attend relevant construction meetings and communicate with Client as needed.
- **Coordination.** Plan, schedule and coordinate all commissioning-related activities with the design and construction team, as well as trade contractors subject to commissioning, as needed.
- **Commissioning Management Software.** Utilize Cx Alloy software for managing, documenting, and reporting commissioning activities, including identified deficiencies and deficiencies resolutions.
- **Shop Drawings.** Perform shop drawing and control drawing reviews; submit written comments as warranted. Shop drawing review comments are not posted to Cx Alloy.
- **Construction Observations.** Conduct onsite observations during construction as warranted.
- **BAS Review.** Conduct a technical review of the Building Automation System (BAS) to verify that installation and configuration is in accordance with the project design intent, including:
  - Review of the controls drawings and installation documentation
  - Verification of the sequence of operations
  - Verification that controls programming is correct
- **Functional Performance Testing.** OS will self-perform functional and performance verification testing on Affected Equipment in accordance with industry and manufacturers' protocols. Testing will be managed, tracked, recorded and reported in Cx Alloy, including the status of any deficiencies that are identified and timelines for resolution. By self-performing the testing, including the operation of the equipment during testing, the testing process is more authentically third-party. OS will provide recommendations for deficiencies resolution as warranted.
- **Seasonal Testing.** Return to the building during alternate seasons to perform additional functional and performance testing to account for seasonal variations in operations. Any deficiencies identified will be documented and appropriate subcontractors will be contacted for resolution.
- **RFI Review.** Review requests for information (RFIs) and change orders for impact on the commissioning and Client's objectives, upon request.
- **Final Report.** Provide a Final Report of the commissioning processes and their outcomes.
- **Technical Consulting.** Provide Client with technical consulting as needed throughout the project to evaluate mechanical system problems and/or deficiencies encountered during the commissioning processes and provide recommendations for solutions.

## CLARIFICATIONS AND QUALIFICATIONS

Proposed fee is based on and subject to the following clarifications and qualifications:

- OS is not responsible for design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating and construction management. OS may assist with problem-solving or resolving non-conformance or deficiencies but, ultimately, responsibility for resolution of deficiencies and non-conformance resides with the building contractors and the design team.
- The scope of Cx does not include reprogramming, altering graphics or any other modifications to the BAS.

MINIMIZING ENERGY COSTS. MAXIMIZING OCCUPANT COMFORT.



ACCEPTANCE

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**Optimized Systems, LLC**



---

Rick Kmiecik, PE  
President

12/23/2022  
Date

**Pottawattamie County**

The above hereby accepts this proposal as presented herein.

---

By Signature

---

Printed

---

Date

**Jason Slack/Director, Buildings and Grounds**  
**and Matt Wyant/Director, Planning and**  
**Development and Rick Haris and/or Rick**  
**Kmiecik/Optimizes System**

**Discussion and/or decision on Public Health  
Building Commissioning proposal.**



Optimized Systems  
1313 Cuming Street 402.513.1414  
Suite 200 800.413.1401  
Omaha, NE 68102 [optimized-systems.com](http://optimized-systems.com)

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## Proposal

February 21, 2023

Jason Slack  
Building and Grounds Director  
Pottawattamie County  
227 South 6<sup>th</sup> Street  
Council Bluffs, IA 51501

**Re: Proposal for Third-Party Commissioning Services**  
**Sub: Pottawattamie County Public Health Building**  
**Ref: Proposal No. 23-128**

Dear Jason:

Optimized Systems is pleased to offer this proposal for third-party commissioning (Cx) services for the above referenced project.

### RELATED DOCUMENTS AND INFORMATION

This proposal and fees are based on the following documents and informational references provided by Pottawattamie County (Client) and are referred to hereafter as the "Project Documents".

- Pottawattamie County Public Health Meeting Notes from 1-24-23 meeting

### PROPOSED SCOPE OF WORK

Optimized Systems (OS) proposes to provide Client all labor, tools, instruments, equipment, supplies, travel and professional services necessary to perform third-party commissioning services for the above referenced project as described herein.

### PROPOSED COMMISSIONING SERVICES

OS proposes to plan, coordinate, lead, manage, track, report and perform all commissioning roles, responsibilities and duties necessary for the successful commissioning of Affected Equipment. Pursuant to its commissioning role, OS will:

- **Planning.** OS to get engaged during the DD and CD stages to look after the owner's interests and help ensure that the county is getting a project that is cost effective and maintainable for years to come.
- **Meetings.** Attend relevant construction meetings and communicate with Client as needed.
- **Coordination.** Plan, schedule and coordinate all commissioning-related activities with the design and construction team, as well as trade contractors subject to commissioning, as needed.
- **Commissioning Management Software.** Utilize Cx Alloy software for managing, documenting, and reporting commissioning activities, including identified deficiencies and deficiencies resolutions.



- **Design Review.** Conduct design reviews, including controls design, as needed; submit written comments as warranted. Written comments shall be submitted to Client as warranted and directed. Design review comments are not posted to Cx Alloy.
- **Shop Drawings.** Perform shop drawing and control drawing reviews; submit written comments as warranted. Shop drawing review comments are not posted to Cx Alloy.
- **Construction Observations.** Conduct onsite observations during construction as warranted.
- **BAS Review.** Conduct a technical review of the Building Automation System (BAS) to verify that installation and configuration is in accordance with the project design intent, including:
  - Review of the controls drawings and installation documentation
  - Verification of the sequence of operations
  - Verification that controls programming is correct
- **Functional Performance Testing.** OS will self-perform functional and performance verification testing on Affected Equipment in accordance with industry and manufacturers' protocols. Testing will be managed, tracked, recorded and reported in Cx Alloy, including the status of any deficiencies that are identified and timelines for resolution. By self-performing the testing, including the operation of the equipment during testing, the testing process is more authentically third-party. OS will provide recommendations for deficiencies resolution as warranted.
- **Seasonal Testing.** Return to the building during alternate seasons to perform additional functional and performance testing to account for seasonal variations in operations. Any deficiencies identified will be documented and appropriate subcontractors will be contacted for resolution.
- **RFI Review.** Review requests for information (RFIs) and change orders for impact on the commissioning and Client's objectives, upon request.
- **Final Report.** Provide a Final Report of the commissioning processes and their outcomes.
- **Technical Consulting.** Provide Client with technical consulting as needed throughout the project to evaluate mechanical system problems and/or deficiencies encountered during the commissioning processes and provide recommendations for solutions.

## CLARIFICATIONS AND QUALIFICATIONS

Proposed fee is based on and subject to the following clarifications and qualifications:

- OS is not responsible for design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating and construction management. OS may assist with problem-solving or resolving non-conformance or deficiencies but, ultimately, responsibility for resolution of deficiencies and non-conformance resides with the building contractors and the design team.
- OS to be provided remote access to systems throughout the commissioning process so that systems operation can be monitored and verified 24/7.
- To discourage contractors from using commissioning as an element of their own quality control measures and overestimating when equipment is ready for testing, Optimized Systems reserves the right to charge \$150 per hour for functional performance testing conducted after two failed attempts per component when such testing attempts are due to misrepresentation by the contractor. Optimized Systems recommends that such fees be charged back to the respective contractor(s).

Because OS will operate all Equipment and controls as needed to complete the commissioning processes, including all functional and performance testing, no demands will be placed upon any of the trade

MINIMIZING ENERGY COSTS. MAXIMIZING OCCUPANT COMFORT.



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

**Discussion and/or decision on Change Order  
#12 – Flagpole Removal credit.**



General Contractor's Cost Summary

PROJECT: Pott. Co. - Courthouse Addition PROJECT #: 107419E
CONTRACTOR: Meco-Henne Contracting, Inc. DATE: 2/16/2023

Request for Change # and Description: #12 [X] ORC
Check ORC for Owner's Request for Change or CRC for Contractor's Request for Change: [ ] CRC

Reference: ASI # and Description: ASI #018 - Flagpole R&R
RFI # and Description:

[ ] Approved [ ] Declined

OWNER Date

[X] Approved [ ] Declined

Handwritten signature: Kimberly A. Bogatz, AIA, LEED AP BD+C
Date: February 20, 2023

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 (-\$75.00), 2. General Contractor's Labor (-\$779.79), 3. Equipment (-\$150.00), 4. Subtotal (lines 1, 2 and 3) (-\$1004.79), 5. Overhead and Profit (15% of line 4) (-\$150.72), 6. Total of General Contractor Self Performed Work (-\$1,155.51)

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 Landscaping (-\$668.78), j. Other, k. Other, l. Other, m. Other), 8. Total Subcontractor's Cost (all lines under 7) (-\$668.78), 9. General Contractor's Overhead and Profit on Subcontractor's Work (5% of line 8) (-\$33.44), 10. Total of Subcontractor Installation/Work on Site (lines 8 and 9) (-\$702.22)

CONTRACTOR'S COST SUMMARY

CRC #   #12  

Project Name: Pott. Co. Courthouse Addition

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

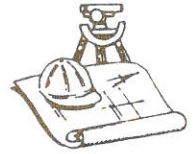
Page 2 of 2

**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)** -\$1,857.73
  - 22. **Bond at \_\_\_\_\_ and Insurance at \_\_\_\_\_** \_\_\_\_\_
  - 23. **Total Contractors Request for Change (CRC) (lines 21 and 22)** -\$1,858.00



February 13, 2023

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

RE: Pottawattamie County Courthouse Addition - ORC #006 Flagpole Removal

Ms. Bogatz,

The pricing per ASI #018 is as follows below:

**Total Credit:        \$1,858.00**

Estimate summary and subcontractor pricing is included for review.

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: 2/13/2023  
 DESCRIPTION: ORC #006 ASI #018 Flagpole & Plantings

### DIRECT COSTS

1) EQUIPMENT (per attached sheets)		\$150.00
2) MATERIAL (per attached sheets)		\$75.00
3) EQUIPMENT & MATERIAL SUBTOTAL		\$225.00
4) RAW LABOR (per attached sheets)		\$550.00
5) LABOR BURDEN (fringes, benefits, insur.)	RATE: 39%	\$214.50
6) SAFETY & WARRANTY	2% of Labor	\$15.29
7) TRUCK/HAULING		\$0.00
8) EQUIPMENT RENTAL		\$0.00
9) SUBTOTAL		-\$1,004.79
	O-H & PROFIT 15%	-\$150.72

### SUBCONTRACTORS

1) Jensen Gardens Original Quote		\$3,303.98
2) Jensen Gardens Revised Quote per ASI		\$2,635.20
3)		
4)		
5)		
SUBCONTRACTOR SUBTOTAL		-\$668.78
	O-H & PROFIT 5%	-\$33.44
	SUBTOTAL	-\$1,857.73
	BOND 1%	
	CHANGE ORDER TOTAL	-\$1,857.73
	FINAL ADJUSTMENT	\$1,858.00







# 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 #018 – Remove Flagpole

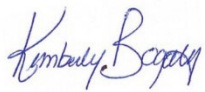
Date: December 19, 2022

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.

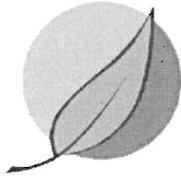
<input checked="" type="checkbox"/>	<u>Owner Request for Change</u>
<input type="checkbox"/>	<u>Contractor Request for Change</u>

## DESCRIPTION:

Remove flagpole re-location and footing as shown on sheet L1.1 detail 4 from the project.  
Remove the plantings from around the flagpole base as shown on sheet L1.1 Landscape Plan 1. Lights around the flagpole will remain as shown.  
Provide the owner with a credit for the flagpole footing and for the plantings around the flagpole.

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

Attachments: None



**JENSEN GARDENS**  
INSPIRED LANDSCAPES

Attn: Project Estimator

Jensen Gardens  
20714 S Hwy 50  
Springfield, NE 68059  
402-253-8880 Tel  
402-253-3904 Fax  
info@jensengardens.com

Original Quote

2106-16

4/15/2021  
Proposal # 8693

**Pottawattamie County Courthouse Addition**

**Planting**

Description	Quantity	Unit
Homerun Rose	3.00	#3.
Hydrangea 'Little Quick Fire'	2.00	#3
PJM Rhododendron	4.00	#3
LLH - Unspecified Shrub	2.00	#3
Happy Returns Daylily	16.00	#1
Pardon Me Daylily	10.00	#1
Royal Candles Speedwell	34.00	#1
Moody Blues Pink Veronica	15.00	#1
Karl Foerster Feather Reed Grass	18.00	#1
Prairie Dropseed	13.00	#1
Mulch Installed - Chocolate	620.00	SF
Soil Amendments - Commercial	620.00	SF

<b>Project Total</b>	Subtotal	\$3,303.98
	Tax	\$0.00
	<b>Total With Tax</b>	<b>\$3,303.98</b>

**Allowance : Sod & Fine Grading**

Description	Quantity	Unit
Fescue Sod & Fine Grading	1,200.00	SF

Subtotal Sod	Subtotal	\$1,099.68
	Tax	\$0.00
	<b>Subtotal With Tax</b>	<b>\$1,099.68</b>



# JENSEN GARDENS

INSPIRED LANDSCAPES

Jensen Gardens  
20714 S Hwy 50  
Springfield, NE 68059  
402-253-8880 Tel  
402-253-3904 Fax  
info@jensengardens.com

Revised Quote

2/2/2023  
Proposal # 8693

Attn: Project Estimator

## Pottawattamie County Courthouse Addition

### Planting

Description	Quantity	Unit
Homerun Rose	1.00	#3.
Hydrangea 'Little Quick Fire'	2.00	#3
PJM Rhododendron	4.00	#3
LLH - Unspecified Shrub	2.00	#3
Happy Returns Daylily	12.00	#1
Pardon Me Daylily	6.00	#1
Royal Candles Speedwell	12.00	#1
Karl Foerster Feather Reed Grass	18.00	#1
Mulch Installed - Chocolate	620.00	SF
Soil Amendments - Commercial	620.00	SF

<b>Project Total</b>	Subtotal	\$2,635.20
	Tax	\$0.00
	<b>Total With Tax</b>	<b>\$2,635.20</b>

### Allowance : Sod & Fine Grading

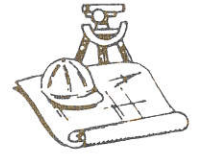
Description	Quantity	Unit
Fescue Sod & Fine Grading	1,200.00	SF

Subtotal Sod	Subtotal	\$1,204.64
	Tax	\$0.00
	<b>Subtotal With Tax</b>	<b>\$1,204.64</b>

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

**Discussion and/or decision on Change Order  
#5 – Parking Lot Electrical Conduits.**



February 23, 2023

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

RE: Pottawattamie County Courthouse Addition - ORC #005R

Ms. Bogatz,

Per ASI #016R and OAC discussion, contractor is proposing the cost below as Not to Exceed Price. All time and material spent toward this scope of work will be tracked, documented and submitted for final review and final cost. Price is guaranteed not to exceed the amount shown below:

**Not to Exceed Cost:        \$23,458.00**

Contractor does not anticipate any additional contract days to complete the work. Hour and material documentation will be provided with General Contractors pay application at time work is completed.

Please advise if we are to proceed on a time/material not to exceed basis.

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: 2/13/2023  
 DESCRIPTION: ORC #005R Parking Lot Conduits

### 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		\$0.00
8) EQUIPMENT RENTAL		\$0.00
9) SUBTOTAL		\$0.00
	O-H & PROFIT 15%	\$0.00

### SUBCONTRACTORS

1) Monzu Electric		\$21,620.00
2) Landscaping/Grass Fix - Plug Number		\$500.00
3)		
4)		
5)		
SUBCONTRACTOR SUBTOTAL		\$22,120.00
	O-H & PROFIT 5%	\$1,106.00
	SUBTOTAL	\$23,226.00
	BOND 1%	\$232.26
	CHANGE ORDER TOTAL	\$23,458.26
	FINAL ADJUSTMENT	\$23,458.00

**Monzu Electric, Inc.**  
1324 9th Ave  
Council Bluffs, IA 51501  
Phone: 712.322.7354  
Fax: 402.289.3554

## Request for Change Order

2/10/2023

**TO:** Meco-Henne Contracting  
4140 South 87th Street  
Omaha, NE 68127

**JOB:** **Pott County Courthouse Renovation**  
Project: ASI #16R Parking Lot Conduit  
Change Order Number: CO21020-01

**WORK DESCRIPTION: Per ASI #16R**

The total amount of this Change Order is: **\$21,620.00**

Attached are the following supporting reports:

- **Extensions** (Material Quantities, Prices, and Labor Units with Extended Totals)
- **Summary Totals** (recap sheet)

Sincerely,  
David L Monzu  
President  
Monzu Electric, Inc.

**Pott County Courthouse Renovation : ASI #16R Parking Lot Conduit  
Totals (Summary) - Bid Summary: Default**

<b>Material</b>	
Non-Quoted	\$8,502.86
Quotes	0.00
Sales Tax (0.00%)	0.00
<b>Total Material</b>	<b>\$8,502.86</b>
<b>Labor</b>	
Direct (85.35 hours @ \$95.00)	\$8,108.25
Non-Productive Labor	75.00
<b>Total Labor (86.35 hours)</b>	<b>\$8,183.25</b>
Direct Job Expenses	\$928.01
Tools and Miscellaneous Materials	0.00
Subcontracts	0.00
<b>Job Subtotal (Prime Cost)</b>	<b>\$17,614.12</b>
Overhead (12.75%)	\$2,245.80
Profit (10.00%)	\$1,761.41
<b>Job Total</b>	<b>\$21,621.33</b>
<b>Actual Bid Price</b>	<b>\$21,620.00</b>
<b>Material to Direct Labor ratio: 0.56</b>	
Prime Cost per square foot	\$0.00
Job Total per square foot	\$0.00
Actual Bid Price per square ft	\$0.00
Labor cost per square foot	\$0.00
Labor hours per square foot	0.00
Gross Profit %	\$0.00
Gross Profit \$	\$0.00
Net Profit %	\$0.00



Pott County Courthouse Renovation : ASI #16R Parking Lot Conduit

Job Number: CO21020-01

Bid Summary: Default

Extension By Phase

Item #	Description	Quantity	Price	U	Ext Price	Labor Hr	U	Ext Lab Hr
--- 06 Brach Wire ---								
1192	2" PVC Conduit	390	648.00	C	2,527.20	6.75	C	26.33
2119	2" PVC Coupling	18	228.56	C	41.14	0.14	E	2.52
2143	2" PVC Elbow (36" Radius)	18	5,378.43	C	968.12	0.60	E	10.80
7073	18"Wx30"D Trench-Back Hoe	130	1.58	E	205.40	7.00	C	9.10
7117	18"Wx30"D Backfill & Compaction	130	0.00	E	0.00	12.00	C	15.60
--- 06 Brach Wire Total ---					3,741.86			64.35
--- 18 Misc. ---								
T0001	Quazite Box & Cover	1	3,551.00	E	3,551.00	8.00	E	8.00
T0002	Rock base for Quazite box	1	250.00	E	250.00	2.50	E	2.50
T0003	Garlock Seal	3	45.00	E	135.00	1.00	E	3.00
T0004	Raychem Duct Seal	1	75.00	E	75.00	3.00	E	3.00
T0005	Core Drilling	1	600.00	E	600.00	2.00	E	2.00
T0006	Dig for Ground Box	1	150.00	E	150.00	2.50	E	2.50
--- 18 Misc. Total ---					4,761.00			21.00
Job Total					8,502.86			85.35

\* Trade Price, Labor column 3



Remit To:  
Echo Group, Inc.  
PO Box 336  
Council Bluffs, IA 51502

ECHO ELECTRIC SUPPLY BR 21  
4325 GIFFORD RD  
COUNCIL BLUFFS, IA 51501  
Phone 712-322-0291  
Fax 712-322-8726



# Quotation

EXPIRATION DATE	QUOTE NUMBER
12/19/2022	S009811050
ECHO ELECTRIC SUPPLY BR 21 4325 GIFFORD RD COUNCIL BLUFFS, IA 51501 712-322-0291 Fax 712-322-8726	PAGE NO.
	1 of 1

QUOTE TO:

SHIP TO:

MONZU ELECTRIC INC  
1324 9TH AVE  
COUNCIL BLUFFS, IA 51501-6203

MONZU ELECTRIC INC  
1324 9TH AVE  
COUNCIL BLUFFS, IA 51501-6203

CUSTOMER NUMBER	CUSTOMER PO NUMBER	ORDERED BY	SALESPERSON
23548	Quazite Split Box Quote	Dave Monzu	HOUSE
WRITER	SHIP VIA	TERMS	SHIP DATE
Michael Ebert 21	ECHO-TRUCK	1% 10th Net 25th	12/05/2022
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1EA	qua PG2436BC30 QUA DIVIDED Nonstock - Return by Approval	2096.500/EA	2096.50
1EA	qua PG2436HS00AN COVER TIER 15, 24"X36"x3" (1/2) ELECTRIC (1/2) COMMUNICATION Nonstock - Return by Approval	1054.950/ea	1054.95

**This is a Quotation.**

Prices are subject to change without notice.  
Applicable taxes extra.

Subtotal	3151.45
S&H Charges	0.00
Amount Due	3151.45

Add \$400 for shipping



General Contractor's Cost Summary

PROJECT: Pott. Co. - Courthouse Addition PROJECT #: 107419E
CONTRACTOR: Meco-Henne Contracting, Inc. DATE: 12/1/2022

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

Reference: ASI # and Description: ASI #016R - Parking Lot Conduits
RFI # and Description:

[ ] Approved [ ] Declined

OWNER Date
[ ] Approved [ ] Declined

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

Subcontractor Installation/Work on Site

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

- 7. Subcontractor's cost summary (include but are not limited to the following:)
a. Mason
b. Drywaller
c. Roofer
d. Flooring
e. Painter
f. Plumber
g. HVAC
h. Electrician
i. Other Landscaping Fix
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 # \_\_\_\_\_

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)** \$23,226.00
  - 22. **Bond at** 1% **and Insurance at** \_\_\_\_\_ \$232.26
  - 23. **Total Contractors Request for Change (CRC) (lines 21 and 22)** \$23,458.00



# 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 #016-R – Parking Lot Conduit - Revised

Date: **November 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.

Owner Request for Change  
Contractor Request for Change

## DESCRIPTION:

Provide pricing for the electrical changes noted on ETI's ME0.0 plan (attached).

X

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

Attachments: ETI ASI #16R, Sheet ME0.0



DATE ISSUED 11/17/2022

ASI # 016R

TO  
Kim Bogatz  
HGM Associates  
640 5<sup>th</sup> Ave  
Council Bluffs, IA, 51502

PROJECT Pottawattamie County Courthouse Addition

ETI PROJECT # 2019-156

ASI BY CDE

CC Gabe Erdei - ETI

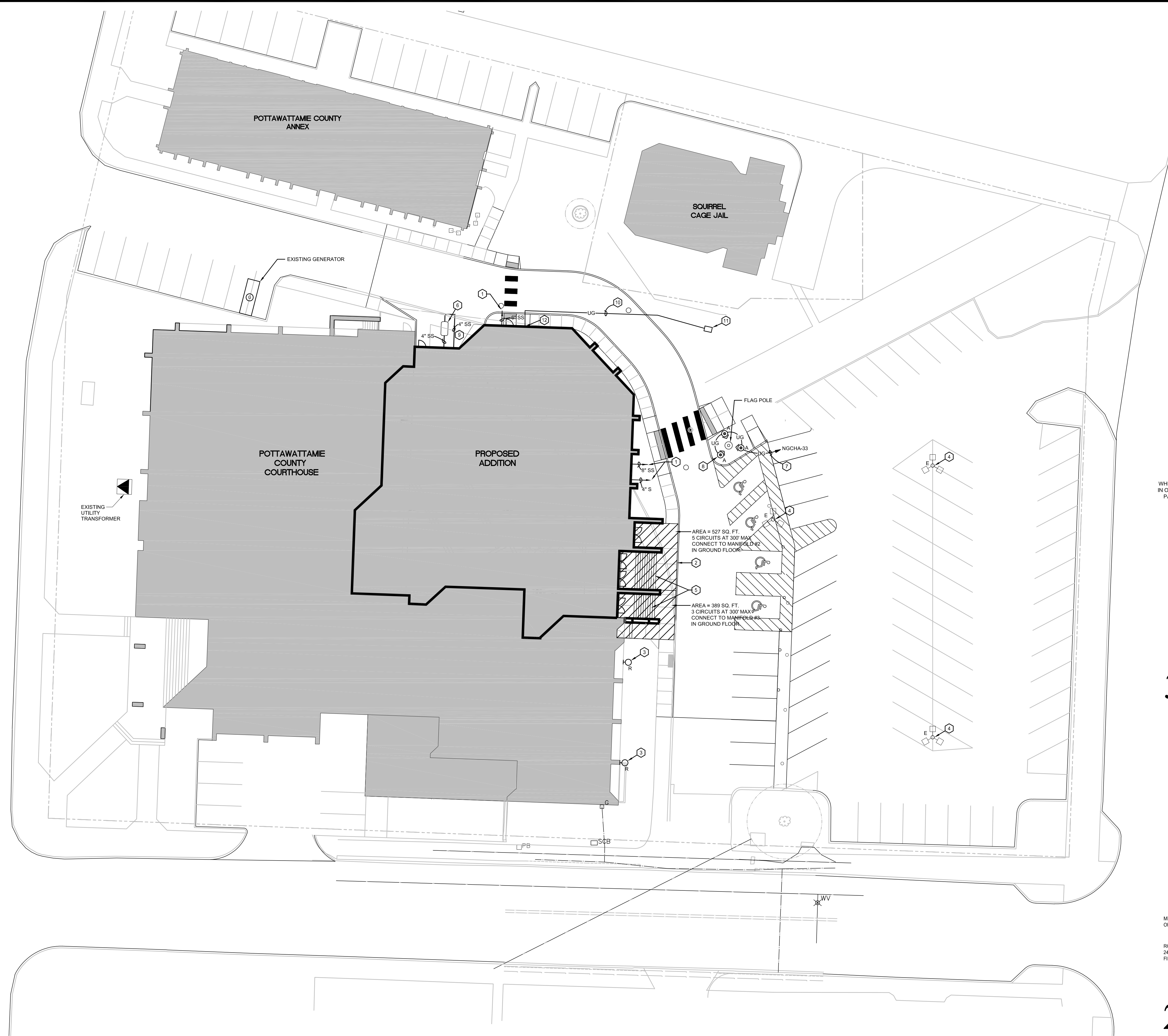
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The work shall be carried out in accordance with the following supplemental instructions issued in accordance with the contract document without change in the contract sum or contract time. Proceeding with the work in accordance with these instructions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

---

General description of modification:

1. Sheet ME0.0 Mech/Elec Site Plan
  - a. See attachment for electrical changes to Sheet Note #10.



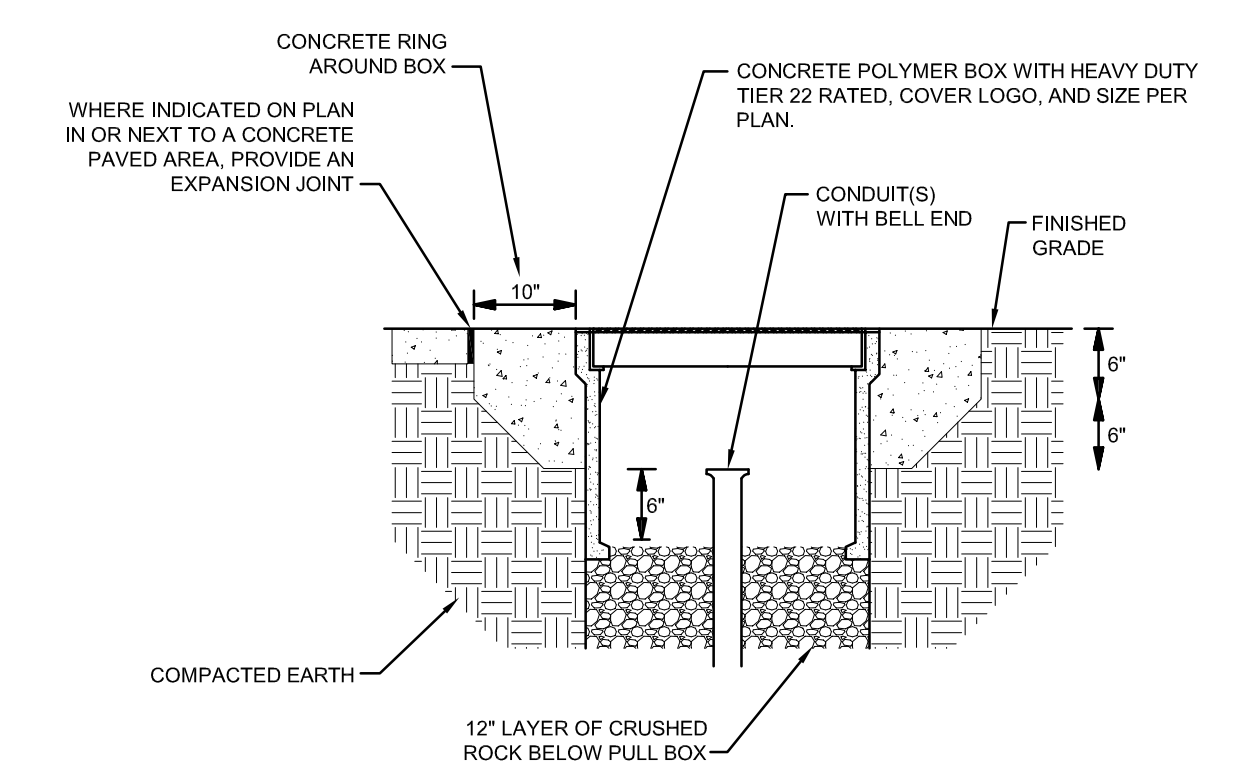
**1 MECHANICAL/ELECTRICAL SITE PLAN**  
SCALE: 1" = 20'-0"



- SHEET NOTES**
- SEE CIVIL PLANS FOR CONTINUATION. REFER TO 01/M1.0C1 FOR INVERTS.
  - HATCHED AREA INDICATES THE EXTENT OF SNOW MELT SYSTEM. SPACING FOR 5/8" SNOW MELT TUBES SHALL BE 6" ON CENTER. TUBING SHALL PROVIDE 150 BTU/H PER SQUARE FOOT PLUS ACCOUNT FOR ANY DOWNWARD LOSSES. PROVIDE 2" FOAM INSULATION BELOW ALL SNOW MELT COVERAGE AREAS. FOLLOW MANUFACTURER RECOMMENDATIONS FOR INSTALLATION.
  - REMOVE EXISTING HID FLOOD LIGHTS.
  - THREE (3) EXISTING FLOODLIGHTS, EXISTING POLE AND BASE TO REMAIN.
  - TUBING INSTALLED IN PRE-CAST STAIR PANELS SHALL BE INSTALLED DURING THE CASTING PROCESS. PROVIDE A BLOCKOUT FOR THE PIPING SPLICE AT END OF EACH STAIR PANEL. REFER TO DETAILS 04/M5.1 AND 05/M5.1 FOR ADDITIONAL INFORMATION.
  - SAND/OIL INTERCEPTOR. REFER TO SHEET M1.0C2 AND M5.2 FOR ADDITIONAL INFORMATION.
  - USE #10 AWG CONDUCTORS THROUGHOUT CIRCUIT.
  - SEE IN-GRADE LIGHT FIXTURE DETAIL, THIS SHEET.
  - 4" SANITARY SEWER BACK INTO BUILDING. REFER TO M1.0C2 FOR CONTINUATION.
  - PROVIDE (3) 2" UNDERGROUND CONDUITS FROM TELECOM ROOM 061 AT GROUND FLOOR OF COURTHOUSE TO NEW PULLBOX. TWO CONDUITS RESERVED FOR POWER AND ONE CONDUIT RESERVED FOR DATA CABLE.
  - PROVIDE A 24"x36"x24" QUARTZITE DIVIDED PULLBOX ENCLOSURE PART NUMBER PG2436117ANS OR EQUAL. SEPARATE POWER/DATA CONDUITS TO DESIGNATED COMPARTMENT WITHIN PULLBOX.
  - TERMINATE CONDUIT AT ROOM 061 AT EXTERIOR WALL AS HIGH AS POSSIBLE IN ROOM. PROVIDE RAYCHEM RE-USABLE INFLATABLE DUCT SEALING SYSTEM WITHIN EACH CONDUIT. PROVIDE GARLOCK LINK-SEAL DEVICE AROUND EACH ENTRANCE CONDUIT THROUGH EXTERIOR WALL.

**DETAIL GENERAL NOTES**

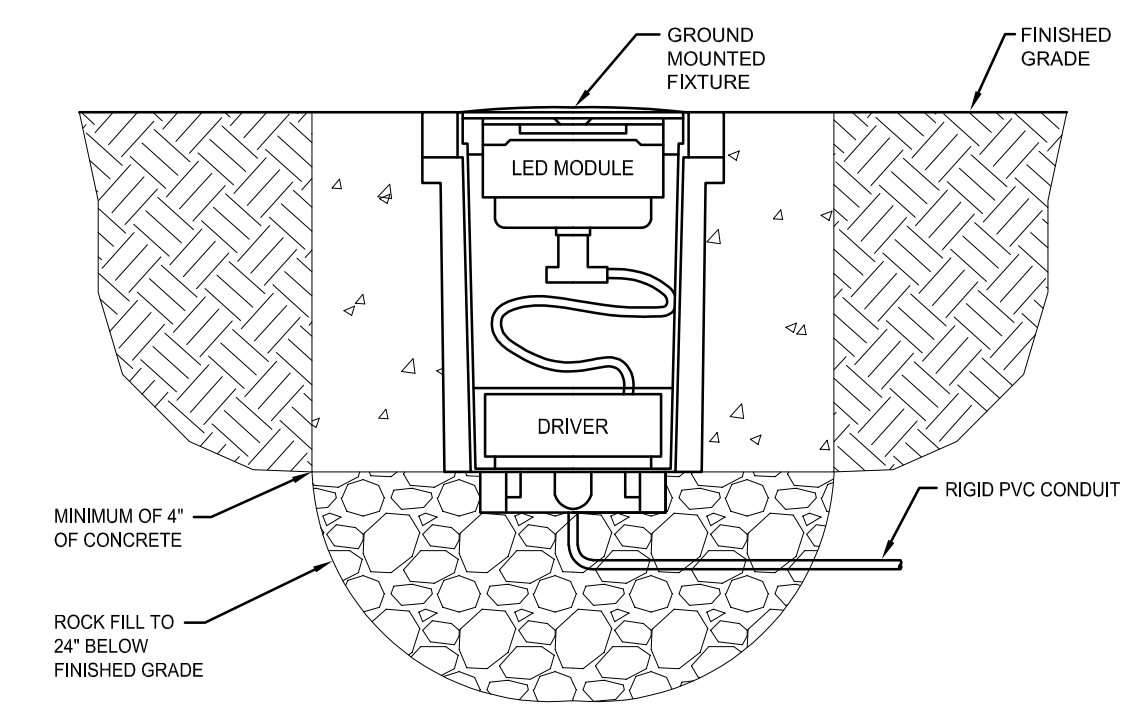
A. CONCRETE ENCASUREMENT TO BE 3,000 PSI MINIMUM.



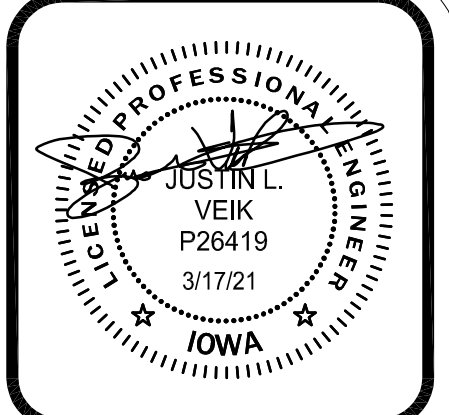
**3 ELECTRICAL PEDESTAL DETAIL**  
SCALE: NONE

**IN-GROUND FIXTURE DETAIL NOTES**

- SEAL CONDUIT ENTRIES AROUND WIRES FROM THE INSIDE OF THE JUNCTION BOX WITH RTV SILICONE.
- INSTALL FIXTURE IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.
- FIXTURE SHALL BE FLUSH WITH TOP OF FINISHED CONCRETE SIDEWALK.



**2 IN-GROUND LED LIGHT FIXTURE DETAIL**  
SCALE: NONE



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

This drawing is being made available for use on this project in accordance with high associates inc. agreement for professional services. High associates inc. does not warrant for any part thereof except in accordance with the terms of the above agreement.

BID	drawn	date	revision
_____	WYV	_____	_____
_____	designed	_____	_____
_____	JLV	_____	_____
_____	approved	MARCH 2021	_____

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

client **POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS**

sheet **MECH/ELEC SITE PLAN**

project no. **107419E**

sheet

**ME0.0**

**eti** Engineering Technologies Inc.  
Mechanical & Electrical Building Solutions  
1111 N. 13th Street, Suite 210, Omaha, NE 68102  
P 402.338.2772 | F 402.338.2830  
825 M Street, Suite 200 | Lincoln, NE 68508  
P 402.476.1273 | F 402.476.1274  
ETI Project No: 2019-156

## **Mitch Kay/Director, Budget and Finance**

**Discussion and/or decision relating to  
unused funds for a radio project.**



**Other Business**

**Tracy Nosekabel / Environmental Health  
Coordinator, Planning and Development**

**Discussion and/or decision to approve  
appointment of Tracy Nosekabel as County  
Weed Commissioner.**



# 2023 COUNTY WEED COMMISSIONER CERTIFICATION FORM

For the County of: \_\_\_\_\_

## Weed Commissioner's Contact Information:

Name	Year Appointed
Mailing Address	Telephone
City, Zip Code	Alternate Telephone
Email Address	Pesticide Certificate #

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair/President, County Board of Supervisors

PLEASE RETURN THIS FORM TO:

**IOWA DEPARTMENT OF AGRICULTURE AND LAND STEWARDSHIP**  
**State Weed Commissioner**  
**2230 South Ankeny Boulevard**  
**Ankeny, IA 50023-9093**

### 317.3 Weed commissioner -- standards for noxious weed control.

The board of supervisors of each county may annually appoint a county weed commissioner who may be a person otherwise employed by the county and who passes minimum standards established by the department of agriculture and land stewardship for noxious weed identification and the recognized methods for noxious weed control and elimination. The county weed commissioner's appointment shall be effective as of March 1 and shall continue for a term at the discretion of the board of supervisors unless the commissioner is removed from office as provided for by law. The county weed commissioner may, with the approval of the board of supervisors, require that commercial applicators and their appropriate employees pass the same standards for noxious weed identification as established by the department of agriculture and land stewardship. The name and address of the person appointed as county weed commissioner shall be certified to the county auditor and to the secretary of agriculture within ten days of the appointment. The board of supervisors shall fix the compensation of the county weed commissioner and deputies. In addition to compensation, the commissioner and deputies shall be paid their necessary travel expenses. At the discretion of the board of supervisors, the weed commissioner shall attend a seminar or school conducted or approved by the department of agriculture and land stewardship relating to the identification, control, and elimination of noxious weeds.

The board of supervisors shall prescribe the time of year the weed commissioner shall perform the powers and duties of county weed commissioner under this chapter which may be during that time of year when noxious weeds can effectively be killed. Compensation shall be for the period of actual work only although a weed commissioner assigned other duties not related to weed eradication may receive an annual salary. The board of supervisors shall likewise determine whether employment shall be by hour, day or month and the rate of pay for the employment time.

**Tracy Nosekabel / Environmental Health  
Coordinator, Planning and Development**

**Discussion and/or decision to approve and  
sign Resolution No. 17-2023 entitled:  
Resolution for the Destruction of Noxious  
Weeds.**

**RESOLUTION NO. 17-2023**  
**RESOLUTION FOR THE DESTRUCTION OF NOXIOUS WEEDS**

**NOTICE TO ALL PROPERTY OWNERS AND THOSE IN CONTROL THEREOF:** You are hereby notified that the Board of Supervisors of Pottawattamie County, Iowa, did on the 28th day of February, 2023, pass the following resolution:

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

1. That each person in possession or control of all noxious weeds thereon as defined in this Chapter, at such times each year and in such a manner as shall prevent said weeds from blooming or coming to maturity, and shall keep lands free from such growth of any other weeds, as shall render the streets and highways adjoining said land unsafe for public travel. Noxious weeds shall be controlled, cut or otherwise destroyed between April 1 and November 15, 2023, as is necessary to prevent seed production.

**PRIMARY NOXIOUS WEEDS:**

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

**SECONDARY NOXIOUS WEEDS:**

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

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

**DATED THIS 28 DAY OF February 2023.**

**ROLL CALL VOTE**

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

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

# Committee Appointments

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

**Received/Filed**

# Public Comments



**Closed Session**

# **BUDGET STUDY SESSIONS**