

Consent Agenda

| | | | | |
|----------------------|---|---|---|---|
| _____ | ○ | ○ | ○ | ○ |
| Brian Shea, Chairman | | | | |
| _____ | ○ | ○ | ○ | ○ |
| Scott Belt | | | | |
| _____ | ○ | ○ | ○ | ○ |
| Tim Wichman | | | | |
| _____ | ○ | ○ | ○ | ○ |
| Susan Miller | | | | |
| _____ | ○ | ○ | ○ | ○ |
| Jeff Jorgensen | | | | |

ATTEST: _____
 Melvyn Houser, County Auditor

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

Motion by Wichman, second by Belt , to approve Telecommunications Easement for Western Iowa Networks at the Roads Operations Center.
 UNANIMOUS VOTE. Motion Carried.

Motion by Jorgensen, second by Miller, to approve and authorize Board to sign **Resolution No. 39-2023** entitled: Resolution to Establish Shop Condition and Signage at the intersection of North Street(G16) and Antique City Drive(M47).

RESOLUTION 39-2023

RESOLUTION TO ESTABLISH STOP CONDITION AND SIGNAGE

WHEREAS; The Board of Supervisors are empowered under authority of Sections 321.236, 321.255 and 321.345 of the Code of Iowa to designate any secondary road intersection under their jurisdiction as a STOP intersection and to erect STOP signs at one or more entrances to such intersections, and

WHEREAS; Pottawattamie County, Iowa and the City of Walnut, Iowa have concurrent jurisdiction over the intersection of North Street (G16) and Antique City Drive (M47) at the NW Corner, SE¼, Section 9, T77N, R38W (Layton Twp) within the corporate Limits of Walnut, Iowa, and

WHEREAS; The intersection does not have legally established STOP approaches for northbound and southbound traffic to the intersection, and

WHEREAS; The City of Walnut, Iowa has requested that STOP signs be placed at the north and south entrances of the intersection of North Avenue (G16) and Antique City Drive for the safety of the traveling public and pedestrians

NOW THEREFORE BE IT RESOLVED by the Pottawattamie County Board of Supervisors and the City Council of Walnut, Iowa that designated STOP APPROACHES and "STOP" signs with advance warning signs be furnished and maintained by the City of Walnut, Iowa and be erected by Pottawattamie County, Iowa as identified herein.

Approved this 13th Day of July, 2023

_____ Wm. Brett Simpson, Mayor

ATTEST:
 _____ Shannon Wood, City Clerk

Dated this 8th_Day of August, 2023.

ROLL CALL VOTE

AYE NAY ABSTAIN ABSENT

| | | | | |
|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| _____ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 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 | | | | |

ATTEST: _____

Melvyn Houser, County Auditor

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

3. OTHER BUSINESS

4. COMMITTEE APPOINTMENTS

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

5. RECEIVED/FILED

- A. Salary Action(s):
 - 1) Recorder – Payroll Status change for Brandie Slack.
 - 2) Secondary Roads – Payroll Status Changes for Kristina Treantos, Brady DeYeager, and Mitch Rollins.
- B. Report(s):
 - 1) Recorder Fee Book for July 2023.
- C. Out of State Travel Notification(s)
 - 1) Communications – Out of State Travel Notifications for Rachel Bieghler, Liz Sanders, and Jill Porter.

6. PUBLIC COMMENTS

The following individuals appeared before the Board:
Geri Fredricksen and Jen Pellant

7. ADJOURN

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

THE BOARD ADJOURNED SUBJECT TO CALL AT 10:00 A.M.

Brian Shea, Chairman

ATTEST: _____
Melvyn Houser, County Auditor

APPROVED: August 15, 2023
PUBLISH: X

Scheduled Sessions

Matt Wyant/Director, Planning and Development

**Discussion and/or decision to accept Parlay Consulting
Firm proposal for Pottawattamie County Opioid Plan.**

TO: Board of Supervisors
FROM: Matt Wyant, Director Planning and Development
DATE: August 10th, 2023

RE: Development of Pottawattamie County Opioid Plan

Background: Pottawattamie County signed onto lawsuits for Opioid settlements and has received funding and will continue to receive funding from those lawsuits that has restrictions for it to be used. For the Board of Health and the Board of Supervisors to make the best decisions surrounding those funds an Opioid Plan must be established. This Plan will include a study of current conditions in the county and recommendations of the best use of the funds to make the most impact for the residents of Pottawattamie County who have been affected by Opioid use.

Parlay Consulting Firm is an industry leader in community engagement, needs assessments and strategic planning. They are in the perfect position to lead this effort for us.

Current Funds: \$710,330.00

RECCOMENDATION: To accept the proposal as written by Parlay Consulting Firm and fund it from the Opioid funding Pottawattamie County has received.

Proposal For Services

Pottawattamie County Public Health

Executive Summary

Communities across the United States have been significantly affected by the opioid epidemic which does not discriminate based on demographic factors such as socioeconomic status, race, ethnicity, age, or gender. Addiction of any substances, including opioids, have far-reaching consequences past the individual that impact entire communities. Due to the ubiquitous nature of opioid addiction, and the various contributors such as pharmaceutical companies ignoring signs of addiction and overdose deaths, there has been a large increase in funding to communities through legal settlements and the federal government to help minimize the impact of opioid addiction. Communities are being tasked to create Community Opioid Action Plans (COAP) which will provide resources for prevention, treatment and recovery, and response. Pottawattamie County Public Health (PCPH) has recently been awarded funding to create an Opioid Action Plan to help minimize the impact of opioid addiction in their community. Parlay Consultant Firm, Inc. (Parlay) is proposing a robust scope of services organized into sequential phases to help PCPH with the research, development, and implementation of their Opioid Action Plan. The following questions will guide each phase:

Research Phase: Environmental Scan

1. What is the current status of PCPH service area's opioid use?
2. What current evidence-based services are not only being offered by PCPH and community organizations to address opioid misuse and addiction, but which ones are being accessed?
3. What policies at the state and local levels promote and/or inhibit evidence-based practices and services?
4. What is the current continuum of care for opioid addiction and misuse in the PCPH service area?
5. What are the current modes of evidence-based prevention of opioid misuse and addiction in the PCPH service area?
6. What lessons can be learned from other communities similar to PCPH about their approaches to address opioid addiction and misuse?

Development Phase: Organizational & Community Capacity Model, and Strategic Planning

1. What is PCPH's current organizational capacity that enables them to successfully minimize the impact of the opioid epidemic and what might be missing?
2. What is the PCPH service area's capacity that enables it to successfully minimize the impact of the opioid epidemic and what are the areas of opportunity that need attention?
3. How can PCPH help strengthen their service area's capacity to promote and deliver accessible evidence-based practices and/or promising practices?

Implementation Phase: Implementation Guidance and Shared Measurement Assistance

1. How can PCPH best facilitate the implementation of the COAP?
2. What progress has been made toward PCPH's COAP goals and outcomes (conducted annually)?
3. What factors enhance or impede progress toward PCPH's COAP goals and outcomes (conducted annually)?

Expertise Necessary

"We were very pleased with the results from the team at Parlay in an RFP/grant project they helped us develop. They know the human service field well and have the expertise necessary to consult on projects big and small. We will use them again!"

-Suzanne Watson, SWIA MHDS Region

Parlay Consulting Firm

We identify assets and opportunities and leverage your current success to build your desired results.

Parlay Consulting Firm, Inc. (Parlay) has experience with over 140 non-profit organizations, government entities and for-profit companies in Nebraska, Iowa, Missouri, U.S. Virgin Islands, and Ohio. Parlay provides organizational development services based on the unique needs of your Board of Directors, Leadership Team, and employees. We work with you to identify what your talents, resources and expertise are to parlay them into your desired results. With you, we design the best project plan to optimally support your organization. We offer needs assessment, strategic planning, Board Governance development, implementation coaching, stakeholder surveys/interviews, program evaluation, facilitation services and other services to build your company's capacity and desired outcomes.

Mission

Our mission is to work with companies to Achieve their Desired Results.

At Parlay Consulting Firm, we believe in...

- **Growth.** Continually improving individuals, companies, and ourselves for the betterment of our shared community.
- **Curiosity & being challenged.** Often, we hear others say to us, “that’s a great question” because of the gentle pushes we can’t help but to ask.
- **Resourcefulness.** It is important to take your current outcomes and parlay them into the results you desire to achieve.
- **Humility.** Often being humble in the hard work it takes to get there.
- **Energy & excitement.** With every person or organization, we work with, we get excited about the potential that they can achieve.

Clients

Our clients range from small nonprofits with all volunteers to large, multimillion-dollar budgets with multiple locations. Our nonprofit work ranges from organizations related to the arts, human services, foundations, advocacy, education, and community collaborations.

Benefits of Partnering with Parlay

1. Parlay is an experienced research, consulting, and change management firm. We make good company on the project journey and will remain focused on the values, priorities, and objectives of PCPH.
2. Parlay designs and implements robust research and evaluation programs to meet client needs.
3. Parlay works frequently with nonprofits and community-based organizations and is experienced with collaborative programs that bring together both public and private sector organizations.
4. Parlay is experienced in providing research services such as environmental scans in a variety of sectors.

Parlay Consulting Firm, Inc.

Primary Contact. Beth Morrissette, CEO

Address. 2921 South 102nd Street, Omaha, Nebraska

Phone Number. 402.981.7176

Email. bethmorrissette@parlayconsultingfirm.com

Website. www.parlayconsultingfirm.com

Our Leadership Team

Beth Morrissette, MPA, MSW is the CEO at Parlay and has worked with the nonprofit sector for almost 25 years. She is experienced in the full continuum of job responsibilities from Nonprofit Executive Director to Nonprofit Board member to an elected official. As an Executive Director, she helped lead a collective impact organization to successfully build partnerships across multiple nonprofits organizations and government entities. Beth is a strong believer in giving back to the community and making it a better place for the future. She is currently in her second term on the Board of Education for Westside Community Schools and served on the Board of Directors for a large nonprofit organization with a budget over \$24 million. She specializes in building organizational capacity through board governance, strategic planning, and implementation coaching. She is skilled as a collective impact leader of a backbone organization and as a neutral facilitator of small and large groups.



In her first role as an Executive Director, she had the honor of being the very first Executive Director for the Mental Health & Substance Abuse Network in southwest Iowa. When she was first hired, she had one funder, a robust strategic plan, and a Board of Directors. Before her departure, she had diversified the funding from one source to nine sources, added three additional positions, and led the project management for the Southwest Iowa Mental Health & Disability Region design and implementation of Crisis Stabilization Services. A key component to her success in the nonprofit sector has been her experience with the Nonprofit Association of the Midlands (NAM). After completing their Nonprofit Executive Institute, Beth has remained involved as an active member of the leadership committee. Additionally, she has assisted them with their strategic planning process, implementation coaching, was sub-contractor to their BoardMaster training and has presented at several of their conferences. To learn more about Beth, review her [LinkedIn](#) profile.

Valerie J. Calderon, Ph.D. is Director of Strategy and Capacity Building at Parlay Consulting Firm. She has 15 years of management and research consulting experience, helping leaders to create thriving places to learn, serve, and work. She has designed and implemented dozens of strategic planning, employee engagement, strengths-based development, and mixed methods research initiatives for public and private sector clients, including nationally representative education studies for public release. She has published content for peer-reviewed and popular journals and websites and provided advice and learning to hundreds of leaders nationwide, delivering keynote addresses, workshops, and courses both in-person and online on an array of topics, including hope theory, student engagement, equity gaps in education, and well-being. She most recently co-authored a chapter for *Applied Positive Psychology* titled, "Improving Everyday Life, Health, Schools, Work, and Society." She is a skilled facilitator who enjoys helping high-mission teams build consensus and make decisions.



Valerie served 12 years as an elected member of the Bennington Public Schools Board of Education and was vice president and president. She was a founding board member for her community's chapter of TeamMates Mentoring and served as school board liaison for the Bennington Public Schools Foundation board. She is currently an external member of the Institutional Review Board for Gallup, Inc. She earned a B.A. in Zoology from Miami University and M.Div. and Ph.D. from Southwestern Seminary. She spent more than ten years supporting youth, children, and families as a high school teacher, coach, youth mentor, and minister and has participated in short-term service projects in the U.S. and abroad. To learn more about Valerie or peruse her publications, review her [LinkedIn](#) profile.

Tracie Reding, Ed.D., is the Director of Research and Design at Parlay Consulting Firm. She specializes in gathering, analyzing, and synthesizing data to help organizations make data-informed decisions to improve outcomes. Her extensive background in K-16 education and research have resulted in appreciation for the interconnected nature of individuals, organizations, practices and policies, and outcomes. She brings this appreciation to help guide client work resulting in a deeper understanding of operations and influence. Her most recent publication, titled "Barriers to Change: Social Interactions Not Sufficient for



Diffusion of High Impact Practices in STEM Teaching” was published in July 2022 in Education Sciences. Tracie is active in multiple nonprofits including the Omaha STEM Ecosystem where she is beginning her eighth year as a research consultant and fourth year serving on the executive committee. She helped found and currently serves as a board member for the nonprofit All Betty’s Children. She also serves on the board of directors for the nonprofit Nebraska Cures. Learn more about Tracie on her [LinkedIn](#) profile.

Additional Team Members at Parlay:

- **Rebecca Turner, MS** – Coaching & Change Management Manager
- **Alissa Sutton, MPH** – Senior Research & Evaluation Manager
- **Jeffry Morrisette, CISSP** – Information & Cybersecurity Consultant
- **Stephanie Wenz, BS** – Project Coordinator
- **Tracy Lammers, BA** – Operations & Brand Manager
- **Deb Schuiteman, BS** – Administrative Assistant

Our Approach

Parlay utilizes a custom approach in our work. All activities provided to organizations fall into three categories that work together to enable the organization to *Achieve Your Desired Results*.

Parlay’s approach to achieve your desired results in three phases, as follows:

- First, we identify assets and opportunities by using research methods to explore the historical, current, and future considerations necessary.
- Next, we leverage the success and potential of those assets and opportunities through a highly engaging, collaborative, consensus-building facilitated experience.
- Finally, we engage our clients with highly individualized strategies to support the successful implementation of your plan to achieve your desired results.



Facilitation Methods

Parlay utilizes the Institute of Cultural Affairs’ (ICA) Technology of Participation (ToP)[®] facilitation methods to guide strategic planning consultation. ToP is a facilitation methodology developed as a participatory approach to community and organizational development. The methods and tools employed by ToP are specifically geared toward groups that need to come to consensus and make collective decisions or plans. These goals are achieved through meaningful conversations that foster strategic thinking, welcome diversity, and seek and recognize the voice, wisdom, and contributions of all group members, all while focusing on shared agreement. All our facilitation can be done virtually. Typical virtual services are via Zoom with the utilization of Google docs. We are open to discussing other virtual platforms you and your team is most comfortable with.


Research Methods

Parlay uses multiple research methods as appropriate to meet the specific needs of our client’s research objectives, questions, and participants. Parlay can utilize both primary and secondary sources to meet the needs of the organization. Secondary sources may include a review of extant literature, secondary data sources, and

historical documents. Primary data sources may include online surveys, interviews, focus groups, and community listening sessions. Interviews, focus groups, and community listening sessions may be conducted either in person or virtually. These sessions are typically recorded, transcribed, then analyzed for codes and themes guided by a phenomenological approach, which seeks to understand the lived experiences individuals have had with a concept or phenomenon (Creswell & Poth 2018). Qualitative analysis will occur using Computer Aided Qualitative Data Analysis Software (CAQDAS) such as MAXQDA. Surveys will be analyzed for descriptive and limited comparative statistics using Microsoft Excel or a more advanced software such as STATA when necessary.

Parlay worked with me and helped narrow the scope to get us what we needed. They produced reports that are extremely helpful in our work.

-Cathleen Plager, Executive Director, ServeNebraska



Greater Nebraska Community Needs Assessment Results
In partnership with Parlay Consulting Firm

Executive Summary

What did ServeNebraska learn about needs in Greater Nebraska?

ServeNebraska currently supports over 30 communities and 70 AmeriCorps programs throughout the state of Nebraska with the bulk of support in the Omaha and Lincoln metro areas. Their mission to strengthen communities by coordinating community involvement to meet local needs was the guiding purpose behind this needs assessment. ServeNebraska is interested in expanding their support to communities outside of the state's metro areas.

To gain a better understanding of the needs within these communities, ServeNebraska partnered with Parlay Consulting Firm (Parlay) to conduct a needs assessment focused on four communities in Greater Nebraska and their surrounding areas. These communities included Beatrice, Kearney, Norfolk, and Scottsbluff.





The three research activities included a literature review, interviewing local nonprofit leaders, and a community needs

survey. The literature review consisted of reviewing close to 1,000 pages of local information already gathered from the communities to determine priority needs and plans already in place. Interviews were conducted with 12 local area nonprofit leaders to gain further insights and context into the needs of the communities. Finally, a community needs survey gathered recent perceptions of needs within the communities from 129 respondents.

Much of the information gathered through the three research activities supported one another and matched national trends. The high priority needs listed in this summary reflect the needs that are being unmet through currently available resources, programs, and services.

This executive summary compiles the results of the literature review, interviews, and survey. This summary highlights the major themes represented in the full reports of the literature review, interviews, and survey.

Top needs identified:

-  Behavioral Health
-  Transportation
-  Housing
-  Childcare

Highlights from Beatrice, Kearney, Norfolk and Scottsbluff

Looking at comparative statistics in these communities, it's not surprising that access and affordability of healthcare, namely behavioral health services, was the most selected need identified in the Needs Assessment survey, followed by transportation.

- Poverty rates are all higher than the state rate (10.8%), ranging from 12.9% in Norfolk to 20.8% in Beatrice¹
- Healthcare uninsured rates are all higher than the state rate (7.1%), ranging from 7.8% in Kearney to 9.4% in Scottsbluff²
- All four communities are in state-designated shortage areas for psychiatry and mental health professionals³

Scope of Services

Parlay Consultant Firm, Inc. (Parlay) is proposing a robust scope of services organized into sequential phases to help PCPH with the research, development, and implementation of their Community Opioid Action Plan. The scope of services described in the table below provide more details on the services that will be used during each phase.

PCPH Scope of Services

Program Overview and Tasks

Overview

Process Steps: Parlay proposes the following general steps for the design and launch of the Pottawattamie County Opioid Plan:

- Complete the literature scan (ongoing throughout the process).
- Clarify target populations to seek input via surveys and interviews.
- Design and field a custom web survey (can occur congruently with interviews).
- Design and conduct interviews (can occur congruently with survey).
- Design and facilitate community input sessions.
- Analyze data and produce reports.
- Determine capacity strengths and areas of opportunities regarding implementation of COAP.
- Design and launch PCPH task force.
- Present results and recommendations.
- Facilitated Discussion with PCPH task force and key PCPH staff.

Activities & Tasks

Program Kick-Off Meeting. Parlay will plan and facilitate an in-person program kick-off meeting with client and Parlay team members.

- Parlay and PCPH project team will review project goals, review the scope of work and activities, develop and/or review a project timeline, and set ongoing work-in-progress meetings.

Project Management. Parlay will develop and maintain a project plan with a detailed timeline with milestones. Parlay will schedule and host bi-weekly progress meetings (as needed) for Parlay and client teams. These meetings will be hosted virtually via Zoom.

Research Phase: Environmental Scan

The research phase will consist of a literature scan, community input sessions, interviews, survey, and ecosystem mapping. The purpose of the research phase is to collect current, relevant information to help inform the COAP. The literature scan will consist of local and national artifacts that will provide a foundation of information regarding research phase questions 1-6. The public forums will be composed of diverse stakeholder groups from the PCPH service area with a major recruitment focus on organizations such as hospitals/medical centers, nonprofits, law enforcement, and government agencies as well as individuals such as lived experience and community members and will help answer research phase questions 2-5. There will be target populations for the interviews, opioid addiction and misuse lived experience individuals and subject matter experts. The purpose of the interviews is to help answer research phase questions 1-6. The survey will garner further insights from opioid addiction and misuse lived experience individuals to help answer questions 1, 2 and 4. The ecosystem map will garner insights from multiple stakeholders including lived experience, medical centers/hospitals, nonprofits, and government agencies to help better understand the current system of opioid addiction and misuse services in order to identify areas of strength and opportunities. This will help answer questions 2, 4, and 5. The table below provides an outline of the questions and data collection method. There is further detail for each method after the table.

| Overview of questions and data collection method | | | | | |
|---|------------------------|------------|--------------|--------|---------------|
| Research Phase Questions | Data Collection Method | | | | |
| | Lit. Scan | Interviews | Public Forum | Survey | Ecosystem Map |
| 1. What is the current status of PCPH service area’s opioid use? | X | X | | X | |
| 2. What current evidence-based services are not only being offered by PCPH and community organizations to address opioid misuse and addiction, but which ones are being accessed? | x | X | X | X | X |
| 3. What policies at the state and local levels promote and/or inhibit evidence-based practices and services? | X | X | X | | |
| 4. What is the current continuum of care for opioid addiction and misuse in the PCPH service area? | X | X | X | X | X |
| 5. What are the current modes of evidence-based prevention of opioid misuse and addiction in the PCPH service area? | X | X | X | X | X |
| 6. What lessons can be learned from other communities similar to PCPH about their approaches to address opioid addiction and misuse? | X | X | | | |

Research Phase Details

Literature Scan. Parlay will begin the research phase by reviewing local and national artifacts that will provide a foundation of information regarding research phase questions 1-6.

- Parlay, in partnership with PCPH will identify and procure the materials to be reviewed
- Parlay will review up to 20 artifacts including local and national opioid use reports as well as opioid action plans, websites of community organizations involved in offering opioid addiction services, and state and local policy review
- Parlay will receive approval of the artifacts from PCPH prior to analyzing them.

Interviews. In partnership with PCPH project leaders, Parlay will conduct interviews geared toward both individuals with opioid addiction and misuse lived experience and subject matter experts. The purpose of the interviews is to help answer research phase questions 1-6.

- Parlay will develop two (2) interview guides for two (2) target populations – lived experience and subject matter experts.
- Parlay will conduct up to six (6) interviews for lived experience populations and 22 interviews for subject matter expert population for a total of 28 interviews, each up to 45 minutes in length, conducted via phone or Zoom.
- Upon participants providing informed consent, interviews will be conducted, and audio recordings will be sent off to a third-party transcription service.
- Interviews will be conducted in English only.
- Recruitment Plan: PCPH will provide Parlay with contact information (emails) needed to recruit potential

interview participants. Parlay will develop the email verbiage with input from PCPH to send to possible participants. Parlay will send the recruitment email with interview information, consent to participate notification, and a link to help schedule the interview.

- Parlay recommends providing incentives to lived experience interview participants.
- Due to the classification of the lived experience interviewees as a vulnerable population according to CITI research standards in ethics, approval of Parlay's interpretation and summaries of the six (6) lived experience participants interviews will be requested. This will provide the interviewees with the opportunity to review and confirm that their perceptions are being captured accurately.

Public Forums. In partnership with PCPH project leaders, Parlay will develop one public forum agenda centered around questions 2, 4, and 5 from the information learned through the literature scan and will facilitate up to 4 public forum sessions on separate occasions at different sites throughout the PCPH service area. The sessions will be composed of diverse stakeholder groups from the PCPH service area with a major recruitment focus on organizations such as hospitals/medical centers, nonprofits, law enforcement, and government agencies as well as individuals such as lived experience and community members. The purpose of these sessions will be to allow individuals to hear thoughts and ideas from one another and build on the group's conversation for more complex processing.

- Development of public forum agenda will be driven by Parlay with input from the client and final approval provided by the client.
- Four (4) sessions will be hosted, Two (2) in person in Council Bluffs, one (1) in person outside of Council Bluffs, and one (1) virtual.
- Three (3) of the sessions will be conducted in English.
- One (1) session in Council Bluffs will be conducted in Spanish.
- Sessions will be up to 90 minutes in length.
- Up to five Parlay staff will lead and support public forum discussions.

Survey. In partnership with PCPH project leaders, Parlay will design two (2) surveys geared toward two (2) populations, individuals with opioid addiction and misuse lived experience, and professionals working in organizations within the PCPH service area that help address opioid addiction and misuse. The purpose of the surveys is to help answer research phase questions 1, 2, 4, and 5.

- Up to 250 total completes.
- Parlay will host a survey design call with PCPH project lead. Then Parlay will design the web survey with up to 15 closed ended items (including demographics).
- Up to 2 open-ended items may be added to the 15 core items. (Open-ended items will be cleaned and coded.)
- PCPH will have up to 2 review opportunities to review the draft surveys.
- Survey(s) will be conducted in English and Spanish. *Spanish surveys will be translated by PCPH employees.*
- Parlay will program the survey(s) and load the sample.
- Parlay will provide PCPH with one final review opportunity of the online survey(s) once programmed.
- Analysis to include top line findings, including n sizes and frequency distributions for all items in the survey. This survey will be completely anonymous and no personally identifiable data will be collected, and no response-level data will be shared back with PCPH.
- Recruitment Plan: The client will provide Parlay with contact information (institution emails) of both individuals with lived experience and community organizations that may be able to help distribute the survey link to lived experience individuals. Parlay will develop the email verbiage with input from the client to send to possible participants and organizations. Parlay will call and educate partners to help recruit individuals with lived experience and send the recruitment email to disperse. **This will be an aggressive recruitment effort.**
- *Parlay recommends a \$10 incentive gift card for completion of the survey for lived experience respondents.*

Ecosystem Mapping

Social change ecosystems are dynamic networks that emerge through connections between many actors. The process of ecosystem mapping allows organizations to visualize their networks and can help foster an understanding of how each entity in a community contributes to or could contribute to a common cause. Ecosystem maps can serve a multitude of purposes, including identifying all potential and current partners in a community, documenting the nature of relationships between partners, and identifying the resources and services provided by each actor. The exact purpose and scope of the map will be tailored to the clients’ needs. We envision three steps to develop the ecosystem map. The purpose of this ecosystem map will be to help answer research phase questions 2, 4, and 5.

Step One. Data collection – Parlay will collect data on PCPH service area’s opioid addiction and misuse services beneficiaries, organizations, programs and services through the literature scan, public forums, and stakeholder interviews previously described.

Step Two. Mapping – Using the data collected in step 1, Parlay will create a visual representation of up to seven (7) the different ecosystems visuals using a digital mapping tool such as Civic Graph or Kumu. (PCPH will validate the map prior to step 3.)

Step Three. Workshop – Once the ecosystem map(s) are complete, Parlay will facilitate a discussion centered around the map(s) focused around the following questions:

- Does the data look correct? Are there any challenges with data quality?
- Are there any silos? Is any organization/population not represented? Are there opportunities for new collaboration?
- What resources are missing?
- What additional information about the current organizations or people would be helpful?
- What makes some connections weaker than others? What can make connections stronger?

This discussion may result in modest updates to achieve a final validated ecosystem map. Please see example below.

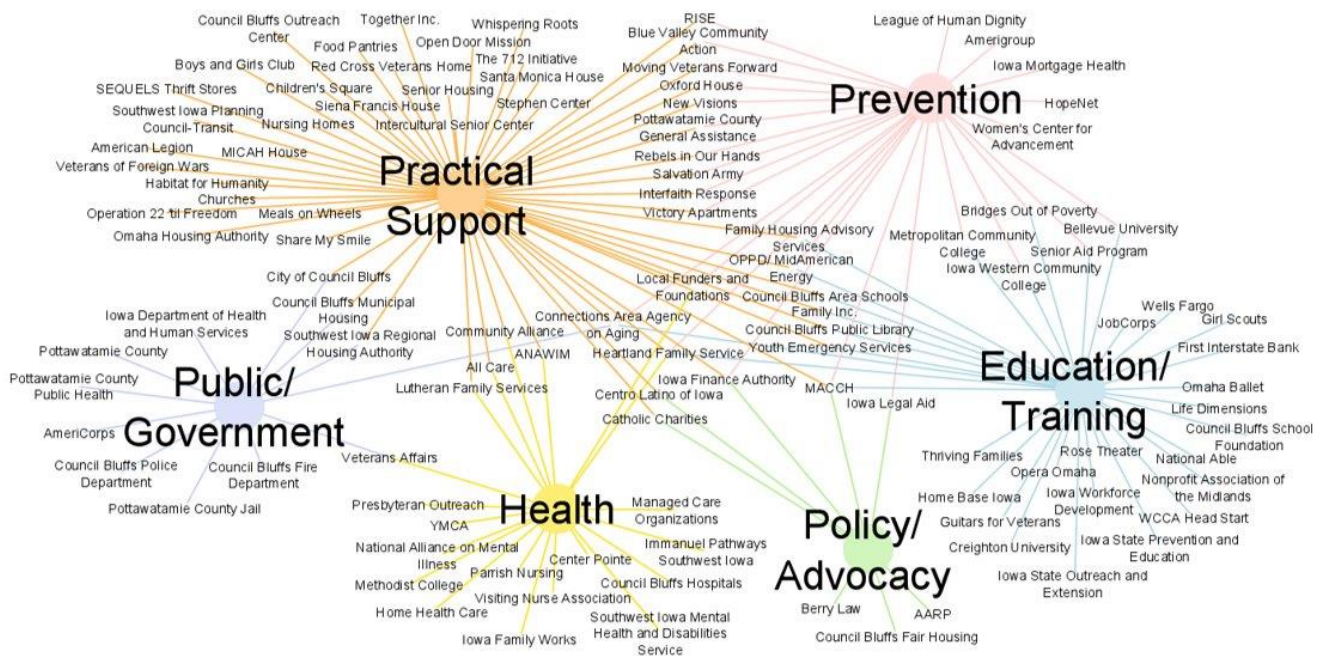


Figure 1. Council Bluffs Homeless Resources Map. Facilitated by Parlay, workshop convened by MICA House and NewVisions Homeless Services.

Executive Presentation. In partnership with the PCPH department, Parlay will present the research outcomes of the research on two occasions. One session for the Pottawattamie County Board of Public Health and a second presentation to the Pottawattamie County Board of Supervisors.

- Parlay will present up to 30-minutes per session and lead a facilitated conversation with the board members.
- Parlay will document the conversations during each board member and reflect on the feedback for next steps in this project.

Development Phase: Organizational & Community Capacity Workshops, and Community Opioid Action Plan

The development phase will consist of organizational and community capacity workshops as well as the development of the Community Opioid Action Plan (COAP). The purpose of the development phase is to use the information gathered through the research phase to determine the best course of action through better understanding PCPH and its service area’s capacity to implement a COAP. The organizational capacity workshop is facilitated with PCPH and examines various capacities including leadership, human, and technical required to implement the COAP. The community capacity workshop is facilitated with representatives from various community stakeholder categories and examines PCPH’s service area’s capacity to implement and utilize the COAP. Capacities investigated during this workshop include: participation, leadership, organizational structures, problem assessment, resource mobilization, ‘asking why’, links with others, role of PCPH, and initiative management.

Overview of Questions and Services

| Development Phase Questions | Organizational Capacity Workshop | Community Capacity Workshop | Community Opioid Action Plan |
|---|----------------------------------|-----------------------------|------------------------------|
| 1. What is PCPH’s current organizational capacity that enables them to successfully minimize the impact of the opioid epidemic and what might be missing? | X | | X |
| 2. What is the PCPH service area’s capacity that enables it to successfully minimize the impact of the opioid epidemic and what are the areas of opportunity that need attention? | | X | X |
| 3. How can PCPH help strengthen their service area’s capacity to promote and deliver accessible evidence-based practices and services | | | X |

Development Phase Details

Organizational Capacity Workshop. Parlay will facilitate a 4-hour organizational capacity workshop centered around the Pottawattamie County Public Health (PCPH) that examines current capacity to help inform the COAP and the roles and support needed. Information gathered from the research phase will provide context during the workshop. The workshop will focus on the following capacity categories:

- Leadership Capacity: articulate the strengths and areas of improvement for current leadership capacity and identify specific leadership needs to support the COAP.
- Human Capacity: articulate the strengths and areas of improvement for current human capacity and identify specific human capacity needs to support the COAP.
- Technical Capacity: articulate the strengths and areas of improvement regarding PCPH capacity to implement key organizational and programmatic functions and identify needs for COAP implementation.

Community Capacity Workshop. Parlay will facilitate community capacity workshop(s) centered around PCPH's service areas communities to examine current community capacity to define, assess, analyze, and act on the COAP. Information gathered from the research phase will provide context during the workshop. This will inform future granting opportunities. The workshop will focus on the following capacity categories:

- Participation – articulate communities' capacity to engage community groups in the COAP and what might need attention.
- Leadership – articulate communities' leadership capacity to fulfill necessary roles and responsibilities and what might need attention.
- Community Structures – articulate communities' capacity to utilize or improve existing community structures needed to implement COAP and what might need attention and/or to be added.
- Role of External Supports – articulate PCPH's capacity to provide COAP-related information, technical expertise, being accessible when needed, and support open and ongoing communications regarding the COAP.
- Asking Why – articulate communities' capacity to involve lived experience in determined the root cause and in problem solving.
- Resource Mobilization – articulate communities' current resources needed for COAP success and identify what is missing or needs attention.
- Skills, Knowledge, and Learning – articulate communities' skills or access to skills needed for COAP's success and the capacity of PCPH and communities to provide members with opportunities to learn.
- Links with Others - articulate the capacity of communities to share and receive information and resources through current links and the capacity of communities' to work together on the COAP.
- Sense of Community – articulate various communities' capacity to raise awareness of the COAP within their communities.

Development of Community Opioid Action Plan. Information gathered from the research phase will be combined with the information gathered from the capacity workshops previously described to provide context for the strategic planning session(s). Community Opioid Action Plan will be designed to meet federal requirements.

This may include the following:

- Targeted focus areas
- Measurable benchmarks
- Community Engagement

An example of potential aims of the COAP include (1) plan and deliver activities in support of local-community teams responding to the opioid crisis; (2) build capacity to help local-community teams plan, implement, monitor, and sustain their community programming; (3) strengthen collaboration and connections around the opioid response efforts; and (4) broaden the base of stakeholders for wider dissemination of resources and findings (North Carolina Opioid Response Project).

Dashboard

The Dashboard is a data visualization tool, designed to provide snapshots of progress toward achieving your COAP goals. Relevant data is displayed as highly visual charts and graphs, so it's easy to see progress at a glance. It serves as an excellent tool to facilitate conversation among PCPH and Public Health Board of Directors to keep the team accountable for the COAP goals. Further, it allows for the opportunity to share success and learnings with key stakeholders (e.g., community partners, elected officials, funders, etc.). Up to nine measurements will be designed in the dashboard.

- Brainstorm and refine Key Performance Indicators (KPIs) based on goals, priorities, and availability of data sources
- Dashboard developed by Parlay in Microsoft Excel (no additional apps or plugins needed)
 - Up to 9 KPIs included; more KPIs can be included for an additional fee

- 1 check-in after regular usage has begun to discuss experiences, challenges, or questions for Parlay

Timeframe & Commitment to Build the Tool

- 4-5 meetings, ranging 30 minutes – 2 hours.
- Estimated 4-8 weeks to develop.
- Recommend 2-3 people maximum involved to represent your organization.

IMPLEMENTATION PHASE: IMPLEMENTATION GUIDANCE and SHARED MEASUREMENT ASSISTANCE

The implementation phase will consist of implementation guidance and shared measurement assistance. Parlay may provide guidance in the implementation of the COAP at a variety of levels. This can be from implementation coaching to primary COAP facilitator/implementer. Parlay will coordinate ongoing shared measurement activities of the initiative’s progress towards its goals and outcomes as well as identifying factors that enhance or impede this progress. Parlay will also develop, distribute, and analyze measurement collection.

Overview of Questions and Services

| Implementation Phase Questions | Implementation Guidance | Shared Measurement Assistance |
|---|-------------------------|-------------------------------|
| 1. How can PCPH best facilitate the implementation of the COAP? | X | |
| 2. What progress has been made toward PCPH’s COAP goals and outcomes? | | X |
| 3. What factors enhance or impede progress toward PCPH’s COAP goals and outcomes? | | X |

Implementation Phase Details

Implementation Guidance.

Parlay is skilled at leading collective impact initiatives. Depending on the desired support by PCPH, Parlay may assist in a variety of ways in the implementation of the COAP.

1. Coaching of PCPH health in leading collective impact as the backbone organization
2. Lead meeting facilitator – develop agendas, communications with COAP implementers, etc.
3. Design, implement and manage community granting process

Shared Measurement Coordination. Parlay will coordinate ongoing shared measurement activities of the initiative’s progress towards its goals and outcomes as well as identifying factors that enhance or impede this progress. Much of the data collected during the research and development phases will serve as baseline datapoints for shared measurement coordination. The majority of the shared measurement will center around how well the initiative’s helped strengthen PCPH’s service area’s capacity to promote and deliver accessible evidence-based practices and services. This progress will be assessed through the taskforce’s shared measurement indicators of success. The central framework for the shared measurement will likely consist of the same factors that are examined during the community capacity workshop within the specific context of the COAP action plan. One key factor for success in an initiative such as the COAP is shared learning through communication. The table below provides an example of a logic model for measuring shared learning specifically around mutual understanding of the current state of PCPH’s service area’s opioid addiction and misuse services experience (OAMSE).

| AIM 1: To facilitate shared learning within the taskforce and their extended networks through 1a. Fostering productive communication centered around mutual understanding of PCPH’s service area’s opioid addiction and misuse service experience (OAMSE) | | | |
|---|--|--|--|
| Mental Models | Relationships/Power | Practices and Policies | Resources |
| Compatibility with Social Norms Taskforce members believe that fostering productive communication centered around mutual understanding of the OAMSE is necessary to facilitate shared learning. | Trust is Nurtured Productive communication through positive interactions <u>occur</u> at multiple levels within the taskforce’s network. | Efficacy of Policies and Practices Streamline practices that reinforce the importance of productive communication for mutual understanding of the OAMSE. | Efficacy of Resources Equip taskforce members with resources and skills needed to participate and facilitate productive communication for mutual understanding of the OAMSE. |
| Change Process and Agents of Change Taskforce members that have experienced productive communication around mutual understanding will share examples of how it is successful. | Change Process and Agents of Change Taskforce members work together to facilitate and nurture meaningful, reflective conversations around the current state of OAMSE. | Change Process and Agents of Change Taskforce members review current practices used to facilitate productive and modify as needed. Taskforce members review current dynamics of interactions work to identify what is and isn’t working. | Change Process and Agents of Change Taskforce members will receive training on how to participate and facilitate productive communication for mutual understanding of the OAMSE. |
| Outcome 1. Increased understanding by taskforce members about the importance of productive communication to promote mutual understanding of the current state of OAMSE. | Outcomes 1. Increased positive interactions within the workshop regarding the current state of the OAMSE 2. Increased positive interactions of the workgroup’s extended network regarding the current state of the OAMSE 3. Increased positive interactions across the taskforce’s networks regarding the current state of the OAMSE. | Outcomes 1. Formulate and adoption of a strategy that reinforces the importance of productive communication for mutual understanding of the OAMSE. 2. Implementation of a strategy the reinforces the importance of productive communication for mutual understanding of the OAMSE. | Outcomes 1. Increased skills of taskforce members on how to participate and facilitate productive communication for mutual understanding of the OAMSE. |
| Method Peer Learning | Method Networking | Method Workshop | Method Training |

| Deliverables |
|--|
| <ul style="list-style-type: none"> Up to 25 page full report of literature scan findings (PDF format, standard Parlay style, dual logo). |
| <ul style="list-style-type: none"> Output file of survey results, including all nonidentifiable survey items with counts, frequency distributions, & deidentified verbatim responses for open-ended items (Excel) |
| <ul style="list-style-type: none"> Up to 25-page full report inclusive of findings from all research activities (PDF format, standard Parlay style, dual logo). |
| <ul style="list-style-type: none"> Up to 20 slide summary report of Organizational Capacity Workshop discussion and findings. |
| <ul style="list-style-type: none"> Up to 20 slide summary report of Community Capacity Workshop discussion and findings. |
| <ul style="list-style-type: none"> Action plan documenting process, key decisions, strategies, and goals to be implemented |
| <ul style="list-style-type: none"> Executive Summary including highlights of findings (enhanced design options available for additional cost) |
| <ul style="list-style-type: none"> Executive presentation to review key results and findings from the evaluation with key client stakeholders on three occasions. 1. During in-person action planning 2. Pottawattamie County Board of Public Health 3. Pottawattamie County Board of Supervisors |
| <ul style="list-style-type: none"> Dashboard excel format with training |

Consultation Fees

| Phase | Activities | Deliverables | Fee |
|---|--|---|-------------------------|
| Research Phase | <ul style="list-style-type: none"> ▪ Literature scan ▪ Twenty-eight (28) interviews ▪ Four (4) public forums ▪ Online survey ▪ Ecosystem mapping ▪ Executive presentation (up to two audiences) | <ul style="list-style-type: none"> ▪ Up to 25-page literature scan report ▪ Output file of survey results ▪ Up to 25-page research report ▪ Executive summary | \$85,625 |
| Development Phase | <ul style="list-style-type: none"> ▪ Organizational capacity workshop ▪ Community capacity workshop ▪ Development of community opioid action plan ▪ Dashboard | <ul style="list-style-type: none"> ▪ Up to 20 slide summary report of organizational capacity workshop ▪ Up to 20 slide summary report of community capacity workshop ▪ Action plan document ▪ Dashboard in excel | \$41,180 |
| Implementation Phase | <ul style="list-style-type: none"> ▪ Implementation guidance ▪ Shared measurement | To be determined | To be determined |
| Additional Fees | <ul style="list-style-type: none"> ▪ Gift cards – recommended \$10 gift cards for survey completion by individuals and families with lived experience ▪ Enhanced executive summary (TBD) | | |
| Additional needs to be completed by client | <ul style="list-style-type: none"> ▪ Spanish translations for survey and public forums ▪ Spanish interpretation at public forum ▪ American sign language at public forum ▪ Location fees, food and childcare at public forum, marketing of activities and events | | |

Consultation Agreement

PCPH (Organization) will make all arrangements for location of meetings (including rental fees), projection equipment, refreshments, and meals for participants as needed. This includes providing meals for each Parlay employee present during the service.

Once services are selected and agreed upon by the organization and Parlay, Parlay will distribute a DocuSign document of this proposal with your selected services. Fifty percent (50%) of anticipated fees will be due at signing of this document and is nonrefundable. Twenty-five percent (25%) will be due following the completion of phase one and the remaining amount will be due at the completion of phase two.

After the submission of the final report, the organization may create a publicly available document with their branding and graphics. If such external document is created and distributed, the document will include acknowledgement to Parlay Consulting Firm's role and Parlay's banner logo in a minimum of one location in online document and any printed materials.

Additional Fees:

Travel Costs

- Mileage from Omaha to meetings outside of the Omaha Metro (includes Council Bluffs, Iowa city limits) area will be billed at the Federal rate per mile.
- If meetings are more than a 2-hour drive from the Omaha Metro area, and begin before 9:00am or end after 7:00pm, a hotel will be needed per consultant.
- For overnight stays, a \$45 per day per diem for food per consultant
- When possible, Zoom (or a similar online technology) may be utilized

After Business Hours

- Services will be delivered during typical business hours (Monday thru Friday 8am – 5pm). An additional 15% will be added if services are completed outside of typical business hours. Please let us know if this may be a possibility.

Virtual Facilitation

- All services may be completed virtual for an additional 15% per service.
- Please note that action planning and strategic planning is not recommended to be delivered in a hybrid format. If hybrid is considered, an additional fee will be assessed based on the complexity of the facilitation design.

Additional Hours

- If the project is extended because of no fault of Parlay (i.e., organization determines more articles need to be reviewed), Parlay and Organization will discuss additional hours needed for the project outside the scope of this proposal at the hourly rate of \$150.

Ad Hoc Consulting Calls

- As a client of Parlay's, we are available as needed to answer questions that arise outside of this scope of work. Our expertise and experience may be helpful in unforeseen circumstances. At times, complex situations need extended consultation support. We are available for this support even if you do not have a coaching contract with us. For calls or additional multiple communications (including email) or consultant time for follow-up research or sharing of resources, may be billable at a prorated hourly rate of \$150.

IRB Research Approval

- In the case of Internal Review Board (IRB) research approval need, an external IRB contract will be secured by Parlay and PCPH will be expected to cover this expense. This expense is outside of the current scope of this project.

TERM: This Statement of Work is effective as of August 6, 2023 and shall expire on August 31, 2024.

*Thank you very much for considering Parlay for the opportunity to partner with
you!
~ Parlay Team*

References

- 1. Donna Dostal**
President & CEO
Community Foundation for Western Iowa
712-256-7007 ext. 11
ddostal@givewesterniowa.org

- 2. Ashley Flater**
Executive Director
MICAH House
712-323-4416
aflater@themicahhouse.org

- 3. Cathleen Plager**
Executive Director
ServeNebraska
402-802-6865
cathleen.plager@nebraska.gov

- 4. Deb Denbeck**
President / CEO
Partnership 4 Kids
402-490-7505
ddenbeck@p4k.org

John Rasmussen/Engineer

**Discussion and/or decision to set date and time to open
bids for the Pottawattamie County Secondary Road
FY24 Bridge Materials on September 19, 2023 at 10:00
A.M.**

**Andy Brown/Sheriff, Jeffrey
Theulen/Chief Deputy, Sheriff
and Jim Doty/Sergeant, Sheriff
and Darren Budd/Lieutenant,
Council Bluffs Police
Department**

**Discussion and/or decision to approve and authorize
Board to sign Resolution No. 55-2023 entitled: A
Resolution Authorizing the Chairman of the Board of
Supervisors to sign an interlocal agreement between
the county of Pottawattamie and City of Council Bluffs
with respect to the 2023 Byrne Justice Assistance Grant
Program Award.**

RESOLUTION NO. 55-2023

A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS TO SIGN AN INTERLOCAL AGREEMENT BETWEEN THE COUNTY OF POTTAWATTAMIE AND CITY OF COUNCIL BLUFFS WITH RESPECT TO THE 2023 BYRNE JUSTICE ASSISTANCE GRANT PROGRAM AWARD.

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

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

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of Pottawattamie County, Iowa, that the Chairman of the Board is hereby authorized and directed to sign the Interlocal Agreement between the County and City for use of the 2023 JAG funds.

Dated this 15th Day of August, 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 Houser, County Auditor

Andy Brown/Sheriff

**Discussion and/or decision to reappoint John Dalton to
the Compensation Board.**

Other Business

Steve Winchell/Captain, Jail

Discussion and/or decision on pay for the Certified Medication Aide candidate.

Jason Slack/Director, Buildings
and Grounds, Andy
Brown/Sheriff, Jeffery
Theulen/Chief Deputy, Mitch
Kay/Chief Finance Officer

Discussion and/or decision on signing the letter form agreement with HGM for architectural and engineering services for a maintenance building at 1400 Big Lake Road.



August 3, 2023

Jason Slack
Pottawattamie County Board of Supervisors
227 South 6th Street
Council Bluffs, Iowa 51501

Subject: Pottawattamie County Jail Storage Building - Revised
Council Bluffs, Iowa
HGM Proposal No. 000723-006

Dear Jason:

On behalf of HGM ASSOCIATES INC. (HGM) we are pleased to submit this letter form agreement for engineering, architectural, and surveying services for the referenced project. This agreement consists of this letter, the attached Scope of Services (labeled as Exhibit A), the attached General Provisions (labeled as Exhibit B), and the attached Proposed Survey Area (labeled as Exhibit C).

HGM will provide Basic Services including Topographic Surveying, Final Design Documents, and assistance during Bidding. These services are more specifically defined in the attached Scope of Services, Exhibit A. We will also provide Additional Services upon your request and receipt of your written authorization.

HGM and ETI will provide these Basic Architectural, Surveying, Civil, Structural, Mechanical and Electrical Engineering services for a new Jail Storage Building for a lump sum amount of \$44,000. Additional Services will be charged on an hourly basis in accordance with our standard hourly rate schedule.

Reimbursable expenses and the use of outside testing laboratories will be charged on the basis of actual cost, invoiced to HGM. Printing expenses of bidding documents for contractors are estimated to be \$750. All reimbursable expenses are in addition to the cost for Basic Services defined above.

We will bill you monthly for our services and reimbursable expenses proportionate to the work completed on the project. All fees are due and payable to HGM within 30 days of the invoice date. A service charge of one and one-half percent per month will be added to any amounts outstanding after 30 days.

Jason Slack
Pottawattamie County Board of Supervisors
August 3, 2023

We anticipate that we will be able to begin work on this project within (10) business days of receiving your authorization to proceed in the form of your acceptance of this agreement. If at any time we are delayed in the performance of these services, we will notify you immediately.

Please note that any information to be provided by you as defined under Client's Responsibilities in the attached Scope of Services will need to be furnished to HGM prior to beginning work.

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

Yours very truly,
HGM ASSOCIATES INC. - CONSULTANT



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



Terrence L. Smith, P.E.
President

Acceptance of Proposal:

POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS - CLIENT

Authorized Signature

Printed Name & Title

Date of Acceptance

SCOPE OF SERVICES

EXHIBIT A

This is an exhibit attached to and made part of the letter agreement dated August 3, 2023, between: POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS (CLIENT) and HGM ASSOCIATES INC. (CONSULTANT).

Project Description:

A new, single story, pre-engineered building for the storage of jail supplies. The pre-engineered building is to be purchased by the Client. HGM will design a single restroom to be within the pre-engineered building footprint. Structural design is included for footings and slabs only. Building structure and anchoring details are to be provided by the pre-engineered building engineer. Site work will include topographical surveying, design of additional parking for 5 people, connecting to existing parking lots/drives and sanitary sewer and water service utility extensions. Electrical services are to be extended from the adjacent Jail Building to a panel in the new building. New lighting will be designed for the pre-engineered building. All interior wiring will be completed by the County. Mechanical systems will consist of providing ventilation, exhaust air, and gas-fired radiant heaters for the Restroom and Open Storage Space. Plumbing design will include new restroom fixtures and a trench drain in the Open Storage Area.

The Basic Services to be provided by the CONSULTANT under this agreement are further described as follows:

I. TOPOGRAPHIC SURVEYING

- A. One-Call Utility Locates.
- B. Perform a Topographic Survey of the site.
- C. Download field survey into AutoCAD.

Deliverables:

- Topographic Survey of Site (Proposed survey area highlighted in red on Exhibit C).

II. DESIGN DEVELOPMENT - 30% CONSTRUCTION DOCUMENTS

- A. Meet with Client to develop the Space Program provided by Client, indicating the Client's space needs and space adjacencies for the new building (Example: 5 offices at 150 Square Foot each, needs to be close to the conference room).
- B. Develop Floor Plan for Client Review based on building purchased by the Client. Additional floor plan layout options or design modifications to the Client purchased building will be billed as an Additional Service on an hourly basis.
- C. Develop Site Plans showing location of building, drives, sidewalks and parking.
- D. HGM will evaluate applicable zoning and building codes.
- E. Develop initial structural foundation plan based on Client provided Geotech report.
- F. Develop mechanical, electrical, and plumbing (MEP) systems narrative based on discussion at initial Client meeting.
- G. Develop Preliminary Opinion of Probable Cost for the Project.
- H. Conduct 30% drawing review meeting with Client, HGM and ETI.

Deliverables:

- 30% Floor Plan.
- 30% Site Plan showing location of building and parking.
- 30% Structural foundation plan.

- MEP systems Narrative.
- 30% Opinion of Probable Cost.

III. DESIGN DEVELOPMENT - 90% CONSTRUCTION DOCUMENTS

- A. Further develop floor plan and details for the Pottawattamie County Jail Storage Building.
- B. Further develop civil drawings for the Pottawattamie County Jail Storage Building.
- C. Further develop structural foundation and floor slab design for the Pottawattamie County Jail Storage Building.
- D. Develop electrical and mechanical systems drawings for the Pottawattamie County Jail Storage Building.
- E. Develop detailed components for Architectural, Structural, Mechanical, and Electrical design.
- F. Prepare a preliminary set of specifications.
- G. Update Opinion of Probable Cost for the project.
- H. Review plans with local utility companies, building code, planning, fire marshal officials as required.
- I. Conduct 90% drawing review meeting with Client, HGM and ETI.

Deliverables:

- Architectural plans and details.
- Preliminary set of specifications specific for the Pottawattamie County Jail Storage Building.
- Civil drawings showing rough site grading, storm sewer layout, sanitary sewer and water services, parking lots and sidewalks,
- Mechanical and plumbing drawings showing the piping layout, plumbing layout, HVAC layout for the plumbing and mechanical systems for the Pottawattamie County Jail Storage Building.
- Electrical drawings for lighting, power, data, and all other electrical components for the Pottawattamie County Jail Storage Building.
- Structural drawings showing the foundation and slab system for the Pottawattamie County Jail Storage Building.
- Prepare updated Opinion of Probable Cost for the Project.

IV. FINAL CONSTRUCTION DOCUMENT SET

- A. Prepare Final Design Documents, stamped by licensed Architect and Engineers.
- B. Finalize specifications for all products and materials included in the Project.

Deliverables:

- Final Architectural construction documents stamped by licensed Architects and Engineers.
- Final Civil construction documents for the Pottawattamie County Jail Storage Building.
- Final Mechanical, Plumbing and Electrical Engineering construction documents for the Pottawattamie County Jail Storage Building.
- Final Structural construction documents for the Pottawattamie County Jail Storage Building.
- Final Specifications for all products and materials included in the Project.
- Provide front end documents for Contractors' bidding and contracts.

V. BIDDING OR NEGOTIATION

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

VI. CONSTRUCTION ADMINISTRATION

- A. Not included - can be added as an Additional Service.

ITEMS NOT INCLUDED IN THIS PROPOSAL:

The following items are **not** included in this proposal but can be added as an Additional Service with an Amendment to this agreement.

- A. Geotechnical report.
- B. Coordination with pre-engineered building supplier/manufacturer/engineer.
- C. Attendance at County Board Meetings.
- D. Construction Administration Services.
- E. Structural design of building superstructure and anchoring.
- F. Architectural selection and specification of exterior building materials and finishes.
- G. Architectural/Structural Modifications to the pre-engineered metal building.
- H. Other services not specifically mentioned in Exhibit A.

CLIENT'S RESPONSIBILITIES:

In order for the CONSULTANT to perform these services, the CLIENT agrees to furnish the following information:

- A. Access to site and throughout facility.
- B. Use of existing available pre-engineered building drawings and record information.
- C. Geotechnical report of site conditions.
- D. Contact person to coordinate the design.

GENERAL PROVISION

EXHIBIT B

This is an exhibit attached to and made part of the letter agreement dated August 3, 2023, between: POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS (CLIENT) and HGM ASSOCIATES INC. (CONSULTANT). The General Provisions agreed to by CONSULTANT and CLIENT are as follows:

Ownership of Instruments of Service: Both parties agree that the ownership of instruments prepared by the CONSULTANT at the direction of the CLIENT, including specifications, drawings, maps, plats, and other related instruments, shall be and remain property of the CLIENT, and further, that such right in the CLIENT shall not preclude the right of the CONSULTANT to make and retain copies of same, to which copies CONSULTANT shall have full right of ownership.

CADD/Electronic Files: In accepting, and utilizing any drawings, reports and data on any form of electronic media generated by the CONSULTANT, the CLIENT agrees that all such electronic files are instruments of service. The CLIENT agrees to waive all claims against the CONSULTANT resulting in any way from any unauthorized changes to, or reuse of, the electronic files for any projects by anyone other than the CONSULTANT. In the event of a conflict between printed hard copy documents signed and sealed by the CONSULTANT and electronic files, the hard copy documents shall govern.

Termination of Agreement: This agreement or any portion thereof may be terminated by either party upon 7 days written notice to the other party. In event such Notice of Termination shall be given, the payment for General Consulting Engineering Services for work performed prior to the date of termination shall be determined by multiplying payroll cost times 2.30.

Termination or Suspension: If the CLIENT fails to make payments to the CONSULTANT in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the CONSULTANT'S option, cause for suspension of performance of services under this Agreement. If the CONSULTANT elects to suspend services, the CONSULTANT shall give seven days' written notice to the CLIENT before suspending services. In the event of a suspension of services, the CONSULTANT shall have no liability to the CLIENT for delay or damage caused by the CLIENT because of such suspension of services. Before resuming services, the CONSULTANT shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the CONSULTANT'S services. The CONSULTANT'S fees for the remaining services and the time schedules shall be equitably adjusted.

If the CLIENT suspends the Project, the CONSULTANT shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the CONSULTANT shall be compensated for expenses incurred in the interruption and resumption of the CONSULTANT'S services. The CONSULTANT'S fees for the remaining services and the time schedules shall be equitably adjusted.

Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

In the event of termination not the fault of the CONSULTANT, the CONSULTANT shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses indicated in the next paragraph.

Termination Expenses are in addition to compensation for the CONSULTANT'S services and include expenses directly attributable to termination for which the CONSULTANT is not otherwise compensated.

The CLIENT'S rights to use the CONSULTANT'S Instruments of Service in the event of a termination of this Agreement are set forth in the Ownership of Instruments of Service clause above. If the CLIENT requests copies of the CONSULTANT'S Instruments of Service, the cost of the preparation of those copies shall be considered as a Termination Expense.

Plan Revisions: If, after any plans or specifications are completed on any portion thereof, and are approved by the CLIENT and other necessary agencies, the CONSULTANT is required to change plans and specifications because of changes made, authorized, or ordered by the CLIENT, then the CONSULTANT shall receive additional compensation for such changes. Fees for these changes will be computed on an hourly basis.

Information Furnished by CLIENT: CLIENT shall be responsible for, and CONSULTANT may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to CONSULTANT pursuant to this Agreement. CONSULTANT may use such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement.

Information Furnished by Utility Companies: The utility locations shown on the CONSULTANT'S instruments of service are from locates or drawings provided to the CONSULTANT by the utility companies. The CONSULTANT makes no guarantee that the utilities shown on the CONSULTANT'S instruments of service comprise all such utilities in the area, either in service or abandoned. The CONSULTANT further does not warrant that the utilities shown on the instruments of service are in the exact location indicated.

Successors and Assigns: Both parties agree that, upon execution of this agreement, same shall be binding upon their/its successors, assigns, and legal representatives until terminated by the expiration of agreement or termination by written notice, as provided above.

GENERAL PROVISIONS

EXHIBIT B

Limitation of Liability: The CLIENT agrees that to the fullest extent permitted by law, the total liability, in the aggregate, of CONSULTANT, CONSULTANT'S officers, directors, partners, employees, agents, and subconsultants, to CLIENT, and anyone claiming by, through, or under CLIENT for any claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to this Project or Agreement from any cause or causes, including but not limited to torts, negligence, professional errors or omissions, strict liability, breach of contract, or breach of warranty, shall not exceed the total compensation received by CONSULTANT or \$500,000 whichever is greater.

Waiver of Consequential Damages: Notwithstanding anything in this Agreement to the Contrary, it is agreed that CONSULTANT shall not be liable in any event for any special or consequential damages suffered by the CLIENT arising out of the services hereunder. Special or consequential damages as used herein shall include, but not limited to, loss of capital, loss of product, loss of use of any system, or other property, or any other indirect, special or consequential damage, whether arising in contract, tort (including negligence), warranty or strict liability.

Opinion of Probable Construction Cost: Opinions of probable construction costs and detailed cost estimates prepared by the CONSULTANT represent his/her best judgment as a design professional familiar with the construction industry. It is recognized, however, that the CONSULTANT has no control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices or over competitive bidding or market conditions. Accordingly, the CONSULTANT makes no warranty, express or implied; that the bids or the negotiated cost of the work will not vary from the Consultant's opinion of probable construction cost.

Contractor's Work: That the CONSULTANT shall not be responsible for Contractor's means, methods, techniques, sequences or procedures of construction, or the safety precautions and programs incident thereto, and the CONSULTANT shall not be responsible for the Contractor's failure to perform the work in accordance with the Contract Documents.

Construction Phase Services: (If included under the scope of this Agreement) The CONSULTANT shall provide administration of the Contract between the CLIENT and the Contractor as set forth below and in General Conditions of the Contract for Construction. The CONSULTANT's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the CONSULTANT issues the Statement of Final Completion.

The CONSULTANT shall advise and consult with the CLIENT during the Construction Phase Services. The CONSULTANT shall have authority to act on behalf of the CLIENT only to the extent provided in this Agreement or the General Conditions of the Contract for Construction. The CONSULTANT shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the CONSULTANT be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The CONSULTANT shall be responsible for the CONSULTANT's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

The CONSULTANT shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in substantial compliance with the Contract Documents. However, the CONSULTANT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the CONSULTANT shall keep the CLIENT reasonably informed about the progress and quality of the portion of the Work completed, and report to the CLIENT (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

Jobsite Safety: That the General Contractor shall be solely responsible for jobsite safety, and that this intent shall be carried out in the client's contract with the General Contractor, and that such contract shall indemnify the CONSULTANT. The CONSULTANT, and his agents, shall be named as an additional insured on the General Contractor's policies of general liability insurance.

Construction Staking: That the Fees the CONSULTANT receives for the task of construction staking are not commensurate with the potential risk. CLIENT, therefore, agrees to check or require General Contractor to check the location of all construction stakes placed by the CONSULTANT. CLIENT further agrees to limit liability of CONSULTANT for construction staking services such that the total liability of the CONSULTANT shall not exceed the Consultant's fees for the particular service, or \$5,000.00, whichever is greater.

Hazardous Materials: The CLIENT agrees that the Consultant's scope of services does not include any services related to the presence of any asbestos, fungi, bacteria, mold or hazardous or toxic materials. Should it become known to the CONSULTANT that such materials may be present on or adjacent to the jobsite, the CONSULTANT may, without liability for any damages, suspend performance under this agreement, until CLIENT takes appropriate action to remove or abate said materials. The CLIENT further agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless the CONSULTANT, its officers, partners, employees and subconsultants (collectively, CONSULTANT) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos, fungi, bacteria, mold, hazardous or toxic substances, or products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of the CONSULTANT.

Mediation: Any claims or disputes under this agreement shall be submitted to non-binding mediation.

EXHIBIT C
PROPOSED SURVEY AREA

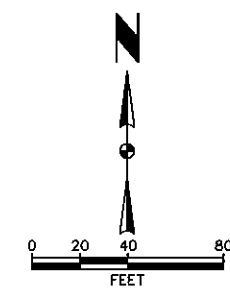
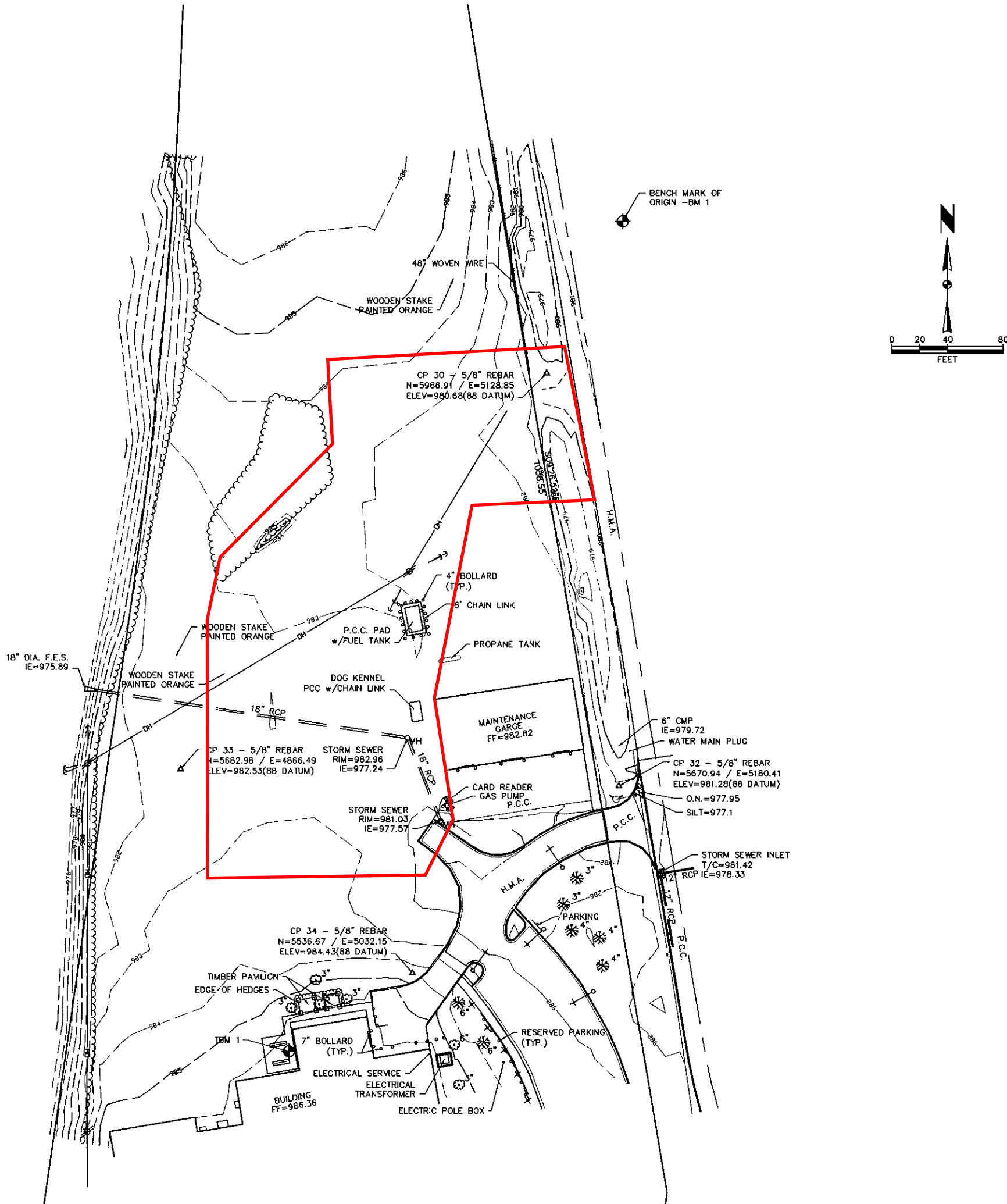
This drawing is being made available by the undersigned for use on this project in accordance with the provisions of the agreement for professional services, high liability policy and this drawing is not to be used in any other project without the consent of the undersigned.

hgm
ASSOCIATES INC.
ENGINEERING ARCHITECTURE SURVEYING

| | | |
|--------|----------|----------|
| DEF | drawn | date |
| DEF | checked | revision |
| MGS | approved | date |
| AUGLOS | date | |

project TOPOGRAPHICAL SURVEY
client POTTAWATOMIE COUNTY BOARD OF SUPERVISORS
1400 BIG LAKE RD., COUNCIL BLUFFS, IOWA 51501

project no. 11398
sheet 1 OF 1



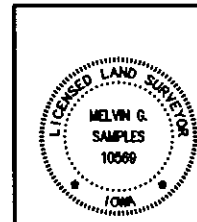
LEGEND

- BENCH MARK
- TEMPORARY BENCH MARK
- CONTROL POINT
- DECIDUOUS TREE W/ DIAMETER
- EVERGREEN TREE W/ DIAMETER
- FIRE HYDRANT
- GUY WIRE
- INTAKE-GRATE
- LIGHT POLE (STANDARD)
- LIGHTED 12" BOLLARD
- MANHOLE
- BOLLARD
- POWER POLE
- OVERHEAD POWER

BENCH MARK INFORMATION

BM 1
TOP WEST BASE BOLT - 1st STEEL POWER POLE NORTH OF BIG LAKE ROAD,
EAST SIDE OF COUNTY ROAD, WEST OF RAILROAD TRACKS.
ELEVATION=977.52 (88 DATUM)

BM 1
TOP OF NORTHEAST BASE BOLT FOR AIR CONDITIONER SUPPORT POST,
NORTH SIDE OF THE BUILDING, MIDWAY EAST-WEST.
ELEVATION=986.99 (88 DATUM)



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

MELVIN G. SAMPLES _____ DATE _____
License Number _____
My license renewal date is December 31, _____
Pages or sheets covered by this seal: _____

DATE: 11/28/88 SURVEY: 11/28/88 POTT-CO. JAN. 10/28/1988 TOPODWG

**Jason Slack/Director, Buildings
and Grounds, Andy
Brown/Sheriff, Jeffery
Theulen/Chief Deputy, Mitch
Kay/Chief Finance Officer**

**Discussion and/or decision to purchase pre-engineered
building for the Jail Maintenance Division at 1400 Big
Lake Road.**

For Sale

4,944 sq ft
Metal Building

Features :

- Brand new and stored inside
- Dimensions: 103' x 48' x 19'
- R-38 Roof Insulation
- Stamped Engineered Drawings
- Sale Price: \$107,425

Optional Added Value :

- Spray Foam for the walls
purchased at wholesale cost of
\$31,565. Will spray for free.
- Can be erected at discount.

Contact Me :

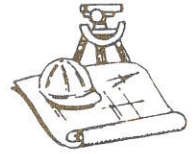
Georgi Ivanov
402-689-4108

givanov@thebestwrestler.com



Jason Slack/Director, Buildings and Grounds

**Discussion and/or decision on paving area for garbage
dumpster on the North side of the Courthouse.**



August 10, 2023

Jason Slack
Pottawattamie County
227 South 6th Street
Council Bluffs, IA 51501

RE: Pottawattamie County Courthouse Addition - Dumpster Enclosure

Mr. Slack,

Per the attached sketch, below is the proposed cost to add the additional concrete as shown:

| | |
|-------------------------|-------------------|
| Concrete Subcontractor: | \$6,396.00 |
| Grind Curb 25' LF: | <u>\$550.00</u> |
| Subtotal: | \$6,946.00 |
| M-H OH&P 5% | <u>\$347.00</u> |
| Total Cost: | \$7,293.00 |

Work can be completed in conjunction with parking lot concrete which is scheduled to begin 8/14/2023.

Please advise with any questions.

Thank you,

Jon Henne

Jon Henne Jr.
Meco-Henne Contracting, Inc.

Encl.
CC: Ben Shudak

CORN FED

CONCRETE SOLUTIONS

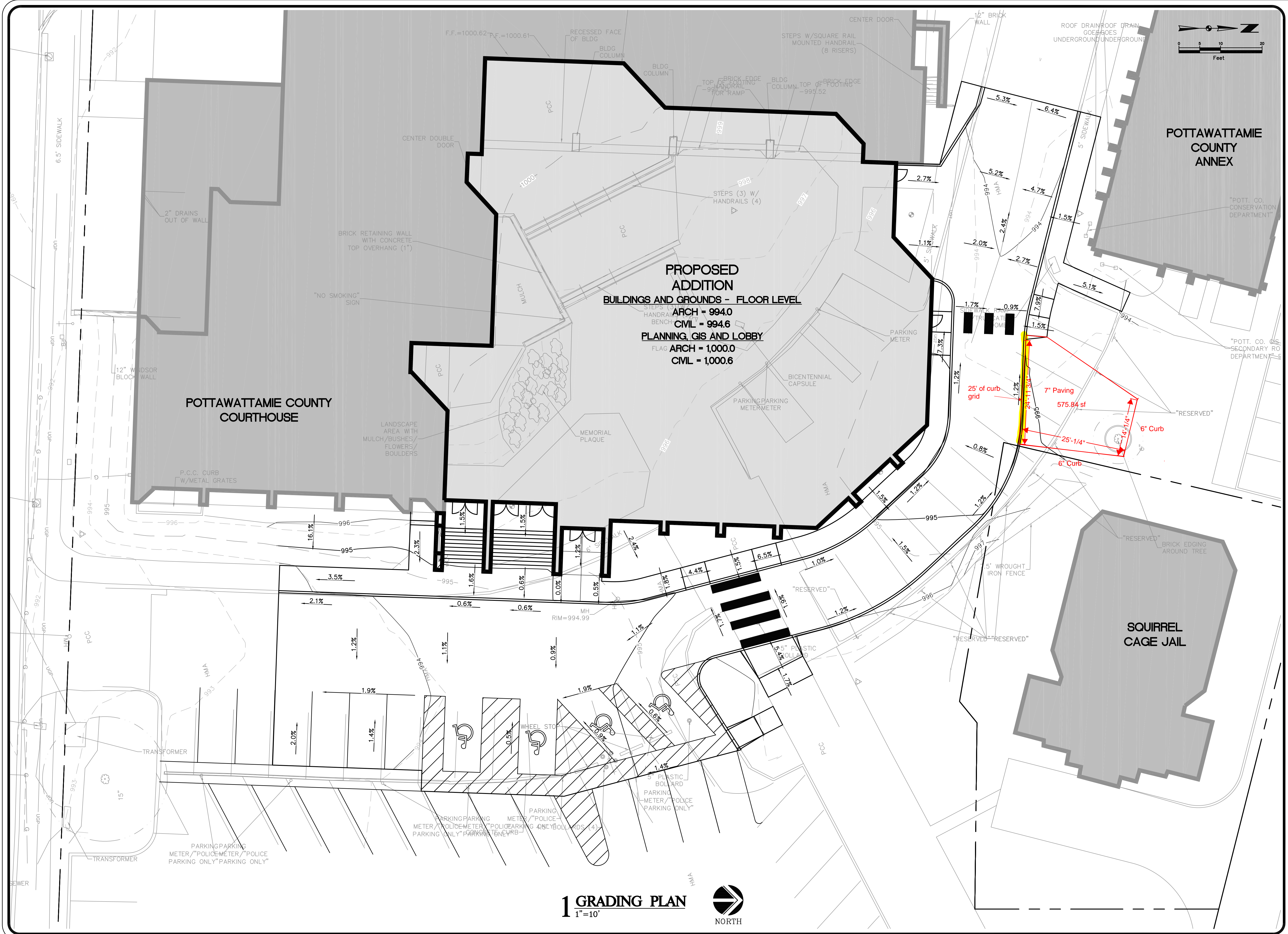
| | |
|-----------|----------|
| DATE | REVISION |
| 8/10/2023 | 0 |

| | | | | | |
|---|--|-------------------|------------------|---|-------|
| | | <h1>PROPOSAL</h1> | | | |
| | | Addenda | Per Plans Dated: | PROJECT | |
| | | n/a | n/a | Concrete Pad | |
| DESCRIPTION | | QUANTITY | UNITS | RATE | TOTAL |
| BUILDING FOUNDATIONS | | 1 | LS | | |
| 7-Inch PCC Paving | | 600 | SF | | |
| INCLUDES: Grading, Forming, Monolithic Curb, Expansion Joint, Tie bars, Cure EXCLUDES: Removals, Joint Seal | | | | | |
| All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will be an extra charge over and above this estimate. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance. | | | | TOTAL BASE BID \$ 6,396.00 | |

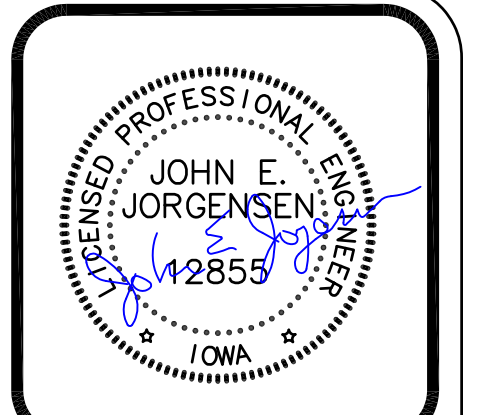
Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be void if not accepted within 10 days. Payment terms are net 10 days, unless otherwise negotiated or shown above.

Acceptance Signature & Date



1 GRADING PLAN
1"=10'



hgm
ASSOCIATES INC.
ENGINEERING ARCHITECTURE SURVEYING
council bluffs omaha

This drawing is being made for use on this project in accordance with hgm associates inc. agreement for professional services. hgm associates inc. shall not be held liable for any errors or omissions in this drawing or for any claims or damages, except in accordance with the terms of the above agreement.

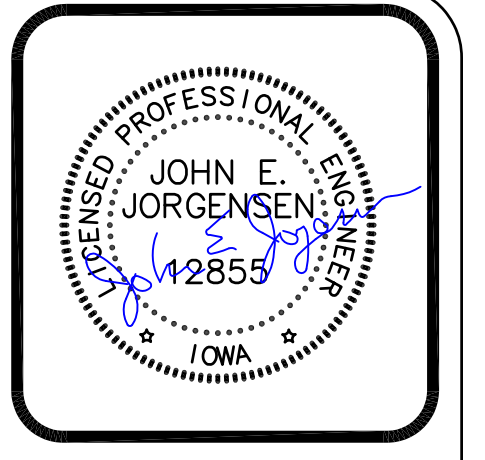
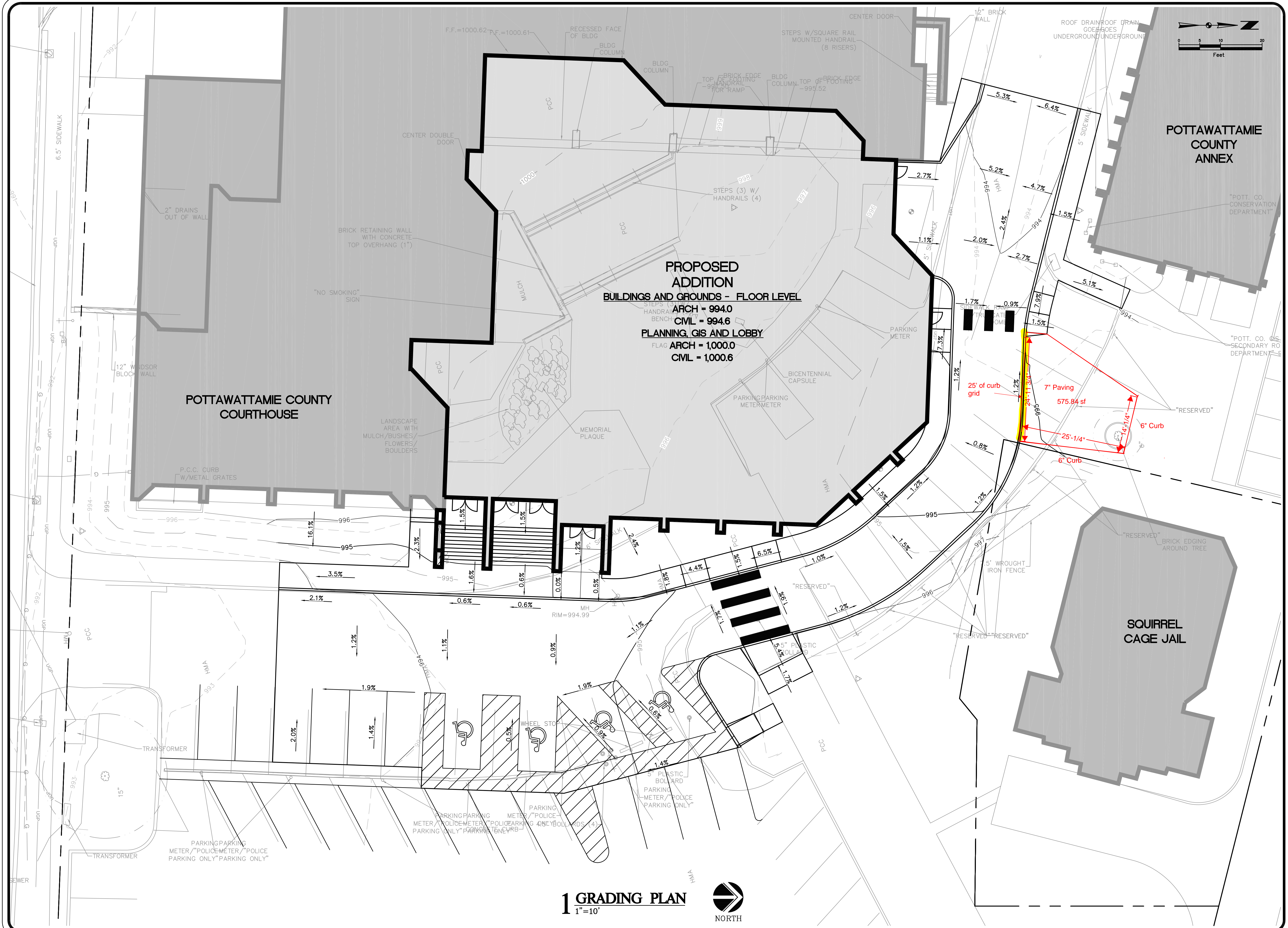
| JNS | date | revision | date |
|-----------|------|----------|------|
| drawn | | | |
| designed | | | |
| approved | | | |
| MAR. 2021 | | | |

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

client **POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS**

sheet **GRADING PLAN**

project no. **107419E**
sheet **C5.0**



hgm
 ASSOCIATES INC.
 ENGINEERING ARCHITECTURE SURVEYING
 council bluffs omaha

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| JNS | date | revision | date |
|-----------|------|----------|------|
| drawn | | | |
| designed | | | |
| approved | | | |
| MAR. 2021 | | | |

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

client: POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS

sheet: **GRADING PLAN**

project no. **107419E**
 sheet **C5.0**

S:\MIDWEST\PROJECTS\107419E_Pottawattamie Courthouse Renovation\107419E GRADING PLAN\107419E GRADING PLAN.dwg
 3/22/21 10:45 AM
 JNS

David Bayer/Chief Information
Officer, Information
Technology and Craig
Carlsen/Public Relations,
Human Resources

**Discussion and/or decision to approve Website
Development Proposal with Neapolitan Labs for county
website refresh.**

Jana Lemrick/Director, Human
Resources and/or Mark
Shoemaker/Director,
Conservation

**Discussion and/or decision to approve new job
description and pay for the position of Chair Lift
Attendant at Mt. Crescent.**

Pottawattamie County, Iowa

Class Description

Title: Chair Lift Attendant
Department: Conservation
Division: N/A

FLSA Status: Non-Exempt
Job Code:
Updated: 08/10/2023

General Definition of Work

This is a seasonal position that runs from December through March. Responsible for assisting in the operation of the chair lift. Meet the expectations of guests, while keeping guest safety a priority. Maintain snow surface at loading and unloading areas as needed as well as scan tickets for access control. The person in this position is overseen by the Site Manager and the Mechanical Operations and Maintenance Manager.

Essential Functions

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

Assist with the coordination and flow of traffic for the ski lift which includes; place stanchions and rope lift mazes to help facilitate crowd flow in an orderly fashion, scan lift tickets and season passes for access control, facilitate the coordination of guests in either pairs or quads to fill the chairs of the lifts, install safety signs before chair lift opens and remove after closing.

Assist in preparing loading and unloading ramps both before the lift opens for guests and after it's closed.

Assist in maintaining loading and unloading surfaces by shoveling and raking snow.

Dress accordingly to be able to perform job duties all day in an outdoor environment during the winter months.

Assist small children when requested by adults. Help both adults and children safely get on and off the chair lift.

Must be polite and helpful to all guests regardless of their ski/snowboard ability level.

Work in other departments when needed. Perform other duties as assigned.

Minimum Qualifications

Must be sixteen (16) years old at the time of hire.

Special Qualifications

- Must be reliable and punctual and have own transportation.
- Be able to work in a cold environment for extended periods of time.
- work as a team and can foster a positive, fun, and safe work environment.
- Flexibility to work during evenings, weekends, and holidays.

Pottawattamie County, Iowa

Class Description

Job Specifications

General knowledge of skiing and snowboarding as well as a chair lift preferred.

Ability to communicate effectively, both orally and in writing.

Ability to understand and follow both oral and written instructions.

Ability to establish and maintain effective working relationships and good rapport with individuals of all ages including supervisors, colleagues, children, and the public.

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 mainly outdoors and requires a considerable amount of physical activity. Duties require the ability to stand for extended periods of time.

Be able to work in a cold environment for an extended period. 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 50 lbs. An incumbent must also be able to use hands and arms to reach and operate shovels, rakes, power tools, and equipment.

Work hours may occasionally be required before or after business hours. 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 children and the public and may be stressful at times.

Jana Lemrick/Director, Human
Resources and/or Mark
Shoemaker/Director,
Conservation

**Discussion and/or decision to approve new job
description and pay for the position of Hospitality and
Guest Services Worker at Mt. Crescent.**

Pottawattamie County, Iowa
Class Description

Title: Hospitality and Guest Services

FLSA Status: Non-Exempt

Department: Conservation

Job Code:

Bargaining Unit/Grade: None/\$13-\$15

Updated: 08/11/2023

General Definition of Work

This is a part time, seasonal front office position that runs through the duration of the ski season. A person in this role will be communicating with guests and handling their inquiries. Answering phones, responding to emails, and handling guests ticketing needs will be the main facets of this position.

Essential Functions

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

Respond to guest inquiries. Accurately answer the inquires and assist guests in whatever information they may need. This will require full knowledge of all activities available.

Must be able to use POS machine, close out the POS terminal, balancing the cash drawer, filling out all paperwork necessary to accurately account for sales.

Assist in keeping track off all front office supplies and retail items. Notify Supervisor of items needing to be restocked as quickly as possible.

Ability to perform all opening and closing tasks daily as required.

Quickly and accurately perform ticketing tasks.

Full knowledge of emergency procedures and protocols.

Assist guests with all aspects of ticketing both in person and on the phone or email, and questions pertaining but not limited to, lift tickets, rental equipment, retail merchandise, season passes, and ski and snowboard school.

Be well-informed of all resort information, work closely with other departments to collaborate on business levels, group business & special events.

Maintaining an orderly and clean work environment.

Provide excellent customer service.

Effectively interact with all management staff and co-workers across all departments to support progress toward the overall organizational goals and objectives.

Pottawattamie County, Iowa
Class Description

Additional tasks include but not limited to, shoveling snow on patio and deck, take out the trash, vacuum, clean the restrooms, wipe tables and counters, clean windows, sweep/vacuum stairs, stock retail items, clean stanchions, dust.

Work in other departments when needed and perform other duties as assigned.

Minimum Qualifications

Must be fourteen (14) years old at the time of hire.

Special Qualifications

Prior Front Office or hospitality experience is preferred.

Must be reliable and punctual and have own transportation.

Work well under pressure, ability to follow policies and procedures, demonstrates ability to work as a team and can foster a positive, fun, and safe work environment.

Flexibility to work during evenings, weekends, and holidays

Job Specifications

3 months of experience working in the snow sports industry or hospitality preferred.

Ability to communicate effectively, both orally and in writing.

Ability to understand and follow both oral and written instructions.

Ability to establish and maintain effective working relationships and good rapport with individuals of all ages including supervisors, colleagues, children, and the public.

Ability to work both indoors and outdoors.

Ability to use Microsoft Office programs such as Word and Excel.

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 primarily indoors and occasionally outdoors. Must have the ability to stand for long periods of time.

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 50 lbs. An incumbent must also possess the hand-eye coordination and manual dexterity necessary to use hands and arms to reach, finger, handle, grasp and feel, and operate the following: kitchen equipment, computers,

Pottawattamie County, Iowa
Class Description

hand tools, and any other pieces of equipment that are used to perform the essential functions of the job.

Work hours may occasionally be required before or after business hours. 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 children and the general public and may be stressful when meeting deadlines.

**Jana Lemrick/Director, Human
Resources and/or Mark
Shoemaker/Director,
Conservation**

Discussion and/or decision to approve pay ranges for the following positions at Mt. Crescent: Kitchen Manager, Kitchen Staff Team Lead, Kitchen Staff Team Member, Chair Lift Operator, Rental Shop Manager, Rental Shop Team Lead, Rental Shop Team Member, Snowmaking Team Lead, Snowmaking Team Member, and Sports School Coordinator.

Mt. Crescent Seasonal Pay

| Position | Pay 2022-2023 | Pay 2023-2024 | Notes/Action |
|-------------------------------------|----------------------|----------------------|----------------------------------|
| Ski/Snowboard Instructor | \$20-\$25 | \$20-\$25 | No changes |
| Kitchen Manager | \$14-\$16 | \$18-\$20 | Proposed pay increase |
| Kitchen Staff Team Lead | \$12-\$14 | \$16-\$18 | Proposed pay increase |
| Kitchen Staff Team Member | \$11-\$12 | \$13-\$15 | Proposed pay increase |
| Rental Shop Manager | \$14-\$16 | \$18-\$20 | Proposed pay increase |
| Rental Shop Team Lead | \$12-\$13 | \$16-\$18 | Proposed pay increase |
| Rental Shop Team Member | \$11-\$12 | \$13-\$15 | Proposed pay increase |
| Chair Lift Operator | \$13-\$14 | \$14-\$16 | Proposed pay increase |
| Chair Lift Attendant | N/A | \$13-\$15 | Proposed new position |
| Snowmaking Team Lead | \$15-\$17 | \$16-\$18 | Proposed pay increase |
| Snowmaking Team Member | \$14-\$16 | \$15-\$17 | Proposed pay increase |
| Sports School Coordinator | \$16 | \$16-\$18 | PT Seasonal/proposed pay change |
| Hospitality & Guest Services Worker | \$11-\$12 | \$13-\$15 | Combine with Ticket Agent/revise |
| Ticket Agent | \$11-\$12 | N/A | Remove position |
| Cleaning & Support Team Member | \$10 | \$12-\$14 | Proposed pay increase |

Jana Lemrick/Director, Human **Resources**

**Recognize David Bayer, Chief Information Officer and
Dixie Wilson, Account Technician for completing NACO
High Performance Leadership Academy.**

Dixie Wilson/Assistant Finance & Tax Officer

Discussion and/or decision to approve/disallow the following applications made to the Assessor's Office: Homestead (approximately 5,600 recommend allowed, 28 recommend disallowed), Military (135 recommend allowed, 15 recommend disallowed), Disabled Veteran Homestead (35 recommend allowed, 1 recommend disallowed), Family Farm (25 recommend allowed, 0 recommend disallowed).

Credit Apps to Auditor

August 3, 2023

| | <u>Recommend Allowed</u> | <u>Recommend Disallowed</u> |
|-----------------------------|--------------------------|-----------------------------|
| Homestead: | approx 5600 | 28 |
| Military: | 135 | 15 |
| Disabled Veteran Homestead: | 35 | 1 |
| Family Farm: | 25 | 0 |

| <u>Disallowed</u> | <u>Credit Type</u> | <u>Reason for Disallowance</u> |
|--------------------------------|--------------------|--|
| 754427158023 | Homestead | Parcel transferred to Danielle Cary on 5-26-2023 |
| 774328300007 | Homestead | Parcel has no dwelling |
| 3103 S 20th St, CB (no parcel) | Homestead | Mobile homes in a mobile home park do not qualify |
| 774136400003 | Homestead | Parcel has no dwelling |
| 774136400001 | Homestead | Parcel has no dwelling |
| 774136400002 | Homestead | Parcel has no dwelling |
| 754416176002 | Homestead | Melvin Gundersen is not on title, divorced from C Jean Gundersen |
| 754420282001 | Homestead | LLC does not qualify |
| 754204129007 | Homestead | Parcel has no dwelling |
| 754315400005 | Homestead | LLC does not qualify |
| 764136400006 | Homestead | LLC does not qualify |
| 754416156005 | Homestead | Parcel has no dwelling |
| 774130101005 | Homestead | Parcel has no dwelling |
| 754333451007 | Homestead | LLC does not qualify |
| 744304252016 | Homestead | Donald Benson is not on title |
| 764312300001 | Homestead | Denise Barrett is not on title. Duane does not live here. |
| 774408100001 | Homestead | Trisha Jones is not on title |
| 774408100001 | Homestead | Trisha Jones is not on title |
| 773909207011 | Homestead | Parcel has no dwelling |
| 754333478006 | Homestead | Joyce White is not on title. |
| 764007300001 | Homestead | Delbert & Delores are deceased. Dennis is son but is not on title. |
| 773909383005 | Homestead | Parcel has no dwelling |
| 744326400009 | Homestead | Already receiving Disabled Veteran Homestead. Does not qualify. |
| 774224401001 | Homestead | Already receiving Disabled Veteran Homestead. Does not qualify. |
| 744319129024 | Homestead | Already receiving Disabled Veteran Homestead. Does not qualify. |
| 744308127005 | Homestead | Already receiving Disabled Veteran Homestead. Does not qualify. |
| 754331428021 | Homestead | Already receiving Disabled Veteran Homestead. Does not qualify. |
| 754319452007 | Homestead | Already receiving Disabled Veteran Homestead. Does not qualify. |

| | | |
|--------------|------------------------|--|
| 744402428004 | Disabled Vet Homestead | Letter provided does not state "permanent and total" |
|--------------|------------------------|--|

| | | |
|--------------|----------|---|
| 774306100004 | Military | DD214 does not indicate separation due to injury, did not serve minimum 18 months. |
| 754333303014 | Military | Per Veteran's Service Office, this certificate does not qualify for this exemption. |
| 744201479005 | Military | National Guard less than 20 years, no active duty service. |
| 744304202003 | Military | Active duty training does not qualify. |
| 754332128014 | Military | National Guard less than 20 years, no active duty service. |
| 763828400002 | | |
| 763828400004 | Military | Must be a resident of Iowa to qualify. |
| 763832400006 | | |
| 744305327008 | Military | Did not serve during eligible service period, nor for minimum of 18 months. |
| 754332130001 | Military | National Guard less than 20 years, no active duty service. |
| 754427451018 | Military | Active duty training does not qualify. |
| 744304452001 | Military | Application is not signed. |
| 764216254005 | Military | Per Veteran's Service Office, this certificate does not qualify for this exemption. |
| 754428432006 | Military | Per Veteran's Service Office, no other DD214 exists. Active duty training does not qualify. |
| 754333452010 | Military | Per Veteran's Service Office, this documentation does not qualify for this exemption. |
| 754427192007 | Military | DD214 was not recorded |

Committee Appointments

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

Received/Filed

Public Comments