

Consent Agenda

February 6, 2024

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M at the Veterans Services Building (due to construction in the Board of Supervisors Hearing Room). All members, except Supervisor Shea present. Chairperson Miller presiding.

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. January 30, 2024, Minutes as read.
- B. Renewal of Class C Retail Liquor License, granting privileges of Class C Retail Liquor License for Palace Event Center, LLC d/b/a Palace Event Center, Treynor.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Belt, second by Jorgensen, to canvass the Macedonia City Council Special Election, and to authorize Auditor to pay election costs.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve and sign project plans for L-2022-(DUMFRIES) – 73-78 and L-2022(240TH) - - 73-78 and set bid opening for 10 A.M. on February 27, 2024.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve and authorize the Board to sign **Resolution No. 15-2024**, entitled: Bridge Embargo.

RESOLUTION 15-2024

BRIDGE EMBARGO

WHEREAS: The Board of Supervisors is empowered under authority of Sections 321.236 Sub. (8), 321.255 and 321.471 to 321.479 to prohibit the operation of vehicles or impose limitations as to the weight thereof on designated highways or highway structures under their jurisdiction, and

WHEREAS: the County Engineer has completed (or has caused to be completed) the Structure Inventory and Appraisal of certain county bridges, in accordance with the National Bridge Inspection Standards and has determined (or it has been determined) that they are inadequate for two-lane legal loads at allowable operating stress.

NOW, THEREFORE, BE IT RESOLVED by the Pottawattamie County Board of Supervisors that vehicle and load limits be established and that signs be erected advising of the permissible maximum weights thereof on the bridges listed, as follows:

Structure Number	Feature Crossed	Location	Load Limit (Tons) All Vehicles
BO 15	Potato Creek	Sec. 24, T. 77, R. 43	22,32,33
BO 18	Pigeon Creek	Sec. 26, T 77, R 43	22,32,32 One Lane
BO 19	Pigeon Creek	Sec. 27, T 77, R 43	18,26,35, One Lane
CA 03	Trib. To West Nish. River	Sec 27, T 75, R 40	21,31,31
CE 03	Grabill Creek	Sec. 3, T 75, R 39	16,23,23
CE 15	Grabill Creek	Sec. 16, T 75, R 39	20,24,25 One Lane
CE 21	Jordan Creek	Sec. 23, T. 75, R. 39	25,36,40
GA 07	Indian Creek	Sec. 8, T 75, R 43	12,15,15
GR 02	Jordan Creek	Sec. 3, T 74, R 39	17,26,33
GR 05	Grabill Creek	Sec. 6, T. 74, R. 39	21,29,30 One Lane
GR 12	Jordan Creek	Sec. 17, T. 74, R 39	7 Tons All Vehicles, One Lane
HA 01	Keg Creek	Sec. 1, T. 75, R. 42	25,36,39
HA 11	Small Stream	Sec. 17, T 75, R 42	17,24,24 One Lane
JA 03	Small Stream	Sec. 3, T. 76, R. 40	23,30,39, One Lane
KC 06	Small Stream	Sec. 17, T 74, R 42	21,31,40
KC 15	Keg Creek	Sec. 28, T. 74, R. 42	25,36,39

LI 11	Walnut Creek	Sec. 15, T. 76, R. 38	22,35,40
MA 09	West Nishnabotna River	Sec. 21, T. 74, R. 40	38,40,48
MA 10	Grabill Creek	Sec. 24, T. 74, R. 40	12,19,23 One Lane
MA 11	Grabill Creek	Sec. 25, T. 74, R. 40	21,32,38
MI 01	Keg Creek	Sec. 2, T. 77, R. 41	23,32,32
NE 20	Mosquito Creek	Sec. 25, T. 77, R. 42	25,36,39
RO 06	Drainage Ditch	Sec. 9, T. 77, R. 44	25,36,40
RO 16	Honey Creek	Sec. 34, T. 77, R. 44	24,36,38
SC 18	Mud Creek	Sec. 25, T. 74, R. 41	25,36,40
SC 31	Mud Creek	Sec. 36, T. 74, R. 41	16,22,28
VA 29	Small Stream	Sec. 22, T. 76, R. 39	19,25,25
WR 01	Walnut Creek	Sec. 3, T. 75, R. 38	9,15,15, One Lane
WS 12	Little Silver Creek	Sec. 18, T. 75, R. 41	21,30,30, One Lane
WS 26	Middle Silver Creek	Sec. 17, T. 75, R. 41	21,30,30
WS 28	Small Stream	Sec. 23, T. 75, R. 41	20,31,31
WS 31	Silver Creek	Sec. 26, T. 75, R. 41	3 Tons All Vehicles, One Lane
WS 42	Silver Creek	Sec. 35, T. 75, R. 41	18,22,22
WV 06	Drainage Ditch	Sec. 12, T. 74, R. 38	17,24,31, One Lane
WV 12	Indian Creek	Sec. 17, T. 74, R. 38	25,26,35
YO 20	IAIS RR	Sec. 20, T. 76, R. 41	21,32,38
YO 28	Little Silver Creek	Sec. 27, T. 76, R. 41	25,36,40
CE 23	Jordan Creek	Sec. 24, T. 75, R. 39	One Lane
JA 04	Silver Creek	Sec. 4, T. 76, R. 40	One Lane
JA 10	Small Stream	Sec. 10, T. 76, R. 40	One Lane
LI 01	Small Stream	Sec. 3, T. 76, R. 38	One Lane
LY 21	Small Stream	Sec. 3, T. 77, R. 38	One Lane
MI 04	Mosquito Creek	Sec. 7, T. 77, R. 41	One Lane
NE 22	Pigeon Creek	Sec. 30, T. 77, R. 42	One Lane
NE 28	Small Stream	Sec. 35, T. 77, R. 42	One Lane
SC 20	Silver Creek	Sec. 28, T. 74, R. 41	One Lane
VA 18	Small Stream	Sec. 17, T. 76, R. 39	One Lane
VA 20	Small Stream	Sec. 17, T. 76, R. 39	One Lane
VA 30	Grabill Creek	Sec. 23, T. 76, R. 39	One Lane
WV 13	Drainage Ditch	Sec. 17, T. 74, R. 38	One Lane
YO 29	Little Silver Creek	Sec. 28, T. 76, R. 41	One Lane
CR 16	Pigeon Creek	Sec. 34, T. 76, R. 44	Bridge Closed

Dated this 6th day of February 2024.

ROLL CALL VOTE

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

ATTEST: _____
Melvyn Houser, County Auditor

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

3. OTHER BUSINESS

Motion by Wichman, second by Jorgensen, to approve bonding for all Elected Officials and Deputy County Officers, Clerks, and Cashiers and the amounts as follows: Auditor \$20,000, Board of Supervisors \$20,000, Assessor \$20,000, Attorney \$20,000, Recorder \$20,000, Sheriff \$20,000, Treasurer \$50,000, Engineers \$2,000, Deputy County Officers, Clerks and Cashiers \$20,000
UNANIMOUS VOTE. Motion Carried.

4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

Discussion only. No action taken.

5. RECEIVED/FILED

A. Salary Action(s):

- 1) Environmental Health – Payroll status change for Tracy Nosekabel.
- 2) Communications – Payroll status change for Merissa Cox and Katherine Ritschard.
- 3) Crescent Ridge Ski Hill – Payroll status change for Mallory Kjelgaard, Mary Graeve, Caden Reece, Charles Starkovich, Quinn Boland, and Ameila Chapdelaine.

B. Out of State Travel Notification(s):

- 1) Public Health – Out of State Travel Notifications for Maria Torres.
- 2) Jail – Out of State Notifications for Kenneth Loghry, Riley Jones, Trish Bernhards, Shannon Holman, and Megan Albers.

C. Report(s):

- 1) Recorder Fee Book for January 2024.

6. PUBLIC COMMENTS

The following individuals appeared before the Board:
Matthew Spaccapaniccia and Julie Drennen.

The Board recessed at 10:28 A.M. and reconvened at the Burr Oak room located on the first floor of the Courthouse for the scheduled Closed Session and Budget Study Session.

7. BUDGET STUDY SESSION

Mitch Kay/Chief Financial Officer appeared before the Board for a Budget Study Session.
Discussion only. No action taken.

8. CLOSED SESSION

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

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

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

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

9. ADJOURN

Chairperson Miller adjourned the meeting at 1:13 P.M.

Susan Miller, Chair

ATTEST:

Melvyn Houser, County Auditor

APPROVED: February 13, 2024

PUBLISH: X

I, Melvyn Houser, Auditor of Pottawattamie County, verify the following to be a correct copy of all claims allowed by the Pottawattamie County Board of Supervisors for the month of January 2024.

Vendor Name	Payable Description	Total Payments
20 W MAIN LLC	PROF SVC - SHERIFF	250.00
3RD DEGREE SCREENING INC	PROF SVC - HR	71.30
4IMPRINT INC	SUPPLIES - PUB HEALTH	3,575.02
4J LAND & CATTLE LLC	LANDSCAPING - EAST POTT SWCD	14,225.03
911 CUSTOM LLC	SUPPLIES - JAIL	27,610.00
92 WEST	PROF SVC - CR SKI HILL	420.00
A RAYMOND PLUMBING INC	PROF SVC - JAIL	2,674.00
ABBIE ASHCRAFT	REIMB EXP - SWIA MHDS REGION	102.44
ABLE LOCKSMITHS	PROF SVC - CR SKI HILL	203.40
ACCESS TECHNOLOGIES INC	PROF SVC - SWIA MHDS REGION	129.93
ACME RESTORATIONS INC	PROF SVC - SHERIFF	3,188.91
ADAM KLEIN	REIMB EXP - IT	43.95
ADVANCE SOUTHWEST IOWA CORPORATION	PROF SVC - BOARD	40,111.25
AGRILAND FS INC	FUEL - B&G	4,591.49
AGRIVISION GROUP LLC	ROADS/EQUIPMENT	9,678.17
AHLERS & COONEY PC	PROF SVC - NON-DEPARTMENTAL	1,307.00
AIRGAS INC	ROADS/SUPPLIES	348.04
ALEGENT CREIGHTON CLINIC	MED SVC - SHERIFF	2,284.00
ALEGENT CREIGHTON CLINIC	MED SVC - SWIA MHDS REGION	1,987.70
ALEGENT HEALTH BERGAN MERCY HEALTH SYSTEM	MED SVC - JAIL	179.53
ALEGENT HEALTH BERGAN MERCY HEALTH SYSTEM	MED SVC - JAIL	14,530.90
ALEXANDER AHRENHOLTZ	PROF SVC - CR SKI HILL	2,082.00
ALL COPY PRODUCTS INC	PROF SVC - WIC	44.88
ALLEY POYNER MACCHIETTO ARCHITECTURE INCORPORATED	PROF SVC - NON-DEPARTMENTAL	15,052.50
ALUVII INC	LICENSE - CR SKI HILL	50.00
AMAZON CAPITAL SERVICES INC	SUPPLIES - CONSERVATION/CR SKI HILL	16,022.74
AMERICAN NATIONAL BANK	MO BILL - JAIL	22,571.74
AMY JOBE	REIMB EXP - SWIA MHDS REGION	1,030.90
ANCHOR HOMES INC	COMMUNITY LIVING - SWIA MHDS REGION	12,562.75
ANDMARK HIDDEN BLUFFS APARTMENTS LLC	RENT ASSIST - GA	618.00
ANDREA C FREENY	TRANSCRIPTS - CO ATTORNEY	119.00
APPLIED US LP	SUPPLIES - CR SKI HILL	173.07
ARAMARK UNIFORM & CAREER APAREL GROUP INC	SUPPLIES - JAIL	65,509.65
ARROW TOWING INC	PROF SVC - SHERIFF	55.00
ASHLEY GRAY	REIMB EXP - SWIA MHDS REGION	91.70
AUTUMN PARK OF SHENANDOAH	RENT - SWIA MHDS REGION	50.00
AVI SYSTEMS INC	ROADS/HARDWARE	145,557.74
AVOCA BUILDING MATERIAL CENTER INC	SUPPLIES - CONSERVATION	189.91
BARBARA CHENEY	REIMB EXP - SWIA MHDS REGION	77.29
BAUER BUILT INC	PROF SVC - SHERIFF	126.89
BENNETT REFRIGERATION INC	PROF SVC - JAIL	262.76
BILLS WATER CONDITIONING INC	MO BILL - JAIL	589.60
BISHOP BUSINESS EQUIPMENT COMPANY	PROF SVC - JAIL	431.00
BLACK HILLS UTILITY HOLDING	MO BILL - B&G	5,558.04
BOB BARKER COMPANY INC	SUPPLIES - JAIL	1,485.90
BODE DUE INC	ROADS/TIRES	316.00
BOLEYN LAW PC	GUARD/CONSERVATOR - SWIA MHDS REGION	750.00
BOLTON & MENK INC	DRAINAGE - C&R - PROF SVC	22,510.40
BOMGAARS SUPPLY INC	SUPPLIES - CONSERVATION/CR SKI HILL	2,024.99
BOUND TREE MEDICAL LLC	SUPPLIES - CR SKI HILL	20.49
BOYD JONES CONSTRUCTION COMPANY	PROF SVC - NON-DEPARTMENTAL	888,016.59
BP ENTERPRISES INC	PROF SVC - SHERIFF	194.97
BREDA TELEPHONE CORPORATION	MO BILL - COMMUNICATIONS	734.00
BRENDA R HENRY-SCHREIBER	SUPPORT SVC - SWIA MHDS REGION	250.00
BRENDA WINDMULLER	MEETING - BOARD	160.00
BRETT LARSON	MEETING - PLANNING	37.06
BRIAN MILLER	REIMB EXP - SHERIFF	256.78
BRIAN MCMILLIN	PROF SVC - BOARD	1,250.00
BRIAN SHEA	REIMB EXP - BOARD	1,056.52
BRIGHTLY SOFTWARE INC	PROF SVC - IT	13,833.85
BROADWAY FAMILY & COSMETIC DENTISTRY	MED SVC - JAIL	589.00
BURGESS HEALTH CENTER	CRISIS RESP - SWIA MHDS REGION	12,000.00
BUSINESS CLEANING SOLUTIONS INC	PROF SVC - CONSERVATION/SKI HILL	1,776.00
C & J INDUSTRIAL SUPPLY INC	PROF SVC - JAIL	336.50
CAPITAL SANITARY SUPPLY CO INC	SUPPLIES - JAIL	1,418.97
CASS COUNTY (IA)	MHA - SWIA MHDS REGION	6,837.74
CDW LLC	SUPPLIES - COMMUNICATIONS	127.91
CENTRO LATINO OF IOWA	PROF SVC - PUB HEALTH	6,328.13
CENTURY LINK COMMUNICATIONS LLC	MO BILL - IT	690.18
CENTURYLINK INC	ROADS/UTILITIES	1,315.96
CHAPEL RIDGE OF COUNCIL BLUFFS LP	RENT ASSIST - GA	1,000.00
CHASITY KEPHART	REIMB EXP - SWIA MHDS REGION	22.27
CHEELECTRIC	PROF SVC - JAIL	7,112.22
CHESTERMAN CO	SUPPLIES - CR SKI HILL	1,802.32
CHRIS SWENEY	PROF SVC - JAIL	3,102.00
CHRISTIAN HOME ASSOCIATION	PROF SVC - DHS	5,971.20
CHRISTINE CIRCO	REIMB EXP - CO ATTORNEY	510.00

CHRISTOPHER JON ELLIOTT	MED SVC - MED EXAMINER	6,666.67
CHS INC	FUEL - EMA	115.37
CIMPRESS USA INCORPORATED	SUPPLIES - VA	762.90
CINTAS CORPORATION NO 2	ROADS/SUPPLIES	5,333.07
CITY OF COUNCIL BLUFFS	PROF SVC - EMA	16,332.00
CITY OF HANCOCK	MO BILL - CONSERVATION	335.67
CITY OF LOGAN	RENT - WIC	100.00
CITY OF OAKLAND	MO BILL - ENV HEALTH	25.00
CITY OF ONAWA	RENT - WIC	120.00
CLARK BOLEN INC	PROF SVC - CO ATTORNEY	752.50
COLORVISION NEXT GEN II	ROADS/SUPPLIES	204.11
COLUMN SOFTWARE PBC	PUBLICATIONS - BOARD	2,245.64
COMMERCIAL FARM INDUSTRIAL TIRE SERVICE INC	PROF SVC - SHERIFF	1,834.00
CONCERNED INC	COMM LIVING - SWIA MHDS REGION	218.39
CONTROL MANAGEMENT INC	PROF SVC - JAIL	606.00
COREY LITTLE	REIMB EXP - JAIL	251.62
CORNHUSKER INTERNATIONAL TRUCKS INC	ROADS/PARTS	28.28
CORPORATE TRANSLATION SERVICES INC	PROF SVC - WIC	215.88
COUNCIL BLUFFS WATER WORKS	MO BILL - JAIL	5,039.58
COUNTRY CARE CENTER CORPORATION	RCF - SWIA MHDS REGION	95,306.40
COUNTY ZONING OFFICIALS OF IOWA (COZO)	MEMBERSHIP - PLANNING	150.00
COX COMMUNICATIONS INC	MO BILLING - VARIOUS	6,165.15
CREDIT BUREAU OF COUNCIL BLUFFS INC	PROF SVC - SHERIFF	51.00
CROWL PROPERTY MANAGEMENT INC	RENT ASSIST - GA	1,000.00
CRYSTAL CLEAR WATER INC	MO BILL - RECORDER	50.50
CUMMINS INC	ROADS/TOOLS	1,460.18
CURTIS FISCHER	DRAINAGE - PONY CREEK - PROF SVC	350.00
D M G INC	SUPPLIES - B&G	881.33
DANELLE BRUCE	REIMB EXP - SWIA MHDS REGION	177.51
DANIEL SCOTT EASTON	LANDSCAPING - EAST POTT SWCD	4,790.25
DAVES PLACE LLC	COMMUNITY LIVING - SWIA MHDS REGION	24,186.58
DAVID A MUELL	TOWNSHIP - BOARD	240.00
DAVID W COBERLY SR	PROF SVC - JAIL	682.15
DEBBIE SCHULER	REIMB EXP - SWIA MHDS REGION	49.45
DECISIONPOINT SYSTEMS INC	EQUIP - CR SKI HILL	231.66
DEL HUSZ	DRAINAGE - PONY CREEK - PROF SVC	350.00
DELL MARKETING LP	EQUIP - PUB HEALTH	25,007.66
DEVIN KOESTERS	REIMB EXP - IT	110.04
DIAMOND OIL COMPANY	FUEL - CR SKI HILL	5,119.57
DISTRICT IV RECORDERS ASSOCIATION	DISTRICT DUES - RECORDER	100.00
DMC FLEET SERVICES	PROF SVC - SHERIFF	192.03
DOI BUREAU OF LAND MANAGEMENT	PROF SVC - CONSERVATION	900.00
DOLL DISTRIBUTING LLC	SUPPLIES - CR SKI HILL	5,288.80
DOLORES SILKWORTH	MEETING - PLANNING	34.38
DONALD ANGEROTH	RENT ASSIST - GA	500.00
DONALD NIELSON	PUBLICATIONS - BOARD	1,845.66
DONALD NIELSON	PUBLICATIONS - BOARD	2,516.93
DONALD W MATHEWS	PROF SVC - SHERIFF	7,976.59
DOUGLAS COUNTY (NE)	SVC FEES - BOARD	900.00
DOUGLAS MCLANEN	PROF SVC - CONSERVATION	1,100.00
DRAKE WILLIAMS STEEL INC	SUPPLIES - CR SKI HILL	1,110.00
ECHO GROUP INC	SUPPLIES - JAIL	1,142.69
ECHOSAT INC	ROADS/UTILITIES	224.75
EDWARDS MOTORSPORTS LLC	SUPPLIES - CONSERVATION	68.86
ELECTION SYSTEMS & SOFTWARE LLC	PROF SVC - AUDITOR	1,786.75
ELLIPSIS INC	PROF SVC - DHS	1,446.15
ENVOY INC	PROF SVC - SWIA MHDS REGION	919.80
ERICH RACHWITZ	MED SVC - SHERIFF	1,092.28
EVIZZIT LLC	MH SVC - SWIA MHDS REGION	1,944.86
FARM SERVICE COOPERATIVE	ROADS/FUEL	82,217.51
FARMERS MUTUAL COOPERATIVE TELEPHONE COMPANY	MO BILL - CONSERVATION	704.73
FASTENAL COMPANY	SUPPLIES - JAIL	38.44
FEEDLOT SERVICE CO	ROADS/MATERIALS	628.00
FERGUSON US HOLDINGS INC	SUPPLIES - JAIL	184.32
FIELD DAY DEVELOPMENT LLC	PROF SVC - NON-DEPARTMENTAL	4,736.25
FIKES COMMERCIAL HYGIENE LLC	ROADS/UTILITIES - KEG CRK	475.65
FIRST WIRELESS INC	EQUIP - NON-DEPARTMENTAL	79,439.00
FMTC SWT INC	ROADS/UTILITIES	122.45
FORMSTACK ACQUISITION CO	SUPPLIES - WIC	5,688.00
FORRISTCRETE CUSTOM CONCRETE LLC	PROF SVC - CR SKI HILL	152,455.00
FOX 5 FARMS LTD	LANDSCAPING - EAST POTT SWCD	3,895.43
FRONTIER COMMUNICATIONS OF IOWA LLC	MO BILL - COMMUNICATIONS	413.81
GARY RHOADES	PROF SVC - CONSERVATION	250.00
GENERAL FIRE AND SAFETY EQUIPMENT CO OF OMAHA	PROF SVC - JAIL	231.00
GENERAL PARTS LLC	PROF SVC - JAIL	331.20
GENIE SERVICES	PROF SVC - PUB HEALTH	165.00
GENUINE PARTS COMPANY INC	SUPPLIES - SHERIFF	153.69
GINA HUEBNER	REIMB EXP - SWIA MHDS REGION	125.76
GLAZERS INC	SUPPLIES - CR SKI HILL	212.90
GOVCONNECTION INC	PROF SVC - IT	12,636.92

GRACE UNITED METHODIST CHURCH	RENT - WIC	40.00
GRAHAM TIRE CO OF LINCOLN LLC	PROF SVC - SHERIFF	1,508.64
GRASS PAD INC	PROF SVC - CONSERVATION	328.50
GREAT AMERICA FINANCIAL SERVICES CORPORATION	PROF SVC - SWIA MHDS REGION	265.98
GREAT PLAINS PEST SERVICES INC	PROF SVC - B&G	325.00
GREAT PLAINS UNIFORMS	PROF SVC - SHERIFF	2,466.07
GRP & ASSOCIATES INC	PROF SVC - JAIL	216.00
GUARDIANS OF NORTHEAST IOWA INC	SUPPORT SVC - SWIA MHDS REGION	750.00
GUYER MACHINE SHOP INC	ROADS/REPAIR	791.15
HARRISON COUNTY (IA)	TRANSPORT - SWIA MHDS REGION	849.39
HARRISON COUNTY HOMEMAKERS	MED SVC - SWIA MHDS REGION	1,717.89
HARRISON COUNTY RURAL ELECTRIC COOPERATIVE	MO BILL - COMMUNICATIONS	521.39
HAWKEYE TRUCK EQUIPMENT CO INC	ROADS/SUPPLIES	1,615.93
HEARTLAND FAMILY SERVICE	ACT - SWIA MHDS REGION	179,885.40
HEARTLAND TIRES AND TREADS INC	ROADS/TIRES	2,840.00
HENRY SCHEIN INC	SUPPLIES - JAIL	893.14
HGM ASSOCIATES INC	PROF SVC - NON-DEPARTMENTAL	17,097.38
HILDRETH LANDSCAPE INC	PROF SVC - NON-DEPARTMENTAL	12,968.00
HILLCREST FAMILY SERVICES	RCF - SWIA MHDS REGION	8,273.67
HOLTZ SERVICE & SMALL ENGINE LLC	ROADS/SUPPLIES	97.41
HOTSY EQUIPMENT CO	ROADS/SERVICE - UNDERWOOD	909.05
HS MEDICAL BILLING SERVICES INC	PROF SVC - PUB HEALTH	511.32
HY VEE INC	PRESCRIPTIONS - JAIL	156.81
IMPRINTS INC	SUPPLIES - CR SKI HILL	627.50
INDOFF INCORPORATED	SUPPLIES - AUDITOR	723.18
INFOSAFE SHREDDING LLC	MO BILL - DHS	756.00
INGERSOLL RAND INDUSTRIAL US INC	ROADS/TOOLS	17,148.59
INSIGHT PUBLIC SECTOR	LICENSE - MED EXAMINER	34.53
INTAB LLC	SUPPLIES - AUDITOR	419.73
IOBP (INSTITUTE OF BUSINESS PUBLICATIONS)	MEMBERSHIP - HR/RISK	265.00
IOWA ACADEMY OF TRIAL LAWYERS	MEMBERSHIP - CO ATTORNEY	400.00
IOWA ASSOCIATION OF COUNTY CONSERVATION BOARDS	FALL CONFERENCE - CONSERVATION	20,000.00
IOWA COMMUNITIES ASSURANCE POOL	INSURANCE - BOARD	32.00
IOWA COUNTY RECORDERS ASSOCIATION	DUES - RECORDER	250.00
IOWA DEPARTMENT OF TRANSPORTATION	ROADS/SUPPLIES	1,319.75
IOWA MUNICIPALITIES WORKERS COMPENSATION ASSOCIATION	WORK COMP - BOARD	24,970.00
IOWA PRISON INDUSTRIES	SUPPLIES - CR SKI HILL	53.80
IOWA STATE ASSOCIATION OF COUNTIES	REGISTRATION - SWIA MHDS REGION	1,795.00
IOWA STATE ASSOCIATION OF COUNTY AUDITORS	REGISTRATION - AUDITOR	210.00
IOWA STATE SHERIFFS & DEPUTIES ASSOCIATION	MEMBERSHIP - JAIL	50.00
IOWA WASTE SERVICES HOLDING INC	MO BILL - JAIL	3,608.39
IOWA WASTE SERVICES HOLDINGS INC	PROF SVC - ENV HEALTH	2,800.88
IOWA WEED COMMISSIONERS ASSOCIATION	ROADS/REGISTRATIONS	454.00
IVAN DELGADO	MED SVC - JAIL	7,209.00
J & R LIQUOR LLC	SUPPLIES - CR SKI HILL	2,087.49
J P COOKE COMPANY	SUPPLIES - ANIMAL CONTROL	869.80
JACKSON SERVICES INC	SUPPLIES - B&G	929.89
JAMIE/AMY CASSON	PROF SVC - SHERIFF	2,257.22
JARROD MCINTYRE	RENT ASSIST - GA	1,100.00
JASON NEIGHBORS	ROADS/REIMB	74.39
JDW MIDWEST LLC	PROF SVC - PLANNING	2,860.00
JEFFERSON FARM & AUTO LLC	PROF SVC - CONSERVATION	25.70
JEFFREY JORGENSEN	REIMB EXP - BOARD	223.14
JEFFREY W ANDERSEN	ROADS/TIRES	6,355.57
JEFFS WASH & GLO	PROF SVC - SHERIFF	200.00
JEREDITH BRANDS LLC	MO BILL - B&G	13,625.64
JEREMY YOST	REIMB EXP - CONSERVATION	36.84
JESSICA TOOLEY	TOWNSHIP - BOARD	560.00
JILL CHAPMAN	MEETING - PLANNING	61.18
JODIE BECKMAN	REIMB EXP - AUDITOR	17.69
JOHN DEERE FINANCIAL	ROADS/PARTS	733.72
JOHN HEITHOFF	LEGAL REP - SWIA MHDS REGION	1,737.40
JOHN J FISCHER	LANDSCAPING - WEST POTT SWCD	1,125.00
JOHN MACKNIGHT	PROF SVC - CO ATTORNEY	100.00
JON THOMAS	MED SVC - JAIL	7,500.00
JONES AUTOMOTIVE INC	PROF SVC - JAIL	20,355.31
JP BORING CO	PROF SVC - ENV HEALTH	9,542.50
JP LUMBER INC	SUPPLIES - CONSERVATION	559.03
KAYLA SMEAL	REIMB EXP - JAIL	378.64
KENDRA OLSON	LEGAL SVC - SWIA MHDS REGION	210.00
KERRIE SNYDER	REIMB EXP - CO ATTORNEY	270.00
KONE INC	PROF SVC - JAIL	1,257.69
KRIS WOOD	REIMB EXP - WIC	110.00
KRISTINA M RICHEY	REIMB EXP - SWIA MHDS REGION	330.78
KRONOS SAASHR INC	PROF SVC - IT	1,085.76
L & M PHARMACY CARE LLC	PRESCRIPTIONS - SWIA MHDS REGION	8.00
LANGUAGE LINE SERVICE INC	PROF SVC - JAIL	207.90
LARRY PILLING ESTATE	LANDSCAPING - EAST POTT SWCD	4,401.48
LARRY VANFOSSAN	RENT ASSIST - GA	700.00
LARSEN SUPPLY CO	SUPPLIES - B&G	1,259.92

LEA A VOSS	REIMB EXP - TREASURER	239.95
LEADS ONLINE LLC	PROF SVC - SHERIFF	4,442.00
LEE BHM CORP	PUBLICATIONS - BOARD	2,562.74
LYNN LEADERS	MEETING - PLANNING	50.46
MAC INVESTMENTS INC	RENT ASSIST - GA	1,150.00
MAIL SERVICES LLC	PROF SVC - TREASURER	3,386.47
MALINA DOBSON	REIMB EXP - CO ATTORNEY	270.00
MARILYN KENNEDY	REIMB EXP - AUDITOR	99.43
MARNE & ELK HORN TELEPHONE COMPANY	MO BILL - COMMUNICATIONS	543.87
MAXILL INC	SUPPLIES - JAIL	900.00
MCCLAIN FAMILY IRREVOCABLE TRUST	LANDSCAPING - EAST POTT SWCD	917.13
MCCLURE ENGINEERING	ROADS/SERVICE	15,887.50
MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	SUPPLIES - PUB HEALTH	2,795.30
MCLAUGHLIN SEPTIC & PORTABLES	PROF SVC - CR SKI HILL	255.00
MCMULLEN FORD INC	PROF SVC - CONSERVATION	787.76
MEAAD HOLDING LLC	RENT - PUB HEALTH	3,247.30
MENARDS INC	SUPPLIES - CR SKI HILL	4,601.09
MERCHANTS BONDING COMPANY (MUTUAL)	BONDING - BOARD	100.00
MERYLE W OSBORN	LANDSCAPING - WEST POTT SWCD	6,925.80
METAL LOGOS & MORE	PROF SVC - BOARD	3,729.20
MICHAEL ENEWOLD	DRAINAGE - PONY CREEK - PROF SVC	350.00
MICHAEL ROYCE	RENT ASSIST - GA	1,000.00
MICHAEL TODD & COMPANY INC	ROADS/SUPPLIES	257.78
MICHELLE SHEW	WELL SVC - ENV HEALTH	295.00
MICROFILM IMAGING SYSTEMS INC	PROF SVC - AUDITOR	7,940.42
MIDAMERICAN ENERGY COMPANY	MO BILL - B&G	29,867.60
MIDLANDS HUMANE SOCIETY	PROF SVC - ANIMAL CONTROL	7,335.28
MIDWEST CARD & ID SOLUTIONS LLC	PROF SVC - EMA	8,010.00
MIDWEST MEDICAL AND SAFETY INC	SUPPLIES - JAIL	117.20
MIRANDA WACHTER	REIMB EXP - SWIA MHDS REGION	162.44
MMB LLC	ROADS/PARTS	3,158.38
MONARCA ENTERPRISE LLC	RENT - SWIA MHDS REGION	700.00
MONONA COUNTY (IA)	PRESCRIPTIONS - SWIA MHDS REGION	851.74
MOSAIC	COMM LIVING/RENT - SWIA MHDS REGION	5,532.24
MUCK INC	WELL CLOSURE - EAST POTT SWCD	200.00
MURPHY HEAVY CONTRACTING CORPORATION	ROADS/ROCK	65,805.00
MURPHY TRACTOR & EQUIPMENT	ROADS/EQUIPMENT	73,350.00
MYRA NIXON	REIMB EXP - RECORDER	66.68
NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NAC	REGISTRATION - PUB HEALTH	1,500.00
NATIONAL ASSOCIATION OF LOCAL BOARDS OF HEALTH (NALBOH)	MEMBERSHIP - PUB HEALTH	350.00
NATIONAL WIC ASSOCIATION	MEMBERSHIP - WIC	50.00
NCH CORPORATION	PROF SVC - B&G	849.90
NEBRASKA IOWA INDUSTRIAL FASTENERS CORP	SUPPLIES - CR SKI HILL	80.12
NEOLA TIRE INC	SUPPLIES - CONSERVATION	334.00
NICHOLAS GROBE	LANDSCAPING - EAST POTT SWCD	9,654.58
NINA HOANG	REIMB EXP - JAIL	22.44
NISHNA PRODUCTIONS INC	VOC/DAY/COMM LIVING/RENT - SWIA MHDS REGION	22,036.42
NISHNABOTNA VALLEY RURAL ELECTRIC COOPERATIVE	ROADS/UTILITIES	2,112.20
NMC GROUP INC	ROADS/SERVICE	12,457.79
NORTHPOINTE INC	PROF SVC - JAIL	21,703.00
OLSON BROTHERS CONSTRUCTION CO	PROF SVC - SHERIFF	88,690.00
OMAHA COMPOUND COMPANY	SUPPLIES - JAIL	11,211.51
OMAHA COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY	PROF SVC - BOARD	22,948.50
OMAHA TRUCK CENTER COMPANY INC	ROADS/PARTS	4,108.33
OMAHA WINDUSTRIAL COMPANY	SUPPLIES - CR SKI HILL	161.20
OMNI CENTRE LLC	RENT - WIC	1,983.00
ONLINE SOLUTIONS LLC	PROF SVC - PLANNING	19,800.00
OPD BUSINESS SOLUTIONS	SUPPLIES - DHS	1,420.46
ORANGE PROPERTY MANAGEMENT LLC	RENT ASSIST - GA	1,400.00
OVERLAND MHP 2 LLC	RENT ASSIST - GA	505.00
PAGE COUNTY (IA)	TRANSPORT - SWIA MHDS REGION	879.10
PARALLEL TECHNOLOGIES INC	PROF SVC - JAIL	10,160.06
PARTEK ENTERPRISES INC	SUPPLIES - CR SKI HILL	462.75
PATRICIA SCHELNOST	LEGAL REP - SWIA MHDS REGION	511.00
PATRIOT CRANE AND RIGGING LLC	PROF SVC - B&G	4,385.00
PAUL HARDER	LANDSCAPING - EAST POTT SWCD	2,130.38
PHEASANTS FOREVER INC	PROF SVC - CONSERVATION	486.00
PILLAR PROPERTY MANAGEMENT LLC	RENT ASSIST - GA	650.00
POLARIS PHARMACY SERVICES OF WARRINGTON LLC	PROF SVC - JAIL	5,224.63
POPCO INC	ROADS/UTILITIES	44.75
POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS	28E AGREEMENT - EMA	2,002,591.58
POTTAWATTAMIE COUNTY AUDITOR	QTRLY BILLING - SWIA MHDS REGION	484,682.91
POTTAWATTAMIE COUNTY CONSERVATION	PROCESSING FEES - CR SKI HILL	5,559.90
POTTAWATTAMIE COUNTY EMERGENCY MGT AGENCY	911 CONTRIBUTION - BOARD	2,283,372.50
POTTAWATTAMIE COUNTY ENGINEERS	SUPPLIES - CONSERVATION	430.10
POTTAWATTAMIE COUNTY IT DEPARTMENT	REIMB LICENSE - SWIA MHDS REGION	712.57
POTTAWATTAMIE COUNTY JAIL	PRESCRIPTIONS - SWIA MHDS REGION	3,728.64
POTTAWATTAMIE COUNTY RECORDER	ROADS/FEES	237.00
POTTAWATTAMIE COUNTY SHERIFF	TRANSPORT - BOARD	4,234.13
POTTAWATTAMIE COUNTY TREASURER	REIMB FUNDS - TREASURER	1,403.29

PRAIRIE CONSTRUCTION COMPANY	ROADS/PA12	1,318,324.33
PRECISION DIESEL INC	ROADS/REPAIR - 265	1,396.01
PREMIUM VELOCITY AUTO LLC	PROF SVC - SHERIFF	893.71
PRINOTH LLC	PROF SVC - CR SKI HILL	870.00
PROTECH COMMERCIAL VEHICLE OUTFITTERS INC	ROADS/PARTS	29.09
QUADIENT INC	POSTAGE - VARIOUS	2,500.00
QUADIENT LEASING USA INC	PROF SVC - TREASURER	1,924.95
QWEST CORPORATION	ROADS/UTILITIES	5,748.96
R & S WASTE DISPOSAL LLC	ROADS/UTILITIES	934.55
R J THOMAS MANUFACTURING COMPANY INC	EQUIP - NON-DEPARTMENTAL	16,399.10
RACHAEL NAGUNST	SUPPLIES - SHERIFF	624.88
RADIOLOGY CONSULTANTS PC	MED SVC - JAIL	777.70
RAFAEL RODRIGUEZ	REIMB EXP - IT	13.76
RAY MARTIN COMPANY OF OMAHA	PROF SVC - B&G	6,541.58
RDO TRUCK CENTER LLC	ROADS/PARTS	1,901.22
RED OAK WELDING SUPPLIES	ROADS/RENT	250.04
REGIONAL WATER INC	MO BILL - CONSERVATION	1,788.50
REPORTING SERVICES LLC	TRANSCRIPTS - CO ATTORNEY	998.60
RESOURCE RENTAL CENTER INC	SUPPLIES - B&G	45.79
REX SIEVERS	TOWNSHIP - BOARD	240.00
RIVERBEND APARTMENTS LLC	RENT ASSIST - GA	1,380.00
ROBERT HOLST	TOWNSHIP - BOARD	240.00
ROLLINS INC	PROF SVC - JAIL	374.00
ROSANNA THURMAN	MED SVC - SHERIFF	1,040.00
RYAN OLDEROG	REIMB EXP - SHERIFF	103.95
S & L SANITATION ENTERPRISES INC	MO BILL - CONSERVATION	124.00
SAM ASHER COMPUTING SERVICES INC	MO BILL - IT	269.74
SANDAU BROTHERS SIGN COMPANY INC	PROF SVC - PUB HEALTH	10,589.52
SCHILDBERG CONSTRUCTION COMPANY INC	ROADS/ROCK	147,746.97
SCOTT BELT	REIMB EXP - BOARD	99.78
SEILER INSTRUMENT MANUFACTURING CO INC	SUPPLIES - SHERIFF	1,977.00
SHANNON HOLMAN	REIMB EXP - JAIL	703.41
SHARON BRACKEN	RENT ASSIST - GA	1,400.00
SHARON L BEDSAUL	PROF SVC - CONSERVATION	16.05
SHAWN HATCHER	PROF SVC - CR SKI HILL	4,625.00
SHAWN HISSONG	RENT ASSIST - GA	500.00
SHELBY COUNTY (IA)	MED SVC - MED EXAMINER	3,760.09
SHELBY COUNTY CHRIS A MYRTUE MEMORIAL HOSPITAL	24 HR CRISIS - SWIA MHDS REGION	4,000.00
SHELLEY WELTER	REIMB EXP - SWIA MHDS REGION	505.66
SHELLY HOVEY	REIMB EXP - SWIA MHDS REGION	624.87
SHEPPARDS BUSINESS INTERIORS INC	EQUIP - JAIL	8,866.57
SIMPLIFY IOWA LLC	ASSIST - GA	400.00
SMART WAVE TECHNOLOGIES LLC	PROF SVC - NON-DEPARTMENTAL	15,692.00
SMV FEATHERSTONE LLC	RENT ASSIST - GA	500.00
SOLID WASTE EQUIPMENT CO INC	SUPPLIES - ENV HEALTH	1,813.60
SOUTHWEST IOWA FAMILIES INC	MED SVC - SWIA MHDS REGION	108.16
SOUTHWEST IOWA PLANNING COUNCIL	TRANSPORT - SWIA MHDS REGION	1,433.34
SPEE DEE DELIVERY SERVICE INC	PROF SVC - DHS	582.46
STANARD & ASSOCIATES INC	PROF SVC - SHERIFF	601.00
STAPLES CONTRACT & COMMERCIAL INC	SUPPLIES - DHS	159.67
STAPLES INC	SUPPLIES - CO ATTORNEY	989.39
STAPLES INC	SUPPLIES - DHS	2,091.89
STATE INDUSTRIAL PRODUCTS CORPORATION	ROADS/SUPPLIES	584.54
STATE OF IOWA SECRETARY OF STATE	NOTARY - JAIL	420.00
STATE UNIVERSITY OF IOWA	PROF SVC - ENV HEALTH	567.00
STEARNS CONRAD AND SCHMIDT CONSULTING ENGINEERS INC	PROF SVC - ENV HEALTH	412.56
STERICYCLE INC	PROF SVC - WIC	147.53
STEVE WINCHELL	REIMB EXP - JAIL	19.91
SUNSHINE HOMES INC	COMM LIVING - SWIA MHDS REGION	35,121.49
SUREFIRE LLC	EQUIP - SHERIFF	280.40
SUSAN MILLER	REIMB EXP - BOARD	404.14
SUSANN CONLON	PROF SVC - CR SKI HILL	175.00
SUZANNE WATSON	REIMB EXP - SWIA MHDS REGION	149.34
SYLVIA MCCALLA	LANDSCAPING - EAST POTT SWCD	826.50
SYMPHONY DIAGNOSTIC SERVICES NO 1 LLC	MED SVC - JAIL	850.00
SYNCHRONY BANK	SUPPLIES - CONSERVATION/CR SKI HILL	411.66
SYSCO LINCOLN INC	SUPPLIES - CR SKI HILL	9,748.61
T HALL ABC INC	SUPPLIES - B&G	86.00
TALACKO SAFETY SOLUTIONS LLC	SUPPLIES - CR SKI HILL	250.00
TECHNOALPIN USA INC	EQUIP - CR SKI HILL	178,035.84
THE CHIEFTAIN LLC	RENT ASSIST - GA	25.00
THE FILTER SHOP INC	SUPPLIES - B&G	1,779.40
THE PRIDE GROUP INC	RCF - SWIA MHDS REGION	17,242.82
THERMO KING CHRISTENSEN	ROADS/PARTS	2,180.77
THIELE GEOTECH INC	PROF SVC - NON-DEPARTMENTAL	6,483.00
THINK SPACE IT	PROF SVC - IT	10,522.58
THOMAS E RILEY	RENT ASSIST - GA	1,200.00
THOMAS OLSEN	REIMB EXP - SWIA MHDS REGION	227.43
THOMAS ROYCE	PROF SVC - DHS	560.00
THOMPSON DREESSEN & DORNER INC	PROF SVC - NON-DEPARTMENTAL	142.50

TIMOTHY WICHMAN	REIMB EXP - BOARD	212.44
TITAN ENERGY SYSTEMS INC	SUPPLIES - COMMUNICATIONS	1,985.93
TK ELEVATOR CORPORATION	PROF SVC - B&G	1,308.00
TORYANN CROZIER	PROF SVC - CONSERVATION	175.00
TOTAL MAINTENANCE SOLUTIONS SOUTH INC	PROF SVC - JAIL	1,490.78
TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS INC	PROF SVC - SHERIFF	75.00
TREASURER OF STATE OF IOWA	IP - SWIA MHDS REGION	6,968.27
TRILIX MARKETING GROUP INC	SUPPORT SVC - SWIA MHDS REGION	31,500.00
TRIVIUM LIFE SERVICES	RENT/COMM LIVING/DAY HAB - SWIA MHDS REGION	33,113.46
TW VENDING INC	SUPPLIES - JAIL	609.45
ULINE INC	SUPPLIES - B&G	562.42
UNDERWOOD FARM SUPPLY LLC	SUPPLIES - CONSERVATION	1,409.40
UNITED STATES CELLULAR CORPORATION	RENT - COMMUNICATIONS	648.88
UNITED STATES POLICE CANINE ASSOCIATION INC	MEMBERSHIP - SHERIFF	100.00
UNITED STATES POSTAL SERVICE	PERMIT - AUDITOR	1,250.00
UNITED TRAINING COMMERCIAL LLC	TRAINING - IT	364.00
US BANK NATIONAL ASSOCIATION	MO BILL - EMA	1,144.89
US BANK NATIONAL ASSOCIATION	MO BILL - VARIOUS	11,146.70
VAN WALL EQUIPMENT	ROADS/TOOLS	157.70
VERIZON COMMUNICATIONS INC	MO BILL - SHERIFF	11,635.96
VERIZON CONNECT FLEET USA LLC	ROADS/UTILITIES	1,685.72
VERMEER SALES & SERVICE INC	ROADS/PARTS	517.62
VISUAL EDGE INC	ROADS/CENTRAL	85.13
VOCATIONAL DEVELOPMENT CENTER INC	COMM LIVING - SWIA MHDS REGION	21,909.71
VOLANO SOFTWARE LLC	PROF SVC - CO ATTORNEY	297.63
VORTHMANN LEGACY FARMS LLC	LANDSCAPING - EAST POTT SWCD	3,373.43
W W GRAINGER INC	ROADS/SUPPLIES	174.44
WALDSTEIN HVAC LLC	PROF SVC - CONSERVATION	119.00
WAUBONSIE MENTAL HEALTH CENTER	COMM SUPPORT - SWIA MHDS REGION	11,908.63
WELLS FARGO FINANCIAL LEASING INC	MO BILL - DHS	2,042.58
WESLEY HENDERSON	PROF SVC - BOARD	915.00
WEST CENTRAL COMMUNITY ACTION	RENT - WIC	670.00
WEST PUBLISHING CORPORATION	PROF SVC - CO ATTORNEY	4,957.39
WESTERN ENGINEERING COMPANY INC	ROADS/MATERIALS	9,665.85
WESTERN IOWA DEVELOPMENT ASSOCIATION	DUES - BOARD	50,000.00
WESTLAKE HARDWARE INC	SUPPLIES - CONSERVATION/CR SKI HILL	162.05
WEX BANK	ROADS/FUEL	27,790.10
WINDSTREAM HOLDINGS INC	MO BILL - COMMUNICATIONS	372.80
WITT O BRIENS LLC	PROF SVC - PUB HEALTH	6,800.00
WOODHOUSE FORD CHRYSLER	ROADS/REPAIR	149.95
WOODHOUSE FORD OF OMAHA INC	PROF SVC - CONSERVATION	140.42
WOODS TUCKER PLLC	DRAINAGE - PONY CREEK - PROF SVC	850.00
YLONDA MAGUIRE	REIMB EXP - SWIA MHDS REGION	199.12
ZACHARIAH KAHLE	PROF SVC - ENV HEALTH	1,075.00
ZACHARIE NORMAN	REIMB EXP - SHERIFF	152.99
ZACHARY CARLSON	ELECTION WORK - AUDITOR	45.00
ZION RECOVERY SERVICES INC	CRISIS RESP - SWIA MHDS REGION	4,000.00
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		9,778,680.27

Fund Summary

Fund	Payment Amount
0001 - GENERAL BASIC FUND	693,215.77
0002 - GENERAL SUPPLEMENTAL FUND	2,339,386.72
0003 - GAMBLING RESOURCES FUND	99,550.04
0005 - WIC/FEDERAL FUNDING FUND	16,440.53
0011 - RURAL SERVICES BASIC FUND	55,575.73
0017 - CO ATTORNEY DEL FINE COLLECT FUN	823.60
0019 - PROPERTY ACQUISITION/IMPROVEMENT/MAINTENA	1,404,407.24
0020 - SECONDARY ROADS FUND	501,564.75
0027 - CO CONSERV LAND ACQ	21,463.90
0036 - LOST SOIL CONS WEST FUND	8,050.80
0037 - LOST SOIL CONS EAST FUND	44,414.21
1620 - BOND SERIES 2020A CAPITAL FUND	89,599.06
1630 - BOND SERIES 2021A CAPITAL FUND	39,137.10
1640 - BOND SERIES 2021B CAPITAL FUND	901,730.06
1650 - BOND SERIES 2022 CAPITAL FUND	19,573.64
1935 - 2021C ROADS CAPITAL PROJECT FUND	65,020.83
4000 - EMER MANAGEMENT SERVICE FUND	2,020,292.19
4010 - E911 FUND	5,616.07
4155 - MHDS REGION FUND	1,045,187.42
6000 - DRAINAGE	24,442.97
8000 - CRESCENT RIDGE SKI HILL	383,187.64
	<hr/>
	9,778,680.27

Scheduled Sessions

Matt Wyant/Director, Planning and Development

Public Hearing and First Consideration of Ordinance No. 2024-01, an ordinance to amend the Official Zoning Map of Pottawattamie County, Iowa by changing the district designation of approximately 35.94 acres from a Class A-3 (Riverfront and Ag Production) to Class I-1 (Limited Industrial) District; and setting date for Second Consideration.

RECORDER'S COVER SHEET

Prepared by:

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

Return Document to:

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

Document Title:

Pottawattamie County
Ordinance #2024-01

**POTTAWATTAMIE COUNTY, IOWA
ORDINANCE NO. 2024-01**

AN ORDINANCE to amend the Official Zoning Map of Pottawattamie County, Iowa, by changing the district designation of approximately 35.94 acres from a Class A-3 (Riverfront & Ag Production) District to a Class I-1 (Limited Industrial) District.

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

SECTION 1 - AMENDMENTS: That the Official Zoning Map, as adopted by reference in Section 8.003.020 of the Pottawattamie County, Iowa, Zoning Ordinance, be and the same is hereby amended by changing the district designation from its present designation of a Class A-3 (Riverfront & Ag Production) District to a Class I-1 (Limited Industrial) District of certain real estate, as shown on the attached plat and which is legally described as follows:

LEWIS TWP 17-74-43 NE SW EXC RR

SECTION 2 - SEVERABILITY: That should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not effect that validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION 3 - REPEAL OF CONFLICTING ORDINANCES: That all ordinance or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 4 - EFFECTIVE DATE: This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED.

ROLL CALL VOTE

AYE NAY ABSTAIN ABSENT

Susan Miller, Chairman

Tim Wichman

Scott Belt

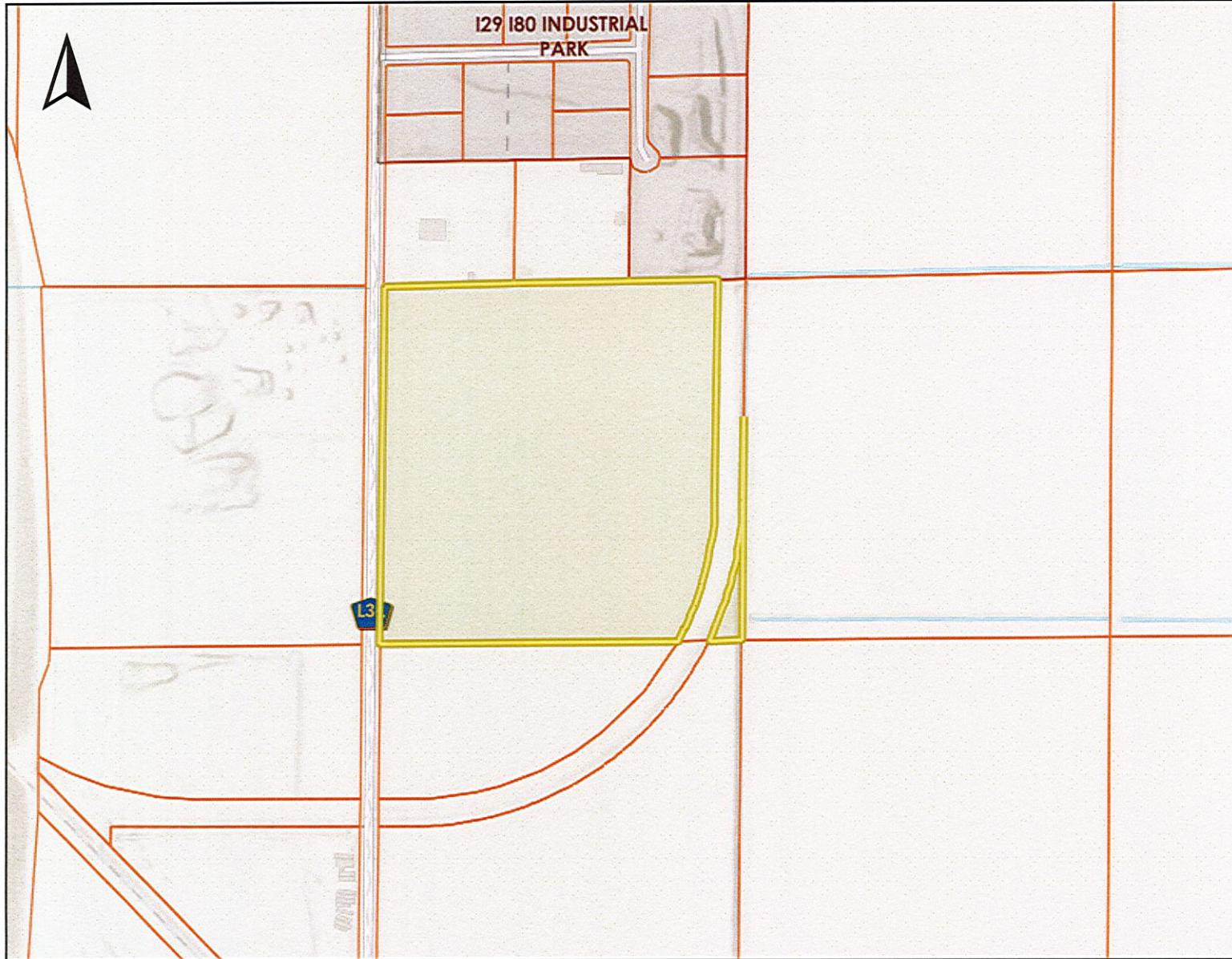
Brian Shea

Jeff Jorgensen

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



NOTICE OF PUBLIC HEARING PUBLISHED:	February 8, 2024
BOARD OF SUPERVISORS PUBLIC HEARING:	February 13, 2024
FIRST CONSIDERATION:	February 13, 2024
SECOND CONSIDERATION:	February 20, 2024
PUBLICATION:	February 29, 2024
RECORD:	March 1, 2024



Legend

227 S 6th St.
Suite #169
Council Bluffs, IA 51501
(712) 328-4885
gis@pottcounty-ia.gov
<https://gis.pottcounty-ia.gov>

1/23/2024



**Pottawattamie
County**

**Geographic
Information Systems**

SCALE: 8517



Users of Pottawattamie County (The County) GIS data agree that he/she will at all times indemnify and hold The County and its officers, employees, and agents harmless from any damages, claims, lawsuits, costs, or liability arising from any act, omission, or commission with respect to the release and use of information in this Agreement and any of the terms thereof. The County makes no claim as to the accuracy of the spatial data and its associated data tables and assumes no responsibility for their positional or content accuracy. The County makes no claim as to the ability of the spatial data to fulfill the Contracting Organization's application requirements. In providing data (or access to data), The County assumes no obligation to assist in the use of the data, or in the development, use, or maintenance of any applications applied to the data. In no event shall The County be liable for any direct, indirect, incidental, consequential or special damages that may result from the use of the GIS data.

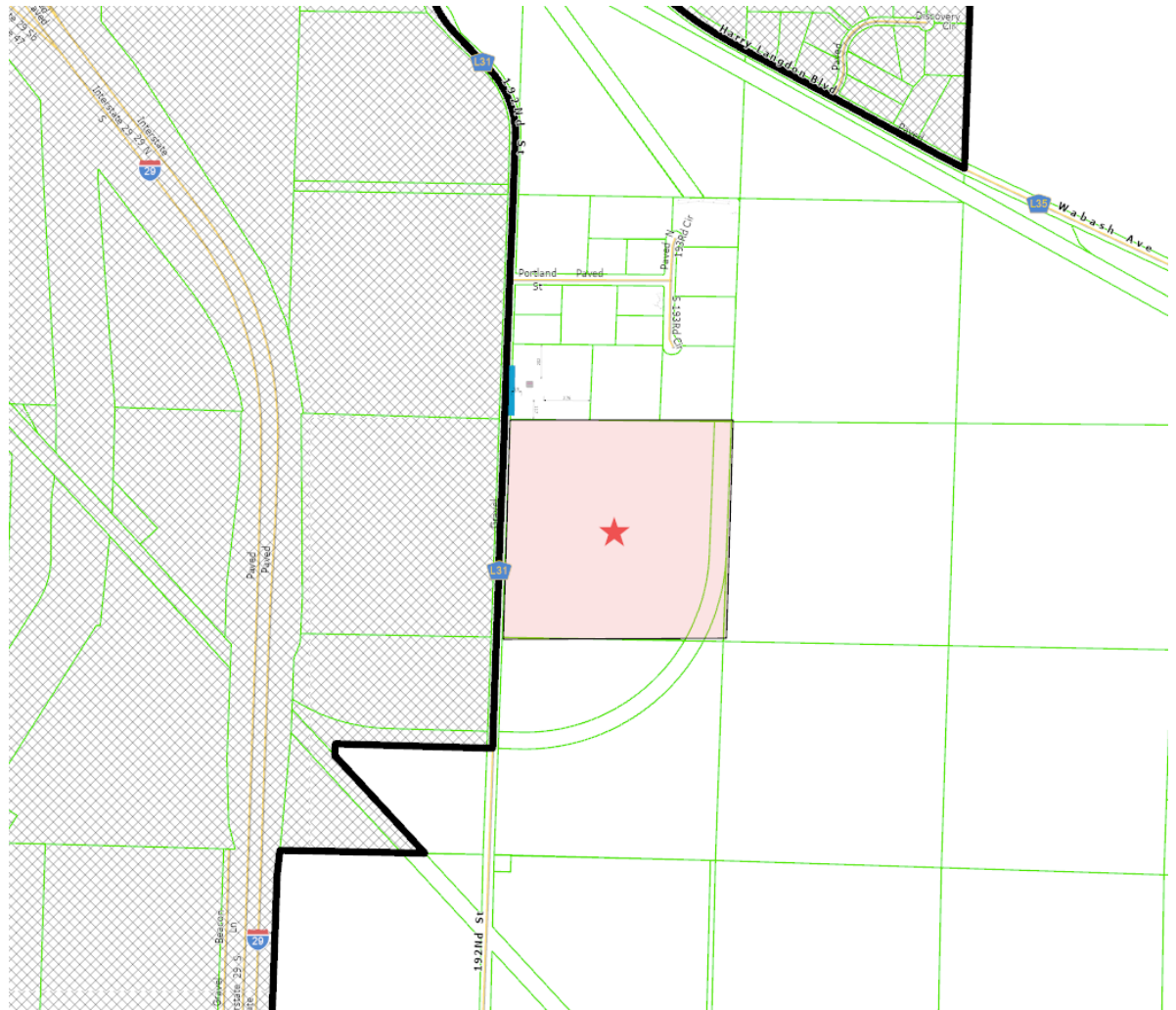
TO: Board of Supervisors
FROM: Matt Wyant
DATE: February 10, 2024

RE: #ZMA-2024-01

REQUEST: Zoning Map Amendment to reclassify approximately 35.94 acres from a Class A-3 (Riverfront & Ag Production) to a Class I-1 (Limited Industrial).

LOCATION: Lewis Township
192nd St
17-74-43 NE SW EXC RR

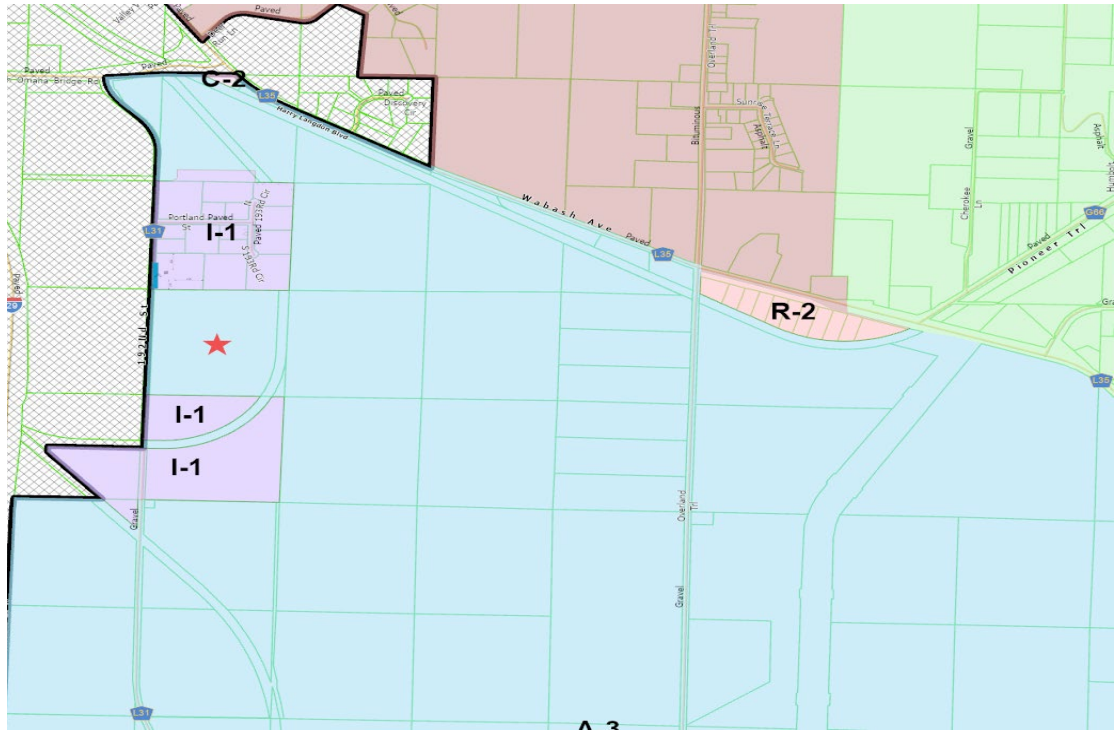
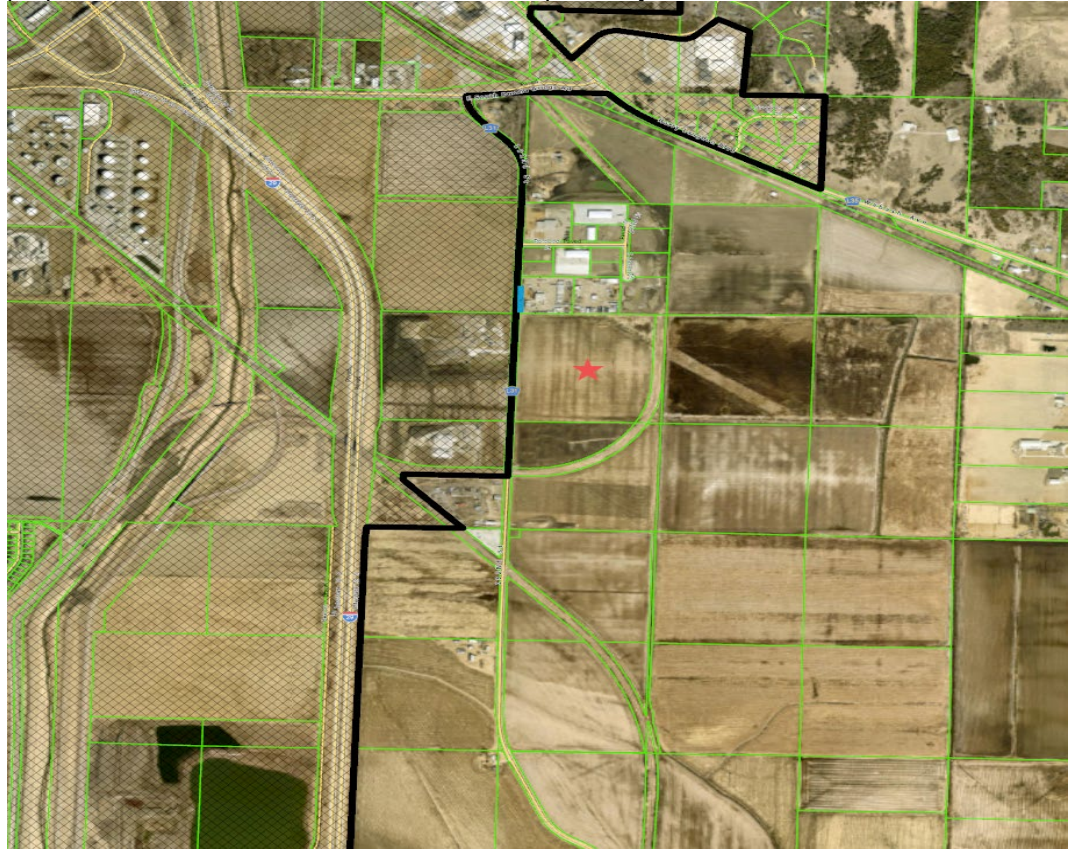
The subject property is located adjacent to the city limits of Council Bluffs on 192nd St.

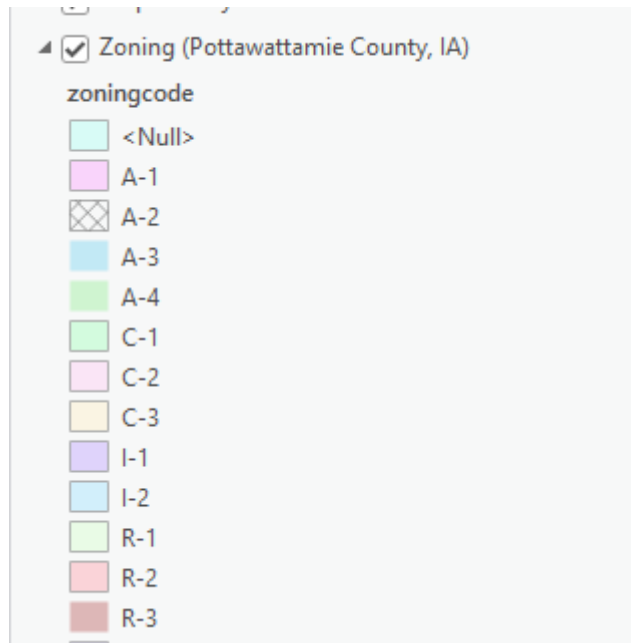


PROPERTY OWNER: Morris Properties LLC

GENERAL INFORMATION: The applicant has requested that approximately 35.94 acres, which are currently zoned A-3 (River Front & Agricultural Production) District, be rezoned to I-1 (Limited Industrial).

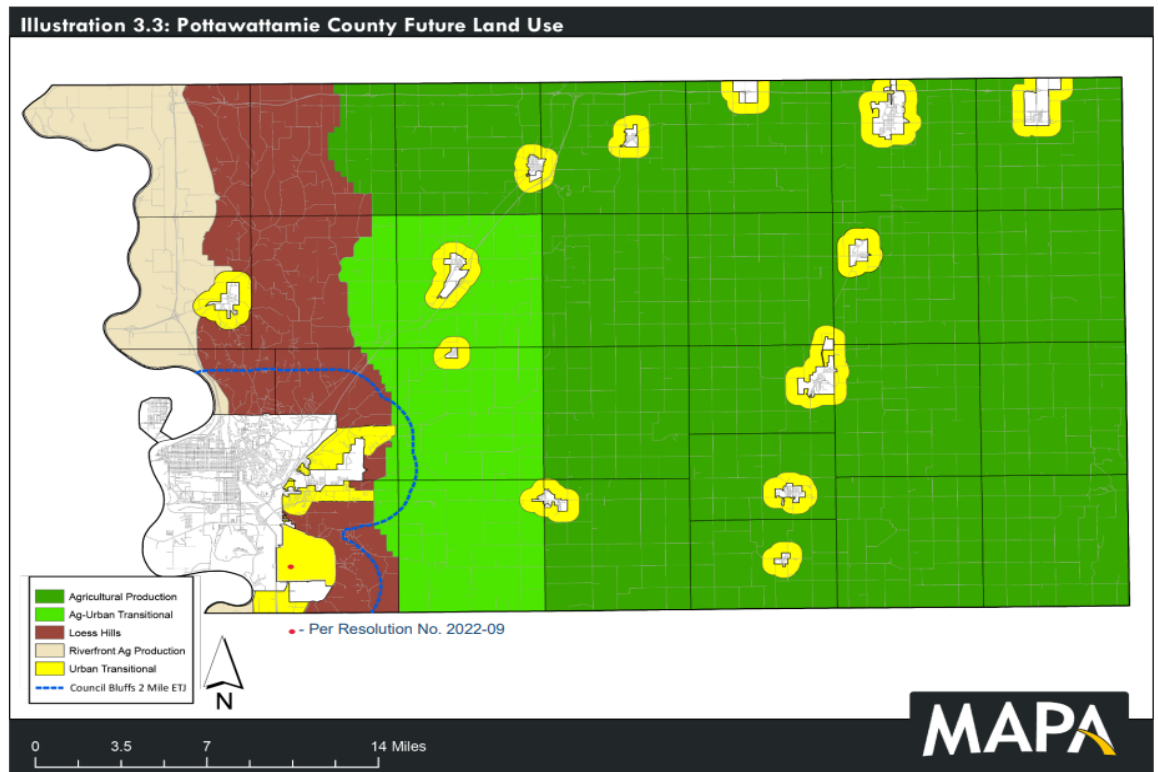
SITE & AREA REVIEW: The properties in the immediate area are a mixture of agricultural ground and industrial properties. I-29 and the railroad are in close proximity.





SITE REVIEW: The parcel is currently ag ground.

LAND USE PLAN: This proposed Zoning Map Amendment aligns with the Comprehensive and Land Use Plan with the recent resolution identifying this area as Urban Transitional.



INDUSTRIAL AREAS

Future industrial usage is encouraged to locate in close proximity to major transportation routes within the 2-mile limit of Council Bluffs and ½-mile of each of the other communities or in specific rural areas such as along railroad or highway corridors. The types of industries that should be encouraged in these areas should include "light manufacturing" and "general industrial" types, such as high tech or agriculture related industries. These types of industries are typically clean and efficient in operation and provide varied classifications of employment opportunities.

FLOOD HAZARD: The Flood Insurance Study prepared by the Federal Emergency Management Agency for the County designates in the Flood Insurance Rate Maps that the majority of the property as being in a Zone A-Areas of 1% annual chance of flooding. The applicant intends to elevate the property and file a LOMA (letter of map amendment) with FEMA.

COMMISSION

RECOMMENDATION: On January 22, 2024 the Planning Commission conducted their public hearing on this request and made the following recommendation:

Motion: to recommend that the request of Morris Properties LLC, as filed under Case #ZMA-2024-01, be **approved by the Board of Supervisors.**

Motion by: Leaders.

Second by: Larson.

Vote: Ayes –Larson, Leaders, Silkworth, Chapman. Motion Carried.

Matt Wyant/Director, Planning and Development

Public Hearing and First Consideration of Ordinance No. 2024-02, an ordinance to amend Pottawattamie County, Iowa Zoning Ordinance, Chapter 8.004.095 Accessory Dwelling Unit; and setting date for Second Consideration.

TO: Board of Supervisors
FROM: Matt Wyant
DATE: February 10, 2024
RE: Case #ZTA-2024-01

APPLICANT: Pottawattamie County Zoning Board of Adjustment

REQUEST: Zoning text to amend the Pottawattamie County, Iowa, Zoning Ordinance, Section 8.004.095.03.

Proposal: The Zoning Board of Adjustment requested that the maximum square footage of an Accessory Dwelling Unit (ADU) be based on the size of the parcel and not limited to six hundred (600) square feet or fifty (50) percent of the square footage of the primary structure depending on the size of the parcel. A variance application had come before them in which the property owners wanted an 800 square foot ADU in lieu of the maximum 600 square foot allowed per code. The applicants' parcel consisted of 26 acres which led to the discussion that the parcel size should be taken into account when determining the allowable size of an ADU.

Existing ADU Code Section :

8.004.095 ACCESSORY DWELLING UNITS (ADU): Accessory dwelling units (ADUs), as defined in Section 8.002.020.020, shall be subject to the following conditions: (Ordinance #2015-05/12- 18-2015)

- .01 The size of the parcel or lot upon which an ADU will be situated shall be two times larger than the minimum lot size for the zoning district in which the parcel or lot is located. (Ordinance #2015-05/12-18-2015)
- .02 The ADU must meet all requirements of the Pottawattamie County, Iowa, Onsite Wastewater Treatment and Disposal Code and the Private Water Well Code with respect to the provisions of individual potable water and sewage disposal system or shall be authorized to connect to a municipal or public water and sewer system. (Ordinance #2015-05/12-18-2015)

The issuance of a permit for the ADU shall not adversely impact adjoining properties from obtaining a permit septic, sewer or well if the adjoining parcel has not constructed their first residence on their adjoining lot. (Ordinance #2015-05/12-18- 2015)

- .03 The total maximum square footage of the ADU shall not exceed the lesser of six hundred (600) square feet or fifty (50) percent of the square footage of the primary structure, excluding garage and carports The minimum total square footage of the ADU shall be not less than two hundred sixty (260) square feet. (Ordinance #2015-05/12-18-2015)
- .04 Location of entrances. Only one main entrance may be located on the street-facing facade of the house, unless the house contained additional entrances before the ADU was created. An exception to this

regulation is an entrance that does not have access from the ground, such as an entrance from a balcony or deck. (Ordinance #2015-05/12-18-2015)

- .05 All ADUs shall comply with the limitations of Section 8.004.040, Lot Frontage Requirement. (Ordinance #2015-05/12-18-2015)
- .06 Exterior finish materials, roof pitch, trim, eaves, window orientation and dimension must be the same or visually match those of the house. (Ordinance #2015-05/12-18-2015)
- .07 The ADU must be provided with at least one (1) off-street parking space, which shall be in addition to those required for any other structure(s) on the property. (Ordinance #2015-05/12-18-2015)
- .08 The ingress/egress driveway to the ADU shall be shared with that of the primary dwelling. No separate entrance shall be permitted. (Ordinance #2015-05/12-18-2015)
- .09 The ADU shall not be considered an accessory structure for the purpose of determining setbacks. (Ordinance #2015-05/12-18-2015)
- .10 Only one ADU shall be allowed per parcel or lot. (Ordinance #2015-05/12-18-2015)
- .11 The ADU shall not be used as a bed and breakfast. (Ordinance #2015-05/12-18-2015)
- .12 ADUs are permitted only when one of the dwelling units, either the primary residence or the ADU, on the property is owner-occupied. Ownership cannot be fractional. Owner-occupied residence shall not be rented out at any time. (Ordinance #2015-05/12-18-2015)
- .13 Weekly and Daily rentals of ADUs allowed by special permit. (Ordinance #2015-05/12-18-2015)
- .14 The ADU may be permitted to be divided off and to become a separate lot or parcel from that of the primary structure, provide however, that all zoning and subdivision regulations shall be adhered to. (Ordinance #2015-05/12-18-2015)

Existing code section proposed to be amended:

.03 The total maximum square footage of the ADU shall not exceed the lesser of six hundred (600) square feet or fifty (50) percent of the square footage of the primary structure, excluding garage and carports. The minimum total square footage of the ADU shall be not less than two hundred sixty (260) square feet. (Ordinance #2015-05/12-18-2015)

Proposed amendment to code section:

.03 The minimum total square footage of the ADU shall be not less than two hundred sixty (260) square feet. The total square footage of the ADU shall be limited as follows:

- A. Double the minimum lot size required by code, up to eight (8) acres, shall not exceed the lesser of eight hundred (800) square feet or fifty (50) percent of the primary structure, excluding garage and carports.*
- B. Eight (8) to twelve (12) acres shall not exceed the lesser of one thousand (1,000) square feet or fifty (50) percent of the primary structure, excluding garage and carports.*
- C. Twelve (12) acres plus shall not exceed the lesser of twelve hundred (1,200) square feet or fifty (50) percent of the primary structure, excluding garage and carport.*

COMMISSION

RECOMMENDATION: On January 22, 2024 the Planning Commission conducted their public hearing on this request and made the following recommendation:

Motion: to recommend that the request of Pottawattamie County, as filed under Case #ZTA-2024-01, be **approved by the Board of Supervisors**.

Motion by: Larson.

Second by: Leaders.

Vote: Ayes –Larson, Leaders, Silkworth, Chapman. Motion Carried.

RECORDER'S COVER SHEET

Prepared by:

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

Return Document to:

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

Document Title:

Pottawattamie County
Ordinance #2024-02

**POTTAWATTAMIE COUNTY, IOWA
ORDINANCE NO. 2024-02**

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

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

SECTION 1 - REPEAL OF CONFLICTING ORDINANCES: That section 8.004.095.03 is hereby repealed in its entirety. Furthermore all other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

SECTION 2 - AMENDMENTS: That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 8.004.095:

.03 The minimum total square footage of the ADU shall be not less than two hundred sixty (260) square feet. The total square footage of the ADU shall be limited as follows:

- A. Double the minimum lot size required by code, up to eight (8) acres, shall not exceed the lesser of eight hundred (800) square feet or fifty (50) percent of the primary structure, excluding garage and carports.
- B. Eight (8) to twelve (12) acres shall not exceed the lesser of one thousand (1,000) square feet or fifty (50) percent of the primary structure, excluding garage and carports.
- C. Twelve (12) acres plus shall not exceed the lesser of twelve hundred (1,200) square feet or fifty (50) percent of the primary structure, excluding garage and carport.

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

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

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

PASSED AND APPROVED .

ROLL CALL VOTE
AYE NAY ABSTAIN ABSENT

Susan Miller, Chairman

Jeff Jorgensen

Scott Belt

Brian Shea

Tim Wichman

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



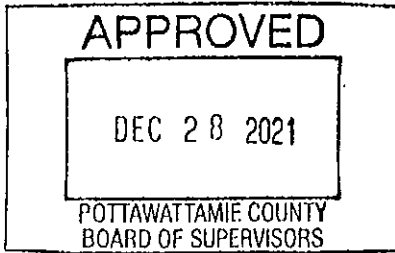
NOTICE OF PUBLIC HEARING PUBLISHED: February 8, 2024
BOARD OF SUPERVISORS PUBLIC HEARING: February 13, 2024
FIRST CONSIDERATION: February 13, 2024
SECOND CONSIDERATION: February 20, 2024
PUBLICATION: February 29, 2024
RECORD: March 1, 2024

Kami Willett and Terry
Gleaves/East Pottawattamie
County Soil and Water

Discussion and/or decision on Beaver Bounty Program.

Kami Willett/Chair, East
Pottawattamie County Soil and
Water and Laura Monson,
Conservation Education
Coordinator

**Discussion on annual review of the 28E Agreement with
West Pottawattamie County Soil and Water
Conservation District and East Pottawattamie County Soil
and Water Conservation District for the funding,
administration, and implementation of the full-time
Conservation Education Coordinator Position.**



Prepared by MATTHEW WILBER, Pottawattamie County Attorney
Return to: Pottawattamie County Board of Supervisors, 227 South 6th Street, Council Bluffs, Iowa

28E AGREEMENT BETWEEN POTTAWATTAMIE COUNTY, IOWA; WEST POTTAWATTAMIE SOIL AND WATER CONSERVATION DISTRICT; and EAST POTTAWATTAMIE SOIL AND WATER CONSERVATION DISTRICT for the FUNDING, ADMINISTRATION, and IMPLEMENTATION of the FULL-TIME CONSERVATION EDUCATION COORDINATOR POSITION.

This Agreement by and between Pottawattamie County Board of Supervisors (hereinafter "COUNTY"), located at 227 South 6th Street, Council Bluffs, IA; West Pottawattamie Soil and Water Conservation District (hereinafter "WEST DISTRICT") 305 McKenzie Avenue, Council Bluffs, IA; and East Pottawattamie Soil and Water Conservation District (hereinafter "EAST DISTRICT") 16 Main Street, Oakland, IA, becomes fully executed on the date signed by COUNTY. This Agreement is entered into pursuant to Chapter 28E of the Code of Iowa and Iowa Code section 161A.7(1)(d).

I. PURPOSE

This Agreement is entered into by all parties for the purpose of employing a full-time Conservation Education Coordinator for educating the county population about conservation needs and solutions.

II. TERM

This Agreement shall begin on January 1, 2022, and terminate on July 31, 2027, unless extended by the written agreement of all parties on terms stated therein. Annual reviews are to take place in January of each year through 2027.

III. ADMINISTRATION

The EAST DISTRICT shall be responsible for administering the terms of this Agreement. No separate legal entity is created.

IV. HOLDING OF PROPERTY UNDER THIS AGREEMENT

This Agreement does not permit the Parties to hold any real property. All work product, work-related materials, and other personal property purchased, created, or otherwise obtained by any of the Parties or any of their employees, agents, affiliates, contractors, or other third parties operating on behalf of the Parties, directly or indirectly, in the performance of this Agreement or otherwise in furtherance of this Agreement's purpose, shall belong jointly to all the Parties and shall remain in the physical possession of any of the Parties available for use and inspection by the other Parties upon reasonable notice unless otherwise agreed to by the Parties.

V. WEST DISTRICT and EAST DISTRICT RESPONSIBILITIES

WEST DISTRICT and EAST DISTRICT shall jointly be responsible for the following:

1. Employ a full-time Conservation Education Coordinator for the purpose of educating the county population to conservation needs and solutions.
2. Provide the names and any insurance enrollment forms to the COUNTY Payroll/Benefits Department at least thirty (30) days before the start of the month that coverage is scheduled to begin.
3. Immediately notify the COUNTY Payroll/Benefits Department of any changes in employment that may impact an employee being covered under the COUNTY's group insurance policies. This includes, but is not limited to, reduction of hours to lower than thirty (30) hours per week and/or termination. Group insurance coverage ends on the last day of the month in which employment is terminated or hours worked are reduced to lower than thirty (30) hours per week.
4. Notify the COUNTY of termination or reduction so that Consolidated Omnibus Budget Reconciliation Act (COBRA) documents can be appropriately sent out.
5. Conduct an internal review upon this Agreement going into effect and promptly notify the COUNTY of any employees who may be eligible under the terms of the Affordable Care Act.

VI. COUNTY RESPONSIBILITIES

The COUNTY shall be responsible for the following:

this Agreement shall be inoperative, the validity and effect of the other provisions shall not be affected thereby.

2. If any provisions of this Agreement are found to be invalid by any court, administrative agency, or tribunal of competent jurisdiction, the invalidity of any such provision shall not affect the validity of the remaining provisions hereof.
3. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns. The Parties agree that neither the COUNTY nor the WEST DISTRICT nor the EAST DISTRICT shall have the right to assign their rights and obligations hereunder to any party without prior written consent of the other parties. Such consent shall not be unreasonably withheld.

X. WARRANTIES AND SPECIAL COVENANT

1. Subject to the express rights and limitations set forth herein, the Parties warrant and represent that they are duly authorized to enter into this Agreement and can enter into the Agreement on behalf of their entity.
2. The Parties warrant and represent they have the money and ability to carry out their obligations hereunder. They have the power and authority to enter into the transactions contemplated by this Agreement.
3. The Parties agree that when this Agreement is duly executed and delivered, by the Parties hereto, this Agreement will be the valid and binding obligation of WEST DISTRICT, EAST DISTRICT, and COUNTY in accordance with its terms.

XI. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Iowa.

XII. AMENDMENTS

This Agreement may be amended from time to time by written agreement of the Parties. All amendments shall be in writing, signed by all parties, and filed in an electronic format with the Iowa Secretary of State as required by Iowa Code section 28E.8(1)(b) (2020).

XIII. TERMINATION

Any party may terminate this Agreement at any time upon ninety days written notice to the other parties if the Party determines the responsibilities are not being met as described and listed in this Agreement or for lack of funding for the position, and the Party votes to terminate by a majority vote.

1. Provide group health insurance (medical coverage with the possibility of vision and dental coverage) to the abovementioned employee under the same terms and conditions as other COUNTY employees with reimbursement for premiums by WEST DISTRICT and EAST DISTRICT equally.
2. Provide access to the Summary Plan Design (SPD) and any required notices to the employee and/or WEST DISTRICT and EAST DISTRICT as appropriate.
3. Send invoices/billing to WEST DISTRICT and EAST DISTRICT Conservation Assistants for reimbursement of any premiums. The full premiums for coverage shall be due on the first day of each month for the month of the desired coverage. Premiums are billed one month in advance. If the COUNTY does not receive payment by the 15th of the month, said group insurance coverage shall be considered terminated effective the last day of the preceding month.
4. Notify the insurance recipient no later than June 1 (or as soon as said information is available) each year of any change in the group insurance monthly rate for the following calendar year.
5. This Agreement guarantees annual funding by the COUNTY for the Conservation Education Coordinator position of \$80,000 per year for the duration of this 28E Agreement. After each annual review as discussed in Section II, the COUNTY may adjust the annual payment for the next year to account for any unspent balance remaining in the DISTRICTS' education account from the prior year's funding.

VII. COMMUNICATIONS

1. Each Party shall designate an individual to represent their Party's interest to Agreement. Unless otherwise designated in writing, the below signees shall constitute each Party's designee and primary contact.

VIII. PARTNERSHIP OR JOINT VENTURE

The Parties to this Agreement acknowledge that they have no duties or responsibilities to each other, financial or otherwise, except as described herein. The Parties remain independent, with this Agreement not forming a partnership or joint venture, and no party has authority to execute agreements or take action on the other parties' behalf.

IX. ENTIRE AGREEMENT

1. This Agreement contains the entire Agreement and integrates all of the terms and conditions contained in and incidental to such agreement and supersedes all prior negotiations and communications concerning this Agreement, oral or written, between the parties, their agents, employees and representatives. No modifications or waiver of any provision in this Agreement shall be valid unless in writing and signed by all of the parties. If, for any reason, any provisions of

XIV. LIABILITY

COUNTY shall, only to the extent consistent with and permitted by the Iowa Constitution and Iowa Code Chapter 670, indemnify WEST DISTRICT and EAST DISTRICT from and against any claim based on a statutory or regulatory requirement of the COUNTY not met, or any claim caused directly by the negligent or wrongful acts or omissions of any employee of the COUNTY, while acting within the scope of the employee's office or employment in connection with the performance of this Agreement.

WEST DISTRICT and EAST DISTRICT shall, only to the extent consistent with and permitted by Article VII, Section 1 of the Iowa Constitution and Iowa Code Chapter 669, indemnify the COUNTY from and against any claim, as defined in Iowa Code §669.2, caused directly by the negligent or wrongful acts or omissions of any employee of the WEST DISTRICT or EAST DISTRICT, as defined in Iowa Code §669.2, while acting within the scope of the employee's office or employment in connection with the performance of this Agreement. COUNTY agrees that any claim for which indemnification is sought pursuant to this section will be subject to the provisions of Iowa Code Chapter 669 and 543 Iowa Admin. Code 1 including, without limitation, those provisions which address the making and filing of claims.

XV. FILING AND RECORDING

It is agreed that the EAST DISTRICT will file this Agreement in an electronic format with the Iowa Secretary of State as required by Iowa Code section 28E.8 (2020).

IN WITNESS WHEREOF, and in consideration of the mutual covenants set forth herein and for other good and valuable consideration, the receipt, adequacy, and legal sufficiency of which are hereby acknowledged, the parties have entered into this 28E Agreement and have caused their duly authorized representatives to execute this 28E Agreement.

APPROVED BY: POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS



Scott Belt, Chairperson

Date: 12-28, 2021

STATE OF IOWA; POTTAWATTAMIE COUNTY, ss: This instrument was acknowledged before me on December 28th, 2021 by Scott Belt as Chair of the Pottawattamie County Board of Supervisors.



[Signature]
NOTARY PUBLIC FOR THE STATE OF IOWA

APPROVED BY: EAST POTTAWATTAMIE SOIL AND WATER CONSERVATION DISTRICT

[Signature]
Kami Willett, Chairperson

Date: 1/4/2022, 2022

Nebraska, Douglas County

STATE OF ~~IOWA, POTTAWATTAMIE COUNTY~~, ss This instrument was acknowledged before me on January fourth 2022, 2022 by Kami Willett as Chairperson of the East Pottawattamie Soil and Water Conservation District.



[Signature]
NOTARY PUBLIC FOR THE ~~STATE OF IOWA~~
STATE of Nebraska

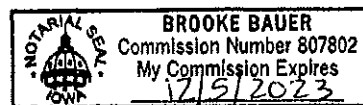
APPROVED BY: WEST POTTAWATTAMIE SOIL AND WATER CONSERVATION DISTRICT

[Signature]
Don Dilts, Chairperson

Date: 1/11/22, 2022

STATE OF IOWA; POTTAWATTAMIE COUNTY, ss: This instrument was acknowledged before me on January 11, 2022 by Don Dilts, as Chairperson of the West Pottawattamie Soil and Water Conservation District.

[Signature]
NOTARY PUBLIC FOR THE STATE OF IOWA



**Discussion and/or decision to approve reappointment of
Bernie Bolton to Loess Hills Development and
Conservation Authority for a term of two years.**

Steve Winchell/Captain, Jail

Update on the US Marshals federal contract for the jail.

Jason Slack/Director Buildings
and Grounds and Steve
Winchell/Captain, Jail

**Discussion and/or decision on awarding the Security
Maintenance Contract for the FY 24/25.**



Pottawattamie County

MAINTENANCE AGREEMENT FOR VIDEO SURVEILLANCE AND ELECTRONIC ACCESS CONTROL SYSTEMS

POTTAWATTAMIE COUNTY,
227 N 6th STREET, COUNCIL BLUFFS, IA

BUILDINGS INCLUDED UNDER THIS PROPOSAL
ARE TO BE INCLUDED AS A SINGLE BID PACKAGE:

Buildings included: Pottawattamie County Sheriff's Office and Jail, Pottawattamie County Sheriff's Office Town Cameras (Remote Sites), Pottawattamie County Elections Building, Pottawattamie County Courthouse & Annex Building, Pottawattamie County Veteran Affairs Building, Pottawattamie County Department of Human Services, and Hancock Shop Building.

Prepared by:



Engineering Technologies Inc

Issued December 15, 2023

Table of Contents

- SECTION 1 2
 - PROJECT SUMMARY/GENERAL OVERVIEW..... 2
 - Project Summary 2
 - Term of Contract..... 3
 - General Overview..... 3
- SECTION 2 4
 - SCOPE OF WORK 4
- SECTION 3 6
 - PROPOSAL PREPARATION AND SUBMITTAL..... 6
- SECTION 4 10
 - SELECTION AND CONTRACT AWARD 10
- SECTION 5 11
 - PROPOSAL FORM..... 11
 - COST PROPOSAL FORM..... 12
- SECTION 6 13
 - EXISTING BUILDING DEVICE QUANTITIES AND FLOOR PLANS 13
 - RFP COMPLETION CHECKLIST..... 14

REQUEST FOR PROPOSAL

SECTION 1

PROJECT SUMMARY/GENERAL OVERVIEW

MILESTONE	DATE
Posted/Published RFP	December 15, 2023
Questions, Clarifications, and RFIs from contractors	January 5 th , 2024 No later than 3:00pm CST
Posted/Publish responses to contractors' questions to bidders	January 12, 2024
Receipt of Proposals	January 17, 2024 No later than 3:00pm CST
Contract Interviews (If deemed necessary)	January 22, 2024 Time/Location To Be Determined
Contract Awarded	January 25, 2024
Contract Start Date	January 29, 2024
Contract End Date	June 30, 2024

Proposal for Maintenance and Technical Support for Video Surveillance and Electronic Access Control Systems

Project Summary

Pottawattamie County through this Request for Proposal ("RFP") is seeking proposals for Facilities Maintenance Service for Electronic Access Control and Video Surveillance systems. Delivery will be in accordance with the terms, conditions and requirements set forth in this Request for Proposal. The successful proposer will provide the specified requirements in accordance with all applicable federal, state and local laws, standards and regulations necessary to perform the scope of services.

This proposal requests pricing for a single bid package that will be awarded under a single contract.

Services must be provided by a Genetec Elite certified contractor, and a Lynx (Duress System) certified contractor, that is qualified to provide the services required herein.

Term of Contract

Under the initial terms of the RFP, Pottawattamie County requests vendor contract for a one-year period beginning July 1, 2024 and ending June 30, 2025.

If longer-term contracts will provide the County higher service, greater value or other significant benefits, the proposer is encouraged to include and detail such as options to be considered.

General Overview

Proposals will be received no later than January 17, 2024 at 3:00pm. Proposals will be received by mail at 227 South 6th Street, Council Bluffs, IA, to the attention of “Board of Supervisors Office” or via email to Jason Slack (jason.slack@pottcounty-ia.gov) and Josh Kirlin (jkirlin@sheriff.pottcounty-ia.gov).

Vendors are instructed that a formal bid opening will not occur. The name of the vendors will be read into record although proposals will not be opened in public forum. The County will negotiate with qualified vendors concerning the proposals submitted. All late proposals will be rejected and returned to the submitting vendor unopened.

For the purpose and clarity of this document only, the word “County” will herein mean Pottawattamie County with its seat located at Council Bluffs, Iowa. In addition, for the purpose and clarity of the document, the word “VENDOR” will herein mean any reliable and interested broker, vendor, supplier, and contractor who wants to submit a proposal for this contract. Within this document, the terms “Bidder”, “Contractor”, “Proposer” or “Vendor” is the same as the “Vendor”. The terms “Bid” and “Proposal” are one and the same.

SECTION 2

SCOPE OF WORK

Pottawattamie County Buildings are located in Council Bluffs, Iowa. Website (<https://www.pottcounty-ia.gov>)

Pottawattamie County Buildings include the following facilities:

- 1) Pottawattamie County Sheriff's Office including Jail (1400 BIG LAKE RD)
- 2) Pottawattamie County Sheriff's Office Town cameras (Remote Sites)
- 3) Pottawattamie County Courthouse & Annex Building
- 4) Pottawattamie County Elections Building
- 5) Pottawattamie County Veterans Affairs Building
- 6) Pottawattamie County Department of Human Services
- 7) Pottawattamie County Hancock Shop Building

1. Description of Services – General Requirements:

- a. Individual contractors performing work described within this RFP will permit the County to perform a criminal background check and await approval from Country prior to beginning work. The County will pay for background checks.
- b. Vendors labor hours will be through remote network access and not on-site.
- c. County staff will engage the vendors designated point of contact to discuss issues. On-site labor to resolve maintenance issues will be performed by County staff.
- d. Vendor shall provide 16 hours remote (off-site) labor each month. 4 of the 16 hours shall be provided between 10pm – 2am and reserved for Courthouse and Jail firmware updates. The remaining 12 hours shall be provided during normal business hours between 8am-4pm CST.
- e. Remote/off-site services includes but not limited to the following:
 - I. Identify improvement opportunities to increase reliability of operation, extend life cycle of equipment and reduce operation cost to include the conservation of energy usage.
 - II. Provide the expertise, supervision, maintenance, repair services associated with the access control and video management systems within designated Facilities. Ensure all systems function appropriately to maintain system reliability.
 - III. Maintain effective customer relations. Develop and implement procedures to define and ensure the prompt handling of remedial work requests, including the proper communication channels and service level response goals.
 - IV. Designate a 24-hour emergency point of contact for responding to building alarms and severe weather conditions that affect life safety, physical assets or business operations. Ensure off-hour response to alarm condition procedures include on-site response by certified personnel within one (1) hour of the report to awarded contractor.
 - V. Provide service/call center services to receive work requests, process remedial and preventive maintenance work orders and implement emergency and normal response procedures.

- VI. Perform software and firmware maintenance services for electronic security equipment including intrusion alarm systems, duress systems, video surveillance and recording, door contacts, access control system and other electronic equipment and devices.
- VII. Maintain the Counties' Genetec access control systems within designated facilities including firmware updates every 3 months minimum.
- VIII. Maintain the Counties' Axis Communications Video Camera equipment within designated facilities including firmware updates every 3 months minimum.
- IX. Maintain the Counties' Lynx Duress and Mass Notification systems within designated facilities.
- X. Provide remote diagnostics to assist County staff with the VSS and EAC as needed.
- XI. Maintain a log of calls and related issues and provide the County with a monthly report of this information with the action taken to resolve each issue.
- f. Communicate the status of work requests to the designated County Facilities point of contact on a consistent regular basis.
- g. Contractor shall provide timely feedback and responsive communications with the County to give frequent updates on tasks for work performed including but not limited to ongoing or unresolved security systems issues, product delivery delays, schedule delays etc.
- h. The contractor shall provide a cost break-out of all materials required for work performed under this contract.
- i. The awarded contractor shall sign a non-disclosure agreement to permit remote access to county security networks.
- j. Coordinate with the County to provide a one fiscal year Genetec Advantage Renewal with associated software updates and/or implementation procedures.
- k. Contractor shall follow industry best practices for physical and cyber security, subject to audit by County.
- l. Contractor shall immediately notify the County Facilities Director upon discovery of cyber security incidents with any potential to impact the confidentiality, integrity, or availability of any County system.
- m. Contractor shall follow County's security policies on all County systems, grant access to users including Contractor employees and sub-contractor employees in accordance with the principle of least privilege (i.e., granting no rights beyond what is strictly needed for job performance), and require multi-factor authentication (MFA) for all Contractor and sub-contractor employees who have remote access to County systems.
- n. Awarded vendor must follow all code regulations; safety regulation recommendations shall be followed within relation to any work accomplished under this contract.
- o. Awarded vendor is to be the subject matter expert and consultant for the County to ensure services are delivered per required codes and industry standard practices, consistent with agreement term of work completed by third-party vendor or performed by maintenance contractor.
- p. Awarded vendor to monitor any sub-contractor/third party contractor performance.

SECTION 3
PROPOSAL PREPARATION AND SUBMITTAL

Proposals must conform to all requirements stated below and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal.

Before submitting a proposal, each firm shall familiarize itself with the entire RFP, including the Scope of Work, Counties insurance requirements, and all laws, regulations and other factors affecting the vendor's performance. The Vendor is responsible for fully understanding the requirements of a subsequent contract and shall otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the Vendor. There will be no subsequent financial adjustment for lack of such familiarization.

All proposal materials must be clearly marked with the proposal name, number, and the Vendor's name. It is the responsibility of the Vendor to ensure that proposals are received in the office of Board of Supervisors or via email to the attention of Jason Slack at (jason.slack@pottcounty-ia.gov) by the due date and time stated on page 2 of this RFP. The Vendor is responsible for delivery of its proposal by the deadline notwithstanding any claims of error or failure to perform by mail courier or package delivery service.

All proposals must be in the required format incorporating the forms provided in this RFP package, if any. It is permissible to copy these forms as required. The authorized person signing the proposal shall make initial erasures, interlineations, or other modifications on the proposal.

The Vendor must submit one (1) digital .PDF copy of the proposal on media suitable for copying and distributing electronically.

The firm's proposal should be organized in sections as outlined below:

1. Cover Letter

Proposals must include a cover letter submitted under the firm's name on the Vendor's letterhead containing the signature and title of a person or an official of the firm who is authorized to commit the firm to a potential contract with the County. The cover letter must also identify the primary contact for this proposal and include the Counties RFP number found within this RFP. The cover letter should express the firm's interest and serve as an executive summary of the proposal.

2. Proposal Form

All proposals must include the complete Proposal Form signed by a person or an official authorized to commit the firm to a contract with the County.

3. Qualifications

The proposal must describe the firm's qualifications to provide the requested products and/or services, and include the following:

- a. Description of the nature of the firm's business; include a description of experience, competencies, and overall organizational capabilities.
- b. Corporate organization chart indicating key management team members.
- c. Number of years in business.
- d. Description of the firm's capabilities to provide the requested product(s)/service(s).
- e. Description of the project staff structure, the background, qualifications, and relevant experience of all staff involved in the project, including length of time at contractor; include the responsibilities that each staff member will have during the execution of this project.
- f. Overview of approach and description of methodology to be used.
- g. Description of project structure and detailed project timelines and phases (if applicable).
- h. References: The offeror must provide three (3) independent references from three (3) different projects of similar scope, nature, and complexity to that requested by the County. The County prefers educational or governmental entity references. Each of the references must include the following information:
 - 1) Entity name
 - 2) Industry Type
 - 3) Address, City, Province/State/Country
 - 4) Contact Name, Title, Phone Number, and Email address
 - 5) Years (s) services(s) provided
 - 6) Comments (include details regarding the status of the product/service provided by offeror)

4. Response to Scope of Work

- a. Responses must be clear and thorough, but concise, and written in plain, easy to understand language.
- b. Responses must follow the numbering format in this RFP.

5. Exceptions to Scope of Work

- a. Any exceptions to the requirements of this RFP that the contractor requests the County to consider must be placed in this section. Each alternate or exception should be addressed separately with specific reference to the requirement.

6. Cost Proposal

The offeror shall complete the Cost Proposal Form included in the RFP (Section 5), or in alternative, use the enclosed Form as a guide in completing its own cost proposal, and shall submit such detailed Cost Proposal together with its original proposed packet. The Cost Proposal shall conform to the following guidelines:

- a. Proposals that include equipment or materials should not include sales tax. The County is tax exempt under federal tax.
- b. Prices for services shall be listed hourly, including the total cost and the total number of hours required to complete the services, and, if applicable, any individual category of the services.
- c. Provide detailed explanations of any assumptions that the offeror made in calculating the project costs in order to provide sufficient information for the County to be able to prepare a detailed cost analysis and comparison.

7. Appendix

The Proposal Appendix must include:

- a. All documents or forms required by the County to be completed by the firm.
- b. Contractor Genetec Elite Certification.
- c. If a firm has had any previous contracts canceled or is currently debarred, suspended, or proposed for debarment by any government entity, the current status must be documented in this proposal. If any customer has stopped using the products(s) or service(s) you are proposing, provide details including customer name, date when product was installed, date when product was discontinued (usage) and reason for discontinuation, including contact details of the customer.
- d. If the firm intends to use any cooperative, subcontract, third party agreement, or the like to perform under their proposal, the firm must supply the name, address, qualifications, and criteria used by the firm for selection of any third party, and the intended services to be performed. The services provided under the Scope of work proposed, in part or in whole, shall not be subcontracted without proper written permission of the County.

Via Post Mail:

RFP Contact Name: Board of Supervisors (Jason Slack)

Mailing Address:

Pottawattamie County Office
227 S. 6th Street, Council Bluffs, IA 51501

Via E-Mail:

Jason Slack (jason.slack@pottcounty-ia.gov)
Josh Kirlin (jkirlin@sheriff.pottcounty-ia.gov)

8. Interpretations of this RFP

Only the interpretation or correction so given by Engineering Technologies Inc, in electronic writing (email), shall be binding and prospective Vendors are advised that no other source is authorized to give information concerning, explain or interpret, the proposal document.

All such interpretation and supplemental instructions will be in the form of written addenda to the request for proposal documents. All addenda will be posted to contractors.

SECTION 4
SELECTION AND CONTRACT AWARD

Proposals shall be evaluated based on the requirements set forth in the RFP. Selection of the firm(s) will be at the discretion of the County and will be based on the proposal that the County deems to be the most responsive and responsible and serves the best interests of the County. It is the intent of the County to negotiate and enter into a contract with the selected firm following a Notice of Intent of Selection.

Selected offeror(s) may be required to make on-site oral and visual presentations or demonstrations at the request of the County. The County will schedule the time and location for any presentations. Costs and equipment for such presentations are the responsibility of the offeror. Best and Final offers may be solicited from the pool of finalists prior to selection of the successful firm.

Proposals will be reviewed by the County Selection Committee and will be evaluated based on the following criteria, which are listed in descending order of importance:

Proposal Evaluation Criteria in Relative Order of Importance:

To include but not limited to (point values):

- a. Costs – (50)
 - Monthly contract costs to the County.
- b. Staffing – (25)
 - Number of Genetec certified technicians on staff
- c. Past project experience with the County – (15)
 - Include in your response any recent projects your Firm has had with Pottawattamie County within the last five (5) years with a description of general project scope related to security systems.
- d. References – (10)
 - References from clients of similar scopes of work as defined in this RFP. Particularly references from other Government entities.

**SECTION 5
PROPOSAL FORM**

Date _____

Proposal of _____, (Company Name)

This Proposal is submitted in response to the RFP document attached here-in,

The undersigned, as a duly authorized officer, hereby agrees to be bound by the content of this Proposal and agrees to comply with the terms, conditions and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of thirty (30) calendar days as of the Due Date for responses to the RFP. The undersigned understands that the County reserves the right to reject any or all Proposals or to waive any formality or technicality, as determined by the County in its sole discretion, in any Proposal in the interest of the County.

The undersigned hereby certifies that this Proposal is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person or entity to refrain from submitting proposals, and that the Offeror has not in any manner sought by collusion to secure for itself an advantage over any other Offeror.

The undersigned further certifies that as a duly authorized officer, he or she is authorized to negotiate in good faith on behalf of this firm for purposes of this RFP.

(Proposer's Full Legal Name)

(Signature)

(Print Name)

(Title)

(Complete Business Address)

(Email Address) (Phone Number)

(Federal Taxpayer ID Number)

SECTION 5 (Continued)

COST PROPOSAL FORM

PRICING – MONTHLY RATES:

The fixed monthly billing amount is to include all costs for providing facility services in accordance with the RFP terms, conditions, and specifications.

All supplies and services needed to perform the scope of work are to be provided by the Bidder and included on this cost of service form.

RFP RELATED BUILDING(S)	TOTAL MONTHLY COST FOR 12 MONTHS
Pottawattamie County Sheriff's Office and Jail, Pottawattamie County Sheriff's Office Town Cameras, Pottawattamie County Elections Building, Pottawattamie County Courthouse & Annex Building, Pottawattamie County Veteran Affairs Building, Pottawattamie County Department of Human Services, and Hancock Shop Building	

MOBILIZATION – TRIP COSTS:

Provide a cost for an onsite visit and/or a "truck service fee", as required for on-site maintenance visits during normal business hours.

1. Truck and/or Site Visit fee (per site visit) \$ _____

PRICING – HOURLY LABOR RATES:

Quote hourly rates, as a benchmark for future contractual adjustments.

2. Hourly rate for Genetec Certified System programmer (off-site) during normal business hours beyond monthly 16-hour contract
\$ _____/hr.
3. Hourly rate for Genetec certified Systems programmer (off-site) outside normal business hours beyond monthly 16-hour contract
\$ _____/hr.

SECTION 6

EXISTING BUILDING DEVICE QUANTITIES AND FLOOR PLANS

BUILDING	# of Electronic Access Controlled doors and IP Surveillance Cameras at each building
Pottawattamie County Sheriff's Office including Jail	(Building floor plans for device quantities are available upon receipt of a signed non-disclosure agreement)
Pottawattamie County Sheriff's Office Town Cameras	(Building floor plans for device quantities are available upon receipt of a signed non-disclosure agreement)
Pottawattamie County Elections Building	(Refer to attached building floor plans for device quantities)
Pottawattamie County Courthouse & Annex Building	(Refer to attached building floor plans for device quantities)
Pottawattamie County Veteran Affairs Building	(Refer to attached building floor plans for device quantities)
Pottawattamie County Department of Human Services	(Refer to attached building floor plans for device quantities)
Hancock Shop Building	(Refer to attached building floor plans for device quantities)

*There are approximately 500 surveillance cameras located at buildings listed in this RFP.

Refer to attached drawings.

LEGEND		
Description	Quantity	
Automatic Door Actuator_Existing	2	
Card Reader - 1	6	
Dome_Fixed_Indoor_Ceiling_Existing	3	
Door Position Sensor - Concealed_Existing	6	
Duress Button_Existing	3	
Electric Strike_Existing	6	
Electronic Access Control	1	
Request to Exit_Motion_Existing	6	



CLIENT
ADDRESS
CITY ST ZIP

PROJECT NAME

REVISIONS NUMBER	DATE	NOTES

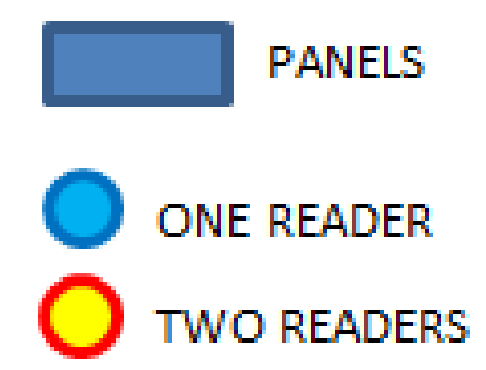
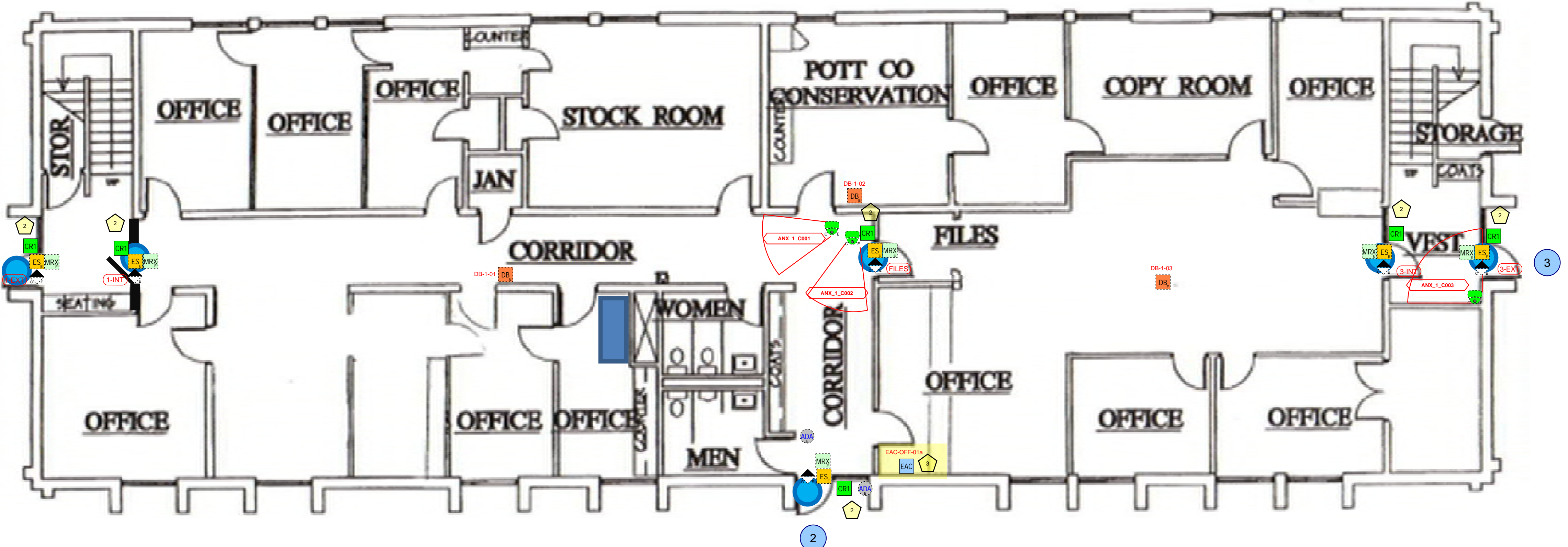
PROJECT NUMBER
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DATE
DRAWING SOURCE REVISION

SHEET NAME
SHEET NUMBER

GENERAL NOTES:
1. EXISTING EAC PANELS TO BE REMOVED AND REPLACE WITH NEW TROVES.

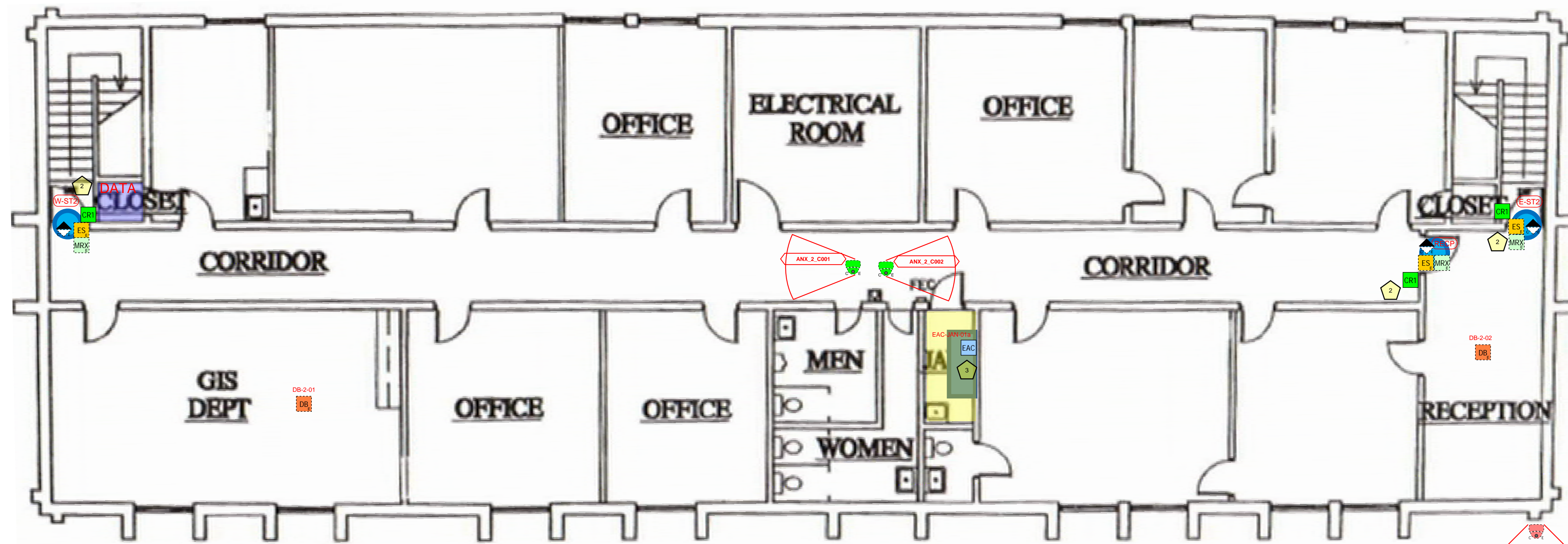
KEY NOTES:
1 NEW READER OR KEYPAD READER AS INDICATED ON PLANS AND ASSOCIATED CABLING.
2 REPLACE EXISTING READER OR KEYPAD READER AS INDICATED ON PLANS.
3 DEMO EXISTING EAC PANEL(S) AND INSTALL NEW EAC PANEL(S).
4 DOOR IS ARMED. CONNECT TO EAC FOR ALARM SIGNAL.
5 SECURITY CONSOLE MONITORING LOCATION.

KEY PLAN



ANNEX BUILDING





- PANELS
- ONE READER
- TWO READERS

ANNEX BUILDING



LEGEND		
Description	Quantity	
■ CRT1	Card Reader - 1	3
■ CFE	Dome_Fixed_Indoor_Ceiling_Existing	2
■ CFE	Dome_Fixed_Outdoor_Ceiling_Existing	1
■ CFE	Door Position Sensor - Concealed_Existing	3
■ DB	Duress Button_Existing	2
■ ES	Electric Strike_Existing	3
■ EAC	Electronic Access Control	1
■ MRX	Request to Exit_Motion_Existing	3



CLIENT
ADDRESS
CITY ST ZIP

PROJECT NAME

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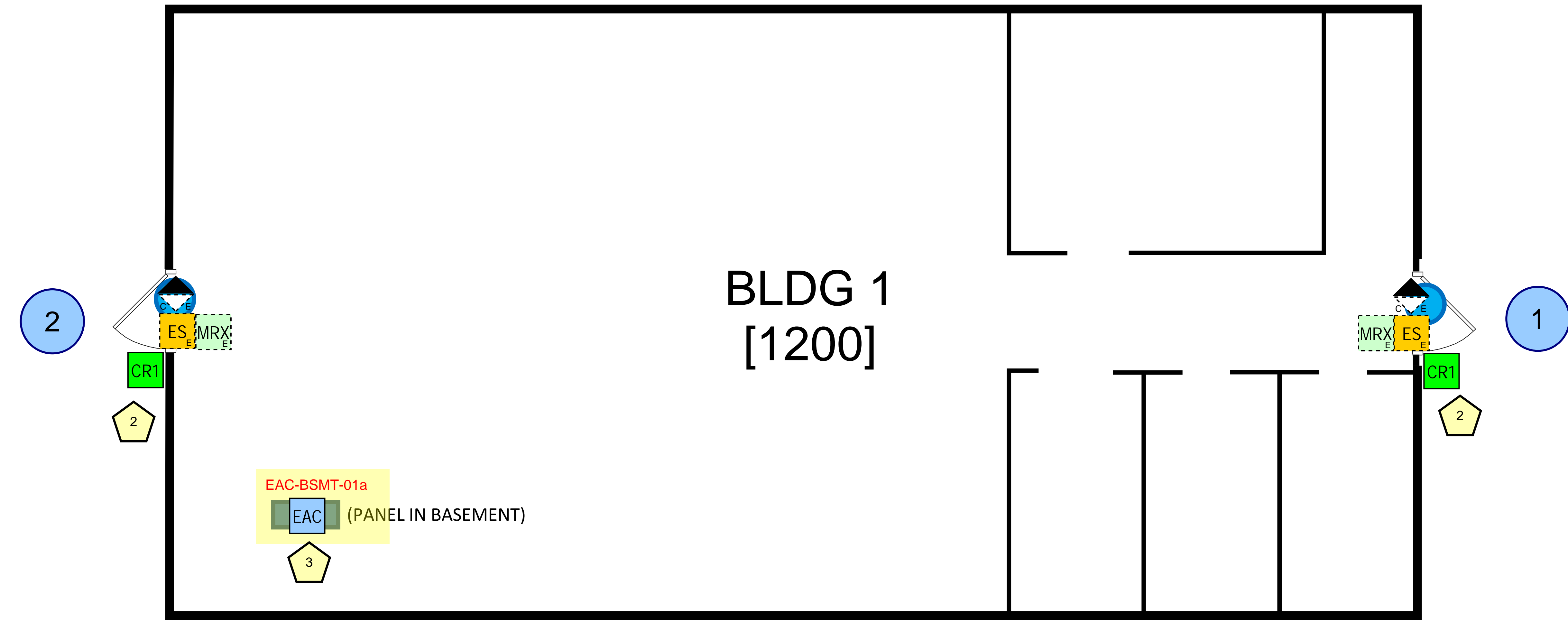
- KEY NOTES:
- 1 NEW READER OR KEYPAD READER AS INDICATED ON PLANS AND ASSOCIATED CABLING.
 - 2 REPLACE EXISTING READER OR KEYPAD READER AS INDICATED ON PLANS.
 - 3 DEMO EXISTING EAC PANEL(S) AND INSTALL NEW EAC PANEL(S).
 - 4 DOOR IS ALARMED. CONNECT TO EAC FOR ALARM SIGNAL.
 - 5 SECURITY CONSOLE MONITORING LOCATION.

REVISIONS NUMBER	DATE	NOTES

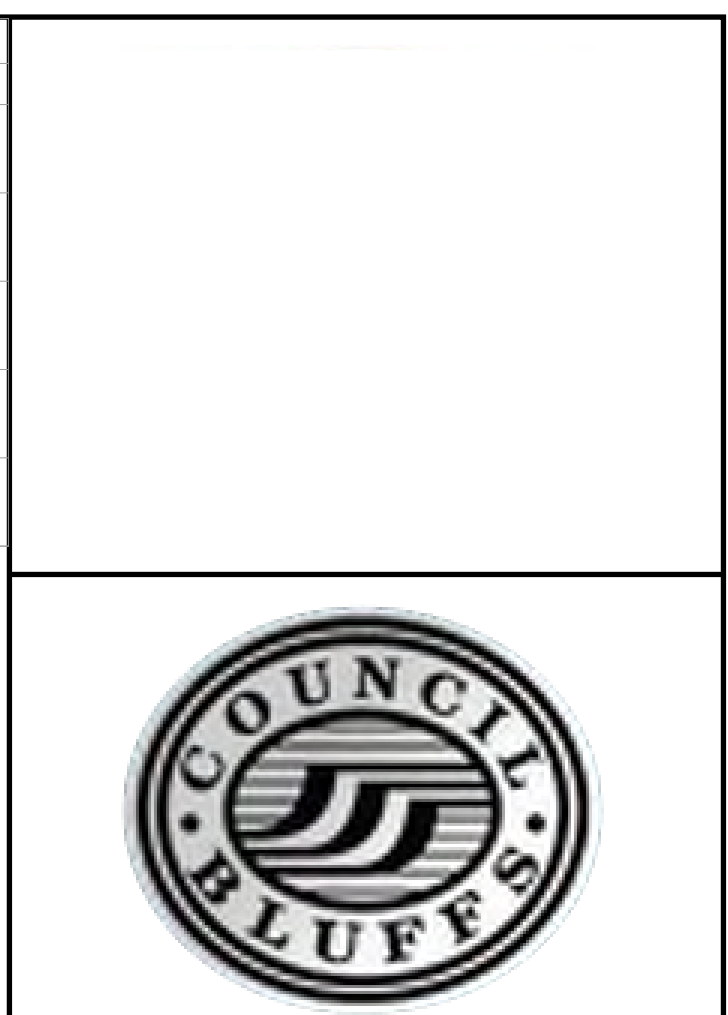
PROJECT NUMBER
DRAWN BY
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DATE
DRAWING SOURCE REVISION

KEY PLAN

SHEET NAME
SHEET NUMBER



LEGEND		
Description	Quantity	
Card Reader - 1	2	
Door Position Sensor - Concealed_Existing	2	
Electric Strike_Existing	2	
Electronic Access Control	1	
Request to Exit_Motion_Existing	2	



CLIENT

ADDRESS

CITY ST ZIP

PROJECT NAME

GENERAL NOTES:
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 2 REPLACE EXISTING READER OR KEYPAD READER AS INDICATED ON PLANS.
 3 DEMO EXISTING EAC PANEL(S) AND INSTALL NEW EAC PANEL(S).
 4 DOOR IS ALARMED. CONNECT TO EAC FOR ALARM SIGNAL.
 5 SECURITY CONSOLE MONITORING LOCATION.

REVISIONS NUMBER	DATE	NOTES

PROJECT NUMBER

DRAWN BY

CHECKED BY

DATE

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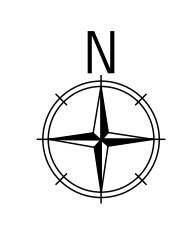
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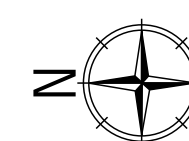
SHEET NAME

SHEET NUMBER

- PANELS
- ONE READER
- TWO READERS

ELECTIONS BUILDING





COURTHOUSE



CLIENT

ADDRESS

CITY ST ZIP

PROJECT NAME

REVISIONS

NUMBER DATE NOTES

PROJECT NUMBER

DRAWN BY

CHECKED BY

DATE

DRAWING SOURCE REVISION

SHEET NAME

SHEET NUMBER

LEGEND

Description	Quantity	
CR1	Card Reader - 1	30
CR2	Card Reader - 2	3
CK1	Card Reader/Keypad - 1	11
CK2	Card Reader/Keypad - 2	8
△	Data (Surface Mount) x1	13
180°	Dome_Fixed_180°_Outdoor	1
⊙	Dome_Fixed_Indoor_Ceiling_Existing	7
⊙	Dome_Fixed_Indoor_Ceiling	14
◊	Door Position Sensor - Concealed	30
◊	Door Position Sensor - Surface	2
CTL	EAC Controller	1
EL	Electric Latch	1
ES	Electric Strike	38
EAC	Electronic Access Control	5
⊕	Ground Point	5
ICP	Intrusion Control Panel_Existing	1
LA	Local Alarm_Existing	1
RX	Request to Exit_Integrated	1
MRX	Request to Exit_Motion	25
PRX	Request to Exit_Push Button	1
RES	RIM Electric Strike	3
⚡	Surge Suppressor	5

GENERAL NOTES:

- EXISTING EAC PANELS TO BE REMOVED AND REPLACE WITH NEW TROVES.

KEY NOTES:

- NEW READER OR KEYPAD READER AS INDICATED ON PLANS AND ASSOCIATED CABLING.
- REPLACE EXISTING READER OR KEYPAD READER AS INDICATED ON PLANS.
- DOOR IS ALARMED. CONNECT TO EAC FOR ALARM SIGNAL.
- SECURITY CONSOLE MONITORING LOCATION.
- EXISTING DMP INTRUSION DURESS BUTTONS TO BE INTEGRATED WITH GENETEC. FURTHER FIELD INVESTIGATION IS NEEDED TO DETERMINE IF A DMP LICENSE CAN BE PURCHASED TO BRING THEM IN OR BY USING INPUT BOARDS.

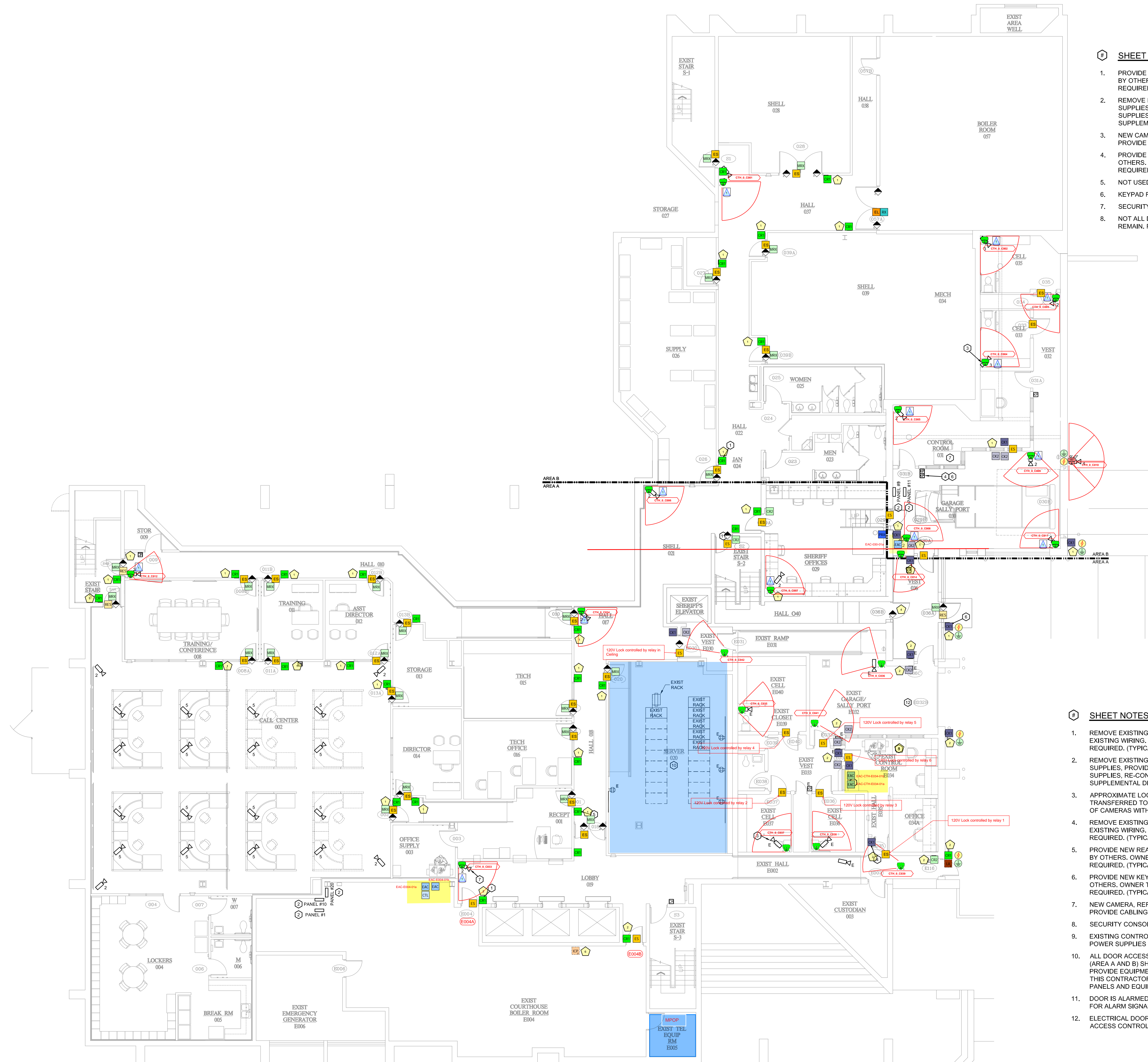
SHEET NOTES

- PROVIDE NEW READER, AND ASSOCIATED WIRING, ROUGH-IN BY OTHERS. OWNER TO PROVIDE TOUCH-UP PAINTING AS REQUIRED. (TYPICAL)
- REMOVE EXISTING CONTROL PANEL AND ASSOCIATED POWER SUPPLIES. PROVIDE NEW GENETEC PANEL AND POWER SUPPLIES. RE-CONNECT ALL EXISTING WIRING. REFERENCE SUPPLEMENTAL DRAWINGS FOR ALL PANEL CONNECTIONS.
- NEW CAMERA. REFERENCE CAMERA SCHEDULE, SHEET T1.0A. PROVIDE CABLING AS REQUIRED. (TYPICAL)
- PROVIDE NEW KEYPAD, AND ASSOCIATED WIRING, ROUGH-IN BY OTHERS. OWNER TO PROVIDE TOUCH-UP PAINTING AS REQUIRED. (TYPICAL)
- NOT USED.
- KEYPAD FOR CONTROL OF GARAGE DOOR 030B.
- SECURITY CONSOLE MONITORING LOCATION.
- NOT ALL DOORS CONNECTED TO DESIGNATED PANELS SHALL REMAIN. FIELD VERIFY NUMBER OF DOORS REMAINING.

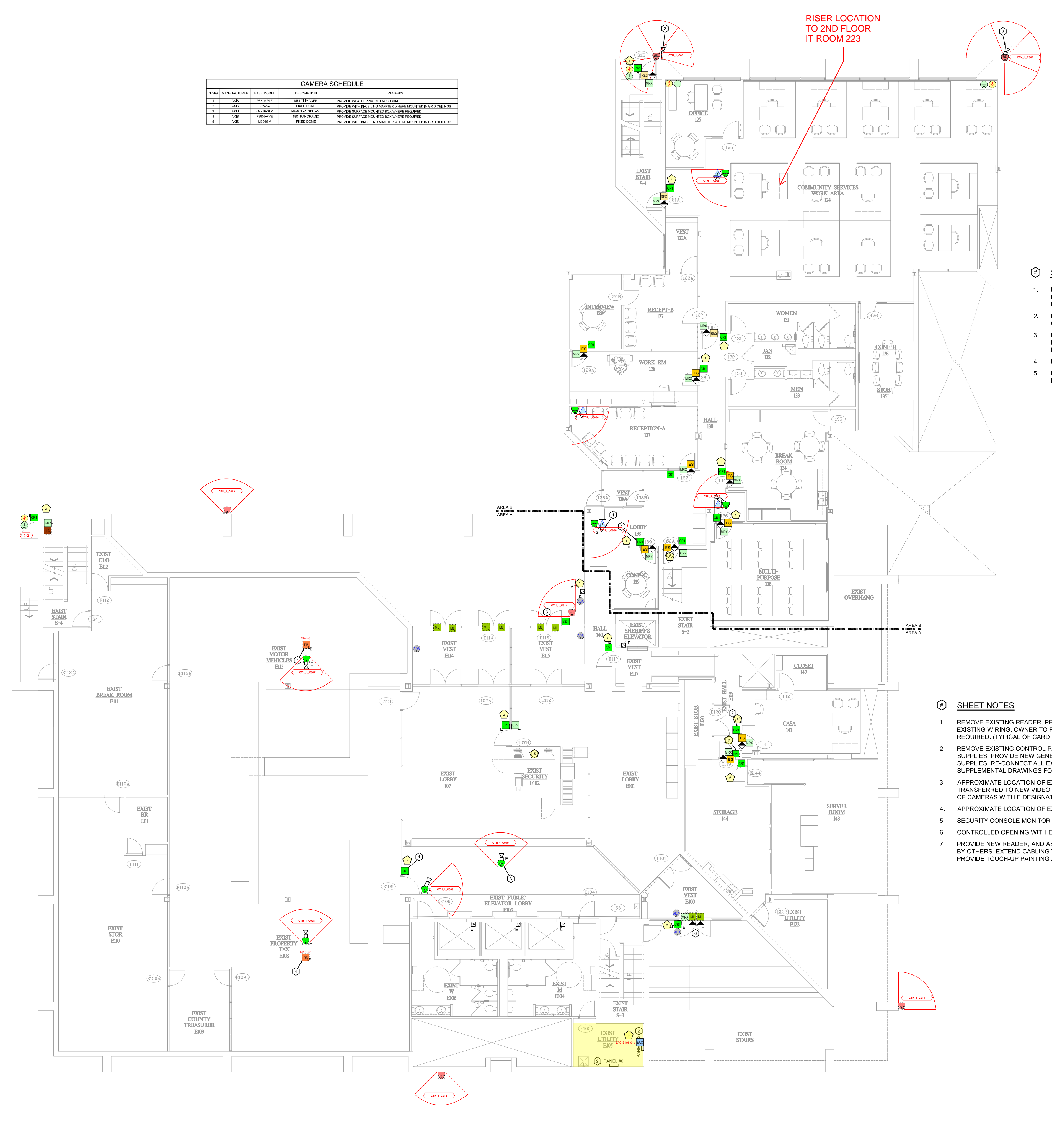
SHEET NOTES

- REMOVE EXISTING READER. PROVIDE NEW READER. RE-USE EXISTING WIRING. OWNER TO PROVIDE TOUCH-UP PAINTING AS REQUIRED. (TYPICAL OF CARD READERS WITH E DESIGNATION)
- REMOVE EXISTING CONTROL PANEL AND ASSOCIATED POWER SUPPLIES. PROVIDE NEW GENETEC PANEL AND POWER SUPPLIES. RE-CONNECT ALL EXISTING WIRING. REFERENCE SUPPLEMENTAL DRAWINGS FOR ALL PANEL CONNECTIONS.
- APPROXIMATE LOCATION OF EXISTING CAMERA. TO BE TRANSFERRED TO NEW VIDEO MANAGEMENT SYSTEM. (TYPICAL OF CAMERAS WITH E DESIGNATION)
- REMOVE EXISTING KEYPAD. PROVIDE NEW KEYPAD. RE-USE EXISTING WIRING. OWNER TO PROVIDE TOUCH-UP PAINTING AS REQUIRED. (TYPICAL OF KEYPADS WITH E DESIGNATION)
- PROVIDE NEW READER, AND ASSOCIATED WIRING, ROUGH-IN BY OTHERS. OWNER TO PROVIDE TOUCH-UP PAINTING AS REQUIRED. (TYPICAL)
- PROVIDE NEW KEYPAD, AND ASSOCIATED WIRING, ROUGH-IN BY OTHERS. OWNER TO PROVIDE TOUCH-UP PAINTING AS REQUIRED. (TYPICAL)
- NEW CAMERA. REFERENCE CAMERA SCHEDULE, SHEET T1.0A. PROVIDE CABLING AS REQUIRED. (TYPICAL)
- SECURITY CONSOLE MONITORING LOCATION.
- EXISTING CONTROL EQUIPMENT SHALL BE REMOVED. EXISTING POWER SUPPLIES SHALL BE RE-USED AS AVAILABLE.
- ALL DOOR ACCESS/SECURITY CABLING FOR BASEMENT LEVEL (AREA A AND B) SHALL BE RUN TO SERVER 020. OWNER TO PROVIDE EQUIPMENT CABINET FOR MOUNTING OF EQUIPMENT. THIS CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL PATCH PANELS AND EQUIPMENT WITHIN THE CABINET.
- DOOR IS ALARMED. CONNECT TO ACCESS CONTROL SYSTEM FOR ALARM SIGNAL.
- ELECTRICAL DOOR OPERATOR SHALL BE CONNECTED TO ACCESS CONTROL SYSTEM.

SYMBOL	MANUFACTURER	BASE MODEL	DESCRIPTION	REMARKS
1	AXIP	PT8000	PT8000	PROVIDE WITH RE-USEABLE ADAPTER AND/OR MOUNTING IN USE CASES
2	AXIP	PT8000	PT8000	PROVIDE WITH RE-USEABLE ADAPTER AND/OR MOUNTING IN USE CASES
3	AXIP	PT8000	PT8000	PROVIDE WITH RE-USEABLE ADAPTER AND/OR MOUNTING IN USE CASES
4	AXIP	PT8000	PT8000	PROVIDE WITH RE-USEABLE ADAPTER AND/OR MOUNTING IN USE CASES
5	AXIP	PT8000	PT8000	PROVIDE WITH RE-USEABLE ADAPTER AND/OR MOUNTING IN USE CASES



CAMERA SCHEDULE				
QTY	MANUFACTURER	BASE MODEL	DESCRIPTION	REMARKS
1	ASB	PT104P2	MULTI-MONITOR	PROVIDE 8X16 INCH MONITOR ENCLOSURE.
2	ASB	P201AP	VIDEO DOME	PROVIDE 8X16 INCH MONITOR ENCLOSURE WITH 2 MONITORS.
1	ASB	SD124L2	IMPACT RESISTANT	PROVIDE 8X16 INCH MONITOR ENCLOSURE WITH 2 MONITORS.
1	ASB	P101AP	10X10 INCH	PROVIDE 8X16 INCH MONITOR ENCLOSURE WITH 2 MONITORS.
1	ASB	VS200V	VIDEO DOME	PROVIDE 8X16 INCH MONITOR ENCLOSURE WITH 2 MONITORS.



SHEET NOTES

1. PROVIDE NEW READER, AND ASSOCIATED WIRING, ROUGH-IN BY OTHERS. EXTEND CABLING TO CLOSET 223. OWNER TO PROVIDE TOUCH-UP PAINTING AS REQUIRED. (TYPICAL)
2. PROVIDE PENETRATION THROUGH EXTERIOR WALL AND CORNER MOUNT CAMERA.
3. NEW CAMERA. REFERENCE CAMERA SCHEDULE. SHEET T1.0A. PROVIDE CABLING AS REQUIRED. EXTEND CABLING TO DEDICATED PATCH PANEL IN CLOSET 223. (TYPICAL)
4. NOT USED.
5. DOOR IS ARMED. CONNECT TO ACCESS CONTROL SYSTEM FOR ALARM SIGNAL.

SHEET NOTES

1. REMOVE EXISTING READER. PROVIDE NEW READER. RE-USE EXISTING WIRING. OWNER TO PROVIDE TOUCH-UP PAINTING AS REQUIRED. (TYPICAL OF CARD READERS WITH E DESIGNATION)
2. REMOVE EXISTING CONTROL PANEL AND ASSOCIATED POWER SUPPLIES. PROVIDE NEW GENETEC PANEL AND POWER SUPPLIES. RE-CONNECT ALL EXISTING WIRING. REFERENCE SUPPLEMENTAL DRAWINGS FOR ALL PANEL CONNECTIONS.
3. APPROXIMATE LOCATION OF EXISTING CAMERA. TO BE TRANSFERRED TO NEW VIDEO MANAGEMENT SYSTEM. (TYPICAL OF CAMERAS WITH E DESIGNATION)
4. APPROXIMATE LOCATION OF EXISTING PANIC PUSHBUTTON.
5. SECURITY CONSOLE MONITORING LOCATION.
6. CONTROLLED OPENING WITH EXISTING ADA OPERATOR.
7. PROVIDE NEW READER, AND ASSOCIATED WIRING, ROUGH-IN BY OTHERS. EXTEND CABLING TO CLOSET 223. OWNER TO PROVIDE TOUCH-UP PAINTING AS REQUIRED. (TYPICAL)

LEGEND

Description	Quantity
Automatic Door Actuator_Existing	5
Card Reader - 1	19
Card Reader - 2	3
Data (Surface Mount) x1	4
Dome_Fixed_360°_Outdoor	2
Dome_Fixed_Indoor_Ceiling	4
Dome_Fixed_Indoor_Ceiling_Existing	4
Dome_Fixed_Outdoor_Ceiling_Existing	1
Dome_Fixed_Outdoor_Wall_Existing	3
Door Position Sensor - Concealed	9
Door Position Sensor - Surface_Existing	2
Door Position Sensor - Surface	3
Duress Button_Existing	2
Electric Strike	9
Electronic Access Control	1
Ground Point	4
Local Alarm_Existing	1
Mag Lock_Existing	8
Request to Exit_Motion_Existing	1
Request to Exit_Motion	11
RIM Electric Strike	3
Surge Suppressor	4

GENERAL NOTES:

1. EXISTING EAC PANELS TO BE REMOVED AND REPLACE WITH NEW TROVES.

KEY NOTES:

- 1 NEW READER OR KEYPAD READER AS INDICATED ON PLANS AND ASSOCIATED CABLING.
- 2 REPLACE EXISTING READER OR KEYPAD READER AS INDICATED ON PLANS.
- 3 DEMO EXISTING EAC PANEL(S) AND INSTALL NEW EAC PANEL(S).
- 4 DOOR IS ARMED. CONNECT TO EAC FOR ALARM SIGNAL.
- 5 SECURITY CONSOLE MONITORING LOCATION.

CLIENT

ADDRESS

CITY ST ZIP

PROJECT NAME

REVISIONS NUMBER	DATE	NOTES

PROJECT NUMBER

DRAWN BY

CHECKED BY

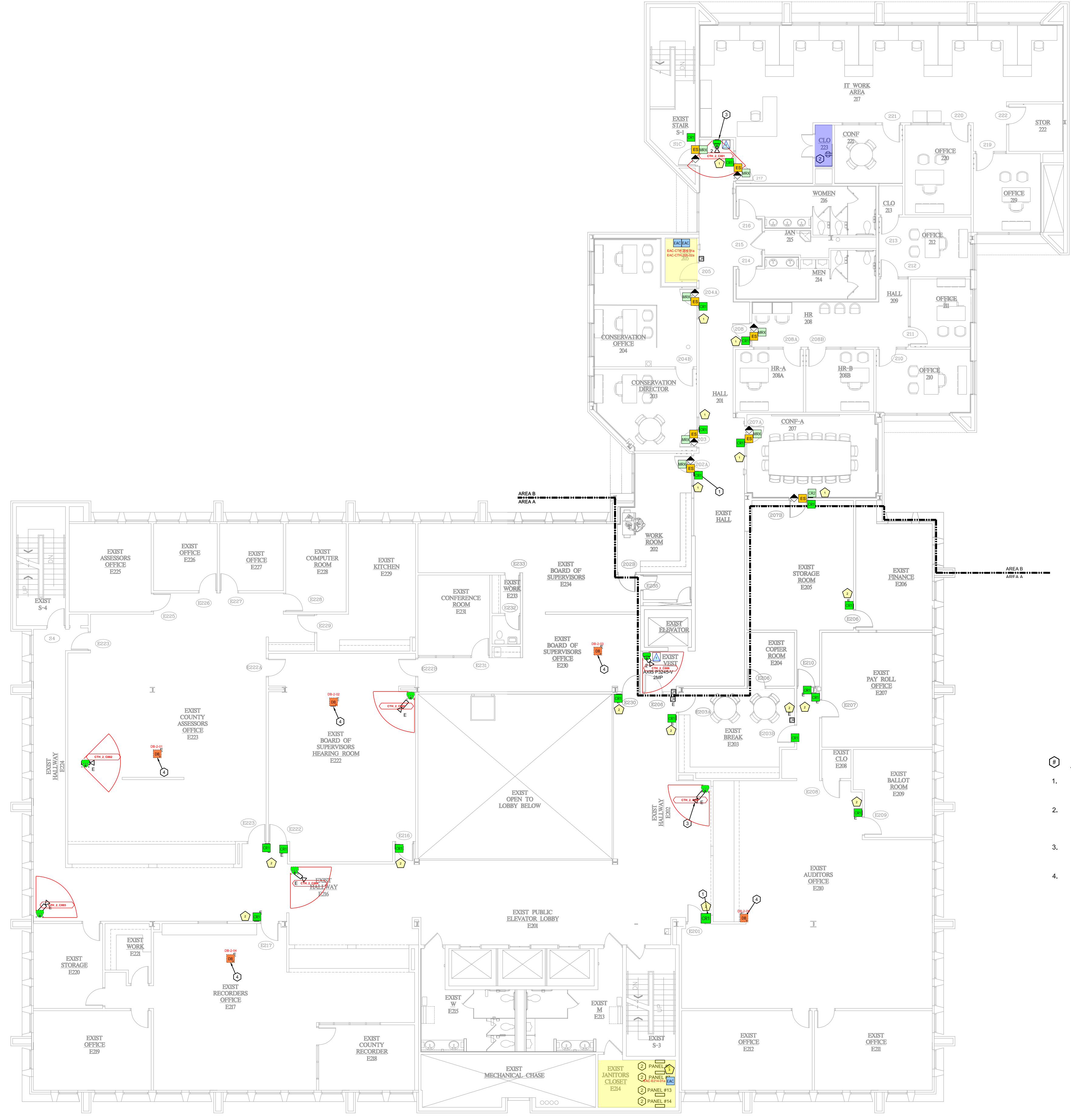
DATE

DRAWING SOURCE REVISION

KEY PLAN

SHEET NAME

SHEET NUMBER



- SHEET NOTES**
1. PROVIDE NEW READER, AND ASSOCIATED WIRING. OWNER TO PROVIDE TOUCH-UP PAINTING AS REQUIRED. (TYPICAL)
 2. PROVIDE NEW GENETEC CONTROL PANELS AS REQUIRED FOR CONTROL OF DOORS IN AREA B, FIRST AND SECOND FLOORS. PROVIDE NEW CABLING AS REQUIRED. EXTEND CABLING FOR NEW READERS IN AREA B, FIRST AND SECOND FLOORS, TO THIS LOCATION.
 3. NEW CAMERA. REFERENCE CAMERA SCHEDULE, SHEET T1.0A. PROVIDE CABLING AS REQUIRED. EXTEND CABLING TO DEDICATED PATCH PANEL IN CLOSET 223. (TYPICAL)

- SHEET NOTES**
1. REMOVE EXISTING READER, PROVIDE NEW READER, RE-USE EXISTING WIRING. OWNER TO PROVIDE TOUCH-UP PAINTING AS REQUIRED. (TYPICAL OF CARD READERS WITH E DESIGNATION)
 2. REMOVE EXISTING CONTROL PANEL AND ASSOCIATED POWER SUPPLIES. PROVIDE NEW GENETEC PANEL AND POWER SUPPLIES. RE-CONNECT ALL EXISTING WIRING. REFERENCE SUPPLEMENTAL DRAWINGS FOR ALL PANEL CONNECTIONS.
 3. APPROXIMATE LOCATION OF EXISTING CAMERA. TO BE TRANSFERRED TO NEW VIDEO MANAGEMENT SYSTEM. (TYPICAL OF CAMERAS WITH E DESIGNATION)
 4. APPROXIMATE LOCATION OF EXISTING PANIC PUSHBUTTON.

LEGEND		
Description	Quantity	
CR1	Card Reader - 1	20
CR2	Card Reader - 2	1
	Data (Surface Mount) x1	2
	Dome_Fixed_Indoor_Ceiling	2
	Dome_Fixed_Indoor_Ceiling_Existing	5
	Door Position Sensor - Concealed	8
	Duress Button_Existing	5
	Electric Strike	8
	Electronic Access Control	3
	Request to Exit_Motion	7

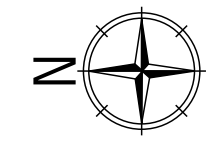


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- KEY NOTES:**
- 1.
 2. REPLACE EXISTING READER OR KEYPAD READER AS INDICATED ON PLANS.
 3. DEMO EXISTING EAC PANEL(S) AND INSTALL NEW EAC PANEL(S).
 4. DOOR IS ARMED. CONNECT TO EAC FOR ALARM SIGNAL.
 5. SECURITY CONSOLE MONITORING LOCATION.

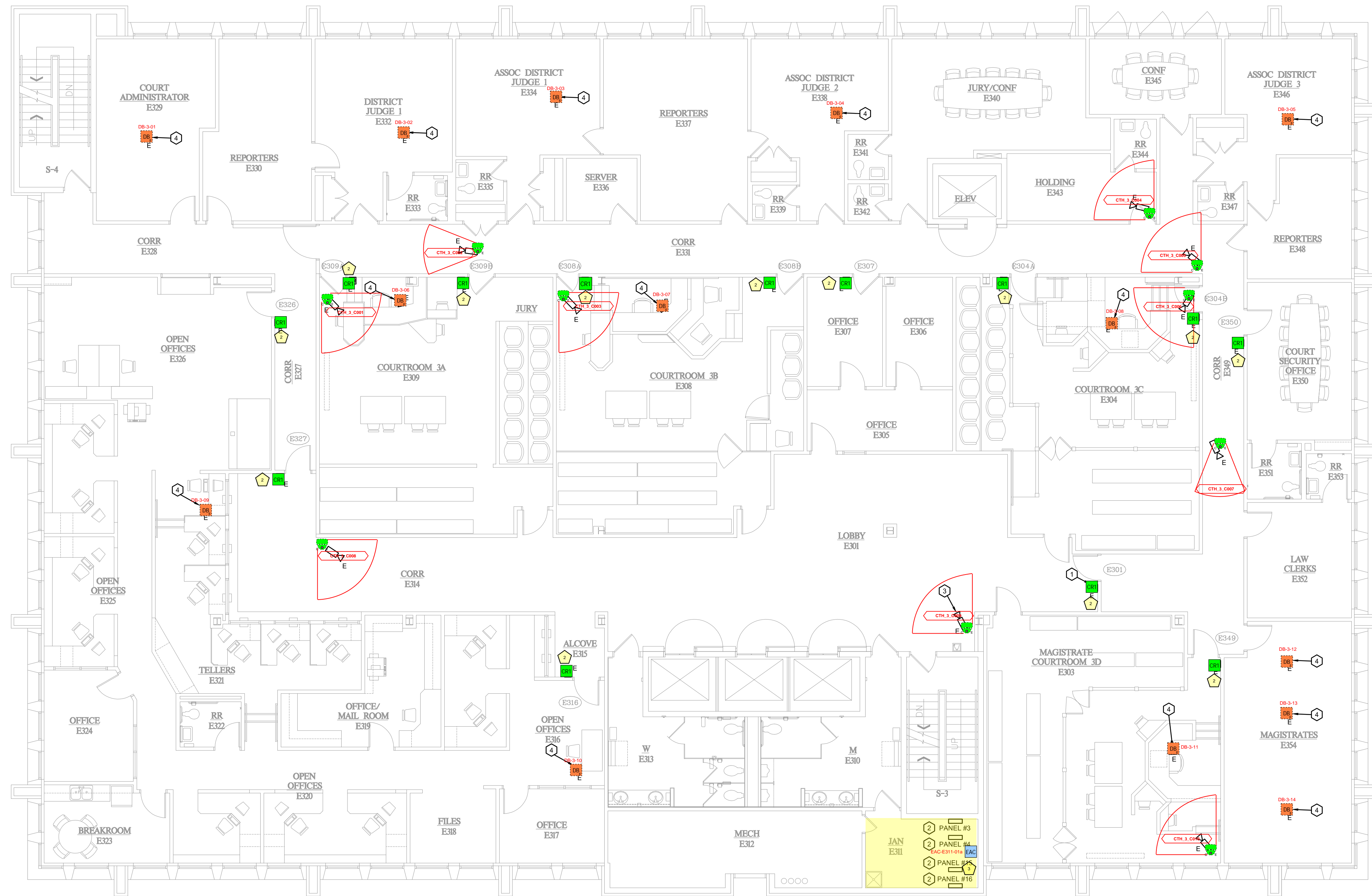
CLIENT		
ADDRESS		
CITY ST ZIP		
PROJECT NAME		
REVISIONS	DATE	NOTES
NUMBER		
PROJECT NUMBER		
DRAWN BY		
CHECKED BY		
DATE		
DRAWING SOURCE REVISION		
KEY PLAN	SHEET NAME	
	SHEET NUMBER	



CAMERA SCHEDULE				
QTY	MANUFACTURER	BASE MODEL	DESCRIPTION	REMARKS
1	ARR	RR3000	RECYCLED METAL FINISH	PROVIDE METAL FINISH ADAPTER WHERE MOUNTED ON THE CEILING.
2	ARR	RR3000	RECYCLED METAL FINISH	PROVIDE METAL FINISH ADAPTER WHERE MOUNTED ON THE CEILING.
2	ARR	RR3000	RECYCLED METAL FINISH	PROVIDE METAL FINISH ADAPTER WHERE MOUNTED ON THE CEILING.
1	ARR	RR3000	RECYCLED METAL FINISH	PROVIDE METAL FINISH ADAPTER WHERE MOUNTED ON THE CEILING.
1	ARR	RR3000	RECYCLED METAL FINISH	PROVIDE METAL FINISH ADAPTER WHERE MOUNTED ON THE CEILING.
1	ARR	RR3000	RECYCLED METAL FINISH	PROVIDE METAL FINISH ADAPTER WHERE MOUNTED ON THE CEILING.

SHEET NOTES

1. REMOVE EXISTING READER, PROVIDE NEW READER, RE-USE EXISTING WIRING, OWNER TO PROVIDE TOUCH-UP PAINTING AS REQUIRED. (TYPICAL OF CARD READERS WITH E DESIGNATION)
2. REMOVE EXISTING CONTROL PANEL AND ASSOCIATED POWER SUPPLIES, PROVIDE NEW GENETEC PANEL AND POWER SUPPLIES, RE-CONNECT ALL EXISTING WIRING, REFERENCE SUPPLEMENTAL DRAWINGS FOR ALL PANEL CONNECTIONS.
3. APPROXIMATE LOCATION OF EXISTING CAMERA, TO BE TRANSFERRED TO NEW VIDEO MANAGEMENT SYSTEM. (TYPICAL OF CAMERAS WITH E DESIGNATION)
4. APPROXIMATE LOCATION OF EXISTING PANIC PUSHBUTTON.



LEGEND		
Description	Quantity	
Card Reader - 1	13	
Dome_Fixed_Indoor_Ceiling_Existing	10	
Duress Button_Existing	14	
Electronic Access Control	1	



CLIENT

ADDRESS

CITY ST ZIP

PROJECT NAME

REVISIONS

NUMBER	DATE	NOTES

GENERAL NOTES:
1. EXISTING EAC PANELS TO BE REMOVED AND REPLACE WITH NEW TROVES.

- KEY NOTES:
- 1 NEW READER OR KEYPAD READER AS INDICATED ON PLANS AND ASSOCIATED CABLING.
 - 2 REPLACE EXISTING READER OR KEYPAD READER AS INDICATED ON PLANS.
 - 3 DEMO EXISTING EAC PANEL(S) AND INSTALL NEW EAC PANEL(S).
 - 4 DOOR IS ALARMED. CONNECT TO EAC FOR ALARM SIGNAL.
 - 5 SECURITY CONSOLE MONITORING LOCATION.

PROJECT NUMBER

DRAWN BY

CHECKED BY

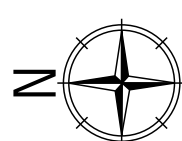
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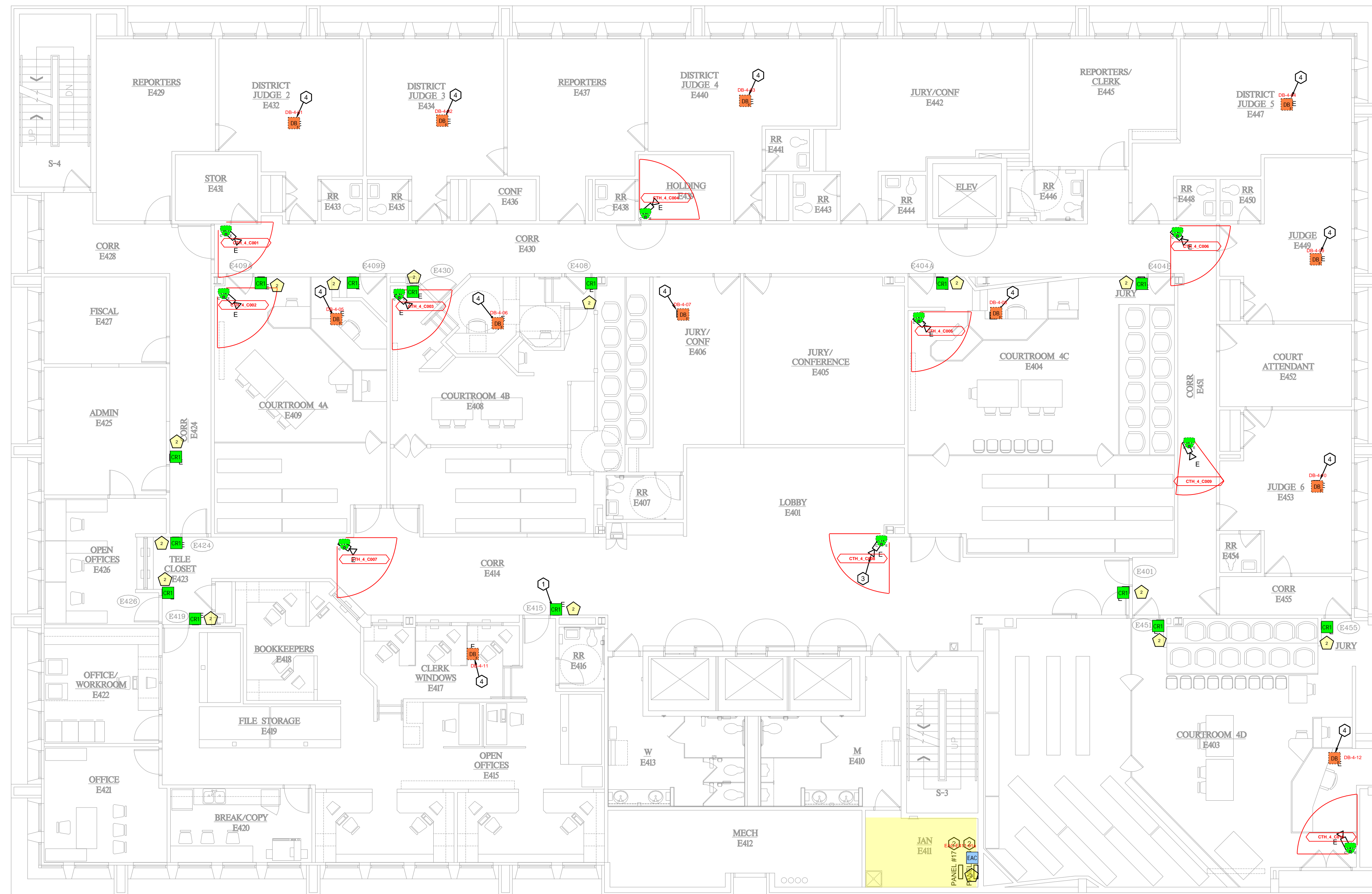
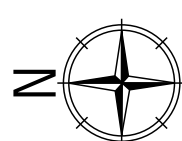
DRAWING SOURCE REVISION

KEY PLAN

SHEET NAME

SHEET NUMBER





LEGEND		
Description	Quantity	
Card Reader - 1	14	
Dome_Fixed_Indoor_Ceiling_Existing	10	
Duress Button_Existing	12	
Electronic Access Control	1	



CLIENT
 ADDRESS
 CITY ST ZIP

PROJECT NAME

GENERAL NOTES:
 1. EXISTING EAC PANELS TO BE REMOVED AND REPLACE WITH NEW TROVES.

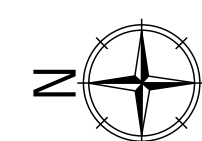
- KEY NOTES:
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 - REPLACE EXISTING READER OR KEYPAD READER AS INDICATED ON PLANS.
 - DEMO EXISTING EAC PANEL(S) AND INSTALL NEW EAC PANEL(S).
 - DOOR IS ALARMED. CONNECT TO EAC FOR ALARM SIGNAL.
 - SECURITY CONSOLE MONITORING LOCATION.

REVISIONS NUMBER	DATE	NOTES

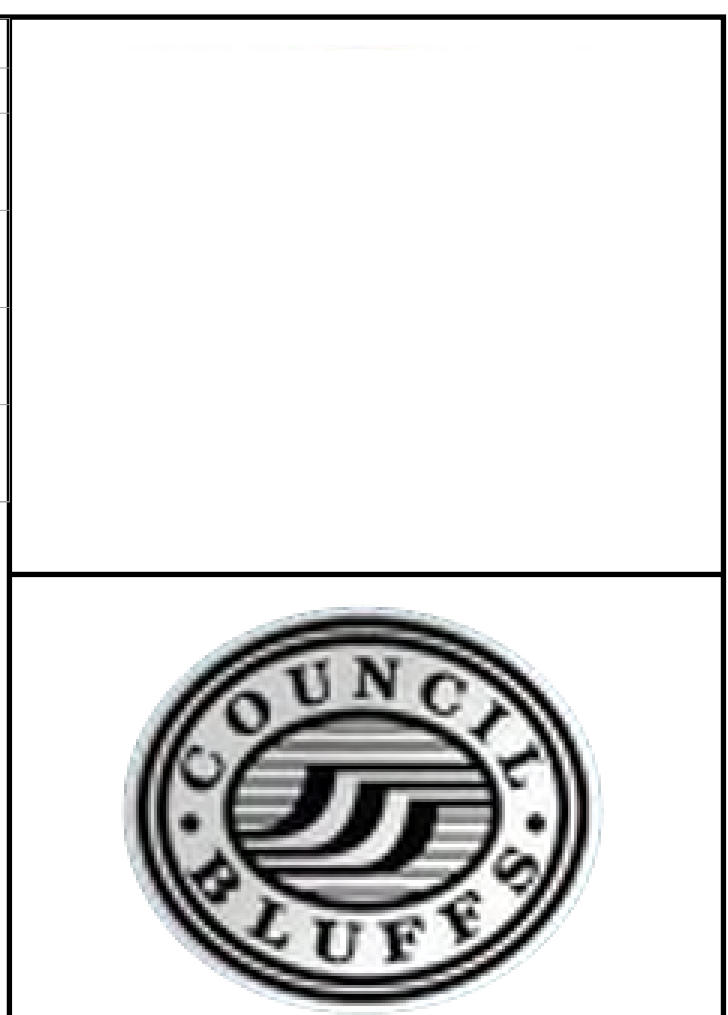
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 DATE
 DRAWING SOURCE REVISION

KEY PLAN

SHEET NAME
 SHEET NUMBER



LEGEND		
Description	Quantity	
CRT	Card Reader - 1	3
1	Dome_Fixed_Indoor_Ceiling_Existing	1
2	Duress Button_Existing	2
3	Electronic Access Control	1



CLIENT

ADDRESS

CITY ST ZIP

PROJECT NAME

GENERAL NOTES:

1. EXISTING EAC PANELS TO BE REMOVED AND REPLACE WITH NEW TROVES.

REVISIONS NUMBER	DATE	NOTES

- KEY NOTES:
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 - 2 REPLACE EXISTING READER OR KEYPAD READER AS INDICATED ON PLANS.
 - 3 DEMO EXISTING EAC PANEL(S) AND INSTALL NEW EAC PANEL(S).
 - 4 DOOR IS ALARMED. CONNECT TO EAC FOR ALARM SIGNAL.
 - 5 SECURITY CONSOLE MONITORING LOCATION.
 - 6 ELEVATOR INTEGRATION MAY NEED OUTBOARDS. FURTHER FIELD INVESTIGATION IS NEEDED TO DETERMINE.

PROJECT NUMBER

DRAWN BY

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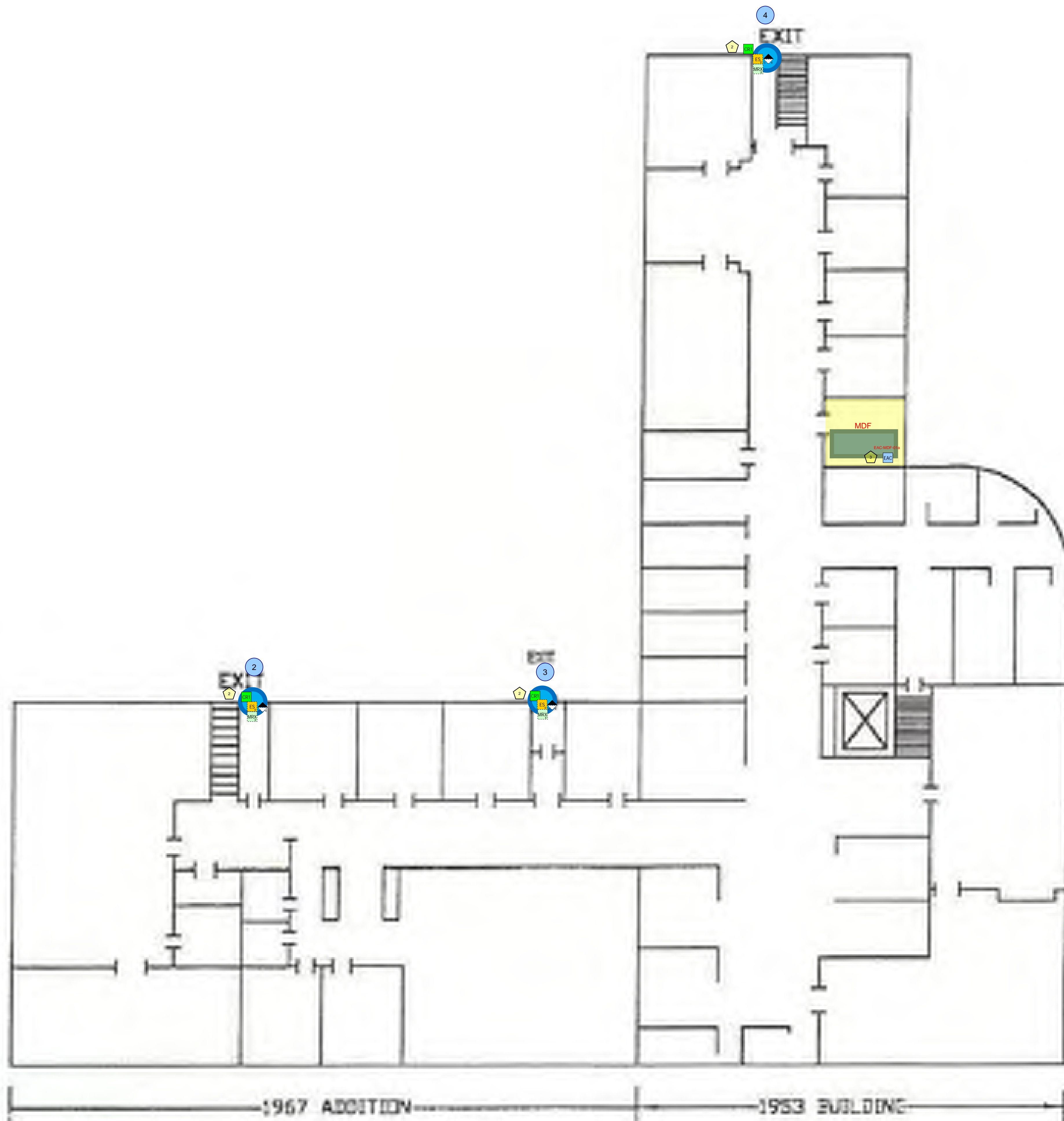
DATE

DRAWING SOURCE REVISION

KEY PLAN

SHEET NAME

SHEET NUMBER



LEGEND		
Description	Quantity	
Card Reader - 1	3	
Door Position Sensor - Concealed_Existing	3	
Electric Strike_Existing	3	
Electronic Access Control	1	
Request to Exit_Motion_Existing	3	



CLIENT
ADDRESS
CITY ST ZIP

PROJECT NAME

GENERAL NOTES:
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 - DEMO EXISTING EAC PANEL(S) AND INSTALL NEW EAC PANEL(S).
 - DOOR IS ALARMED. CONNECT TO EAC FOR ALARM SIGNAL.
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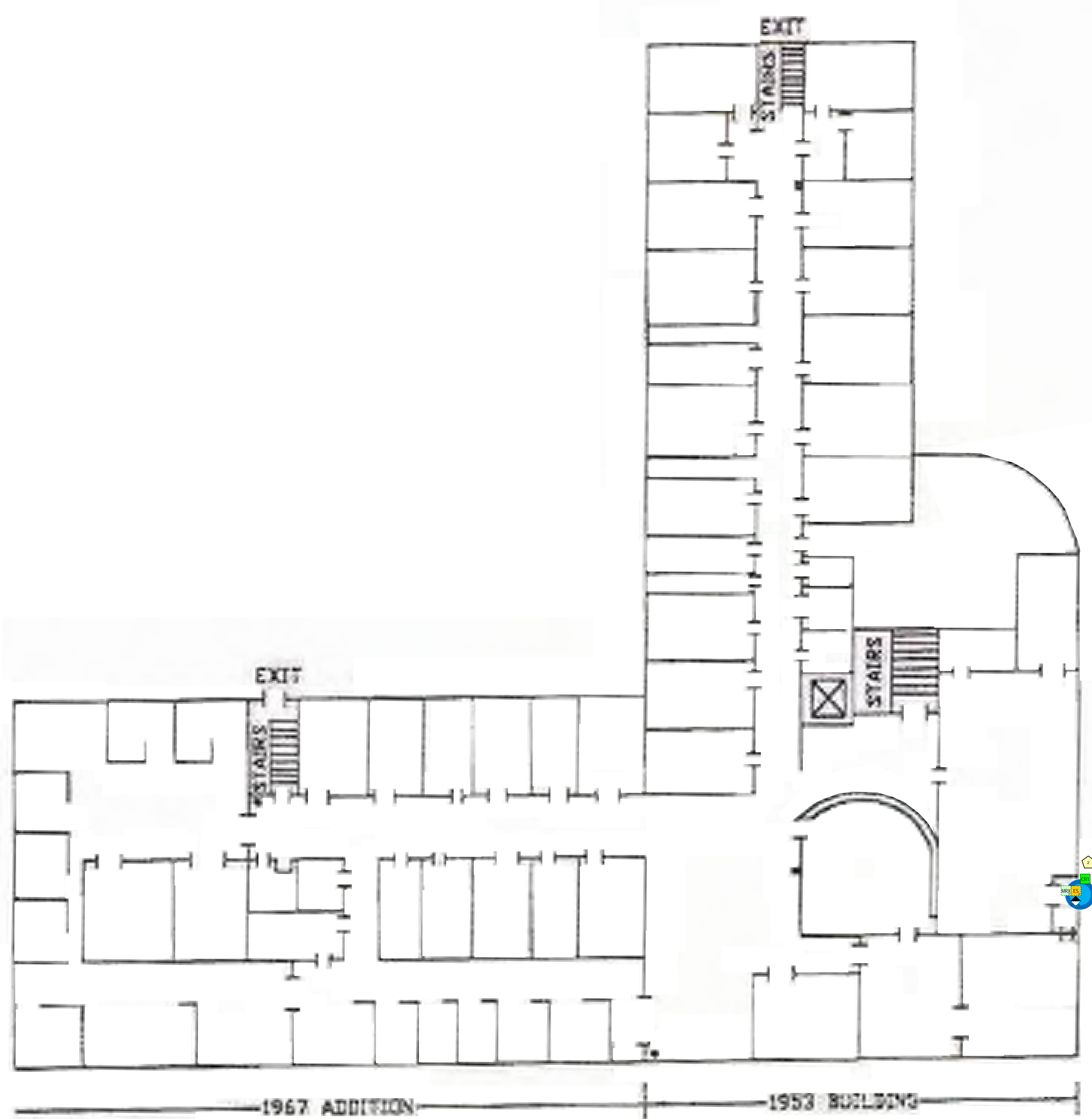
REVISIONS NUMBER	DATE	NOTES

PROJECT NUMBER
DRAWN BY
CHECKED BY
DATE
DRAWING SOURCE REVISION

KEY PLAN

SHEET NAME
SHEET NUMBER

DEPARTMENT OF HEALTH & HUMAN SERVICES



- PANELS
- ONE READER
- TWO READERS

LEGEND		
Description	Quantity	
Card Reader - 1	1	
Door Position Sensor - Concealed_Existing	1	
Electric Strike_Existing	1	
Request to Exit_Motion_Existing	1	



CLIENT

ADDRESS

CITY ST ZIP

PROJECT NAME

GENERAL NOTES:
 1. EXISTING EAC PANELS TO BE REMOVED AND REPLACE WITH NEW TROVES.

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REVISIONS NUMBER	DATE	NOTES

PROJECT NUMBER

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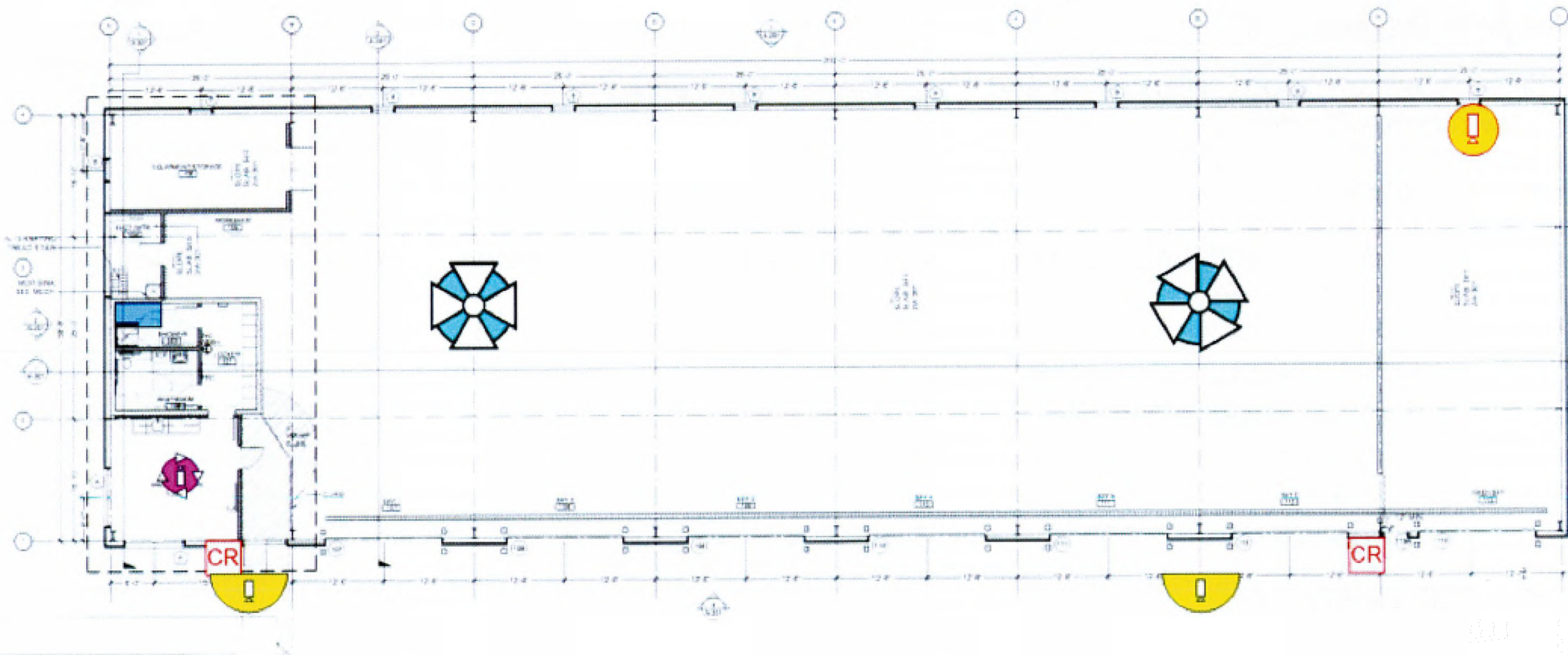
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DRAWING SOURCE REVISION

KEY PLAN

SHEET NAME

SHEET NUMBER



HANCOCK ROADS SHOP

CLIENT
POTTAWATTAMIE COUNTY

ADDRESS
 [Handwritten]

CITY ST ZIP
COUNCIL BLUFFS, IA 51501

PROJECT NAME
**POTTAWATTAMIE COUNTY
 HANCOCK ROADS SHOP**

REVISIONS NUMBER	DATE	NOTES

PROJECT NUMBER

SHEET NAME
**TECHNOLOGY - SURVEILLANCE
 FLOOR PLAN**

SHEET NUMBER
TY-001 S

RFP COMPLETION CHECKLIST

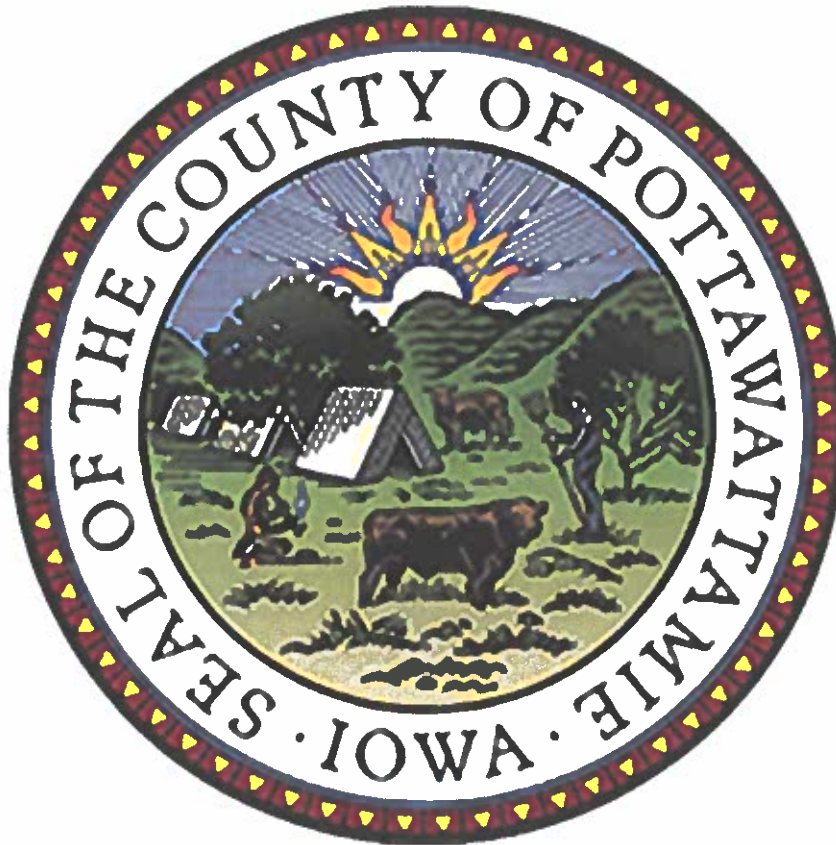
The checklist is a summary of some of the required components of the RFP. It is provided as a convenience to the proposer but is not intended to be all-inclusive or to imply acceptance or evidence of compliance by its use. It is the responsibility of the offeror to submit complete and compliant proposals.

- Cover Letter
- Proposal Form (refer to Section 5)
- Cost Proposal Form (refer to Section 5)
- Qualifications
- Responses to Scope of Work



ELECTRIC COMPANY OF OMAHA

Maintenance Agreement for Video Surveillance and Electronic Access Control Systems



Genetec



Table of Contents

Letter From The President 3

Electric Company of Omaha History 4

Electric Company of Omaha Divisions 5

Electric Company of Omaha Qualifications 5

KEY MANAGEMENT TEAM MEMBERS 6

GENETEC CERTIFIED TECHNICIANS 6

SERVICE RESPONSE 6

REFERENCES 7

PREVIOUS POTTAWATTAMIE COUNTY PROJECTS 7



LETTER FROM THE PRESIDENT

It is with great pleasure that Electric Company of Omaha is responding to the request for proposal for Pottawattamie County Maintenance Agreement for Video Surveillance and Electronic Access Control Systems.

Electric Company of Omaha has a tremendous amount of pride in being the chosen access control and CCTV integrator for multiple national and international corporations and we look forward to leveraging that experience and knowledge to assist with the programming and maintenance of the systems currently in use at Pottawattamie County. Our staff of Genetec certified technicians and office personnel have years of experience in the installation of multiple access control platforms as well as camera manufacturers to draw from which we will put to work for you to keep your facilities secured and monitored.

Daniel M. Smith, President

A handwritten signature in black ink that reads "Daniel M. Smith".

Electric Company of Omaha

ELECTRIC COMPANY OF OMAHA HISTORY

HISTORY

Electric Company of Omaha founded in 1982, is a progressive and innovative premier electrical contractor. Excelling in commercial and industrial construction projects and offering a full line of electrical construction services including medium voltage and 600 volt distribution systems, emergency power generation systems, UPS, branch circuit wiring, electrical finishes, fire alarm, telecom systems, building automation and integration, and security systems.

Our value chain provides complete start to finish construction services at competitive prices. We are committed to doing the job right the first time every time. We are one of the largest electrical contractors in the Omaha market, with an emphasis in Health Care Facilities and provide the highest quality installation as attested by the number of repeat clients. Local affiliations include the IBEW, NECA, NJATC, ASHRAE, Omaha Chamber of Commerce, and AFL-CIO.

ELECTRIC COMPANY OF OMAHA ELECTRICAL MISSION STATEMENT

Electric Company of Omaha is committed to maintaining the highest standards of quality, leadership, and performance to our clients across the nation by way of our continuous development and commitments in the areas of culture, integrity, craft training, and safety with our team member employees.

We will always uphold our company's commitment as "**Our word is our bond**".

Electric Company of Omaha Electrical Corporate Values

Committed to Clients. We feel a sense of urgency on any matters related to our clients. We own problems and we are always responsive. We are client driven.

Excellence as a Standard. Our goal is simply to be the best and to continually improve. This is accomplished through teamwork, pride in our work, quality controlled systems, training and educating our team members.

We are Value-conscious. Electric Company of Omaha has a strong desire to make a positive change in an industry where transparency, quality, environmental, and social responsibility are often not top priorities. Working with likeminded clients, contractors, and design professionals we will produce this project with the highest quality and value.

Innovative Solutions. Our team members are focused, developed, and proficient on the most advanced technologies, methods, and processes in the industrial engineering, construction, & maintenance sector. We are experts in our field.

Our company leaders, management, & employees make our values visible.

ELECTRIC COMPANY OF OMAHA DIVISIONS

ALL SELF-PERFORMING WORK

- A) Electrical
 1. Medium Voltage encompassing a wide range of expertise
- B) Voice And Data
 1. Data
 2. Phone Systems
 3. VOIP
 4. Fiber
- C) Security
 1. CCTV
 2. Access Control
 3. Intrusion
 4. Emergency Call Boxes

ELECTRIC COMPANY OF OMAHA QUALIFICATIONS

- A) CCTV Systems - Certifications / Factory Training – (Including but not limited to):
 1. Genetec
 2. Hanwaha Vision
 3. Axis
 4. Avigilon
 5. Bosch
 6. Honeywell

- B) Access Control Systems - Certifications / Factory Training – (Including but not limited to):
 1. Genetec
 2. ACRE/RS2 Technologies
 3. AMAG
 4. Lenel
 5. Honeywell

- C) Low Voltage Wiring - Certifications / Factory Training – (Including but not limited to):
 1. BICSI RCDD
 2. BICSI Technician
 3. Superior Essex
 4. Panduit
 5. Commscope Systemax
 6. Commscope Uniprise

*Certifications available upon request where applicable



KEY MANAGEMENT TEAM MEMBERS

Dan Smith – President/CEO

Chris Albert – Low Voltage Operations Manager, Genetec certified

Shawn Hoppe – PM/Engineer ****Primary Contact**** , Genetec certified

Randy Gorman – PM/Engineer, Genetec certified

Devyn Jones – PM/Engineer, Genetec certified

***See attached resumes**

GENETEC CERTIFIED TECHNICIANS

Currently 4 field technicians on staff, certificates available upon request

SERVICE RESPONSE

Electric Company of Omaha is pleased to offer to clients our online helpdesk for service requests as well as our after-hours emergency hotline.

FreshDesk is the online helpdesk app that ECO utilizes for clients to report service requests as well as track service tickets from initiation to completion. Clients will be created in FreshDesk and invitations will be sent to authorized individuals to submit tickets, respond to inquiries, and see updates related to tickets.

For after-hours emergencies our clients call our main telephone number which is routed to our after hours service, who will then contact the on-call manager and notify them of the call. At that time the on-call manager will contact the person who initiated the emergency call to attempt to resolve the issue remotely and then dispatch if necessary.



REFERENCES

ConAgra

International consumer packaged goods company

James Wilkerson, Director Corporate Security

Eleven Conagra Drive, 11-190

Omaha, NE 68102

James.WilkersonJr@conagra.com

Tel: (402) 240-4657

Installation and service of access controls/CCTV for 15 years

Boys Town

National organization for youth care

Daniel Jones, Director of Physical Security

14100 Crawford Street

Omaha, NE 68010

Tel: (816) 313-7313

Daniel.jones@boystown.org

Installation and service of Genetec access controls/CCTV and Bosch intrusion for 4 years

Papillion-LaVista Community Schools

Tim Seretta

410 S. Adams Street

Papillion, NE 68046

Tel: (402) 537-6299

tim.seretta@plcschools.com

PREVIOUS POTTAWATTAMIE COUNTY PROJECTS

Pottawattamie County Courthouse Addition

- Installation and programming of access control and CCTV cameras in new addition

SECTION 5
PROPOSAL FORM

Date : **January 24th, 2024**

Proposal of **Electric Company of Omaha**

This Proposal is submitted in response to the RFP document attached here-in,

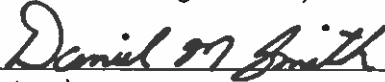
The undersigned, as a duly authorized officer, hereby agrees to be bound by the content of this Proposal and agrees to comply with the terms, conditions and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of thirty (30) calendar days as of the Due Date for responses to the RFP. The undersigned understands that the County reserves the right to reject any or all Proposals or to waive any formality or technicality, as determined by the County in its sole discretion, in any Proposal in the interest of the County.

The undersigned hereby certifies that this Proposal is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person or entity to refrain from submitting proposals, and that the Offeror has not in any manner sought by collusion to secure for itself an advantage over any other Offeror.


The undersigned further certifies that as a duly authorized officer, he or she is authorized to negotiate in good faith on behalf of this firm for purposes of this RFP.

Daniel M. Smith

(Proposer's Full Legal Name)



(Signature)



(Print Name)

President

(Title)

2132 S. 156th Circle, Omaha NE 68130

(Complete Business Address)

dsmith@ecoo.com

(Email Address)

(402) 346-1881

(Phone Number)

47-0647959

(Federal Taxpayer ID Number)

SECTION 5 (Continued)

COST PROPOSAL FORM

PRICING – MONTHLY RATES:

The fixed monthly billing amount is to include all costs for providing facility services in accordance with the RFP terms, conditions, and specifications.

All supplies and services needed to perform the scope of work are to be provided by the Bidder and included on this cost-of-service form.

RFP RELATED BUILDING(S)	TOTAL MONTHLY COST FOR A TERM OF 12 MONTHS
Pottawattamie County Sheriff's Office and Jail, Pottawattamie County Sheriff's Office Town Cameras, Pottawattamie County Elections Building, Pottawattamie County Courthouse & Annex Building, Pottawattamie County Veteran Affairs Building, Pottawattamie County Department of Human Services, Hancock Shop Building, Roads Operations Center, and Public Health Building	<p>\$1,364/month for 16 hours remote support</p> <p>\$16,156 for 1 year Advantage SMA</p>

MOBILIZATION – TRIP COSTS:

1. Provide a cost for an onsite visit and/or a "truck service fee", as required for on-site maintenance visits during normal business hours. **\$80/hour plus \$20 truck charge**
 - a. Truck and/or Site Visit fee (per site visit) \$ _____

2. Provide a cost for an onsite visit and/or a "truck service fee", as required for on-site maintenance visits outside normal business hours and separate from allotted.
 - a. Truck and/or Site Visit fee (per site visit) **\$120/hour plus \$20 truck charge after hours/Saturday \$160/hour plus \$20 truck charge Sunday/Holidays**

PRICING – HOURLY LABOR RATES:

Quote hourly rates, as a benchmark for future contractual adjustments.

1. Hourly rate for Genetec Certified System programmer (off-site) during normal business hours beyond monthly 16-hour contract
\$ **\$90** /hr.

2. Hourly rate for Genetec certified System programmer (off-site) outside normal business hours beyond monthly 16-hour contract
\$ **\$142** /hr.



Global Headquarters

Genetec Inc.
2280 Alfred Nobel Blvd.
Montreal, Quebec, H4S 2A4
Canada

T: +1 514.332.4000

F: +1 514.332.1692

Wednesday, January 24, 2024

Genetec Certified Channel Partner

Independent Investors Inc.
Electric Company of Omaha ECOO
2132 South 156th Circle
Omaha, Nebraska 68130
United States

Dear Sirs,

This affirms that **Independent Investors Inc.** is a member in good standing of the Genetec Channel Partner Program, with **Certified** level status, valid until March 31, 2024. Members of the Genetec Channel Partner Program are recommended for the installation, service, and support of Genetec solutions.

For more information on the Genetec Channel Partner Program or to learn what this partner's status level entails, please visit <https://www.genetec.com/partners/channel-program>.

Should you have any questions, please contact the Genetec Sales Administration team.

Regards,

Chantale Cadieux
Sales Administration & GSA Manager
salesadmin@genetec.com



ECO Team Member Profile

Daniel Smith

President / CEO

Dan Smith has more than 39 years' experience in the electrical industry and manages some of our most complex projects up to \$50 million. He has a tremendous amount of Healthcare experience and knowledge in emergency systems, fire alarm, building controls, lighting and power systems troubleshooting and repair. Dan has integrated Lean and Agile Construction practices to ECO which helps us manage larger projects and complete them on time and on budget.

Education/Certifications

- Apprentice Electrician State of Nebraska (1984 – 1988)
- Journeyman Electrician State of Nebraska (1988 – 1998)
- Journeyman Electrician City of Omaha (1988 – 1998)
- Journeyman Electrician City of Council Bluffs (1988 – 1998)
- State of Nebraska Contractor (1998 – Current)
- City of Omaha Contractor (1998 – Current)
- State of Iowa Contractor (2010 – Current)
- City of Council Bluffs Contractor (1998 – Current)

Experience/Responsibilities/Duties

- Project Executive with 39 years of Electrical Contracting
- Promotes ECO Brand with customers, clients, and vendors
- Relationship partner for general contractors and vendors
- Manages manpower

Work History

2001 – Present	President - ECO
2000 – 2001	Vice President, Project Manager - ECO
1995 – 2000	Project Estimator Labor Management - ECO
1993 – 1995	Superintendent on Methodist Remodel
1988 – 1993	Service / Foreman / General Foreman – ECO
1983 – 1988	Electrical Construction - ECO

Organizations

- Chairman Local #22 Apprenticeship Committee (1998 – current)
- Chairman Local #22 Low Voltage Apprenticeship Committee (1999 – current)
- National Apprenticeship Advisory Council (2010 – current)
- NECA Division President (2004 – 2007)
- NECA – Nebraska Chapter President (2007 – 2012)
- NECA – Nebraska Chapter Governor (2013 – 2017)
- Trustee – Labor Management Committee

Past Projects

- New Children's Hospital – Project Executive
- Jennie Edmundson Utility Upgrade – Project Executive
- Methodist Hospital – Electrical and LV Service remodel
- Methodist Women's Hospital – Project Executive



ECO Team Member Profile

Chris Albert

Low Voltage Operations Manager

Chris Albert is a Senior Security Systems Engineer located in Omaha, Nebraska. He has been with ECO for the past 13 years taking a lead role in our Security department. Chris has many years of experience in the field installing and troubleshooting security and CCTV systems. He is responsible for evaluating and designing security systems for our large customers by providing guidance and recommendations to enhance their ability to secure, monitor and protect their locations and critical assets. Beyond his team lead roles, he also oversees the support of field staff in the installation, maintenance, repair, modification, and testing of security systems to ensure customer success.

Education/Certifications

- Millenium
- AMAG Technology
- RS2 Technologies
- Genetec Omicast, Synergis and Enterprise
- Hanwha Cameras
- Assa Abloy Certified Integrator

Experience/Responsibilities/Duties

- SR. Security Engineer – Electric Company of Omaha
- Project Manager – Electric Company of Omaha
- Low Voltage Technician – IBEW Local 22
- Install/Service Tech – Alarm Pros
- Draftsman – Ayars & Ayars Inc

Work History

- 2010 - Present – Senior Security Engineer, ECO
- 2003-2010 – Lead Technician, Alarm Pros
- 2001-2003 – Draftsman, Ayars & Ayars

Past Projects

- 2019-Present - Boystown – US
- 2012-Present– ConAgra – US, Canada, Mexico
- 2011-2019 – Children’s Hospital – Omaha NE
- 2010 - Women’s Hospital – Omaha, NE



ECO Team Member Profile

Shawn Hoppe - RCDD

Project Manager – Senior Engineer

Shawn Hoppe is a Low Voltage Project Manager/System Designer located in Omaha, Nebraska with more than 25 years of experience in design, installation, repair, maintenance and troubleshooting security systems. He is the primary account manager for Applied Underwriters. Beyond his Engineer responsibilities, Shawn manages a team of technicians to ensure consistent and timely outcomes for our customers.

Education/Certifications

- RCDD
- Genetec Omnicast and Synergis
- Genetec AutoVu
- RS2 Technologies
- AMAG Technology
- Assa Abloy Certified Integrator

Experience/Responsibilities/Duties

- Project Manager/System Design – ECO
- Low Voltage Technician – ECO
- Project Manager – Omaha Electric Service

Work History

- 2017-Present – Project Manager/Engineer, ECO
- 2012-2017 – Project Manager, OES
- 2010-2012 – Technician, SEi
- 2000-2010 – Technician, ECO

Past Projects

- Applied Underwriters Omaha, NE
- Applied Underwriters San Francisco, CA
- Methodist Corporate Headquarters
- Methodist Surgery Addition
- Jennie Edmundson Women's Services
- Childrens Hubbard Tower – \$3M
- Children's Hospital RS2 conversion – \$800K
- Children's Genetec Conversion -
- Cherokee Mental Health - \$280K
- St Margaret Mary's School / Church



ECO Team Member Profile

Devyn Jones

Project Manager / Security Systems Engineer

Devyn Jones is a Low Voltage Project Manager/Systems engineer located in Omaha Nebraska with over 10 years of experience in the installation, repair, maintenance, troubleshooting, and design of various security systems. He is currently a security system engineer for Conagra Brands, Boys Town, and HDR, who coordinates and manages a team of technicians to maintain and repair systems worldwide.

Education/Certifications

- Maintenance Management Production – AETC
- Knowledge Operation Management - AETC
- Genetec Omnicast and Synergis
- RS2 Technologies
- Wisenet Certified Professional

Experience/Responsibilities/Duties

- Project Manager/Security Engineer – ECO
- Service Desk Manager – ECO
- Security Integration Specialist – Methodist Health Systems
- Knowledge Operation Manager – USAF
- Maintenance Management - USAF

Work History

- | | |
|----------------|---|
| 2016 – Present | Helpdesk/Project Manager
– ECO |
| 2014 – 2016 | Security Integration Specialist
– Methodist Health Systems |
| 2015 – Present | Maintenance Management
Production
– USAF |
| 2008 – 2015 | Knowledge Operation
Management
– USAF |

Past Projects

- Conagra Security Projects Worldwide – \$20M+
- Boys Town – \$3M
- HDR – \$2M
- PLCS – \$500K



ECO Team Member Profile

Randy Gorman

Project Manager / Security Systems Engineer

Randy Gorman is a Low Voltage Project Manager/Systems engineer located in Omaha Nebraska with over 15 years of experience in the installation, repair, maintenance, troubleshooting, and design of various security systems. He is currently the primary security systems engineer for Children's Nebraska, who coordinates and manages a team of technicians to maintain and repair systems throughout the state of Nebraska.

Education/Certifications

- OJEATC/IBEW – Telecommunications Apprenticeship
- Genetec Omnicast and Synergis
- RS2 Technologies
- Axis Certified Professional

Experience/Responsibilities/Duties

- Project Manager/Security Engineer – ECO
- Service Desk Manager – ECO
- Electronic Repair/Security Technician – Omaha Public Schools
- Low Voltage Technician/Foreman – ECO, SEI, OES

Work History

- 2021-Present – Service desk/Project Manager, ECO
- 2020-2021 – Technician, Omaha Public Schools
- 2016-2020 – Technician, Foreman, ECO
- 2016 – Technician, Sei
- 2011-2016 – Technician, Foreman, OES
- 2009-2011 – Technician, ECO
- 2008 - Technician, Hiller Electric

Past Projects

- Children's Hospital RS2 Conversion
- Children's Hospital – Multiple Projects
- Boys Town, NE – Multiple Projects
- Omaha Public Schools - CCTV Upgrade
- Low Voltage Foreman, Plumrose USA Council Bluffs, IA
- Low Voltage Foreman, Immanuel Communities Omaha, NE
- Conagra Brands Omaha, NE – Service Technician

Pottawattamie County Security Maintenance Agreement FY 24/25 Bid Tabulation

Company Name	Annual Cost	Normal Site Visit Fee	After Hours Site Visit Fee	Programmer Hourly Rate	Programmer After Hours Rate
Convergint	\$34,560.00	\$87.00	\$87.00	\$160.00	\$240.00
Electric Company of Omaha	\$16,156.00	\$100.00	\$140.00	\$90.00	\$142.00
Prime Secured	\$30,240.00	\$55.00	\$55.00	\$140.00	\$210.00

Jason Slack/Director Buildings and Grounds

**Discussion and/or decision on selecting survey services
to facilitate dispensing parcel #744412380001.**

[Find Property](#) [Res Sales](#) [Comm/Ind Sales](#)

7444 12 380 001

--- Permanent Property Address ---
 POTTAWATTAMIE COUNTY

----- Mailing Address -----
 POTTAWATTAMIE COUNTY
 227 S 6TH ST
 COUNCIL BLUFFS, IA 51501

District: 002 CO BLUFFS CITY/LC SCHOOL

===== REAL ESTATE TAXES ON TREASURER'S WEBPAGE =====

Go to: <https://www.municipalonlinepayments.com/pottawattamiecoia/tax/search/detail/744412380001>

===== TAX DESCRIPTION* =====

* Not to be used on legal documents

SECTION 12-74-44 W 1 RD S OF HWY SE SW EXC COMM 425.09'N SW COR TH N15' E15.63' S24.37' NW18.32' TO POB

===== ASSESSED VALUE =====

* Class is for Assessment purposes only - Not Zoning

Current Value					
2023	Comm. Land	Improvement	Total	Class	
Full Value	\$13,000	\$0	\$13,000	C	
Exempt	\$13,000	\$0	\$13,000	C	
Net Total	\$0	\$0	\$0	C	

Prior Year Value					
2022	Comm. Land	Improvement	Total	Class	
Full Value	\$13,000	\$0	\$13,000	C	
Exempt	\$13,000	\$0	\$13,000	C	
Net Total	\$0	\$0	\$0	C	

===== EXEMPTIONS/CREDITS APPLIED =====

2022 CGOV COUNTY GOVERNMENT

2023 CGOV COUNTY GOVERNMENT

===== OWNERS =====

* Book/Page LINKS TO RECORDER'S WEBPAGE

1 D POTTAWATTAMIE COUNTY book/page: 107/1124 D

===== SALES HISTORY =====

Sale Date	Amount	Code	Book/Page
09/12/2005	2000	D050	0107/01124
08/24/1995	0	D006	0096/05850

===== ASSESSMENT DATA =====

PDF: 30 MAP: 21-8 C.B COMMERCIAL

Date Reviewed: 11/29/95 TCG

LAND.....6575 sqFt .15 acres
 Lot 1: Frontage Rear Side-1 Side-2 Rear-Lot
 16 16 403 394

[Zoom Out](#) [Zoom In](#)

Map centered on parcel



600ft x 600ft

Click any parcel to go to its web page

Spring 2022 aerial

See [more maps](#) at the [County GIS Department](#).

As of: On Web

[Find Property](#) [Res Sales](#) [Comm/Ind Sales](#)



January 18, 2024

Kathie Kallas
Pottawattamie County
227 South 6th Street
Council Bluffs, IA 51501

Subject: Parcel 744412380001 – Wright Road
HGM Proposal No. 000724-001_003

Dear Kathie:

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

HGM will provide Basic Services including Surveying. 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 will provide these Basic Services on an hourly basis with our fees not to exceed ceiling of \$7,800. Additional Services will be charged on an hourly basis in accordance with our standard hourly rate schedule.

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.

Kathie Kallas
Pottawattamie County
January 18, 2024

We anticipate that we will be able to begin work on this project within five (5) working days of receiving your authorization to proceed in the form of your acceptance of this agreement. We estimate that all work can then be completed within fifteen (15) working days of your authorization to proceed dependent on weather conditions. 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 our 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.

Sincerely,
HGM ASSOCIATES INC. - CONSULTANT


Survey Manager

Acceptance of Proposal:
POTTAWATTAMIE COUNTY - CLIENT

Authorized Signature

Printed Name & Title

Date of Acceptance

Q:\Masters\Master Forms of Agreement\LTR FORM AGREEMENT MASTER rev 200109.docx

This is an exhibit attached to and made part of the letter agreement dated January 18, 2024, between: POTTAWATTAMIE COUNTY (CLIENT) and HGM ASSOCIATES INC. (CONSULTANT).

Project Description: Parcel 744412380001 – Wright Road

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

1. SURVEY

- a. Locate section corners and property corners that exist in the field.
- b. Obtain six (6) Plat of Survey numbers from Pottawattamie County GIS.
- c. Create six (6) Plat of Surveys for review and recording.
- d. Prepare three (3) Lot Line Adjustment applications (City of Council Bluffs).
- e. Set missing property corners per the six (6) Plat of Surveys created.

CLIENT'S RESPONSIBILITIES:

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

- A. Obtaining signatures for three (3) Lot Line Adjustment applications.
- B. Any information to complete the work listed above.

Rev 130722

GENERAL PROVISIONS

This is an exhibit attached to and made part of the letter agreement dated January 18, 2024, between: POTTAWATTAMIE COUNTY (CLIENT) and HGM ASSOCIATES INC. (CONSULTANT). The General Provisions agreed to by CONSULTANT and CLIENT are as follows:

Ownership of Instruments of Service: All reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by the CONSULTANT as instruments of service shall remain the property of the CONSULTANT. The CONSULTANT shall retain these records for a period of ten (10) years, during which period they will be made available to the CLIENT at all reasonable times. CONSULTANT will provide CLIENT with a paper copy of the plans, the specifications, and laboratory test reports for information and reference in connection with the project; however, such documents are not intended or represented to be suitable for reuse by CLIENT or others. Any such reuse will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT or CONSULTANT'S subconsultants.

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 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 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.

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 \$100,000 whichever is greater.

GENERAL PROVISIONS

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.

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 compensation received 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.

Lot Line Adjustment for Parcel 744412380001

Tarron Meaike <tmeaike@snyder-associates.com>

Wed 1/17/2024 12:46 PM

To:Kathie L. Kallas <Kathie.Kallas@pottcounty-ia.gov>

📎 1 attachments (110 KB)

2024-Snyder-Fee-Schedule.pdf;

You don't often get email from tmeaike@snyder-associates.com. [Learn why this is important](#)

Warning: EXTERNAL MESSAGE: Verify actual sender address. Verify links before clicking. Be cautious with attachments.

Kathy,

Snyder & Associates would prepare a Lot Line Adjustment Plat for Parcel 744412380001. Included in this plat we will provide the necessary property descriptions. Services would be rendered on an Hourly Basis in accordance with the attached 2024 Standard Fee Schedule with an estimated fee of \$5,000.

Typical field crews consist of either a Professional V or IV and a Survey Tech II. Plat drafting is typically done by a Professional V or IV.

Please let me know if you would like to proceed and I can provide a short form service agreement to be executed.

Thank you,

Tarron Meaike, PLS
Land Surveyor



P: 712.322.3202 x2920 | C: 712.524.0079
231 Bennett Avenue, Council Bluffs, IA 51503
Snyder-Associates.com

NOTICE: This E-mail (including all attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, is confidential and may contain legally privileged information. If you are not the intended recipient, you are hereby put on notice that any retention, dissemination, distribution, or copying of this communication or any part thereof is strictly prohibited. Please call or reply to the sender immediately that you have received this message in error, then permanently delete it.



STANDARD FEE SCHEDULE

PROFESSIONAL

Engineer, Landscape Architect, Land Surveyor, GIS, Environmental Scientist
Project Manager, Planner, Right-of-Way Agent, Graphic Designer

Principal II	\$252.00/hour
Principal I	\$237.00/hour
Senior	\$216.00/hour
VIII	\$198.00/hour
VII	\$187.00/hour
VI	\$178.00/hour
V	\$166.00/hour
IV	\$153.00/hour
III	\$141.00/hour
II	\$128.00/hour
I	\$115.00/hour

TECHNICAL

CAD, Survey, Construction Observation

Lead	\$150.00/hour
Senior	\$144.00/hour
VIII	\$134.00/hour
VII	\$124.00/hour
VI	\$111.00/hour
V	\$101.00/hour
IV	\$91.00/hour
III	\$82.00/hour
II	\$75.00/hour
I	\$66.00/hour

ADMINISTRATIVE

II	\$77.00/hour
I	\$63.00/hour

REIMBURSABLES

Mileage	Current IRS standard rate
Outside Services	As Invoiced

Jason Slack/Director Buildings **and Grounds**

**Discussion and/or decision on removal of two sidewalks
and railings on the West side of the Courthouse.**

Paula Hazelwood/CEO,
Advance Southwest Iowa
Corporation and Mike
Hornacek/President & CEO,
Together Inc

Together Inc introduction and Presentation.

Paula Hazelwood/CEO,
Advance Southwest Iowa
Corporation

Presentation and brief update from Advance Southwest Iowa Corporation on Economic Development update.

Other Business

Mitch Kay/Chief Financial **Officer**

**Discussion and/or decision to authorize Chair to sign
Modification Agreement on the small-town forgivable
note for the City of Avoca.**

David Bayer/Chief Information
Officer, Information
Technology

**Discussion and/or decision to approve and authorize
Board Chairman to sign Agreement with City of Avoca
Police Department for computer purchase.**

City of Avoca – County IT Support and Purchase Agreement

This Agreement is made effective as of _____, by and between The City of Avoca, Iowa (“Avoca”) of 201 N Elm St., Avoca, IA 51521, Pottawattamie County, Iowa (“Pottawattamie County”), and Pottawattamie County IT Department (“County IT”) of 227 South 6th Street, Council Bluffs, Iowa 51501

Recitals

WHEREAS there is an Agreement between the City of Avoca Police Department and Pottawattamie County IT Support approved by Pottawattamie County on May 14, 2019, wherein Pottawattamie County agreed to provide IT support to Avoca’s Police Department, primarily for the purpose of uniform connectivity with The Pottawattamie County Sheriff’s Office (“Sheriff’s Office”); and

WHEREAS all parties acknowledge the existence of said agreement; and

WHEREAS in accordance with the County IT hardware replacement plan, Pottawattamie County has updated Mobile Data Computers (“MDC”) in the Sheriff’s Office fleet; and

WHEREAS in order to maintain connectivity between the Avoca Police Department and the Sheriff’s Office, Avoca’s MDC is in need of replacement; and

WHEREAS Avoca desires Pottawattamie County to assist in the purchase of a MDC for use by the Avoca Police Department; and

WHEREAS Pottawattamie County desires to assist Avoca in said purchase; and

WHEREAS Avoca desires County IT to perform certain IT Services; and

WHEREAS County IT desires to perform such Services on the terms and conditions set forth in this Agreement.

NOW, THEREFORE BE IT RESOLVED, in consideration of the mutual promises set forth herein, the parties agree as follows:

1. **PURCHASE OF COMPUTER.** County IT will make a one-time purchase of a Mobile Data Computer (“MDC”) for use by the Avoca Police Department. The MDC and maintenance costs total \$5,284.71. Pottawattamie County shall pay the vendor invoice for the full cost, then invoice Avoca for one half of this initial cost in the amount of \$2,642.36. The Computer shall be purchased in the first quarter of 2024. Pottawattamie County shall have no further financial obligation regarding this MDC, nor shall have any ongoing liability to provide support for the MDC outside of the following terms.

2. **DESCRIPTION OF SERVICES.** Beginning on _____, County IT will provide to Avoca the following services:
 - a. MDC support
 - b. WAN/VPN Link to support County IT-hosted Public Safety software
 - c. Active Directory logins and password resets
 - d. Ensure the MDC with County-hosted Public Safety software has an anti-virus software and a firewall.

3. **RESPONSIBILITY OF AVOCA.** During the term hereof, Avoca shall be responsible for the following in regards to the MDC:
 - a. Ensure the MDC with County-hosted Public Safety software is receiving automatic Windows updates.
 - b. Have all users of County-hosted Public Safety software sign the County IT Information Security Policy.

4. **LIABILITY FOR DAMAGE.** Avoca shall be responsible for any damage to the MDC which is not covered by the warranty upon purchase of the PC. Should the MDC be lost, stolen, damaged beyond repair, or otherwise destroyed, Avoca shall be responsible for the replacement of the MDC and should insure it appropriately.

5. **FEES.** Avoca agrees to pay an hourly fee for any technical support service provided by County IT. The hourly rate will be based upon the individual providing the service. Fees will be billed in quarter-hour increments. Avoca agrees to pay any costs incurred by County IT for materials. Fees will be billed on a monthly basis for time and materials (if any) provided under this Agreement.

6. **PAYMENT.** Payment shall be made to Pottawattamie County IT Department, 227 S 6th St, Council Bluffs, Iowa 51501. Avoca agrees to pay County IT within 30 days of invoice date.

7. **TERM.** This Agreement may be terminated by either party upon 30 days prior written notice to the other party.

In the event of any termination/cancellation of this Agreement, County IT may:

- a. Declare all amounts owed to it hereunder to be immediately due and payable;
- b. Cease performance of all Services hereunder without liability to Service Recipient.

8. **RELATIONSHIP OF THE PARTIES.** No separate entity or agency is created by this Agreement. County IT shall perform the services hereunder as an independent contractor and not as an agent or employee of Avoca.
9. **WARRANTY AND LIABILITY.** County IT makes no specific warranty for the IT services contemplated by this Agreement. County IT assumes no other duties, responsibilities or liability as to Avoca's IT resources other than the services provided in this Agreement.
10. **INDEMNITY.** Avoca agrees to defend, hold harmless and indemnify the County and County IT staff against any and all claims, liability or damages arising out of the County's performance of its responsibilities under this agreement.
11. **CONFIDENTIALITY.** County IT, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of County IT, or divulge, disclose, or communicate in any manner, any information that is proprietary to Avoca or confidential information of Avoca. County IT and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Agreement.

Upon termination of this Agreement, County IT will return to Avoca all records, notes, documentation and other items that were used, created, or controlled by County IT during the term of this Agreement.

12. **DEFAULT.** The occurrence of any of the following shall constitute a material default under this Agreement:
 - a. The failure to make a required payment when due.
 - b. The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.
 - c. The failure to make available or deliver the Services in the time and manner provided for in this Agreement.
13. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement supersedes any prior written or oral agreements between the parties in reference to IT services with the exception of the afore-mentioned County IT Information Security Policy.

14. **SEVERABILITY.** If any provision of this Agreement will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.
15. **AMENDMENT.** This Agreement may be modified or amended in writing. Any modification or amendment shall be consented to and signed by all parties.
16. **GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of the State of Iowa.
17. **NOTICE.** Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
18. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
19. **SIGNATURES.** This Agreement shall be signed on behalf of the City of Avoca by Tom Bruck, Mayor, on behalf of Pottawattamie County by Susan Miller, Chairperson of the Pottawattamie County Board of Supervisors, and on behalf of Pottawattamie County IT Department by David Bayer, Chief Information Officer of Pottawattamie County.

By: _____

Dated: _____

Susan Miller, Chairperson

Pottawattamie County Board of Supervisors

By: _____

David Bayer
Chief Information Officer
Pottawattamie County, Iowa

Dated: _____

By: _____

Tom Bruck, Mayor
City of Avoca

Dated: _____

**Jana Lemrick/Director, Human
Resources and Maria
Sieck/Administrator, Public
Health**

**Discussion and/or decision for approval of the policy for
animal control officer on-call pay practices.**

TO: Board of Supervisors
FROM: Maria Sieck, Administrator
DATE: February 13, 2024

RE: On Call Hiring

REQUEST: To update the On Call Animal Control pay to \$2.00 per hour for on call status.

BACKGROUND: The On Call Animal Control Officer covers outside of business hours at \$1.00 per hour for on call. If they need to call an individual back or respond to assist a deputy, it is at the Animal Control Officer full-time rate. To offer a flexible schedule for staff, we prefer to have 3 on call officers. This position has been posted since November 6th with minimal interest and the full-time officer has been covering calls. Increasing the on call rate to \$2.00 per hour will allow us to draw more interest in the position and allow us to be consistent with the already set on call rate for the Medical Examiner Investigators.

UPDATES: On Call Hiring Standard Operating Procedure was reviewed and approved by the Board of Health at the January 2024 meeting.

On Call Hiring Standard Operating Procedures

Effective Date: 12/7/22

Review Date:

Policy:

On Call Hiring Standard Operating Procedures

Procedure:

To establish access and actions when hiring new employees – onboarding through HR.

Animal Control officer fills out an Identification Card Request/ Door Access Request Form and is emailed to sarkfeld@sheriff.pottcounty-ia.gov. / jkirlin@sheriff.pottcounty-ia.gov A ticket is submitted to IT for access to the computer. New hire paperwork is verified by the Administrator. This is all located on the Pottawattamie Intranet.

Schedule:

Rotating on call officers. On every 2 weeks through pay period. Shifts are saved on google documents and Outlook 365 Word Document that is shared with 911 responders, Public Health Admin, all on call officers. Document is updated every 2 weeks or more often if shifts are changed.

Pay:

On Call Officers are paid \$2.00 per hour of oncall status. If a call comes in and requires no action other than a report two (2) hours of full hourly rate of pay, If the officer is dispatched to a scene then the officer will receive a minimum of four (4) hours of full hourly rate of pay. Each full hourly rate of pay deducts from the oncall status of pay.

Training:

New officers are trained on what calls to respond to and which ones to take information for the Animal Control officer and they can follow up. Will ride along with the Animal Control officer during normal business hours to see how calls are handled. This can last until they are comfortable that they have full knowledge of job duties. While out if they have questions, they are to contact Public Health Admin.

Jana Lemrick/Director, Human **Resources**

**Discussion and/or decision on approval of Job
Description modification for Chair Lift Attendant
position.**

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)~~ fourteen (14) 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**

**Discussion and/or decision on approval of Job
Description and pay for part-time Environmental
Educator position.**

Pottawattamie County, Iowa

Class Description

Title: Part-time Environmental Educator ~~Intern (College Internship)~~ **FLSA Status:** Non-Exempt
Department: Conservation **Job Code:**
Division: N/A **Updated:** 1/109/20242

General Definition of Work

This is a part-time, flex-schedule position

The Part-time Environmental Educator assists the Environmental Education department in preparing, presenting, and hosting interpretive programs including, but not limited to, school field trips, summer camps, general public programs, school programs, and special events as needed under the supervision of the Environmental Education Coordinator and Naturalists.

This is a part-time, flex-schedule position based out of Hitchcock Nature Center. Part-time Educators may commit to work programs/events as their schedule allows and as needed by the Environmental Education department. Typical time commitments vary but range from 3-5 hours per program/event.

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.

Work with the Environmental Education team to prepare, present, and evaluate programs for various groups and individuals including, but not limited to, school field trips, school programs, special events, and public programs with the primary focus on school field trips in the spring and fall.

Keep accurate records, assist in reporting, and provide general administrative support as needed.

~~Assist with visitor services at the front gate and with traffic in the park.~~

~~Educators or Deputy Direc~~

Assist with new projects and perform other tasks as assigned.

Maintain environmental education materials and equipment.

Monitor the cleanliness of Loess Hills Lodge and spot clean facility as needed or as directed by supervisors.

Perform other duties as directed or as the situation dictates.

Minimum Qualifications

Must be 18 years of age at the time of hire

Pottawattamie County, Iowa

Class Description

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

Certification in first aid is desirable

Special Qualifications

Job Specifications

General knowledge of, or experience working in, the field of education, environmental education/interpretation, environmental studies, natural resources, or the biological sciences

Previous experience working with children preferred

General knowledge of, and ability to assist in, planning and participating in outdoor activities in all types of weather (e.g. heat, cold, rain, etc.)

Available to work week-day mornings during the spring and fall field trip season

Available to work some weekend and evening hours

Willing to travel to other county conservation parks as needed

Able to communicate effectively, both orally and in writing

Able to understand and follow both oral and written instructions

Able to establish and maintain effective working relationships and good rapport with individuals of all ages including supervisors, colleagues, children, and the general 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 indoors and outdoors and requires a considerable amount of physical activity, including extended periods of sitting, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties require the ability to walk for extended periods of time and the incumbent must have the ability to maneuver over rough terrain, climb steep banks and maneuver over ditches and uneven ground found in hiking. An incumbent must have the ability to tolerate outdoor weather conditions for extended periods of time and must be able to work in direct sunlight. An incumbent must have the ability to swim and canoe. An incumbent must also have the ability to transport themselves to and from various locations throughout the County and surrounding jurisdictions.

Duties also require the ability to tolerate an indoor and outdoor work environment that includes contact with dirt, dust, noxious odors, poor lighting, confined spaces, electrical hazardous,

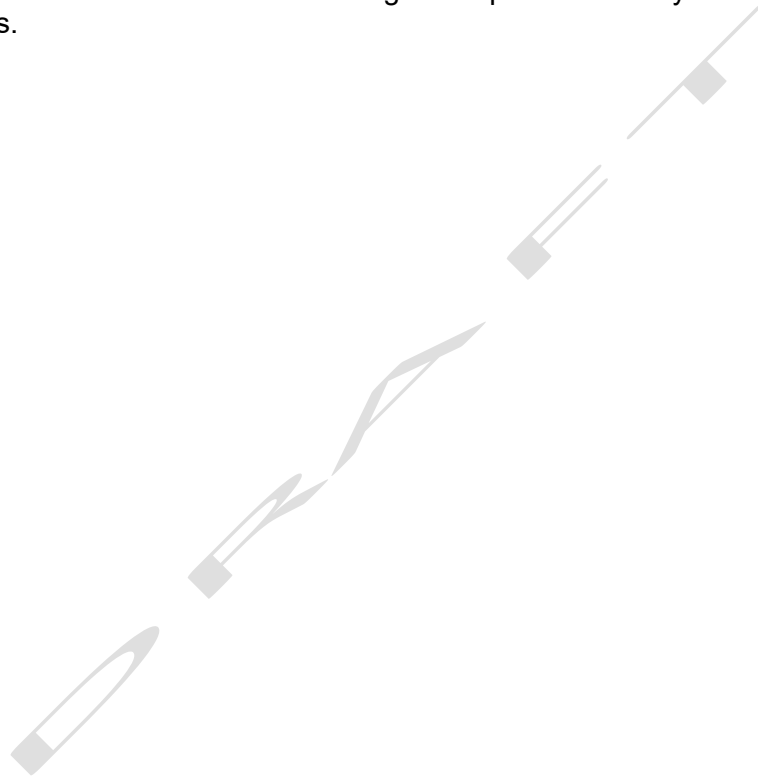
Pottawattamie County, Iowa

Class Description

hazardous chemicals, vibrations, dampness, wetness, and inclement weather conditions. 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: motorized vehicles, computers, hand and power 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.



Committee Appointments

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

Received/Filed

**POTTAWATTAMIE COUNTY
OUT-OF-STATE TRAVEL NOTIFICATION FORM**

This form is used to notify the Board of Supervisors of out-of-state travel and to provide an estimate of travel expenses. It must be submitted to the Board of Supervisor's office no later than one (1) week prior to the out-of-state travel.

TRAVEL INFORMATION

Name of Employee Traveling: Donald Henningsen

Department: Sheriff's Office- Jail

Destination: Washington DC

Date of Travel: FROM: 05/10/2024 TO: 05/17/2024

Name of Elected Official/Department Head Authorizing Travel: Steve Winchell

PURPOSE OF TRIP

1. Conference Travel

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

2 Non-Conference Travel

State Purpose: Police Week

Conference Name (Please give complete name) _____

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input type="checkbox"/>	Airfare <input type="checkbox"/>	\$ 409.95
Lodging			\$ 1,505.00
Meals: Breakfast	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 149.25
Lunch	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 159.25
Dinner	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 239.25
Conf./Seminar Fee			
Other:			
Total Estimated Cost			\$ 2,462.70

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

**POTTAWATTAMIE COUNTY
OUT-OF-STATE TRAVEL NOTIFICATION FORM**

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TRAVEL INFORMATION

Name of Employee Traveling: Amber Roberts

Department: Sheriff's Office- Jail

Destination: Washington DC

Date of Travel: FROM: 05/10/2024 TO: 05/17/2024

Name of Elected Official/Department Head Authorizing Travel: Steve Winchell

PURPOSE OF TRIP

1. Conference Travel

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

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Public Comments

Closed Session

BUDGET STUDY SESSIONS