

Consent Agenda

September 17, 2024

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. September 10, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Wichman, second by Jorgensen, to approve Courthouse North Parking Lot plans to be sent out for bids.

UNANIMOUS VOTE. Motion Carried.

Motion made by Wichman, second by Shea, to approve and authorize Board to sign **Resolution No. 57-2024** entitled: A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS TO SIGN AN INTERLOCAL AGREEMENT BETWEEN THE COUNTY OF POTTAWATTAMIE AND CITY OF COUNCIL BLUFFS WITH RESPECT TO THE 2024 BYRNE JUSTICE ASSISTANCE GRANT PROGRAM AWARD.

RESOLUTION NO. 57-2024

A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS TO SIGN AN INTERLOCAL AGREEMENT BETWEEN THE COUNTY OF POTTAWATTAMIE AND CITY OF COUNCIL BLUFFS WITH RESPECT TO THE 2024 BYRNE JUSTICE ASSISTANCE GRANT PROGRAM AWARD.

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

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

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of Pottawattamie County, Iowa, that the Chairman of the Board is hereby authorized and directed to sign the Interlocal Agreement between the County and City for use of the 2024 JAG funds.

Dated this 17th Day of September, 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, Shea, Jorgensen. Motion Carried.**

Motion by Wichman, second by Belt, to approve tax suspension pursuant to Iowa Code Section 427.9, for property located at 2114 Avenue G, Council Bluffs, Iowa.
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve monthly payment for positive pay/fraud alert protection with American National Bank to be paid for by the Board.
UNANIMOUS VOTE. Motion Carried.

3. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

4. RECEIVED/FILED

- A. Salary Action(s):
 - 1) Jail – Payroll status change for Craig Thomas.
 - 2) Secondary Roads – Payroll status change for John Rassmussen.
 - 3) Treasurer – Payroll status change for Allyson Ybarra.
- B. Out of State Travel Notification(s):
 - 1) Jail – Out of State Travel Notifications for Trish Bernhards and Cory Little.
 - 2) Attorney – Out of State Travel Notification for Christine Circo.

5. PUBLIC COMMENTS

No public comments.

6. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 10:34 A. M.

Susan Miller, Chair

ATTEST: _____
Melvyn Houser, Auditor

APPROVED: September 24, 2024
PUBLISH: X

Scheduled Sessions

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

**Public Hearing on Amendment to
current county budget for Fiscal Year
2024/25 and to approve and authorize
Board to sign Resolution No. 58-2024.**

RESOLUTION NO. 58-2024

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

WHEREAS, the Board of Supervisors, County Attorney, Sheriff, Medical Examiner, Roads, Conservation, Public Health, WIC, Buildings and Grounds, IT, Planning and Development, and Nondepartmental will exceed their Budget due to said necessary expenditures; and

WHEREAS, the Amendment to the Fiscal Year 2023/24 Budget for the Board of Supervisors, County Attorney, Sheriff, Veteran Services, Conservation, Jail, IT, and Nondepartmental shall be substantially as follows:

Department	DEPT #	Revenue Amount	Expense Amount
Board	01		\$ 1,213,918
Attorney	04	\$ 14,731	\$ 27,900
Sheriff	05		\$ 100,000
Medical Examiner	12	\$ 57,500	\$ 52,000
Roads	20		\$ 2,350,000
Conservation	22		\$ 510,000
Public Health	23	\$ 7,200	\$ 7,200
WIC	48	\$ 92,802	\$ 92,802
B & G	51	\$ 349,371	\$ 584,000
IT	52		\$ 20,000
Planning	53	\$ 80,000	\$ 80,000
Non - Departmental	99		\$ 403,093
		\$ 601,604	\$ 5,440,913

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

WHEREAS, the public had due notice of the Budget Amendment Hearing held on August 30, 2022, and at the hearing, due time was allowed for objections to any and all portions of the amended budget.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of Pottawattamie County, hereby amends the Fiscal Year 2024/25 budget.

Dated this 24th day of September, 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 J. Houser, County Auditor

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

Board of Supervisors of POTTAWATTAMIE COUNTY
Fiscal Year July 1, 2024 - June 30, 2025

The Board of Supervisors of POTTAWATTAMIE COUNTY will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2025

Meeting Date/Time: 9/24/2024 10:00 AM

Contact: Melvyn Houser, County Auditor

Phone: (712) 328-5700

Meeting Location: Pottawattamie County Courthouse
Board Hearing Room - 2nd Floor
227 S 6th St
Council Bluffs IA 51501

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	50,607,838	0	50,607,838
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Less: Credits to Taxpayers	3	0	0	0
Net Current Property Tax	4	50,607,838	0	50,607,838
Delinquent Property Tax Revenue	5	3,000	0	3,000
Penalties, Interest & Costs on Taxes	6	147,000	0	147,000
Other County Taxes/TIF Tax Revenues	7	8,904,646	0	8,904,646
Intergovernmental	8	25,505,433	100,002	25,605,435
Licenses & Permits	9	319,300	0	319,300
Charges for Service	10	3,310,625	0	3,310,625
Use of Money & Property	11	1,992,752	0	1,992,752
Miscellaneous	12	2,029,650	501,602	2,531,252
Subtotal Revenue	13	92,820,244	601,604	93,421,848
Other Financing Sources:				
General Long-Term Debt Proceeds	14	0	0	0
Operating Transfers In	15	10,796,617	0	10,796,617
Proceeds of Fixed Asset Sales	16	0	0	0
Total Revenues & Other Sources	17	103,616,861	601,604	104,218,465
EXPENDITURES & OTHER FINANCING USES				
Operating:				
Public Safety and Legal Services	18	41,174,800	179,900	41,354,700
Physical Health and Social Services	19	5,791,236	310,948	6,102,184
Mental Health, ID & DD	20	0	0	0
County Environment & Education	21	13,031,841	1,580,222	14,612,063
Roads & Transportation	22	20,171,500	2,350,000	22,521,500
Government Services to Residents	23	2,567,173	0	2,567,173
Administration	24	19,004,537	616,750	19,621,287
Nonprogram Current	25	0	0	0
Debt Service	26	2,947,475	0	2,947,475
Capital Projects	27	3,460,295	403,093	3,863,388
Subtotal Expenditures	28	108,148,857	5,440,913	113,589,770
Other Financing Uses:				
Operating Transfers Out	29	10,796,617	0	10,796,617
Refunded Debt/Payments to Escrow	30	0	0	0
Total Expenditures & Other Uses	31	118,945,474	5,440,913	124,386,387
Excess of Revenues & Other Sources over (under) Expenditures & Other Uses	32	-15,328,613	-4,839,309	-20,167,922
Beginning Fund Balance - July 1, 2024	33	59,537,391	0	59,537,391
Increase (Decrease) in Reserves (GAAP Budgeting)	34	0	0	0
Fund Balance - Nonspendable	35	0	0	0
Fund Balance - Restricted	36	17,210,926	0	17,210,926
Fund Balance - Committed	37	0	0	0
Fund Balance - Assigned	38	3,574,644	0	3,574,644
Fund Balance - Unassigned	39	23,423,208	-4,839,309	18,583,899
Total Ending Fund Balance - June 30, 2025	40	44,208,778	-4,839,309	39,369,469

Explanation of Changes: Spending of insurance and grant proceeds. General repairs and maintenance. Capital projects carry-over from previous fiscal year.

DEPT #	Revenue Amount	Expense Amount
Board of Supervisors - 01	\$ -	\$ 1,213,918
Total		\$ 1,213,918
Attorney - 04	\$ 14,731	\$ 27,900
Total	\$ 14,731	\$ 27,900
Sheriff - 05		\$ 100,000
Total		\$ 100,000
Med Examiner	\$ 57,500	\$ 52,000
Total	\$ 57,500	\$ 52,000
Roads -20		\$ 2,350,000
Total		\$ 2,350,000
Conservation - 22	\$ -	\$ 510,000
Total	\$ -	\$ 510,000
Public Health - 23	\$ 7,200	\$ 7,200
Total	\$ 7,200	\$ 7,200
WIC - 48	\$ 92,802	\$ 92,802
Total	\$ 92,802	\$ 92,802
Buildings & Grounds - 51	\$ 349,371	\$ 584,000
Total	\$ 349,371	\$ 584,000
IT - 52		\$ 20,000
Total		\$ 20,000
Planning - 53	\$ 80,000	\$ 80,000
Total	\$ 80,000	\$ 80,000
Non-Departmental - 99		\$ 403,093
Total		\$ 403,093
	\$ 601,604	\$ 5,440,913

AMEND BY DEPT-REASON (BOS)

Department	DEPT #	Reason	Revenue Amount	Expense Amount
Board	01	Health Ins/PH Furniture/ARPA Spend down		\$ 1,213,918
Attorney	04	Insurance for Vehicle	\$ 14,731	\$ 27,900
Sheriff	05	Jail Maint Building - not spent in FY 23-24		\$ 100,000
Medical Examiner	12	Payout/Past Creamation Permits	\$ 57,500	\$ 52,000
Roads	20	Construction/Maintenance		\$ 2,350,000
Conservation	22	Retirement Payout/Projects		\$ 510,000
Public Health	23	Local PH Grants	\$ 7,200	\$ 7,200
WIC	48	New hire	\$ 92,802	\$ 92,802
B & G	51	CH roof	\$ 349,371	\$ 584,000
IT	52	Software Maint (virtual srvrs)		\$ 20,000
Planning	53	AdSWIA and McClure	\$ 80,000	\$ 80,000
Non - Departmental	99	Spending of remaining bond proceeds/not budgeted		\$ 403,093
			\$ 601,604	\$ 5,440,913

**Recognition of Penny Ravlin's dedicated
Service and Retirement.**

**Doug Reed/Director, Emergency
Management Agency**

**Discussion and/or decision to approve
and sign Proclamation designating the
month as National Preparedness.**

PROCLAMATION NATIONAL PREPAREDNESS MONTH SEPTEMBER 2024

- WHEREAS,** the spring and summer of 2024 has reminded us that no one can predict when or where the next disaster will occur; and
- WHEREAS,** Pottawattamie County is vulnerable to natural, technological, and man-made hazards; and
- WHEREAS,** government agencies and disaster organizations cannot bear the sole responsibility to prepare for, respond to, and recover from disasters; and
- WHEREAS,** emergency preparedness is the responsibility of every resident in Pottawattamie County, and all residents are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any time; and
- WHEREAS,** Pottawattamie County Emergency Management, an organization that works to coordinate and integrate all activities necessary to build, sustain, and improve our collective resiliency to disasters and emergencies, encourages households to create a family disaster plan during National Preparedness Month to ensure everyone is ready for the next emergency or disaster.

NOW, THEREFORE, be it resolved that we, the Pottawattamie County Board of Supervisors, do hereby proclaim the month of September 2024, to be:

NATIONAL PREPAREDNESS MONTH

in Pottawattamie County, Iowa, and urges all residents to become better prepared in the event of a disaster and encourages attendance to the 2024 Pottawattamie County Preparedness Fair to be conducted on September 26, 2024, from 5pm – 8pm, at the Pottawattamie County Emergency Operations Center.

Signed this 24th day of September, 2024, in Pottawattamie County, Iowa.

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

**Brandon Burmeister/Assistant Engineer
and/or John Rasmussen/Engineer**

**Discussion and/or decision to approve
and authorize Chairperson to sign
contract with Husker Steel Inc. in the
amount of \$14,788.80 for miscellaneous
bridge materials.**

CONTRACT

POTTAWATTAMIE County -- Materials Furnish - Misc Materials

Project Number: L-2025(WS31MATERIALSMISC)-78

Letting Date: Tuesday, September 3, 2024

THIS AGREEMENT made and entered by and between POTTAWATTAMIE County, Iowa, by its Board of Supervisors consisting of: Susan Miller (Chairperson), Scott Belt, Brian Shea, Jeff Jorgensen, Tim Wichman, Contracting Authority, and Husker Steel, Inc of, Columbus, Ne 68602, Contractor.

WITNESSETH: That the contractor, for and in consideration of Fourteen Thousand Seven Hundred Eighty Eight Dollars and Eighty Cents (\$14,788.80) payable as set forth in the specifications constituting a part of this contract, hereby agrees to construct in accordance with the plans and specification therefore, and in the locations designated in the notice to bidders, the various items of work as listed in the quantity and unit price tabulation

Said specifications and plans are hereby made a part of and the basis of this agreement, and a true copy of said plans and specifications are now on file in the office of the County Auditor under the date of 8/6/2024

That in consideration of the foregoing, the Contracting Authority hereby agrees to pay the Contractor, promptly and according to the requirements of the specifications the amounts set forth, subject to the conditions as set forth in the specifications

That it is mutually understood and agreed by the parties hereto that the notice to bidders, the proposal, the specifications for Project No. L-2025(WS31MATERIALSMISC)-78 in POTTAWATTAMIE County, Iowa, the within contract, the contractor's bond and the general and detailed plans are and constitute the basis of the contract between the parties hereto.

That it is further understood and agreed by the parties of this contract that the above work shall be commenced and completed on or before:

Work Days	Date Type	Date	Liquidated Damages Per Day
1	Late Start Date	10/30/2024	\$100.00

That time is the essence of this contract and that said contract contains all of the terms and conditions agreed upon the parties hereto.

It is further understood that the Contractor consents to the jurisdiction of the courts of Iowa to hear, determine and render judgment as to any controversy arising hereunder.

IN WITNESS WHEREOF the parties hereto have set their hands for the purposes herein expressed to this and three other instruments of like tenor, as of the ____ Day of _____, 2024

POTTAWATTAMIE County Iowa, Contracting Authority

Chairperson, County Board of Supervisors

Date

Husker Steel, Inc, Contractor

Wichman, J.

Signature

MISC. STEEL

47-0491256

Federal ID

**Brandon Burmeister/Assistant Engineer
and/or John Rasmussen/Engineer**

**Discussion and/or decision to approve
and authorize Chairperson to sign
contract with Husker Steel Inc. in the
amount of \$59,790.00 for bridge beams.**

CONTRACT

POTTAWATTAMIE County -- Materials Furnish - Beams

Project Number: L-2025(W^S31MATERIALS)-78

Letting Date: Tuesday, September 3, 2024

THIS AGREEMENT made and entered by and between POTTAWATTAMIE County, Iowa, by its Board of Supervisors consisting of: Susan Miller (Chairperson), Scott Belt, Brian Shea, Jeff Jorgensen, Tim Wichman, Contracting Authority, and Husker Steel, Inc of, Columbus, Ne 68602, Contractor.

WITNESSETH: That the contractor, for and in consideration of Fifty Nine Thousand Seven Hundred Ninety Dollars and No Cents (\$59,790.00) payable as set forth in the specifications constituting a part of this contract, hereby agrees to construct in accordance with the plans and specification therefore, and in the locations designated in the notice to bidders, the various items of work as listed in the quantity and unit price tabulation

Said specifications and plans are hereby made a part of and the basis of this agreement, and a true copy of said plans and specifications are now on file in the office of the County Auditor under the date of 8/6/2024

That in consideration of the foregoing, the Contracting Authority hereby agrees to pay the Contractor, promptly and according to the requirements of the specifications the amounts set forth, subject to the conditions as set forth in the specifications

That it is mutually understood and agreed by the parties hereto that the notice to bidders, the proposal, the specifications for Project No. L-2025(W^S31MATERIALS)-78 in POTTAWATTAMIE County, Iowa, the within contract, the contractor's bond and the general and detailed plans are and constitute the basis of the contract between the parties hereto.

That it is further understood and agreed by the parties of this contract that the above work shall be commenced and completed on or before:

Work Days	Date Type	Date	Liquidated Damages Per Day
1	Late Start Date	10/30/2024	\$100.00

That time is the essence of this contract and that said contract contains all of the terms and conditions agreed upon the parties hereto.

It is further understood that the Contractor consents to the jurisdiction of the courts of Iowa to hear, determine and render judgment as to any controversy arising hereunder.

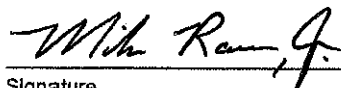
IN WITNESS WHEREOF the parties hereto have set their hands for the purposes herein expressed to this and three other instruments of like tenor, as of the ____ Day of _____, 2024

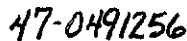
POTTAWATTAMIE County Iowa, Contracting Authority

Chairperson, County Board of Supervisors

Date

Husker Steel, Inc, Contractor





Signature
GIRDERS

Federal ID

**Brandon Burmeister/Assistant Engineer
and/or John Rasmussen/Engineer**

**Discussion and/or decision to approve
and authorize Chairperson to sign
contract with Oden Enterprises Inc. in
the amount of \$69,159.32 for bridge
piling.**

CONTRACT

POTTAWATTAMIE County -- Materials Furnish - Piling

Project Number: L-2025(WS31MATERIALS)-78

Letting Date: Tuesday, September 3, 2024

THIS AGREEMENT made and entered by and between POTTAWATTAMIE County, Iowa, by its Board of Supervisors consisting of: Susan Miller (Chairperson), Scott Belt, Brian Shea, Jeff Jorgensen, Tim Wichman, Contracting Authority, and Oden Enterprises, Inc. of, Wahoo, Ne 68066, Contractor.

WITNESSETH: That the contractor, for and in consideration of Sixty Nine Thousand One Hundred Fifty Nine Dollars and Thirty Two Cents (\$69,159.32) payable as set forth in the specifications constituting a part of this contract, hereby agrees to construct in accordance with the plans and specification therefore, and in the locations designated in the notice to bidders, the various items of work as listed in the quantity and unit price tabulation

Said specifications and plans are hereby made a part of and the basis of this agreement, and a true copy of said plans and specifications are now on file in the office of the County Auditor under the date of 8/6/2024

That in consideration of the foregoing, the Contracting Authority hereby agrees to pay the Contractor, promptly and according to the requirements of the specifications the amounts set forth, subject to the conditions as set forth in the specifications

That it is mutually understood and agreed by the parties hereto that the notice to bidders, the proposal, the specifications for Project No. L-2025(WS31MATERIALS)-78 in POTTAWATTAMIE County, Iowa, the within contract, the contractor's bond and the general and detailed plans are and constitute the basis of the contract between the parties hereto.

That it is further understood and agreed by the parties of this contract that the above work shall be commenced and completed on or before:

Work Days	Date Type	Date	Liquidated Damages Per Day
1	Late Start Date	10/30/2024	\$100.00

That time is the essence of this contract and that said contract contains all of the terms and conditions agreed upon the parties hereto.

It is further understood that the Contractor consents to the jurisdiction of the courts of Iowa to hear, determine and render judgment as to any controversy arising hereunder.

IN WITNESS WHEREOF the parties hereto have set their hands for the purposes herein expressed to this and three other instruments of like tenor, as of the ____ Day of _____, 2024

POTTAWATTAMIE County Iowa, Contracting Authority

Chairperson, County Board of Supervisors

Date

Oden Enterprises, Inc., Contractor



47-0551230

Signature

Federal ID

**Brandon Burmeister/Assistant Engineer
and/or John Rasmussen/Engineer**

**Discussion and/or decision to approve
and authorize Chairperson to sign
contract with Wheeler Lumber. in the
amount of \$103,965.80 for bridge deck
materials.**

CONTRACT

POTTAWATTAMIE County -- Materials Furnish - Timber Deck Panels

Project Number: L-2025(WS31MATERIALS)-78

Letting Date: Tuesday, September 3, 2024

THIS AGREEMENT made and entered by and between POTTAWATTAMIE County, Iowa, by its Board of Supervisors consisting of: Susan Miller (Chairperson), Scott Belt, Brian Shea, Jeff Jorgensen, Tim Wichman, Contracting Authority, and Wheeler of, Minneapolis, MN 55344, Contractor.

WITNESSETH: That the contractor, for and in consideration of One Hundred Three Thousand Nine Hundred Sixty Five Dollars and Sixty Cents (\$103,965.60) payable as set forth in the specifications constituting a part of this contract, hereby agrees to construct in accordance with the plans and specification therefore, and in the locations designated in the notice to bidders, the various items of work as listed in the quantity and unit price tabulation

Said specifications and plans are hereby made a part of and the basis of this agreement, and a true copy of said plans and specifications are now on file in the office of the County Auditor under the date of 8/6/2024

That in consideration of the foregoing, the Contracting Authority hereby agrees to pay the Contractor, promptly and according to the requirements of the specifications the amounts set forth, subject to the conditions as set forth in the specifications

That it is mutually understood and agreed by the parties hereto that the notice to bidders, the proposal, the specifications for Project No. L-2025(WS31MATERIALS)-78 in POTTAWATTAMIE County, Iowa, the within contract, the contractor's bond and the general and detailed plans are and constitute the basis of the contract between the parties hereto.

That it is further understood and agreed by the parties of this contract that the above work shall be commenced and completed on or before:

Work Days	Date Type	Date	Liquidated Damages Per Day
100	Late Start Date	10/30/2024	\$100.00

That time is the essence of this contract and that said contract contains all of the terms and conditions agreed upon the parties hereto.

It is further understood that the Contractor consents to the jurisdiction of the courts of Iowa to hear, determine and render judgment as to any controversy arising hereunder.

IN WITNESS WHEREOF the parties hereto have set their hands for the purposes herein expressed to this and three other instruments of like tenor, as of the ____ Day of _____, 2024

POTTAWATTAMIE County Iowa, Contracting Authority

Chairperson, County Board of Supervisors

Date

Wheeler , Contractor

Signature

9/12/2024

42-1467646

Federal ID

**Candy Heyer/Epidemiologist, Public Health
and/or Maria Sieck/Administrator, Public
Health**

**Update on the Substance Abuse
Prevention Grant and approval of
signature authority for grant activities.**

TO: Board of Supervisors
FROM: Maria Sieck, Administrator and Candy Heyer, Epidemiologist
DATE: September 24, 2024

RE: Substance Abuse Prevention Grant

REQUEST: To approve signature authority for the Substance Abuse Prevention Grant activities.

BACKGROUND: Grant funds are utilized to support staff time working with local schools on substance abuse prevention policies and for advertising to better educate the population on substance abuse prevention. Iowa HHS is requiring subcontracts for external expenditure of grant funds. We have an advertising subcontract with Sandau for billboard messaging and are working on additional social media advertising to target youth by zip code. Both agreements will need signed with authority of the Board.

GRANT ACTIVITY UPDATE:

1. To reduce substance abuse at community schools through policy implementation. School Districts: Lewis Central, Tri-Center, Children's Square, AHSTW, Riverside, Treynor. Relations are already established in Lewis Central, Children's Square, and Tri-Center as the Health Educator delivers the Personal Responsibility and Education Program. These activities will be kicked off at these 3 schools by reviewing the district's current policies and examining areas of improvement regarding substance use including expectations, prevention and risk education, enforcement (fairly and consistently), learning tools, etc.
2. Promote Your Life Iowa resources to the community through social media, websites and other marketing platforms to communicate resources available to residents. A subcontract with Sandau for billboard advertising in Council Bluffs is to begin advertising in December. Social media utilized by younger individuals will be subcontracted as well. Outreach messaging will be from Your Life Iowa – the free state-wide platform that provides information and referral for individuals in crisis, including drug use.
3. Match activities include our work with community opioid action planning through subject matter expert interviews, community forums, and our community survey. Survey questions were included that encourage community feedback about the opioid epidemic and how that is affecting youth. Additional opportunities are planned for community school participation in community workshops. Input from the survey and other sessions will be included in the Community Opioid Action Plan with strategies to address youth in the County and at community schools.

AGREEMENT TO PROVIDE POTTAWATTAMIE COUNTY SUBSTANCE ABUSE PREVENTION
GRANT ADVERTISING SERVICES
FY25

This Agreement is entered into between the Pottawattamie County Board of Supervisors, DBA Pottawattamie County Public Health (hereafter *CONTRACTOR*) and Sandau Design Company (hereafter *SUBCONTRACTOR*) to facilitate provisions of the Iowa Department of Health and Human Services (hereafter *DEPARTMENT*) Pottawattamie County Substance Abuse Prevent Grant.

The *CONTRACTOR* and *SUBCONTRACTOR* (hereinafter together referred to as “the parties”) agree to maintain involvement in the provisions of the grant through monthly updates by the *SUBCONTRACTOR* to the *CONTRACTOR*.

All restrictions, obligations, and responsibilities of the *CONTRACTOR* under the contract with the *DEPARTMENT*, including the General Terms for Service Contracts (effective 8.1.13) and the Contingent Terms for Service Contracts (effective 8.1.23) shall also apply to the *SUBCONTRACTOR*.

The *SUBCONTRACTOR* agrees to provide the *DEPARTMENT*, the *CONTRACTOR*, and any of their duly authorized representatives with access to any documents, papers, and records of the *SUBCONTRACTOR* which are pertinent to this subcontract, for the purpose of audit and examination. This access shall be granted during the *SUBCONTRACTOR'S* normal business hours and shall include the right to inspect and copy such records.

RESPONSIBILITIES OF THE CONTRACTOR:

1. Provide *SUBCONTRACTOR* with promotional material to advertise on billboards and/or bus benches.
2. Communicate with *SUBCONTRACTOR* on updates to promotional material and changes to advertising timeframe.
3. Maintain grant obligations for the entire FY25 grant period.

RESPONSIBILITIES OF SUBCONTRACTOR:

1. Advertising approved promotional materials on billboards and/or bus benches.
2. Ensuring billboards and/or bus benches are in working condition.
3. Communicate with *CONTRACTOR* on needed updates and/or changes to advertising timeframe.

FUNDING AGREEMENT:

The *CONTRACTOR* agrees to provide the *SUBCONTRACTOR* with grant funds for budgeted and approved expenditures which have been incurred during the contract year. The amount of funds paid to the *SUBCONTRACTOR* will be \$600 per month per ad ran on the West Broadway billboard location and \$75 per bus bench per month. Total value of subcontract is \$4,200; advertising timeframe is dependent on available funds.

EFFECTIVE DATE AND TERMINATION OF AGREEMENT:

This Agreement shall have an effective date of October 1, 2024 thru June 30, 2025.

Either party may terminate their participation in this Agreement with 30 days written notice to the other party prior to the termination date. This Agreement may also be terminated or modified in the event that adequate grant funds are not available.

_____ Date _____

CONTRACTOR

Maria Sieck, with authority on behalf of
Pottawattamie County Board of Supervisors

Jeani Sandau Date 9.16.24

SUBCONTRACTOR

Sandau Design Company

Other Business

Dr Elliott/Medical Examiner

**Discussion and/or decision to
approve Cody Pane as Director
Medical Examiner Investigator.**

**Jana Lemrick/Director, Human Resources
and Becky Lenihan/Tax & Finance Officer,
Auditor's Office.**

**Discussion and/or decision to approve
updated Employee
Recognition/Miscellaneous
Expenditures policy.**

Board of Supervisors Policy

Employee Recognition/Miscellaneous Expenditures

Effective Date: November 25, 2014

Last Revision Date: September 17, 2024

Scope and Audience

All Employees

Additional Authority

State Auditor

1. Policy Purpose

The purpose of this policy is to authorize and document budgetary expenditures for the following employee recognition functions and miscellaneous expenditures. The costs of these functions are to be paid out of the Board of Supervisor's gaming fund budget.

2. Policy Statement

Retirement: It is the policy of Pottawattamie County to recognize dedicated employees for their years of service upon retirement, as long as the employees is eligible to retire under IPERS. The County shall provide a one-time retirement gratuity for long term county employees serving a minimum of 10 years of service upon retirement. The benefit will be \$50.00 for every year of service with Pottawattamie County which will be added to the employee's final paycheck. In addition, it shall be the policy of the Board of Supervisors to provide a retirement gathering for any employee wishing to have such a gathering. Items appropriate for purchase include light snacks, soft drinks, paperware, and decorations normally used in a festive reception.

Funeral Memorials: It shall be the policy of Pottawattamie County to provide a funeral memorial in the event of the death of any current employee. The memorial will be provided by the Board of Supervisors and organized by the Board's Executive Assistant.

Miscellaneous Expenditures: It shall be the policy of Pottawattamie County to provide employees food, prizes, and paperware for certain "company" activities wherein the festivity or function calls for said food, prizes and paperware. Occasions include but are not limited to the following:

Board of Supervisors Policy

Employee Recognition/Miscellaneous Expenditures

1. Meetings with dignitaries or officers from other states, counties, businesses, or academia.
2. County connected board meetings.
3. Community affairs such as Chamber of Commerce functions.
4. County sponsored public events.
5. Wellness incentives, prizes and other similar items.
6. Emergency conditions under flood, tornado, blizzards, toxic accidents, chemical spills, and other similar situations wherein employees must "man their posts" under these conditions.

All expenditures must follow State and Federal guidelines. If there is any question or concern as to whether an expenditure may be within the guidelines, please direct questions to the Auditor's Office.

Last Review Date

September 17, 2024

Revision History

September 17, 2024

Committee Appointments

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

Received/Filed

Appendix A

POTTAWATTAMIE COUNTY

OUT-OF-STATE TRAVEL NOTIFICATION FORM

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

TRAVEL INFORMATION

Name of Employee Traveling: Jon Jacobmeier

Department: County Attorney

Destination: Newport Beach, California

Date of Travel: FROM: September 15, 2024 TO: September 18, 2024

Name of Elected Official/Department Head Authorizing Travel: Matt Wilber

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: _____
National District Attorneys Association
Conference on Child Abuse (9/16-18)

Conference Name (Please give complete name) NDAA Conference on Child Abuse (9/16-18)

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage	<input type="checkbox"/>	Airfare <input checked="" type="checkbox"/> \$695.95
Lodging			\$688.78
Meals: Breakfast	Included	<input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>
Lunch	Included	<input type="checkbox"/>	Not Included <input checked="" type="checkbox"/> \$28.24
Dinner	Included	<input type="checkbox"/>	Not Included <input checked="" type="checkbox"/> \$67.45
Conf./Seminar Fee			
Other:	Car Rental/Gas		\$421.57
Total Estimated Cost			\$1,901.99

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.

Public Comments

Study Session