

**BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA**

**RESOLUTION AUTHORIZING AGREEMENT WITH THE AUSTIN PETERS GROUP
INC. FOR PROFESSIONAL SERVICES**

WHEREAS, pursuant to Neb. Rev. Stat. § 23-104 (Reissue 2007), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. § 23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, Sarpy County desires to enter into an Agreement with the firm of The Austin Peters Group, Inc. for professional services to assist in the development of a strategic plan for Sarpy County, a copy of said Agreement is attached hereto; and,

WHEREAS, entering into the Agreement with The Austin Peters Group, Inc. is in the best interests of the citizens of Sarpy County.

NOW, THEREFORE, BE IT RESOLVED BY THE SARPY COUNTY BOARD OF COMMISSIONERS THAT this Board hereby approves and adopts the Agreement with The Austin Peters Group, Inc for professional services.

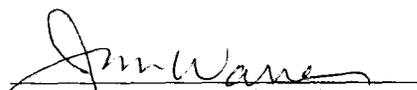
BE IT FURTHER RESOLVED that the Chairman of this Board, together with the County Clerk are hereby authorized to execute on behalf of this Board the Agreement with The Austin Peters Group, Inc., a copy of which is attached, and any other related documents, the same being approved by the Board.

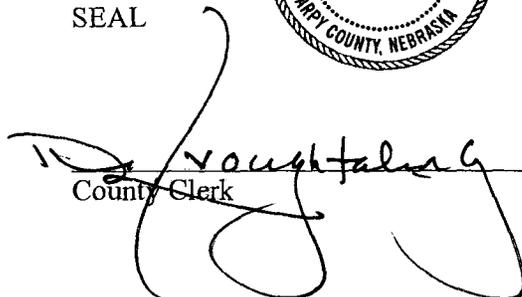
The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 19th day of March, 2013.

Attest

SEAL




Sarpy County Board Chairman


County Clerk

Sarpy County Board of Commissioners

1210 GOLDEN GATE DRIVE
PAPILLION, NE 68046-2895
593-4155
www.sarpy.com
ADMINISTRATOR Mark Wayne
DEPUTY ADMINISTRATOR Scott Bovick
FISCAL ADMIN./PURCHASING AGT. Brian Hanson



COMMISSIONERS Don Kelly District 1 Jim Thompson District 2 Tom Richards District 3 Brenda Carlisle District 4 Jim Warren District 5

MEMO

March 19, 2013

TO: Sarpy County Board of Commissioners

FROM: Scott Bovick, Deputy County Administrator

RE: Resolution authorizing agreement with the Austin Peters Group, Inc. for professional services

Administration is excited to provide the attached agreement with the Austin Peters Group to provide the County assistance in its effort to conduct a Strategic Plan.

Senior Consultant Marla Flentje will serve as our consultant and facilitator. I have attached Marla's full professional bio for your review, but in summary she meets the Board's preferences in that she:

- has extensive local government experience with both city and county governments
- is familiar with Sarpy County due to her work in La Vista
- has a strong understanding of what it takes to be successful in strategic planning
- has proposed a competitive cost of \$4,700

We expect Marla to schedule the one-on-one interviews with you next week, hold the community stakeholder group in early April, the Board planning retreat in late April, and have a draft report to us by mid-May. Marla has confirmed it is realistic to have a plan in place sometime in June.

Please feel free to contact me if you have any questions. Thank you.



Scott Bovick, Deputy County Administrator

Cc: Deb Houghtaling
Mark Wayne
Brian Hanson

THE
AUSTIN PETERS
GROUP, INC.

March 5, 2013

Scott Bovick
Deputy County Administrator
Sarpy County
1210 Golden Gate Drive
Papillion, Nebraska 68046

Dear Mr. Bovick:

Enclosed please find our proposal for consultation and facilitation of a strategic plan for Sarpy County. We have extensive experience with strategic planning projects for local governments and nonprofit organizations. This proposal lists previous clients and references including the City of La Vista located in your County, who can attest to the high level of satisfaction with our services.

We note that over the course of five years and through multiple projects with La Vista, we have developed a good understanding of your region, and the broad opportunities and challenges your County faces. This background would provide an excellent foundation for your project and serve to shorten our learning curve.

The enclosed proposal reflects the guidance you provided in our phone conversation earlier this week. Of course, this proposal can be further customized and adjusted as you consider the needs of your organization. There is more than one good route to development of a public-sector strategic plan provided that the process includes:

- relevant, well organized data and expertise related to your community and organization;
- stakeholder consultation;
- consensus on the County mission and values;
- dedicated involvement, deliberation and consensus building from County Commissioners and other persons on your planning team; and
- skilled, neutral facilitation to manage process, build consensus, and record and format planning group decisions.

We look forward to discussing this proposal with you and other County leaders, and welcome the opportunity to assist your organization with this important project.

Sincerely,

Marla Flentje

Marla Flentje
Senior Consultant
Ph (316) 250-1344
Fax (913) 851-7529

Client Challenge and Need

Sarpy County government exists to add value to the community through delivery of public services and exercise of strategic leadership for the benefit of the community's future. Toward this end, the County, like all local governments, is challenged to determine the best use of its limited resources for the benefit of current and future residents.

For this reason, County leaders wish to create and adopt a multi-year strategic plan. The County has solicited this proposal for obtaining expertise and facilitation to guide an in-depth process that yields the County's first strategic plan that will be used to guide important decision making over the short and longer-term future.

Section 1. Qualifications

About the Austin Peters Group, Inc.

The Austin Peters Group, a small Kansas-based company, brings together experience and energy under the name of Austin Peters. Rebecca Crowder, President of Austin Peters, founded the organization with the commitment that this small company will provide high quality, tailored products to meet the demands of public, private and nonprofit sector customers. According to Rebecca, *"I was frustrated with the lack of personal attention I received from large consulting companies, and the products were generic. I wanted to change the quality of services available, particularly to the nonprofit and public sectors, so The Austin Peters Group was born."*

The Austin Peters Group is a designated Women Business Enterprise (WBE) under the Small Business Administration's certification program. This firm was formally incorporated June 24, 1998. The founders of The Austin Peters Group, Rebecca Crowder and Elizabeth Tatarko, have over forty years of experience collectively in human resource management, strategic planning, leadership and professional development, grant writing, fund development and program evaluation.

About Our Project Consultant

Lead Consultant: Marla Flentje (pronounced flen.jee) is Senior Consultant for the Austin Peters Group, a Kansas-based human resource management consulting firm with public, private and nonprofit sector clients. She has a 25-year career in public service, much of it in providing services to local governments and nonprofit agencies. Most recently, she served as education director for the Kansas Association of Counties for seven years where her responsibility was to provide teaching, consulting and education management services for elected and appointed persons who serve Kansas counties. In this capacity she helped develop and provide instruction for professional development programs in executive management, supervision and customer service, as well as a leadership development program for county commissioners.

During her career, Ms. Flentje also served in the Hugo Wall School of Urban and Public Affairs at Wichita State University (WSU) for thirteen years, most recently as Associate Director for

Government and Community Services where she worked extensively with local governments and non-profit organizations in the region. In addition, she has significant experience in strategic planning, facilitation and mediation.

In her career, Flentje has provided instruction and facilitation for dozens of local governments and nonprofit organizations in the Midwest. Her complete resume which includes a partial list of these clients, is found in Section 4. She has a masters degree in public administration from Wichita State University.

A Sample of What Our Clients Say

A list of current and previous clients can be found in Section 4. A sample of our clients' feedback includes:

"I highly recommend the services of The Austin Peters Group to other governments. Our experience was such a positive one that I can say confidently that we would not hesitate to hire your company again." Mayor Dion Avello, City of Derby, Kansas

"The process used by your firm was much more effective [than the City's previous process]. Meetings were organized, the process was structured and the results were markedly better. We moved purposefully through a well designed process and avoided pitfalls often associated with reaching a consensus on such an important decision. In truth, the process actually served to make the governing body more cohesive. I can recommend to other communities without hesitation, the services of The Austin Peters Group. I can also say, without reservation, that if I ever need these services again, I will not hesitate to call you." – The Honorable Quintin Robert, Mayor of Osage City

"The success at the level we achieved would not have been possible without [The Austin Peters Group's] expert assistance. The accolades from the governing body for their service are unanimous. This is very noteworthy considering it comes from a group that seldom holds a unanimous viewpoint on issues as important and complex as this [City Administrator recruitment]. Ms. Flentje's clients are well served by her and the Austin Peters Group." - The Honorable Mike McNow, Mayor of Valley Center, Kansas.

"Many of our board members expressed praise for the process you took us through and for your true professionalism and skill in getting so much done in such a limited time. I know when I suggest having the next retreat, they will want to engage your services." Carolyn McGinn, President, Kansas African American Museum, and Kansas State Senator

"Our experience with Austin Peters was outstanding. We were in need of direction and had struggled for several years to develop a strategic plan. Our facilitator was professional, knowledgeable and kept 15 very different personalities on task. She helped us accomplish what we had labored and failed to do previously. In a matter of hours we had the building blocks for a strategic plan. She also laid groundwork for the board's later formal adoption of the plan. Kevin Fish, Executive Director, The Arc of Sedgwick County

Firm Ability, Capacity and Experience

Our previous clients are the best sources for speaking to the capacity of The Austin Peters Group to meet or exceed the City's expectations for performance and on-time delivery of outcomes within the City's three-month time frame.

Brenda Gunn

City Administrator

La Vista, Nebraska

402-331-4343

Municipal Strategic Planning Projects

The Honorable Doug Kindig

Mayor of La Vista, Nebraska

La Vista, Nebraska

402-331-4343

Municipal Strategic Planning Projects

The Honorable Glenn Diehl

Ellis County Commissioner

Ellis County, Kansas

Phone: 785-635-7106

County Strategic Planning Project

The Honorable David Kauffman

Mayor of Hesston, Kansas

Phone: 620-327-4412

Municipal Strategic Planning Project

Kenneth Bryan

Oklahoma City Planning Department

Oklahoma City, Oklahoma

405-297-2574

Public Participation Project for New City Comprehensive Plan

Section 3. Project Fees and Payment Schedule

Our total fee for services for the customized strategic planning process as described, including travel expenses for three on-site visits to Sarpy County, is \$4,700. If the County wishes an on-site review of the strategic plan draft with the Board of County Commissioners, the fee will be an additional \$600. The fee assumes the County will pay for all meeting costs, including room and equipment rentals, refreshments, supplies, and reproduction of handout materials.

The Austin Peters Group, Inc. will submit invoices for payment according to the following schedule: \$2,000 upon approval of a letter of understanding; \$2,000 after the two strategic planning sessions are held; and \$700 once the draft strategic plan is approved by the Board of County Commissioners.

If the County accepts this proposal or some variation of it, our firm will draft a letter of understanding for signature by representatives of the County and The Austin Peters Group.

Section 4. Additional Information

A. Professional Resume for Marla J. Flentje

Current Position

Senior Consultant
The Austin Peters Group
2005 – present

Responsible for working with private, public and nonprofit sector clients to provide consulting in human resource management, grant writing, research, strategic planning, executive recruitment, as well as instruction in leadership and management, and facilitation for group decision making. During her tenure she has consulted with over fifty nonprofit and local government clients.

Previous Positions

Director of Education
Kansas Association of Counties
1998 – 2005

Responsible for developing curriculum, and offering instruction in the Kansas County Government Institute, a leadership and professional development program for appointed and elected persons in service to county government in Kansas. Also responsible for providing consulting and facilitation for strategic planning, governance processes and organizational development projects for county organizations and their governing bodies.

Associate Director for Government and Community Services

Hugo Wall School of Urban and Public Affairs

Wichita State University

1994-98

Director for an outreach unit that provided research, technical assistance, professional development and other consultation for local governments and nonprofit agencies in the South Central Kansas region. Also served as director for the Wichita/Sedgwick County Assembly, an annual gathering of community leaders convened to study and make recommendations on specific community issues.

Partial List of Projects related to governance and group planning and decision making

- Consultant for strategic planning for Butler County, 2003, 2005, 2006, 2008.
- Consultant/facilitator for Johnson County Board of County Commissioners problem solving retreat, 2004.
- Consultant for strategic planning, Miami County, 2004, 2005.
- Consultant/facilitator for joint meeting of REAP, Workforce Alliance, and the Greater Wichita Economic Development Corporation, 2005.
- Consultant for planning, Kansas African American Museum, 2006.
- Mediator, Garden City Fire Department Improvement Team, 2005-06.
- Consultant for strategic planning, Arc of Sedgwick County, 2006, 2008, 2011
- Consultant and moderator, Johnson County Leadership Summit, 2006, 2007, 2009.
- Moderator for Public Transit Summit for KU Transportation Center, 2006.
- Consultant for strategic planning for City of Rose Hill, 2005, 2006, 2007.
- Consultant, Kansas Health Foundation School Preparedness Summit, 2006.
- Consultant, Hilltop Neighborhood Project for City of Wichita, 2007.
- Consultant for City of Abilene strategic planning, 2007.
- Consultant for Harper County: Focus on Our Future project, 2007.
- Consultant for City of Lindsborg strategic planning, 2007, 2009.
- Project partner, City of Wichita Park, Recreation and Open Space Plan Update, 2007.
- Consultant for Familles Together strategic planning, 2008.
- Consultant for Governor's Commission on Healthy and Prepared Schools, 2008.
- Consultant for governance training, City of Park City, 2009.
- Consultant for Sedgwick County Nonprofit Chamber of Service, 2005 – 2008.
- Consultant City of La Vista, Nebraska strategic planning, 2007, 2008, 2009, 2010
- Consultant, Ford County Regional Summit, 2009.
- Consultant for Barton County economic development planning, 2008.
- Consultant for City of Caldwell strategic planning, 2009, 2013.
- Consultant for governance training, City of Valley Center, 2009.
- Consultant for Kansas Diabetes Association strategic planning, 2010.
- Consultant for Historic Wichita Cowtown Board, strategic planning, 2010.
- Consultant for Wichita Area Board of Realtors strategic planning, 2010.
- Consultant for Workforce Alliance of South Central Kansas strategic planning, 2010.
- Consultant, KPTS Public Television strategic planning, 2011.
- Consultant, City of Hesston strategic planning, 2012.
- Facilitator for Citizen Advisory Team for Oklahoma City's Comprehensive Plan, 2012-13.
- Consultant, Andover Chamber of Commerce strategic planning, 2012.

Flentje Professional Resume, Continued

Education

M.A. Public Administration, Wichita State University.

B.A. Anthropology, Wichita State University.

B. The Austin Peters Group, Social Sector Clients (partial list)

Public Organizations

City of Abilene, KS
Barton County, KS
Butler County, KS
Butler Community College, KS
Central-Lee School District, IA
City of Chattanooga, TN
Cole County School District, MO
City of Derby, KS.
Ellis County, KS
Ford County, KS
Franklin County, KS
City of Garden City, KS
City of Grandview, MO
City of Lindsborg, KS
Henry County School District, MO
Miami County, KS
Johnson County, KS
Johnson County Community College, KS
Kansas State University, KS
City of Andover, KS
City of Garden City, KS
City of Iowa City, Iowa
City of La Vista, NE
City of Lenexa, KS
City of Marshalltown, Iowa
City of Oklahoma City, Oklahoma
City of Ottawa, KS
City of Paola, KS
City of Park City, KS
City of Salem, MO
City of Smithville, MO
Platt County, MO
Reno County, KS
Riley County, KS
City of Rose Hill, KS
City of Valley Center, KS
City of Wichita, KS.
Sedgwick County, KS
Seward County, KS
Southern Missouri State Univ., MO
Univ. of New Mexico-Roswell, NM
USD 244 Burlington, KS
USD 337 Royal Valley, KS
USD 377 Atchison County, KS
USD 443 Dodge City, KS
USD 470 Arkansas City, KS
USD 501 Topeka, KS
City of Wichita, KS

Nonprofit Organization

American Diabetes, Association, Ks. Chapter
Arc of Sedgwick County, KS
Arc of Douglas County, KS
Benedictine College, KS
The Arc of Douglas County
The Arc of Sedgwick County
Big Brothers/Big Sisters of Kansas, Oklahoma and North
Central Florida
Boys and Girls Club, KS
Butler Community College, KS
Cameron Regional Medical Center, MO
CLASS Inc, KS
Corporation for National Service
Dickenson Foundation, KS
Families Together, KS
Flinthills Services, Inc., KS
Historic Wichita Cowtown, Inc., KS
Kansas African American Museum, KS
Kansas Association of Counties, KS
Kansas City Ballet, MO
Kansas Health Foundation, KS
Kansas Legal Services, KS
Kansas Municipal Utilities, KS
Kansas Organization of Recyclers, KS
KPTS, Channel 8 Public Television, KS
Medical Services Bureau, KS
The Menninger Clinic, KS
Mercy Health Center, KS
Miami Co. Mental Health Centers, KS
Mid America Regional Council, MO
National League of Cities
Prairie Band Potawatomi Nation, KS
Ronald McDonald House Charities, TX
Saint Luke's Hospitals, KS
Sedgwick County Nonprofit Chamber of Service, KS
Sunflower Foundation, KS
TeamMates Mentoring Program, NE
Twenty First Century Alliance
United Methodist Urban Ministries, KS
United States Department of Agriculture
United Way of Kansas City, KS
Wichita Area Association of Realtors, KS
Wichita Crime Commission, KS
Workforce Alliance of South Central Kansas
YMCA of Wichita, KS

Providing the best in people services

*The Austin Peters Group
PO Box 27196
Overland Park, Kansas
phone 913-851-7530 fax 913-851-7529*

March 13, 2013

**Letter of Understanding
between The Austin Peters Group, Inc
and Sarpy County, Nebraska
for Strategic Planning Consultation**

This letter shall serve as a letter of agreement between Sarpy County of Papillion, Nebraska, and The Austin Peters Group, Inc. of Overland Park, Kansas, governing the provision of consultation services to assist in development of a strategic plan for County government.

Toward this end, The Austin Peters Group consultant, Marla Flentje, will provide consultation and facilitation to the Sarpy County Board of County Commissioners as follows:

- review relevant information and data related to the organization and community;
- interview on site each County Commissioner to learn of his or her perception of the County's most important issues and ideas for County action to address them. Our consultant will summarize Commissioners' observations and preferences in a document that will be provided to all members of the planning team.
- consult with designated County leaders to plan and implement a structured meeting with selected community leaders inviting their advice on the current performance of the County and recommended strategic direction. As part of this part of the process, the consultant will: 1) draft a letter for the County to send to invited leaders providing direction for the session; 2) draft the session agenda for County approval; and 3) moderate the session;
- provide advice as requested on the County Administrator's "View from the Bridge" segment at the planning retreat;
- consult with designated leaders to plan and implement a planning retreat to identify and seek consensus on goals and objectives for the strategic plan. Toward this end, the consultant will: 1) draft a retreat agenda for approval and provide related hand-out materials; 2) advise on facility/ equipment needs; 3) facilitate the retreat process; and 4) document discussion and preliminary decisions;

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- based on preliminary decisions made at the planning retreat, draft a strategic plan, complete with strategic goals and implementing goals, for review first by County staff for factual accuracy and subsequently, by the Board of County Commissioners;
- facilitate by phone a review of the draft strategic plan by the Board of County Commissioners and consensus on desired changes before formal plan adoption.

It is understood that Sarpy County will be responsible for the following:

- identify members of the strategic planning team and invited stakeholders;
- provide for communication with Commissioners and other members of the planning team about the purpose, schedule and expectations of the project;
- make arrangements for suitable meeting facilities, including meals and refreshments as needed;
- provide background documents and data needed for the strategic planning process;
- provide necessary supplies and equipment for the planning sessions that will include a data projector; screen to project slides; laptop computer, large easels and pads of post-it-note paper; name tents and
- reproduce all handout materials needed for the planning sessions.

Sarpy County agrees to compensate The Austin Peters Group under terms and conditions as provided herein. Total charge for services as described above is \$4,700 which includes the firm's travel costs for three round trips to Papillion from Wichita, Kansas. The Austin Peters Group, Inc. will submit invoices for payment according to the following schedule: \$2,000 upon approval of a letter of understanding; \$2,000 after the two strategic planning sessions are held; and \$700 once the draft strategic plan is approved by the Board of County Commissioners.

With regard to the services to be performed by The Austin Peters Group, Inc. pursuant to the terms of the agreement, The Austin Peters Group, Inc. shall not be liable to Sarpy County, or to anyone who may claim any right due to his or her relationship with Sarpy County for any acts or omissions in the performance of said services on the part of The Austin Peters Group, Inc. or on the part of the agents or employees of The Austin Peters Group, Inc.; except when said acts or omissions of The Austin Peters Group, Inc. are due to their willful misconduct. Sarpy County shall hold The Austin Peters Group, Inc. free and harmless from any obligations, costs, claims, judgments, attorneys' fees and attachments arising from or growing out of the services rendered to Sarpy County pursuant to the terms of this agreement or in any way connected with the rendering of said services, except when the same shall arise due to the willful misconduct as determined by a court of competent jurisdiction.

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INSURANCE: During the course of services, the Consultant shall maintain Workmen's Compensation Insurance in accordance with the Workman's Compensation laws of the State of Nebraska and Automobile Liability insurance.

ASSIGNMENT: Neither Party shall assign or transfer its interest in this Agreement without the written consent of the other.

INDEPENDENT CONTRACTOR: Consultant shall in the performance of the Agreement at all times be an independent contractor and not an employee or agent of the County.

TERMINATION: Either the County or Consultant may terminate this Agreement at any time with or without cause upon giving the other party thirty (30) days prior written notice.

CONFLICT OF INTEREST: Pursuant to Neb Rev. Stat. §23-3113 (Reissue 2007), the parties hereto declare and affirm that no officer, member, or employee of the County, and no member of its governing body, and no other public official of the County who exercises any functions or responsibilities in the review or approval of the undertaking described in this contract, or the performing of services pursuant to this contract, shall participate in any decision relating to this contract which affects his or her personal interest, or any corporation, partnership, or association in which he or she is directly or indirectly interested; nor shall any employee of the County, nor any member of its governing body, have any interest, direct or indirect, in this contract or the proceeds thereof.

BREACH: Should Consultant breach, violate, or abrogate any term, condition, clause or provision of this Agreement, the County shall notify Consultant in writing that such an action has occurred. If satisfactory correction of the breach, violation or abrogation of any term, condition, clause or provision does not occur within ten (10) days from such written notice, the County may, at its option, terminate this Agreement and obtain an alternate provider to provide all required services. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

SAVINGS CLAUSE: This Agreement shall be interpreted, construed and enforced under the laws of the State of Nebraska. It is understood and agreed by the County and Consultant hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms, conditions, or provisions shall not be affected, and the rights and obligations of the County and Consultant shall be

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construed and enforced as if the Agreement did not contain the particular part, term, condition, or provisions held to be invalid.

RESIDENCY VERIFICATION CLAUSE: The Consultant agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Consultant is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee. Rev. Stat. Sect.4-108

SCOPE OF AGREEMENT: This Agreement, contains the entire Agreement between the County and Consultant, and there are no other written or oral promises, contracts or warrants which may affect it. This Agreement cannot be amended except by written agreement of both the County and Consultant.

If the terms of this agreement meet with your approval, please indicate the same below by your signature. Please return a copy (all pages of this "Letter of Understanding...") for our files. Returning via fax to 913-851-7529 or email using a PDF file (mflentje@austinpeters.com) is acceptable.

Accepted by: Marla Flentje
Marla Flentje, Senior Consultant
The Austin Peters Group, Inc.

Date: March 12, 2013

Accepted by: 
Sarpy County

Date: 3-19-2013

THE
AUSTIN PETERS
GROUP, INC.
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