



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (JULY 26, 2016) (WEEK 30 OF 2016)

Agenda and Minutes also available at www.woodburycountyiowa.gov

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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held July 26, 2016 at 4:30 p.m. in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

This is a formal meeting during which the Board may take official action on various items of business. If you wish to speak on an item, please follow the seven participation guidelines adopted by the Board for speakers.

- 1. Anyone may address the Board on any agenda item after initial discussion by the Board.
2. Speakers will approach the microphone one at a time and be recognized by the Chair.
3. Speakers will give their name, their address, and then their statement.
4. Everyone will have an opportunity to speak. Therefore, please limit your remarks to three minutes on any one item.
5. At the beginning of the discussion on any item, the Chair may request statements in favor of an action be heard first followed by statements in opposition to the action.
6. Any concerns or questions you may have which do not relate directly to a scheduled item on the agenda will also be heard under the first or final agenda item "Citizen Concerns."
7. For the benefit of all in attendance, please turn off all cell phones and other devices while in the Board Chambers.

AGENDA

- 4:30 p.m. 1. Call Meeting to Order - Pledge of Allegiance to the Flag - Moment of Silence
2. Citizen Concerns Information
3. Approval of the agenda July 26, 2016 Action
4. Approval of the minutes of the July 19, 2016 meeting Action
5. Discussion and approval of claims Action
6. Human Resources - Ed Gilliland
Approval of Memorandum of Personnel Transaction Action
7. Approval of resolution thanking and commending county employee for years of service Action
4:40 p.m. (Set time) 8. Issuance of Urban Renewal Tax Increment Revenue Bond
a. Public hearing of issuance of Urban Renewal Tax Increment Revenue Bond
b. Approval of resolution authorizing the sale and issuance of a \$1,710,000 Urban Renewal Tax Increment Revenue Bond, Series 2016, pledging to the payment of the Bond funds and portions of taxes created pursuant to the authority of Subsection 2 of Section 403.19 of the Code of Iowa and providing for the securing of the Bond, all for urban renewal purposes of Woodbury County, Iowa Action

9. County Auditor – Patrick Gill
  - a. Receive the Auditor’s quarterly report for April 2016 through June 2016 Action
  - b. To canvass a petition from landowners of the Upper Wolf Creek Drainage District, order an election of trustees and appoint judges and clerks for the election Action
  - c. Consideration of an amendment to the Board of Supervisors Bylaws Information
  
10. Secondary Roads – Mark Nahra
  - a. Receive and consider bids for project number L-B(L212)—73-97 Action
  - b. Consideration of approval of contract and bond for 2016 Pavement Marking Project Action
  - c. Consideration of approval of a preconstruction agreement with Iowa DOT for work connected with four land Highway 20 Improvements Action
  
11. Building Services – Kenny Schmitz
  - a. LEC Entrance Project update-Contract Change Order #1 Action
  - b. Law Enforcement Center expansion and closure of Prairie Hills Information
  - c. Courthouse – Courtroom #201, #207 and Judges Chambers Window Courthouse – Original Historical Items Discovered Information
  
12. Board of Supervisors – Mark Monson
 

Rental of large classroom on 4<sup>th</sup> floor of Trosper-Hoyt to DHS (Des Moines) for Targeted Case Management Information
  
13. Board of Supervisors – Jeremy Taylor
 

Authorization to engage in informal mediation with Sioux Rivers Governance Board representatives concerning the Tri-View building Action
  
14. Chairman’s Report Information
  - a. Intentions Regarding Open Meetings in Committee vs. Full Board Meetings
  - b. Response to Mediation from the Region
  - c. Department Head Meeting July 25, 2016
  - d. Water Quality Funding Exploration
  - e. Weed Commissioner issue and appreciation
  
15. Reports on Committee Meetings Information
  
16. Citizen Concern Information
  
17. Board Concerns and Comments Information

**ADJOURNMENT**

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

<b>MONDAY, JULY 25</b>	<b>6:00 p.m.</b>	Zoning Commission Meeting, Board of Supervisors' Chambers
<b>TUESDAY, JULY 26</b>	<b>2:00 p.m.</b>	Decat Board Meeting, Western Hills AEA, Room F
<b>TUESDAY, AUGUST 2</b>	<b>4:45 p.m.</b>	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
<b>WEDNESDAY, AUGUST 3</b>	<b>12:00 noon</b>	District Board of Health Meeting, 1014 Nebraska St.
<b>THURSDAY, AUGUST 4</b>	<b>5:00 p.m.</b>	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
<b>WEDNESDAY, AUGUST 9</b>	<b>8:05 a.m.</b>	Woodbury County Information Communication Commission, Board of Supervisors' Chambers
<b>THURSDAY, AUGUST 10</b>	<b>7:00 p.m.</b>	Siouxland Mental Health Center, Board Meeting, 625 Court Street
	<b>12:00 p.m.</b>	SIMPCO Board of Directors, 1122 Pierce St, Sioux City, Iowa
<b>MONDAY, AUGUST 15</b>	<b>4:30 p.m.</b>	Community Action Agency of Siouxland Board Meeting, 2700 Leech
<b>WEDNESDAY, AUGUST 17</b>	<b>12:00 noon</b>	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202, Sioux City, Iowa
	<b>10:00 a.m.</b>	Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook Street
<b>THURSDAY, AUGUST 18</b>	<b>11:00 a.m.</b>	Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St., Sioux City, Iowa
<b>MONDAY, AUGUST 22</b>	<b>6:00 p.m.</b>	Zoning Commission Meeting, Board of Supervisors' Chambers
	<b>7:30 p.m.</b>	Fair Board Meeting, Woodbury County Fair Office, Fairgrounds, Merville
<b>TUESDAY, AUGUST 23</b>	<b>1:30 p.m.</b>	Sioux Rivers Regional Governance Board Meeting, Plymouth County Courthouse Annex Building, 215 4th Ave. S.E., Le Mars, Iowa

**The following Boards/Commission have vacancies:** Commission To Assess Damages - Category A, Category B, Category C and Category D

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

*Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.*

JULY 19, 2016 — TWENTYSEVENTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, July 19, 2016 at 4:10 p.m. Board members present were Monson, Ung (participated electronically), Smith, Clausen, and Taylor. Staff members present were Karen James, Executive Secretary/Public Bidder, Ed Gilliland, Human Resources Director and Patrick Gill, Auditor/Clerk to the Board.

1. Motion by Monson second by Smith to go into closed session per Iowa Code Section 21.5(1)(c). Carried 5-0 on roll-call vote.

Motion by Clausen second by Smith to go out of closed session per Iowa Code Section 21.5(1)(c). Carried 5-0 on roll-call vote.

2. The meeting was called to order with the Pledge of Allegiance to the Flag and a Moment of Silence.

3. There were no citizen concerns.

4. Motion by Monson second by Taylor to approve the Agenda for July 19, 2016. Carried 5-0. Copy filed.

5. Motion by Monson second by Taylor to approve the minutes of the July 12, 2016 Board meeting. Carried 5-0. Copy filed.

6. Motion by Clausen second by Ung to approve the claims totaling \$1,074,273.60. Carried 5-0. Copy filed.

7a. A public hearing was held at 4:35 p.m. for sale of parcel #444495, 1509 Grandview. The Chairperson called on anyone wishing to be heard.

Motion by Clausen second by Ung to close the public hearing. Carried 5-0.

Motion by Taylor second by Ung to approve and authorize the Chairperson to sign a Resolution for the sale of this parcel to City of Sioux City, % Real Estate Dept., Sioux City, IA, for real estate parcel #444495, 1509 Grandview, Sioux City, for \$114.00 plus recording fees. Carried 5-0.

**RESOLUTION OF THE BOARD  
OF SUPERVISORS OF WOODBURY COUNTY, IOWA  
RESOLUTION #12,399**

**BE IT RESOLVED** by the Board of Supervisors of Woodbury County, Iowa, that the offer at public auction of:

**By City of Sioux City** in the sum of **One Fourteen Dollars & 00/100 (\$114.00)**-----  
-----dollars.

For the following described real estate, To Wit:

**Parcel #444495**

**Lots Five and Six in Block Three, Rose Hill Addition, City of Sioux City, Woodbury County, Iowa  
(1509 Grandview Blvd.)**

Now and included in and forming a part of the City of Sioux City, Iowa, the same is hereby accepted: said Amount being a sum LESS than the amount of the general taxes, interests, costs and penalties against the said Real Estate.

**BE IT RESOLVED** that payment is due by close of business on the day of passage of this resolution or this sale is null and void and this resolution shall be rescinded.

**BE IT RESOLVED** that per Code of Iowa Section 569.8(3 & 4), a parcel the County holds by tax deed shall not be assessed or taxed until transferred and upon transfer of a parcel so acquired gives the purchaser free title as to previously levied or set taxes. Therefore, the County Treasurer is requested to abate any taxes previously levied or set on this parcel(s).



**BE IT FURTHER RESOLVED** that the Chairman of this Board be and he is hereby authorized to execute a Quit Claim Deed for the said premises to the said purchaser.

**SO DATED** this 19<sup>th</sup> Day of July, 2016.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 7b. Motion by Monson second by Taylor to approve and authorize the Chairperson to sign a Resolution setting the public hearing date and sale of parcel #617250, 24 2<sup>nd</sup> St. South. Carried 5-0.

**RESOLUTION #12,400**  
**NOTICE OF PROPERTY SALE**

**WHEREAS** Woodbury County, Iowa was the owner under a tax deed of a certain parcel of real estate described as:

**S ½ of Lot 1 and the South ½ of Lot 2, except the East 4 feet thereof, in Block 1, of Jones' First Addition to Merville in the County of Woodbury and State of Iowa (24 2<sup>nd</sup> Street South)**

**NOW THEREFORE,**

**BE IT RESOLVED** by the Board of Supervisors of Woodbury County, Iowa as follows:

1. That a public hearing on the aforesaid proposal shall be held on **The 2<sup>nd</sup> Day of August, 2016 at 4:35 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate on the **2<sup>nd</sup> Day of August, 2016**, immediately following the closing of the public hearing to the **City of Merville only per Code of Iowa 331.361(2)**.
3. That said Board proposes to sell the said real estate to the **City of Merville only for consideration of \$114.00 plus recording fees.**

Dated this 19<sup>th</sup> Day of July, 2016.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 7c. Motion by Monson second by Taylor to approve and authorize the Chairperson to sign a Resolution setting the public hearing date and sale of parcel #132525, 113 George St. Carried 5-0.

**RESOLUTION #12,401**  
**NOTICE OF PROPERTY SALE**

**WHEREAS** Woodbury County, Iowa was the owner under a tax deed of a certain parcel of real estate described as:

**The South Fifty feet of Lots 1 and 2 in Block 22, Sioux City Davis Addition, Sioux City, Woodbury County, Iowa (113 George Street)**

**NOW THEREFORE,**

**BE IT RESOLVED** by the Board of Supervisors of Woodbury County, Iowa as follows:

1. That a public hearing on the aforesaid proposal shall be held on **the 2<sup>nd</sup> Day of August, 2016 at 4:37 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a

public auction to be held on the **2<sup>nd</sup> Day of August, 2016**, immediately following the closing of the public hearing.

- 3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$108.00** plus recording fees.

Dated this 19<sup>th</sup> Day of July, 2016.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 7d. Motion by Ung second by Taylor to approve and authorize the Chairperson to sign a Resolution setting the public hearing date and sale of parcel #062715, 1219 21<sup>st</sup> St. Carried 5-0.

**RESOLUTION #12,402**  
**NOTICE OF PROPERTY SALE**

**WHEREAS** Woodbury County, Iowa was the owner under a tax deed of a certain parcel of real estate described as:

**Lot Five Beatties Addition to Sioux City, in the County of Woodbury and State of Iowa  
(1219 21<sup>st</sup> Street)**

**NOW THEREFORE,**

**BE IT RESOLVED** by the Board of Supervisors of Woodbury County, Iowa as follows:

- 1. That a public hearing on the aforesaid proposal shall be held on the **2<sup>nd</sup> Day of August, 2016 at 4:39 o'clock p.m.** in the basement of the Woodbury County Courthouse.
- 2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **2<sup>nd</sup> Day of August, 2016**, immediately following the closing of the public hearing.
- 3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$227.00** plus recording fees.

Dated this 19<sup>th</sup> Day of July, 2016.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 7e. Motion by Ung second by Taylor to approve and authorize the Chairperson to sign a Resolution setting the public hearing date and sale of parcel #062700, 1223 21<sup>st</sup> St. Carried 5-0.

**RESOLUTION #12,403**  
**NOTICE OF PROPERTY SALE**

**WHEREAS** Woodbury County, Iowa was the owner under a tax deed of a certain parcel of real estate described as:

**Lot Four Beatties Addition to Sioux City, in the County of Woodbury and State of Iowa  
(1223 21<sup>st</sup> Street)**

**NOW THEREFORE,**

**BE IT RESOLVED** by the Board of Supervisors of Woodbury County, Iowa as follows:

- 1. That a public hearing on the aforesaid proposal shall be held on the **2<sup>nd</sup> Day of August, 2016 at 4:41 o'clock p.m.** in the basement of the Woodbury County Courthouse.

2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **2<sup>nd</sup> Day of August, 2016**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$227.00** plus recording fees.

Dated this 19<sup>th</sup> Day of July, 2016.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

8. A good news report was presented Great Professional Communications. Copy filed.
- 9a. Motion by Monson second by Ung to approve the promotion of Erica Tuttle, Percentage Deputy, County Treasurer Dept., effective 5-23-16, \$21.00/hour (5-23-16 thru 6-30-16), \$21.63/hour (7-1-16 wage), 20%=\$3.69/hr. Promotion 55% Percentage Deputy Retro to 5-23-16.; the appointment of Toni Haefs, Clerk II, County Sheriff Dept., effective 7-20-16, \$15.64/hour. Job Vacancy Posted 6-6-16. Entry Level Salary: \$15.64/hour.; the reclassification of Joshua Widman, Asst. County Attorney, County Attorney Dept., effective 7-26-16, \$78,917/year, 3%=\$2,953/year. Per Wage Plan comparability with AFSCME Asst. County Attorney Contract, from Step 7 to Step 8., the reclassification of Matthew Verzani, Asst. County Attorney, County Attorney Dept., effective 7-27-16, \$70,346/year, 4%=\$2,955/year. Per AFSCME Asst. County Attorney Contract agreement, from Step 5 to Step 6.; the reclassification of Joel Bertrand, P/T Courthouse Safety & Security Officer, County Sheriff Dept., effective 8-04-16, \$18.12/hour, 5%=\$.94/hour. Per Wage Comparability with AFSCME Courthouse Contract, from Grade 3/Step 3 to Grade 3/Step 4.; and the reclassification of Jesse Lieber, Youth Worker, Juvenile Detention Dept., effective 8-06-16, \$23.87/hour, 5%=\$1.27/hour. Per AFSCME Juvenile Detention Contract agreement, from Grade 1/Step4 to Grade 1/Step 5. Carried 5-0. Copy filed.
- 9b. Motion by Smith second by Clausen to approve the request of Bernard Ketelsen to remain on the County Dental Insurance. Carried 5-0. Copy filed.
- 9c. Motion by Monson second by Clausen to approve the contract with Cannon Financial Services for a new copier. Carried 5-0. Copy filed.
- 10a. Motion by Taylor second by Ung to receive the appointment of Dani Jo Davidson, 400 Main St., Hornick, IA, to the Hornick City Council, to fill the office previously held by Scott Mitchell, until the next regular election. The appointment was made on January 13, 2016. Carried 5-0. Copy filed.
- 10b. Motion by Smith second by Clausen to receive the County Recorders report of fees collected for the period of 04/01/2016 through 06/30/2016. Carried 5-0. Copy filed.
11. Motion by Clausen second by Monson to receive the semi-annual report to the Board of Supervisors of funds in the hands of the Woodbury County Treasurer at close of business June 30, 2016. Carried 5-0. Copy filed.
12. Motion by Clausen second by Taylor to approve the underground utility permit for MidAmerican Energy for installation of a 6" natural gas line along Port Neal Circle. Carried 5-0. Copy filed.

The Board recessed for a meeting of the Upper Wolf Creek Drainage District.

The Supervisors meeting was called back to order.

14. Motion by Monson second by Smith to receive the final platting for Deer Run Addition – a minor subdivision with referral to the Zoning Commission for Public Hearing and recommendation. Carried 5-0. Copy filed.
15. Motion by Taylor second by Monson to approve the Baker Group change order #1 dated July 13, 2016 for the Courthouse exterior façade & windows – courtroom 203 Emergency repair project. Carried 5-0. Copy filed.

Motion by Taylor second by Monson to approve the Cannon Moss Brygger "fee extension proposal" dated July 12, 2016 for the Courthouse exterior façade & windows – courtroom 203 Emergency repair project. Carried 5-0. Copy filed.

Motion by Taylor second by Monson to approve the funds to extend 60' high lift equipment rental with Biersbach Equipment for the Courthouse exterior façade & windows – courtroom 203 Emergency repair project. Carried 5-0. Copy filed.

- 16a. Motion by Monson second by Taylor to receive a statement of unadjudicated Condemnation funds now being held by the Woodbury County Sheriff's office. Carried 5-0. Copy filed.

Motion by Clausen second by Smith to receive a statement of unadjudicated Condemnation funds now being held by the Woodbury County Sheriff's office. Carried 5-0. Copy filed.

- 16b. Midwest Correctional Medical Group, Inc. gave a presentation of a proposal for medical services in the jail. Copy filed.

17. Motion by Smith second by Taylor to approve the purchase of one general admission table out of Rural Economic Development dept. budget for Siouxland Chamber of Commerce Annual Dinner. Carried 5-0. Copy filed.

18. Motion by Monson second by Taylor to approve and authorize the Chairperson to sign a Resolution to set the date of July 26, 2016 at 4:40 p.m. for the hearing on Issuance of Urban Renewal Tax Increment Revenue Bond. Carried 5-0.

**RESOLUTION #12,404**

**TO FIX A DATE OF MEETING AT WHICH IT IS PROPOSED TO TAKE ACTION OF THE ISSUANCE OF A  
\$1,710,000 URBAN RENEWAL TAX INCREMENT REVENUE BOND**

WHEREAS, the Board of Supervisors of Woodbury County, Iowa (the "County"), pursuant to and in strict compliance with all laws applicable to the County, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an urban renewal plan for the Grow Woodbury County Urban Renewal Area (the "Urban Renewal Area"); and

WHEREAS, the urban renewal plan for the Urban Renewal Area provides for the use of incremental property tax revenues to finance certain road improvements in the Urban Renewal Area, including Dogwood Trail in the City of Sergeant Bluff (the "Projects"); and

WHEREAS, the Board has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the County for the payment of the principal and interest on bonds issued under the authority of Section 403.9 of the Code of Iowa; and

WHEREAS, it is necessary to make provision for the payment of the costs of the Projects and to authorize the issuance of a bond in the amount of \$1,710,000 (the "Bond"), under the authority of Section 403.9 of the Code of Iowa; and

WHEREAS, it is necessary to fix a date of meeting of the Board at which it is proposed to take action to issue the Bond, and to give notice thereof as required by Section 403.9 of the Code of Iowa;

NOW THEREFORE, IT IS RESOLVED by the Board of Supervisors of Woodbury County, Iowa, as follows:

Section 1. This Board shall meet on the 26<sup>th</sup> day of July, 2016, at 4:40 o'clock p.m., at the Woodbury County Courthouse, at which time and place proceedings will be instituted and action taken for the issuance of the Bond.

Section 2. The County Auditor is hereby directed to give notice of the proposed action for the issuance of the Bond, setting forth the amount and purpose thereof, the time when and place where the meeting will be held,

by publication at least once not less than four days and not more than twenty days before the meeting in a legal newspaper of general circulation in the County. The notice shall be in substantially the following form:

NOTICE OF MEETING FOR ISSUANCE OF URBAN RENEWAL  
TAX INCREMENT REVENUE BOND

The Board of Supervisors of Woodbury County, Iowa, will meet at the Woodbury County Courthouse on the 26<sup>th</sup> day of July, 2016, at 4:40 o'clock p.m., at which time and place a public hearing will be held and proceedings will be instituted and action taken for the issuance of a \$1,710,000 Urban Renewal Tax Increment Revenue Bond (the "Bond"), authorized by Section 403.9 of the Code of Iowa, for the purpose of planning, undertaking and carrying out urban renewal projects within the Grow Woodbury County Urban Renewal Area, consisting of financing the construction of certain road improvements in the Urban Renewal Area, including Dogwood Trail in the City of Sergeant Bluff.

The Bond will not be a general obligation of the County, but will be payable solely and only from incremental property tax revenues generated within the Grow Woodbury County Urban Renewal Area.

At the meeting, the Board will receive oral or written objections from any resident or property owner of the County. Thereafter, the Board may, at the meeting or at an adjournment thereof, take additional action for the issuance of the Bond.

This notice is given by order of the Board of Supervisors of Woodbury County, Iowa, in accordance with Section 403.9 of the Code of Iowa.

Pat Gill  
County Auditor

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved July 19, 2016.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 19. The Chairperson reported on day to day activities.
- 20. The Board members reported on their committee meetings.
- 21. There were no citizen concerns.
- 22. Board members offered concerns and comments.
- 23. Motion by Monson second by Ung to go into closed session per Iowa Code Section 21.5(1)(c). Carried 5-0 on roll-call vote.  
  
Motion by Monson second by Smith to go out of closed session per Iowa Code Section 21.5(1)(c). Carried 5-0 on roll-call vote.
- 24. Motion by Mons second by Ung to go into closed session per Iowa Code Section 21.5(1)(c). Carried 5-0 on roll-call vote.  
  
Motion by Taylor second by Ung to go out of closed session per Iowa Code Section 21.5(1)(c). Carried 5-0 on roll-call vote.



The Board adjourned the regular meeting until July 26, 2016.

Meeting sign in sheet. Copy filed.



**WOODBURY COUNTY**  
**HUMAN RESOURCES DEPARTMENT**

**TO:** Board of Supervisors and the Taxpayers of Woodbury County  
**FROM:** Ed Gilliland, Human Resources Director  
**SUBJECT:** Memorandum of Personnel Transactions  
**DATE:** July 26, 2016

For the July 26, 2016 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

- 1) County Treasurer Clerk II, Appointment.
- 2) County Sheriff Civilian Jailer, from Senior Class to Master Class.



Thank you

WOODBURY COUNTY, IOWA

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION THANKING AND COMMENDING

*Bernard Ketelsen*

FOR HIS SERVICE TO WOODBURY COUNTY

WHEREAS, Bernard Ketelsen has capably served Woodbury County as an employee of the Woodbury County Conservation Department for 44 years from July 15, 1972 to August 31, 2016; and

WHEREAS, the service given by Bernard Ketelsen as a Woodbury County employee, has been characterized by his dedication to the best interests of the citizens of Woodbury County; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of this Board thanks and commends Bernard Ketelsen for his years of service to Woodbury County; and

BE IT FURTHER RESOLVED that it is the wish of all those signing below that the future hold only the best for this very deserving person, Bernard Ketelsen.

BE IT SO RESOLVED this 26th day of July, 2016.

WOODBURY COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Jeremy J. Taylor, Chairman

\_\_\_\_\_  
Jaclyn D. Smith, Member

\_\_\_\_\_  
Larry D. Clausen, Member

\_\_\_\_\_  
Mark A. Monson, Member

\_\_\_\_\_  
Matthew A. Ung, Member

Attest:

\_\_\_\_\_  
Patrick F. Gill, Woodbury County Auditor



ISSUANCE OF URBAN RENEWAL TAX  
INCREMENT REVENUE BOND

424093-16

Sioux City, Iowa

July 26, 2016

The Board of Supervisors of Woodbury County, Iowa, met on July 26, 2016, at 4:40 o'clock p.m., at the Woodbury County Courthouse, Sioux City, Iowa.

The meeting was called to order by the Chairperson, and the roll being called, the following named Supervisors were present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

It was reported that notice of the intention of the Board to conduct a public hearing on the issuance of a \$1,710,000 Urban Renewal Tax Increment Revenue Bond had been published according to law and as directed by the Board and that this is the time and place at which the Board shall receive oral or written comments from any resident or property owner of the County. All written statements and evidence heretofore filed were reported to the Board.

The following named persons presented statements, or evidence as summarized below; filed written statements, copies of which are attached hereto; or presented other exhibits, copies of which are attached hereto:

(Here list all persons presenting written or oral statements or evidence and summarize each presentation.

There being no further comments or evidence offered, the Chairperson announced the hearing closed.

It was reported that the County Treasurer had invited bids for the purchase of the County's \$1,710,000 Urban Renewal Tax Increment Revenue Bond, and that the only bid received was from The Security National Bank of Sioux City, whose bid resulted in a net interest cost to the County of 1.916%.

Supervisor \_\_\_\_\_ introduced a proposed resolution entitled: “Resolution authorizing the sale and issuance of a \$1,710,000 Urban Renewal Tax Increment Revenue Bond, Series 2016, pledging to the payment of the Bond funds and portions of taxes created pursuant to the authority of Subsection 2 of Section 403.19 of the Code of Iowa and providing for the securing of the Bond, all for urban renewal purposes of Woodbury County, Iowa.”

Supervisor \_\_\_\_\_ moved that the resolution be adopted, seconded by Supervisor \_\_\_\_\_ and, after due consideration thereof by the Board, the Chairperson put the question on the motion for adoption of the resolution and, the roll being called, the following named Supervisors voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Chairperson declared the resolution adopted, as hereinafter set out.

RESOLUTION NO. \_\_\_\_\_

Resolution authorizing the sale and issuance of a \$1,710,000 Urban Renewal Tax Increment Revenue Bond, Series 2016, pledging to the payment of the Bond funds and portions of taxes created pursuant to the authority of Subsection 2 of Section 403.19 of the Code of Iowa and providing for the securing of the Bond, all for urban renewal purposes of Woodbury County, Iowa

WHEREAS, the Board of Supervisors (the “Board”) of Woodbury County, Iowa (the “County”) has taken action to create the Grow Woodbury County Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, the Board has adopted an Ordinance for the division of taxes levied on taxable property in the Urban Renewal Area which establishes the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the County for the payment of the principal of and interest on Bonds or notes issued under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, pursuant to Section 403.9 of the Code of Iowa, the Board has heretofore proposed to issue an Urban Renewal Tax Increment Revenue Bond in a principal amount not to exceed \$1,710,000 (the “Bond”), for the purpose of paying the cost, to that extent, of planning, undertaking, and carrying out projects within the Urban Renewal Area, consisting of financing certain road improvements, including Dogwood Trail in the City of Sergeant Bluff (the “Projects”), and the County has published a notice of such proposal and has held a hearing thereon and has otherwise complied with statutory requirements for issuing the Bond; and

WHEREAS, a proposal has been received from The Security National Bank of Sioux City for the purchase of the Bond; and

WHEREAS, it is now necessary and advisable that the Bond be issued pursuant to the provisions of Section 403.9(1) of the Code of Iowa, payable solely from the income and proceeds of the Urban Renewal Tax Revenue Fund;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Woodbury County, Iowa, as follows:

Section 1. The proposal from The Security National Bank of Sioux City (the “Purchaser”) for the purchase of the Bond is hereby approved.

Section 2. Pursuant to and as authorized by the Constitution and laws of the State of Iowa, and particularly Section 403.9 of the Code of Iowa, the Bond is hereby authorized to be issued to the Purchaser, in the principal amount of \$1,710,000, to be dated August 15, 2016. The Bond shall bear interest, shall be payable as to principal and interest, and shall have such other terms as are incorporated in the form of the Bond set out in Section 3 hereof. The Bond shall be fully registered as to principal and interest in the name of the holder on the books of the

County, and after such registration, payment of the principal thereof and interest thereon shall be made only to the Registered Holder. Upon the request in writing of such Registered Holder personally or by its attorney in fact the Bond may be transferred to a designated transferee.

The County Treasurer is hereby designated as the registrar and paying agent for the Bond and may be hereinafter referred to as the “Registrar” or the “Paying Agent”.

The County reserves the right to prepay principal of the Bond in whole or in part at any time prior to and in inverse order of maturity on terms of par and accrued interest. All principal so prepaid shall cease to bear interest on the prepayment date.

The Bond shall be executed on behalf of the County with the official or facsimile signature of the Chairperson and attested by the official or facsimile signature of the County Auditor and shall be a fully registered Bond without interest coupons. In case any officer whose signature appears on the Bond shall cease to be such officer before the delivery of the Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

Section 3. The Bond shall be in substantially the following form:



The County reserves the right to prepay principal of this Bond in whole or in part at any time prior to and in inverse order of maturity on terms of par and accrued interest. All principal so prepaid shall cease to bear interest on the prepayment date.

This Bond is issued by the County pursuant to and in strict compliance with the provisions of Section 403.9 of the Code of Iowa, and all of the laws amendatory thereof and supplemental thereto, and in conformity with a resolution of the Board of Supervisors of the County duly passed on July 26, 2016 (the "Resolution"), which resolution authorized the issuance of this Bond, and to which resolution reference is hereby made for a more complete statement as to the source of payment of this Bond and the rights of the holders of this Bond.

This Bond is issued for the purpose of planning, undertaking, and carrying out projects in the Grow Woodbury County Urban Renewal Area, consisting of financing certain road improvements, including Dogwood Trail in the City of Sergeant Bluff (the "Projects"). This Bond is not a general obligation of the County, but this Bond is payable solely from the income and proceeds of the Urban Renewal Tax Revenue Fund referred to in the Resolution and the portion of taxes to be paid into such Fund, referred to and authorized in Subsection 2 of Section 403.19 of the Code of Iowa.

This Bond shall be fully registered as to principal and interest in the name of the holder on the books of the County, and after such registration, payment of the principal and interest thereof shall be made only to such holder. This Bond is transferable by the holder hereof in person or by its attorney duly authorized in writing at the office of the Registrar, but only in the manner and subject to the limitations provided in the Resolution. The County may deem and treat the holder hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and the County shall not be affected by any other notice to the contrary.

This Bond has been issued by the County in connection with the urban renewal projects described in the Resolution, which are urban renewal projects as defined in Chapter 403 of the Code of Iowa.

AND IT IS HEREBY CERTIFIED, RECITED AND DECLARED that all acts, conditions, and things required to exist, happen and be performed precedent to and in the issuance of this Bond have existed, have happened, and have been performed in due time, form and manner, as required by law, and that the issuance of this Bond does not exceed or violate any constitutional or statutory limitation or provision.

IN TESTIMONY WHEREOF, Woodbury County, by its Board of Supervisors has caused this Bond to be executed by the duly authorized facsimile signature of its Chairperson and attested by the duly authorized facsimile signature of its County Auditor as of the 15th day of August, 2016.

WOODBURY COUNTY, IOWA

By (DO NOT SIGN)  
Chairperson, Board of Supervisors

Attest:

(DO NOT SIGN)  
County Auditor

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

REGISTRAR’S CERTIFICATE OF AUTHENTICATION

This Bond is the Bond described in the within-mentioned Resolution.

WOODBURY COUNTY TREASURER

By \_\_\_\_\_ (Authorized Signature)

ASSIGNMENT

For valuable consideration, receipt of which is hereby acknowledged, the undersigned assigns this Bond to

\_\_\_\_\_  
(please print or type name and address of Assignee)

\_\_\_\_\_  
PLEASE INSERT SOCIAL SECURITY OR OTHER  
IDENTIFYING NUMBER OF ASSIGNEE

and does hereby irrevocably appoint \_\_\_\_\_, Attorney, to transfer this Bond on the books kept for registration thereof with full power of substitution.

Dated: \_\_\_\_\_

Signature guaranteed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
NOTICE: The signature to this Assignment must correspond with the name of the registered owner as it appears on this Bond in every particular, without alteration or enlargement or any change whatever.



Section 4. The Bond shall be executed as herein provided as soon after the adoption of this resolution as may be possible and thereupon shall be delivered to the Registrar for registration and delivery to the Purchaser. The Chairperson, the County Auditor and the County Treasurer are hereby authorized to execute and deliver such additional documentation as they, with the advice of bond counsel, deem necessary to carry out the purposes of this resolution and to facilitate the issuance of the Bond.

Section 5. As provided and required by Chapter 403 of the Code of Iowa, the Bond shall not be a general obligation of the County, but shall be a special, limited obligation, the principal and interest of which shall be payable solely and only from the income and proceeds of the Urban Renewal Tax Revenue Fund, referred to in the preamble of this Resolution, and the County hereby pledges such Fund to the payment of the Bond, as well as the portion of taxes referred to in Subsection 2 of Section 403.19 of the Code of Iowa to be paid into such Fund.

Section 6. The Bond shall not be subject to the provisions of any other law relating to the authorization, issuance or sale of Bonds except Section 403.9 of the Code of Iowa. The Bond issued pursuant to this resolution is declared to be issued for an essential public and governmental purpose.

Section 7. The Bond shall recite in substance that it has been issued by the County in connection with an urban renewal project as defined in Chapter 403 of the Code of Iowa and in any suit, action or proceeding involving the validity or enforceability of any bond issued hereunder or the security therefor, such bond shall be conclusively deemed to have been issued for such purpose and such project shall be conclusively deemed to have been planned, located and carried out in accordance with the provisions of Chapter 403 of the Code of Iowa.

Section 8. The proceeds of the Bond shall be expended for purposes which are consistent with the urban renewal plan for the Urban Renewal Area.

Section 9. After its adoption, a copy of this resolution shall be filed in the office of the County Auditor to evidence the continuing pledging of the Urban Renewal Tax Revenue Fund and the portion of taxes to be paid into such Fund, and, pursuant to Section 403.19 of the Code of Iowa, the Board hereby certifies to the County Auditor that the Bond qualifies for payment from such Fund and directs the Auditor to allocate the taxes in accordance therewith and in accordance with the tax allocation ordinance referred to in the preamble hereof.

Section 10. It is the intention of the County that interest on the Bond be and remain excluded from gross income for federal income tax purposes pursuant to the appropriate provisions of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations in effect with respect thereto (all of the foregoing herein referred to as the "Internal Revenue Code"). In furtherance thereof, the County covenants to comply with the provisions of the Internal Revenue Code as they may from time to time be in effect or amended and further covenants to comply with the applicable future laws, regulations, published rulings and court decisions as may be necessary to insure that the interest on the Bond will remain excluded from gross income for federal income tax purposes. Any and all of the officers of the County are hereby authorized and directed to take any and all actions as may be necessary to comply with the covenants herein contained.

The County hereby designates the Bond as a “Qualified Tax Exempt Obligation” as that term is used in Section 265(b)(3)(B) of the Internal Revenue Code.

Section 11. All resolutions and orders or parts thereof in conflict with the provisions of this resolution are, to the extent of such conflict, hereby repealed.

Section 12. This resolution shall be in full force and effect immediately upon its adoption and approval as provided by law.

Passed and approved July 26, 2016.

\_\_\_\_\_  
Chairperson, Board of Supervisors

Attest:

\_\_\_\_\_  
County Auditor

•••••

Upon motion and vote, the meeting adjourned.

\_\_\_\_\_  
Chairperson, Board of Supervisors

Attest:

\_\_\_\_\_  
County Auditor

STATE OF IOWA  
WOODBURY COUNTY                      SS

I, the undersigned, certify that I am the County Auditor of Woodbury County, Iowa, and that as such I have in my possession or have access to the complete records of the County and of its Board of Supervisors and officers and that I have carefully compared the transcript hereto attached with those records and that the transcript hereto attached is a true, correct, and complete copy of all the records in relation to the authorization and issuance of a \$1,710,000 Urban Renewal Tax Increment Revenue Bond, Series 2016, of the County and that the transcript hereto attached contains a true and correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed, up to the present time in relation to the authorization and issuance of such Bond.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
County Auditor

STATE OF IOWA

SS:

WOODBURY COUNTY

I, the undersigned, County Auditor of Woodbury County, in the State of Iowa, do hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 2016, there was filed in my office a copy of a resolution of the County shown to have been adopted by the Board of Supervisors and approved by the Chairperson thereof on July 26, 2016, entitled: "Resolution authorizing the sale and issuance of a \$1,710,000 Urban Renewal Tax Increment Revenue Bond, Series 2016, pledging to the payment of the Bond funds and portions of taxes created pursuant to the authority of Subsection 2 of Section 403.19 of the Code of Iowa and providing for the securing of the Bond, all for urban renewal purposes of Woodbury County, Iowa" and that I have duly placed the copy of the resolution on file in my records.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
County Auditor

July 21, 2016

Dennis Butler  
Woodbury County Courthouse  
620 Douglas  
Sioux City, Iowa 51101

Re: Urban Renewal Tax Increment Revenue Bond  
Our File No.: 424093-16

Dear Dennis:

I have prepared a resolution that may be adopted by the Woodbury County Board of Supervisors on July 26 in order to approve the sale and issuance of the County's Urban Renewal Tax Increment Revenue Bond to The Security National Bank of Sioux City.

The proceedings enclosed include the following items:

1. Minutes of the Board meeting covering the public hearing on the issuance of the Bond, followed by the Resolution authorizing the issuance of the Bond. The form of Bond and Assignment set out in the enclosed resolution should not be completed or executed.
2. Certificate attesting transcript.
3. Certificate relating to the filing of a copy of the Resolution with the County Auditor.

As these proceedings are completed, please return one fully executed copy to our office, and I will prepare the necessary documents to enable the Bond issue to be closed on August 15.

If you have any questions, please contact me.

Very truly yours,

Robert E. Josten

cc: Mike Clayton

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

**#9a**

Date: 07/18/16 Weekly Agenda Date: 07/26/16

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: County Auditor

**WORDING FOR AGENDA ITEM:**

Receive the Auditor's Quarterly Report for April 2016 through June 2016.

**ACTION REQUIRED:**

- Approve Ordinance       Approve Resolution       Approve Motion   
Give Direction       Other: Informational       Attachments

**EXECUTIVE SUMMARY:**

**BACKGROUND:**

**FINANCIAL IMPACT:**

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes       No

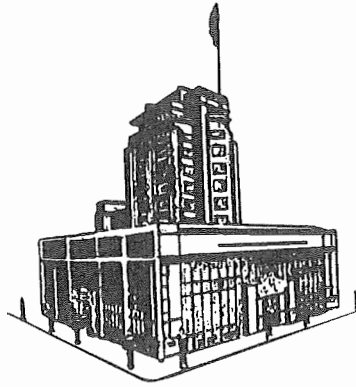
**RECOMMENDATION:**

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to receive the Auditor's Quarterly Report for April 2016 through June 2016.

**Office Of The  
AUDITOR/RECORDER  
Of Woodbury County**

PATRICK F. GILL  
Auditor/Recorder



Court House – Rooms 103  
620 Douglas  
Sioux City, Iowa 51101

Phone (712) 279-6702  
Fax (712) 279-6629

**AUDITOR'S QUARTERLY REPORT**

April 1, 2016 / June 30, 2016

Patrick F. Gill, Woodbury County Auditor/Recorder

Payroll Taxes

Beginning Cash Balance	April 1, 2016		
Payroll Taxes		244,765.67	
Other		52.83	
Total Beginning Balance			244,818.50
Receipts:			
Payroll Taxes		2,529,114.36	
Interest		95.43	
Other			
Total Receipts			<u>2,529,209.79</u>
Total Resources			<b>2,774,028.29</b>
Disbursements:			
Payroll Taxes		2,522,452.90	
Interest Paid to Treasurer		113.85	
Other			
Total Disbursements			<b>2,522,566.75</b>
Ending Cash Balance	June 30, 2016		
Payroll Taxes		251,427.13	
Other		34.41	
Total Ending Balance			<b>251,461.54</b>

I, Patrick F. Gill, County Auditor/Recorder of Woodbury County, Iowa, hereby certify the above to be a true and correct statement of the Receipts and Disbursements of the office of County Auditor for the 4th Quarter ending 06/30/16.

  
\_\_\_\_\_  
Patrick F. Gill, County Auditor/Recorder

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

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

Weekly Agenda Date: \_\_\_\_\_

**#9b**

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** \_\_\_\_\_

**WORDING FOR AGENDA ITEM:**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

**BACKGROUND:**



**FINANCIAL IMPACT:**

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

**ACTION REQUIRED / PROPOSED MOTION:**

PETITION

The undersigned hereby requests that the Woodbury County Supervisors be removed as trustees of the Upper Wolf Creek Drainage District and that the Members will replace the Woodbury County Supervisors as trustees. The request is for immediate removal.

FILED  
JUN 12 PM 5  
WOODBURY COUNTY

NAME	ADDRESS	DATE
- Walter L Paulsen ✓	2943 DEER RUN Trail	6-15-16
- Paul F Paulsen	2724 Joplin Ave. OTO, IA	6-15-16
300 Cassen's - Ben L. C. ✓	3019 255 <sup>th</sup> Street Anthon, Ia	6-15-16
- Tom Camras ✓	309 255 <sup>th</sup> St Anthon IA	6-15-16
Hardy - Holly, Resident Caryk Kessner Farms, Inc	3171-250 <sup>th</sup> St. ANTHON IA	6/18/16
- Florine Cassens/Dow ✓	1044 Dr. Mapleton, Ia	6/15/16
- Vernon J Deitz ✓	2518 HANCOCK AVENUE	6-15-16
✓ Barbara L. Benson ✓	109 Westgate Rd Anthon, Ia	6/15/16
- Richard C. Benson ✓	109 Westgate Rd. Anthon, Ia	6/15/16
attn: B - <del>Blaine</del> McGuire ✓	3322 245 <sup>th</sup> St Anthon	6-16-16
Mark Heck - <del>John</del> ✓	800 Logan Dr Merville	6-16-16
- Mentin G Heck ✓	800 Logan Dr. Merville	6-16-16
- Julie R Heck	800 Logan Dr. Merville	6-16-16
- <del>Kim</del> <sup>Emerg</sup> Anderson ✓	1021 Ancona Dr. Fort Collins	6-17-16
- Alice M. Kolbraun ✓	2391 Jewell Ave Anthon, Ia	6-17-16
- Kervey & Paulsen	2431 Deer Run Trail <sup>Harnick</sup> Storm Lake, Iowa	6-17-16
- Carolyn Richerson ✓	408 Barton St. #307	6-18-16
- <sup>Edward Hair</sup> Hair Properties LLC ✓	Anthon, Iowa 51004 3030 Deer Run Trail	6-18-16
- Jay J. Malin ✓	2534 Hancock Ave Anthon IA 51004	6-18-16
- Elizabeth E. Malin ✓	2534 Hancock Ave Anthon, IA. 51004	6-18-16

PETITION

The undersigned hereby requests that the Woodbury County Supervisors be removed as trustees of the Upper Wolf Creek Drainage District and that the Members will replace the Woodbury County Supervisors as trustees. The request is for immediate removal.

NAME	ADDRESS	DATE
- John & Martin Trust	9400 Way 83 Mission, Ia 78572	6-21-2016
- Hilal MacMurtre Trust	7400 Expressway 83 Mission, Ia 78572	6/21/2016

941 N. A. P. ST.  
WOODBURY COUNTY  
JUL 12 PM 5 20  
ADMITTED TO REGISTER  
County of Woodbury





Last Name	First Name	Signed	**Acres
Benson	Richard C	x	200
Benson	Barbara L	x	
Cassens	Ben L	x	8.86
Cassens	Pam S	x	
Cole	Joane		80.57
Dose	Florice Cassens	x	27.7
Eami	Kim Michener	x	80
Eami	Mahmood		
Golding	James D		40
Golding	Barbara L		
Hair	Properties LLC	x	85.34
Haley	Nedra	x	60
Yanacheak	Arthur		
Heck	Martin G	x	20
Heck	Julie R	x	
Heck	Vernon G	x	80.8
Heck	Viola B		
Kohlhof	Arthur N	x	80
Kollbaum	Alice M	x	31
Maguire	Patrick B	x	216.87

Last Name	First Name	Signed	**Acres	
Malin	Elizabeth E	x	1.96	
Malin	Jay J	x		
Martin	John A	x	197.24	
Martin	Lila Mae	x		
Michener	Gary G Farms		80	printed on signature list below Hardy, Resbert (not sure of first name)
Michener	Carolyn	x	80	
Moss	Edna Mae	x	17.5	
Paulsen	Walter L	x	9	
Woodbury	County		4.43	
Yanacheak	Cleo Trust	x	98.81	
	Total Ditch Acres		1,500.08	
				*Signatures on list for following people but no entity for them in ditch
				Paul F. Paulsen Jr
				Henry W. Paulsen
				**Acres listed for each entity are the acres being assessed in this ditch
				<b>Ditch has 21 entities that have a total of 30 individuals</b>
				<b>22 individuals signed petition</b>

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

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

Weekly Agenda Date: \_\_\_\_\_

**#9c**

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** \_\_\_\_\_

**WORDING FOR AGENDA ITEM:**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

**BACKGROUND:**



**FINANCIAL IMPACT:**

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

**ACTION REQUIRED / PROPOSED MOTION:**

# BYLAWS OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

## ARTICLE I Name

The name of this statutorily created assembly is the Woodbury County Board of Supervisors.

## ARTICLE II Purpose

The purpose of this assembly is to perform the duties of the Board of Supervisors according to the Iowa Code.

## ARTICLE III Members

There are five members of the Woodbury County Board of Supervisors. They are elected at large from Woodbury County, Iowa but with equal-population district residence requirements.

## ARTICLE IV Officers

**Section 1. Officers and Duties.** The officers shall be a Chairperson, a Vice Chairperson and a Clerk to the Board. These officers shall perform the duties as prescribed by Iowa Code, these bylaws and by the parliamentary authority adopted by the Board in descending order.

- a. **Chairperson.** The Chairperson shall preside at all the meetings of the Board during the year. The Chairperson shall make all committee assignments to committees recognized in these bylaws. The Chairperson shall set the tentative agenda for all meetings of the Board. The Chairperson shall oversee the daily operations of county administration while acting within the policies established by the Board. Subject to approval of the Board, the Chairperson shall be authorized, with a Board approved committee form, to establish special purpose committees as needed.
- b. **Vice Chairperson.** The Vice Chairperson shall serve during the absence of the Chairperson and be the presiding officer when the Chairperson participates by electronic means.
- c. **Clerk to the Board.** The Auditor and Recorder or the designee of the Auditor and Recorder shall serve as Clerk to the Board *ex officio*. The Clerk to the Board shall be recognized as the parliamentarian for all meetings of the Board.

**Section 2. Time, Nomination Procedure, Method of Election and Term of Office.** The election of The Chairperson and Vice Chairperson shall occur at the first meeting in each year. Nominations shall be made from the floor and elections shall be by roll call vote. A temporary chair shall be elected to preside over the election of the Chairperson. The Chairperson's term shall begin immediately. The Chairperson shall preside over the election of the Vice Chairperson.

## **ARTICLE V Meetings**

**Section 1. Compliance with Open Meetings Law.** All meetings of the Board shall be scheduled and conducted in compliance with Chapter 21 of the Code of Iowa and other applicable law.

**Section 2. First Meeting.** The Board shall meet on the first day of January which is not a Saturday, Sunday or holiday.

**Section 3. Regular Meetings.** The Board shall hold regular meetings on each Tuesday of the year unless canceled or postponed by a majority of the Board.

**Section 4. Special Meetings.** The Board may hold special meetings from time to time as required to conduct the business of the county. A special meeting may be called by the Chairperson or by the Vice Chairperson in the absence of the Chairperson.

**Section 5. Agenda.** Items to be considered for a meeting shall be submitted in a format prescribed by the Board. All items requested for Board action shall be submitted in the form of a proposed written motion. Any member of the Board may direct the Chairperson to place an information or discussion item on the agenda of a subsequent meeting. The Chairperson shall place an action item on the agenda of a subsequent meeting when directed by a majority of the Board.

**Section 6. Quorum and Consensus.** A quorum and consensus shall consist of three members of the Board. A quorum is required to transact the official business of the County.

**Section 7. Majority Required.** Unless where otherwise provided by law, a majority of the quorum present is required for the adoption of any matter to come before the Board.

**Section 8. Manner of Acting.** Any question to come before the Board shall be in the form of a motion made by a member and shall require a second for consideration. Remarks by members shall be limited to ten minutes unless an extension is granted by a majority of the Board. A member or any other elected official of the county shall address the Chairperson and confine their remarks to the question before the Board and shall be respectful of other elected officials and avoid referencing or questioning the motives of another elected official.

**Section 9. Roll Call Votes.** The Chairperson shall order a roll call vote when requested by a member. The roll shall be called alphabetically except the Chairperson shall be called last. If a member is not ready to vote, the member may pass and shall be called upon again after the roll has been completely called and shall vote or abstain.

**Section 10. Effect of Abstention.** When a member abstains due to a conflict of interest, the vote of the Board shall be computed on the basis of the number of members not disqualified by reason of conflict of interest. However, at least three (3) members eligible to vote are required for a quorum on any matter. Abstentions that are not due to a conflict of interest shall be counted as a “no” vote.

**Section 11. Electronic Participation.** A member of the Board may participate in a meeting by electronic means only in circumstances where participation in person is impossible or impractical. Any member participating electronically shall be connected by a speaker phone, video conference, or other device or software, so that the public can hear any discussion by that member. The vote of any member participating electronically must be made public at the meeting and the minutes of the meeting shall include sufficient information to indicate the vote of each member participating.

## **ARTICLE VI Committees**

**Section 1. Committees Required by Iowa Code.** All Board representation on committees required by the Iowa Code shall be appointed by the Chairperson subject to approval of the Board.

**Section 2. Committees Created by the provisions of Iowa Code Chapter 28E.** All Board representation on committees required by 28E agreements shall be appointed by the Chairperson subject to approval of the Board and the requirements of the 28E agreement.

**Section 3. Committees Created by Agreement.** All Board representation on committees required by agreement shall be appointed by the Chairperson subject to approval of the Board.

**Section 4. Committees Created for Special Purpose.** All Board representation on committees required for a special purpose shall be appointed by the Chairperson subject to approval of the Board.

**Section 5. Attendance at Committees Created Under Article VI.** Attendance by members of the Board at committees created under Article VI of these bylaws shall be limited to those approved by the Board as committee representatives unless the committee meeting has also been posted as a special meeting of the Board of Supervisors.

## **ARTICLE VII Conflicts of Interest**

Except as otherwise provided by law, members shall not have an interest, direct or indirect, in any contract, or job of work, or material, or the profits thereof, or services to be furnished or performed for Woodbury County. Members should avoid any action that would result in, or create the impression of, using public office for private gain, giving preferential treatment to any person, or losing impartiality in conducting county business.

**ARTICLE VIII  
Parliamentary Authority**

The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the Iowa Code, these bylaws and any special rules of order that the Board may adopt.

**ARTICLE IX  
Bylaws**

**Section 1. Adoption of Bylaws.** Bylaws shall be adopted at the first meeting in each year following a General Election.

**Section 2. Amendment of Bylaws.** These bylaws may be amended at any regular meeting of the Board with a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting.

---

**DATE AMENDED AND ADOPTED**

---

**CHAIRPERSON**

---

**ATTESTOR**

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

**#10a**

Date: 7/21/2016 Weekly Agenda Date: 7/26/2016

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Mark J. Nahra, Woodbury County Engineer

**WORDING FOR AGENDA ITEM:**

Receive and consider bids for project number L-B(L212)--73-97

**ACTION REQUIRED:**

- Approve Ordinance       Approve Resolution       Approve Motion   
Give Direction       Other: Informational       Attachments

**EXECUTIVE SUMMARY:**

The county has prepared plans to replace bridge number L212 on Story Avenue southwest of Cushing. The bridge is load restricted and in poor condition.

**BACKGROUND:**

The project will replace the existing bridge with a new box culvert.

**FINANCIAL IMPACT:**

The bridge is funded with local county secondary road funds.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes       No

**RECOMMENDATION:**

Recommend that the board receive the bids and return them to the county engineer for review and recommendation.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion that the board receive the bids and return them to the county engineer for review and recommendation.

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

**#10b**

Date: 7/21/2016 Weekly Agenda Date: 7/26/2016

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Mark J. Nagra, Woodbury County Engineer

**WORDING FOR AGENDA ITEM:**

Consider approval of contract and bond for 2016 Pavement Marking Project

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The county received bids for our annual pavement marking project. The contracts have been returned by the contractor and require approval by the Board of Supervisors.

**BACKGROUND:**

The board awarded the contract to Vogel Traffic Services of Orange City, Iowa

**FINANCIAL IMPACT:**

The project is funded with local county secondary road funds.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

Recommend that the board approve the contract and bond.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion that the board approves the contract and bond for pavement marking with Vogel Traffic Services for \$50,302.00.



**WOODBURY COUNTY, IOWA  
CONTRACT**

Kind of Work Pavement Marking  
 Project No. Pavement Marking 2016 County Woodbury

THIS AGREEMENT made and entered by and between Woodbury County, Iowa, by its Board of Supervisors consisting of the following members: Jeremy Taylor, Matthew Ung, Larry D. Clausen, Mark Monson, Jaclyn Smith and , Contracting Authority, and Vogel Traffic Services of Orange City, Iowa , Contractor.

WITNESSETH: That the Contractor, for and in consideration of \_\_\_\_\_  
Fifty Thousand Three Hundred and Two 00/100 \_\_\_\_\_ (\$50,302.00)  
 payable as set forth in the specifications constituting a part of this contract, hereby agrees to construct in accordance with the plans and specifications therefore, and in the locations designated in the notice to bidders, the various items of work as follows:

Item No.	Item	Quantity	Unit Price	Amount
Project: Pavement Marking 2016				
Group 1				
1.	Centerline Yellow	1,700 Gal	14.08	23,936.00
2.	Edge line Solid White	1,700 Gal	14.08	23,936.00
3.	Stop Bars	69 Each	20.00	1,380.00
4.	Symbols	14 Each	75.00	1,050.00
<b>TOTAL BID</b>				<b>\$50,302.00</b>

Said specifications and plans are hereby made 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 Engineer under the date of , 2016

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. Pavement Marking 2016 in Woodbury County, Iowa, the within contract, the contractor's bond, and the general and detailed plans are and constitute the basis of 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:

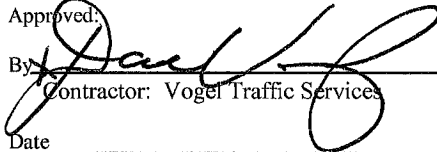
Approximate Starting Date	Specified Starting Date	Late Start Date	Number of Working Days
		July 25, 2016	25

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

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Approved: \_\_\_\_\_  
 By:   
 Contractor: Vogel Traffic Services  
 Date \_\_\_\_\_

By \_\_\_\_\_  
 Contracting Authority: Woodbury County Board Chairperson  
 Date \_\_\_\_\_



**MERCHANTS**  
**BONDING COMPANY**

MERCHANTS BONDING COMPANY (MUTUAL) P.O. BOX 14498, DES MOINES, IOWA 50306-3498  
PHONE: (800) 678-8171 FAX: (515) 243-3854

**Performance Bond**

Bond No. IAC 586055

**CONTRACTOR:**

*(Name, legal status and address)*

Vogel Traffic Services, Inc.  
PO Box 440  
Orange City, IA 51041

**SURETY:**

*(Name, legal status and principal place*

*of business)*  
Merchants Bonding Company (Mutual)  
6700 Westown Parkway, West Des Moines, Iowa 50266

**OWNER:**

*(Name, legal status and address)*

Woodbury County  
759 E. Frontage Rd  
Menville, IA 51039

**CONSTRUCTION CONTRACT**

Date: July 6, 2016

Amount: Fifty Thousand Three Hundred Two Dollars and no/100- (\$50,302.00)

**Description:**

*(Name and location)* Pavement Marking 2016 in Woodbury County, IA.

**BOND**

Date: July 6, 2106

*(Not earlier than Construction Contract Date)*

Amount: Fifty Thousand Three Hundred Two Dollars and no/100- (\$50,302.00)

Modifications to this Bond:  None  See Section 16

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

This document combines two separate bonds, a Performance Bond and a Payment Bond, into one form. This is not a single combined Performance and Payment Bond.

**CONTRACTOR AS PRINCIPAL**

Company: *(Corporate Seal)*

Vogel Traffic Services, Inc.

Signature: 

Name: Dave Van Gorp  
and Title: General Mgr/Vice President

*(Any additional signatures appear on the last page of this Performance Bond.)*

*(FOR INFORMATION ONLY — Name, address and telephone)*

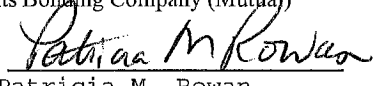
**AGENT or BROKER:**

Bearence Management Group  
2010 Centre Pointe Blvd.  
Mendota Heights, MN 55120

**SURETY**

Company: *(Corporate Seal)*

Merchants Bonding Company (Mutual)

Signature: 

Name: Patricia M. Rowan  
and Title: Attorney-In-Fact

  
**WOODBURY COUNTY**  
**OWNER'S REPRESENTATIVE:**  
*(Architect, Engineer or other party:)*

Printed in cooperation with American Institute of Architects (AIA). The language in this document conforms exactly to the language used in AIA Document A312-Performance Bond-2010 edition.

§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

§ 2 If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except when applicable to participate in a conference as provided in Section 3.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation under this Bond shall arise after

- .1 the Owner first provides notice to the Contractor and the Surety that the Owner is considering declaring a Contractor Default. Such notice shall indicate whether the Owner is requesting a conference among the Owner, Contractor and Surety to discuss the Contractor's performance. If the Owner does not request a conference, the Surety may, within five (5) business days after receipt of Owner's notice, request such a conference. If the Surety timely requests a conference, the Owner shall attend. Unless the Owner agrees otherwise, any conference requested under this Section 3.1 shall be held within ten (10) business days of the Surety's receipt of the Owner's notice. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor Default;
- .2 the Owner declares a Contractor Default, terminates the Construction Contract and notifies the Surety; and
- .3 the Owner has agreed to pay the Balance of the Contract Price in accordance with the terms of the Construction Contract to the Surety or to a contractor selected to perform the Construction Contract.

§ 4 Failure on the part of the Owner to comply with the notice requirement in Section 3.1 shall not constitute a failure to comply with a condition precedent to the Surety's obligations, or release the Surety from its obligations, except to the extent the Surety demonstrates actual prejudice.

§ 5 When the Owner has satisfied the conditions of Section 3, the Surety shall promptly and at the Surety's expense take one of the following actions:

§ 5.1 Arrange for the Contractor, with the consent of the Owner, to perform and complete the Construction Contract:

§ 5.2 Undertake to perform and complete the Construction Contract itself through its agents or independent contractors:

§ 5.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and a contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Section 7 in excess of the Balance of the Contract Price incurred by the Owner as a result of the Contractor Default; or

§ 5.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:

- .1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, make payment to the Owner; or
- .2 Deny liability in whole or in part and notify the Owner, citing the reasons for denial.

§ 6 If the Surety does not proceed as provided in Section 5 with reasonable promptness, the Surety shall be deemed to be in default on this Bond seven days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Section 5.4 and the Owner refuses the payment or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

§ 7 If the Surety elects to act under Section 5.1, 5.2, or 5.3, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication, for

- .1 the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;
- .2 additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 5: and
- .3 liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

§ 8 If the Surety elects to act under Section 5.1, 5.3 or 5.4, the Surety's liability is limited to the amount of this Bond.

§ 9 The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors and assigns.

§ 10 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 11 Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 12 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears.

§ 13 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

#### § 14 Definitions

§ 14.1 **Balance of the Contract Price.** The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

§ 14.2 **Construction Contract.** The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.

§ 14.3 **Contractor Default.** Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.

§ 14.4 **Owner Default.** Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 14.5 **Contract Documents.** All the documents that comprise the agreement between the Owner and Contractor.

§ 15 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 16 Modifications to this bond are as follows:

*(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)*

**CONTRACTOR AS PRINCIPAL**  
Company: \_\_\_\_\_  
*(Corporate Seal)*

**SURETY**  
Company: \_\_\_\_\_  
*(Corporate Seal)*

Signature:   N/A    
Name and Title:  
Address:

Signature:   N/A    
Name and Title:  
Address:

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

**# 10c**

Date: 7/21/2016 Weekly Agenda Date: 7/26/2016

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Mark J. Nahra, Woodbury County Engineer

**WORDING FOR AGENDA ITEM:**

Consider approval of a preconstruction agreement with Iowa DOT for work connected with four lane Highway 20 Improvements

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

As part of the Iowa DOT project to build four lane highway 20, side road connections must be maintained. The DOT requires an agreement with counties for side road construction.

**BACKGROUND:**

In addition to constructing new intersections with the four lane highway, the county has requested construction of side road paved fillets to allow gravel road maintenance to be completed without the maintainers having to pull into traffic. The county pays the cost of installing the side road fillets.

**FINANCIAL IMPACT:**

The project is funded with local county secondary road funds.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

Recommend that the board approve the preconstruction agreement with the Iowa Department of Transportation.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion that the board approves preconstruction agreement number 2016-C-227 with Iowa DOT.



July 2014

- 24-foot wide paved roadway with 6-foot wide granular shoulders will be constructed.
- vi. Lucas Avenue will be reconstructed from the south edge of U.S. 20 south approximately 381 feet. A 24-foot wide granular roadway will be constructed.
  - vii. Lenox Avenue will be reconstructed from the south edge of U.S. 20 south approximately 740 feet. A 24-foot wide granular roadway will be constructed.
  - viii. Paved fillets will be constructed at the following locations (see Exhibit A):
    - (a) Jasper Avenue (south side of U.S. 20)
    - (b) Jewell Avenue (south side of U.S. 20)
    - (c) Knox Avenue (south side of U.S. 20)
    - (d) Kossuth Avenue (south side of U.S. 20)
    - (e) Lucas Avenue (south side of U.S. 20)
    - (f) Lenox Avenue (south side of U.S. 20)
- c. Paving of granular secondary road approaches beyond 10 feet from the edge of the primary road pavement shall be 100% LPA cost based on the estimated quantities as shown on Exhibit B.

## **2. Project Costs**

- a. The LPA shall reimburse the DOT for its share of the project costs estimated at \$90,381.40, as shown in Exhibit B. The amount paid by the LPA upon completion of construction and proper billing by the DOT will be determined by the actual quantities in place and the accepted bid at the contract letting.
- b. The DOT will bear all costs except those allocated to the LPA under other terms of this Agreement.

## **3. Traffic Control**

- a. U.S. 20 through-traffic will be maintained during the construction.
- b. If it becomes necessary to temporarily close LPA side roads during construction, the DOT will furnish and install the required barricades and signing for the closure at project cost and shall remove same upon completion of the project also at no expense or obligation to the LPA. The DOT will work in close cooperation with the LPA and the contractor to accommodate emergency services and local access across the project during construction. Any detours which may be necessary for project related LPA road closures will be the responsibility of the LPA all at no expense or obligation to the DOT.
- c. If this project causes the temporary closure of a road during construction, the DOT shall meet with the LPA to determine whether said closure(s) will cause increased traffic on other LPA roads. The DOT and the LPA shall determine a plan, and the costs thereof, for the LPA to perform dust control on said LPA roads with increased traffic, should dust control become necessary. In that event, the LPA shall inform the DOT prior to performing said dust control. The DOT shall reimburse the LPA for the cost of said dust control measures following the receipt of a bill for the agreed upon costs (see Iowa Code section 313.4 subsection 1.b.).

## **4. Right of Way and Permits**

- a. The DOT will be responsible for the coordination of utility facility adjustments for the primary road project.

**5. Construction & Maintenance**

- a. Upon completion of the project, no changes in the physical features thereof will be undertaken or permitted without the prior written approval of the DOT.
- b. Future maintenance of the primary highway within the project area will be carried out in accordance with the terms and conditions contained in Instructional Memorandum 2.110.
- c. If necessary, the DOT will relocate at project cost all existing LPA-owned destination lights, and signs which require adjustment as part of this project (if any). If the LPA chooses to perform relocation of the LPA-owned lighting and signing, the DOT will reimburse the LPA for said relocations upon receipt of a properly documented billing from the LPA. Any destination lights which require adjustment as part of this project which are owned by a utility company and rented to the LPA will be relocated by the utility company at no cost to the project.

**6. General Provisions**

- a. If the LPA has completed a Flood Insurance Study (FIS) for an area which is affected by the proposed Primary Highway project and the FIS is modified, amended or revised in an area affected by the project after the date of this Agreement, the LPA shall promptly provide notice of the modification, amendment or revision to the DOT. If the LPA does not have a detailed Flood Insurance Study (FIS) for an area which is affected by the proposed Primary Highway project and the LPA does adopt an FIS in an area affected by the project after the date of this Agreement, the LPA shall promptly provide notice of the FIS to the DOT.
- b. The LPA will comply with all provisions of the equal employment opportunity requirements prohibiting discrimination and requiring affirmative action to assure equal employment opportunity as required by Iowa Code Chapter 216. No person will, on the grounds of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which State funds are used.
- c. It is the intent of both (all) parties that no third party beneficiaries be created by this Agreement.
- d. If any section, provision, or part of this Agreement shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole or any section, provision, or part thereof not found to be invalid or unconstitutional, except to the extent that the original intent of the Agreement cannot be fulfilled.
- e. This Agreement may be executed in (two) counterparts, each of which so executed will be deemed to be an original.
- f. This Agreement, as well as the unaffected provisions of any previous agreement(s), addendum(s), and/or amendment(s); represents the entire Agreement between the LPA and DOT regarding this project. All previously executed agreements will remain in effect except as amended herein. Any subsequent change or modification to the terms of this Agreement will be in the form of a duly executed amendment to this document.



July 2014

**IN WITNESS WHEREOF**, each of the parties hereto has executed Agreement No. 2016-C-227 as of the date shown opposite its signature below.

**BOARD OF SUPERVISORS OF WOODBURY COUNTY:**

By: \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_.  
Chairperson

ATTEST:

By: \_\_\_\_\_  
County Auditor

**IOWA DEPARTMENT OF TRANSPORTATION:**

By: \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_.  
Tony Lazarowicz  
District Engineer  
District 3

Paved Fillet Locations ●

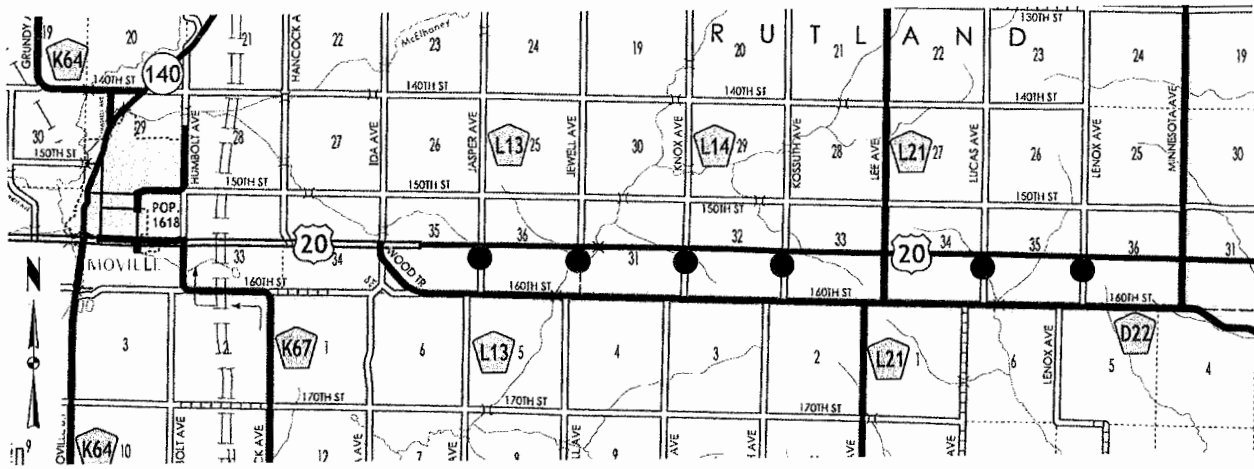


EXHIBIT B

Estimated Costs and Quantities Paved Side Road Connections - NHSX-020-1(118)--3H-97

Sideroad 10" PCC Paving Quantities/Costs														
Side Road	Begin Grading Sta.	End Grading Sta.	Pvt. Width	Pvt. Length	Pvt. Area SY	\$/SY	Amount for PCC	Granular Subbase SY	Modified Subbase CY	\$/SY	\$/CY	Amount for Subbase	Total \$	County Share \$
Jasper Ave.	114+25.00	116+86.78	24	50	401.4	\$30	\$12,042.00	452.3		\$6.50		\$2,939.95	\$14,981.95	\$14,981.95
Jewell Ave.	208+00.00	212+47.98	24	50	404.1	\$30	\$12,123.00	455.4		\$6.50		\$2,960.10	\$15,083.10	\$15,083.10
Knox Ave.	305+50.00	313+45.51	24	50	401.4	\$30	\$12,042.00	453.1		\$6.50		\$2,945.15	\$14,987.15	\$14,987.15
Kossuth Ave.	404+50.00	413+37.29	24	50	406.2	\$30	\$12,186.00	458.0		\$6.50		\$2,977.00	\$15,163.00	\$15,163.00
Lee Ave.	507+00.00	511+70.26	24	470.3	1970.2	\$30	\$59,106.00		769.1		\$37.00	\$28,456.70	\$87,562.70	\$0.00
Lucas Ave.	607+50.00	611+31.32	24	50	406.8	\$30	\$12,204.00	458.6		\$6.50		\$2,980.90	\$15,184.90	\$15,184.90
Lenox Ave.	704+50.00	711+89.68	24	50	401.4	\$30	\$12,042.00	452.2		\$6.50		\$2,939.30	\$14,981.30	\$14,981.30
<b>TOTAL:</b>					<b>4,391.5</b>		<b>\$131,745.00</b>	<b>2,729.6</b>	<b>769.1</b>			<b>\$46,199.10</b>	<b>\$177,944.10</b>	<b>\$90,381.40</b>

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

**# 11a**

Date: \_\_\_\_\_ Weekly Agenda Date: \_\_\_\_\_

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** \_\_\_\_\_

**WORDING FOR AGENDA ITEM:**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

**BACKGROUND:**

**FINANCIAL IMPACT:**

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

**ACTION REQUIRED / PROPOSED MOTION:**



# AIA Document G701™ – 2001

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Exterior Entrance Plaza Woodbury County LEC Sioux City, Iowa	<b>CHANGE ORDER NUMBER:</b> 1	OWNER <input type="checkbox"/>
	<b>DATE:</b> 7/20/16	ARCHITECT <input type="checkbox"/>
		CONTRACTOR <input type="checkbox"/>
<b>TO CONTRACTOR:</b> <i>(Name and address)</i> W.A. Klinger 2015 E. 7th Street Sioux City, IA 51102	<b>ARCHITECT'S PROJECT NUMBER:</b> 1515	FIELD <input type="checkbox"/>
	<b>CONTRACT DATE:</b> 4/26/16	OTHER <input type="checkbox"/>
	<b>CONTRACT FOR:</b> General Construction	

The Contract is changed as follows:  
*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)*

Install 52 LF metal gutter and downspout above ramp. Install snow and ice guards on existing roof above ramp. Install sidewalk trench to gutter in street.

ADD \$5,485

The original (Contract Sum) <del>(Guaranteed Maximum Price)</del> was	\$ 164,700
The net change by previously authorized Change Orders	\$ -0-
The (Contract Sum) <del>(Guaranteed Maximum Price)</del> prior to this Change Order was	\$ 164,700
The (Contract Sum) <del>(Guaranteed Maximum Price)</del> will be (increased) <del>(decreased)</del> <del>(unchanged)</del> by this Change Order in the amount of	\$ 5,485
The new (Contract Sum) <del>(Guaranteed Maximum Price)</del> , including this Change Order, will be	\$ 170,185
The Contract Time will be <del>(increased)</del> <del>(decreased)</del> (unchanged) by	( 0 ) days.

The date of Substantial Completion as of the date of this Change Order, therefore, is

*NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.*

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<u>RML Architects, LLC</u> ARCHITECT <i>(Firm name)</i>	<u>W.A. Klinger</u> CONTRACTOR <i>(Firm name)</i>	<u>Woodbury County, Iowa</u> OWNER <i>(Firm name)</i>
<u>Sioux City, Iowa</u> ADDRESS	<u>Sioux City, Iowa</u> ADDRESS	<u>Woodbury County, Iowa</u> ADDRESS
<u></u> BY <i>(Signature)</i>	<u></u> BY <i>(Signature)</i>	<u></u> BY <i>(Signature)</i>
<u>MIKE NESWICK</u> <i>(Typed name)</i>	<u>CHAD A. WILLER</u> <i>(Typed name)</i>	<u></u> <i>(Typed name)</i>
<u>7/20/16</u> DATE	<u>7/20/16</u> DATE	<u></u> DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.



July 11, 2016

Mr. Mike Neswick  
RML Architects, L.L.C.  
922 Douglas St.  
Sioux City, IA 51101

RE: GUTTER AND DOWNSPOUT

Mike:

Per your request, we submit a price of \$5,485 to fabricate and install 52 LF of commercial apron gutter with one (1) 5" x 4" open-face downspout approximately 17 LF, all to be made from 24-gauge color clad steel in standard colors. We also include 52 LF of snow/ice guards. The downspout will drain through the sidewalk into the parking area and have a grated cover. Please let me know how you would like to proceed.

Sincerely,  
W.A. KLINGER, L.L.C.

A handwritten signature in black ink, appearing to read "C. Willer", is written over the typed name Chad Willer.

Chad Willer  
Assistant Project Manager

CAW/jaw

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 7/20/2016

Weekly Agenda Date: 7/26/2016

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** K. Schmitz / Supervisor Taylor

**WORDING FOR AGENDA ITEM:**

Law Enforcement Center Expansion and Closure of Prairie Hills

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The Law Enforcement Expansion Committee has through the course of several months' study looked at every way in order to responsibly and efficiently expand the Law Enforcement Center from the presupposition that there is simply a better way to do business than keeping the dilapidated Prairie Hills open or conversely build a new \$20 million jail subject to an understandably unpopular voter referendum. In order to demonstrate the work that supervisors, law enforcement officials, building services, and outside organizations have done, I created a compendium of over 50 pages of material that has been the product of careful deliberation, hard conversation, creative alternative, and the best architectural and design minds.

**BACKGROUND:**

The June 22, 2016 schematic rendition shows that this is something that Woodbury County should proceed with in that the capacity of the jail will grow from 234 to 258. CBM is also excited about the utilization of the building into the kitchen and doing so in the Law Enforcement Center through a contract extension. Finally, the movement of the Clerk of Courts will have been fortuitous and this can be examined to help move the Sheriff's Office there which frees up space on the 2nd floor rather. While the original alternative was a 3rd floor recreation area, the Board of Supervisors on May 17 allowed CMBA whom they had hired to re-examine this issue.

The latest plan is the product of careful deliberation from within the Sheriff's Office and it increases jail space in order to help increase capacity and meet some necessary needs such as Attorney-Client visitation rooms. Co-located office space will also allow for supervisory help to be there for lieutenants and sergeants, better classification as some of this will be cell-block construction, etc.

We understand that there are currently concerns with staffing levels for the jail. However, there are several items that I think are important in this discussion. In one sense, the original goal of this endeavor was not to solve all such concerns but could help alleviate this long-range. In a simple overview, if the staff that were relocated from the Work Release, Weekenders, and other Alternative Programs were able to be located to the Law Enforcement Center and the original "J Block" was able to move down, the problem would be helped with 3,566 square feet of space.

The LEC Expansion Committee had each entity represented--Board of Supervisors (M. Monson/J. Taylor), Sheriff's Office, and Building Services wholeheartedly recommend this approach. I believe it a fair characterization to say that the Taxpayers Research Council believes that the closure of a wasteful Prairie Hills and the reinvestment of space into the LEC is a good investment if the longer and better-term solutions of programs such as Weekenders, Work Release, 24/7, the Mental Health Advocate, and critical conversations about who is placed in our jail alleviate the source of the problem. In an overcapacity jail, this not only in my estimation alleviates some of the burden but more importantly, does allow for at least two of these programs to function as we engage in a responsible "all of the above" approach. With a big picture "aerial overview," closing PH and taking the \$1.2 million, buying precious space without building a new jail, and allowing for space for such programs is a huge win for taxpayers.

**FINANCIAL IMPACT:**

In 10 years' time, Woodbury County will have an efficient, all-under-one-roof Law Enforcement Center with food service, alternative programs, and additional beds which can serve for time to come and will have been nearly exact the amount of money that would have otherwise been spent at Prairie Hills--a building which in 2026 will have more issues to deal with and be underutilized as it is today.

Current Estimate of Probable Cost: \$1,100,038 including comprehensive listing of all items. This includes contingency and other dollars.

Leasing of Personal Property at \$26,000 for 10 years from General Basic: this would not be borrowed for.

The total LEC Expansion Cost would be \$1.3 million and yet, Prairie Hills (with CIP projects) will cost \$1.3 million over 10 years' time.

Additional up to \$0.06 per meal cost of amortized kitchen equipment at a cost of up to \$125,000 paid for over 10 years' time.

Regarding staffing, see the attached statement.

(Background Information Continued....)

- Current Schematic Design Dated June 22, 2016 (for security reasons delivered in person to BOS)
- Estimate of Probable Construction Costs
- LEC Renovations from Budget Analyst with Ahlers Law Firm
- Staffing Response
- Previous Materials from Prior LEC / BOS Meetings

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

Receive the information to be brought back as action next week in order to move ahead with the LEC Expansion.

**ACTION REQUIRED / PROPOSED MOTION:**

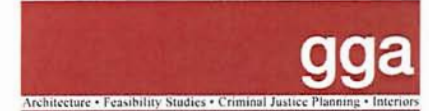
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**CANNON MOSS BRYGGER ARCHITECTS**  
 302 JONES STREET, SUITE 200  
 SIOUX CITY, IA 51101

GOLDBERG GROUP ARCHITECTS, PC



### Estimate of Probable Construction Costs

Project: Woodbury County LEC  
 Location: Sioux City, IA  
 Building Size (SF): 3,566  
 Site Factor: 1.000  
 Last Modified: 7/19/2016

Description	CM/GC Budget	GGA Target Budget	Subtotal	Notes
Division 01 General Requirements	\$0.00	\$0.00	\$25.00	\$89,150
Division 02 Existing Conditions	\$0.00	\$0.00	\$8.00	\$28,528 Existing Building Demo
Division 03 Concrete	\$0.00	\$0.00	\$0.00	\$0
Division 04 Masonry	\$0.00	\$0.00	\$30.00	\$106,980
Division 05 Metals	\$0.00	\$0.00	\$21.00	\$74,886
Division 06 Wood, Plastics, Composites	\$0.00	\$0.00	\$8.00	\$28,528
Division 07 Thermal and Moisture Protection	\$0.00	\$0.00	\$0.00	\$0
Division 08 Openings	\$0.00	\$0.00	\$5.00	\$17,830
Division 09 Finishes	\$0.00	\$0.00	\$16.00	\$57,056
Division 10 Specialties	\$0.00	\$0.00	\$2.50	\$8,915
Division 11 Equipment	\$0.00	\$0.00	\$70.00	\$24,200
Division 12 Furnishings	\$0.00	\$0.00	\$0.75	\$2,675 Items not included in FFE
Division 13 Special Construction	\$0.00	\$0.00	\$0.00	\$0
Division 14 Conveying Equipment	\$0.00	\$0.00	\$0.00	\$0
Division 21 Fire Suppression	\$0.00	\$0.00	\$5.00	\$17,830
Division 22 Plumbing	\$0.00	\$0.00	\$23.00	\$82,018
Division 23 Heating, Ventilating, and A/C	\$0.00	\$0.00	\$36.00	\$128,376
Division 25 Integrated Automation	\$0.00	\$0.00	\$0.00	\$0
Division 26 Electrical	\$0.00	\$0.00	\$36.00	\$128,376
Division 27 Communications	\$0.00	\$0.00	\$2.00	\$7,132
Division 28 Electronic Safety and Security	\$0.00	\$0.00	\$0.00	\$0
Division 31 Earthwork	\$0.00	\$0.00	\$0.00	\$0
Division 32 Exterior Improvements	\$0.00	\$0.00	\$6.00	\$21,396
First Floor Office Remodel	\$0.00	\$0.00	\$0.00	\$75,000
		\$0.00	\$898,876	
	Gen. Cond./Staffing	\$0.00	Gen. Cond./Staffing	\$0 Included Above
	Contractor's Fees	\$0.00	CM Fees (4.00%)	\$35,955 Baker Group to provide input
	Contingency (10%)	\$0.00	Contingency (5%)	\$44,944
	Land Acquisition	\$0.00	Land Acquisition	\$0
	FF&E (4%)	\$0.00	FF&E (4%)	\$0 Not Included
	A/E Fee (8%)	\$0.00	A/E Fee (11%)	\$107,775
	Special Insp. (1.5%)	\$0.00	Special Insp. (1%)	\$8,989
	Reimbursibles (0.5%)	\$0.00	Reimbursibles	\$3,500
		<u>\$0.00</u>		<u>\$1,100,038</u>

## Staffing Response

The Board of Supervisors has been a willing partner the last 18 months in adding an overnight lieutenant, gladly and appreciatively accepting the Sheriff's Office reorganization plan, and lifting the cap on Sheriff's Reserve personnel. With that same good faith effort, we believe that we can work diligently over the next 12-18 months to examine increased sources of revenue that might help to address staffing needs, including:

The non-collection of "room and board" fees that is over and above what has not been collected with confidence that this initiative will be re-invigorated.

Monies that by not having to turn away federal inmates (which currently generates \$300-350,000 annually), can be viewed as a stable, increased source of funding. The ability to retain such prisoners to a greater degree can correspond to being reimbursed thereby meeting the needs perhaps with additional staff.

Re-examination of funds that the Sheriff's Office collects which may have gone to the general fund. The Board of Supervisors, from my perspective, does not seek to somehow gain additional revenue but to simply be revenue-neutral to taxpayers and lower the levy in other areas where possible. In short, **increased revenue** is not necessarily looked at to increase the general fund but to fairly when necessary help manage the jail.

Smart-planning, creative, and efficient use of future revenues that by investing will cost taxpayers less in the long-run to include re-examination of medical care delivery, a consultant study that could demonstrably increase staff/space/organizational facility. We believe that the closing of Prairie Hills and the commendable informational items brought by the Sheriff's Office have been in such a spirit. Similarly, our joint lobbying of the Legislature for the "24/7 Program" have been in line with such appreciable efforts.

Prairie Hills currently is underutilized given that the agreement of being in this area with nearby residences was to house only non-violent offenders. Therefore, few staff or programs are there currently. It would be my intention to close this space irrespective of whether or not we can relocate alternative programs (Weekenders, Work Release, etc.) It should be noted as well that the whole point of having alternative programs—and in a place that brings all operations under one roof—maximizes the Sheriff's Office personnel. Weekenders, Work Release, and alternative programs are designed to do so.

I am also excited about the possibility of the Sheriff's Office utilization of creative, efficient planning which could include part-time help, which he can explain better. Perhaps one way of examining this going forward is that the increased collections from, for example, for 4-6 months, coupled with an examination of what has been "lost" when federal prisoners have not been retained.

We also believe that we need to have frank, open-dialogue conversations to include the Sheriff's Office, County Attorney's Office, Clerk of Courts, Judges, and County Board of Supervisors in a way that fosters ways to help. This collaborative communication should not be viewed as criticizing but rather productively looking at ways to maximize the safe and efficient operations that support our criminal justice system.

## LEC Food Services

The LEC Expansion Committee discussed approaching CBM Managed Services to determine how the possible closure of Prairie Hills would impact food services and the current contract.

CBM was very optimistic about an opportunity to move food preparation to the LEC. CBM representatives in conjunction with Building Services, Cannon, Moss, Brygger Architects, and Goldberg Group conducted an on-site visit to determine what needs would be necessary.

Woodbury County Building Services (Kenny Schmitz), County Sheriff's Department (Maj. Greg Stallman), & the County Finance Director (Dennis Butler) and CBM, discussed LEC's Foodservice which currently are provided by CBM Managed Services and prepared at the Prairie Hills Building. Present with CBM were their Chief Operating Officer, Legal Counsel, and Sales representatives. CBM stated that they are proud of the working relationship they have had with Woodbury County and were eager to address how adjustments of the existing contract could be made to continue their relationship.

Dialogue to discuss contract specifics in the event of a re-location of services was necessary were addressed in detail by all parties.

CBM has verbally committed to the following:

1. Draft modifications /amendments to the existing contract that would be agreeable to both parties Legal Counsel.
2. CBM commits \$125,000.00 toward purchase of new Kitchen equipment. This equipment would also include a 10' x 14' Freezer & 10 x 14' Cooler. All equipment would owned by Woodbury County. Equipment cost amortized over the contract Term at an interest rate of 3%.
3. Term of Contract - 10 Years.
4. Price per Inmate Meal would increase 6 Cents to \$1.63 (based on avg. of 229 inmates per day). Current cost per meal is \$1.57.



WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REVIEW

Date: October 13, 2015

Weekly Agenda Date: October 20, 2015

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: **Prairie Hills Closure and LEC Expansion**

**ACTION REQUIRED:**

Approve Ordinance     
  Approve Resolution     
  Approve Motion

Give Direction     
  Other: Informational     
 Attachments

**WORDING FOR AGENDA ITEM:** Prairie Hills Closure and LEC Expansion

**EXECUTIVE SUMMARY:** There has been extensive discussion on closing Prairie Hills throughout the years. This year, the Board of Supervisors put on hold two new boilers and a domestic hot water system totaling over \$105,000 in order to gauge the long-term life of this building. Through over 5 hours of meetings on three separate occasions, an *ad hoc* committee comprising the Sheriff, MAJ Wieck and MAJ Todd, LT Harmon and LT Phillips, Chairman Mark Monson, Supervisor Jeremy Taylor, Building Superintendent Kenny Schmitz, and representatives from the Baker Group, and CBM which utilizes the Prairie Hills kitchen facility, have explored options. The cost of keeping Prairie Hills open the next 10 years will be over **\$1,281,893**, which will not settle long-term issues. This money could be better utilized to address overcrowding issues at the jail.

**BACKGROUND:** Please see the following notes, from which these conclusions can be drawn:

Prairie Hills serves three purposes currently: Work Release, a kitchen from which meals are served resulting in a lower cost per meal, and both a site of training and maintenance for the Sheriff's Department.

Prairie Hills is not being utilized for Work Release and a much better, viable alternative is truly 24/7.

In order to renovate with safety, fire codes, and structural integrity, the building needs roughly \$2.2 million worth of work just to maintain the first level/new addition or \$8.8 million to completely renovate the entire building, which would have to go to a bond vote and most likely would not pass even if the

Board sought such direction. To preserve just the existing training center would cost between \$700,000-\$987,000. While this is under the bond threshold, it does not satisfy overcrowding issues.

The building has had severe issues and degradation throughout the years and is to the point where operationally, settlement issues, the stack is a huge liability. Other HVAC problems will cost taxpayers much more in the long-run than the proverbial "kicking the can down the road."

Please see the attached three documents of notes as a result of the three meetings.

**FINANCIAL IMPACT:** See Baker Group proposal

**RECOMMENDATION:** The Board approve a motion to allow the Baker Group to study the LEC Renovation from gaming revenues.

**ACTION REQUIRED:** Approve motion to allow for the study of expanding the Law Enforcement Center and discern a statement of probable cost based on the Baker Group study in coordination with the Building Superintendent and a structural engineer.

## Prairie Hills Meeting

October 9, 9:30-10:30 a.m.

Savings from closing Prairie Hills is estimated to be \$116,689.31 from utilities, ongoing expenses of maintenance, telephone, etc. The cost of keeping Prairie Hills open the next ten years is not only the \$1,166,893.10 of ongoing expenses but also mitigation of the stack (\$10,000), a new domestic hot water and boiler system (\$105,000) not to mention the increased liability and unforeseen expenses will continue to plague the county.

\$1,281,893 would therefore be expended the next 10 years, and there will still be settling issues, piping problems, and long-term concerns. The Board wisely held off on any new repairs. The chiller system added within the last 5 years could be sold. Here is the breakdown of last year's \$116,689.31:

\$32,065.16	Building Operations Maintenance Repairs
\$60,045.55	Gas, Propane / Heating Oil
\$20,707.29	Electrical
\$3,871.31	Garbage Removal

We are paying an outrageous \$4.28 per square foot annual cost for utilities.

The cost of building renovations to preserve a **training center only** would be \$987,000 including site development (demolition of the stack at \$10,000), new windows, lighting, new ceilings, M/F restrooms, mechanical system for rooftop unit, and conference training center. This would include all HVAC upgrades. While we discussed initially taking a course of action to have The Baker Group simply study what it would cost to build a new building with a kitchen and training center adjacent to the old county home building, the update below reveals a new course of action.

Regarding jail crowding if a solution is to transport, it is federal inmates who would leave first before transporting. Housing federal inmates results in approximately \$300,000 a year, and figures can additionally be provided on what was gained between 2006-2014.

The capacity at Prairie Hills is 40, but as we understand it: the space is not being utilized and has not been for the last 5 weeks. When it is utilized, it is underutilized to such a degree that it has no real impact on jail crowding issues.

### CBM KITCHEN RELOCATION

Finding an additional place could add more than \$0.25 per meal (over \$72,000 annually). This is an estimate.

However, the possibility of utilizing the courthouse basement kitchen may be viable but several issues would have to be worked through including if deliveries could happen in the street; courthouse security; a direct entrance right down to that area to transport meals. Given the fact that Building Services is relocating to the Eagle's Club, a space tour revealed that the space is impressive and much of the equipment could be utilized. CBM could also come to a cost-sharing agreement where they supplied the initial investment of walk-in cooler, freezer, and other necessary upgrades. CBM believes that we may very well be able to work this out, which is exciting. They have no desire to do commissary out of the kitchen.

**Update:** Kenny Schmitz, Building Superintendent, and Baker Group personnel found blueprints for the current LEC. They had heard previously that there was not the structural integrity to support building out, but this does not seem to be the case at all. Above the second floor / inside exercise area, there exists 65x80 (around 5,000 square feet) with solid wall all the way around it. This would provide much needed jail space and would need to be verified by a structural engineer.

Sheriff Drew is very excited about the possibility. Regarding the training center, if it was an either-or-choice between preserving a training center, giving the Baker Group a direction to build new adjacent training center on the Prairie Hills site, or expanding existing jail space, Sheriff Drew says the latter is the key priority. We could either work the exercise/gym equipment into the floor plan, or even allocate gym memberships rather than the nearly \$1 million cost of building a training facility. The gun range, housing of vehicles, and other Prairie Hills site maintenance could be maintained. Operationally, we can also see that over the next 10 years, this project could be paid for by funds otherwise wastefully expended at the current Prairie Hills facility.



## **Prairie Hills Meeting**

**August 24, 2015 from 3:00-4:30 p.m.**

### **Sheriff's Department (Sheriff Drew, MAJ Stallman, MAJ Wieck, LT Phillips, LT Harlow)**

The State Jail Inspector has deemed this to be under a variance but new construction may merit this to be deemed to be out of grandfathering/variance.

If work release inmates are not actively out there, it may be deemed to have passed its variance and reoccupancy may mean the loss of the variance.

There is also concerned with the Fire Marshall regarding the second and third floor. Fire door exits are not functional as well as sprinklers or fire escapes.

2009 RML Architect and Casey Engineering discussed what all would need to be done to the spaces but no cost estimates were delivered at that time.

It would be much safer and logistically makes more sense to have staff together and for a work release program to be located downtown.

Discussion took place of the original areas designated for females "J Block" to be work release or what an LEC remodeling/renovation would take.

### **Chairman Monson / Supervisor Jeremy Taylor**

The Treasurer has indicated a willingness to discuss a move.

Chairman Monson shared that after getting stakeholders together, we need to approach Judges on placement. This is part of the eventual solution to follow.

Supervisor Taylor shared that at \$4.28 per square foot in utility costs (by way of comparison, Siouxland District Health \$1.37; LEC \$1.41; Trosper Hoyt \$0.99), a long-term approach means we must weigh the cost of "business as usual" in keeping the facility open with what it would cost us to take a new direction. There must be a bridging technique or a plan to open one facility January 1, 2017, for example, while transitioning from Prairie Hills.

### **The Baker Group (Dave Jorgensen; Shane Albrecht; Tom Borrer)**

#### **Building Superintendent Kenny Schmitz**

While there is a nearly new chiller, the concern is that heating burns 100% fuel oil. New building has settling of the corridor. The electrical is cloth-covered in the old building. Windows leak like a sieve. Boiler room mechanical needs to be replaced and the stack is a true danger and liability. The stack is an absolute danger and liability and would need to come down with a new boiler system but wouldn't be easy due to where it would ultimately land. A full report of the preliminary study is available.



One of the true problems even with investing \$105,000 in boilers and new domestic hot water system is that we have no idea of the internal condition of the piping. The "patient" can get a new heart but if the rest of the cardiovascular system is bad according to The Baker Group.

The Baker Group is concerned about what it would even take to get to 5 years. They will work with Building Superintendent Kenny Schmitz to determine what it would take to even patch things for a 1-2 year transitional stretch.

Repurposing space within the LEC is a good idea; however, everything would have to be PREA-compliant and this would be a very costly endeavor. Current conditions may be subsumed into a loss of variance as well. A bond issue to float this according to all stakeholders involved would possibly have just as bad prospects as a new jail.

Superintendent Schmitz's initial impressions were to get a wrecking ball and end expenditures.

Discussion took place on how exorbitant renovation and remodeling cost can be, especially to meet current code.

MAJ Wieck mentioned the possibility of transporting prisoners to other facilities while closing down Prairie Hills.

#### **Next Steps:**

A meeting between Kenny Schmitz, the Baker Group personnel, and possibly the State Jail Inspector could take place on the idea of renovation including a cost estimate (though this seems not a likely outcome).

Kenny Schmitz and the Baker Group can determine the total operating costs of keeping Prairie Hills afloat including the 1-2 year repairs, all utilities, and other costs associated.

Both ideas above could be weighed in the data-making decision.

The Sheriff's Department can look at the cost of hiring 2-3 transport officers, the loss of approximately 15 prisoners to other county jails, and costs associated with transportation. Supervisor Taylor mentioned that the costs of Prairie Hills operating could be diverted to help offsetting the "loss" of funds for those prisoners, e.g. \$400,000.

Chairman Monson can gather stakeholders (Sheriff, TRC's Jim Johnson, etc.) for a possible avenue in lieu of a bond issue costing tens of millions of dollars, which would likely not pass. Between the 2 options, both of which would require a bond issue, the transporting of prisoners would allow us to close Prairie Hills, reduce the number of prisoners, and do so without a bond issue. This alleviates overcrowding in the jail and the inefficiency of continuing to operate Prairie Hills including the real possibility of pouring hundreds of thousands of dollars (or more) and still ending up with the same result.

**We will look to meet Friday, September 11, at 9:00 a.m. in the LEC.**

Friday, September 18, from 8:00-9:30 a.m.

A. The Baker Group presented on how being able to bring the site up to current codes would require nearly \$8 million for the whole building renovation, \$2.272 million for one story, and \$5.778 million for the 3-story building. On a Spreadsheet entitled "Prairie Hills Remodel," their analysis gave an "aerial overview" of site development (road repair, site fencing, stacks); general construction (doors, ceilings, painting, flooring); mechanical systems (boilers, domestic water, etc.); fixed equipment (\$5/sq. ft.); and phasing (added cost over time).

B. To engage in this remodel, the county would almost certainly lose the variance or grandfathering not to mention that not utilizing this space currently could end with the same result. All three of these figures are in excess of a bonding threshold, most likely making any one of the three options untenable.

C. The discussion then moved to the utilization by the Sheriff's Department of the training facility. The Baker Group's rough estimate is that a rooftop unit and other upgrades could cost somewhere between \$500,000-\$900,000. We need a plan to get much better numbers but included in this narrowed estimate is a desire to know a more precise cost for the Rooftop Unit, new windows, a control system, a male and female shower by the workout room, taking down the stack (which represents a clear and present danger), and the preservation of adjacent areas for storage as a long-term bridge to eventual tear-down if necessary

D. This remodel cost is under the bonding threshold and could be put into a CIP for next year.

E. We discussed the operations and outrageous utility costs at Prairie Hills (\$4.28/sq ft). The utilities run approximately \$116,000 and operational costs just to "get by" run \$32,000, so the county spends nearly \$150,000 currently. The county was also ready to invest an additional \$105,000 for two new boilers and a domestic hot water system which was thankfully put on hold. Therefore, it is important that the county examine that utilities may be reduced by half (it is difficult to estimate exact numbers) but may look at only \$75,000 in utilities in future years. The county can also calculate as "saved" or "avoided cost" the additional one-time \$105,000 it would have otherwise spent on a new boiler and domestic hot water system. The \$32,000 annual operations would be greatly reduced by creating a permanent fix to ongoing issues. The county can also look to repurpose or sell the chiller at a cost under its full value. The county can *repurpose* a portion of these dollars toward the cost of what it would otherwise take perhaps in personnel and staffing to reduce the Work Release and/or utilize additional transport. At a cost of \$8 million, the county would have otherwise spent \$200,000 annually for 40 years. While with fiscal prudence and responsibility, we certainly do not want to anywhere near this annual expenditure, we have to recognize that there must be a solution to both overcrowding and a way to meet Work Release needs.

F. If CBM did not utilize the kitchen at Prairie Hills, CBM's contract can be renegotiated and they have already intimated that they have alternative site for cooking. We can also begin the process at looking at the very logical fact that the Courthouse has a kitchen which is across the street from ultimately where the food is to be transported. This cost can be renegotiated if necessary from its current \$1.54 / plate. We must be cognizant even if we are given a reduced rate because of their ability to use the Prairie Hills kitchen how much it is ultimately costing us to keep Prairie Hills fully operational.

G. There are two other keys: "24/7," which will take the Legislature and an accompanying facility, and the possibility of hiring up to 3 transport officers. I suggested that working with the House Chair of Judiciary (Chip Baltimore-R) and the Senate Chair of Judiciary (Robb Hogg-D) would be most fruitful and utilizing our local legislators to reach out to each respectively while Sheriff Drew works the Sheriff's Association and applicable law enforcement. However, I was surprised to learn when I talked to Rep. David Dawson that this Dawson-Jorgensen sponsored bill was actually assigned to Human Resources but didn't move out of subcommittee because of concerns related to cost. However, 24/7 should be self-sustaining and the brunt of cost would be fronted by counties who wanted to be on this pilot program. The counter-arguments of oversight, the lack of science, etc. need to be met with well-thought-out arguments. I will reach out to House Speaker Linda Upmeyer and think it would be good for Chairman Monson, Sheriff Drew, and myself to meet with the House counterparts (our local legislators) soon.

We also need to look at a conversation with our judges, the idea of federal prisoners being reduced if necessary, and the reutilization of those dollars saved at Prairie Hills with what it may ultimately take to be able to properly transport prisoners. This would not only reduce staff strain and overtime but subsequent liability and waste associated with an energy-expending aging facility that has serious long-term issues.

CONFIDENTIAL

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQ**

Date: October 28, 2015

Weekly Agenda Date: November 3, 2015

DEPARTMENT HEAD / CITIZEN: <u>Supervisor Jeremy Taylor</u>		
SUBJECT: <b>Closing of Prairie Hills and LEC Expansion</b>		
<b>ACTION REQUIRED:</b>		
Approve Ordinance <input type="checkbox"/>	Approve Resolution <input type="checkbox"/>	Approve Motion <input checked="" type="checkbox"/>
Give Direction <input type="checkbox"/>	Other: Informational <input type="checkbox"/>	Attachments <input type="checkbox"/>

**WORDING FOR AGENDA ITEM:** Closing of Prairie Hills and LEC Expansion

**EXECUTIVE SUMMARY:** Prairie Hills needs to be closed, and this space can be repurposed. Doing so will demonstrate that the county is engaging in long-term planning and being responsible, sound, and prudent fiscal stewards of tax dollars as it relates to utility costs and ongoing expenses. At the same time, the needs of the county can be met in a much more efficient manner.

**BACKGROUND:** see attached Power Point

**FINANCIAL IMPACT:** Contractual cost paid on hourly basis for cost estimates through gaming revenue.

**RECOMMENDATION:** Approve the following motion.

**ACTION REQUIRED:** I move that the attached Baker Group contract be approved in order to put together to adequately study the costs and opportunities associated with the expansion of the Law Enforcement Center to serve the county needs after Prairie Hills closes.



# Facility Improvement Master Plan

## October 28, 2015

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### Law Enforcement Center Expansion

#### EXECUTIVE SUMMARY

Much has happened over the past few weeks regarding the availability of past information and recovery of old building plans for the LEC and Jail area. Please refer to the report provided by Supervisor Taylor regarding current information gleaned from recent committee meetings and discoveries.

Basically at this point as a result of everyone's efforts, it is fairly apparent that we can in fact expand the Jail area into the now unused outside exercise areas. In addition to our own analysis of the building plans a report from a structural engineer in previous years also indicates that some form of construction should be possible. The part that is still unclear is exactly to what extent can this area be utilized? At the very least it appears that construction for open areas similar to other areas of the jail should be doable. To the greater extent and as future needs change, it may be possible to put Jail Cells into the area. Either way it will create about 5,000 square feet of space and multiple options not currently available for Jail operations. It's our recommendation to get a current day and final opinion on this from a reputable and independent Structural Engineer in order for everyone to properly plan for the best long term use of this space.

The attached Step by Step plan has been prepared as a guide to take the development of this expansion opportunity through the preliminary stages without great expense to the County. This will allow the Board of Supervisors the chance to evaluate results after each step in the process and make a "go" or "no go" decision to proceed to the next step. It also allows for a progressive plan to evolve into the selection of an Architectural firm for the project as it keeps moving forward.

Because of all the work Baker Group has already done on this project and our strong belief this project has a high potential for implementation we have decided to work with the County through the first two steps of this process without costs to the County. Beyond that Baker Group will bill the County on an hourly basis through this phase. If the project moves beyond that we will negotiate future costs to the County before proceeding.

Respectfully,

David Jorgenson, Director  
Facility Improvement Master Plan

# Woodbury County LEC

Expansion Plan into Existing Space (Outside Recreation Area)  
Relocate Kitchen

	Board of Supervisors	Baker Group	Structural Engineer	Interview Team	Design Team	Sheriff Office
<b>Step 1 Define structural integrity for maximum floor load</b>						
A. In office review of LEC as-built drawings		x	4			
B. On site visit and inspection of LEC		x	10			
C. Report from Structural Engineer			2			
D. Board decision for "go" or "no go" to move forward	x					
<b>Step 2 Selection of Design Team</b>						
A. Prepare Request for Qualifications (RFQ) for Architect		x				
B. Select Interview Team (County, Baker Group, Sheriff/Jail)	x					
C. Prepare interview questions and evaluation sheet		x		x		
D. Selection of Architects to be invited to respond	x	x		x		
E. Recommendation to Board for selection of Architect		x		x		
F. Selection of Architect finalized	x					
<b>Note: No costs to the County up to this point except for the hourly rate for the Independent Structural Engineer</b>						
<b>Step 3 Identify Building Code Obstacles</b>						
Meet with DOC and State Fire Marshall to review concept, requirements and feasibility		8 *			8	
<b>Step 4 Relocate Kitchen out of Prairie Hills</b>	x					x

Sheriff Office: Work with CBM Food Services to develop a conditional Letter of Intent for moving the food preparation Kitchen from Prairie Hills to the existing Kitchen Space in the Court House. CBM to provide all equipment needed including cooking, refrigeration, freezing, dish washing and exhaust hood improvements. Cost of equipment would be included in the meal prices and contract terms would be negotiated.

**Step 5 Reconfigure Kitchen preliminary plan and budget**

16 \*

Baker Group , Facility Services & CBM would work together to provide a budget for General Construction, Electrical Service, Plumbing and HVAC as needed to accommodate the space.

**Step 6 Conceptual Design**

x

80 \*

TBD

TBD

x

x

County to contract with Architect and Construction Manager for conceptual design development and construction budget for Jail .

**Step 7 Decision to move forward to complete design**

x

x

Hourly Rate as needed:

\$ 115

\$ 125

\* Stated hours are estimated only and will be invoiced based on actual hours. Actual hours worked in each Step will be reported to the Board of Supervisors on two week basis. The estimated hours will not be exceeded without Board approval.

# The Prairie Hills Facility

We have covered much ground in the first 3 meetings as relates to The Prairie Hills facility to include its \$1.2 million minimum costs projected over the next 10 years just for utilities and basic ongoing maintenance, several needs still exist: **Work Release, the Weekenders' Program, a training and/or exercise area, gun range and other outbuildings, and a kitchen** whereby in the past CBM has reportedly been able to reduce costs for meals. I believe that our work and discussions has laid the groundwork for the closing of the facility due to widespread deterioration (HVAC building automation problems, boiler and domestic water issues, settling and structural problems, a grave liability in the concrete stack, windows with no thermal breaks, piping issues, etc.)

Our Long-Term Facility Master Plan developed by The Baker Group identified these and many other numerous issues that make keeping this facility with its limited usage open a questionable use of tax dollars. Furthermore, "rough order of magnitude" cost estimates have ranged from \$8 million for the entire renovation of 3 floors or \$2.2 - \$5.7 million for the first floor and new addition all of which would require a bond issue. Only a "Training Facility" could fall under such threshold at approximately \$987,000 and even then, this does not address the true need for which the building was originally purposed.

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## Potential Need #1: Work Release

The original purpose of “J Block,” according to Mike Neswick the architect at RML who was involved in study of the jail, was for Work Release. It is accessible from an outside entrance and comprises 2,264 square feet of space. This dormitory-style setting that currently houses lesser offending females could be returned to its original purposes with nearly no new cost. Plans show the potential of 30 inmates.

This would answer the question of Work Release and/or the “Weekenders’ Program” potentially. That would in turn cause a necessary expansion of repurposed space necessary to house the current population comprising “J Block.” Nothing also precludes Woodbury County for advocating for “24/7” at the State Legislative level and even using this area should that endeavor be successful.

## Potential Need #2: New J Block

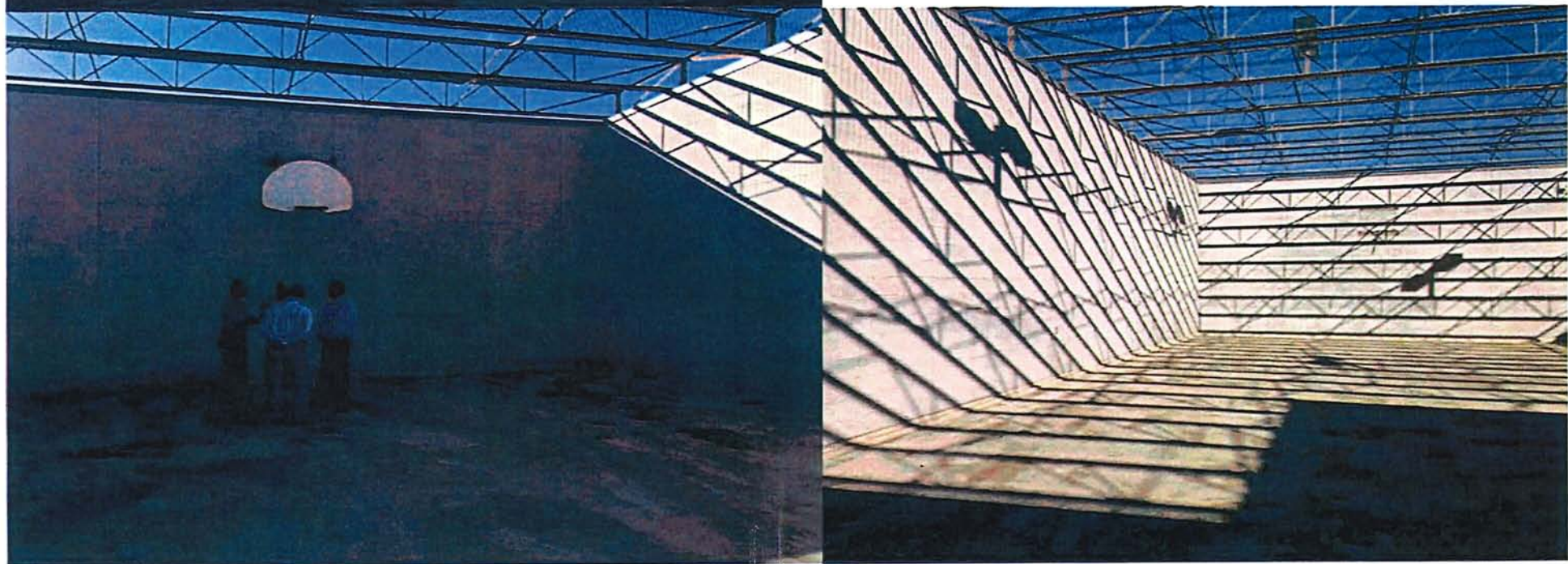
### Outdoor Recreation Area Enclosure

“Currently, the outdoor recreation area has a perimeter of concrete block walls that support steel joists covered with a wire mesh for security. ***Providing a permanent weather-resistant enclosure of this area is possible and would involve relatively economical construction*** [my emphasis]. The existing joists would remain, and new joists would be added between them. We would recommend a low-slope roof system utilizing metal standing seam roof panel. The roof could be sloped in one direction, slope from a center ridge in two directions, or have a “hip” configuration. Our cost estimate for the enclosure is approximately \$200,000.

“Structurally, it appears feasible to construct a roof over all or part of the current rooftop outdoor recreation area, but utilization of this space may be limited because there is no handicapped access to this level. To solve this problem, it may be necessary to extend the existing east elevator to the roof level...”

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# Images



## Structural Integrity Issues

In presenting our first 3 meetings' worth of notes, the idea of this outdoor recreational area was purported to have been explored and found that it did not have structural integrity. However, that is not true. The Baker Group and our Building Superintendent have examined prints and do not see why it could not hold. In fact, Mike Neswick provided me with a Bacon Creek Structural Engineer report that stated that there is a 100 PSF (pounds/square ft.) live load.

This may not be enough to hold concrete cell block but could have the potential to have steel joists with metal panels. However, based on an October 22 meeting between Kenny Schmitz (building superintendent), Mike Neswick (RML) and myself, the discovery of having "J Block" potentially repurposed for this area would not present structural integrity issues at all.

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## Potential Need #3: The Kitchen

### **The Kitchen**

CBM explored the kitchen across the street. They were impressed with the space, facilities, and believe that through a cost-sharing agreement, they can even purchase the additional equipment necessary. Even without the investment and cost-sharing agreement, they estimated only adding \$0.25 / meal without the use of a kitchen (\$7,200 annually). This is less than 75% of what it was previously estimated to cost, but we believe that issues can be worked out to provide them with a kitchen just across the street from the Law Enforcement Center.

## Potential Need #4: Gun Range / Outbuildings

### **Gun Range and Outbuildings**

Nothing in this potential plan would preclude the Sheriff's Department from utilizing outbuildings, the gun range, or having land usage. It would be the physical facility itself that would be subject to close once another space could be repurposed in order to meet the other needs.

# Studying the Specific Costs and Understanding Needs

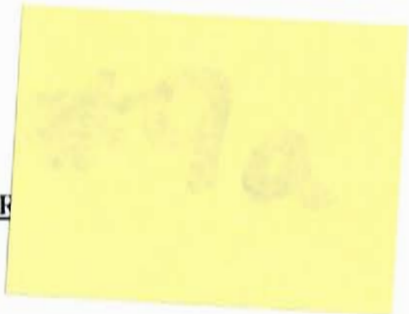
Propose to get more specific costs to bring before the Board.

What concerns, opportunities, questions exist?

What else should be known?

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**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) F**



Date: \_\_December 3, 2015\_\_

Weekly Agenda Date: **December 8, 2015**

DEPARTMENT HEAD / CITIZEN: <u>Supervisor Jeremy Taylor</u>		
SUBJECT: <b>Closing of Prairie Hills and LEC Expansion</b>		
<b>ACTION REQUIRED:</b>		
Approve Ordinance <input type="checkbox"/>	Approve Resolution <input type="checkbox"/>	Approve Motion <input type="checkbox"/>
Give Direction <input type="checkbox"/>	Other: Informational <input checked="" type="checkbox"/>	Attachments
<input type="checkbox"/>		

**WORDING FOR AGENDA ITEM:** LEC Expansion to Repurpose Space with Closing of Prairie Hills

**EXECUTIVE SUMMARY:** The Board moved to have the Baker Group begin the process of studying the space with the first portion being a structural engineer's report on November 3. That document is enclosed, which shows favorable conditions for the County to proceed with expansion of the LEC. The Baker Group tonight will present a report from Raker Rhodes Engineering. That was Step 1.

Step 2 is the selection of a Design Team. In that portion, the Baker Group prepares an RFQ for an architect and a select interview team be in place. My recommendation is this be the Chairperson (Mark Monson), Building Services liaison (Jeremy Taylor), Building Superintendent (Kenny Schmitz), Baker Group representative, Sheriff (Dave Drew), Jail Facilities Officer (MAJ Greg Stallman), and a representative from the Taxpayers Research Conference.

**BACKGROUND:** Prairie Hills needs to be closed. Doing so will demonstrate that the County is engaging in long-term planning and being responsible, sound, and prudent fiscal stewards of tax dollars as it relates to utility costs and ongoing expenses. At the same time, the needs of the County can be met in a much more efficient manner. There has been extensive discussion on closing Prairie Hills throughout the years. This year, the Board of Supervisors put on hold two new boilers and a domestic hot water system totaling over \$105,000 in order to gauge the long-term life of this building. There are \$66,000 of other projects on hold there as well. Through over 5 hours of meetings on three separate occasions, a committee comprising the Sheriff, MAJ Wieck and MAJ Todd, LT Harmon and LT Phillips, Chairman Mark



Monson, Supervisor Jeremy Taylor, Building Superintendent Kenny Schmitz, and representatives from the Baker Group, and CBM which utilizes the Prairie Hills kitchen facility, have explored options.

In addition to moving on to Step 2, I have also asked to have a meeting with CBM, the Sheriff's Office, and Kenny Schmitz to discuss the most recent contract and have *preliminary* discussion on what their needs may be going forward should they move down to the Courthouse kitchen and what initial thoughts may be on contractual prices. This will act as a good precursor to Step 4.

**FINANCIAL IMPACT:** The cost of keeping Prairie Hills open the next 10 years will be over **\$1,281,893**, which will not settle long-term issues. This money could be better utilized to expand the LEC and not only have space previously utilized for Work Release but potential in future years to alleviate overcrowding.

**RECOMMENDATION:** None at this time.

**ACTION REQUIRED:** Moving forward through the steps of the aforementioned November 3 agenda information.

Dave Jorgenson, Director  
Baker Group  
4224 Hubbell Ave  
Des Moines, IA 50317

Dave:

The following represents a summary of our opinion regarding the existing condition of the structure known as the Woodbury County LEC in Sioux City, IA. The purpose of our review was to accomplish two goals.

Goal 1: Overall structural condition of the facility

Goal 2: Can the exterior recreation area support cell block occupancy?

Our opinions indicated below are based on a review of an existing set of drawings and a site visit conducted on November 20<sup>th</sup>, 2016.

Summary of the existing structure:

- Architect and Engineer of the existing facility: Dana Larson Roubal and Associates
- Drawings reviewed: revision #2 dated 11/18/1985
- The existing structural system consists of cast in place concrete beams, joists and columns. Most partition walls in the areas occupied by inmates are masonry block walls. The foundation system for the structure consists of auger cast piles supporting pile caps.

#### Goal #1: Overall condition of the facility

In general, it is our opinion that the structure is in good condition relative to similar buildings of similar age.

- There does not appear to be excessive settlement of interior beams, columns or interior foundations. This statement is made based on visual observations and less than 1 hour inside the facility. There could be areas that we did not observe that are settling or cracking, however we did not see them nor were we made aware of any areas of concern by staff.
- There does appear to be some slab settlement in the administration area in the southwest corner of the building at the ground level. Also, there appears to be some water infiltration in the exterior wall on the ground floor office in the south west corner. The slab settlement in this area is causing cracking of interior non-load bearing walls and a noticeable slope in the floor. In our opinion, neither the slope in the floor nor the water infiltration poses an immediate safety concern. However, the area should be monitored for continued settlement of the slab. The water infiltration in the exterior wall is likely a result of failure of caulking around the windows on the south and or west walls. This water infiltration will continue to cause problems in the office in the south west corner of the building until the exterior leak is resolved. It is our opinion that further investigation of both of these areas should be performed in the near future in order to minimize further damage to the structure.

Goal #2: Can the exterior recreation area support cell block occupancy?

- It is our opinion that the exterior recreation area could support cell block occupancy. Further commentary and explanations included below.

- The existing exterior recreation area "floor" is shown on sheet S4 and the "roof" is shown on S6 of the existing drawings we were provided.
- The exterior recreation area is bounded by grids B and D, 2 and 9.
- The floor structure of the exterior recreation area consists of cast in place concrete beams and joists. The beams run east / west and span between 26'-6" and 30'-3" according to the drawings. Joists run north / south and span approximately 30'-0".
- The roof structure of the exterior recreation area consists of 24" deep open web steel bar joists spaced at 6'-2" on center. The joists span approximately 57'-4" from north / south and are supported by masonry walls on the perimeter of the area. There is a wire mesh over the bar joists. It would appear that the wire mesh is for security purposes and therefore creates an open courtyard.
- According to ASCE 7-10 and the International Building Code (2012) the structure supporting cell blocks is required to be able to support 40 pounds per square foot (psf). Based on our analysis and the information given on the existing drawings (see Structural Notes on page S2) the exterior recreation area is rated to 100 psf. This means that the superimposed load on the structure from occupants and any partitions must not exceed 100 psf. Therefore it is our opinion that the structure is adequate to support cell block occupancy.
  - Partition walls, particularly if masonry, will need to be located strategically.
  - We are not qualified to comment on the non-structural issues associated with locating inmates in the exterior courtyard area (egress, fire separation, sprinkler, HVAC, etc). Therefore, we cannot make any comment on these issues.
  - In order to have inmates occupy the existing exterior recreation area, the current roof joists will need to be removed and a more conventional roof deck, bar joist, beam and column system would need to be installed. The new steel columns for this roof would be located concentrically to the existing concrete columns below.

### Conclusion

It is our opinion that the existing exterior recreation area is a viable location for inmate occupancy. More investigation is required in order to fully vet this solution.

Regards,



Erik Raker, PE  
President  
Raker Rhodes Engineering

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S)**



Date: December 10, 2015

Weekly Agenda Date: December 15, 2015

DEPARTMENT HEAD / CITIZEN: <u>Supervisor Jeremy Taylor</u>		
SUBJECT: <b>Request for Qualifications of Architect and Associated Costs: LEC Expansion</b>		
<b>ACTION REQUIRED:</b>		
Approve Ordinance <input type="checkbox"/>	Approve Resolution <input type="checkbox"/>	Approve Motion <input checked="" type="checkbox"/>
Give Direction <input type="checkbox"/>	Other: Informational <input type="checkbox"/>	Attachments <input type="checkbox"/>

**WORDING FOR AGENDA ITEM:** RFQ of Architect and Associated Costs: LEC Expansion

**EXECUTIVE SUMMARY:** The Board moved to have the Baker Group begin the process of studying the space with the first portion being a structural engineer's report on November 3. That document confirmed from a second structural engineer (Raker Rhodes) using updated codes that the outdoor recreation area at the LEC can be used to expand the current J Block, J Block can be returned to its original purpose of Work Release, and subsequently Prairie Hills with its astronomical costs of maintenance/repair and utilities can eventually close. The next steps in the process are the Selection of the Design Team, an RFQ for an architect to give more probable costs, and the funding mechanism to accomplish the hiring of the architect.

**BACKGROUND:** It is important to reiterate that the full two-page report from the Structural Engineer was included in the backup materials last week and nothing follows. Not only does the report confirm that this area is structurally sound for what we are considering, it can support—if properly designed—cell block construction, which is good to know even though it is not the current plan for that area. I include the pertinent portion of the letter below for clarification of a statement brought up during "Citizen Concerns": "It is our opinion that the existing exterior recreation area is a viable location for inmate occupancy. More investigation is required in order to fully vet this solution." It is clear that portion refers to other issues (HVAC, fire sprinkling, egress) rather than the Structural Engineer's clear recommendation about the sound structural integrity, which was great news to proceed with continued investigation of this solution to our current problem (see letter below and in backup materials).

Step 2 is the selection of a Design Team. In that portion, the Baker Group prepares an RFQ for an architect and a select interview team be in place. My recommendation is this be the Chairperson (Mark Monson), Building Services liaison (Jeremy Taylor), Building Superintendent (Kenny Schmitz), Baker Group representative, Sheriff (Dave Drew), Jail Facilities Officer (MAJ Greg Stallman), and a representative from the Taxpayers Research Conference. This is an "Action Item" on the following fronts: the need to approve the interview committee with the express purpose of making a recommendation back to the Board for an architect; the funding mechanism necessary in order to proceed with an opinion of probable cost.

**Previous information:** Prairie Hills needs to be closed. Doing so will demonstrate that the County is engaging in long-term planning and being responsible, sound, and prudent fiscal stewards of tax dollars as it relates to utility costs and ongoing expenses. At the same time, the needs of the County can be met in a much more efficient manner. There has been extensive discussion on closing Prairie Hills throughout the years. This year, the Board of Supervisors put on hold two new boilers and a domestic hot water system totaling over \$105,000 in order to gauge the long-term life of this building. There are \$66,000 of other projects on hold there as well. Through over 5 hours of meetings on three separate occasions, a committee comprising the Sheriff, MAJ Wieck and MAJ Todd, LT Harmon and LT Phillips, Chairman Mark Monson, Supervisor Jeremy Taylor, Building Superintendent Kenny Schmitz, and representatives from the Baker Group, and CBM which utilizes the Prairie Hills kitchen facility, have explored options.

In addition to moving on to Step 2, I have also asked to have a meeting with CBM, the Sheriff's Office, and Kenny Schmitz to discuss the most recent contract and have *preliminary* discussion on what their needs may be going forward should they move down to the Courthouse kitchen and what initial thoughts may be on contractual prices. This will act as a good precursor to Step 4.

**Update:** This CBM meeting is currently on hold as we wait for a like time to meet. We will report initial findings back to the Board.

**FINANCIAL IMPACT:** A "not to exceed" cost of \$25,000 from CIP. Currently there are \$171,000 worth of projects on hold at Prairie Hills, which is a good thing so that the County does not continue investing without knowing the length that the facility will be open. In order to know the cost associated with the expansion, the County must know the costs of what it will take to do so with more finite granularity.

Never lose sight of the fact that the cost of keeping Prairie Hills open the next 10 years will be over **\$1,281,893**, which will not settle long-term issues. This money could be better utilized to expand the LEC and not only have space previously utilized for Work Release but potential in future years to alleviate overcrowding.

**RECOMMENDATION:** Approve the "Action Required."

**ACTION REQUIRED:** I move that the RFQ for an Architect for LEC Expansion be approved, a cost not to exceed \$30,000 be dedicated from the CIP schedule, and that the committee of the aforementioned individuals be approved to publish the RFQ with the intent of making a recommendation back to the Board of Supervisors for their approval.

Woodbury County Board of Supervisors  
Court House Room 104  
620 Douglas Street  
Sioux City, Iowa 51101

## **REQUEST FOR QUALIFICATIONS for Architectural Services**

Woodbury County intends to retain professional design services from an Iowa based firm for the Woodbury County Law Enforcement Center – Jail Renovation and Expansion project. Interested and qualified firms are invited to submit Statement of Qualifications for this project based on the tentative scope of work and information identified below. This request is specifically for the defined facility in this RFQ. The Board of Supervisors, at their option, may retain the firm selected for architectural services on this project as well as future work on other County owned facilities. Any further work is not guaranteed; the facilities could include, but are not limited to, the following:

1. Woodbury County Court House (Designated as a National Landmark), 620 Douglas St, Sioux City, IA, 51101.
2. Woodbury County Law Enforcement Center, 407 7<sup>th</sup> St., Sioux City, IA 51101
3. Trospen-Hoyt, 822 Douglas St., Sioux City, IA 51101 (also contains Juvenile Detention)
4. Siouxland District Health, 1014 Nebraska St., Sioux City, IA 51105
5. Social Services and Veterans Affairs, 1211 Triview Ave., Sioux City, IA 51103
6. Eagles Club, 400 Block of 8<sup>th</sup> St., 51101
7. Prairie Hill complex, County Road D25, Sioux City, IA
8. Climbing Hill Emergency Services Building, Climbing Hill, IA
9. Secondary Roads facilities located throughout the county
10. Conservation Department facilities which include Dorothy Pecaut Nature Center in Sioux City, as well as various parks throughout the County

## **Project Background**

The Woodbury County Law Enforcement Center consists of approximately 85,000 gross sq. ft. and was originally designed in 1985. The first floor of the facility houses the Sheriff's Department, Clerk of Courts, 4 Court Rooms and supporting Judges Chambers, conference rooms and meetings rooms. The second floor is dedicated to the Jail system; Administration, Cell Blocks, various open style detention rooms, Visitation, Counseling rooms, serving Kitchen and Observation areas. The Jail was originally designed to house about 150 inmates and is now housing around 200 or more inmates. Overflow problems have been dealt with by moving some inmates to a minimum security area in the Prairie Hills facility. The primary prep kitchen for all meals for the inmates is also located in the Prairie Hills facility where they also prepare the meals for Juvenile Detention inmates. The Prairie Hills facility has been utilized far beyond its useful life and must be taken out of service soon. Tentative plans are to move the Kitchen out of Prairie Hills.

## **Project Description**

The original design for the Jail included an outside 5000 sq. ft. recreation area above the center portion of the jail area. This area has not been utilized for years and is currently empty. A recent study completed by Raker Rhodes Engineering out of Des Moines, IA concluded this area is constructed to hold over 100 psf which exceeds the required 40 psf required for jail cells. The mission of this project is to design and construct a jail expansion into this existing open area that will efficiently allow space to be designed as dormitory style housing for a female population so that the current dormitory style housing area may be returned back to its original purpose of Work Release. This will provide the ultimate answer as an alternative to Prairie Hills and provide expanded space that best fits the needs of the Jail. A budget for this project has not yet been set, but the target is to keep the project under \$1,200,000.

## **Project Scope**

Provide Plans and Specification to renovate the open exercise area into fully operational jail facility that best fits the needs of Woodbury County and their detention capability. This must include, but is not limited to, enclosing the area with a proper secured roofing system, expanding the electronic door locking and monitoring system, addressing egress issues and needs, expansion of life safety systems (i.e. fire alarm and sprinkler systems), plumbing systems, HVAC systems, electrical systems, and comply with all appropriate building codes both state and local. All plans must be approved by the State Fire Marshall and Department of Corrections.

## **Anticipated Project Schedule**

Selection of Architect:	January 2016
Design Kickoff Meeting:	February 2016
Owner/User Meetings:	February/March 2016
Final Design Review:	May 2016
Bidding:	June 2016
Commence Construction:	August 2016
Complete Building Envelope Construction by:	October 2016
Substantial Completion:	January 2017

## **Selection Process**

Woodbury County will select an Iowa based professional design firm for this project. The County will work with the design professional to select the various sub consultants required for the project and whose work will be the responsibility of the design professional. An Interview Committee will be appointed by the Board of Supervisors Chairman. The Interview Committee will conduct an evaluation of all Statement of Qualifications submitted and then select firms to invite to an interview. A firm recommendation will be made to the Board of Supervisors for approval by the Interview Committee. All firms submitting a State of Qualification will be notified of which firms were selected for interviews.

The selected firm will be put under contract using AIA form of contracts using AIA Document B132-2009 Standard Form of Contract Between Owner and Architect, Construction Manager as Advisor Edition. It is the intent of Woodbury County to utilize the services of a Construction Manager for this project.

## Statement of Qualifications

Firms interested in providing services for this project shall include (as a minimum) the following in their Statement of Qualification:

1. Cover letter expressing interest in providing services for the project and the principal contact information.
2. Design Firm's general brochure.
3. Proposed project team, individual roles, qualifications and resumes. Office location for each team member.
4. Project team's experience on Jails/Correctional Facilities and support space that has been managed or designed by the individuals on the project team. Team's experience on Historical Preservation and working with National Landmarks should also be included for future project consideration.
6. Project approach and schedule.
7. Description of the firm's quality control procedures. This should address quality in documentation as well as in the design process.
8. In a separate sealed envelope please provide a summary of your firm's fee schedule for this type of project. Fee schedules will not be opened or reviewed until after interviews and evaluations are completed.

Firms interested in providing services for the project shall submit the requested materials via seven (7) hard copies and one (1) single PDF file by no later than 12:00 p.m. (CDT) on Monday, January 11, 2016 to:

Woodbury County Board of Supervisors  
Court House, Room 104  
620 Douglas Street  
Sioux City, Iowa 51101

Submittal Package shall be labeled:

"Woodbury County LEC Jail Expansion"

"Statement of Qualification – firm name - date".

Statement of Qualifications shall be a maximum of 40 pages front to back excluding the title page, cover letter, and resumes. Failure to complying with the criteria set forth may be result in rejection of submittal and consideration of the submitting Firm. Firms from which additional information/clarification is requested will be contacted.

All questions shall be directed to (Shane Albrecht, Baker Group Project Manager and/or Kenny Schmitz, Facility Director).

All costs associated with the development and submittal of the Statement of Qualifications and interview presentation will be the responsibility of the design professional.



## **BACKUP MATERIALS**

### **Letter from Raker Rhodes, Structural Engineer [my boldfacing]**

According to ASCE 7-10 and the International Building Code (2012) the structure supporting cell blocks is required to be able to support 40 pounds per square foot (psf). **Based on our analysis and the information given on the existing drawings (see Structural Notes on page S2) the exterior recreation area is rated to 100 psf. This means that the superimposed load on the structure from occupants and any partitions must not exceed 100 psf. Therefore it is our opinion that the structure is adequate to support cell block occupancy.**

o Partition walls, particularly if masonry, will need to be located strategically.

o We are not qualified to comment on the **non-structural issues associated with locating inmates in the exterior courtyard area (egress, fire separation, sprinkler, HVAC, etc).** Therefore, we cannot make any comment on these issues.

o In order to have inmates occupy the existing exterior recreation area, the current roof joists will need to be removed and a more conventional roof deck, bar joist, beam and column system would need to be installed. The new steel columns for this roof would be located concentrically to the existing concrete columns below.

Conclusion: It is our opinion that the existing exterior recreation area is a viable location for inmate occupancy. More investigation is required in order to fully vet this solution.

## Potential Costs

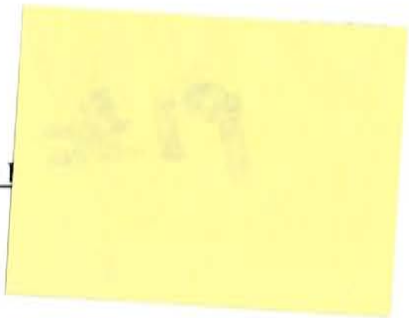
In discussion with our Building Superintendent and Architect, I learned that costs will have to be negotiated with the Architect and we can ask for a projection in our RFQ regarding fee structure and breakdown. The Total Fee will be based on hard cost of construction. Taking the maximum amount that we may look at of \$1,200,000 total costs would break down to about \$930,000 hard construction costs. If we looked at a Design fee on the higher end of 12%, that would be a total design fee of around \$111,600.

We would need to go through the Schematic Design phase in order to know what kind of costs will be associated. This will be working hand-in-hand with the Sheriff and his personnel to determine the best use of that space.

### Normal Breakdown by Phase:

Schematic Design	15%	\$16,740	CM Support Fees \$3,450
Rough Order of Magnitude Budget			(estimated at 30 hours)
Design Development Phase	20%	\$22,320	CM Support Fees \$5,750
Refined Budget with lower margin of variance			(estimated at 50 hours)
Construction Document Phase	40%	\$44,600	CM Fees negotiated in contract
Strong Budget based on actual building design and products completion.			
Bidding and Negotiations	5%	\$5,580	
Construction Phase	20%	\$22,320	

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) I**



Date: January 7, 2016

Weekly Agenda Date: January 12, 2016

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: **Creation of Committee for Prairie Hills Closure and LEC Expansion Study**

**ACTION REQUIRED:**

- |  |   |  |
|--|---|--|
| Approve Ordinance <input type="checkbox"/> | Approve Resolution <input type="checkbox"/>   | Approve Motion <input checked="" type="checkbox"/> |
| Give Direction <input type="checkbox"/>    | Other: Informational <input type="checkbox"/> | Attachments <input type="checkbox"/>               |

**WORDING FOR AGENDA ITEM:** Committee for Prairie Hills Closure and LEC Expansion Study

**EXECUTIVE SUMMARY:** The Board moved to have the Baker Group begin the process of studying the space with the first portion being a structural engineer's report on November 3. That document confirmed from a second structural engineer (Raker Rhodes) using updated codes that the outdoor recreation area at the LEC can be used to expand the current J Block, J Block can be returned to its original purpose of Work Release, and subsequently Prairie Hills with its astronomical costs of maintenance/repair and utilities can eventually close. **The next steps in the process are the Selection of the Design Team, an RFQ for an architect to give more probable costs... I would like to ask approval of the committee using the Board-approved form, which is in accordance with Board action.**

**BACKGROUND:** Step 2 is the selection of a Design Team. In that portion, the Baker Group prepares an RFQ for an architect and a select interview team to be in place. My recommendation is that we approve the following for the committee: Chairperson (Jeremy Taylor), Building Services liaison (Mark Monson), Building Superintendent (Kenny Schmitz), Baker Group representatives (Dave Jorgensen, Tom Borrer, Shane Albrecht), Sheriff (Dave Drew), Jail Facilities Personnel (MAJ Greg Stallman; Todd Wieck; Lynette Phillips) and representatives from the Taxpayers Research Conference (Jim Johnson and Taylor Goodvin. This is an "Action Item" with the need to approve the committee, which will be involved with the architect interview process. This committee will also be tasked with making a recommendation back to the Board for an architect in addition to studying issues associated with the two facilities.

**FINANCIAL IMPACT:** NONE

**RECOMMENDATION:** Approve the "Action Required."

**ACTION REQUIRED:** I move that the committee with the members on the attached form be approved.

**CREATION/CHANGE OF COMMITTEE FORM**  
 Form Approved by the Board of Supervisors 11/17/15

Board Approval Date:  Date Originally Created:   
 Ending Date (if known):

Name of Committee:

Purpose:

	Members OR Position	Entity Represented
1.	Jeremy Taylor, Board Chair	Board of Supervisors
2.	Mark Monson, Supervisor	Board of Supervisors
3.	Dave Jorgensen, Shane Albrecht, Tom Borrer	Baker Group
4.	Jim Johnson, Taylor Goodvin	Taxpayers Research Council
5.	Sheriff Dave Drew, LT Lynette Phillips	Sheriff's Office
6.	MAJ Greg Stallman, MAJ Todd Wieck	Sheriff's Office
7.	Kenny Schmitz	Building Superintendent
8.		
9.		
10.		
11.		
12.		

Is this Committee - X the box that applies

<input type="checkbox"/>	Required by Iowa Code
<input type="checkbox"/>	Created by the provision of Iowa Code Chapter 28E
<input type="checkbox"/>	Committee Created by Agreement
<input checked="" type="checkbox"/>	Committee Created for Special Purpose*

The Committee plans to at least meet - X the box that applies

<input type="checkbox"/>	Weekly
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Quarterly
<input type="checkbox"/>	Annually
<input checked="" type="checkbox"/>	Other/Unknown

\* Special committees will sunset at the end of every calendar year unless re-approved each year.

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE**

Date: January 22, 2015

Weekly Agenda Date: January 26, 2015

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: **Designation of Substitute for LEC Expansion Committee from TRC**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**WORDING FOR AGENDA ITEM:** LEC Expansion Committee Substitution for RFQ Process

**EXECUTIVE SUMMARY:** The Board approved a committee for the Prairie Hills / LEC Expansion that will interview 3 potential architects on February 3 and make a recommendation back to the Board. The Taxpayers Research Council is asking that Roger Caudron take the place of Jim Johnson for this meeting only as Jim Johnson is unable to attend.

**BACKGROUND:** Supervisor Ung brought forward a committee proposal to codify who is and who is not on a committee, which was good policy to guide the Board. This solidifies who is and who is not on a special purpose committee. It is within the spirit of transparency and under advisement of the Assistant County Attorney that if it is the will of the Board of Supervisors to grant the substitution, that we do so under formal action.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Approve the "Action Required."

**ACTION REQUIRED:** Motion to approve the temporary substitution of Roger Caudron for Jim Johnson for the purpose of representing the Taxpayers Research Council on February 3 interview related to the RFQ.

# **A G E N D A**

**LEC Expansion Committee**

## **SPECIAL MEETING**

**DATE: Wednesday, February 10<sup>th</sup> , 2016**

**TIME: 7:30 a.m.**

**WHERE: Board of Supervisors Meeting Room, Woodbury County  
Courthouse, 1<sup>st</sup> Floor**

<b>7:30 a.m.</b>	<b>Baker Group Discussion on scoring criteria</b>
<b>8:00 – 8:45 a.m.</b>	<b>Closed Session {Iowa Code Section 21.5(1)(i) CMBA Architects</b>
<b>9:15 – 10:00 a.m.</b>	<b>Closed Session {Iowa Code Section 21.5(1)(i) M+ Architects</b>
<b>10:30 – 11:15 a.m.</b>	<b>Closed Session {Iowa Code Section 21.5(1)(i) RML Architects</b>

## **ADJOURNMENT**

*Subject to Additions/Deletions*

**FEBRUARY 10, 2016 —SPECIAL MEETING OF THE LEC EXPANSION COMMITTEE**

The LEC Expansion Committee met on Wednesday, February 10, 2016 at 7:30 a.m. Members present were Supervisors Mark Monson and Jeremy Taylor, Sheriff Dave Drew, Major Todd Wieck, Jail Commander Lynette Phillips, Lieutenant Todd Harlow, Building Services Director Kenny Schmitz, Baker Group Representatives Dave Jorgenson and Shane Albrecht, Taxpayers Research Council Representative Roger Caudron and Patrick Gill, Auditor/Clerk to the Board.

The Committee discussed the interviewing process and scoring criteria to select an architectural firm for the expansion of jail space in the Law Enforcement Center.

A motion was made by Monson and seconded by Taylor to go into executive session under Iowa Code Section 21.5(1)(i) to interview representatives of CMBA Architects. The motion carried unanimously on a roll call vote. A motion was made by Monson and seconded by Taylor to go out of executive session. The motion carried unanimously on a roll call vote.

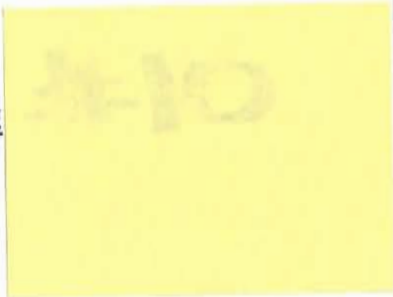
A motion was made by Monson and seconded by Taylor to go into executive session under Iowa Code Section 21.5(1)(i) to interview representatives of M+ Architects. The motion carried unanimously on a roll call vote. A motion was made by Monson and seconded by Taylor to go out of executive session. The motion carried unanimously on a roll call vote.

A motion was made by Monson and seconded by Taylor to go into executive session under Iowa Code Section 21.5(1)(i) to interview representatives of RML Architects. The motion carried unanimously on a roll call vote. A motion was made by Monson and seconded by Taylor to go out of executive session. The motion carried unanimously on a roll call vote.

There being no further business before the Committee, the meeting was adjourned.



**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE**



Date: February 16<sup>th</sup>, 2016

Weekly Agenda Date: February 23rd, 2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: <u>Kenny Schmitz; Building Services Superintendent</u>		
SUBJECT: <u>Woodbury County Architectural Services</u>		
<b>ACTION REQUIRED:</b>		
Approve Ordinance <input type="checkbox"/>	Approve Resolution <input type="checkbox"/>	Approve Motion <input checked="" type="checkbox"/>
Give Direction <input type="checkbox"/>	Other: Informational <input type="checkbox"/>	Attachments <input checked="" type="checkbox"/>

**WORDING FOR AGENDA ITEM:** Woodbury County LEC Expansion Project Architectural Services

**EXECUTIVE SUMMARY:** Woodbury County intends to retain professional Architectural services related to a possible Expansion of the Woodbury County LEC.

**BACKGROUND:** RFQ's submissions have been sought & interviews conducted to retain professional design services for the Woodbury County Law Enforcement Center -Jail Renovation & expansion project. Three firms were interviewed in a detailed evaluation process. Please reference LEC Expansion Committee letter to the Board of Supervisors.

**FINANCIAL IMPACT:**

**RECOMMENDATION:** Woodbury County Building Services Department requests Board of Supervisor's proceed on and designate CBMA as LEC Expansion Project Architect.

**ACTION REQUIRED / PROPOSED MOTION:** Motion to designate Cannon, Moss, Brygger Architects for the LEC Expansion Project.



Woodbury County LEC

Request for Qualifications

Instructions to Interviewers

1. Each Architectural Team has been given 45 minutes for our interview and it will be split as follows:
  - 30 Minutes for a Presentation by the Architects to our group. They choose their own format of delivery. Each of you should have had a copy of their written proposal.
  - 15 Minutes for questions and answers. Each of you is a critical part of this team. This is the time for you to ask any questions you wish. It can be for clarification of statements in their presentation, their RFQ response package or in their fee proposal. After this portion the Architects will be dismissed.

(15 Minutes open discussion within our group will follow each interview)

2. Evaluation forms:

- You will each be given an evaluation form with Sections A thru F. The RFQ we published had an Evaluation Criteria with a percentage applicable to each section. We have given each Section questions in proportion to the sections total value. As an example. Section A has a value of 35% so we included 3 questions. Section B has a value of 20% so we included 2 questions. All the other sections have a value of 15% or 10% and they each have 1 question. Your task individually is to rank each Architect in the Rating line under the questions from 1 to 10 with 10 being the best score.
- Sections D and F will be primarily evaluated based on the references that have been assigned for follow up. If time allows, we will try to get a report on the references from our team for each of the references they called. If we need more time, it may be necessary to do so at the end of all interviews or schedule a review meeting.
- Each of the following organizations will turn in one final Evaluation Form. It will be your organization's responsibility to poll its interviewers and to concur on a final evaluation for each Ranking. The final Evaluation Form should be turned in to Heather at the Board of Supervisors office by the end of this week and the results will be input into an electronic spread sheet for averaging the scores.

Board of Supervisors

Building Services

Sheriff's Department

Taxpayers Research Council

Baker Group

- The final tally will be handed over to the Chairman of the Board of Supervisors and passed on to the final Board for further action.

LEC Expansion Committee Members,

The County would like to contact references that were provided in the RFQ submissions.

Since we have a limited time to complete this I am asking that each of the committee groups make contact with these references prior to our meeting on Wednesday morning.

To streamline the process I have assigned references to each committee group. I would ask that each of you immediately touch base with on another & assign one individual within your group as lead person to ensure that contact is made to each reference & then compile that information to present to the rest of the committee for review & discussion on Wednesday.

Thanks,

**Group/ Reference Contacts as follows:**

**Board of Supervisors-**

CBMA- Reference Contact-

Mark Monson

MRHD

Sioux City, Iowa

712-737-2280

M+- Reference Contact-

Tony Boyd, County Manager

Cibola County

505-234-3300

RML- Reference Contact-

Pete Groetken

City of Sioux City

712-277-2077 or 712-898-4545

**Building Services-**

M+- Pam Nicosin, Facilities Mangt. Div.

State of New Mexico

505-795-1296

**Sheriff's Department-**

CBMA- Reference Contact-

Brian Marks, Sheriff

Cloud County LEC

Concordia, Kansas

785-243-3636

M+- Reference Contact-

Skip Perley

CEO, Tec-Corp  
Sioux City, Iowa  
712-252-4221

RML- Reference Contact-  
Woodbury County Jail  
Lynette Phillips  
712-279-6040

**Taxpayers Research Council-**

CBMA- Reference Contact-  
Glenn Boyer, Sheriff  
Jefferson County Dorm  
Hillsboro, Missouri  
636-797-5000

M+- Reference Contact-  
John Baker, President  
Suter Services  
Sioux City, Iowa  
712-252-3007

RML - Reference Contact  
Siouxland Historical Railroad  
Larry Obermeyer  
Sioux City, Iowa  
712-276-6432

**The Baker Group-**

CBMA- Reference Contact-  
Jerry Mckernan, Commissioner  
Doniphan County Jail  
Troy, Kansas  
816-797-7350

M+- Reference Contact-  
Beth Grigsby, VP Briar Cliff Univ.  
Sioux City, Iowa  
712-279-5504

RML- Davenport Companies  
Jim Johnson  
Sioux city, Iowa  
712-277-2002

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REC**

Date: February 26, 2016

Weekly Agenda Date: March 1, 2016



DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: **Chairman's Report**

**ACTION REQUIRED:**

- |  |  |   |
|--|--|---|
| Approve Ordinance <input type="checkbox"/> | Approve Resolution <input type="checkbox"/>              | Approve Motion <input type="checkbox"/> |
| Give Direction <input type="checkbox"/>    | Other: Informational <input checked="" type="checkbox"/> | Attachments <input type="checkbox"/>    |

**WORDING FOR AGENDA ITEM:** Chairman's Report

**EXECUTIVE SUMMARY:** There are several items that have taken my attention throughout the week. In an effort to keep fellow supervisors as informed as possible, these are some changes, decisions, and/or happenings that have taken place throughout the week.

**BACKGROUND:**

**a. Clerk of Courts move and LEC Expansion Committee**

On Monday, January 4, Leesa McNeil, Court Administrator, sent an attached memo to the Board that asked for consideration to consolidate the clerk officers into the courthouse. Listed in the memo were the following reasons some of which were also generated by subsequent discussions.

***Clerk of Courts and Judicial Branch Positives***

1. **having all clerk staff in the secured Woodbury County Courthouse;**
2. **providing for operational efficiencies;**
3. **keeps within the best financial practices as identified by an audit with the consolidation**

***Woodbury County Board of Supervisors Positives***

From the Woodbury County Board of Supervisors perspective, any time that we can enhance efficiencies, maximize customer service, and support operations of our various departments and elected officials, we ought to do so. Furthermore, at a very minimal cost if any at all, **the taxpayer is not impacted because the ultimate funding source is from the Judicial Branch in order to support their services.**

### ***Sheriff's Office Positives***

In discussions with the Sheriff's Office and as a member of the Law Enforcement Center Expansion Committee, I was excited about the prospect—as is the Sheriff's Office—about freeing up precious space in an LEC with a jail at maximum capacity. This can be utilized in the future for several areas:

- The Weekender's Program currently at a deteriorating Prairie Hills Facility
- Potential Space for "24/7" or a Minimum Offender DWI Program
- Small training area currently at a deteriorating Prairie Hills Facility
- Re-location of non-inmate-holding areas that would be an opportunity to expand within the LEC

### ***The Process in Informing Supervisors***

To me, this is an exciting and another creative approach to stretching taxpayer dollars, enhancing public safety, and getting better consolidation of services within county government.

I believed that it was important to make sure all supervisors had maximum access to this information to make a good decision and to involve potentially affected stakeholders such as Auditor Pat Gill and Treasurer Mike Clayton.

In order to gain consensus and maximize the information given to elected officials, I asked for Leesa McNeil to arrange a meeting with Chief Judge Duane E. Hoffmeyer, Supervisor Matthew Ung, Amy Berntson (Clerk of Court), and myself. We toured for over an hour in looking at the current space, the access to current files that would potentially remain in the Law Enforcement Center, and the 8 to 14 modular work stations that would need space over in the Courthouse. After digesting the information, asking pointed questions, and understanding the needs that would take place for space in the Courthouse, I asked if separately the group would share the exact same information with Supervisors Jackie Smith and Larry Clausen, and then Supervisor Mark Monson and Building Services Director Kenny Schmitz. My understanding is that this has taken place.

### ***The Process in Informing Affected Space in Courthouse***

Last Tuesday, I asked for Judge Hoffmeyer, Leesa McNeil, Amy Berntson, Auditor Pat Gill, and Treasurer Mike Clayton to meet. Possible ideas for re-location included the basement of the courthouse and the Treasurer's Office. Fifteen minutes into the meeting, Mike Clayton surprised the group by saying, "I will move to Trosper Hoyt." Consolidating the Treasurer's Office and the Department of Motor Vehicle moves everyone likewise under one roof, allows for eventual cross-training through attrition (potential), and it is something that will better their department. Today, Mike continued to tell me, "I'd like to see us all under one roof anyway." There are minimal costs to this as well as the current work stations will work and he has been in touch with our Building Services Director. Some slight modification to a breakroom, wiring of CAT 5, etc. may be a minimal cost. I had not shared this publicly until now because Mike wanted a chance to visit with his personnel personally before anything happened. He now feels comfortable with me doing so.

I believe these developments are the product of thoughtful planning, great cooperation, and fortuitous timing.

### ***Where We Go From Here***

I am asking for the LEC Expansion Committee to convene a meeting on March 1, 2016, to include many who have had some conversations but also provide a more formalized dialogue in which members of the media and the Taxpayers Research Conference or public could hear the discussion. My goal is then to provide this as an Information Item under the Chairman's Report at our evening meeting on March 1, 2016.

### ***b. CBM Kitchen and Courthouse discussion***

I have talked to Shane Sejnoha from CBM and Donny Armstrong with Courthouse Security about CBM utilizing the basement kitchen. My goal is in the discovery process as they have recently worked out an 8-10 year amortization schedule with another jail in doing something very similar. The original cost of adding \$0.25 per plate was if we did not provide any kitchen at all. However, we want to know what the cost would be if we did since we have the space, some semblance of a kitchen, and we believe we can overcome some of the challenges of delivery trucks/security, etc. Shane will work in the next 2 weeks in order to get figures and walk the area. I will provide these figures to both the Board of Supervisors and LEC Expansion Committee.

### ***c. (24/7) Lobbying Legislature Letter***

I believe that we can step up our lobbying efforts by having a letter from the following entities to not only local legislators but also to leaders within both chambers as regards 24/7. My goal would be to see if we can have independent letters from the Sheriff's Office, County Attorney's Office, Board of Supervisors, the Taxpayers Research Conference, and perhaps even our business and labor leaders respectively. I would then like to follow up with arranging some conference calls on the issue.

### ***d. Budget AAR***

The following After Action Review took place in our department head meeting concerning the Budget:

#### ***SUSTAINS: Things we need to "keep doing"***

1. Advanced notice of deadline dates.
2. Splitting budgets into 3 areas: operating, improvements, CIP
3. Including levy rate figures and impacts to the budget based on reductions and/or improvements
4. Communicating the total budget picture
5. Starting earlier gave more discussion
6. Capital Improvement Projects (proactive vs. reactive)

#### ***IMPROVES: Things we need to do better***

1. Plug in systematic or "sinking fund" (emergency services, vehicles) that are regular items so that the budget does not fluctuate to such variations.

2. Provide accountability after the improvement requests. In short, we made justifications for getting something but data can now prove at a later date the need was justified or took care of a problem (or didn't to as great a degree as was anticipated).
3. GFOA has an award for transparency of the budget process but we would need to prepare documents in order to show that we are documenting the recommended steps.
4. Being able to interact on changes is necessary, e.g. secondary roads may have fluctuations and need to come back to the Board or those who are 4.5 months into FY may have some changes since submitting the budget earlier.
5. Having a more finite level of detail and better coding budget items is key, e.g. "Buildings" and Building Services doesn't say as much or utilization of pop-up windows or detailed descriptions will help everyone know exactly what budgeted items are being discussed.

**e. Department Head meeting discussion**

Karen will have distributed meeting minutes by Monday and last week you received the PowerPoint presentation that we discussed. Please let us know if there are questions.

**f. Committee listing updates with Board Administration and IT**

Karen James, Heather Satterwhite, and WCICC folks have been working hard to improve committee presentation process. This will be an update of how it looks.

**FINANCIAL IMPACT:** None at this time.

**RECOMMENDATION:** Receive all "Information Items"

**ACTION REQUIRED:** None

## **March 1, 2016 — MEETING OF THE LEC EXPANSION COMMITTEE**

The LEC Expansion Committee met on Wednesday, February 10, 2016 at 7:30 a.m. Members present were Supervisors Mark Monson and Jeremy Taylor, Sheriff Dave Drew, Major Todd Wieck, Lieutenant Todd Harlow, Building Services Director Kenny Schmitz, Taxpayers Research Council Representative Taylor Goodvin.

Others present were Patrick Gill, Auditor/Clerk to the Board, Michael Clayton, Woodbury County Treasurer, Chief Judge Duane Hoffmeyer, Leesa McNeil, District Court Administrator and Amy Bernston, Clerk of Court.

The Committee discussed a proposal from District Court Administration to consolidate the Clerk of Courts offices into the Courthouse.

Leesa McNeil presented a proposal involving the move of the Clerk of Courts personnel and office equipment from the Law Enforcement Center to the Courthouse and the funding available from the state to support the move. Amy Berston and Judge Hoffmeyer supported the proposal.

Sheriff Drew discussed the possibility of a 24/7 program and other space needs for the performance of his duties in the Law Enforcement Center. Todd Wieck also discussed the space needs in the Law Enforcement Center.

Treasurer Mike Clayton discussed the possibility of moving the Treasurer office staff to the Trospen Hoyt building and sharing the space currently occupied by the Department of Motor Vehicle.

There being no further business before the Committee, the meeting was adjourned.



**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RECORD**

Date: March 10<sup>th</sup>, 2016

Weekly Agenda Date: March 15<sup>th</sup>, 2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Kenny Schmitz; Building Services Director

SUBJECT: LEC Expansion Project

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**WORDING FOR AGENDA ITEM:** LEC Jail Expansion Project schematic design approval of funding and CMBA letter of proposal

**EXECUTIVE SUMMARY:** In an effort to determine construction costs of a possible jail expansion it is necessary to complete preliminary project schematic designs.

**BACKGROUND:** As the Prairie Hills Old County Home detention facility has reached well beyond useful life expectancy, alternative options are being vetted to find reasonable service's replacements for the functions there. CMBA Architects chosen as lead Architect for the possible project has provided a total proposed fee as requested. The total proposed fee would not be expended if after the schematic design phase it was determined that the project is not viable.

**FINANCIAL IMPACT:** Total CMBA Fee \$101,750.00 plus Reimbursable Expenses not to exceed \$3,500.  
Schematic Design- \$20,350.00

**RECOMMENDATION:** Building Services recommends completing Schematic Design of an LEC Jail Expansion which is ultimately the first step required to determine potential costs.

**ACTION REQUIRED / PROPOSED MOTION:** Motion to Approve Schematic Design of \$20,350.00.



CANNON MOSS BRYGGER ARCHITECTS  
302 JONES STREET, SUITE 200 • SIOUX CITY, IA 51101 • (515) 274-2933

**Woodbury County Board of Supervisors**  
**Woodbury County LEC Jail Expansion**  
**03/09/2016**

PROJECT DESCRIPTION - SUMMARY OF SERVICES

The project consists of providing the Plans and Specifications to renovate the Open Exercise Area into a fully operational Jail Facility that best fits the needs of Woodbury County and their detention capability. This project will include, but is not limited to, enclosing the area with a properly secured roofing system, expanding the electronic door access and monitoring system, addressing egress issues and needs, expansion of life safety systems (i.e. fire alarm and sprinkler systems), plumbing systems, HVAC systems, electrical systems, and should comply with all appropriate building codes both state and local. Prior to construction, all plans will be submitted and approved by the State Fire Marshal and Department of Corrections.

BUDGETED CONSTRUCTION COST

For this project, Woodbury County has budgeted \$925,000 for the Construction Cost. Total Project Cost shall not exceed \$1,200,000 including all expenses.

PROPOSED CONTRACT FOR SERVICES

For this project, we would agree to use an AIA Document B132-2009 Standard Form of Contract Between Owner & Architect, Construction Manager as Advisor Edition.

BASIC SERVICES

Basic Services are defined as:

Architectural Services, Structural Engineering, Mechanical Engineering, and Electrical Engineering. CMBA is providing Technology & Security Design in our Basic Services also.

ADDITIONAL SERVICES

Additional Services that could be included on this project (list is not all inclusive):

Civil Engineering, Landscape Design, Extensive Computer Modeling, Detailed Cost Estimating, LEED Certification, Furniture Fixtures & Equipment (FFE).

PROJECT SPECIFICS

For this project, we would propose the following Professional Fee Structure:

<b>Assumed Cost of Construction:</b>	<b>\$925,000</b>
<b>Proposed Fee Percentage for Basic Services</b>	<b>11.0%</b>

The fee will be billed monthly at estimated levels of completion.

The fee will be distributed among the following phases:

SCHEMATIC DESIGN	20%	\$ 20,350.00	<i>Initial Phase – For Approval 3/15</i>
DESIGN DEVELOPMENT	20%	\$ 20,350.00	<i>Must receive approval to proceed</i>
CONTRACT DOCUMENTS	30%	\$ 30,525.00	<i>Must receive approval to proceed</i>
BID/NEGOTIATIONS	7%	\$ 7,123.00	<i>Must receive approval to proceed</i>
CONTRACT ADMINISTRATION	23%	\$ 23,402.00	<i>Must receive approval to proceed</i>
<b>Total Proposed Fee</b>		<b>\$101,750.00</b>	

This is based on the County a Construction Manager – Advisor with multiple contract categories for construction.

**CMBA and our consultants will not proceed beyond Schematic Design for this project until given approval by the Woodbury County Board of Supervisors.**

#### CONSULTANTS (BY CMBA)

- Jail Consultant – Goldberg Group Architects
- Structural Engineering – CMBA
- Mechanical & Electrical Engineering – Alvine Engineering
- Technology & Security Design – Alvine Engineering

#### ADDITIONAL SERVICES POTENTIALLY NEEDED

These services would be included in CMBA's contract if desired by the County. Additional Services would be billed hourly with the City's approval. If it is determined that extensive assistance is needed by a CMBA consultant, a fee proposal will be provided for approval.

- Civil Engineering
- Landscape Architecture
- Furniture, Fixtures, & Equipment Consultant (FF&E)
- Detailed Cost Estimates
- Computer Modeling

#### REIMBURSABLE EXPENSES

Reimbursable expenses are defined in standard AIA agreements. They include items such as: travel, mileage (current IRS rate), additional renderings, fire marshal fees, and electronic plans services (i.e. Submittal Exchange). CMBA does not markup our own reimbursables, but our standard markup on consultants' reimbursables are 1.1 X Cost.

CMBA assumes that the coordination of the final printing and distribution of bid documents will be done by the Construction Manager – Advisor. CMBA has not included the cost of this printing in the budget below.

#### REIMBURSABLE EXPENSE BUDGET

For this project, we would propose a Reimbursable Expense budget **Not to Exceed \$3,500.00.**

TERMS & CONDITIONS

Invoices will be sent on a monthly basis with payments due within 30 days of the invoice date. Invoices outstanding past 30 days will accrue interest at a rate of one and half percent (1.5%) per month.

Limitation of Liability: Neither the Architect, the Architect's consultants, nor their agents or employees shall be jointly, severally or individually liable to the Owner or any other person in excess of either the compensation to be paid pursuant to this agreement or One Million and No/100 Dollars (\$1,000,000.00), whichever is greater, for any claim arising out of or relating to any act or omission, including but not limited to breach of contract or negligence, except that this limitation shall not apply only to claims based on gross negligence or willful misconduct. This shall be the sole and exclusive remedy for any such acts or omissions and is in lieu of all other remedies. The Architect and the Owner acknowledge that this limitation of liability constitutes their negotiated allocation of risk of loss and that enforcement of this limitation is necessary to protect the parties' contractual expectations.

If you are in agreement with this proposal, please print, sign, and return one original of this letter to CMBA. Retain a second signed copy for your records.

CMBA thanks you for this opportunity and we look forward to working with you. If you have any questions, please call me at 712.274.2933.

Sincerely,



Brian N. Crichton, AIA  
President/CEO

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Printed Name/Title

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REPORT**



Date: April 13, 2016

Weekly Agenda Date: April 19, 2016

DEPARTMENT HEAD / CITIZEN: <u>Supervisor Jeremy Taylor</u>		
SUBJECT: <b>Chairman's Report</b>		
<b>ACTION REQUIRED:</b>		
Approve Ordinance <input type="checkbox"/>	Approve Resolution <input type="checkbox"/>	Approve Motion <input type="checkbox"/>
Give Direction <input type="checkbox"/>	Other: Informational <input checked="" type="checkbox"/>	Attachments <input type="checkbox"/>

**WORDING FOR AGENDA ITEM:** Chairman's Report

**EXECUTIVE SUMMARY:** In order to keep the Board as fully informed as possible on the weekly happenings, this will act as a summation of day-to-day operational decisions in a public forum.

**BACKGROUND:** The Board will be kept apprised of the following:

- |   |                    |
|---|--------------------|
| <b>14. Chairman's Report</b>  | <b>Information</b> |
| a. LEC Expansion Activities   |                    |
| b. Rural Economic Development Committee, April 26                             |                    |
| c. Correctionville Meeting, April 18  |                    |
| d. Emergency Courthouse Window Repair (see attached letter)                   |                    |
| e. Energy CAP Update: Read Access and Eventual Energy Goal: Energy Star, -15% |                    |
| f. Department Head Meeting Agenda Items                                       |                    |

*a. LEC Expansion Activities.* Kenny Schmitz, Building Services Director, and Shane Albrecht will give us an overview of next steps for the committee including the plans for CMBA to move forward with project design.

*b. Rural Economic Development Committee.* I am calling a meeting of the Rural Economic Development Committee for April 26 from 1-2 pm. (see attached e-mail from David Gleiser to committee concerning topics of interest).

*c. Correctionville April 18 from 7:00-8:30 p.m.* We will present an overview of some things that are "happening" in the County, e.g. CF and AGP expansion; Highway 20; Budget and Taxes; and a couple of potential issues of study—Rural Econ Development and LEC Expansion—in addition to road plans. This

will also be an opportunity to explain some core functions along with an overview of services and provide a listening post for rural residents.

*d. Emergency Courthouse Window Repair.* Please see attached letter from CMBA regarding the emergency status of courthouse window repairs.

*e. Energy CAP.* Energy CAP continues to work with Building Services, e.g. see responses from ECAP administration lead. If it is desired that any other supervisor wants “Read Only Access” that could be granted. Furthermore, it would be great to in the future explore energy conservation measures so as to set goals, e.g. reduction of 10-15% in cost avoidance, once we have building automation systems in place. Also, Energy Star benchmarking could catapult this area into being a leader nationally.

*f. Department Head Meeting Agenda Items.* Please see the attached agenda.

**FINANCIAL IMPACT:** None

**ACTION REQUIRED:** None.

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REC**

Date: May 11<sup>th</sup>, 2016

Weekly Agenda Date: May 17<sup>th</sup>, 2016

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Kenny Schmitz, Building Services Director

**WORDING FOR AGENDA ITEM:** Law Enforcement Center Expansion Update

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:** CMBA Architects (Brian Crichton) in conjunction with Goldberg Group Architects (Jail Construction) has vetted the possibility of an LEC expansion located on the LEC 3<sup>rd</sup> level Exercise Area. CMBA will provide findings & recent County updates which may impact or currently change the area of study.

**BACKGROUND:** CMBA Architects was awarded a contract (dated 3/09/2016) to conduct a study, draft plans & specifications to possibly renovate the LEC Open Exercise area to fit needs of the Woodbury County Detention Facility.

**FINANCIAL IMPACT:**

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes \*  No

\*Contract (CMBA dated 3/9/2016) previously approved

**RECOMMENDATION:** Authorize CMBA to redirect original contract focus (3<sup>rd</sup> level Open Exercise Area) to other LEC expansion area possibilities while adhering to all other original contract language.

**ACTION REQUIRED / PROPOSED MOTION:** Motion to approve recommendation

*Approved by Board of Supervisors April 5, 2016.*





CANNON MOSS BRYGGER ARCHITECTS  
302 JONES STREET, SUITE 200 • SIOUX CITY, IA 51101 • (P) 712.274.2933

## PROJECT MEETING MINUTES

PROJECT: Woodbury County Law Enforcement Center Expansion

PROJECT #: SC16118wcj

LOCATION: Sioux City, Iowa

DATE: May 3, 2016

REPORT BY: Brian N. Crichton, AIA

### PRESENT AT MEETING

NAME	REPRESENTING
Mark Monson	Woodbury County Board of Supervisors
Kenny Schmitz	Building Services Director
Dave Drew, Sheriff	Woodbury County Sheriff's Office
Greg, Stallman, Major	Woodbury County Sheriff's Office
Todd Wieck, Major	Woodbury County Sheriff's Office
Lynette Phillips, LT	Woodbury County Jail
Tony Wingert, Capt	Woodbury County Jail
Todd Harlow, LT	Woodbury County Jail
Dave Jorgensen	The Baker Group
Shane Albrecht	The Baker Group
Brian Crichton	CMBA
Brent Koch	CMBA
Bill Murphy	CMBA
Kevin Rost	Goldberg Group Architects
Matt Bethel	Goldberg Group Architects
Gary Lange	Alvine Engineering
Kevin Vander Kolk	Alvine Engineering

### DISCUSSION

8:30AM – 10:00AM *Team Introductions & Project Overview*

#### **"Big Picture" Issues – Concerns/Priorities**

##### Jail & Sheriff's Office

- Existing facility was designed for 90 inmates
- Currently housing 234 inmates
- Lack of sufficient staff to operate facility safely
- Currently 55 staff
- Approx. 40 females on average (8 cells/1 dayroom)
- Existing layout does not allow for necessary classification
- Currently housing 20 inmates for Federal Marshalls
- Approximately \$300,000 to \$350,000 revenue from Fed inmates @ \$55/day
- No program space



- Lack of medical/segregation/ isolation space
- Currently 1 med cell
- Contracted with Mercy Health for med services
- Psych and PA on site 1 day a week
- Lack of PREA compliance
- Prairie Hills needs shut down due to facility conditions
  - Male work release, training room, kitchen, firing range, weight room on this site
  - Kitchen will be moved back into current building under separate contract with CBM Food Service
- Trustees assist in food service
- Laundry – bed linens done off site by Sioux Laundry only jump suites and small misc. done 2x week by trustees
- Lack of space for inmate property
- Lack of storage space in general
- Inmates are out of cell 4:00 a.m. to 9:00 p.m.
- Activity area is in dayrooms with equipment being moved from pod to pod
- Multiple studies done over the years, latest by RML and HDR
- Major issues with Accurate Controls, same in Hamilton County
- ECI is preferred security company
- No longer do n/c visitation
- Securus video visitation in each pod
- Video court appearance in booking area
- HVAC system is very poor

#### County Board of Supervisors & Building Services

- Project goal is to shut down the Prairie Hill facility
- Separate and classify female population
- Move work release back to housing floor
- Total project cost **MUST** be under \$1,200,000
- There will be no bond election for this project
- Future tax revenue from CF Industries (\$2 billion expansion) could generate excess of \$20 million for County

10:15AM – 12:00PM *Facility Tour (Jail Staff, Sheriff's Office Admin, Design Team, & Media Members)*

- The Design Team was led on a building tour by the Jail Staff and Sheriff's Office Administration.
- Tour was provided showing the process and flow of prisoners through the facility.
- Additional staff spaces and admin areas were toured to understand current space needs in relation to other function areas.
- Upper Rec Space (3<sup>rd</sup> Floor) was toured and preliminarily evaluated for capacity, structural integrity, and connection to current housing floor (2<sup>nd</sup> Floor) for operational support.
- Mechanical & Electrical Engineers were escorted to building infrastructure spaces to investigate the existing equipment and to potentially identify problem areas.
- Work Release space was toured as well to see flow of inmates for this population.

12:00pm – 1:00pm *Lunch Break*

1:00PM – 2:30PM *Design Team Discussion/Evaluation Based on Tour*

2:30PM – 3:00PM Out-Brief Wrap-Up Meeting (All members present)

- Option 1 - Renovate Upper Recreation Yard into female housing pods
  - a. Initial Thoughts
    1. Elevator does not currently go to this level – Elevator shaft extension and updated elevator cab/controls needed
    2. Connectivity and egress issues to stair towers – Additional structure needed to provide corridor access to stair towers
    3. Current structural issues with existing concrete masonry walls (cmu walls) – Existing 4" cmu facing shows signs of fatigue and cracking due to water infiltration/movement
    4. **Preliminary Evaluation** – Building Structure cannot support additional weight for typical jail cell construction using cmu walls or possibly even steel walls. Limited layout of walls due to strength issue may hamper housing layout options.
    5. Electrical system has capacity to support potential housing on this level.
    6. Mechanical system assumed to be "stand-alone" system separate from existing HVAC system.
    7. Plumbing connections could be challenging with work needed on 2<sup>nd</sup> floor in current housing pods.
    8. Proposed location creates additional staffing issues with remote location and additional staff needed to monitor inmates as required by current jail standards.
  
- Potential Alternative Options Discussed:
  - a. Existing County Clerk's space (First Floor) will be vacated as they are moving into the courthouse.
    1. Exact space available will need to be determined by Building Services. Part of the space may be needed for file storage.
    2. Jail Administration could relocate to this area and create housing opportunity on Second Floor.
  
- Next Steps
  - a. Design Team to prepare concepts for discussion at next meeting
  - b. Next Meeting – May 17, 2016 at 9:30am.

End of Meeting Minutes



CANNON MOSS BRYGGER ARCHITECTS  
 302 JONES STREET, SUITE 200 • SIOUX CITY, IA 51101 • (P) 712.274.2933

WOODBURY COUNTY LAW ENFORCEMENT CENTER EXPANSION  
 PROJECT TEAM MEETING MINUTES

DATE: 05/17/16

LOCATION: WOODBURY COUNTY LEC  
 NORTH TRAINING ROOM

IN ATTENDANCE

<input type="checkbox"/>	Jeremy Taylor	Woodbury County Board of Supervisors
<input checked="" type="checkbox"/>	Mark Monson	Woodbury County Board of Supervisors
<input checked="" type="checkbox"/>	Kenny Schmitz	Building Services Director
<input checked="" type="checkbox"/>	Dave Drew, Sheriff	Woodbury County Sheriff's Office
<input checked="" type="checkbox"/>	Greg, Stallman, Major	Woodbury County Sheriff's Office
<input checked="" type="checkbox"/>	Todd Wieck, Major	Woodbury County Sheriff's Office
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<input checked="" type="checkbox"/>	Dave Jorgensen	The Baker Group
<input type="checkbox"/>	Shane Albrecht	The Baker Group
<input checked="" type="checkbox"/>	Brian Crichton	CMBA
<input checked="" type="checkbox"/>	Brent Koch	CMBA
<input checked="" type="checkbox"/>	Bill Murphy	CMBA
<input checked="" type="checkbox"/>	Larry Goldberg	Goldberg Group Architects
<input checked="" type="checkbox"/>	Kevin Rost	Goldberg Group Architects
<input type="checkbox"/>	Matt Bethel	Goldberg Group Architects
<input checked="" type="checkbox"/>	Gary Lange	Alvine Engineering
<input type="checkbox"/>	Kevin Vander Kolk	Alvine Engineering

II. MEETING SCHEDULE

A. 9:30AM – 11:30AM *Project Review*

a. Outdoor Rec Yard Level

i. Review of Structural, Operational Staffing & Security issues with housing on Upper Level

1. CMBA provided more information regarding the structural capacity and condition of the structural system in this area. The existing floor system has structural capacity but any potential wall layout will be restricted to above the main concrete beam below.
2. CMBA also reviewed the existing masonry wall construction of the Outdoor Rec Yard. The walls are showing effects of structural deflection which has occurred over the past 30 years. This presents itself as cracks in the 4" cmu wall veneer. The cracks have potentially allowed water to penetrate the walls causing leaking below in the cell block areas.

3. CMBA provided information regarding additional construction needed on the south roof portion to allow for egress connections and the extension of the elevator shaft. The existing roof construction would need reinforcing to support this wall/roof construction.
4. Goldberg Group Architects discussed the operational and security impacts of additional housing at this level.

b. Housing Alternatives

i. Review of possible 2<sup>nd</sup> Floor Area

1. CMBA/Goldberg quickly looked at space on 2<sup>nd</sup> floor currently used by the Jail Administration Staff. This space may be available for housing should the office area be relocated to 1<sup>st</sup> Floor in the vacated Clerk's area. An in-depth study was not performed on the 2<sup>nd</sup> floor space, but initial indications show this space would be adequate for additional housing.

c. Additional Areas for Consideration

i. 1st Floor Jail Administration

1. CMBA/Goldberg quickly looked at space on 1<sup>st</sup> floor to see if there would be adequate space for the Jail Administration Offices. The overall space vacated by the Clerk's office is adequate to house this office function. More in-depth study will be needed to determine the exact layout needed and if there would be additional space remaining for other potential uses. CMBA/Goldberg will need approval by the Board of Supervisors to allow for this study.

d. General Project Questions/Concern Areas

- i. There were a few questions regarding existing 2<sup>nd</sup> floor space that will be impacted by a potential housing area. The specific spaces will be reviewed with the Jail Staff as the process continues, upon approval from the Board of Supervisors.

B. Next Steps

a. Overall Project Schedule

- i. To be determined following the Board of Supervisors update this evening.

b. Next Meeting Date

- i. To be determined following the Board of Supervisors update this evening.

Chairman's Report

**A. AG EXPO CENTER**

***City and County with The Siouxland Initiative***

Overall, this was a great discussion. We have reached out on three separate occasions now to learn more as we reach across the alley. The conversation was cordial, free-spirited, and helpful to learn their perspective. We appreciated all partners in the room being on the same page and wanted to assure that no matter what the decision, going forward we all want economic development and growth while being careful stewards of tax dollars.

***Tax-Exempt Pass Through Loan***

We discussed possible options for a pass-through loan, which could help with financing. I asked Dennis Butler to explore this. For a 501c3 in which we act as the pass-through, the rate would be 3% for the first 5 years on a 10 year and adjustable from 5-10 years. For a 15 year loan, 3.5% for the first 5 years, and adjustable from 5-10 and 10-15 years. Fixed rate would be 3.5% for 10 years or 4.25% for 15 years. These are bank-qualified loans of up to \$6.25 million and if it was the 501c3 who took this loan out passed through by the County would not hold the County ultimately liable.

***Tax Increment Financing (TIF) Use vs. Other Sources, e.g. Gaming Revenue***

The City of Sioux City's attorney has not formally reviewed but they believe this is forthcoming. While there is interest in this possibility, they would need to feel comfortable with the mechanics of how this was done as shared by the County's bonding attorney. I am personally hesitant on this approach but believe an all-avenues-should-be-explored approach is a good one. There was discussion on whether a fund allocation over a period of years would be appropriate *should* the County ultimately participate because of interest costs.

***WITCC Partnership***

There was discussion concerning WITCC and their level of involvement. Our understanding is that this will be going before their Board. I expressed that it would be good to see this both in terms of contribution and on paper regarding expressed interest.

***Management and Operations / Risk***

It was agreed that the hiring, training, and an incentive-based management group would need to be responsible rather than a City staff function. It would be less preferable for the County to be a part of a management Board with organizational oversight as in a governance Board or 28E agreement. The County did not do that historically with the Tyson Events Center or other projects within Sioux City. We would like to see where this is at as it develops to ensure up-front that a proven track record will be able to (with foresight and good organization) lead this into the future and beyond. It was also understood that the County does not want to share operational / risk liabilities but instead potentially contribute to a project that with exercised due diligence, we feel comfortable helping to get started but not managing long-term.

### ***Kirkwood College***

This was referenced by Gene Lehman, Dennis Gann, and Marty Dougherty as a model prospect. A link to the site is here: <http://www.iowaequestrian.com/home>

### ***State of Iowa***

The State of Iowa IEDA \$13.9 million for the reinvestment district (\$70-72 million), which is based on sales tax capture, functions much like a "sales tax TIF." This would help private sector fundraising which is approximately \$1.5 million. The finalized application is in to the State and currently includes the Warrior/Davidson buildings though there is not surety as to whether this will come to fruition. An amended application could make the "footprint" of the Ag Expo Center site bigger once again while keeping to the 25-acre limit. The economic development to the area was sizable making this a potential attractive investment.

### ***Future Meeting***

We will meet back within the next 2 weeks to discuss legal counsel concerning TIF, tax-exempt pass-through loan possibilities, and any new developments. We would expect a presentation in a public meeting in the future at which time the County would need to make a decision whether or not to participate and if so, at what level.

### **B. LEC Expansion 6-2-2016**

Supervisor Monson and I learned some more developments from Larry Goldberg, which were intriguing. A schematic design with appropriate line-of-sight, compliant with ACA and State of Iowa standards for minimum square footage, and integrated showers was shown to us. Several handicapped cells with a total of 32 inmates is what is currently programmed. The modular cells could actually be unbolted and moved at a future date, and we discussed some financing options wherein with a government lease these can actually be financed with a \$1 option to buy out. There are financing RFP options that could be utilized.

We expect within the next 2-3 weeks that there will be a presentation before the Board but things are generally looking auspicious. The architect, CMBA, Baker, our Building Services Director, and Sheriff's Office continue to dialogue in a way that we believe is helpful to the ultimate goal, which was answered during our hour-long meeting: should the County be able to complete this project, the costly Prairie Hills facility could be closed so that taxpayers would not have to absorb the same cost (\$1.2 million) in utilities/repairs and have nothing to show for it. We will continue to monitor, but the Board should expect a response in the next 2-3 weeks.

### **C. Board Administration Modernization and Treasurer's Move**

Karen and Heather in the Board office will move out June 8 to the 8<sup>th</sup> floor temporarily while June 9-17 product, furniture, cubicle installation and the like are being installed. Monitor placement and

technology upgrades will happen during that time as well. The following week (after June 15), we will look for audio-sound upgrades for Kingsbury Electronics.

Great credit to Kenny Schmitz, John Malloy, and their respective teams for the hard work, work-arounds, and flexibility in moving from the Treasurer's Office to Trosper Hoyt. Treasurer Mike Clayton expressed his appreciation to them and Cc'd me in on that.

**D. Tri View Facility**

We will be looking to respond to a request from the Woodbury County Commission of Veterans Affairs regarding the addition of a new service officer. I have been in contact with the CEO of the Region to garner input on a couple of space options I am offering under day-to-day operations in order to be able to meet the needs of our veterans.

# **\*A G E N D A\***

## **LEC EXPANSION COMMITTEE MEETING**

**TUESDAY, JULY 19, 2016**

## **FIRST FLOOR BOARD OF SUPERVISORS MEETING ROOM**

**2:45 p.m. – 4:00 p.m.**

Current Schematic Design of June 22, 2016, Discussion--CMBA, Goldberg, Baker Group,  
Building Services

Viability of Moving Forward Under \$1.2 Million

Other Considerations: Kitchen, Old Clerk of Courts Area

Legal Review of Project

Sheriff's Perspective

Board of Supervisors Perspective and Recommendation

Next Steps Forward

## ***ADJOURNMENT***

- *Subject to Additions/Deletions*



**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

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

Weekly Agenda Date: \_\_\_\_\_

**#11c**

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** \_\_\_\_\_

**WORDING FOR AGENDA ITEM:**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

**BACKGROUND:**

**FINANCIAL IMPACT:**

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

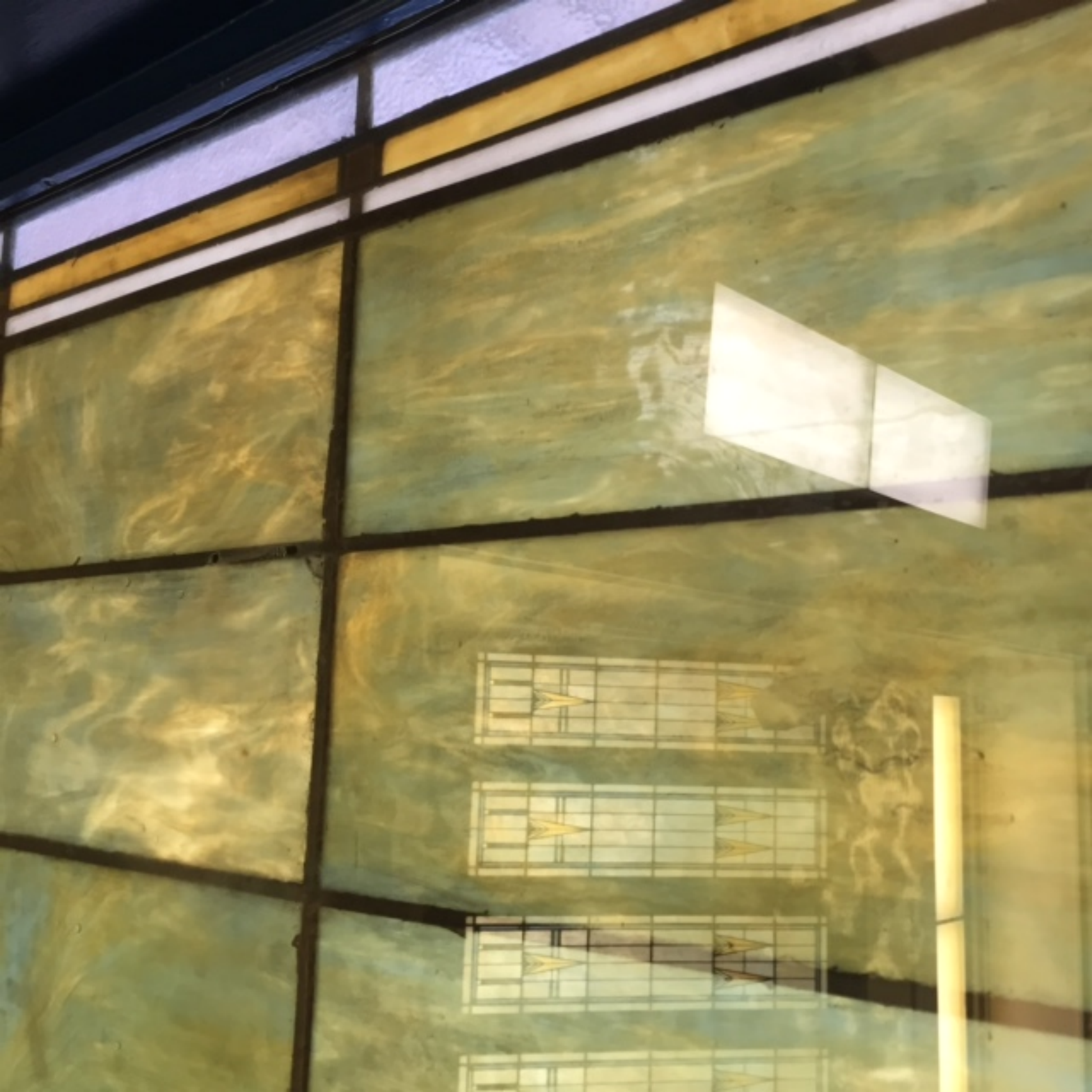
**ACTION REQUIRED / PROPOSED MOTION:**





















**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

**# 12**

Date: \_\_\_\_\_ Weekly Agenda Date: \_\_\_\_\_

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** \_\_\_\_\_

**WORDING FOR AGENDA ITEM:**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

**BACKGROUND:**

**FINANCIAL IMPACT:**

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

**ACTION REQUIRED / PROPOSED MOTION:**

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

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

Weekly Agenda Date: \_\_\_\_\_

**#13**

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** \_\_\_\_\_

**WORDING FOR AGENDA ITEM:**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

**BACKGROUND:**

**FINANCIAL IMPACT:**

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

**ACTION REQUIRED / PROPOSED MOTION:**

# **WOODBURY COUNTY DEPARTMENT MEETING**

**July 25, 2016 at 8:00 AM in the LEC Training Room**

**Goal: Woodbury County will develop cooperative methods to increase transparency, communication, cooperation, long-term planning, and the exchange of information and ideas. This will enhance efficiency and savings while providing the best services possible for the citizens of Woodbury County.**

**Vision: Woodbury County dedicates itself to providing high quality services to meet the ever-changing demands and needs of its citizens.**

**Objective: County Department Heads and Elected officials will meet monthly using an agenda and minutes. Minutes will document increased transparency, communication, cooperation, long-term planning, the exchange of information and ideas with a vision for the future.**

## **Agenda Focus 25 July: Seeing the Forest for the Trees**

*Light Breakfast and Coffee*

1. Discussion of the Importance of Cybersecurity—John Malloy and WCICC

Leadership is required and expected in this area in order to keep us safe, secure, and operational.

2. What's Major Initiatives are Happening in the County and Why—Supervisor Taylor

This discussion of five areas that the BOS has engaged in such as greater clarity of **budgeting with retooled process and tax levy relief**; **significant projects taking place concurrently in nearly all major buildings**; \$1.1 million **LEC Expansion and Prairie Hills Closure** made possible by Clerk of Courts/Treasurers Move and 6 months' study; **charting a course for economic development** using local option sales tax and potential TIF in the future with 50% dedicated to property tax relief; and investing \$1.5 million from gaming revenue toward the **Ag Expo Center**.

3. Impact on Budgets and Moratorium on Equipment Replacement—Dennis Butler

Dennis Butler, Budget/Tax Analyst will give a brief overview on the impact of the Board dedicating \$1.5 million (\$150,000 over 10 years' time) in a joint project with the City of Sioux City, Ag Expo Board, WITCC, private investors, etc. This will impact the Board's ability to utilize equipment replacement. Dennis will also show when CF Revenue begins to come online as the Board builds a "bridge" to such revenue and resists increased taxation to make up the means. Given stagnant valuations for this next fiscal year and with one union contract to negotiate, improvement requests may be very difficult unless there is corresponding revenue to account for the request.

#### 4. Discussion of “Why Your Late Night E-mails are Hurting Your Team”—ALL

This article (once again attached) was in the *Harvard Business Review* (3/16/2015), and I thought would be a good one to discuss. From recognition efforts to ensuring that folks are spending time away from work and looking at the “whole health” of people, please read the thoughts of Maura Thomas. I am looking for reactions, thoughts, and how this might guide us as we look at the “whole person” regarding our team and the individuals you lead. I wanted to discuss this based on some interactions I’ve had and want to also give clear expectations to—inasmuch as is possible—follow the philosophy of this article. I believe it is in keeping with True Speak (our positive communication/coaching tool).

#### 5. Around the County in Slides—Department Heads

Originally, we had played with the idea of getting everyone out to tour all of the new areas but will do so photographically. As each one comes up, if the leader who is in charge would give 2-3 minutes of what is happening, why, and how (if at all) operations are impacted, that would be great. This is a way of getting us to see the big picture of how improvements are moving in the same direction for us organizationally.

**Courtroom Emergency #203**

**Subsequent Courthouse Work (Steamtraps, Tuckpointing, Globes)**

**Board Administration Area**

**Board Room**

**Clerk of Courts Area and good job on being “In the News”**

**Treasurer’s Office**

**Southwood Conservation and good job on being “In the News”**

**Law Enforcement Center Expansion**

**Siouxland District Health**

**Elevator(s)**

**Law Enforcement Center Steps**

**Climbing Hill Emergency Services**

**Juvenile Detention Controls and Trooper Hoyt Break Area**

**A Great Idea and Others...**

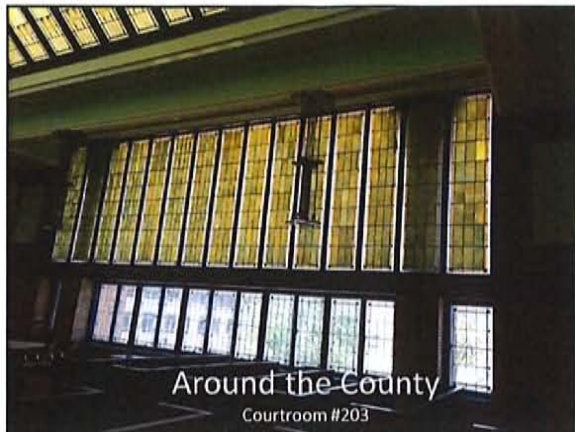
#### 6. Department Activities—All Department Heads and Elected Officials

We will go around the room. Please let us know what is going on in your department that is a main priority of effort. You may also share a need but if extensive discussion ensues, we may ask it be a separate agenda item for next meeting to give everyone an opportunity.

*Edmund Burke said it...*







Around the County  
Courtroom #203



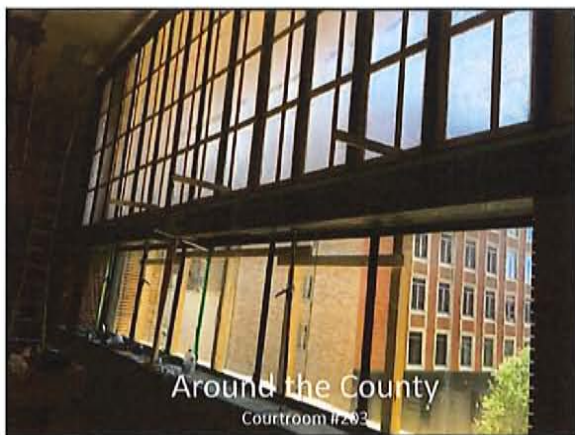
Around the County  
Courtroom #203



Around the County  
Courtroom #203



Around the County  
Courthouse Steamtraps



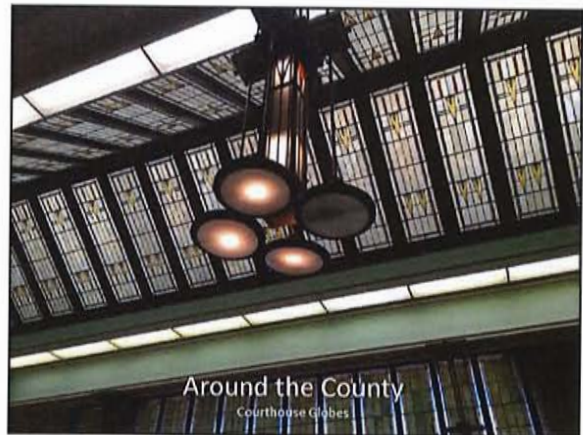
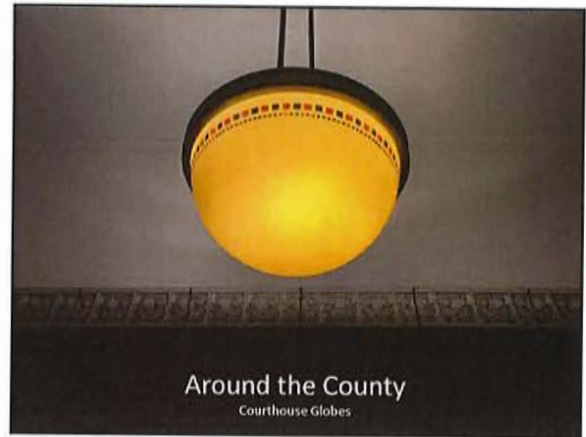
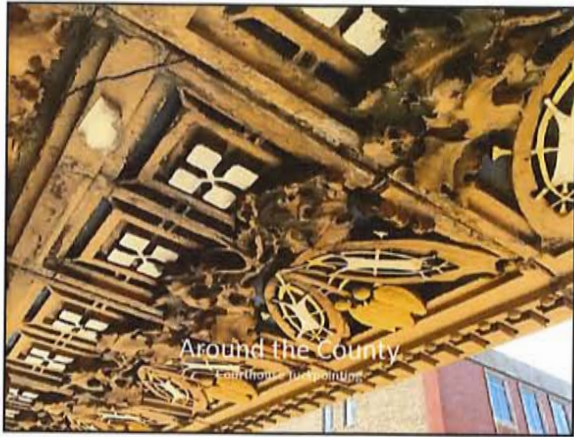
Around the County  
Courtroom #203

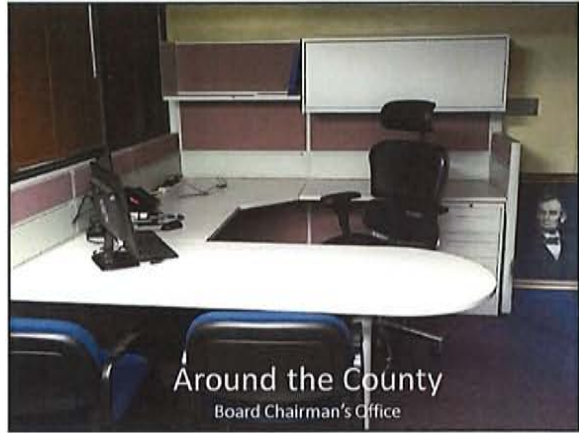


Around the County  
Courthouse Steamtraps

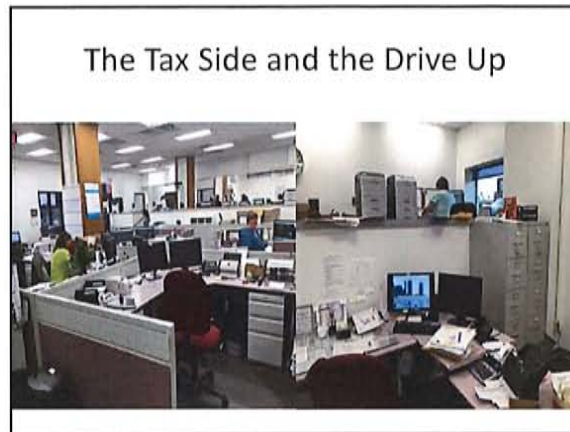










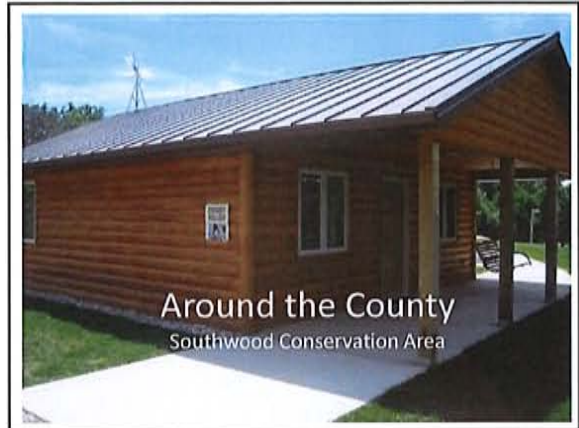


*The Treasurer's Office has moved to  
Trosper Hoyt.*

*Great credit goes to Building Services,  
WCICC, as well as the folks in the  
Treasurer's Office.*

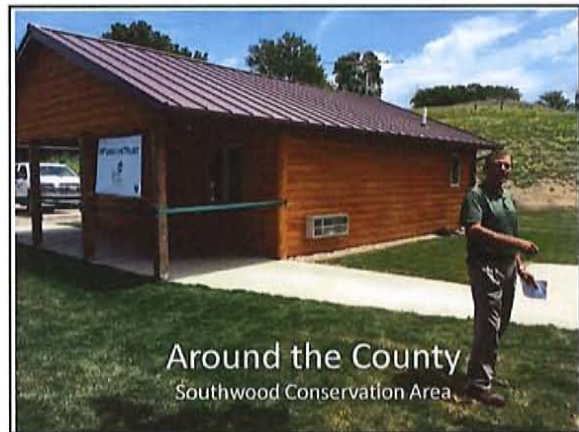


The Fourth Floor Break Area

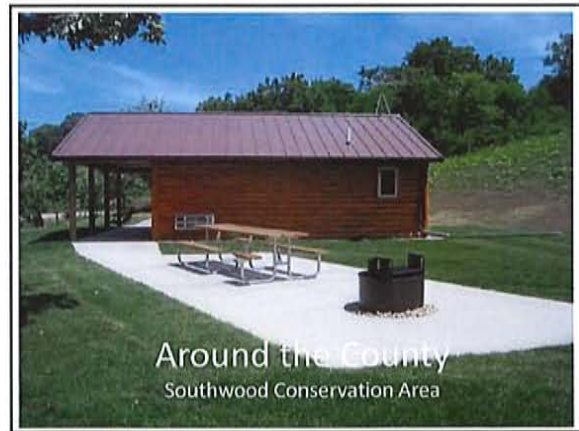


Around the County  
Southwood Conservation Area

Ceiling Tile, Floor, Furniture, and Paint



Around the County  
Southwood Conservation Area



Around the County  
Southwood Conservation Area

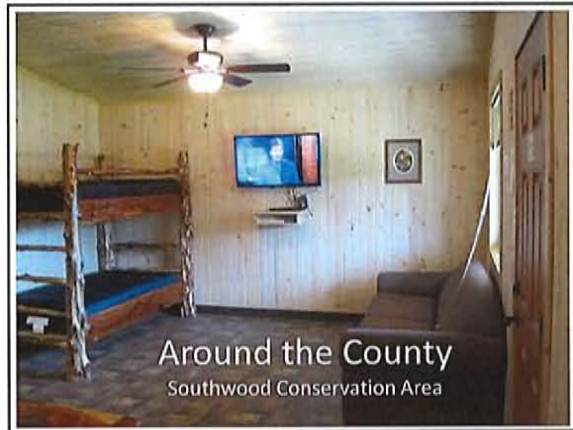




Around the County  
Southwood Conservation Area



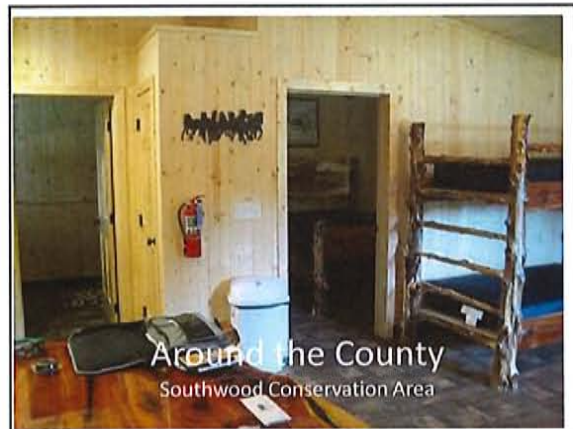
Around the County  
Southwood Conservation Area



Around the County  
Southwood Conservation Area



Around the County  
Southwood Conservation Area




Around the County  
Southwood Conservation Area



Around the County  
Southwood Conservation Area



SHOUKLAND  
DISTRICT HEALTH  
DEPARTMENT



A Healthy Community for All.

## Clinic Remodel Project

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March-June 2016



### Intent for remodel

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- Creation of a single waiting room for clients (3,000-4,000 per month)
- Improved Coordination of services
- Reduction of program siloes and impact of client services
- Improving efficiency



A Healthy Community for All.



### Photos of finished Clinic



### View from clerical area



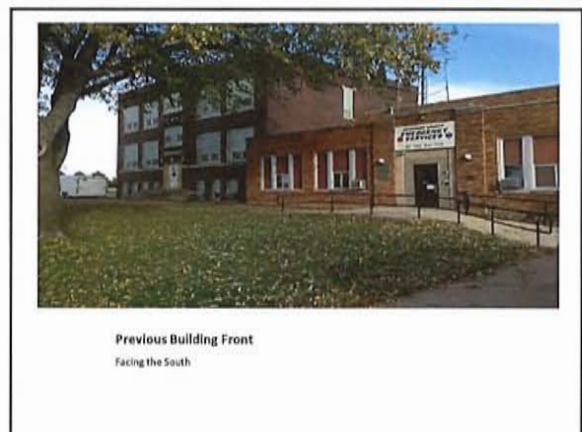


### 2015 Window Project The Budget & Timeline

- Total Cost of the Window Project \$55,249.41.
- Sands Construction began on November 9<sup>th</sup>, 2015.
- The window project was completed December 10<sup>th</sup>, 2015

**WOODBURY COUNTY**  
**EMERGENCY SERVICES**  
121 Deer Run Trail  
Climbing Hill, IA 51015

### 2015 Window Project



### 2015 Window Project The Project Goals

- Window project was approved.
- Sands Construction was awarded the bid.
- Remove and/or replace all of the 46 windows, 1 door and all of the glass block.
- Frame and install new energy efficient windows & door(per specifications).
- Framing holes would have house wrap and R-19 insulation installed and be prepared for sheetrock on the interior.
- 4" vinyl siding and j-molding would be installed and continued on the front of the building, side and back of building.
- Increase heating and cooling efficiency.
- Improve the building value and appearance.







**Previous Building Front**  
Facing the South (Entrance)



**Completed Project Building Front**  
Facing South (Training Room & Single Garage)



**Completed Project Building Front**  
Facing the South (Entrance)



**Building Westside**



**Previous Building Front**  
Facing South (Training Room & Single Garage)



**Completed Project Building West Side**

