



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(AUGUST 23, 2016) (WEEK 34 OF 2016)

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Agenda and Minutes also available at
www.woodburycountyiowa.gov

Larry D. Clausen 389-5329 lclausen@woodburycountyiowa.gov
Mark A. Monson 204-1015 mmonson@woodburycountyiowa.gov
Jaclyn D. Smith 898-0477 jasmith@woodburycountyiowa.gov
Jeremy J. Taylor 259-7910 jtaylor@woodburycountyiowa.gov
Matthew A. Ung 490-7852 matthewung@woodburycountyiowa.gov

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held August 23, 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

- 4:15 p.m. 1. General Relief Appeal Hearing for V. W. {Iowa Code Section 21.5 (1) (a)}
First Floor Board of Supervisors Meeting Room
4:30 p.m. 2. Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence
3. Citizen Concerns Information
4. Approval of the agenda August 23, 2016 Action
5. Approval of the minutes of the August 16, 2016 meeting Action
6. Discussion and approval of claims Action
7. Presentation of resolution thanking and commending Deputy Brad Rose for his exemplary service in Woodbury County Information
8. Presentation of resolution thanking and commending Bernard Ketelsen for his years of service in Woodbury County Information

- |   |             |
|---|-------------|
| 9. Good News Reports: Jeremy Taylor   |             |
| a. Girls Inc. Celebrates 30 <sup>th</sup> Year in Siouxland and County staff featured   | Information |
| b. Letter from U.S. Department of Justice (FBI) commending response to cyber security attack  |             |
| c. Live streaming of Board of Supervisors meetings  |             |
| 10. Human Resources – Ed Gilliland  |             |
| a. Approval of Memorandum of Personnel Transaction  | Action      |
| b. Authorize Chairman to sign Authorization to Hire Process   | Action      |
| 11. Board of Supervisors – Jeremy Taylor  |             |
| Sioux Rivers Region future and liaisons meeting with DHS  | Information |
| 12. Building Services – Kenny Schmitz   |             |
| Woodbury County Buildings – Options to complete upgrades partially for several buildings or fully for two buildings dedicating CIP dollars for HVAC systems | Action      |
| 13. Secondary Roads – Mark Nahra  |             |
| a. Consideration of resolution to revise the Woodbury County FY 2017 Five Year Road Construction Program  | Action      |
| b. Consideration of approval of lab fees for Iowa DOT for Project STP-S-CO97 (110)—5E-97  | Action      |
| c. Consideration of Certificate of Completion of Contract Work for the Secondary Road Department  | Action      |
| d. Consideration of approval of contract and bond for Project L-B(L212)—73-97   | Action      |

**Recess Board of Supervisors Meeting  
Convene Bennet McDonald Smithland Drainage District Trustee Meeting**

14. Approval of minutes of the August 16, 2016 meeting

**Adjourn Bennet McDonald Smithland Drainage District Trustee Meeting  
Continue Board of Supervisors Meeting**

- |   |             |
|---|-------------|
| 15. Chairman's Report   | Information |
| a. Department Head Meeting Agenda for August 22, 2016                                       |             |
| b. Economic Development Engagement Dogwood Trail/Sergeant Bluff TIF                         |             |
| c. IT and Climbing Hill Integration   |             |
| d. Chairman's Reports and Information Sharing   |             |
| e. Board administration and mail service  |             |
| f. Presentation at WIT by Woodbury County and City of Sioux City on August 19 <sup>th</sup> |             |
| 16. Reports on Committee Meetings   | Information |
| 17. Citizen Concern   | Information |
| 18. Board Concerns and Comments   | Information |

**ADJOURNMENT**

## CALENDAR OF EVENTS

<b>MONDAY, AUGUST 22</b>	<b>6:00 p.m.</b> Zoning Commission Meeting, Board of Supervisors' Chambers
	<b>6:30 p.m.</b> Salix Town Hall Meeting, City Hall, 317 Tipton Street, Salix
	<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
<b>THURSDAY, SEPTEMBER 1</b>	<b>5:00 p.m.</b> Conservation Board Meeting, Snyder Bend Park shelter.
<b>TUESDAY, SEPTEMBER 6</b>	<b>4:45 p.m.</b> Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
<b>WEDNESDAY, SEPTEMBER 7</b>	<b>12:00 noon</b> District Board of Health Meeting, 1014 Nebraska St.
<b>MONDAY, SEPTEMBER 12</b>	<b>6:00 p.m.</b> Board of Adjustment meeting, Board of Supervisors' Chambers
<b>WEDNESDAY, SEPT. 14</b>	<b>8:05 a.m.</b> Woodbury County Information Communication Commission, Board of Supervisors' Chambers
	<b>6:30 p.m.</b> 911 Service Board Meeting, Public Safety Center, Climbing Hill
	<b>8:00 p.m.</b> County's Mayor Association Meeting, Public Safety Center Climbing Hill
<b>THURSDAY, SEPT. 15</b>	<b>11:00 a.m.</b> Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St., Sioux City, Iowa
	<b>12:00 p.m.</b> SIMPCO Board of Directors, 1122 Pierce St, Sioux City, Iowa
	<b>7:00 p.m.</b> Siouxland Mental Health Center, Board Meeting, 625 Court Street
<b>MONDAY, SEPT. 19</b>	<b>4:30 p.m.</b> Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
<b>WEDNESDAY, SEPT. 20</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

**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.*

**AUGUST 16, 2016 —THIRTIETH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, August 16, 2016 at 4:30 p.m. Board members present were Monson, Ung, Clausen, Taylor, and Smith. Staff members present were Dennis Butler, Budget/Tax Analyst, Karen James, Executive Secretary/Public Bidder, Ed Gilliland, Human Resources Director and Diane Swoboda Peterson, Deputy/Clerk to the Board.

1. Motion by Monson second by Ung to go into closed session per Iowa Code 21.5(1)(a). Carried 5-0 on a roll-call vote.  
  
Motion by Smith second by Clausen to go out of closed session per Iowa Code 21.5(1)(a). Carried 5-0 on a roll-call vote.
2. The meeting was called to order with the Pledge of Allegiance to the Flag and a Moment of Silence.
3. Citizen concerns. Copy filed.
4. Motion by Monson second by Ung to approve the Agenda for August 16, 2016. Carried 5-0. Copy filed.
- 5a. Motion by Monson second by Taylor to approve the minutes of the August 9, 2016 Board meeting. Carried 5-0. Copy filed.
- 5b. Motion by Monson second by Ung to approve the minutes of the August 4, 2016 Board special meeting. Carried 4-0, Clausen abstained. Copy filed.
6. Motion by Monson second by Ung to approve the claims totaling \$377,894.49. Carried 5-0. Copy filed.
7. Presentation of resolution thanking and commending Rosemary Journey for her years of service in Woodbury County. Copy filed.  
  
The Board recessed for a meeting of the Bennet McDonald Smithland Drainage District.  
  
The Supervisors meeting was called back to order.
- 9a. Motion by Smith second by Ung to approve the separation of Tyler Paulsen, Temporary Summer Laborer, Secondary Roads Department, effective August 5 2016. End of temporary work; and the reclassification of Michael Lenz, Sheriff Deputy, County Sheriff Department, \$26.04/hour, 16%=\$3.64/hour, effective September 2, 2016, per CWA Deputy Sheriff contract agreement, from Class 2 to Class 1. Carried 5-0. Copy filed.
- 9b. Motion by Monson second by Clausen to approve and authorize the Chairman to sign an Authorization to Initiate hiring process for an Emergency Management Coordinator, Emergency Management Department, Wage Plan \$45,395 to \$55,000/year. Carried 5-0. Copy filed.
10. Motion by Taylor second by Monson to receive for signatures a Resolution thanking and commending Jean Jessen for her years of service to Woodbury County. Carried 5-0.

**WOODBURY COUNTY, IOWA  
RESOLUTION #12,415  
A RESOLUTION THANING AND COMMENDING  
JEAN JESSEN  
FOR HER SERVICE TO WOODBURY COUNTY**

**WHEREAS**, Jean Jessen has capably served Woodbury County as an employee of the Woodbury County Auditor's Office for 30 years from July 29, 1986 to September 30, 2016; and

**WHEREAS**, the service given by Jean Jessen as a Woodbury County employee, has been characterized by her 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 Jean Jessen for her 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, Jean Jessen.

**BE IT SO RESOLVED** this 16th day of August, 2016.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 11. Motion by Taylor second by Ung to receive for signatures a Resolution thanking and commending Deputy Brad Rose for his exemplary action in the line of duty. Carried 5-0.

**RESOLUTION #12,416  
RESOLUTION HONORING DEPURTY BRAD ROSE**

**Whereas**, Deputy Brad Rose recently delivered papers to individuals who were going through medical hardship and treated the couple in need with dignity and respect in serving in a capacity that showed care, and

**Whereas**, Deputy Rose sought to personally give resources, financial help, and affirmation of the couple's humanity during this hard time with understanding so that they wrote a letter and this story was featured on the local news, and

**Whereas**, Deputy Rose has served the Sheriff's Office for 14 years with distinction in the Civil Division, and

**Whereas**, this is but one action among many that reflect great credit upon local law enforcement as an effective purveyor of public trust, safety, and civic duty, and

**Whereas**, Deputy Rose's actions are indicative of the commitment of Woodbury County to provide high-quality service to its citizens, and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA**, that the undersigned members of this Board thank and commend Deputy Brad Rose for his dedication to duty and a reminder to us all of the way in which law enforcement touches lives on a daily basis; and

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

**BE IT SO RESOLVED** this 16<sup>th</sup> day of August, 2016.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 12. Motion by Clausen second by Monson to approve the final platting for Deer Run Addition, a minor subdivision, and authorize the Chairman to sign said resolution conditioned upon the recording of a paving agreement meeting County paving policies. Carried 5-0.

**RESOLUTION #12,417  
RESOLUTION ACCEPTING AND APPROVING DEER RUN ADDITION  
WOODBURY COUNTY, IOWA**

**WHEREAS**, THE OWNERS AND PROPRIETORS DID ON THE 1ST DAY OF JULY2016, FILE WITH THE WOODBURY COUNTY ZONING COMMISSION A CERTAIN PLAT DESIGNATED AS DEER RUN ADDITION, WOODBURY COUNTY, IOWA; AND

**WHEREAS**, IT APPEARS THAT SAID PLAT CONFORMS WITH ALL OF THE PROVISIONS OF THE CODE OF THE STATE OF IOWA AND ORDINANCES OF WOODBURY COUNTY, IOWA, WITH REFERENCE TO THE FILING OF SAME; AND

WHEREAS, THE ZONING COMMISSION OF WOODBURY COUNTY, IOWA HAS RECOMMENDED THE ACCEPTANCE AND APPROVAL OF SAID PLAT; AND

WHEREAS, THE COUNTY ENGINEER OF WOODBURY COUNTY, IOWA HAS RECOMMENDED THE ACCEPTANCE AND APPROVAL OF SAID PLAT.

NOW THEREFORE, BE, AND IT IS HEREBY RESOLVED BY THE WOODBURY COUNTY BOARD OF SUPERVISORS, WOODBURY COUNTY, STATE OF IOWA, THAT THE PLAT OF DEER RUN ADDITION, WOODBURY COUNTY, IOWA BE, AND THE SAME IS HEREBY ACCEPTED AND APPROVED, AND THE CHAIRMAN AND SECRETARY OF THE WOODBURY COUNTY BOARD OF SUPERVISORS, WOODBURY COUNTY, STATE OF IOWA, ARE HEREBY DIRECTED TO FURNISH TO THE OWNERS AND PROPRIETORS A CERTIFIED COPY OF THIS RESOLUTION AS REQUIRED BY LAW.

PASSED AND APPROVED THIS 16TH DAY AUGUST 2016.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

13. Information was presented and discussed concerning Sioux Rivers Region taxation, service delivery, Region response, and the future.
14. Information was provided regarding Woodbury County buildings HVAC systems.
- 15a. The Chairman presented information on the LEC expansion, DD phase implementation.
- 15b. The Chairman presented information requesting tuck-pointing and evaluation of costs.
- 15c. The Chairman presented information and clarification on the Juvenile Detention Budget.
- 15d. The Chairman presented information on scheduling the first floor board room with Karen James/Heather Satterwhite.
16. The Board members reported on their committee meetings.
17. There were no citizen concerns.
18. Board members offered concerns and comments.

The Board adjourned the regular meeting until August 23, 2016.

Meeting sign in sheet. Copy filed.

**Resolution No.**\_\_\_\_\_

**Resolution Honoring Deputy Brad Rose**

**Whereas**, Deputy Brad Rose recently delivered papers to individuals who were going through medical hardship and treated the couple in need with dignity and respect in serving in a capacity that showed care, and

**Whereas**, Deputy Rose sought to personally give resources, financial help, and affirmation of the couple’s humanity during this hard time with understanding so that they wrote a letter and this story was featured on the local news,

**Whereas**, Deputy Rose has served the Sheriff’s Office for 14 years with distinction in the Civil Division,

**Whereas**, this is but one action among many that reflect great credit upon local law enforcement as an effective purveyor of public trust, safety, and civic duty, and

**Whereas**, Deputy Rose’s actions are indicative of the commitment of Woodbury County to provide high-quality service to its citizens,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA**, that the undersigned members of this Board thank and commend Deputy Brad Rose for his dedication to duty and a reminder to us all of the way in which law enforcement touches lives on a daily basis; and

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

**BE IT SO RESOLVED** this 16<sup>th</sup> day of August, 2016.

**WOODBURY COUNTY BOARD OF SUPERVISORS**

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

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

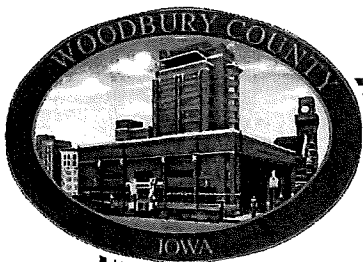
\_\_\_\_\_  
Larry D. Clausen, Member

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

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

Attest:

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



WOODBURY COUNTY, IOWA

RESOLUTION NO. 12,405

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

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

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

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

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

Attest:

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



## Girls Inc. celebrates 30th year in Siouxland

SIOUX CITY | Heather Kehrer Satterwhite was among the first girls to enroll in Girls Inc. during the summer of 1986. She was 10.

What Kehrer Satterwhite remembers better than the day itself, though, are the lifelong relationships she built during her time there.

"Obviously Sioux City's grown a little bit, but still to this day, I see people every day that I met there. I met my two best friends of my entire life that I've had for my entire life -- we all met there," Kehrer Satterwhite said.

Last month marked Girls Inc.'s 30-year anniversary in Sioux City. Executive Director Mandy Engel-Cartie is particularly enthusiastic about the celebrations, and will be observing an anniversary of her own -- 14 years at Girls Inc. -- in August.

"We are the only Girls Inc. in Iowa, so it's really cool," Engel-Cartie said. "We've been here 30 years and some people still don't understand what we do."

The national organization, which has chapters in every state, provides an educational environment for girls ages 6-18.

Girls Inc. has daytime programs during the summer and after-class activities while school is in session. Attendance increases greatly in the summertime, from about 130 girls to a little more than 200.

The curriculum includes a SMART (Science, Math and Relevant Technologies) lab, sports and adventure classes, cultural information classes and field trips like swimming and museums.

Many of the young men and women who lead classes at Girls Inc. are students themselves. Ashley Fiedler, lead of the SMART lab and Morningside College math and physics education major, thinks it's important to help young women feel safe and included in what they're doing.

Fiedler works hard to emphasize that women can be successful in science. "What we started doing was a lot of physics and engineering activities, because that is definitely male-dominated, and I'm not totally OK with that."

Joanna Croll, a nursing student at Briar Cliff University, is one of the leads for the teen curriculum.

"We take the girls on college visits," Croll said. "We took the girls to one trip and many of the professors there had life struggles before they could get their college degrees, so they painted the picture that maybe their paths won't always be as straightforward as they thought they would be, but to never quit trying. I think the girls really appreciated that."

Sylvia Rosenkrants, the other teen lead and a student at Texas Christian University in Fort Worth, helps teach the girls to dispel stereotypes that can be harmful for both women and men.

"It helps the girls realize there are standards and stereotypes for boys, too," Rosenkrants said. "We watched some videos of guys talking about stereotypes for them and the girls were like, 'wow.'"

Engel-Cartie also makes it a point to do away with cattiness and gossiping conflicts.

"A lot of what we work on here with girls is supporting each other, and resolving conflict appropriately," she said. "Many girls are conditioned that you shouldn't speak up if you're frustrated, and what that does is forces them to express it -- usually behind somebody's back, which is not appropriate."

According to Engel-Cartie, the legacy of Girls Inc. is so strong because "when you educate girls, you educate future moms."

"The ultimate goal is for them to have more self-determination in what happens in their lives and not have life randomly happen to them. Instead, they are directing it," she said.

Kehrer Satterwhite and her fellow Girls Inc.-ers, Heather Haukap and Trish Schmidt-Hassler, remain best friends today.

Girls Inc. gave Kehrer Satterwhite a start that put her on a path to success. She is now Executive Secretary for the Woodbury County Board of Supervisors and the Public Bidder for Woodbury County. She has a 14-year-old son, Cole, who will attend Bishop Heelan Catholic High School as a freshman this fall.

Kehrer Satterwhite said she learned a number of important things from Girls Inc., including volunteerism, friendship and discipline. She also learned how to overcome her shyness. "I have always wanted these things for [my son]," she said.

"I kind of had a rough childhood and they made me feel at home and safe. I will never forget them. They meant more to me than they probably ever knew," Kehrer Satterwhite said. "Words can't express how I feel about that place."

Girls Inc. will further celebrate its anniversary later on in the year.



## U.S. Department of Justice

## Federal Bureau of Investigation

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Washington, D.C. 20535-0001

August 4, 2016

AUG 16 2016 AM 10:43

Mr. Jeremy Taylor  
Chair, Woodbury County Board of Supervisors  
620 Douglas St.  
Sioux City, IA 51101

Mr. Taylor,

I want to commend you and the information technology staff of Woodbury County for your rapid and successful response to the recent ransomware attack perpetrated against your county information systems (“Woodbury County approves investigation into cyberattack,” *Quad-City Times*, August 3, 2016, and “Data breach of Woodbury County system brings policy changes to county staff,” KCAU-TV, August 2, 2016). Prevention and preparedness are critical to refuting such attacks. The county’s practice of maintaining daily data back-ups and your decisions to enforce immediate employee cybersecurity training and to proceed with a full professional data security investigation and audit were key in successfully responding to this incident and preparing for future threats. Please accept my commendations for these best practices and for your quick thinking in an urgent situation.

Sincerely,

James C. Trainor, Jr.  
Assistant Director, Cyber Division  
Federal Bureau of Investigation

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: August 23, 2016

\* PERSONNEL ACTION CODE:
A- Appointment R-Reclassification
T - Transfer E- End of Probation
P - Promotion S - Separation
D - Demotion O - Other

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

Table with 8 columns: NAME, DEPARTMENT, EFFECTIVE DATE, JOB TITLE, SALARY REQUESTED, % INCREASE, \*, REMARKS. Rows include Funk, Shane; Hinrickson, Dillon; Uhl, Adam; Lucht, Amber; Gardner, April.

APPROVED BY BOARD DATE:

ED GILLILAND, HR DIRECTOR:

Handwritten signature of Ed Gilliland

**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:** August 23, 2016

For the August 23, 2016 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

- 1) Secondary Roads (2) Temporary Summer Laborers, End of Temporary Work.
- 2) Secondary Roads Equipment Operator-Motor Grader Operator, Appointment.
- 3) County Sheriff Civilian Jailer, Resignation.
- 4) Juvenile Detention P/T Youth Worker, from Grade 1/Step 3 to Grade 1/Step 4.

A handwritten signature in black ink, appearing to read "Ed Gilliland", is located in the lower right quadrant of the page.

Thank you

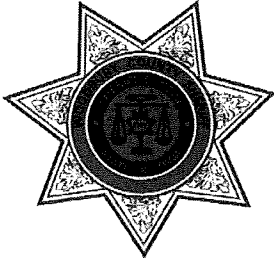
HUMAN RESOURCES DEPARTMENT  
WOODBURY COUNTY, IOWA

DATE: August 23, 2016

**AUTHORIZATION TO INITIATE HIRING PROCESS**

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Sheriff	Civilian Jailer	CWA: \$18.00/hour		
	*Please see attached memo.			

\_\_\_\_\_  
Chairman, Board of Supervisors



## Woodbury County Sheriff's Office

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LAW ENFORCEMENT CENTER  
P. O. BOX 3715 SIOUX CITY, IOWA 51102

DAVID A. DREW, SHERIFF

PHONE: 712.279.6010  
E-MAIL: [ddrew@woodburycountyiowa.gov](mailto:ddrew@woodburycountyiowa.gov)  
FAX: 712.279.6522

18 Aug 2016

To the Woodbury County Board of Supervisors & Human Resources Department,

The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to begin the hiring process for a Correctional Officer position, effective August 24, 2016. We request this be placed on the agenda for the Tuesday, August 23, 2016, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in black ink that reads "David Drew". The signature is written in a cursive style with a large, stylized 'D'.

Dave Drew, Sheriff

Cc: file

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

Date: 8/18/16

Weekly Agenda Date: 8/23/16

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Supervisor Jeremy Taylor

**WORDING FOR AGENDA ITEM:**

Sioux Rivers Region Future and Liaisons Meeting with DHS

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Sioux Rivers Region liaisons met with DHS. The topics covered in the meeting and the individuals present are on the attached sheet. Chairman Taylor requested on August 18th that this item be placed on the agenda to ask Supervisors Ung and Monson to report back to the Board in as much detail as possible what was learned at this meeting.

**BACKGROUND:**

See attached agenda



**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:**

Receive the information presented.

**ACTION REQUIRED / PROPOSED MOTION:**

Receive the information presented

## Meeting Agenda

August 18, 2016

10:00 a.m.

Heidman Law Firm, 1128 Historic 4<sup>th</sup> Street, Sioux City, Iowa

Topic: Woodbury County and Sioux Rivers Regional MHDS (Region)

### Attendees Confirmed:

Jan Heikes, Community Systems Consultant Iowa DHS  
Gretchen Kraemer, Special Assistant Attorney General  
Mark Monson, Woodbury County BOS, Region Governance Board  
Matthew Ung, Woodbury County BOS, Region Governance Board  
Joshua Widman, Woodbury County Assistant County Attorney  
Cindy Moser, Heidman Law Firm, outside counsel for Woodbury County  
Allyson Dirksen, Heidman Law Firm, outside counsel for Woodbury County

### Agenda Outline:

- I. Introductions
- II. Woodbury County's Commitment to Providing Services, Woodbury County's Goals, and the Current State of the Sioux Rivers Region
- III. Woodbury County's Options
  - a. Dissolution of the Region vs. Withdrawal from the Region
    - i. Analysis and Considerations
    - ii. Differences
    - iii. Process and Action Steps
  - b. Joining Another Region vs. Obtaining Exemption from Region System
    - i. Analysis and Considerations
    - ii. Process and Action Steps
    - iii. Timeline
  - c. Remain with the Region
    - i. Analysis and Considerations

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

#12

Date: 8/10/2016

Weekly Agenda Date: 8/23/2016

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Kenny Schmitz

**WORDING FOR AGENDA ITEM:**

Woodbury County Buildings - Options to complete upgrades partially for several buildings or fully for two buildings dedicating CIP dollars for HVAC systems

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

A lack of operation, functionality, and the ability to control heating/ cooling systems throughout all County buildings exists. Rectifying these situations would require making a choice of correction, and establishing the best avenue to pursue.

**BACKGROUND:**

The Courthouse, LEC, and Tosper Hoyt buildings all currently have functional issue's with systems being able to adjust heating & cooling. While some problems are similar there are various problems that may be different at each building. At some point or another, the non-functioning items have to be addressed. Due to the costs associated with HVAC systems it will be necessary to make difficult choices and determine the best path forward.

Option #1- Replace existing Logic Panels at all buildings at one time & adding functionality & tie in large equipment in each building.  
Option #2- Upgrade/ replace all system HVAC components throughout the Courthouse and the LEC building in their entirety.

**Option #1**

Positives: All Logic Panels to all Buildings get replaced at one time. We can communicate with each buildings system.

Negatives: No occupant comfort is addressed, No Rebates available, No energy savings for set-backs or free air cooling, we can interface and view each building system but it most cases still can't control them.

**Option #2**

Positives: Occupant comfort controls, Potential for Rebates, Energy savings related to set-back, free air cooling. Courthouse & LEC Building HVAC control systems are completely upgraded throughout.

Negatives: Courthouse & LEC are the only two buildings able to be controlled, other buildings are not addressed.

2017 C.I.P. Funding - Buildings combined total HVAC funding is sufficient to provide for only one of the two options listed above.

**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:**

Costs associated with both options should be very close therefore is not necessarily a determining factor in choosing one option over the other. If the Board was interested in completing one of the options Building Services would recommend Option #2. This option completely upgrades and addresses all HVAC temperature control needs in two County buildings.

**ACTION REQUIRED / PROPOSED MOTION:**

Approve option #2

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

#13a

Date: 8/18/2016 Weekly Agenda Date: 8/23/2016

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

**WORDING FOR AGENDA ITEM:**

Consider resolution to revise the Woodbury County FY 2017 Five Year Road Construction Program.

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The county needs to add a bridge project to allow replacement of a flood damaged bridge. The county also needs to amend the program to process payment for the Dogwood Trail project.

**BACKGROUND:**

Projects for construction need to be included in the accomplishment year of the current Construction Program. The two projects on this resolution need to be added to the FY 2017 accomplishment year as they are not listed in the current construction program.

**FINANCIAL IMPACT:**

The funding for the replacement of the flood damaged bridge will be found by delaying another locally funded county project. Funding for the Dogwood Trail project is obtained from TIF funded bonding. Both projects are locally funded through the secondary road fund.

**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:**

Approve the motion to add two projects to the FY 2017 Five Year Construction Program.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the resolution to add two bridge projects to the FY 2017 Five Year Construction Program.

## Resolution to Revise Woodbury County 2017 Five Year Road Program

**Resolution No. \_\_\_\_\_**

Unforeseen circumstances have arisen since adoption of the approved Secondary Road Construction Program, and previous revisions, requiring changes to the sequence, funding and timing of the proposed work plan,

The Board of Supervisors of Woodbury County, Iowa, in accordance with Iowa Code section 309.22, initiates and recommends modification of the following project(s) in the accomplishment year (State Fiscal Year 2017), for approval by the Iowa Department of Transportation (Iowa DOT), per Iowa Code 309.23 and Iowa DOT Instructional Memorandum 2.050.

The following approved Priority Year projects shall be ADDED to the Program's Accomplishment year:

Project Number Local ID TPMS #	Project Location Description of work	AADT Length NBIS #	Type Work Fund basis	Accomplishment Year (\$1000's of dollars)	
					New amount
LFM-(Dogwood Trail)--7X-97 Dogwood Trail Project TPMS ID: 35721	On Dogwood Trail/K25, from Port Neal I-29 Overpass NE 0.8 Miles to Old Hwy 75/K45, in S5 T87 R47  City project - done by cooperative agreement	0  0.608	PCC Paving  LOCAL		\$810
L-B(J-9)--73-97 Bridge J-9 replacment TPMS ID: 35722	On 170TH ST, Over WOLF CREEK, from Jasper Avenue East 0.3 Miles to Jewell Avenue, on NLINE S8 T88 R44  Bridge damaged during June 17, 2016 storm event	5  0  353461	Bridges  LOCAL		\$600
<b>Totals</b>					\$1410

Fund ID	Accomplishment year (\$1000's of dollars)		
	Previous Amount	New Amount	Net Change
Local Funds	\$2,315	\$2,915	\$600
Farm to Market Funds	\$3,370	\$3,370	\$0
Special Funds	\$2,330	\$3,140	\$810
Federal Aid Funds	\$1,080	\$1,080	\$0
Total construction cost (All funds)	\$9,095	\$10,505	\$1,410
Local 020 Construction cost totals (Local Funds + BROS-8J FA funds)	\$2,315	\$2,915	\$600

**Recommended:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Engineer

**Approved:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair Board of Supervisors

**Attested:**

I, \_\_\_\_\_, Auditor in and for Woodbury County, Iowa, do hereby certify the above and foregoing to be a true and exact copy of a resolution passed and approved by the Board of Supervisors of Woodbury County, Iowa, at its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

#13b

Date: 8/18/2016 Weekly Agenda Date: 8/23/2016

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

**WORDING FOR AGENDA ITEM:**

Consider approval of lab fees for Iowa DOT for project STP-S-CO97(110)--5E-97

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Iowa DOT provides material laboratory analysis of materials incorporated in federal aid and farm to market projects. DOT assisted Woodbury County on Project STP (110).

**BACKGROUND:**

Woodbury County had a project in 2015 to overlay a portion of Old Highway 75 with hot mix asphalt (HMA). Iowa DOT provided lab services for mix design and testing.

**FINANCIAL IMPACT:**

The bill for lab services is paid from the county farm to market account.

**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 approval of the bill and authorize the chair to sign the payment voucher.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the bill for material testing for project STP-S-SO97(110)--5E-97 and authorize the chair to sign the payment voucher.

RECEIVED

AUG 13 2016

To: Woodbury County Engineer

Subject: Materials Inspection Costs

COUNTY ENGINEER  
WOODBURY COUNTY IOWA  
BY \_\_\_\_\_

Your signature authorizes a transfer of funds from your Farm to Market account to the Iowa Department of Transportation's account. **PLEASE DO NOT ISSUE PAYMENT**

**Return to Sarah Doser-Sansgaard, Office of Finance, Iowa Department of Transportation, 800 Lincoln Way, Ames, IA 50010.**

We certify that the costs referenced in this billing have been reviewed and are allowable costs. We request the Iowa Department of Transportation process payment from the applicable Farm to Market account.

APPROVAL AUTHORITY

DATE

  
COUNTY ENGINEER

8/18/2016

CHAIRMAN, BOARD OF SUPERVISORS  
MATLS. 431  
JULY 2014

IOWA DEPARTMENT OF TRANSPORTATION  
Office of Materials

TABULATION OF ASSURANCE/VERIFICATION TESTING COSTS

CONTRACTOR: KNIFE RIVER CORPORATION  
WORK TYPE: HOT MIX ASPHALT  
DATE: AUGUST 8, 2016

COUNTY: WOODBURY  
PROJECT: STP-S-C097(110)-5E-97  
ACCT ID: 31361

Any questions, please call Becky Hanson at 515-239-1087

# TESTS	TYPE OF TEST		AMOUNT
	SIEVE ANALYSIS	127.21	0.00
	FREEZE AND THAW	86.51	0.00
	ABRASION	54.56	0.00
	COARSE AGGR. SP. GR. & ABSORB. (AC)	26.71	0.00
	ALUMINUM OXIDE	68.31	0.00
	GYRATORY	77.69	0.00
4	MARSHALL DENSITY	77.69	310.76
4	RICE SP. G.	52.89	211.56
	ACC CORE CORRELATION	77.69	0.00
	HI STRENGTH FASTENERS	47.89	0.00
	PROTECTIVE COATING	31.44	0.00
	MISCELLANEOUS STRUCTURAL STEEL	114.78	0.00
1	A.C. ANALYSIS COMPLETE	229.23	229.23
	DYNAMIC SHEAR RHEOMETER (DSR)	89.19	0.00
	FLOWABLE MORTAR	76.37	0.00
	MISCELLANEOUS METALS	82.36	0.00
	REINFORCING STEEL	266.91	0.00
	FENCING MATERIALS	142.34	0.00
	PLASTICITY INDEX & MECHANICAL ANALYSIS	53.47	0.00
	CALIFORNIA PROFILOGRAPH (per 2 lane mile)	325.76	0.00
	LIQUID PARTIAL ANALYSIS	89.23	0.00
	PCC PLANT CALIBRATION INSPECTION	344.27	0.00
	ELECTRICAL CABLE	261.70	0.00
	ADMIXTURE/WATER REDUCER	76.48	0.00
	PORTLAND CEMENT TEST OR SLAG	332.58	0.00
	AIR ENTRAINING AGENT	90.70	0.00
	FLYASH PHYS TEST	261.28	0.00
	IGNITION OVEN GRADATION	67.69	67.69
	MATERIALS LAB QUALITY MIX	276.83	0.00
COST CENTER 6310	OBJECT 901 902 X	FUNCTION 010	TOTAL \$ 819.24



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

#13c

Date: 8/18/2016

Weekly Agenda Date: 8/23/2016

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

**WORDING FOR AGENDA ITEM:**

Consideration of Certificate of Completion of Contract Work for the Secondary Road Department.

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The county board of supervisors let project number L-B(P260)--73-97 to replace an aging, load restricted concrete slab bridge structure with a new , twin reinforced concrete box culvert. The project contract was approved on Jun 16, 2015 and all work was completed by June 21, 2016. The project has been audited and final payment is owed.

**BACKGROUND:**

This project was part of the county five year construction program. The new culvert was funded by the special projects levy, the \$1.3 million annual levy for additional bridge construction.

**FINANCIAL IMPACT:**

This project was budgeted for completion in FY 2016 using special project levy 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 approval of the certificate of completion for project L-B(P260)--73-97.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the certificate of completion for project L-B(P260)--73-97.

CERTIFICATION AS TO COMPLETION OF WORK  
AND FINAL ACCEPTANCE BY THE BOARD OF SUPERVISORS  
WOODBURY COUNTY, IOWA

PROJECT NO. L-B(P260)—73-97

This is certify that work covered by contract entered into with

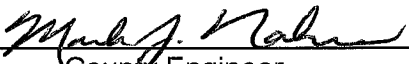
**Graves Construction**

**of Spencer, Iowa under the date of June 16, 2015**

RCB Culvert New – Twin Box Located on Grundy Ave. East line of  
Section 3-87-45

Contract Amount: **\$341,966.06**

in Woodbury County was completed in accordance with the plans and specifications  
therefore, and in a satisfactory manner on **June 21, 2016**

August 23, 2016 By   
Date County Engineer

Approved: Board of Supervisors  
Woodbury County, Iowa

August 23, 2016 By \_\_\_\_\_  
Date Chairperson

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

Date: 8/18/2016 Weekly Agenda Date: 8/23/2016

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

**WORDING FOR AGENDA ITEM:**

Consider approval of contract and bond for Project L-B(L212)--73-97

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

The county received bids for the above captioned project on July 26, 2016 and awarded to the low bidder. The contracts have been returned and require approval by the Board of Supervisors.

**BACKGROUND:**

The board awarded the contract to Dixon Construction of Correctionville, IA. The project involves the replacement of a posted and narrow bridge with a reinforced concrete box culvert.

**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 the replacement of project L-B(L212)--73-97 with Dixon Construction for \$238,096.50.



WOODBURY COUNTY, IOWA
CONTRACT

Kind of Work Bridge Replacement with RCB Culvert

Project No. L-B(L212)--73-97 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, Mark Monson, Larry D. Clausen, Jaelyn Smith and Matthew Ung, Contracting Authority, and Dixon Construction

Correctionville, IA, Contractor. WITNESSETH: That the Contractor, for and in consideration of

Two Hundred Thirty-Eight Thousand Ninety-Six and 50/100 (\$238,096.50)

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:

Table with 5 columns: Item No., Item, Quantity, Unit Price, Amount. Lists 21 items including Clearing and Grubbing, Excavation, Culvert, etc., with a total bid of \$238,096.50.

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 July 7, 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. L-B(L212)--73-97 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.

Table with 4 columns: Approximate Starting Date, Specified Starting Date, Late Start Date, Number of Working Days. Values: Specified Starting Date is blank, Late Start Date is September 26, 2016, Number of Working Days is 50.

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: Dixon Construction

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

Date \_\_\_\_\_ Date \_\_\_\_\_

**August 16, 2016 — MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS AS TRUSTEES FOR THE BENNET MCDONALD SMITHLAND DRAINAGE DISTRICT IN WOODBURY COUNTY**

The Board of Supervisors met on Tuesday, August 16, 2016 as Trustees for Bennet McDonald Smithland Drainage District in Woodbury County. Board members present were Clausen, Monson, Smith, Ung, and Taylor. Staff members present were Karen James, Board Administrative Coordinator, Joshua Widman, Assistant County Attorney, Mark Nahra, County Engineer, and Diane Swoboda Peterson, Deputy/Clerk to the Board.

The Board called to order a Bennet McDonald Smithland Drainage District Trustee meeting.

Motion by Taylor second by Monson to receive a report of inspection deficiencies of the drainage district and to prepare a project addendum for Board approval. Carried 5-0. Copy filed.

The Bennet McDonald Smithland Drainage District meeting was adjourned.

# WOODBURY COUNTY DEPARTMENT MEETING

August 22, 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 22 August: Singing on the Same Sheet of Music**

*Light Breakfast*

### **1. "In the News," Public Relations Role, and Positive Recognition**

There has recently been much good news that has celebrated our leaders and employees as they provide high quality services to county residents. When leaders and citizens recognize this role, a synergistic quality comes to light. August 23 is Employee Appreciation Luncheon and is coupled with our heartfelt appreciation for great people who serve this county. Notice the following:

#### **A. Deputy Brad Rose: Letter from Citizen, Sheriff's Approach to Board, and Recognition**

*What could this do regarding law enforcement and an exponential appreciation?*

#### **B. Red Cross Volunteer Rosemary Journey**

*How can the people who help us provide services be motivated, appreciated, and recognized? Help!*

#### **C. True Speaks in the Treasurer's Office**

*A note of appreciation makes its way around leaders at least 3x. What message does this send?*

#### **D. Girl's Inc. (H. Satterwhite); Secondary Roads Mowing Crops; Conservation Education**

*How can this actually help make services more seamless and efficient?*

*Consider if you haven't highlighted your department, how we can help you to do so?*

#### **E. Actions that happened during the cybersecurity attack and highlighting their response.**

*How was this initial bad news story used to highlight how efficiently WCICC staff did their job?*

## **2. Accessibility to the Public**

Full accessibility is a major push in order to be as responsive as possible.

### **A. Live-Streaming on Youtube**

We are now “live streaming” the meetings. This has been a long time in the making and something the Board has long wanted to do. Technology and some forethought on WCICC/Building Services/KES have allowed a solution, and we are excited to introduce it.

### **B. Responses to Constituents, the Board of Supervisors, and 24-Hour Turn-Around**

Recently, I have been impressed by help in being able to information-gather for citizens, whether that is someone interested in a public sale, having a concern about the IJR, a road concern, disaster response, or even a public policy discussion. Supervisors often need your help in gathering information. I have on a couple of occasions done swapped conference calls, and wanted to discuss parameters for getting back to folks. While still respecting the general window of when we should be contacting you, understand that there are sometimes rare exceptions (emergencies, on the road and setting up a conference, etc.)

## **3. Goals for FY 2017 & Scheduling Meetings with Liaisons**

Please schedule a meeting with your liaison from the Board regarding goals for this FY 17 that were developed in order to touch base on plans, progress, and how things are going.

## **4. Keeping on the Same Page for Information and Budgets**

Please keep a good and open conduit of information regarding anticipated budgets. This is part of the increased dialogue or reporting that I am hoping is happening between you and the Board. For example, we averted a lot of confusion and gave the Board a much clearer picture of information within 2-3 weeks’ time with our Budget Analyst and Juvenile Detention Director. If I hadn’t been informed, the Board wouldn’t have known about it. I also try to keep the Board informed by Chairman’s reports (177 pages thus far) and each liaison has time under “Committee Reports” or concerns.

## **5. 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.

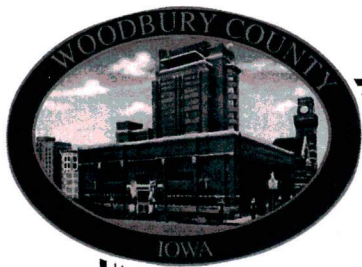
“A pessimist sees the difficulty in every opportunity;  
an optimist sees the opportunity in every difficulty.”

Winston S. Churchill

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WOODBURY COUNTY, IOWA

RESOLUTION NO. 12,410

A RESOLUTION THANKING AND COMMENDING

*Deputy Brad Rose*

FOR HIS SERVICE TO WOODBURY COUNTY

WHEREAS, Deputy Brad Rose recently delivered papers to individuals who were going through medical hardship and treated the couple in need with dignity and respect in serving in a capacity that showed care, and

WHEREAS, Deputy Rose sought to personally give resources, financial help, and affirmation of the couple's humanity during this hard time with understanding so that they wrote a letter and this story was featured on the local news, and

WHEREAS, Deputy Rose has served the Sheriff's Office for 14 years with distinction in the Civil Division, and

WHEREAS, this is but one action among many that reflect great credit upon local law enforcement as an effective purveyor of public trust, safety, and civic duty, and

WHEREAS, Deputy Rose's actions are indicative of the commitment of Woodbury County to provide high-quality service to its citizens, and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of this Board thank and commend Deputy Brad Rose for his dedication to duty and a reminder to us all of the way in which law enforcement touches lives on a daily basis; 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, Brad Rose.

BE IT SO RESOLVED this 16th day of August, 2016.

WOODBURY COUNTY BOARD OF SUPERVISORS

*Jeremy J. Taylor*

Jeremy J. Taylor, Chairman

*Jaclyn D. Smith*

Jaclyn D. Smith, Member

*Larry D. Clausen*

Larry D. Clausen, Member

*Mark A. Monson*

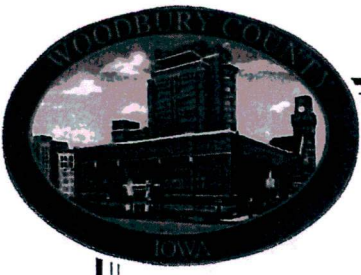
Mark A. Monson, Member

*Matthew A. Ung*

Matthew A. Ung, Member

Attest:

Patrick F. Gill, Woodbury County Auditor



WOODBURY COUNTY, IOWA

RESOLUTION NO. 12,407

A RESOLUTION THANKING AND COMMENDING

*Rosemary Journey*

FOR YOUR SERVICE TO WOODBURY COUNTY

WHEREAS, Rosemary Journey has demonstrated herself to be an outstanding citizen of Woodbury County by volunteering with the Siouxland Area Chapter of the American Red Cross serving 13 counties in Northwest Iowa, Nebraska, and South Dakota; and

WHEREAS, Rosemary has served as a volunteer for the American Red Cross in Military Support for 40 years dedicating her time, day or night, as the critical link between U.S. military families and their deployed loved ones by making informed decisions in a timely and verifiable manner with approximately 300 messages being communicated on a yearly basis; and

WHEREAS, she also goes above and beyond her duties visiting returning veterans that are hospitalized, attending military funerals, welcoming them home after their tour of duty, offering hours of support and resources to military families, or simply holding a hand of someone in their time of need; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of this Board thank and commend Rosemary Journey for her 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, Rosemary Journey.

BE IT SO RESOLVED this 2nd day of August, 2016.

WOODBURY COUNTY BOARD OF SUPERVISORS

Jeremy J. Taylor  
Jeremy J. Taylor, Chairman

Jaclyn D. Smith  
Jaclyn D. Smith, Member

Larry D. Clausen  
Larry D. Clausen, Member

Mark A. Monson  
Mark A. Monson, Member

Matthew A. Ung  
Matthew A. Ung, Member

Attest:

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

Item: 1C

>>> Jeremy Taylor <jtaylor@woodburycountyiowa.gov> 7/29/2016 1:08 PM >>>  
Jason--

Really appreciate all your work: echoing everyone else in letting you know your hard work doesn't go unnoticed as surely as it was remembered by the folks you served that day.

Best,

Supervisor Jeremy Taylor  
Chairman, Woodbury County

> On Jul 29, 2016, at 12:55 PM, Mike Clayton <mclayton@woodburycountyiowa.gov> wrote:

>

> Great job, Jason! Thanks.

> Mike

>

> >>> Diana Christensen 7/29/2016 12:42 PM >>>

> I just had a call from a customer you waited on yesterday. She came in with her parents she wanted me to know what great customer service you gave them, she and her parents were greatly appreciative of your help and what a great experience they had in our office.

>

> Thanks so much Jason

>

> Diana C

## Girls Inc. celebrates 30th year in Siouxland

SIoux CITY | Heather Kehrer Satterwhite was among the first girls to enroll in Girls Inc. during the summer of 1986. She was 10.

What Kehrer Satterwhite remembers better than the day itself, though, are the lifelong relationships she built during her time there.

"Obviously Sioux City's grown a little bit, but still to this day, I see people every day that I met there. I met my two best friends of my entire life that I've had for my entire life -- we all met there," Kehrer Satterwhite said.

Last month marked Girls Inc.'s 30-year anniversary in Sioux City. Executive Director Mandy Engel-Cartie is particularly enthusiastic about the celebrations, and will be observing an anniversary of her own -- 14 years at Girls Inc. -- in August.

"We are the only Girls Inc. in Iowa, so it's really cool," Engel-Cartie said. "We've been here 30 years and some people still don't understand what we do."

The national organization, which has chapters in every state, provides an educational environment for girls ages 6-18.

Girls Inc. has daytime programs during the summer and after-class activities while school is in session. Attendance increases greatly in the summertime, from about 130 girls to a little more than 200.

The curriculum includes a SMART (Science, Math and Relevant Technologies) lab, sports and adventure classes, cultural information classes and field trips like swimming and museums.

Many of the young men and women who lead classes at Girls Inc. are students themselves. Ashley Fiedler, lead of the SMART lab and Morningside College math and physics education major, thinks it's important to help young women feel safe and included in what they're doing.

Fiedler works hard to emphasize that women can be successful in science. "What we started doing was a lot of physics and engineering activities, because that is definitely male-dominated, and I'm not totally OK with that."

Joanna Croll, a nursing student at Briar Cliff University, is one of the leads for the teen curriculum.

"We take the girls on college visits," Croll said. "We took the girls to one trip and many of the professors there had life struggles before they could get their college degrees, so they painted the picture that maybe their paths won't always be as straightforward as they thought they would be, but to never quit trying. I think the girls really appreciated that."

Sylvia Rosenkrants, the other teen lead and a student at Texas Christian University in Fort Worth, helps teach the girls to dispel stereotypes that can be harmful for both women and men.

"It helps the girls realize there are standards and stereotypes for boys, too," Rosenkrants said. "We watched some videos of guys talking about stereotypes for them and the girls were like, 'wow.'"

Engel-Cartie also makes it a point to do away with cattiness and gossiping conflicts.

"A lot of what we work on here with girls is supporting each other, and resolving conflict appropriately," she said. "Many girls are conditioned that you shouldn't speak up if you're frustrated, and what that does is forces them to express it -- usually behind somebody's back, which is not appropriate."

According to Engel-Cartie, the legacy of Girls Inc. is so strong because "when you educate girls, you educate future moms."

"The ultimate goal is for them to have more self-determination in what happens in their lives and not have life randomly happen to them. Instead, they are directing it," she said.

Kehrer Satterwhite and her fellow Girls Inc.-ers, Heather Haukap and Trish Schmidt-Hassler, remain best friends today.

Girls Inc. gave Kehrer Satterwhite a start that put her on a path to success. She is now Executive Secretary for the Woodbury County Board of Supervisors and the Public Bidder for Woodbury County. She has a 14-year-old son, Cole, who will attend Bishop Heelan Catholic High School as a freshman this fall.

Kehrer Satterwhite said she learned a number of important things from Girls Inc., including volunteerism, friendship and discipline. She also learned how to overcome her shyness. "I have always wanted these things for [my son]," she said.

"I kind of had a rough childhood and they made me feel at home and safe. I will never forget them. They meant more to me than they probably ever knew," Kehrer Satterwhite said. "Words can't express how I feel about that place."

Girls Inc. will further celebrate its anniversary later on in the year.

# Siouxland farmers push crops off their land into government property

SIOUX CITY | The leaves on tall cornstalks danced in the breeze on a hot, early August afternoon on the south edge of Sergeant Bluff.

The crop looked to be shaping up well just southeast of the intersection of 220th Street and Old Lakeport Road. There was one problem -- Woodbury County Engineer Mark Nahra said the rows closest to Lakeport were planted off private farmland and into the county-owned ditch.

A No Passing Zone sign on the east side of the road was obscured by corn that Nahra said was technically on the county right-of-way, which runs from 80 to 120 feet wide, or from 40 to 60 feet on either side of the center of paved county roads.

"He has 10 to 12 feet on top of us," Nahra said.

As a result, on Aug. 11 Nahra sent a county worker to cut down the corn that was in the right of way. He did that after notifying the County Supervisors chairman and County Attorney Office about the action, in case a complaint call resulted.

Nahra said farmers may be planting wider than their own fields in order to get more bushels in harvest, prodded by a profit motive as they work in the Iowa agriculture industry that delivers \$112 billion in annual revenues.

Nahra said he must ensure that roads can be safely used, with visible traffic signs such as no passing zones and stop signs. He said farmers planting into ditches can also impact drainage of water and reduce the quality of roads.

"We attempt to maintain what is called the clear zone in the right of way so we don't have obstructions ... We don't want to interfere with people's ability to farm, but at the same time we don't want people to interfere with safe use of the roads," Nahra said.

Rights of way are easements on private property edges, so that governmental entities such as counties and towns can operate a good roads system.

Woodbury County Supervisor Larry Clausen in recent years has criticized the practice of farmers planting beyond their own acres.

"They may own their property, but they don't own the right of way," Clausen said. "It just creates dangerous intersections."

[Iowa Farm Bureau](#) spokeswoman Laurie Johns said planting into governmental rights of way does not appear to be a frequent practice.

"It wouldn't be something that we would be in favor of. It is important that everybody follow the law," Johns said.

Nahra said the trend of farmers planting into county land has increased in the last five years. He said it is more frequent in the flattest, or so-called bottoms, areas of Woodbury County. Clausen said he's noticed it is typically happening in flat southwest portions of the county.

Nahra said the county cuts out crops about five times per year, and that some people are repeat offenders from year to year.

He said the trouble spots are sometimes seen by county crews doing road maintenance. Other times adjacent landowners "who are playing by the rules" will call Nahra with complaints of crops in the right of way.

"We don't just go out and tear out crops at random," Nahra said.

Nahra said one of the worst examples was between Hornick and Smithland on a gravel road where the stop sign could not be seen by a county worker.

"He thought the stop sign had been stolen. It was inside four rows of corn," Nahra said.

Nahra said he sees a few reasons why the trend of planting into county land is happening. Farmers are motivated to make a profit, and as weed-killing applications are made, some of the nearby grass in the ditches dies. Nahra said farmers think it is better to plant crops than have an empty area near or in the ditch.

Nahra also said fewer people let livestock graze in fields, so they have moved away from maintaining fences around their land.

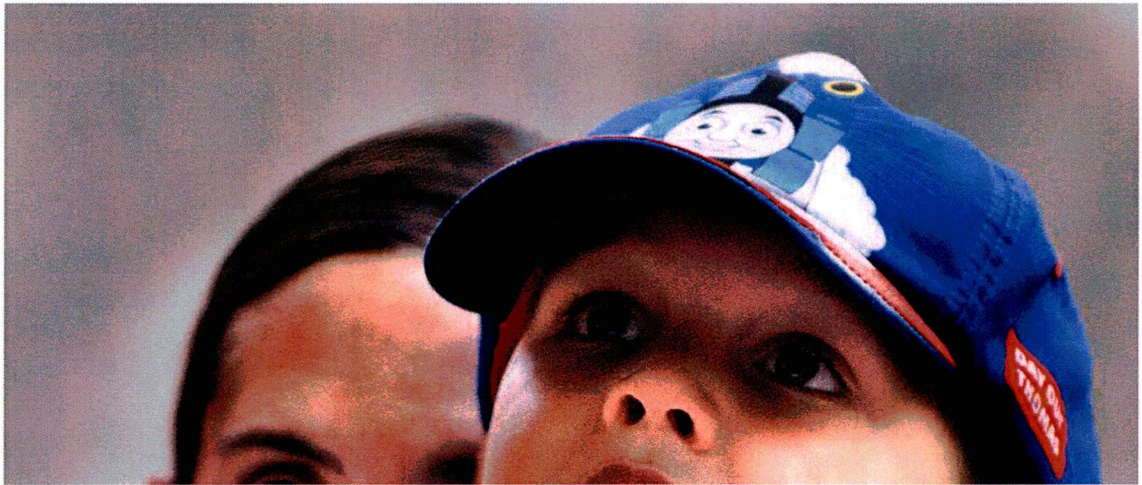
"It is easier and easier for those extra discs on a machine to keep creeping out (wider) as you prepare to plant," Nahra said.

Beyond the spot cutting that is done a few times per year, Nahra will periodically send out letters to landowners reminding them not to plant in rights of way. County workers will report some examples of people who need that warning.

Nahra said the last mass mailing went to several dozen owners in March 2012, after reports of situations seen in the fall 2011 harvest. Clausen likes Nahra's approach to the problems, particularly with periodic reminder letters.

"That's what he should do," Clausen said.





SIOUX CITY | When owls make a noise, it tends to sound something like "who-who," right?

Yet Jack McGaffin, 3, of Sioux City, insisted Olaf, the 9-year-old barred owl living at the Dorothy Pecaut Nature Center, communicates through a series of clicks.

"(Olaf) makes a noise with his tongue and blinks," he said, mimicking the bird. "It's like click-click-blink, click-click-blink."

Jack ought to know. Emily McGaffin said her son is a regular at Nature Tales for Preschoolers, a program offered at the 4500 Sioux River Road nature center.

The McGaffins were among the children, parents and grandparents in attendance earlier this week.

In addition to checking in with Olaf as well as Skye, the Nature Center's American kestrel, and Scarlett, a red-tailed hawk, kids listened to a story, participated in a craft and went on a nature hike.

Naturalist intern Brianna Martens said preschoolers are curious about the world around them.

"Children love to learn and they love to explore," said the Morningside College biology senior. "This is fun for them."

Rae Hattan, a fellow naturalist intern, nodded her head in agreement.

"When I was a preschooler, I'd come to many of the (Dorothy Pecaut Nature Center) summer programs," said the Iowa State University English and biology junior. "So, it feels like I've come full-circle, teaching the type of class I attended as a child."

Did Hattan recall being read "Twinkle, Twinkle, Little Star" or cutting owl caricatures out of construction paper?

"No, but I remember making plenty of finger puppets," she said with a wistful smile. "When you're working with preschoolers, you can never go wrong with finger puppets."

Well, that may not be true for Joel Henneous. The 5-year-old Sioux City boy was a bit bored with his craft. According to mom Jessica Henneous, he was simply biding his time for the nature hike.

"Both Joel and his brother (2-year-old Beau) love being outside in the summertime," she said as the boys zipped up and down the trail.

While Beau chose to stick close to grandpa Bill Christiansen, Joel helped Martens track the chirps of nearby chickadees.

"Can you hear that chirping?" Martens asked her pint-sized assistant.

"Uh-huh, I can hear it," Joel said with certainty. "I'm an expert when it comes to listening."

Overhearing the conversation, Jessica Henneous couldn't help but kid her extremely confident son.

"Joel, in the past few minutes, you've said you're an expert when it comes to spiders and, now, listening for chickadees," she said with a smile. "Is there anything else that you're consider yourself an expert on?"

"Yes, I'm a dinosaur expert," Joel informed his mom. "I know everything there is to know about dinosaurs."

### If you go

WHAT: Dorothy Pecaut Nature Center

WHERE: 4500 Sioux River Road, Sioux City

HOURS: Tuesday-Saturday, 9 a.m.-4 p.m.; Sunday, 1-4:30 p.m.

INFO: Call 712-258-0838 or visit [woodburyparks.org](http://woodburyparks.org)

### MORE INFORMATION



HORLYK: Woodbury naturalist drawn to wildlife at early age

HORLYK: Siouxland youngsters on the lookout for bunny tracks

HORLYK: Kids are never too young to learn about nature



Item: 1e



U.S. Department of Justice

Federal Bureau of Investigation

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Washington, D.C. 20535-0001

August 4, 2016

AUG 16 2016 AM 10:43

Mr. Jeremy Taylor  
Chair, Woodbury County Board of Supervisors  
620 Douglas St.  
Sioux City, IA 51101

Mr. Taylor,

I want to commend you and the information technology staff of Woodbury County for your rapid and successful response to the recent ransomware attack perpetrated against your county information systems ("Woodbury County approves investigation into cyberattack," *Quad-City Times*, August 3, 2016, and "Data breach of Woodbury County system brings policy changes to county staff," KCAU-TV, August 2, 2016). Prevention and preparedness are critical to refuting such attacks. The county's practice of maintaining daily data back-ups and your decisions to enforce immediate employee cybersecurity training and to proceed with a full professional data security investigation and audit were key in successfully responding to this incident and preparing for future threats. Please accept my commendations for these best practices and for your quick thinking in an urgent situation.

Sincerely,

James C. Trainor, Jr.  
Assistant Director, Cyber Division  
Federal Bureau of Investigation

## CHAIRMAN'S REPORTS

2016

February 2, 2016

- 1. Department Head Meeting:** Department head meeting minutes have been distributed to all. Questions and clarifications are welcomed. Please see the following dates regarding upcoming meetings. This is an opportunity to view two calendars: GroupWise and Department Heads. The initial emphasis was on communication including True Speak, weekly reports to liaisons, and sharing the “good news” in Woodbury County.
- 2. State Historical Society and LED Lighting:** I will present an update of how the site visit went concerning LED lighting retrofit under the project management of The Baker Group.
- 3. Public Bidder:** In discussion with Heather Satterwhite, I believe it is in the best interest when there is a public sale to have our public bidder available who has been involved in preparation of the sale. This is key for questions and a well-received idea for maximum customer service. Because sales are at the beginning of the meeting, this would only mean staying perhaps 15 minutes later than normal on days when there is a sale. The idea is appreciated.
- 4. 62<sup>nd</sup> Siouxland Chamber Washington Visit:** Supervisor Ung and I both have a desire to attend. I would like to see if there is any other interest. Also, the flight out is a Tuesday. My suggestion for that April meeting is to meet on a Monday rather than visit the complexity of having multiple supervisors try to attend electronically. I think that it is also important to have 2-3 goals beyond networking and information-gathering.
- 5. LEC Expansion Committee Notice:** Please see attached committee notice. (Discuss details)

February 9, 2016

- 6. Department Head Meeting:** Department head meeting minutes have been distributed to all. Questions and clarifications are welcomed. Please see the following dates regarding upcoming meetings. This is an opportunity to view two calendars: GroupWise and Department Heads. The initial emphasis was on communication including True Speak, weekly reports to liaisons, and sharing the “good news” in Woodbury County.
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**9. Sioux City Open Record Request of Woodbury County:** Please see attached letter and records request to the City of Sioux City.

**10. LEC Expansion Committee Notice:** Please see attached committee notice. (Discuss details)

February 16, 2016

**11. Courthouse Security**

- a. Keys to Fobs
- b. Trooper-Hoyt
- c. Identification Cards
- d. Active Shooter Training
- e. Incidents

**12. RFQ Architect LEC Expansion**

**13. Rural Economic Development Rescheduling**

**14. Rural Woodbury County Meeting Discussion**

February 23, 2016

**15. Budget Dates:** There is anticipated to be no further budget March 1 and March 8. However, March 15 will be the public hearing wherein after a motion to close the public hearing, we will take up the compensation schedule as recommended by the Compensation Board.

**16. Assessor's Office Meeting: Mayor, School Board President, County Chair**

**17. Clerk of Courts Request and LEC Expansion Committee**

**18. Department Head Meeting**

**19. Veterans Affairs Letter Information**

March 1, 2016

**20. 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 offices 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 department 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 relocation included the basement of the courthouse and the Treasurer's Office. Fifteen minutes in the meeting, Mike Clayton surprised the group by saying, "I will move to TrospersHoyt." 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 break room, 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.

**21. CBM Kitchen and Courthouse discussion:** I have talked to Shane Sejnoha from CBM and Donny Armystrong 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.

**22. (24/7) Lobbying Legislature Letter:** I believe that we can step up our lobby 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, and 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.

**23. 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 request. In short, we made justifications for getting something but date 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.

**24. 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.

**25. 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.  
March 8, 2016

**26. Rural Economic Development Committee Update**

**27. 2015 Site Selection #1 Ranking Woodbury County Representation**

**28. Correctionville Rural Meeting:** Correctionville Mayor Nathan Heilman let me know that Monday, April 18 would be a good day for the evening meeting. I will look for the Board's response.

**29. Policy Review on Land and CIP Items:** John Pylelo received a call about county-owned land not on a tax/sheriff sale. Joshua provided me with the opinion on the next page. I'm asking John to bring this forward to the Board. Post July 1, I believe it appropriate to have such inquiries routed to our full-time Public Bidder Heather Satterwhite. After this process is involved, there may want to be a policy (John mentioned) put forward on how to handle constituents who desire to purchase land in such a manner. As you can see from the e-mail there are various ways this could be handled. Also in conversation with Dennis, we may want to shore up policy on who we handle CIP Items.

**30. Long Range Planning with Janet Carl:** Janet Carl will once again help lead department heads and elected officials to accomplish several initiatives: implementation of a Logic Model for continual process improvement; increased collaboration and cooperation with various departments servicing diverse functions; creation of a shared vision statement; several goals with a plan of action upon which leaders can gauge success. This will be an all-day event at Dorothy Pecaut.

**31. April National Counties Month:** At ISAC, it would be neat to tell our story, pass a resolution, have a 2-3 minute presentation from each of our various departments, show the following video <https://www.youtube.com/watch?v=j6y4J6PLkPg> and celebrate the work that counties do to help citizens in various communities across the nation. It would be neat to invite various groups to help us celebrate and become informed with a "local citizens college." Thoughts?

**32. 24/7 Lobbying Update:** In addition to conversations with legislators and the lobby, the Board sent a signed-by-all letter to legislators. Supervisors Monson spoke with Sen. Gronstal. An article in the Sioux City Journal written with the help of information from the lead lobbyists and sheriff complemented our efforts. Letters were delivered on March 10. I had a meeting with the Speaker of the House, House Majority Leader, and others and feel

prospects are good. SF 2190 passed 36-12 and was assigned to Ways and Means, making it funnel proof. We are hoping that a house-conforming amendment and passage allows us to move forward.

March 18, 2016

**33. Department Head Meeting:** The attached agenda guided our department head meeting on Monday, March 21. Karen will be sending meeting minutes by week's end.

**34. Long Range Planning with Janet Carl:** Janet Carl will once again help lead department heads and elected officials to accomplish several initiatives: implementation of a Logic Model for continual process improvement; increased collaboration and cooperation with various departments servicing diverse functions; creation of a shared vision statement; several goals with a plan of action upon which leaders can gauge success. This will be an all-day event at Dorothy Pecaut at 8:30 a.m. I gave her the following information based on some of my expectations after a conversation that she had had with Supervisor Monson who originally set up the training.

**35. Facility usage:** I had a cordial conversation with Shane Walters (Sioux Rivers Region) and Dennis Simmons concerning the Tri View building's conference area and any needs that we need to meet for the Civil Service Commission. I communicated to Leesa McNeil that Nov. 23, 2016 was fine for the March in Memorial to Honor Lost Children.

March 29, 2016

**36. Response to Blizzard:** Generally speaking, staff were relatively safe during the snow storm with no major incidents to report. We started two hours late given the sixth-highest record snowfall in this area's history within a 24-hour period. I appreciate our various entities, e.g. Secondary Roads, Sheriff's Office, Emergency Services, Emergency Management, etc. as well as those employees who braved the elements coming in. Anthon ambulance/EMT's city plow, members of the Anthon Volunteer Fire Department, and DOT delivered a patient to the hospital during the blizzard (see attached story) and deserve great credit.

**37. Long Range Planning:**

**Overview.** It was good to be together during March 23 for the long-range planning session at Dorothy Pecaut. The goals were to walk away from the day having accomplished the following objectives:

**Key Tasks.** Review of the Logic Model; clear direction for 3 departmental goals and a strategy for how each will be accomplished along with indicators/outcomes; time for interdepartmental collaboration and cooperation with 1-2 unique ways to interface or accomplish shared goals; and agreed-upon Vision Statement and review of each department or office's unique Mission Statement; a discussion of ways that we can "tell our story" as a county both in light of responsiveness to those we serve as well as the way in which we can do so with it being National Counties Month; and discussed how to give a clear summation of what it is each department does to serve our citizens.

**Where We Go (and Grow) From Here.** I would like to ask for us to consider doing the following in response to our planning.

**Adopt the agreed-upon Vision Statement and the subsequent Department Mission Statements.** This would be done by the end of April once each department has communicated a "thumbs up" and can put down in similar format the statement per department.

The group decided upon a **Vision Statement**, that is an overarching "big picture of what you want to achieve" according to Iowa State's Don Hofstrand. The **Mission Statement** is the "general statement of how you will achieve the vision," and this obviously varies for each department. There are **Core Values** defined as "how you will behave during the process" that are normally internal and have to do with customer service, evaluation, personal responsibility, cooperation/communication that ultimately had to do with where I think the group was headed with the superlatives and adjectives related in the much longer statement that could be something that we keep internally.

**Receive the agreed upon "Logic Models," which I would like to see us call "Improvement Plans."** As we discussed this is a "coaching model," a way of knowing 3 ways that each department would like to grow. (With permission of Planning and Zoning's John Pylelo and Economic Development's David Gleiser, I have included theirs as examples of very clear directions that they provided). Others were excellent as well, and having all of these after a brief period of revision—again by the end of April—will help.

The supervisors that are liaison to each department/office can see how each department is doing with the following questions in mind. This not only becomes a way for holding "continual improvement" accountability but just as importantly a shared way of helping growth with such discussions quarterly at minimum on the following:

What kind of obstacles are there? How are you doing on this? Do we need to change/revise the goal? What can the Board do to support, help, encourage? etc.

I would like to compile all of the "Improvement Plans," have them bound into one document, and then have each of them be part and parcel of the work that we do as liaisons.

## **Go ahead and highlight April as National Counties Month.**

Ideas that we "bantered about" included the following:

- Passing a Resolution Declarative of the Month (NACO provides a template).
- Showing the NACO Video at the April 26 meeting.
- Creating a short video highlighting each department head's "elevator speech" with various images.
- Make the Correctionville Meeting have an element where we focus on various / core services so that we have the same (if not greater) representation of who we are and what we do in order to be responsive. This is April 18 from 7:00-8:30 p.m. and this has been a great way to show how we serve.
- Hosting an open house with tours available of the courthouse, e.g. 11 am — 3 pm with various departments giving some literature, a sort of "Citizen's College." This could include the court rooms, initial area of the jail, the historic beauty of the courthouse, etc. We do tours anyway and could offer that in coordination. Maybe we could have a looped NACO Video, our own County one, and some stations with refreshments.
- There has been an excellent "working group" consisting of the Auditor's Office, WCICC, Supervisor Ung, Board Administration, etc. on the website. Perhaps the department mission statements or what each one does could be featured somewhere.

## **Compile and discuss ways that various departments and offices will cooperate and monitor progress for continual growth.**

I am hopeful that we can continue this as a department head meeting item so that there is time to give space for continued collaboration efforts.

**Other...**

April 5, 2016

**38. Courthouse Security.** We had a meeting on Friday to discuss various issues and will keep you informed on this front on any issue that can be discussed publicly in such a way as to not compromise sensitive information related to security. Included was discussion concerning the very successful SAVE Yourself training. A subsequent one will take place at Climbing Hill and perhaps in the future for refresher training. Building services has a host of issues Todd Wieck will work with them on including alarm systems. A review of threats and potential security projects was discussed.

**39. Important Dates.** April 11-15 the majority of supervisors are in Washington, D.C., so there will be **NO regular meeting on April 12.** However, a majority of supervisors will need to electronically or telephonically call in after having reviewed the claims. The next meeting will actually be in **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.

Supervisor Smith is away the last week in April, and I want to inform the Board that my annual requirement for military service will take my away from county duties May 2-16 at which time Vice Chairman Ung will lead both meetings and day-to-day operational decision.

Therefore, I would like to suggest May 24, 2016 be our "Open House." We will have conducted a Resolution by that time (today), sent a press release, and from NACO's list of suggestions, I would like to see if we can involve media; write a news release; and have tours and refreshments from 11 am — 3 pm that day. This also gives some time to plan as well as we put together what each county does as well.

c. *Land Use Surrounding Prairie Hills.* I have asked John Pylelo (Planning and Zoning), David Gleiser (Economic Development), Joshua Widman (Asst. County Attorney), and Mark Nahra (County Engineer) to meet together and come up with several options concerning continued leasing, rent, or land. This would be in the form of a staff recommendation and weigh potential options the Board may consider.

*Ag Expo Center Request.* I answered questions in relationship to both a media article and opinion piece. The following represents my personal opinion as one supervisor and I believe is a fair response on behalf of the Board in relationship to recent news that the Iowa Economic Development Board is requesting that more local involvement happen, specifically from the Board.

**The Woodbury County Board of Supervisors were initially approached regarding the possibility of the County making a financial contribution to the Ag Expo Center several months ago via a presentation at a public meeting. The prospect of continued economic growth and development represented by this project and additional quality of life amenities remains both intriguing and exciting.**

**As we approach any investment, especially a project of this magnitude, I believe it is important to continue to perform due diligence. In this particular case, we have an obligation to examine both the project, as well as the Reinvestment District as a whole. More specifically, among other things, we must thoughtfully consider: the long-term operational funding plans; which governmental bodies will carry debt and how each will do so; the management of day-to-day operations including risk liabilities; potential for the greater good of the county in cooperative agreements yet to be discussed in specific terms; and comprehensive conversations regarding the overall scope of the Reinvestment District which has continued to evolve over time.**

**Elected officials have a responsibility to ensure taxpayer dollars are used in a fiscally responsible manner and citizens have come to expect serious questions to be asked and**

answered. We look forward to learning more about this unique opportunity from our colleagues at the City of Sioux City, as well as the Iowa Economic Development Authority. The Woodbury County Board of Supervisors welcomes a comprehensive examination and evaluation of this project, as well as the opportunity to work alongside our public sector colleagues at the City and State for the good of our citizens.

April 19, 2016

**40. 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.

**41. 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).

**42. 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.

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

**44. 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.

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

April 26, 2016

**46. Information on Working Group describing May 24, 2016 County Government Day:**

On Thursday, April 21, Supervisor Monson, John Malloy, Andy Pietz, Heather Satterwhite, Karen James, Leesa McNeil and I met to discuss some logistics and ideas regarding such a day. Ideas generated from this included the following and some of this discussion was also held at the department head meeting:

**Purpose**

The purpose of such a day is to highlight what Woodbury County does for safe and secure, effective services in support of our public. We could also show creative approaches taken to meet the ever-changing needs of our citizens, e.g. Veterans and Teen Court; Crisis Center; WCICC-hosted website; Courthouse Security approach, etc. It should also show from "behind the scenes" to the forefront what it is that tax dollars go to support. As Leesa McNeil mentioned when she

happened to come in, it gives respect for government and the rule of law when we promote our services and allows for greater confidence in them.

### **1. *Historic Tours***

Having historic tours throughout with differing stations (introduction to the whole experience with a 2-minute overview at the door possibly with Supervisor Monson); next part of historic tour on 2<sup>nd</sup> floor outside courtrooms with part of historic group there; another at the 8<sup>th</sup> floor allowing people to see the marvelous view. From just the back-and-forth with Leese. and Mark, it was incredibly educational. It would be helpful for folks to understand that there are four different aspects of the day: **tours, core services featuring departments in rotunda, refreshments downstairs, and the old Board room with a few looped videos. We have pamphlets that while not specifically up to date, are abundant and** do give an overview.

### **2. *Rotunda Featuring Core Services of Departments***

The Recorder, Auditor, Treasurer, Board of Supervisors (those utilizing first floor) can have office doors open and be included in the "map" of locations. It would be helpful to have a representative from each office to be able to greet and just give the 2-3 minute plug. Those normally not present in the courthouse can set up tables/booths with literature. Supervisor Taylor is exploring if there is a student group or local government class that would like to participate in a shared exercise in helping with this as the learning experience may be a great one. County assets such as the Command Post, Sheriff's vehicle, K-9, secondary road equipment, voting machine, or anything else that could logistically or logically be present would be helpful.

John Malloy and Andy Pietz mentioned that Siouxland District Health is often primed and exercised in doing such presentations. Guidance to department heads would be that this would have to be a concise, snappy summary as citizens may be coming over a lunch hour, visiting a few locations, grabbing a tour, and a refreshment. Part of the goal of this is to provide even greater access to services so that someone could come away saying, "I know a veteran in need or understand where health information can be ascertained from SOHO." We would love if folks came away saying, "I even got the number for [such-and-such] a department because I didn't know..."

WCICC could support monitors if folks had their own laptops featuring a short PowerPoint, video, etc. Each one has an "elevator speech" and mission statement. We would need to ask each department to have a person representing during that time.

Leesa McNeil discussed having a courtroom open and that this time of day would be conducive as it would be post-jury. It would be great to have representatives of the court system such as a Judge, County Attorney or designee, Leesa, etc. They could discuss in a total of 10-15 minutes what each person does to support the court system and be part of the second floor tour.

### **3. *Video (and Advertising)***

We are going to speak to David Gleiser about capabilities for our own county video and potentially play this along with the NACO video, We can imagine a scenario wherein two supervisors are in the old Board room with the looped video and two supervisors are downstairs with refreshments (or even switch out back and forth).

We discussed our hope of potentially having Open Line there in the morning. I emphasized that while various Supervisors could be on, it would be great to have department heads as well. We discussed social media such as the Sheriff's Office, the County/City All e-mail, Chamber, etc. in hopes of having the message go out. In some ways, word-of-mouth would be helpful as even our families and friends can better understand what it is we all do.

### **4. *Refreshments***

We discussed having this from 11 am to 2 pm with "finger foods" and could balance light foods that we could purchase with a couple of small catered items in addition to things like



meat/cheese, fruit/vegetables, punch, brownies. This shouldn't be excessive to be seen as a full lunch but it should be a nice way of complimenting what it is we are trying to do. We may need to build a small budget for this and if we require the services of a professional videographer.

I really appreciated the discussion and wanted to bring this to the Board of Supervisors as we hope that some of the concept-forming and details have "moved the ball downfield," Supervisor Monson had some great ideas from the historical side and Supervisor Smith had provided a list of literature and NACO toolbox, some of which this comes from. Together, I think we can put together a great day. Plus, it will help with "lessons learned" ahead of 2018 wherein we celebrate 100 years of the historic building's existence.

**47. Rural Meetings for the Future:** It is my hope that we continue the rural meetings and would like to look toward a cycle of perhaps every 6 weeks. My next hope is to land in Oto during early June. I thought this last meeting in Correctionville to be a good balance between information given and a listening post. I shared that night with our department heads our collective appreciation by e-mail for coming as having more than 12 elected officials and department heads shares a powerful message about bringing county government of the people—to the people.

**48. Labor-Management Quarterly Meetings:** I am scheduling meetings with Ed, myself, and our labor representatives. The intention will be to clearly address any issues outside of the contract. The intention is not to open up wage or contractual language but to see how we can best meet concerns and needs in shared understanding.

May 3, 2016

**49. Website Updates:** See the attached e-mail from Supervisor Ung regarding website updates sent to County All/ City All. (See attached e-mail memo)

**50. Policy Review Committee:** The Policy Review Committee met and held discussion on pertinent topics.

**51. Department Head Meeting Minutes:** Minutes from the Department Head Meeting were distributed electronically. If there are any questions, please let us know. (See attached e-mail memo)

**52. Little Anthon Courthouse:** Under day-to-day operations, this issue arose on April 28. Please see Supervisor Taylor's response and request for a working group to address this issue.

May 10, 2016

**53. Merville request for Frontage Road**

**54. Credentialing of county employees**

May 17, 2016

**55. Quarterly Labor-Management Meeting: Woodbury County and CWA:**

Ed Gilliland and I had a very positive meeting with Communication Workers of America (CWA) on April 28. This is in relationship to the goal of having quarterly labor-management meetings. The goal is not to "open up the contract," or to get into bargaining items but to discuss issues that may help foster genuine communication and lessen friction. Todd Trobaugh and Justin Donaghu were there, and we met for just under an hour about three issues.

1. Prairie Hills Closure. There is concern about classroom space, SWAT training that is currently utilized on upper floors, and even K-9 training. This is also where the weight room is. The union feels that it is preferable with cost-sharing not only for their own training needs but also for troopers, US Marshals, and others to utilize. There are 2 classrooms that house 24/36 personnel for training needs.

I shared that we are keenly aware of the issue and we will look toward meeting the needs of that space. I reiterated that utilities and repairs would cost the County \$1.2 million over ten years and the space could not (unfortunately) be sectioned off due to piping, HVAC, structural issues, etc. We discussed the potential for the LEC retrofit to include space with the Clerk of Courts area freed up for other possible utilization. They shared the desire for an independent weight room, sound-proofing of training as they fire "sim" rounds (and parking issues that can come with it in the LEC location). There is potentially a possibility that the County could look into a stand-alone Morton building but those are all Board-actionable items and figures that would have to be part of a more comprehensive holistic discussion. I emphasized that the intention of closing Prairie Hills would be to do so in relationship with not only moving the Weekenders and Work Release but also to meet training needs.

2. Jail Issues and Climate Control. Concerns were shared about certain areas that were very hot and some very cold with venting being an issue as well. I discussed that we are looking at all of our building automation systems which are failed on the front ends. I then sent the attached e-mail to Building Services Director Kenny Schmitz.

3. Clarity of Paychecks. We discussed an issue related to the number of hours worked. Without any real impact on the number of hours worked, I have asked Ed to work with Jean Jessen and Doug Phillips on how this issue can be resolved simply to honor the contract while at the same time making it clear the number of hours being worked. We will keep the Board informed.

From: "Jeremy Taylor" <itaylor@woodburycountyiowa.gov>

Date: May 9, 2016 at 12:13:08 AM CDT

To: "Kenny Schmitz" <KSCHMITZ@woodburycountyiowa.gov>

Subject: Jail Climate Control

Kenny,

Ed and I had a management-labor meeting with CWA. it was a very good and productive meeting, designed primarily to foster communication quarterly. We discussed three issues, and one was temperature/climate control in the jail.

The effect of irregularity can have an impact on inmate temperament, morale, and workplace environment.

I know that our building automation systems leave much to be desired and we are in the midst of upgrading these systems; however, I would like you to prioritize this among buildings when CIP for automation begins.

I will also ask that later we communicate a timeline. Upon project completion I would like to see if there is a difference as we hope this improvement contributes to a comfortable environment.

Thanks, Kenny,

Supervisor Jeremy Taylor

Chairman, Woodbury County

### **56. Rural Woodbury County Economic Development Committee Meeting Minutes:**

Please see below copious notes that Director David Gleiser took during our last meeting. This is related to the next item for information.

**57. Ag Expo Center:** I sent the following e-mail to Marty Dougherty and received his response back. I have also spoken to Dennis Butler about the potential of bonding outside of tax increment financing in a way that may be possible for a 501c3 and not incur any liability to County Taxpayers. Please see e-mail below.

Mail C.

From: Marty Dougherty  
To: Taylor, Jeremy  
CC: Billings, Renee; Moore, Dan  
Siitaj.i.ct. Re: Ag Expo Center

Tuesday - May 10, 2016 4:49 PM

Jeremy, since our phone conversation we had a good meeting **with Gene and Dennis, and we also** have scheduled a follow-up meeting with Dr. Murrell at Western Iowa Tech next Monday. We will continue to work to provide **you with additional information on the** legal, financing and operational questions we discussed, and we will certainly be available to present to the board at whatever date is most convenient. Again, thanks for your support and assistance.

>> > Jeremy Taylor 5/9/2016 10:52 PM > >  
Marty,

**I** am following up from our telephone conversation from the evening of May 4. You mentioned **that** you were meeting with Gene Lehman and Dennis Gann the next morning, May 5, as they were now back in town. You and **I** discussed the complexity **of** the utilization of tax increment financing when you mentioned that its legal use is dubious given the area is in a current city TIF, something that Sob Padmore had likewise mentioned. if you receive legal advice otherwise, lei us know. We also appreciated receiving the updated Reinvestment Distkt plans, something that was shared right away with all supervisors.

The time that is taken to digest these materials may give you all time as well to do something that I believe is key: finding a private management group with a proven track record for the management, knowing Western Iowa Tech's formal commitment to the Ag Expo Center, etc. Please keep us up-to-date on these developments.

I anticipate that sometime in the future, e.g. May 24 or 31, if details and developments have made their way into more formalization, we would welcome a presentation before the Board of Supervisors. I'm Ctng Councilman Moore in on this just to make sure to keep him in the loop as follow-up to our first conversation with the Siouxland Initiative wherein we shared our interest and desire to exercise due diligence while gathering information that we shared with th Board on April 26.  
Respectfully.

Jeremy Taylor  
Chairman, Woodbury County Board

**58. Board Administration:** I am working with Karen James, Heather Satterwhite, and Dennis Butler on mission statements and goals for this next year. Here are the mission statements, and I will share the goals as we get them.

**Public Bidder**

The Woodbury County Public Bidder provides responsive public service by giving opportunities to landowners to improve property and thereby increase the tax base and stewardship of land in Woodbury County.

**Administrative Assistant**

The Board Administration support the Woodbury County Board of Supervisors to engage the public in transparent, open meetings; responds effectively to staff with key communication to and from the Board of Supervisors in a safe and trusted environment; and supports citizens with excellent customer service.

**Budget and Tax Analyst**

The Mission of the Woodbury County Finance. Department is to provide the most informative and accurate information for the Board of Supervisors and public to understand as it relates to the budgeting process, development of property taxes and financial status of Woodbury County. We strive to be courteous and helpful to all Woodbury County residents so they understand the financial operations of their county government.

**59. Woodbury County Government Day:** The following advertisements are playing thanks to Economic Development Director David Gleiser.

May 24, 2016

**60. Siouxland District Health Department:**

Siouxland District Health Department Director Kevin Grieme gave me a plethora of Good News Items. I have wanted to honor the great work that the SDHD Board and the folks who work at Siouxland District Health has done. Therefore, I have asked that they come on May 31 and will include those under the "Good News Report" there. Kevin and his team can do a brief presentation of some of the many good things that are happening. I have offered that we will have light refreshments and anticipate that some key employees from SDHD may attend as well. This will be similar to when we thanked and highlighted the Veterans Affairs Commission. I would encourage us to continue to highlight what I think are the continued "best kept secrets" of those who work tirelessly behind the scenes to help ensure safe and effective core services such as in this case helping ensure healthy communities.

**61. Human Resources Focus at Department Head Meeting on June 27:**

I have asked Ed Gilliland during the June 27 Department Head meeting to see if his team is ready to bring updates regarding the Handbook, Policy & Procedures and expected procedures utilizing True Speak. Both internal and external counsel (Heidman Law Firm) have been asked to review procedures so that everyone is on the "same page" regarding how we

handle communication for a positive change including noticing when employees do great things, counseling/coaching opportunities, and discipline. From there, I anticipate that we will sit down with department heads to review such procedures to ensure compliance and follow-through.

May 31, 2016

**62. Communications regarding County Government Day and HR Focus next meeting**

**6/27:.**, I am attaching a couple of e-mails, one of which was sent in order to thank our department heads and elected officials for their outstanding efforts. The second one is from Ed Gilliland at my direction concerning follow-up with the True Speak initiative and the upcoming focus for a June 27 department head meeting in which Human Resources will be allowed a full hour to discuss handbook updates, policies and procedures, counseling/discipline forms, and so on.

**63. Ag Expo Center Continued Discussions:** I met with Gene Lehman and Chris McGowan to discuss information concerning the Ag Expo Center. I let Gene know that we have "kept an open mind," that I passed along Supervisor Smith's solicited opinion from Bob Josten concerning the use of tax increment financing, and that I desired to see a tried-and-true management model with on-the-paper agreements concerning participants, e.g. WITCC so that the county could make a good decision going forward and a sound investment as it is taxpayer dollars that are part of this. I am going to have a meeting with TSI, folks from the Ag Expo Center and the City of Sioux City. I have asked Supervisor Ung to accompany as this is a joint-liaison assignment.

**64. Rural Meetings:** Oto Council Member Matt Mead is bringing this up as a topic at the June 6 meeting. I had initially suggested June 13 or 27 but think that June 6 might be short notice. Is the 27<sup>th</sup> open for everyone? (Check calendars prior to Tuesday!)

Smithland Mayor Liz Peterson and Council Member Dianne McTeer discussed dates with me and said that they will check July as a possibility as June was an impossibility. If you have dates that you are out-of-town for summer travel, please let me know as it would be ideal to have the full Board there.

Bronson Mayor Dave Amick was bringing this before the Council in May. I have not heard back and have a call and e-mail in. I will follow-up if I hear back before Tuesday.

June 7, 2016

**65. 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.iowaquestrian.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.

#### **66. 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.

#### **67. 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, workarounds, and flexibility in moving from the Treasurer's Office to Trospen Hoyt. Treasurer Mike Clayton expressed his appreciation to them and Cc'd me in on that.

**68. 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 need of our veterans.

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June 14, 2016

**69. Upcoming Dates and Electronic Calendars:**

**From:** Jeremy Taylor  
**To:** Jeremy Taylor  
**Date:** 6/10/2016 7:31 AM  
**Subject:** Upcoming Dates and Electronic Calendars  
**CC:** Dennis Butler; Danielle Dempster; Dave Drew; David Gleiser; Diane Peters...

Department Heads and Elected Officials—

We will be having our next rural meeting out in Oto from 6:30-8:00 p.m. on June 27. I have also asked Pierson's City Clerk about a potential July 28 date. I really appreciate all of your attendance at past (and hopefully) future rural meetings. We will keep leaning forward to be out in Smithland, Salix, Lawton, and Sloan as we take county government to the people.

We will do something similar as when in Correctionville, you gave a brief synopsis of your department. June 27 is the same day as our department head meeting at which time Human Resources will be giving needed updates, guidance, and review concerning the Policy Handbook procedures, evaluations, True Speak and syncing all of this with counsel-reviewed documentation, etc.

On another note, for those of you who were requested to give it, when granting the Proxy Access for meetings, be sure to include Karen and Heather but please check-mark Appointment (Read only). Please do not grant Proxy access to e-mail. I am appreciative as a

professional organization concerning the use of electronic calendars as it helps us all schedule well and this will be a key component of modernizing Board office functions.

Thank you, and have a great day

Jeremy Taylor  
Chairman, Woodbury County

June 21, 2016

**70. Governor's Proclamation/Yasha Ministries Request:**

**71. Department Head Agenda:**

**72. Human Resources BLR Learning**

**73. Interstate Justification Report**

July 5, 2016



**74 . Ag-Expo Center Report and Continued Dialogue:**

I met with staff from the City of Sioux City, TSI, and the Ag Expo Board. There was discussion on next steps going forward as they give potentials, parameters, specifications and Dennis Gann and Gene Lehman discussed the way forward with the potential capital fundraising campaign.

While understanding that there would be folks acquainted with the technical side of things, I alluded to the inclusion of both bond counsels and our budget directors in setting up the funding mechanism in order to make good on the County's commitment to this project. Once that meeting is set, I will report back on a way that we can work within the stipulations that the Board set forth in its approval.

In addition to the recent successes in working with the City of Sioux City, I am hopeful that we can continue to harmonize relations so that we can continue to successfully work together for the greater good.

**75. Department Head Meeting Minutes:** Everyone should have received meeting minutes including parameters for FMLA, potential handbook revisions and policy changes, as well as minutes from the meeting.

**76. Deteriorating Courthouse Windows and Marble:** Shane Albrecht from The Baker Group will update the Board on the extent of what is being found on the deteriorating courthouse windows and marble while they make emergency repairs.

**77. Rural Meetings:**

Pierson: Thursday, July 21

Hornick: Thursday, August 18

Salix: Monday, August 22

Sloan: Monday, September 12 or Thursday, September 15

Bronson and Lawton are in discussions for October.

Smithland is looking at November.

July 12, 2016

**78. Board Office and Board Room Modernization and Updating:** At this point, we should have updates as to the Board Office modernization. I met with John Malloy, WCICC Director, and Kenny Schmitz, Building Services Director, a couple weeks back in order to address updating the downstairs Board Room for the public. Our focus

initially will be on the audio-visual upgrades that were discussed including improved audio with boundary microphone, permanently affixing the speakers, better packaging visually of sound equipment (lowering to neaten appearance), and in connection with KES looking at live-streaming. This would potentially give our constituents the ability to see/hear our business live as well as media who could cover our meetings, something open transparency encourages and invites. While this had been looked at previously, it sounds that this is well within the realm of what can potentially be done without much of a prohibitive extra cost, especially concurrently with already-scheduled upgrades.

**79. Western Iowa Tech Resolution and Event:** In the next couple weeks, we will consider a resolution I have reviewed in which we will honor the outstanding contribution over the last 50 years of Western Iowa Tech. Please "Save the Date" of August 19 as we are being invited to Western Iowa Tech as a Board along with other elected officials for a celebration in which I will plan to make a few remarks and we have a good opportunity to be there as a full Board.

**80. Honoring Resolution:** If you have anyone who has demonstrated outstanding community involvement, please let me know. I plan to look to the Red Cross and an individual who has helped with notifications for military personnel; if you have someone else in mind, let me know.

**81. Push Notifications and Calendars:** Please let us know if you are / are not getting notifications. One of the measures that we have taken is that you should be getting properly notified of meetings that the Board Office is tracking. With as much scheduling and committee work as there is, you should be receiving a Meeting Invite with Response for any scheduled meetings. If it is not happening, we should know about it. For meetings outside our organization only involving a supervisor, the meeting notice will only go to that particular supervisor, e.g. Siouxland District Health, Siouxland Economic Development Corporation. Otherwise, meetings set up by us will go from the Board Office to several individuals, e.g. Rural Economic Development Committee or Law Enforcement Expansion Committee.

July 19, 2016

**82. LEC Expansion Committee initial update**

**83. Pierson Town Hall meeting – City is requesting July 28<sup>th</sup> at 6:30 p.m.**

July 26, 2016

**84. Intentions Regarding Open Meetings in Committee vs Full Board Meetings:**

**85. Response to Mediation from the Region:**

**86. Department Head Meeting July 25, 2016:**

**87. Water Quality Funding Exploration:**

**88. Weed Commissioner issue and appreciation:**

August 2, 2016

**89. Honoring Law Enforcement August 10, 1-4 pm SCPD Parking Lot:**

**90. Discussions Concerning Tax Abatement and TIF Policy:**

**91. Juvenile Detention and BIA Contracts:**

**92. Historical Committee Meeting and Updates (10:00 – 10:45, 10:45-11:15 on August 4):**

**93. Condolences to City of Lawton on passing of Mayor Rick Schorg:**

**94. The Siouxland Initiative Steering Committee Update:**

**95. Initial discussion of Emergency Management Coordinator replacement with Sheriff Dave Drew:**

August 9, 2016

**96. Response to Sioux Rivers Region E-mail:**

**97. Data Gathering on a Report for County Contributions to Sioux Rivers Region:**

**98. Iowa Public Information Board (IPIB) and Sioux Rivers Region:**

**99. Exploration of Network Reconfiguration at Emergency Services:**

**100. Committee Information for the Public to Know and Keeping the Board Informed:**

**101. Appreciation Luncheon Costs and Plans:**



DEPARTMENT HEAD MONTHLY MEETINGS  
TENTATIVE SCHEDULE

FEBRUARY 22<sup>ND</sup>

MARCH 21<sup>ST</sup>

APRIL 18<sup>TH</sup>

MAY 30<sup>TH</sup>

JUNE 27<sup>TH</sup>

JULY 25<sup>TH</sup>

AUGUST 22<sup>ND</sup>

SEPTEMBER 19<sup>TH</sup>

OCTOBER 17<sup>TH</sup>

NOVEMBER 14<sup>TH</sup>

DECEMBER 12<sup>TH</sup>



# Woodbury County Board of Sur

Courthouse • Room 104  
620 Douglas Street • Sioux City, Iowa 5110  
Telephone (712) 279-6525 • Fax (712) 279-6577

#19d

## MEMBERS

LARRY D. CLAUSEN  
SIOUX CITY

MARK A. MONSON  
SERGEANT BLUFF

JACLYN D. SMITH  
SIOUX CITY

MATTHEW A, UNG  
SIOUX CITY

JEREMY J. TAYLOR  
SIOUX CITY

## BOARD ADMINISTRATIVE COORDINATOR

KAREN JAMES

EXECUTIVE SECRETARY / PUBLIC BIDDER  
HEATHER SATTERWHITE

January 29, 2016

Nicole M. Jensen, City Attorney  
City of Sioux City  
P. O. Box 447  
Sioux City, IA 51102

Nicole Jensen:

Please find the documents that we believe fulfill the Open Records Request made by the City of Sioux City. I will let fellow supervisors know of the request and its fulfillment this week for transparency's sake at our open meeting and am including Mayor Bob Scott and Councilman Dan Moore, as my understanding is that Councilman Moore is the liaison for economic development. If there is any further request on behalf of the City of Sioux City, please let us know.

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Respectfully,

Handwritten signature of Jeremy Taylor in cursive.

Jeremy Taylor  
Chairperson, Woodbury County Board of Supervisors

Enclosures: Liberty Park Urban Renewal/TIF copies (65 pages)

Cc: Mayor Bob Scott, Councilman Dan Moore (Economic Development)



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## INVOICE #400

TO: Nicole M. Jensen, City Attorney  
City of Sioux City  
405 6th Street  
P.O. Box 447  
Sioux City, Iowa 51102

Liberty Park Urban Renewal/TIF copies

\$ .50 per page

65 pages

\$32.50

Make check payable to: Woodbury County Board of Supervisors  
620 Douglas Street  
Sioux City, IA 51101

Resolution Approving the Formalization of a Development Agreement In Connection with Project X	11/1/12
Resolution Authorizing the Application of Port Neal Corporation for Incentives Provided by State of Iowa	11/13/12
Resolution in Support of and Authorizing the Filing of an Application for Rise Project Funding with the Iowa Department of Transportation	11/20/12
Resolution Setting Date for a Public Hearing on Designation of the Liberty Park Urban Renewal Area and on Urban Renewal Plan and Project	1/29/13
Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan and Project for the Liberty Park Urban Renewal Area	2/12/13
Ordinance #33 An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the Liberty Park Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa	2/12/13
Map	2/12/13
Resolution Establishing Liberty park Urban Renewal Area Tax Increment Revenue Fund and Authorizing Loan to That Fund	4/30/13
Development Agreement Between Woodbury County, Iowa and CF Industries Nitrogen, LLC	9/13/13
Resolution Approving Property Valuation Exemption for CF Industries Nitrogen LLC Related to State of Iowa High Quality Jobs Program	9/17/13
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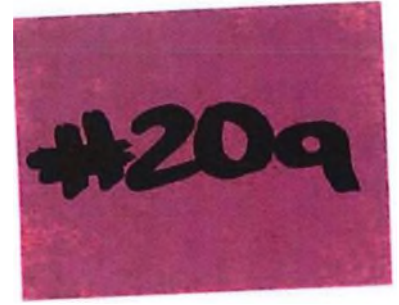
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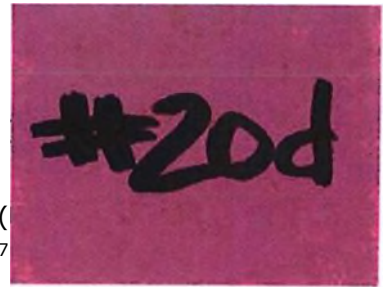
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A handwritten signature in black ink, appearing to read "Jeremy Taylor".

Jeremy Taylor  
Chairperson, Woodbury County Board of Supervisors

Enclosures: Liberty Park Urban Renewal/TIF copies (65 pages)

Cc: Mayor Bob Scott, Councilman Dan Moore (Economic Development)



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# **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*

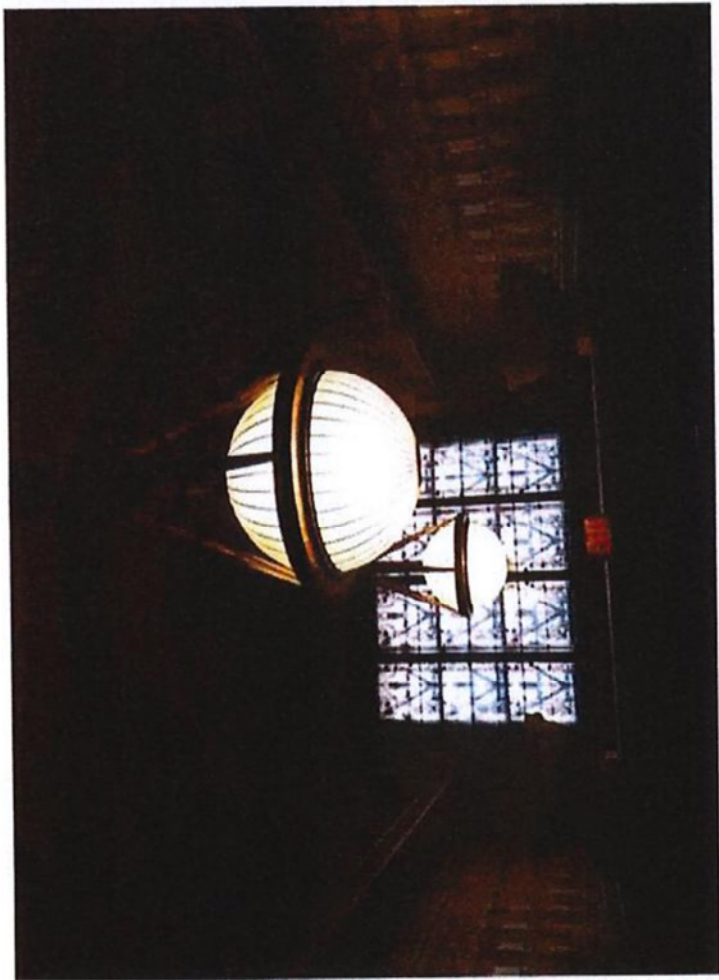
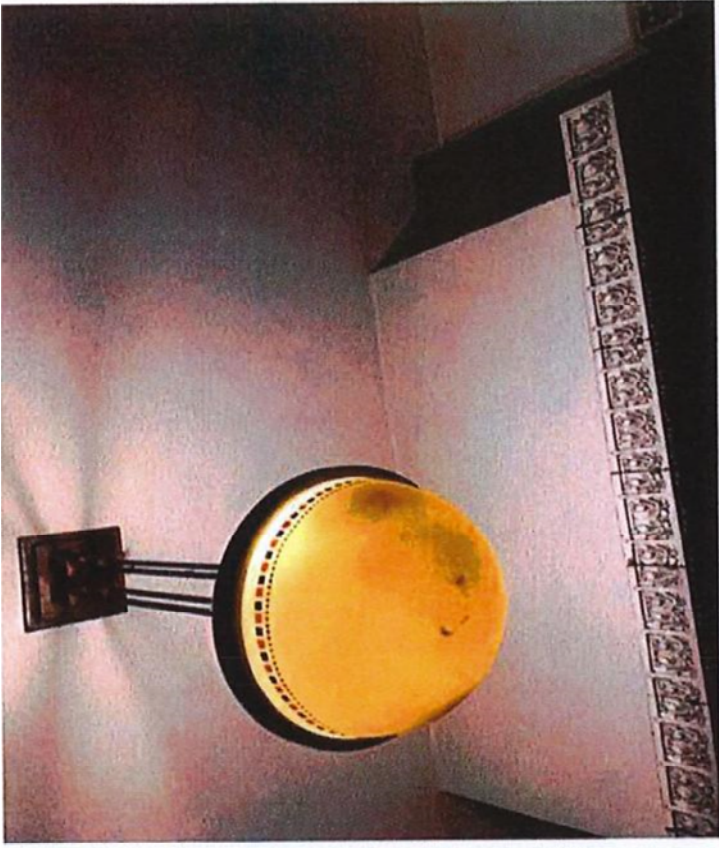
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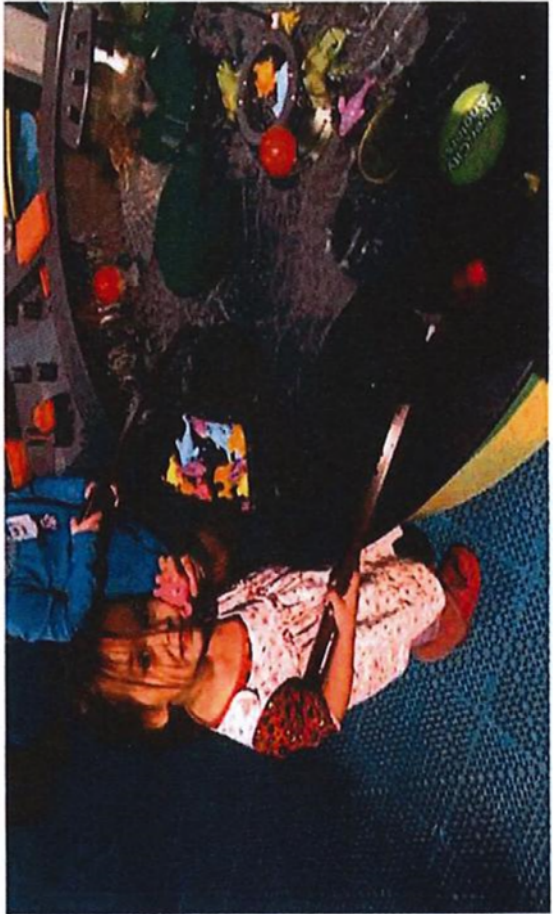
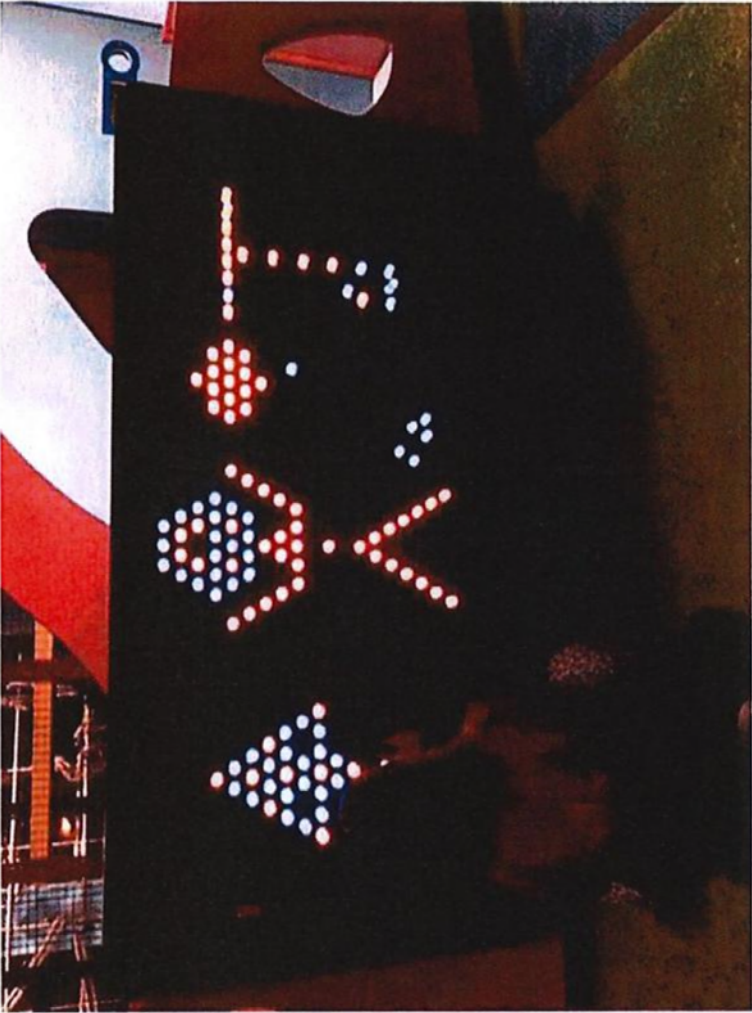
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memory of Eric Rodavvig  
Anomalous**

**Avery Brothers Sign Co.  
Berenstein, Moore, Heffernan,  
Moeller & Johnson, LLP  
Jane & Roger Bomgaars  
Cargill  
Chesterman Co.  
CMJ. Suter Services  
Margaret Ann Martin Everist  
Foundation  
Gardner Foundation**

**Gill Hauling  
Kim & Jeff Gordon  
Guarantee Roofing  
Iowa Pork Producers Association  
Herb & Rosie Kuehne  
JEBRO/Knife River  
MidAmerican Energy Foundation  
Missouri River Historical Development  
David & Marta Patee  
ScheeIs  
Security National Bank  
Wells Enterprises, Inc.  
Woodbury County Board of Supervisors**







## DISTRICT COURT ADMINISTRATION

Woodbury County Courthouse. Room 210, 620 Douglas<sup>a</sup> Sioux City. Iowa 51101 • Fax (712) 279-6631  
Leesa A. McNeil, Court Administrator E-mail [Leesa.McN.ilitio%acourts.em](mailto:Leesa.McN.ilitio%acourts.em) 712/279-6608

To: Woodbury County Board of Supervisors  
From: Leesa A. McNeil  
Date: January 4, 2016  
Re: Proposal to consolidate the Clerk of Court offices into the courthouse

Please consider approving this request that will allow the court to consolidate the clerk offices into the courthouse. This plan is put forth for several reasons, chief amongst them having all clerk staff in the secured Woodbury County Courthouse and to provide for some additional operational efficiency. To make this work the court is prepared to purchase new modular office equipment, cable work areas and install a new phone system. We would need the county to undertake some initiatives in support of this action that would free up the LEC clerk office for county use.

To make this plan work the court plans to:

- A. Purchase sit/stand work stations for all clerk staff in newly remodeled clerk office areas.
- B. Install a new phone system for court employees.
- C. Cable the clerk office work areas for computers.

We estimate these expenses will total approximately \$100,000 which we are prepared to spend by June 30, 2016.

We request the county undertake the following to make this transition happen:

- A. \_\_\_\_\_ Assign additional space in the courthouse for clerk office use \_\_\_\_\_ needing space for approximately eight work stations, additional counter space and private work area for confidential filers.
- B. Move any needed equipment from the LEC to the courthouse and move breakroom furniture/equipment for the clerk office to the 2<sup>nd</sup> floor area of the courthouse office.
- C. Remove and take possession of all old modular work stations:
- D. Provide storage space for all paper files in the LEC Clerk office area, the courthouse balcony area and the main filing area at the courthouse. The storage area should be accessible without too much difficulty or inconvenience.
- E. Move our microfilming operation to the balcony area of the courthouse.
- F. Remove the wall separating the courthouse clerk office from the adjacent small office.
- G. Provide signage for the clerk office work areas in the courthouse.
- H. New carpeting in the main clerk office, in the courthouse.
- I. Provide electrical hookup for the \_office areas.that will be utilized by clerk staff

if we are able to make this happen we will need to coordinate the work so the phone, cabling and modularity can be installed by June 30, 2016.

Please let me know if additional information is needed to consider this request. Thanks!

## Heather Satterwhite - Re: Fwd: Sale of County Property

**From:** Heather Satterwhite  
**To:** Jeremy Taylor  
**Subject:** Re: Fwd: Sale of County Property

---

**From:** "Joshua Widman" <[iwiclman@woodburycountviowa.gov](mailto:iwiclman@woodburycountviowa.gov)>  
**Date:** March 9, 2016 at 11:44:04 AM CST  
**To:** "Jeremy Taylor" <[JTAYLORCOwoodburvcuntviowa.crov](mailto:JTAYLORCOwoodburvcuntviowa.crov)>  
**Cc:** "John Pylelo" <[JPYLELO@woodburycpntviowa.gov](mailto:JPYLELO@woodburycpntviowa.gov)>, "Matthew Ung" <[IMATTHEWUNGPwoodburycountylowa.ciov](mailto:IMATTHEWUNGPwoodburycountylowa.ciov)>  
**Subject:** Re: Sale of County Property

Jeremy,

The board has to comply with the provisions of Iowa Code Section 331.361 when selling an interest in real property. That section requires setting out the proposal in a resolution, publication, setting and holding a public hearing, and acting on the matter by resolution, among other things. It's generally the same procedure as when we sell a tax sale lot.

As alternatives to holding the auction at the BOS meeting, you could list property through a real estate agent or hold a live auction with an auctioneer or accept sealed bids. The key is that whatever sale method is used has to be approved via the process set out in 331.361.

If the Board is going to sell the property, you probably have to open it up to offers/bids from everyone, rather than a directed sale. We've typically only done directed sales when it's to a nonprofit group. The reason is that we have to get fair market value (except when there is a public purpose in the transaction) and that is hard to establish without putting it on the open market.

Joshua D. Widman  
Assistant Woodbury County Attorney  
620 Douglas Street #300  
Sioux City, IA 51101

Phone: 712-279-6516  
Fax: 712-279-6457

>> Jeremy Taylor <[jtayloraiwoocibutycountyiowa.gov](mailto:jtayloraiwoocibutycountyiowa.gov)> 3/9/2016 10:00 AM >>>  
Joshua,

Could you please review the way forward if the Board should decide to look at the sale of this land? I assume that at some point (perhaps based on the way we proceed) that the policy committee may review.

Thanks.

Supervisor Jeremy Taylor  
Chairman, Woodbury County

## WOODBURY COUNTY DEPARTMENT MEETING

March 21, 2016 at 8:00 AM in the LEC Training Room

**Coal: 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.**

**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 21 March: Tying It All Together

*"On Special" Perkins Muffins and Coffee with a Video about hnpacting Lives*

#### 1. What to Expect, Bring, and Know about Wed., March 23—Supervisor Taylor

Starting at 8:30 a.m. at Dorothy Pecaut, we will be once again introducing Janet Carl to help facilitate some long-range planning within departments. I put the following in the Board agenda packet but based on some extensive conversations with her, I will give you updates on the day's agenda, focus/objectives, etc.

#### 2. Website Updates and Explanation—Supervisor Ung and WCICC

Supervisor Ung has been working extensively with the Auditor's Office, Board Administration, and WCICC in order to make ease of access and dissemination of information easy for our internal and external constituents. He will provide an update here.

#### 3. Official County Correspondence and Social Media—John Malloy

John Malloy (WCICC) will give some guidance on corresponding from and to official county e-mail addresses as well as some preliminary advice on best practices for social media. This is something that will ultimately be within policy review but a recent *Siouxland Life* article by Attorney Jeanna Goosmann revealed some thoughts that will help frame the discussion.

[http://siouxcityjournal.com/special-section/siouxland lifeneana-goosinann-explains-why-your-company-needs-a-social-media/article 0cb5e9db-77 b-5074-bd37-8d4c7a0f27d2.11tml](http://siouxcityjournal.com/special-section/siouxland%20lifeneana-goosinann-explains-why-your-company-needs-a-social-media/article%200cb5e9db-77%20b-5074-bd37-8d4c7a0f27d2.11tml)

#### 4.5 "FAQs and 5 Facts" about Communication—Trainers and Supervisor Taylor

We will give an update on an upcoming training as well as how to identify (and encourage) new trainees with this county-wide system of communication. In conversations, I wanted to share some key things I'm seeing on True Speak, a revised expectation for "Good News" reports as well as an opportunity to share news up front on the agenda and/or with media. April is National County Government Month and we may have another opportunity to "tell our story."

5. Correctionville Rural Meeting on April 18 from 7:00-8:30 p.m.

Please mark the calendar for this date. It is a wonderful thing that so many elected officials, department heads, and others have attended in this initiative to bring county government "to the people." This is just a heads up for the calendar for the future.

6. Department Activities and ISAC

We will go around the room. This will also be an opportunity to share (in brief) something that was learned from ISAC that might help you or others. Please let us know what is going on in your department that is a main priority of effort. You may also share an idea for cooperation or a need but if extensive discussion ensues, we may ask it be a separate agenda item for next meeting to give everyone an opportunity.

Adjourn

Please send Supervisor Taylor any items you would like on this agenda.



---

**Here were some of the things that I thought would be good to cover in terms of the long-range planning simply because I was asked for some guidance along these lines. Based on our conversation, here were some ideas that were generated:**

**A. *The Prologue* (:15)**

Explanation—Opening Remarks and Light Hy-Vee Breakfast

**B. *Act I: Where Are You Going? Where Have You Been?* (:30)**

Explanation—A Review of the Power of the Logic Model. It has been several months since we went through the progression wherein an identified need is met by a service or activity with a tangible outcome/indicator. A few missed this and some rejuvenation of our thinking would be helpful.

**C. *Act II: The Power of Seeing Good Logic Models* (:45)**

Explanation—In order to compare what has worked particularly well or effectively in getting a baseline for the future, I have asked if we might see 3-4 examples not of the entire logic model but perhaps one need and the progression throughout from various departments. This is a chance to share and gain insight from how others are setting goals. I believe one of the key and critical ways to leave is to have at minimum 3 identified departmental goals.

**D. *Interlude: A Break and Chance to Shore Up* (:20)**

Explanation—For those who have not completed the Logic Model satisfactorily or done so with the hope of getting good enough guidance, this will be a chance to at least take notes on what need to be done so that by April's end, we have a good way to be there.

**E. *Act III: Bridges of Success* (1:00)**

Explanation—In like groups, it would be good to have interdepartmental cooperation and communication. This could either be in presenting logic models or In coming up with ways that departments could help one another. Perhaps some of this could be to meet a need in the logic model or be altogether new. In short, how can Secondary Roads and Conservation work together? Juvenile Detention and the Sheriff's Office? WCICC and Board Administration? Economic Development and Planning and Zoning? (:15 to Share and Shout Out

**F. *Intermission: Lunch from Aggies* (1:00)**

Explanation—Chicken Sliders, BBQ Beef, and a "What's New at the Nature Center"

**G. *Act IV: A Vision for the Future* (:20)**

Explanation—Janet Carl has compiled a lot of input and based on that has written a vision statement for the future. She will present that and hear any feedback, something that the Board may look to adopt in the near future.

**H. *Act V: Fidelity and Accountability for a Faithful Future* (1:00)**

Explanation—We will discuss the way that True Speak dovetails with the Logic Model as well as ways in which liaison assignments, quarterly updates, and the evaluation process can complement what we are doing.

***I. Critic's Review: The Importance of Telling Our Story (:45)***

Explanation—We are in a day and age where there has never been the scrutiny in our government that there has been as of late. This is for several reasons: "24 hour" and social media; increased financial strains and growth; rejuvenated political seasons, etc. At ISAC, one Recorder mentioned how important it is to "tell our story." This will be a way to come up with ideas to have not only a vision statement or explanation of what each one does but hoW to explain that to the public. This is part-and-parcel with our rural meetings, the idea of a "Local Citizens' College," April as National County Government Month, and a renewed interest in showcasing not only the Historic Courthouse but the various governmental functions you all fulfill.

***J. Epilogue: Thank You and Evaluation of the Day (:15)***

Explanation—In terms of an MR (After Action Review), it would be good to know three things that were helpful in our training and three that could be improved.



Janet Carl's Goals for the Day

- refresh on the components of the logic model
- brainstorm or refine 3 improvements your office/department will make in the next fiscal year. These will be improvements that don't require additional fiscal resources from the county.
- determine ways to collaborate with other county offices/departments
- reach general agreement on the main ideas for the county vision statement
- develop your office/department mission statement; try out your "elevator speech"

## Vision Statement

We want a county government that is

- Exceptional in customer service
- Approachable
- Respectful
- Responsive
- Collaborative
- Efficient
- Accessible
- Functional
- Friendly
- Progressive
- Dynamic
- Engages in open and honest communication
- Continuously improving
- Innovative
- Transparent
- Compassionate
- courteous
- Forward-thinking
- Equitable
- Uses technology effectively

Some of the issues we see affecting the county's work in the next few years:

- Aging/outdated infrastructure
- Changing demographics
- Physical and mental health issues
- Public safety
- Poverty
- Speed of technological change
- Growth in industry and resulting housing shortage
- Small towns losing population
- Government doing business electronically
- New environmental regulations
- More conflicts between groups
- Changing health care delivery systems
- More non-residents living/working/traveling through

- More residences in agricultural areas
- Surge of new jobs and resulting pressure on county government
- Opportunity for economic development
- Completion of Highway 20

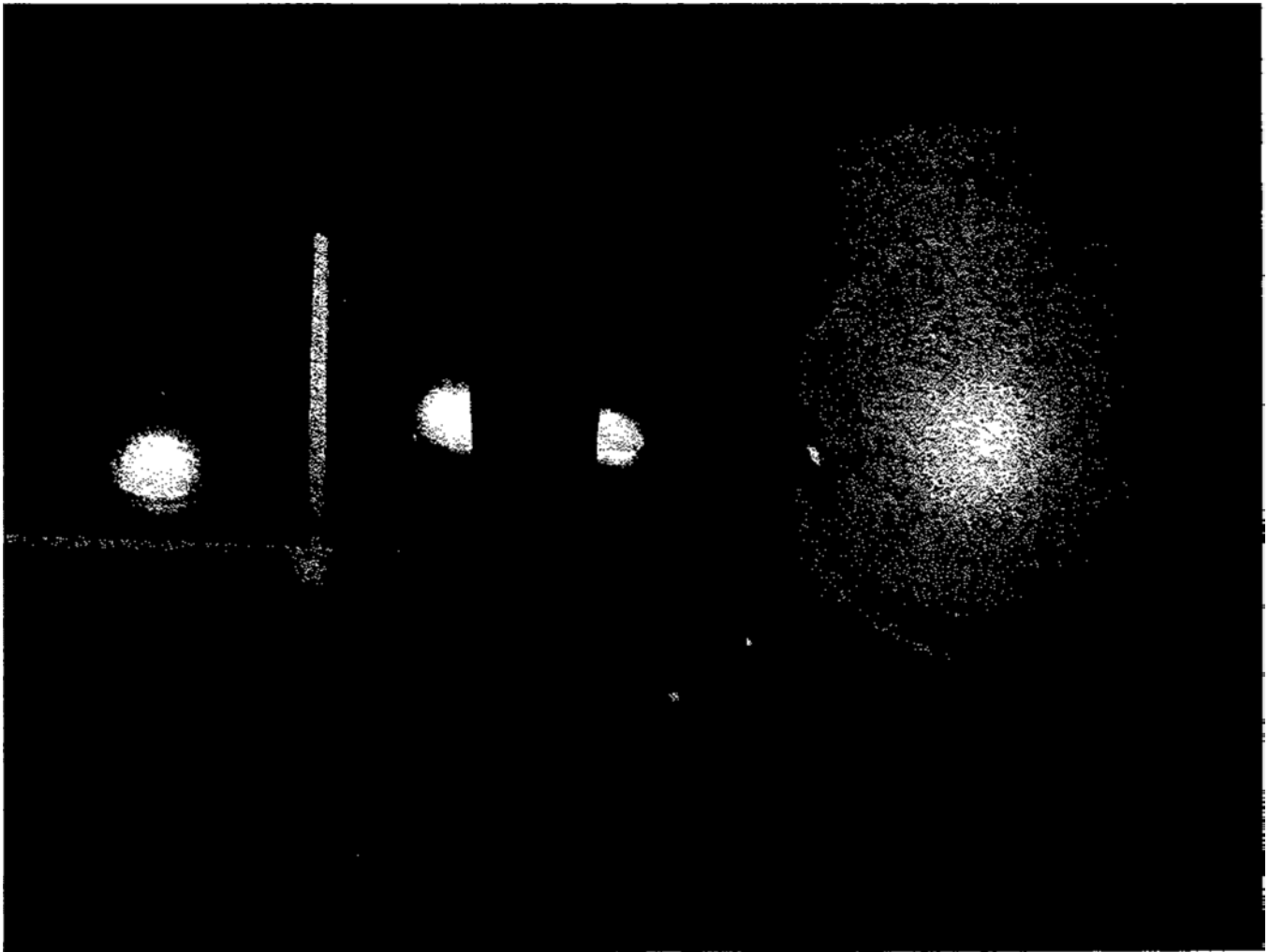
Chairman's Report March 29, 2016

<http://siouxcityjournal.com/news/local/anthon-ambulance-city-plow-dot-deliver-patient-to-hospital-during/article3a574852-1a9f-5d12-9576-021e3c685ff7.html>

FEATURED

## Anthon ambulance, city plow, DOT deliver patient to hospital during blizzard

TIM GALLAGHER [tgallagher@siouxcityjournal.com](mailto:tgallagher@siouxcityjournal.com) Updated 6 hrs ago





ANTHON, Iowa I Volunteers with the Anthon Rescue Squad made a long a treacherous drive to Sioux City during a blizzard late Wednesday night, doing what it took to get a patient to Mercy Medical Center.

The situation began at 9:51 p.m. when the Anthon Rescue Squad, which operates the local ambulance, was paged for a patient, Tina Wallace, needing assistance. With roadways nearly impassable, Jim Rusch, a physician's assistant in town, was called to meet ambulance personnel and Wallace at the medical clinic in Anthon to determine if a trip to Sioux City was warranted.

Wallace had been in a rollover car accident in rural Woodbury County Road D-38 west of Anthon earlier Wednesday evening, but had gotten into town with the help her boyfriend, Pat Wolf.

Wallace's neck pain convinced Rusch that she would need to go to Sioux City for treatment.

City employee Craig Handke worked with ambulance driver Mike Kerns and members of the Anthon Volunteer Fire Department in putting chains on the tires of the ambulance, one means of offering extra grip for roadways covered with snow and ice.

Handke then drove the city plow ahead of the ambulance from Anthon to U.S. Highway 20, whereupon the ambulance was met by a snowplow and crew working with the Iowa Department of Transportation.

The party crept along the highway until being stopped west of Lawton, Iowa, by a semi that had jack-knifed across the roadway. The ambulance sat and waited in heavy snow and wind until the semi could be moved through more than a foot of snow.

The normal 35-minute drive from Anthon to Sioux City took close to four hours.

Thankfully, the patient was delivered safely to Mercy Medical Center, allowing Kerns and the EMTs with him, Wally Handke and Lori Handke, to return to Anthon around 5:30 a.m.

Kerns then hopped in a truck and began helping Craig Handke clear snow from the streets in Anthon.

"The roads were the worst I've ever seen," Kerns said.

As he moved an estimated 8 inches of snow in Anthon, Kerns stressed how important it is for motorists and truck drivers to heed the warnings of state and local officials in severe weather. It is one thing for rescue personnel to have to deal with Mother Nature. It is altogether another for an ambulance driver to have to navigate through other motorists who move about the highways when asked not to.

Wallace expressed her gratitude for the volunteers who helped see her through a dangerous situation.

"I can't say enough about our volunteers," said Wallace, who suffered a bruise on one leg when it hit the steering wheel. "They were outstanding last night. I have to say I love our volunteers. They even texted Pat today to see how I was doing."

Wallace was discharged and sent home from Mercy Medical Center on Thursday morning.

"We have such a dedicated crew," Anthon Mayor Allan Pithan said. "We're very proud of our emergency response personnel and we're extremely grateful to have such a dedicated group of individuals who serve the needs of our community.

"Some of those people were out all night long, and they got home and went right to work," Pithan concluded. "That is dedication."

A

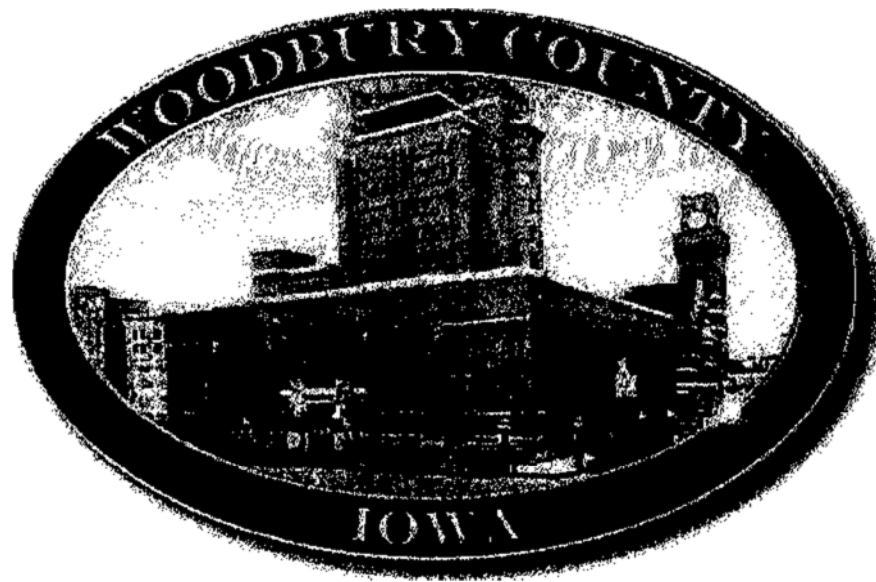


**Blizzard dumps 14" on Sioux City, blocks stretches of Interstate 29, other roads**

# Logic Model <sup>1</sup>

Need LA Column 1	Service or Activity, <sup>1</sup> Column 2	Outcome Column 3	Outcome/indicator* Column 4	Measurement Tool Column 5	Data Source, Data Collection Procedures, Personnel: Column 6	and Reporting: Column 7
Community needs strong, diverse, stable local economy	—partnering to attract new businesses that pay living wage --passage of living wage local legislation —tax benefits for businesses that expand jobs --preference to buy local	A strong, growing economy supports job growth and retention for residents	--% percentage of businesses that pay min. \$15/hr, — documentation of living wage legislation —\$ given as tax benefits \$ spent in focal purchases	—particular report that includes wage information or new survey asking for that info	—Particular office or person (title) responsible for collecting information	Annually: written report to supervisors
P						





STRATEGIC PLANNING  
LOGIC MODEL FOR  
THE OFFICE OF PLANNING AND ZONING  
MARCH 2312016

## Strategic Planning -Logic Model For the Office of Planning and Zoning - March 23, 2016

Need Column 1	Service or Activity Column 2	Outcome Column 3	Outcome/Indicator* Column 4	Measurement Tool Column 5	Data Source, Data Collection Procedures, Personnel: Column 6	Frequency of Data Collection and Reporting: Column 7
Expand the department's website presence	Increase online availability to zoning related data and forms; Provide online form completion and submission; Initiate an online search engine process; Provide online access to the audio/video of departmental sponsored meetings;	Adjust the staff investment in phone call and foot traffic related contacts; Allow citizens/professionals 24/7 access to additional zoning related resources;	Measure citizens and applicant visits and calls to Zoning Office; Study staff hours spent on foot traffic and calls; Measure and evaluate department's website traffic;	Phone — WCICC telephone software applications; Office traffic - Physical tallies and counts; Website Traffic — WCICC software application	Procedure - Log book entry Personnel - The acting front desk clerk/receptionist WCICC personnel;	Collection — Daily; Reporting — Monthly to Supervisor Contact
Coordinate application of the results from enacted <i>Future Land Use Mapping</i> (FLUM) by the county's incorporated areas;	Adjust County's FLUM to dovetail with any of the town's updated FLUM;	Monitor the ongoing Rural Comprehensive Development Plan Program initiated by The Rural Economic Development Dept. (RED); Coordinate county's FLUM with enacted town mapping;	Physical review of enacted town (FLUM) and current County FLUM;	Mapping comparison and analysis	Data Source — Enacted Mapping Personnel — Zoning Staff	Collection As available at enactment; Reporting — Quarterly to Supervisor contact;
Develop feasibility study process for potential enactment of building code ordinances for rural Woodbury County	Enhance citizen health, safety and wellbeing;	Town Clerk study; Farm Bureau position; Poll Township Trustees;  Town Hall type meetings countywide - Merville, Correctionville, Sloane & S. Bluff;	Evaluate data to determine the buy in; Educate where necessary; Evaluate status of the other metropolitan based Iowa county jurisdictions;	Comparative evaluation; Financial impact study; assessment of fee schedule impact; Pottawattamie County case study;	Personnel — Zoning Director and Zoning Staff;	Collection — As available at enactment; Reporting — Quarterly to Supervisor contact;

## Strategic Planning -Logic Model For the Office of Planning and Zoning - March 23, 2016

Enhancement of efforts assuring gender and residency balance in appointments to County Boards and Commissions	Provide information to business groups, reel estate professionals, etc. focusing upon both genders and both rural or town residency;	Work toward 50150 gender balance in applications received;	A gender balance trend in applications received; Appointments to Boards and Commissions become gender balanced per Iowa Code;	Monitor applications based upon the selected criteria;	Data collection - Review Board and Commission Appointments and existing/historical membership; Personnel — Zoning Director	Collection — As available at enactment; Reporting — Quarterly to Supervisor contact;
Initiate a Zoning Enforcement Officer position for the Department	Provide personnel having key component of job description to complaint collection investigation and ordinance compliance effort; coordinate with the building code adoption process;	Reduce number of non-compliance offenses;	Hiring of qualified applicant; educate;	Memorandum of Personnel Transactions process; Monitor, Performance evaluations;	1Zoning Director; Board of Supervisors ' Finance; Human Resources;	Collection —As available at enactment; Reporting — Quarterly to Supervisor contact;
Coordinated response to 6 <sup>th</sup> floor staff security concerns	Request a formal Security Committee review	Capability of securing 6 <sup>th</sup> floor after hours or during , event; Enhance safety of county/state employees;	• Security door (with fob) installation between elevator and 6 <sup>th</sup> floor work areas/offices; develop method of securing ; rear stairwell double !doors (east);	Implementation of safety procedures and education; completion of construction project;	Safety Committee, Iowa State 3 <sup>rd</sup> Judicial District Administration, Historical Landmark Architect; Sheriffs. Office	Collection — As available at enactment; ' Reporting — Quarterly to Supervisor contact;
; Incorporation of the County's 2011 Approximate Floodplain Studies within FEMA's DFIRM (Mapping)	Formulate RFP/RFQ process with specifications - including work from application to determination; Select consultant;	' Enact floodplain mapping panels based upon the most current and detailed 'topographic data available;	'Sucoessful FEMA ! determination - ; letter/Map Panel issuance;	Updated Map , Panel Issuance . and Publication	Planning and Zoning Office Personnel; Consultant; FEMA District 7 Personnel; Supervisors	Collection — As available at adoption and enactment Reporting — Quarterly to Supervisor contact;



## RURAL ECONOMIC DEVELOPMENT

The Rural Economic Development department is devoted to promoting and facilitating economic and community development in the incorporated and unincorporated areas of Woodbury County, outside of its urban center, Sioux City. The department's overarching objective is to provide support for growth and prosperity and enhance the overall quality of life in Woodbury County.

**O**ur Mission is to increase the local tax base and foster job growth by attracting, retaining and expanding targeted industries, including a special focus on entrepreneurship and small business growth, and thereby, enhance the quality of life for all residents of Woodbury County.

Submitted by: David Gleiser  
Director of Rural Economic Development

Need	Service or Activity	Outcome	Outcomeindicator	Measurement Tool	Data Source, Data Collection Procedures, Personnel	Frequency of Data Collection and Reporting
1. Promote the Woodbury County Rural Economic Development (WCRED) department and its offerings.	Implement online marketing campaign: website & social media (Facebook, Twitter, LinkedIn) and disseminate information on WCRED programs, partnerships, resources, activities, and j successes.	WCRED will achieve better search engine 1 positioning. Targeted audiences • will acquire a better understanding of • WCRED offerings, which will increase the number of referrals made to WCRED and increase utilization of our offerings.	Website traffic analytics.  Social media platform analytics.	WCRED Report.	Golden Shovel Agency to provide WCRED Director with website and social media analytic data.	Quarterly & Annually.
	Attend meetings/deliver presentations and provide information on WCRED programs, partnerships, resources, activities, and successes.	WCRED will achieve increased visibility. Targeted audiences will acquire a better understanding of WCRED offerings, • which will increase the number of referrals made to WCRED and ; increase utilization of our offerings.	Number of meetings attended.  Number of meeting attendees.  Number of presentations given.  Number of presentation attendees.	WCRED Report.	WCRED Director to document the number of:  • Meetings attended: • Meeting attendees: • Presentations delivered: • Presentation attendees.	Quarterly & Annually.
	Attend events to promote WCRED and distribute WCRED marketing materials.	WCRED will achieve : increased visibility. Targeted audiences will acquire a better understanding of ! WCRED offerings, which will increase I the number of referrals made to WCRED and increase utilization of our offerings.	Number of events attended.  Number of marketing materials distributed.	WCRED Report.	WCRED Director to document the number of:  • Events attended: • Marketing materials distributed.	Quarterly & Annually.

Need	Service or Activity	Outcome	Outcome/Indicator	Measurement Tool	Data Source. Data Collection Procedures, Reporting Personnel	Frequency of Data Collection and
2. Strengthen the capacities of rural cities for economic and community development opportunities.	Assist rural cities with long-range planning efforts (comprehensive plans, capital improvement plans, strategic plans, etc.).	Rural cities will utilize formal long-range plans to help guide decisions related to growth and development.	Number of cities with long-range plans, and the status of their plans (developing/re-developing; current/number of years since formal adoption).	WCRED Report	WCRED Director to document the number of rural cities with long-range plans and the status of those plans.	Quarterly & Annually.
	Assist rural cities with Community Development Corporation (CDC) efforts.	Rural cities will utilize CDCs to accomplish economic and community development projects.	Number of rural cities with active CDCs and description of assistance provided. Number of rural cities without active CDCs and description of assistance provided.	WCRED Report.	WCRED Director to document the number of rural cities: <ul style="list-style-type: none"><li>With active CDCs and description of assistance provided;</li><li>Without active CDCs and description of assistance provided.</li></ul>	Quarterly & Annually.
	Assist rural cities with grant efforts.	Rural cities will utilize grants to accomplish economic and community development projects.	Number of grants applied for, amount requested, and description of assistance provided. Number of grants awarded and amount received.	WCRED Report.	WCRED Director to document the number of: <ul style="list-style-type: none"><li>Grants applied for, amount requested, and description of assistance provided;</li><li>Number of grants awarded and amount received.</li></ul>	Quarterly & Annually.
	Provide rural cities with technical assistance opportunities (workshops, seminars, etc.) related to economic and community development.	Rural city officials, staff, residents, relevant stakeholders, and business prospects will acquire knowledge on economic and community development concepts, strategies, and best-practices.	Number of technical assistance opportunities provided. Number of technical assistance opportunity attendees.	WCRED Report.	WCRED Director to document the number of: <ul style="list-style-type: none"><li>TA opportunities provided;</li><li>TA opportunity attendees.</li></ul>	Quarterly & Annually.

Need	Service or Activity	Outcome	Outcome/Indicator . Measurement Tool	Data Source, Data Collection Procedures, Personnel	Frequency of Data Collection and Reporting
3. Create an environment in rural Woodbury County that is conducive to economic growth and prosperity.	Develop strategies and partnerships to assist with business attraction, retention, and expansion efforts for targeted industry projects (Value Added Ag. Food Processing. and Manufacturing) in rural Woodbury County.	We will have a strong and growing economy that will support growth to the tax base, and create/retain jobs.	Number of projects accomplished.  Per project, the amount of capital investment made, number of jobs 'created and/or retained, taxable valuation added, and amount of incentives/capital acquired.	WCRED Report. WCRED Director will work with the County Finance Director and County Assessor to document the:  • Number of projects accomplished: • Per project, the amount of capital investment made, number of jobs created and/or retained, taxable valuation added, and amount of incentives/capital acquired.	Quarterly & Annually.
	Work with local, regional, state, and federal economic development organizations (EDOs) to develop strategies and partnerships to foster a strong ecosystem for entrepreneurs/small businesses.	Entrepreneurs will , have access to the resources they need to be successful and will create more jobs and wealth in rural • Woodbury	Number of 1 meetings/events attended and attendees  Number of startups and small business expansions.  Per project, the amount of capital investment made, number of jobs created and/or retained, taxable valuation added, and amount of incentives/capital acquired.	WCRED Report. IWCREC Director will work 'with EDOs to document the number of:  • Meetings/events attended and attendees: • Number of startups and small business expansions. • Per project, the amount of capital investment made, number of jobs created and/or retained, taxable valuation added, and amount of incentives/capital acquired	Quarterly & Annually.
	Work with local, state and federal legislators to advocate on behalf of businesses, jurisdictions, and economic developers in Woodbury CountyIowa.	Woodbury County will remain a pro-business jurisdiction via legislative efforts.  County.	Number of legislative advocacy events attended with description of issues lobbied for.  New/amended pieces of legislation.	WCRED Report. WCRED Director to document the number of:  • Legislative advocacy events attended with description of issues lobbied for: • New/amended pieces of legislation.	Quarterly & Annually.
	Provide technical assistance (TA) on economic and community development projects when requested.	Stakeholders receive assistance needed to accomplish economic and community development projects.	Number of TA requests fulfilled and description of assistance provided.	WCRED Report. WCRED Director to document the number of:  • TA requests fulfilled and description of assistance provided.	Quarterly & Annually.

Need	i Service or Activity	Outcome	Outcome/Indicator	Measurement Tool	Data Source, Data Collection Procedures, Personnel	Frequency of Data Collection and Reporting
4. Ongoing professional development for WCRED staff.	Work <b>with</b> WCRED staff to discuss professional development needs and identify professional development opportunities.	WCRED staff will feel valued. WCRED staff will receive professional development, training, and resources to address the changing roles and demanding responsibilities of an Administrative Professional and Professional Economic Developer.	Number of professional development opportunities attended.	' WCRED Report.	WCRED Director and Clerk will work to document the number of professional development opportunities attended.	Quarterly & Annually.
Work to achieve Certified Economic Developer (CEcD) designation.	WCRED Director will have the core competencies across the breadth of topics necessary to being a well-rounded and successful Economic Developer.	Coursework completed and credits achieved necessary to obtain CEcD designation.	WCRED Report.	WCRED Director to document the coursework completed , and credits achieved necessary to obtain CEcD designation.	Quarterly & Annually.	



## **Rural Woodbury County Development Committee Meeting**

Woodbury County Courthouse, 8<sup>th</sup> Floor

Friday, 4/2<sup>6</sup>/<sub>16</sub>, 1-2 PM

Lunch Provided

#2016

### **AGENDA**

- Approval of 3/4/15 Minutes
- Updates
  - Local Option Sales Tax Balance/Budget
  - Comprehensive Planning Project
  - Long-Range Planning Assistance (Moville, Salix, Sgt. Bluff)
  - CDC Assistance
  - SIMPCO Dues Offer
  - Rural Economic Development Needs Assessment Survey Results
  - Request for Financial Assistance (Ag Expo & Learning Center —Sioux City)
- Next Steps
  - New Business
- Adjourn

**Heather Satterwhite - Fwd: Emergency notice**

e..41 -4229

**V041**

**From:** Jeremy Taylor  
**To:** [kjames@woodburycountyiowa.gov](mailto:kjames@woodburycountyiowa.gov)  
**Date:** 4/13/2016 10:59 PM  
**Subject:** Fwd: Emergency notice  
**CC:** [hsatterwhite@woodburycountyiowa.gov](mailto:hsatterwhite@woodburycountyiowa.gov)  
**Attachments:** 16.04.08CMBA Emergency Notice.pdf

>>> Terry Glade <[glade.t@cmhaarchitects.com](mailto:glade.t@cmhaarchitects.com)> 04/11/16 9:14 AM >>>

Please see attached my letter to the Supervisors regarding the emergency situation of the south courtroom windows. This is per the Iowa Code 384.103 regarding emergency repairs. Please forward to Jeremy Taylor and the Board for consideration.

Thank you,

TERRY J. GLADE ALA, LEED'AP  
PRINCIPAL ARCHITECT

CANNON MOSS HRYGGER ARCHITECTS  
302 Jones Street., Suite 200  
Sioux City, IA 51101  
(P) 712.274,2933 ext 1106

[WWW.CMBAARCHITECTS.COM](http://WWW.CMBAARCHITECTS.COM)

**IT 1**

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CANNON MOSS BRYGGER ARCHITECTS  
302 JONES STREET. qLITE 200 • SIOUX °FY. IA 51101 • (N. 712,274.2933

April 8, 2016

Mr. Jeremy Taylor, Chairperson  
Woodbury County Board of Supervisors  
620 Douglas St.  
Sioux City, IA 51101

RE: Woodbury County Courthouse Courtroom Windows, Emergency Action

Dear Mr. Taylor:

As you are aware, a piece of marble let loose from the head of the windows in the southeast courtroom of the Woodbury County Courthouse. This occurrence, while not injuring anyone, brought to light two issues with the windows of great significance:

1. The lower clear glass windows are bowing out of plumb and currently are approximately 2" out of place. Noticeable change has been documented in the course of two weeks time and appears to be accelerating. This condition, if left unchecked, could quickly result in the entire section of clear glass windows tipping completely out of their opening and falling to the ground 20<sup>3</sup> below.
2. The tall art glass windows above the clear glass windows have sagged over time and are also bulging outward. It appears that the sun has warmed and softened the lead came strips allowing the weight of the glass to push downward. This is causing the glass to bulge outward in numerous locations. This condition also, if left unchecked, will result in the glass falling to the ground and could happen at any time without any warning.

The purpose of this letter is to describe the seriousness of these conditions and the need for emergency action. If either or both sets of glass windows were to suddenly let go and fall to the ground, anyone in their path would be seriously injured or killed. Any property in their path would be severely damaged. Finally, the glass itself would be lost. The art glass being 98 years old is irreplaceable and therefore priceless. It simply cannot be replicated and the historic landmark nature of the building would be compromised.

I am recommending that emergency repairs begin immediately to avoid injury to persons, property and historic significance to this local treasure. In my opinion, the window failure could occur at any time. To delay taking action by going through the usual design, construction documents and bidding process, poses an unacceptable risk

to life and property. This recommendation applies to the windows in the southeast courtroom only. The windows in the other three courtrooms have been reviewed but don't appear to be in as urgent of a condition as the southeast courtroom.

Please call me if you have any questions or concerns about the statements in this letter.

Respectfully,  
Cannon Moss Brygger Architects

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at%

Terry Glade, AIA, LEED AP

Cc: Kenny Schmitz - Woodbury County Building Superintendent  
Ed Storm, AIA - FEN Design  
Shane Albrecht - Baker Group



From: Jeremy Taylor  
To: [kjames@woodburycountyiowa.gov](mailto:kjames@woodburycountyiowa.gov)  
Date: 4/13/2016 10:53 PM  
Subject: Fwd: RE: Energy CAP Meeting  
CC: [hsatterwhite@woodburycountyiowa.gov](mailto:hsatterwhite@woodburycountyiowa.gov)

P•>> Dan Behringer <[clan.behringer@energycap.com](mailto:clan.behringer@energycap.com)> 04/08/16 4:42 PM  
Hi Jeremy,

Thanks for capturing and sending along the notes from your status meeting with Kenny and Rene. Please see responses below to specific questions that you asked.

Best Regards,  
Dan

From: Jeremy Taylor [[JTaylor@woodburycountyiowa.gov](mailto:JTaylor@woodburycountyiowa.gov)]  
Sent: Thursday, April 7, 2016 4:26 PM  
To: Dan Behringer <[dan.behringer@energycap.com](mailto:dan.behringer@energycap.com)>  
Cc: Kenny Schmitz <[KSCHMITZ@woodburycountyiowa.gov](mailto:KSCHMITZ@woodburycountyiowa.gov)>; Matthew Ung <[MATTHEWUNG@woodburycountyiowa.gov](mailto:MATTHEWUNG@woodburycountyiowa.gov)>  
Subject: Energy CAP Meeting

Dan,  
As Chairman of the Board of Supervisors and with a fellow supervisor, Vice-Chair Matthew Ung, we scheduled a meeting to discern progress and how things were going with the implementation of Energy CAP here in Woodbury County. While not being part-and-parcel of the intermittent meetings along the way, we are pleased with the efforts of our personnel and that they report that implementation has gone relatively quickly. Here are some notes of our meeting that I wanted to pass along.

1. *Internal Operating Procedures*. Internally, we will work on procedures to ensure that our Building Services personnel are getting the information needed. I understand that Rene is getting (or has already gotten in all cases) online access to Mid-American. I will ask that she contacts anyone and that they share passwords reciprocally so that everyone is "on the same page." We will lend upper level administrative support if she is unable to get bills timely. I explained to one other department head the rationale two days ago.

2. *Historical Data*. I understand that there is data in some buildings, especially where our largest utility—Mid-American—operates for electricity and natural gas in our buildings where we could go back three years. In order to establish a baseline, I know that this not necessary. However, I do think that the "more data, the better," and agree that the baseline establishment is priority. However, is there away that through Excel spreadsheets or .csv files, we may be able to import historical data earlier than what is necessary for the baseline? As an energy specialist, nothing is more helpful than knowing if the one anomaly is just this May compared to the baseline May or if we have ever historically seen this trend. Obviously there's a cost-benefit analysis that has to be run in terms of time and labor but where available, I wanted to see what the best means of this may be, *Mani Historical bill data can be imported via Microsoft Excel spreadsheets. I showed Kenny and Rene how to do this, but they decided that it was easier and more efficient to manually enter the bills. if you'd like to reference information about using spreadsheet imports for historical bill data, the following help documentation explains how this works:* <http://help.energycap.com/Display/ECE/Non-EDI+BilltImport+Rulestand+Options>

*You can download a sample bill import file in EnergyCAP by:*

*Navigate to Bill Processing*

*Select Enter Bills*

*Click Import Bills*

*Click Download Sample Import File*

6.), CAP.

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The screenshot shows a software interface with a 'General' tab selected. On the left, there is a sidebar with menu items: 'General', 'Batch Selection', 'File Selection', 'Tools', 'Column Mapping', 'Sample Data', 'Import Programs', and 'Results'. The main area contains a large block of text, including a header '111ENERGY STAR' and a signature 'Jefflawermsete'. The text is partially obscured by a large, dense, illegible block of characters, possibly a corrupted image or a very low-resolution scan of a document page.

Alternatively, our Bill CAPture service can be used to process your historical bill Images. If this is something that you'd like to explore, please let me know and I can explain how that works and Phil Kolb could provide a quote to process your historical bills using Bill CAPture.

3. **Baseline.** At first, we assumed that a baseline was July 2014 - June 2015, but then saw a calendar year baseline of January 1 - December 31. Then, we saw in one instance where the savings calculated did not start until March 17, 2016, Therefore, under Savings--Trends, there was no data. Because I assumed no March bill was there, I am not sure why we wouldn't go ahead and start savings calculation as of the next month after the baseline. I understand some buildings had a completion date with the LEDs later on but from the perspective of looking at trends and cost avoidance on monthly basis—especially continual improvement (Jan 0.0%, Feb 2.4%, and March 4.9%) anything that we do from a behaviorUorganizational change or retrofit from here on out would reflect greater growth than the initially negative or even stagnant numbers. I'm thinking Sept-Dec 2012 in the graph attached from the schools wherein they hadn't hired the position fully on board until April 2013. (see attachment)

Generally speaking, I am of the belief that a baseline should be similar in all buildings and here's why. The LED lighting retrofit is one project that we surely want to measure. However, if we have multiple baselines in each building. I think it will be confusing. I get why there may be a differing baseline in one building, e.g. #5 Eagles Building unoccupied in base year, or with a new building (establishing a base year), but believe that as long as the base year precedes any retrofit or organizational change it will be untainted by a comparison group affected by anything we are doing now. If there are too many base periods that differ. I think that tends to get confusing except where necessary in anomaly situations. if we had a base of January 1. 2015 - December 31, 2015 and then started calculating savings January 1, 2016 would anyone object?

**(Dan) I don't disagree with this approach of all. You have described solid reasoning for using the same baseline and an earlier start date than the time that LED retrofit completed. You have specific reasons for doing that and they make sense,**

**The cost avoidance settings can be updated for all meters at once by:**

**Navigate to Administration**

**Select Cost Avoidance Settings**

Select a new Baseline start  
 Select a new Savings start  
 Click Globally Update Meters

cap.

Curtly

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**Meter Settings AUG Range**

**NOTE:** These settings only change the meter Awl will **not be applied to existing meters**. To update existing 'Two's  
 Crick on the ai,yualy Opiate Meters button :6:204C

**Baialnaillendeop •**

Baseline Start	Savings Start	Baseline Length (mos)
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**Cooling Needed Above**

**Heating Needed Below**

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Minimum D3 Degree Drays per MONTH required before weather adjustment is appLed

**Cost Avoidance Raawanabionata Test •**

When Cost Avoidance exceeds this '4 of BA1CC Cost. a watn,ng will **be shorn** on charts.

r70

**4. Administrative Access.** I would like to see Matthew Ung have access at the same level I am at currently, e.g. Read-Only. His e-mail address is [malthewunca@woodburycountyiowa.gov](mailto:malthewunca@woodburycountyiowa.gov) If there is any other information necessary in order to set this up, please let us know.

*(Dan] I see that Kenny already set this up.*

**5. Eagles Building.** This building was not fully occupied as it is today in operations until November of 2015. I am wondering if a different baseline should be established here.

*(DanJ If you have on earlier baseline of bills that you can enter and use, from when the building was occupied, that would be a recommended approach.*

**6. Naming of Meters.** I shared that I think naming meters to help locate them specifically can be helpful, e.g. "8th Floor Chiller," or in a schools example, "Concession Stand" so as to differentiate how specific meters are behaving in the analysis of them

*(Don) I agree that this Is a good idea. Meter updates sheets can be used to quickly update names In bulk. Using update sheets is explained here: <https://docs.enerocep.com/display/EC034/Setup#Monager#Update+Process>*

Thanks for any help you can give us. Supervisor Ung and I will both be In Washington, D.C. next week but look forward to a continued conservation.

Jeremy Taylor  
 Chairman. Woodbury County

# WOODBURY COUNTY DEPARTMENT MEETING

April 18, 2016 at 8:00 AM in the LEC Training Room

#20f

**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 18 April: Hitting the Mark and Honoring Service

*Light Breakfast and Coffee*

### 1. Where We Go (and Grow) From Here—Supervisors Taylor and Ung

From our last time together as a group, we were able to come up with a shared Vision Statement, departmental mission statements, ways of cooperation, a succinct way to "tell our stories," and refinement of the logic models. We'll give the overview of how these will be a product for supervisors and a "working document" to guide goals and decision-making for the future. I want to explore the following Core Values statements:

Core Values define "how you will behave during the process" that are normally internal. Generally, this is what you all had come up with that was presented to us on March 23. Rather than vision (see above) and mission (see your specific statements), these have to do with customer service, evaluation, personal responsibility, and cooperation/communication.

- A. We respond compassionately to the citizens we serve who can expect respectful, honest, courteous treatment.
- B. We provide high quality services that are efficient, accessible, innovative, and technologically up-to-date.
- C. We relate openly to the public with transparency and two-way communication.
- D. We maintain a healthy, productive work environment with clear work goals, appropriate training and supervision, regular performance appraisals, and an appreciative team.

Finally, we'll conduct a quick AAR of the day.

### 2. Safety & Security Practices\_ -Michelle Skaff, MAJ Todd Wieck, and Kenny Schmitz



Michelle Skaff and Todd Wieck have been working on identification cards. This has evolved from a way to give security identification to the integration of key medical and emergency information as well. Training is key, and Michelle will share a way forward there. We will also discuss if there are Building Services issues that are a result of some great thinking, a product of the Save Yourself a.k.a. Active Shooter training. We'll have a brief but focused discussion of such issues.

### 3. Tech Support

WCICC and Team will give us a couple of pointers to make us aware of the repercussions of what we do on our systems—and how to do so efficiently and securely.

### 4. Telling Our Story on May 24 and Other Nuts & Bolts—Supervisor Taylor

A. The Board approved **Tuesday, May 24 to be our County flay** in honor of and following on the heels of National County Government Month. We will focus this from 11:00 a.m. to 2:00 p.m, in which we will have refreshments, displays and/or literature, and hourly tours. We will loop both the NACO video as well as one that David Gleiser, Economic Development Director, will take charge of in featuring the elevator speeches with images. I am working with. Open Line on having them broadcast that day from the Courthouse in the morning and would like to have you consider "telling your story" that day. Remember that the more we tell our story, the better we serve in terms of letting people know of services available and how we can best help.

B. Also, from **May 1-17,1** will be on active duty orders at Fort Sam Houston in San Antonio working on Combat Medical Ministry training in a trauma unit. Supervisor Ung will take the reins regarding agenda items, day-to-day operations decisions, and the leading of both meetings. Taking his place during the next department head meeting will be Supervisor Mark Monson.

C. True Speaks are still due *throughout* the month. Most of you have been great about this, and it's appreciated. I will be visiting with those who have not followed through. Whether it's a weekly auto-reminder, or something done in coordination with evaluation, it's important to not let this go and artificially create a series of "thank you notes."

### 5. —Washington D.C. 62<sup>nd</sup> Annual Chamber Trip \_ -David Gleiser

We lobbied individually and collectively from April 12-15 with our Congressional delegation, the USDA, and our Senators on a host of issues. Regarding responses, this will be an opportunity to hear some movement and how this went.

6. Correctionville Rural Meeting. on April 18 from 7:00-8:30 p.m. Supervisor Taylor Please mark the calendar for this date. It is a wonderful thing that so many elected officials, department heads, and others have attended in this initiative to bring county government "to the people." This is just a heads up for the calendar for the future.

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

We will go around the room. I would like to hear out one way of cooperation that will either be explored or exercised during this coming fiscal year. 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.

**Did you know that WOODBURY COUNTY SUPPORTS VETERANS?**

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"It is the Soldier above all others who prays for peace, for it is the soldier who must suffer and bear the deepest wounds and scars of war." General Douglas MacArthur



I. The Good News Story for this Week features Veterans Affairs Dept.  
2: In. other "Good News"... •

### A Note from COL Scott Plambeck

Mark,

We really appreciate the support of Pete McDermott that you, Forest, and all others associated with the Woodbury County Engineer's have given him over the last few years. The National Guard can not do its mission without the Support of our members' employers. The National Guard is being used more since 9/11 than ever in our history, and we do not see an end in the near future.

Thanks again for being a part of the Iowa Employer Support of the Guard and Reserve (ESGR)



## Karen James - Modernization of County Committees

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**From:** Mathew Mathew Ung  
**To:** County All; City All  
**Date:** 4/27/2016 1:47 PM  
**Subject:** Modernization of County Committees

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Dear County/City staff,

Going forward, the committees listed below are asked to regularly send their meeting minutes and agendas to the Woodbury County Board Office (Karen and Heather) so they may be posted online in accordance with a major transparency initiative made possible by the joint city-county Information Technology department. Your minutes, agendas, and any other committee backup materials you wish to send will be posted here for easy access by your staff and our constituents:

<http://woodburycountyiowa.gov/board-of-supervisors/committee-information>

Working closely over the last few months with the Auditor's Office, the Board office, and the IT department, and in accordance with the Board of Supervisors' wish to modernize the county website, each committee now has its own page, defining its purpose and cataloging its meeting minutes for future reference. We also collectively decided an email like this was vital to spread the word.

Gone are the days of confusion as to whether a particular county committee meets or if they even exist. But it won't be possible without your collaboration in this effort:

- **Please email your meeting minutes, agendas, and any extra agenda materials you wish to share with the public to BOTH:**

[kiames@woodburycountyiowa.gov](mailto:kiames@woodburycountyiowa.gov)  
[hsatterwhite@woodburycountyiowa.gov](mailto:hsatterwhite@woodburycountyiowa.gov)

- **Please email attachments in the PDF format whenever possible.** This will later ensure a "search" function being constructed by IT.
- **Please title ALL attachments beginning with "YYYY-MM-DD".** This consistent titling will automatically rank your most recent meetings at the top of your page.

Again, if you are involved in one of the following committees, please ensure your secretary is aware of this, and remember that our Board office will upload whatever extra agenda materials you as a committee decide to share with the public, but that our Board office will not change your contents in any way. Audio and video files can also be uploaded.

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Area Solid Waste Board (Landfill)  
Board of Adjustment  
Commission to Assess Damages  
Conservation Board  
DECAT Board  
E911 Board  
Emergency Management Commission  
Grow Siouxland Taskforce Committee  
Hazardous Materials Committee  
Health and Wellness Committee  
Highway 20 Association  
Hungry Canyons  
Law Enforcement Expansion/Prairie Hills  
Loess Hills Alliance  
Loess Hills Development and Conservation Authority

Loess Hills Economic Development  
Loess Hills Scenic Byway  
National Resources Conservation Service  
Policy Review Committee  
Regional Workforce Investment Board  
Rural Economic Development Committee  
Safety and Security Committee  
Security Institute Commission  
SIMPCO  
Siouxland District Board of Health  
Siouxland Economic Development Corporation  
Siouxland Human Investment Partnership  
Soil and Water Conservation District  
STARCOM  
Third Judicial Department of Corrections  
Veteran Affairs Commission  
WCICC  
Western Iowa Tourism  
Zoning Commission

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I am excited and grateful for the cooperation I've seen while leading this process, and you will notice more improvements to county record-keeping as our working group continues to endorse further online user improvements to benefit both staff and constituents. **It is worth noting in the political relations between Sioux City and Woodbury County that our shared IT department is an exceptional example of working together that is probably too often overlooked.**

But just as the best special effects in movies aren't noticed to be special effects, the best IT department is marked by the list of things that could have been noticed, but weren't. From the laptops in the squad cars of our law enforcement to this email you just finished reading, they keep us going.

Join me in telling John Malloy and his staff:

THANK YOU!

**Matthew Ung**

*County Supervisor*  
620 Douglas St.

Sioux City, IA 51101

Cell: (712) 490-7852

matthewung @wood [burycountyiowa.gov](http://burycountyiowa.gov)

## Karen James - Re: March 21st Department Head Meeting Minutes

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**From:** Jeremy Taylor  
**To:** Alan Jordan; Dennis Butler; Diana Christensen; Danielle Dempster; Dave D...  
**Date:** 4/27/2016 7:07 PM  
**Subject:** Re: March 21st Department Head Meeting Minutes  
**Attachments:** Information on County Government Day May 24.docx; County Government Day.pdf; April 18 Dept Head Meeting Minutes.docx

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Department Heads and Elected Officials:

1. As you may know at this point, I will be away on active duty orders starting Sunday, and will have an "Auto Reply" set up on e-mail. Day to day operations questions should be routed to Supervisor Matthew Ung who will be Acting Chair from May 1-15. Therefore, when an agenda item is submitted after Thursday, April 29 for anything related to the meetings on May 3 or May 10, please ensure that Supervisor Ung is e-mailed along with Karen James and Heather Satterwhite.

2. Guidance will be forthcoming from Human Resources especially as it relates to the True Speak initiative under outside legal counsel. Please know that for now, site files need to be treated with confidentiality, should be locked, and proper retention is key. Our ability to clearly document for growth and correction is key to your leadership role. I anticipate that on a variety of issues from FMLA to True Speak, HR will have a good deal of guidance during one of our summer department head meetings.

3. True Speaks are due on Monday, May 2. Include Chats, Correction, Specific Appreciation, etc.

4. The department head meeting on Monday, May 16 will be led by Supervisor Ung with Supervisor Monson present. Please see attached the minutes of the last department head meeting. Any wish to submit a department head agenda items should be submitted to Supervisor Ung along with Karen and Heather. If John Malloy and the folks at WCICC can disseminate any notes regarding ShoreTel in "Reply All," that will be very helpful. I for one was so appreciative of their guidance at the department head meeting as they help lead us into the future and beyond.

5. We will be having a very important County Day on May 24, 2016 just under a month from now. I am including notes that I shared with supervisors last night. Please plan be there or at minimum to have a representative from your department present from 11 am - 2 pm during that time. Supervisor Mark Monson is running point on this from the Board of Supervisors and Economic Development Director David Gleiser will be running point from the staff level. Armed with literature/flyers, an "elevator speech" and mission statement, along with any visuals (PPT, video), please plan to explain to folks coming in/out what it is that you do. This is also a great opportunity to hear from the public on the way we can best serve and advertise the services so as to give greater access.

Know just how appreciated you are with all that is going on as we continue to improve and fulfill our core mission! Sincerely,

Jeremy Taylor  
 Chairman, Woodbury County Board

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

End. Department Head Meeting Minutes, County Day Ad, Information on Working Group Describing 5/24/16 County Govt. Day

April 28, 2016 E-mail to Supervisor Monson from Chairman Taylor

Mark:

I would like to ask for you as the liaison for Building Services as relates to long-term planning to convene a working group meeting and examine the following situation:

Today, April 28, I learned that there was water infiltration in the Little Anthon Courthouse. I sent the following e-mails to Treasurer Mike Clayton and Building Services Director Kenny Schmitz. According to a subsequent conversation with both, I learned that since taking operations into the facility in 1995, that modifications had been made under previous Treasurer Bob Knowler but it is unknown as to funding sources in this non-county-owned building.

I shared that we have an obligation to ensure that our personnel are safe and to protect from further damage, so Kenny was to go out or have one of his personnel do so: my instructions were to keep to the minimal modifications so as to protect our personnel. You and I visited today about convening a work group to study this issue in the next 5-10 days for the medium-to-long-term solution. My suggestion is to have Pat Gill, Kenny Schmitz, Joshua Widman, Dennis Butler, Mike Clayton, and perhaps (initially or subsequently) someone from Anthon.

The goal would be to determine how the County should proceed if there are long-term building needs there. If it is not a county-owned building, we probably want to be indemnified of liability should even modest alterations be made. Knowing what contract, agreement, or the like is in place will help.

As this holds county services, is this something that the county should look at perhaps on a 50/50 cost-sharing agreement basis? We all know that substantial building modifications can not only be costly but are probably prohibited from being entered into on behalf of a building that we do not own. These are some of the issues at play.

Thanks.

Jeremy

## Woodbury County Finance Department Logic Model

Need	Service or Activity	Outcome	Outcome/Indicator`	Measurement Tool	Data Source, Data Collection Procedures, Personnel	Frequency of Data Collection and Reporting
To improve the transparency and understanding of the budgeting process, development of property taxes and financial status condition of Woodbury County Government	Separating the budget process into three categories: CIP requests, improvement requests and operating requests.	The public will better understand the financial process and the condition of the county.	3 separate budget categories.  Dec. 1 <sup>st</sup> submission date for operating requests.	Revenue and expenditure reports.  An audited Certified Annual Financial Report reporting the condition of the County_	Sources of data will generated by the Auditor's Office. Treasurer's Office, and the Finance Director.  Other County Department Directors will provide their pertinent information to the Finance Director.	Monthly reports on revenues and expenditures as it relates to the FY budget.  An audited Certified Annual Financial Report that is prepared annually.
	Having earlier submission dates for all three categories.	The Board of Supervisors will have more time to evaluate the budget information the finance department provides.	October submission date for CIP and improvement requests.	Cash fund balance report (15yr).		Monthly cash fund balance report (15yr).
	Publish the proposed FY budget and post on the County website.		Published/posted budget 10 days prior to the budget hearing date, no later than March 15 <sup>11</sup> .			
	Monitoring cash reserves and budget estimates for revenues and expenditures.					
	Tracking the cash reserves of the tax supported funds over a 15 year period					

### MISSION STATEMENT

The Mission of the Woodbury County Finance Department is to provide the most informative and accurate information for the Board of Supervisors and public to understand as it relates to the budgeting process. development of property taxes and financial status of Woodbury County. We strive to be courteous and helpful to all Woodbury County residents so they understand the financial operations of their county government.

# Rural Woodbury County Development Committee Meeting Minutes

Woodbury County Courthouse, 8<sup>th</sup> Floor

Tuesday, 4/26/16, 1-2 PM

## Members Present:

1. Kent Baker — The Record
2. Dennis Butler — Woodbury County Finance Controller (Guest)
3. Wayne Dominowski — Sergeant Bluff Advocate
4. David Gleiser — Woodbury County Rural Economic Development Department
5. Jim Johnson — Taxpayers Research Council
6. Mark Monson — Woodbury County Board of Supervisors
7. Jeremy Taylor — Woodbury County Board of Supervisors
8. Matthew Ung — Woodbury County Board of Supervisors

Lunch was served and the following agenda was taken up:

## AGENDA

- A. Approval of 3/4/16 Minutes
- B. RWDC Updates
  - Local Option Sales Tax, Balance & Budget for Economic Development
  - Rural Comprehensive Planning Project
  - Potential for Long-Range Planning Assistance (Moville, Salix, Sgt. Bluff)
  - Community Development Corporation Formation Assistance
  - City/County SIMPCO Membership Dues Offer
  - Dissemination of Needs Assessment Survey Results
  - Ag & Expo Learning Center Project, Potential for Rural Communities
- C. New Business
- D. Next Steps
- E. Adjourn

### **A. Approval of 3/4/16 Minutes**

Motion and second with approval of minutes 3/4/16 (Carried 7-0)

### **B. RWDC Updates:**

#### ***Discussion - Local Option Sales Tax, Balance & Budget for Economic Development***

Butler provided the committee with an overview of LOST funds. Members were informed of the current and future obligations budgeted, as well as the approximate balance of the unobligated \$700,000 onetime money. Gleiser reminded the group that the unobligated \$700,000 will carry over to the next year if unspent, and that money could, be used for rural economic development programming should the Board determine to do so. Butler and Taylor explained that roughly \$575,000 is generated annually in LOST funds for economic development and that the Board has dedicated about \$535,000 to property tax relief. Taylor stated that in out years (two years and beyond), the Taxpayers First Resolution in which the Board dedicates \$1 of every \$2 from CF Revenue (\$55.6 million over 20 years on graduated schedule) should lessen the need to rely on LOST funds to mitigate coming back to tax levies to keep up with inflation, bargaining, etc. With this in mind, LOST obligations could be paid for from different revenues in the future which would then provide more LOST funds available for potential rural economic development programming. Future revenues could also be used to help with rural economic development/infrastructure projects. County Participation needs to be limited and there should be "skin in the game" as Ung mentioned the amount of \$50,000 requests can quickly add up. Johnson mentioned that the message should be out that the County can do things and is providing tax relief. Those are



important messages but people need to know that we will have the ability to do things. At the same time, it's important to know how gradually (and graduated) the influx of CF capital is. Johnson also mentioned how towns that are unwilling to do anything will have a hard time in the future, and suggested that the County look at roads/infrastructure as it relates to LOST revenues. Monson explained 80% of LOST funds are already dedicated there.

*Discussion - Rural Comprehensive Planning Project*

Gleiser informed the committee that 11 out of the 11 targeted cities agreed to participate in the Rural Comprehensive Planning Project. He stated that RFPs would be solicited throughout May and that he anticipates a recommendation to the Board for an award being made shortly thereafter.

*Discussion - Potential for Long-Range Planning Assistance (Moville, Salix, Sgt. Bluff)*

Gleiser informed the committee that per the group's recommendation at its last meeting, he presented the request for consideration to the Board that the 3 cities (Moville, Salix, Sgt. Bluff) not included in the Rural Comprehensive Planning Project receive a like-dollar amount for other long-range planning projects. He stated that the Board seemed generally receptive to the suggestion and that he would wait until an award has been made for the Comp. Plan project before going back to the Board so he had more of an approximate like-dollar amount to propose.

*Discussion - Community Development Corporation Formation Assistance*

Gleiser informed the committee that per the group's recommendation at its last meeting, he presented the request for consideration to the Board that the Rural Economic Development Department be allowed to continue providing assistance with outside legal counsel to help form CDCs in communities without one, and that the Board voted in favor of allowing him to continue to do so.

*Discussion - City/County SIMPCO Membership Dues Offer*

Gleiser informed the committee that per the group's recommendation at its last meeting, he presented the request for consideration to the Board that the County pay 50% of the membership dues to SIMPCO for all 14 rural cities in the county. Members were made aware that the Board voted in favor to do so, and that he and SIMPCO officials were scheduling meetings with every rural city council to present the offer, which would start July 1, 2016. As part of this effort, SIMPCO will provide the County with quarterly and annual reports on their activities and services being provided to the rural cities, which will be utilized to help determine the effectiveness of this new effort and the expenditure of LOST funds. Taylor mentioned hearing about SIMPCO undergoing some positive organizational transformations. Monson mentioned the new revitalization of SIMPCO was due to a new Executive Director, and additional staff. Monson explained that the roll-out of the City/County membership dues project and the joint SIMPCO/County presentations should help rural communities to know that there is a new foot forward. Kent Baker mentioned the need to share how this is the new face as rural communities have often had a less-than-desirable experience with SIMPCO in the past under old leadership.

*Discussion - Dissemination of Needs Assessment Survey Results*

Gleiser informed the committee that since presenting the findings of the Rural Economic Development Needs Assessment Survey results at its last meeting, he has disseminated the results to all rural city clerks with the instructions to share the results with their respective city councils, citizens, and key-stakeholders.

*Discussion - Ag & Expo Learning Center Project, Potential for Rural Communities*

Taylor provided the committee with an overview of recent updates on the Ag & Expo Project which is being spearheaded by the City of Sioux City. Taylor mentioned that he and Ung were interfacing with the City in information-gathering, but he wanted some feedback from this group as it related to this project and the potential for the county to participate. Kent Baker said that while having such a venture in the rural areas would be good, there is less "us vs. them" than in the past, and that many who live in rural areas sometimes have a majority working in Sioux City and are utilizing their amenities. There is a sentiment that even though it would be nice to be in Merville, if it was between having it in Sioux City next to restaurants, hotel, etc. or not at all, the former would be preferable. The committee had consensus on LOST being dedicated to rural economic development. Supervisors present acknowledged that the Board may participate based on exercising due diligence and wanting to leverage additional state dollars.

*C. New Business*

Gleiser presented various economic development literature pieces to the committee, and asked what members thought about creating something to market the Rural Economic Development department's offerings. Baker and Johnson voiced opinions on believing that face-to-face contact is the key to increasing the awareness of what the department does. It was agreed that at minimum such a publication would need to be coupled with in-person contact. Johnson mentioned that the full-color 12/14 page may be outdated upon publication. Baker also mentioned how critical rural city clerks are in helping their councils understand the resources that can assist them. Gleiser also mentioned the intent to partner with conservation to help promote the county's outdoor amenities as they are excellent quality of life assets.

*D. Next Steps*

The committee agreed to reconvene once the county has awarded a contract for the Rural Comprehensive Planning project, and would then review any draft documents that Gleiser develops to help market his department's offerings. Dominowski, Baker, and Gleiser will also coordinate on publishing an article on the committee's work.

*E. Adjourn*

The meeting adjourned at 2:15 PM.

## Appreciation of Efforts on County Government Day

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**From:** Jeremy Taylor  
**To:** Jeremy Taylor  
Dennis Butler; Danielle Dempster; Dave Drew; David Gleiser; Diane Peterson; Ed Gilliland; Gary Brown; Glenn Sedivy; Heather Satterwhite; Jackie Smith; Julie Conolly; Jean Jessen; John Malloy; John Pylelo; Kevin Grieme;  
**CC:** Karen James; Kenny Schmitz; Larry Clausen; Matthew Ung; Mike Clayton; Michelle Skaff; Mark Nahra; Mark Olsen; Patrick Gill; Patrick Jennings; Rick Schneider; [Jlogan@caasiouxland.org](mailto:Jlogan@caasiouxland.org); [rcloste@dhs.state.ia.us](mailto:rcloste@dhs.state.ia.us); [amy.berntson@iowacourts.gov](mailto:amy.berntson@iowacourts.gov); [leesa.mcneil@iowacourts.gov](mailto:leesa.mcneil@iowacourts.gov); [mark@mudflap.com](mailto:mark@mudflap.com)  
**BC:**  
**Date:** Thursday - May 26, 2016 4:09 PM  
**Subject:** Appreciation of Efforts on County Government Day

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May 26, 2016

Dear Department Heads and Elected Officials:

This communication is to share appreciation of your collective efforts to put on a first-time venture, County Government Day. Your presentations were fabulous, engaging, and creative. I still remember the Recorder's Office phrase amidst colorful, professionally displayed graphics on their board: "We play a small but important part in everyone's life." 10 Elected Officials and Department Heads travelled to Merville to begin engaging Woodbury Central juniors several days before. Bringing and setting up the technology and equipment that you all use in order to provide high quality services meant that the public could see up close a voting machine, new sample LED light in the Courthouse, our Sheriff and Secondary Roads vehicles, a virtual tornado, or an open courtroom. Organizationally, the day was well-advertised by David Gleiser who helped assist in many logistical aspects as well. Having great hot dogs, smiling volunteers downstairs, and a place to relax showed camaraderie and translated into a relaxing day for those participating.

I witnessed department heads and elected officials working side-by-side engaging the public, explaining everything from General Relief to General Elections, and from an effective court system to the often behind-the-scenes work of those who keep our public safe in Emergency Services and Management. And there were those of you who helped assist whether you were part of Courthouse Security, guiding the great help from the Sheriff's Office with the recreation outside, or helping give the tours and guide folks.

The effect is that we engaged students, jurors, and a good number of people who came on down in a way that showed we care very much about our mission and take

, pride in the services that we provide. I heard several people remark that they just did not know how much you all did to keep families safe, secure, healthy while upholding a great quality of life. I believe a day like this gives people respect in their local government and understand to a greater degree how we collectively overcome challenges in order to meet community needs.

Such a day reflects the deep value we ought to have in civic duty including honoring the historic past by taking the time to see what those who have gone before us have left to us to preserve and take care of. This is sometimes understood in the symbolism of the courthouse or painstaking efforts to craft a structure worthy of the people to whom it would serve. With Memorial Day this Monday, it is good to point people to the WWI battles listed on the paintings in honoring those who paid the "ultimate sacrifice," just as we serenely and somberly paid homage to those listed in stone recently who died in the line of duty from law enforcement and first responders. This day also helps the continuance of justice seen in the fact that those on jury duty were able to come "lunch and learn." I later in the day witnessed a good Judge, County Attorney, Juvenile Court Officer, and Clerk of Courts Administrator carefully explain to a rascally 5<sup>th</sup> and 6<sup>th</sup> grader (my own) the difference between the juvenile and adult court system.

I understand that there are many things you all could have been doing that day. I also appreciate all the more the attitude, spirit, and engagement of "going the extra mile," and being passionate about what it is that you do. The supervisors, elected officials, department heads, and over 400 employees can be proud of the message I believe that the day sent.

**Thank you so much for all that you did on Tuesday, and all that you continue to do to help serve the citizens of Woodbury County!**

Sincerely,

Jeremy Taylor

Chairman, Woodbury County

P.S. Please pass this on to those within your offices or departments that helped to

## Fwd: Acknowledgment and Request

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**From:** Ed Gilliland  
**To:** Abell, Tonia; Anderson, Lisa; Taylor, Jeremy; Thomas, Melissa  
Armstrong, Donald; Benson, David; Blanchard, Lee; Boetger, Doug; Brock, Tyler; Brown, Gary; Caudron, Joy; Christensen, Diana; Clausen Rosendahl, Michelle; Clayton, Mike; Conolly, Julie; Dempster, Danielle; Drew, Dave; Drey, Linda; Feiler, Mary; Gill, Patrick; Gilmore, Jill; Gleiser, David; Grieme, Kevin; Harlow, Todd; Hertz, Charles; Hinrichsen, Patrick; Hofmeyer, Steve; James, Karen; Jennings, Patrick; Jessen, Jean; Lewis, Michelle;  
**CC:** Malloy, John; McCall, Dianne; Nahra, Mark; Olsen, Mark; Peterson, Diane; Phillips, Lynette; Ping, Valerie; Pylelo, John; Schmitz, Kenny; Schneider, Rick; Schroeder, Sharon; Schwedler, Jorma; Shinkunas, Al; Skaff, Michelle; Stallman, Greg; Thomas, Melissa; Weber, Ryan; Wieck, Todd; Wilson, Dennis; Wingert, Tony; Zvirgzdinas, Kellie  
**Date:** Friday - May 27, 2016 11:32 AM  
**Subject:** Fwd: Acknowledgment and Request

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Good Morning Everyone, hope your weekend will be filled with good things.

The last of the scheduled True Speak Training was completed Wednesday and Thursday.

The Training has given us the basis to expand and improve our communication with each other, our customers, and those we supervise.

You were all great to have in class, the give and take was outstanding in all 3 trainings, and the feedback overall has been positive.

In the coming weeks we will be rolling out new Employee Handbooks and new coaching and counseling forms that should help embed True Speak into our culture. These changes have been done in coordination with legal counsel to help not only ensure positive cultural change but also best practices to protect us as an organization.

all of this effort and expense goes to waste if we do not implement this in our daily interactions.

As part of the implementation we have all been tasked by Chairman Taylor with completing at least 4 True Speaks each month.

To help us with this task I am asking that you blind cc me, Tonia Abell, and Chairman Taylor on your True Speaks.

Going forward we will be logging the True Speaks and following up with each of you to ensure your completion of these True Speaks. Our anticipation is that Chairman Taylor and I will schedule a meeting with each of you to review these communications from the past months, verify/clarify the locked site file location, and discuss any issues related to this initiative. This will be done for all supervisory leadership personnel so we have a good review of where each of you are at. We will be meeting with everyone. As part of this process we will also review where each leader is in the employee evaluation process including the forms utilized.

We will go through the True Speaks again in our Department Head meeting Monday June 27 and will review and answer any questions you have at that time and discuss where each of us are individually.

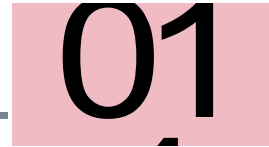
The 4 True Speaks for May are due on or before Wednesday June 1.

Chairman Taylor and I look forward to receiving the True Speaks and we especially look forward to the seeing the results of this increased communication.

Chairman Taylor has also asked that Monday June 27 be reserved for an hour and 1/2 (8 to 9:30). We will have the Employee Handbook, the Counseling Forms, the True Speaks, and other relevant information from Human Resources. It is critical that all attend, if you are unable please notify Chairman Taylor in advance so we can ensure that we have time to meet with you to go through the information.

Respectfully,

Ed G.



## Karen James - Upcoming Dates and Electronic Calendars

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**From:** Jeremy Taylor  
**To:** Jeremy Taylor  
**Date:** 6/10/2016 7:31 AM  
**Subject:** Upcoming Dates and Electronic Calendars  
**CC:** Dennis Butler; Danielle Dempster; Dave Drew; David Gleiser; Diane Peters...

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Department Heads and Elected Officials—

We will be having our next rural meeting out in Oto from 6:30-8:00 p.m. on June 27. I have also asked Pierson's City Clerk about a potential July 28 date. I really appreciate all of your attendance at past (and hopefully) future rural meetings. We will keep leaning forward to be out in Smithland, Salix, Lawton, and Sloan as we take county government to the people.

We will do something similar as when in Correctionville, you gave a brief synopsis of your department. June 27 is the same day as our department head meeting at which time Human Resources will be giving needed updates, guidance, and review concerning the Policy Handbook procedures, evaluations, True Speak and syncing all of this with counsel-reviewed documentation, etc.

On another note, for those of you who were requested to give it, when granting the Proxy Access for meetings, be sure to Include Karen and Heather but please check-mark Appointment (Read only). Please do not grant Proxy access to e-mail. I am appreciative as a professional organization concerning the use of electronic calendars as it helps us all schedule well and this will be a key component of modernizing Board office functions.

Thank you, and have a great day!

Jeremy Taylor  
Chairman, Woodbury County

Chairman's Report June 21, 2016

June 16, 2016

Woodbury County Supervisors  
620 Douglas St Sioux City, IA 51101

Dear Sirs:

I am writing in regards to an upcoming event that we would like to hold at the Woodbury County Courthouse. Recently, the Iowa Prayer Caucus Network, and many others, read the Bible from cover to cover in the rotunda of the State Capitol Building in Des Moines. It is now planned to do the same thing in front of the courthouses of all 99 counties at the same time, leading up to the 4th of July, our Nation's 240th birthday. Iowa Governor Branstad signed the Iowa 99 County Bible Reading Marathon proclamation on April 26<sup>th</sup>, 2016 in his formal office at the Capitol encouraging all Iowans to participate in this historic occasion.

We are asking for any necessary permit that is needed to hold this endeavor. It takes approximately 80 hours to complete the reading and we plan to do it on a continuous basis, 2 readers at a time.

Therefore, we would begin on Monday, June 27<sup>th</sup>, at 8:00 AM, reading daily 8 AM to 6 PM and estimate ending on Friday July 1st, at approximately 6:00 PM, with a concluding gathering of readers to finish the event. It is possible that it may take a while longer for the reading depending on the speed of those reading, so the ending time is only an approximation. We do plan, however, to be finished on July 1st and at the very latest Saturday July 1<sup>st</sup>. Due to the unpredictable nature of the weather, we would like to have a pop up tent present to protect readers from heat and or rain.

The courthouse would be open on that week, but not Saturday. There will be no impeding of the public entering or exiting the building. None of the event will be held inside the courthouse.

As mentioned earlier, precedence has been set for the Bible Reading Marathon, as it was already done at the State Capitol Building. Our county will be joining the other 98 counties in participating in this very special and historic occasion.

We are contacting you now to get any prior approval or permit that are necessary to utilize the courthouse premises for June 27<sup>th</sup> through July 2<sup>nd</sup>. If you have any questions, please do

not hesitate to contact us at the phone number or email listed below. If there are no questions, approval can be sent by email or to the address listed below. We greatly appreciate your earliest possible attention to this inquiry.

Thank you in advance for your kind assistance and prompt response.

Sincerely,

Diane Widner 712-389-5222

WOODBURY COUNTY TEAM CAPTAIN,

99 COUNTY BIBLE READING MARATHON 2016

Yasha Ministries

5015 Garretson Ave

Sioux City, IA 51106

712-258-0142

[Yashasiouxland@gmail.com](mailto:Yashasiouxland@gmail.com)





# 19 Iowa to Proclaim

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF IOWA

## PROCLAMATION

WHEREAS, all Scripture is essential to prepare us to be the people God wants us to be and to accomplish the purpose for which he created us; and

WHEREAS, America, being founded upon biblical principles and Judeo-Christian ethics, as taught in the Bible, paid tribute to the Bible for its important influence upon the development of our Nation by many of our great national leaders such as Presidents Washington, Jackson, Lincoln, Wilson; and

WHEREAS, President Andrew Jackson called the Bible "the Book on which this Republic rests" and President Abraham Lincoln called the Bible "the best gift God has given to man"; and

WHEREAS, Elias Boudinot, Founding Father, President of the Continental Congress and first President of the American Bible Society, acknowledged the Bible as "the Alpha and Omega of knowledge" — the beginning and the end of useful information in every area and called it the most valuable book in the world, the most instructive both to the wise and ignorant; and

WHEREAS, President Ronald Reagan said, "Within the covers of the Bible are the answers for all the problems men face"; and

WHEREAS, the Bible is recognized as the one true revelation from God, showing the way of Salvation, Truth, and Life, and enriching the daily lives of millions of men and women who through the ages of the Bible was removed from our schools; and

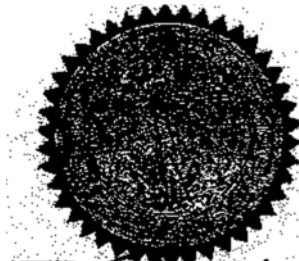
WHEREAS, lawmakers, law enforcement, social scientists, civic and church leaders are searching for solutions to the critical problems facing our nation, such as the drug crisis, violence, and social injustice, all of which can be found within God's revealed will for mankind; and

WHEREAS, regular Bible reading renews the mind of men, thus transforming the life of the individual which ultimately affects the lives of those in the family, the local community, the state, and the Nation:

NOW, THEREFORE, I, Terry E. Branstad, Governor of the State of Iowa, do hereby encourage all Iowans to join in this historical Iowa 99 County Bible Reading Marathon to take place June 30 through July 3<sup>d</sup>, 2016, in front of all 99 courthouses and furthermore, encourage individuals and families in Iowa to read through the Bible on a daily basis each year until the Lord comes.

IN TESTIMONY WHEREOF, I HAVE  
HEREUNTO SUBSCRIBED MY NAME AND  
CAUSED THE GREAT SEAL OF THE STATE  
OF IOWA TO BE AFFIXED. DONE AT DES  
MOINES THIS 27th DAY OF APRIL IN  
THE YEAR OF OUR LORD TWO  
THOUSAND SIXTEEN.

\_\_\_\_\_  
TERRY  
GOVERNOR OF IOWA



ATTEST:  
  
\_\_\_\_\_  
PAUL D. PATE  
SECRETARY OF STATE

**WOODBURY COUNTY DEPARTMENT MEETING**  
June 27, 2016 at 8:00 AM in the LEC Training

**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 27 June: Managing Our Most Valuable Resource**

*Light Breakfast and Coffee*

1. Human Resources—Ed Gilliland and Melissa Thomas

***FMLA***

Ed and Melissa will share an overview of the Family Medical Leave Act. Not only are there important implications offering legal protections to our employees, but it part of being a good, professional governmental organization by making employees aware of their rights. This presentation will help to make it easy to understand what steps need to be taken.

***COMMUNICATION for TRANSFORMATION***

In consultation with legal counsel (Heidman Law Firm), Human Resources and Chairman Taylor went through a review of procedures for coaching/counseling and discipline. A "Positive Feedback Form" or "True Speak," "Documentation of Discussion," and "Disciplinary Action Form" are designed in order to help this standardization. We will look to emphasize some key points concerning how these forms sync together and the way that this will help our employees grow. We can also share some lessons learned from what we have been seeing (Bcc vs. Cc; not signing, keeping it authentic and meaningful, utilizing "chat," and communicating to constituents/other department heads.)

***WOODBURY COUNTY EMPLOYEE HANDBOOK REVISIONS***

Human Resources has identified 26 potential changes to the Handbook. Chairman Taylor asked that these be referred to Supervisor Ung and the Policy Review Committee in order to vet many of these in a forum that includes our County Attorney, Auditor, and other key players. The reason for putting

these in here today is that while policies are ultimately adopted by the Board, your input may be helpful. The next policy review committee is July 27 at 10 a.m. Putting these in your hands now will give an opportunity for you to review any of concern. Ed and Melissa will also explain how information is to be disseminated so that employees are acknowledgment of receipt concerning the latest revisions.

### ***TAKING CARE of EMPLOYEES***

From recognition efforts to ensuring that folks are spending time away from work (looking at the "whole health" of people, please read *Harvard Business Review*'s "Your Late-Night E-mails Are Hurting Your Team" by Maura Thomas (3/16/2015). I'd like to discuss this at the next department head meeting.

### **2. Meeting Reviews—Chairman Taylor and Ed Gilliland**

We have been meeting with department heads one-on-one in order to review True Speak, ensure Evaluation Forms are up-to-date and made available (new mission/vision and State Form), discuss opportunities for growth, and hear any comments or concerns. This is being done for everyone.

### **3. Tech Support and Board Modernization—John Malloy & Associates (WCICC)**

WCICC and Team will tell us how we are to allow Proxy Access and the increased usage of calendars in order to help our communication efforts. Reminder that any time there is an absence of four hours or more for any reason, please make sure that this is there. Please make sure that Karen, Heather, and Chairman Taylor have Proxy Access.

July 6 will be the date that Budget Analyst Dennis Butler's office will come downstairs, the Chair / Board office will go upstairs, and technology updates will occur such as new screens, etc.

Supervisor Ung has attached a one-page PDF that IT came up with for agenda items when preferred. Font sizes are the same and this can be used. (Questions can be asked here of these forms).

### **4. Important Dates\_ Supervisor Taylor**

June 27 is the Oto Meeting for the Board of Supervisors, Elected Officials, and Department Heads able to attend at 6:30 p.m. in the Oto Community Ambulance Center.

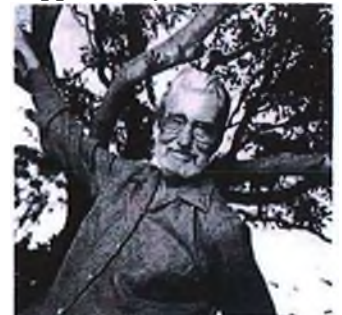
### **5. Department Activities—All Department Heads and Elected Officials**

We will go around the room. I would like to hear out one way of cooperation that will either be explored or exercised during this coming fiscal year. 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.

*"Sometimes the questions are complicated and the answers are simple."*

Dr. Theodore Geisel

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On June 22, 2016 Jeremy Taylor, Ed Gilliland and Melissa Thomas had a meeting with BLR regarding information to further provide training though out the county. A list of thoughts have come from that meeting:

1. Training will be approximately \$5000-\$7000 per year with a slight discount based on a 3 year term with a price fix.
2. Would like to see what is currently budgeted and what the increase will be. *\$8000 for 2017*
3. Who will manage increased training (individual in HR, supervisor, or a combination there of)?  
*Combination*
4. How much have we explored alternatives/pricing? (like an HR individual compare 2-3 and say why this is best). *We looked fairly extensively a year or two ago at an online traditional HR compliance and training company that many use.*
5. How will we make this relevant for people? *This will depend on the training that is involved.*



McCLURE

## MEETING AGENDA

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DATE 06/23/2016

TIME 9:00 AM - 10:00 AM

PROJECT WBY2614027

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PLACE Sioti-xlan-el--Crhambef-Offise **City Hall, Sioux City**

PURPOSE Stakeholder Committee Coordination Kickoff Meeting  
Woodbury County IJR / NEPA EA

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TEAM ATTENDEES	<u>McClure Engineering</u>	<u>Stakeholders</u>	
	Jeff Schug	Iowa DOT District 4	Woodbury County
	Terry Lutz	The Siouxland Initiative	Sioux City
	Ryan Davis	Sioux Gateway Airport	Sergeant Bluff
		Union Pacific Railroad	Salix

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1. Review Minutes from previous meeting
2. Introduction
  - a. Consultants MEC/HDR
  - b. Stakeholders
3. Purpose and Function of Stakeholder Coordination Meetings
  - a. Describe the project Objectives
  - b. Gather Input from Stakeholder Representatives
  - c. Disseminate information to Stakeholder Representatives
  - d. Discuss Issues as they arise which require input prior to decision making
4. Schedule
  - a. IJR Process Schedule
  - b. NEPA Process Schedule
  - c. Anticipated IJR Approval Timeline
5. Two Step Approval of Contract
  - a. Process to Narrow NEPA investigation Area
6. Information Gathering
  - a. City Comprehensive Plans
  - b. Transportation Improvements Anticipated within your communities
  - c. Known Large Scale Economic Development Projects
7. Questions — Issues from Stakeholder Group
8. Open Discussion

g. Initial discussion of Emergency Management Coordinator replacement with Sheriff Dave Drew

*Rights C0111112iSSi011 at 800457-4416 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.*

**Karen James - Fwd: Mediation**

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**From:** Jeremy Taylor <[jtaylor@woodburycountyiowa.gov](mailto:jtaylor@woodburycountyiowa.gov)>  
**To:** [KJAMES@woodburycountyiowa.gov](mailto:KJAMES@woodburycountyiowa.gov)  
**Date:** 8/5/2016 11:18 AM  
**Subject:** Fwd: Mediation

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Begin forwarded message:

**From:** "Shane Walter" <[shanew@siouxcounty.org](mailto:shanew@siouxcounty.org)>  
**Date:** August 3, 2016 at 5:27:23 PM CDT  
**To:** "Jeremy Taylor" <[JTAYLOR\(&woodburycountyiowa.gov](mailto:JTAYLOR(&woodburycountyiowa.gov)>  
**Cc:** "Joshua Widman" <[JWIDMAN,woodburycountyiowa.gov](mailto:JWIDMAN,woodburycountyiowa.gov)>, "[allyson.dierksen@heidmanlaw.com](mailto:allyson.dierksen@heidmanlaw.com)" <[allyson.dierksen@heidmanlaw.com](mailto:allyson.dierksen@heidmanlaw.com)>, "[cynthia.moseraheidmanlaw.com](mailto:cynthia.moseraheidmanlaw.com)" <[cynthia.moser@heidmanlaw.com](mailto:cynthia.moser@heidmanlaw.com)>, "[mrjlam@midlands.net](mailto:mrjlam@midlands.net)" <[mrjlam@midlands.net](mailto:mrjlam@midlands.net)>, "[pdwrightmtcnet.net](mailto:pdwrightmtcnet.net)" <[pdwrighta,mtcnet.net](mailto:pdwrighta,mtcnet.net)>  
**Subject:** Re: Mediation

Thank you, Jeremy, for the update. I'm confident that Chairman Loutsch will be in touch regarding the Board's intentions going forward.

Shane

On Aug 3, 2016, at 1:46 PM, Jeremy Taylor <[jtaylor@woodburycountyiowa.gov](mailto:jtaylor@woodburycountyiowa.gov)> wrote:

Mark, Dennis, and Shane:

As you may now know, last night the Woodbury County Board of Supervisors passed a motion authorizing me to inform Sioux Rivers Region that should mediation be sought, the preferred methodology is not "informal mediation."

While we as a current member county do not seek to be in mediation at all, should the governance board continue to pursue this, mediation should occur per Iowa Code 679C and be pursuant to the 28E agreement.

Thank you.

Respectfully,

Supervisor Jeremy Taylor



Chairman, Woodbury County

On Jul 21, 2016, at 2:35 PM, Jeremy Taylor  
<[jtaylor@woodburycountyiowa.gov](mailto:jtaylor@woodburycountyiowa.gov)> wrote:

Mark, Dennis, and Shane:

Can you please describe the motion that was approved and what it allows for or is requesting of Woodbury County for mediation? We would like some clarity of expectations given the motion that was passed.

Thank you.

Jeremy Taylor

Chairman, Woodbury County

Meeting Minutes, July 27th, 2016 @ 10:00AM

## SIXTH MEETING OF THE WOODBURY COUNTY POLICY REVIEW COMMITTEE

Location: Board Chambers, first floor of the Courthouse  
620 Douglas Street, Sioux City, Iowa

Members present: Matthew Ung, County Supervisor; Ed Gilliland, Director of Human Resources; P.J. Jennings, County Attorney; Tonia Abell, Human Resources

Audience Attendees: Sheriff Dave Drew and Doug Bock (IT Dept.)

### Agenda

- I. Call to order --- Ung
- II. Public Comments  
No public comments
- III. Approval of Agenda  
Approved by consensus
- IV. New Business
  - A. **Misc. Updates;**  
None
  - B. **Acceptable (Network) use (3rd review of new policy)**  
Jennings stated further research is needed. John Malloy and Jennings will meet to review WCICC current policy and revise a policy that fits County needs. Jennings will reach out to Josh Widman for review. Ung will be kept up on progress. Jennings to present draft for next committee meeting.
  - C. **Employee Handbook (1st review of overall revisions)**  
Committee reviewed each Policy Number highlighted revisions considered for employee handbook.  
(1.2) No objection.  
(1.6) No objection. Revision is now in compliance with the Affordable Care Act.  
(1.7) Ed will revisit and clean up language to include "employees will accrue vacation during the first year of employment and compensation at any time during termination will include accrued vacation on last paycheck."  
(1.10) No objections. Ed mentioned the deletion of the 2<sup>nd</sup> paragraph was based on review of case laws. Committee agreed on the added reference regarding some departments having their own established code of conduct and ethics employees must adhere to in addition.  
(2.1) No objections. Ung advised vacancy open until filled, but within a reasonable amount of time.  
(2.6) No objections. Ed affirmed as the County Title VI Coordinator his first step would be to notify Department Head to discuss if any reasonable accommodation can be provided.  
(2.7) Revision change based on discussion of committee. Per Ung, "**should** be completed and submitted" to replace "**must** be completed and submitted." Ed will review whether language should be added to include, "Performance conducted annually or upon hire anniversary depending on Department Head decision."  
(3.6) Decision of Committee to get further input/opinion from Gill (*absent*), before any objectives were finalized on revision. Committee discussed autonomy of Elected Officials and Department Heads' decision to close their department due to weather and which employees are considered essential and non-essential to maintain County business. Board is outside this policy, as it makes the ultimate decision on County closing.  
(4.2) No objections.  
(4.5) No objections.  
(4.9) No objections. Ung questioned if necessary to have a separate section for personal days. Ed responded recent incidents with employees deem it necessary.

(4.14) Revision change to include "all time of unpaid leave of absences requires approval of Board." (Previous draft stipulated the first 30 days would not need board approval, and only the second 30 days would need board approval.) Discussion was also had on whether employees on unpaid leave should be required to pay the full amount of health insurance. Upon advice from Jennings, this stipulation was removed. The committee also gave consensus to remove any mention of 30-day periods and leave the time period up to board discretion, because such an extenuating circumstance where all time off benefits in addition to FMLA would be expired are extremely rare.

(415) No objections

(5.1) No objections

(6.3) Committee approved rule that all payroll be required through direct deposit for new employees per handbook guidelines, with the understanding that "grandfathered in" employees eligible to receive paper checks will have to be accommodated in actual practice.

No objections to Travel Policy listed immediately after 6.6, except that it be transferred to the Policy Handbook.

(6.7) Further review needed. "Cellular Phone Policy" will be removed from the handbook and updated or transferred to the upcoming Policy Handbook once officially approved by the board as all policies should be.

(7.1) No objections

(7.2) Per Jennings, "equipment" will be defined as equipment bought with county dollars, rather than the current list provided which is mentions specific items but may inadvertently leave out others.

(7.8) No objections

(8.3) Committee decided that "Drug and Alcohol Testing Policy" should be in the Policy Handbook and not Employee Handbook. Jennings suggested that the only phrase required for handbook should be an executive summary as follows or similar; "This policy is also intended to comply with applicable federal regulations governing workplace anti-drug and alcohol programs. "County adheres to drug free workplace, refer to policy..." He further commented ADA and OSHA is not dependable to site, as they could change requirements before next handbook approval. Committee will review separate policy at a later date since the current policy is five years old.

(9.11) No objections. Discussion of penalties for noncompliance with restricting smoking areas rules that the county may need to address. Ung suggested Gilliland seek advice/approval of the Chairman to address at next Dept Head meeting.

(9.16) and (9.17) No objections.

(11.1) Committee agreed to delete a phrase regarding length of stay of employee before eligible for payout of accrued vacation, due to inconsistency with other areas of the handbook.

Committee discussion of overall revision and presentation to Board. Jennings suggested an outline form and verified that new handbook's table of contents will have a logical progression of page numbers rather than "jumping around" as is currently displayed.

- Ed to review with legal counsel further revisions set forth from Committee.
- Ed will disseminate by email to committee members the legal counsel received and final revisions for consensus approval before recommendation to the Board.
- Provided timely final revisions, either the board-approved or final draft of the handbook will be presented at next Dept. Head meeting.

Motion by Ung, second by PJ, to move forward to recommend to Board after proposed changes. Passed 4-0.

V.            Policy item request for future

Prior Committee meeting Gill requested to invite Jean Jessen for her input and expertise in Archival procedure. Per Ung, invitation will be sent to Jessen for the next policy committee meeting to solicit her thoughts on any policies needing updating prior to her retirement.

PJ proposed that a policy, handbook stipulation, or at least a discussion should be developed for employees who may have a complaint against the Human Resource Director. Jennings had the role of disciplining the prior Human Resource Director, however he was self- imposed to do so.

VI.            Set next meeting

SEVENTH MEETING OF THE WOODBURY COUNTY POLICY REVIEW COMMITTEE  
tentatively scheduled for September 12th, 2016 @ 10:00AM.  
Meeting adjourned at 12:10 PM

**WOODBURY COUNTY, IOWA**  
**BOARD ADMINISTRATION**  
**MEMORANDUM**

TO: Board of Supervisors  
FROM: Karen James Administrative Coordinator  
DATE: August 5, 2016  
RE: Employee Appreciation Luncheon

Last year the Board of Supervisors paid \$491.43, that did not include the pop or the paper plates, napkins and utensils.

I am working with Building Services to see if we can get those items donated again. If we do not get those items donated, it will be in addition of around \$200.00. I believe the total would be around \$700.00 for the luncheon.

DEPARTMENT HEAD MONTHLY MEETINGS  
TENTATIVE SCHEDULE

FEBRUARY 22<sup>ND</sup>

MARCH 21<sup>ST</sup>

APRIL 18<sup>TH</sup>

MAY 30<sup>TH</sup>

JUNE 27<sup>TH</sup>

JULY 25<sup>TH</sup>

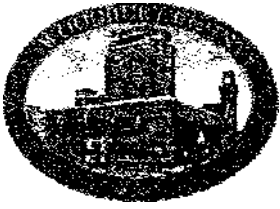
AUGUST 22<sup>ND</sup>

SEPTEMBER 19<sup>TH</sup>

OCTOBER 17<sup>TH</sup>

NOVEMBER 14<sup>TH</sup>

DECEMBER 12<sup>TH</sup>



# Woodbury County Board of Sur

Courthouse • Room 104  
620 Douglas Street • Sioux City, Iowa 5110  
Telephone (712) 279-6525 • Fax (712) 279-6577

# #19d

## MEMBERS

LARRY D. CLAUSEN  
SIOUX CITY

MARK A. MONSON  
SERGEANT BLUFF

JACLYN D. SMITH  
SIOUX CITY

MATTHEW A, UNG  
SIOUX CITY

JEREMY J. TAYLOR  
SIOUX CITY

## BOARD ADMINISTRATIVE COORDINATOR

KAREN JAMES

EXECUTIVE SECRETARY / PUBLIC BIDDER  
HEATHER SATTERWHITE

January 29, 2016

Nicole M. Jensen, City Attorney  
City of Sioux City  
P. O. Box 447  
Sioux City, IA 51102

Nicole Jensen:

Please find the documents that we believe fulfill the Open Records Request made by the City of Sioux City. I will let fellow supervisors know of the request and its fulfillment this week for transparency's sake at our open meeting and am including Mayor Bob Scott and Councilman Dan Moore, as my understanding is that Councilman Moore is the liaison for economic development. If there is any further request on behalf of the City of Sioux City, please let us know.

We enjoy a good relationship with the City of Sioux City and are excited as we shared recently about historic expanded economic development resulting in increased opportunities for quality of life issues, the honoring of our veterans with Home Base Iowa, the launch of the U.S.S. Sioux City and opportunities for shared efficiencies between city and county finance departments.

I was unsure in response to your request the originator of the documentation unless it came originally from your office. Please know that we are ready to provide documents that may be helpful to Sioux City outside of an Open Records request to best serve in a spirit of mutual respect and cooperation.

Respectfully,

Handwritten signature of Jeremy Taylor in cursive.

Jeremy Taylor  
Chairperson, Woodbury County Board of Supervisors

Enclosures: Liberty Park Urban Renewal/TIF copies (65 pages)

Cc: Mayor Bob Scott, Councilman Dan Moore (Economic Development)



# Woodbury County Board of Supervisors

Courthouse • Room 104  
620 Douglas Street • Sioux City, Iowa 51101  
Telephone (712) 279-6525 • Fax (712) 279-6577

## MEMBERS

LARRY D. CLAUSEN  
SIOUX CITY

MARK A. MONSON  
SERGEANT BLUFF

JACLYN D. SMITH  
SIOUX CITY

MATTHEW A. UNG  
SIOUX CITY

JEREMY J. TAYLOR  
SIOUX CITY

BOARD ADMINISTRATIVE COORDINATOR  
KAREN JAMES

EXECUTIVE SECRETARY / PUBLIC BIDDER  
HEATHER SATTERWHITE

## INVOICE #400

TO: Nicole M. Jensen, City Attorney  
City of Sioux City  
405 6th Street  
P.O. Box 447  
Sioux City, Iowa 51102

Liberty Park Urban Renewal/TIF copies

\$ .50 per page	65 pages	\$32.50
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Make check payable to: Woodbury County Board of Supervisors  
620 Douglas Street  
Sioux City, IA 51101



Resolution Approving the Formalization of a Development Agreement In Connection with Project X	11/1/12
Resolution Authorizing the Application of Port Neal Corporation for Incentives Provided by State of Iowa	11/13/12
Resolution in Support of and Authorizing the Filing of an Application for Rise Project Funding with the Iowa Department of Transportation	11/20/12
Resolution Setting Date for a Public Hearing on Designation of the Liberty Park Urban Renewal Area and on Urban Renewal Plan and Project	1/29/13
Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan and Project for the Liberty Park Urban Renewal Area	2/12/13
Ordinance #33 An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the Liberty Park Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa	2/12/13
Map	2/12/13
Resolution Establishing Liberty park Urban Renewal Area Tax Increment Revenue Fund and Authorizing Loan to That Fund	4/30/13
Development Agreement Between Woodbury County, Iowa and CF Industries Nitrogen, LLC	9/13/13
Resolution Approving Property Valuation Exemption for CF Industries Nitrogen LLC Related to State of Iowa High Quality Jobs Program	9/17/13
Resolution Approving and Authorizing Execution of Development Agreement Between Woodbury County and CF Industries Nitrogen, LLC Related to State Of Iowa High Quality Jobs Program	9/17/13
Ordinance #34 An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the 2013 Amendment to the Liberty Park Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa	12/23/13
Resolution to Approve 2013 Urban Renewal Plan Amendment for the Liberty Park Urban Renewal Area	12/23/13
Development Agreement between Woodbury County, Iowa and CF Industries Nitrogen LLC	12/2/14

Resolution to Approve 2014 Urban Renewal Plan Amendment for the Liberty Park Urban Renewal Area 12/2/14

Resolution Approving Development Agreement with CF Industries Nitrogen, LLC Authorizing Tax Increment Payments and Pledging Certain Tax Increment Revenue to the Payment of the Agreement 12/2/14

Agreement Between Woodbury County and City of Sergeant Bluff, Iowa 5/12/15

Resolution Approving 2016 Amendment to Development Agreement between Woodbury County and CF Industries Nitrogen, LLC Related to State of Iowa High Quality Jobs Program 1/19/16

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



Date: February 4, 2016

Weekly Agenda Date: February 9, 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	Attachments
El		

**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:

- 4. Department Head Meeting.** Department head meeting minutes have been distributed to all. Questions and clarifications are welcomed. Please see the following dates regarding upcoming meetings. This is an opportunity to view two calendars: GroupWise and Department Heads. The initial emphasis was on communication including True Speak, weekly reports to liaisons, and sharing the "good news" in Woodbury County.
- 5. State Historical Society and LED Lighting.** I will present an update of how the site visit went concerning LED lighting retrofit under the project management of The Baker Group.
- 6. Public Bidder.** In discussion with Heather Satterwhite, I believe it is in the best interest when there is a public sale to have our public bidder available who has been involved in preparation of the sale. This is key for questions and a well-received idea for maximum customer service. Because sales are at the beginning of the meeting, this would only mean staying perhaps 15 minutes later than normal on days when there is a sale. The idea is appreciated.

*d. Sioux City Open Record Request of Woodbury County.* Please see attached letter and records request to the City of Sioux City.

*e. LEC Expansion Committee Notice.* Please see attached committee notice. (Discuss details)

FINANCIAL IMPACT: None

RECOMMENDATION: Received the information.

ACTION REQUIRED: See attachments to include Historical PowerPoint; Open Record letter, etc.

DEPARTMENT HEAD MONTHLY MEETINGS  
TENTATIVE SCHEDULE



FEBRUARY 22<sup>ND</sup>

MARCH 21<sup>ST</sup>

APRIL 18<sup>TH</sup>

MAY 16<sup>TH</sup>

JUNE 27<sup>TH</sup>

JULY 25<sup>TH</sup>

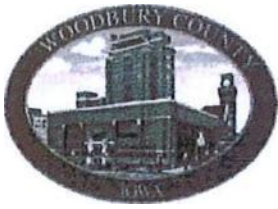
AUGUST 22<sup>ND</sup>

SEPTEMBER 19<sup>TH</sup>

OCTOBER 17<sup>TH</sup>

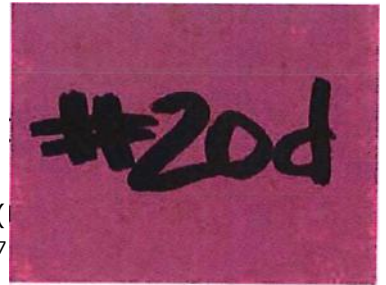
NOVEMBER 14<sup>TH</sup>

DECEMBER 12<sup>TH</sup>



# Woodbury County Board of Supervisors

Courthouse • Room 104  
620 Douglas Street • Sioux City, Iowa 51101  
Telephone (712) 279-6525 • Fax (712) 279-6577



## MEMBERS

LARRY D. CLAUSEN  
SIOUX CITY

MARK A. MONSON  
SERGEANT BLUFF

JACLYN A. SMITH  
SIOUX CITY

MATTHEW A. UNG  
SIOUX CITY

JEREMY J. TAYLOR  
SIOUX CITY

## BOARD ADMINISTRATIVE COORDINATOR

KAREN JAMES

EXECUTIVE SECRETARY / PUBLIC BIDDER  
HEATHER SATTERWHITE

January 29, 2016

Nicole M. Jensen, City Attorney  
City of Sioux City  
P. O. Box 447  
Sioux City, IA 51102

Nicole Jensen:

Please find the documents that we believe fulfill the Open Records Request made by the City of Sioux City. I will let fellow supervisors know of the request and its fulfillment this week for transparency's sake at our open meeting and am including Mayor Bob Scott and Councilman Dan Moore, as my understanding is that Councilman Moore is the liaison for economic development. If there is any further request on behalf of the City of Sioux City, please let us know.

We enjoy a good relationship with the City of Sioux City and are excited as we shared recently about historic expanded economic development resulting in increased opportunities for quality of life issues, the honoring of our veterans with Home Base Iowa, the launch of the U.S.S. Sioux City and opportunities for shared efficiencies between city and county finance departments.

I was unsure in response to your request the originator of the documentation unless it came originally from your office. Please know that we are ready to provide documents that may be helpful to Sioux City outside of an Open Records request to best serve in a spirit of mutual respect and cooperation.

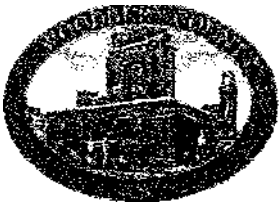
Respectfully,

A handwritten signature in black ink, appearing to read "Jeremy".

Jeremy Taylor  
Chairperson, Woodbury County Board of Supervisors

Enclosures: Liberty Park Urban Renewal/TIF copies (65 pages)

Cc: Mayor Bob Scott, Councilman Dan Moore (Economic Development)



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EXECUTIVE SECRETARY / PUBLIC BIDDER  
HEATHER SATTERWHITE

## INVOICE #400

TO: Nicole M. Jensen, City Attorney  
City of Sioux City  
405 6th Street  
P.O. Box 447  
Sioux City, Iowa 51102

Liberty Park Urban Renewal/TIF copies

\$ .50 per page	65 pages	\$32.50
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Make check payable to: Woodbury County Board of Supervisors  
620 Douglas Street  
Sioux City, IA 51101

Resolution Approving the Formalization of a Development Agreement In Connection with Project X	11/1/12
Resolution Authorizing the Application of Port Neal Corporation for Incentives Provided by State of Iowa	11/13/12
Resolution in Support of and Authorizing the Filing of an Application for Rise Project Funding with the Iowa Department of Transportation	11/20/12
Resolution Setting Date for a Public Hearing on Designation of the Liberty Park Urban Renewal Area and on Urban Renewal Plan and Project	1/29/13
Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan and Project for the Liberty Park Urban Renewal Area	2/12/13
Ordinance #33 An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the Liberty Park Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa	2/12/13
Map	2/12/13
Resolution Establishing Liberty park Urban Renewal Area Tax Increment Revenue Fund and Authorizing Loan to That Fund	4/30/13
Development Agreement Between Woodbury County, Iowa and CF Industries Nitrogen, LLC	9/13/13
Resolution Approving Property Valuation Exemption for CF Industries Nitrogen LLC Related to State of Iowa High Quality Jobs Program	9/17/13
Resolution Approving and Authorizing Execution of Development Agreement Between Woodbury County and CF Industries Nitrogen, LLC Related to State Of Iowa High Quality Jobs Program	9/17/13
Ordinance #34 An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the 2013 Amendment to the Liberty Park Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa	12/23/13
Resolution to Approve 2013 Urban Renewal Plan Amendment for the Liberty Park Urban Renewal Area	12/23/13
Development Agreement between Woodbury County, Iowa and CF Industries Nitrogen LLC	12/2/14



Resolution to Approve 2014 Urban Renewal Plan Amendment for the Liberty Park Urban Renewal Area 12/2/14

Resolution Approving Development Agreement with CF Industries Nitrogen, LLC Authorizing Tax Increment Payments and Pledging Certain Tax Increment Revenue to the Payment of the Agreement 12/2/14

Agreement Between Woodbury County and City of Sergeant Bluff, Iowa 5/12/15

Resolution Approving 2016 Amendment to Development Agreement between Woodbury County and CF Industries Nitrogen, LLC Related to State of Iowa High Quality Jobs Program 1/19/16

# AGENDA

## 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*

# \*\*\*Taurus Level

**Jack & Barbara Aatfs in  
memory of Eric Rodavvig  
Anomalous**

**Avery Brothers Sign Co.  
Berenstein, Moore, Heffernan,  
Moeller & Johnson, LLP**

**Jane & Roger Bomgaars  
Cargill**

**Chesterman Co.  
CMJ. Suter Services**

**Margaret Ann Martin Everist  
Foundation**

**Gardner Foundation**

**Gill Hauling**

**Kim & Jeff Gordon  
Guarantee Roofing**

**Iowa Pork Producers Association**

**Herb & Rosie Kuehne  
JEBRO/Knife River**

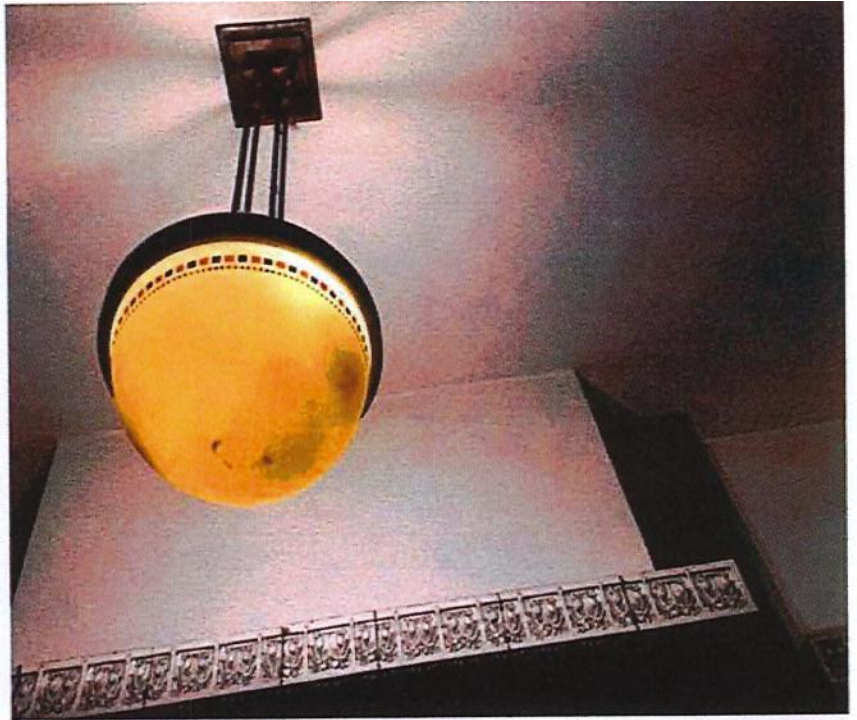
**MidAmerican Energy Foundation**

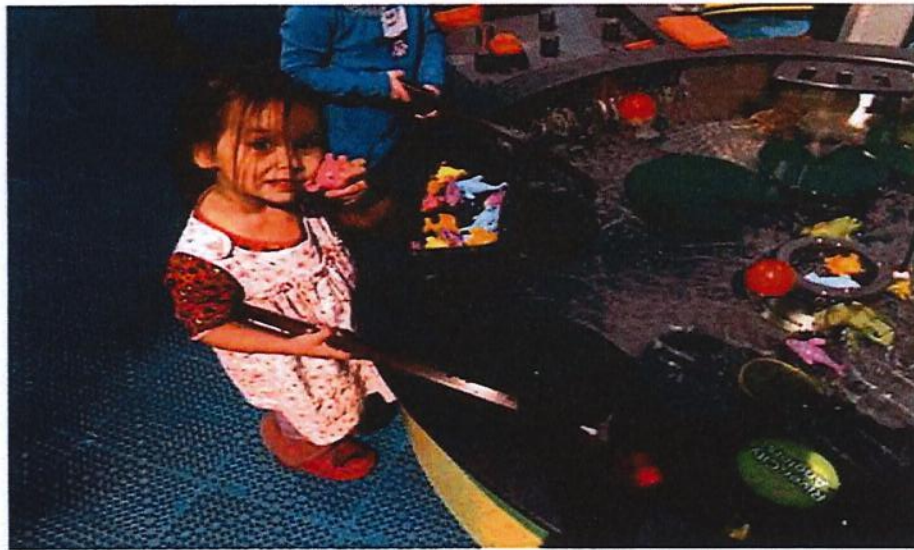
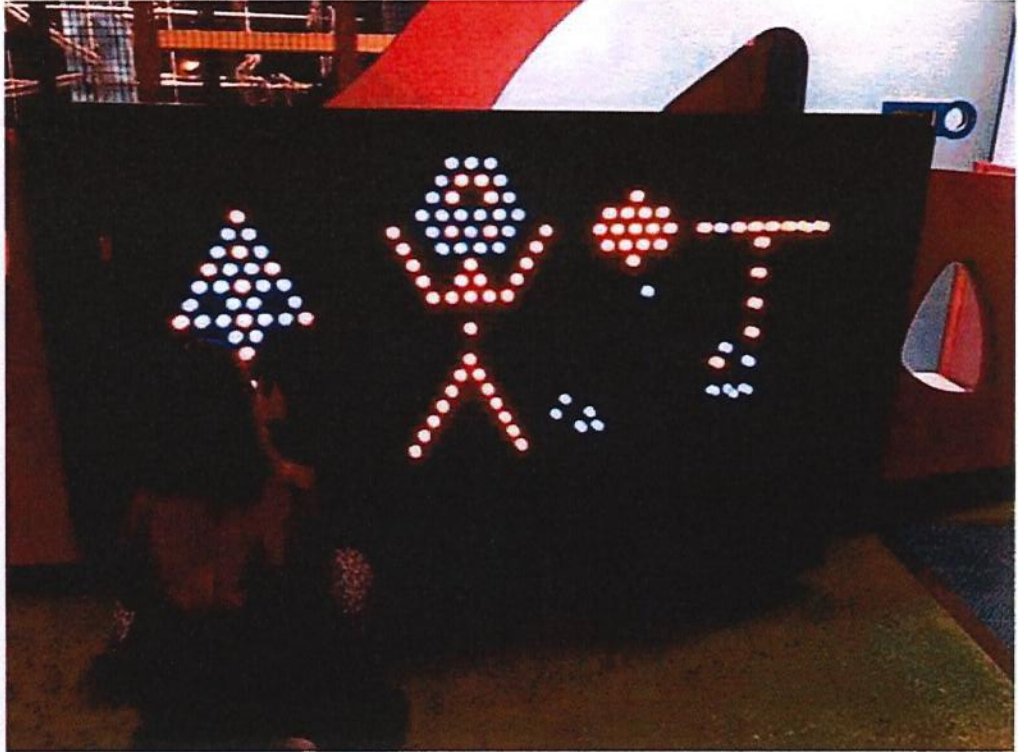
**Missouri River Historical Development**

**David & Marta Patee  
ScheeIs**

**Security National Bank  
Wells Enterprises, Inc.**

**Woodbury County Board of Supervisors**





## DISTRICT COURT ADMINISTRATION

Woodbury County Courthouse. Room 210, 620 Douglas<sup>a</sup> Sioux City. Iowa 51101 • Fax (712) 279-6631  
Leesa A. McNeil, Court Administrator E-mail [Leesa.McN.ii@iowa%acourts.em](mailto:Leesa.McN.ii@iowa%acourts.em) 712/279-6608

To: Woodbury County Board of Supervisors  
From: Leesa A. McNeil  
Date: January 4, 2016  
Re: Proposal to consolidate the Clerk of Court offices into the courthouse

Please consider approving this request that will allow the court to consolidate the clerk offices into the courthouse. This plan is put forth for several reasons, chief amongst them having all clerk staff in the secured Woodbury County Courthouse and to provide for some additional operational efficiency. To make this work the court is prepared to purchase new modular office equipment, cable work areas and install a new phone system. We would need the county to undertake some initiatives in support of this action that would free up the LEC clerk office for county use.

To make this plan work the court plans to:

- A. Purchase sit/stand work stations for all clerk staff in newly remodeled clerk office areas.
- B. Install a new phone system for court employees.
- C. Cable the clerk office work areas for computers.

We estimate these expenses will total approximately \$100,000 which we are prepared to spend by June 30, 2016.

We request the county undertake the following to make this transition happen:

- A. \_\_\_\_\_ Assign additional space in the courthouse for clerk office use \_\_\_\_\_ needing space for approximately eight work stations, additional counter space and private work area for confidential filers.
- B. Move any needed equipment from the LEC to the courthouse and move breakroom furniture/equipment for the clerk office to the 2<sup>nd</sup> floor area of the courthouse office.
- C. Remove and take possession of all old modular work stations:
- D. Provide storage space for all paper files in the LEC Clerk office area, the courthouse balcony area and the main filing area at the courthouse. The storage area should be accessible without too much difficulty or inconvenience.
- E. Move our microfilming operation to the balcony area of the courthouse.
- F. Remove the wall separating the courthouse clerk office from the adjacent small office.
- G. Provide signage for the clerk office work areas in the courthouse.
- H. New carpeting in the main clerk office, in the courthouse.
- I. Provide electrical hookup for the \_office areas.that will be utilized by clerk staff

if we are able to make this happen we will need to coordinate the work so the phone, cabling and modulators can be installed by June 30, 2016.

Please let me know if additional information is needed to consider this request. Thanks!

## Heather Satterwhite - Re: Fwd: Sale of County Property

**From:** Heather Satterwhite  
**To:** Jeremy Taylor  
**Subject:** Re: Fwd: Sale of County Property

---

**From:** "Joshua Widman" <[iwiclman@woodburycountviowa.gov](mailto:iwiclman@woodburycountviowa.gov)>  
**Date:** March 9, 2016 at 11:44:04 AM CST  
**To:** "Jeremy Taylor" <[JTAYLORCOwoodburvcountryiowa.crov](mailto:JTAYLORCOwoodburvcountryiowa.crov)>  
**Cc:** "John Pylelo" <[JPYLELO@woodburycpountyiowa.gov](mailto:JPYLELO@woodburycpountyiowa.gov)>, "Matthew Ung" <[IMATTHEWUNGPwoodburycountyiowa.ciov](mailto:IMATTHEWUNGPwoodburycountyiowa.ciov)>  
**Subject:** Re: Sale of County Property

Jeremy,

The board has to comply with the provisions of Iowa Code Section 331.361 when selling an interest in real property. That section requires setting out the proposal in a resolution, publication, setting and holding a public hearing, and acting on the matter by resolution, among other things. It's generally the same procedure as when we sell a tax sale lot.

As alternatives to holding the auction at the BOS meeting, you could list property through a real estate agent or hold a live auction with an auctioneer or accept sealed bids. The key is that whatever sale method is used has to be approved via the process set out in 331.361.

If the Board is going to sell the property, you probably have to open it up to offers/bids from everyone, rather than a directed sale. We've typically only done directed sales when it's to a nonprofit group. The reason is that we have to get fair market value (except when there is a public purpose in the transaction) and that is hard to establish without putting it on the open market.

Joshua D. Widman  
Assistant Woodbury County Attorney  
620 Douglas Street #300  
Sioux City, IA 51101

Phone: 712-279-6516  
Fax: 712-279-6457

>> Jeremy Taylor <[jtayloraiwoocibutycountyiowa.gov](mailto:jtayloraiwoocibutycountyiowa.gov)> 3/9/2016 10:00 AM >>>  
Joshua,

Could you please review the way forward if the Board should decide to look at the sale of this land? I assume that at some point (perhaps based on the way we proceed) that the policy committee may review.

Thanks.

Supervisor Jeremy Taylor  
Chairman, Woodbury County

## WOODBURY COUNTY DEPARTMENT MEETING

March 21, 2016 at 8:00 AM in the LEC Training Room

**Coal: 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.**

**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 21 March: Tying It All Together

*"On Special" Perkins Muffins and Coffee with a Video about hnpacting Lives*

#### 1. What to Expect, Bring, and Know about Wed., March 23—Supervisor Taylor

Starting at 8:30 a.m. at Dorothy Pecaut, we will be once again introducing Janet Carl to help facilitate some long-range planning within departments. I put the following in the Board agenda packet but based on some extensive conversations with her, I will give you updates on the day's agenda, focus/objectives, etc.

#### 2. Website Updates and Explanation—Supervisor Ung and WCICC

Supervisor Ung has been working extensively with the Auditor's Office, Board Administration, and WCICC in order to make ease of access and dissemination of information easy for our internal and external constituents. He will provide an update here.

#### 3. Official County Correspondence and Social Media—John Malloy

John Malloy (WCICC) will give some guidance on corresponding from and to official county e-mail addresses as well as some preliminary advice on best practices for social media. This is something that will ultimately be within policy review but a recent *Siouxland Life* article by Attorney Jeanna Goosmann revealed some thoughts that will help frame the discussion.

[http://siouxcityjournal.com/special-section/siouxland\\_lifeneana-goosinann-explains-why-your-company-needs-a-social-media/article\\_0cb5e9db-77\\_b-5074-bd37-8d4c7a0f27d2.11tml](http://siouxcityjournal.com/special-section/siouxland_lifeneana-goosinann-explains-why-your-company-needs-a-social-media/article_0cb5e9db-77_b-5074-bd37-8d4c7a0f27d2.11tml)

#### 4.5 "FAQs and 5 Facts" about Communication—Trainers and Supervisor Taylor

We will give an update on an upcoming training as well as how to identify (and encourage) new trainees with this county-wide system of communication. In conversations, I wanted to share some key things I'm seeing on True Speak, a revised expectation for "Good News" reports as well as an opportunity to share news up front on the agenda and/or with media. April is National County Government Month and we may have another opportunity to "tell our story."



5. Correctionville Rural Meeting on April 18 from 7:00-8:30 p.m.

Please mark the calendar for this date. It is a wonderful thing that so many elected officials, department heads, and others have attended in this initiative to bring county government "to the people." This is just a heads up for the calendar for the future.

6. Department Activities and ISAC

We will go around the room. This will also be an opportunity to share (in brief) something that was learned from ISAC that might help you or others. Please let us know what is going on in your department that is a main priority of effort. You may also share an idea for cooperation or a need but if extensive discussion ensues, we may ask it be a separate agenda item for next meeting to give everyone an opportunity.

Adjourn

Please send Supervisor Taylor any items you would like on this agenda.



---

**Here were some of the things that I thought would be good to cover in terms of the long-range planning simply because I was asked for some guidance along these lines. Based on our conversation, here were some ideas that were generated:**

**A. *The Prologue* (:15)**

Explanation—Opening Remarks and Light Hy-Vee Breakfast

**B. *Act I: Where Are You Going? Where Have You Been?* (:30)**

Explanation—A Review of the Power of the Logic Model. It has been several months since we went through the progression wherein an identified need is met by a service or activity with a tangible outcome/indicator. A few missed this and some rejuvenation of our thinking would be helpful.

**C. *Act II: The Power of Seeing Good Logic Models* (:45)**

Explanation—In order to compare what has worked particularly well or effectively in getting a baseline for the future, I have asked if we might see 3-4 examples not of the entire logic model but perhaps one need and the progression throughout from various departments. This is a chance to share and gain insight from how others are setting goals. I believe one of the key and critical ways to leave is to have at minimum 3 identified departmental goals.

**D. *Interlude: A Break and Chance to Shore Up* (:20)**

Explanation—For those who have not completed the Logic Model satisfactorily or done so with the hope of getting good enough guidance, this will be a chance to at least take notes on what need to be done so that by April's end, we have a good way to be there.

**E. *Act III: Bridges of Success* (1:00)**

Explanation—In like groups, it would be good to have interdepartmental cooperation and communication. This could either be in presenting logic models or In coming up with ways that departments could help one another. Perhaps some of this could be to meet a need in the logic model or be altogether new. In short, how can Secondary Roads and Conservation work together? Juvenile Detention and the Sheriff's Office? WCICC and Board Administration? Economic Development and Planning and Zoning? (:15 to Share and Shout Out

**F. *Intermission: Lunch from Aggies* (1:00)**

Explanation—Chicken Sliders, BBQ Beef, and a "What's New at the Nature Center"

**G. *Act IV: A Vision for the Future* (:20)**

Explanation—Janet Carl has compiled a lot of input and based on that has written a vision statement for the future. She will present that and hear any feedback, something that the Board may look to adopt in the near future.

**H. *Act V: Fidelity and Accountability for a Faithful Future* (1:00)**

Explanation—We will discuss the way that True Speak dovetails with the Logic Model as well as ways in which liaison assignments, quarterly updates, and the evaluation process can complement what we are doing.

***I. Critic's Review: The Importance of Telling Our Story (:45)***

Explanation—We are in a day and age where there has never been the scrutiny in our government that there has been as of late. This is for several reasons: "24 hour" and social media; increased financial strains and growth; rejuvenated political seasons, etc. At ISAC, one Recorder mentioned how important it is to "tell our story." This will be a way to come up with ideas to have not only a vision statement or explanation of what each one does but hoW to explain that to the public. This is part-and-parcel with our rural meetings, the idea of a "Local Citizens' College," April as National County Government Month, and a renewed interest in showcasing not only the Historic Courthouse but the various governmental functions you all fulfill.

***J. Epilogue: Thank You and Evaluation of the Day (:15)***

Explanation—In terms of an MR (After Action Review), it would be good to know three things that were helpful in our training and three that could be improved.

Janet Carl's Goals for the Day

- refresh on the components of the logic model
- brainstorm or refine 3 improvements your office/department will make in the next fiscal year. These will be improvements that don't require additional fiscal resources from the county.
- determine ways to collaborate with other county offices/departments
- reach general agreement on the main ideas for the county vision statement
- develop your office/department mission statement; try out your "elevator speech"

## Vision Statement

We want a county government that is

- Exceptional in customer service
- Approachable
- Respectful
- Responsive
- Collaborative
- Efficient
- Accessible
- Functional
- Friendly
- Progressive
- Dynamic
- Engages in open and honest communication
- Continuously improving
- Innovative
- Transparent
- Compassionate
- courteous
- Forward-thinking
- Equitable
- Uses technology effectively

Some of the issues we see affecting the county's work in the next few years:

- Aging/outdated infrastructure
- Changing demographics
- Physical and mental health issues
- Public safety
- Poverty
- Speed of technological change
- Growth in industry and resulting housing shortage
- Small towns losing population
- Government doing business electronically
- New environmental regulations
- More conflicts between groups
- Changing health care delivery systems
- More non-residents living/working/traveling through

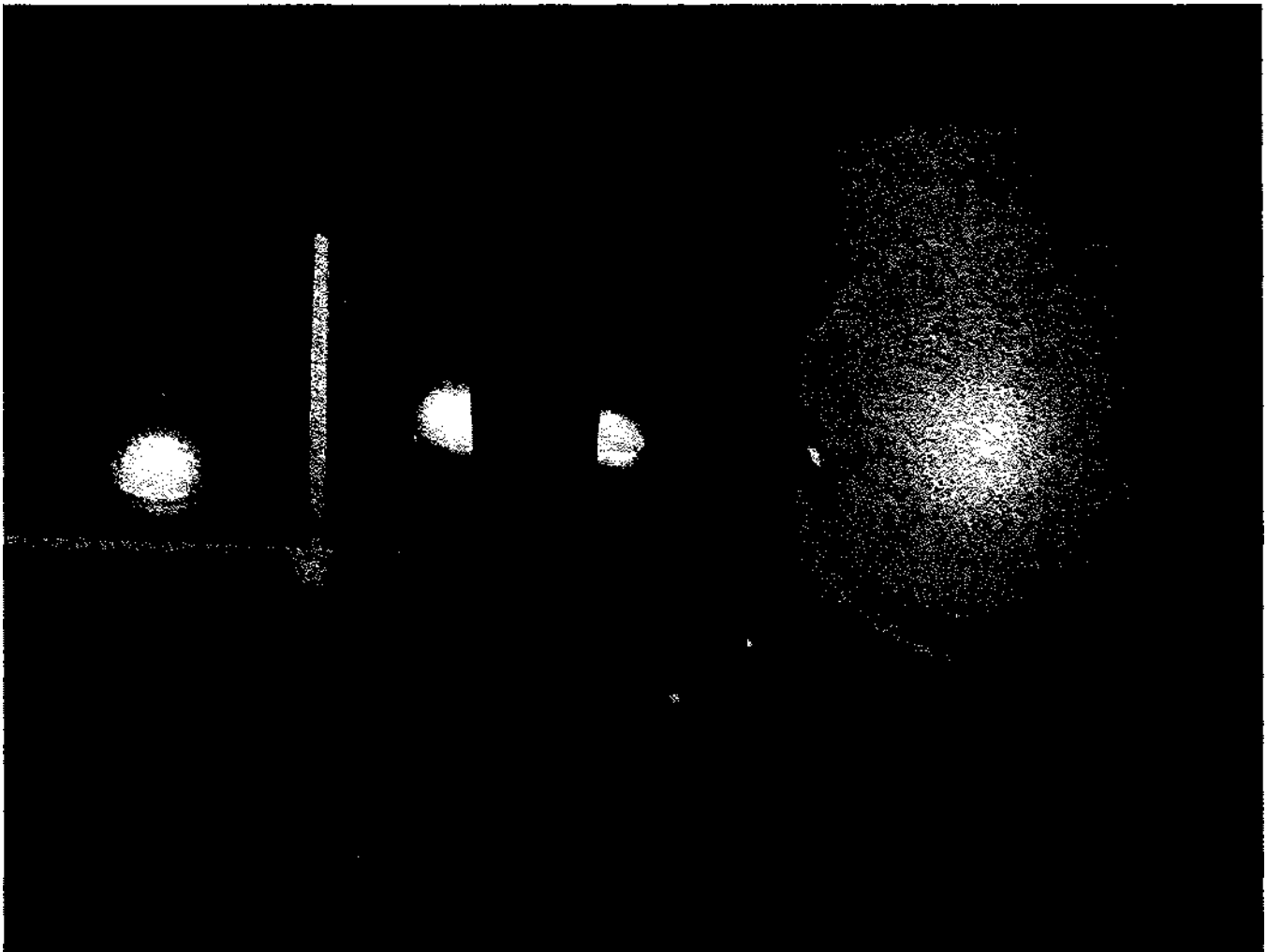
- More residences in agricultural areas
- Surge of new jobs and resulting pressure on county government
- Opportunity for economic development
- Completion of Highway 20

<http://siouxcityjournal.com/news/local/anthon-ambulance-city-plow-dot-deliver-patient-to-hospital-during/article3a574852-1a9f-5d12-9576-021e3c685ff7.html>

FEATURED

## Anthon ambulance, city plow, DOT deliver patient to hospital during blizzard

TIM GALLAGHER [tgallagher@siouxcityjournal.com](mailto:tgallagher@siouxcityjournal.com) Updated 6 hrs ago





ANTHON, Iowa I Volunteers with the Anthon Rescue Squad made a long a treacherous drive to Sioux City during a blizzard late Wednesday night, doing what it took to get a patient to Mercy Medical Center.

The situation began at 9:51 p.m. when the Anthon Rescue Squad, which operates the local ambulance, was paged for a patient, Tina Wallace, needing assistance. With roadways nearly impassable, Jim Rusch, a physician's assistant in town, was called to meet ambulance personnel and Wallace at the medical clinic in Anthon to determine if a trip to Sioux City was warranted.

Wallace had been in a rollover car accident in rural Woodbury County Road D-38 west of Anthon earlier Wednesday evening, but had gotten into town with the help her boyfriend, Pat Wolf.

Wallace's neck pain convinced Rusch that she would need to go to Sioux City for treatment.



City employee Craig Handke worked with ambulance driver Mike Kerns and members of the Anthon Volunteer Fire Department in putting chains on the tires of the ambulance, one means of offering extra grip for roadways covered with snow and ice.

Handke then drove the city plow ahead of the ambulance from Anthon to U.S. Highway 20, whereupon the ambulance was met by a snowplow and crew working with the Iowa Department of Transportation.

The party crept along the highway until being stopped west of Lawton, Iowa, by a semi that had jack-knifed across the roadway. The ambulance sat and waited in heavy snow and wind until the semi could be moved through more than a foot of snow.

The normal 35-minute drive from Anthon to Sioux City took close to four hours.

Thankfully, the patient was delivered safely to Mercy Medical Center, allowing Kerns and the EMTs with him, Wally Handke and Lori Handke, to return to Anthon around 5:30 a.m.

Kerns then hopped in a truck and began helping Craig Handke clear snow from the streets in Anthon.

"The roads were the worst I've ever seen," Kerns said.

As he moved an estimated 8 inches of snow in Anthon, Kerns stressed how important it is for motorists and truck drivers to heed the warnings of state and local officials in severe weather. It is one thing for rescue personnel to have to deal with Mother Nature. It is altogether another for an ambulance driver to have to navigate through other motorists who move about the highways when asked not to.

Wallace expressed her gratitude for the volunteers who helped see her through a dangerous situation.

"I can't say enough about our volunteers," said Wallace, who suffered a bruise on one leg when it hit the steering wheel. "They were outstanding last night. I have to say I love our volunteers. They even texted Pat today to see how I was doing."

Wallace was discharged and sent home from Mercy Medical Center on Thursday morning.

"We have such a dedicated crew," Anthon Mayor Allan Pithan said. "We're very proud of our emergency response personnel and we're extremely grateful to have such a dedicated group of individuals who serve the needs of our community.

"Some of those people were out all night long, and they got home and went right to work," Pithan concluded. "That is dedication."

A

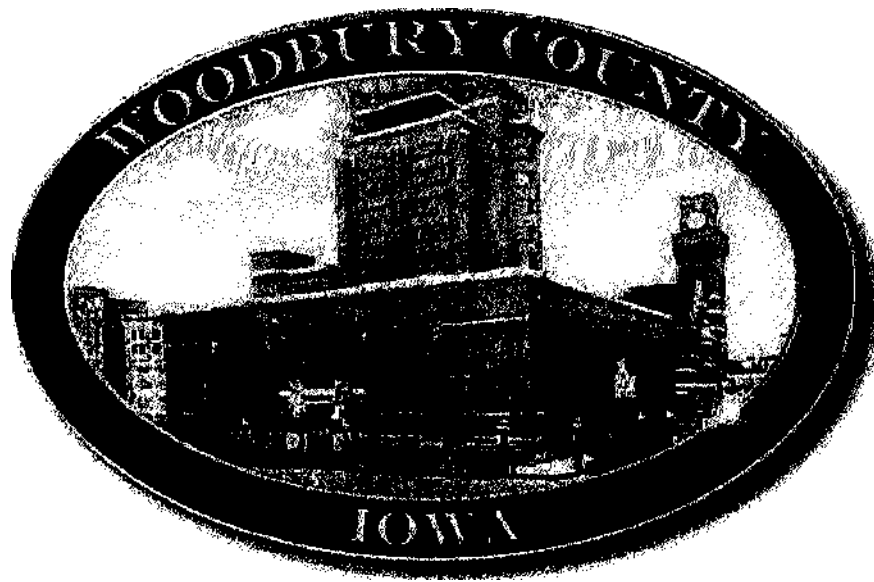


**Blizzard dumps 14" on Sioux City, blocks stretches of Interstate 29, other roads**

# Logic Model <sup>1</sup>

Need LA Column 1	Service or Activity, <sup>1</sup> Column 2	Outcome Column 3	Outcome/indicator* Column 4	Measurement Tool Column 5	Data Source, Data Collection Procedures, Personnel: Column 6	and Reporting: Column 7
Community needs strong, diverse, stable local economy	<ul style="list-style-type: none"> <li>—partnering to attract new businesses that pay living wage</li> <li>--passage of living wage local legislation</li> <li>—tax benefits for businesses that expand jobs</li> <li>--preference to buy local</li> </ul>	A strong, growing economy supports job growth and retention for residents	<ul style="list-style-type: none"> <li>--% percentage of businesses that pay min. \$15/hr, — documentation of living wage legislation</li> <li>—\$ given as tax benefits</li> <li>\$ spent in focal purchases</li> </ul>	—particular report that includes wage information or new survey asking for that info	—Particular office or person (title) responsible for collecting information	Annually: written report to supervisors
P						

<sup>1</sup> Frederick Richmond, The Center for Applied Management Practices, inc., and Barbara Mooney, Community Action Association of PA.



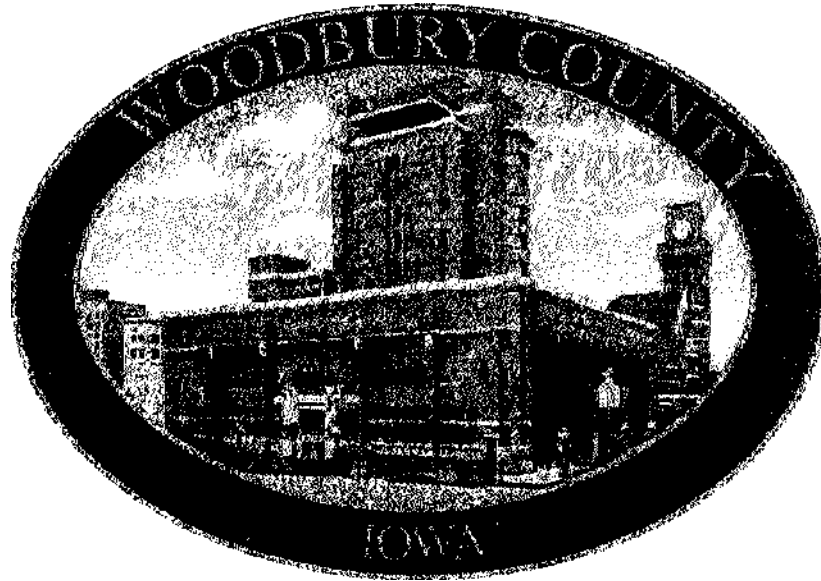
STRATEGIC PLANNING  
LOGIC MODEL FOR  
THE OFFICE OF PLANNING AND ZONING  
MARCH 23 2016

## Strategic Planning -Logic Model For the Office of Planning and Zoning - March 23, 2016

Need Column 1	Service or Activity Column 2	Outcome Column 3	Outcome/Indicator* Column 4	Measurement Tool Column 5	Data Source, Data Collection Procedures, Personnel: Column 6	Frequency of Data Collection and Reporting: Column 7
Expand the department's website presence	Increase online availability to zoning related data and forms; Provide online form completion and submission; Initiate an online search engine process; Provide online access to the audio/video of departmental sponsored meetings;	Adjust the staff investment in phone call and foot traffic related contacts; Allow citizens/professionals 24/7 access to additional zoning related resources;	Measure citizens and applicant visits and calls to Zoning Office; Study staff hours spent on foot traffic and calls; Measure and evaluate department's website traffic;	Phone — WCICC telephone software applications; Office traffic - Physical tallies and counts; Website Traffic — WCICC software application	Procedure - Log book entry Personnel - The acting front desk clerk/receptionist WCICC personnel;	Collection — Daily; Reporting — Monthly to Supervisor Contact
Coordinate application of the results from enacted <i>Future Land Use Mapping</i> (FLUM) by the county's incorporated areas;	Adjust County's FLUM to dovetail with any of the town's updated FLUM;	Monitor the ongoing Rural Comprehensive Development Plan Program initiated by The Rural Economic Development Dept. (RED); Coordinate county's FLUM with enacted town mapping;	Physical review of enacted town (FLUM) and current County FLUM;	Mapping comparison and analysis	Data Source — Enacted Mapping Personnel — Zoning Staff	Collection As available at enactment; Reporting — Quarterly to Supervisor contact;
Develop feasibility study process for potential enactment of building code ordinances for rural Woodbury County	Enhance citizen health, safety and wellbeing;	Town Clerk study; Farm Bureau position; Poll Township Trustees;  Town Hall type meetings countywide - Merville, Correctionville, Sloane & S. Bluff;	Evaluate data to determine the buy in; Educate where necessary; Evaluate status of the other metropolitan based Iowa county jurisdictions;	Comparative evaluation; Financial impact study; assessment of fee schedule impact; Pottawattamie County case study;	Personnel — Zoning Director and Zoning Staff;	Collection — As available at enactment; Reporting — Quarterly to Supervisor contact;

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Enhancement of efforts assuring gender and residency balance in appointments to County Boards and Commissions	Provide information to business groups, reel estate professionals, etc. focusing upon both genders and both rural or town residency;	Work toward 50150 gender balance in applications received;	A gender balance trend in applications received; Appointments to Boards and Commissions become gender balanced per Iowa Code;	Monitor applications based upon the selected criteria;	Data collection - Review Board and Commission Appointments and existing/historical membership; Personnel — Zoning Director	Collection — As available at enactment; Reporting — Quarterly to Supervisor contact;
Initiate a Zoning Enforcement Officer position for the Department	Provide personnel having key component of job description to complaint collection investigation and ordinance compliance effort; coordinate with the building code adoption process;	Reduce number of non-compliance offenses;	Hiring of qualified applicant; educate;	Memorandum of Personnel Transactions process; Monitor, Performance evaluations;	1Zoning Director; Board of Supervisors ' Finance; Human Resources;	Collection —As available at enactment; Reporting — Quarterly to Supervisor contact;
Coordinated response to 6 <sup>th</sup> floor staff security concerns	Request a formal Security Committee review	Capability of securing 6 <sup>th</sup> floor after hours or during , event; Enhance safety of county/state employees;	• Security door (with fob) installation between elevator and 6 <sup>th</sup> floor work areas/offices; develop method of securing ; rear stairwell double !doors (east);	Implementation of safety procedures and education; completion of construction project;	Safety Committee, Iowa State 3 <sup>rd</sup> Judicial District Administration, Historical Landmark Architect; Sheriffs. Office	Collection — As available at enactment; ' Reporting — Quarterly to Supervisor contact;
; Incorporation of the County's 2011 Approximate Floodplain Studies within FEMA's DFIRM (Mapping)	Formulate RFP/RFQ process with specifications - including work from application to determination; Select consultant;	' Enact floodplain mapping panels based upon the most current and detailed 'topographic data available;	'Sucoessful FEMA ! determination - ; letter/Map Panel issuance;	Updated Map , Panel Issuance . and Publication	Planning and Zoning Office Personnel; Consultant; FEMA District 7 Personnel; Supervisors	Collection — As available at adoption and enactment Reporting — Quarterly to Supervisor contact;



## RURAL ECONOMIC DEVELOPMENT

The Rural Economic Development department is devoted to promoting and facilitating economic and community development in the incorporated and unincorporated areas of Woodbury County, outside of its urban center, Sioux City. The department's overarching objective is to provide support for growth and prosperity and enhance the overall quality of life in Woodbury County.

**O**ur Mission is to increase the local tax base and foster job growth by attracting, retaining and expanding targeted industries, including a special focus on entrepreneurship and small business growth, and thereby, enhance the quality of life for all residents of Woodbury County.

Submitted by: David Gleiser  
Director of Rural Economic Development

Need	Service or Activity	Outcome	Outcomeindicator	Measurement Tool	Data Source, Data Collection Procedures, Personnel	Frequency of Data Collection and Reporting
1. Promote the Woodbury County Rural Economic Development (WCRED) department and its offerings.	Implement online marketing campaign: website & social media (Facebook, Twitter, LinkedIn) and disseminate information on WCRED programs, partnerships, resources, activities, and j successes.	WCRED will achieve better search engine 1 positioning. Targeted audiences • will acquire a better understanding of • WCRED offerings, which will increase the number of referrals made to WCRED and increase utilization of our offerings.	Website traffic analytics.  Social media platform analytics.	WCRED Report.	Golden Shovel Agency to provide WCRED Director with website and social media analytic data.	Quarterly & Annually.
	Attend meetings/deliver presentations and provide information on WCRED programs, partnerships, resources, activities, and successes.	WCRED will achieve increased visibility. Targeted audiences will acquire a better understanding of WCRED offerings, • which will increase the number of referrals made to WCRED and ; increase utilization of our offerings.	Number of meetings attended.  Number of meeting attendees.  Number of presentations given.  Number of presentation attendees.	WCRED Report.	WCRED Director to document  • Meetings attended: • Meeting attendees: • Presentations delivered: • Presentation attendees.	Quarterly & Annually. the number of:
	Attend events to promote WCRED and distribute WCRED marketing materials.	WCRED will achieve : increased visibility. Targeted audiences will acquire a better understanding of ! WCRED offerings, which will increase I the number of referrals made to WCRED and increase utilization of our offerings.	Number of events attended.  Number of marketing materials distributed.	WCRED Report.	WCRED Director to document  • Events attended: • Marketing materials distributed.	Quarterly & Annually.



Need	Service or Activity	Outcome	Outcome/Indicator	Measurement Tool	Data Source. Data Collection Procedures, Reporting Personnel	Frequency of Data Collection and
2. Strengthen the capacities of rural cities for economic and community development opportunities.	Assist rural cities with long-range planning efforts (comprehensive plans, capital improvement plans, strategic plans, etc.).	Rural cities will utilize formal long-range plans to help guide decisions related to growth and development.	Number of cities with long-range plans, and the status of their plans (developing/re-developing; current/number of years since formal adoption).	WCRED Report	WCRED Director to document the number of rural cities with long-range plans and the status of those plans.	Quarterly & Annually.
	Assist rural cities with Community Development Corporation (CDC) efforts.	Rural cities will utilize CDCs to accomplish economic and community development projects.	Number of rural cities with active CDCs and description of assistance provided. Number of rural cities without active CDCs and description of assistance provided.	WCRED Report.	WCRED Director to document the number of rural cities: <ul style="list-style-type: none"><li>• With active CDCs and description of assistance provided;</li><li>• Without active CDCs and description of assistance provided.</li></ul>	Quarterly & Annually.
	Assist rural cities with grant efforts.	Rural cities will utilize grants to accomplish economic and community development projects.	Number of grants applied for, amount requested, and description of assistance provided. Number of grants awarded and amount received.	WCRED Report.	WCRED Director to document the number of: <ul style="list-style-type: none"><li>• Grants applied for, amount requested, and description of assistance provided;</li><li>• Number of grants awarded and amount received.</li></ul>	Quarterly & Annually.
	Provide rural cities with technical assistance opportunities (workshops, seminars, etc.) related to economic and community development.	Rural city officials, staff, residents, relevant stakeholders, and business prospects will acquire knowledge on economic and community development concepts, strategies, and best-practices.	Number of technical assistance opportunities provided. Number of technical assistance opportunity attendees.	WCRED Report.	WCRED Director to document the number of: <ul style="list-style-type: none"><li>• TA opportunities provided;</li><li>• TA opportunity attendees.</li></ul>	Quarterly & Annually.

Need	Service or Activity	Outcome	Outcome/Indicator . Measurement Tool	Data Source, Data Collection Procedures, Personnel	Frequency of Data Collection and Reporting
3. Create an environment in rural Woodbury County that is conducive to economic growth and prosperity.	Develop strategies and partnerships to assist with business attraction, retention, and expansion efforts for targeted industry projects (Value Added Ag. Food Processing and Manufacturing) in rural Woodbury County.	We will have a strong and growing economy that will support growth to the tax base, and create/retain jobs.	Number of projects accomplished.  Per project, the amount of capital investment made, number of jobs created and/or retained, taxable valuation added, and amount of incentives/capital acquired.	WCRED Report. WCRED Director will work with the County Finance Director and County Assessor to document the:  • Number of projects accomplished: • Per project, the amount of capital investment made, number of jobs created and/or retained, taxable valuation added, and amount of incentives/capital acquired.	Quarterly & Annually.
	Work with local, regional, state, and federal economic development organizations (EDOs) to develop strategies and partnerships to foster a strong ecosystem for entrepreneurs/small businesses.	Entrepreneurs will have access to the resources they need to be successful and will create more jobs and wealth in rural Woodbury County.	Number of 1 meetings/events attended and attendees  Number of startups and small business expansions.  Per project, the amount of capital investment made, number of jobs created and/or retained, taxable valuation added, and amount of incentives/capital acquired.	WCRED Report. IWCREC Director will work with EDOs to document the number of:  • Meetings/events attended and attendees: • Number of startups and small business expansions. • Per project, the amount of capital investment made, number of jobs created and/or retained, taxable valuation added, and amount of incentives/capital acquired	Quarterly & Annually.
	Work with local, state and federal legislators to advocate on behalf of businesses, jurisdictions, and economic developers in Woodbury County.	Woodbury County will remain a pro-business jurisdiction via legislative efforts.  County.	Number of legislative advocacy events attended with description of issues lobbied for.  New/amended pieces of legislation.	WCRED Report. WCRED Director to document the number of:  • Legislative advocacy events attended with description of issues lobbied for: • New/amended pieces of legislation.	Quarterly & Annually.
	Provide technical assistance (TA) on economic and community development projects when requested.	Stakeholders receive assistance needed to accomplish economic and community development projects.	Number of TA requests fulfilled and description of assistance provided.	WCRED Report. WCRED Director to document the number of:  • TA requests fulfilled and description of assistance provided.	Quarterly & Annually.

Need	i Service or Activity	Outcome	Outcome/Indicator	Measurement Tool	Data Source, Data Collection Procedures, Personnel	Frequency of Data Collection and Reporting
4. Ongoing professional development for WCRED staff.	Work <b>with</b> WCRED staff to discuss professional development needs and identify professional development opportunities.	WCRED staff will feel valued. WCRED staff will receive professional development, training, and resources to address the changing roles and demanding responsibilities of an Administrative Professional and Professional Economic Developer.	Number of professional development opportunities attended.	' WCRED Report.	WCRED Director and Clerk will work to document the number of professional development opportunities attended.	Quarterly & Annually.
Work to achieve Certified Economic Developer (CEcD) designation.	WCRED Director will have the core competencies across the breadth of topics necessary to being a well-rounded and successful Economic Developer.	Coursework completed and credits achieved necessary to obtain CEcD designation.	WCRED Report.	WCRED Director to document the coursework completed , and credits achieved necessary to obtain CEcD designation.	Quarterly & Annually.	

## **Rural Woodbury County Development Committee Meeting**

Woodbury County Courthouse, 8<sup>th</sup> Floor

Friday, 4/2<sup>6</sup>/<sub>16</sub>, 1-2 PM

Lunch Provided

#20b

### **AGENDA**

- Approval of 3/4/15 Minutes
- Updates
  - Local Option Sales Tax Balance/Budget
  - Comprehensive Planning Project
  - Long-Range Planning Assistance (Moville, Salix, Sgt. Bluff)
  - CDC Assistance
  - SIMPCO Dues Offer
  - Rural Economic Development Needs Assessment Survey Results
  - Request for Financial Assistance (Ag Expo & Learning Center —Sioux City)
- Next Steps
  - New Business
- Adjourn

**Heather Satterwhite - Fwd: Emergency notice**

e..41 -4229

**V041**

**From:** Jeremy Taylor  
**To:** [kjames@woodburycountyiowa.gov](mailto:kjames@woodburycountyiowa.gov)  
**Date:** 4/13/2016 10:59 PM  
**Subject:** Fwd: Emergency notice  
**CC:** [hsatterwhite@woodburycountyiowa.gov](mailto:hsatterwhite@woodburycountyiowa.gov)  
**Attachments:** 16.04.08CMBA Emergency Notice.pdf

>>> Terry Glade <[glade.t@cmhaarchitects.com](mailto:glade.t@cmhaarchitects.com)> 04/11/16 9:14 AM >>>

Please see attached my letter to the Supervisors regarding the emergency situation of the south courtroom windows. This is per the Iowa Code 384.103 regarding emergency repairs. Please forward to Jeremy Taylor and the Board for consideration.

Thank you,

TERRY J. GLADE ALA, LEED'AP  
PRINCIPAL ARCHITECT

CANNON MOSS HRYGGER ARCHITECTS  
302 Jones Street., Suite 200  
Sioux City, IA 51101  
(P) 712.274,2933 ext 1106

[WWW.CMBAARCHITECTS.COM](http://WWW.CMBAARCHITECTS.COM)

**IT 1**

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CANNON MOSS BRYGGER ARCHITECTS  
302 JONES STREET. qLITE 200 • SIOUX °FY. IA 51101 • (N. 712,274.2933

April 8, 2016

Mr. Jeremy Taylor, Chairperson  
Woodbury County Board of Supervisors  
620 Douglas St.  
Sioux City, IA 51101

RE: Woodbury County Courthouse Courtroom Windows, Emergency Action

Dear Mr. Taylor:

As you are aware, a piece of marble let loose from the head of the windows in the southeast courtroom of the Woodbury County Courthouse. This occurrence, while not injuring anyone, brought to light two issues with the windows of great significance:

1. The lower clear glass windows are bowing out of plumb and currently are approximately 2" out of place. Noticeable change has been documented in the course of two weeks time and appears to be accelerating. This condition, if left unchecked, could quickly result in the entire section of clear glass windows tipping completely out of their opening and falling to the ground 20<sup>3</sup> below.
2. The tall art glass windows above the clear glass windows have sagged over time and are also bulging outward. It appears that the sun has warmed and softened the lead came strips allowing the weight of the glass to push downward. This is causing the glass to bulge outward in numerous locations. This condition also, if left unchecked, will result in the glass falling to the ground and could happen at any time without any warning.

The purpose of this letter is to describe the seriousness of these conditions and the need for emergency action. If either or both sets of glass windows were to suddenly let go and fall to the ground, anyone in their path would be seriously injured or killed. Any property in their path would be severely damaged. Finally, the glass itself would be lost. The art glass being 98 years old is irreplaceable and therefore priceless. It simply cannot be replicated and the historic landmark nature of the building would be compromised.

I am recommending that emergency repairs begin immediately to avoid injury to persons, property and historic significance to this local treasure. In my opinion, the window failure could occur at any time. To delay taking action by going through the usual design, construction documents and bidding process, poses an unacceptable risk

to life and property. This recommendation applies to the windows in the southeast courtroom only. The windows in the other three courtrooms have been reviewed but don't appear to be in as urgent of a condition as the southeast courtroom.

Please call me if you have any questions or concerns about the statements in this letter.

Respectfully,  
Cannon Moss Brygger Architects

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at%

Terry Glade, AIA, LEED AP

Cc: Kenny Schmitz - Woodbury County Building Superintendent  
Ed Storm, AIA - FEN Design  
Shane Albrecht - Baker Group



From: Jeremy Taylor  
To: [kjames@woodburycountyiowa.gov](mailto:kjames@woodburycountyiowa.gov)  
Date: 4/13/2016 10:53 PM  
Subject: Fwd: RE: Energy CAP Meeting  
CC: [hsatterwhite@woodburycountyiowa.gov](mailto:hsatterwhite@woodburycountyiowa.gov)

P\*>> Dan Behringer <[clan.behringer@energycap.com](mailto:clan.behringer@energycap.com)> 04/08116 4:42 PM  
Hi Jeremy,

Thanks for capturing and sending along the notes from your status meeting with Kenny and Rene. Please see responses below to specific questions that you asked.

Best Regards,  
Dan

From: Jeremy Taylor [[JTaylor@woodburycountyiowa.gov](mailto:JTaylor@woodburycountyiowa.gov)]  
Sent: Thursday, April 7, 2016 4:26 PM  
To: Dan Behringer <[dan.behringer@energycap.com](mailto:dan.behringer@energycap.com)>  
Cc: Kenny Schmitz <[KSCHMITZ@woodburycountyiowa.gov](mailto:KSCHMITZ@woodburycountyiowa.gov)>; Matthew Ung <[MATTHEWUNG@woodburycountyiowa.gov](mailto:MATTHEWUNG@woodburycountyiowa.gov)>  
Subject: Energy CAP Meeting

Dan,

As Chairman of the Board of Supervisors and with a fellow supervisor, Vice-Chair Matthew Ung, we scheduled a meeting to discern progress and how things were going with the implementation of Energy CAP here in Woodbury County. While not being part-and-parcel of the intermittent meetings along the way, we are pleased with the efforts of our personnel and that they report that implementation has gone relatively quickly. Here are some notes of our meeting that I wanted to pass along.

1. *Internal Operating Procedures*. Internally, we will work on procedures to ensure that our Building Services personnel are getting the information needed. I understand that Rene is getting (or has already gotten in all cases) online access to Mid-American. I will ask that she contacts anyone and that they share passwords reciprocally so that everyone is "on the same page." We will lend upper level administrative support if she is unable to get bills timely. I explained to one other department head the rationale two days ago.

2. *Historical Data*. I understand that there is data in some buildings, especially where our largest utility—Mid-American—operates for electricity and natural gas in our buildings where we could go back three years. In order to establish a baseline, I know that this not necessary. However, I do think that the "more data, the better," and agree that the baseline establishment is priority. However, is there away that through Excel spreadsheets or .csv files, we may be able to import historical data earlier than what is necessary for the baseline? As an energy specialist, nothing is more helpful than knowing if the one anomaly is just this May compared to the baseline May or if we have ever historically seen this trend. Obviously there's a cost-benefit analysis that has to be run in terms of time and labor but where available, I wanted to see what the best means of this may be, *Mani Historical bill data can be imported via Microsoft Excel spreadsheets. I showed Kenny and Rene how to do this, but they decided that it was easier and more efficient to manually enter the bills. if you'd like to reference information about using spreadsheet imports for historical bill data, the following help documentation explains how this works:* <http://help.energycap.com/idiisplay/ECE/Non-EDI+BilltImport+Rulestand+Options>

You can download a sample bill import file in EnergyCAP by:

*Navigate to Bill Processing*

*Select Enter Bills*

*Click Import Bills*

*Click Download Sample Import File*



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Jefflawermsete

Alternatively, our Bill CAPture service can be used to process your historical bill Images. If this is something that you'd like to explore, please let me know and I can explain how that works and Phil Kolb could provide a quote to process your historical bills using Bill CAPture.

3. **Baseline.** At first, we assumed that a baseline was July 2014 - June 2015, but then saw a calendar year baseline of January 1 - December 31. Then, we saw in one instance where the savings calculated did not start until March 17, 2016, Therefore, under Savings--Trends, there was no data. Because I assumed no March bill was there, I am not sure why we wouldn't go ahead and start savings calculation as of the next month after the baseline. I understand some buildings had a completion date with the LEDs later on but from the perspective of looking at trends and cost avoidance on monthly basis—especially continual improvement (Jan 0.0%, Feb 2.4%, and March 4.9%) anything that we do from a behavioral/organizational change or retrofit from here on out would reflect greater growth than the initially negative or even stagnant numbers. I'm thinking Sept-Dec 2012 in the graph attached from the schools wherein they hadn't hired the position fully on board until April 2013. (see attachment)

Generally speaking, I am of the belief that a baseline should be similar in all buildings and here's why. The LED lighting retrofit is one project that we surely want to measure. However, if we have multiple baselines in each building. I think it will be confusing. I get why there may be a differing baseline in one building, e.g. #5 Eagles Building unoccupied in base year, or with a new building (establishing a base year), but believe that as long as the base year precedes any retrofit or organizational change it will be untainted by a comparison group affected by anything we are doing now. If there are too many base periods that differ. I think that tends to get confusing except where necessary in anomaly situations. if we had a base of January 1. 2015 - December 31, 2015 and then started calculating savings January 1, 2016 would anyone object?

**(Dan) I don't disagree with this approach of all. You have described solid reasoning for using the same baseline and an earlier start date than the time that LED retrofit completed. You have specific reasons for doing that and they make sense,**

**The cost avoidance settings can be updated for all meters at once by:**

**Navigate to Administration**

**Select Cost Avoidance Settings**

Select a new Baseline start  
 Select a new Savings start  
 Click Globally Update Meters

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**Baialnailledeop •**

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**4. Administrative Access.** I would like to see Matthew Ung have access at the same level I am at currently, e.g. Read-Only. His e-mail address is [malthewunca@woodburycountyiowa.gov](mailto:malthewunca@woodburycountyiowa.gov) If there is any other information necessary in order to set this up, please let us know.

*(Dan] I see that Kenny already set this up.*

**5. Eagles Building.** This building was not fully occupied as it is today in operations until November of 2015. I am wondering if a different baseline should be established here.

*(DanJ If you have on earlier baseline of bills that you can enter and use, from when the building was occupied, that would be a recommended approach.*

**6. Naming of Meters.** I shared that I think naming meters to help locate them specifically can be helpful, e.g. "8th Floor Chiller," or in a schools example, "Concession Stand" so as to differentiate how specific meters are behaving in the analysis of them

*(Don) I agree that this is a good idea. Meter updates sheets can be used to quickly update names in bulk. Using update sheets is explained here: <https://docs.enerocep.com/display/EC034/Setup#Monager#Update+Process>*

Thanks for any help you can give us. Supervisor Ung and I will both be in Washington, D.C. next week but look forward to a continued conversation.

Jeremy Taylor  
 Chairman. Woodbury County

# WOODBURY COUNTY DEPARTMENT MEETING

April 18, 2016 at 8:00 AM in the LEC Training Room

#20f

**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 18 April: Hitting the Mark and Honoring Service

*Light Breakfast and Coffee*

### 1. Where We Go (and Grow) From Here—Supervisors Taylor and Ung

From our last time together as a group, we were able to come up with a shared Vision Statement, departmental mission statements, ways of cooperation, a succinct way to "tell our stories," and refinement of the logic models. We'll give the overview of how these will be a product for supervisors and a "working document" to guide goals and decision-making for the future. I want to explore the following Core Values statements:

Core Values define "how you will behave during the process" that are normally internal. Generally, this is what you all had come up with that was presented to us on March 23. Rather than vision (see above) and mission (see your specific statements), these have to do with customer service, evaluation, personal responsibility, and cooperation/communication.

- A. We respond compassionately to the citizens we serve who can expect respectful, honest, courteous treatment.
- B. We provide high quality services that are efficient, accessible, innovative, and technologically up-to-date.
- C. We relate openly to the public with transparency and two-way communication.
- D. We maintain a healthy, productive work environment with clear work goals, appropriate training and supervision, regular performance appraisals, and an appreciative team.

Finally, we'll conduct a quick AAR of the day.

### 2. Safety & Security Practices\_ -Michelle Skaff, MAJ Todd Wieck, and Kenny Schmitz

Michelle Skaff and Todd Wieck have been working on identification cards. This has evolved from a way to give security identification to the integration of key medical and emergency information as well. Training is key, and Michelle will share a way forward there. We will also discuss if there are Building Services issues that are a result of some great thinking, a product of the Save Yourself a.k.a. Active Shooter training. We'll have a brief but focused discussion of such issues.

### 3. Tech Support

WCICC and Team will give us a couple of pointers to make us aware of the repercussions of what we do on our systems—and how to do so efficiently and securely.

### 4. Telling Our Story on May 24 and Other Nuts & Bolts—Supervisor Taylor

A. The Board approved **Tuesday, May 24 to be our County flay** in honor of and following on the heels of National County Government Month. We will focus this from 11:00 a.m. to 2:00 p.m, in which we will have refreshments, displays and/or literature, and hourly tours. We will loop both the NACO video as well as one that David Gleiser, Economic Development Director, will take charge of in featuring the elevator speeches with images. I am working with. Open Line on having them broadcast that day from the Courthouse in the morning and would like to have you consider "telling your story" that day. Remember that the more we tell our story, the better we serve in terms of letting people know of services available and how we can best help.

B. Also, from **May 1-1'7,1** will be on active duty orders at Fort Sam Houston in San Antonio working on Combat Medical Ministry training in a trauma unit. Supervisor Ung will take the reins regarding agenda items, day-to-day operations decisions, and the leading of both meetings. Taking his place during the next department head meeting will be Supervisor Mark Monson.

C. True Speaks are still due *throughout* the month. Most of you have been great about this, and it's appreciated. I will be visiting with those who have not followed through. Whether it's a weekly auto-reminder, or something done in coordination with evaluation, it's important to not let this go and artificially create a series of "thank you notes."

### 5. —Washington D.C. 62<sup>nd</sup> Annual Chamber Trip \_ -David Gleiser

We lobbied individually and collectively from April 12-15 with our Congressional delegation, the USDA, and our Senators on a host of issues. Regarding responses, this will be an opportunity to hear some movement and how this went.

6. Correctionville Rural Meeting. on April 18 from 7:00-8:30 p.m. Supervisor Taylor Please mark the calendar for this date. It is a wonderful thing that so many elected officials, department heads, and others have attended in this initiative to bring county government "to the people." This is just a heads up for the calendar for the future.

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

We will go around the room. I would like to hear out one way of cooperation that will either be explored or exercised during this coming fiscal year. 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.

**Did you know that WOODBURY COUNTY SUPPORTS VETERANS?**

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"It is the Soldier above all others who prays for peace, for it is the soldier who must suffer and bear the deepest wounds and scars of war." General Douglas MacArthur



I. The Good News Story for this Week features Veterans Affairs Dept.  
2: In. other "Good News"...

### A Note from COL Scott Plambeck

Mark,

We really appreciate the support of Pete McDermott that you, Forest, and all others associated with the Woodbury County Engineer's have given him over the last few years. The National Guard can not do its mission without the Support of our members' employers. The National Guard is being used more since 9/11 than ever in our history, and we do not see an end in the near future.

Thanks again for being a part of the Iowa Employer Support of the Guard and Reserve (ESGR)



**Karen James - Modernization of County Committees**

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**From:** Mathew Mathew Ung  
**To:** County All; City All  
**Date:** 4/27/2016 1:47 PM  
**Subject:** Modernization of County Committees

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Dear County/City staff,

Going forward, the committees listed below are asked to regularly send their meeting minutes and agendas to the Woodbury County Board Office (Karen and Heather) so they may be posted online in accordance with a major transparency initiative made possible by the joint city-county Information Technology department. Your minutes, agendas, and any other committee backup materials you wish to send will be posted here for easy access by your staff and our constituents:

<http://woodburycountyiowa.gov/board-of-supervisors/committee-information>

Working closely over the last few months with the Auditor's Office, the Board office, and the IT department, and in accordance with the Board of Supervisors' wish to modernize the county website, each committee now has its own page, defining its purpose and cataloging its meeting minutes for future reference. We also collectively decided an email like this was vital to spread the word.

Gone are the days of confusion as to whether a particular county committee meets or if they even exist. But it won't be possible without your collaboration in this effort:

- **Please email your meeting minutes, agendas, and any extra agenda materials you wish to share with the public to BOTH:**

[kiames@woodburycountyiowa.gov](mailto:kiames@woodburycountyiowa.gov)  
[hsatterwhite@woodburycountyiowa.gov](mailto:hsatterwhite@woodburycountyiowa.gov)

- **Please email attachments in the PDF format whenever possible.** This will later ensure a "search" function being constructed by IT.
- **Please title ALL attachments beginning with "YYYY-MM-DD".** This consistent titling will automatically rank your most recent meetings at the top of your page.

Again, if you are involved in one of the following committees, please ensure your secretary is aware of this, and remember that our Board office will upload whatever extra agenda materials you as a committee decide to share with the public, but that our Board office will not change your contents in any way. Audio and video files can also be uploaded.

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Area Solid Waste Board (Landfill)  
Board of Adjustment  
Commission to Assess Damages  
Conservation Board  
DECAT Board  
E911 Board  
Emergency Management Commission  
Grow Siouxland Taskforce Committee  
Hazardous Materials Committee  
Health and Wellness Committee  
Highway 20 Association  
Hungry Canyons  
Law Enforcement Expansion/Prairie Hills  
Loess Hills Alliance  
Loess Hills Development and Conservation Authority

Loess Hills Economic Development  
Loess Hills Scenic Byway  
National Resources Conservation Service  
Policy Review Committee  
Regional Workforce Investment Board  
Rural Economic Development Committee  
Safety and Security Committee  
Security Institute Commission  
SIMPCO  
Siouxland District Board of Health  
Siouxland Economic Development Corporation  
Siouxland Human Investment Partnership  
Soil and Water Conservation District  
STARCOM  
Third Judicial Department of Corrections  
Veteran Affairs Commission  
WCICC  
Western Iowa Tourism  
Zoning Commission

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I am excited and grateful for the cooperation I've seen while leading this process, and you will notice more improvements to county record-keeping as our working group continues to endorse further online user improvements to benefit both staff and constituents. **It is worth noting in the political relations between Sioux City and Woodbury County that our shared IT department is an exceptional example of working together that is probably too often overlooked.**

But just as the best special effects in movies aren't noticed to be special effects, the best IT department is marked by the list of things that could have been noticed, but weren't. From the laptops in the squad cars of our law enforcement to this email you just finished reading, they keep us going.

Join me in telling John Malloy and his staff:

THANK YOU!

**Matthew Ung**

*County Supervisor*  
620 Douglas St.

Sioux City, IA 51101

Cell: (712) 490-7852

matthewung @wood [burycountyiowa.gov](mailto:matthewung@woodburycountyiowa.gov)

## Karen James - Re: March 21st Department Head Meeting Minutes

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**From:** Jeremy Taylor  
**To:** Alan Jordan; Dennis Butler; Diana Christensen; Danielle Dempster; Dave D...  
**Date:** 4/27/2016 7:07 PM  
**Subject:** Re: March 21st Department Head Meeting Minutes  
**Attachments:** Information on County Government Day May 24.docx; County Government Day.pdf; April 18 Dept Head Meeting Minutes.docx

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Department Heads and Elected Officials:

1. As you may know at this point, I will be away on active duty orders starting Sunday, and will have an "Auto Reply" set up on e-mail. Day to day operations questions should be routed to Supervisor Matthew Ung who will be Acting Chair from May 1-15. Therefore, when an agenda item is submitted after Thursday, April 29 for anything related to the meetings on May 3 or May 10, please ensure that Supervisor Ung is e-mailed along with Karen James and Heather Satterwhite.

2. Guidance will be forthcoming from Human Resources especially as it relates to the True Speak initiative under outside legal counsel. Please know that for now, site files need to be treated with confidentiality, should be locked, and proper retention is key. Our ability to clearly document for growth and correction is key to your leadership role. I anticipate that on a variety of issues from FMLA to True Speak, HR will have a good deal of guidance during one of our summer department head meetings.

3. True Speaks are due on Monday, May 2. Include Chats, Correction, Specific Appreciation, etc.

4. The department head meeting on Monday, May 16 will be led by Supervisor Ung with Supervisor Monson present. Please see attached the minutes of the last department head meeting. Any wish to submit a department head agenda items should be submitted to Supervisor Ung along with Karen and Heather. If John Malloy and the folks at WCICC can disseminate any notes regarding ShoreTel in "Reply All," that will be very helpful. I for one was so appreciative of their guidance at the department head meeting as they help lead us into the future and beyond.

5. We will be having a very important County Day on May 24, 2016 just under a month from now. I am including notes that I shared with supervisors last night. Please plan be there or at minimum to have a representative from your department present from 11 am - 2 pm during that time. Supervisor Mark Monson is running point on this from the Board of Supervisors and Economic Development Director David Gleiser will be running point from the staff level. Armed with literature/flyers, an "elevator speech" and mission statement, along with any visuals (PPT, video), please plan to explain to folks coming in/out what it is that you do. This is also a great opportunity to hear from the public on the way we can best serve and advertise the services so as to give greater access.

Know just how appreciated you are with all that is going on as we continue to improve and fulfill our core

mission! Sincerely,

Jeremy Taylor  
 Chairman, Woodbury County Board

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

End. Department Head Meeting Minutes, County Day Ad, Information on Working Group Describing 5/24/16 County Govt. Day



April 28, 2016 E-mail to Supervisor Monson from Chairman Taylor

Mark:

I would like to ask for you as the liaison for Building Services as relates to long-term planning to convene a working group meeting and examine the following situation:

Today, April 28, I learned that there was water infiltration in the Little Anthon Courthouse. I sent the following e-mails to Treasurer Mike Clayton and Building Services Director Kenny Schmitz. According to a subsequent conversation with both, I learned that since taking operations into the facility in 1995, that modifications had been made under previous Treasurer Bob Knowler but it is unknown as to funding sources in this non-county-owned building.

I shared that we have an obligation to ensure that our personnel are safe and to protect from further damage, so Kenny was to go out or have one of his personnel do so: my instructions were to keep to the minimal modifications so as to protect our personnel. You and I visited today about convening a work group to study this issue in the next 5-10 days for the medium-to-long-term solution. My suggestion is to have Pat Gill, Kenny Schmitz, Joshua Widman, Dennis Butler, Mike Clayton, and perhaps (initially or subsequently) someone from Anthon.

The goal would be to determine how the County should proceed if there are long-term building needs there. If it is not a county-owned building, we probably want to be indemnified of liability should even modest alterations be made. Knowing what contract, agreement, or the like is in place will help.

As this holds county services, is this something that the county should look at perhaps on a 50/50 cost-sharing agreement basis? We all know that substantial building modifications can not only be costly but are probably prohibited from being entered into on behalf of a building that we do not own. These are some of the issues at play.

Thanks.

Jeremy

## Woodbury County Finance Department Logic Model

Need	Service or Activity	Outcome	Outcome/Indicator`	Measurement Tool	Data Source, Data Collection Procedures, Personnel	Frequency of Data Collection and Reporting
To improve the transparency and understanding of the budgeting process, development of property taxes and financial status condition of Woodbury County Government	Separating the budget process into three categories: CIP requests, improvement requests and operating requests.	The public will better understand the financial process and the condition of the county.	3 separate budget categories.  Dec. 1 <sup>st</sup> submission date for operating requests.	Revenue and expenditure reports.  An audited Certified Annual Financial Report reporting the condition of the County_	Sources of data will generated by the Auditor's Office. Treasurer's Office, and the Finance Director.  Other County Department Directors will provide their pertinent information to the ' Finance Director.	Monthly reports on revenues and expenditures as it relates to the FY budget.  An audited Certified Annual Financial Report that is prepared annually.
	Having earlier submission dates for all three categories.	The Board of Supervisors will have more time to evaluate the budget information the finance department provides.	October submission date for CIP and improvement requests.	Cash fund balance report (15yr).		Monthly cash fund balance report (15yr).
	Publish the proposed FY budget and post on the County website.		Published/posted budget 10 days prior to the budget hearing date, no later than March 15 <sup>11</sup> .			
	Monitoring cash reserves and budget estimates for revenues and expenditures.					
	Tracking the cash reserves of the tax supported funds over a 15 year period					

### MISSION STATEMENT

The Mission of the Woodbury County Finance Department is to provide the most informative and accurate information for the Board of Supervisors and public to understand as it relates to the budgeting process. development of property taxes and financial status of Woodbury County. We strive to be courteous and helpful to all Woodbury County residents so they understand the financial operations of their county government.

# Rural Woodbury County Development Committee Meeting Minutes

Woodbury County Courthouse, 8<sup>th</sup> Floor

Tuesday, 4/26/16, 1-2 PM

## Members Present:

1. Kent Baker — The Record
2. Dennis Butler — Woodbury County Finance Controller (Guest)
3. Wayne Dominowski — Sergeant Bluff Advocate
4. David Gleiser — Woodbury County Rural Economic Development Department
5. Jim Johnson — Taxpayers Research Council
6. Mark Monson — Woodbury County Board of Supervisors
7. Jeremy Taylor — Woodbury County Board of Supervisors
8. Matthew Ung — Woodbury County Board of Supervisors

Lunch was served and the following agenda was taken up:

## AGENDA

- A. Approval of 3/4/16 Minutes
- B. RWDC Updates
  - Local Option Sales Tax, Balance & Budget for Economic Development Rural Comprehensive Planning Project
  - Potential for Long-Range Planning Assistance (Moville, Salix, Sgt. Bluff)
  - Community Development Corporation Formation Assistance
  - City/County SIMPCO Membership Dues Offer
  - Dissemination of Needs Assessment Survey Results
  - Ag & Expo Learning Center Project, Potential for Rural Communities
- C. New Business
- D. Next Steps
- E. Adjourn

### **A. Approval of 3/4/16 Minutes**

Motion and second with approval of minutes 3/4/16 (Carried 7-0)

### **B. RWDC Updates:**

#### ***Discussion - Local Option Sales Tax, Balance & Budget for Economic Development***

Butler provided the committee with an overview of LOST funds. Members were informed of the current and future obligations budgeted, as well as the approximate balance of the unobligated \$700,000 onetime money. Gleiser reminded the group that the unobligated \$700,000 will carry over to the next year if unspent, and that money could, be used for rural economic development programming should the Board determine to do so. Butler and Taylor explained that roughly \$575,000 is generated annually in LOST funds for economic development and that the Board has dedicated about \$535,000 to property tax relief. Taylor stated that in out years (two years and beyond), the Taxpayers First Resolution in which the Board dedicates \$1 of every \$2 from CF Revenue (\$55.6 million over 20 years on graduated schedule) should lessen the need to rely on LOST funds to mitigate coming back to tax levies to keep up with inflation, bargaining, etc. With this in mind, LOST obligations could be paid for from different revenues in the future which would then provide more LOST funds available for potential rural economic development programming. Future revenues could also be used to help with rural economic development/infrastructure projects. County Participation needs to be limited and there should be "skin in the game" as Ung mentioned the amount of \$50,000 requests can quickly add up. Johnson mentioned that the message should be out that the County can do things and is providing tax relief. Those are

important messages but people need to know that we will have the ability to do things. At the same time, it's important to know how gradually (and graduated) the influx of CF capital is. Johnson also mentioned how towns that are unwilling to do anything will have a hard time in the future, and suggested that the County look at roads/infrastructure as it relates to LOST revenues. Monson explained 80% of LOST funds are already dedicated there.

*Discussion - Rural Comprehensive Planning Project*

Gleiser informed the committee that 11 out of the 11 targeted cities agreed to participate in the Rural Comprehensive Planning Project. He stated that RFPs would be solicited throughout May and that he anticipates a recommendation to the Board for an award being made shortly thereafter.

*Discussion - Potential for Long-Range Planning Assistance (Moville, Salix, Sgt. Bluff)*

Gleiser informed the committee that per the group's recommendation at its last meeting, he presented the request for consideration to the Board that the 3 cities (Moville, Salix, Sgt. Bluff) not included in the Rural Comprehensive Planning Project receive a like-dollar amount for other long-range planning projects. He stated that the Board seemed generally receptive to the suggestion and that he would wait until an award has been made for the Comp. Plan project before going back to the Board so he had more of an approximate like-dollar amount to propose.

*Discussion - Community Development Corporation Formation Assistance*

Gleiser informed the committee that per the group's recommendation at its last meeting, he presented the request for consideration to the Board that the Rural Economic Development Department be allowed to continue providing assistance with outside legal counsel to help form CDCs in communities without one, and that the Board voted in favor of allowing him to continue to do so.

*Discussion - City/County SIMPCO Membership Dues Offer*

Gleiser informed the committee that per the group's recommendation at its last meeting, he presented the request for consideration to the Board that the County pay 50% of the membership dues to SIMPCO for all 14 rural cities in the county. Members were made aware that the Board voted in favor to do so, and that he and SIMPCO officials were scheduling meetings with every rural city council to present the offer, which would start July 1, 2016. As part of this effort, SIMPCO will provide the County with quarterly and annual reports on their activities and services being provided to the rural cities, which will be utilized to help determine the effectiveness of this new effort and the expenditure of LOST funds. Taylor mentioned hearing about SIMPCO undergoing some positive organizational transformations. Monson mentioned the new revitalization of SIMPCO was due to a new Executive Director, and additional staff. Monson explained that the roll-out of the City/County membership dues project and the joint SIMPCO/County presentations should help rural communities to know that there is a new foot forward. Kent Baker mentioned the need to share how this is the new face as rural communities have often had a less-than-desirable experience with SIMPCO in the past under old leadership.

*Discussion - Dissemination of Needs Assessment Survey Results*

Gleiser informed the committee that since presenting the findings of the Rural Economic Development Needs Assessment Survey results at its last meeting, he has disseminated the results to all rural city clerks with the instructions to share the results with their respective city councils, citizens, and key-stakeholders.

*Discussion - Ag & Expo Learning Center Project, Potential for Rural Communities*

Taylor provided the committee with an overview of recent updates on the Ag & Expo Project which is being spearheaded by the City of Sioux City. Taylor mentioned that he and Ung were interfacing with the City in information-gathering, but he wanted some feedback from this group as it related to this project and the potential for the county to participate. Kent Baker said that while having such a venture in the rural areas would be good, there is less "us vs. them" than in the past, and that many who live in rural areas sometimes have a majority working in Sioux City and are utilizing their amenities. There is a sentiment that even though it would be nice to be in Merville, if it was between having it in Sioux City next to restaurants, hotel, etc. or not at all, the former would be preferable. The committee had consensus on LOST being dedicated to rural economic development. Supervisors present acknowledged that the Board may participate based on exercising due diligence and wanting to leverage additional state dollars.

*C. New Business*

Gleiser presented various economic development literature pieces to the committee, and asked what members thought about creating something to market the Rural Economic Development department's offerings. Baker and Johnson voiced opinions on believing that face-to-face contact is the key to increasing the awareness of what the department does. It was agreed that at minimum such a publication would need to be coupled with in-person contact. Johnson mentioned that the full-color 12/14 page may be outdated upon publication. Baker also mentioned how critical rural city clerks are in helping their councils understand the resources that can assist them. Gleiser also mentioned the intent to partner with conservation to help promote the county's outdoor amenities as they are excellent quality of life assets.

*D. Next Steps*

The committee agreed to reconvene once the county has awarded a contract for the Rural Comprehensive Planning project, and would then review any draft documents that Gleiser develops to help market his department's offerings. Dominowski, Baker, and Gleiser will also coordinate on publishing an article on the committee's work.

*E. Adjourn*

The meeting adjourned at 2:15 PM.

## Appreciation of Efforts on County Government Day

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**From:** Jeremy Taylor  
**To:** Jeremy Taylor  
Dennis Butler; Danielle Dempster; Dave Drew; David Gleiser; Diane Peterson; Ed Gilliland; Gary Brown; Glenn Sedivy; Heather Satterwhite; Jackie Smith; Julie Conolly; Jean Jessen; John Malloy; John Pylelo; Kevin Grieme;  
**CC:** Karen James; Kenny Schmitz; Larry Clausen; Matthew Ung; Mike Clayton; Michelle Skaff; Mark Nahra; Mark Olsen; Patrick Gill; Patrick Jennings; Rick Schneider; [Jlogan@caasiouxland.org](mailto:Jlogan@caasiouxland.org); [rcloste@dhs.state.ia.us](mailto:rcloste@dhs.state.ia.us); [amy.berntson@iowacourts.gov](mailto:amy.berntson@iowacourts.gov); [leesa.mcneil@iowacourts.gov](mailto:leesa.mcneil@iowacourts.gov); [mark@mudflap.com](mailto:mark@mudflap.com)  
**BC:**  
**Date:** Thursday - May 26, 2016 4:09 PM  
**Subject:** Appreciation of Efforts on County Government Day

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May 26, 2016

Dear Department Heads and Elected Officials:

This communication is to share appreciation of your collective efforts to put on a first-time venture, County Government Day. Your presentations were fabulous, engaging, and creative. I still remember the Recorder's Office phrase amidst colorful, professionally displayed graphics on their board: "We play a small but important part in everyone's life." 10 Elected Officials and Department Heads travelled to Merville to begin engaging Woodbury Central juniors several days before. Bringing and setting up the technology and equipment that you all use in order to provide high quality services meant that the public could see up close a voting machine, new sample LED light in the Courthouse, our Sheriff and Secondary Roads vehicles, a virtual tornado, or an open courtroom. Organizationally, the day was well-advertised by David Gleiser who helped assist in many logistical aspects as well. Having great hot dogs, smiling volunteers downstairs, and a place to relax showed camaraderie and translated into a relaxing day for those participating.

I witnessed department heads and elected officials working side-by-side engaging the public, explaining everything from General Relief to General Elections, and from an effective court system to the often behind-the-scenes work of those who keep our public safe in Emergency Services and Management. And there were those of you who helped assist whether you were part of Courthouse Security, guiding the great help from the Sheriff's Office with the recreation outside, or helping give the tours and guide folks.

The effect is that we engaged students, jurors, and a good number of people who came on down in a way that showed we care very much about our mission and take

, pride in the services that we provide. I heard several people remark that they just did not know how much you all did to keep families safe, secure, healthy while upholding a great quality of life. I believe a day like this gives people respect in their local government and understand to a greater degree how we collectively overcome challenges in order to meet community needs.

Such a day reflects the deep value we ought to have in civic duty including honoring the historic past by taking the time to see what those who have gone before us have left to us to preserve and take care of. This is sometimes understood in the symbolism of the courthouse or painstaking efforts to craft a structure worthy of the people to whom it would serve. With Memorial Day this Monday, it is good to point people to the WWI battles listed on the paintings in honoring those who paid the "ultimate sacrifice," just as we serenely and somberly paid homage to those listed in stone recently who died in the line of duty from law enforcement and first responders. This day also helps the continuance of justice seen in the fact that those on jury duty were able to come "lunch and learn." I later in the day witnessed a good Judge, County Attorney, Juvenile Court Officer, and Clerk of Courts Administrator carefully explain to a rascally 5<sup>th</sup> and 6<sup>th</sup> grader (my own) the difference between the juvenile and adult court system.

I understand that there are many things you all could have been doing that day. I also appreciate all the more the attitude, spirit, and engagement of "going the extra mile," and being passionate about what it is that you do. The supervisors, elected officials, department heads, and over 400 employees can be proud of the message I believe that the day sent.

**Thank you so much for all that you did on Tuesday, and all that you continue to do to help serve the citizens of Woodbury County!**

Sincerely,

Jeremy Taylor

Chairman, Woodbury County

P.S. Please pass this on to those within your offices or departments that helped to

## Fwd: Acknowledgment and Request

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**From:** Ed Gilliland  
**To:** Abell, Tonia; Anderson, Lisa; Taylor, Jeremy; Thomas, Melissa  
Armstrong, Donald; Benson, David; Blanchard, Lee; Boetger, Doug; Brock, Tyler; Brown, Gary; Caudron, Joy; Christensen, Diana; Clausen Rosendahl, Michelle; Clayton, Mike; Conolly, Julie; Dempster, Danielle; Drew, Dave; Drey, Linda; Feiler, Mary; Gill, Patrick; Gilmore, Jill; Gleiser, David; Grieme, Kevin; Harlow, Todd; Hertz, Charles; Hinrichsen, Patrick; Hofmeyer, Steve; James, Karen; Jennings, Patrick; Jessen, Jean; Lewis, Michelle;  
**CC:** Malloy, John; McCall, Dianne; Nahra, Mark; Olsen, Mark; Peterson, Diane; Phillips, Lynette; Ping, Valerie; Pylelo, John; Schmitz, Kenny; Schneider, Rick; Schroeder, Sharon; Schwedler, Jorma; Shinkunas, Al; Skaff, Michelle; Stallman, Greg; Thomas, Melissa; Weber, Ryan; Wieck, Todd; Wilson, Dennis; Wingert, Tony; Zvirgzdinas, Kellie  
**Date:** Friday - May 27, 2016 11:32 AM  
**Subject:** Fwd: Acknowledgment and Request

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Good Morning Everyone, hope your weekend will be filled with good things.

The last of the scheduled True Speak Training was completed Wednesday and Thursday.

The Training has given us the basis to expand and improve our communication with each other, our customers, and those we supervise.

You were all great to have in class, the give and take was outstanding in all 3 trainings, and the feedback overall has been positive.

In the coming weeks we will be rolling out new Employee Handbooks and new coaching and counseling forms that should help embed True Speak into our culture. These changes have been done in coordination with legal counsel to help not only ensure positive cultural change but also best practices to protect us as an organization.

all of this effort and expense goes to waste if we do not implement this in our daily interactions.

As part of the implementation we have all been tasked by Chairman Taylor with completing at least 4 True Speaks each month.

To help us with this task I am asking that you blind cc me, Tonia Abell, and Chairman Taylor on your True Speaks.

Going forward we will be logging the True Speaks and following up with each of you to ensure your completion of these True Speaks. Our anticipation is that Chairman Taylor and I will schedule a meeting with each of you to review these communication s from the past months, verify/clarify the locked site file location, and discuss any issues related to this initiative. This will be done for all supervisory leadership personnel so we have a good review of where each of you are at. We will be meeting with everyone. As part of this process we will also review where each leader is in the employee evaluation process including the forms utilized.

We will go through the True Speaks again in our Department Head meeting Monday June 27 and will review and answer any questions you have at that time and discuss where each of us are individually.

The 4 True Speaks for May are due on or before Wednesday June 1.

Chairman Taylor and I look forward to receiving the True Speaks and we especially look forward to the seeing the results of this increased communication.

Chairman Taylor has also asked that Monday June 27 be reserved for an hour and 1/2 (8 to 9:30). We will have the Employee Handbook, the Counseling Forms, the True Speaks, and other relevant information from Human Resources. It is critical that all attend, if you are unable please notify Chairman Taylor in advance so we can ensure that we have time to meet with you to go through the information.

Respectfully,

Ed G.



Chairman's Report June 21, 2016

June 16, 2016

Woodbury County Supervisors  
620 Douglas St Sioux City, IA 51101

Dear Sirs:

I am writing in regards to an upcoming event that we would like to hold at the Woodbury County Courthouse. Recently, the Iowa Prayer Caucus Network, and many others, read the Bible from cover to cover in the rotunda of the State Capitol Building in Des Moines. It is now planned to do the same thing in front of the courthouses of all 99 counties at the same time, leading up to the 4th of July, our Nation's 240th birthday. Iowa Governor Branstad signed the Iowa 99 County Bible Reading Marathon proclamation on April 26<sup>th</sup>, 2016 in his formal office at the Capitol encouraging all Iowans to participate in this historic occasion.

We are asking for any necessary permit that is needed to hold this endeavor. It takes approximately 80 hours to complete the reading and we plan to do it on a continuous basis, 2 readers at a time.

Therefore, we would begin on Monday, June 27<sup>th</sup>, at 8:00 AM, reading daily 8 AM to 6 PM and estimate ending on Friday July 1st, at approximately 6:00 PM, with a concluding gathering of readers to finish the event. It is possible that it may take a while longer for the reading depending on the speed of those reading, so the ending time is only an approximation. We do plan, however, to be finished on July 1st and at the very latest Saturday July 1<sup>st</sup>. Due to the unpredictable nature of the weather, we would like to have a pop up tent present to protect readers from heat and or rain.

The courthouse would be open on that week, but not Saturday. There will be no impeding of the public entering or exiting the building. None of the event will be held inside the courthouse.

As mentioned earlier, precedence has been set for the Bible Reading Marathon, as it was already done at the State Capitol Building. Our county will be joining the other 98 counties in participating in this very special and historic occasion.

We are contacting you now to get any prior approval or permit that are necessary to utilize the courthouse premises for June 27<sup>th</sup> through July 2<sup>nd</sup>. If you have any questions, please do

not hesitate to contact us at the phone number or email listed below. If there are no questions, approval can be sent by email or to the address listed below. We greatly appreciate your earliest possible attention to this inquiry.

Thank you in advance for your kind assistance and prompt response.

Sincerely,

Diane Widner 712-389-5222

WOODBURY COUNTY TEAM CAPTAIN,

99 COUNTY BIBLE READING MARATHON 2016

Yasha Ministries

5015 Garretson Ave

Sioux City, IA 51106

712-258-0142

[Yashasiouxland@gmail.com](mailto:Yashasiouxland@gmail.com)



19

to

# Proclamation

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF IOWA

## PROCLAMATION

WHEREAS, all Scripture is essential to prepare us to be the people God wants us to be and to accomplish the purpose for which he created us; and

WHEREAS, America, being founded upon biblical principles and Judeo-Christian ethics, as taught in the Bible, paid tribute to the Bible for its important influence upon the development of our Nation by many of our great national leaders such as Presidents Washington, Jackson, Lincoln, Wilson; and

WHEREAS, President Andrew Jackson called the Bible "the Book on which this Republic rests" and President Abraham Lincoln called the Bible "the best gift God has given to man"; and

WHEREAS, Elias Boudinot, Founding Father, President of the Continental Congress and first President of the American Bible Society, acknowledged the Bible as "the Alpha and Omega of knowledge" — the beginning and the end of useful information in every area and called it the most valuable book in the world, the most instructive both to the wise and ignorant; and

WHEREAS, President Ronald Reagan said, "Within the covers of the Bible are the answers for all the problems men face"; and

WHEREAS, the Bible is recognized as the one true revelation from God, showing the way of Salvation, Truth, and Life, and enriching the daily lives of millions of men and women who through the ages of the Bible was removed from our schools; and

WHEREAS, lawmakers, law enforcement, social scientists, civic and church leaders are searching for solutions to the critical problems facing our nation, such as the drug crisis, violence, and social injustice, all of which can be found within God's revealed will for mankind; and

WHEREAS, regular Bible reading renews the mind of men, thus transforming the life of the individual which ultimately affects the lives of those in the family, the local community, the state, and the Nation:

NOW, THEREFORE, I, Terry E. Branstad, Governor of the State of Iowa, do hereby encourage all Iowans to join in this historical Iowa 99 County Bible Reading Marathon to take place June 30 through July 3<sup>d</sup>, 2016, in front of all 99 courthouses and furthermore, encourage individuals and families in Iowa to read through the Bible on a daily basis each year until the Lord comes.

IN TESTIMONY WHEREOF, I HAVE  
 HEREUNTO SUBSCRIBED MY NAME AND  
 CAUSED THE GREAT SEAL OF THE STATE  
 OF IOWA TO BE AFFIXED. DONE AT DES  
 MOINES THIS 27<sup>th</sup> DAY OF APRIL IN  
 THE YEAR OF OUR LORD TWO  
 THOUSAND SIXTEEN.

\_\_\_\_\_  
 TERRY  
 GOVERNOR OF IOWA



ATTEST:  
  
 PAUL D. FATE  
 SECRETARY OF STATE

**WOODBURY COUNTY DEPARTMENT MEETING**  
June 27, 2016 at 8:00 AM in the LEC Training

**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 27 June: Managing Our Most Valuable Resource**

*Light Breakfast and Coffee*

1. Human Resources—Ed Gilliland and Melissa Thomas

***FMLA***

Ed and Melissa will share an overview of the Family Medical Leave Act. Not only are there important implications offering legal protections to our employees, but it part of being a good, professional governmental organization by making employees aware of their rights. This presentation will help to make it easy to understand what steps need to be taken.

***COMMUNICATION for TRANSFORMATION***

In consultation with legal counsel (Heidman Law Firm), Human Resources and Chairman Taylor went through a review of procedures for coaching/counseling and discipline. A "Positive Feedback Form" or "True Speak," "Documentation of Discussion," and "Disciplinary Action Form" are designed in order to help this standardization. We will look to emphasize some key points concerning how these forms sync together and the way that this will help our employees grow. We can also share some lessons learned from what we have been seeing (Bcc vs. Cc; not signing, keeping it authentic and meaningful, utilizing "chat," and communicating to constituents/other department heads.)

***WOODBURY COUNTY EMPLOYEE HANDBOOK REVISIONS***

Human Resources has identified 26 potential changes to the Handbook. Chairman Taylor asked that these be referred to Supervisor Ung and the Policy Review Committee in order to vet many of these in a forum that includes our County Attorney, Auditor, and other key players. The reason for putting

these in here today is that while policies are ultimately adopted by the Board, your input may be helpful. The next policy review committee is July 27 at 10 a.m. Putting these in your hands now will give an opportunity for you to review any of concern. Ed and Melissa will also explain how information is to be disseminated so that employees are acknowledgment of receipt concerning the latest revisions.

### ***TAKING CARE of EMPLOYEES***

From recognition efforts to ensuring that folks are spending time away from work (looking at the "whole health" of people, please read *Harvard Business Review*'s "Your Late-Night E-mails Are Hurting Your Team" by Maura Thomas (3/16/2015). I'd like to discuss this at the next department head meeting.

### **2. Meeting Reviews—Chairman Taylor and Ed Gilliland**

We have been meeting with department heads one-on-one in order to review True Speak, ensure Evaluation Forms are up-to-date and made available (new mission/vision and State Form), discuss opportunities for growth, and hear any comments or concerns. This is being done for everyone.

### **3. Tech Support and Board Modernization—John Malloy & Associates (WCICC)**

WCICC and Team will tell us how we are to allow Proxy Access and the increased usage of calendars in order to help our communication efforts. Reminder that any time there is an absence of four hours or more for any reason, please make sure that this is there. Please make sure that Karen, Heather, and Chairman Taylor have Proxy Access.

July 6 will be the date that Budget Analyst Dennis Butler's office will come downstairs, the Chair / Board office will go upstairs, and technology updates will occur such as new screens, etc.

Supervisor Ung has attached a one-page PDF that IT came up with for agenda items when preferred. Font sizes are the same and this can be used. (Questions can be asked here of these forms).

### **4. Important Dates\_ Supervisor Taylor**

June 27 is the Oto Meeting for the Board of Supervisors, Elected Officials, and Department Heads able to attend at 6:30 p.m. in the Oto Community Ambulance Center.

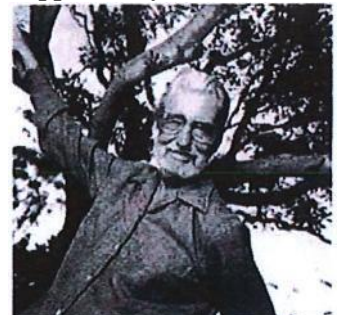
### **5. Department Activities—All Department Heads and Elected Officials**

We will go around the room. I would like to hear out one way of cooperation that will either be explored or exercised during this coming fiscal year. 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.

*"Sometimes the questions are complicated and the answers are simple."*

Dr. Theodore Geisel

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On June 22, 2016 Jeremy Taylor, Ed Gilliland and Melissa Thomas had a meeting with BLR regarding information to further provide training though out the county. A list of thoughts have come from that meeting:

1. Training will be approximately \$5000-\$7000 per year with a slight discount based on a 3 year term with a price fix.
2. Would like to see what is currently budgeted and what the increase will be. *\$8000 for 2017*
3. Who will manage increased training (individual in HR, supervisor, or a combination there of)?  
*Combination*
4. How much have we explored alternatives/pricing? (like an HR individual compare 2-3 and say why this is best). *We looked fairly extensively a year or two ago at an online traditional HR compliance and training company that many use.*
5. How will we make this relevant for people? *This will depend on the training that is involved.*



McCLURE

## MEETING AGENDA

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DATE 06/23/2016

TIME 9:00 AM - 10:00 AM

PROJECT WBY2614027

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PLACE Sioti-xlan-el--Crhambef-Offise **City Hall, Sioux City**

PURPOSE Stakeholder Committee Coordination Kickoff Meeting  
Woodbury County IJR / NEPA EA

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TEAM ATTENDEES	<u>McClure Engineering</u>	<u>Stakeholders</u>	
	Jeff Schug	Iowa DOT District 4	Woodbury County
	Terry Lutz	The Siouxland Initiative	Sioux City
	Ryan Davis	Sioux Gateway Airport	Sergeant Bluff
		Union Pacific Railroad	Salix

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1. Review Minutes from previous meeting
2. Introduction
  - a. Consultants MEC/HDR
  - b. Stakeholders
3. Purpose and Function of Stakeholder Coordination Meetings
  - a. Describe the project Objectives
  - b. Gather Input from Stakeholder Representatives
  - c. Disseminate information to Stakeholder Representatives
  - d. Discuss Issues as they arise which require input prior to decision making
4. Schedule
  - a. IJR Process Schedule
  - b. NEPA Process Schedule
  - c. Anticipated IJR Approval Timeline
5. Two Step Approval of Contract
  - a. Process to Narrow NEPA investigation Area
6. Information Gathering
  - a. City Comprehensive Plans
  - b. Transportation Improvements Anticipated within your communities
  - c. Known Large Scale Economic Development Projects
7. Questions — Issues from Stakeholder Group
8. Open Discussion

g. Initial discussion of Emergency Management Coordinator replacement with Sheriff Dave Drew



*Rights C0111112iSSi011 at 800457-4416 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.*

**Karen James - Fwd: Mediation**

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**From:** Jeremy Taylor <[jtaylor@woodburycountyiowa.gov](mailto:jtaylor@woodburycountyiowa.gov)>  
**To:** [KJAMES@woodburycountyiowa.gov](mailto:KJAMES@woodburycountyiowa.gov)  
**Date:** 8/5/2016 11:18 AM  
**Subject:** Fwd: Mediation

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Begin forwarded message:

**From:** "Shane Walter" <[shanew@siouxcounty.org](mailto:shanew@siouxcounty.org)>  
**Date:** August 3, 2016 at 5:27:23 PM CDT  
**To:** "Jeremy Taylor" <[JTAYLOR\(&woodburycountyiowa.gov](mailto:JTAYLOR(&woodburycountyiowa.gov)>  
**Cc:** "Joshua Widman" <[JWIDMAN,woodburycountyiowa.gov](mailto:JWIDMAN,woodburycountyiowa.gov)>, "[allyson.dierksen@heidmanlaw.com](mailto:allyson.dierksen@heidmanlaw.com)" <[allyson.dierksen@heidmanlaw.com](mailto:allyson.dierksen@heidmanlaw.com)>, "[cynthia.moseraheidmanlaw.corn](mailto:cynthia.moseraheidmanlaw.corn)" <[cynthia.moser@heidmanlaw.com](mailto:cynthia.moser@heidmanlaw.com)>, "[mrjlam@midlands.net](mailto:mrjlam@midlands.net)" <[mrjlam@midlands.net](mailto:mrjlam@midlands.net)>, "[pdwrightmtcnet.net](mailto:pdwrightmtcnet.net)" <[pdwrighta,mtcnet.net](mailto:pdwrighta,mtcnet.net)>  
**Subject:** Re: Mediation

Thank you, Jeremy, for the update. I'm confident that Chairman Loutsch will be in touch regarding the Board's intentions going forward.

Shane

On Aug 3, 2016, at 1:46 PM, Jeremy Taylor <[jtaylor@woodburycountyiowa.gov](mailto:jtaylor@woodburycountyiowa.gov)> wrote:

Mark, Dennis, and Shane:

As you may now know, last night the Woodbury County Board of Supervisors passed a motion authorizing me to inform Sioux Rivers Region that should mediation be sought, the preferred methodology is not "informal mediation."

While we as a current member county do not seek to be in mediation at all, should the governance board continue to pursue this, mediation should occur per Iowa Code 679C and be pursuant to the 28E agreement.

Thank you.

Respectfully,

Supervisor Jeremy Taylor

Chairman, Woodbury County

On Jul 21, 2016, at 2:35 PM, Jeremy Taylor  
<[jtaylor@woodburycountyiowa.gov](mailto:jtaylor@woodburycountyiowa.gov)> wrote:

Mark, Dennis, and Shane:

Can you please describe the motion that was approved and what it allows for or is requesting of Woodbury County for mediation? We would like some clarity of expectations given the motion that was passed.

Thank you.

Jeremy Taylor

Chairman, Woodbury County

Meeting Minutes, July 27th, 2016 @ 10:00AM

SIXTH MEETING OF THE WOODBURY COUNTY POLICY REVIEW COMMITTEE

Location: Board Chambers, first floor of the Courthouse  
620 Douglas Street, Sioux City, Iowa

Members present: Matthew Ung, County Supervisor; Ed Gilliland, Director of Human Resources; P.J. Jennings, County Attorney; Tonia Abell, Human Resources

Audience Attendees: Sheriff Dave Drew and Doug Bock (IT Dept.)

**Agenda**

- I. Call to order --- Ung
- II. Public Comments  
No public comments
- III. Approval of Agenda  
Approved by consensus
- IV. New Business
  - A. **Misc. Updates;**  
None
  - B. **Acceptable (Network) use (3rd review of new policy)**  
Jennings stated further research is needed. John Malloy and Jennings will meet to review WCICC current policy and revise a policy that fits County needs. Jennings will reach out to Josh Widman for review. Ung will be kept up on progress. Jennings to present draft for next committee meeting.
  - C. **Employee Handbook (1st review of overall revisions)**  
Committee reviewed each Policy Number highlighted revisions considered for employee handbook.  
(1.2) No objection.  
(1.6) No objection. Revision is now in compliance with the Affordable Care Act.  
(1.7) Ed will revisit and clean up language to include "employees will accrue vacation during the first year of employment and compensation at any time during termination will include accrued vacation on last paycheck."  
(1.10) No objections. Ed mentioned the deletion of the 2<sup>nd</sup> paragraph was based on review of case laws. Committee agreed on the added reference regarding some departments having their own established code of conduct and ethics employees must adhere to in addition.  
(2.1) No objections. Ung advised vacancy open until filled, but within a reasonable amount of time.  
(2.6) No objections. Ed affirmed as the County Title VI Coordinator his first step would be to notify Department Head to discuss if any reasonable accommodation can be provided.  
(2.7) Revision change based on discussion of committee. Per Ung, "**should** be completed and submitted" to replace "**must** be completed and submitted." Ed will review whether language should be added to include, "Performance conducted annually or upon hire anniversary depending on Department Head decision."  
(3.6) Decision of Committee to get further input/opinion from Gill (*absent*), before any objectives were finalized on revision. Committee discussed autonomy of Elected Officials and Department Heads' decision to close their department due to weather and which employees are considered essential and non-essential to maintain County business. Board is outside this policy, as it makes the ultimate decision on County closing.  
(4.2) No objections.  
(4.5) No objections.  
(4.9) No objections. Ung questioned if necessary to have a separate section for personal days. Ed responded recent incidents with employees deem it necessary.

(4.14) Revision change to include "all time of unpaid leave of absences requires approval of Board." (Previous draft stipulated the first 30 days would not need board approval, and only the second 30 days would need board approval.) Discussion was also had on whether employees on unpaid leave should be required to pay the full amount of health insurance. Upon advice from Jennings, this stipulation was removed. The committee also gave consensus to remove any mention of 30-day periods and leave the time period up to board discretion, because such an extenuating circumstance where all time off benefits in addition to FMLA would be expired are extremely rare.

(415) No objections

(5.1) No objections

(6.3) Committee approved rule that all payroll be required through direct deposit for new employees per handbook guidelines, with the understanding that "grandfathered in" employees eligible to receive paper checks will have to be accommodated in actual practice.

No objections to Travel Policy listed immediately after 6.6, except that it be transferred to the Policy Handbook.

(6.7) Further review needed. "Cellular Phone Policy" will be removed from the handbook and updated or transferred to the upcoming Policy Handbook once officially approved by the board as all policies should be.

(7.1) No objections

(7.2) Per Jennings, "equipment" will be defined as equipment bought with county dollars, rather than the current list provided which is mentions specific items but may inadvertently leave out others.

(7.8) No objections

(8.3) Committee decided that "Drug and Alcohol Testing Policy" should be in the Policy Handbook and not Employee Handbook. Jennings suggested that the only phrase required for handbook should be an executive summary as follows or similar; "This policy is also intended to comply with applicable federal regulations governing workplace anti-drug and alcohol programs. "County adheres to drug free workplace, refer to policy..." He further commented ADA and OSHA is not dependable to site, as they could change requirements before next handbook approval. Committee will review separate policy at a later date since the current policy is five years old.

(9.11) No objections. Discussion of penalties for noncompliance with restricting smoking areas rules that the county may need to address. Ung suggested Gilliland seek advice/approval of the Chairman to address at next Dept Head meeting.

(9.16) and (9.17) No objections.

(11.1) Committee agreed to delete a phrase regarding length of stay of employee before eligible for payout of accrued vacation, due to inconsistency with other areas of the handbook.

Committee discussion of overall revision and presentation to Board. Jennings suggested an outline form and verified that new handbook's table of contents will have a logical progression of page numbers rather than "jumping around" as is currently displayed.

- Ed to review with legal counsel further revisions set forth from Committee.
- Ed will disseminate by email to committee members the legal counsel received and final revisions for consensus approval before recommendation to the Board.
- Provided timely final revisions, either the board-approved or final draft of the handbook will be presented at next Dept. Head meeting.

Motion by Ung, second by PJ, to move forward to recommend to Board after proposed changes. Passed 4-0.

V. Policy item request for future

Prior Committee meeting Gill requested to invite Jean Jessen for her input and expertise in Archival procedure. Per Ung, invitation will be sent to Jessen for the next policy committee meeting to solicit her thoughts on any policies needing updating prior to her retirement.

PJ proposed that a policy, handbook stipulation, or at least a discussion should be developed for employees who may have a complaint against the Human Resource Director. Jennings had the role of disciplining the prior Human Resource Director, however he was self- imposed to do so.

VI. Set next meeting

SEVENTH MEETING OF THE WOODBURY COUNTY POLICY REVIEW COMMITTEE  
tentatively scheduled for September 12th, 2016 @ 10:00AM.  
Meeting adjourned at 12:10 PM

**WOODBURY COUNTY, IOWA**  
**BOARD ADMINISTRATION**  
**MEMORANDUM**

TO: Board of Supervisors  
FROM: Karen James Administrative Coordinator  
DATE: August 5, 2016  
RE: Employee Appreciation Luncheon

Last year the Board of Supervisors paid \$491.43, that did not include the pop or the paper plates, napkins and utensils.

I am working with Building Services to see if we can get those items donated again. If we do not get those items donated, it will be in addition of around \$200.00. I believe the total would be around \$700.00 for the luncheon.

To: Jeremy Taylor, Chairman of the Board of Supervisors

From: Dennis D. Butler, Finance/Operations Controller

RE: Juvenile Detention Revenues

Date: August 12, 2016

Following up a previous Board meeting, I have met with Mark Olsen on revenue projections relating to FY 2016 and FY 2017. The projections and revenues are correct after consultation. Attachment A shows that we will have a shortfall in FY 2016 of \$95,988. Also FY 2017 BIA projections will be short approximately \$67,000. This is the result of no signed contract with the BIA, subsequently there were no housing of juveniles during the months of July and August. A signed contract will be forth coming.

The good news is that revenue projections were artificially low because our numbers didn't accurately reflect the increase in per-resident cost charged (+50% increase).

I am available at anytime if there are any questions.



Juvenile Detention RevenuesFY 2017Total Revenue Budget:

Dakota County & State of Nebraska	80,000
BIA Contract	260,000
State of Iowa Reimbursement	<u>350,000</u>
Total Budgeted Revenues	690,000

Entity Received from

Dakota County:

BIA Reimbursement:

State of Iowa Reimbursement:

FY 2016Total Revenue Budget:

Dakota County & State of Nebraska	107,550
BIA Contract	400,000
State of Iowa Reimbursement	<u>380,000</u>
Total Budgeted Revenues	887,550

Entity Received from

<u>Date</u>	<u>Entity</u>	<u>Amount</u>	<u>Total</u>
Dakota County & State of Nebraska:			
9-11-15	State of Nebraska	42,000	
11-6-15	State of Nebraska	19,350	
11-19-16	Dakota County	300	
1-4-16	Dakota County	20,550	
3-7-16	State of Nebraska	12,000	
6-15-16	Dakota County	<u>3,750</u>	
	Totals		97,950

BIA Reimbursement:

7-25-16	BIA Reimbursement	7,123	
7-25-16	BIA Reimbursement	9,153	
7-25-16	BIA Reimbursement	14,800	
7-25-16	BIA Reimbursement	22,332	
7-25-16	BIA Reimbursement	22,903	
7-25-16	BIA Reimbursement	31,471	
7-25-16	BIA Reimbursement	41,146	
7-25-16	BIA Reimbursement	46,061	
7-25-16	BIA Reimbursement	52,350	
?	BIA Reimbursement - Outstanding	<u>100,050</u>	
	Totals		347,389

State of Iowa Reimbursement:

8-28-15	State of Iowa		<u>346,223</u>
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Revenue Totals for FY 2016

791,561

Recap for FY 2016

<u>Entity</u>	<u>Accrued</u>		
	<u>Budget</u>	<u>Revenue</u>	<u>Difference</u>
Dakota County & State of Nebraska	107,550	97,950	(9,600)
BIA Reimbursement	400,000	347,389	(52,611)
State of Iowa Reimbursement	<u>380,000</u>	<u>346,223</u>	<u>(33,777)</u>
Total	<u>887,550</u>	<u>791,562</u>	<u>(95,988)</u>

**WOODBURY COUNTY JAIL WEEKLY POPULATION REPORT AT 0600 HRS.**

<u>DATE</u>	<u>Day</u>	<u>DAILY</u>		<u>ELECTRONIC</u>	<u>PRAIRIE</u>	<u>FEDERAL</u>
		<u>TOTAL</u>	<u>LEC</u>	<u>MONITORING</u>	<u>HILLS</u>	<u>PRISONERS</u>
8/6/16	Saturday	229	213	16	0	10
8/7/16	Sunday	242	226	16	0	10
8/8/16	Monday	248	232	16	0	10
8/9/16	Tuesday	254	236	18	0	12
8/10/16	Wednesday	246	228	18	0	12
8/11/16	Thursday	234	215	19	0	14
8/12/16	Friday	232	213	19	0	14
		<b>1685</b>	<b>1563</b>	<b>122</b>	<b>0</b>	<b>82</b>
<b>24 HOUR DAILY COUNT</b>						
<u>DATE</u>	<u>TOTAL</u>	<u>MALE</u>	<u>FEMALE</u>			
8/6/16	252	209	43			
8/7/16	255	213	42			
8/8/16	263	225	38			
8/9/16	276	231	45			
8/10/16	277	231	46			
8/11/16	261	218	43			
8/12/16	254	216	38			
	<b>1838</b>	<b>1543</b>	<b>295</b>			
*Highest population count each day						

**WOODBURY COUNTY JAIL WEEKLY POPULATION REPORT AT 0600 HRS.**

<u>DATE</u>	<u>Day</u>	<u>DAILY TOTAL</u>	<u>LEC</u>	<u>ELECTRONIC MONITORING</u>	<u>PRAIRIE HILLS</u>	<u>FEDERAL PRISONERS</u>
7/30/16	Saturday	224	210	14	0	6
7/31/16	Sunday	229	215	14	0	6
8/1/16	Monday	230	216	14	0	6
8/2/16	Tuesday	235	220	15	0	6
8/3/16	Wednesday	242	226	16	0	10
8/4/16	Thursday	234	216	18	0	6
8/5/16	Friday	230	214	16	0	6
		<b>1624</b>	<b>1517</b>	<b>107</b>	<b>0</b>	<b>46</b>
<b>24 HOUR DAILY COUNT</b>						
<u>DATE</u>	<u>TOTAL</u>	<u>MALE</u>	<u>FEMALE</u>			
7/30/16	241	205	36			
7/31/16	242	207	35			
8/1/16	252	217	35			
8/2/16	259	223	36			
8/3/16	269	226	43			
8/4/16	261	223	38			
8/5/16	259	218	41			
	<b>1783</b>	<b>1519</b>	<b>264</b>			
*Highest population count each day						