



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(JANUARY 23, 2018) (WEEK 4 OF 2018)**

Live streaming at:
<https://www.youtube.com/user/woodburycountyiowa>

Agenda and Minutes available at:
www.woodburycountyiowa.gov

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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held January 23, 2018 at **2:30 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.

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, your remarks may be limited 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 silence cell phones and other devices while in the Board Chambers.

AGENDA

2:30 p.m. 1. Board Administration – Dennis Butler
Update on Tax Rate Report

2. Budget Review Discussion for FY 2019	Page
a. Veteran Affairs	
1. Administration – General Basic	3-5
2. IDVA Grant – General Basic	7
3. Assistance – General Basic	8
b. County Sheriff	
1. Uniform Patrol – General Basic	5
2. Investigations – General Basic	6
3. Drug Task Force – Federal Reimbursement – Non-Tax	8
4. Correctional Facility – LEC – General Basic	10-12
5. Administration – General Basic	14-16
6. Civil Division – General Basic	17
7. Highway Safety Grant	19
8. Crime Prevention – General Basic	20
9. Sheriff Commissary – General Basic	26
10. Courtroom Security – General Supplemental	21-22
11. Courthouse Security – General Supplemental	23-24
12. Uniform Patrol – Rural Basic	27
13. Sheriff Forfeiture – Non-Tax	29

c.	Hard Rock Gaming Fees – Non-Tax	
1.	Summary of Allocations – Non-Tax	33
2.	Sheriff’s Training Center (1 of 5 FY’s) – Non-Tax	
3.	Siouxland Regional Transit System – Non-Tax	35
4.	Woodbury County Senior Meal Program – Non-Tax	
d.	Infrastructure/Economic Development – Non-Tax	
1.	Summary of Allocations – Non-Tax	49
2.	Ag Center (1 of 10) – Non-Tax	
3.	Siouxland Initiative – Non-Tax	
4.	WIC Improvement Regional Housing – Non-Tax	54
5.	Western Iowa Tourism – Non-Tax	50
6.	Senior Comm. Service Action Agency of Siouxland – Non-Tax	53
7.	Woodbury County Fair – Non-Tax	51-52
e.	Debt Service Fund – Debt Service	55-73
f.	Board of Supervisors – Rocky De Witt & Jeremy Taylor	
	Approval of Emergency Services Paramedics with Funding Sources	Action
4:30 p.m.	Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence	
3.	Citizen Concerns	Information
4.	Approval of the agenda	Action

Consent Agenda

Items 5 through 10 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.

5. Approval of the minutes of the January 16, 2018 meeting
6. Approval of claims
7. Human Resources – Melissa Thomas
 - a. Approval of Memorandum of Personnel Transactions
 - b. Approval of Authorization to Initiate Hiring Processing
8. Board Administration – Heather Satterwhite
 - a. Approval of Notice of Property Sale Resolution for Parcel #894723384002 (aka 3320 Parkland Place) setting for Tuesday, February 6th at 4:35
 - b. Approval of Notice of Property Sale Resolution for Parcel #894720434003 (aka 29 17th Street) setting for Tuesday, February 6th at 4:37
9. County Auditor – Patrick Gill
Receive Auditor’s Quarterly Report
10. Secondary Roads – Mark Nahra
Consideration of a permit for use of the county right of way for an underground utility

End Consent Agenda

11. Ninth District Vice Commander, The American Legion
Approval and presentation of proclamation to officially recognize The Woodbury County Freedom Rock in Anthon, Iowa Action

- | | | |
|---------------------------------------|---|-------------|
| 12. Building Services – Kenny Schmitz | Approval to de-authorize the Building Services Energy, Project, and Construction Manager position. Create a new Building Services Department position, “Building Services Environmental, Project and Energy Management Supervisor” and authorization to initiate the hiring process | Action |
| 13. Secondary Roads – Mark Nahra | a. Consider approval of plans for project number L-B(V842)—73-97 | Action |
| | b. Consider approval of plans for project number STP-S-CO97(134)—5E-97 | Action |
| | c. Receive and consider bids for project number L-B(L77)—73-97 and L-B (L78—73-97 | Action |
| 14. Juvenile Detention – Ryan Weber | De-authorize (1) Assistant Director position and the Mental Health/Teen Court Coordinator position beginning July 1, 2018 | Information |
| 15. Reports on Committee Meetings | | Information |
| 16. Citizen Concerns | | Information |
| 17. Board Concerns | | Information |

ADJOURNMENT

Subject to Additions/Deletion

CALENDAR OF EVENTS

MONDAY, JAN. 22	6:00 p.m.	Zoning Commission Meeting, First Floor Boardroom
WEDNESDAY, JAN. 24	1:30 p.m.	Sioux City Conference Board Meeting
THURSDAY, JAN. 25	11:00 a.m.	Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St.
THURSDAY, FEB. 1	4:30 p.m.	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
MONDAY, FEB. 5	6:00 p.m.	Board of Adjustment meeting, First Floor Boardroom
TUESDAY, FEB. 6	4:45 p.m.	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
WEDNESDAY, FEB. 7	9:00 a.m.	Loess Hills Alliance Protection Committee Meeting, Olson Visitor's Center, Pisgah, Iowa
	10:30 a.m.	Loess Hills Alliance Stewardship Committee Meeting
	12:00 p.m.	District Board of Health Meeting, 1014 Nebraska St.
	1:00 p.m.	Loess Hills Alliance Executive Board Meeting
WEDNESDAY, FEB. 14	8:05 a.m.	Woodbury County Information Communication Commission, First Floor Boardroom
WEDNESDAY, FEB. 21	12:00 p.m.	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
	10:00 a.m.	Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook
THURSDAY, FEB. 22	11:00 a.m.	Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St.
	4:30 p.m.	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
MONDAY, FEB. 26	6:00 p.m.	Zoning Commission Meeting, First Floor Boardroom
TUESDAY, FEB. 27	2:00 p.m.	Decat Board Meeting, Western Hills AEA, Room F

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.

The Running Total: Current Tax Rates for FY 18

Certified budget March 15, 2017

Woodbury County: County-Wide
\$7.41 / \$1,000

-\$0.04

Woodbury County: Rural Unincorporated
\$10.37 / \$1,000

-\$0.13

The Running Total: Current Tax Rates for FY 19

After January 1, 2018 Adjustment*

Woodbury County: County-Wide
\$7.57 / \$1,000

+\$0.16

Woodbury County: Rural Unincorporated
\$10.19 / \$1,000

-\$0.18

**Total department budget requests including improvement items*

The Running Total: Current Tax Rates for FY 19

After January 2, 2018 Adjustment

Woodbury County: County-Wide
\$7.53 / \$1,000

+\$0.12

-\$0.04

Woodbury County: Rural Unincorporated
\$10.14 / \$1,000

-\$0.23

-\$0.05

Major actions: Reduced Conservation improvement request by 2 positions, totaling -\$155,568 and adjusting the Comm Center by +\$1,733.

The Running Total: Current Tax Rates for FY 19

After January 9, 2018 Adjustment

Woodbury County: County-Wide
\$7.52 / \$1,000

+\$0.11

-\$0.01

Woodbury County: Rural Unincorporated
\$10.05 / \$1,000

-\$0.32

-\$0.09

*Major actions: Reorganized and combined Human Resources, also de-authorized a position.
Also reduced Secondary Roads tax asking by \$100,000 due to L.O.S.T. increase.*

The Running Total: Current Tax Rates for FY 19

After January 16, 2018 Adjustment

Woodbury County: County-Wide
\$7.51 / \$1,000

+\$0.10

-\$0.01

Woodbury County: Rural Unincorporated
\$10.04 / \$1,000

-\$0.33

-\$0.01

Major actions: Reduced Building Services budget in the amount of \$65,178.

Running Tally Report for Tax Askings
Proposed FY 2019
Updated - January 17, 2018

	<u>Tax Askings</u>					<u>Total Tax Asking Increase or (Decrease)</u>
	<u>General Basic</u>	<u>General Supplemental</u>	<u>County Services (MH)</u>	<u>Debt Service</u>	<u>Rural Basic</u>	
December 19, 2017 - Starting Position	1,288,319	677,623	1,122,432	(698,508)	(194,479)	2,195,387
Total Starting Tax Asking	1,288,319	677,623	1,122,432	(698,508)	(194,479)	2,195,387
Changes:						
December 19, 2017	0	0	0	0	0	0
January 2, 2018						
Deleted conservation Improve. Request	(155,568)					(155,568)
Adjusted Comm Center	1,733					1,733
Subtotal	(153,835)	0	0	0	0	(153,835)
January 9, 2018						
Adjusted WCICC	(104,333)					(104,333)
Place all payroll & benefits in H.R. in the General Basic Fund & Reorganization of H.R.	83,277	(42,769)				40,508
Reduced Secondary Roads allocation					(100,000)	(100,000)
	(21,056)	(42,769)	0	0	(100,000)	(163,825)

Tax Askings

Changes:

January 16, 2018

Building Services:

Courthouse

(42,178)

(42,178)

LEC

(21,000)

(21,000)

Trosper-Hoyt

(2,000)

(2,000)

(65,178)

0

0

0

0

(65,178)

January 23, 2018

January 30, 2018

	<u>General Basic</u>	<u>General Supplemental</u>	<u>County Services (MH)</u>	<u>Debt Service</u>	<u>Rural Basic</u>	<u>Total Tax Asking Increase or (Decrease)</u>
Courthouse	(42,178)					(42,178)
LEC	(21,000)					(21,000)
Trosper-Hoyt	(2,000)					(2,000)
	(65,178)	0	0	0	0	(65,178)

Tax Askings

	<u>General Basic</u>	<u>General Supplemental</u>	<u>County Services (MH)</u>	<u>Debt Service</u>	<u>Rural Basic</u>	<u>Total Tax Asking Increase or (Decrease)</u>
February 6, 2018						
February 13, 2018						
February 20, 2018						
Subtotal - Increase or (Decrease)	1,048,250	634,854	1,122,432	(698,508)	(294,479)	1,812,549

All fund numbers regarding tax askings and budget will be increased by the tax rebate to CF that the County agreed to when the Development Agreement was signed and approved by the County Supervisors and CF. The rebate will be our share of the taxes generated by the excise tax assessment determined by the State Department of Revenue. The rebate will be determined when the County's final tax rates are certified. The rebate will be over \$950,000 per FY. This rebate is in effect for the next 20 FY's starting with FY 2019.

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

Date: January 17, 2018

Weekly Agenda Date: January 23, 2018

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisors Jeremy Taylor / Rocky De Witt

WORDING FOR AGENDA ITEM: Approval of Emergency Services Paramedics with Funding Sources

ACTION REQUIRED:

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

EXECUTIVE SUMMARY: We commend the various emergency services personnel, volunteer responders, EMS Association, mayors and city councils, and township trustees. With the need for emergency responders, we truly feel that this has been a collaborative effort with a great deal of thoughtful proposals to meet the needs of all residents. However, we believe that the following proposal is a win-win-win for all involved: it’s a win for taxpayers first and foremost for we will fill a need without an increase in the tax levy; it’s a win for volunteer responders who need paramedic help in order to save lives; it’s a win for our Emergency Services department who seeks to cover 877 square miles and help save lives; finally, it’s a win for county residence who—wherever they are located within our county—will undoubtedly be helped by this service.

BACKGROUND: There have been 4 previous financing plans for funding paramedics in Woodbury County. While each has their merits, delineating service delivery areas—who opts in/out, and the complexity of taxing county-wide and in turn rebating is not desirable. Likewise, attempting to leverage cities opting in on a per-capita basis can shift the burden to only those cities who volunteer to opt-in but clearly there is no appetite for not serving cities who do not opt in. Simplicity and clarity are needed and here is the first and foremost point:

This proposal does not increase taxes but only increases services by adding 2.25 paramedics. This will give a total of 3.25 paramedics given that Woodbury County already employs 1.0. How? We have taken a hard look at our departments and have tasked our leaders—who have stepped up—with identifying how we can be efficient and still effectively deliver high-quality services. No recommendations are made or taken without their input. In short, we want to know where we can be lean and efficient but not to the detriment of those we are called to serve. Woodbury County the last 3 years has not been stranger to reorganization efforts such as is done in P&Z/Econ Development, or in Juvenile Detention.

Human Resources Director Melissa Thomas identified \$77,136 in savings by not back-filling the former position she vacated in taking over the directorship while realigning duties and responsibilities. Building

Services Director Kenny Schmitz has identified over \$38,958 in the reorganization of de-authorizing two positions while creating one position, a new Environmental, Energy, and Project Management position. We have also been working with Juvenile Detention Director Ryan Weber on several positions for possible reorganization that may result in as much as \$125,000 to \$190,000 not to mention one other position that could be realized through another department. These anticipated cost-savings through FTE reductions are not one-time but ongoing. We are doing what any responsible family budget does in winnowing down some expenses to repurpose for another, e.g. the first year of a child's college parents may eat out less and take the smaller vacation.

It is therefore reasonable and fair that the total 3 paramedics be funded half through the general fund and half through general basic. **Again, it is of note that there is no increase to any net taxes through this proposal so that any objection to adding to any community's taxes are moot.** When I (Supervisor Taylor) suggested as much during the 1-16-2018 meeting, namely if we could provide the same level of service without having to increase taxes, no objections were made. We heard none. Here are the breakdowns in cost:

Paramedics Cost for total Woodbury County:

1 current paramedic	75,249
2 new paramedics	146,267
Medical costs for paramedics moved from the General Supplemental budget for Emergency Services	12,000
Total	233,516
116,758 divided into 4,276,708,633 = .02730 (General Fund)	116,758
116,758 divided into 1,142,733,348 = .10217 (Rural Basic)	116,758

The generated taxes will be transferred from General Fund and Rural Basic Fund to the new Emergency Paramedics Services Fund as taxes come in for FY 19.

FINANCIAL IMPACT: No net increase, \$146,267 for 2 new paramedics. Division of 3 paramedics into General Basic and Rural Basic at 1.5/1.5.

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: Pass the proposed motion.

ACTION REQUIRED / PROPOSED MOTION: Approve the addition of 1.5 paramedics for the Rural Basic Fund and .5 paramedics from General Basic and authorize Emergency Services Director Gary Brown to reutilize a .25 position for a cost-neutral .25 position.

JANUARY 16, 2018, THIRD MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, January 16, 2018 at 3:30 p.m. Board members present were Ung, De Witt, Pottebaum, Radig and Taylor. Staff members present were Dennis Butler, Budget/Tax Analyst, Karen James, Board Administrative Assistant, Melissa Thomas, Human Resources Director, Joshua Widman, Assistant County Attorney, and Patrick Gill, Auditor/Clerk to the Board.

- 1. Dennis Butler provided an update on the proposed tax rate. Copy filed.
- 2a. Motion by Taylor second by Radig to receive the Building Services Courthouse budget reduced by \$42,178. Carried 5-0.

Motion by Radig second by Taylor to receive the Building Services LEC budget reduced by \$21,000. Carried 5-0.

Motion by Radig second by Taylor to receive the Building Services Trospen/Hoyt budget reduced by \$2,000. Carried 5-0.

Motion by Radig second by Ung to receive the Building Services Anthon Courthouse budget as submitted. Carried 5-0.

Motion by Taylor second by Radig to receive the Building Services Prairie Hills Facility budget as submitted. Carried 5-0.

Motion by Radig second by De Witt to receive the Building Services District Health Building budget as submitted. Carried 5-0.

Motion by Radig second by Pottebaum to receive the Building Services Facility budget as submitted. Carried 5-0.

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

- 3. There were no citizen concerns.
- 4. Motion by De Witt second by Radig to approve the agenda for January 16 with the item regarding vacation carry over removed from consideration. Carried 5-0. Copy filed.

Supervisor Ung requested that the item regarding committee assignments be removed from the consent to be considered separately.

Motion by Radig second by Taylor to approve the following items by consent:
- 5. To approve minutes of the January 9, 2018 meeting. Copy filed.
- 6. To approve the claims totaling \$917,993.36. Copy filed.
- 8. To approve the abatement of taxes for Museum Building Property, Inc., parcel #894728333006.

**WOODBURY COUNTY, IOWA
RESOLUTION #12,676
RESOLUTION APPROVING ABATEMENT OF TAXES**

WHEREAS, Museum Building Property, Inc. is the titleholder of real estate Parcel #894728333006 located in Woodbury County, Iowa and legally described as follows:

Parcel #894728333006

SIOUX CITY EAST W 175 FT LYING S OF N 215 FT & N 215 FT

WHEREAS, the above-stated property has taxes owing for the second installment for 2017-2018 tax year, and the parcel is owned by Museum Building Property, Inc.; and

WHEREAS, the organization, namely Museum Building Property, Inc. is failing to immediately pay the taxes due; and

WHEREAS, the Board of Supervisors sees that good cause exists for the abatement of these taxes; and

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above parcel according to Code of Iowa, 427.3 for the taxes owed for the second installment for tax year 2017-2018, and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

SO RESOLVED this 16th day of January, 2018.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 9. To approve the separation of Quincy Kolker, Sheriff Reserve Officer, County Sheriff Dept., effective 07-01-17. Resignation.; the separation of Alex Waagmeester, Sheriff Reserve Officer, County Sheriff Dept., effective 07-31-17.; the separation of Michael Byrne, Sheriff Reserve Officer, County Sheriff Dept., effective 10-01-17.; the separation of Christopher Avery, Sheriff Reserve Officer, County Sheriff Dept., effective 10-31-17.; the separation of Amanda Brooks, Sheriff Reserve Officer, County Sheriff Dept., effective 11-30-17.; the separation of Miah Haller, Sheriff Reserve Officer, County Sheriff Dept., effective 12-31-17.; the separation of Richard Vandentop, Sheriff Reserve Officer, County Sheriff Dept., effective 01-02-18.; the reclassification of Carlos Lucero, Civilian Jailer, County Sheriff Dept., effective 01-10-18, \$22.47/hour, 10.8%=\$2.20/hour. Per CWA Civilian Officers Contract agreement from Class 1 to Senior Class due to 6 years employment and Associate Degree.; the appointment of Nancy Zamora Coutino, Civilian Jailer, County Sheriff Depts., effective 01-19-18, \$18.72/hour. Job Vacancy Posted 11-22-17. Entry Level Salary: \$18.72/hour.; the reclassification of Michael Simoni, P/T Courthouse Safety & Security Officer, County Sheriff Dept., effective 01-26-18, \$18.57/hour, 5%=\$.96/hour. Per Wage Comparability with AFSCME Courthouse Contract, from Grade 3/Step 3 to Grade 3/Step 4.; the separation of Theodore Karrer, Maintenance Worker-Grounds Keeper, Building Services Dept., effective 02-02-18. Laid Off.; and the separation of Arlene Wetrosky, Senior Clerk, County Treasurer Dept., effective 03-30-18. Retirement. Copy filed.
- 10a. To approve the reappointment of Kathleen Fenceroy to the Commission to Assess Damages Category B. Copy filed.
- 10b. To approve lifting suspension of taxes for petitioners who failed to re-certify their income or income does not qualify for continued tax suspension. Copy filed.
- 11. To approve the above ground utility permits for Centurylink. Copy filed.

Carried 5-0.

- 12a. A public hearing was held at 4:35 p.m. for the sale of parcel #894720340006, 1113 W. 17th St. The Chairperson called on anyone wishing to be heard.

Motion by Taylor second by De Witt to close the public hearing. Carried 5-0.

Motion by Taylor second by De Witt to approve and authorize the Chairperson to sign a Resolution for the sale of real estate parcel #894720340006, 1113 W. 17th St., to Justin Berg, 1408 24th St., Sioux City, IA, for \$200.00 plus recording fees. Carried 5-0.

**RESOLUTION OF THE BOARD
OF SUPERVISORS OF WOODBURY COUNTY, IOWA
RESOLUTION #12,677**

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

By Justin Berg in the sum of Two Hundred Dollars & 00/100 (\$200.00)-----
----dollars.

For the following described real estate, To Wit:

Parcel #894720340006

The East Half (E 1/2) of Lots Seven (7), Eight (8), and Nine (9) and the East 25 Feet of the West Half (W 1/2) of Lot Seven (7) and the East 25 Feet of the South 25 Feet of the West Half (W 1/2) of Lot Eight (8) all in Block Nineteen (19) North Sioux City Addition in the City of Sioux City, Woodbury County, Iowa (1113 W. 17th Street)

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

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

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

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

SO DATED this 16th Day of January, 2018.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

12b. A public hearing was held at 4:37 p.m. for the sale of parcel #894734251010, 799 Lewis Blvd. The Chairperson called on anyone wishing to be heard.

Motion by Taylor second by De Witt to close the public hearing. Carried 5-0.

Motion by Taylor second by De Witt to approve and authorize the Chairperson to sign a Resolution for the sale of real estate parcel #894734251010, 799 Lewis Blvd., to Alejandro Lozano, 717 S. Lewis Blvd., Sioux City, IA, for \$10.00 plus recording fees. Carried 5-0.

**RESOLUTION OF THE BOARD
OF SUPERVISORS OF WOODBURY COUNTY, IOWA
RESOLUTION #12,678**

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

By Alejandro Lozano in the sum of Ten Dollars & 00/100 (\$10.00)-----
dollars.

For the following described real estate, To Wit:

Parcel #894734251010

East 30 feet West 55 feet North 1/2 Block 46 C.B. Rustin & Co. Addition, Subject to Easements and restrictions of record if any, City of Sioux City, Woodbury County, Iowa (799 Lewis Blvd.)

Now and included in and forming a part of the City of Sioux City, Iowa, the same is hereby accepted: said

Amount being a sum LESS than the amount of the general taxes, interests, costs and penalties against the said Real Estate.

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

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

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

SO DATED this 16th Day of January, 2018.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

12c. A public hearing was held at 4:39 p.m. for the sale of parcel #894728229013, 1110 13th St. The Chairperson called on anyone wishing to be heard.

Motion by Taylor second by De Witt to close the public hearing. Carried 5-0.

Motion by Taylor second by De Witt to approve and authorize the Chairperson to sign a Resolution for the sale of real estate parcel #894728229013, 1110 13th St., to Quang Vo, 1800 W. 1st St., Sioux City, IA, for \$695.00 plus recording fees. Carried 5-0.

**RESOLUTION OF THE BOARD
OF SUPERVISORS OF WOODBURY COUNTY, IOWA
RESOLUTION #12,679**

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

By Quang Vo in the sum of Six Hundred Ninety-Five Dollars & 00/100 (\$695.00)-----
-----dollars.

For the following described real estate, To Wit:

Parcel #894728229013

**The East 50 feet of Lots 1 & 2 in Block 103 of the Sioux City East Addition, City of Sioux City and Woodbury County, Iowa
(1110 13th Street)**

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

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

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

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

SO DATED this 16th Day of January, 2018.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

13a. Kenny Schmitz, Building Services Director, presented information on Trosper/Hoyt Master Control Security Electronics and Elevator Project Bid. Copy filed.

13b. A public hearing was held at 4:45 p.m. for the Trosper/Hoyt Master Control Security Electronic and Elevator Project.

Motion by Taylor second by De Witt to close the public hearing. Carried 5-0.

2a. Motion by Radig second by Taylor to receive the Building Services Tri-View Facility budget as submitted. Carried 5-0.

2b. Dennis Butler presented Plan #4 for the funding of paramedics for Woodbury County. Copy filed.

Lawton Mayor Dale Erickson, Sloan Mayor Charles Thorpe, Correctionville Mayor Nathan Heilman, Pierson Mayor Doyle Struve, Kingsley Mayor Rick Bohle and Sioux City Mayor Bob Scott spoke in support of Plan #4 for the funding of paramedics for Woodbury County.

Joe Collins, Danbury, Julie Hamann, Correctionville, Dawn Zahnley, Anthon, and Nick Lahrs, Bronson spoke as EMTs in support of Plan #4 for the funding of paramedics for Woodbury County.

7. Motion by Radig second by Taylor to remove the Chamber of Commerce liaison from the 28E committee designation to the liaison appointments. Carried 5-0

Motion by Radig to Taylor to move the Historical Committee appointments to the Special Purpose Committee designation. Carried 5-0.

Motion by Taylor second by Radig to strike the words "study the cost effectiveness of closing the Prairie Hill facility" from the purpose statement of the Law Enforcement Expansion/Prairie Hills special purpose committee. Carried 5-0.

Motion by Ung second by Taylor to add Melissa Thomas, Human Resources Director to the Policy Review Committee. Carried 5-0.

Motion by Taylor second by Pottebaum to approve Chairman's 2018 liaison and committee assignments and to add Michelle Skaff to the Health and Welfare Committee. Carried 5-0. Copy filed.

13c. Information was presented on Law Enforcement Center Projects. Copy filed.

14. Motion by Radig second by De Witt to receive the Woodbury County's Certified Annual Financial Report. Carried 5-0. Copy filed.

15a. Motion by Radig second by De Witt to approve the contract for the Garretson Ditch repair with Soil Solutions for \$14,446.10. Carried 5-0. Copy filed.

15b. Motion by Radig second by Pottebaum to approve and authorize the Chairperson to sign a Resolution for reduced level of Maintenance to Area Services "C" Road. Carried 5-0.

**RESOLUTION FOR REDUCED LEVEL OF MAINTENANCE TO AREA SERVICE "C"
ROAD
RESOLUTION #12,680**

WHEREAS, Woodbury County desires to classify certain roads on the area service system in the County to provide for a minimal level of maintenance and access by means of a gate or barrier; and

WHEREAS, the County, after consultation with the County Engineer, has the authority to specify certain roads within the County as Area Service "C" roads pursuant to Iowa Code Section 309.57; and

WHEREAS, the only persons who will have access rights to the roads shall be:

- (1) the owner, lessee, or person in lawful possession of any adjoining land,
- (2) the agent or employee of the owner, lessee or person in lawful possession of any adjoining land,
- (3) any peace officer,
- (4) any magistrate,
- (5) any public employee whose duty it is to supervise the use or perform maintenance of the road,
- (6) any agent or employee of any utility located upon the road.

WHEREAS, the minimal level of maintenance will be as follows:

- 1. Blading. Blading or dragging will not be performed on a regular basis.
- 2. Snow and Ice Removal. Snow and ice will not be removed, nor will the road surface be sanded or salted on a regular basis.
- 3. Signing. Except for load limit posting for bridges, signing shall not be continued or provided. ALL AREA SERVICE LEVEL C ROADS SHALL BE IDENTIFIED WITH A SIGN AT ALL POINTS OF ACCESS TO WARN THE PUBLIC OF THE LOWER LEVEL OF MAINTENANCE.
- 4. Weeds, Brush and Trees. Mowing or spraying weeds, cutting brush and tree removal will not be performed on a regular basis. Adequate sight distances will not be maintained.
- 5. Structures. Bridges and culverts may not be maintained to carry legal loads. Upon failure or loss, the replacement structure will be appropriate for the traffic thereon.
- 6. Road Surfacing. There will be no surfacing materials applied to Area Service System C Roads on a regular basis.
- 7. Shoulders. Shoulders will not be maintained on a regular basis.
- 8. Crown. A crown will not be maintained on a regular basis.
- 9. Repairs. There will be no road repair on a regular basis.
- 10. Uniform Width. Uniform width for the traveled portion of the road will not be maintained.
- 11. Inspections. Regular inspections will not be conducted.

THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY that this County does hereby establish the road described as an Area Service "C" road, with restricted access and a minimal level of maintenance.

A portion of Pocahontas Avenue. from 300th Street to Liston Boulevard.

Resolution adopted this 16th day of January, 2018 .

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 16. Motion by Radig second by Ung to approve a letter to Judge Hoffmeyer regarding Courthouse Security. Carried 3-1 on a roll call vote; Pottebaum was opposed and De Witt abstained. Copy filed.

17. Motion by Taylor second by Ung to set and publish public hearing date of January 30th, 2018, at 4:45 p.m. for county ordinance allowing the Woodbury County Sheriff's Office to waive residency requirements for Reserve Peace Officers. Carried 5-0. Copy filed.
19. Board members gave reports on their committee meetings.
20. There were no citizen concerns.
- 21.. Board concerns were heard.

The Board adjourned the regular meeting until January 23, 2018.

Meeting sign in sheet. Copy filed.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: January 23, 2018

* PERSONNEL ACTION CODE:

- A- Appointment
- T - Transfer
- P - Promotion
- D - Demotion
- R-Reclassification
- E- End of Probation
- S - Separation
- O - Other

TO: **WOODBURY COUNTY BOARD OF SUPERVISORS**

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Stoos, McKenzie	County Treasurer	2-01-18	Clerk II	\$16.77/hour	4.5%=\$.74/hour	R	Per AFSCME Courthouse Contract agreement, from Grade 3/Step 1 to Grade 3/Step 2.
Bertrand, Joel	County Sheriff	2-04-18	P/T Courthouse Safety & Security Officer	\$20.56/hour	10.7%=\$1.99/hour	R	Per Wage Comparability with AFSCME Courthouse Contract, from Grade 3/Step 4 to Grade 3/Step 5.
Hansen, Kelly	Veteran Affairs	2-04-18	Service Officer	\$21.95/hour	5%=\$1.07/hour	R	Per Wage Plan Comparability with AFSCME Courthouse Contract, from Grade 5/Step 3 to Grade 5/Step 4.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: Melissa Thomas

WOODBURY COUNTY
HUMAN RESOURCES DEPARTMENT

TO: Board of Supervisors and the Taxpayers of Woodbury County

FROM: Melissa Thomas, Human Resources Director

SUBJECT: Memorandum of Personnel Transactions

DATE: January 23, 2018

For the January 23, 2018 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

1. County Treasurer Clerk II, from Grade 3/Step 1 to Grade 3/Step 2.
2. County Sheriff P/T Courthouse Safety & Security Officer, from Grade 3/Step 4 to Grade 3/Step 5.
3. Veteran Affairs Service Officer, from Grade 5/Step 3 to Grade 5/Step 4.

Thank you

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

#7b

DATE: January 23, 2018

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Treasurer	Senior Clerk – DNR	AFSCME Courthouse: \$17.62/hour		
	Please see attached memo.			

Chairman, Board of Supervisors

To: Woodbury County Board of Supervisors
From: Michael Clayton
Date: January 17, 2018
Subject: Filling vacancy in the DNR Department

I am requesting permission to fill the vacancy created in the DNR department by the retirement of Arlene (Jeanie) Wetrosky.

I want this posting to be in the Treasurer's Office only so I can promote from within. I am requesting this position be filled prior to the retirement of Jeanie to provide adequate training time.

Thank you for your time and consideration.



Michael R. Clayton
Woodbury County Treasurer

cc Human Resources

RESOLUTION #

NOTICE OF PROPERTY SALE

Parcels #894723384002

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

Lot 3 and Northerly Part of Lot 4 being 15 feet on Northwesterly Line except 10 feet on Southeasterly line of Block 15 of Kelly Park, an Addition to Sioux City, in the County of Woodbury and State of Iowa (3320 Parkland Place)

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **6th Day of February, 2018 at 4:35 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **6th Day of February, 2018**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$178.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 23rd Day of January, 2018.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Rocky De Witt, Chairman

REQUEST FOR MINIMUM BID

Name: Todd Taylor Date: 5/20/16
Address: 3513 Alberta Ave. Phone: 252-1600

Address or approximate address/location of property interested in:

3320 Parkland Pl.

GIS# 894723384002

**This portion to be completed by Board Administration **

Legal Description:

Lot 3 and NWLY part Lot 4 being 15 feet on
NWLY line by 10' on SELY line Block 15
Kelly Park Addition, Sioux City, Woodbury
County, Iowa

Tax Sale #/Date: # 1299 6/17/02 Parcel # 279990

Tax Deeded to Woodbury County on: 1/12/2017

Current Assessed Value: Land \$6,500- Building ∅ Total \$6,500-

Approximate Delinquent Real Estate Taxes: \$1,969-

Approximate Delinquent Special Assessment Taxes: \$28,102-

*Cost of Services. \$113

Inspection to: Jeremy Taylor Date: 5/20/16

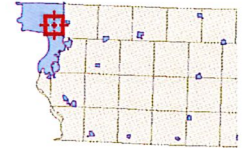
Minimum Bid Set by Supervisor: \$65 plus \$113 for cost of services.

Date and Time Set for Auction: Tuesday, January 23rd @ 4:35 Total: 178-

* Includes: Abstractors costs; Sheriff's costs; publishing costs; and mailing costs.



Overview



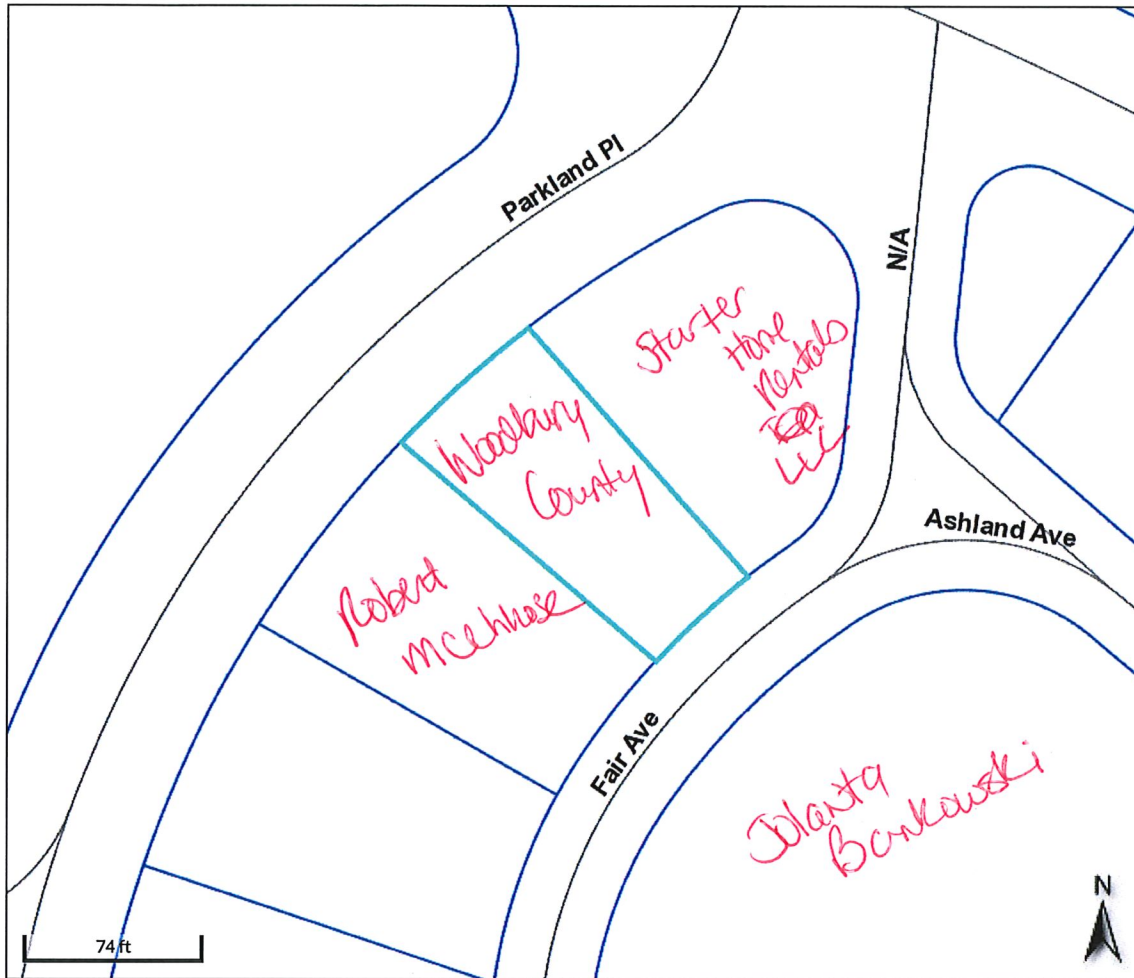
Legend

- Roads
- ▭ Corp Boundaries
- ▭ Townships
- ▭ Parcels

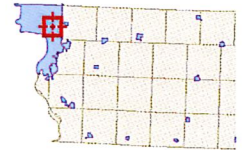
Parcel ID	894723384002	Alternate ID	279990	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS ST
Property Address	3320 PARKLAND PL	Acreage	n/a		SIOUX CITY IA 51101
	SIOUX CITY				
District	087				
Brief Tax Description	KELLY PARK LOT 3 & NLY PART LOT 4 BEING 15 FT ON NWLY LINE X 10 FT ON SELY LINE BLK 15				
	(Note: Not to be used on legal documents)				

Date created: 1/4/2018
 Last Data Uploaded: 1/3/2018 11:11:46 PM

 Developed by
 The Schneider Corporation



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

Parcel ID	894723384002	Alternate ID	279990	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS ST
Property Address	3320 PARKLAND PL	Acreege	n/a		SIOUX CITY IA 51101
	SIOUX CITY				
District	087				
Brief Tax Description	KELLY PARK LOT 3 & NLY PART LOT 4 BEING 15 FT ON NWLY LINE X 10 FT ON SELY LINE BLK 15				
	(Note: Not to be used on legal documents)				

Date created: 1/4/2018
 Last Data Uploaded: 1/3/2018 11:11:46 PM

RESOLUTION

NOTICE OF PROPERTY SALE

Parcels #894720434003

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

Lots 1 & 2 Block 1 Clarks Addition; Lots 10 & 11 Block 11 Rose Hill Second Plat; and all that part of Gilman Park in 20-89-47 formerly described as all of Block 5 (Except the West 30 feet of Lots 5 & 6), Part of Block 6 lying South of the Southerly right of way of West 19th Street (Except W 30 feet of S 50 feet), Part of vacated 18th Street abutting aforesaid part of Block 6, Part of vacated Main Street abutting Lots 19 thru 21 Block 3 & lying South of the Southerly right of way of W 19th Street, vacated street between Blocks 5 & 7, and all of Block 7 in Gilman Terrace Addition (29 17th Street)

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **6th Day of February, 2018 at 4:37 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **6th Day of February, 2018**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$289.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 23rd Day of January, 2018.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Rocky De Witt, Chairman

REQUEST FOR MINIMUM BID

Name: Jaime Grimaldo Sr.

Date: 9/22/16

Address: 111 17th St.

Phone: 233-3023

Address or approximate address/location of property interested in:

29 17th Street

GIS PIN # 894720434003

**This portion to be completed by Board Administration **

Legal Description:

Lots 1 & 2 Block 1 Clarks Addition; Lots 10 & 11 Block 11 Rose Hill Second Plat; and all that part of Gilman Park in 20-89-47 formerly described as All of Block 5 (except the West 30 feet of Lots 5 * 6), part of Block 6 lying South of the Southerly right of way of West 19th Street (except W 30 feet of S 50 feet), part of vacated 18th Street abutting aforesaid part of Block 6, part of vacated Main Street abutting Los 19 thru 21 Block 3 & lying South of the Southerly right of way of W 19th Street, vacated street between Blocks 5 & 7, and all of Block 7 in Gilman Terrace Addition

Tax Sale #/Date: # 1998 6/15/98

Parcel # 184005

Tax Deeded to Woodbury County on: 12/28/1999

Current Assessed Value: Land \$11,000- Building ∅ Total \$11,000

Approximate Delinquent Real Estate Taxes: ∅

Approximate Delinquent Special Assessment Taxes: ∅

*Cost of Services: \$89-

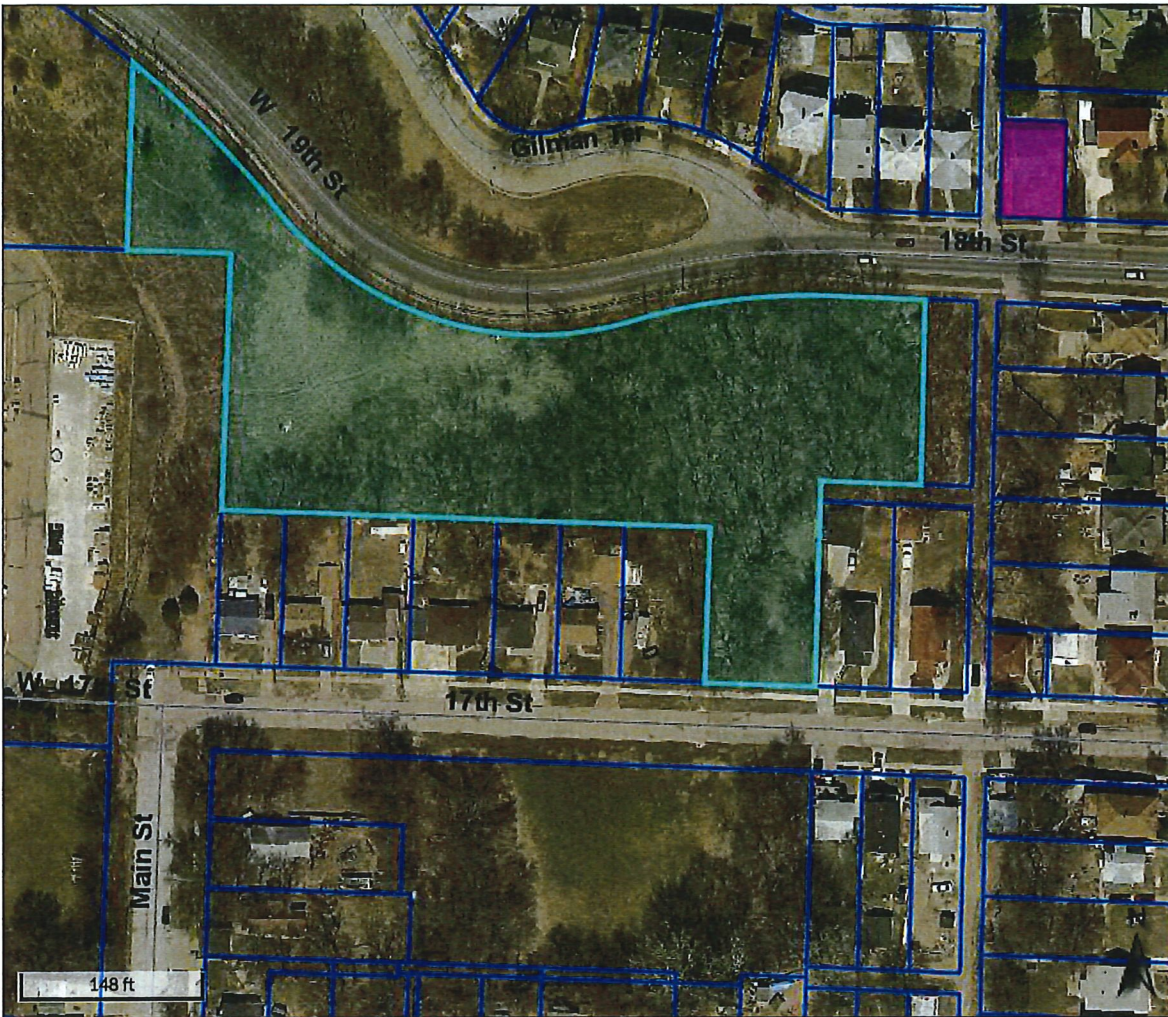
Inspection to: Jeremy Taylor

Date: 9/23/16

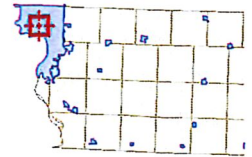
Minimum Bid Set by Supervisor: \$200- plus cost of services of \$89- Total: \$289.00

Date and Time Set for Auction: Tuesday, January 25th @ 4:37








* Includes: Abstractors costs; Sheriff's costs; publishing costs; and mailing costs.



Overview



Legend

-  Roads
-  Corp Boundaries
-  Townships
- Residential Sales**
-  2014
-  2015
-  2016
-  Parcels

Parcel ID	894720434003	Alternate ID	184005	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	0-0-0	Class	C		620 DOUGLAS ST
Property Address	29 17TH ST	Acreage	n/a		RM 104
	SIOUX CITY				SIOUX CITY, IA 51101-1248

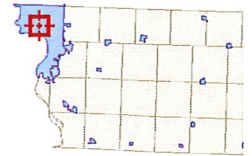
District 087 SC LL SIOUX CITY COMM
 Brief Tax Description GILMAN TERRACE
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 GILMAN TERRACE ADDN

(Note: Not to be used on legal documents)







Date created: 9/23/2016



Overview



Legend

- Roads
-  Corp Boundaries
-  Townships
- Residential Sales
-  2014
-  2015
-  2016
-  Parcels

Parcel ID	894720434003	Alternate ID	184005	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	0-0-0	Class	C		620 DOUGLAS ST
Property Address	29 17TH ST	Acreage	n/a		RM 104
	SIOUX CITY				SIOUX CITY, IA 51101-1248

District 087 SC LL SIOUX CITY COMM

Brief Tax Description
 GILMAN TERRACE
 LOTS 1 & 2 BLK 1 CLA
 RKS ADDN AND PART OF
 BLKS 3 & 6 AND ALL
 BLOCKS 5 & 7 AND LO
 TS 10-11 BLK 11 ROSE
 HILL ADDN AND ALL V
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 GILMAN TERRACE ADDN

(Note: Not to be used on legal documents)

Date created: 9/23/2016

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

Date: 01/17/2018 Weekly Agenda Date: 01/23/18

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: County Auditor - Pat Gill

WORDING FOR AGENDA ITEM:

Receive Auditor's Quarterly Report

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

BACKGROUND:

Quarterly Report for September 1,2017 through December 31,2017

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:

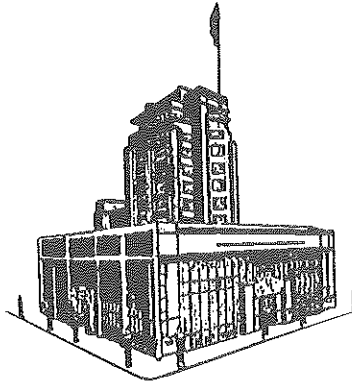
To Approve Auditor's Quarterly Report

ACTION REQUIRED / PROPOSED MOTION:

Motion to Receive the Auditor's Quarterly Report for the 4th Quarter ending 12-31-2017.

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

PATRICK F. GILL
Auditor/Recorder



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

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

AUDITOR'S QUARTERLY REPORT

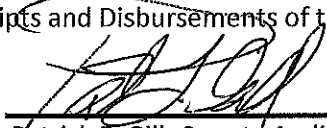
October 1, 2017 / December 31, 2017

Patrick F. Gill, Woodbury County Auditor/Recorder

Payroll Taxes

Beginning Cash Balance	October 1, 2017		
Payroll Taxes		704,337.08	
Other		103.20	
Total Beginning Balance			704,440.28
Receipts:			
Payroll Taxes		2,364,144.44	
Interest		112.04	
Other			
Total Receipts			2,364,256.48
Total Resources			3,068,696.76
Disbursements:			
Payroll Taxes		3,068,188.73	
Interest Paid to Treasurer		170.50	
Other			
Total Disbursements			3,068,359.23
Ending Cash Balance	December 31, 2017		
Payroll Taxes		292.79	
Other		44.74	
Total Ending Balance			337.53

I, Patrick F. Gill, County Auditor/Recorder of Woodbury County, Iowa, hereby certify the above to be a true and correct statement of the Receipts and Disbursements of the office of County Auditor for the 2nd Quarter ending 12/31/17.



Patrick F. Gill, County Auditor/Recorder

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

Date: 1/18/2018 Weekly Agenda Date: 1/23/2018

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

WORDING FOR AGENDA ITEM:

Consideration of a permit for use of the county right of way for an underground utility

ACTION REQUIRED:

- Approve Ordinance
- Approve Resolution
- Approve Motion
- Public Hearing
- Other: Informational
- Attachments

EXECUTIVE SUMMARY:

Black Hills Energy has requested the approval of a permit to install a gas line in road right of way east of Sioux City.

BACKGROUND:

Work in county ROW requires permit by Board of Supervisors per section 318.8 of the Code of Iowa. New facilities will be constructed in county right of way. This project will replace a leaking natural gas house supply line along Buchanan Avenue. This work started last week under emergency conditions when the house lost natural gas service from their current supply line.

FINANCIAL IMPACT:

No financial impact to the county.

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 permits for Black Hills Energy.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the above ground utility permits for Black Hills Energy and to direct the chair to sign the permits.

Woodbury County Permit No. _____

PERMIT FOR USE OF COUNTY ROAD/HIGHWAY RIGHT-OF-WAY
FOR OVERHEAD AND/OR BURIED UTILITIES ACCOMMODATION

REQUEST BY APPLICANT:

Name Black Hills Energy Highway _____
 Address 1670 Buchanan Avenue Township _____
 City of Sergeant Bluff

Office Phone _____ Local Phone _____ Section: NE¼ of SW¼ Sec 02
 Type of Utility Installation Natural Gas T 88 N, R 47 W
 Plans Prepared By Chris Dewey Copy Enclosed Yes _____ No
 Map Showing Location Enclosed Yes _____ No
 Utility Location is _____ cross right-of-way _____ parallel to right-of-way
 _____ overhead underground

Proposed Method of Installation
 tunnel _____ suspend on poles _____ cased
 _____ jack & bore _____ suspend on towers trench
 _____ open cut _____ plow

Estimated Starting Date 1-18-2018 Estimated Restoration Date 1-20-18 (or weather dependant)

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on the reverse side hereof, and special provisions listed below or attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof. Applicant is to complete in triplicate and send all copies including plans and maps to Woodbury County Engineer, 759 E. Frontage Road, Merville, IA 51039. One executed copy will be returned to the Applicant.

By [Signature] Title Utility Planner
 (Signature of Authorized Utility Representative) Date 1/16/2018

PERMIT APPROVAL BY PERMITTING AUTHORITY

The forgoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated herein and on the reverse side hereof and all attachments hereto.

By _____ Title _____
(Signature of Woodbury County Board Chairman)

Date _____

By [Signature] Title County Engineer
 (Signature of Woodbury County Engineer)

Date 1/16/2018

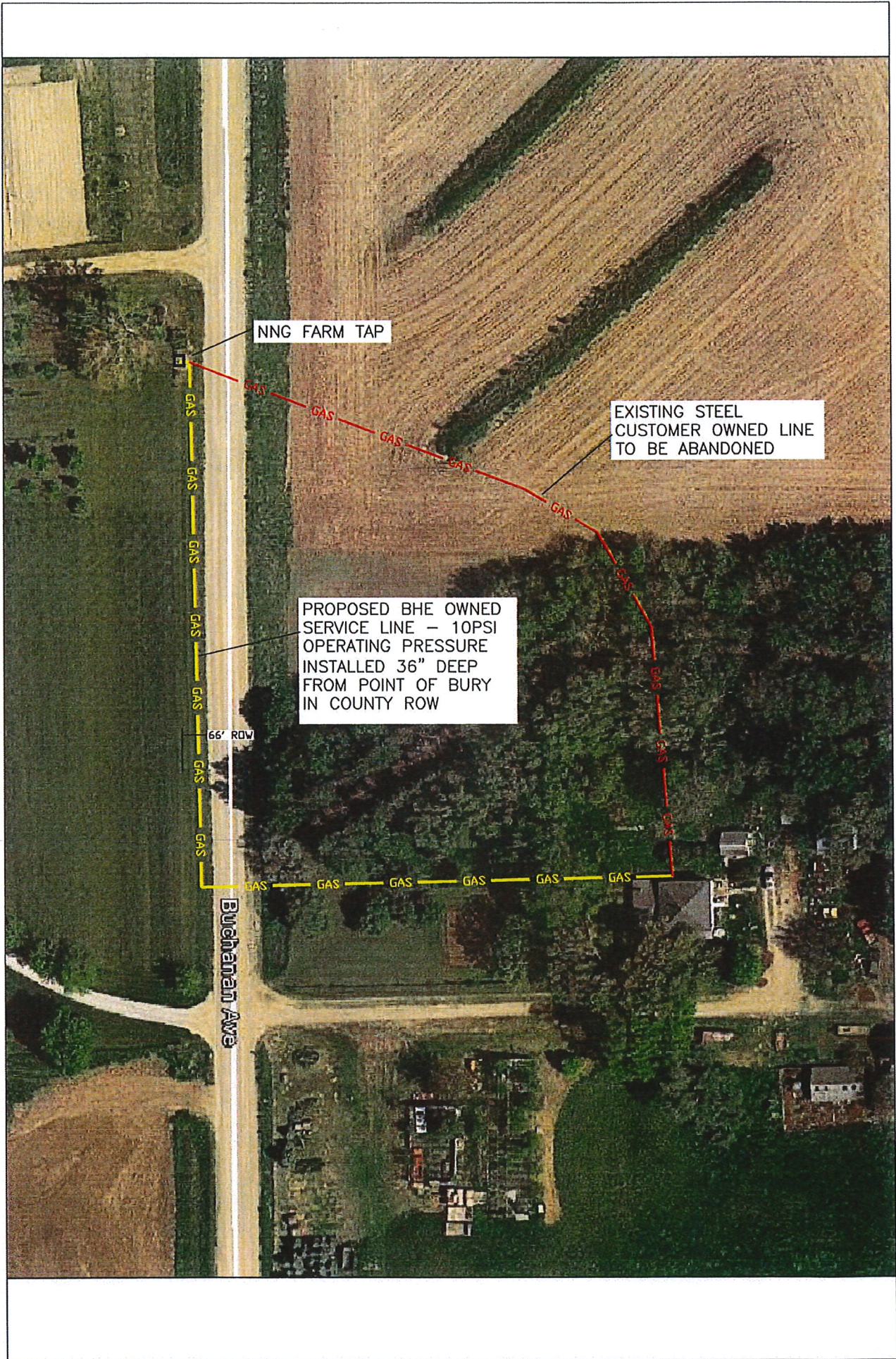
Other Special Provisions:

Permit Provisions and Conditions of Issuance

- The County and/or the County Board of Supervisors will not be charged with any responsibility for damages to the Applicant's property occasioned by any construction or maintenance operations on said county roads, including new or additional right-of-way acquired in connection therewith, subsequent to the building of the Applicant's facilities. The Board will endeavor to give the Applicant sufficient notice of any proposed construction or maintenance work, on either existing or newly acquired right-of-way that is likely to expose, cover up, or disturb any facilities belonging to the Applicant, in order that the Applicant may arrange to protect the facilities. The Board will inform contractors, and others working on the job of the location of the facilities so that reasonable care may be taken to avoid damaging the facilities, however the County and the Board of Supervisors will assume no responsibility for failure to give such notice.

Approved 1/19/99

2. The Applicant shall take all reasonable precaution during the construction of said facilities to protect and safeguard the lives and property of the adjacent property owners and the traveling public and shall save the County and the Board of Supervisors harmless of any damages or losses that may be sustained by adjacent property owners and the traveling public on account of such construction operations.
3. Operations in the construction and maintenance of said facilities shall be carried on in such a way as to not interfere with, or interrupt traffic on said roads. However, should the performance of work called for in this permit in any way interfere with or obstruct traffic on said roads, the Applicant shall provide the necessary flagmen as required by the Statutes when one-way traffic is involved and/or otherwise mark said work so as to protect the traveling public.
4. The Applicant shall hold the County and the Board of Supervisors harmless from any damages that may result to said highway because of the construction or maintenance of said facilities and shall reimburse the County or the Board of Supervisors for any expenditures that the County or the Board of Supervisors may have to make on said roads on account of replacement of surfacing gravel and bridge and culvert repairs.
5. Applicant shall lay, construct, operate and maintain said facilities so as not to interfere with natural drainage of the road and so as not to interfere with the construction or maintenance of said roads. When buried cable or wire lines are to be placed lengthwise with the roadway, they shall be placed in the County road shoulder or ditch near the toe of the fore-slope and parallel to centerline of roadbed at a depth of three (3) to four (4) feet by using specially designed plows or by trenching, whichever is appropriate. Plow slots and trenches shall be repacked as necessary to restore the disturbed area to its original condition. For buried line crossings of roadways not paved, an open trench may be dug and the lines placed therein, and the trench back-filled over the lines. Buried line crossings on paved roadways, lines may be placed through the sub-grade by jacking, or by boring a hole just large enough to take the lines; or if the County Engineer approves, a tunnel may be dug through and the cable or wire lines placed therein. All backfill of tunnels and trenches shall be thoroughly compacted in layers of 6" or less in depth. Back-filling of trenches within the right-of-way by not under the traveled roadway shall be tamped sufficiently to avoid settlement. When crossing an existing roadway, all buried facilities shall be placed a minimum of three (3) to four (4) below the bottom of the existing adjacent ditches. Overhead lines, where practical, shall be placed adjacent to and with two (2) feet of the Road/Highway Right-of-Way Line.
6. The Applicant will at any time subsequent to placing the facilities, and at the Applicant's expense, relay, replace, alter, change, reconstruct, or relocate its overhead and/or buried facilities and appurtenances thereto as may become necessary to conform to new grades, alignment, or widening right-of-way, resulting from maintenance or construction operations by the County Board of Supervisors irrespective of whether or not additional right-of-way is acquired in connection with such road improvements. The Applicant agrees to do this within ninety (90) days written notice from the Board of Supervisors, and without cost to the County. If the Applicant is unable to comply within said ninety (90) days, the Board of Supervisors may cause the work to be done and the Applicant will pay the cost thereof upon receipt of statement.
7. All work shall be done in a workmanlike manner; the surrounding ground, slopes, and ditch bottoms shall be reshaped to conform to the area and left in a neat condition satisfactory to the County Engineer. All areas where sod has been damaged or destroyed shall be re-seeded.
8. The Applicant shall notify the County Board of Supervisors at least forty-eight (48) hours in advance of the Applicant's intention of starting work covered by this permit on the road right-of-way. Said notice shall be in writing to the County Engineer.
9. Applicant, its' successors, grantees and assigns shall and hereby agrees to assume all responsibility, risks and liabilities for all accidents and damages that may occur to persons and/or property on account of the work done under this permit, and to this end, indemnify and hold the County and all authorized representatives thereof harmless from any and all claims, damages, losses, and expense including judgements, costs and including attorney's fees, for personal injuries (including death) or property damage arising or resulting from the activities of the Applicant in connection herewith, now and at all times in the future.
10. It is understood that this permit is issued only insofar as Woodbury County has jurisdiction and does not presume to release the Applicant from fulfilling any existing statutes relating to the installation, construction and operation of said facilities.
11. It is further understood that the facilities covered by this permit shall be constructed or installed within one (1) year after the date of approval of this permit, unless otherwise extended in writing by Woodbury County.
12. Engagement in the operations as herein applied for by the Applicant shall be considered and constitute an acceptance of all the terms and conditions herein set forth.



NNG FARM TAP

EXISTING STEEL
CUSTOMER OWNED LINE
TO BE ABANDONED

PROPOSED BHE OWNED
SERVICE LINE - 10PSI
OPERATING PRESSURE
INSTALLED 36" DEEP
FROM POINT OF BURY
IN COUNTY ROW

66' ROW

Buchanan Ave

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

#11

Date: 12 December, 2017 Weekly Agenda Date: _____

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Ninth District Vice Commander, The American Legion

WORDING FOR AGENDA ITEM:

Request for official proclamation

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Public Hearing Other: Informational Attachments

EXECUTIVE SUMMARY:

Part of a 99 county initiative, a large stone located in Anthon is considered a part of Mr. Ray Sorenson's program to recognized patriotic historical events specific to each county in Iowa.

BACKGROUND:

Several citizens along with The American Legion from Anthon have worked through various issues; both financial and logistical in the placement of a large stone on Main Street. This group was able to obtain the services of Mr. Ray Sorenson to decorate the stone with motifs indicative of historical and patriotic significance to Woodbury County. The rock is now one of 98 planned.

FINANCIAL IMPACT:

The potential financial impact of this project would be in the form of increased tourism within Woodbury County. It is beyond the scope of this request to estimate the amount of such an impact at this time.

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:

The recommendation is that The Woodbury County Board of Supervisors officially recognize the efforts of the citizens who have made The Woodbury County Freedom Rock a reality and to designate the stone and flag pole as the official Woodbury County Freedom Rock by way of a proclamation.

ACTION REQUIRED / PROPOSED MOTION:

It is moved that the stone located on Main Street in Anthon Iowa, decorated by Mr. Ray Sorenson be officially recognized as The Woodbury County Freedom Rock and that a proclamation to that effect be issued and presented to the citizens of Anthon.

WOODBURY COUNTY FREEDOM ROCK PROCLAMATION

Resolution _____

To recognize and honor the service and sacrifice of those citizens who have and those who continue to serve in all branches of the Armed Forces of the United States and the U.S. Public Health Service; hereinafter known as the Uniformed Services; while protecting our freedom, and safeguarding our democracy.

WHEREAS, Mr. Ray Sorenson was inspired by the motion picture "Saving Private Ryan" to create works of art on stone in all 99 counties in Iowa as a lasting tribute to the men and women who have preserved and protected the ideals set forth in the U.S. Constitution for over 242 years, and

WHEREAS, these works of art are supported by the communities and counties in which they are located, and

WHEREAS, the community of Anthon has come forward in support of Mr. Sorenson's vision for a Freedom Rock representative of the service and sacrifices of Woodbury County residents involved in global peacekeeping, and

WHEREAS, the community of Anthon has caused a large stone to be designated as The Woodbury County Freedom Rock and has caused it to be located in Anthon Iowa, and

WHEREAS, the community of Anthon has committed to the expenditure of considerable time and expense in support of The Woodbury County Freedom Rock and,

WHEREAS, The Woodbury County Freedom Rock is an impressive and positive piece of art which along with other attractions in the county will contribute to the overall increase of tourism in Northwest Iowa and Woodbury County specifically,

THEREFORE BE IT RESOLVED that the Woodbury County Board of Supervisors formally recognizes The Woodbury County Freedom Rock located in Anthon Iowa as a significant piece of art and part of Mr. Ray Sorenson's 99 county commemorative vision. And, be it further resolved that the Woodbury County Board of Supervisors publicly salutes the efforts of Mr. Sorenson and the citizens of Anthon in the improvement and betterment of Woodbury County and that August 19th of each year be designated as Woodbury County Freedom Rock Day.

DATED this 23rd day of January, 2018.

Rocky De Witt, Chairman

Jeremy Taylor, Member

Marty Pottebaum, Member

Keith Radig, Member

Matthew Ung, Member

Attest: Patrick F. Gill, Woodbury County Auditor

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

#12

Date: 1/17/2018 Weekly Agenda Date: 1/23/2018

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Kenny Schmitz

WORDING FOR AGENDA ITEM:

Woodbury County Building Services Department Reorganization; De-authorization- Building Services Project, Energy, & Construction Manager Authorization; Newly created Position- Building Services Environmental, Project and Energy Management Supervisor.

ACTION REQUIRED:

- Approve Ordinance
- Approve Resolution
- Approve Motion
- Public Hearing
- Other: Informational
- Attachments

EXECUTIVE SUMMARY:

Increased demands placed upon the department coupled with the need for enhanced job scope capabilities due to construction projects and energy improvements necessitates adjustment of current abilities

BACKGROUND:

Building Services reorganization benefits Woodbury County by realigning the department structure to meet changing demands, and capitalize on cost synergies via an off-setting/ net-zero budget impact. Attachment: Building Services Reorganization 1/20/2018 document.

FINANCIAL IMPACT:

Annual Base Salary: \$56,000- \$60,000
(Cost Reduction to Annual Budget)

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:

Building Services requests consideration and approval to deauthorize the Building Services Energy, Project, & Construction Manager position. Create a new Building Services Department Position, "Building Services Environmental, Project and Energy Management Supervisor" and authorization to initiate the hiring process.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve "Building Services Environmental, Project and Energy Management Supervisor" Position, and authorization to begin the hiring process.



Woodbury County Building Services
401 8th Street
Sioux City, IA. 51101
Kenny Schmitz, Building Services Director
kschmitz@woodburycountyiowa.gov
Office: 712-279-6539 Cell: 712-253-3745

January 20th, 2018

To: Woodbury County Board of Supervisors

Woodbury County Building Services- Department Reorganization Update

Most recent information & unforeseen circumstances have both contributed heavily to a second evaluation with respect to the Building Services Departmental needs. Interviews were conducted for the Building Services Project, Energy, & Construction position which was approved by the Board on December 19th, 2017. The process resulted in a limited number of applications (six). None of the applicants could meet all the specific job scope requirements. The top two prospects percentages in relationship to qualifications could be broken down as follows; one applicant met approximately 85%, next highest approximately 75%. Since the Job scope was very heavily weighted on construction project management all interviewed applicants each questioned and expressed their concern, about the County's ability to retain such a position with longevity beyond 3 years and their apprehension in accepting (if offered) the position.

Discovering the information on qualified (shortage of) applicants triggered thoughts of what could be done to move forward. One such idea was that the position could certainly be opened back up to achieve a larger pool of applicants to choose from but the result more than likely may be the same. The second questioned if the position scope should be adjusted to alleviate apprehension from feed-back that was earlier received. Before a decision on the best path forward was reached other unforeseen circumstances interjected into the mix completely changing the previous mind-set.

On January 3rd, 2018, the Board of Supervisors discussed the Law Enforcement Center. A recent Sheriff's assessment of the inmate population indicated a sustained decline at the LEC and a move forward with the LEC Intake Project probably would not be necessary in the near future so projects would be tabled. The Intake Project allocated as a 2017 Capital Improvement Project was estimated at \$1.2 Million and would have been followed up by two others- Projects C1 "Classification" at \$900,000 and Project C2 "Medical" at \$736,000 for a combined total of \$3,036,000.00,

This new information has substantially impacted the thought process relating Building Services Department needs. After consideration, I am recommending that the Project, Energy & Construction Manager position be de-authorized in favor of a position with a re-established job scope weighted on duties necessary to meet operations.



The authorization of an Environmental, Project, & Energy Management Supervisor would fill such a niche and will ultimately strengthen the departmental while affording long term improvement. An annual operating budget reduction of approximately \$38,958.00 would be realized.

Reductions/ Deauthorizations Approved (effective Feb 2nd, 2018)

Current Clerk 11 Position: \$38,625 (salary) + \$22,486 (benefits)= \$61,111.00

Maintenance Groundskeeper: \$36,269 (salary) + \$12,578 (benefits) = \$48,847

Position Reductions = \$109,958

Addition/ Authorization

Environmental, Project, & Energy Management Supervisor Position: \$56,000 (est. salary) + \$15,000 (est. benefits) = \$71,000 est.

Position Addition = \$71,000 (estimated)

Reductions (2)-	\$109,958
<u>Addition (1)-</u>	<u>\$71,000</u>
Budget Savings	\$38,958

Additionally, this would afford the Building Services Director the beneficial time necessary to complete a great portion, if not all of the construction projects, therefore savings relating "Construction Management fees" would further multiply savings to the County.

Respectfully,

Kenny Schmitz

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____ **Department:** County Building Services
Title: Environmental, Project, and Energy Management Supervisor **FLSA Designation:** Exempt
Effective Date: January 2018 **Reports to:** County Building Services Director

Purpose:

Responsible for energy management, building operating systems oversight, supervisory, administrative, and technical work.

Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- Directly reports to the Building Services Director
- On call 24 hours per day to handle or consult on major maintenance problems and work a flexible schedule as needed
- Have sufficient personal mobility to complete field work at various county facilities
- Vast knowledge in Maintenance, familiarity with building systems, and ability to disseminate repair of all systems
- Responsible for energy management; all systems and facilities
- Facilities HVAC; monitoring, automated programming, controls, basic troubleshooting, and vendor repair
- Efficiency oversight, and cost saving initiatives utilizing EnergyCap Enterprise software systems
- Implement best practices for the effective operation of computer heating, ventilation, and air conditioning
- Over-sight of all Woodbury County construction projects
- Department administrative office duties and as assigned
- Accounts receivable claims for payment within the department as well as those claims for payment and those submitted by other vendors in compliance with the Woodbury County Auditor office
- Responsible for Preventive Maintenance & Janitorial Work Order System
- All buildings- supplies and orders, Woodbury County copy paper inventory, orders, and departments charge-back
- Assists with employee payroll
- Responsible for department Audits conducted by external Audit Firms
- Supervision of Custodial / Janitorial staff, providing monthly employee performance documentation to Director, weekly employee safety information and instruction
- Knowledgeable in all aspects related to Janitorial procedures and practices necessary to enhance facilities cleanliness, keeps records and prepares work and time reports
- Responsible for the effective accomplishment of all designated cleaning practices in all County offices.
- Required- One weekly meeting with Custodial Staff (after standard business hours), One weekly facility inspection accompanied by Custodial Lead Position (after standard business hours)
- Establish and maintain effective, professional working relationships with the building director, co-workers, employees, supervisors, elected officials/department heads, contractors, members of the public.
- Perform duties in a professional and trustworthy manner
- Attendance is required
- Advanced Microsoft Excel formulating multiple spreadsheet utilization

Non-Essential Functions and Responsibilities:

- Performs a variety of related duties in an efficient and thorough manner, under the direction of the Woodbury County Building Services Director.

Minimum Education and Experience Required Performing Essential Functions:

- Possess High School diploma or General Equivalency Degree (GED) and five (5) years of experience in building and grounds related work; or any equivalent combination of education and experience that provides the required knowledge and abilities. One (1) year supervisory experience preferred
- Basic principles of supervision to include approaches to discipline and training techniques
- Knowledge of building system operations, maintenance, and janitorial practices
- Thorough knowledge of the methods and techniques commonly used in maintenance, including heating, cooling, plumbing, and electrical systems, detention equipment, surveillance, elevator and fire alarm systems and methods to repair these systems.

Minimum Education and Experience Required Performing Essential Functions: (Cont.)

- Knowledge of requirements as related to responsibilities and of the hazards and safety precautions, regulations and standards related to facilities maintenance and janitorial practices
- General Carpentry skills, janitorial, housekeeping, and grounds keeping procedures
- Use of personal computers software packages including Microsoft Excel
- Is of good moral character as determined by a thorough background check of local, state, and national files
- Must pass physical and psychological examination by County designated physicians
- Ability to tactfully and effectively communicate with others
- Knowledge of human relations, psychology, and personal maturity to maintain emotional stability in unusual situations of stress or social interaction pressure
- Ability to motivate, train, instruct, and supervise personnel
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screening test prior to employment

Mental and Physical Competencies Required to Performing Essential Functions:

Language Ability

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures in written, oral, diagram and schedule form. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English. Have clarity of speech, hearing, and writing which permits effective communication and organize and presents factual information and ideas clearly and concisely, in oral and written form at Board meetings.

Mathematical Skills

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

Behavior Skills

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices. Handle moderate levels of stress and meet deadlines appropriate to the position. Attendance is required.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardizes situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follows through to completion; ability to establish and maintain effective working relationships with associates and the general public by means of clearly spoken English.

Equipment Used

Computer for data entry, spreadsheets and word processing, multi-line phone, fax machine, calculator, (10 key), copier/scanner, possess knowledge of anything relating to County Building Services systems. Work requiring the exertion of up to 50-85 pounds with assistance of force occasionally, and operation of motor vehicles and equipment

County Building Services Environmental, Project, and Energy Management Supervisor

Position Description 2018

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 50-85 pounds or less with assistance of force occasionally and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English.

Environmental Adaptability

Work is performed in all exposed environments and terrains while conducting field work. The employee is subject to adverse environmental conditions.

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Possession of a valid appropriate driver's license and insurance. Candidate for hire must successfully pass a background check (thorough background of local, state, and national files), a physical examination, vision, back screen and drug screening test prior to employment. The use of English for the skills and purposes of this job.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek.

I understand that my attendance is required. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

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.

**HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA**

DATE: January 23, 2018

REQUEST TO DEAUTHORIZE COUNTY POSITION(S)

DEPARTMENT	POSITION	APPROVED	DISAPPROVED
Building Services	Project, Energy & Construction Manager		

Chairman, Board of Supervisors

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: January 23, 2018

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Building Services	Environmental, Project and Energy Management Supervisor	Wage Plan: \$56,000- \$60,000/year		
	Please see attached memo.			

Chairman, Board of Supervisors



Woodbury County Building Services
401 8th Street
Sioux City, IA. 51101
Kenny Schmitz, Building Services Director
kschmitz@woodburycountyiowa.gov
Office: 712-279-6539 Cell: 712-253-3745

January 23rd, 2018

To: Woodbury County Board of Supervisors
Human Resources Department

From: Kenny Schmitz, Building Services Director

Subject: Attached Authorization for a new position

I am respectfully requesting the Authorization to Hire for an Environmental, Project and Energy Management "Supervisor". This would be a new exempt position, salary range \$56,000- \$60,000. Please see the attached job description.

We are requesting Deauthorization of the Project, Energy, & Construction Project "Manager" position effective immediately.

Sincerely,

Kenny Schmitz

Should you have any comments regarding this communication, please send them to me and I will place them in your file along with this communication.

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

#13a

Date: 1/18/2018 Weekly Agenda Date: 1/23/2018

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

WORDING FOR AGENDA ITEM:

Consider approval of plans for project number L-B(V842)--73-97

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

Plans have been completed for the replacement of the Lee Avenue bridge between Oto and Smithland. We request approval of the plans for letting.

BACKGROUND:

The county programmed this project for construction in fiscal year 2018. The project is a short span structure that was closed last fall due to failure of substructure components. It will be replaced with a precast concrete bridge.

FINANCIAL IMPACT:

The projects are paid for with the \$1.3 million 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:

I recommend that the Board approve the plans for project number L-B(V842)--73-97.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the plans for project number L-B(V842)--73-97.

Project Number: L-B(V842)--73-97

INDEX OF SHEETS

No.	Description
1	TITLE SHEET
2	LOCATION PLAN
3	ESTIMATE OF QUANTITIES AND GENERAL INFORMATION
4	BRIDGE DETAILS
5	BRIDGE WELDING DETAILS AND DECK SLAB LAYOUT
6	PROFILE VIEW
7	SITUATION PLAN
8	PRECAST UNIT DETAILS
9	PRECAST UNIT DETAILS CROSS SECTIONS FOR ROADWAY AVAILABLE AT COUNTY ENGINEERS OFFICE

ROAD STANDARD PLANS

The following Bridge Standards shall be considered applicable to construction work on this project.

Identification	Date	Identification	Date	Identification	Date

Project Development Division

PLANS OF PROPOSED IMPROVEMENT ON THE

**SECONDARY ROAD SYSTEM
WOODBURY COUNTY
PRECAST CONCRETE DECKING BRIDGE
PROJECT NO: L-B(V842)--73-97**

Little Sioux Township On Lee Ave Sec. 13, T86N, R44W

UTILITY CONTACTS

WESTERN IOWA TELEPHONE - 712-870-1298
WOODBURY COUNTY REC - 712-870-1031

TRAFFIC CONTROL PLAN

THIS ROAD WILL BE CLOSED TO THROUGH TRAFFIC DURING CONSTRUCTION. LOCAL TRAFFIC TO ADJACENT PROPERTIES WILL BE MAINTAINED AS PROVIDED FOR IN ARTICLE 1107.08 OF THE CURRENT STANDARD SPECIFICATIONS. TRAFFIC CONTROL DEVICES, PROCEDURES, LAYOUTS, AND SIGNING INSTALLED WITHIN THE LIMITS OF THIS PROJECT SHALL CONFORM TO THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS" AS ADOPTED BY THE DEPARTMENT PER 761 OF THE IOWA ADMINISTRATIVE CODE (IAC) CHAPTER 130.

ALL SAFETY CLOSURES SHALL BE FURNISHED, ERECTED, MAINTAINED AND REMOVED BY THE CONTRACTOR.

MAINTENANCE OF SIGNS, BARRICADES AND SAFETY CLOSURES AS STATED IN ARTICLE 1107.09 SHALL APPLY ON THIS PROJECT.

ROAD CLOSURES ON THIS PROJECT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE IN ACCORDANCE WITH ROAD STANDARD TC-252. GUARDRAIL INSTALLATION MUST BE COMPLETE BEFORE THE ROAD IS OPENED TO TRAFFIC.

The Iowa Department of Transportation Standard Specifications for Highway and Bridge Construction, series of 2015, plus current Supplemental Specifications and Special Provisions shall apply to construction work on this project.

Plus Current Special Provisions and Supplemental Specifications

THIS PROJECT SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE REQUIREMENTS OF U.S. ARMY CORPS OF ENGINEERS NATIONWIDE PERMIT 14. PERMIT CEMVR-OD-P-2017-0872. A COPY OF THIS PERMIT IS AVAILABLE FROM THE IOWA DOT OFFICE OF CONTRACTS UPON REQUEST. THE U.S. ARMY CORPS OF ENGINEERS RESERVES THE RIGHT TO VISIT THE SITE WITHOUT PRIOR NOTICE. IOWA D.O.T. NOT REQUIRED

<p>I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.</p>	<p style="text-align: right;">Date</p>
<p>iowa Registration Number 11452 Expiration Date 12/31/2018</p>	
<p>Pages or sheets covered by this seal: Pages 1, thru 9</p>	



2015 AADT 25 V.P.D.

WOODBURY COUNTY
Letting Date FEBRUARY 6, 2018
PROJECT NO: L-B(V842)--73-97

PRECAST CONCRETE DECKING BRIDGE

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

#13b

Date: 1/18/2018 Weekly Agenda Date: 1/23/2018

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

WORDING FOR AGENDA ITEM:

Consider approval of plans for project number STP-S-CO97(134)--5E-97

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

Plans have been completed for the PCC Overlay of county route D54 between Oto and Danbury. We request approval of the plans for letting.

BACKGROUND:

The county programmed this project for construction in fiscal year 2018. The project begins at Hwy 31 and overlays county route D54 to the intersection of D54 and L27. This project completes this overlay project that started in 2015.

FINANCIAL IMPACT:

The projects are paid for with the federal aid from the SRTPA regional planning affiliate and Woodbury County Farm to Market 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:

I recommend that the Board approve the plans for project number STP-CO97(134)--5E-97.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the plans for project number STP-CO97(134)--5E-97.

IOWA
DEPARTMENT OF TRANSPORTATION
 Highway Division
 PLANS OF PROPOSED IMPROVEMENT ON THE
FARM TO MARKET SYSTEM
WOODBURY COUNTY
P.C.C. OVERLAY
PROJECT NO. STP-S-CO97(134)--5E-97

Refer to the Proposal Form for List of Applicable Specification

ON D54 FROM INTERSECTION OF D54 AND IA
 31 EAST 5.6 MILES TO JUST EAST OF THE
 INTERSECTION OF D54 AND L27

TRAFFIC CONTROL PLAN

ROAD WILL BE CLOSED TO THROUGH TRAFFIC DURING CONSTRUCTION. TRAFFIC ROUTES ADJACENT TO PROPERTIES WILL BE MAINTAINED AS PROVIDED FOR IN ARTICLE 1107.08 OF THE CURRENT STANDARD SPECIFICATIONS. TRAFFIC CONTROL DEVICES, PROCEDURES, LAYOUTS, SIGNING, AND PAVEMENT MARKINGS INSTALLED WITHIN THE LIMITS OF THIS PROJECT SHALL CONFORM TO THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS AS ADOPTED BY THE DEPARTMENT PER 701 OF THE IOWA ADMINISTRATION CODE (IAC) CHAPTER 130.

MAINTENANCE OF SIGNS AND BARRICADES AS STATED IN ARTICLE 1107.09 SHALL APPLY ON THIS PROJECT.

SIGNING ON THIS PROJECT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE IN ACCORDANCE WITH ROAD STANDARD TC-282.

Approved
Board of Supervisors

<p>I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.</p>	<p>Date</p>
<p>Iowa Registration Number 11452 Expiration Date 12/31/2018</p>	<p>Pages or sheets covered by this seal: 1 thru 19</p>

2015 AADT 290-360 V.P.D.

Project Number: STP-S-CO97(134)--5E-97

INDEX OF SHEETS	
No.	Description
1	TITLE SHEET
2	LOCATION MAP
3	ESTIMATED QUANTITIES AND GENERAL NOTES
4.	ESTIMATE REFERENCE INFORMATION
5.	TABLATIONS
6.	TYPICAL SECTIONS AND DETAILS
7.	INTERSECTION LAYOUT
8.-19.	PLAN AND PROFILE

STANDARD PLANS					
The following Standard Plans shall be considered applicable to construction work on this project.					
Identification	Date	Identification	Date	Identification	Date
BA-200	10-18-16	PM-110	04-16-13		
BA-221	04-18-17	PM-120	10-21-14		
BA-225	10-17-17	PV-101	10-17-17		
BA-260	10-18-16	TC-252	04-19-16		
BR-101	04-21-15				
BR-104	10-17-17				

MILEAGE SUMMARY	
DIV.	Description
1	STA. 0+00.00 TO 290+50 (5.502)



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

#13c

Date: 1/18/2018 Weekly Agenda Date: 1/23/2018

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

WORDING FOR AGENDA ITEM:

Receive and consider bids for project number L-B(L77)--73-97 and L-B(L78)--73-97

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Plans have been completed and bids will be received for construction of two new Reinforced Concrete Box culverts to replace existing bridges L77 and L78 on 200th Street south of Cushing.

BACKGROUND:

The county programmed bridge L77 and L78 for replacement in fiscal year 2018. The existing bridges are structurally deficient and functionally obsolete and has a restricted load posting.

FINANCIAL IMPACT:

This bridge is paid for with the \$1.3 million 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:

I recommend that the Board receive bids for project number L-B(L77)--73-97 and L-B(L78)--73-97 and return them to the county engineer for review and recommendation.

ACTION REQUIRED / PROPOSED MOTION:

Motion to receive bids for project number L-B(L77)--73-97 and L-B(L78)--73-97 and return them to the county engineer for review and recommendation.

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

#14

Date: 01/18/2018

Weekly Agenda Date: 01/23/2018

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Ryan M. Weber

WORDING FOR AGENDA ITEM:

Informational item of my intent to deauthorize (1) Assistant Director Position and the Mental Health/Teen Court Coordinator position beginning July 1, 2018.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

I believe it to be in the county's best interest to proceed with the first and second steps of my three step plan for restructuring the Juvenile Detention Center and its personnel. The restructure will not affect the service provided by the detention center and eliminate certain services the county should not be expected to provide. The restructuring plan has the potential to save the county approximately \$250,000 in the next fiscal year.

BACKGROUND:

FINANCIAL IMPACT:

Step 1: Assistant Director salary and benefit package: \$93,854.35
Step 2: Teen Court/Mental Health Coordinator salary and benefit package: \$84,485.70
Cost savings of \$178,340.05

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:

It is, and will be my recommendation that during the Juvenile Detention Budget Review Hearing the board deauthorize (1) Assistant Director position and the Mental Health/Teen Court Coordinator Position beginning July 1, 2018.

ACTION REQUIRED / PROPOSED MOTION:

No action required at this time as proposal will be discussed during budget review hearing on February 6th 2018.

EMPLOYEE NAME	DEPT/DIV	WAGE AND BENEFIT REPORT EFFECTIVE JULY 1ST 2017	POSITION	HOURLY RATE	BENEFIT \$
WEBER RYAN M	33-01	JUVENILE DETENTION & REC.	11002	31.1300	64,750.40
					17,352.44
					17,580.60
					5,782.21
					52.80
					382.50
					938.88
					4,014.52
					Compensation Package
					TOTAL 93,854.35

WAGE AND BENEFIT REPORT EFFECTIVE JULY 1ST 2017

EMPLOYEE NAME	DEPT/DIV	POSITION	HOURLY RATE	BENEFIT \$
MCCRORY STEVE V	33-14	JUVENILE M.H. & TEEN CRT.	27.2200	56,617.60
				352.44
				17,693.16
				5,055.95
				52.80
				382.50
				820.96
				3,510.29
				Compensation Package
				TOTAL 84,485.70