



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS  
(JANUARY 30, 2018) (WEEK 5 OF 2018)**

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

Agenda and Minutes available at:  
[www.woodburycountyiowa.gov](http://www.woodburycountyiowa.gov)

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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held January 30, 2018 at **3:30 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.

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## **AGENDA**

**3:30 p.m.** 1. Board Administration – Dennis Butler  
Update on Tax Rate Report

<b>2. Budget Review Discussion for FY 2019</b>	<b>Page</b>
a. County Attorney	
1. Administration – General Basic	3-5
2. HIDTA Grant - #1 – Non-Tax	7
3. Edward Bryne Grant – General Basic	9
4. Juvenile Division – General Basic	10-11
5. County Attorney – Collections – General Basic	13
6. HIDTA Grant - #2 – Non-Tax	15
7. Jury & Witness Fees – General Supplemental	16
8. County Attorney Forfeiture – Non-Tax	19
6. County Fine Collections – Non-Tax	21
b. Discussion/Action of Wage Plan Salaries – All Funds	
c. County Sheriff	
1. LEC Correctional Facility – General Basic	10-12
d. Community/Economic Development – General Basic	4-7

**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 7 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 23, 2018 meeting
- 6. Approval of claims
- 7. Human Resources – Melissa Thomas  
Approval of Memorandum of Personnel Transactions

### **End Consent Agenda**

- |  |             |
|--|-------------|
| 8. Secondary Roads – Mark Nahra  |             |
| a. Receive update on PlyWood Trail project   | Information |
| b. Consider approval of completion certificate for hot mix asphalt levelers project for 2017                                       | Action      |
| c. Consider approval of completion certificate for PCC patching project for 2017   | Action      |
| d. Consider approval of an amendment to project agreement 11-1 with the Hungry Canyons Alliance for a stream stabilization project | Action      |

- |                                |   |             |
|--------------------------------|---|-------------|
| <b>4:45 p.m.</b><br>(Set time) | 9. County Sheriff – Dave Drew<br>Re: Public hearing and first reading for county ordinance allowing the Woodbury County Sheriff's Office to waive residency requirements for Reserve Peace Officers   | Action      |
|                                | 10. Community & Economic Development – David Gleiser<br>Approval to transfer ownership of the Sioux City Sue Trademark to the City of Sioux City and require the city to reimburse the county for any costs associated with preparing and filing the assignment with the U.S. Patent & Trademark Office | Action      |
|                                | 11. Building Services – Kenny Schmitz   |             |
|                                | a. Approval to reallocate a portion of the 2017 CIP B13-17 funds necessary to capture project expenses for the Trosper-Hoyt Master Control Security Electronics and Elevator Project  | Action      |
|                                | b. Approve the Trosper-Hoyt Master Control Security Electronics and Elevator Project  | Action      |
|                                | 12. Reports on Committee Meetings   | Information |
|                                | 13. Citizen Concerns  | Information |
|                                | 14. Board Concerns  | Information |

### **ADJOURNMENT**

## CALENDAR OF EVENTS

- 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
- THURSDAY, MARCH 1** 4:30 p.m. Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- MONDAY, MARCH 5** 6:00 p.m. Board of Adjustment meeting, First Floor Boardroom
- TUESDAY, MARCH 6** 4:45 p.m. Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., MARCH 7** 9:00 a.m. Loess Hills Alliance Stewardship Committee Meeting, Pisgah, Iowa
- 10:30 a.m. Loess Hills Alliance Executive Board Meeting
- 12:00 p.m. District Board of Health Meeting, 1014 Nebraska St.
- 1:00 p.m. Loess Hills Alliance Full Board Meeting
- THURSDAY, MARCH 8** 12:00 p.m. SIMPCO Board of Directors Meeting, 1122 Pierce St.

**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.*



# The Running Total: Current Tax Rates for FY 19

After January 23, 2018 Adjustment

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

+\$0.11

+\$0.01

Woodbury County: Rural Unincorporated  
\$10.01 / \$1,000

-\$0.36

-\$0.03

*Major actions: Approval of paramedic services funding, fund Soil Conservation \$36,000 using L.O.S.T., reduce Sheriff's Administration by \$2,500 and reduced Veteran Assistance \$5,000*

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

	<b>Tax Askings</b>					<b>Total Tax Asking Increase or (Decrease)</b>
	<b>General Basic</b>	<b>General Supplemental</b>	<b>County Services (MH)</b>	<b>Debt Service</b>	<b>Rural Basic</b>	
<b>December 19, 2017 - Starting Position</b>	1,288,319	677,623	1,122,432	(698,508)	(194,479)	2,195,387
<b>Total Starting Tax Asking</b>	1,288,319	677,623	1,122,432	(698,508)	(194,479)	2,195,387
<b>Changes:</b>						
<b>December 19, 2017</b>	0	0	0	0	0	0
<b>January 2, 2018</b>						
Deleted conservation Improve. Request	(155,568)					(155,568)
Adjusted Comm Center	1,733					1,733
Subtotal	(153,835)	0	0	0	0	(153,835)
<b>January 9, 2018</b>						
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:

	<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)
	<u>(65,178)</u>	0	0	0	0	<u>(65,178)</u>

**January 23, 2018**

Veteran Affairs - Assistance	(5,000)					(5,000)
Sheriff - Administration	(2,500)					(2,500)
Soil Conservation - L.O.S.T. funding					(36,000)	(36,000)
Moving Paramedics to new fund		(85,543)				(85,543)
Paramedic Funding - Plan 5 (approved)	121,905				121,905	243,810
Paramedic Funding - Plan 1 (not approved)					(121,861)	(121,861)
	<u>114,405</u>	<u>(85,543)</u>	0	0	<u>(35,956)</u>	<u>(7,094)</u>

**January 30, 2018**

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>
<b>February 6, 2018</b>						
<b>February 13, 2018</b>						
<b>February 20, 2018</b>						
<b>Subtotal - Increase or (Decrease)</b>	1,162,655	549,311	1,122,432	(698,508)	(330,435)	1,805,455

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 assessments 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.

Proposed Tax Asking After Adjustments by Review Date

<u>County Tax Fund</u>	<u>Proposed Tax Asking by Fund</u>	<u>1/2/2018</u>	<u>1/9/2018</u>	<u>1/16/2018</u>	<u>1/23/2018</u>	<u>1/30/2018</u>	<u>2/6/2018</u>	<u>2/13/2018</u>	<u>2/20/2018</u>	<u>Proposed Final Total</u>
General Basic	16,290,832	(153,835)	(21,056)	(65,178)	114,405					16,165,168
General Supplemental	11,997,393	0	(42,769)		(85,543)					11,869,081
County Services	2,929,287									2,929,287
Debt Service	1,267,267									1,267,267
Rural Basic Services	2,987,573		(100,000)		(35,956)					2,851,617
<b>Total</b>	<b>35,472,352</b>	<b>(153,835)</b>	<b>(163,825)</b>	<b>(65,178)</b>	<b>(7,094)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,082,420</b>

**JANUARY 23, 2018, FOURTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, January 23, 2018 at 2:30 p.m. Board members present were Ung, De Witt, Pottebaum, Radig and Taylor. Staff members present were Dennis Butler, Budget/Tax Analyst, Heather Satterwhite, Public Bidder, 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 De Witt to move an information item regarding Juvenile Detention reorganization to be heard prior to the item dealing with Paramedic Services. Carried 5-0.  
  
Motion by Taylor second by Ung to receive the Veteran Affairs Administration budget as submitted. Carried 5-0.  
  
Motion by Taylor second by De Witt to receive the Veteran Affairs IDVA Grant budget as submitted. Carried 5-0.  
  
Motion by Taylor second by Radig to receive the Veteran Affairs Assistance budget reduced by \$5,000. Carried 5-0.
- 2b. Motion by Taylor second by Radig to receive the Sheriff Uniform Patrol budget as submitted. Carried 5-0.  
  
Motion by Taylor second by Radig to receive the Sheriff Investigations budget as submitted. Carried 5-0.  
  
Motion by Taylor second by Radig to receive the Sheriff Drug Task Force – Federal Reimbursement budget as submitted. Carried 5-0.  
  
Motion by Taylor second by De Witt to postpone action to receive the Sheriff Correction Facility – LEC budget as submitted. Carried 5-0.  
  
Motion by Taylor second by Pottebaum to receive the Sheriff Administration budget reduced by \$2,500.00. Carried 5-0.  
  
Motion by Taylor second by Radig to receive the Sheriff Civil Division budget as submitted. Carried 5-0.  
  
Motion by Taylor second by Radig to receive the Sheriff Highway Safety Grant budget as submitted. Carried 5-0.  
  
Motion by Taylor second by Pottebaum to receive the Sheriff Crime Prevention budget as submitted. Carried 5-0.  
  
Motion by Taylor second by Pottebaum to receive the Sheriff Commissary budget as submitted. Carried 5-0.  
  
Motion by Radig second by Taylor to receive the Sheriff Courtroom Security budget as submitted. Carried 5-0.  
  
Motion by Radig second by De Witt to receive the Sheriff Courthouse Security budget as submitted. Carried. 4-1, Ung opposed.  
  
Motion by Radig second by Taylor to receive the Sheriff Uniform Patrol budget as submitted. Carried 5-0.  
  
Motion by Radig second by Pottebaum to receive the Sheriff Forfeiture budget as submitted. Carried 5-0.
- 2c. Motion by Taylor second by Pottebaum to receive the Hard Rock Gaming Fees Summary of Allocations budget, Sheriff's Training Center budget, Siouxland Regional Transit System budget and the Woodbury County Senior Meal Program budgets as submitted. Carried 5-0.
- 2d. Motion by Ung second by De Witt to receive the Infrastructure/Economic Development Summary of Allocations budget as submitted noting that Soil Conservation will be funded from Local Option Sales Tax in the amount of \$36,000. Carried 5-0.

Motion by Ung second by Taylor to receive the Infrastructure/Economic Development Ag Center, Siouxland Initiative, WIC Improvement Regional Housing, Western Iowa Tourism, Senior Comm. Service Action Agency of Siouxland, and Senior Comm. Service Action Agency of Siouxland budgets as submitted. Carried 5-0.

2e. Motion by Taylor second by De Witt to receive the Debt Service Fund budget as submitted 5-0. Carried.

14. Information was presented on a plan to de-authorize the Assistant Director position and the Mental Health/Teen Court Coordinator position beginning July 1, 2018. Copy filed.

2f. Motion by Taylor second by Radig to approve a plan to fund the Emergency Services Paramedics proposal. Carried 5-0. Copy filed.

John Winkel, Sergeant Bluff Mayor, spoke in support of the Emergency Paramedics plan.

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

Motion by De Witt second by Ung to receive for signatures the Garretson Drainage District election official canvass. Carried 5-0.

For the Garretson Drainage District, Sub-District #2, Election held on the 20<sup>th</sup> day of January, 2018: There were one thousand, four hundred, seventy-seven (1,477) ballots cast as follows:

- Ron Wood                      received              One hundred, ninety-seven (197) votes
- Jon Winkel, write-in      received              One thousand, two hundred, eighty (1,280) votes

We therefore declare Jon Winkel duly elected to the office of Garretson Drainage District Trustee for Sub-District #2 for a term of three years (2018, 2019, 2020).

Copy filed.

Motion by De Witt second by Radig to receive for signatures the Farmers Drainage District election official canvass. Carried 5-0.

For the Farmers Drainage District, Sub-District #2, Election held on the 20<sup>th</sup> day of January, 2018:

There were three thousand, three hundred and forty-three (3,343) ballots cast as follows:

- Todd Rand                      received              Three thousand, three hundred, forty-three (3,343) votes
- Scattered write-ins      received              Zero (0) votes

We therefore declare Todd Rand duly elected to the office of Farmers Drainage District Trustee for Sub-District #2 for a term of three years (2018, 2019, 2020).

Copy filed.

3. There were no citizen concerns.

4. Motion by Taylor second by De Witt to approve the agenda for January 23, 2018. Carried 5-0. Copy filed.

Motion by Radig second by De Witt to approve the following items by consent:

5. To approve minutes of the January 16, 2018 meeting. Copy filed.

To approve minutes of the January 18, 2018 special meeting. Copy filed.

- 6. To approve the claims totaling \$290,912.43. Copy filed.
- 7a. To approve the reclassification of McKenzie Stoos, Clerk II, County Treasurer Dept., effective 02-01-18, \$16.77/hour, 4.5%=\$.74/hour. Per AFSCME Courthouse Contract agreement, from Grade 3/Step 1 to Grade 3/Step 2.; the reclassification of Joel Bertrand, P/T Courthouse Safety & Security Officer, County Sheriff Dept., effective 02-04-18, \$20.56/hour, 10.7%=\$1.99/hour. Per Wage Comparability with AFSCME Courthouse Contract, from Grade 3/Step 4 to Grade 3/Step 5; and the reclassification of Kelly Hansen, Service Officer, Veteran Affairs Dept., effective 02-04-18, \$21.95/hour, 5%=\$1.07/hour. Per Wage Plan Comparability with AFSCME Courthouse Contract, from Grade 5/Step 3 to Grade 5/Step 4. Copy filed.

To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Senior Clerk – DNR, County Treasurer Dept., AFSCME Courthouse: \$17.62/hour. Copy filed.

- 8a. To approve and authorize the Chairperson to sign a Resolution setting the public hearing date and sale date of parcel #894723384002, 3320 Parkland Place.

**RESOLUTION #12,681  
NOTICE OF PROPERTY SALE**

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

**Lot 3 and Northerly Part of Lot 4 being 15 feet on Northwesternly 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 **6<sup>th</sup> 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 **6<sup>th</sup> 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.

Dated this 23<sup>rd</sup> Day of January, 2018.  
 WOODBURY COUNTY BOARD OF SUPERVISORS  
 Copy filed.

- 8b. To approve and authorize the Chairperson to sign a Resolution setting the public hearing date and sale date of parcel #894720434003, 29 17<sup>th</sup> St.

**RESOLUTION #12,682  
NOTICE OF PROPERTY SALE**

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 19<sup>th</sup> Street (Except W 30 feet of S 50 feet), Part of vacated 18<sup>th</sup> 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 19<sup>th</sup> Street, vacated street between Blocks 5 & 7, and all of Block 7 in Gilman Terrace Addition**



(29 17<sup>th</sup> Street)

**NOW THEREFORE,**

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

1. That a public hearing on the aforesaid proposal shall be held on the **6<sup>th</sup> 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 **6<sup>th</sup> 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.

Dated this 23<sup>rd</sup> Day of January, 2018.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

9. To receive the Auditor's Quarterly Report for the 4<sup>th</sup> Quarter ending 12-31-17. Copy filed.
10. To approve the above ground utility permits for Black Hills Energy. Copy filed.

Carried 5-0.

11. Motion by Radig second by Ung to receive for signatures a Resolution Woodbury County Freedom Rock Proclamation. Carried 5-0.

**WOODBURY COUNTY FREEDOM ROCK PROCLAMATION  
RESOLUTION #12,683**

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 19<sup>th</sup> of each year be designated as Woodbury County Freedom Rock Day.

DATED this 23rd day of January, 2018.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

12. Motion Radig second by Ung to approve de-authorize the Building Services Energy, Project, and Construction Manager position and approve "Building Services Environmental, Project and Energy Management Supervisors" position and authorize to begin the hiring process. Carried 5-0. Copy filed.
- 13a. Motion by Radig second by De Witt to approve the plans for project #L-B(V842)—73-97. Carried 5-0. Copy filed.
- 13b. Motion by Radig second by De Witt to approve the plans for project #STP-CO97(134)—5E-97. Carried 5-0. Copy filed.
- 13c. Bid letting was held for project #L-B(L77)—73-97 and #L-B(L78)—73-97. The bids are as follows:  

Dixon Construction, Correctionville, IA	\$447,865.38
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Motion by Radig second by De Witt to receive bids for project #L-B(L77)—73-97 and L-B(L78)—73-97 and submit them to Secondary Roads for review and recommendation. Carried 5-0. Copy filed.
15. Board members gave reports on their committee meetings.
16. There were no citizen concerns.
17. Board concerns were heard.

The Board adjourned the regular meeting until January 30, 2018.

Meeting sign in sheet. Copy filed.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: January 30, 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
Lewis, Jake	Juvenile Detention	1-24-18	P/T Youth Worker			S	Resignation.
Pettigrew, Georgeann	County Treasurer	2-05-18	Clerk II	\$18.57/hour	0%	T	Position Transfer from Building Services Clerk II to Treasurer Clerk II.

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 30, 2018

For the January 30, 2018 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

1. Juvenile Detention P/T Youth Worker, Resignation.
2. Building Services Clerk II, Position Transfer to Treasurer Clerk II.

Thank you

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

Date: 1/24/2018 Weekly Agenda Date: 1/30/2018

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

**WORDING FOR AGENDA ITEM:**

Receive update on PlyWood Trail project

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

Jeff Schug from McClure Engineering will provide an update for the Board of Supervisors on the PlyWood Trail project progress.

**BACKGROUND:**

While Woodbury County has no physical portion of the trail within its area of responsibility, the project to build a bicycle/pedestrian trail connecting Sioux City and Woodbury County to Plymouth County and communities along US 75 to the city of LeMars is a project of regional significance. Mr. Schug has offered to update the board on the progress of the project to date and answer any questions.

**FINANCIAL IMPACT:**

There is no financial 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:**

No action needed.

**ACTION REQUIRED / PROPOSED MOTION:**

No action needed.

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

Date: 1/24/2018 Weekly Agenda Date: 1/30/2018

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

**WORDING FOR AGENDA ITEM:**

Consider approval of completion certificate for hot mix asphalt levelers project for 2017.

**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:**

The county approved a contract with Knife River Midwest on 10/03/2017 to construct hot mix asphalt leveling patches at various locations on the paved road system.

**BACKGROUND:**

The project was completed in late November. The work was done within compliance with county standards. The total contract amount for the project was \$75,346.34.

**FINANCIAL IMPACT:**

This project was funded with local secondary road funds.

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

Yes  No

**RECOMMENDATION:**

I recommend the Board approve, accept and certify the completed project.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the certificate of completion for HMA Levelers - 2017 with Knife River Midwest of Sioux City, Iowa for \$75,346.34.

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

PROJECT NO. HMA Levelers 2017

This is certify that work covered by contract entered into with

**Knife River Midwest LLC**

**of Sioux City, Iowa under the date of October 03, 2017**

Hot Mix Asphalt Levelers at various locations in Woodbury County

Contract Amount: **\$75,346.34**

in Woodbury County was completed in accordance with the plans and specifications  
therefore, and in a satisfactory manner on **November 27, 2017**

January 30, 2018 By \_\_\_\_\_  
Date County Engineer

Approved: Board of Supervisors  
Woodbury County, Iowa

January 30, 2018 By \_\_\_\_\_  
Date Chairperson

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

Date: 1/24/2018 Weekly Agenda Date: 1/30/2018

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

**WORDING FOR AGENDA ITEM:**

Consider approval of completion certificate for PCC patching project for 2017.

**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:**

The county approved a contract with Ten Point Construction on 8/22/2017 to construct portland cement concrete (PCC) patches at various locations on the paved road system.

**BACKGROUND:**

The project was completed in late November. The work was done within compliance with county standards. The total contract amount for the project was \$65,389.00.

**FINANCIAL IMPACT:**

This project was funded with local secondary road funds.

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

Yes  No

**RECOMMENDATION:**

I recommend the Board approve, accept and certify the completed project.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the certificate of completion for PCC Patching - 2017 with Ten Point Construction of Denison, Iowa for \$65,389.00.



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

PROJECT NO. P.C.C. Patching 2017

This is certify that work covered by contract entered into with

**Ten Point Construction**

**Of Denison, Iowa under the date of August 22, 2017**

PCC Patching at various locations in Woodbury County

Contract Amount: **\$65,389.00**

in Woodbury County was completed in accordance with the plans and specifications  
therefore, and in a satisfactory manner on **November 15, 2017**

January 30, 2018 By \_\_\_\_\_  
Date County Engineer

Approved: Board of Supervisors  
Woodbury County, Iowa

January 30, 2018 By \_\_\_\_\_  
Date Chairperson

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

#8d

Date: 1/24/2018 Weekly Agenda Date: 1/30/2018

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

**WORDING FOR AGENDA ITEM:**

Consider approval of an amendment to project agreement 11-1 with the Hungry Canyons Alliance for a stream stabilization project.

**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:**

Woodbury County has submitted a successful application for a Hungry Canyons Alliance Grant to assist with construction of a drop inlet project. An amendment to the agreement is necessary.

**BACKGROUND:**

The county road department filed an application to Hungry Canyons Alliance for assistance with the cost of a drop inlet to be constructed as part of a rehabilitation project let to contract as LC-07(7) on county road D54 east of Oto. The project is under contract with Dixon Construction for \$168,544.75.

**FINANCIAL IMPACT:**

The overall culvert replacement project is funded with local secondary road funds. The Hungry Canyons grant offsets \$30,000 of the structure cost.

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

Yes  No

**RECOMMENDATION:**

Recommend that the board approve the project amendment with the Hungry Canyons Alliance for a new completion date of December 31, 2018, and direct the chair to sign the agreement.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion that the board approve the project amendment with the Hungry Canyons Alliance for a new completion date of December 31, 2018, and direct the chair to sign the agreement.

HUNGRY CANYONS ALLIANCE  
FUNDS: State  
PROJECT AGREEMENT NO: 11-1  
Woodbury County, Dutch Creek Tributary

**HUNGRY CANYONS ALLIANCE**  
**AMENDMENT NO. 6 TO PROJECT AGREEMENT**

Section D. is hereby changed to read as follows:

1. All work under this agreement will be completed by December 31, 2018.

All other items remain the same.

**WOODBURY COUNTY BOARD OF SUPERVISORS**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**HUNGRY CANYONS ALLIANCE**

BY: \_\_\_\_\_

HCA Chairman

DATE: \_\_\_\_\_

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

#9

Date: 01.23.2018 Weekly Agenda Date: 01.30.2018

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Sheriff Dave Drew

**WORDING FOR AGENDA ITEM:**

Public hearing and first reading for County ordinance allowing the Woodbury County Sheriff's Office to waive residency requirements for Reserve Peace Officers.

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

Public hearing and first reading for county ordinance allowing the Woodbury County Sheriff's Office to waive residency requirements for Reserve Peace Officers.

**BACKGROUND:**

Iowa Admin Code 501-10.100(1) allows Iowa counties that border other states have a county ordinance allowing out of state residents to become members of Iowa county Reserve Deputy programs. Woodbury County borders Nebraska and South Dakota and receives Reserve Deputy applications from qualified out of state residents. Our waiver allowing for out of state residents expires this spring.

**FINANCIAL IMPACT:**

None.

**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:**

Public hearing and first reading for county ordinance allowing the Woodbury County Sheriff's Office to waive residency requirements for Reserve Peace Officers.

**ACTION REQUIRED / PROPOSED MOTION:**

Discussion and action on approval of first reading for county ordinance allowing the Woodbury County Sheriff's Office to waive residency requirements for Reserve Peace Officers.

**WOODBURY COUNTY, IOWA**

ORDINANCE NO. \_\_\_\_\_

**TITLE:** An ordinance allowing the Woodbury County Sheriff’s Office to waive residency requirements for Reserve Peace Officers.

**WHEREAS** the Woodbury County Board of Supervisors finds that reserve peace officers are a vital part of the Woodbury County Sheriff’s Office

**WHEREAS** Woodbury County is uniquely located on the border with two states, with populated areas on each side of the border

**WHEREAS** many adjoining counties do not offer reserve peace officer programs

**WHEREAS** residents of these counties have expressed interest in serving their community through a reserve peace officer program.

**BE IT ENACTED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA:**

**SECTION 1.** The Woodbury County Sheriff’s Office is authorized to waive the residency requirement for reserve police officers on a case by case basis, as defined in Iowa Admin, Code § 501-10.100(1).

**SECTION 2.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 3.** Should any section, phrase or provision of this ordinance be declared invalid or unconstitutional by a court of competent jurisdiction, that decision shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid or unconstitutional.

**SECTION 4.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

This Ordinance passed and approved by the Board of Supervisors of Woodbury County, Iowa, on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

First Hearing: \_\_\_\_\_

Second Hearing: \_\_\_\_\_

Third Hearing: \_\_\_\_\_

WOODBURY COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Rocky De Witt, Chair

ATTEST:

\_\_\_\_\_  
Matthew Ung, Member

\_\_\_\_\_  
Patrick Gill, County Auditor

\_\_\_\_\_  
Marty Pottebaum, Member

\_\_\_\_\_  
Keith Radig, Member

\_\_\_\_\_  
Jeremy Taylor, Member

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

**#10**

Date: 1/24/18

Weekly Agenda Date: 1/30/18

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** David Gleiser, CED Director

**WORDING FOR AGENDA ITEM:**

Sioux City Sue Trademark

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

This item provides the Board of Supervisors with an update on the Sioux City Sue trademark owned by Woodbury County and provides a recommendation on its future use and ownership.

**BACKGROUND:**

In 2007, with the support of the Board of Supervisors, the Woodbury County Rural Economic Development Department successfully trademarked "Sioux City Sue" with the U.S. Patent & Trademark Office (USPTO) for promoting the public awareness of local organic food production. Shortly thereafter, a logo was designed which integrated the trademark with the intent to use these items as a brand for local organic food producers to market and sell their goods under the county owned Sioux City Sue label. The concept was unsuccessful and the trademark and logo have since gone unused. The trademark is now up for renewal and the deadline to file is 2/21/2018. The cost of filing the current renewal would be \$825. This renewal is filed between the 5th and 6th year anniversary of the registration. Another renewal would be due at the 10-year anniversary (by February 21, 2022) and would cost \$1100. The mark would then not need to be renewed again until 10 years after that.

The Sioux City Council has recently expressed interest in painting the 3-million gallon water storage tank in Singing Hills with some reference to the popular 1945 song Sioux City Sue. This idea is meant to play on the Singing Hills corridor where the tank is located. City and county staff have been in discussion about how we can work together to facilitate the use of the Sioux City Sue trademark on the tower.

I have contacted the Patent Attorney who helped us establish the trademark and she provided the following info: "You could allow the city to use the mark through a license. You could charge them a royalty for this license or you could make it royalty-free – it is up to you. Even if you do not charge them I would recommend a license as if you allow them to use the mark without a license you could potentially lose your trademark rights. You would not need to file this license with the USPTO. Our estimate for preparing a license would be \$300-\$400. If you wish to transfer ownership of the mark to the city (i.e. assign the mark) I would recommend waiting to do so until after you renew unless you assign it fairly quickly as the renewal is coming up due in less than a month and needs to be filed in the name of the current owner. The assignment should be filed with the USPTO. The estimated cost of us preparing and filing the assignment with the USPTO would be \$300-\$400."

**FINANCIAL IMPACT:**

Potentially \$0 - \$1,225 (\$825 renewal + \$400 assignment)

**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:**

As the Community & Economic Development Department has no use for the trademark, I recommend that we transfer ownership of the mark to the City of Sioux City and require the city to reimburse the county for any costs associated with preparing and filing the assignment with the U.S. Patent & Trademark Office.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to transfer ownership of the mark to the City of Sioux City and require the city to reimburse the county for any costs associated with preparing and filing the assignment with the U.S. Patent & Trademark Office.



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

#11a

Date: 1/25/2018

Weekly Agenda Date: 1/30/2018

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

**WORDING FOR AGENDA ITEM:**

CIP Funding Reallocation

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

A portion of the LEC Intake Project funding allocated and borrowed for in the 2017 CIP (CIP# B13-17) could now be reallocated to other projects rather than allocating and/or borrowing additional funds for the 2018 CIP Budget. The utilization of the 2017 funds (approximately \$878,250 available) would substantially reduce anticipated requests for the 2018 CIP.

An ideal example of such a project reallocation would be the Trospen-Hoyt Master Control & Elevator Project which has just received competitive bids, and was previously slated for the 2018 CIP Budget.

**BACKGROUND:**

On January 13, 2018 the Board of Supervisors discussed and reviewed thoughts relative to a future Law Enforcement Intake Project and associated projects that may follow it.

Recent detention inmate populations showed improved signs based on a consistent decrease in numbers as reported by the Sheriffs Office.

Being fiscally responsible the Supervisors determined it would continue to table the Intake Project.

2017 CIP B13-17 incurred project fund expenditures for Architectural Design fees however a large portion of the fund will not be utilized in the near future.

**FINANCIAL IMPACT:**

Reallocation of CIP Funds reducing future borrowing

**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:**

Buildings Services recommends reallocating project funds when it is identified by the Finance Director that it is fiscally prudent to do so. Reallocate necessary funds from the 2017 CIP B13-17 to Trospen Hoyt Master Control Security Electronics & Elevator Project.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to reallocate a portion of the 2017 CIP B13-17 funds necessary to capture project expenses for the Trospen-Hoyt Master Control Security Electronics & Elevator Project.

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

#11b

Date: 1/23/2018

Weekly Agenda Date: 1/30/2018

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

**WORDING FOR AGENDA ITEM:**

Trosper Hoyt Master Control Security Electronics & Elevator Project

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Favorable bids have been received for the Trosper-Hoyt Master Control & Security Electronics & Elevator Project. The timeliness of the project for the Master Control Security Electronics upgrade has proven to be very important. Last week the current system experienced a failure with the security digital recording equipment. The failure placed the County in a very uncomfortable position. Since contractor bids had already been received Accurate Controls was contacted by Goldberg Group Architects to question if Accurate could be of some assistance even though they have not been awarded a contract. Accurate agreed to provide a "loaner" digital recorder at no charge to the County with the understanding the project had not been approved by the Board of Supervisors and may or may not transpire. Accurate over-nighted the equipment and it was received on Friday morning. Loaning the expensive equipment was a very respectful step forward toward building a quality relationship. Upgrading the security electronics system sooner than later has now become very important and the recent failure solidifies the necessity of the project. The Elevator Project bids were also favorably received. The importance of upgrading the elevators was brought to the for-front in 2017 when a main motor failed. Motor parts were obsolete so it was determined to have the motor repaired. After review it was deemed non-repairable. A decommissioned unit was located and installed to get the elevator running.

**BACKGROUND:**

- 1/16/2018- Bids were received for the Trosper Hoyt Master Control & Elevator Project  
A public hearing was held on the Trosper Hoyt Master Control & Elevator Project
- 12/19/2017- Board sets time to receive and open bids for the Trosper Hoyt Master Control & Elevator Project  
Board sets date for Public Hearing to take place January 16th, 2018 4:45 pm
- 12/05/2017- Board approved plans, specifications, and authority to seek bids for a re-designed project scope- Trosper Hoyt Master Control & Elevator Project.
- 9/5/2017- Board Receives Bids for Trosper Hoyt Security Electronics & Door Replacements; bids received exceeded cost estimates/ projections and a bid was not awarded due to project funding limitations.
- 7/25/2017- Board approves plans, specifications, and authority to receive bids for the Trosper Hoyt Security Electronics and Detention Door Replacement Project.
- 1/17/2017- Board approves Construction contract with Baker Group for Trosper Hoyt.
- 1/10/2017- Board approves design contract with Goldberg Group Architects for the Trosper Hoyt Security Electronics and Door Replacement Project.

**FINANCIAL IMPACT:**

2017 CIP Project (Elevators) B13-17- reallocated  
Schumacher Elevator- \$308,758.00  
Schumacher Alternate #2- \$24,000.00  
Rasmussen Mechanical- \$70,017.00  
Goldberg Group Architects- \$28,600.00  
Baker Group- \$37,877.50 (shared Baker/ Woodbury construction management- Baker contract fee reduced to10%)  
Sub-Total- \$445,252.50  
Contingency (5%)- \$22,262.00  
Elevator Project Total= \$491,514.00

2017 CIP Project (Master Control Security & Electronics) C10-17  
Accurate Controls- \$244,500.00  
Alternate #1- \$26,675.00  
Goldberg Group Architects- \$13,955.35 (total fee= \$66,000.00---2016 CIP C4-16 \$52,044.65)  
Baker Group- \$40,676.00  
Sub-Total- \$325,806.00  
Contingency (5%)- \$16,290.00  
Master Control Upgrade Project Total = \$342,096.00

TOTAL PROJECT= \$833,610.00

**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 authorization and approval of the Trospen-Hoyt Master Control Security Electronics and Elevator Project as bid with contingencies, and outlined within financial impact above.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the Trospen Hoyt Master Control Security Electronics and Elevator Project, competitive bids, & contingency funds as outlined within "financial impact" above.