



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(FEBRUARY 27, 2018) (WEEK 9 OF 2018)**

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

Agenda and Minutes available at:
www.woodburycountyiowa.gov

Rocky L. De Witt 253-0421 rdewitt@woodburycountyiowa.gov	Marty J. Pottebaum 251-1799 mpottebaum@woodburycountyiowa.gov	Keith W. Radig 560-6542 kradig@woodburycountyiowa.gov	Jeremy J. Taylor 259-7910 jtaylor@woodburycountyiowa.gov	Matthew A. Ung 490-7852 matthewung@woodburycountyiowa.gov
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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held February 27, 2018 at **4:30 p.m.** in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

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

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

4:30 p.m. Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence

- | | |
|---------------------------|-------------|
| 1. Citizen Concerns | Information |
| 2. Approval of the agenda | Action |

Consent Agenda

Items 3 through 9 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.

3. Approval of the minutes of the February 20, 2018 meeting
4. Approval of claims
5. County Auditor – Patrick Gill
Receive the appointment Kristen Meins as Rock Township Clerk
6. Board Administration/Public Bidder – Heather Satterwhite
Approval of Notice of Property Sale Resolution for Parcel #894721355022 (aka 1615 Pierce Street) setting for Tuesday, March 13th at 4:35

7. Human Resources – Melissa Thomas
 - a. Approval of Memorandum of Personnel Transaction
 - b. Authorization to Initiate Hiring Process
 - c. Approval of reclassification of the Sheriff Department’s Clerk II to a Senior Clerk.
8. Board Administration – Karen James
 - a. Approval of resolution for a petition for suspension of taxes through the redemption process for S.C.
 - b. Approval of resolution for a tax suspension for S.M.
9. Board of Supervisors – Jeremy Taylor

Approval of public notice of Courthouse 100-Year Celebration in county newspapers

End Consent Agenda

- | | | |
|--------------------------------|--|--|
| 4:35 p.m.
(Set time) | 10. Board Administration – Heather Satterwhite <ol style="list-style-type: none"> a. Public hearing and sale of property parcel #894729136007 (aka 511 Center Street) | Action |
| | 11. Board Administration – Dennis Butler <p>Update on Tax Rate Report</p> | Information |
| | 12. County Sheriff – Dave Drew <ol style="list-style-type: none"> a. Approval of CIP request to pay the claim from Electronic Engineering for alarming three (3) buildings at Prairie Hill b. Approval of CIP request to pay for the upgrade and installation of Cambium PTP670 wireless link between the new Sheriff’s Office Training Center at Prairie Hill and the WIT Tower | Action
Action |
| | 13. Building Services – Kenny Schmitz <p>Approval of contract addendums with Baker Group for the Courthouse HVAC Project #1, Trosper-Hoyt Juvenile Detention Master Control and Security Project and the Trosper Hoyt Elevators Project</p> | Action |
| | 14. Secondary Roads – Mark Nahra <ol style="list-style-type: none"> a. Consider approval of a federal aid project agreement for project number BROS CO97(133)—5F-97 b. Consider approval of contract for bridge inspection contract for 2018 c. Approval of the certificate of completion for project L-M208—73-97 with Midwest Contracting for \$127,366 d. Approval of the certificate of completion for Pavement Marking 2017 with Vogel Traffic Services for \$84,791.30 e. Approval of the certificate of completion for project L-B(W107)—73-97 with Graves Construction for \$437,110.28 f. Consider bids for project number M-W73--73-97 | Action
Action
Action
Action
Action
Action |
| | 15. Reports on Committee Meetings | Information |
| | 16. Citizen Concerns | Information |
| | 17. Board Concerns | Information |

ADJOURNMENT

CALENDAR OF EVENTS

- MONDAY, FEB. 26** **6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom
- TUESDAY, FEB. 27** **1:00 p.m.** Sioux Rivers Regional Governance Board Meeting, Plymouth County Courthouse Annex Building, 215 4th Ave. S.E., Le Mars, Iowa
- THURSDAY, MARCH 1** **4:30 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- FRIDAY, MARCH 2** **10:00 a.m.** SIMPCO Membership Workshop, Western Iowa Tech
- 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** **4:30 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WED., MARCH 14** **8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- 6:30 p.m.** 911 Service Board Meeting, Public Safety Center, Climbing Hill
- 8:00 p.m.** County's Mayor Association Meeting, Public Safety Center, Climbing Hill
- THURSDAY, MARCH 15** **4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- WED., MARCH 21** **12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- MONDAY, MARCH 26** **6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom
- THURS., MARCH 29** **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.

FEBRUARY 20, 2018, EIGHTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, February 20, 2018 at 4:00 p.m. Board members present were Ung, De Witt, Radig, Taylor, and Pottebaum. 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. Motion by Radig second by De Witt to go into closed session per Iowa Code Section 21.5(1)(c). Carried 5-0 on a roll-call vote.

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

Motion by Radig second by De Witt to authorize the engagement of legal representation for a former employee named in a claim against the county. Carried 5-0.

- 2. Dennis Butler provided an update on the proposed tax rate. Copy filed.

- 3a. Motion by Radig second by Taylor to approve moving a proposed expenditure for Courthouse Security Equipment of \$60,153.00 out of the general budget to the CIP budget. Carried 5-0.

- 13a. A public hearing was held at 4:35 p.m. for the sale of parcel #894735205001, 317 S. Mulberry St. The Chairperson called on anyone wishing to be heard.

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

Motion by Radig second by Ung to approve and authorize the Chairperson to sign a Resolution for the sale of real estate parcel #894735205001, 317 S. Mulberry St., to Duane and Jenny Clark, 415 S. Mulberry St., Sioux City, IA, for \$169.00 plus recording fees. Carried 5-0.

**RESOLUTION OF THE BOARD
OF SUPERVISORS OF WOODBURY COUNTY, IOWA
RESOLUTION #12,693**

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

By Duane A. Clark and Jenny M. Clark in the sum of One Hundred Sixty-Nine Dollars & 00/100 (\$169.00)-----dollars.

For the following described real estate, To Wit:

Parcel #894735205001

**Lot 15 Block 3 Hedges Table 3rd Addition to Sioux City, Woodbury County, Iowa
(317 S. Mulberry 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 20th Day of February, 2018.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 13b. A public hearing was held at 4:37 p.m. for the sale of parcel #894721355022, 1615 Pierce 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 Radig second by De Witt to postpone action to approve and authorize the Chairperson to sign a Resolution for the sale of real estate parcel #894721355022, 1615 Pierce St. Carried 5-0.

- 3b. Motion by Taylor second by Radig to increase the County Services – Mental Health budget by \$204,353.00. Carried 4-1; Pottebaum opposed.

Motion by Radig second by Taylor to reduce the proposed debt service levy by \$241,718.00. Carried 5-0.

- 3c. Motion by Taylor second by Pottebaum to set a public hearing to exceed the cap on the general basic fund and a public hearing for the budget for 4:45 PM on March 13th, 2018. Carried 5-0.

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

- 4. There were no citizen concerns.
- 5. Motion by Taylor second by De Witt to approve the agenda for February 20, 2018. Carried 5-0. Copy filed.

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

- 6. To approve minutes of the February 13, 2018 meeting. Copy filed.
- 7. To approve the claims totaling \$398,283.66. Copy filed.
- 8. To approve and authorize the Chairperson to sign a Resolution setting the public hearing date and sale date of parcel #894729176014, 419 Isabella St.

RESOLUTION #12,691
NOTICE OF PROPERTY SALE

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

The South ten feet of Lot 5 and the North 20 feet of Lot 6, all in Block 13 of Tredway’s Addition, City of Sioux City, Woodbury County, Iowa (419 Isabella 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 March, 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 March, 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 \$213.00** plus recording fees.

Dated this 20th Day of February, 2018.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

9. To approve the appointment of Christopher Kim, Sheriff Reserve Officer, County Sheriff Dept., effective 01-01-18, \$1.00/year. Per Iowa Code 80D.11. Copy filed.
10. To receive the appointment of Terry Johnson, 92 Cedar St., Lawton, IA, to the Lawton City Council. The appointment was made on February 6, 2018, to fill the position previously held by Mike Frolkey, until the next regular election. Copy filed.
11. To approve and authorize the Chairperson to sign a Resolution approving petition for suspension of taxes for Steve Sorenson, parcel #884706136006, 3326 4th Ave., Sioux City.

**WOODBURY COUNTY, IOWA
RESOLUTION #12,692
RESOLUTION APPROVING PETITION FOR SUSPENSION OF TAXES**

WHEREAS, Steven C. Sorenson, is the titleholder of property located at 3326 – 4th Ave., Sioux City, Woodbury County, Iowa, and legally described as follows:

Parcel # 8847 06 136 006

HENRIETTA PLACE LOT 23 BK 9 E 2 FT L OT 24 BK 9

WHEREAS, Steven C. Sorenson, is the titleholder of the aforementioned property have petitioned the Board of Supervisors for a suspension of taxes pursuant to the 2017 Iowa Code section 427.9, and

WHEREAS, the Board of Supervisors recognizes from documents provided that the petitioner is unable to provide to the public revenue; and

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby grants the request for a suspension of taxes, and hereby directs the Woodbury County Treasurer to so record the approval of this tax suspension for this property.

SO RESOLVED this 20th day of February, 2018.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

12. To approve the appointment of Mark Monson and Shelly Sorensen to the Community Action Agency of Siouxland Board. Copy filed.

Carried 5-0.

- 14a. Motion by Taylor second by Pottebaum to rescind the previous January 16 request from the Board of Supervisors to Judge Hoffmeyer for an opt-out provision as it relates to allowing the carrying of weapons on certain floors of the Woodbury County Courthouse. Carried 3-2 on roll-call vote; Radig and Ung were opposed. Copy filed.
- 14b. Motion by Taylor second by Pottebaum to approve change and language to the employee handbook prohibiting employees from carrying firearms while court is in session or as long as security is provided by courthouse security. Carried 3-2; Radig and Ung opposed. Copy filed.

15a. Motion by De Witt second by Pottebaum to approve the certificate of completion for project #RC-CO97(130)—9A-97, PCC pavement replacement on Port Neal Circle with Godberson Smith Construction Company. Carried 5-0. Copy filed.

15b. Motion by Radig second by Taylor to approve the contract and bond for projects #L-B(L77)—73-97 and #L-B(L78)—73-97 with Dixon Construction, Inc. for \$225,231.80 and \$225,543.58. Carried 5-0. Copy filed.

15c. Motion by De Witt second by Taylor to approve the final pay voucher for project #ER-CO97(125)—58-97. Carried 5-0. Copy filed.

15d. Bid letting was held for PCC Crushing 2018. The bids are as follows:

CAP Recycling, Mapleton, IA	\$121,175.00
Schmillen Construction, Marcus, IA	\$156,000.00

Motion by Radig second by Pottebaum to award the bid for PCC Crushing 2018 to CAP Recycling, Mapleton, IA, for \$121,175.00. Carried 5-0. Copy filed.

15e. Bid letting was held for project #L-B(V842)—73-97. The bids are as follows:

Dixon Construction, Correctionville, IA	\$175,677.40
Graves Construction, Spencer, IA	\$193,400.72
Nelson & Rock, Onawa, IA	\$178,288.90

Motion by Radig second by Pottebaum to receive the bids for project #L-B(v842)—73-97 and submit them to the county engineer for review and recommendation. Carried 5-0. Copy filed.

16a. A quarterly update on Rural Comprehensive Planning Project was presented by David Gleiser, Community Economic Development Director. Copy filed.

16b. A quarterly update on SIMPCO City/County Membership dues project was presented by David Gleiser, Community Economic Development and Michelle Bostinellos, SIMPCO Director. Copy filed.

17a. Motion by De Witt second by Radig to approve valve & actuator replacements for a cost not to exceed \$28,406.00. Carried 5-0. Copy filed.

Motion by Taylor second by Ung to utilize funds from CIP B13-17. Carried 5-0. Copy filed.

17b. Motion by Radig second by Taylor to approve repairs with Star Controls for \$11,562.00. Carried 5-0. Copy filed.

Motion by Radig second by Taylor to approve HVAC study with Resource Consulting Engineers for \$11,000.00. Carried 5-0. Copy filed.

18. Information presented by Keith Radig, Board of Supervisor, on scoring system for CIP projects. 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 February 27, 2018.

Meeting sign in sheet. Copy filed.

WOODBURY COUNTY
SIOUX CITY, IOWA 51101

Office of Commissioner of Elections

620 DOUGLAS ST., ROOM 103

Patrick F. Gill
Commissioner
Phone 712-279-6465
Fax 712-279-6629
pgill@woodburycountyiowa.gov

Steve Hofmeyer
Deputy Commissioner
Phone 712-279-6465
Fax 712-279-6629
shofmeyer@woodburycountyiowa.gov

To: Board of Supervisors

From: Patrick F. Gill, Auditor/Recorder & Commissioner of Elections *BN*

Date: February 22, 2018

Re: Rock Township Clerk Appointment

Please receive the appointment of Kristen Meins, 4586 210th St, Cushing, IA, as Rock Township Clerk. The appointment was made on February 11, 2018, to fill the position previously held by Gary Sobieski, until the next regular election.

NOTICE OF APPOINTMENT TO FILL A VACANCY

TO: Patrick F. Gill, Woodbury County Auditor/Recorder & Commissioner of Elections

From: Rock Township School/City/Township/
Jason Meins - temp Clerk Extension/Soil & Water
Secretary/Clerk
2-11-18 Date

This is to notify you and the Board of Supervisors of Woodbury County that the following person has been appointed until the next regular/general election:

For the office of Rock Township Clerk
Name Kristen Meins
Address 4586 210th St.
City/Zip Cushing, IA 51018
Date of appointment 2-11-18

This appointment is to fill the office previously held by:

Mary Sobiecki by Jason Meins
(Name of previous official)

due to Garys death Jason Meins has stepped up to the clerk job. The trustees have appointed Kristen Meins as Clerk of Rock Township.

RESOLUTION #**NOTICE OF PROPERTY SALE****Parcels #894721355022**

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

**The South 40 feet of Lot 1 in Block 9 Higmans Addition to Sioux City, in the County of Woodbury and State of Iowa
(1615 Pierce 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 **13th Day of March, 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 **13th Day of March, 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 \$326.00** 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 27th Day of February, 2018.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Rocky De Witt, Chairman

REQUEST FOR MINIMUM BID

Name: Danny Robinson Date: 6/2/16
Address: 1515 Goldie Ave Phone: 281-8972

Address or approximate address/location of property interested in:

1615 Pierce St.

GIS# 894721355022

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

Legal Description:

The South 40 feet of quarter block 1, in Block 9 Higmans Addition to Sioux City, in the County of Woodbury, State of Iowa

Tax Sale #/Date: 945 6/18/2012 Parcel # 245670

Tax Deeded to Woodbury County on: 1/18/2018

Current Assessed Value: Land \$19,100 Building 0 Total \$19,100

Approximate Delinquent Real Estate Taxes: \$3,265

Approximate Delinquent Special Assessment Taxes: \$43,459

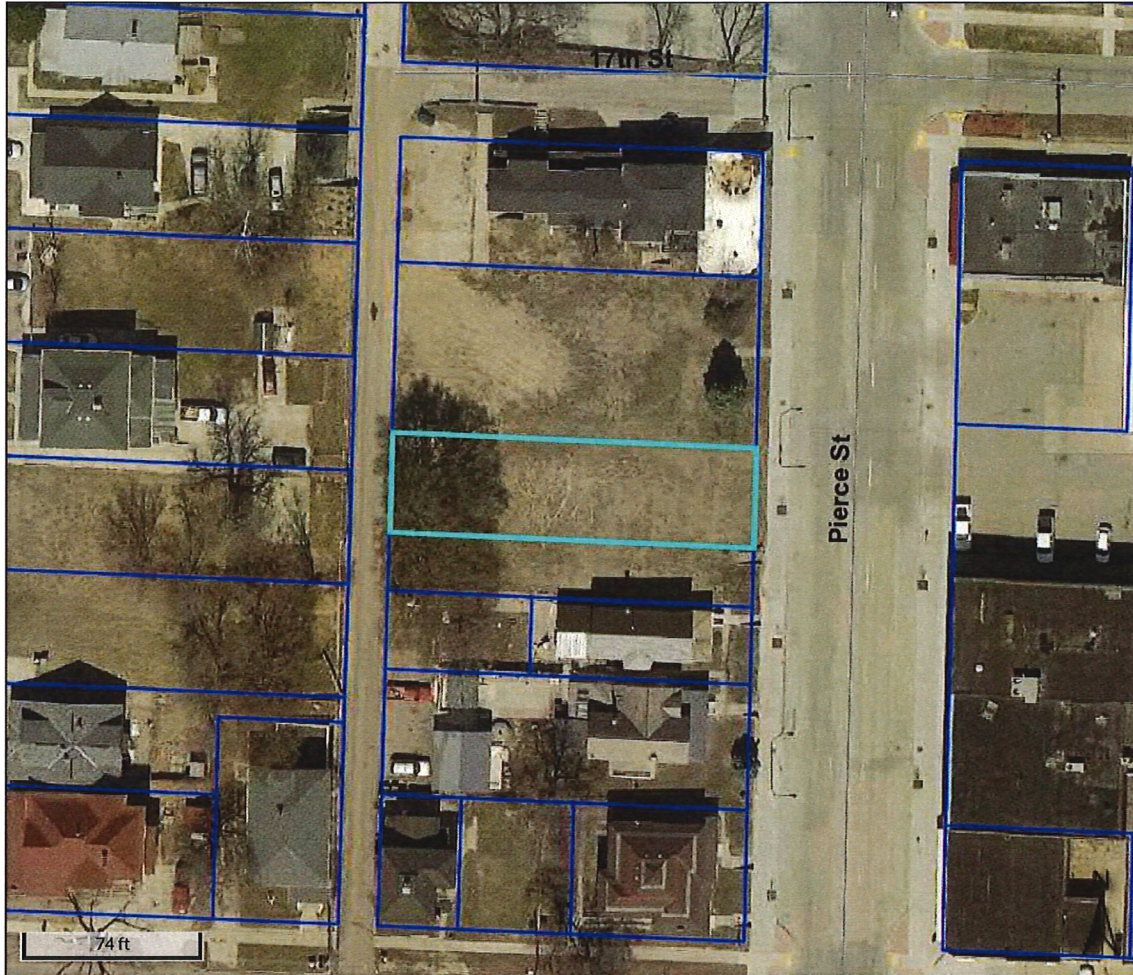
*Cost of Services: \$135

Inspection to: Jeremy Taylor Date: 6/2/16

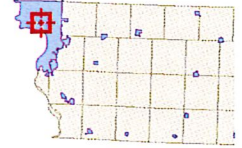
Minimum Bid Set by Supervisor: \$191 plus \$135 for cost of services Total: \$326

Date and Time Set for Auction: Tuesday, March 13th @ 4:35

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



Overview




Legend

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

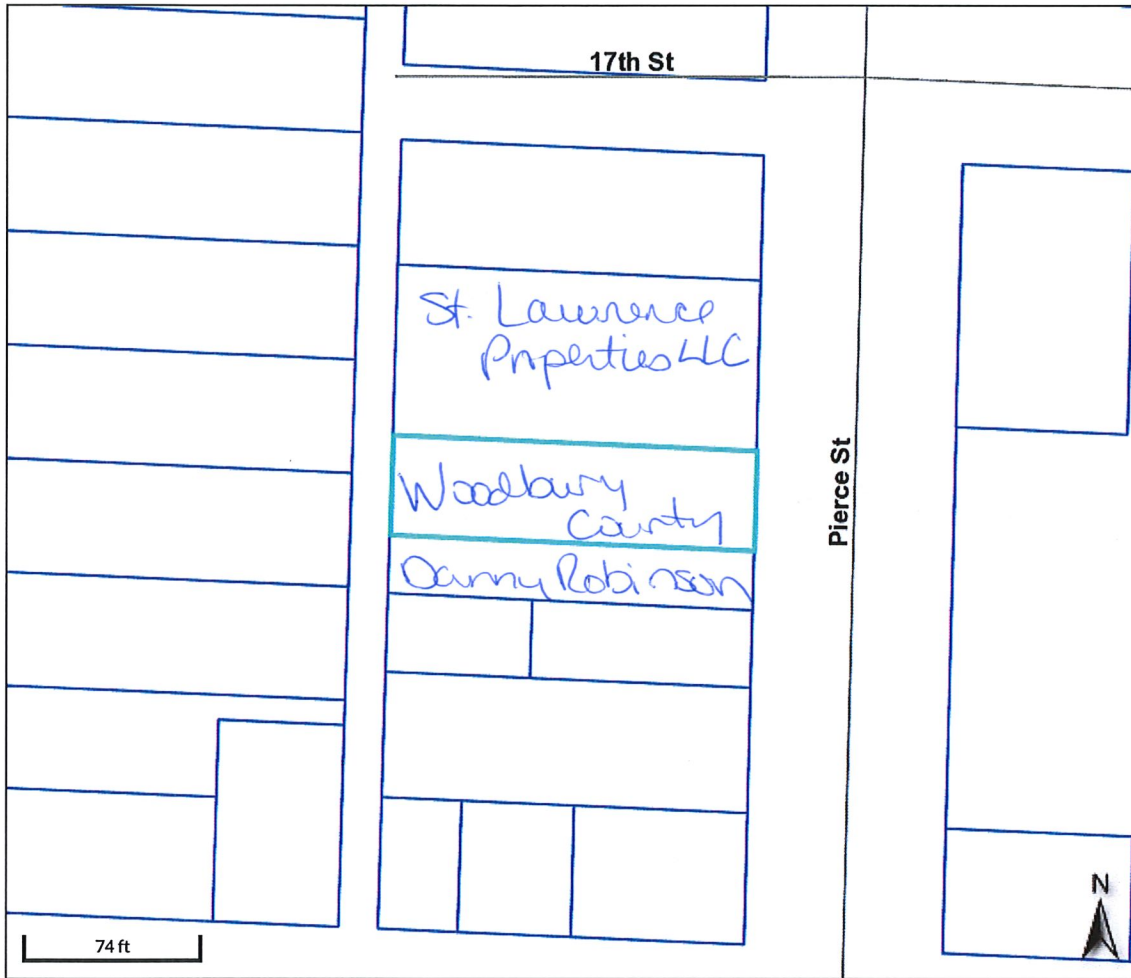
Parcel ID	894721355022	Alternate ID	245670	Owner Address	PBM ASSET MANAGEMENT INC
Sec/Twp/Rng	n/a	Class	C		6333 APPLES WAY STE 115
Property Address	1615 PIERCE ST	Acreage	n/a		LINCOLN NE 68516
	SIOUX CITY				
District	087				
Brief Tax Description	HIGMANS S 40 FT LOT 1 BLK 9				
	(Note: Not to be used on legal documents)				

Date created: 1/31/2018
 Last Data Uploaded: 1/30/2018 7:05:27 PM

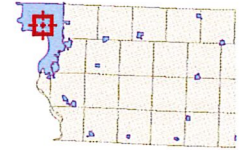
Developed by
 The Schneider Corporation




Beacon™ Woodbury County, IA / Sioux City



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

Parcel ID	894721355022	Alternate ID	245670	Owner Address	PBM ASSET MANAGEMENT INC
Sec/Twp/Rng	n/a	Class	C		6333 APPLES WAY STE 115
Property Address	1615 PIERCE ST	Acreage	n/a		LINCOLN NE 68516
	SIOUX CITY				
District	087				
Brief Tax Description	HIGMANS S 40 FT LOT 1 BLK 9				

(Note: Not to be used on legal documents)

Date created: 1/31/2018
 Last Data Uploaded: 1/30/2018 7:05:27 PM

Developed by
 The Schneider Corporation

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: February 27, 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
Shook, Krystle	County Treasurer	3-17-18	Clerk II	\$18.57/hour	5%=\$.96/hour	R	Per AFSCME Courthouse Contract agreement, from Grade 3/Step 3 to Grade 3/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: February 27, 2018

For the February 27, 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 3 to Grade 3/Step 4.

Thank you

HUMAN RESOURCES DEPARTMENT

#7b

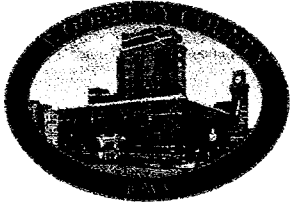
WOODBURY COUNTY, IOWA

DATE: February 27, 2018

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Secondary Roads	Temporary Summer Laborers (5)	Wage Plan: \$10.00- \$11.50/hour		
Secondary Roads	Temporary Engineering Aides (3)	Wage Plan: \$11.50- \$14.00/hour		
	Please see attached memo.			

Chairman, Board of Supervisors



Woodbury County Secondary Roads Department

759 E. Frontage Road • Merville, Iowa 51039
Telephone (712) 279-6484 • (712) 873-3215 • Fax (712) 873-3235

COUNTY ENGINEER
Mark J. Nahra, P.E.
mnhara@sioux-city.org

ASSISTANT TO THE COUNTY ENGINEER
Benjamin T. Kusler, E.I.T.
bkusler@sioux-city.org

SECRETARY
Tish Brice
tbrice@sioux-city.org

To: Woodbury County Board of Supervisors
Woodbury County Human Resources Department

From: Mark J. Nahra, County Engineer

Date: February 21, 2018

Subject: Summer hire positions

I am requesting the authority to hire five (5) temporary maintenance staff summer positions and three (3) summer engineering aides. We fill these positions annually and appropriately budget for the temporary staff.

We utilize the temporary summer maintenance staff to assist full time maintenance employees with traffic control flagging and with our AMZ pavement patching crew. These positions provide summer work for college students and allow us to use our full time staff members in equipment operation rather than traffic control. This allows us to get more work done each day as skilled full time staff can concentrate on running equipment, not directing traffic.

The engineering aides assist our full-time engineering technicians with survey and project inspection work. Like 2017, with a heavy project work load again this year, we would like to hire three summer engineering aides.

I would propose the following pay rates. The summer laborers would be at a pay scale of \$10.00 - \$11.50/hour and the Engineering Aides were \$11.50 - \$14.00/hour, depending on experience.

Please contact me if you have any questions. Thank you for your assistance and attention.

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

Date: 02/22/2018 Weekly Agenda Date: 02/27/2018

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas

WORDING FOR AGENDA ITEM:

Reclassification of the Sheriff Department's Clerk II to a Senior Clerk

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

Additional job duties warrant a reclassification of this position, please see attached position description

BACKGROUND:

We have worked with AFSCME and the Sheriff's Department to conclude this position has had increased job duties and responsibilities since it's inception date of July 1, 2016. Therefore a reclassification is justified.

FINANCIAL IMPACT:

Approximately \$4000 annually

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 Board should consider whether the duties require enough extra expertise to move from the previous classification as a Clerk II to a Senior Clerk position.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the reclassification of the Sheriff Department Clerk II

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____
Title: Pending Senior Clerk
Effective Date: 2018

Department: County Sheriff Department
FLSA Designation: Pending
Reports to: County Sheriff, Major, Admin.
Captain or Lieutenant of the County Sheriff's

Purpose:

Responsible for the efficient, accurate and timely performance of a variety of clerical, receptionist and secretarial duties which will include, Daily bank deposits. Public and Professional inmate visitation, filing, records and reports maintenance and general receptionist work as assigned. Performs intermediate clerical work performing a variety of office assistance tasks; does related work as required. Work is performed under the direct authority of the County Sheriff, Major, Administrative Captain or the Civilian Lieutenant of the County Sheriff's Jail Division.

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.

- Answer phone inquiries and greets persons within scope of responsibility and refers inquiries to proper resource when necessary
- Security clearance of all personnel that enter through Jail Administration
- Thorough knowledge of computer programs and preparing of word documents and working with Excel and Cognos.
- Input information on all people that are visiting inmates in the jail
- Perform computer checks for possible local warrants of a subject that may be visiting an inmate or inquiring about an outstanding warrant
- Trouble shooting problems with public visiting terminals
- Trouble shooting phone system for inmates or administration phones
- Responsible for collection of inmate's money from all three Kiosk and daily deposits of money and balancing of books.
- Responsible for the monthly bank statements for Jail, Electronic Monitoring, Work Release and Room and Board Accounts.
- Responsible and accountable for the accurate, timely, and efficient preparation of Jail reports as directed by Civilian Lieutenant
- Assist in accurate light bookkeeping, recordkeeping, and filing of documents
- Fingerprinting of applicant
- Notarizes papers as necessary
- Open and distribute mail to appropriate people within the Jail Administration, Nursing Staff and forward all inmate mail to Secondary Control to document, scan and distribute to inmates
- Scan files as required by Administration
- Ordering of supplies as directed by Civilian Lieutenant
- Add Correctional Officers to the banking system
- Set up appointments for parole hearings/ evaluations
- Troubleshoot money problems with inmates
- Set up haircuts for inmates
- Credit commissary orders/ manage orders of released inmates
- Call family members of released inmates for property
- Responsible for work release/room and board accounts and payments
- Write refund checks to inmates for overpayments
- Troubleshoot problems with printers and account system
- Attendance is required.

Non-Essential Functions and Responsibilities:

- Perform various other related tasks/assignments/special projects as directed by the County Sheriff, Administration Captain or Civilian Lieutenant.

Minimum Education and Experience Required to Perform Essential Functions:

- High school diploma or General Equivalency Degree (GED).
- Specific knowledge of a body of rules or operations for a particular functional area or areas such as might be acquired in One (1) to three (3) years of prior related experience
- Computer, keyboard, printers, calculator (10 key), copier, possess knowledge of general office equipment and procedures.
- Rapidly and accurately with at least 40 words per minute (net score), accurate proofreading
- Personal maturity to safeguard confidential information
- Ability to set priorities regarding assignments and follow through to completion
- Ability to instruct and motivate others, as well as the ability to communicate tactfully and courteously with others in clearly spoken English
- Must successfully pass a physical examination, vision, and drug screening test prior to employment

County Sheriff Department Jail Administration Pending Title

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____
Title: County Sheriff Department- Jail Administration Clerk II
Effective Date: July 2016

Department: County Sheriff Department
FLSA Designation: Non-Exempt/Grade 3
Reports to: County Sheriff, Major, Admin.
Captain or Lieutenant of the County Sheriff's

Purpose:

Responsible for the efficient, accurate and timely performance of a variety of clerical, receptionist and secretarial duties which will include, Daily bank deposits. Public and Professional inmate visitation, filing, records and reports maintenance and general receptionist work as assigned. Performs intermediate clerical work performing a variety of office assistance tasks; does related work as required. Work is performed under the direct authority of the County Sheriff, Major, Administrative Captain or the Civilian Lieutenant of the County Sheriff's Jail Division.

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.

- Answer phone inquiries and greets persons within scope of responsibility and refers inquiries to proper resource when necessary
- Security clearance of all personnel that enter through Jail Administration
- Thorough knowledge of computer programs and preparing of word documents and working with Excel and Cognos.
- Input information on all people that are visiting inmates in the jail
- Perform computer checks for possible local warrants of a subject that may be visiting an inmate or inquiring about an outstanding warrant
- Trouble shooting problems with public visiting terminals
- Trouble shooting phone system for inmates or administration phones
- Responsible for collection of inmate's money from all three Kiosk and daily deposits of money and balancing of books.
- Responsible for the monthly bank statements for Jail, Electronic Monitoring, Work Release and Room and Board Accounts.
- Responsible and accountable for the accurate, timely, and efficient preparation of Jail reports as directed by Civilian Lieutenant
- Assist in accurate light bookkeeping, recordkeeping, and filing of documents
- Fingerprinting of applicant
- Notarizes papers as necessary
- Open and distribute mail to appropriate people within the Jail Administration, Nursing Staff and forward all inmate mail to Secondary Control to document, scan and distribute to inmates
- Scan files as required by Administration
- Ordering of supplies as directed by Civilian Lieutenant
- Attendance is required.

Non-Essential Functions and Responsibilities:

- Perform various other related tasks/assignments/special projects as directed by the County Sheriff, Administration Captain or Civilian Lieutenant.

Minimum Education and Experience Required to Perform Essential Functions:

- High school diploma or General Equivalency Degree (GED).
- Specific knowledge of a body of rules or operations for a particular functional area or areas such as might be acquired in One (1) to three (3) years of prior related experience
- Computer, keyboard, printers, calculator (10 key), copier, possess knowledge of general office equipment and procedures.
- **Rapidly and accurately with at least 40 words per minute (net score), accurate proofreading**
- Personal maturity to safeguard confidential information
- Ability to set priorities regarding assignments and follow through to completion
- Ability to instruct and motivate others, as well as the ability to communicate tactfully and courteously with others in clearly spoken English
- Must successfully pass a physical examination, vision, and drug screening test prior to employment

Mental and Physical Competencies Required to Perform 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. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

County Sheriff Department Jail Administration Clerk II 2016

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

#8b

Date: 2/21/18 Weekly Agenda Date: 2/27/18

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Karen James - Admin. Assistant

WORDING FOR AGENDA ITEM:

Approval of resolution for a tax suspension for S.M.

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

S.M. is requesting a tax suspension.

BACKGROUND:

S.M. was approved for a tax suspension on February 28, 2012. Annual tax suspension re-certify letters went out to S.M. starting in November. S.M. failed to re-certify the income by the deadline of February 1. Board lifted the tax suspension on February 6, 2018.

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:

Consider this request for a tax suspension for S.M. If the Board approves this request, the suspension resolution requires the chairman's signature.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the resolution for a tax suspension for S.M.

Public Notice

Woodbury County is soliciting donations to underwrite the 100th Anniversary Centennial celebration. The celebration will be held the week of May 1, 2018. Sponsorship levels are available to underwrite speaker honorariums, a banquet, special presentations. Furthermore, mementoes such as etched glass and limited edition poster prints are available for purchase. Anyone wishing to donate or purchase items may do so by mail or in person: Woodbury County Courthouse Foundation (a501c3), Board Office, 620 Douglas Street, Sioux City, IA 51101. More information on donating or purchase items can be obtained by calling the Board Office at 712-279-6525.

RESOLUTION #

NOTICE OF PROPERTY SALE

Parcels #894729136007

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

Lot 4 in Block 10 Tredways Addition, City of Sioux City and Woodbury County, Iowa (511 Center 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 **27th 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 **27th 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 \$193.00** 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 13th Day of February, 2018.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Rocky De Witt, Chairman

REQUEST FOR MINIMUM BID

Name: Jennifer Santos Date: 8-8-17
Address: 1101 W 5th St. S.C. IA 51103 Phone: 402-508-0195

Address or approximate address/location of property interested in:

511 Center St.
894729136007
GIS PIN #

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

Legal Description:

Lot 4 Block 10 Tredways Addition

Tax Sale #/Date: 00834-2014 Parcel # 51178S

Tax Deeded to Woodbury County on: 12/20/17

Current Assessed Value: Land \$6,800 Building — Total \$6,800

Approximate Delinquent Real Estate Taxes: \$2,145.00

Approximate Delinquent Special Assessment Taxes: \$30,349.00

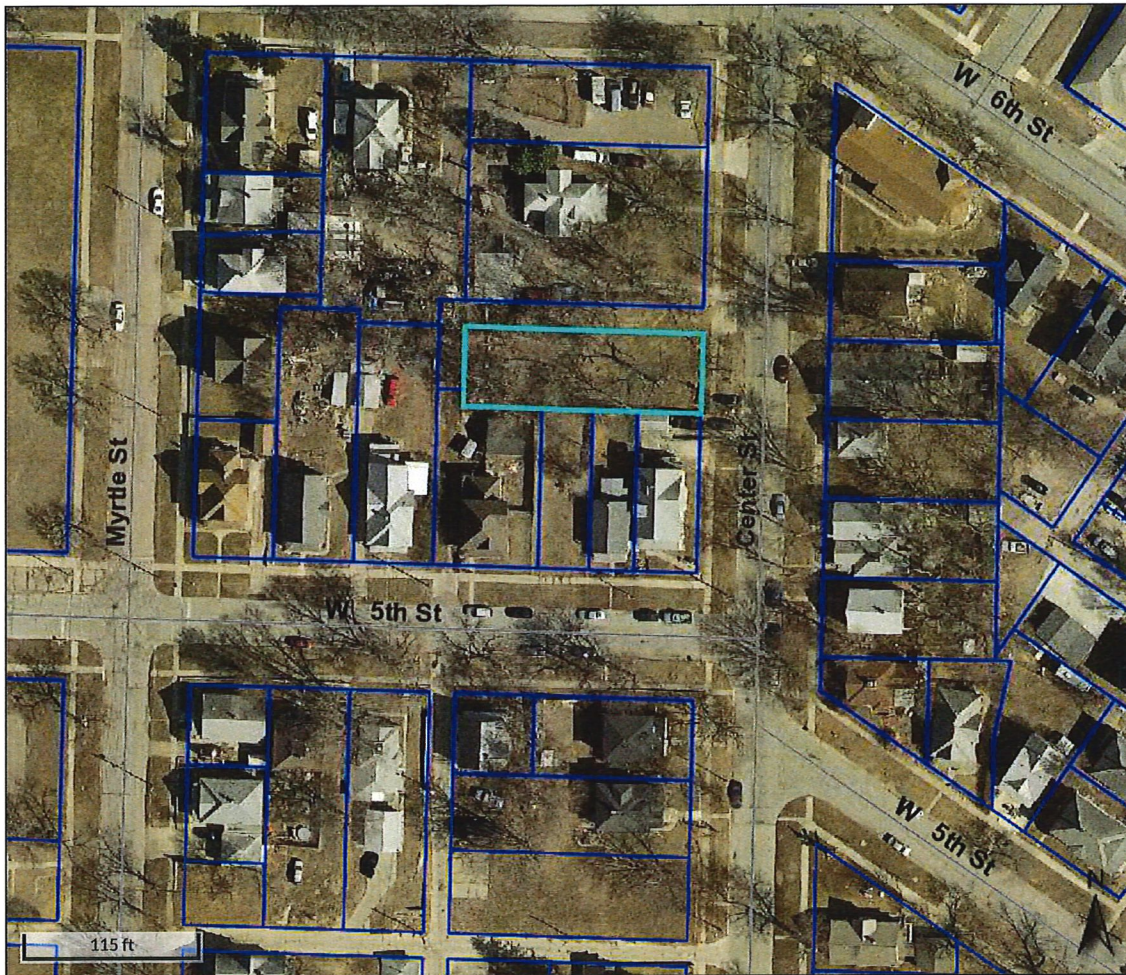
*Cost of Services: \$113.00

Inspection to: Matthew Ung Date: 8-8-17

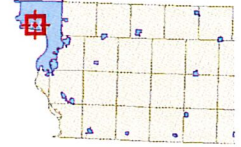
Minimum Bid Set by Supervisor: \$80 plus cost of services of \$113. Total: \$193

Date and Time Set for Auction: Tuesday, February 27th @ 4:35

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



Overview



Legend

- Roads
- ▭ Corp Boundaries
- ▭ Townships
- County Residential Sales
 - 2015
 - 2016
 - 2017
 - Sioux City Residential Sales
- ▭ Parcels

Parcel ID	894729136007	Alternate ID	511785	Owner Address	PEEPLES NOAH A JR PEEPLES GRACIAM
Sec/Twp/Rng	n/a	Class	R		511 CENTER ST
Property Address	511 CENTER ST	Acreage	n/a		MAIL RETURNED
	SIOUX CITY				
District	087				
Brief Tax Description	TREDWAYS LOT 4 BLK 10				
	(Note: Not to be used on legal documents)				

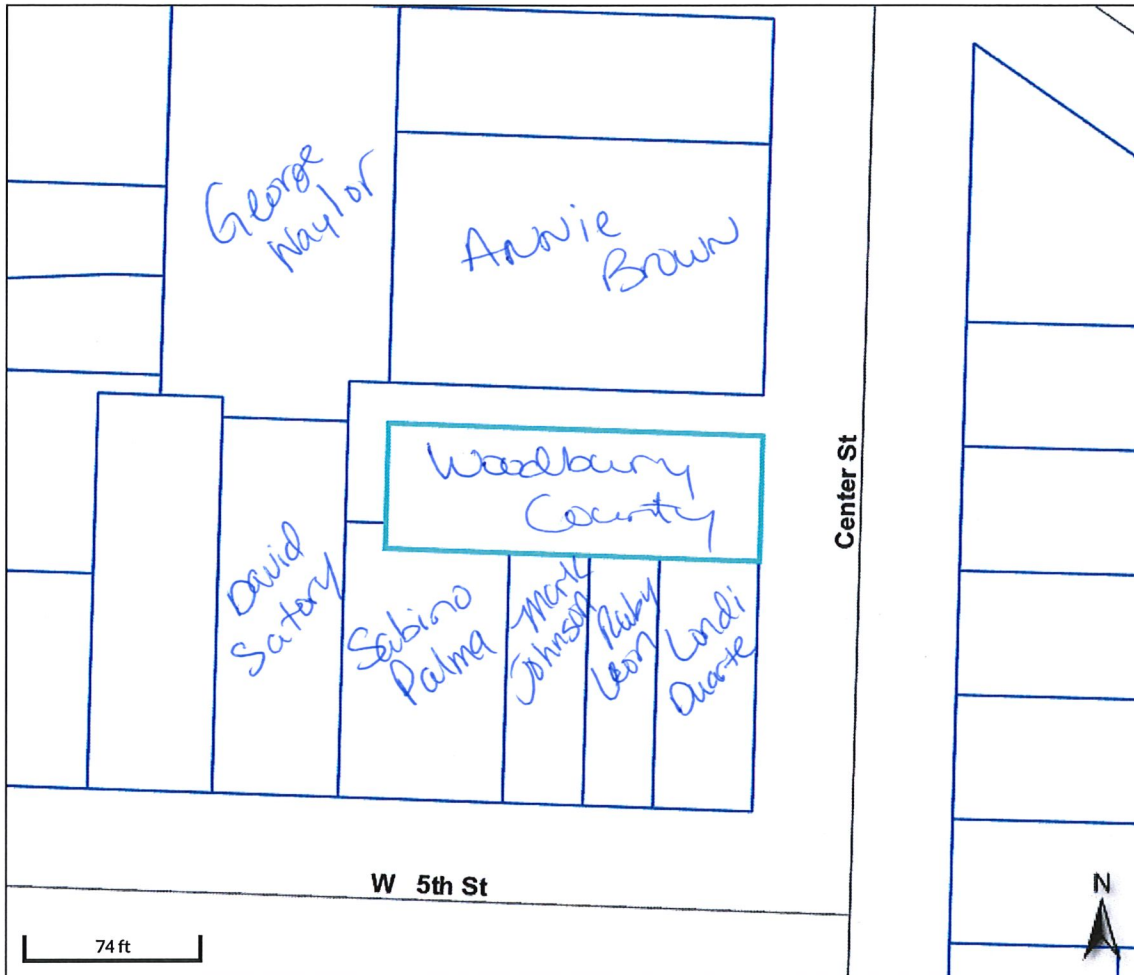
Date created: 8/8/2017
 Last Data Uploaded: 8/7/2017 11:31:52 PM



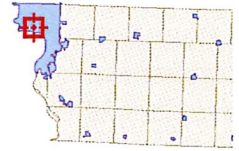
Developed by
 The Schneider Corporation



Beacon™ Woodbury County, IA / Sioux City



Overview




Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

Parcel ID	894729136007	Alternate ID	511785	Owner Address	PEEPLES NOAH A JR PEEPLES GRACIA M
Sec/Twp/Rng	n/a	Class	R		511 CENTER ST
Property Address	511 CENTER ST	Acreage	n/a		MAIL RETURNED
	SIOUX CITY				
District	087				
Brief Tax Description	TREDWAYS LOT 4 BLK 10				
	(Note: Not to be used on legal documents)				

Date created: 2/8/2018
 Last Data Uploaded: 2/7/2018 7:07:17 PM

 Developed by
 The Schneider Corporation

The Running Total: Current Tax Rates for FY 18

#11

Certified budget March 15, 2017

Woodbury County: County-Wide
\$7.40 / \$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

+\$0.17

Woodbury County: Rural Unincorporated
\$10.18 / \$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

+\$0.13

-\$0.04

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

-\$0.22

-\$0.04

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

+\$0.12

-\$0.01

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

-\$0.32

-\$0.10

*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
\$7.50 / \$1,000

+\$0.10

-\$0.02

Woodbury County: Rural Unincorporated
\$10.02 / \$1,000

-\$0.34

-\$0.02

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
\$7.51 / \$1,000

+\$0.11

+\$0.01

Woodbury County: Rural Unincorporated
\$10.00 / \$1,000

-\$0.36

-\$0.02

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

The Running Total: Current Tax Rates for FY 19

After January 30, 2018 Adjustment

Woodbury County: County-Wide
\$7.49 / \$1,000

+\$0.09

-\$0.02

Woodbury County: Rural Unincorporated
\$9.74 / \$1,000

-\$0.62

-\$0.26

Major actions: Reduction of \$3,862 in County Attorney Admin., \$72,960 in Sheriff's LEC Facility and use of \$278,933 in L.O.S.T. funding for the Community/Economic Development Department.

The Running Total: Current Tax Rates for FY 19

After February 06, 2018 Adjustment

Woodbury County: County-Wide
\$7.40 / \$1,000

+\$0.00

-\$0.09

Woodbury County: Rural Unincorporated
\$9.64 / \$1,000

-\$0.72

-\$0.10

Major actions: Reduced health insurance premium increases from +5.0% to +0%. Reorganization of staff in Juvenile Detention by \$195,689. Increase of revenue involving Edward Bryne Grant of \$52,561.

The Running Total: Current Tax Rates for FY 19

After February 13, 2018 Adjustment

Woodbury County: County-Wide
\$7.30 / \$1,000

+\$0.00

-\$0.10

Woodbury County: Rural Unincorporated
\$9.54 / \$1,000

-\$0.82

-\$0.10

Major actions: Use of Gaming Revenues to reduce tax asking's in the General Basic Fund (\$300,00) use of L.O.S.T. revenues to fund part-time employee in Conservation Fund, \$15,000. Reduction of staff in Treasurer M.V. (\$58.268). Reduced allocation to District Health by \$36,674.

The Running Total: Current Tax Rates for FY 19

After February 20, 2018 Adjustment

Woodbury County: County-Wide
\$7.30 / \$1,000

+\$0.00

-\$0.10

Woodbury County: Rural Unincorporated
\$9.54 / \$1,000

-\$0.82

-\$0.10

Major actions: Use of Gaming Revenues to reduce tax asking's in the General Basic Fund (\$300,00) use of L.O.S.T. revenues to fund part-time employee in Conservation Fund, \$15,000. Reduction of staff in Treasurer M.V. (\$58.268). Reduced allocation to District Health by \$36,674.

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

#12a

Date: 02.21.2018 Weekly Agenda Date: 02.27.2018

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Sheriff Dave Drew

WORDING FOR AGENDA ITEM:

CIP request to pay the claim from Electronic Engineering for alarming three (3) buildings at Prairie Hill.

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:

C.I.P. request to pay the claim from Electronic Engineering for alarming three (3) buildings at Prairie Hill.

BACKGROUND:

N/A

FINANCIAL IMPACT:

\$6031.54

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:

Discussion, motion and action to pay the Electronic Engineering claim with CIP funding for alarming three (3) buildings at Prairie Hill.

ACTION REQUIRED / PROPOSED MOTION:

Pay the Electronic Engineering claim with CIP funding for alarming three (3) buildings at Prairie Hill.

Electronic Engineering

Connections you can count on.

Electronic Engineering
 1400 W 1st Street
 Sioux City, IA 51103
 Phone: 712-258-5234
 Toll Free: 800-243-3756
 Email: eescy@eEngineering.com

INVOICE

883000035-2

Invoice Date: 02/05/2018

Due Date: 02/15/2018

Bill To:

Woodbury County Sheriff
 620 Douglas St
 Sioux City, IA 51101

Ship To:

Woodbury County Sheriff
 620 Douglas St
 Sioux City, IA 51101

Customer #:49241		SalesPerson: 866S	PO# :Todd Wieck	Terms: Net 10 Days	
Qty	Item	Description	Unit Price	Amount	
3	HSM2108	ZONE EXPANDER MODULE,8, NEO , HARDWIRED	38.73	116.19	
2	PC5003C	CABINET LARGE FOR PC5010	22.00	44.00	
5	HS2LCDENG	KEYPAD, FULL MESSAGE, LCD, NEO	131.39	656.95	
1	3G2080E-USA	CELLULAR COMMUNICATOR, ALARM, NEO	224.44	224.44	
1	GS-25ANTQ	ANTENNA, CELLULAR, ALARM COMMUNICATOR	157.11	157.11	
5	LC-100-PI	MOTION DETECTOR, PIR, 55LB PET IMMUNE	12.76	63.80	
5	GES 2315A-L	CONTACT, OVERHEAD DOOR TRACK MOUNT	36.47	182.35	
1	SD15W	SIREN/SURFACE MNT/2TONE/108DB	10.60	10.60	
1	Non Inventory/Supplies	Installation Hardware, Burial Conduit, Wire and Connectors	725.00	725.00	
		Installation Hardware, Burial Conduit, Wire and Connectors			
1	LBRINST515	IP Solutions-Inst/Rmvl-O/S-Flat Rate	3,300.00	3,300.00	
1	SHIPPING50	Shipping and Handling	60.00	60.00	
1	HS2128NKCP01	ALARM PANEL/NEO, CP01 SOFTWARE, 128 ZONE WITH 16 KEYPADS	271.72	271.72	
		Serial Number 80006915			
6	AMS ODC-59A	OVERHEAD-DOOR/CONTACT-SPST.24LEAD.ADJMAG	22.00	132.00	
6	GES1075W-N	SENSOR/DOOR/RECESSED-3/8-1-1/4 GAP	6.95	41.70	
1	CTV03987	BATTERY/12V/7AH	28.95	28.95	
1	TRF1640	TRANSFORMER/16-V/40-A	16.73	16.73	

Remit To: Electronic Engineering 1100 Keo Way Des Moines, IA 50309-1520	For Questions Please Call: 712-258-5234 eescy@eEngineering.com	Subtotal:	\$6,031.54
		Tax:	\$0.00
		Total Amount:	\$6,031.54

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

#12b

Date: 02.22.2018 Weekly Agenda Date: 02.27.2018

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Sheriff Dave Drew

WORDING FOR AGENDA ITEM:

CIP request to pay for the upgrade and installation of Cambium PTP670 wireless link between the new Sheriff's Office Training Center at Prairie Hill and the WIT Tower.

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:

CIP request to pay for the upgrade and installation of Cambium PTP670 wireless link between the new Sheriff's Office Training Center at Prairie Hill and the WIT Tower.

BACKGROUND:

The Prairie Hill location is in need of a wireless upgrade with the construction of the new Sheriff's Office training facility and the potential wireless use during peak classroom and office use at the facility. See attached estimate.

FINANCIAL IMPACT:

\$16,416.17. See attached estimate for details.

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:

Discussion, motion and action to approve CIP funding to cover the cost of the upgrade and installation of Cambium PTP670 wireless link between the new Sheriff's Office Training Center at Prairie Hill and the WIT Tower.

ACTION REQUIRED / PROPOSED MOTION:

Approve CIP funding to cover the cost of the upgrade and installation of Cambium PTP670 wireless link between the new Sheriff's Office Training Center at Prairie Hill and the WIT Tower.



Quotation

PO BOX 3064
 Sioux City, IA 51102
 Telephone: (712) 233-9051
 Fax: (712) 233-9056
 sales@calhouncommunications.com

Date	Quotation No.
2/8/2018	5970

WCICC
 Purchasing
 P. O. Box 447
 Sioux City, Ia. 51102-0447

Celebrating 30 Years of Excellence

Project/Job	Terms	FOB	Additional Info	
Prairie Hill to WIT PTP670	Net 30	sp		
Description	Qty	Cost	Total	
C050067H001A PTP 670 Connectorized END with AC Supply (FCC)	2	2,183.13	4,366.26	
HPD2-5.2NS 2ft (0.6m) High Performance Antenna, 5.25-5.85 GHz, Dual Polarized, 2 x N-Female Interface	2	1,120.00	2,240.00	
1/2" Hi-Flex Jumper Cable 4,' N Male to N Male	4	74.00	296.00	
82-6419 2.0-6.0 GHz DC Block Lightning Suppr.N F-M	4	57.75	231.00	
WB3176A 328 ft (100 m) Reel Outdoor Copper Clad CAT5E (Recommended for PTP)	2	345.63	691.26	
01010419001 Coaxial Cable Grounding Kits for 1/4" and 3/8" Cable	4	22.75	91.00	
C000065L007A PTP 650/670 LPU and Grounding Kit (1 kit per ODU)	2	350.00	700.00	
C000065S013A PTP 650/670 Extended Warranty, 4 additional years	2	525.00	1,050.00	
Non penetrating ridge mount 2.37 od x 10 ft mast	1	452.50	452.50	
Stackable Snap in Hanger kit for 1-5/8" Heliac cable, 10/pkg.	9	30.00	270.00	
14-36mm Cable OD Univ Barrel Cushion, 1-5/8" Hangers,10/Pkg	9	29.25	263.25	

Total

- 1) For quotation purposes only, applicable taxes and freight not included unless specifically listed above.
- 2) This Quote is good for 30 days from above date and supercedes all previous quotes.
- 3) Calhoun installation labor figure does not include travel and living expenses unless specifically stated above. Actual travel and living expenses incurred will be invoiced upon completion of the on-site labor.
- 4) See attached Terms & Conditions

Signature _____



Quotation

Date	Quotation No.
2/8/2018	5970

PO BOX 3064
 Sioux City, IA 51102
 Telephone: (712) 233-9051
 Fax: (712) 233-9056
 sales@calhouncommunications.com

WCICC
 Purchasing
 P. O. Box 447
 Sioux City, Ia. 51102-0447

Celebrating 30 Years of Excellence

Project/Job	Terms	FOB	Additional Info	
Prairie Hill to WIT PTP670	Net 30	sp		
Description	Qty	Cost	Total	
Universal angle adapter kit for snap in hangers, 10/pkg.	1	64.90	64.90	
Misc installation items such as cable ties, ground wire, weatherproofing, misc hardware, etc.	1	200.00	200.00	
Installation of Cambium PTP670 wireless link between Prairie Hill and WIT Tower. Travel to WIT tower, prepare jobsite hazard analysis forms and hold tailgate safety meeting per OSHA regulations. Rig the tower with rope and assemble dish antenna and radio. Remove existing Exalt radio, antenna and cable. Install Cambium radio and antenna on existing pipe mount. Install Cat 5 cable and secure to tower with cushioned hanger kits. Install ground kits on cable. Install grounding and lightning protection units at top and bottom of Cat 5 cable. Install power supply and connect to network switch. Configure radio and apply power. Travel to Prairie Hill and prepare jobsite hazard analysis forms and hold tailgate safety meeting per OSHA regulations. Remove existing Exalt radio, antenna, mount and cabling. Assemble dish antenna and radio. Assemble non-penetrating roof mount. Install mount, radio and antenna. Install Cat5 cable from radio and dress into inside of building. Install ground kits on cable. Install grounding and lightning protection units at top and bottom of Cat 5 cable. Install power supply and connect to network switch. Configure radio and apply power. Path align antennas, test and turn up system.	1	5,500.00	5,500.00	

Total	\$16,416.17
--------------	--------------------

- 1) For quotation purposes only, applicable taxes and freight not included unless specifically listed above.
- 2) This Quote is good for 30 days from above date and supercedes all previous quotes.
- 3) Calhoun installation labor figure does not include travel and living expenses unless specifically stated above. Actual travel and living expenses incurred will be invoiced upon completion of the on-site labor.
- 4) See attached Terms & Conditions

Signature _____

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

#13

Date: 2/21/2018

Weekly Agenda Date: 2/27/2018

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Kenny Schmitz

WORDING FOR AGENDA ITEM:

Woodbury County Projects- Construction Management & Contract Cost Addendums

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Building Services & Baker Group have reached a compromise on separation of services associated with three project contracts. Under the agreement Woodbury County Building Services will assume day to day duties of all projects and over-site. Baker Group will continue to perform Construction Management of these projects on a limited basis- approximately two days every other week until the projects are complete. This would include all project contract closing documentation services. Current project amounts owed by contract are \$191,393.00 combined. A combined reduction of \$66,398.00 will be realized by Woodbury County following contract addendum approvals. The difference of \$124,995.00 will continue to be paid as agreed upon per contract language to complete all contracts. The contract project savings are as follows:
HVAC Upgrade- \$28,564.00
Juvenile Detention Master Control- \$9,937.00
Trosper Hoyt Elevators- \$27,897.00

BACKGROUND:

A joint commitment to establish a positive re-direction moving forward has been discussed and agreed upon by Woodbury County Building Services and Baker Group.

Reorganization of the Building Service Department will place the county in a position to capitalize on resources rather than rely on external sources to complete multiple projects simultaneously.

Projects utilizing outsourced work has been a benefit to the county to complete many projects however comes at a substantial cost. The structure, procedures, and time required that are attributed with a government entity has been profitable but less than ideal in terms of reward for Baker Group over-all when compared to other percentage possibilities.

Contract addendum language has been requested by the County Attorney, reviewed and completed.

A Baker Group contract reduction of the Trosper Hoyt Elevator Project from the original 15% fee to 10% had already been established and so an addendum is necessary to adjust the language to identify that change.

FINANCIAL IMPACT:

Contracts:

Courthouse HVAC Project #1-	reduction from \$93,900.00 to \$65,336.00
Trosper Hoyt Juvenile Detention Master Control & Security Project-	reduction from \$40,676.00 to \$30,739.00
Trosper Hoyt Elevator Project-	reduction from \$56,817.00 to \$37,878 to \$28,920.00

SAVINGS- \$66,398.00

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 approval of contract addendums with Baker Group for the HVAC Project, Trosper Hoyt Juvenile Detention Master Control Project, & the Trosper Hoyt Elevators Project.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve contract addendums with Baker Group for the Courthouse HVAC Project #1, Trosper Hoyt Juvenile Detention Master Control & Security Project, & the Trosper Hoyt Elevators Project.

[February 15, 2018](#)

Contract Addendum [to Woodbury County Courthouse HVAC Project 1](#) Controls Upgrade

C132-2009 Dated August 2016

3.3.2 **replace with** The Construction Manager shall provide a representative who shall be at the project site for 2 days every 2 weeks, and when otherwise necessary, even when work is not being performed.

3.3.6 **replace with** The Construction Manager shall schedule and conduct monthly meetings with Prime contractors, Owner, and design team to discuss such matters as procedures, progress, coordination, and scheduling of the work.

3.3.20 **Delete section in its entirety**

3.3.29 **strike**-These provisions shall require a representative of the Construction Manager to be available in Sioux City for communication with the site supervisors and/or managers of each contractor while construction is being performed.

11.1.2 **replace with** The Construction Manager's fee shall be a fixed sum \$~~65,336.00~~2,469 Courthouse HVAC Project 1

11.3 **replace with** Additional Services shall be billed on a per week basis as outlined in ~~Exhibit "D"~~Exhibit "D"-Construction Manager billing rates. ~~All visits~~Additional Services after July 1st, 2018 will be billed at this weekly rate (rate includes one guy, mileage, lodging, and per diem). The one-year warranty visit is included at no additional cost.

SCHEDULE "D" Construction Manager Billing Rates

Add All-inclusive weekly rate of \$2,150 per person

This Addendum is entered into as of Day __, Month __, 2018

[Rocky DeWitt](#)

[Kathy Ladd](#)

[Chairman Woodbury County](#)

[COO Baker Group](#)

[Board of Supervisors](#)

February 15, 2018

Contract Addendum to Trospen Hoyt Elevator Replacement C132-2009 Dated October 2017

3.3.2 **replace with** The Construction Manager shall provide a representative who shall be at the project site for 2 days every 2 weeks, and when otherwise necessary, even when work is not being performed.

3.3.6 **replace with** The Construction Manager shall schedule and conduct monthly meetings with Prime contractors, Owner, and design team to discuss such matters as procedures, progress, coordination, and scheduling of the work.

3.3.20 **Delete section in its entirety**

3.3.29 **strike**-These provisions shall require a representative of the Construction Manager to be available in Sioux City for communication with the site supervisors and/or managers of each contractor while construction is being performed.

11.1.2 **replace with** The Construction Manager's fee shall be a fixed sum \$28,920.00~~26,053~~
Trospen Hoyt Elevator Project

11.3 **replace with** Additional Services shall be billed on a per week basis as outlined in Exhibit "D"~~Exhibit "D"~~-Construction Manager billing rates. All visits~~Additional Services~~ after July 1st, 2018 will be billed at this weekly rate (rate includes one guy, mileage, lodging, and per diem). The one-year warranty visit is included at no additional cost.

SCHEDULE "D" Construction Manager Billing Rates

Add All-inclusive weekly rate of \$2,150 per person

This Addendum is entered into as of Day __, Month __, 2018

Rocky DeWitt

Kathy Ladd

Chairman Woodbury County

COO Baker Group

Board of Supervisors

[February 15, 2018](#)

Contract Addendum [to](#) Trospen Hoyt Building Juvenile Detention Area C132- 2009 Dated January 2017

Change the name of Project from Trospen Hoyt Building Juvenile Detention Area to Trospen Hoyt Master Control Security Upgrade

3.3.2 **replace with** The Construction Manager shall provide a representative who shall be at the project site for 2 days every 2 weeks, and when otherwise necessary, even when work is not being performed.

3.3.6 **replace with** The Construction Manager shall schedule and conduct monthly meetings with Prime contractors, Owner, and design team to discuss such matters as procedures, progress, coordination, and scheduling of the work.

3.3.20 **Delete section in its entirety**

3.3.29 **strike**-These provisions shall require a representative of the Construction Manager to be available in Sioux City for communication with the site supervisors and/or managers of each contractor while construction is being performed.

11.1.2 **replace with** The Construction Manager's fee shall be a fixed sum \$30,739.00~~27,872~~
Trospen Hoyt Master Control Security Upgrade

11.3 **replace with** Additional Services shall be billed on a per week basis as outlined in ~~Exhibit "D"~~ Exhibit "D"-Construction Manager billing rates. ~~All visits~~ Additional Services after July 1st, 2018 will be billed at this weekly rate (rate includes one guy, mileage, lodging, and per diem). The one-year warranty visit is included at no additional cost.

SCHEDULE "D" Construction Manager Billing Rates

Add All-inclusive weekly rate of \$2,150 per person

This Addendum is entered into as of Day __, Month __, 2018

Rocky DeWitt

Kathy Ladd

Chairman Woodbury County

COO Baker Group

Board of Supervisors

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

#14a

Date: 2/22/2018 Weekly Agenda Date: 2/27/2018

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

WORDING FOR AGENDA ITEM:

Consider approval of a federal aid project agreement for project number BROS-CO97(133)--5F-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:

Woodbury County is receiving federal aid for a Bridge Replacement project for county route K67 south of Merville. A federal aid agreement is presented for board approval.

BACKGROUND:

The Board is required to sign a project agreement with the Iowa DOT for projects involving federal aid bridge funds awarded through the Iowa DOT. The project will receive an 80% reimbursement up to \$800,000. The county will be providing approximately \$160,000 in farm to market fund match money.

FINANCIAL IMPACT:

Federal aid is providing 80% of the estimated project cost. The county is paying 20% of the estimate project cost from its Farm to Market Fund.

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

Yes No

RECOMMENDATION:

Recommend that the board approve the federal aid project amendment with the Iowa DOT and direct the chair to sign the agreement.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the federal aid project amendment for project BROS-CO97(133)--5F-97 and direct the chair to sign said agreement.

**IOWA DEPARTMENT OF TRANSPORTATION
Federal-aid Agreement
for a County Highway Bridge Program Project**

Recipient: Woodbury County

Project No: BROS-C097(133)--5F-97

Iowa DOT Agreement No: 03-18-HBRRS-005

CFDA No. and Title: 20.205 Highway Planning and Construction

This is an agreement between the Board of Supervisors for Woodbury County, Iowa (hereinafter referred to as the Recipient) and the Iowa Department of Transportation (hereinafter referred to as the Department). Iowa Code Sections 306A.7 and 307.44 provide for the Recipient and the Department to enter into agreements with each other for the purpose of financing transportation improvement projects on streets and highways in Iowa with Federal funds.

The Surface Transportation Block Grant Program (STP) program makes Federal funds available for replacement or rehabilitation of highway bridges on public roads on and off the Federal-aid System. A portion of STP funds have been set-aside for this purpose and designated as the Highway Bridge Program.

Pursuant to the terms of this agreement, applicable statutes, and 761 Iowa Administrative Code (IAC) Chapter 161, the Department agrees to provide Highway Bridge Program funding to the Recipient for the authorized and approved costs for eligible items associated with the project.

Under this agreement, the parties further agree as follows:

1. The Recipient shall be the lead local governmental agency for carrying out the provisions of this agreement.
2. All notices required under this agreement shall be made in writing to the appropriate contact person. The Department's contact person will be the District 3 Local Systems Engineer. The Recipient's contact person shall be the County Engineer.
3. The Recipient shall be responsible for the development and completion of the following bridge project:
 - A. FHWA Structure Number: 353810
 - B. Location: K67 over Wolf Creek
 - C. Preliminary Estimated Total Cost: \$ 800,000
4. The eligible project construction limits shall include the bridge plus grading and/or paving to reach a "touchdown point" determined by the Department. Within the eligible project construction limits, eligible project activities will be limited to the following: construction, engineering, inspection, and right-of-way acquisition. Under certain circumstances eligible activities may also include utility relocation or railroad work that is required for construction of the project. Certain activities necessary to comply with Federal or State environment or permit requirements, including studies and/or mitigation of the project's environmental impacts, are also eligible.
5. Costs associated with work outside the eligible project construction limits, routine maintenance activities, operations, and monitoring expenses are not eligible. In addition, administrative costs, and fees or interest associated with bonds or loans are not eligible.
6. The Recipient shall receive reimbursement for costs of authorized and approved eligible project activities from Highway Bridge Program funds. The portion of the eligible project costs reimbursed by Highway Bridge Program funds shall be limited to a maximum of 80% of eligible costs. Reimbursed costs will be limited to federal funds that are made available for counties through the Federal Highway Bridge Replacement Program outlined in 761 Iowa Administrative Code, Chapter 161.
7. The Recipient shall pay for all project costs not reimbursed with Highway Bridge Program funds.

8. The Recipient shall let the project for bids through the Department.
9. If any part of this agreement is found to be void and unenforceable, the remaining provisions of this agreement shall remain in effect.
10. It is the intent of both parties that no third party beneficiaries be created by this agreement.
11. Responsibility for compliance with the Federal and State laws, regulations, policies, or procedures required by this agreement is not assignable without the prior written consent of the Department.
12. This agreement shall be executed and delivered in two or more copies, each of which shall be deemed to be an original and shall constitute but one and the same agreement.
13. The project shall be let to contract within 3 years of the date this agreement is approved by the Department. If not, this agreement may become null and void, unless the Recipient submits a written request for extension to the Department at least 30 days prior to the 3 year deadline. If approved, this agreement may be extended for a period of time as determined by the Department, but not less than 6 months.
14. This agreement and the attached Exhibit 1 constitute the entire agreement between the Department and the Recipient concerning this project. Representations made before the signing of this agreement are not binding, and neither party has relied upon conflicting representations in entering into this agreement. Any change or alteration to the terms of this agreement shall be made in the form of an addendum to this agreement. The addendum shall become effective only upon written approval of the Department and the Recipient.

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement as of the date shown opposite its signature below.

RECIPIENT: Woodbury County

This agreement was approved by official action of the Woodbury County Board of Supervisors in official session on the _____ day of _____, _____.

County Auditor

Chair, Board of Supervisors

IOWA DEPARTMENT OF TRANSPORTATION
Highway Division

By _____
Brian J. Catus, P.E.
Local Systems Engineer
District 3

Date _____, _____

EXHIBIT 1

General Agreement Provisions for use of Federal Highway Funds on Non-primary Projects

1. General Requirements.

- a. The Recipient shall take the necessary actions to comply with applicable State and Federal laws and regulations. To assist the Recipient, the Department has provided guidance in the Federal-aid Project Development Guide (Guide) and the Instructional Memorandums to Local Public Agencies (I.M.s) that are referenced by the Guide. Both are available on-line at: http://www.iowadot.gov/local_systems/publications/im/lpa_ims.htm. The Recipient shall follow the applicable procedures and guidelines contained in the Guide and I.M.s in effect at the time project activities are conducted.
- b. In accordance with Title VI of the Civil Rights Act of 1964 and associated subsequent nondiscrimination laws, regulations, and executive orders, the Recipient shall not discriminate against any person on the basis of race, color, national origin, sex, age, or disability. In accordance with Iowa Code Chapter 216, the Recipient shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability. The Recipient agrees to comply with the requirements outlined in I.M. 1.070, Title VI and Nondiscrimination Requirements.
- c. The Recipient shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the associated Code of Federal Regulations (CFR) that implement these laws, and the guidance provided in I.M. 1.080, ADA Requirements. When pedestrian facilities are constructed, reconstructed, or altered, the Recipient shall make such facilities compliant with the ADA and Section 504.
- d. To the extent allowable by law, the Recipient agrees to indemnify, defend, and hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and approval process, plan and construction reviews, and funding participation.
- e. As required by the 2 CFR 200.501 "Audit Requirements," a non-Federal entity expending \$750,000 or more in Federal awards in a year shall have a single or program-specific audit conducted for that year in accordance with the provision of that part. Auditee responsibilities are addressed in Subpart F of 2 CFR 200. The Federal funds provided by this agreement shall be reported on the appropriate Schedule of Expenditures of Federal Awards (SEFA) using the Catalog of Federal Domestic Assistance (CFDA) number and title as shown on the first page of this agreement. If the Recipient will pay initial project costs and request reimbursement from the Department, the Recipient shall report this project on its SEFA. If the Department will pay initial project costs and then credit those accounts from which initial costs were paid, the Department will report this project on its SEFA. In this case, the Recipient shall not report this project on its SEFA.
- f. The Recipient shall supply the Department with all information required by the Federal Funding Accountability and Transparency Act of 2006 and 2 CFR Part 170,
- g. The Recipient shall comply with the following Disadvantaged Business Enterprise (DBE) requirements:
 - i. The Recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.
 - ii. The Recipient shall comply with the requirements of I.M. 3.710, DBE Guidelines.
 - iii. The Department's DBE program, as required by 49 CFR Part 26 and as approved by the Federal Highway Administration (FHWA), is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- h. Termination of funds. Notwithstanding anything in this agreement to the contrary, and subject to the limitations set forth below, the Department shall have the right to terminate this agreement without penalty and without any advance notice as a result of any of the following: 1) The Federal government, legislature or governor fail in the sole opinion of the Department to appropriate funds sufficient to allow the Department to either meet its obligations under this agreement or to operate as required and to fulfill its obligations under this agreement; or 2) If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the Department to make any payment hereunder are insufficient or unavailable for any other reason as determined by the Department in its sole discretion; or 3) If the Department's authorization to conduct its business or engage in activities or operations related to the subject matter of this agreement is withdrawn or materially altered or modified. The Department shall provide the Recipient with written notice of termination pursuant to this section.

2. Programming and Federal Authorization.

- a. The Recipient shall be responsible for including the project in the appropriate Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP). The Recipient shall also ensure that the appropriate RPA or MPO, through their TIP submittal to the Department, includes the project in the Statewide Transportation Improvement Program (STIP). If the project is not included in the appropriate fiscal year of the STIP, Federal funds cannot be authorized.
- b. Before beginning any work for which Federal funding reimbursement will be requested, the Recipient shall contact the Department to obtain the procedures necessary to secure FHWA authorization. The Recipient shall submit a written request for FHWA authorization to the Department. After reviewing the Recipient's request, the Department will forward the request to the FHWA for authorization and obligation of Federal funds. The Department will notify the Recipient when FHWA authorization is obtained. The cost of work performed prior to FHWA authorization will not be reimbursed with Federal funds.
- c. Upon receiving FHWA Authorization, the Recipient must show federal aid funding activity to receive the programmed amount authorized for the project. If there are no funding activity for nine or more months after the previous activity, the remaining unused programmed amount will be de-obligated from the project and there will be no further federal aid reimbursement issued for the project. If the recipient knows in advance that funding activity will not occur for the nine months, the Contract Administrator needs to be notified to determine if programming of fund can be adjusted or other options can be explored.

3. Federal Participation in Work Performed by Recipient Employees.

- a. If Federal reimbursement will be requested for engineering, construction inspection, right-of-way acquisition or other services provided by employees of the Recipient, the Recipient shall follow the procedures in I.M. 3.310, Federal-aid Participation in In-House Services.
- b. If Federal reimbursement will be requested for construction performed by employees of the Recipient, the Recipient shall follow the procedures in I.M. 3.810, Federal-aid Construction by Local Agency Forces.
- c. If the Recipient desires to claim indirect costs associated with work performed by its employees, the Recipient shall prepare and submit to the Department an indirect cost rate proposal and related documentation in accordance with the requirements of 2 CFR 200. Before incurring any indirect costs, such indirect cost rate proposal shall be certified by the FHWA or the Federal agency providing the largest amount of Federal funds to the Recipient. If approved, the approved indirect cost rate shall be incorporated by means of an amendment to this agreement.

4. Design and Consultant Services

- a. The Recipient shall be responsible for the design of the project, including all necessary plans, specifications, and estimates (PS&E). The project shall be designed in accordance with the design guidelines provided or referenced by the Department in the Guide and applicable I.M.s.
- b. If the Recipient requests Federal funds for consultant services, the Recipient and the Consultant shall prepare a contract for consultant services in accordance with 23 CFR Part 172. These regulations require a

qualifications-based selection process. The Recipient shall follow the procedures for selecting and using consultants outlined in I.M. 3.305, Federal-aid Participation in Consultant Costs.

- c. If Preliminary Engineering (PE) work is Federally funded, and if right-of-way acquisition or actual construction of the road is not started by the close of the tenth fiscal year following the fiscal year in which the Federal funds were authorized, the Recipient shall repay to the Department the amount of Federal funds reimbursed to the Recipient for such PE work. PE includes work that is part of the development of the PS&E for a construction project. This includes environmental studies and documents, preliminary design, and final design up through and including the preparation of bidding documents. PE does not include planning or other activities that are not intended to lead to a construction project. Examples include planning, conceptual, or feasibility studies.

5. Environmental Requirements and other Agreements or Permits.

- a. The Recipient shall take the appropriate actions and prepare the necessary documents to fulfill the FHWA requirements for project environmental studies including historical/cultural reviews and location approval. The Recipient shall complete any mitigation agreed upon in the FHWA approval document. These procedures are set forth in I.M. 3.105, Concept Statement Instructions, 3.110, Environmental Data Sheet Instructions, 3.112, FHWA Environmental Concurrence Process, and 3.114, Cultural Resource Guidelines.
- b. If farmland is to be acquired, whether for use as project right-of-way or permanent easement, the Recipient shall follow the procedures in I.M. 3.120, Farmland Protection Policy Act Guidelines.
- c. The Recipient shall obtain project permits and approvals, when necessary, from the Iowa Department of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, the Department, or other agencies as required. The Recipient shall follow the procedures in I.M. 3.130, 404 Permit Process, 3.140, Storm Water Permits, 3.150, Highway Improvements in the Vicinity of Airports or Heliports, and 3.160, Asbestos Inspection, Removal and Notification Requirements.
- d. In all contracts entered into by the Recipient, and all subcontracts, in connection with this project that exceed \$100,000, the Recipient shall comply with the requirements of Section 114 of the Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all their regulations and guidelines. In such contracts, the Recipient shall stipulate that any facility to be utilized in performance of or to benefit from this agreement is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities or is under consideration to be listed.

6. Right-of-Way, Railroads and Utilities.

- a. The Recipient shall acquire the project right-of-way, whether by lease, easement, or fee title, and shall provide relocation assistance benefits and payments in accordance with the procedures set forth in I.M. 3.605, Right-of-Way Acquisition, and the Department's Office of Right of Way Local Public Agency Manual. The Recipient shall contact the Department for assistance, as necessary, to ensure compliance with the required procedures, even if no Federal funds are used for right-of-way activities. The Recipient shall obtain environmental concurrence before acquiring any needed right-of-way. With prior approval, hardship and protective buying is possible. If the Recipient requests Federal funding for right-of-way acquisition, the Recipient shall also obtain FHWA authorization before purchasing any needed right-of-way.
- b. If the project right-of-way is Federally funded and if the actual construction is not undertaken by the close of the twentieth fiscal year following the fiscal year in which the Federal funds were authorized, the Recipient shall repay the amount of Federal funds reimbursed for right-of-way costs to the Department.
- c. If a railroad crossing or railroad tracks are within or adjacent to the project limits, the Recipient shall obtain agreements, easements, or permits as needed from the railroad. The Recipient shall follow the procedures in I.M. 3.670, Work on Railroad Right-of-Way, and I.M. 3.680, Federal-aid Projects Involving Railroads.
- d. The Recipient shall comply with the Policy for Accommodating Utilities on City and County Federal-aid Highway Right of Way for projects on non-primary Federal-aid highways. For projects connecting to or involving some work inside the right-of-way for a primary highway, the Recipient shall follow the Department's Policy for Accommodating Utilities on Primary Road System. Certain utility relocation, alteration, adjustment,

or removal costs to the Recipient for the project may be eligible for Federal funding reimbursement. The Recipient should also use the procedures outlined in I.M. 3.640, Utility Accommodation and Coordination, as a guide to coordinating with utilities.

- e. If the Recipient desires Federal reimbursement for utility costs, it shall submit a request for FHWA Authorization prior to beginning any utility relocation work, in accordance with the procedures outlined in I.M. 3.650, Federal-aid Participation in Utility Relocations.

7. Contract Procurement.

The following provisions apply only to projects involving physical construction or improvements to transportation facilities:

- a. The project plans, specifications, and cost estimate (PS&E) shall be prepared and certified by a professional engineer or architect, as applicable, licensed in the State of Iowa.
- b. For projects let through the Department, the Recipient shall be responsible for the following:
 - i. Prepare and submit the PS&E and other contract documents to the Department for review and approval in accordance with I.M. 3.505, Check and Final Plans and I.M. 3.510, Check and Final Bridge or Culvert Plans, as applicable.
 - ii. The contract documents shall use the Department's Standard Specifications for Highway and Bridge Construction. Prior to their use in the PS&E, specifications developed by the Recipient for individual construction items shall be approved by the Department
 - iii. Follow the procedures in I.M. 3.730, Iowa DOT Letting Process, to analyze the bids received, make a decision to either award a contract to the lowest responsive bidder or reject all bids, and if a contract is awarded, execute the contract documents and return to Department.
- c. For projects that are let locally by the Recipient, the Recipient shall follow the procedures in I.M. 3.720, Local Letting Process, Federal-aid.
- d. The Recipient shall forward a completed Project Development Certification (Form 730002) to the Department in accordance with I.M. 3.750, Project Development Certifications Instructions. The project shall not receive FHWA Authorization for construction or be advertised for bids until after the Department has reviewed and approved the Project Development Certification.
- e. If the Recipient is a city, the Recipient shall comply with the public hearing requirements of the Iowa Code section 26.12.
- f. The Recipient shall not provide the contractor with notice to proceed until after receiving written notice the Iowa DOT has concurred in the contract award.

8. Construction.

- a. A full-time employee of the Recipient shall serve as the person in responsible charge of the construction project. For cities that do not have any full time employees, the mayor or city clerk will serve as the person in responsible charge, with assistance from the Department.
- b. Traffic control devices, signing, or pavement markings installed within the limits of this project shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" per 761 IAC Chapter 130. The safety of the general public shall be assured through the use of proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as necessary.
- c. For projects let through the Department, the project shall be constructed under the Department's Standard Specifications for Highway and Bridge Construction and the Recipient shall comply with the procedures and responsibilities for materials testing according to the Department's Materials I.M.s. Available on-line at: <http://www.iowadot.gov/erl/current/IM/navigation/nav.htm>.

- d. For projects let locally, the Recipient shall provide materials testing and certifications as required by the approved specifications.
- e. If the Department provides any materials testing services to the Recipient, the Department will bill the Recipient for such testing services according to its normal policy as per Materials I.M. 103.
- f. The Recipient shall follow the procedures in I.M. 3.805, Construction Inspection, and the Department's Construction Manual, as applicable, for conducting construction inspection activities.

9. Reimbursements.

- a. After costs have been incurred, the Recipient shall submit to the Department periodic itemized claims for reimbursement for eligible project costs. Requests for reimbursement shall be made at least annually but not more than bi-weekly.
- b. To ensure proper accounting of costs, reimbursement requests for costs incurred prior to June 30 shall be submitted to the Department by August 1 if possible, but no later than August 15.
- c. Reimbursement claims shall include a certification that all eligible project costs, for which reimbursement is requested, have been reviewed by an official or governing board of the Recipient, are reasonable and proper, have been paid in full, and were completed in substantial compliance with the terms of this agreement.
- d. The Department will reimburse the Recipient for properly documented and certified claims for eligible project costs. The Department may withhold up to 5% of the Federal share of construction costs or 5% of the total Federal funds available for the project, whichever is less. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final audit or review, the Department determines the Recipient has been overpaid, the Recipient shall reimburse the overpaid amount to the Department. After the final audit or review is complete and after the Recipient has provided all required paperwork, the Department will release the Federal funds withheld.
- e. The total funds collected by the Recipient for this project shall not exceed the total project costs. The total funds collected shall include any Federal or State funds received, any special assessments made by the Recipient (exclusive of any associated interest or penalties) pursuant to Iowa Code Chapter 384 (cities) or Chapter 311 (counties), proceeds from the sale of excess right-of-way, and any other revenues generated by the project. The total project costs shall include all costs that can be directly attributed to the project. In the event that the total funds collected by the Recipient do exceed the total project costs, the Recipient shall either:
 - 1) in the case of special assessments, refund to the assessed property owners the excess special assessments collected (including interest and penalties associated with the amount of the excess), or
 - 2) refund to the Department all funds collected in excess of the total project costs (including interest and penalties associated with the amount of the excess) within 60 days of the receipt of any excess funds. In return, the Department will either credit reimbursement billings to the FHWA or credit the appropriate State fund account in the amount of refunds received from the Recipient.

10. Project Close-out.

- a. Within 30 days of completion of construction or other activities authorized by this agreement, the Recipient shall provide written notification to the Department. The Recipient shall follow and request a final audit, in accordance with the procedures in I.M. 3.910, Final Review, Audit, and Close-out Procedures for Federal-aid Projects. Failure to comply with the procedures will result in loss of federal fund, reimbursed funds shall be returned and a possible suspension may be placed on the Recipient from receiving federal fund on future projects until the Recipient has demonstrated responsible management of federal funds on roadway projects.
- b. For construction projects, the Recipient shall provide a certification by a professional engineer, architect, or landscape architect as applicable, licensed in the State of Iowa, indicating the construction was completed in substantial compliance with the project plans and specifications.

- c. Final reimbursement of Federal funds shall be made only after the Department accepts the project as complete.
- d. The Recipient shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The Recipient shall also make these materials available at all reasonable times for inspection by the Department, FHWA, or any authorized representatives of the Federal Government. Copies of these materials shall be furnished by the Recipient if requested. Such documents shall be retained for at least 3 years from the date of FHWA approval of the final closure document. Upon receipt of FHWA approval of the final closure document, the Department will notify the Recipient of the record retention date.
- e. The Recipient shall maintain, or cause to be maintained, the completed improvement in a manner acceptable to the Department and the FHWA.

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

#14b

Date: 2/22/2018 Weekly Agenda Date: 2/27/2018

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

WORDING FOR AGENDA ITEM:

Consider approval of contract for bridge inspection contract for 2018

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:

A contract with Calhoun Burns and Associates is being presented to the Board for inspection of 170 structures requiring inspection in calendar year 2018.

BACKGROUND:

Counties are required by state and federal law to conduct bridge inspections on all bridges over 20' in length in compliance with National Bridge Inspection Standards (NBIS). Woodbury County Secondary Road Department has utilized consulting staff to perform these inspections on county bridges. Calhoun Burns and Associates is recommended for continuation of required bridge inspections for 2018.

FINANCIAL IMPACT:

Bridge inspections are paid from the local secondary road fund out of our administration-engineering budget line items.

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?

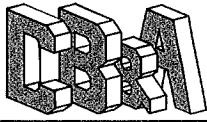
Yes No

RECOMMENDATION:

I recommend that the Board approve the contract with Calhoun Burns and Associates for bridge inspection for calendar year 2018.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the contract with Calhoun Burns and Associates for bridge inspection for calendar year 2018.



CALHOUN-BURNS AND ASSOCIATES, INC.

BRIDGES ♦ STRUCTURES ♦ TRANSPORTATION

February 20, 2018

Mark J. Nahra, P.E.
Woodbury County Engineer
759 E. Frontage Road
Menville, IA 51039-8199

RE: WOODBURY COUNTY BRIDGE INSPECTION AND RATING PROGRAM – 2018

Dear Mr. Nahra:

This proposal for bridge inspection and rating services for your 2018 Program is submitted in accordance with your request for professional structural engineering services. You have asked us to reinspect and rate approximately 170 structures in 2018 from the attached list for the Standard Rating and HS-20 or HL-93 Design Trucks. Posting recommendations will be provided for gross weight allowed and maximum axle weight allowed. We will complete Program Manager and Team Leader assignments, provide master lists, cost estimating and summary listing per the Iowa DOT and FHWA guidelines and requirements.

We propose to reinspect these 170 structures in 2018 for a fee of \$167.80 per bridge. We will perform any required load rating computations including 'SHV' trucks, update scour evaluations and complete the fracture critical inspections to justify deficiencies, changes, replacements, repairs, funding, etc., at the following estimated rates:

- Load Rating Computations: \$115.00 Each
- Updated Level A or B Scour Evaluations: \$ 95.00 Each
- Fracture Critical Inspections: \$800.00 Each

In addition to the above, we will provide assistance with the implementation of the SIIMS database at our hourly rates. Any special equipment costs will be charged to the County as a direct expense as we have done in the past.

Please review this proposal and, if it is acceptable, return one signed and dated copy to us. We will do another good job for you and Woodbury County.

Sincerely,

Milton C. Clemenson, P.E.
Vice President

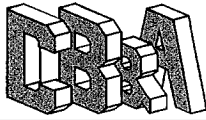
ACCEPTED FOR WOODBURY COUNTY:

Board of Supervisors, Chair

RECOMMENDED FOR APPROVAL:

Mark J. Nahra, P.E.
Woodbury County Engineer

Date: _____



CALHOUN-BURNS AND ASSOCIATES, INC.

BRIDGES ♦ STRUCTURES ♦ TRANSPORTATION

LIST OF BRIDGES FOR WOODBURY COUNTY BRIDGE INSPECTION AND RATING PROGRAM

The following bridges will be inspected and complete reports submitted:

2018

<u>Bridge No.</u>	<u>Bridge No.</u>	<u>Bridge No.</u>	<u>Bridge No.</u>	<u>Bridge No.</u>	<u>Bridge No.</u>	<u>Bridge No.</u>
A-049	C-213	D-270	F-130	H-203	O-074	T-004
A-208	C-224	E-006	G-22-1	H-248	O-102	T-017-1
A-225	C-241	E-034	G-043	H-266	O-266	T-053
B-064	C-246	E-063	G-058	J-178	P-006	U-012
B-082	C-266	E-066	G-084	J-306	P-027	U-015
B-110	C-268	E-092	G-089	K-014-10	P-035	U-017-1
B-139	C-274	E-093	G-106	K-019	P-078	U-023
B-152	C-278	E-099	G-127	K-020	P-107	U-044
B-213	C-280	E-116	G-135-2	K-046	P-191	U-051
B-255	D-015	E-229-1	G-146	K-103	P-237	U-086-2
C-007	D-018	E-239	G-149	K-118	P-253	U-091
C-010	D-019	E-245	G-151	K-185	P-260	U-103-1
C-027	D-028	E-260	G-156	K-199	P-276	U-105
C-029	D-042	E-265	G-164-2	K-203	P-280	U-137
C-043	D-054	E-308	G-168	L-001	P-283	U-138
C-064	D-056	F-010	G-172	L-077	P-285	U-155
C-086	D-070	F-019	G-179	L-078	Q-010	V-084-2
C-103	D-089	F-028	G-187	L-238	Q-014-1	W-107
C-113	D-098	F-049	H-029	L-275	Q-016	X-101
C-130	D-106	F-052	H-103	M-066	Q-018	X-116
C-158	D-108	F-073	H-109	M-184	Q-018-1	
C-160	D-137	F-074	H-120	M-299	Q-050	
C-180-1	D-156	F-103-1	H-135	N-191	Q-052	
C-192	D-186	F-115	H-181	N-206	Q-053-1	
C-208	D-254	F-117	H-193	O-029	Q-072	

1500 30th Street ♦ West Des Moines, IA 50266

WATS 877/241-8003 ♦ Phone 515/224-4344 ♦ FAX 515-224-1385 ♦ email: email@calhounburns.com

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

#14c

Date: 2/22/2018 Weekly Agenda Date: 2/27/2018

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

WORDING FOR AGENDA ITEM:

Consider approval of completion certificate for project L-M208--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:

The county approved a contract with Midwest Contracting on 3/7/2017 to replace culvert number M208 on Pocahontas Avenue north of Danbury.

BACKGROUND:

The project was completed September 19, 2017. The work was done within compliance with county standards. The total contract amount for the project was \$127,366.00.

FINANCIAL IMPACT:

This project was funded 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 the Board approve, accept and certify the completed project.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the certificate of completion for project L-M208--73-97 with Midwest Contracting for \$127,366.00.

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

PROJECT NO. L-M208—73-97

This is certifying that work covered by contract entered into with

Midwest Contracting

Of Marshall, Minnesota under the date of March 07, 2017

Bridge replacement with 12' x 10' RCB Culvert on Pocahontas Ave. in
Section 31-87-42

Contract Amount: **\$127,366.00**

in Woodbury County was completed in accordance with the plans and specifications
therefore, and in a satisfactory manner on **September 19, 2017**

February 27, 2018 By _____
Date County Engineer

Approved: Board of Supervisors
Woodbury County, Iowa

February 27, 2018 By _____
Date Chairperson

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

#14d

Date: 2/22/2018 Weekly Agenda Date: 2/27/2018

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

WORDING FOR AGENDA ITEM:

Consider approval of completion certificate for pavement marking project for 2017.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The county approved a contract with Vogel Traffic Services on 9/12/2017 to spray new pavement markings on various roads on the paved road system.

BACKGROUND:

The project was completed November, 15, 2017. The work was done within compliance with county standards. The total contract amount for the project was \$84,791.30.

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 Pavement Marking 2017 with Vogel Traffic Services of Orange City, Iowa for \$84,791.30.

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

PROJECT NO.

Pavement Marking 2017

This is to certify that work covered by contract entered into with

Vogel Traffic Services

of Orange City, Iowa under the date of September 12, 2017

Pavement marking on various roads in Woodbury County

Contract Amount: **\$84,791.30**

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

February 27, 2018 By _____
Date County Engineer

Approved: Board of Supervisors
Woodbury County, Iowa

February 27, 2018 By _____
Date Chairperson

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

#14e

Date: 2/22/2018 Weekly Agenda Date: 2/27/2018

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

WORDING FOR AGENDA ITEM:

Consider approval of completion certificate for project L-B(W107)--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:

The county approved a contract with Graves Construction on 7/11/2017 to replace the existing bridge W107 on 300th St. west of Danbury.

BACKGROUND:

The project was completed December, 12, 2017. The work was done within compliance with county standards. The total contract amount for the project was \$437,110.28.

FINANCIAL IMPACT:

This project was funded with the \$1.3 million special project levy fund.

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

Yes No

RECOMMENDATION:

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

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the certificate of completion of project L-B(W107)--73-97 with Graves Construction of Spencer, Iowa for \$437,110.28.

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

PROJECT NO. L-B(W107)—73-97

This is to certify that work covered by the contract entered into with

Graves Construction

of Spencer, Iowa under the date of July 11, 2017

Bridge Replacement on 330th Street
Section 26-86-43

Contract Amount: **\$437,110.28**

in Woodbury County was completed in accordance with the plans and specifications
therefore, and in a satisfactory manner on **December 12, 2017**

February 27, 2018 By _____
Date County Engineer

Approved: Board of Supervisors
Woodbury County, Iowa

February 27, 2018 By _____
Date Chairperson

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

#14f

Date: 2/22/2018 Weekly Agenda Date: 2/27/2018

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

WORDING FOR AGENDA ITEM:

Consider bids for project number M-W73--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 and bids will be received for the replacement of a concrete box culvert on county route D54 east of Oto.

BACKGROUND:

County staff checked all structures under D54 in advance of the programmed PCC Overlay planned for construction on County Route D54 in fiscal year 2018. A box culvert was found to have separated under the road. To get the culvert replaced in advance of the PCC overlay, a maintenance project is proposed to allow it to be built on time. The culvert is east of Mason Avenue on D54.

FINANCIAL IMPACT:

The projects are paid for with local 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:

- 1) I recommend that the Board receive bids for project number L-W73--73-97 and return them to the county engineer for review and recommendation.
- 2) If quotes show a clear low quote, the engineer may recommend award at the Board meeting after opening the quotes.

ACTION REQUIRED / PROPOSED MOTION:

- 1) Motion to receive bids for project number L-W73--73-97 and return them to the county engineer for review and recommendation.
- 2) Motion to award bid if low quote is clearly determined by bid results.