



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(OCTOBER 24) (WEEK 43 OF 2023)**

Live streaming at:

<https://www.youtube.com/user/woodburycountyiowa>

Agenda and Minutes available at:

www.woodburycountyiowa.gov

Daniel A. Bittinger II
389-4405

dbittinger@woodburycountyiowa.gov

Mark Nelson
540-1259

mnelson@woodburycountyiowa.gov

Keith W. Radig
560-6542

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Jeremy Taylor
259-7910

jtaylor@woodburycountyiowa.gov

Matthew A. Ung
490-7852

matthewung@woodburycountyiowa.gov

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held October 24, 2023, 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. Members of the public wishing to speak on an item must follow the participation rules adopted by the Board of Supervisors.

1. Please silence cell phones and other devices while in the Boardroom.
2. The Chair may recognize speakers on agenda items after initial discussion by the Board.
3. Speakers will approach the microphone one at a time and give their name and address before their statement.
4. Speakers will limit their remarks to three minutes on any one item and address their remarks to the Board.
5. At the beginning of 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. The Chair may also request delegates provide statements on behalf of multiple speakers.
6. Any concerns or questions which do not relate to a scheduled item on the agenda will be heard under the item "Citizen Concerns." Please note the Board is legally prohibited from taking action on or engaging in deliberation on concerns not listed on the agenda, and in such cases the Chair will request further discussion take place after properly noticed.
7. Public comment by electronic or telephonic means is prohibited except for a particular agenda item when approved by the Chair 24 hours before a meeting or by a majority of the board during a meeting for a subsequent meeting.

AGENDA

3:15 p.m. Closed Session {Iowa Code Section 21.5 (1) (c)} **First Floor Boardroom**

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

1. Approval of the agenda Action

Consent Agenda

Items 2 through 6 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.

2. Approval of the minutes of the October 17, 2023, meeting
3. Approval of claims
4. Human Resources – Melissa Thomas
Approval of Memorandum of Personnel Transactions
5. Board Administration – Heather Van Sickle
Approval of funds for the holiday luncheon on Tuesday, December 5, 2023

6. County Treasurer - Tina Bertrand
 - a. Approval of resolution for abatement of taxes for Lake Forest MHC LLC mobile home VIN #1644K
 - b. Approval of resolution for abatement of taxes for Lake Forest MHC LLC mobile home VIN #7697
 - c. Approval of resolution for abatement of taxes for Dream Homes LLC mobile home VIN #38A12696
 - d. Approval of resolution for abatement of taxes for Dream Homes LLC mobile home VIN #04510668D
 - e. Approval of resolution for abatement of taxes for Dream Homes LLC mobile home VIN #NEB59A23448S
 - f. Approval of resolution for abatement of taxes for Dream Homes LLC mobile home VIN #0525385783
 - g. Approval of resolution for abatement of taxes for Dream Homes LLC mobile home VIN #50300282D
 - h. Approval to lift the tax suspension for P.C.
 - i. Approve property tax refund request for parcel #884729381004 in the amount of \$1,806.00
 - j. Approve property tax refund request for parcel #884705483015 in the amount of \$379.50

End Consent Agenda

7. Human Resources – Melissa Thomas
Approval to increase the employee contribution of the PPO medical plan by 3 percent
8. Building Services – Kenny Schmitz & Conservation Dan Heissel
 - a. Approval of 2024 CIP 1600-24-Foundation & Expenditures in the amount of \$100,000 Action
 - b. Approval of additional funds of \$25,000 applicable to architectural, engineering and geotechnical expenses previously incurred Action
9. LEC Authority & Baker Group
Information on LEC Lease Agreement – Maintenance & Improvement Fund - LEC Operating Expenditures Information
10. Board of Supervisors - Jeremy Taylor & Keith Radig
Information related to actions taken by the Woodbury County Board of Supervisors related to the Law Enforcement Center and the engagement of legal services by the LEC Authority Information
11. Board of Supervisors – Matthew Ung
Public statement regarding Navigator’s pipeline and the Woodbury County Board’s advocacy on behalf of its landowners Information
12. Reports on Committee Meetings Information
13. Citizen Concerns Information
14. Board Concerns Information

ADJOURNMENT

CALENDAR OF EVENTS

- MON., OCT. 23 6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom
- WED., OCT. 25 2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- THU., OCT. 26 11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
- WED., NOV. 1 10:00 a.m.** Loess Hills Alliance Protection Committee Meeting, Pisgah, Iowa
- 11:00 a.m.** Loess Hills Alliance Stewardship Committee Meeting
- 1:00 p.m.** Loess Hills Alliance Executive Meeting
- 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- THU. NOV. 2 12:00 p.m.** SIMPCO – Regional Policy & Legislative Affairs Committee - Hybrid
- MON., NOV. 6 6:00 p.m.** Board of Adjustment meeting, First Floor Boardroom
- WED., NOV. 8 7:30 a.m.** SIMPCO – Executive-Finance Committee - Hybrid
- 8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- 6:30 p.m.** 911 Service Board Meeting, Public Safety Center, Climbing Hill
- THU., NOV. 9 12:00 p.m.** SIMPCO Board of Directors, 1122 Pierce St.
- 4:00 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WED., NOV. 15 10:00 a.m.** StarComm, Security Institute, WIT
- 12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., NOV. 16 10:00 a.m.** Siouxland Regional Transit System, Hybrid
- 11:15 a.m.** SIMPCO – Western Iowa Community Improvement Regional Housing Trust Fund, Hybrid
- 4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., NOV. 17 12:00 p.m.** Siouxland Human Investment Partnership Board Meeting, 2540 Glenn Ave.
- WED., NOV. 22 2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- THU., NOV. 23 11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
- MON., NOV. 27 6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom

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.

OCTOBER 17, 2023, FORTY-SECOND MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, October 17, 2023, at 4:00 p.m. Board members present were Nelson (at 4:30pm), Taylor, Ung, Bittinger II, and Radig. Staff members present were Karen James, Board Administrative Assistant, Dennis Butler, Finance and Budget Director, Joshua Widman, Assistant County Attorney, Melissa Thomas, Human Resources Director, and Michelle Skaff, Deputy Auditor/Clerk to the Board.

Closed session per Iowa Code Section 21.5(1)(a) was not held because the party involved did not appear for the meeting.

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

- 1. Motion by Ung second by Taylor to approve the agenda for October 17, 2023. Carried 5-0. Copy filed.
Motion by Radig second by Ung to approve the following items by consent:
- 2. To approve minutes of the October 10, 2023 meeting. Copy filed.
To approve minutes of the October 12, 2023 special meeting. Copy filed.
- 3. To approve the claims totaling \$1,106,076.97. Copy filed.
- 4a. To approve the appointment of Matthew Metzgar, Assistant County Attorney, County Attorney Dept., effective 10-18-23, \$87,178.00. Per AFASMCE Assistant County Attorney Contract agreement, Step 6.; and the separation of Hayden Harmon, Civilian Jailer, County Sheriff Dept., effective 10-25-23. Resignation. Copy filed.
- 4b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Civilian Jailer, County Sheriff Dept. CWA: \$23.97. Copy filed.

Carried 5-0.

- 6. An update was given by Kenny Schmitz, Building Services, on Dorothy Pecaut Nature Center – Building Floor Slab Settlement. Copy filed.
- 5. A public hearing was held at 4:35 p.m. for the sale of parcel #894727230006, 2501 10th 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 Taylor second by Ung to approve and authorize the Chairperson to sign a Resolution for the sale of the real estate parcel #894727230006, 2501 10th St., to Cody & Kelly Boulware, 2513 10th St., Sioux City, for \$337.00 plus recording fees. Carried 5-0.

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF WOODBURY COUNTY, IOWA
RESOLUTION #13,668**

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

By Cody L. Boulware and Kelly M. Boulware in the sum of **Three Hundred Thirty-Seven and 00/100 (\$337.00)** dollars.

For the following described real estate, To Wit:

Parcel #894727230006
West 50 feet of Lot 6 in Block 19 of Coles Addition to Sioux City in the County of Woodbury and State of Iowa (2501 10th 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 17th Day of October, 2023.
WOODBURY COUNTY BOARD OF SUPERVIORS
Copy filed.

- 7a. Motion by Radig second by Bittinger to approve the contract for PCC Patching 2023 with Ten Point Construction for \$59,250.00. Carried 5-0. Copy filed.
- 7b. Motion by Radig second by Ung to approve the contract for deicing sand production at the Briese Pit with Bedrock for \$95,000.00. Carried 5-0. Copy filed.
- 8. Jeremy Taylor & Mark Nelson, Board of Supervisors, and Dennis Butler, Board Administration, presented information relating to the LEC; Updates, financial picture, and plans by the board in reaction to Oct. 10th LECA/BOS meeting. Copy filed.

Doyle Turner, 220th St, Merville, and Steve Corey, Salix, addressed the board regarding the LEC updates.

- 9. Reports on committee meetings were heard.
- 10. There were no citizen concerns.
- 11. Board concerns were heard.

The Board adjourned the regular meeting until October 24, 2023.

Meeting sign in sheet. Copy filed.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: October 24, 2023

*** PERSONNEL ACTION CODE:**

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

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Barbagallo, Kimberlie	County Auditor	10-30-23	Clerk II	\$23.95/hour	10.6%=\$2.30/hour	R	Per AFSCME Courthouse Contract agreement, from Grade 3/Step 4 to Grade 3/Step 5.
Holmes, John	Emergency Management	10-25-23	Assistant Coordinator	\$23.00/hour		A	Job Vacancy Posted 8-23-23. Entry Level Salary: \$23.00/hour.
Hollingshead, Dawna	County Sheriff	11-06-23	Clerk III	\$24.33/hour		A	Job Vacancy Posted 8-25-23. Entry Level Salary: \$22.63/hour.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: Melissa Thomas HR Director

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

Date: 10/19/2023 Weekly Agenda Date: 10/24/2023

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Heather Van Sickle - Executive Secretary

WORDING FOR AGENDA ITEM:

Approval of funds for the holiday luncheon on Tuesday, December 5, 2023

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Every year the Board of Supervisors hosts a holiday luncheon for county employees.

BACKGROUND:

Every year the Board of Supervisors hosts a holiday luncheon for county employees.

FINANCIAL IMPACT:

Between \$3,600 - \$4,000 includes mileage and setup.

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

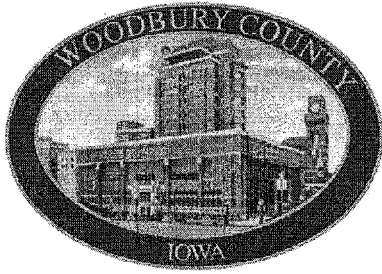
Yes No

RECOMMENDATION:

Approve up to \$4,000 from Gaming Funds for the cost of the holiday luncheon.

ACTION REQUIRED / PROPOSED MOTION:

Approve up to \$4,000 from Gaming Funds for the cost of the holiday luncheon.



Tina M Bertrand
Treasurer of Woodbury County
Property Tax
822 Douglas Street Suite 102
Sioux City, IA 51101
712-279-6495

October 17, 2023

RE: Taxes need abated

Dear Board of Supervisors,

The following mobile homes need taxes abated:

Lake Forest MHC LLC (3700 28 th St Lot #158)	1972 Sierra	VIN-1644K	\$150.00
Junking Certificate was issued 6-13-23			
Lake Forest MHC LLC (3700 28 th St Lot #231)	1980 Shar-lo	VIN-7697	\$ 87.00
Junking Certificate was issued 8-31-23			
Dreamhomes LLC (3700 28 th St Lot 133A)	1982 Bonnavilla	VIN-38A12696	\$78.00
Junking Certificate was issued 8-31-23			
Dreamhomes LLC (3700 28 th St Lot 494)	1991 Cutlass	VIN-04510668D	\$74.00
Junking Certificate was issued 8-31-23			
Dreamhomes LLC (3700 28 th St Lot 269)	1995 Sharlo Custom	VIN-NEB59A23448S	\$97.00
Junking Certificate was issued 8-31-23			
Dreamhomes LLC (3700 28 th St Lot 299)	1992 Champion	VIN-0525385783	\$102.00
Junking Certificate was issued 8-15-23			
Dreamhomes LLC (3700 28 th St Lot 335)	1991 Skyline Trailer	VIN-50300282D	\$74.00
Junking Certificate was issued 8-15-23			

Thank you for your time,

A handwritten signature in cursive script that reads "Janet L. Trimpe".

Janet L. Trimpe
Woodbury County Tax Deputy

WOODBURY COUNTY, IOWA

RESOLUTION #

RESOLUTION APPROVING ABATEMENT OF TAXES

WHEREAS, Lake Forest MHC LLC is the titleholder of a mobile home VIN #1644K located in Woodbury County, Iowa and legally described as follows:

VIN #1644K 1972 Sierra

WHEREAS, the above-stated mobile home has taxes payable including special assessments and the mobile home is owned by Lake Forest MHC LLC.

WHEREAS, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

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

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above mobile home according to Code of Iowa, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

SO RESOLVED this 24th day of October, 2023.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick Gill
Woodbury County Auditor/Recorder

Matthew Ung, Chairman

WOODBURY COUNTY, IOWA

RESOLUTION #

RESOLUTION APPROVING ABATEMENT OF TAXES

WHEREAS, Lake Forest MHC LLC is the titleholder of a mobile home VIN #7697 located in Woodbury County, Iowa and legally described as follows:

VIN #7697 1980 Shar-lo

WHEREAS, the above-stated mobile home has taxes payable including special assessments and the mobile home is owned by Lake Forest MHC LLC.

WHEREAS, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

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

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above mobile home according to Code of Iowa, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

SO RESOLVED this 24th day of October, 2023.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick Gill
Woodbury County Auditor/Recorder

Matthew Ung, Chairman

WOODBURY COUNTY, IOWA

RESOLUTION #

RESOLUTION APPROVING ABATEMENT OF TAXES

WHEREAS, Dream Homes LLC is the titleholder of a mobile home VIN #38A12696 located in Woodbury County, Iowa and legally described as follows:

VIN #38A12696 1982 Bonnavilla

WHEREAS, the above-stated mobile home has taxes payable including special assessments and the mobile home is owned by Dream Homes LLC.

WHEREAS, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

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

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above mobile home according to Code of Iowa, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

SO RESOLVED this 24th day of October, 2023.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick Gill
Woodbury County Auditor/Recorder

Matthew Ung, Chairman

WOODBURY COUNTY, IOWA

RESOLUTION #

RESOLUTION APPROVING ABATEMENT OF TAXES

WHEREAS, Dream Homes is the titleholder of a mobile home VIN #04510668D located in Woodbury County, Iowa and legally described as follows:

VIN #04510668D 1991 Cutlass

WHEREAS, the above-stated mobile home has taxes payable including special assessments and the mobile home is owned by Dream Homes.

WHEREAS, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

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

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above parcel according to Code of Iowa, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

SO RESOLVED this 24th day of October, 2023.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick Gill
Woodbury County Auditor/Recorder

Matthew Ung, Chairman

WOODBURY COUNTY, IOWA

RESOLUTION #

RESOLUTION APPROVING ABATEMENT OF TAXES

WHEREAS Dream Homes LLC is the titleholder of a mobile home VIN #NEB59A23448S located in Woodbury County, Iowa and legally described as follows:

VIN #NEB59A23448S 1995 Sharlo Custom

WHEREAS, the above-stated property has taxes payable including special assessments and the property is owned by Dream Homes LLC.

WHEREAS, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

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

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above parcel according to Code of Iowa, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

SO RESOLVED this 24th day of October, 2023.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor/Recorder

Matthew Ung, Chairman

WOODBURY COUNTY, IOWA

RESOLUTION #

RESOLUTION APPROVING ABATEMENT OF TAXES

WHEREAS, Dream Homes LLC is the titleholder of a mobile home VIN #0525385783 located in Woodbury County, Iowa and legally described as follows:

VIN #0525385783 1992 Champiom

WHEREAS, the above-stated mobile home has taxes payable including special assessments and the mobile home is owned by Dream Homes LLC.

WHEREAS, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

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

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above parcel according to Code of Iowa, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

SO, RESOLVED this 24th day of October, 2023.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor/Recorder

Matthew Ung, Chairman

WOODBURY COUNTY, IOWA

RESOLUTION #

RESOLUTION APPROVING ABATEMENT OF TAXES

WHEREAS, Dream Homes LLC is the titleholder of a mobile home VIN 50300282D located in Woodbury County, Iowa and legally described as follows:

VIN #50300282D 1991 Skyline Trailer

WHEREAS, the above-stated mobile home has taxes payable including special assessments and the mobile home is owned by Dream Homes LLC

WHEREAS, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

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

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above parcel according to Code of Iowa, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

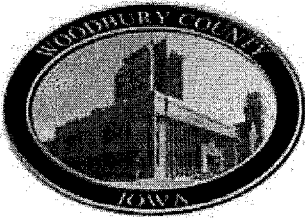
SO RESOLVED this 24th day of October, 2023.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor/Recorder

Matthew Ung, Chairman



Tina M. Bertrand
Woodbury County Treasurer
822 Douglas St Ste 102
Sioux City IA 51101
712-279-6495

October 13, 2023

RE: Request for Approval of Refund(s)

Dear Board of Supervisors,

We have two customers requesting refunds on the below parcels and we need your approval before issuing the refund checks.

*8847 29 381 004 (2030 Roundtable Rd) owned by Eugene Flair. Both Eugene & his mortgage company of Cent Credit Union paid the September 2023 taxes. Cent Credit Union is requesting their payment of \$1806.00 be refunded to them.

*8847 05 483 015 (5701 Lorraine Ave) previously owned by James Geusebroek. James sold the property on 9-20-23 and forgot to cancel his scheduled payment set up on-line. James is requesting a refund of \$379.50 that should not have been paid.

The refunds will be processed upon confirmation that funds were not returned as non-sufficient funds.

Thank you for your time,

A handwritten signature in black ink that reads "Janet L. Trimpe". The signature is written in a cursive, flowing style.

Janet L. Trimpe
Woodbury County Tax Deputy

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

Date: 10/19/2023 Weekly Agenda Date: 10/26/2023

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas HR Director

WORDING FOR AGENDA ITEM:

Approval to increase the employee contribution of the PPO medical plan by 3%

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

On July 1st, Woodbury County increased their contribution to the medical fund by 3%. This increase will match the BOS increase.

BACKGROUND:

Woodbury County is a self-funded health plan thus the rates and contributions are set by the Board of Supervisors. The county has not raised the employee portion of the health plan for 6 years, so by raising the PPO 3% the fund would increase by approximately \$20,500.00 and the employee rates will still remain low.

FINANCIAL IMPACT:

0

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

Yes No

RECOMMENDATION:

Approve the motion

ACTION REQUIRED / PROPOSED MOTION:

Motion to increase the Woodbury County employee contribution of the PPO health plan 3% effective January 1, 2024.

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

Date: 10/18/2023 Weekly Agenda Date: 10/24/2023

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Kenny Schmitz/ Dan Heissel

WORDING FOR AGENDA ITEM:

Dorothy Pecaut Nature Center- Building Floor Slab Settlement - 2024 CIP Expense Approval

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Building Services will request funding for 2024 Dorothy Pecaut CIP expenditure approval relating to floor slab settlement & seek feedback on applicable expenses.

BACKGROUND:

The Conservation Department in 2022 notified Building Services that the Nature Center Building over an extended period of time has continued to experience floor settling & the problem was beginning to effect entry door function, & the issue was to a level that it needed to be addressed. Upon inspection Building Services noted an area on first floor had settled 2.25 Inches in 20 Foot.

FINANCIAL IMPACT:

2024 Capital Improvement Project 6100-24-Foundation = \$100,000
Total Expenditures to be determined

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

Yes No

RECOMMENDATION:

Approve motions & provide direction on applicable expenditures

ACTION REQUIRED / PROPOSED MOTION:

- a. Motion to approve 2024 CIP 1600-24-Foundation & expenditures in the amount of \$100,000
- b. Motion to approve additional funds of \$25,000 applicable to Architectural, Engineering, & Geotechnical expenses previously incurred.



WOODBURY COUNTY BUILDING SERVICES DEPARTMENT

Subject: Dorothy Pecaut Nature Center (2024 CIP #6100-24-Foundation)

Performance Items & Expenses

Project Performance Items Completed as of October 15th, 2023:

1. Initial Architectural & Engineering Meeting & on-site Reviews
2. Architectural & Engineers Review of Original Building (As Built) Plans & Specifications
3. Geotechnical Exploration Phase-1 Floor Slab Survey
4. Geotechnical Exploration Phase-2 Floor Slab Soil Borings
5. Downspouts Collector Camera Inspections (Architects Action Item #2)

Architectural, Engineering, Geotechnical, & Plumbing Expensed as of 10/15/2023 = \$9,959.50

Project Next Steps Action Items To Be Completed:

1. Architects Action Item #1- Exterior Soil Borings (East Side)
2. Architects Action Item #4- Ground Penetrating Radar Exploration
3. Architects Action Item #5- Stabilization Materials Investigation
4. Architects Action Item #3- Building Settlement Monitors

Quoted Costs;

Exterior Soil Borings (Action Item #1)- Quoted Waiting Approval- \$2,450

Ground Penetrating Radar (Action Item #4)- Quoted Waiting Approval- \$2,925

Settlement Monitors (Action Item #3)- Initial Installation \$2,800 – Future Inspections \$1,800 Each

Additional Costs (To Be Determined);

Downspout Line & Associated Repair Costs

Building/ Slab Stabilization, Building Repairs, Retaining Wall Removal/ Replacement

Water Feature Removal/ Replacement

Architectural & Engineering Fees



CMBA ARCHITECTS
 302 Jones Street, Suite 200
 Sioux City, IA 51101
 (P) 712.274.2933

WOODBURY COUNTY
 KENNY SCHMITZ
 401 8th Street
 Sioux City, IA 51101

Invoice number 63017
 Date 09/11/2023

Project **23186 Dorothy Pecaut Nature Center
 Floor Issues**

Professional services for the period: 8/1/23 through 8/31/23

Professional Services

	Hours	Rate	Billed Amount
Principal	7.50	225.00	1,687.50
		Invoice total	1,687.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
63017	09/11/2023	1,687.50	1,687.50				
	Total	1,687.50	1,687.50	0.00	0.00	0.00	0.00

6100 - 24 - FOUNDATION



CMBA ARCHITECTS
 302 Jones Street, Suite 200
 Sioux City, IA 51101
 (P) 712.274.2933

WOODBURY COUNTY
 KENNY SCHMITZ
 401 8th Street
 Sioux City, IA 51101

Invoice number 63119
 Date 10/06/2023

Project **23186 Dorothy Pecaut Nature Center
 Floor Issues**

Professional services for the period: 9/1/23 through 9/30/23

Professional Services

	Hours	Rate	Billed Amount
Principal	1.10	225.00	247.50
Invoice total			247.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
63119	10/06/2023	247.50	247.50				
Total		247.50	247.50	0.00	0.00	0.00	0.00

6100-24-FOUNDATION

10/24/23 post date



Certified Testing Services, Inc.

P.O. Box 1193
Sioux City, IA 51102

Invoice

Date	Invoice #
6/28/2023	SC46228

Bill To
Attn: Mr. Kenny Schmitz Building Services Director Woodbury County 401 8th Street Sioux City, Iowa 51101

Location
Woodbury County, Iowa

Project		G7037- Dorothy Pecaut Nature Center		Building Distress	
Date	Description	Quantity	Rate	Total	
06/28/2023	Floor Survey and Analysis, Lump Sum	1	950.00	950.00	
06/28/2023	Geotechnical Study and Report, Lump Sum	1	5,200.00	5,200.00	
6100-24-DPC FOUNDATION					

Due to increase cost in processing fees for credit card transactions, we unfortunately need to charge a 1.9% surcharge on all invoices paid by Credit or Debit card. We still offer FREE ACH, Direct Debit. Check or cash pay options for your convenience on all invoices.

Subtotal	\$6,150.00
Sales Tax (0.0%)	\$0.00

Phone #	Fax #	E-mail	Balance Due	\$6,150.00
712-252-5132	712-252-0110	kmartin@ctsgeo.com		

Invoice

Bill To
Woodbury County Court House Kenny Schmitz, Director of Facilities 620 Douglas St. Sioux City, IA 51101

Date	Invoice #
8/31/2023	RR23205-8

		Project	FEE:		
		RR23205 Dorothy Pecaut Settlement	TBD		
Qty	Item	Description	Rate	Prior Billed	Amount
12	Review	Site visits as needed to review settlement concerns; review of existing drawings and new geotechnical report; provide structural details/recommendations as needed after geotechnical exploration <i>6100-24-FOUNDATION</i>	125.00		1,500.00
			Current Invoice Total		\$1,500.00
			Job Total (Includes Outstanding Balances)		\$1,500.00

morningside plumbing

PO Box 4547

Sioux City, IA 51104 US

712-274-1738

office@morningsideplumbing.biz



INVOICE

INVOICE # 15131794

DATE 09/15/2023

DUE DATE 10/06/2023

BILL TO

Woodbury County
Conservation-Dorothy Pecaut
Nature Center
4500 Sioux River Rd
Sioux City, IA 51109

SHIP TO

Woodbury County
Conservation-Dorothy
Pecaut Nature Center
4500 Sioux River Rd
Sioux City, IA 51109

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

	DESCRIPTION	AMOUNT
CAMERA REG	Sewer Camera- Televised Downspouts Belly in line from 19' to 36.11' Separated pipe 55.09' south of downspout #3	350.00T
	SUBTOTAL	350.00
	TAX	24.50
	TOTAL	374.50
	BALANCE DUE	\$374.50

Kenny Schmitz

From: Matthew Dailey <mdailey@ctsgeo.com>
Sent: Wednesday, September 6, 2023 1:14 PM
To: Kenny Schmitz
Subject: RE: Dorothy Pecaut Floor Discussion
Attachments: 6528 Dorothy Pecaut Nature Center Additional Borings.pdf

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Kenny,
Sorry about that. See attached.

Thanks,

Matthew R. Dailey, P.E.

Geotechnical Department Manager

Certified Testing Services, Inc.

[PO Box 1193 | 419 W. 6th Street | Sioux City, Iowa 51102](#)

Office: (712)252-5132 | Direct: (712)226-1551 | Mobile: (712)203-0053



From: Kenny Schmitz <kschmitz@woodburycountyiowa.gov>
Sent: Wednesday, September 6, 2023 11:31 AM
To: Matthew Dailey <mdailey@ctsgeo.com>
Subject: FW: Dorothy Pecaut Floor Discussion

Hi Matt,

Forgive me if I missed it but were/are you able to provide me the proposal for #1 Action on the attached please.

Thanks,

Kenny Schmitz

Director | Building Services

401 8th Street

Sioux City, Iowa 51101

712.279.6539

kschmitz@woodburycountyiowa.gov

Providing Professional Services to Woodbury County since 2015

ACTION #1
CTS Soil Borings
outside of the
Building (EAST SIDE)

\$2,450⁰⁰

From: Terry Glade <glade.t@cmbaarchitects.com>

Sent: Thursday, August 31, 2023 12:33 PM

To: Kenny Schmitz <kschmitz@woodburycountyiowa.gov>; Daniel Heissel <dheissel@woodburyparks.org>; Brian Stehr <bstehr@woodburyparks.org>

Cc: mdailey@ctsgeo.com; bryan.wells@dgr.com; CErickson@rakerrhodes.com; jhoffman@rakerrhodes.com

Subject: Dorothy Pecaut Floor Discussion

Please find attached the discussion minutes as I recorded them from our site meeting on 8/3/23. Everyone, please report back with listed proposals for service and then the results of the proposed services. I also included some suggested locations for monitoring floor movement. Feel free to comment or suggest better locations.

Thanks,

TERRY GLADE AIA, LEED AP
PRINCIPAL

CMBA ARCHITECTS

P 712.274.2933 ext 1106

M 712.499.0908

<https://protect-us.mimecast.com/s/vMocCpYW2qcn9N3jcYtbN4?domain=cmbaarchitects.com>

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Certified Testing Services, Inc.

419 W. 6th Street • P.O. Box 1193 • Sioux City, Iowa 51102 • Phone (712) 252-5132

September 6, 2023

Kenny Schmitz
Director – Building Services
Woodbury County
401 8th Street
Sioux City, Iowa 51101

RE: Additional Geotechnical Exploration
Services
Building Distress
Dorothy Pecaut Nature Center
Sioux City, Iowa
CTS Proposal No. 6528

Dear Mr. Schmitz,

Introduction

Certified Testing Services, Inc. is pleased to submit this proposal to perform additional geotechnical exploration services for the above referenced project. The reason for this proposal is that during a site meeting on August 3, 2023, with Mr. Brian Stehr of the Dorothy Pecaut Nature Center, Mr. Bryan Wells, P.E. of DGR Engineering and Mr. Terry Glade, AIA of CMBA Architects, it was discussed to provide three additional soil borings on the exterior of the east side of the Dorothy Pecaut Nature Center building. The purpose of the additional soil borings is to evaluate the subsurface soils on the exterior of the building and obtain ground water readings, if groundwater is present.

Scope of Work

Based on the additional information supplied, CTS proposes to perform three additional soil test borings to depths of 20 feet below the existing grade on the east side of the existing building and perform 24 hour water readings. The additional borings will be performed using a truck mounted drill rig. At the completion of the fieldwork, samples collected in the field will be transported to the laboratory and tested to determine select engineering properties that will be used in our analysis. The results of the fieldwork,

laboratory testing, project information and other information will be evaluated by a professional engineer familiar with the soil conditions in the project area and presented in an addendum report.

Items that will be addressed in the addendum report include our analysis of the subsurface materials, additional recommendations based on the results of the subsurface investigation, if needed, and groundwater information.

The scope of services is based on the public utilities being located by CTS through the Iowa One Call Service and the boring location being accessible to a truck mounted drill rig. **It should be noted that the Iowa One Call Service will not locate private utilities, which are utilities that are owned and maintained by the property owner. Woodbury County should make CTS aware of all private utilities that the Iowa One Call Service will not locate. CTS cannot be held responsible for private utilities that we cut that we are not made aware of their specific location.** CTS cannot be held responsible for drill holes that settle after we have left the site or damage caused accessing the site due to soft conditions. Field and laboratory testing will be performed, where applicable, in accordance with ASTM procedures. Our scope of work does not include an evaluation of existing environmental conditions.

Cost

Based on the scope of work discussed above, CTS proposes to perform the additional work for a lump sum amount of \$2,450.00, which includes an electronic copy of the addendum report. It is further proposed to perform the work in accordance with the CTS "General Conditions", were included in the original proposal.

Schedule and Authorization

Based on our present schedule, we can commence the fieldwork within ten to fifteen working days after receiving written notice to proceed if site access is supplied

Woodbury County
September 6, 2023
CTS Proposal Number 6528
Page 3 of 5

and weather and site conditions allow. Working days are Monday through Friday with the exception of holidays. CTS's written addendum report would be completed within seven working days of completion of the fieldwork.

CTS will proceed with the fieldwork based on the receipt of a signed copy of this proposal. To speed up the process a copy of the signature page may be faxed to (712) 252-0110 or emailed to mdailey@ctsgeo.com and would serve as written authorization. Please complete as many items as possible on the attached project data sheet and return the signed agreement.

CTS appreciates the opportunity to submit this proposal and looks forward to continuing to work with you on this project. If you should have any questions or need additional information, feel free to contact our office.

Sincerely,

CERTIFIED TESTING SERVICES, INC.



James A. Bertsch, P.E.
Senior Geotechnical Engineer



Matthew R. Dailey, P.E.
Geotechnical Department Manager

JAB/MRD/md

Attachments: Schedule of Services and Fees
Project Data Sheet
General Conditions

cc: CMBA Architects
Woodbury County Conservation Board

AGREED TO THIS _____ **DAY OF** _____, 20 _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

FIRM: _____

SCHEDULE OF SERVICES AND FEES

<u>Field Services</u>	<u>Unit</u>	<u>Unit Fees</u>
Mobilization	Per Trip	\$260.00
Mobilization, Pickup	Per Trip	30.00
Drilling	Per Foot	11.00
Sampling	Each	10.00
Standby	Hour	150.00
 <u>Lab Services</u>		
Atterberg Limits	Each	\$90.00
Moisture Content	Each	9.00
Dry Density	Each	11.00
Unconfined Compression	Each	16.00
Consolidation Test	Each	250.00
 <u>Report</u>		
Senior Engineering Technician	Hour	68.00
Crew Chief	Hour	78.00
Staff Engineer	Hour	130.00
Senior Engineer	Hour	160.00



Certified Testing Services, Inc.

419 W. 6th Street • P.O. Box 1193 • Sioux City, Iowa 51102 • Phone (712) 252-5132

September 6, 2023

Kenny Schmitz
Director – Building Services
Woodbury County
401 8th Street
Sioux City, Iowa 51101

RE: Additional Geotechnical Exploration
Services
Building Distress
Dorothy Pecaut Nature Center
Sioux City, Iowa
CTS Proposal No. 6528

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Introduction

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Woodbury County
September 6, 2023
CTS Proposal Number 6528
Page 3 of 5

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Sincerely,

CERTIFIED TESTING SERVICES, INC.



James A. Bertsch, P.E.
Senior Geotechnical Engineer



Matthew R. Dailey, P.E.
Geotechnical Department Manager

JAB/MRD/md

Attachments: Schedule of Services and Fees
Project Data Sheet
General Conditions

cc: CMBA Architects
Woodbury County Conservation Board

Woodbury County
September 6, 2023
CTS Proposal Number 6528
Page 4 of 5

AGREED TO THIS _____ **DAY OF** _____, 20_____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

FIRM: _____

SCHEDULE OF SERVICES AND FEES

<u>Field Services</u>	<u>Unit</u>	<u>Unit Fees</u>
Mobilization	Per Trip	\$260.00
Mobilization, Pickup	Per Trip	30.00
Drilling	Per Foot	11.00
Sampling	Each	10.00
Standby	Hour	150.00
 <u>Lab Services</u>		
Atterberg Limits	Each	\$90.00
Moisture Content	Each	9.00
Dry Density	Each	11.00
Unconfined Compression	Each	16.00
Consolidation Test	Each	250.00
 <u>Report</u>		
Senior Engineering Technician	Hour	68.00
Crew Chief	Hour	78.00
Staff Engineer	Hour	130.00
Senior Engineer	Hour	160.00

Subject: FW: Dorothy Pecaut - 4500 Sioux River Rd
Date: 9/22/2023 3:28 PM
From: "Brian Stehr" <bstehr@woodburyparks.org>
To: "Kenny Schmitz" <kschmitz@woodburycountyiowa.gov>
Cc: "Daniel Heissel" <dheissel@woodburyparks.org>

Good Afternoon Kenny,
Morningside Plumbing dropped off a USB drive on Wednesday with some of the footage of the underground downspouts. However, they did not include all the footage that they took that day, including the section with the break. I called them again today and they are supposed to be getting me the rest of the footage. I will pass it along when I receive it. Attached is the invoice for the camera work done Morningside Plumbing. I assume this should be paid from the same line item as the rest of the work that has been completed up to this point since it is part of the larger project.

Thanks,
Brian

Brian Stehr, Deputy Director
Woodbury County Conservation Board
4500 Sioux River Road
Sioux City, IA 51109-1657
Phone: (712) 258-0838
Cell: (712) 490-9320
Fax: (712) 258-1261
www.woodburyparks.org

From: Bonnie Jasmine <BonnieJ@morningsideplumbing.biz>
Sent: Wednesday, September 20, 2023 8:31 AM
To: Brian Stehr <bstehr@woodburyparks.org>
Subject: Dorothy Pecaut - 4500 Sioux River Rd

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Good morning

Please see the attached invoice for the Televising of the Downspouts you re
We will drop off the thumb drive today with the televised information.
Thank you

ACTION # 2
DOWNSPOUT (MAIN)
Camera Inspection
374.50



Administrative Assistant/ Accounts Receivable

Po Box 4547 | 600 Market St Sioux City IA, 51104

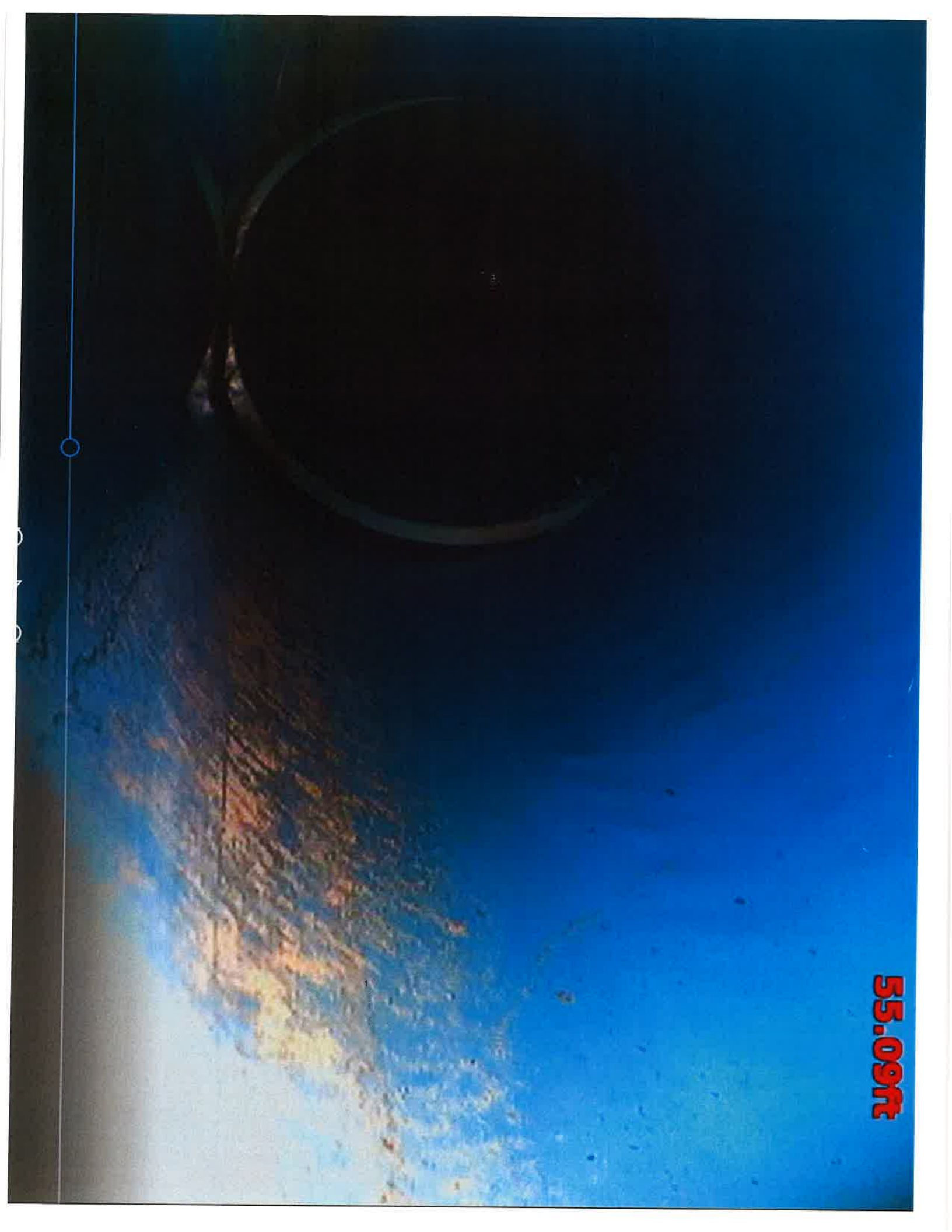
Office: 712-274-1738 Direct: 712-226-1998



Morningside Plumbing

Bonniej@morningsideplumbing.biz

55.09ft



Kenny Schmitz

From: Bryan Wells <bryan.wells@dgr.com>
Sent: Wednesday, September 6, 2023 4:12 PM
To: Terry Glade
Cc: Kenny Schmitz
Subject: RE: Dorothy Pecaut Floor Discussion

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I would figure the initial survey trip to include survey set up time for control/benchmarks outside and level loop into the building to survey the 6 points (set by others). We will then prepare a spreadsheet documenting the points and the elevations to track for future return visits. Fee estimate is \$2,800 for the initial survey trip and then \$1,800 for each follow-up trip.

If that is acceptable, I can put a survey agreement together for approval. Just need to know who we are working for.

Thanks.

From: Bryan Wells
Sent: Wednesday, September 6, 2023 1:55 PM
To: Terry Glade <glade.t@cmbaarchitects.com>
Cc: Kenny Schmitz <kschmitz@woodburycountyiowa.gov>
Subject: RE: Dorothy Pecaut Floor Discussion

Terry, thanks for pointing that out. I will take a closer look and get back to you both soon.

From: Terry Glade <glade.t@cmbaarchitects.com>
Sent: Wednesday, September 6, 2023 12:26 PM
To: Bryan Wells <bryan.wells@dgr.com>
Cc: Kenny Schmitz <kschmitz@woodburycountyiowa.gov>
Subject: Re: Dorothy Pecaut Floor Discussion

Bryan, on the floor drawings included in my minutes, I show some green dots where I suggest the monitoring locations. I tried to locate them in spots that would be out of the way yet in areas that had seen more movement. Let me know if you have any comment on those.

Thanks,

TERRY GLADE AIA, LEED AP
PRINCIPAL

CMBA ARCHITECTS
P [712.274.2933](tel:712.274.2933) ext 1106
M [712.898.9459](tel:712.898.9459)

WWW.CMBAARCHITECTS.COM

Action #3

DGR INSTALLATION OF
SETTLEMENT MONITORS

(6)

1. INITIAL \$2,800^{.00}
2. FOLLOW-UPS \$1,800 EACH.

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On Sep 6, 2023, at 11:54 AM, Bryan Wells <bryan.wells@dgr.com> wrote:

Kenny,

It is on my to-do list. I have been out for a few days with family funeral. We will need more information on how many and where the monitoring points in the building are to be located. The Geotech and Structural Engineers typically determine this. In doing the survey work on other projects we typically work hourly with an estimated fee budget. In order to estimate the fee I will need information on the number and location of the monitoring points. I have copied Terry on this email too.

Thanks.

From: Kenny Schmitz <kschmitz@woodburycountyiowa.gov>
Sent: Wednesday, September 6, 2023 11:34 AM
To: Bryan Wells <bryan.wells@dgr.com>
Subject: FW: Dorothy Pecaut Floor Discussion

Hi Bryan,

We you able to get a proposal put together for Action #3 on the attached?

Thanks,

Kenny Schmitz

Director | Building Services

401 8th Street

Sioux City, Iowa 51101

712.279.6539

kschmitz@woodburycountyiowa.gov

Recording Professional. Serves Woodbury County since 2015

From: Terry Glade <glade.t@cmbaarchitects.com>
Sent: Thursday, August 31, 2023 12:33 PM
To: Kenny Schmitz <kschmitz@woodburycountyiowa.gov>; Daniel Heissel <dheissel@woodburyparks.org>; Brian Stehr <bstehr@woodburyparks.org>
Cc: mdailey@ctsgeo.com; bryan.wells@dgr.com; CErickson@rakerrhodes.com; jhoffman@rakerrhodes.com
Subject: Dorothy Pecaut Floor Discussion

Please find attached the discussion minutes as I recorded them from our site meeting on 8/3/23. Everyone, please report back with listed proposals for service and then the results of the proposed services. I also included some suggested locations for monitoring floor movement. Feel free to comment or suggest better locations.

Thanks,

TERRY GLADE AIA, LEED AP

PRINCIPAL

CMBA ARCHITECTS

P 712.274.2933 ext 1106

M 712.499.0908

WWW.CMBAARCHITECTS.COM

Kenny Schmitz

From: GPRS Customer Service <iowainfo@gprsinc.com>
Sent: Monday, September 11, 2023 8:54 AM
To: Terry Glade
Cc: Kenny Schmitz; Daniel Heissel; Brian Stehr; Bryan Wells; matthew dailey; corey erickson; jerad hoffman
Subject: Re: Dorothy Pecaut Nature Center Floor Scan
Attachments: 1_Woodbury County_4500 Sioux River Rd Sioux City IA_9.11.2023.pdf; 2_ Woodbury County_4500 Sioux City IA_9.11.2023.pdf; New Customer Information Form PC.pdf

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Good Morning All,

Please see the attached for the work below.

If you have any questions or wish to proceed with scheduling please fill out the new customer form that is attached and I will be happy to get this on the books.

Omaha will be about a weeks notice lead time.

Des Moines will be about 3-4 days lead time.

Let me know your thoughts and I will be happy to help.

Cheers!



Thomas Leeds

Project Coordinator
Customer Service Department | GPRS



612-270-8427

www.gprsinc.com

--- on Fri, 08 Sep 2023 14:02:04 -0700 "Terry Glade"<glade.t@cmbaarchitec

Thomas, final report from the test borings.

Thank you,

ACTION #4

GROUND PENETRATING
RADAR TO SCAN
FOR SUB-GRADE
WASH-OUTS

\$2,925.⁰⁰
(OMAHA)

TERRY GLADE AIA, LEED AP

PRINCIPAL

CMBA ARCHITECTS

P 712.274.2933 ext 1106

M 712.499.0908

WWW.CMBAARCHITECTS.COM

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From: Matthew Dailey <mdailey@ctsgeo.com>
Sent: Wednesday, June 28, 2023 4:00 PM
To: Kenny Schmitz <kschmitz@woodburycountyiowa.gov>
Cc: Terry Glade <glade.t@cmbaarchitects.com>; Corey Erickson (CErickson@rakerrhodes.com) <cerickson@rakerrhodes.com>; Brian Stehr <bstehr@woodburyparks.org>; Daniel Heissel <dheissel@woodburyparks.org>; James Bertsch <JBertsch@ctsgeo.com>
Subject: RE: Dorothy Pecaut Plans

Kenny,

Attached is the geotechnical report discussing the results of the subsurface evaluation at the Dorothy Pecaut Nature Center. Please note that the floor survey sheet will look slightly different than was previously shown as we adjusted the benchmark point to provide a more accurate settlement amount. Please review the report and let us know if there are any questions. I will send the invoice to you directly shortly.

Thanks,

Matthew R. Dailey, P.E.

Geotechnical Department Manager

Certified Testing Services, Inc.

PO Box 1193 | 419 W. 6th Street | Sioux City, Iowa 51102

Office: (712)252-5132 | Direct: (712)226-1551 | Mobile: (712)203-0053



From: Matthew Dailey

Sent: Wednesday, June 21, 2023 10:10 AM

To: Kenny Schmitz <kschmitz@woodburycountyiowa.gov>; Terry Glade <glade.t@cmbaarchitects.com>

Cc: Corey Erickson (CErickson@rakerrhodes.com) <cerickson@rakerrhodes.com>; Brian Stehr <bstehr@woodburyparks.org>; Daniel Heissel <dheissel@woodburyparks.org>

Subject: RE: Dorothy Pecaut Plans

Just to keep everyone in the loop, our crew is finishing up the last boring today. We did encounter voids below the floor slabs on the north side of the upstairs multipurpose room (B6) and just today in the upstairs storage room (B5). The voids were approximately 4 inches directly below the slab. Videos are attached of the voids. We did not encounter any other voids.

B5: Attached to this email

B6: https://ctsgeo-my.sharepoint.com/:v:/p/mdailey/EcaCzXI_6rIAvsKWtOTTeAQBziGsCXaNh_F8XHrEEEZGGA?e=VcrOeA

Thanks,

Matthew R. Dailey, P.E.

Geotechnical Department Manager

Certified Testing Services, Inc.

PO Box 1193 | 419 W. 6th Street | Sioux City, Iowa 51102

Office: (712)252-5132 | Direct: (712)226-1551 | Mobile: (712)203-0053



From: Matthew Dailey <mdailey@ctsgeo.com>
Sent: Tuesday, June 20, 2023 7:56 PM
To: Kenny Schmitz <kschmitz@woodburycountyiowa.gov>; Terry Glade <glade.t@cmbaarchitects.com>
Cc: Corey Erickson (<CErickson@rakerrhodes.com> <cerickson@rakerrhodes.com>); Brian Stehr <bstehr@woodburyparks.org>; Daniel Heissel <dheissel@woodburyparks.org>
Subject: Re: Dorothy Pecaut Plans

Kenny, Just an update that we have one boring remaining in the upper level utility room tomorrow. We are running lab testing and I plan to have more information available in the next 2-3 days.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Kenny Schmitz <kschmitz@woodburycountyiowa.gov>
Sent: Friday, May 5, 2023 8:31:39 AM
To: Terry Glade <glade.t@cmbaarchitects.com>; Matthew Dailey <mdailey@ctsgeo.com>
Cc: Corey Erickson (<CErickson@rakerrhodes.com> <cerickson@rakerrhodes.com>)
Subject: RE: Dorothy Pecaut Plans

Hi Guys, Dan called this morning asking when someone is coming out to review this.

Thanks,

Kenny Schmitz

Director | Building Services

401 8th Street

Sioux City, Iowa 51101

712.279.6539

kschmitz@woodburycountyiowa.gov

Providing Professional Services to Woodbury County since 2013

From: Terry Glade <glade.t@cmbaarchitects.com>
Sent: Saturday, April 29, 2023 4:22 PM
To: Matthew Dailey <mdailey@ctsgeo.com>
Cc: Corey Erickson (<CErickson@rakerrhodes.com> <cerickson@rakerrhodes.com>); Kenny Schmitz <kschmitz@woodburycountyiowa.gov>
Subject: RE: Dorothy Pecaut Plans

CAUTION: This email originated from **OUTSIDE** of the organization. Please verify the sender and use caution if the message contains any attachments, links, or requests for information as this person may NOT be who they claim. **If you are asked for your username and password, please call WCICC and DO NOT ENTER any data.**

Sounds good, Matt. We'll be interested to hear your thoughts about the situation.

TERRY GLADE AIA, LEED AP

PRINCIPAL

CMBA ARCHITECTS

P 712.274.2933 ext 1106

M 712.898.9459

WWW.CMBAARCHITECTS.COM

The information contained in this communication may be confidential and is intended only for the use of the recipient(s) named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please return it to the sender immediately and delete the original message and any copy of it from your computer system.

From: Matthew Dailey <mdailey@ctsgeo.com>
Sent: Friday, April 28, 2023 8:39 PM
To: Terry Glade <glade.t@cmbaarchitects.com>
Cc: Corey Erickson (<CErickson@rakerrhodes.com> <cerickson@rakerrhodes.com>); Kenny Schmitz

(kschmitz@woodburycountyiowa.gov) <kschmitz@woodburycountyiowa.gov>

Subject: RE: Dorothy Pecaut Plans

Thanks Terry. Again I very much apologize for not being there. I will meet up with Brian or Dan next week to get a look at it and do a walk around.

Thanks,

Matthew R. Dailey, P.E.

Geotechnical Department Manager

Certified Testing Services, Inc.

PO Box 1193 | 419 W. 6th Street | Sioux City, Iowa 51102

Office: (712)252-5132 | Direct: (712)226-1551 | Mobile: (712)203-0053



From: Terry Glade <glade.t@cmbaarchitects.com>

Sent: Friday, April 28, 2023 7:03 PM

To: Matthew Dailey <mdailey@ctsgeo.com>

Cc: Corey Erickson (<CErickson@rakerrhodes.com> <cerickson@rakerrhodes.com>); Kenny Schmitz (<kschmitz@woodburycountyiowa.gov> <kschmitz@woodburycountyiowa.gov>

Subject: Dorothy Pecaut Plans

ShareFile Attachments

Expires May 28, 2023

92057 Nature Center as-builts reduced.pdf

14.2 MB

[Download Attachments](#)

Terry Glade uses ShareFile to share documents securely.

Matt,

Thanks for sending Robbie to the meeting today. He got a good visual on what we are seeing. Use this link to view the original plans of the building to relate that to what is happening on site. Please provide a proposal to perform the exploration you feel is necessary to take this further. Address the proposal to:

Kenny Schmitz, Director, Building Services

Woodbury County

401 8th St.

Sioux City, IA 51101

712/253-3745

kschmitz@woodburycountyiowa.gov

Thanks,

TERRY GLADE AIA, LEED AP

PRINCIPAL

CMBA ARCHITECTS

P 712.274.2933 ext 1106


M 712.898.9459

WWW.CMBAARCHITECTS.COM

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PROPOSAL



 GPRS is the nation's premier company specializing in the detection of underground utilities and underground storage tanks, video pipe inspection, leak detection and the imaging of concrete structures. Our services enable your projects to stay safe, on time and on budget.

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Our SIM-Certified Project Managers are equipped with the latest technology, industry leading training and a methodology that has produced over 99.8% accuracy on over 300,000 projects. Visit SIMSPEC.ORG today for details.

NATIONWIDE FOOTPRINT

GPRS is the largest company of our kind. With highly trained Project Managers across America we can provide rapid response to your job site — wherever it may be located.

CONSULTATIVE APPROACH

GPRS Project Managers are trained to help you remove barriers that could impact your project being safe, on time and on budget. They provide industry-leading deliverables such as CAD, 3D drawings, NASSCO reports, and a .KMZ and .PDF map is included with every utility locating project which accelerates planning, organizes operations and increases communication.



**VISUALIZING
THE BUILT WORLD™**
/// ABOVE AND BELOW GROUND

September 11, 2023

Client: Woodbury County

Project Address: 4500 Sioux River Rd Sioux City, IA 51109

Quote Number: GPRSQUOTE-88909

GPRS Opportunity Name/Number: 192958

Submitted By:

Thomas Leeds

To schedule, please email:

alaskainfo@gprsinc.com

GPRS appreciates the opportunity to provide this proposal. We encourage you to visit our website (www.gprsinc.com) and contact any of the numerous references listed. Our insurance certificate and W-9 can also be downloaded [here](#). Please feel free to contact us if you have any questions or need additional information. Visit [here](#) for an overview of our industry-leading best practices.

SCOPE OF WORK

Underground Voids: We understand the scope of work on this project is to scan for interior voids using GPR in the areas defined by the client totaling approximately 7,200 SF. If potential voids are detected, we will mark the approximate boundaries of suspect areas on the surface and provide an estimated depth to the top of the reaction. GPR cannot determine the depth to the bottom of a void or calculate its volume. To avoid additional charges, the scanning areas should be laid out, marked, and cleared of obstructions before our arrival.

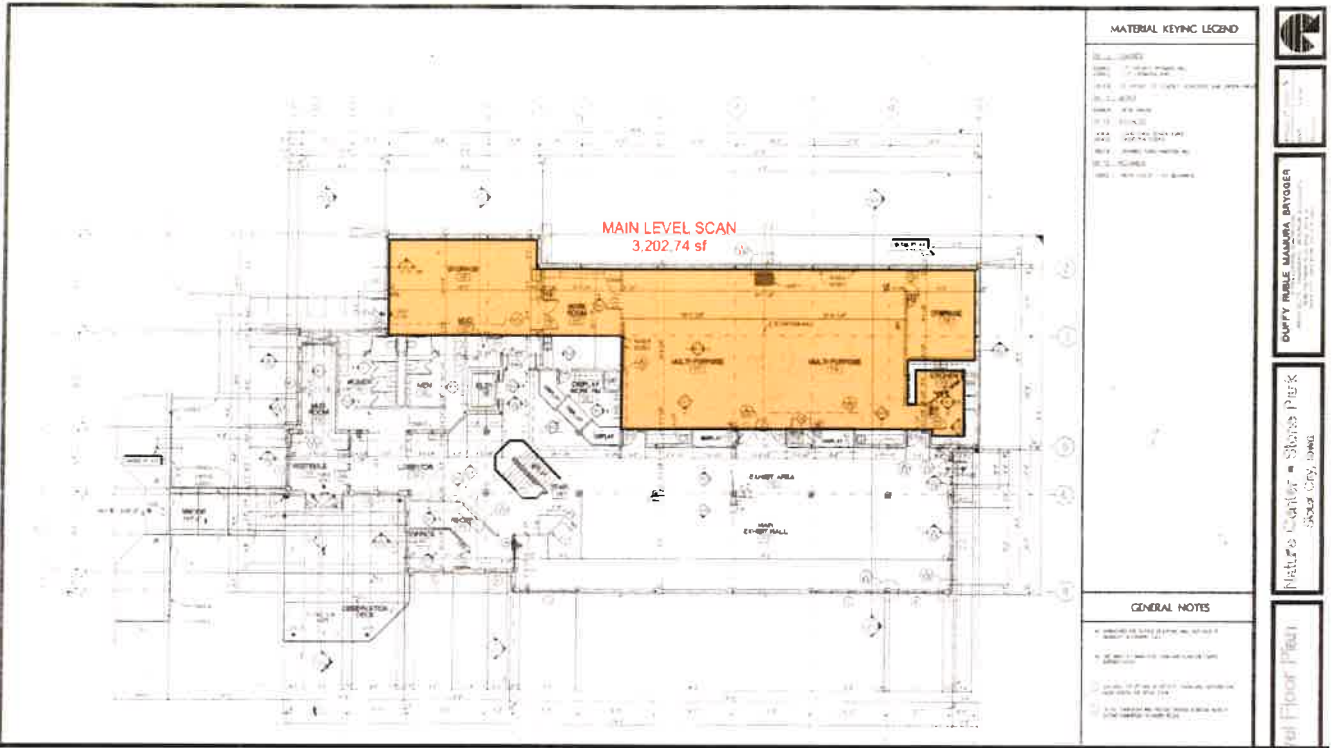
Please keep in mind that detecting small voids may not be possible. The farther from the surface, the larger a void would need to be for effective detection. Shallower voids are the most likely to be detected, but many factors could limit our ability to detect a void. GPRS does not conduct an investigation, analysis, or interpretation of soil composition, soil conditions, or geological or geophysical information. GPRS merely reads and marks findings from retrieved data. We do not provide geophysical, geological, or engineering services. Customers should contact a professional in those fields if such services are needed. Please visit www.simspec.org for an overview of our industry-leading best practices that will be applied to this project.

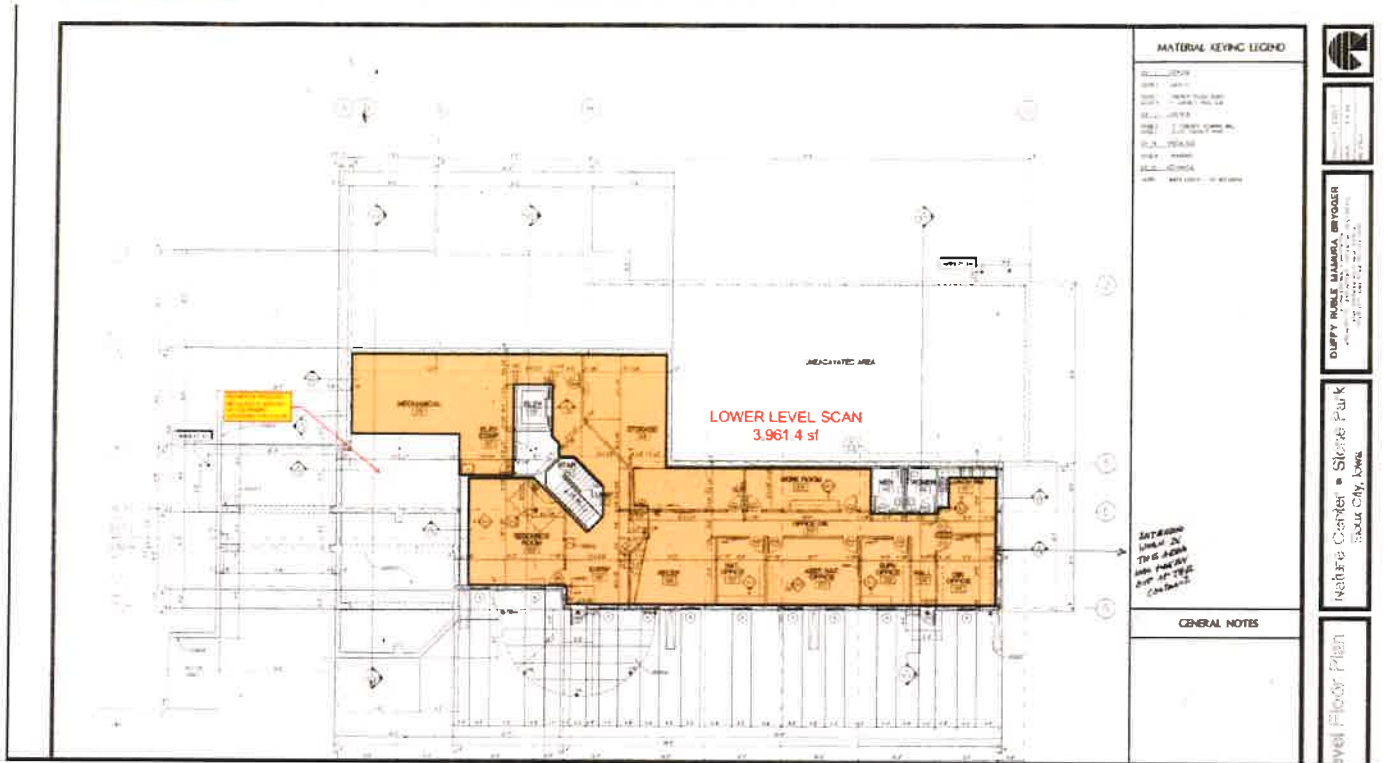
- The client will need to provide access to applicable site plans, as-builts, drawings prior to the start of the field work and a site contact to direct our on-site Technician to the scan area and be able to answer site-specific scope questions as needed.
- GPRS is not responsible for housekeeping. Any debris, equipment, or other obstructions in the area at the time of scanning could potentially block out needed data.
- A thorough utility search can only be completed if GPRS is given access to all utility structures, interior and exterior. This service is never a replacement for the use of the state One Call system (811).
- All of our technicians have OSHA-10 safety training or greater. Site-specific safety training is not included in this quote. Please notify us if this project requires additional safety training.

EQUIPMENT

- **Underground Scanning GPR Antenna.** This GPR Antenna uses frequencies ranging from 250 MHz to 450 MHz and is mounted in a stroller frame that rolls over the surface. Data is displayed on a screen and marked in the field in real-time. The surface needs to be reasonably smooth and unobstructed to obtain readable scans. Obstructions such as curbs, landscaping, and vegetation will limit the efficacy of GPR. The total effective scan depth can be as much as 8' or more with this antenna but can vary widely depending on the soil conditions and composition. Some soil types, such as clay, may limit maximum depths to 3' or less. As depth increases, targets must be larger to be detected, and non-metallic targets can be challenging to locate. The depths provided should always be treated as estimates as their accuracy can be affected by multiple factors. For more information, please visit: [Link](#)
- **GPS.** This handheld unit offers accuracy down to 4 inches; however, the accuracy achieved will depend on the satellite environment at the time of collection and is not considered survey-grade. Features can be collected as points, lines, or areas and then exported as a KML/KMZ or overlaid on a CAD drawing. For more information, please visit: [Link](#)

Supporting Documentation





MATERIAL KEYING LEGEND

01	CONCRETE
02	WOOD
03	GLASS
04	STEEL
05	MECHANICAL
06	ELECTRICAL
07	PLUMBING
08	PAINT
09	FINISH
10	OTHER

INTERNAL
LEVEL IN
THIS AREA
HAS BEEN
APPROXIMATED
ON BASIS

GENERAL NOTES



DUFFY RABLE MAMURA BRYODER
ARCHITECTS
1000 N. 10TH ST. SUITE 100
DENVER, CO 80202

Welfare Center - Stone Park
Stone City, Iowa

Level Floor Plan

PROJECT COSTS

SERVICE	DESCRIPTION
FIELD SERVICES	Described on Page 2
JOB SUMMARY REPORT	PDF including a brief description of equipment used, findings, limitations, and site photos sent at the conclusion of every job.
SITMAP® PERSONAL LICENSE	Findings will be collected with GPS and made available on SiteMap to access the automated deliverable PDF Map, KMZ, SHP files and map viewer access on SiteMap. Results are not survey-grade accuracy. For more information, please visit: Link
MOBILIZATION	Mobilizing from Omaha - 103mi
TOTAL	\$2,925.00

GENERAL TERMS & CONDITIONS

This proposal is subject to the General Terms and Conditions for Services of Ground Penetrating Radar Systems, LLC posted at [Link](#) (the "Terms and Conditions") and is hereby incorporated by reference into and made a part of this proposal. Customer acknowledges it has read and agrees to be bound by such Terms and Conditions. In the event of any conflict between the terms of this proposal and the Terms and Conditions, the Terms and Conditions will prevail. Customer also acknowledges that Ground Penetrating Radar Systems, LLC may, from time to time and at its discretion, modify the Terms and Conditions and Customer agrees to be bound by such Terms and Conditions as modified.

1. Customer agrees to meet and perform all requirements described in this document and has fully read and understands all items listed within this document.
2. It is the customer's responsibility to prepare the site for scanning, including clearly identifying areas to be scanned, securing access to all areas required for scanning, removing and keeping these areas clear and free of obstructions. Delays caused by customer's failure to do so may result in an increased price.
3. GPRS does not conduct an investigation, analysis, or interpretation of soil composition, soil/concrete conditions, or geophysical, geological, engineering, or land surveying information. The customer acknowledges understanding that we are merely reporting retrieved data and that we do NOT provide geophysical, geological, engineering, or land surveying services. Customer should contact a professional in those fields if such services are needed. Data collected during may only be suitable for use within the scope of this proposal.
4. If any work to be performed is within a road or street, unless specifically included by GPRS within this proposal, it is the customer's responsibility to provide adequate traffic control to allow GPRS' personnel to safely and efficiently work in the road/street.
5. Standard full-day rates are based on an 8-hour workday. Time-on-site in excess of 8-hours will be billed at overtime rates.
6. This price assumes that we will be given access to perform the work during normal, weekday business hours. Work performed outside of 6am-5pm Monday-Friday will be billed at overtime rates.
7. These rates assume that there are no certified payroll or prevailing wage requirements for this work. If GPRS receives notice that any of these conditions exist, there will be additional costs.
8. If this proposal is not accepted within 90 days of September 11, 2023, then the pricing may be subject to review.
9. If for some reason the technician arrives on site and the work is cancelled there will be a charge of \$1025 per requested technician.
10. If your project is in WV, SD, NM, or HI: State sales tax is not included in the total on this proposal, but will be included on the invoice.
11. Payment Terms are Net 30; or as specified if a current Master Service Agreement is in place.

ACCEPTED AND AGREED

Print Name: _____ Signature: _____ Date: _____

Company Phone/Email: _____ PO #: _____ Job #: _____

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

Date: 10/18/2023 Weekly Agenda Date: 10/24/2023

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: LEC Authority/ Baker Group

WORDING FOR AGENDA ITEM:

LEC Lease Agreement- Maintenance & Improvement Fund- LEC Operating Expenditures

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

LEC Authority & Baker Group representatives will discuss information on Maintenance, Improvement fund, & estimated expenditures relative to future LEC cost projections.

BACKGROUND:

Clarity will be provided on background utilized to establish figures.

FINANCIAL IMPACT:

Information

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

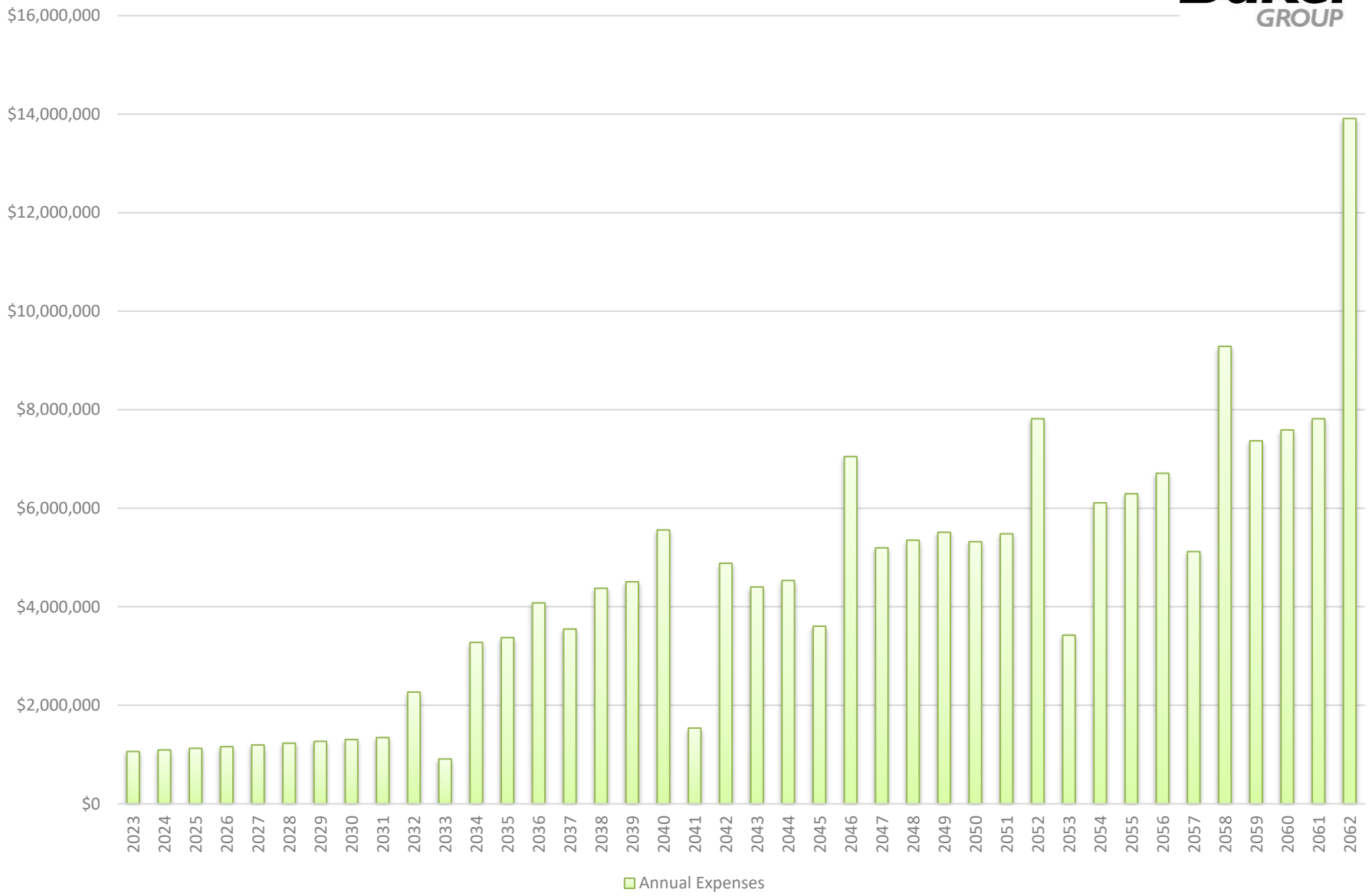
RECOMMENDATION:

Information

ACTION REQUIRED / PROPOSED MOTION:

Information

Woodbury County Justice Center
Long Term Capital Planning



Budget Example

Square Feet

123,000

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Annual Total	P.S.F.	ORIGINAL SHEET	DIFFERENCE	
BUILDING SERVICES STAFF																	
Director	\$ 3,268	\$ 3,268	\$ 3,268	\$ 3,268	\$ 3,268	\$ 3,268	\$ 3,268	\$ 3,268	\$ 3,268	\$ 3,268	\$ 3,268	\$ 3,268	\$ 3,268	\$ 39,216	\$ 0.32		
Maintenance	\$ 15,888	\$ 15,888	\$ 15,888	\$ 15,888	\$ 15,888	\$ 15,888	\$ 15,888	\$ 15,888	\$ 15,888	\$ 15,888	\$ 15,888	\$ 15,888	\$ 15,888	\$ 190,661	\$ 1.55		
Custodial	\$ 12,290	\$ 12,290	\$ 12,290	\$ 12,290	\$ 12,290	\$ 12,290	\$ 12,290	\$ 12,290	\$ 12,290	\$ 12,290	\$ 12,290	\$ 12,290	\$ 12,290	\$ 147,474	\$ 1.20		
Misc	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 14,552	\$ 0.12		
Total Building Services STAFF	\$ 32,659	\$ 32,659	\$ 32,659	\$ 32,659	\$ 32,659	\$ 32,659	\$ 32,659	\$ 32,659	\$ 32,659	\$ 32,659	\$ 32,659	\$ 32,659	\$ 32,659	\$ 391,903	\$ 3.19	36,000.00	355,902.77
SHERIFF STAFF																	
Custodial	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	\$ 55,682	\$ 0.45		
Total Sheriff STAFF																	
UTILITY EXPENSES																	
Electricity	\$ 18,572	\$ 15,909	\$ 17,237	\$ 17,309	\$ 18,628	\$ 32,119	\$ 31,208	\$ 29,907	\$ 30,449	\$ 16,590	\$ 16,231	\$ 18,416	\$ 262,575	\$ 2.13			
Natural Gas	\$ 8,356	\$ 8,667	\$ 7,773	\$ 7,793	\$ 4,859	\$ 2,450	\$ 615	\$ 585	\$ 1,316	\$ 1,888	\$ 5,572	\$ 7,863	\$ 57,735	\$ 0.47			
Water/Sewer	\$ 12,680	\$ 12,704	\$ 13,589	\$ 11,017	\$ 10,778	\$ 8,577	\$ 13,841	\$ 13,111	\$ 12,740	\$ 13,912	\$ 14,044	\$ 13,984	\$ 150,979	\$ 1.23			
Total Utilities	\$ 39,609	\$ 37,280	\$ 38,599	\$ 36,119	\$ 34,265	\$ 43,145	\$ 45,663	\$ 43,603	\$ 44,505	\$ 32,390	\$ 35,847	\$ 40,263	\$ 471,289	\$ 3.83	360,000.00	111,289.31	
CONTRACTED SERVICES																	
Document Destruction	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000	\$ 0.02		
Window Washing	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ 0.01		
Overhead Door Maintenance	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 0.02		
Elevator Service	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,750	\$ -	\$ -	\$ -	\$ 19,250	\$ 0.16		
Boiler & Chiller	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 0.07		
HVAC Chemical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Lawn and Landscape	\$ -	\$ -	\$ -	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ -	\$ 9,704	\$ 0.08		
Interior Plants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Snow Remvoal Contract	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 45,000	\$ 0.37		
Security Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Security Special & Extra Work	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Fire Suppression	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,200	\$ 2,500	\$ -	\$ 8,200	\$ 0.07			
Trash Removal	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 36,000	\$ 0.29		
Special Events	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Pest Control Service	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000	\$ 0.02		
Storage Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Grease Trap Cleaning	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 2,400	\$ 0.02		
Generator & UPS Maint	\$ -	\$ 700	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ 700	\$ -	\$ 8,000	\$ 700	\$ -	\$ 10,800	\$ 0.09			
Kitchen Contracts	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,000	\$ 0.10			
Parking Lot Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Contracted Services	\$ 14,700	\$ 33,400	\$ 14,300	\$ 14,913	\$ 8,113	\$ 5,913	\$ 13,913	\$ 9,113	\$ 6,513	\$ 16,863	\$ 9,113	\$ 13,700	\$ 160,554	\$ 1.31	386,304.00	(225,750.50)	
REPAIRS & MAINTENANCE EXPENSES																	
Landscape - trees - irrigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 4,000	\$ 0.03			

Painting Interior and Exterior	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 9,000	\$ 0.07	
Roof Repairs	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 6,000	\$ 0.05	
Electrical Repairs	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 4,800	\$ 0.04	
Security Repairs (Cameras/card access)	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 4,800	\$ 0.04	
HVAC Repairs	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 24,000	\$ 0.20	
Plumbing Repairs	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 3,600	\$ 0.03	
Fire-Life Safety	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 2,400	\$ 0.02	
Snow Removal Supplies, Etc.	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 2,000	\$ 0.02
Parking Lot Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 0.10
Building Repairs Interior & Exterior	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 14,400	\$ 0.12	
Doors/Glass Repairs	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 3,600	\$ 0.03	
Generator and UPS Repairs	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 4,000	\$ 0.03	
Kitchen Appliance Repair	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 6,600	\$ 0.05	
Elevator Repairs	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 2,400	\$ 0.02	
Signage Repairs	\$ -	\$ 700	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ 700	\$ -	\$ 2,800	\$ 0.02	
Furniture - Wood Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
General Maintenance	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 24,000	\$ 0.20	
Total Repairs and Maintenance	\$ 9,050	\$ 13,750	\$ 7,550	\$ 8,550	\$ 10,250	\$ 24,550	\$ 8,550	\$ 8,250	\$ 9,550	\$ 13,550	\$ 8,750	\$ 8,050	\$ 130,400	\$ 1.06	

130,400.00 -

SUPPLIES EXPENSES															
Lighting Supplies	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 4,800	\$ 0.04
Oil & Fuel	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 0.01
Lavatory Supplies	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 38,400	\$ 0.31
Building Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,000	\$ 0.10	
Total Supplies	\$ 5,100	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 5,100	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 56,200	\$ 0.46	

40,800.00 15,400.00

MANAGEMENT FEES															
Monthly Mgmt Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL CONTROLLABLE EXPENSES	\$ 101,118	\$ 121,688	\$ 97,708	\$ 96,840	\$ 89,887	\$ 110,867	\$ 105,885	\$ 98,225	\$ 97,826	\$ 100,062	\$ 90,968	\$ 99,272	\$ 1,266,027	\$ 10.29
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953,504.00 312,523.38

NON-CONTROLLABLE EXPENSES															
Building Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Real Estate Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL NON-CONTROLLABLE														
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TOTAL EXPENSES	\$ 101,118	\$ 121,688	\$ 97,708	\$ 96,840	\$ 89,887	\$ 110,867	\$ 105,885	\$ 98,225	\$ 97,826	\$ 100,062	\$ 90,968	\$ 99,272	\$ 1,266,027	\$ 10.29
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Woodbury County LEC

Operations Budget

Description	Install Cost	Lifespan	Annual Amount	Annual
Cameras		5 to 7 years	\$ 5,000	Software, storage, camera replacements (15/ year)
Access Control		10 years	\$ 10,000	Software, card reader additions (1/ year)
Duress Buttons		2 years	\$ 3,000	Wear and tear
Elevators - 7		20 to 25 Years	\$ 45,000	Preventive Maintenance
Security Electronics Package	\$ 2,500,000	10 Years	\$ 70,000	Software, storage, intercoms, interlock repairs & additions (15/ year), computer upgrades
Jail Locks		10 to 12 Years	\$ 50,000	Hardware repair / replace (15/year) (2% of doors of 534 x 2 (L&R) x \$2,000/lock) + \$5,000 for slider doors
Fire Alarm		15 Years	\$ 21,000	Software, hardware. Inspections, etc. (\$18,000 x 4 + \$35,000 = 107,000/5)
Water Softner		10 to 12 Years		If needed in addition to Easy Water
Easy Water		10 Years	\$ 5,000	Routine verification - Monthly checks for water quality
Chemical Treatment		On-going	\$ 12,000	HVAC System monthly check and chemistry check
TV's		5 to 7 Years	\$ 12,000	Additions & Replacements (100 TV's x \$600 ea / 5 years)
Smoke Evacuation System		12 to 15 Years	\$ 18,000	Annual test & inspect (Quarterly inspection)
Distributeed Antenna Systems		5 years	\$ 10,000	Maintenance & repair (Emergency Response, Police, Cell Phones)
Kitchen Equipment		10 to 12 years	\$ 35,000	Preventive Maintenance for burners, etc
Detention Equipment	\$ 2,000,000	15 Years	\$ 25,000	Jail cell equipment, plumbing valves, other components
UPS's		8 years	\$ 24,000	Battery replacements 4 years, etc.
Water Heaters	\$ 225,000	12 to 15 Years	\$ 5,000	Annual Preventive Maintenance & Inspection
Laundry Equipment	\$ 127,000	8 to 10 Years	\$ 15,000	Wear and tear, 3 washers / 3 dryers
Overhead Door Openers		8 Years	\$ 4,000	Repair & Maintenance (6 qty)

Total \$ 345,000

BUILDING SERVICES

Category	FTE	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	P.S.F.
Director															
BS Director	0.3	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	39,215.65	0.32
TOTAL		3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	3,267.97	39,215.65	0.32
Maintenance															
BS Maintenance Supervisor	0.3	2,395.40	2,395.40	2,395.40	2,395.40	2,395.40	2,395.40	2,395.40	2,395.40	2,395.40	2,395.40	2,395.40	2,395.40	28,744.81	0.23
Maintenance worker	2	13,493.00	13,493.00	13,493.00	13,493.00	13,493.00	13,493.00	13,493.00	13,493.00	13,493.00	13,493.00	13,493.00	13,493.00	161,916.00	1.32
TOTAL		15,888.40	15,888.40	15,888.40	15,888.40	15,888.40	15,888.40	15,888.40	15,888.40	15,888.40	15,888.40	15,888.40	15,888.40	190,660.81	1.55
Custodial															
BS Custodial Coordinator	0.3	1,783.52	1,783.52	1,783.52	1,783.52	1,783.52	1,783.52	1,783.52	1,783.52	1,783.52	1,783.52	1,783.52	1,783.52	21,402.24	0.17
Custodian	2	10,506.00	10,506.00	10,506.00	10,506.00	10,506.00	10,506.00	10,506.00	10,506.00	10,506.00	10,506.00	10,506.00	10,506.00	126,072.00	1.02
TOTAL		12,289.52	12,289.52	12,289.52	12,289.52	12,289.52	12,289.52	12,289.52	12,289.52	12,289.52	12,289.52	12,289.52	12,289.52	147,474.24	1.20
Misc															
Document Destruction	1	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	14,552.07	0.12
TOTAL		1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	1,212.67	14,552.07	0.12

SHERIFF

Custodial															
Custodian	1	4,640.15	4,640.15	4,640.15	4,640.15	4,640.15	4,640.15	4,640.15	4,640.15	4,640.15	4,640.15	4,640.15	4,640.15	55,681.80	0.45

UTILITIES

Category	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Annual Total	P.S.F.
Electricity														
General Use Electricity	\$ 18,572	\$ 15,909	\$ 17,237	\$ 17,309	\$ 18,628	\$ 32,119	\$ 31,208	\$ 29,907	\$ 30,449	\$ 16,590	\$ 16,231	\$ 18,416	\$ 262,575	\$ 2.13
Projected usage	270,144	215,712	241,920	242,928	266,112	295,344	290,304	278,208	283,248	232,848	227,808	263,088		
Most current usage - KWH	154,368	123,264	138,240	138,816	152,064	168,768	165,888	158,976	161,856	133,056	130,176	150,336		
Projected cost	0.069	0.074	0.071	0.071	0.070	0.109	0.108	0.108	0.108	0.071	0.071	0.070		
Most current \$ Per/KWH	0.055	0.059	0.057	0.057	0.056	0.087	0.086	0.086	0.086	0.057	0.057	0.056		
Increase usage from old building	1.75													
Increase in cost	1.25													
Gas														
Assuming 24/7 building use - estimate year 1.	\$ 8,356	\$ 8,667	\$ 7,773	\$ 7,793	\$ 4,859	\$ 2,450	\$ 615	\$ 585	\$ 1,316	\$ 1,888	\$ 5,572	\$ 7,863	\$ 57,735	\$ 0.47
Projected usage	13,328	11,649	9,650	7,860	4,384	2,149	1,404	1,434	2,603	4,538	8,699	11,968		
Most current usage - Therms	10,662	9,319	7,720	6,288	3,507	1,719	1,123	1,147	2,082	3,630	6,959	9,574		
Projected \$ Per/Therm	0.627	0.744	0.806	0.992	1.109	1.140	0.438	0.408	0.506	0.416	0.641	0.657		
Most current \$ Per/Therm	0.418	0.496	0.537	0.661	0.739	0.760	0.292	0.272	0.337	0.431	0.427	0.438		
Increase usage from old building	1.25													
Increase in cost	1.50													
Water/Sewer														
Assuming 24/7 facility - showers - kitchen - chilled water	\$ 12,680	\$ 12,704	\$ 13,589	\$ 11,017	\$ 10,778	\$ 8,577	\$ 13,841	\$ 13,111	\$ 12,740	\$ 13,912	\$ 14,044	\$ 13,984	\$ 150,979	\$ 1.23
Projected usage	1,590	1,593	1,704	1,382	1,352	1,076	1,736	1,644	1,598	1,745	1,761	1,754		
Most current usage - xGallons	1,060	1,062	1,136	921	901	717	1,157	1,096	1,065	1,163	1,174	1,169		
\$ Per/KGal	7.25													
Projected \$ Per/Kgal	7.98													
Increase usage from old building	1.50													
Increase in cost	1.10													

\$ 471,289

Building Vendor Support

Category	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Annual Total	P.S.F.	
Document Destruction															
Contracted Document Destruction	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000	0.02
Window Washing															
\$2 per window per side.	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ 1,200	0.01	
Assuming 150 windows - 2 story or less															
Twice per year.															
Overhead Doors Maintenance															
Total								\$ 1,000				\$ 1,000	\$ 2,000	0.02	
Sally Port (4)								\$ 800				\$ 800	\$ 1,600		
Loading Dock (1)								\$ 200				\$ 200	\$ 400		
Cost per door								200							
Elevator Service															
Contract for repairs, staff stuck, gen PM maint,	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,750	\$ -	\$ -	\$ 19,250	0.16	
General Elevator State Inspections & Fees (Oct)															
Number of elevators								7							
Per elevator								2500							
Boiler & Chiller															
Maintenance contract								7500				\$ 8,000	\$ 8,000	0.07	
Inspections/permits								500							
HVAC Chemical															
Innovational Water Solutions?	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 1,620	0.01
Monthly cost								135							
Lawn and Landscape															
Mowing Contract (April to Nov) 30 mows @ 70 per acre_	\$ -	\$ -	\$ -	\$ 1,212.50	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 9,704	0.08	
Assuming 2 Acres of Turf															
April Additions - Mulch/Spring Clean (\$4K)															
5 step fertilization of turf. (\$150 per acre per app)				\$ 9,700											
Interior Plants															

N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Snow Removal Contract																	
24/7 operation of removal	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 45,000	\$ 0.37	
Security Service																	
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire/Life/Safety																	
Sprinkler Testing/Fire Panel Testing/Annual Certification	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,200	\$ 2,500	\$ -	\$ 8,200	\$ 0.07			
Annual Fire Extinguisher (oct)																	
Trash Removal																	
Assuming a single trash compactor - once a week (500 each)	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 36,000	\$ 0.29	
Assuming a recycling container - twice a month (500 each)																	
Pest Control Service																	
Monthly Service (kitchen, exterior, pantry, entry points)	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000	\$ 0.02	
Grease Trap Cleaning																	
Assuming a trap required with the kitchen (monthly)	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 2,400	\$ 0.02	
Generator & UPS Maint																	
Assuming a back up generator (routine maint quarterly)	\$ -	\$ 700	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ 700	\$ -	\$ 8,000	\$ 700	\$ -	\$ 10,800	\$ 0.09			
UPS maint - annual - Oct																	
Kitchen Contracts																	
Assuming a kitchen on site - PM of Appliances	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,000	\$ 0.10	
Parking Lot Maintenance																	
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
															\$ 164,174		

Repair and Maintenance

Category	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Annual Total	P.S.F.
Landscape Trees/Irrigation														
New trees, new shrubs, dead tree removal, ...	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 4,000	\$ 0.03
Painting Interior/Exterior														
Misc Painting needs - as needed funds	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 9,000	\$ 0.07
Roof Repairs														
Roof will have long warranty. Damage not covered. As needed funds	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 6,000	\$ 0.05
Electrical Repairs														
As needed funds for new outlets, general repair, new cable for workstations...	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 4,800	\$ 0.04
Security System Repairs														
As needed funds for camera repairs, connections, card access, motions, ...	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 4,800	\$ 0.04
HVAC Repairs & Filters														
As needed repair funds	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 24,000	\$ 0.20
Break - fix after year one plus cost of filters for replacement														
Plumbing Repairs														
As needed repair funds (after year one leaks, clogged drains, etc.)	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 3,600	\$ 0.03
Fire/Life/Safety														
As needed repair funds for items found broken during inspections	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 2,400	\$ 0.02
Snow Removal														
Ice melt, small material needs	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 2,000	\$ 0.02
Parking Lot/Sidewalk Repairs/Cleaning														
Concrete repair, sidewalk repair, caulking sealing. Repaint in May	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 0.10
Building Repairs														
As needed repair funds. Drywall, ceiling, misc damage	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 14,400	\$ 0.12
Doors/Glass														
Window replacement. Overhead doors, hardware, general glass	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 3,600	\$ 0.03

Generator/UPS Repairs

As needed repairs to generator or UPS machines	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 4,000	\$ 0.03
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Kitchen Appliance Repairs

As needed repair to appliances, ice machines, etc.	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 6,600	\$ 0.05
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Elevator Repairs

As needed repairs - if damaged - contract covers routine non damage repair	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 2,400	\$ 0.02
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Signage

Assuming a back up generator (routine maint quarterly)	\$ -	\$ 700	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ 700	\$ -	\$ 2,800	\$ 0.02
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General Maintenance Needs

Assuming a kitchen on site - PM of Appliances	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 24,000	\$ 0.20
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\$130,400

Building Supplies

Category	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Annual Total	P.S.F.
Electrical														
General electrical - lighting supplies	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 4,800	\$ 0.04
Oil & Fuel														
Oil & Fuel	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 0.01
Disposable Janitorial Supplies														
TP - PT - Trash Bags - Cleaners - Feminine Products - Hand Soap	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 38,400	\$ 0.31
General Building Supplies														
Misc as needed items. Duct Tape, Tools, zip ties, screws, ...	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,000	\$ 0.10
													\$ 56,200	

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

Date: 10/18/2023

Weekly Agenda Date: 10/24/2023

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor & Keith Radig

WORDING FOR AGENDA ITEM:

Information Related to Actions Taken by the Woodbury County Board of Supervisors Related to the Law Enforcement Center and the Engagement of Legal Services by the LEC Authority

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The Woodbury County Board of Supervisors has heard from our public during the last five weeks since it became apparent that the proposed date of the Law Enforcement Center is now April of 2024 due to a multitude of issues not least of which are necessary fire dampers required by code. It has been a frustration to not receive more timely information to be able to share from the Board of Supervisors to our public and some shared. However, we are moving forward with commitment to a balanced approach that works proactively and cooperatively to finish the LEC Project as soon as possible. At the same time we must do so with safeguards representing taxpayers so as to be responsible stewards. Regarding the Law Enforcement Center, the #1 priority of this Board is to help ensure the project is completed as soon as possible. However, we must insist on the quality that taxpayers demand while opening the LEC as soon as possible. This will allow us to safely transition for law enforcement a dilapidated and aging 1987 LEC with its host of problems. Toward that end, the Board of Supervisors recently took the following actions:

1. De-obligated \$941,000 of ARPA funding that was already funded for FF&E and therefore duplicative, resisted a \$2.5 million expense for a Building Services relocation, and insisted that information be given as to a \$250,000 maintenance building in contract
2. Chairman Ung discussed the situation on KSCJ's Open Line taking calls & sharing as much information possible.

BACKGROUND:

3. The Board of Supervisors placed current supervisor Mark Nelson on the Authority in order to gain more county interest/representation and increase communication back to the Board. The information flow has improved with regular updates.
4. The BOS has sent an extra supervisor to LEC Authority Meetings (Dan Bittenger), participated in two separate closed joint sessions to discuss legal strategy including a potential way forward, and finally had two supervisors do a comprehensive tour of the facility (Ung/Nelson with the other 3 supervisors pending their request to being allowed to go.)
5. Dennis Butler/Jeremy Taylor placed an agenda item on 10-10-2023 discussing the annual taxation of \$400,000 and the issue of the legality of maintenance fund provisions and the absence of a 2021 list of \$8 million in expenditures. We gave direction that we needed to align actual expenses from 2021-2041 as no expenses are even forecast until 2031 and the county takes over in 2041 with the building paid off and a revenue stream to actually cover maintenance expenses free and clear of a bond payment.
6. LEC Authority Member Mark Nelson shared at the 10-17-23 meeting that he would ask for meetings to be videotaped and recorded to Youtube. Commissioner/Supervisor Nelson also asked that every other week an update be placed on the agenda and that Chairman Ron Wieck recuse himself from votes regarding the Baker Group who employs a family member.
7. Supervisor Jeremy Taylor asked that an engagement letter for legal services (including a conflict waiver) be made available to the public.

As regards the information request from last meeting, we learned the following:

A. The engagement letter between Jodie McDougal, legal counsel from Fredrikson & Byron, P.A. and the LEC Authority was submitted to LEC Authority Chairman Ron Wieck on 8-24-23 and signed by him that same day. It is included as an attachment and references that Baker Mechanical, Inc. d/b/a Baker Group, is a current client of Jodie McDougal and asks "the Client waives any actual or potential conflict of waiver that may arise from the Firm's current representation of Baker Group on various matters." On 8-29-23 Shane Albrecht of The Baker Group introduced the item at the LEC Authority Meeting. I confirmed that the LEC Authority members were given this letter ahead of time and the vote carried 3-0. It is now posted on the LEC Authority's website.

B. On 10-18-2023, Jodie McDougal had a cordial visit with us relating that she does not feel it would be best to represent the LEC Authority and the Woodbury County Board of Supervisors given the hesitation and concerns raised at the 10-17-2023 meeting.

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:

Information Only

ACTION REQUIRED / PROPOSED MOTION:

Information Only

August 24, 2023

Via Email

**PERSONAL AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION**

Woodbury County Law Enforcement Center
Authority
Attn: Ron Wieck
620 Douglas Street
Sioux City, IA 51101

Re: Engagement Letter for Woodbury County Law Enforcement Center Authority

Dear Ron:

Thank you for selecting Fredrikson & Byron, P.A. to represent the Woodbury County Law Enforcement Center Authority (“you” or “Client”) in this matter. We appreciate this opportunity to be of service.

Scope of Firm’s Representation.

You have retained us to provide legal services regarding the Law Enforcement Center Project. If we mutually agree to provide additional legal services to you beyond those described above, then the terms of this letter and attached Agreement will apply to those additional services unless we enter into a new written agreement.

We look forward to representing the Woodbury County Law Enforcement Center Authority. It is important to note that when we represent an organization such as you, we represent only the organization and are not undertaking to represent its individual officers, directors, shareholders or employees, or affiliated organizations, unless we have a separate agreement to do so. This means we will have no conflict of interest in the event our other clients are adverse to such parties.

Responsible Attorneys.

I will be primarily responsible for handling and supervising the firm’s legal services to you in this matter. My direct telephone number is 515.242.8971 and my email address is jmcdougal@fredlaw.com. If you cannot reach me at my office number, please feel free to call me on my cell phone at 515.720.4888. Also, feel free to contact my assistant, Jamie Davidson at jdavidson@fredlaw.com, if you cannot reach me directly. She will be able to schedule meetings, find another attorney to respond to your inquiry or assist you in other ways.

Confidentiality and Communication.

We will protect and preserve the information you disclose to us, and not disclose or use any confidential information except as necessary during our representation, as mandated by law, or as required or permitted by ethics rules. You have initially designated Ron Wieck to receive communications from us. We will keep Ron Wieck informed of the status of the matter and will consult where appropriate. Copies of significant correspondence and documents will be provided to Ron Wieck and any other designated personnel. Unless you tell us otherwise, you agree that it is appropriate to use mail, fax machines and emails in the course of our representation without encryption or other special measures. Please let us know if you have special requests or requirements for the methods of communication or persons to be included in such communications.

Cooperation and Assistance.

You understand and agree that in order for us to represent you effectively, it is necessary for you to assist and cooperate with us. You agree to make yourself, and your employees, available to discuss issues as they arise in this matter; attend and participate in meetings, preparation sessions, court proceedings and other activities; and provide complete and accurate information and documents to us on a timely basis.

Fees and Expenses.

Attached is our Agreement For Legal Services — Standard Client Billing Policy (“Agreement”) which, along with this letter, establishes our agreement with you. The terms set forth in the attached Agreement apply to our relationship with you except to the extent modified by this letter. Please review the Agreement carefully.

Currently, my billing rate is \$415.00 per hour. We encourage you to review our bill each month promptly upon receipt and contact me if there are any questions or concerns.

Time is recorded in one-tenth hour increments; time increments less than six minutes may be rounded up to the nearest one-tenth hour. Our billing rates change on or about January 1 of each year. Services rendered after the date of any rate change will be billed at the new rates.

Conflict Waiver RE: Baker Group.

The Client acknowledges and agrees as follows: Baker Mechanical, Inc. d/b/a Baker Group, is a current client of Jodie McDougal and this firm (“Firm”); the Client waives any actual or potential conflict of waiver that may arise from the Firm’s current representation of Baker Group on various matters; there is no dispute or adversity between the Client and Baker Group in regard to the Law Enforcement Center Project or any other project; in the event a dispute or adversity would arise between the Client and Baker Group, the Firm’s representation of the Client shall necessarily cease; and the Firm’s representation of the Client is limited to the Law Enforcement Center Project and is conditioned upon there being no dispute or adversity between the Client and Baker Group.

Other Provisions.

The lawyers working on this matter may wish to consult with the Firm's in-house counsel, including its General Counsel, or with outside counsel, concerning our own rights and responsibilities in connection with our representation of you. As a condition of this engagement, you consent to any conflict of interest that might arise out of any such consultations. Any such communications and advice are protected by our own attorney-client communication, will remain confidential within the Firm, and you will not seek to discover or inquire into them. Of course, nothing in the foregoing will diminish or otherwise affect our obligation to keep you informed of material developments in our representation, including any conclusions arising out of consultations to the extent they affect your interests.

The Firm sometimes identifies clients in presentations to prospective clients and in various public communications, including press releases, our website, and other publications used to describe our Firm, our lawyers, and our capabilities. We may describe the representation in general terms or use language similar to what our clients have already publicly released. If you do not wish us to refer to you or our representation in this fashion, please notify us in writing upon receipt of this letter. Otherwise, we will treat your retention of us as consent to reveal your name and the general nature of our work for you, as described above.

Please sign and return to us the enclosed copy of this letter in order to confirm that it accurately reflects the scope, terms and conditions with respect to this engagement. However, please note that you're instructing us or continuing to instruct us on this matter will constitute your full acceptance of the terms set out above and attached.

Again, thank you for the opportunity to assist you. Please do not hesitate to contact me if you have any questions or if I can be of further assistance.

Sincerely,

/s/ Jodie C. McDougal

Jodie C. McDougal
Direct Dial: 515.242.8971
Email: jmcdougal@fredlaw.com

JCM:JD

Agreed: **The Woodbury County Law Enforcement Center Authority**

By: *Ron Wieck*
Ron Wieck

Date: *08/24/2023*

Its: _____

FREDRIKSON & BYRON, P.A.

Agreement for Legal Services—Standard Client Billing Policy

This Standard Client Billing Policy, together with the engagement letter, contains the agreement (“Agreement”) under which Fredrikson & Byron will provide legal services to you, as the client named in that engagement letter. This Agreement describes our standard billing policies and practices and will be applicable to all of your client matters unless otherwise agreed in writing.

Services. We will provide you the legal services described in the engagement letter and other legal services mutually agreed to in writing. In the event of a conflict between this Agreement and the engagement letter, the engagement letter will control. We only provide legal services. We do not provide, and you should not rely on us for, other services including but not limited to investment, finances, accounting, engineering, scientific, independent investigation (unless specifically agreed in the engagement letter), or business consulting services. We cannot, and you should not rely upon us to, express any opinion regarding financial statements or other financial information.

Fees. Unless otherwise agreed in writing, the cost of the legal services rendered will be based primarily on the amount of time expended and the applicable hourly rates of the person(s) rendering the services. Time is recorded in one-tenth hour increments; time increments less than six minutes may be rounded up to the nearest one-tenth hour. We may periodically adjust our hourly rates.

Service Charges and Disbursements. Except as provided below and unless otherwise agreed in writing, we will charge you, without markup, itemized charges from outside vendors (e.g. filing fees, expert witness fees, telephone toll charges, postage and courier charges, travel, etc.).

We will bill certain specific charges according to the following schedule, which is subject to periodic adjustment without prior notice: \$.20/page for copying charges; \$1.50/book for velo and spiral binding; and \$1.00/page (plus any long distance telephone charges) for outgoing faxes. We will bill online computer research based on a schedule available upon request. We bill for responding to audit letter requests based on a fixed administrative processing fee (schedule available upon request) plus hourly rates for actual time spent by attorneys and paralegals.

If we contract on your behalf for additional services to be provided by a third party vendor, you will be responsible for payment either directly to the third party or through us. We may request a retainer from you to cover such costs. To provide efficient and effective service, we may use technologies, including third-party hosted tools and services. Although we engage only reputable vendors in this regard, we cannot guarantee the security or availability of their tools or services.

Billing. Unless otherwise agreed in writing, we generally bill fees, service charges and disbursements monthly. Invoices are due and payable within thirty (30) days after receipt. If you pay a retainer or other advance payment, other than a flat fee, we will deposit that amount in and make withdrawals from a trust account as required under applicable rules of professional conduct. Communications concerning disputed debts, including an instrument tendered as full satisfaction of a debt are to be sent to: Fredrikson & Byron, P.A., Attn: Credit Department, 60 South Sixth Street Suite 1500, Minneapolis, MN 55402-4400. Subject to applicable law A LATE PAYMENT CHARGE UP TO 8% PER YEAR (OR THE MAXIMUM ALLOWABLE RATE, IF LOWER) MAY BE ADDED TO ANY UNPAID INVOICE OVER 30 DAYS PAST DUE.

Organizational Clients. With respect to all organizational clients, unless the engagement letter provides otherwise, our client is the organization identified in the engagement letter, and not any of its incorporators, promoters, organizers, shareholders, partners, members, directors, officers, employees, subsidiaries, parents or other affiliates. This means we will have no conflict of interest in the event our other clients are adverse to such parties who are not specifically identified as the client in the engagement letter.

Records. The Firm’s Records and Information Management policy and Records Retention Schedule governs the storage and handling of client files. Once a matter is concluded, we will close the file and return all original documents supplied by you. Upon written request, we will provide to you the records in our possession relating to legal services we performed for you, excluding internal financial records and emails, attorney notes and work papers, and other such documents not reasonably necessary to the representation. We also may be required to produce your records in response to a court order or otherwise as required by law. If you request, or we are required to produce, your records (in whatever format, including electronic), you agree to promptly reimburse us for all fees and expenses, including attorney, paralegal, and administrative time, at our standard billing rates, incurred in connection with retrieving, identifying, copying, producing, or transferring the records. You further agree to reimburse us for all fees and expenses we incur in preparing for, participating in, or responding to any action, claim, suit, or proceeding brought by or against any third party that relates to our legal services, including but not limited to responding to document subpoenas, and preparing for and testifying at depositions and trials. We reserve the right to retain copies of any documents or files provided to or created by the Firm.

Termination. Unless terminated earlier, our representation of you will end when our services on the matter identified in the engagement letter (or any additional legal services to which we may mutually agree) have ended, whether or not we notify you that we are closing your file. You are free to terminate our services, with or without cause, upon written notice. We may also terminate our representation if you do not cooperate in the representation or pay our fees and expenses in a timely manner, or if we determine in our discretion that continuing to provide services would be unethical or impractical. If our representation terminates, all fees, service charges and disbursements incurred to that time will be due and payable. All records stored by us relating to the legal services performed for you are subject to retention and destruction according to our records retention policy.

Collection. You agree to promptly pay our invoices. If you do not, you agree to pay collection costs and attorneys’ fees incurred to collect payment of overdue invoices and interest allowed by law. We may obtain and perfect an attorneys’ lien against documents, property, money or other rights, in accordance with applicable law.

Questions or Disputes. You should bring questions or disputes concerning our invoices to the attention of the attorney responsible for the legal services or our Finance Department promptly after receipt of the invoice.

Outcomes. We cannot guarantee a particular outcome. We may express our opinions periodically, but these are only our opinions and not guarantees or promises.

Confidentiality. We will protect your confidences and secrets. We will not disclose or use any confidential information we receive from you unless mandated by law or ethics rules.

Entire Agreement. This Agreement and the engagement letter represent the entire understanding between us and supersede and replace any and all prior agreements and negotiations concerning this engagement, including any outside counsel guidelines. This agreement and the engagement letter can be modified by writing signed by both you and us; provided, however, that we may periodically modify our Standard Client Billing Policy and our billing practices without prior notice.

Navigator Heartland Greenway LLC has canceled their 1,300-mile hazardous liquid CO2 pipeline!

This is great news for our landowners who were most concerned about eminent domain being used against them improperly--especially those along the proposed route near Lawton and Sergeant Bluff. These are private projects that almost everyone except the Iowa governor's office seemed to realize are not real public utilities. We applaud the legal processes and citizen engagement that brought about this resolution.

Granting eminent domain for private companies sets a dangerous precedent.

On January 11, 2022, the Woodbury County Board sent a letter to the Iowa Utilities Board that said in part, "This Board, as the undersigned, having been elected to represent the county residents and taxpayers, do hereby support them in their efforts to resist the pipelines proposed and ask the Iowa Utilities Board to deny any and all permits and/or eminent domain declarations against the landowners in Woodbury County."

On May 25, 2023, the Woodbury County Board of Supervisors filed a petition to intervene with the Iowa Utilities Board. In our petition, we asserted Iowa Code § 331.301 grants the authority to "exercise any power and perform any function it deems appropriate to protect and preserve the rights, privileges, and property of the county or of its residents and to preserve and improve the peace, safety, health, welfare, comfort, and convenience of its residents."

On July 18, 2023 the Woodbury County Board approved a resolution asserting "An absolute right for private property land rights with a rejection of the use of eminent domain to force landowners to place pipelines, turbines, solar panels, or any other energy commodity on their land against their will and consent."