



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(JANUARY 23) (WEEK 4 OF 2024)

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

Agenda and Minutes available at:
www.woodburycountyiowa.gov

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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held January 23, 2024, at 3:30 p.m. in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

This is a formal meeting during which the Board may take official action on various items of business. 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

3:30 p.m. 1. Budget Review Discussion for FY 2025 Page
a. Building Services
1. Courthouse – G.B. 2-4
2. LEC – G.B. 5-6
3. Trospen/Hoyt – G.B. 7-9
4. Building Services – G.B. 13-15
5. Anthon Courthouse – G.B. 10
6. Prairie Hills Facility – G.B. 11
7. District Health Building – G.B. 12
8. Tri View Facility – G.B. 16
9. New LEC Facility – G.B. 17-19
b. Human Resources – G.B. 2-4
c. County Sheriff
1. Uniform Patrol – G.B. 4-6
2. Highway Safety Grant – G.B. 7
3. Investigations – G.B. 8-9
4. Drug Task Force – Federal Reimbursement – N.T. 10
5. Correctional Facility – LEC – G.B. 11-14
6. Administration – G.B. 15-17
7. Crime Prevention – G.B. 18-19
8. Civil Division – G.B. 20-21
9. Courthouse Security – G.S. 22-23
10. New LEC Security – G.S. 24-25
11. Courtroom Security & Transport – G.S. 26-28

12. Sheriff Commissary – N.T.	29
13. Prisoner Room & Board – N.T.	30
14. Uniform Patrol – R.B.	31-33
15. Sheriff Forfeiture – N.T.	34
16. Dare Donations	35
d. District Health – G.B.	7-8
e. Board of Supervisors	
1. CF Rebates & Miscellaneous Refunds – G.B. & R.B.	2
2. Communication Center – G.B.	3-4
3. Board of Supervisors Expense – G.B.	9-10
4. Board Administration – G.B.	11-12
5. Public Bidder – G.B.	13
6. Mail Services – G.B.	14
7. District Court Operations – G.S.	40
8. Court Appointed Juvenile Attorneys – G.S.	41
9. Risk Management Services – G.S.	43
10. Soil Conservation – Currently Funded thru L.O.S.T. – N.T.	62-64
11. Solid Waste Landfill – R.B.	65-67
12. Township Officers – R.B.	68
13. Tax Increment Funds -TIF	85-87
14. Wage Plan Adjustments – All Funds	
15. Approval to reduce General Basic cash reserves by \$200,000 (unbudgeted Federal prisoner care in FY 24) and transfer that amount to the General Supplemental levy for FY25 to reduce the the property tax burden	

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

2. Approval of the agenda Action

Consent Agenda

Items 3 through 7 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.

3. Approval of the minutes of the January 16, 2024 meeting
4. Approval of claims
5. Approval to cancel the February 6, 2024 board meeting
6. Human Resources – Melissa Thomas
 - a. Approval of Memorandum of Personnel Transactions
 - b. Authorization to Initiate Hiring Process
 - c. Approval of retiree request to remain on the County health and dental insurances
7. Board Administration – Karen James

Approval of lifting tax suspensions for petitioners who failed to re-certify their income or income does not qualify for continued tax suspension
8. Secondary Roads – Mark Nahra

Approval of underground utility permit for Northwest Iowa Power Cooperative and to direct the chair to sign the permit

End Consent Agenda

- | | |
|---|-------------|
| 9. Secondary Roads – Mark Nahra | |
| a. Approval to award the bid for project FM-C097(149)—55-97 to the low bidder and approve the resolution directing the county engineer to sign the contracts once a signed contract and bond are returned by the contractor for signature | Action |
| b. Approval of certificate of completion of project PCC Patching 2023 with Ten Point Construction for \$59,250.00 | Action |
| 10. Iowa State Medical Examiner’s Office – Mark Bethel | |
| Discussion regarding medical examiner services for Woodbury County | Information |
| 11. County Auditor – Patrick Gill | |
| a. Approval to combine Clerk II and Clerk III job description to replace current Finance Clerk III description | Action |
| b. Approval to deauthorize Finance Clerk II position | Action |
| c. Authorize an additional Finance Clerk III for a total of two authorized | Action |
| d. Authorize to hire Finance Clerk III | |
| 12. County Sheriff – Chad Sheehan | |
| Approval of recommended salaries of percentage deputies | Action |
| 13. Board of Supervisors – Jeremy Taylor | |
| a. Discussion of creation of a maintenance fund for the historic Woodbury County Courthouse | Information |
| b. Approval to delay the public hearing for the Salix Drainage District from March 19, 2024 to April 16, 2024 | Action |
| 14. Board of Supervisors – Mark Nelson | |
| Law Enforcement Center Project Updates | Information |
| 15. Reports on Committee Meetings | Information |
| 16. Citizen Concerns | Information |
| 17. Board Concerns | Information |

Continue Budget Reviews (if needed)

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

- MON., JAN. 22 5:00 p.m.** Zoning Commission Meeting, Basement Board Meeting Room
- WED., JAN. 24 2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- THU., JAN. 25 10:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
- 11:15 a.m.** Western Iowa Community Improvement Regional Housing Trust, 6401 Gordon Drive
- 1:30 p.m.** SIMPCO – Community and Economic Development, 6401 Gordon Drive
- MON., FEB. 5 6:00 p.m.** Board of Adjustment meeting, First Floor Boardroom
- WED., FEB. 7 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., FEB. 14 8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- THU., FEB. 15 12:00 p.m.** SIMPCO Board of Directors, 6401 Gordon Drive
- 4:00 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- 4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., FEB. 15 12:00 p.m.** Siouxland Human Investment Partnership Board Meeting, 2540 Glenn Ave.
- WED., FEB. 21 12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- 4:00 p.m.** SIMPCO 101, 6401 Gordon Drive
- THU., FEB. 22 11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
- MON., FEB. 26 6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom
- TUE., FEB. 27 2:00 p.m.** Decat Board Meeting, Western Hills AEA, Room F
- WED., FEB. 28 2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting

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.

Tally List of Changes for FY 25
Woodbury County

To balance out the negative starting numbers the County will need new revenues, reduction in expenditures, other available funding options or cash reserves.

	<u>General Basic</u>	<u>General Supplemental</u>	<u>Rural Basic</u>	<u>Debt Service</u>
January 1, 2024 Starting Shortfall	(1,035,373)	(1,799,674)	57,709	(1,177,777)
January 2, 2024 Board Actions:				
General Relief Assistance	1,500			
County Library			93,608	
Veteran Affairs:				
Administration	15,600			
Assistance to Veterans	7,200			
Total Changes January 2, 2024	24,300	-	93,608	-
Running Total to Date	(1,011,073)	(1,799,674)	151,317	(1,177,777)
January 9, 2024 Board Actions:				
County Attorney - Administration	15,468			
County Treasurer - Motor Vehicle	973			
Board of Supervisors use of Unspent Budget ind new LEC Facility	900,000			
Total Changes January 9, 2024	916,441	-	-	-

January 16, 2024 Board Actions:

County Treasurer - Tax Department

Use of Additional Interest Received FY 24 (700,000)

Increase Interest Line Item FY 25 (300,000)

Transfer From General Basic to General

Supplemental to Reduce Tax Burden to Taxpayers

Total Changes January 16, 2024

		1,000,000		
	-	1,000,000	-	-

Running Total to Date

(94,632)	(799,674)	151,317	(1,177,777)
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JANUARY 16, 2024, THIRD MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, January 16, 2024, at 1:30 p.m. Board members present were Nelson, Ung, Bittinger II, Radig, and Taylor. Staff members present were Karen James, Board Administrative Assistant, Joshua Widman, Assistant County Attorney, and Michelle Skaff, Deputy Auditor/Clerk to the Board.

Motion by Ung second by Radig to go into closed session per Iowa Code Section 21.5(1)(i). Carried 4-0 on roll-call vote.

Motion by Radig second by Nelson to go out of closed session per Iowa Code Section 21.5(1)(i). Carried 4-0 on roll-call vote.

Motion by Ung second by Nelson to go into closed session per Iowa Code Section 21.5(1)(c). Carried 4-0 on roll-call vote.

Taylor entered the meeting at 3:18pm.

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

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

Nelson was delayed due to LEC Authority meeting.

1. Motion by Ung second by Bittinger to approve the agenda for January 16, 2024. Carried 4-0. Copy filed.

Motion by Radig second by Ung to approve the following items by consent:

2. To approve minutes of the January 9, 2024 meeting. Copy filed.

3. To approve the claims totaling \$692,773.64. Copy filed.

4. To receive the Auditor's Quarterly Report from October 1, 2023 through December 31, 2023. Copy filed.

Carried 4-0.

5. Presentation of resolution thanking Douglas Shupe for his 44 years to Woodbury County Secondary Roads was made. Copy filed.

6. Motion by Taylor second by Bittinger to approve the appropriate paperwork for renewal of the Woodbury County's property insurance with ICAP. Carried 4-0. Copy filed.

7. Motion by Radig second by Bittinger to approve the MOU with AFSCME Council 61, Iowa Local 3462 Woodbury County Assistant County Attorneys, advancing the effective date of the 2024-2025 agreement to January 22, 2024 and increasing the attorney sign-on bonus to \$3,000. Carried 4-0. Copy filed.

8a-d. Motion by Taylor second by Radig to defer until January 23rd the items to combine Clerk II and Clerk III job description to replace current Finance Clerk III description, to deauthorize Finance Clerk II position, to authorize an additional Finance Clerk II for a total of 2 authorized, and to authorize to hire Finance Clerk III. Carried 4-0. Copy filed.

Nelson re-entered the meeting at 5:30 pm.

9a. Motion by Ung second by Taylor to increase line item 0001-4-03-9020-6000 (FY25 interest on investments in General Basic fund) by \$300,000. Carried 5-0. Copy filed.

9b. Motion by Ung second by Taylor to reduce General Basic cash reserves by \$1,000,000 and transfer that amount to the General Supplemental levy for FY25 to reduce the property tax burden. Carried 5-0. Copy filed.

10. Reports on committee meetings were heard.

11. There were no citizen concerns.

12. Board concerns were heard.

The Board adjourned the regular meeting until January 23, 2024.

Meeting sign in sheet. Copy filed.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: January 23, 2024

*** 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
Clausen, Robert	Secondary Roads	1-14-24	Motor Grader Operator			S	Retirement.
Hansen, James	County Attorney	1-16-24	Assistant County Attorney			S	Resignation.
Bainbridge, John	Secondary Roads	1-22-24	Motor Grader Operator	\$27.76/hour	1%=\$.30/hour	T	Position Transfer from Equipment Operator to Motor Grader Operator.
Walker, Isaiah	County Sheriff	1-30-24	Civilian Jailer			S	Resignation.
Nemitz, Madison	Juvenile Detention	2-05-24	Youth Worker	\$26.94/hour	17%=\$3.91/hr	R	Per AFSCME Juvenile Detention Contract agreement, from Grade 1/Step 3 to Grade 1/Step 4.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas HR Director

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: January 23, 2024

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Attorney	Assistant County Attorney	AFSCME: \$75,270- \$126,597/year		
County Sheriff	Civilian Jailer	CWA: \$23.97/hour		
Secondary Roads	Motor Grader Operator	CWA: \$26.93/hour		

Chairman, Board of Supervisors



Woodbury County Sheriff's Office

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

Chad Sheehan, SHERIFF

PHONE: 712.279.6010
E-MAIL: csheehan@woodburycountyiowa.gov
FAX: 712.279.6522

January 16, 2024

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

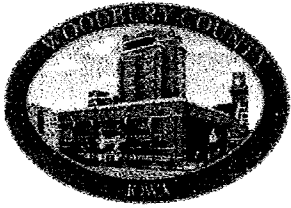
The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to begin the hiring process for one (1) Correctional Officer positions, effective January 24th, 2024. We request this be placed on the agenda for Tuesday January 23rd, 2024, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad Sheehan", with a long horizontal flourish extending to the right.

Chad Sheehan, Sheriff

cc: file



Woodbury County Secondary Roads Department

759 E. Frontage Road • Merville, Iowa 51039

Telephone (712) 279-6484 • (712) 873-3215 • Fax (712) 873-3235

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

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

SECRETARY
Tish Brice
tbrice@sioux-city.org

To: Board of Supervisors
Human Resources Department

From: Mark Nahra, Woodbury County Engineer

Date: January 16, 2024

Subject: Oto District Staff Level – Robert Clausen retirement

With the retirement of Robert Clausen, a motor grader operator position is vacant in our District 4 unit at Oto. This will leave the district shorthanded if the vacancy is not filled. I would like to start the hiring process immediately to minimize the time we will be shorthanded in this district.

RECOMMENDATION: It is my recommendation that we fill the vacant motor grader operator position created by the *retirement* of Robert Clausen immediately. Thank you for your attention.

I, Robert D. Clausen would like to take the
retiree insurance and the dental insurance at \$711⁷⁶ for the health
and \$31⁵⁰ per month for dental.

Thank You,
Robert D. Clausen
Robert D. Clausen

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

Date: _____ Weekly Agenda Date: _____

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: _____

WORDING FOR AGENDA ITEM:

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

BACKGROUND:

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:

ACTION REQUIRED / PROPOSED MOTION:

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

Date: 1/18/2024 Weekly Agenda Date: 1/23/2024

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

WORDING FOR AGENDA ITEM:

Consideration of utility permit for replacement of overhead electric line crossing county rights of way

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Northwest Iowa Power Cooperative has applied for a permit to allow the replacement of electric transmission line crossing county rights of way.

BACKGROUND:

Work in county ROW requires a permit approved by the Board of Supervisors per section 318.8 of the Code of Iowa. The county engineer has reviewed the location and recommends that the work be allowed.

FINANCIAL IMPACT:

No financial impact to the county.

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

Yes No

RECOMMENDATION:

Recommend approval of the permit for Northwest Iowa Power Cooperative.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the underground utility permit for Northwest Iowa Power Cooperative and to direct the chair to sign the permit.

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

REQUEST BY APPLICANT:

Name NORTHWEST IOWA POWER COOPERATIVE Highway _____
 Township _____
 Address 31002 COUNTY RD C38 City of LE MARS
 Office Phone 712-546-4141 Local Phone _____ Section: $\frac{1}{4}$ of $\frac{1}{4}$ Sec
 Type of Utility Installation OVERHEAD 69 KV TRANSMISSION T N, R W
 Plans Prepared By ANDREW PAULSEN Copy Enclosed Yes _____ No
 Map Showing Location Enclosed Yes _____ No
 Utility Location is cross right-of-way parallel to right-of-way
 overhead _____ underground
 Proposed Method of Installation
 tunnel suspend on poles cased
 jack & bore suspend on towers trench
 open cut plow

Estimated Starting Date _____ Estimated Restoration Date _____

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

By [Signature] Title SYSTEM PROJECT ENGINEER
 (Signature of Authorized Utility Representative)
 Date 8/28/2023

PERMIT APPROVAL BY PERMITTING AUTHORITY

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

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

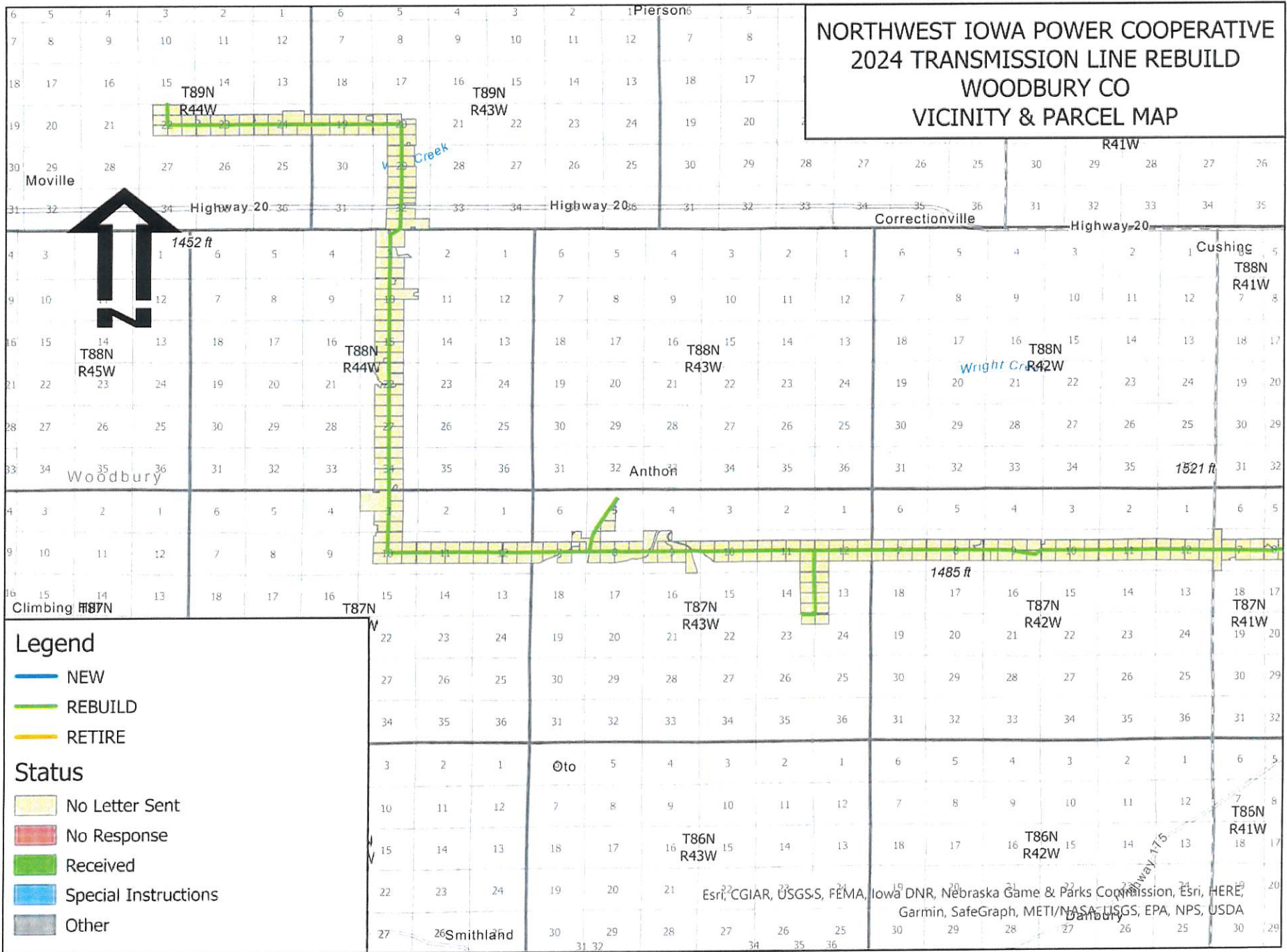
By [Signature] Title County Engineer
 (Signature of Woodbury County Engineer)
 Date 1/18/2023

Other Special Provisions:

Permit Provisions and Conditions of Issuance

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

NORTHWEST IOWA POWER COOPERATIVE 2024 TRANSMISSION LINE REBUILD WOODBURY CO VICINITY & PARCEL MAP



Legend

- NEW
- REBUILD
- RETIRE

Status

- No Letter Sent
- No Response
- Received
- Special Instructions
- Other

Esri, CGIAR, USGS, FEMA, Iowa DNR, Nebraska Game & Parks Commission, Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA

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

Date: 1/18/2024 Weekly Agenda Date: 1/23/2024

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

WORDING FOR AGENDA ITEM:

Consider award of bid for project number FM-C097(149)--55-97 and approve resolution to direct county engineer to sign contract and bond

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

The county received bids through Iowa DOT for a PCC Pavement Project on 250th Street south of Anthon.

BACKGROUND:

Woodbury County prepared plans for new pavement on 250th Street with a concrete pavement and granular shoulders. Bids were received and a recommendation is made for award. Due to fast changing material costs and in cooperation with DOT Office of Contracts, we asked to accelerate contract signing as shown in the resolution.

FINANCIAL IMPACT:

The project is paid for with Woodbury County farm to market funds and the balance of the special project levy totaling about \$374,000.

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

Yes No

RECOMMENDATION:

Recommend that the board award the bid for project FM-C097(149)--55-97 to the low bidder and approve the resolution directing the county engineer to sign the contracts once proper paperwork is presented by the contractor.

ACTION REQUIRED / PROPOSED MOTION:

Motion that the board award the bid for project FM-C097(149)--55-97 to the low bidder and approve the resolution directing the county engineer to sign the contracts once a signed contract and bond are returned by the contractor for signature.

BID AWARD AND DESIGNATION AND AUTHORIZATION OF
COUNTY ENGINEER FOR ELECTRONIC SIGNATURE OF CONTRACT AND
BOND

RESOLUTION NO. _____

WHEREAS, the Board of Supervisors has received bids for the project captioned herein, and,

WHEREAS, the board has considered the bids and concurs with the Iowa DOT and the County Engineer's recommendation to award the contract to the lowest responsible bidder, and:

WHEREAS, time is of the essence in locking in material prices in a rapidly changing cost environment currently being experienced by contractors and road agencies across the state, the Board is directing the County Engineer to electronically sign the contracts and bonds for the following project upon presentation of completed documents meeting contract requirements for the following project:

**FM-CO97(149)—55-97
PCC Paving, County route D50/250th Street**

NOW, THEREFORE, BE IT RESOLVED by the Woodbury County Board of Supervisors hereby awards the bid and directs the County Engineer is directed to electronically sign the contracts and bonds for the above captioned project upon presentation of final contract documents.

Passed and approved this 23rd day of January, 2024.

Matthew Ung, Chairperson
Woodbury County Board of Supervisors

Attest:

Patrick Gill
Woodbury County Auditor

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

Date: 1/17/2024 Weekly Agenda Date: 1/23//2024

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

WORDING FOR AGENDA ITEM:

Consider approval of completion certificate for project PCC Patching 2023

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The county approved a contract with Ten Point Construction on October 17, 2023 for PCC Patching for multiple locations in the county.

BACKGROUND:

The project was completed November 20, 2023. The work was done within compliance with county standards. The contract price for the project was \$59,250.00.

FINANCIAL IMPACT:

The project are paid for with local Woodbury County secondary road funds.

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

Yes No

RECOMMENDATION:

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

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the certificate of completion of project PCC Patching 2023 with Ten Point Construction for \$59,250.00

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

PROJECT NO. PCC Patching 2023

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

Ten Point Construction

of Denison, Iowa under the date of October 17, 2023

Contract Amount: **\$59,250.00**

in Woodbury County was completed in accordance with the plans and specifications
therefore, and in a satisfactory manner on **November 20, 2023**

January 23, 2024 By _____
Date County Engineer

Approved: Board of Supervisors
Woodbury County, Iowa

January 23, 2024 By _____
Date Chairperson

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

Date: 1/18/2024 Weekly Agenda Date: 1/23/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Mark Bethel, Iowa State Medical Examiner's Office

WORDING FOR AGENDA ITEM:

Discussion regarding medical examiner service for Woodbury County

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The Iowa State Medical Examiner's Office will discuss the situation with the Woodbury County Board with the goal to avoid resignation. Medical investigators and program changes will be addressed.

BACKGROUND:

On December 14, 2023, Dr. Julie Breiner signed a resignation letter effective March 31, 2024, on behalf of herself as Woodbury County Medical Examiner, and Pathology Medical Services of Siouxland as Deputy Medical Examiners.

FINANCIAL IMPACT:

unknown

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:

n/a

ACTION REQUIRED / PROPOSED MOTION:

n/a



Pathology Medical Services of Siouxland, P.C.
2720 Stone Park Blvd., Sioux City, Iowa 51104-3734
Phone: (712) 279-3226 Fax (712) 279-7034

J.T. Quesenberry, MD, FCAP, Lab Director
J.A. Breiner, MD, FCAP
B.W. Noll, MD, FCAP
B.W. Steussy, MD FCAP

December 14, 2023

Mr. Matthew Ung
Chair, Woodbury County Board of Supervisors

Dear Mr. Ung,

Please accept this letter of resignation for myself as Woodbury County Medical Examiner, and the other pathologists of Pathology Medical Services of Siouxland (PMS), as Deputy Medical Examiners.

The increasing complexity and time commitment required to perform death investigative services for the county is no longer sustainable for our medical practice. Recently, one of the pathologists within our group relocated to Des Moines, leaving three pathologists to run a full-time anatomic and clinical pathology practice at UnityPoint Health – St. Luke’s in addition to providing pathology services for six critical access hospitals and two outpatient surgical centers in the region. We are no longer able to provide services as the Woodbury County Medical Examiners under the current circumstances.

PMS has provided medical examiner services to the county for 40 years and St. Luke’s hospital has supported us by providing significant infrastructural services such as: 24/7 paging services; security guards to maintain chain of custody in the morgue; secretarial assistance in our office to prepare and distribute reports and respond to requests for medical examiner reports and toxicology results from law enforcement, families and lawyers; nursing and chaplain services on occasions when assistance is needed to help families that come to the hospital requesting to view their loved one; and provision and maintenance of the morgue and autopsy suite.

I believe Woodbury County needs to adopt a different model of death investigation and pattern itself after some of the other larger counties by using medical examiner investigators and an office “coordinator.” Two individuals from Sioux City have already gone through medical examiner investigator training, but several more are needed. The Iowa Office of the State Medical Examiner will be a good point of contact in helping the county develop and implement a better model of death investigation and reporting.

Thank you for giving Pathology Medical Services of Siouxland the opportunity to assist the citizens of Woodbury County for the past 40 years. Our last day for providing coverage will be March 31, 2024. My direct phone number is 279-3167 if you would like to discuss this.

Sincerely,

A handwritten signature in cursive script that reads 'Julie A. Breiner'.

Julie Breiner, MD

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

Date: _____ Weekly Agenda Date: _____

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: _____

WORDING FOR AGENDA ITEM:

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

BACKGROUND:

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:

ACTION REQUIRED / PROPOSED MOTION:

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____

Department:

County Auditor/Recorder

Title: County Auditor/ Finance Clerk II

FLSA Designation:

Non-Exempt Grade 3

Effective Date: September 2020

Reports to:

Auditor Appointed Deputy

Purpose:

Responsible for the efficient, accurate, and timely performance of a variety of Auditor Finance duties including accounts payable maintenance and processing and payroll maintenance and processing. Performs various other clerical duties related to scope of responsibility as assigned and under direct authority of the Auditor Appointed Deputy and/or County Auditor Recorder.

Essential Functions and Responsibilities:

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

Other duties may be required and assigned.

- Answers phone inquiries within scope of responsibility and refers inquiries to proper resource when necessary
- Responsible and accountable for the accurate, timely and efficient processing of all payroll claims for County employees and the issuance of accurate warrants in payment of County payroll claims in accordance with established policies and procedures and legislative requirements
- Checks and balances payroll insurance deductions and forwards reports to Human Resources
- Responsible for maintaining employee records in accordance with authorized approval
- Prepares and maintains appropriate files and records including the operations of claims processing
- Prepares Woodbury County Board Meeting Minutes in a timely manner
- Assures that all assignments are completed in a thorough and accurate manner
- Performs related tasks/assignments/special projects as assigned
- Responsible for reports related to the scope of responsibility as required by legislative policies and procedures or by the County Auditor/Recorder
- Prepares and maintains appropriate finance related scanning, filing, and recordkeeping
- Attendance is required

Non-Essential Functions and Responsibilities:

- Assists with the accurate and effective accomplishment of a variety of tasks/assignments/ reports/ special projects and other duties as assigned by the Auditor Appointed Deputy and/or The County Auditor Recorder.

Minimum Education and Experience Required to Perform Essential Functions:

- High school diploma or General Equivalency Degree (GED)
- Previous Accounting experience preferred
- Mathematical ability required
- Computer skills: Excel, Microsoft Word, and Outlook
- Accurate proofreading and excellent recordkeeping skills
- Ability to communicate tactfully and courteously with others
- Keyboarding skill test from Iowa Workforce Development with 40 words per minute (net score), within the last 12 months
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment

Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

Mathematical Skills

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

Behavior Skills

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

Reasoning Ability

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

Cognitive Demands

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

Equipment Used

Computer for data entry, spreadsheets and word processing, calculator (10 key), copier/scanner, possess knowledge of general office equipment and procedures. Type **rapidly and accurately with at least 40 words per minute (net score), accurate proofreading.** Possess knowledge of anything relating to County Auditor/Recorder systems.

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 25 Lbs. or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English.

Environmental Adaptability

Work is performed in a typical office environment and has no unusual exposure to environmental issues.

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment. The use of clearly spoken English for the skills and purposes of this job.

Keyboarding skill test from Iowa Workforce Development with 40 words per minute (net score), within the last 12 months

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____ Department: **County Auditor/Recorder**
Title: **County Auditor/ Finance Clerk III** FLSA Designation: **Non-Exempt Grade 5**
Effective Date: **September 2020** Reports to: **Auditor Appointed Deputy**

Purpose:
Responsible for the efficient, accurate, and timely performance of a variety of Auditor Finance duties including primary backup to accounts payable and payroll, and assistant to the Deputy Auditor with tax and audit preparation responsibilities. ~~This position is primary Finance Supervisor in the absence of the Auditor Appointed Deputy.~~ Performs various other clerical duties related to scope of responsibility as assigned and under direct authority of the Auditor Appointed Deputy and/or County Auditor Recorder.

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Essential Functions and Responsibilities:
The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- ~~Answers phone inquiries within scope of responsibility and refers inquiries to proper resource when necessary~~
- ~~Responsible and accountable for the accurate, timely and efficient processing of all payroll claims for County employees and the issuance of accurate warrants in payment of County payroll claims in accordance with established policies and procedures and legislative requirements~~
- ~~Checks and balances payroll insurance deductions and forwards reports to Human Resources~~
- ~~Responsible for maintaining employee records in accordance with authorized approval~~
- ~~Prepares and maintains appropriate files and records including the operations of claims processing~~
- ~~This position is primary Finance Supervisor in the absence of the Auditor Appointed Deputy~~
- Assists Deputy Auditor in maintaining the Auditor's tax year responsibilities
- Assists Deputy Auditor with quarterly, annual, and fiscal year reporting
- Monitors departmental grants and prepared Schedule of Expenditure of Federal Awards
- Assists Deputy Auditor in preparing reports and materials for all external audits brought to the Auditor's Office.
- ~~Verifies accuracy of employee additions and changes as entered on all payroll records~~
- ~~Verifies the accuracy of accounts payable claims entered by the Finance Clerk II~~
- ~~Serves as backup to the Finance Clerk II for payroll maintenance, payroll processing, and Accounts Payable Processes~~
- ~~Prepares Woodbury County Board Meeting Minutes in a timely manner~~
- ~~Proofs Board meeting minutes, submits meeting minute publication, and uploads minute backup material for public access~~
- ~~Serves as secondary to the Clerk II in answering the finance phone line~~
- Performs ordering and maintenance of office supplies
- Assures that all assignments are completed in a thorough and accurate manner
- Performs related tasks/assignments/special projects as assigned
- Responsible for reports related to the scope of responsibility as required by legislative policies and procedures or by the County Auditor/Recorder
- Prepares and maintains appropriate files and records
- Attendance is required

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Non-Essential Functions and Responsibilities:
• Assists with the accurate and effective accomplishment of a variety of tasks/assignments/ reports/ special projects and other duties as assigned by the Auditor Appointed Deputy and/or The County Auditor Recorder.

Minimum Education and Experience Required to Perform Essential Functions:

- High school diploma or General Equivalency Degree (GED)
- Bachelor's degree in Accounting or a related discipline is preferred
- Supervisory experience preferred
- Previous Accounting experience preferred
- Mathematical ability required
- Computer skills: Excel, Microsoft Word, and Outlook
- Ability to set priorities regarding assignments and follow through to completion
- Accurate proofreading and excellent recordkeeping skills
- Ability to communicate tactfully and courteously with others
- Keyboarding skill test from Iowa Workforce Development with 40 words per minute (net score), within the last 12 months
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment

Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

County Auditor Finance Clerk III Position Description 2020

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

Mathematical Skills

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

Behavior Skills

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

Reasoning Ability

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

Cognitive Demands

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

Equipment Used

Computer for data entry, spreadsheets and word processing, calculator (10 key), copier/scanner, possess knowledge of general office equipment and procedures. Type rapidly and accurately with at least 40 words per minute (net score), accurate proofreading. Possess knowledge of anything relating to County Auditor/Recorder systems.

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 25 Lbs. or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English.

Environmental Adaptability

Work is performed in a typical office environment and has no unusual exposure to environmental issues.

Special Requirements

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Employee's Signature

Date

Department Head

Date

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**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____ **Department:** County Auditor/Recorder
Title: County Auditor/ Finance Clerk III **FLSA Designation:** Non-Exempt Grade 5
Effective Date: September 2020 **Reports to:** Auditor Appointed Deputy

Purpose:
Responsible for the efficient, accurate, and timely performance of a variety of Auditor Finance duties including primary backup to accounts payable and payroll, and assistant to the Deputy Auditor with tax and audit preparation responsibilities. ~~This position is primary Finance Supervisor in the absence of the Auditor Appointed Deputy.~~ Performs various other clerical duties related to scope of responsibility as assigned and under direct authority of the Auditor Appointed Deputy and/or County Auditor Recorder.

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Essential Functions and Responsibilities:
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- ~~Checks and balances payroll insurance deductions and forwards reports to Human Resources~~
- ~~Responsible for maintaining employee records in accordance with authorized approval~~
- ~~Prepares and maintains appropriate files and records including the operations of claims processing~~
- ~~This position is primary Finance Supervisor in the absence of the Auditor Appointed Deputy~~
- Assists Deputy Auditor in maintaining the Auditor's tax year responsibilities
- Assists Deputy Auditor with quarterly, annual, and fiscal year reporting
- Monitors departmental grants and prepared Schedule of Expenditure of Federal Awards
- Assists Deputy Auditor in preparing reports and materials for all external audits brought to the Auditor's Office.
- ~~Verifies accuracy of employee additions and changes as entered on all payroll records~~
- ~~Verifies the accuracy of accounts payable claims entered by the Finance Clerk II~~
- ~~Serves as backup to the Finance Clerk II for payroll maintenance, payroll processing, and Accounts Payable Processes~~
- ~~Prepares Woodbury County Board Meeting Minutes in a timely manner~~
- ~~Proofs Board meeting minutes, submits meeting minute publication, and uploads minute backup material for public access~~
- ~~Serves as secondary to the Clerk II in answering the finance phone line~~
- Performs ordering and maintenance of office supplies
- Assures that all assignments are completed in a thorough and accurate manner
- Performs related tasks/assignments/special projects as assigned
- Responsible for reports related to the scope of responsibility as required by legislative policies and procedures or by the County Auditor/Recorder
- Prepares and maintains appropriate files and records
- Attendance is required

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Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

County Auditor Finance Clerk III Position Description 2020

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

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Cognitive Demands

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Physical Demands

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Environmental Adaptability

Work is performed in a typical office environment and has no unusual exposure to environmental issues.

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment. The use of clearly spoken English for the skills and purposes of this job.

Keyboarding skill test from Iowa Workforce Development with 40 words per minute (net score), within the last 12 months

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

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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.

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

Date: _____ Weekly Agenda Date: _____

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: _____

WORDING FOR AGENDA ITEM:

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

BACKGROUND:

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:

ACTION REQUIRED / PROPOSED MOTION:

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

Date: 1/15/2024

Weekly Agenda Date: 1/23/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

WORDING FOR AGENDA ITEM:

Motion for the Creation of a Maintenance Fund for the Historic Woodbury County Courthouse

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The Woodbury County Courthouse is one of the finest buildings in the State of Iowa. During 2018, we had a wonderful centennial that among other things brought in speakers from Chicago, commissioned works of art in commemoration, and highlighted a building valued between \$90 - \$120 million. Given the rarity of the William Steele design, the tributes to military service and life as we once were 100 years ago, the building is simply priceless. This item contemplates dedicating money so as to preserve the building in such a way as to practically preserve it for the next one hundred years.

BACKGROUND:

The Law Enforcement Center has a Maintenance Fund of up to \$8 million for a building presently valued at \$70 million. While this would grow at a slower rate (62.5% or \$250,000 annually), it would be into perpetuity given the longevity of the building (the LEC Maintenance Fund has a 20-year shelf-life).

We are at a present position in FY 25 where we will do what some said would be impossible: keep a flat tax rate in general basic (county-wide tax) and lower the tax rate in rural basic (outside cities) while meeting a very healthy reserve level between 23-25%. While we have work to do--utilizing Local Option Sales Tax, gaming revenue, transfers--the Board has done great work identifying approaches to putting taxpayers first, e.g. eliminating "reserves within reserves" (county library), adjusting expenses, adjusting for interest growth and non-use of funds. This allows us to still save for the future so that we are not limited by \$1.2m, \$1.5m, or whatever bond limitation Iowa Code limits us to in the future should major repairs need to take place for the building.

While the last 3 years, Building Services has appropriately been focused on the new Law Enforcement Center while doing a great job of preserving and protecting out buildings, with "light at the end of the tunnel" it is time to once again get our hands on the long-term plan and glide path for our buildings.

When supervisors had some push-back on the idea of a maintenance fund for the new building, it begged the question, "Why not for other buildings?" It is easy in retrospect to say that every building should have a building fund that aggregates for long-term projects: it is harder to implement and keep taxes lower/flat. The proposal initially is \$250,000 annually subject to review each year but with the understanding that an amount would be settled by the end of the budget given our first-and-foremost commitment to putting taxpayers first.

FINANCIAL IMPACT:

\$250,000

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:

Discuss the information, parameters, budget recommendation (debt service levy or General Basic?), and have a good discussion. We have several imposed "deadlines" wherein we do not want to raise the published rate, so we have agreed to attempt to have our final published rate in 3 weeks be the same as what we will publish in newspapers. This doesn't give us much time but tonight's item is for information and to be deferred, should the BOS desire to start a maintenance fund, to a final number to the 2-16-24 meeting.

ACTION REQUIRED / PROPOSED MOTION:

Discuss the information, parameters, budget recommendation (debt service levy or General Basic?), and have a good discussion.

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

Date: _____ Weekly Agenda Date: _____

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: _____

WORDING FOR AGENDA ITEM:

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

BACKGROUND:

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:

ACTION REQUIRED / PROPOSED MOTION:



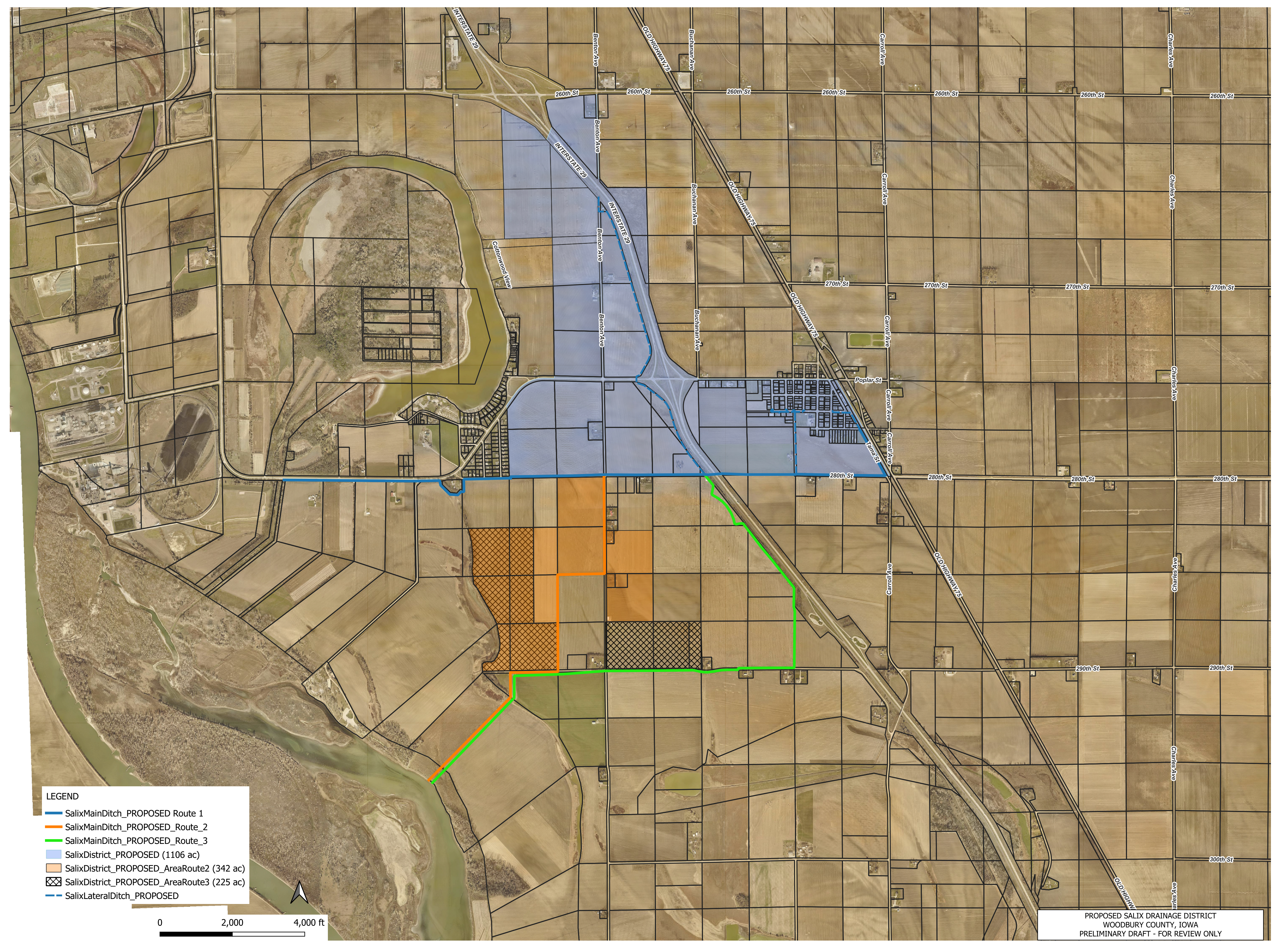
203 Sergeant Square Drive, Suite B
Sergeant Bluff, Iowa 51054
712-943-5055 phone 712-943-5088 fax
www.v-k.net
Contact: Patrick Mouw, pmouw@v-k.net



SALIX DRAINAGE DISTRICT

INFORMATIONAL MEETING

JANUARY 18, 2024

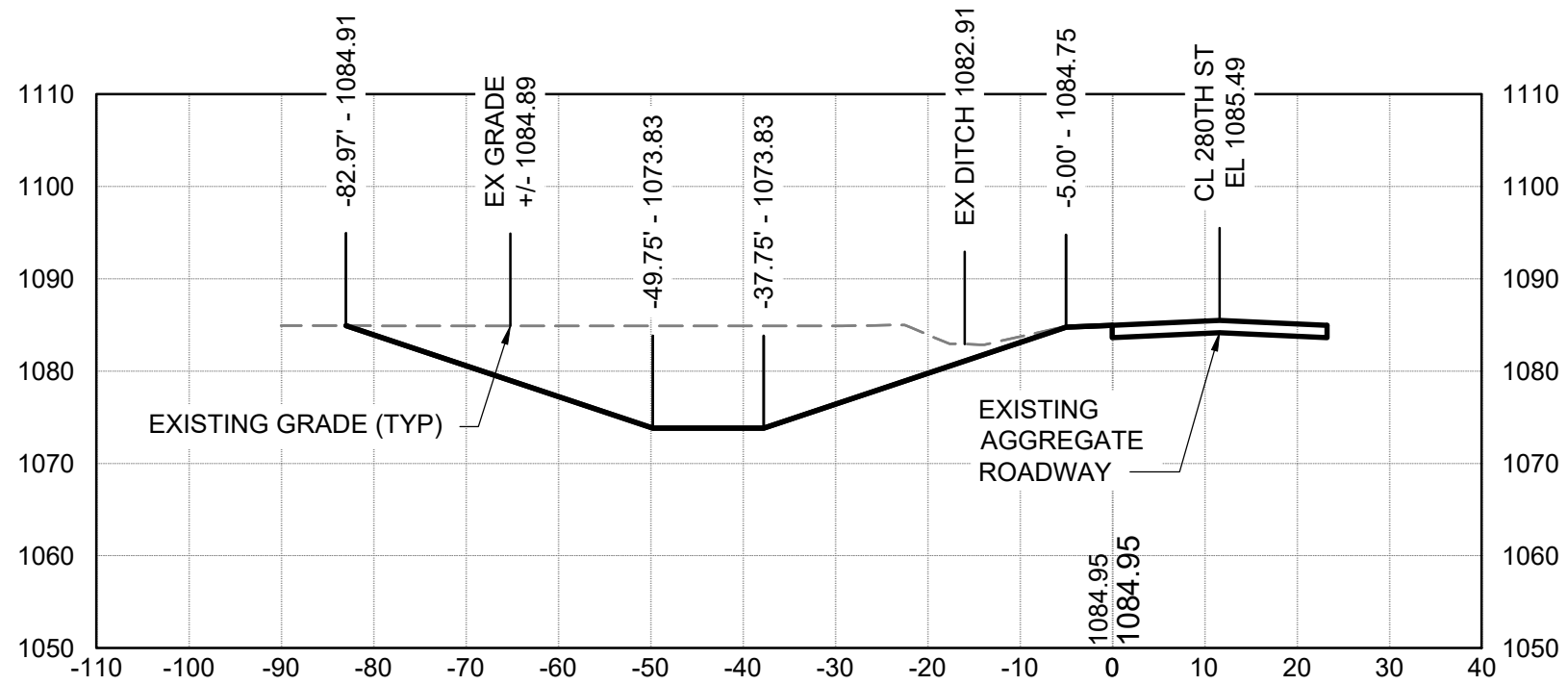


- LEGEND**
- SalixMainDitch_PROPOSED Route 1
 - SalixMainDitch_PROPOSED_Route_2
 - SalixMainDitch_PROPOSED_Route_3
 - SalixDistrict_PROPOSED (1106 ac)
 - SalixDistrict_PROPOSED_AreaRoute2 (342 ac)
 - SalixDistrict_PROPOSED_AreaRoute3 (225 ac)
 - SalixLateralDitch_PROPOSED

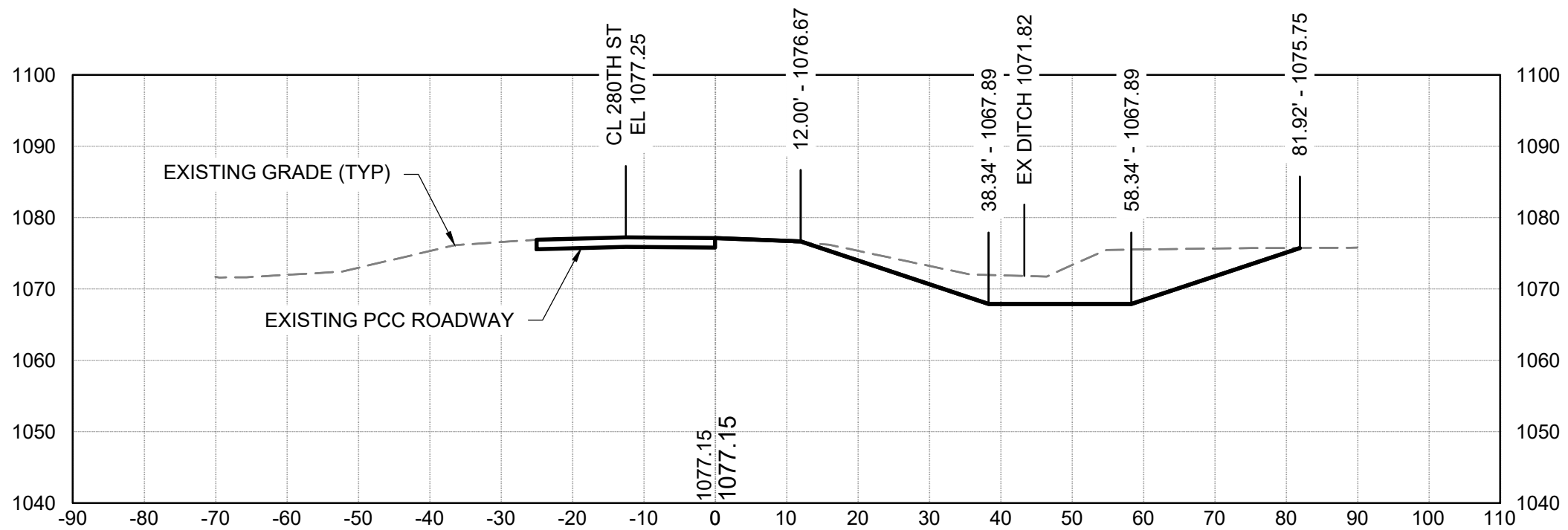
0 2,000 4,000 ft



PROPOSED SALIX DRAINAGE DISTRICT
 WOODBURY COUNTY, IOWA
 PRELIMINARY DRAFT - FOR REVIEW ONLY



CROSS SECTION LOCATED ON 280TH APPROXIMATELY
1/4 MILE EAST OF BENTON AVENUE



CROSS SECTION LOCATED ON 280TH STREET BETWEEN SNYDER'S
BEND ROAD AND SNYDER'S BEND DIVERSION CHANNEL

Opinion of Cost Main Ditch Route 1
Salix Drainage District
January 18, 2024

No.	Item Code	Item	Unit	Quantity	Unit Price	Extended Price
1	2102-2625000	EMBANKMENT-IN-PLACE	CY	7,000	\$2.50	\$17,500.00
2	2104-2710020	EXCAVATION, CL 10, CHANNEL	CY	126,000	\$1.75	\$220,500.00
3	2422-1722078	CULVERT, ENTRANCE PIPE, 78"	LF	140	\$330.00	\$46,200.00
4	2422-1722084	CULVERT, ENTRANCE PIPE, 84"	LF	508	\$410.00	\$208,280.00
5	2535-8700001	TYPE 4 CLOSED FACE CRIB WALL	LS	1	\$41,000.00	\$41,000.00
6	2599-9999003	LEVELING, CLASS 10, CHANNEL	CY	119,000	\$0.75	\$89,250.00
7	2601-2634105	MULCH	ACRE	25	\$1,600.00	\$40,000.00
8	2601-2636043	SEED+FERTILIZE (RURAL)	ACRE	25	\$2,400.00	\$60,000.00

ENGINEERS CONSTRUCTION ESTIMATE					\$722,730.00
	RIGHT-OF-WAY PURCHASE ESTIMATE	ACRE	38.45	\$10,000.00	<u>\$384,500.00</u>
ENGINEERS ESTIMATE TOTAL					\$1,107,230.00

Opinion of Cost Main Ditch Route 2
Salix Drainage District
January 18, 2024

No.	Item Code	Item	Unit	Quantity	Unit Price	Extended Price
1	2102-2625000	EMBANKMENT-IN-PLACE	CY	21,000	\$2.50	\$52,500.00
2	2104-2710020	EXCAVATION, CL 10, CHANNEL	CY	186,000	\$1.75	\$325,500.00
3	2422-1722078	CULVERT, ENTRANCE PIPE, 78"	LF	222	\$330.00	\$73,260.00
4	2533-4980005	MOBILIZATION	LS	1	\$41,000.00	\$41,000.00
5	2599-9999003	LEVELING, CLASS 10, CHANNEL	CY	165,000	\$0.75	\$123,750.00
6	2601-2634100	MULCH	ACRE	36	\$1,600.00	\$57,600.00
7	2601-2636043	SEED+FERTILIZE (RURAL)	ACRE	36	\$2,400.00	\$86,400.00

ENGINEERS CONSTRUCTION ESTIMATE					\$760,010.00
	RIGHT-OF-WAY PURCHASE ESTIMATE	ACRE	36	\$10,000.00	<u>\$360,000.00</u>
ENGINEERS ESTIMATE TOTAL					\$1,120,010.00

Opinion of Cost Main Ditch Route 3
Salix Drainage District
January 18, 2024

No.	Item Code	Item	Unit	Quantity	Unit Price	Extended Price
1	2102-2625000	EMBANKMENT-IN-PLACE	CY	22,000	\$2.50	\$55,000.00
2	2104-2710020	EXCAVATION, CL 10, CHANNEL	CY	235,000	\$1.75	\$411,250.00
3	2422-1722078	CULVERT, ENTRANCE PIPE, 78"	LF	760	\$330.00	\$250,800.00
4	2533-4980005	MOBILIZATION	LS	1	\$64,000.00	\$64,000.00
5	2599-9999003	LEVELING, CLASS 10, CHANNEL	CY	213,000	\$0.75	\$159,750.00
6	2601-2634100	MULCH	ACRE	50	\$1,600.00	\$80,000.00
7	2601-2636043	SEED+FERTILIZE (RURAL)	ACRE	50	\$2,400.00	\$120,000.00

ENGINEERS CONSTRUCTION ESTIMATE					\$1,140,800.00
	RIGHT-OF-WAY PURCHASE ESTIMATE	ACRE	50	\$10,000.00	<u>\$500,000.00</u>
ENGINEERS ESTIMATE TOTAL					\$1,640,800.00