



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(DECEMBER 15, 2015) (WEEK 51 OF 2015)

Agenda and Minutes also available at
www.woodburycountyiowa.gov

Larry D. Clausen 389-5329 lclausen@woodburycountyiowa.gov
Mark A. Monson 204-1015 mark@mudflap.com
Jaclyn D. Smith 898-0477 jasmith@woodburycountyiowa.gov
Jeremy J. 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 December 15, 2015 at 4:30 p.m. in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

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

- 1. Anyone may address the Board on any agenda item after initial discussion by the Board.
2. Speakers will approach the microphone one at a time and be recognized by the Chair.
3. Speakers will give their name, spell their name, and give their address and then their statement.
4. Everyone will have an opportunity to speak. Therefore, please limit your remarks to three minutes on any one item.
5. At the beginning of the discussion on any item, the Chair may request statements in favor of an action be heard first followed by statements in opposition to the action.
6. Any concerns or questions you may have which do not relate directly to a scheduled item on the agenda will also be heard under the final agenda item "Citizen Concerns."
7. For the benefit of all in attendance, please turn off all cell phones and other devices while in the Board Chambers.

AGENDA

- 4:00 p.m. 1. General Relief Appeal Hearing for C.E. {Iowa Code Section 21.5 (1) (a)}
First Floor Board of Supervisors Meeting Room
4:30 p.m. 2. Call Meeting to Order - Pledge of Allegiance to the Flag - Moment of Silence
3. Citizen Concern Information
4. Approval of the agenda December 15, 2015 Action
5. Approval of the minutes of the December 8, 2015 meeting Action
6. Discussion and approval of claims
7. Board Administration - Karen James
a. Approval of lifting tax suspension for M.B. Action
b. Approval of Resolution for Notice of Property Sale Parcel #059190 Action
c. Opening of bids for County Farm Cash Lease Action
4:35 p.m. (Set time)
8. Human Resources - Ed Gilliland
a. Approval of Memorandum of Personnel Transactions Action
b. Wellmark Specialty Pharmacy and Pharmacy Management, Discussion and Action Action

- | | |
|---|-------------|
| 9. Board Administration – Dennis Butler
Discussion and action on 2016 CIP Program for Woodbury County | Action |
| 10. Secondary Roads – Mark Nahra | |
| a. First reading of “An ordinance establishing a policy and level of service for removal of snow and ice from and placement of traction-enhancing materials upon Woodbury County Secondary Roads” | Action |
| b. First reading of “An ordinance to establish a policy for the construction and reconstruction of roadways and bridges on the Woodbury County Secondary Roads System” | Action |
| 11. Board of Supervisors – Matthew Ung
Creation of policy review committee | Information |
| 12. Board of Supervisors – Jeremy Taylor | |
| a. RFQ of Architect and Associated Costs: LEC Expansion | Action |
| b. Notice of Public Hearings on Planning and Zoning, Economic Development and Siouxland District Health | Action |
| 13. Reports on committee meetings | Information |
| 14. Citizen’s Concerns | Information |
| 15. Board Concerns and Comments | Information |

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

- TUESDAY, DECEMBER 15** **4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- WEDNESDAY, DECEMBER 16** **12:00 noon** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202, Sioux City, Iowa
- 10:00 a.m.** Senior Center Board of Directors Meeting, 313 Cook Street
- THURSDAY, DECEMBER 17** **11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St., Sioux City, Iowa
- TUESDAY, DECEMBER 22** **1:30 p.m.** Sioux Rivers Regional Governance Board Meeting, Plymouth County Courthouse Annex Building, 215 4th Ave. S.E., Le Mars, Iowa
- MONDAY, DECEMBER 28** **6:00 p.m.** Zoning Commission Meeting, Board of Supervisors' Chambers
- 7:30 p.m.** Fair Board Meeting, Woodbury County Fair Office, Fairgrounds, Merville, Iowa.
- MONDAY, JANUARY 4, 2016** **6:00 p.m.** Board of Adjustment meeting, Board of Supervisors' Chambers
- TUESDAY, JANUARY 5,** **4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- THURSDAY, JANUARY 7** **5:00 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WEDNESDAY, JANUARY 13** **8:05 a.m.** Woodbury County Information Communication Commission, Board of Supervisors' Chambers
- 6:30 p.m.** 911 Service Board Meeting, Public Safety Center, Climbing Hill
- 8:00 p.m.** County's Mayor Association Meeting, Public Safety Center, Climbing Hill
- THURSDAY, JANUARY 14** **7:00 p.m.** Siouxland Mental Health Center, Board Meeting, 625 Court Street
- 12:00 p.m.** SIMPCO Board of Directors, 1122 Pierce St, Sioux City,

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.

DECEMBER 8, 2015 — FIFTIETH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, December 8, 2015 at 4:30 p.m. Board members present were Clausen, Ung, Taylor and Smith; Monson was absent. Staff members present were Heather Satterwhite, Public Bidder, Dennis Butler, Finance/Operations Controller, Ed Gilliland, Human Resources Director and Patrick Gill, Auditor/Clerk to the Board.

1. The meeting was called to order – Pledge of Allegiance to the Flag – Moment of Silence.
2. Julie Connolly, County Assessor, reported to the Board that her appeal of an equalization order was successful.
3. Motion by Taylor second by Ung to approve the Agenda as submitted for December 8, 2015 with a change that moved items dealing with employee comparables and the CIP program from action items to information items. Carried 4-0. Copy filed.
4. Motion by Ung second by Clausen to approve the minutes of the December 1, 2015 Board meeting. Carried 4-0. Copy filed.
5. Motion by Clausen second by Ung to approve the claims totaling \$624,225.25. Carried 4-0. Copy filed.
- 7a. A public hearing was held at 4:35 p.m. for the sale of parcel #245685, 1611 Pierce St. The Chairperson called on anyone wishing to be heard.

Motion by Ung second by Smith to close the public hearing. Carried 4-0.

Motion by Clausen second by Ung to approve and authorize the Chairperson to sign a Resolution for the sale of parcel to Danny Robinson, 1515 Goldie Ave., Sioux City, for real estate parcel #245685, 1611 Pierce St. for \$195.00 plus recording fees. Carried 4-0.

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF WOODBURY COUNTY, IOWA
RESOLUTION #12,309**

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

By Danny Robinson in the sum of One Hundred Ninety-Five Dollars & 00/100 (\$195.00)-----
-----dollars.

For the following described real estate, To Wit:

Parcel #245685

All that part of Quarter Block Two (2) in Block Nine (9), Higman's Addition to Sioux City, described as follows: Commencing at the Northeast corner of said Quarter Block Two, thence West along the North line of said property for a distance of One hundred forty-seven and six tenths feet to the East line of abutting alley; thence South along the East line of said alley for a distance of Twenty-three and five tenths feet; thence East along the center of cement walk (which sidewalk is a Two feet in width), and continuing said line to the West line of Pierce Street, which distance is One hundred forty-seven and six tenths feet; thence North along the West line of Pierce Street for a distance of Twenty-four feet to the place of beginning, together with an easement for sidewalk purposes on and over the South One foot of the North Twenty-four and five tenths feet to be used in common with a like easement for sidewalk purposes (with adjoining property owners) on and over the South One foot of the North Twenty-three and five tenths feet of Quarter Block Two in Block Nine of Higman's Addition to City of Sioux City, Woodbury County, Iowa
(1611 Pierce 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 8th Day of December, 2015.
WOODBURY COUNTY BOAD OF SUPERVISORS
Copy filed.

7b. A public hearing was held at 4:37 p.m. for the sale of parcel #034995, 1206 12th St. The Chairperson called on anyone wishing to be heard.

Motion by Ung second by Clausen to close the public hearing. Carried 4-0.

Motion by Clausen second by Ung to approve and authorize the Chairperson to sign a Resolution for the sale of parcel to Danny Robinson, 1515 Goldie Ave., Sioux City, for real estate parcel #034995, 1206 12th St. for \$221.00 plus recording fees. Carried 4-0.

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF WOODBURY COUNTY, IOWA
RESOLUTION #12,310**

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

By Danny Robinson in the sum of Two Hundred Twenty-One Dollars & 00/100 (\$221.00)-----
-----dollars.

For the following described real estate, To Wit:

Parcel #034995

The East Fifty feet of the West 97.5 feet of Lot One, in Block One hundred eleven, Sioux City East Addition, City of Sioux City, Woodbury County, Iowa (1206 12th 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 8th Day of December, 2015.

WOODBURY COUNTY BOAD OF SUPERVISORS
Copy filed.

- 7c. A public hearing was held at 4:39 p.m. for the sale of parcel #178860, 2804 W. 14th St. The Chairperson called on anyone wishing to be heard.

Motion by Ung second by Clausen to close the public hearing. Carried 4-0.

Motion by Clausen second by Ung to approve and authorize the Chairperson to sign a Resolution for the sale of parcel to Isaac Cvrk, 204 Ross St., Sioux City, for real estate parcel #178860, 2804 W. 14th St. for \$125.00 plus recording fees. Carried 4-0.

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF WOODBURY COUNTY, IOWA
RESOLUTION #12,311**

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

By Isaac Cvrk in the sum of One Hundred Twenty-Five Dollars & 00/100 (\$125.00)-----
-----dollars.

For the following described real estate, To Wit:

Parcel #178860

**Lot One Garden View Addition City of Sioux City, Woodbury County, Iowa
(2804 W. 14th 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 8th Day of December, 2015.
WOODBURY COUNTY BOAD OF SUPERVISORS
Copy filed.

- 6a. Motion by Smith second by Ung to approve the separation of Peri Bauman, Case Manager, Social Services Dept., effective 12-4-15. Resignation.; the separation of Lucinda Zeller, Case Manager, Social Services Dept., effective 12-4-15. Resignation; the separation of Chad Heckert, Civilian Jailer, County Sheriff Dept., effective 12-10-15. Resignation.; and the separation of Brennan Gill, Civilian Jailer, County Sheriff Dept., effective 12-22-15. Resignation. Carried 4-0. Copy filed.
- 6b. Motion by Ung second by Smith to authorize the Chairman to sign the Authorization to initiate the hiring process for Asst. County Attorney – U.S. HIDTA Grant, County Attorney Dept., Wage Plan: to be determined by Grant Funding; and for Civilian Jailer (2 positions), County Sheriff Dept., CWA: \$17.48/hour. Carried 4-0. Copy filed.

- 6c. Motion by Clausen second by Smith to approve the request from Diana Terrell to remain on County Health Insurance Plan. Carried 4-0. Copy filed.
- 6d. The Board held a discussion on a recommendation for Woodbury County employees performing services for the Sioux Rivers Region. Jim Rixner, 114 Midvale, Sioux City, Dick Owens, 1400 Indian Hills Dr., Sioux City, Shane Walter, Sioux Rivers Region, and Denny Wright, Sioux Rivers Region participated in the discussion. Copy filed.
- 8. The Board held a discussion on the 2016 Capital Improvement Program for Woodbury County. Copy filed.
- 9a. The Board held a discussion on LEC expansion to repurpose space with the closing of Prairie Hills. Copy filed.
- 9b. The Board held a discussion on Planning and Zoning issues. Copy filed.
- 9c. The Board held a discussion on the Siouxland District Health budget. Copy filed.
- 9d. Information was presented on conservation measures, Energy CAP and building automation for county buildings. Copy filed.
- 10. Board members reported on their committee meetings.
- 11. Mike Neswick, 3616 6th Avenue, Sioux City, asked for the structural engineer's report regarding the LEC building.

The Board adjourned the regular meeting until December 15, 2015.

Meeting sign in sheet. Copy filed.

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

#7a

Date: December 11, 2015

Weekly Agenda Date: December 15, 2015

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Karen James, Admin. Coordinator

SUBJECT: Lifting Tax Suspension

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Approval lifting tax suspension for M. B.

EXECUTIVE SUMMARY: Please lift the tax suspension for M. B. as the contract for this property has been forfeited.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED / PROPOSED MOTION: Motion to approve lifting tax suspension for M. B.

Approved by Board of Supervisors March 3, 2015. Revised May 5, 2015.

#76

RESOLUTION #

NOTICE OF PROPERTY SALE

Parcel #059190

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

**W 98 feet of Lot Twelve in Block Nineteen, North Sioux City Addition, Sioux City, Woodbury County, Iowa
(1420 Center Street)**

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **4th Day of January, 2016 at 4:35 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **4th Day of January, 2016**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$115.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 15th Day of December, 2015.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Mark A. Monson, Chairman

REQUEST FOR MINIMUM BID

Name: Ben Fish Tire - Jori Date: 9-21-15
Address: 1400 Center St. Phone: 258-0653

Address or approximate address/location of property interested in:

1420 Center St.

GIS PIN # 8947 20 387 001

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

Legal Description:

W85 ft Lot 12 Block 39, North Sioux City Addition

Tax Sale #/Date: 677 6/21/2004 Parcel # 059190

Tax Deeded to Woodbury County on: 7-28-06 by Quitclaim deed

Current Assessed Value: Land \$3,100 Building 0 Total \$3,100

Approximate Delinquent Real Estate Taxes: —

Approximate Delinquent Special Assessment Taxes: —

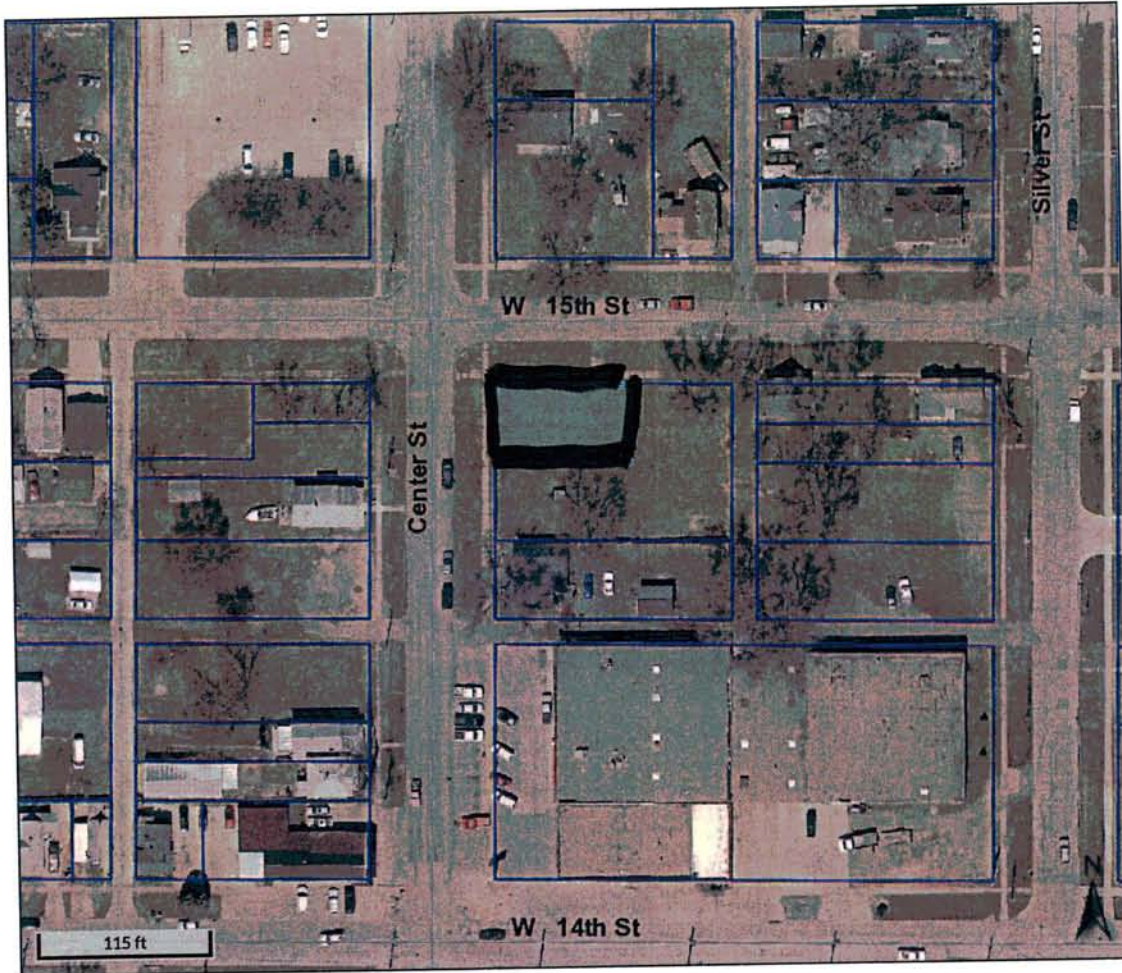
*Cost of Services: —

Inspection to: Mark Monson Date: 9-21-15

Minimum Bid Set by Supervisor: \$ 115

Date and Time Set for Auction: _____

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



Overview

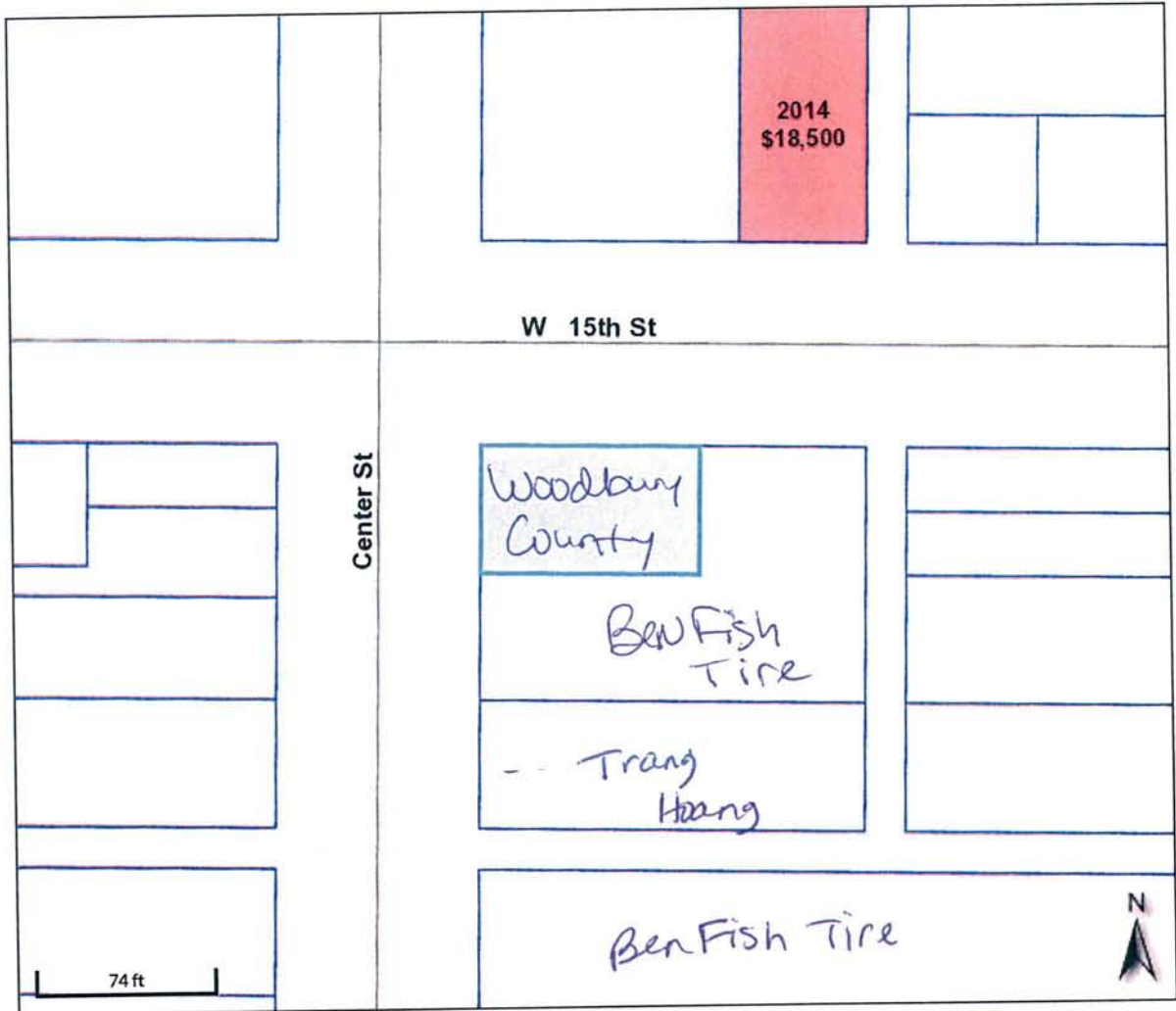


Legend

- Roads
- Corp Boundaries
- Townships
- Sections
- Residential Sales**
- 2013
- 2014
- 2015
- Parcels

Parcel ID	894720387001	Alternate ID	059190	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	0-0-0	Class	C		620 DOUGLAS ST
Property Address	1420 CENTER ST	Acres	n/a		SIOUX CITY, IA 51101-0000
	SIOUX CITY				
District	087 SC LL SIOUX CITY COMM				
Brief Tax Description	NORTH SIOUX CITY				
	W 85 FT LOT 12 BLK 3				
	9				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 9/21/2015
 Last Data Upload: 9/19/2015 12:21:28 AM



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Sections
- Residential Sales**
- 2013
- 2014
- 2015
- Parcels

Parcel ID	894720387001	Alternate ID	059190	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	0-0-0	Class	C		620 DOUGLAS ST
Property Address	1420 CENTER ST	Acreage	n/a		SIOUX CITY, IA 51101-0000
	SIOUX CITY				
District	087 SC LL SIOUX CITY COMM				
Brief Tax Description	NORTH SIOUX CITY				
	W 85 FT LOT 12 BLK 3				
	9				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 11/4/2015
 Last Data Upload: 11/3/2015 11:30:13 PM

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203.5 ACRES FARM CASH LEASE

Available for 2016 crop year, 203.5 acres of tillable land for cash lease. Woodbury County farm located in Sections 14 & 23, Township 88 N, Range 47 W, Woodbury Township, North & South of County road 982, located in the Southwest Quarter of Section 14, Township 88 Range 47. **ONLY SEALED BIDS** will be received. Bids **SHALL** be turned in to the Board of Supervisors Office, County Courthouse Room 104, 620 Douglas Street, Sioux City, IA by 4:30 p.m., December 14, 2015. Bids will be opened at the Board of Supervisors' regular meeting on December 15, 2015 at 4:35 p.m. Lease will terminate on December 1, 2019. Further terms announced day of bid opening. Additional information, call Board Administration Office, 712-279-6525.

#8a

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

Date: 12-10-15

Weekly Agenda Date: 12-15-15

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: Memorandum of Personnel Transactions

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Give Direction Other: Informational Attachments

WORDING FOR AGENDA ITEM: Approval of Memorandum of Personnel Transactions

EXECUTIVE SUMMARY:

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED/PROPOSED MOTION: Motion to Approve the Memorandum of Personnel Transactions

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: December 15, 2015

*** PERSONNEL ACTION CODE:**

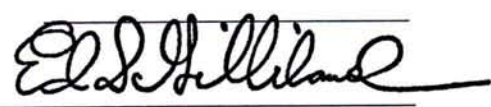
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|-----------------|----------------------|
| A - Appointment | R - Reclassification |
| T - Transfer | E - End of Probation |
| P - Promotion | S - Separation |
| D - Demotion | O - Other |

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Richtermeier, Raymond	Secondary Roads	12-21-15	Temporary Equipment Operator	\$21.13/hour		A	Not to exceed 120 days.
Nelson, Brenda	Auditor/Recorder	12-26-15	Clerk II	\$16.76/hour	5%=\$.80/hour	R	Per AFSCME Courthouse Contract agreement, from Grade 3/Step 2 to Grade 3/Step 3.
Harlow, Todd	County Sheriff	1-01-16	Lieutenant	\$67,094/year	3%=\$2,111/yr	R	Per Wage Plan Matrix, 6 month Salary Increase.
Erickson-Puttmann, Patty	Social Services	1-01-16	Coordinator	\$77,000/year	-17%=-\$15,936/yr	R	

APPROVED BY BOARD DATE:

ED GILLILAND, HR DIRECTOR



WOODBURY COUNTY
HUMAN RESOURCES DEPARTMENT

TO: Board of Supervisors and the Taxpayers of Woodbury County

FROM: Ed Gilliland, Human Resources Director
Gloria Mollet, Human Resources Assistant Director

SUBJECT: Memorandum of Personnel Transactions

DATE: December 15, 2015

For the December 15, 2015 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

- 1) Secondary Roads Temporary Equipment Operator, Appointment.
- 2) County Auditor Recorder Clerk II, from Grade 3/Step 2 to Grade 3/Step 3.
- 3) County Sheriff Lieutenant, 6 month Salary Increase.
- 4) Social Services Coordinator, Salary Change.

Thank you

#86

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

Date: 12-10-15

Weekly Agenda Date: 12-15-15

DEPARTMENT HEAD / CITIZEN: <u>Ed Gilliland</u>		
SUBJECT: <u>Wellmark Specialty Pharmacy and Pharmacy Management</u>		
ACTION REQUIRED:		
Approve Ordinance <input type="checkbox"/>	Approve Resolution <input type="checkbox"/>	Approve Motion <input checked="" type="checkbox"/>
Give Direction <input type="checkbox"/>	Other: Informational <input type="checkbox"/>	Attachments <input type="checkbox"/>

WORDING FOR AGENDA ITEM: Wellmark Specialty Pharmacy and Pharmacy Management, Discussion and Action.

EXECUTIVE SUMMARY:

BACKGROUND: We want to honor our commitment to the bargaining units to provide the negotiated benefits, and we want to control cost without reducing benefits. To help accomplish this goal one step would be to utilize the services of Wellmark's Specialty Pharmacy to provide more complete service to our employees and their families and to save money. The savings are decent, but the key is that the savings affect the area most experts see as the source of the greatest medical inflation the next few years. This is also an area of concern as these are typically injectable drugs that must be administered correctly. Proper adherence to the medication's protocol is typically much more important than with most other meds and the specialty provider is supposed to have staff to help ensure that the patient is taking the medication as recommended. There is no increase in out of pocket cost to the employee.

While this is not a subject of bargaining because the benefits are not being changed, we want to make everyone aware of this and work with everyone in advance of any change.

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED/PROPOSED MOTION: Motion to Approve Wellmark Pharmacy and Pharmacy Management.

Woodbury County Capital Improvement Plan 2016
Approved by the Board of Supervisors xxxxxxxx xx, 2015

Project Title	Location/Submitter	Project Cost	CIP - Annual	Funding Sources		
				Bonds	Cons. Reserve	Other
2016						
Updating WCICC Technology	Courthouse/WCICC Directo	150,000	150,000	150,000		
New Voting Machines 1 of 3	County Auditor	750,000	250,000	250,000		
Capital Improvements	Starcom	80,500	80,500	80,500		
Purchase materials to complete concrete driveway	Emergency Services	10,000	10,000	10,000		
Replace Windows and Doors - FY 2015	Emergency Services	47,425	47,425	47,425		
Building Improvements	Emergency Services	20,000	20,000	20,000		
LED Lighting Project	Bldg. Services - Co. Wide	915,188	915,188	553,804		361,384
Courthouse Elevators Re-tooling	Bldg. Services - Crthouse	414,748	414,748	414,748		
Courthouse Duct Work at WCICC	Bldg. Services - Crthouse	19,326	19,326	19,326		
Steam Traps Replace non-functioning units	Bldg. Services - Crthouse	8,000	8,000	8,000		
Outdoor Perimeter Lighting Replacement	Bldg. Services - Crthouse	5,000	5,000	5,000		
Courthouse Cooling Tower	Bldg. Services - Crthouse	5,000	5,000	5,000		
Courthouse Exterior Façade Windows	Bldg. Services - Crthouse	85,000	85,000	85,000		
Replace Front Steps of LEC and Hand Rails	Bldg. Services - LEC	167,500	167,500	167,500		
Replacement Restroom Doors in LEC Jail	Bldg. Services - LEC	39,150	39,150	39,150		
LEC Clothes Washer Replacement	Bldg. Services - LEC	10,000	10,000	10,000		
LEC Hot & Cold Water Shut-offs in Plumbing Tunnels	Bldg. Services - LEC	10,000	10,000	10,000		
HVAC Pneumatic System Air Compressor	Bldg. Services - T/Hoyt	2,000	2,000	2,000		
Trosper/Hoyt Interior Painting	Bldg. Services - T/Hoyt	8,000	8,000	8,000		
2nd Floor Carpet - Back Half	Bldg. Services - T/Hoyt	6,500	6,500	6,500		
3rd Floor - New Carpet DHS	Bldg. Services - T/Hoyt	15,000	15,000	15,000		
Asphalt Road at Praire Hills Facility	Bldg. Services - P/Hills	16,144	16,144	16,144		
Praire Hills Projects are all on Hold	Bldg. Services - P/Hills	171,000	171,000	171,000		
		2016 Total	2,455,481	2,094,097	\$0	\$361,384

Total Cost of Approved and Unapproved Projects	\$2,455,481
Less LED Rebates	(361,384)
Less Carryover from Previous FY's	(509,196)
Net Capital Loan needed to cover CIP projects	<u>\$1,584,901</u>

Codes: Green - Approved/In Progress
 Purple - Complete
 Yellow - Unknown (Needs Board Approval)
 Red - On Hold



69

#10a

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST

Date: December 10, 2015

Weekly Agenda Date: December 15, 2015

DEPARTMENT HEAD / CITIZEN: Mark J. Nahra P.E. Secondary Roads Dept Head

SUBJECT: First Reading – REVISION TO ORDINANCE NO. 1 - AN ORDINANCE TO ESTABLISH THE POLICY AND LEVEL OF SERVICE IN RESPECT TO CLEARANCE OF SNOW OR ICE AND MAINTENANCE OF THIS COUNTY'S SECONDARY ROADS DURING THE WINTER MONTHS

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: First Reading – REVISION TO ORDINANCE NO. 1 - AN ORDINANCE TO ESTABLISH THE POLICY AND LEVEL OF SERVICE IN RESPECT TO CLEARANCE OF SNOW OR ICE AND MAINTENANCE OF THIS COUNTY'S SECONDARY ROADS DURING THE WINTER MONTHS

EXECUTIVE SUMMARY: The attached policy was reviewed and discussed by the Board at their November 10, 2015 meeting. The original ordinance, approved in 1985, has not been revised since drafted. The proposed language was also discussed at meetings with Emergency Services and the County Sheriff's department. Language has been added to the county ordinance as recommended by the Iowa County Engineers Association. The additional language recommended by ICEA is a result of experience gained from court decisions based on provisions of the snow ordinance passed by member counties. The proposed new language also creates a new level of snow and ice removal service in heavily industrialized areas of the county.

BACKGROUND: The secondary road department is reviewing all operating policies in cooperation with the Board of Supervisors. This is one of the latest policies presented for review and approval.

FINANCIAL IMPACT: These policies will have minimal effect on the county budget as the level of service for snow removal is changed minimally with the proposed changes language

RECOMMENDATION: I recommend the approval of the ordinance as submitted and that the second reading of the ordinance be scheduled for the next board meeting.

ACTION REQUIRED/PROPOSED MOTION: Motion to approve the revised Woodbury County Ordinance number 1 as submitted and direct the county engineer to schedule the second reading of the ordinance.

WOODBURY COUNTY

ORDINANCE NO. 1

AN ORDINANCE TO ESTABLISH THE POLICY AND LEVEL OF SERVICE IN RESPECT TO CLEARANCE OF SNOW OR ICE AND MAINTENANCE OF THIS COUNTY'S SECONDARY ROADS DURING THE WINTER MONTHS.

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY:

SECTION 1 -- PURPOSE

The purpose of this ordinance is to establish this County's policy and level of service in respect to clearance of snow or ice and maintenance of its secondary road system during the winter months, as provided in Section 668.10, Code of Iowa, and pursuant to the provisions of Section 309.67, Code of Iowa. This policy and level of service are to be implemented within the amount of money budgeted for this service, and as contained in this County's secondary road budget as submitted to and approved by the Iowa Department of Transportation and adopted by the Board of Supervisors. The clearing of roads at any cost is not the County's policy .

SECTION 2 -- LEVEL OF SERVICE

Clearance of snow or ice and maintenance of the secondary road system during the winter months is primarily for the benefit of the local residents of this County. Each storm has individual characteristics and must be dealt with accordingly. The portion of the roadway improved for travel will have upon it snow and ice in compacted condition. These conditions may be continuous, or they may be more concentrated on hills, in valleys, curves, and/or intersections. The County's existing snow removal equipment will be utilized for this purpose. On occasion, County personnel may be rendered unavailable due to the provisions of the Omnibus Transportation Employee Testing Act of 1991. Except for "emergencies" as determined by the County Engineer's professional judgment, or his/her designee acting in his/her absence, on a case by case basis, all clearance of snow or ice, sanding, salting, and other maintenance respecting winter conditions shall be accomplished within the amount of money budgeted for this service and as practicable. The entire width of that portion of the road improved for travel may not be cleared of snow, ice, compacted snow and ice, or frost. Snow cleared from that part of the roadway improved for travel shall be placed on or in the adjacent shoulder, ditch, or right of way. Snow can be expected to accumulate adjacent to the traveled portion to the extent that a motorist's sight distance to both the left and right may be greatly reduced or impaired. The snow removed from intersections will be piled in its corners in piles of unequal height. The lines of sight, sight distance, or visibility of motorists approaching these intersections may be greatly reduced or impaired. The County shall not be responsible for snow

pushed or otherwise placed on the roadway or shoulders by others. Motorists shall drive their vehicles during these conditions with additional caution and watchfulness, especially in respect to the surface of the roadway, and reduced or impaired visibility, and are advised to reduce their speed at least 25 miles per hour below that legally permitted or advised under normal conditions. In respect to roadways that have only one lane open, further extreme watchfulness and caution should be exercised by the motorist, and their speed should not exceed 10 miles per hour. During these conditions, no additional warning or regulatory signs will be placed warning of impaired sight distances, visibility at intersections, road blockages, one-lane conditions, or that the road surface is slick or slippery, or what the advised speed should be.

When snow obstructs all or a portion of the right half of the roadway, it may be necessary for snow clearing equipment to be driven to the left of center of the roadway while clearing snow. Unoccupied vehicles that obstruct the traveled way or impede removal of snow from the roadway may be removed from the roadway or shoulders of the road by county personnel or towed as necessary.

SECTION 3 -- SEQUENCE OF SERVICE

In the implementation of snow and ice removal and other maintenance of the County's secondary road system during the winter months, the County Engineer shall select the actual sequence of roads to be cleared as provided for in this section of the ordinance, and shall determine when drifting, wind velocity, and additional snow or snowstorms require that the snow removal equipment be removed from the roadway, or that additional clearance of paved roads be accomplished prior to the clearance of gravel and dirt roads. The County Engineer's professional judgment, or his/her designee's, shall prevail.

PAVED ROUTES

1. The initial effort will be to get all routes open to one-lane traffic as soon as possible and or practicable. During initial snow removal operations, paved roads may only have one lane plowed for a period of time.
2. After one-lane travel is possible, subsequent snow removal will be carried on during normal working hours.
3. The truck mounted snow plows and spreaders will normally be in operation from 6:00 AM to 5:00 PM. The trucks may be called off the road if snow and/or blowing snow reduces visibility to hazardous working conditions, in the professional judgment of the Engineer or his delegated representative.
4. When required, due to drifting snow, motor graders may be used to keep the paved roads open and the opening of gravel may be delayed.
5. It is not the policy of the County to provide a "dry" pavement condition.
6. After roads have been plowed, as provided in this section, intersections, hills, and curves may, but not necessarily, have placed on them, salt, sand, or other abrasives. These intersections, hills, and curves may not be resanded, resalted, or have other abrasives replaced on them between snowstorms.

7. Snow removal operations on designated essential industrial routes will commence at 4:30 AM and may be extended until 5:30 PM, depending upon storm conditions. Designated routes will be reviewed and designated annually by review of the Board of Supervisors in consultation with the county engineer. Essential industrial routes typically serve industries with 24 hour operations and include power plants and chemical plants. Snow removal service hours will be extended for these industries to assure required personnel shift changes at these industries.

UNPAVED ROADS

1. The initial effort will be to get all routes opened to one-lane traffic as soon as possible and/or practicable after a storm has passed.
2. After one-lane travel is possible, subsequent snow removal will be carried on during normal working hours.
3. Motor graders and/or truck plows will normally be in operation during daylight hours. Gravel roads may not be plowed if the wind is causing continual drifting. The motor graders and/or truck plows may be called off the road if snow and blowing reduces visibility to hazardous working conditions, in the professional judgment of the Engineer or his delegated representative.
4. Snow may not be removed from dirt roads or roads designated at Level B.
5. Excessive snow accumulation from snow storms and blizzards may require that snow removal operations be limited to those roads which have residences located along them. It may be necessary to provide access to some residences from one direction only, and roads with no residences may not be opened.

PRIVATE DRIVES

The County will not clear snow from private drives or any road that is not part of the secondary road system, unless said road is covered by a maintenance agreement, except in an emergency as defined in Section 5 of this ordinance. Normal snow removal operations may result in snow being deposited in private drives. Snow from private drives shall not be placed on the roadway or shoulders.

There is no time limit after a snowstorm in which any of the above sequence of clearance, on paved or unpaved roads, shall take place.

MAILBOX REPLACEMENT

The County will assume no liability for mailboxes and fences damaged because of snow removal unless such action can be determined to be malicious or by direct contact with a plow or

wing blade. The County will not replace or repair mailboxes damaged or knocked down by the force of snow thrown from the plow.

SECTION 4 -- LIMITATION OF SERVICE

Notwithstanding anything else stated in this ordinance, the policy and level of service provided for in this ordinance shall not include the following, and the following services shall not be performed:

1. Sanding, salting, or placing other abrasives upon the roadways that are slick, slippery, and dangerous due to the formation of frost.
2. Sanding, salting, or placing of other abrasives upon paved roadways due to freezing rain that occurs during the hours of darkness.
3. Placing of additional warning or regulatory signs warning of impaired sight distances, visibility at intersections, road blockages, one-lane conditions, or that the road surface is slick or slippery, or what the advised speed should be.
4. Sanding, salting, or placing abrasives upon any road, except for paved roads. If in the opinion of the County Engineer, or his/her designee, an "emergency" exists and ice has built up on hills and intersections on the gravel system that slope down to another road so as to become dangerous, abrasive material may be applied at these locations as crew and equipment availability allows and only as a last resort. This condition will not, under any circumstances, take a higher priority than placing of abrasive material on the paved road system and will only be done after the paved roads are cleared of ice and snow. Abrasive material will also only be placed after other mechanical means have been tried and failed, such as scraping with motor graders.
5. Re-sanding or re-salting for freezing and thawing between snowstorms.
6. Removing of sand, salt, or other abrasives.
7. Plowing, sanding, salting, or placing of abrasives on any road that is not within the jurisdiction of the county, unless it is agreed to do so by a 28-E Agreement between the county and the entity having jurisdiction of the road.

SECTION 5 -- EMERGENCY

Service or the level or sequence of service may be suspended during "Emergency" conditions. An "Emergency" condition shall be considered as one where loss of life is probable, where a serious injury has occurred, or where extensive loss of property is imminent. The County may respond to all "Emergency" conditions, either during or after a snowstorm.

These conditions should be verified through the Sheriff's Office or County E911 Dispatch. Any person who makes a false report of an "Emergency" to an officer, official, or employee of Woodbury County or who causes a false report to be so made shall, upon conviction, be subject to a fine of not more than \$100.00 or imprisonment of not more than 30 days in the County jail.

Winter road conditions can degrade to where travel is unsafe and vehicles and passengers who become snowbound outside of shelter can face life threatening conditions. Road users need to remain aware of weather and traveler advisories. Upon declaration by law enforcement or National Weather Service that no travel is advised, and that highways, including interstates, are closed and state and county plows have been called off the roads, drivers have two hours to seek shelter and get off of county roads. If a driver becomes snowbound two or more hours after a "no travel advisory" is issued and requires rescue after becoming snowbound, the driver may be billed the cost of county staff and equipment time necessary to respond to the location where the driver is stranded.

The provisions of this ordinance shall be further suspended in the event the Governor, by proclamation, implements the State Disaster Plan, or the Chairman of the Board of Supervisors, by proclamation, implements the County Disaster Plan. If such occurs, the County personnel and equipment shall be immediately subject to the direction of the Governor or the Chairman of the Board of Supervisors.

SECTION 6 – REPEALER

All ordinances and resolutions, or parts thereof, in conflict herewith are hereby repealed.

SECTION 7 -- SEVERABILITY CLAUSE

If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 8 -- WHEN EFFECTIVE

This ordinance shall be in effect immediately after its final passage and publication as provided by law.

Passed and approved this _____ day of _____, 2015.

Woodbury County Board of Supervisors

Chair, Board of Supervisors

ATTEST:

Patrick F. Gill, Woodbury County Auditor

First Reading: _____

Second Reading: _____

Approved: _____

Published: _____

#106

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

Date: December 10, 2015

Weekly Agenda Date: December 15, 2015

DEPARTMENT HEAD / CITIZEN: Mark J. Nagra P.E. Secondary Roads Dept Head

SUBJECT: **First Reading – AN ORDINANCE TO ESTABLISH A POLICY FOR THE CONSTRUCTION AND RECONSTRUCTION OF ROADWAYS AND BRIDGES ON THE WOODBURY COUNTY SECONDARY ROAD SYSTEM**

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: First Reading – AN ORDINANCE TO ESTABLISH A POLICY FOR THE CONSTRUCTION AND RECONSTRUCTION OF ROADWAYS AND BRIDGES ON THE WOODBURY COUNTY SECONDARY ROAD SYSTEM

EXECUTIVE SUMMARY: During storm events, existing roads, pavements, culverts, and bridges are sometimes destroyed and replacement of the damaged infrastructure is required. In the case of bridges and culverts in particular, it makes little sense to replace a hydraulically undersized bridge with another bridge of the same size and configuration. It also is not cost effective to build a replacement structure that does not meet current standards for deck width or load carrying capacity.

FEMA standards only restore destroyed secondary road assets to pre-flood conditions. FEMA will allow bridges and culverts to be built to current design standards if the county has a written policy, approved by the Board of Supervisors, on record prior to a disaster event. In 1994, the county passed a resolution to replace all bridges with a new bridge that has a minimum 30' deck width. This resolution has been our governing policy since that date. Following the 2014 flood, FEMA has informed our office that for future upgraded replacement structures to be built, this policy must be in the form of an ordinance. A proposed ordinance is attached to this information sheet.

BACKGROUND: The secondary road department is reviewing all operating policies in cooperation with the Board of Supervisors. Prior to another disaster, the county needs to have this ordinance in place if we are to successfully be able to apply FEMA funds to replace destroyed county bridges and culverts to meet current design standards.

FINANCIAL IMPACT: These policies will affect future county construction work post disaster. County bridge, culvert, pavement, and road replacements are already built to this standard, but this ordinance assures that we will be able to use disaster aid to construct structures to the standards to which we otherwise build or replace county infrastructure. The county pays a minimum of 15% of the cost of repair/recovery costs of FEMA eligible disasters. Structures built to current standards tend to be more costly to construct than the smaller, obsolete structures they replace.

RECOMMENDATION: I recommend the approval of the ordinance as submitted and that the second reading of the ordinance be scheduled for the next board meeting.

ACTION REQUIRED/PROPOSED MOTION: Motion to approve the Woodbury County Ordinance to establish a policy for the construction and reconstruction of roadways and bridges on the Woodbury County Secondary Road System and direct the county engineer to schedule a second reading of the ordinance.

WOODBURY COUNTY

ORDINANCE NO. _____

AN ORDINANCE TO ESTABLISH A POLICY FOR THE CONSTRUCTION AND RECONSTRUCTION OF ROADWAYS AND BRIDGES ON THE WOODBURY COUNTY SECONDARY ROAD SYSTEM.

BE IT ORDAINED BY THE BOARD OF SUPERVISORS WOODBURY COUNTY:

SECTION 1 -- PURPOSE

The purpose of this ordinance is to establish Woodbury County's policy for the construction of roads, reconstruction of roads, construction of bridges, reconstruction of bridges and other roadway and drainage features associated with road and bridge construction.

SECTION 2 -- LEVEL OF SERVICE

The level of service shall be based on traffic counts, pavement type, roadway geometrics and other data used in accepted engineering design as established by the County Engineer, Iowa Department of Transportation and the Federal Highway Administration.

SECTION 3 -- DESIGN CRITERIA

In implementation, this policy shall set the minimum design standards that Woodbury County will follow in the construction or reconstruction of roads and bridges. These criteria shall be based on accepted engineering practices and standards established by the Iowa Department of Transportation and the Federal Highway Administration.

The County Engineer shall assure the minimum design standards established herein are adhered to in a uniform manner unless, in his or her professional judgment, a deviation from standards is warranted. Minimum design standards are not subject to discretionary enforcement. Any deviations must be documented as unreasonable and or impossible to implement by the County Engineer and/or the County Board of Supervisors.

PAVED ROUTES

A) New Pavement

- 1) New pavement shall be constructed with a minimum 22' wide pavement and granular shoulders. Intersections with non-paved roads shall have pavement extended back onto the intersecting road 50' beyond

the end of the intersection radius. New pavements in designated commercial areas may be paved at 26' wide determined by the County Engineer and Board of Supervisors.

- 2) Paved shoulders and edge line rumble stripes shall be constructed if crash data warrants based on accepted HSIP and TSIP cost/benefit analysis.
- 3) Rumble strips shall be installed on all approach stop situations.
- 4) Concrete pavement will be the first choice for pavement provided clear zone and shoulder widths can be maintained by design requirements.

B) Reconstruction of Pavement

1. Paved roads shall be reconstructed with a 22' wide pavement or to the previous pavement width, whichever is greater with granular shoulders.
2. Rumble strips shall be installed on all approach stop situations.

UNPAVED ROADS

A) Gravel Roads

- 1) New construction of a gravel road shall have a 28' finished top, including shoulders.
- 2) Reconstruction of a gravel road shall be to the previous width prior to reconstruction.

B) Class B & C Roads

- 1) Class B and C roads will be built to the minimums as outlined by Iowa Code.

BRIDGES & Drainage Structures

A) Paved Routes

- 1) Bridges on paved routes shall be built with a minimum width of 30'. Wider structures will be installed when there are issues relating to oversized vehicles, pedestrian facilities, biking usage or other issues where the additional width is felt to be warranted.
- 2) Culverts under paved roads shall be concrete.
- 3) Pipe culverts larger than 54" in diameter may be substituted with reinforced box culverts. Corrugated metal pipe culverts 54" and larger shall have concrete and sheet pile curtain walls constructed to prevent uplift failures.
- 4) Design for drainage structures will be governed by accepted hydraulic design standards. Input from IDNR, Corp of Engineers, Iowa DOT, NRCS, or USGS may impact the size and type of the structure to be placed.
- 5) Water and livestock will use separate structures whenever possible.

B) Unpaved Routes

- 1) Bridges will normally be a minimum of 30' on gravel roads with ADT exceeding 25 vpd. Roads with less than 25 vpd may also

have 30' wide bridges constructed if the lower traffic count can be attributed to the presence of a restricted bridge. Dead end roads may be narrower at the discretion of the County Engineer

- 2) Culverts may be metal or concrete. Pipe culverts larger than 54" in diameter may be substituted with reinforced box culverts. Corrugated metal pipe culverts 54" and larger shall have concrete and sheet pile curtain walls constructed to prevent uplift failures.
 - 3) Design for drainage structures will be governed by accepted hydraulic design standards. Input from IDNR, Corp of Engineers, Iowa DOT, NRCS, or USGS may impact the size and type of the structure to be placed.
 - 4) Water and livestock will use separate structures whenever possible.
- C) Class B & C Roads
Class B and C roads will be built to the minimums as outlined by Iowa Code.
- D) Entrance Bridges
Any and all bridges/drainage structures that are fully or partially in the road right-of-way that serve as entrances to private property from the public roadway shall be considered the jurisdiction and responsibility of the County. If a structure does not sit fully or partially in the road right-of-way it will be considered a private structure and not under the jurisdiction of the county.

SECTION 4 -- REPEALER

All ordinances and resolutions, or parts thereof, in conflict herewith are hereby repealed.

SECTION 5 -- SEVERABILITY CLAUSE

If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 6 -- WHEN EFFECTIVE

This ordinance shall be in effect immediately after its final passage and publication as provided by law. In addition, this ordinance shall remain in effect until such time the Board of Supervisors passes a future ordinance repealing this ordinance.

Passed and approved this _____ day of Woodbury.

Woodbury County Board of Supervisors

Mark Monson - Chairman

Larry Clausen, Member.

Jackie Smith, Member.

Jeremy Taylor, Member.

Matthew Ung, Member

ATTEST:

Patrick Gill, Woodbury County Auditor

First Reading: _____

Second Reading: _____

Approved: _____

Published: _____

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REVIEW

Date: December 10, 2015

Weekly Agenda Date: December 15, 2015

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisor Matthew Ung

SUBJECT: Creation of Policy Review Committee

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Creation of Policy Review Committee

EXECUTIVE SUMMARY: While attending ISAC's 2015 Fall School of Instruction in Cedar Rapids I had a good conversation with the Black Hawk County Auditor regarding the benefits they've noticed from using a Policy Review Committee, and reviewed a sample of their meeting agendas and minutes. They use it to flesh out the repercussions of policy changes with staff ahead of time to assist the full Board of Supervisors. Because they were updating many old policies (as we will likely be doing next year), they originally met monthly, and now meet only quarterly or as needed. It allows all the affected parties to a policy change to share with other departments how they would be affected, so that those unknowns would be known before it got to the full Board of Supervisors. Replicating their structure, the permanent members should be few and only those almost always affected or drawn upon for ANY policy change: Human Resources, the Auditor's Office, and legal counsel. As policies are considered that impact other departments, those representatives will be invited to share their thoughts. I will sit on this committee and serve as a link back to the board, and would welcome a second supervisor wishing to serve. This will be re-submitted as an action item January 12, 2016.

BACKGROUND: Several months ago, the board voiced openness to change a policy that would impact both planning & zoning, and the county engineer. At the request of the Chair for board representation, I volunteered to serve on that ad-hoc committee, and our small group worked through revisions and brought a recommendation to the full board. I believe this practice was useful because it brought the departments together who would be most affected by the given change, rather than having one of them caught off-guard at a board meeting with the inevitable result being deferred action. In other words, this practice should be ongoing in a standing committee--not so much for the benefit of the Supervisors, but for the benefit of staff.

FINANCIAL IMPACT: N/A

RECOMMENDATION. County officials and the public are encouraged (not required) to filter requested policy changes through this Policy Review Committee which will receive, consider, and in some cases recommend action to the Board of Supervisors. The committee would set a goal of meeting at least quarterly, and monthly if needed. Meetings and minutes will be open to the public.

ACTION REQUIRED / PROPOSED MOTION: (Anticipated January 12, 2016) "I move the attached committee creation form be approved, creating the Policy Review Committee."

Approved by Board of Supervisors March 3, 2015. Revised May 5, 2015.

CREATION/CHANGE OF COMMITTEE FORM
Form Approved by the Board of Supervisors 11/17/15

Board Approval Date: Date Originally Created:
Ending Date (if known):

Name of Committee:

Purpose:

	Members OR Position	Entity Represented
1.	Matthew Ung, County Supervisor	Board of Supervisors
2.	Pat Gill, County Auditor	Auditor's Office
3.	Ed Gilliland, Director	Dept. of Human Resources
4.	Tonia Abell, Clerk	Dept. of Human Resources
5.	PJ Jennings, County Attorney (or designee)	Attorney's Office
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Is this Committee - X the box that applies

<input type="checkbox"/>	Required by Iowa Code
<input type="checkbox"/>	Created by the provision of Iowa Code Chapter 28E
<input type="checkbox"/>	Committee Created by Agreement
<input checked="" type="checkbox"/>	Committee Created for Special Purpose*

The Committee plans to at least meet - X the box that applies

<input type="checkbox"/>	Weekly
<input type="checkbox"/>	Monthly
<input checked="" type="checkbox"/>	Semi-Annually
<input type="checkbox"/>	Annually
<input type="checkbox"/>	Other/Unknown

* Special committees will sunset at the end of every calendar year unless re-approved each year.

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) I

#12a

Date: December 10, 2015

Weekly Agenda Date: December 15, 2015

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: **Request for Qualifications of Architect and Associated Costs: LEC Expansion**

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Give Direction Other: Informational Attachments

WORDING FOR AGENDA ITEM: RFQ of Architect and Associated Costs: LEC Expansion

EXECUTIVE SUMMARY: The Board moved to have the Baker Group begin the process of studying the space with the first portion being a structural engineer’s report on November 3. That document confirmed from a second structural engineer (Raker Rhodes) using updated codes that the outdoor recreation area at the LEC can be used to expand the current J Block, J Block can be returned to its original purpose of Work Release, and subsequently Prairie Hills with its astronomical costs of maintenance/repair and utilities can eventually close. The next steps in the process are the Selection of the Design Team, an RFQ for an architect to give more probable costs, and the funding mechanism to accomplish the hiring of the architect.

BACKGROUND: It is important to reiterate that the full two-page report from the Structural Engineer was included in the backup materials last week and nothing follows. Not only does the report confirm that this area is structurally sound for what we are considering, it can support—if properly designed—cell block construction, which is good to know even though it is not the current plan for that area. I include the pertinent portion of the letter below for clarification of a statement brought up during “Citizen Concerns”: “It is our opinion that the existing exterior recreation area is a viable location for inmate occupancy. More investigation is required in order to fully vet this solution.” It is clear that portion refers to other issues (HVAC, fire sprinkling, egress) rather than the Structural Engineer’s clear recommendation about the sound structural integrity, which was great news to proceed with continued investigation of this solution to our current problem (see letter below and in backup materials).

Step 2 is the selection of a Design Team. In that portion, the Baker Group prepares an RFQ for an architect and a select interview team be in place. My recommendation is this be the Chairperson (Mark Monson), Building Services liaison (Jeremy Taylor), Building Superintendent (Kenny Schmitz), Baker Group representative, Sheriff (Dave Drew), Jail Facilities Officer (MAJ Greg Stallman), and a representative from the Taxpayers Research Conference. This is an "Action Item" on the following fronts: the need to approve the interview committee with the express purpose of making a recommendation back to the Board for an architect; the funding mechanism necessary in order to proceed with an opinion of probable cost.

Previous information: Prairie Hills needs to be closed. Doing so will demonstrate that the County is engaging in long-term planning and being responsible, sound, and prudent fiscal stewards of tax dollars as it relates to utility costs and ongoing expenses. At the same time, the needs of the County can be met in a much more efficient manner. There has been extensive discussion on closing Prairie Hills throughout the years. This year, the Board of Supervisors put on hold two new boilers and a domestic hot water system totaling over \$105,000 in order to gauge the long-term life of this building. There are \$66,000 of other projects on hold there as well. Through over 5 hours of meetings on three separate occasions, a committee comprising the Sheriff, MAJ Wieck and MAJ Todd, LT Harmon and LT Phillips, Chairman Mark Monson, Supervisor Jeremy Taylor, Building Superintendent Kenny Schmitz, and representatives from the Baker Group, and CBM which utilizes the Prairie Hills kitchen facility, have explored options.

In addition to moving on to Step 2, I have also asked to have a meeting with CBM, the Sheriff's Office, and Kenny Schmitz to discuss the most recent contract and have *preliminary* discussion on what their needs may be going forward should they move down to the Courthouse kitchen and what initial thoughts may be on contractual prices. This will act as a good precursor to Step 4.

Update: This CBM meeting is currently on hold as we wait for a like time to meet. We will report initial findings back to the Board.

FINANCIAL IMPACT: A "not to exceed" cost of \$25,000 from CIP. Currently there are \$171,000 worth of projects on hold at Prairie Hills, which is a good thing so that the County does not continue investing without knowing the length that the facility will be open. In order to know the cost associated with the expansion, the County must know the costs of what it will take to do so with more finite granularity.

Never lose sight of the fact that the cost of keeping Prairie Hills open the next 10 years will be over **\$1,281,893**, which will not settle long-term issues. This money could be better utilized to expand the LEC and not only have space previously utilized for Work Release but potential in future years to alleviate overcrowding.

RECOMMENDATION: Approve the "Action Required."

ACTION REQUIRED: I move that the RFQ for an Architect for LEC Expansion be approved, a cost not to exceed \$30,000 be dedicated from the CIP schedule, and that the committee of the aforementioned individuals be approved to publish the RFQ with the intent of making a recommendation back to the Board of Supervisors for their approval.

Woodbury County Board of Supervisors
Court House Room 104
620 Douglas Street
Sioux City, Iowa 51101

REQUEST FOR QUALIFICATIONS for Architectural Services

Woodbury County intends to retain professional design services from an Iowa based firm for the Woodbury County Law Enforcement Center – Jail Renovation and Expansion project. Interested and qualified firms are invited to submit Statement of Qualifications for this project based on the tentative scope of work and information identified below. This request is specifically for the defined facility in this RFQ. The Board of Supervisors, at their option, may retain the firm selected for architectural services on this project as well as future work on other County owned facilities. Any further work is not guaranteed; the facilities could include, but are not limited to, the following:

1. Woodbury County Court House (Designated as a National Landmark), 620 Douglas St, Sioux City, IA, 51101.
2. Woodbury County Law Enforcement Center, 407 7th St., Sioux City, IA 51101
3. Trospen-Hoyt, 822 Douglas St., Sioux City, IA 51101 (also contains Juvenile Detention)
4. Siouxland District Health, 1014 Nebraska St., Sioux City, IA 51105
5. Social Services and Veterans Affairs, 1211 Triview Ave., Sioux City, IA 51103
6. Eagles Club, 400 Block of 8th St., 51101
7. Prairie Hill complex, County Road D25, Sioux City, IA
8. Climbing Hill Emergency Services Building, Climbing Hill, IA
9. Secondary Roads facilities located throughout the county
10. Conservation Department facilities which include Dorothy Pecaut Nature Center in Sioux City, as well as various parks throughout the County

Project Background

The Woodbury County Law Enforcement Center consists of approximately 85,000 gross sq. ft. and was originally designed in 1985. The first floor of the facility houses the Sheriff's Department, Clerk of Courts, 4 Court Rooms and supporting Judges Chambers, conference rooms and meetings rooms. The second floor is dedicated to the Jail system; Administration, Cell Blocks, various open style detention rooms, Visitation, Counseling rooms, serving Kitchen and Observation areas. The Jail was originally designed to house about 150 inmates and is now housing around 200 or more inmates. Overflow problems have been dealt with by moving some inmates to a minimum security area in the Prairie Hills facility. The primary prep kitchen for all meals for the inmates is also located in the Prairie Hills facility where they also prepare the meals for Juvenile Detention inmates. The Prairie Hills facility has been utilized far beyond its useful life and must be taken out of service soon. Tentative plans are to move the Kitchen out of Prairie Hills.

Project Description

The original design for the Jail included an outside 5000 sq. ft. recreation area above the center portion of the jail area. This area has not been utilized for years and is currently empty. A recent study completed by Raker Rhodes Engineering out of Des Moines, IA concluded this area is constructed to hold over 100 psf which exceeds the required 40 psf required for jail cells. The mission of this project is to design and construct a jail expansion into this existing open area that will efficiently allow space to be designed as dormitory style housing for a female population so that the current dormitory style housing area may be returned back to its original purpose of Work Release. This will provide the ultimate answer as an alternative to Prairie Hills and provide expanded space that best fits the needs of the Jail. A budget for this project has not yet been set, but the target is to keep the project under \$1,200,000.

Project Scope

Provide Plans and Specification to renovate the open exercise area into fully operational jail facility that best fits the needs of Woodbury County and their detention capability. This must include, but is not limited to, enclosing the area with a proper secured roofing system, expanding the electronic door locking and monitoring system, addressing egress issues and needs, expansion of life safety systems (i.e. fire alarm and sprinkler systems), plumbing systems, HVAC systems, electrical systems, and comply with all appropriate building codes both state and local. All plans must be approved by the State Fire Marshall and Department of Corrections.

Anticipated Project Schedule

Selection of Architect:	January 2016
Design Kickoff Meeting:	February 2016
Owner/User Meetings:	February/March 2016
Final Design Review:	May 2016
Bidding:	June 2016
Commence Construction:	August 2016
Complete Building Envelope Construction by:	October 2016
Substantial Completion:	January 2017

Selection Process

Woodbury County will select an Iowa based professional design firm for this project. The County will work with the design professional to select the various sub consultants required for the project and whose work will be the responsibility of the design professional. An Interview Committee will be appointed by the Board of Supervisors Chairman. The Interview Committee will conduct an evaluation of all Statement of Qualifications submitted and then select firms to invite to an interview. A firm recommendation will be made to the Board of Supervisors for approval by the Interview Committee. All firms submitting a State of Qualification will be notified of which firms were selected for interviews.

The selected firm will be put under contract using AIA form of contracts using AIA Document B132-2009 Standard Form of Contract Between Owner and Architect, Construction Manager as Advisor Edition. It is the intent of Woodbury County to utilize the services of a Construction Manager for this project.

Statement of Qualifications

Firms interested in providing services for this project shall include (as a minimum) the following in their Statement of Qualification:

1. Cover letter expressing interest in providing services for the project and the principal contact information.
2. Design Firm's general brochure.
3. Proposed project team, individual roles, qualifications and resumes. Office location for each team member.
4. Project team's experience on Jails/Correctional Facilities and support space that has been managed or designed by the individuals on the project team. Team's experience on Historical Preservation and working with National Landmarks should also be included for future project consideration.
6. Project approach and schedule.
7. Description of the firm's quality control procedures. This should address quality in documentation as well as in the design process.
8. In a separate sealed envelope please provide a summary of your firm's fee schedule for this type of project. Fee schedules will not be opened or reviewed until after interviews and evaluations are completed.

Firms interested in providing services for the project shall submit the requested materials via seven (7) hard copies and one (1) single PDF file by no later than 12:00 p.m. (CDT) on Monday, January 11, 2016 to:

Woodbury County Board of Supervisors
Court House, Room 104
620 Douglas Street
Sioux City, Iowa 51101

Submittal Package shall be labeled:

"Woodbury County LEC Jail Expansion"

"Statement of Qualification – firm name - date".

Statement of Qualifications shall be a maximum of 40 pages front to back excluding the title page, cover letter, and resumes. Failure to complying with the criteria set forth may be result in rejection of submittal and consideration of the submitting Firm. Firms from which additional information/clarification is requested will be contacted.

All questions shall be directed to (Shane Albrecht, Baker Group Project Manager and/or Kenny Schmitz, Facility Director).

All costs associated with the development and submittal of the Statement of Qualifications and interview presentation will be the responsibility of the design professional.

BACKUP MATERIALS

Letter from Raker Rhodes, Structural Engineer [my boldfacing]

According to ASCE 7-10 and the International Building Code (2012) the structure supporting cell blocks is required to be able to support 40 pounds per square foot (psf). **Based on our analysis and the information given on the existing drawings (see Structural Notes on page S2) the exterior recreation area is rated to 100 psf. This means that the superimposed load on the structure from occupants and any partitions must not exceed 100 psf. Therefore it is our opinion that the structure is adequate to support cell block occupancy.**

o Partition walls, particularly if masonry, will need to be located strategically.

o We are not qualified to comment on the **non-structural issues associated with locating inmates in the exterior courtyard area (egress, fire separation, sprinkler, HVAC, etc).** Therefore, we cannot make any comment on these issues.

o In order to have inmates occupy the existing exterior recreation area, the current roof joists will need to be removed and a more conventional roof deck, bar joist, beam and column system would need to be installed. The new steel columns for this roof would be located concentrically to the existing concrete columns below.

Conclusion: It is our opinion that the existing exterior recreation area is a viable location for inmate occupancy. More investigation is required in order to fully vet this solution.

Potential Costs

In discussion with our Building Superintendent and Architect, I learned that costs will have to be negotiated with the Architect and we can ask for a projection in our RFQ regarding fee structure and breakdown. The Total Fee will be based on hard cost of construction. Taking the maximum amount that we may look at of \$1,200,000 total costs would break down to about \$930,000 hard construction costs. If we looked at a Design fee on the higher end of 12%, that would be a total design fee of around \$111,600.

We would need to go through the Schematic Design phase in order to know what kind of costs will be associated. This will be working hand-in-hand with the Sheriff and his personnel to determine the best use of that space.

Normal Breakdown by Phase:

Schematic Design	15%	\$16,740	CM Support Fees \$3,450
Rough Order of Magnitude Budget			(estimated at 30 hours)
Design Development Phase	20%	\$22,320	CM Support Fees \$5,750
Refined Budget with lower margin of variance			(estimated at 50 hours)
Construction Document Phase	40%	\$44,600	CM Fees negotiated in contract
Strong Budget based on actual building design and products completion.			
Bidding and Negotiations	5%	\$5,580	
Construction Phase	20%	\$22,320	

Dave Jorgenson, Director
Baker Group
4224 Hubbell Ave
Des Moines, IA 50317

Dave:

The following represents a summary of our opinion regarding the existing condition of the structure known as the Woodbury County LEC in Sioux City, IA. The purpose of our review was to accomplish two goals.

- Goal 1: Overall structural condition of the facility
- Goal 2: Can the exterior recreation area support cell block occupancy?

Our opinions indicated below are based on a review of an existing set of drawings and a site visit conducted on November 20th, 2016.

Summary of the existing structure:

- Architect and Engineer of the existing facility: Dana Larson Roubal and Associates
- Drawings reviewed: revision #2 dated 11/18/1985
- The existing structural system consists of cast in place concrete beams, joists and columns. Most partition walls in the areas occupied by inmates are masonry block walls. The foundation system for the structure consists of auger cast piles supporting pile caps.

Goal #1: Overall condition of the facility

In general, it is our opinion that the structure is in good condition relative to similar buildings of similar age.

- There does not appear to be excessive settlement of interior beams, columns or interior foundations. This statement is made based on visual observations and less than 1 hour inside the facility. There could be areas that we did not observe that are settling or cracking, however we did not see them nor were we made aware of any areas of concern by staff.
- There does appear to be some slab settlement in the administration area in the southwest corner of the building at the ground level. Also, there appears to be some water infiltration in the exterior wall on the ground floor office in the south west corner. The slab settlement in this area is causing cracking of interior non-load bearing walls and a noticeable slope in the floor. In our opinion, neither the slope in the floor nor the water infiltration poses an immediate safety concern. However, the area should be monitored for continued settlement of the slab. The water infiltration in the exterior wall is likely a result of failure of caulking around the windows on the south and or west walls. This water infiltration will continue to cause problems in the office in the south west corner of the building until the exterior leak is resolved. It is our opinion that further investigation of both of these areas should be performed in the near future in order to minimize further damage to the structure.

Goal #2: Can the exterior recreation area support cell block occupancy?

- It is our opinion that the exterior recreation area could support cell block occupancy. Further commentary and explanations included below.

- The existing exterior recreation area "floor" is shown on sheet S4 and the "roof" is shown on S6 of the existing drawings we were provided.
- The exterior recreation area is bounded by grids B and D, 2 and 9.
- The floor structure of the exterior recreation area consists of cast in place concrete beams and joists. The beams run east / west and span between 26'-6" and 30'-3" according to the drawings. Joists run north / south and span approximately 30'-0".
- The roof structure of the exterior recreation area consists of 24" deep open web steel bar joists spaced at 6'-2" on center. The joists span approximately 57'-4" from north / south and are supported by masonry walls on the perimeter of the area. There is a wire mesh over the bar joists. It would appear that the wire mesh is for security purposes and therefore creates an open courtyard.
- According to ASCE 7-10 and the International Building Code (2012) the structure supporting cell blocks is required to be able to support 40 pounds per square foot (psf). Based on our analysis and the information given on the existing drawings (see Structural Notes on page S2) the exterior recreation area is rated to 100 psf. This means that the superimposed load on the structure from occupants and any partitions must not exceed 100 psf. Therefore it is our opinion that the structure is adequate to support cell block occupancy.
 - Partition walls, particularly if masonry, will need to be located strategically.
 - We are not qualified to comment on the non-structural issues associated with locating inmates in the exterior courtyard area (egress, fire separation, sprinkler, HVAC, etc). Therefore, we cannot make any comment on these issues.
 - In order to have inmates occupy the existing exterior recreation area, the current roof joists will need to be removed and a more conventional roof deck, bar joist, beam and column system would need to be installed. The new steel columns for this roof would be located concentrically to the existing concrete columns below.

Conclusion

It is our opinion that the existing exterior recreation area is a viable location for inmate occupancy. More investigation is required in order to fully vet this solution.

Regards,



Erik Raker, PE
President
Raker Rhodes Engineering



Facility Improvement Master Plan

October 28, 2015

Law Enforcement Center Expansion

EXECUTIVE SUMMARY

Much has happened over the past few weeks regarding the availability of past information and recovery of old building plans for the LEC and Jail area. Please refer to the report provided by Supervisor Taylor regarding current information gleaned from recent committee meetings and discoveries.

Basically at this point as a result of everyone's efforts, it is fairly apparent that we can in fact expand the Jail area into the now unused outside exercise areas. In addition to our own analysis of the building plans a report from a structural engineer in previous years also indicates that some form of construction should be possible. The part that is still unclear is exactly to what extent can this area be utilized? At the very least it appears that construction for open areas similar to other areas of the jail should be doable. To the greater extent and as future needs change, it may be possible to put Jail Cells into the area. Either way it will create about 5,000 square feet of space and multiple options not currently available for Jail operations. It's our recommendation to get a current day and final opinion on this from a reputable and independent Structural Engineer in order for everyone to properly plan for the best long term use of this space.

The attached Step by Step plan has been prepared as a guide to take the development of this expansion opportunity through the preliminary stages without great expense to the County. This will allow the Board of Supervisors the chance to evaluate results after each step in the process and make a "go" or "no go" decision to proceed to the next step. It also allows for a progressive plan to evolve into the selection of an Architectural firm for the project as it keeps moving forward.

Because of all the work Baker Group has already done on this project and our strong belief this project has a high potential for implementation we have decided to work with the County through the first two steps of this process without costs to the County. Beyond that Baker Group will bill the County on an hourly basis through this phase. If the project moves beyond that we will negotiate future costs to the County before proceeding.

Respectfully,

David Jorgenson, Director
Facility Improvement Master Plan

Woodbury County LEC

Expansion Plan into Existing Space (Outside Recreation Area)
Relocate Kitchen

	Board of Supervisors	Baker Group	Structural Engineer	Interview Team	Design Team	Sheriff Office
Step 1 Define structural integrity for maximum floor load						
A. In office review of LEC as-built drawings		x	4			
B. On site visit and inspection of LEC		x	10			
C. Report from Structural Engineer			2			
D. Board decision for "go" or "no go" to move forward	x					
Step 2 Selection of Design Team						
A. Prepare Request for Qualifications (RFQ) for Architect		x				
B. Select Interview Team (County, Baker Group, Sheriff/Jail)	x					
C. Prepare interview questions and evaluation sheet		x		x		
D. Selection of Architects to be invited to respond	x	x		x		
E. Recommendation to Board for selection of Architect		x		x		
F. Selection of Architect finalized	x					
Note: No costs to the County up to this point except for the hourly rate for the Independent Structural Engineer						
Step 3 Identify Building Code Obstacles						
Meet with DOC and State Fire Marshall to review concept, requirements and feasibility		8 *			8	
Step 4 Relocate Kitchen out of Prairie Hills	x					x

Sheriff Office: Work with CBM Food Services to develop a conditional Letter of Intent for moving the food preparation Kitchen from Prairie Hills to the existing Kitchen Space in the Court House. CBM to provide all equipment needed including cooking, refrigeration, freezing, dish washing and exhaust hood improvements. Cost of equipment would be included in the meal prices and contract terms would be negotiated.

Step 5 Reconfigure Kitchen preliminary plan and budget

Baker Group, Facility Services & CBM would work together to provide a budget for General Construction, Electrical Service, Plumbing and HVAC as needed to accommodate the space.

Step 6 Conceptual Design

County to contract with Architect and Construction Manager for conceptual design development and construction budget for Jail.

Step 7 Decision to move forward to complete design

	16 *				
x	80 *	TBD	TBD	x	x
x					x

Hourly Rate as needed: \$ 115 \$ 125

* Stated hours are estimated only and will be invoiced based on actual hours. Actual hours worked in each Step will be reported to the Board of Supervisors on two week basis. The estimated hours will not be exceeded without Board approval.

The Prairie Hills Facility

We have covered much ground in the first 3 meetings as relates to The Prairie Hills facility to include its \$1.2 million minimum costs projected over the next 10 years just for utilities and basic ongoing maintenance, several needs still exist: **Work Release, the Weekenders' Program, a training and/or exercise area, gun range and other outbuildings, and a kitchen** whereby in the past CBM has reportedly been able to reduce costs for meals. I believe that our work and discussions has laid the groundwork for the closing of the facility due to widespread deterioration (HVAC building automation problems, boiler and domestic water issues, settling and structural problems, a grave liability in the concrete stack, windows with no thermal breaks, piping issues, etc.)

Our Long-Term Facility Master Plan developed by The Baker Group identified these and many other numerous issues that make keeping this facility with its limited usage open a questionable use of tax dollars. Furthermore, "rough order of magnitude" cost estimates have ranged from \$8 million for the entire renovation of 3 floors or \$2.2 - \$5.7 million for the first floor and new addition all of which would require a bond issue. Only a "Training Facility" could fall under such threshold at approximately \$987,000 and even then, this does not address the true need for which the building was originally purposed.

Potential Need #1: Work Release

The original purpose of “J Block,” according to Mike Neswick the architect at RML who was involved in study of the jail, was for Work Release. It is accessible from an outside entrance and comprises 2,264 square feet of space. This dormitory-style setting that currently houses lesser offending females could be returned to its original purposes with nearly no new cost. Plans show the potential of 30 inmates.

This would answer the question of Work Release and/or the “Weekenders’ Program” potentially. That would in turn cause a necessary expansion of repurposed space necessary to house the current population comprising “J Block.” Nothing also precludes Woodbury County for advocating for “24/7” at the State Legislative level and even using this area should that endeavor be successful.

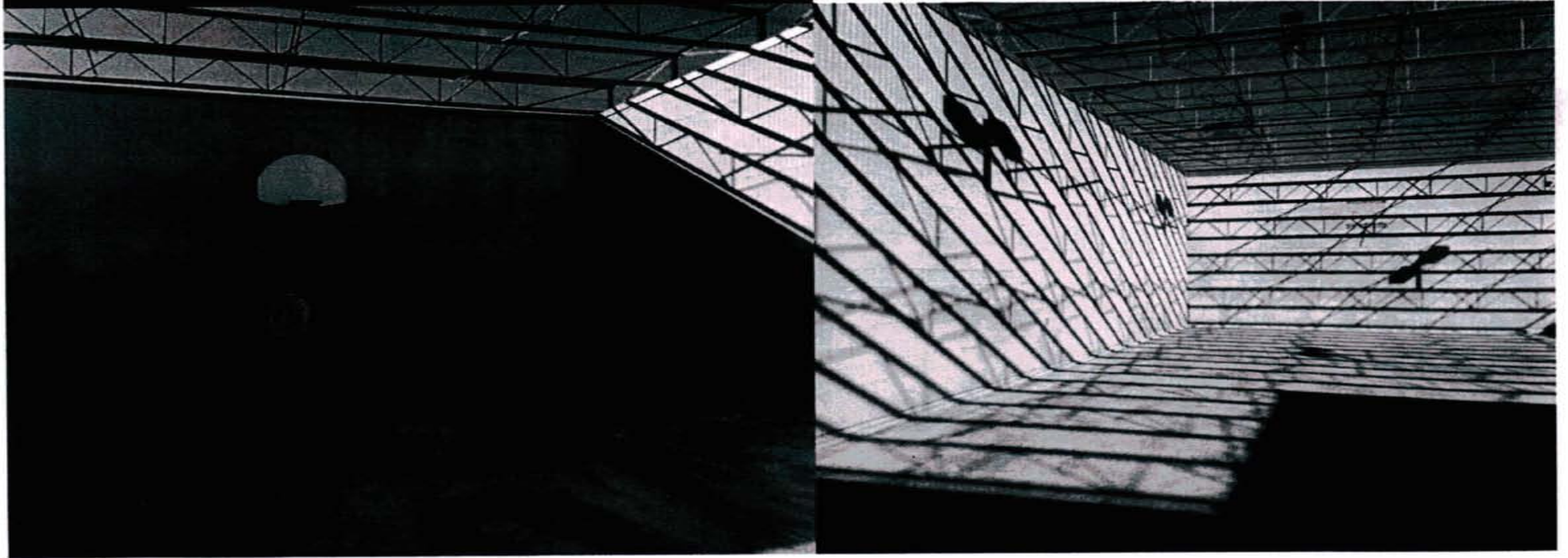
Potential Need #2: New J Block

Outdoor Recreation Area Enclosure

“Currently, the outdoor recreation area has a perimeter of concrete block walls that support steel joists covered with a wire mesh for security. ***Providing a permanent weather-resistant enclosure of this area is possible and would involve relatively economical construction*** [my emphasis]. The existing joists would remain, and new joists would be added between them. We would recommend a low-slope roof system utilizing metal standing seam roof panel. The roof could be sloped in one direction, slope from a center ridge in two directions, or have a “hip” configuration. Our cost estimate for the enclosure is approximately \$200,000.

“Structurally, it appears feasible to construct a roof over all or part of the current rooftop outdoor recreation area, but utilization of this space may be limited because there is no handicapped access to this level. To solve this problem, it may be necessary to extend the existing east elevator to the roof level...”

Images



Structural Integrity Issues

In presenting our first 3 meetings' worth of notes, the idea of this outdoor recreational area was purported to have been explored and found that it did not have structural integrity. However, that is not true. The Baker Group and our Building Superintendent have examined prints and do not see why it could not hold. In fact, Mike Neswick provided me with a Bacon Creek Structural Engineer report that stated that there is a 100 PSF (pounds/square ft.) live load.

This may not be enough to hold concrete cell block but could have the potential to have steel joists with metal panels. However, based on an October 22 meeting between Kenny Schmitz (building superintendent), Mike Neswick (RML) and myself, the discovery of having "J Block" potentially repurposed for this area would not present structural integrity issues at all.

Potential Need #3: The Kitchen

The Kitchen

CBM explored the kitchen across the street. They were impressed with the space, facilities, and believe that through a cost-sharing agreement, they can even purchase the additional equipment necessary. Even without the investment and cost-sharing agreement, they estimated only adding \$0.25 / meal without the use of a kitchen (\$7,200 annually). This is less than 75% of what it was previously estimated to cost, but we believe that issues can be worked out to provide them with a kitchen just across the street from the Law Enforcement Center.

Potential Need #4: Gun Range / Outbuildings

Gun Range and Outbuildings

Nothing in this potential plan would preclude the Sheriff's Department from utilizing outbuildings, the gun range, or having land usage. It would be the physical facility itself that would be subject to close once another space could be repurposed in order to meet the other needs.

Studying the Specific Costs and Understanding Needs

Propose to get more specific costs to bring before the Board.

What concerns, opportunities, questions exist?

What else should be known?

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

#126

Date: December 10, 2015

Weekly Agenda Date: December 15, 2015

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: Notice of Public Hearings on Budgets: Planning and Zoning, Economic Development, and Siouxland District Health

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Notice of Public Hearings on Planning and Zoning, Economic Development, and Siouxland District Health

EXECUTIVE SUMMARY: I would move to set the public hearings for these three budgets next week, December 22.

BACKGROUND: We have asked for budgets to be in earlier this year than in any year and have asked for a retooled process and improvement requests. I believe that this last fiscal year's practice of dedicating funding out of Local Option Sales Tax for the first two budgets while still having money to invest in economic development is a best practice. Furthermore, based on the information presented last week, I will ask for a recommendation of the current increase from Siouxland District Health less the three year's average that the ending balance has been above a 25% reserve (see background below). We will set a tone for this difficult budget year by an absolute commitment to the taxpayer and making sure that while protecting needed services, we align budgets with actual anticipated expenses and look with a clear goal to lowering the tax burden.

FINANCIAL IMPACT: Total= -\$172,851 (less) in total for all 3 budgets

Funding for Economic Development and Planning and Zoning from

Local Options Sales Tax decreases burden on General Basic tax askings

Economic Development Department

FY 16 Current Budget	\$200,720
FY 17 Proposed Budget	\$183,697
Decrease	-\$17,023

Planning and Zoning Department

FY 16 Current Budget	\$171,174
FY 17 Proposed Budget	\$176,273
Increase	+\$5,099
(due to wage and benefit increase)	

Siouxland District Health

FY 16 Current Budget	\$2,225,226
FY 17 Proposed Budget	\$2,281,152
Increase	+\$55,926

The proposed budget request to the Board of Supervisors is **\$2,281,152**. The last 3 years' average which is likely the most consistent and fairest (and lesser than the 5-year average of \$265,497) is \$216,853. Therefore, I would recommend approval of a budget that is **\$2,064,299**

Decrease	-\$160,927
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RECOMMENDATION: Approve the "Action Required."

ACTION REQUIRED: I move that the public hearings for the following budgets—Planning and Zoning, Economic Development, and Siouxland District Health—be set for the regular December 22, 2015 meeting.

Siouxland District Health Backup

As a best practice for budgeting and in order to most closely align budgets with anticipated expenses, the goal of the Woodbury County Board of Supervisors should be to allocate funding in such a manner that the Siouxland District Health Department is able to maintain a 22% reserve.

Therefore, the Board of Supervisors should target a budget that most closely anticipates SDHD ending with 25% reserves and asks for the reversion of funds at the end of the fiscal year audit to be at 22%. As a good faith concession, the Board should equally be held to maintaining funds within Siouxland District Health should they fall below the 22% threshold.

BACKGROUND:

The only unknowns relate to Medicaid modernization and the 3006 Maternal Health and 3043 Child Health with managed care. There is some "wait-and-see" based on Iowa's unique service delivery among all states as IDPH waits to give guidance. However, Kevin Grieme and Tyler Brock gave me assurance that if there are reductions in grant dollars (most of which are stable and known), there is no shift to tax supported accounts. If a grant-funded program is not sustainable, Siouxland District Health leadership must figure out if they can support or not within their current budget. Typically, they have not been in the habit of asking for more from the Board of Supervisors or doing budget amendments.

CASH CARRYOVER from FY 15

Currently, there is an anticipated \$299,786 cash carryover, **over and above** the 25% "reserves" from FY 15. This is actually higher than what was previously discussed with the Siouxland District Health Board and the Woodbury County Board of Supervisors when it was anticipated to be an approximate \$266,000 but we have since learned that this was before the audit. This is fortuitous in that \$300,000 was the anticipated cost outside of the Health Fund originally in order to be able to cover the Building Renovation. This has been a one-time agreement because of a retooling of the Board of Supervisors Capital Improvement Project process which otherwise would have potentially delayed the project by a year.

REASONS FOR CASH CARRYOVER

I have expressed some concern that the last three fiscal years have had carryovers averaging \$216,853. This would seem to imply that there is overbudgeting, which is not only above the County's reserve goal for itself of 22%, but that carryover amount is actually over and above 25%. (See attached document for historical data). The ten FY average is \$179,935 and the past five FY average is \$265,497.

I understand that sometimes this overage has been because of fluctuating late service fees for food service inspections, the timing of payments, and even H1N1 grant funding. However, this has of late been fairly consistent. In discussing the situation with Kevin Grieme, I think it should be acknowledged that much of this may come from cost containment measures reflecting good fiscal stewardship by the department.

PRESENTATION AT SDHD

I shared the concerns of the carryover reimbursements at the December 2, 2015 Siouxland District Health Board meeting. Board members understood the intent, namely that school districts and others often carry 20% reserves and there is no intent to overinflate reserves. However, it was shared that it is easier to revert back an overage rather than be promised funding to make up for a short fall under the 22% reserve funding level.. There was also concern that as is often the case with experiences with the Legislature that

promises are not binding. No one would want to be in the position where the Board sought to reduce to the 25% level and a funding shortfall put them below 22% that the County seeks for itself. Would the Board truly keep its commitment?

I believe that there should be something that binds or at minimum puts this Board on record with the aforementioned policy. The whole goal should be that whether there is an over or under 25% reimbursement that making the SDHD Board whole or reversion would be minimal, e.g. \$25,000-\$50,000 rather than \$837,990 (FY 11) or the one case scenario where the Board of Supervisors would have reverted back \$51,729 (FY 7).

RECOMMENDATION: The proposed budget request to the Board of Supervisors is **\$2,281,152**. The last 3 years' average which is likely the most consistent and fairest (and lesser than the 5-year average of \$265,497) is \$216,853. Therefore, I would recommend approval of a budget that is **\$2,064,299**. It has been suggested that we try to align this on the front-end with the goal of 22%; however, that does not account for uncertainties or provide any leeway should unanticipated expenses occur. Therefore, keep in mind that this does not align to the aforementioned goal of a 22% reserve for Siouxland District Health in line with the County.

In order to not be fair, it is my recommendation that the Board at the end of the year post-audit should keep Siouxland District Health's fund whole at the 22% so that if by budgeting in this way, funding falls under the threshold, it is in good faith that I believe the Board should "make whole" Siouxland District Health. Either way, whether it is in an increased allocation or a reversion of funds, in future years, 22% should be the goal.

**District Health Department - Carryover Reimbursement
Ten FY's History - FY 2006 to 2015**

FY	Accrued Expenditures	Calculated Cash Carryover		Actual Accrued Balance	Over 25% Re-imbursment to County	Over 22% Re-imbursment to County
		22%	25%			
15*	5,259,567	1,157,105	1,314,892	1,614,678	299,786	457,573 0
14	5,251,017	1,155,224	1,312,754	1,446,525	133,771	291,301 0
13	4,833,004	1,063,261	1,208,251	1,425,255	217,004	361,994 0
12	5,757,412	1,266,631	1,439,353	1,278,280	-161,073	11,649 0
11	5,278,815	1,161,339	1,319,704	2,157,694	837,990	996,355 0
10	5,558,668	1,222,907	1,389,667	2,138,825	749,158	915,918 0
9	5,364,497	1,180,189	1,341,124	1,753,289	412,165	573,100 0
8	4,953,542	1,089,779	1,238,386	1,326,991	88,606	237,212 0
7	5,046,735	1,110,282	1,261,684	1,058,553	-203,131	-51,729 0
6	5,024,635	1,105,420	1,256,159	681,232	-574,927	-424,188

The County was reimbursed for FY 11, FY 13 & FY 14.

FY 15 was left with District Health for one time only to assist in the funding of the CIP project that will be done this FY 16.

For the previous FY's 10 and back to FY 06, there were no transfers made.

Chapter 137.112 sub 2 of the Code of Iowa states that 20% is the cap for health departments on returning funds to the County General Fund. Chapter 137.112 sub 4 states that this section does not apply to a District Health Department. I believe we are the only District Health Department in Iowa which means the Siouxland District Health Department does not statutorily revert funds back to the County.

Ten FY average = \$ 179,935 FY 2015 - FY 2006
Five FY average = \$ 265,497 FY 2015 - FY 2011

**SIouxLAND DISTRICT HEALTH DEPARTMENT
FY 2016-2017 BUDGET PROPOSAL**

SUMMARY

	Actual FY 2014-15 Budget	Proposed FY 2015-16 Budget	Proposed FY 2016-17 Budget	<i>FY 2016-17 Anticipated Revenue</i>
ADMINISTRATION (3041)	925,711	927,125	1,035,009	29,188
NURSING (3001)	805,547	843,345	817,565	173,000
LABORATORY (3012)	447,778	452,179	434,497	87,000
ENVIRONMENTAL (3021)	725,821	744,452	736,266	458,000
NUTRITION PROGRAM (3018)	13,608	12,276	5,000	0
Grants				
MIECHV (3005)	165,016	177,928	148,000	148,000
MATERNAL HEALTH (3006)	156,958	125,289	116,305	116,305
TUBERCULOSIS (3007)	500	1,800	950	950
SCCAN HOPES (3008)	8,362	8,494	8,816	8,816
HOPES/INFANT MORTALITY (3009)	268,529	255,617	281,489	281,489
TOBACCO GRANT (3011)	53,129	53,333	53,208	53,208
WELL GRANTS (3014)	30,612	36,082	26,530	26,530
I 4 GRANT (3015)	47,113	40,577	40,106	40,106
SCCAN PCA (3016)	10,584	10,766	10,584	10,584
REGION 3 COALITION (3017)	60,000	0	0	0
CARE FOR YOURSELF (BCC) (3019)	71,775	97,141	120,950	120,950
LEAD GRANT (3023)	33,675	32,666	32,169	32,166
HUD GRANT (3024)	0	0	0	0
MINI WELLNESS GRANTS (3025)	0	0	0	0
PICH GRANT (3026)	0	129,465	120,458	120,458
ORAL HEALTH PROGRAM (3028)	86,883	79,943	80,880	80,880
COMMUNITY TRANSFORMATION (3029)	65,500	0	0	0
LOCAL BIOTERRORISM (3032)	111,000	105,000	107,000	107,000
DRUG TESTING (3034)	30,500	30,500	30,100	30,100
WIC (3042)	723,592	726,227	753,216	753,216
CHILD HEALTH (3403)	0	400,973	417,990	417,990
HOMEMAKER (3410)	266,714	262,562	265,438	265,438
TOTAL	5,108,907	5,553,740	5,642,526	3,361,374
Revenue	2,905,620	3,328,514	3,361,374	
Tax Askings	2,203,287	2,225,226	2,281,152	

FY 2016-17 PROPOSED BUDGET

12/4/2015

		FY 2014-15 Budget/Revenue 1.5% Sal. Adj. Proposed	FY 2015-16 Budget/Revenue 2.0% Sal. Adj. Proposed	PROPOSED FY 2016-17 Budget/Revenue 2.5% Sal. Adj.	Inc.
3041 ADMINISTRATION					
1003	Department Heads	102,054.00	108,780.00	114,591.00	5,811.00
1004	Wage Plan Employees/PT	14,094.00	14,982.00	16,077.00	1,095.00
1009	Supervisory	105,200.00	111,994.00	115,069.00	3,075.00
1010	Wage Plan Employees	349,221.00	344,162.00	360,820.00	16,658.00
1015	Temporary Employees	3,600.00	3,600.00	3,600.00	0.00
1019	Overtime	0.00	0.00	0.00	0.00
1020	Longevity Comp	0.00	0.00	0.00	0.00
1022	Shift Differential	0.00	0.00	0.00	0.00
1116	Matching FICA	40,640.00	41,448.00	43,540.00	2,092.00
1117	Matching IPERS	51,274.00	52,109.00	54,488.00	2,379.00
1118	Emp Hospital	141,096.00	145,273.00	160,264.00	14,991.00
1121	Life Insurance	638.00	637.00	651.00	14.00
1123	Dental Insurance	4,269.00	4,263.00	4,441.00	178.00
1126	LTD Insurance	1,258.00	1,250.00	3,493.00	2,243.00
1135	Car Allowance	0.00	0.00		0.00
2020	Chemicals & Gases	0.00			0.00
2301	Food	0.00			0.00
2320	Custodial Supplies	1,700.00	1,750.00	1,800.00	50.00
2601	Office Supplies	3,500.00	3,503.00		(3,503.00)
2610	Magazines & Books	300.00	300.00		(300.00)
2910	Medical/Lab Supplies	0.00			0.00
2915	Health Services Assist.	500.00	500.00		(500.00)
2940	Wearing/Safety Appar	0.00			0.00
2955	Unspecified	0.00			0.00
3920	Cash Allowances Assist	1,100.00	1,100.00		(1,100.00)
3945	School Expense Assistance	0.00			0.00
4005	Official Publications	1,000.00	1,400.00		(1,400.00)
4020	Typing, Printing & Binding	350.00	350.00		(350.00)
4120	Postage & Mailing	350.00	250.00	250.00	0.00
4130	Emp Mileage	2,000.00	2,000.00		(2,000.00)
4132	Travel/Expense	2,000.00	2,000.00		(2,000.00)
4136	Parking	50.00	50.00		(50.00)
4140	Telephone/Telegraph	8,500.00	8,240.00	8,240.00	0.00
4201	Professional Service	13,757.00	8,899.00	41,999.00	33,100.00
4220	School of Instructions	1,300.00	1,500.00		(1,500.00)
4233	Well Testing/Abandon	0.00			0.00
4301	Natural & LP Gas	5,060.00	5,625.00	46,500.00	40,875.00
4302	Water/Garbage	5,800.00	6,300.00	6,900.00	600.00
4410	Building Maintenance	0.00		0.00	0.00
4420	Equipment Maintenance	500.00	500.00	500.00	0.00
4440	Motor Vehicle Expense	0.00			0.00
4460	Radio & Related Equipment	0.00			0.00
4475	Maintenance Contracts	29,018.00	28,690.00	27,315.00	(1,375.00)
4501	Rent	10,400.00	10,000.00	10,000.00	0.00
4620	Liability/Prop. Ins. Pr	4,680.00	4,000.00	4,000.00	0.00
4801	Dues/Memberships	2,300.00	2,500.00	2,600.00	100.00
6105	Buildings	14,782.00	5,000.00	5,000.00	0.00
6360	Ofc. Equip/Furn.	1,500.00	2,250.00	821.00	(1,429.00)
6385	Lease Purchase Agreement	1,920.00	1,920.00	2,050.00	130.00
	TOTAL	925,711.00	927,125.00	1,035,009.00	107,884.00
	REVENUE				
	Health Fund	897,371.00	898,250.00	1,005,821.00	893,827.00
	Misc.	28,340.00	28,875.00	29,188.00	(314,974.00)
	TOTAL	925,711.00	927,125.00	1,035,009.00	533,805.00

FY 2016-17 PROPOSED BUDGET

12/4/2015

		FY 2014-15 Budget/Revenue 1.5% Sal. Adj. Proposed	FY 2015-16 Budget/Revenue 2.0% Sal. Adj. Proposed	PROPOSED FY 2016-17 Budget/Revenue 2.5 Sal. Adj.	Inc.
3001	NURSING				
1003	Department Heads	0.00	0.00	0.00	0.00
1004	Wage Plan Employees/PT	42,938.00	25,253.00	0.00	(25,253.00)
1009	Supervisory	69,344.00	70,731.00	72,499.00	1,768.00
1010	Wage Plan Employees	343,992.00	380,970.00	392,490.00	11,520.00
1015	Temporary Employees	0.00	0.00	0.00	0.00
1019	Overtime	206.00	207.00	206.00	(1.00)
1020	Longevity Comp	0.00	0.00	0.00	0.00
1022	Shift Differential	0.00	0.00	0.00	0.00
1116	Matching FICA	33,154.00	34,751.00	34,021.00	(730.00)
1117	Matching IPERS	40,764.00	42,610.00	41,542.00	(1,068.00)
1118	Emp Hospital	127,104.00	149,718.00	147,127.00	(2,591.00)
1121	Life Insurance	557.00	656.00	597.00	(59.00)
1123	Dental Insurance	3,729.00	4,393.00	4,077.00	(316.00)
1126	LTD Insurance	1,029.00	1,137.00	3,076.00	1,939.00
1135	Car Allowance	0.00			0.00
2020	Chemicals & Gases	0.00			0.00
2301	Food	0.00			0.00
2320	Custodial Supplies	0.00			0.00
2601	Office Supplies	2,245.00	2,500.00	1,400.00	(1,100.00)
2610	Magazines & Books	200.00	200.00	200.00	0.00
2910	Medical/Lab Supplies	54,851.00	55,200.00	62,000.00	6,800.00
2915	Health Services Assist.	0.00			0.00
2940	Wearing/Safety Appar	0.00			0.00
2955	Unspecified	100.00		1,800.00	1,800.00
3920	Cash Allowances Assist	0.00			0.00
3945	School Expense Assistance	0.00			0.00
4005	Official Publications	0.00			0.00
4020	Typing, Printing & Binding	3,000.00	2,500.00	1,000.00	(1,500.00)
4120	Postage & Mailing	625.00	425.00	400.00	(25.00)
4130	Emp Mileage	3,200.00	4,681.00	6,017.00	1,336.00
4132	Travel/Expense	1,500.00	1,500.00	1,000.00	(500.00)
4136	Parking	50.00	100.00	113.00	13.00
4140	Telephone/Telegraph	5,830.00	5,950.00	4,920.00	(1,030.00)
4201	Professional Service	9,753.00	9,204.00	500.00	(8,704.00)
4220	School of Instructions	2,000.00	2,000.00	800.00	(1,200.00)
4233	Well Testing/Abandon	0.00			0.00
4301	Natural & LP Gas	10,281.00	10,985.00	0.00	(10,985.00)
4302	Water/Garbage	0.00	0.00	0.00	0.00
4410	Building Maintenance	0.00	0.00	0.00	0.00
4420	Equipment Maintenance	0.00		100.00	100.00
4440	Motor Vehicle Expense	0.00		1,500.00	1,500.00
4460	Radio & Related Equipmen	0.00			0.00
4475	Maintenance Contracts	13,331.00	10,871.00	12,812.00	1,941.00
4501	Rent	19,920.00	19,120.00	19,120.00	0.00
4620	Liability/Prop. Ins. Pr	9,076.00	7,683.00	7,648.00	(35.00)
4801	Dues/Memberships	0.00			0.00
6105	Buildings	0.00			0.00
6360	Ofc. Equip/Furn.	6,768.00		600.00	600.00
6385	Lease Purchase Agreeem	0.00			0.00
	TOTAL	805,547.00	843,345.00	817,565.00	(25,780.00)
	REVENUE				
	Health Fund	640,547.00	653,345.00	644,565.00	(8,780.00)
	Nursing Fees	120,000.00	145,000.00	122,000.00	(23,000.00)
	Medicare Fee	5,000.00	0.00	5,000.00	5,000.00
	Medicaid Fees (Title XIX)	40,000.00	45,000.00	46,000.00	1,000.00
	TOTAL	805,547.00	843,345.00	817,565.00	(25,780.00)

FY 2016-17 PROPOSED BUDGET

12/4/2015

3012 LAB		FY 2014-15 Budget/Revenue 1.5% Sal. Adj. Proposed	FY 2015-16 Budget/Revenue 2.0% Sal. Adj. Proposed	PROPOSED FY 2016-17 Budget/Revenue 2.5 Sal. Adj.	<i>Inc.</i>
1003	Department Heads	0.00	0.00	0.00	0.00
1004	Wage Plan Employees/PT	14,796.00	15,385.00	16,369.00	984.00
1009	Supervisory	11,735.00	12,568.00	13,050.00	482.00
1010	Wage Plan Employees	186,414.00	191,706.00	197,067.00	5,361.00
1015	Temporary Employees	0.00	0.00	0.00	0.00
1019	Overtime	0.00	0.00	0.00	0.00
1020	Longevity Comp	0.00	0.00	0.00	0.00
1022	Shift Differential	0.00	0.00	0.00	0.00
1116	Matching FICA	15,023.00	15,517.00	16,313.00	796.00
1117	Matching IPERS	19,016.00	19,615.00	20,225.00	610.00
1118	Emp Hospital	63,162.00	63,162.00	58,494.00	(4,668.00)
1121	Life Insurance	277.00	277.00	277.00	0.00
1123	Dental Insurance	1,853.00	1,853.00	1,890.00	37.00
1126	LTD Insurance	512.00	519.00	1,412.00	893.00
1135	Car Allowance	0.00		0.00	0.00
2020	Chemicals & Gases	0.00		0.00	0.00
2301	Food	0.00		0.00	0.00
2320	Custodial Supplies	10,000.00	10,000.00	9,900.00	(100.00)
2601	Office Supplies	500.00	500.00	500.00	0.00
2610	Magazines & Books	300.00	300.00	200.00	(100.00)
2910	Medical/Lab Supplies	31,879.00	28,808.00	30,000.00	1,192.00
2915	Health Services Assist.	0.00		0.00	0.00
2940	Wearing/Safety Appar	0.00		0.00	0.00
2955	Unspecified	0.00		0.00	0.00
3920	Cash Allowances Assist	0.00		0.00	0.00
3945	School Expense Assistance	0.00		0.00	0.00
4005	Official Publications	0.00		0.00	0.00
4020	Typing, Printing & Binding	600.00	600.00	600.00	0.00
4120	Postage & Mailing	2,000.00	1,550.00	1,970.00	420.00
4130	Emp Mileage	250.00	250.00	350.00	100.00
4132	Travel/Expense	1,000.00	1,000.00	750.00	(250.00)
4136	Parking	0.00		0.00	0.00
4140	Telephone/Telegraph	2,220.00	1,840.00	1,390.00	(450.00)
4201	Professional Service	11,000.00	14,314.00	3,600.00	(10,714.00)
4220	School of Instructions	500.00	500.00	300.00	(200.00)
4233	Well Testing/Abandon	0.00		0.00	0.00
4301	Natural & LP Gas	7,106.00	7,695.00	0.00	(7,695.00)
4302	Water/Garbage	0.00		0.00	0.00
4410	Building Maintenance	15,000.00	15,500.00	16,000.00	500.00
4420	Equipment Maintenance	1,200.00	1,200.00	1,200.00	0.00
4440	Motor Vehicle Expense	23,000.00	22,000.00	17,000.00	(5,000.00)
4460	Radio & Related Equipmen	0.00		0.00	0.00
4475	Maintenance Contracts	6,743.00	5,618.00	6,488.00	870.00
4501	Rent	14,960.00	13,680.00	13,680.00	0.00
4620	Liability/Prop. Ins. Pr	6,732.00	5,472.00	5,472.00	0.00
4801	Dues/Memberships	0.00		0.00	0.00
6105	Buildings	0.00		0.00	0.00
6360	Ofc. Equip/Furn.	0.00	750.00	0.00	(750.00)
6385	Lease Purchase Agreeem	0.00		0.00	0.00
	TOTAL	447,778.00	452,179.00	434,497.00	(17,682.00)
	REVENUE				
	Health Fund	361,940.00	369,179.00	347,497.00	(21,682.00)
	Lab Fees	69,000.00	69,000.00	69,000.00	0.00
	Blood Lead Testing	14,838.00	11,000.00	13,000.00	2,000.00
	Building Services Misc.	2,000.00	3,000.00	5,000.00	2,000.00
		447,778.00	452,179.00	434,497.00	(17,682.00)

FY 2016-17 PROPOSED BUDGET

12/4/2015

3018 NUTRITION		FY 2014-15 Budget/Revenue 1.5% Sal. Adj. Proposed	FY 2015-16 Budget/Revenue 2.0% Sal. Adj. Proposed	PROPOSED FY 2016-17 Budget/Revenue 2.5% Sal. Adj.	<i>Inc.</i>
1003	Department Heads	0.00	0.00	0.00	0.00
1004	Wage Plan Employees/PT	0.00	1,786.00	1,823.00	37.00
1009	Supervisory	3,566.00	7,275.00	0.00	(7,275.00)
1010	Wage Plan Employees	0.00	0.00	1,569.00	1,569.00
1015	Temporary Employees	0.00	0.00	0.00	0.00
1019	Overtime	0.00	0.00	0.00	0.00
1020	Longevity Comp	0.00	0.00	0.00	0.00
1022	Shift Differential	0.00	0.00	0.00	0.00
1116	Matching FICA	260.00	660.00	254.00	(406.00)
1117	Matching IPERS	318.00	809.00	303.00	(506.00)
1118	Emp Hospital	780.00	1,560.00	506.00	(1,054.00)
1121	Life Insurance	3.00	7.00	2.00	(5.00)
1123	Dental Insurance	23.00	46.00	14.00	(32.00)
1126	LTD Insurance	7.00	14.00	11.00	(3.00)
1135	Car Allowance	0.00			0.00
2020	Chemicals & Gases	0.00			0.00
2301	Food	0.00			0.00
2320	Custodial Supplies	0.00			0.00
2601	Office Supplies	0.00			0.00
2610	Magazines & Books	0.00			0.00
2910	Medical/Lab Supplies	0.00			0.00
2915	Health Services Assist.	100.00			0.00
2940	Wearing/Safety Appar	0.00			0.00
2955	Unspecified	0.00			0.00
3920	Cash Allowances Assist	0.00			0.00
3945	School Expense Assistance	0.00			0.00
4005	Official Publications	0.00			0.00
4020	Typing, Printing & Binding	0.00			0.00
4120	Postage & Mailing	0.00	20.00		(20.00)
4130	Emp Mileage	23.00	49.00	218.00	169.00
4132	Travel/Expense	0.00	50.00	100.00	50.00
4136	Parking	0.00			0.00
4140	Telephone/Telegraph	0.00			0.00
4201	Professional Service	6,820.00			0.00
4220	School of Instructions	100.00		200.00	200.00
4233	Well Testing/Abandon	0.00			0.00
4301	Natural & LP Gas	1,608.00			0.00
4302	Water/Garbage	0.00			0.00
4410	Building Maintenance	0.00			0.00
4420	Equipment Maintenance	0.00			0.00
4440	Motor Vehicle Expense	0.00			0.00
4460	Radio & Related Equipmen	0.00			0.00
4475	Maintenance Contracts	0.00			0.00
4501	Rent	0.00			0.00
4620	Liability/Prop. Ins. Pr	0.00			0.00
4801	Dues/Memberships	0.00			0.00
6105	Buildings	0.00			0.00
6360	Ofc. Equip/Furn.	0.00			0.00
6385	Lease Purchase Agreem	0.00			0.00
	TOTAL	13,608.00	12,276.00	5,000.00	(7,276.00)
	REVENUE				
	Health Fund	6,608.00	5,000.00	5,000.00	0.00
	Nutrition Program	7,000.00	7,276.00	0.00	(7,276.00)
		13,608.00	12,276.00	5,000.00	(7,276.00)

FY 2016-17 PROPOSED BUDGET

12/14/2015

3021 ENVIRONMENTAL		FY 2014-15 Budget/Revenue 1.5% Sal. Adj. Proposed	FY 2015-16 Budget/Revenue 2.0% Sal. Adj. Proposed	PROPOSED FY 2016-17 Budget/Revenue 2.5% Sal. Adj.	<i>Inc.</i>
1003	Department Heads	0.00	0.00	0.00	0.00
1004	Wage Plan Employees/PT	0.00	0.00	0.00	0.00
1009	Supervisory	69,344.00	70,731.00	72,499.00	1,768.00
1010	Wage Plan Employees	356,549.00	357,840.00	351,325.00	(6,515.00)
1015	Temporary Employees	2,604.00	3,199.00	5,446.00	2,247.00
1019	Overtime	0.00	0.00	0.00	0.00
1020	Longevity Comp	0.00	0.00	0.00	0.00
1022	Shift Differential	0.00	0.00	0.00	0.00
1116	Matching FICA	31,208.00	31,179.00	30,335.00	(844.00)
1117	Matching IPERS	38,032.00	38,271.00	37,847.00	(424.00)
1118	Emp Hospital	108,659.00	121,801.00	132,220.00	10,419.00
1121	Life Insurance	534.00	534.00	537.00	3.00
1123	Dental Insurance	3,116.00	3,116.00	3,197.00	81.00
1126	LTD Insurance	1,069.00	1,063.00	2,971.00	1,908.00
1135	Car Allowance	0.00			0.00
2020	Chemicals & Gases	1,000.00	1,000.00	1,000.00	0.00
2301	Food	0.00			0.00
2320	Custodial Supplies	0.00			0.00
2601	Office Supplies	4,100.00	4,000.00	3,000.00	(1,000.00)
2610	Magazines & Books	1,000.00	1,000.00	500.00	(500.00)
2910	Medical/Lab Supplies	0.00			0.00
2915	Health Services Assist.	3,000.00	4,958.00	3,000.00	(1,958.00)
2940	Wearing/Safety Appar	0.00			0.00
2955	Unspecified	1,500.00	1,500.00	1,500.00	0.00
3920	Cash Allowances Assist	0.00			0.00
3945	School Expense Assistance	0.00			0.00
4005	Official Publications	1,000.00	1,000.00	1,000.00	0.00
4020	Typing, Printing & Binding	5,000.00	5,000.00	5,000.00	0.00
4120	Postage & Mailing	2,000.00	2,500.00	2,700.00	200.00
4130	Emp Mileage	500.00	501.00	500.00	(1.00)
4132	Travel/Expense	2,000.00	2,000.00	2,000.00	0.00
4136	Parking	100.00	100.00	100.00	0.00
4140	Telephone/Telegraph	4,170.00	7,560.00	3,760.00	(3,800.00)
4201	Professional Service	4,844.00	5,740.00	2,000.00	(3,740.00)
4220	School of Instructions	6,500.00	6,000.00	5,000.00	(1,000.00)
4233	Well Testing/Abandon	0.00			0.00
4301	Natural & LP Gas	3,508.00	4,950.00	0.00	(4,950.00)
4302	Water/Garbage	0.00			0.00
4410	Building Maintenance	2,500.00	1,000.00	1,000.00	0.00
4420	Equipment Maintenance	2,000.00	1,000.00	1,000.00	0.00
4440	Motor Vehicle Expense	43,244.00	46,279.00	45,429.00	(850.00)
4460	Radio & Related Equipmen	0.00			0.00
4475	Maintenance Contracts	5,800.00	5,310.00	6,080.00	770.00
4501	Rent	7,200.00	8,800.00	8,800.00	0.00
4620	Liability/Prop. Ins. Pr	3,240.00	3,520.00	3,520.00	0.00
4801	Dues/Memberships	0.00			0.00
6105	Buildings	0.00			0.00
6360	Ofc. Equip/Furn.	10,500.00	3,000.00	3,000.00	0.00
6385	Lease Purchase Agreem	0.00			0.00
	TOTAL	725,821.00	744,452.00	736,266.00	(8,186.00)
	REVENUE				
	Health Fund	296,821.00	299,452.00	278,266.00	(21,186.00)
	Fee/Licenses	175,000.00	175,000.00	175,000.00	0.00
	Multi-County	220,000.00	235,000.00	255,000.00	20,000.00
	Adm. Fee	34,000.00	35,000.00	28,000.00	(7,000.00)
		725,821.00	744,452.00	736,266.00	(8,186.00)

**WOODBURY COUNTY, IOWA
BOARD ADMINISTRATION
MEMORANDUM**

TO: Board of Supervisors
FROM: Karen James, Administrative Coordinator
DATE: December 7, 2015
RE: Farm Receipt

Attached to this memo is a copy of the check received from Tony and Kim Kohn for:

Land Contract	\$46,296.25
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Thank you.