



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(MARCH 29, 2016) (WEEK 13 OF 2016)

Agenda and Minutes also available at
www.woodburycountyiowa.gov

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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held March 29, 2016 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, 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 first or 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

- 4:30 p.m. 1. Call Meeting to Order - Pledge of Allegiance to the Flag - Moment of Silence
2. Citizen Concerns Information
3. Approval of the agenda March 29, 2016 Action
4. Approval of the minutes of the March 22, 2016 meeting Action
5. Discussion and approval of claims Action
6. Human Resources - Ed Gilliland
a. Approval of Memorandum of Personnel Transactions Action
b. Authorization to temporarily extend hours for existing position Action
c. AED Defibrillator pads, CPR cards and supplies and First Aid supplies, discussion and action Action
7. Board Administration - Karen James
Approval of resolution approving petition for suspension of taxes through the redemption process for M. H. Action
8. Planning/Zoning - John Pylelo
Hold public hearing; and for the third reading and adoption for a text amendment to Woodbury County's Zoning Ordinance as authorized under 2.02:3 Action

- |   |        |
|---|--------|
| 9. Secondary Roads – Mark Nahra   |        |
| a. Receive and consider bids for project number HC 11-9 and HC 11-10                          | Action |
| b. Consideration of permits for work within the highway right of way for Michael Miltenberger | Action |
| c. Consideration of permits for work within the highway right of way for Leo Jochum           | Action |
| d. Consideration of award for a quotation for corrugated metal pipe culverts for 2016         | Action |
| e. Consideration of permits for work within the highway right of way for Kelvin Patrick       | Action |
| 10. Board of Supervisors – Mark Monson  |        |
| Discussion and action of three vehicles in Woodbury County Mental Health                      | Action |

**Recess Board of Supervisors meeting  
Convene Wolf Creek Drainage District Meeting**

- |  |        |
|--|--------|
| 11. Approval of minutes from March 22, 2016, meeting                               | Action |
| 12. Consideration of approval of a work order for the Wolf Creek Drainage District | Action |

**Adjourn Wolf Creek Drainage District Meeting  
Continue Board of Supervisors meeting**

- |                                   |             |
|-----------------------------------|-------------|
| 13. Chairman's Report             | Information |
| a. Response to blizzard           |             |
| b. Long Range Planning session    |             |
| 14. Reports on Committee Meetings | Information |
| 15. Citizen's Concerns            | Information |
| 16. Board Concerns and Comments   | Information |

**ADJOURNMENT**

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

<b>MONDAY, APRIL 4</b>	<b>6:00 p.m.</b>	Board of Adjustment meeting, Board of Supervisors' Chambers
<b>TUESDAY, APRIL 5</b>	<b>4:45 p.m.</b>	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
<b>WEDNESDAY, APRIL 6</b>	<b>12:00 noon</b>	District Board of Health Meeting, 1014 Nebraska St.
<b>THURSDAY, APRIL 7</b>	<b>5:00 p.m.</b>	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
<b>WEDNESDAY, APRIL 13</b>	<b>8:05 a.m.</b>	Woodbury County Information Communication Commission, Board of Supervisors' Chambers
<b>THURSDAY, APRIL 14</b>	<b>7:00 p.m.</b>	Siouxland Mental Health Center, Board Meeting, 625 Court Street
	<b>12:00 p.m.</b>	SIMPCO Board of Directors, 1122 Pierce St, Sioux City, Iowa
<b>MONDAY, APRIL 18</b>	<b>4:30 p.m.</b>	Community Action Agency of Siouxland Board Meeting, 2700 Leech
<b>WEDNESDAY, APRIL 20</b>	<b>10:00 a.m.</b>	Senior Center Board of Directors Meeting, 313 Cook Street
	<b>12:00 noon</b>	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202, Sioux City, Iowa
<b>THURSDAY, APRIL 21</b>	<b>11:00 a.m.</b>	Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St., Sioux City, Iowa
<b>MONDAY, MAY 2</b>	<b>6:00 p.m.</b>	Board of Adjustment meeting, Board of Supervisors' Chambers
<b>TUESDAY, MAY 3</b>	<b>4:45 p.m.</b>	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
<b>WEDNESDAY, MAY 4</b>	<b>12:00 noon</b>	District Board of Health Meeting, 1014 Nebraska St.
<b>THURSDAY, MAY 5</b>	<b>5:00 p.m.</b>	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park

**The following Boards/Commission have vacancies:** Commission To Assess Damages - Category A, Category B, Category C and Category D

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

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

**MARCH 22, 2016 —TWELFTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, March 22, 2016 at 3:45 p.m. Board members present were Monson, Ung, Smith, Taylor, and Clausen. Staff members present were Dennis Butler, Budget Tax Analyst, Karen James, Board Administrative Coordinator, Ed Gilliland, Human Resources Director and Patrick Gill, Auditor/Clerk to the Board.

1. Motion by Monson second by Clausen to go into closed session per Iowa Code Section 21.5(1)(c). Carried 5-0 on roll-call vote.  
  
Motion by Monson second by Ung to go out of closed session per Iowa Code Section 21.5(1)(c). Carried 5-0 on roll-call vote.  
  
Motion by Monson second by Clausen to authorize counsel to proceed as directed in the previous executive session. Carried 5-0 on a roll call vote.
2. The meeting was called to order with the Pledge of Allegiance to the Flag and a Moment of Silence.
3. There were no citizen concerns.
4. Motion by Monson second by Smith to approve the Agenda as submitted for March 22, 2016. Carried 5-0. Copy filed.
5. Motion by Ung second by Taylor to approve the minutes of the March 15, 2016 Board meeting. Carried 5-0. Copy filed.
6. Motion by Ung second by Monson to approve the claims totaling \$459,901.98. Carried 5-0. Copy filed.
- 7a. Motion by Smith second by Clausen to approve the reclassification of Abby Riesberg, Motor Vehicle Clerk II, County Treasurer Dept., effective 4-03-16, \$17.68/hour, 5%=\$.92/hour. Per AFSCME Courthouse Contract agreement, from Grade 3/Step 3 to Grade 3/Step 4; and the reclassification of Andrew Britton, P/T Youth Worker, Juvenile Detention Dept., effective 4-09-16, \$18.85/hour, 3%=\$.63/hour. Per AFSCME Juvenile Detention Contract agreement, from Grade 1/Step 2 to Grade 1/Step 3. Carried 5-0. Copy filed.
- 7b. Motion by Monson second by Ung to authorize the Chairperson to sign the Authorization to initiate the hiring process for Admin. Assistant, Human Resources Dept., Wage Plan Matrix: \$45,760/year.; and Senior Clerk, Human Resources Dept., Wage Plan comparability with AFSCME Courthouse Contract (Pay Grade 4): \$17.50/hour. Carried 5-0. Copy filed.
- 7c. Motion by Clausen second by Monson to approve the De-Authorization the Safety Risk Coordinator (de-authorize to authorize Human Resource Admin. Assistant), Human Resources Dept.; the Clerk II (De-authorize to authorize Human Resources Senior Clerk), Human Resources Dept.; and the Asst. Director, Human Resources Dept. Carried 5-0. Copy filed.
- 8b. A public hearing was held at 4:35 p.m. for sale of parcel #113596, 1012 ½ Dubuque St. The Chairperson called on anyone wishing to be heard.  
  
Motion by Clausen second by Ung to close the public hearing. Carried 5-0.  
  
Motion by Clausen second by Smith to approve and authorize the Chairperson to sign a Resolution for the sale of this parcel to Richard Sands, 1018 Dubuque St., Sioux City, for real estate parcel #113596, 1012 ½ Dubuque St. for \$132.00 plus recording fees. Carried 5-0.

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

**By Richard Sands** in the sum of One Hundred Thirty-Two Dollars & 00/100 (\$132.00)-----  
-----dollars.

For the following described real estate, To Wit:

**Parcel #113596**

**The vacated north/south alley abutting Lot 3, Block 19, Coles Addition to Sioux City, Woodbury County, Iowa (1012 ½ Dubuque 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 22<sup>nd</sup> Day of March, 2016.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 8a. Motion by Monson second by Ung to approve lifting of tax suspension for Kathleen Casper, 1925 S. Pomegranite St., Sioux City, parcel #884705143016. Carried 5-0. Copy filed
- 8c. Motion by Monson second by Smith to approve and authorize the Chairperson to sign a Resolution setting the public hearing and sale date of parcel #280651, 3303 Alberta Ave, Sioux City. Carried 5-0.

**RESOLUTION #12,346  
NOTICE OF PROPERTY SALE**

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

**Lot Two Block Eighteen, Kelly Park Addition, City of Sioux City, Woodbury County, Iowa (3303 Alberta Ave)**

**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 **5<sup>th</sup> Day of April, 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 **5<sup>th</sup> Day of April, 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 \$250.00** plus recording fees.

Dated this 22<sup>nd</sup> Day of March, 2016.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

9a. A public hearing was held at 4:40 p.m. for opening of bids for corrugated metal culvert pipes for 2016.

The bids are as follows:

Contech, Ankeny, IA	\$102,221.32
Metal Culverts Inc., Jefferson City, MO	\$99,572.33

Motion by Clausen second by Monson to receive the bids and submit them to Secondary Roads for review and recommendation. Carried 5-0. Copy filed.

9b. Motion by Monson second by Ung to award the quotation for spring 2016 gravel hauling to Hallet Materials for \$159,333.00. Carried 5-0. Copy filed.

9c. Motion by Monson second by Clausen to approve the plans for project #FEMA Site 11—73-97. Carried 5-0. Copy filed.

9d. Motion by Smith second by Ung to approve permit to work in the Highway Right of Way for K & L Construction. Carried 5-0. Copy filed.

10a. Motion by Monson second by Smith to approve \$500 from the Rural Economic Development Department budget to support the local match of the Iowa Small Business Development Center at Western Iowa Tech Community College in their Iowa Board of Regents Innovation Fund grant application. Carried 4-1; Ung opposed. Copy filed.

10b. David Gleiser, Rural Economic Development Director, provided an update on Rural Woodbury County Development Committee & Rural Economic Development Needs Assessment Survey. Copy filed.

10c. Motion by Monson second by Ung to approve and authorize the Chairperson to sign IEDA contract 15-DF/TC-019 for AGP. Carried 5-0. Copy filed.

11a. Motion by Taylor second by Ung to defer action to approve the Hydronic System Steam Trap study as outlined by Resource Consulting Engineers. Carried 5-0. Copy filed.

11b. Motion by Monson second by Taylor to approve to upgrade offices & public meeting room audio/video equipment. Carried 3-2 on a roll call vote; Clausen and Smith opposed. Copy filed.

12. A public hearing was held for the 2<sup>nd</sup> reading for a text amendment to Woodbury County's zoning ordinance as authorized under Section 2.02:3.

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

Motion by Monson second by Taylor to approve the 2<sup>nd</sup> reading of the zoning ordinance amendment language on attached Exhibit "A". Carried 4-1 on a roll call vote; Clausen opposed. Copy filed.

13. Dennis Butler presented an update of the FY 2017 adopted budget. Copy filed.

The Board recessed for a meeting of the Wolf Creek Drainage District.

The Supervisors meeting was called back to order.

15. The Chairperson reported on day to day activities.

16. The Board members reported on their committee meetings.

17. There were no citizen concerns.

18. Board concerns and comments.

The Board adjourned the regular meeting until March 29, 2016.

Meeting sign in sheet. Copy filed.

#6a

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQ**

Date: 03-24-16

Weekly Agenda Date: 03-29-16

DEPARTMENT HEAD / CITIZEN: <u>Ed Gilliland</u>		
SUBJECT: <u>Memorandum of Personnel Transactions</u>		
<b>ACTION REQUIRED:</b>		
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 checked="" type="checkbox"/>

**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: March 29, 2016

**\* PERSONNEL ACTION CODE:**

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

**TO: WOODBURY COUNTY BOARD OF SUPERVISORS**

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Pickering, Austin	County Sheriff	11-20-15	Sheriff Reserve Officer	\$15.00/hour		A	Per Sheriff Drew, for designated events only.
Pickering, Skylar	County Sheriff	11-23-15	Sheriff Reserve Officer	\$15.00/hour		A	Per Sheriff Drew, for designated events only.
Brown, Michael	County Sheriff	3-24-16	Sheriff Reserve Officer			S	Resignation.
Edwards, Caleb	County Sheriff	3-24-16	Sheriff Reserve Officer			S	Resignation.
Martin, Travis	County Sheriff	3-24-16	Sheriff Reserve Officer			S	Resignation.
Abell, Tonia	Human Resources	3-28-16	Senior Clerk	\$17.50/hour		P	Promotion from Clerk II to Senior Clerk.
Thomas, Melissa	Human Resources	3-28-16	Admin. Assistant	\$45,760/year		P	Promotion from Safety Risk Coord. to Admin. Assistant.
Whitehouse, Eileen	County Treasurer	5-06-16	Clerk II			S	Retirement.

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  
**SUBJECT:** Memorandum of Personnel Transactions  
**DATE:** March 29, 2016

For the March 29, 2016 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

- 1) County Sheriff (2) Reserve Officers, Appointments.
- 2) County Sheriff (3) Reserve Officers, Resignations.
- 3) Human Resources Clerk II, Promotion to Senior Clerk.
- 4) Human Resources Safety Risk Coordinator, Promotion to Admin. Assistant.
- 5) County Treasurer Clerk II, Retirement.

Thank you

#6b

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

Date: March 24, 2016

Weekly Agenda Date: March 29, 2016

DEPARTMENT HEAD / CITIZEN: Mark Olsen-Juvenile Detention Center

SUBJECT: Part-Time Male to Temporary F.T. Status

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**WORDING FOR AGENDA ITEM:** Authorization to Temporarily Extend Hours for Existing Position.

**EXECUTIVE SUMMARY:** The WCJDC is requesting permission to transfer one part-time male youth worker to temporary full-time status to provide adequate coverage until injured employees are able to return back to work.

**BACKGROUND:** I currently have two full-time male positions out of work due to non-work related injuries. Leave for one male could be another month or longer and the other will be up to August. I will also have on full-time female youth-worker going on family leave of eight – ten weeks. Staff will be requesting as many holidays as possible prior to the contractually agreed upon June 10<sup>th</sup> date. Coverage with current personnel has been difficult and has pushed employee's to a burn out state due to the necessity for over-time while creating a safety and security concern.

**FINANCIAL IMPACT:** Little impact. Because it will be a temporary position (90 days) the individual will not be required to earn benefits. The only additional cost will be the addition of two work days to their current twenty four hour pay period, but these are hours someone else would have worked, likely at a slightly higher rate.

**RECOMMENDATION:** Requesting permission to internally temporarily transfer one part-time male to full time status to meet licensing ratio, provide adequate safety and security measures, and to reduce the amount of over-time used to cover the open shifts.

**ACTION REQUIRED:** Authority to make transfer.

*Approved by Board of Supervisors March 3, 2015.*

**HUMAN RESOURCES DEPARTMENT  
WOODBURY COUNTY, IOWA**

DATE: March 29, 2016

**AUTHORIZATION TO EXTEND HOURS FOR EXISTING POSITION**

<b>DEPARTMENT</b>	<b>POSITION</b>	<b>ENTRY LEVEL</b>	<b>APPROVED</b>	<b>DISAPPROVED</b>
Juvenile Detention	Youth Worker P/T to F/T Hours Temporary-90 days	Current Wage		

\_\_\_\_\_  
Chairman, Board of Supervisors

#6C

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

Date: 03-24-16

Weekly Agenda Date: 03-29-16

DEPARTMENT HEAD / CITIZEN: <u>Ed Gilliland</u>		
SUBJECT: <u>AED Defibrillator Pads, CPR and First Aid Supplies</u>		
<b>ACTION REQUIRED:</b>		
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:** AED Defibrillator Pads, CPR cards and supplies, and First Aid Supplies, Discussion and Action.

**EXECUTIVE SUMMARY:** In the past HR had a grant to pay for First Aid Supplies and for the AED Defibrillator Pads. We are not aware of such funding at this time. We do not think it makes sense for us to bear the financial burden for each department. We are looking for guidance as to the appropriate account for this expense and the Board's willingness to place the expense with the appropriate department.

**BACKGROUND:** In the past HR had a grant to pay for First Aid Supplies and for the AED Defibrillator Pads. We are not aware of such funding being available. We do not think it makes sense for us to bear the financial burden for each department. It seems no one wants to fund the expense themselves and all seem to want the expense allocated to another fund source. The funding was a grant based reimbursement, the grant is no longer available, it was never an HR based expense. The first aid supplies include things like ibuprofen.

**FINANCIAL IMPACT:** We do not have funding for the First Aid Supplies nor the AED Defibrillator Pads in our budget. The AED Defibrillator Pads are about \$160 a set (\$96.45 Adult and \$62.25 Child). First Aid Supplies are expensive, but are necessary for the employees.

**RECOMMENDATION:** Please help us find a source for these expenses or the proper account to allocate them to.

**ACTION REQUIRED/PROPOSED MOTION:** New funding source or proper allocation to the individual departments.

*Approved by Board of Supervisors March 3, 2015.*

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RI**

#7

Date: March 25, 2016

Weekly Agenda Date: March 29, 2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Karen James, Administrative Coordinator

SUBJECT: Tax Suspension\_\_\_\_\_

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**WORDING FOR AGENDA ITEM:** Approval of resolution approving petition for suspension of taxes through the redemption process for M. H.

**EXECUTIVE SUMMARY:** According to Code of Iowa 447.9(3) "the County has the right of redemption on tax sale certificates sold to private entities for owner-occupied parcels if the person is unable to contribute to the public revenue, files a petition stating that fact and giving a statement of parcels." "Taxes charged and paid by the tax-levying or tax certifying body in this manner shall be treated as suspended taxes..." A petition has been received under this code section for the Board to consider by Margaret Hemmelrick as the titleholder of a property located at 323 S. Dorman, Sioux City, Iowa

The redemption would be handled in the following manner:

The County would issue a warrant for the total amount of taxes, interest and certificate redemption fee. The County Treasurer will take this warrant, process the redemption and reimburse the private purchaser, will cancel the original receipts paid at the June tax sale, then a miscellaneous receipt will be issued to Woodbury County for the reimbursement of the taxes only to the General Basic fund. This receipt would debit the appropriate taxing bodies.

The actual cost to redeem this property will be \$3,928.96

If the Board approves this redemption process, the Board may want to consider the attached resolution stating that this redemption is for the purpose of a tax suspension.

**BACKGROUND:**

**FINANCIAL IMPACT:**

**RECOMMENDATION:**

**ACTION REQUIRED / PROPOSED MOTION:** Motion to approve resolution for a suspension of taxes through the redemption process for M. H.

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

# 8

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUI**

Date: March 24, 2016

Weekly Agenda Date: March 29, 2016

DEPARTMENT HEAD / CITIZEN: John Pylelo, Director of Planning and Zoning

SUBJECT: Amendment of Woodbury County Zoning Ordinances

**ACTION REQUIRED:**

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

**WORDING FOR AGENDA ITEM:** Hold public hearing; and for the 3rd reading and adoption for a text amendment to Woodbury County's zoning ordinance as authorized under Section 2.02:3.

**EXECUTIVE SUMMARY:** On March 15th and 22nd, 2016 your Board held public hearings and accepted the Zoning Commission recommendation on this agenda item. No public testimony was offered at either of the hearings.

In the latter part of 2015 your Board directed the Planning and Zoning Department and your county's Zoning Commission to study the impact of county ordinances applicable to smaller over the road trucking operations. The study was to be limited to those trucking operations located on parcels qualifying under the zoning ordinance's home occupation use tests. Your Board specifically asked for a study of the impact of one of the home occupation test restrictions which states vehicles and equipment related to the business operation cannot be viewed from outside the parcel. The Planning and Zoning Director has previously reported the Commission's study recommendation to your Board. Your Board then directed the Zoning Commission to proceed toward adoption of the language within the recommendation.

The Commission held the requisite public hearing on February 22, 2016. Significant public testimony was submitted at the hearing from citizens, and a legal representative, requesting the ordinances remain unchanged. Significant public testimony was also offered from citizens supporting the recommended ordinance language change which would grant the potential for the specified relief.

After considering the February 22<sup>nd</sup> public testimony the Commission voted to make no changes in their initial study recommendation to your Board that certain ordinance text amendments be made. Those language changes recommended are within the zoning ordinance amendment document attached and marked Exhibit "A".



**CITIZEN IMPACT:** If enacted an opportunity for conditional use permit approval by the Board of Adjustment would be put in place for those citizens operating smaller over the road trucking companies from their residences. The potential would then exist for the trucking operation to become compliant with zoning ordinances even though business vehicles are visible from any off parcel location.

**FINANCIAL IMPACT:** \$350.00; primarily for legal publication and misc. administrative and meeting fees. All costs are budgeted.

**RECOMMENDATION:** The Planning and Zoning Commission and the County's zoning staff recommend adoption of the ordinance language within Exhibit "A".

**ACTION REQUIRED:**

- 1.) To open, hold and then close the public hearing on this agenda item;
- 2.) A motion to accept the Zoning Commission's and staff's recommendation on this agenda item and to approve the 3rd reading of the zoning ordinance amendment language on attached Exhibit "A".
- 3.) A motion to approve the amendments proposed within Exhibit "A".

ORDINANCE NO. 39.

WOODBURY COUNTY, IOWA

AN ORDINANCE AMENDING PORTIONS OF SECTION 3.01:4 ENTITLED *LAND USE SUMMARY TABLE OF ALLOWED USES IN EACH ZONING DISTRICT*; AND SECTION 6.02: ENTITLED *DEFINITIONS OF THE WOODBURY COUNTY, IOWA ZONING ORDINANCES*.

NOW, THEREFORE, BE IT ENACTED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA THAT THE BELOW ZONING ORDINANCE LANGUAGE AMENDMENTS BE MADE:

Amendment #1 –

On page 32: To add the following line item use language within zoning ordinance Section 3.01:4 *Land Use Summary Table of Allowed Uses in each Zoning District*:

*“Truck Terminals (Home Occupation Use)”*. With placement of the letter **“C”** within the AP (Agricultural Preservation) and AE (Agricultural Estates) zoning districts columns of the table related to this line item use.

Amendment #2 –

On page 38: To change the following line item use language within zoning ordinance Section 3.01:4 *Land Use Summary Table of Allowed Uses in each Zoning District*:

Remove *“Truck Terminals”* and replace with *“Truck Terminals (Non-Home Occupation Use)”*

Amendment #3: On page 93: To add the following language within Section 6.02: *Definitions* as item 6.02:168.01.

*"Truck Terminal Operation (Home Occupation Use). A truck terminal operation meeting all Section 4.14 home occupation use tests except the test listed at subsection 4.14:4 stating home occupation and employee vehicles shall be stored either in a building or screened from a public or private road or from adjacent property."*

Adopted this 29<sup>th</sup> Day of March, 2016

By: \_\_\_\_\_  
Larry Clausen, Supervisor Dated

By: \_\_\_\_\_  
Mark Monson, Supervisor Dated

By: \_\_\_\_\_  
Jaclyn Smith, Supervisor Dated

By: \_\_\_\_\_  
Jeremy Taylor, Chairman Dated

By: \_\_\_\_\_  
Matthew Ung, Supervisor Dated

ATTEST: \_\_\_\_\_  
Patrick Gill, Auditor

1<sup>st</sup> Reading: March 15, 2016  
2<sup>nd</sup> Reading: March 22, 2016  
3<sup>rd</sup> Reading and Adoption: March 29, 2016  
Effective Date: Upon Publication

#9a

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE**

Date: March 24, 2016

Weekly Agenda Date: March 29, 2016

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

SUBJECT: **Receive and Consideration of award of bids for project number HC – 11-9 and HC – 11-10.**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**Consideration**

**WORDING FOR AGENDA ITEM:** Receive and consider bids for project number HC 11-9 and HC 11-10.

**EXECUTIVE SUMMARY:** These projects were necessitated by damage to county infrastructure during the June 2014 flood. The projects involve repairs and improvements to grade control structures.

**BACKGROUND:** The projects are a continuation of the repair program necessitated by damage to county infrastructure during the June 2014 flood.

**FINANCIAL IMPACT:** This project is paid for by a combination of FEMA, Hungry Canyons and local secondary road fund dollars.

**RECOMMENDATION:** Recommend that we receive bids and allow engineer to review them and make an award recommendation.

**ACTION REQUIRED/MOTION PROPOSED:** Motion to receive the bids and direct the county engineer to evaluate the bids and return with a recommendation for award.

*Approved by Board of Supervisors March 3, 2015.*

#9b

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REC**

Date: March 24, 2016

Weekly Agenda Date: March 29, 2016

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

SUBJECT: **Consideration of permit to work in the Highway Right of Way.**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**Consideration X**

**WORDING FOR AGENDA ITEM:** Consideration of permits for work within the Highway Right of Way for Michael Miltenberger.

**EXECUTIVE SUMMARY:** Permittee requested a permit to work in the right of way of Dallas Avenue and Delaware Avenue to allow the property owner to clean out the points where his field ditches drain out to the county road ditch. Each site will be less than 100 feet in length.

**BACKGROUND:** Work in ROW requires permit by Board of Supervisors per section 318.8 of the Code of Iowa.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Recommend approval of application.

**ACTION REQUIRED/PROPOSED MOTION:** Motion to approve permit to work in the Highway Right of Way for Michael Miltenberger.

*Approved by Board of Supervisors March 3, 2015.*



# Woodbury County Secondary Roads Department

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

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

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

SECRETARY  
Tish Brice  
tbrice@sioux-city.org

## WOODBURY COUNTY SECONDARY ROAD DEPARTMENT PERMIT & AGREEMENT TO PERFORM WORK WITHIN WOODBURY COUNTY RIGHT OF WAY

Name of Permittee: Michael Mittenberger Phone No.: 253 4384

Mailing Address: 1851 310<sup>th</sup> ST.

Township: Sloan Section: 18

Woodbury County, State of Iowa, and Michael Mittenberger (hereinafter referred to as property owner, organization or authorized representative) do hereby enter into the following permit and agreement:

1. Woodbury County hereby consents to and grants permission to the property owner, organization or authorized representative, to conduct the following described construction or activities within the right-of-way:

west side of Dallas Av. from 310 north 1/2 mile. East side of Dallas Av. from 310 south 1 mile. West side of Delaware Av. from 310 south 1 mile. - spot cleaning ditches coming out of fields.

2. In consideration of Woodbury County granting said permission and consent, the property owner, organization or authorized representative hereby promises and agrees to the following:

A. The applicant shall carry on the construction, repair and maintenance with serious regard to the safety of the traveling public and adjacent property owners.

B. The property owner, organization or authorized representative, at his/her own expense, shall provide all safety measures and warning devices necessary to protect the traveling public such as but not limited to, signs, lights, and barricades during the day and at night if the roadway will be obstructed. Traffic protection shall be in accordance with Part VI of the current Manual on Uniform Traffic Control Devices for Streets and Highways. The Department will loan the required signs to the applicant who shall be responsible for placing the signs and covering or removing when not in use, removal after the work has been completed, and return of the Department owned signs to the Department maintenance facility from which obtained. The applicant shall be responsible for correctly using signs as needed while work is in progress. Flagging operations are the responsibility of the applicant.

C. In placing any drainage structure, no natural drainage course will be altered or blocked.

D. The finished project shall be left in a satisfactory condition subject to the approval of the County Engineer. The traveled portion of the roadway shall not be damaged or disturbed. The property owner, organization or authorized representative assumes all liability and agrees to reimburse Woodbury County for any damage to the roadway or ditch caused by placement of this structure. Permittee is to call County Engineer for upon completion for final inspection.

E. The property owner, organization or authorized representative shall notify all appropriate telephone and utility companies in advance of any excavation and shall check for underground electric or telephone lines.

#9c

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

Date: March 24, 2016

Weekly Agenda Date: March 29, 2016

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

SUBJECT: **Consideration of permit to work in the Highway Right of Way.**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**Consideration X**

**WORDING FOR AGENDA ITEM:** Consideration of permits for work within the Highway Right of Way for Leo Jochum.

**EXECUTIVE SUMMARY:** Permittee requested a permit to work in the right of way of Jason Avenue to allow the property owner to close the road temporarily to allow them to pump manure to a field east of their hog confinement.

**BACKGROUND:** Work in ROW requires permit by Board of Supervisors per section 318.8 of the Code of Iowa.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Recommend approval of application.

**ACTION REQUIRED/PROPOSED MOTION:** Motion to approve permit to work in the Highway Right of Way for Leo Jochum.

*Approved by Board of Supervisors March 3, 2015.*



# Woodbury County Secondary Roads Department

759 E. Frontage Road • Merville, Iowa 51039  
Telephone (712) 279-6484 • (712) 875-3215 • Fax (712) 875-3255

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

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

SECRETARY  
Tish Brice  
tbrice@sioux-city.org

## WOODBURY COUNTY SECONDARY ROAD DEPARTMENT PERMIT & AGREEMENT TO PERFORM WORK WITHIN WOODBURY COUNTY RIGHT OF WAY

Name of Permittee: Leo R Jochem Phone No.: 712 251-7183

Mailing Address: 1691 250<sup>th</sup> ST Salix IA

Township: Little Sioux Section: SE Sec 33 SW Sec 34 corner

Woodbury County, State of Iowa, and Anthony Harpenay (hereinafter referred to as property owner, organization or authorized representative) do hereby enter into the following permit and agreement:

1. Woodbury County hereby consents to and grants permission to the property owner, organization or authorized representative, to conduct the following described construction or activities within the right-of-way:

Temporarily close the road at the corner of 335 & Jason Ave for approximately 2 1/2 hrs to the work with pump manure across road. The work will be done within the next 10 days weather permitting.

2. In consideration of Woodbury County granting said permission and consent, the property owner, organization or authorized representative hereby promises and agrees to the following:

A. The applicant shall carry on the construction, repair and maintenance with serious regard to the safety of the traveling public and adjacent property owners.

B. The property owner, organization or authorized representative, at his/her own expense, shall provide all safety measures and warning devices necessary to protect the traveling public such as but not limited to, signs, lights, and barricades during the day and at night if the roadway will be obstructed. Traffic protection shall be in accordance with Part VI of the current Manual on Uniform Traffic Control Devices for Streets and Highways. The Department will loan the required signs to the applicant who shall be responsible for placing the signs and covering or removing when not in use, removal after the work has been completed, and return of the Department owned signs to the Department maintenance facility from which obtained. The applicant shall be responsible for correctly using signs as needed while work is in progress. Flagging operations are the responsibility of the applicant.

C. In placing any drainage structure, no natural drainage course will be altered or blocked.

D. The finished project shall be left in a satisfactory condition subject to the approval of the County Engineer. The traveled portion of the roadway shall not be damaged or disturbed. The property owner, organization or authorized representative assumes all liability and agrees to reimburse Woodbury County for any damage to the roadway or ditch caused by placement of this structure. Permittee is to call County Engineer for upon completion for final inspection.

E. The property owner, organization or authorized representative shall notify all appropriate telephone and utility companies in advance of any excavation and shall check for underground electric or telephone lines.



F. Woodbury County will not assume any of the cost of the construction of the said improvement or structure nor will Woodbury County assume any future costs for maintenance or replacement of said improvement or structure. If in the best interest of Woodbury County, the said improvement or structure may be removed by the County, or may be caused to be removed, without any obligation by Woodbury County to pay damages or cost of replacement.

G. Property owner, organization or authorized representative will reseed and mulch the disturbed areas. Property owner, organization or authorized representative will be responsible for seed, mulch, and labor unless otherwise provided in section L.

H. **The property owner, organization, or authorized representative hereby agrees to hold Woodbury County and the Woodbury County Secondary Road Department, its employees and agents harmless against any and all claims for damages and personal injury arising out of work performed or actions taken by the applicant related to the construction or maintenance of the facility. The applicant further agrees to reimburse the County or the Department for any expenditures that the County or Department may have to make on said highway rights of way on account of said applicant's construction or maintenance activity or other activities or lack thereof. The applicant shall also save Woodbury County and the Woodbury County Secondary Road Department harmless of any damage or losses that may be sustained by the traveling public on account of such construction, repair or maintenance operations, or other activities.**

I. **FAILURE TO CONFORM TO OR TO ACQUIRE A PERMIT IS A VIOLATION OF SECTION 318.8, 2009 CODE OF IOWA.** This permit is subject to any laws now in effect or any laws that may be hereafter enacted and all applicable rules and regulations of local, state and federal agencies. This permit is subject to all the rules and regulations of Woodbury County and the Woodbury County Secondary Road Department.

J. This permit is subject to revocation by the Department at any time and at no cost to the Department, when in the judgment of the Department it is necessary in the improvement or maintenance of the highway or for other reasonable cause.

K. All proposed work covered by this permit shall be at the applicant's expense. The applicant shall reimburse the Woodbury County Secondary Road Department for any materials removed from the highway right of way described as follows:

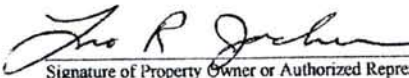
\_\_\_\_\_  
\_\_\_\_\_

L. Woodbury County agrees to provide the following contribution toward completion of this project:

\_\_\_\_\_  
\_\_\_\_\_

M. All work done by property owner, organization or authorized representative pursuant to this agreement shall be completed prior to the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016.



\_\_\_\_\_  
Signature of Property Owner or Authorized Representative

\_\_\_\_\_  
Woodbury County Engineer

\_\_\_\_\_  
Chair, Woodbury County Board of Supervisors

#9d

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REG**

Date: March 24, 2016

Weekly Agenda Date: March 29, 2016

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

SUBJECT: **Consider of award of quotation for corrugated metal pipe culverts for 2016**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**Consideration X**

**WORDING FOR AGENDA ITEM:** Consider of award a quotation for corrugated metal pipe culverts for 2016.

**EXECUTIVE SUMMARY:** The County annually takes quotations for corrugated metal pipe culverts for stock and for special projects. The board received quotations on March 22 for this year's supply. Metal Culverts, Inc. provided the low quotation for pipes this year.

**BACKGROUND:** Receipt of annual quotation for supplies.

**FINANCIAL IMPACT:** The annual purchase of stock pipes is paid for from the secondary road fund.

**RECOMMENDATION:** Award the quotation to the low quote from Metal Culverts Inc.

**ACTION REQUIRED:** Motion to award the quotation for 2016 corrugated metal pipe culverts to Metal Culverts for \$99,572.33.

*Approved by Board of Supervisors March 3, 2015.*

ITEM NO.  
CP-2016

TABULATION OF BIDS

PROJECT NO. CP-2016  
 LETTING DATE March 22, 2016  
 MAINTENANCE CULVERT PIPE LETTING

NOTE: IN CASE OF MATHEMATICAL ERROR, UNIT PRICE SHALL GOVERN

		QUANTITIES		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	24" CMP	2334.00	I.f.	\$ 15.10	\$ 35,243.40	\$ 15.06	\$ 35,150.04
2	30" CMP	254.00	I.f.	\$ 18.87	\$ 4,792.98	\$ 18.49	\$ 4,696.46
3	36" CMP	468.00	I.f.	\$ 22.64	\$ 10,595.52	\$ 22.06	\$ 10,324.08
4	24" Bands	125.00		\$ 30.20	\$ 3,775.00	\$ 30.12	\$ 3,765.00
5	30" Bands	15.00		\$ 37.74	\$ 566.10	\$ 36.98	\$ 554.70
6	36" Bands	25.00		\$ 45.28	\$ 1,132.00	\$ 44.12	\$ 1,103.00
7	Special Pipe CP-2016-2	1.00	L. S.	\$ 10,265.34	\$ 10,265.34	\$ 9,979.45	\$ 9,979.45
8	Special Pipe CP-2016-3	1.00	L. S.	\$ 35,850.98	\$ 35,850.98	\$ 33,999.60	\$ 33,999.60
					\$ 102,221.32	\$ 99,572.33	

\*\* \*  
 \*\* \*  
 \*\* \* Contech \* Metal Culverts Inc.  
 \*\* \* 1114 SE Lorenz Drive \* 2107 Rear Missouri Blvd.  
 \*\* \* Ankeny, IA 50021 \* Jefferson City, MO 65102  
 \*\* \*  
 \*\* \*

(Bid Proposal Continued)

Maintenance Culvert Pipe  
Project CP-2016  
March 22, 2016

**Schedule of Bids**

We, the undersigned, propose to furnish the following quantities of fabricated steel roadway culvert pipes at the following prices. Culvert pipes shall be in fabricated lengths and furnished F.O.B. to the County maintenance yard as detailed in sheet No. 5, 6, 7 & 8.

Note: Bidder shall show unit price, extensions for each item, and the amount of TOTAL BID. In case of mathematical error, unit price shall govern.

Item	Description	Qty.	Unit Price in Dollars	Dollar Amount
1.	<b>24" Culvert Pipe</b>	2,334	\$ <u>15.10</u> Per L.F.	\$ <u>35,243.40</u>
2.	<b>30" Culvert Pipe</b>	254	\$ <u>18.87</u> Per L.F.	\$ <u>4,792.98</u>
3.	<b>36" Culvert Pipe</b>	468	\$ <u>22.64</u> Per L.F.	\$ <u>10,595.52</u>
4.	<b>24" Diameter 24" Annular Connecting Band</b>	125	\$ <u>30.20</u> Per Ea.	\$ <u>3,775.00</u>
5.	<b>30" Diameter 24" Annular Connecting Band</b>	15	\$ <u>37.74</u> Per Ea.	\$ <u>566.10</u>
6.	<b>36" Diameter 24" Annular Connecting Band</b>	25	\$ <u>45.28</u> Per Ea.	\$ <u>1,132.00</u>
7.	<b>Special Pipe CP-2016-2</b>		\$ <u>10,265.34</u> Lump Sum	\$ <u>10,265.34</u>
8.	<b>Special Pipe CP-2016-3</b>		\$ <u>35,850.98</u> Lump Sum	\$ <u>35,850.98</u>
<b>TOTAL BID</b>				\$ <u>102,221.32</u>

Submitted by: Contech Engineered Solutions LLC  
(Company)

By:  Brent Baskerville  
Authorized Company Representative

3/11/2016

Date

Bid Proposal

Project CP-2016

Proposal of Contech Engineered Solutions LLC of 1112 SE Lorenz Dr, Ankeny, IA 50021  
(Company) (Address)

State of Iowa for furnishing Woodbury County Secondary Roads Department with various corrugated metal roadway culvert pipes.

To the Board of Supervisors,  
Woodbury County, Iowa

Brent Baskerville hereby certify Contech Engineered Solutions LLC that I/We are the only person or persons interested in this proposal as principal; and that it is made without collusion with any person, firm, or corporation; that an examination has been made of the specifications and contract form, including the special provisions contained herein, and understand what quantities and kinds of materials that are to be bid and to furnish all materials specified, in the manner and time prescribed, at the prices hereinafter set out.


WE FURTHER AGREE, upon of acceptance of this bid by Woodbury County, to execute formal contract within fifteen (15) days from the date of award and to complete delivery of materials on or before the 1st day of June, 2016.

To pay liquidated damages of \$50.00 per calendar day for each calendar day elapsing after June 1, 2016 until delivery of all materials is completed.

The date of delivery specified is the essence of the contract and a failure to make delivery within 30 days thereafter shall constitute a breach of the contract, and the County may thereafter discontinue liquidated damages and purchase such materials at its option, and the increase difference in cost, if any, between the amounts so paid for the material and the contract price for the same, plus liquidated damages, shall constitute the measure of damages to be paid by the undersigned to Woodbury County for such breach.

Date of letting 4:40 P.M. CDT Tuesday, March 22, 2016

Signed Contech Engineered Solutions LLC  
(Company)

By  Brent Baskerville  
(Authorized Company Representative)

Date 3/11/2016

(Bid Proposal Continued)

Maintenance Culvert Pipe  
Project CP-2016  
March 22, 2016

Schedule of Bids

We, the undersigned, propose to furnish the following quantities of fabricated steel roadway culvert pipes at the following prices. Culvert pipes shall be in fabricated lengths and furnished F.O.B. to the County maintenance yard as detailed in sheet No. 5, 6, 7 & 8.

Note: Bidder shall show unit price, extensions for each item, and the amount of TOTAL BID. In case of mathematical error, unit price shall govern.

Item	Description	Qty.	Unit Price in Dollars	Dollar Amount
1.	<b>24" Culvert Pipe</b>	2,334	\$ <u>15.06</u> Per L.F.	\$ <u>35,150.04</u>
2.	<b>30" Culvert Pipe</b>	254	\$ <u>18.49</u> Per L.F.	\$ <u>4,696.46</u>
3.	<b>36" Culvert Pipe</b>	468	\$ <u>22.06</u> Per L.F.	\$ <u>10,324.08</u>
4.	<b>24" Diameter 24" Annular Connecting Band</b>	125	\$ <u>30.12</u> Per Ea.	\$ <u>3,765.00</u>
5.	<b>30" Diameter 24" Annular Connecting Band</b>	15	\$ <u>36.98</u> Per Ea.	\$ <u>554.90</u>
6.	<b>36" Diameter 24" Annular Connecting Band</b>	25	\$ <u>44.12</u> Per Ea.	\$ <u>1,103.00</u>
7.	<b>Special Pipe CP-2016-2</b>		\$ <u>9,979.45</u> Lump Sum	\$ <u>9,979.45</u>
8.	<b>Special Pipe CP-2016-3</b>		\$ <u>33,999.60</u> Lump Sum	\$ <u>33,999.60</u>
TOTAL BID				\$ <u>99,572.33</u>

Submitted by: METAL CULVERTS, INC.  
(Company)

By: Emily Spencer  
Authorized Company Representative  
EMILY SPENCER, SALES REPRESENTATIVE

MARCH 15, 2016  
Date

Bid Proposal

Project CP-2016

Proposal of METAL CULVERTS, INC. of P.O. BOX 330, JEFFERSON CITY, MO 65102  
(Company) (Address)

State of MISSOURI for furnishing Woodbury County Secondary Roads Department with various corrugated metal roadway culvert pipes.

To the Board of Supervisors,  
Woodbury County, Iowa

EMILY SPENCER hereby certify METAL CULVERTS, INC. that I/We are the only person or persons interested in this proposal as principal; and that it is made without collusion with any person, firm, or corporation; that an examination has been made of the specifications and contract form, including the special provisions contained herein, and understand what quantities and kinds of materials that are to be bid and to furnish all materials specified, in the manner and time prescribed, at the prices hereinafter set out.

WE FURTHER AGREE, upon acceptance of this bid by Woodbury County, to execute formal contract within fifteen (15) days from the date of award and to complete delivery of materials on or before the 1st day of June, 2016.

To pay liquidated damages of \$50.00 per calendar day for each calendar day elapsing after June 1, 2016 until delivery of all materials is completed.

The date of delivery specified is the essence of the contract and a failure to make delivery within 30 days thereafter shall constitute a breach of the contract, and the County may thereafter discontinue liquidated damages and purchase such materials at its option, and the increase difference in cost, if any, between the amounts so paid for the material and the contract price for the same, plus liquidated damages, shall constitute the measure of damages to be paid by the undersigned to Woodbury County for such breach.

Date of letting 4:40 P.M. CDT Tuesday, March 22, 2016

Signed METAL CULVERTS, INC.  
(Company)

By Emily Spencer  
(Authorized Company Representative)  
EMILY SPENCER, SALES REPRESENTATIVE

Date MARCH 15, 2016

#9e

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

Date: March 24, 2016

Weekly Agenda Date: March 29, 2016

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

SUBJECT: **Consideration of permit to work in the Highway Right of Way.**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**Consideration X**

**WORDING FOR AGENDA ITEM:** Consideration of permits for work within the Highway Right of Way for Kelvin Patrick.

**EXECUTIVE SUMMARY:** Permittee requested a permit to work in the right of way of Old Highway 141 to clean the ditch from his waterway to a box culvert.

**BACKGROUND:** Work in ROW requires permit by Board of Supervisors per section 318.8 of the Code of Iowa.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Recommend approval of application.

**ACTION REQUIRED/PROPOSED MOTION:** Motion to approve permit to work in the Highway Right of Way for Kelvin Patrick.

*Approved by Board of Supervisors March 3, 2015.*





# Woodbury County Secondary Roads Department

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

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

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

SECRETARY  
Tish Brice  
tbrice@sioux-city.org

## WOODBURY COUNTY SECONDARY ROAD DEPARTMENT PERMIT & AGREEMENT TO PERFORM WORK WITHIN WOODBURY COUNTY RIGHT OF WAY

Name of Permittee: Kevin Patrick Phone No.: 712-574-0458

Mailing Address: P.O. Box 397 Sgt. Bluff, IA 51054

Township: \_\_\_\_\_ Section: \_\_\_\_\_

Woodbury County, State of Iowa, and Kevin Patrick (hereinafter referred to as property owner, organization or authorized representative) do hereby enter into the following permit and agreement:

1. Woodbury County hereby consents to and grants permission to the property owner, organization or authorized representative, to conduct the following described construction or activities within the right-of-way:

Clean north ditch at Old Hwy 141 east to culvert across road to allow field to drain. Seed ~~right~~ of way when finished with work.

2. In consideration of Woodbury County granting said permission and consent, the property owner, organization or authorized representative hereby promises and agrees to the following:

A. The applicant shall carry on the construction, repair and maintenance with serious regard to the safety of the traveling public and adjacent property owners.

B. The property owner, organization or authorized representative, at his/her own expense, shall provide all safety measures and warning devices necessary to protect the traveling public such as but not limited to, signs, lights, and barricades during the day and at night if the roadway will be obstructed. Traffic protection shall be in accordance with Part VI of the current Manual on Uniform Traffic Control Devices for Streets and Highways. The Department will loan the required signs to the applicant who shall be responsible for placing the signs and covering or removing when not in use, removal after the work has been completed, and return of the Department owned signs to the Department maintenance facility from which obtained. The applicant shall be responsible for correctly using signs as needed while work is in progress. Flagging operations are the responsibility of the applicant.

C. In placing any drainage structure, no natural drainage course will be altered or blocked.

D. The finished project shall be left in a satisfactory condition subject to the approval of the County Engineer. The traveled portion of the roadway shall not be damaged or disturbed. The property owner, organization or authorized representative assumes all liability and agrees to reimburse Woodbury County for any damage to the roadway or ditch caused by placement of this structure. Permittee is to call County Engineer for upon completion for final inspection.

E. The property owner, organization or authorized representative shall notify all appropriate telephone and utility companies in advance of any excavation and shall check for underground electric or telephone lines.

F. Woodbury County will not assume any of the cost of the construction of the said improvement or structure nor will Woodbury County assume any future costs for maintenance or replacement of said improvement or structure. If in the best interest of Woodbury County, the said improvement or structure may be removed by the County, or may be caused to be removed, without any obligation by Woodbury County to pay damages or cost of replacement.

G. Property owner, organization or authorized representative will reseed and mulch the disturbed areas. Property owner, organization or authorized representative will be responsible for seed, mulch, and labor unless otherwise provided in section L.

H. The property owner, organization, or authorized representative hereby agrees to hold Woodbury County and the Woodbury County Secondary Road Department, its employees and agents harmless against any and all claims for damages and personal injury arising out of work performed or actions taken by the applicant related to the construction or maintenance of the facility. The applicant further agrees to reimburse the County or the Department for any expenditures that the County or Department may have to make on said highway rights of way on account of said applicant's construction or maintenance activity or other activities or lack thereof. The applicant shall also save Woodbury County and the Woodbury County Secondary Road Department harmless of any damage or losses that may be sustained by the traveling public on account of such construction, repair or maintenance operations, or other activities.

I. **FAILURE TO CONFORM TO OR TO ACQUIRE A PERMIT IS A VIOLATION OF SECTION 318.8, 2009 CODE OF IOWA.** This permit is subject to any laws now in effect or any laws that may be hereafter enacted and all applicable rules and regulations of local, state and federal agencies. This permit is subject to all the rules and regulations of Woodbury County and the Woodbury County Secondary Road Department.

J. This permit is subject to revocation by the Department at any time and at no cost to the Department, when in the judgment of the Department it is necessary in the improvement or maintenance of the highway or for other reasonable cause.

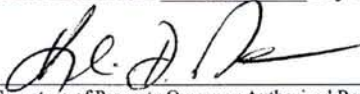
K. All proposed work covered by this permit shall be at the applicant's expense. The applicant shall reimburse the Woodbury County Secondary Road Department for any materials removed from the highway right of way described as follows:

L. Woodbury County agrees to provide the following contribution toward completion of this project:

*County will clean inlet and outlet of pipe north of 141 on  
Movie Blacktop. County will survey and stake south ditch.*

M. All work done by property owner, organization or authorized representative pursuant to this agreement shall be completed prior to the 31st day of August, 2016.

Entered into this 26th day of February, 2016.

  
\_\_\_\_\_  
Signature of Property Owner or Authorized Representative

  
\_\_\_\_\_  
Woodbury County Engineer

\_\_\_\_\_  
Chair, Woodbury County Board of Supervisors

#10

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE**

Date: March 24, 2016

Weekly Agenda Date: March 28, 2015

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisor Mark Monson

SUBJECT: Mental Health Vehicles - Woodbury County

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**WORDING FOR AGENDA ITEM:** Discussion and action of three vehicles in Woodbury County Mental Health

**EXECUTIVE SUMMARY** Woodbury County has three vehicles that were purchased prior to the region system. The three cars have been sitting since we lost the Targeted Case Management program.

**BACKGROUND:**

The cars are:

2009 Dodge Journey vin --6282	County Insurance	Parked in Ramp	37,814	Kelly Blue	\$12,395
2009 Dodge Caravan vin ---3194	County Insurance	Parked in Ramp	10,814	Kelly Blue	\$ 9,161
2009 Dodge Journey vin --- 9478	County Insurance	Parked in Ramp	44,231	Kelly Blue	\$12,054

These vehicles are titled and licensed to Woodbury County. Woodbury County has possession and control and has the right to sell them. The proceeds would them go into the mental health fund. All three Counties in the region agree that the CEO can use one of them. Plymouth County does not want one. The Service Coordinator would like one.

Mr. Ung and Mr. Monson think two should be offered to the sheriff's department at a fair value. They are 8 years old and will need to be replaced in a couple years. The sheriff doesn't go by miles not year.

We pay mileage for travel which means we do not pay for licensing, insurance fuel and up keep. Also, it would require parking.

The region voted to recommend moving two cars to the region and dispose of one. That recommendation comes to the Woodbury County board. We are not committed to following that recommendation. The vote was two to one.

**FINANCIAL IMPACT:** None but would increase our contribution to the region.

**RECOMMENDATION:** Action

**ACTION REQUIRED / PROPOSED MOTION:** Move one to the region and dispose of the other two.

*Approved by Board of Supervisors March 3, 2015.*

#11

**MARCH 22, 2016 — MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS AS TRUSTEES FOR THE WOLF CREEK DRAINAGE DISTRICT IN WOODBURY COUNTY**

The Board of Supervisors met on Tuesday, March 22, 2016 as Trustees for Wolf Creek Drainage District in Woodbury County. Board members present were Clausen, Taylor, Monson, Smith, and Ung. Staff members present were Karen James, Board Administrative Coordinator, Joshua Widman, Assistant County Attorney, Mark Nahra, County Engineer's Office, Dennis Butler, Finance/Operations Controller and Jean Jessen, Deputy Auditor/Clerk to the Board.

The Board called to order a Wolf Creek Drainage District Trustee meeting.

Motion Clausen by second by Ung to approve work authorization for ISG for the Wolf Creek Drainage District. Carried 5-0. Copy filed.

The Wolf Creek Drainage District meeting was adjourned.

#12

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

Date: March 24, 2016

Weekly Agenda Date: March 29, 2016

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

SUBJECT: **Consideration of approval of work order for the Wolf Creek Drainage District**

**ACTION REQUIRED:**

Approve Ordinance                       Approve Resolution                       Approve Motion

Give Direction                       Other: Informational                       Attachments

**Consideration X**

**WORDING FOR AGENDA ITEM:** Consideration of approval of a work order for the Wolf Creek Drainage District

**EXECUTIVE SUMMARY:** The Board of Supervisors has hired ISG to provide drainage engineering services for the Wolf Creek drainage district. While their work continues, some problems were identified during preliminary survey work that requires immediate repair. The consultant has identified five locations that require repair to outlet pipes along the run of the stream. The drainage engineer has recommended that necessary repair work be authorized immediately to address the problems. If authorized, the drainage engineer will arrange to have a contractor repair the identified sites. A map and agreement is attached for the board's reference.

**BACKGROUND:** This work order only represents immediate work necessary for the functionality of five surface drain pipes. Currently the gates these pipes are completely blocked and will not open. After this, will we develop a plan, present to the Board and Landowners before final plans are created for the remainder of the work. If you have questions, please call me. I will be in a seminar today, but available the rest of the week.

**FINANCIAL IMPACT:** This project is funded by the Wolf Creek Drainage District. The work will be levied against their FY 2017 drainage taxes.

**RECOMMENDATION:** Recommend that the Board approve work order authorizing immediate repairs to drainage structures in the Wolf Creek Drainage District.

**ACTION REQUIRED/MOTION PROPOSED:** Motion to approve work order authorizing immediate repairs to drainage structures in the Wolf Creek Drainage District.

*Approved by Board of Supervisors March 3, 2015.*



**PROPOSED SURFACE PIPE OUTLET REPAIR  
WOLF CREEK DRAINAGE DISTRICT  
SECTIONS 14, 22-23, 26, WILLOW TOWNSHIP,  
WOODBURY COUNTY COUNTY**

**MARCH 16, 2016**

**PROBLEM:** Landowners have reported that Surface Drain outlets discharging to the Wolf Creek Drainage District have become blocked with sediment, causing the backwater gates to be non-functional. (See attached map for site locations)

**RECOMMENDATION:** Excavate accumulated sediment from in front of Surface Drain outlets and inspect backwater gates for function. Spread any spoil material on the landward side of the levee berm.

**SITE 1 LOCATION:** Located in the SW ¼ SW ¼ Section 26, Willow Township, Woodbury County, on the right (east) bank of the channel.

**SITE 1  
COST ESTIMATE:** 1.5 HR EXCAVATOR @ \$125.00/HR = \$125.00

**SITE 2 LOCATION:** Located in the NW ¼ SW ¼ Section 26, Willow Township, Woodbury County, on the left (west) bank of the channel.

**SITE 2  
COST ESTIMATE:** 1.5 HR EXCAVATOR @ \$125.00/HR = \$125.00

**SITE 3 LOCATION:** Located in the SW ¼ SW ¼ Section 23, Willow Township, Woodbury County, on the left (west) bank of the channel, immediately downstream from the 320<sup>th</sup> St bridge.

**SITE 3  
COST ESTIMATE:** 1.5 HR EXCAVATOR @ \$125.00/HR = \$125.00

I+S GROUP

**SITE 4 LOCATION:** Located in the NE ¼ SW ¼ Section 22, Willow Township, Woodbury County, on the left (west) bank of the channel.

**SITE 4 COST ESTIMATE:** 1.5 HR EXCAVATOR @ \$125.00/HR = \$125.00

**SITE 5 LOCATION:** Located in the NW ¼ NW ¼ Section 14, Willow Township, Woodbury County, on the right (east) bank of the channel immediately downstream of the County Road D25 bridge.

**SITE 5 COST ESTIMATE:** 1.5 HR EXCAVATOR @ \$125.00/HR = \$125.00

**TOTAL COST ESTIMATE:** \$1,200.00 (EQUIPMENT HOURS + MOBILIZATION)

*We are in favor of making the repairs as recommended above and hereby authorize ISG to coordinate with the Woodbury County Engineers Office to arrange completion of work.*

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Chairman, Woodbury County Board of Supervisors

Date



WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REC

#13

Date: March 25, 2016

Weekly Agenda Date: March 29, 2016

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: **Chairman's Report**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**WORDING FOR AGENDA ITEM:** Chairman's Report

**EXECUTIVE SUMMARY:** In order to keep the Board as fully informed as possible on the weekly happenings, this will act as a summation of day-to-day operational decisions in a public forum.

**BACKGROUND:** The Board will be kept apprised of the following:

**a. Response to Blizzard.** Generally speaking, staff were relatively safe during the snow storm with no major incidents to report. We started two hours late given the sixth-highest record snowfall in this area's history within a 24-hour period. I appreciate our various entities, e.g. Secondary Roads, Sheriff's Office, Emergency Services, Emergency Management, etc. as well as those employees who braved the elements coming in. Anthon ambulance / EMTs, city plow, members of the Anthon Volunteer Fire Department, and DOT delivered a patient to the hospital during the blizzard (see attached story) and deserve great credit.

**b. Long Range Planning**

**Overview.** It was good to be together during March 23 for the long-range planning session at Dorothy Pecaut. The goals were to walk away from the day having accomplished the following objectives:

**Key Tasks.** Review of the Logic Model; clear direction for 3 departmental goals and a strategy for how each will be accomplished along with indicators/outcomes; time for interdepartmental collaboration and cooperation with 1-2 unique ways to interface or accomplish shared goals; an agreed-upon Vision Statement and review of each department or office's unique Mission Statement; a discussion of ways that we can "tell our story" as a county both in light of responsiveness to those we serve as well as the way in

which we can do so with it being National Counties Month; and discussed how to give a clear summation of what it is each department does to serve our citizens.

*Where We Go (and Grow) From Here.* I would like to ask for us to consider doing the following in response to our planning.

### **1. Adopt the agreed-upon Vision Statement and the subsequent Department Mission Statements.**

This would be done by the end of April once each department has communicated a “thumbs up” and can put down in similar format the statement per department.

The group decided upon a **Vision Statement**, that is an overarching “big picture of what you want to achieve” according to Iowa State’s Don Hofstrand. The **Mission Statement** is the “general statement of how you will achieve the vision,” and this obviously varies for each department. There are **Core Values** defined as “how you will behave during the process” that are normally internal and have to do with customer service, evaluation, personal responsibility, cooperation/communication that ultimately had to do with where I think the group was headed with the superlatives and adjectives related in the much longer statement that could be something that we keep internally.

### **2. Receive the agreed upon “Logic Models,” which I would like to see us call “Improvement Plans.”**

As we discussed this is a “coaching model,” a way of knowing 3 ways that each department would like to grow. (With permission of Planning and Zoning’s John Pylelo and Economic Development’s David Gleiser, I have included theirs as examples of very clear directions that they provided). Others were excellent as well, and having all of these after a brief period of revision—again by the end of April—will help.

The supervisors that are liaison to each department/office can see how each department is doing with the following questions in mind. This not only becomes a way for holding “continual improvement” accountability but just as importantly a shared way of helping growth with such discussions quarterly at minimum on the following:

What kind of obstacles are there? How are you doing on this? Do we need to change/revise the goal?  
What can the Board do to support, help, encourage? etc.

I would like to compile all of the “Improvement Plans,” have them bound into one document, and then have each of them be part and parcel of the work that we do as liaisons.

### **3. Go ahead and highlight April as National Counties Month.**

Ideas that we “bantered about” included the following:

- Passing a Resolution Declarative of the Month (NACO provides a template).
- Showing the NACO Video at the April 26 meeting.
- Creating a short video highlighting each department head’s “elevator speech” with various images.
- Make the Correctionville Meeting have an element where we focus on various / core services so that we have the same (if not greater) representation of who we are and what we do in order to be

responsive. This is April 18 from 7:00-8:30 p.m. and this has been a great way to show how we serve.

- Hosting an open house with tours available of the courthouse, e.g. 11 am – 3 pm with various departments giving some literature, a sort of “Citizen’s College.” This could include the court rooms, initial area of the jail, the historic beauty of the courthouse, etc. We do tours anyway and could offer that in coordination. Maybe we could have a looped NACO Video, our own County one, and some stations with refreshments.
- There has been an excellent “working group” consisting of the Auditor’s Office, WCICC, Supervisor Ung, Board Administration, etc. on the website. Perhaps the department mission statements or what each one does could be featured somewhere.

**4. Compile and discuss ways that various departments and offices will cooperate and monitor progress for continual growth.**

I am hopeful that we can continue this as a department head meeting item so that there is time to give space for continued collaboration efforts.

**5. Other...**

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Receive the information.

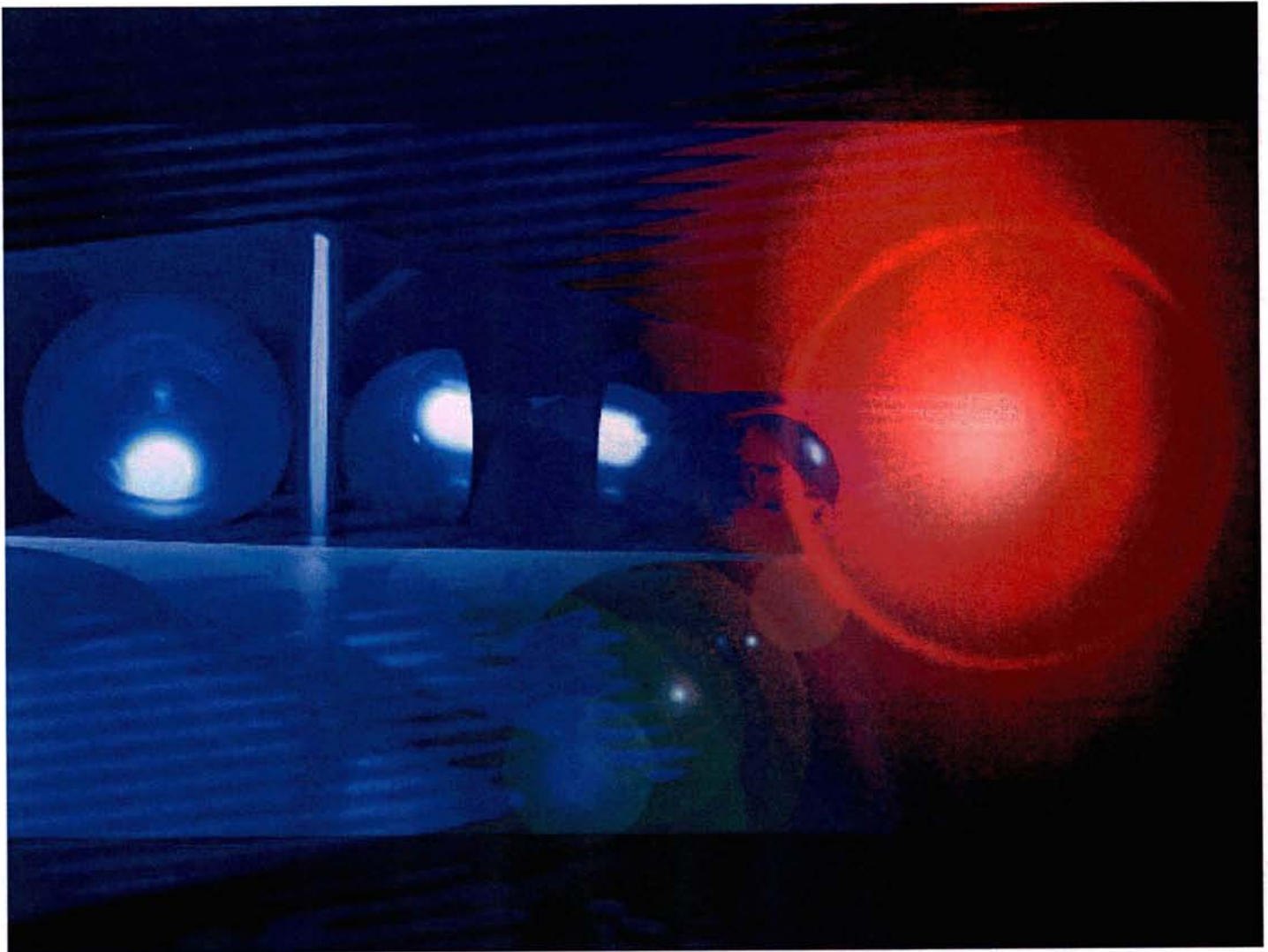
**ACTION REQUIRED:** None.

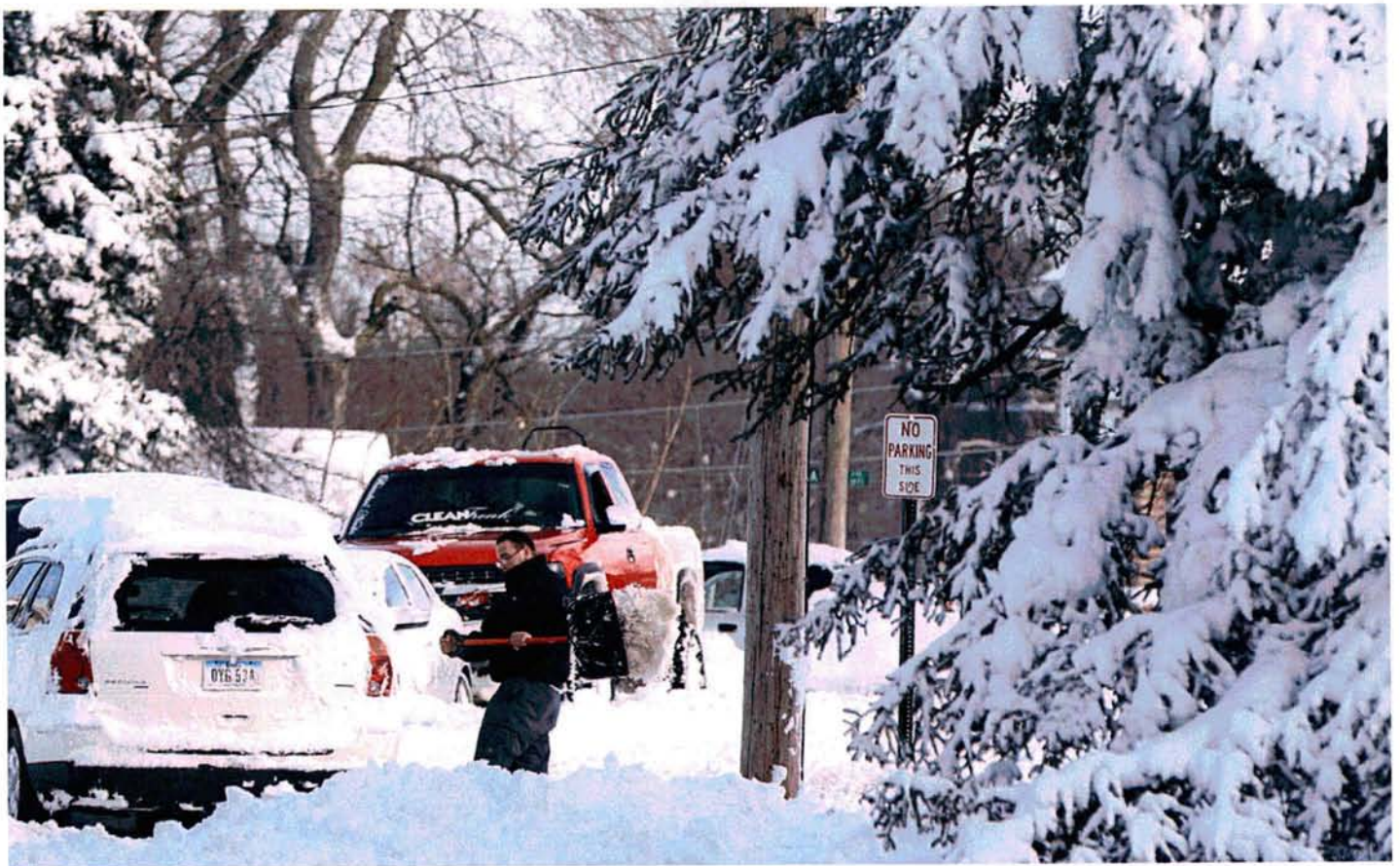
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FEATURED

## **Anthon ambulance, city plow, DOT deliver patient to hospital during blizzard**

TIM GALLAGHER [tgallagher@siouxcityjournal.com](mailto:tgallagher@siouxcityjournal.com) Updated 6 hrs ago





ANTHON, Iowa | Volunteers with the Anthon Rescue Squad made a long and treacherous drive to Sioux City during a blizzard late Wednesday night, doing what it took to get a patient to Mercy Medical Center.

The situation began at 9:51 p.m. when the Anthon Rescue Squad, which operates the local ambulance, was paged for a patient, Tina Wallace, needing assistance. With roadways nearly impassable, Jim Rusch, a physician's assistant in town, was called to meet ambulance personnel and Wallace at the medical clinic in Anthon to determine if a trip to Sioux City was warranted.

Wallace had been in a rollover car accident in rural Woodbury County Road D-38 west of Anthon earlier Wednesday evening, but had gotten into town with the help her boyfriend, Pat Wolf.

Wallace's neck pain convinced Rusch that she would need to go to Sioux City for treatment.

City employee Craig Handke worked with ambulance driver Mike Kerns and members of the Anthon Volunteer Fire Department in putting chains on the tires of the ambulance, one means of offering extra grip for roadways covered with snow and ice.

Handke then drove the city plow ahead of the ambulance from Anthon to U.S. Highway 20, whereupon the ambulance was met by a snowplow and crew working with the Iowa Department of Transportation.

The party crept along the highway until being stopped west of Lawton, Iowa, by a semi that had jack-knifed across the roadway. The ambulance sat and waited in heavy snow and wind until the semi could be moved through more than a foot of snow.

The normal 35-minute drive from Anthon to Sioux City took close to four hours.

Thankfully, the patient was delivered safely to Mercy Medical Center, allowing Kerns and the EMTs with him, Wally Handke and Lori Handke, to return to Anthon around 5:30 a.m.

Kerns then hopped in a truck and began helping Craig Handke clear snow from the streets in Anthon.

"The roads were the worst I've ever seen," Kerns said.

As he moved an estimated 8 inches of snow in Anthon, Kerns stressed how important it is for motorists and truck drivers to heed the warnings of state and local officials in severe weather. It is one thing for rescue personnel to have to deal with Mother Nature. It is altogether another for an ambulance driver to have to navigate through other motorists who move about the highways when asked not to.

Wallace expressed her gratitude for the volunteers who helped see her through a dangerous situation.

"I can't say enough about our volunteers," said Wallace, who suffered a bruise on one leg when it hit the steering wheel. "They were outstanding last night. I have to say I love our volunteers. They even texted Pat today to see how I was doing."

Wallace was discharged and sent home from Mercy Medical Center on Thursday morning.

"We have such a dedicated crew," Anthon Mayor Allan Pithan said. "We're very proud of our emergency response personnel and we're extremely grateful to have such a dedicated group of individuals who serve the needs of our community.

"Some of those people were out all night long, and they got home and went right to work," Pithan concluded. "That is dedication."

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Blizzard dumps 14" on Sioux City, blocks stretches of Interstate 29, other roads

# Logic Model <sup>1</sup>

Need <i>&amp; Target</i> Column 1 <i>pop.</i>	Service or Activity <i>!</i> Column 2 <i>Strategy</i>	Outcome Column 3	Outcome/Indicator* Column 4 <i>includes target #s or %s</i>	Measurement Tool Column 5	Data Source, Data Collection Procedures, Personnel: Column 6	Frequency of Data Collection and Reporting: Column 7
Community needs strong, diverse, stable local economy	--partnering to attract new businesses that pay living wage --passage of living wage local legislation --tax benefits for businesses that expand jobs --preference to buy local	A strong, growing economy supports job growth and retention for residents	--% percentage of businesses that pay min. \$15/hr. --documentation of living wage legislation --\$ given as tax benefits \$ spent in local purchases	--particular report that includes wage information or new survey asking for that info	--Particular office or person (title) responsible for collecting information	Annually; written report to supervisors

<sup>1</sup> Frederick Richmond, The Center for Applied Management Practices, Inc., and Barbara Mooney, Community Action Association of PA.





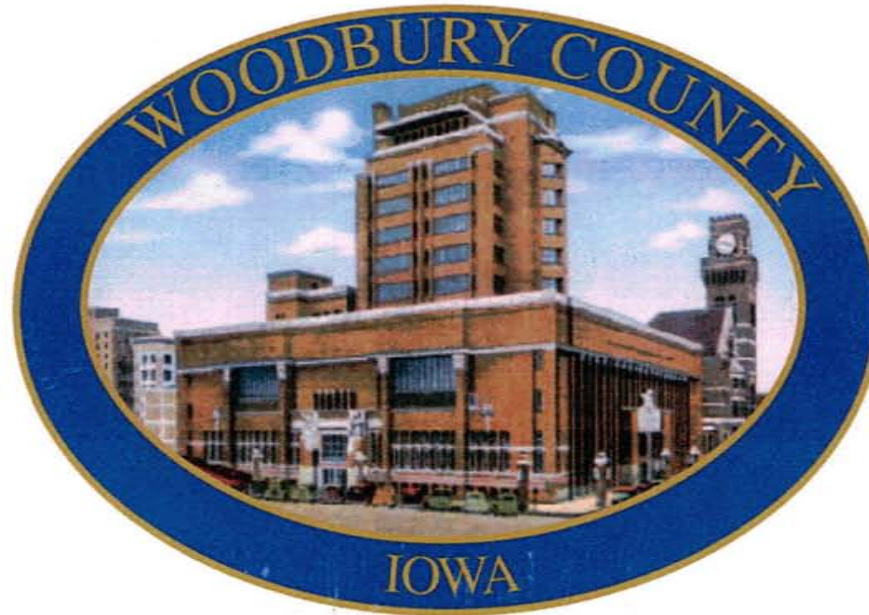
STRATEGIC PLANNING  
LOGIC MODEL FOR  
THE OFFICE OF PLANNING AND ZONING  
MARCH 23, 2016

## Strategic Planning -Logic Model For the Office of Planning and Zoning - March 23, 2016

Need Column 1	Service or Activity Column 2	Outcome Column 3	Outcome/Indicator* Column 4	Measurement Tool Column 5	Data Source, Data Collection Procedures, Personnel: Column 6	Frequency of Data Collection and Reporting: Column 7
Expand the department's website presence	Increase online availability to zoning related data and forms; Provide online form completion and submission; Initiate an online search engine process; Provide online access to the audio/video of departmental sponsored meetings;	Adjust the staff investment in phone call and foot traffic related contacts; Allow citizens/professionals 24/7 access to additional zoning related resources;	Measure citizens and applicant visits and calls to Zoning Office; Study staff hours spent on foot traffic and calls; Measure and evaluate department's website traffic;	Phone – WCICC telephone software applications; Office traffic - Physical tallies and counts; Website Traffic – WCICC software application	Procedure - Log book entry Personnel - The acting front desk clerk/receptionist; WCICC personnel;	Collection – Daily; Reporting – Monthly to Supervisor Contact
Coordinate application of the results from enacted <i>Future Land Use Mapping</i> (FLUM) by the county's incorporated areas;	Adjust County's FLUM to dovetail with any of the town's updated FLUM;	Monitor the ongoing Rural Comprehensive Development Plan Program initiated by the Rural Economic Development Dept. (RED); Coordinate county's FLUM with enacted town mapping;	Physical review of enacted town (FLUM) and current County FLUM;	Mapping comparison and analysis	Data Source –Enacted Mapping Personnel – Zoning Staff	Collection – As available at enactment; Reporting – Quarterly to Supervisor contact;
Develop feasibility study process for potential enactment of building code ordinances for rural Woodbury County	Enhance citizen health, safety and wellbeing;	Town Clerk study; Farm Bureau position; Poll Township Trustees;  Town Hall type meetings countywide - Merville, Correctionville, Sloane & S. Bluff;	Evaluate data to determine the buy in; Educate where necessary; Evaluate status of the other metropolitan based Iowa county jurisdictions;	Comparative evaluation; Financial impact study; assessment of fee schedule impact; Pottawattamie County case study;	Personnel – Zoning Director and Zoning Staff;	Collection – As available at enactment; Reporting – Quarterly to Supervisor contact;

## Strategic Planning -Logic Model For the Office of Planning and Zoning - March 23, 2016

Enhancement of efforts assuring gender and residency balance in appointments to County Boards and Commissions	Provide information to business groups, real estate professionals, etc. focusing upon both genders and both rural or town residency;	Work toward 50/50 gender balance in applications received;	A gender balance trend in applications received; Appointments to Boards and Commissions become gender balanced per Iowa Code;	Monitor applications based upon the selected criteria;	Data collection - Review Board and Commission Appointments and existing/historical membership; Personnel – Zoning Director	Collection – As available at enactment; Reporting – Quarterly to Supervisor contact;
Initiate a Zoning Enforcement Officer position for the Department	Provide personnel having key component of job description to complaint collection investigation and ordinance compliance effort; coordinate with the building code adoption process;	Reduce number of non-compliance offenses;	Hiring of qualified applicant; educate;	Memorandum of Personnel Transactions process; Monitor; Performance evaluations;	Zoning Director; Board of Supervisors Finance; Human Resources;	Collection – As available at enactment; Reporting – Quarterly to Supervisor contact;
Coordinated response to 6 <sup>th</sup> floor staff security concerns	Request a formal Security Committee review	Capability of securing 6 <sup>th</sup> floor after hours or during event; Enhance safety of county/state employees;	Security door (with fob) installation between elevator and 6 <sup>th</sup> floor work areas/offices; develop method of securing rear stairwell double doors (east);	Implementation of safety procedures and education; completion of construction project;	Safety Committee, Iowa State 3 <sup>rd</sup> Judicial District Administration, Historical Landmark Architect; Sheriff's Office	Collection – As available at enactment; Reporting – Quarterly to Supervisor contact;
Incorporation of the County's 2011 Approximate Floodplain Studies within FEMA's DFIRM (Mapping)	Formulate RFP/RFQ process with specifications - including work from application to determination; Select consultant;	Enact floodplain mapping panels based upon the most current and detailed topographic data available;	Successful FEMA determination letter/Map Panel issuance;	Updated Map Panel Issuance and Publication	Planning and Zoning Office Personnel; Consultant; FEMA District 7 Personnel; Supervisors	Collection – As available at adoption and enactment; Reporting – Quarterly to Supervisor contact;



## RURAL ECONOMIC DEVELOPMENT

The Rural Economic Development department is devoted to promoting and facilitating economic and community development in the incorporated and unincorporated areas of Woodbury County, outside of its urban center, Sioux City. The department's overarching objective is to provide support for growth and prosperity and enhance the overall quality of life in Woodbury County.

**Our Mission** is to increase the local tax base and foster job growth by attracting, retaining and expanding targeted industries, including a special focus on entrepreneurship and small business growth, and thereby, enhance the quality of life for all residents of Woodbury County.

Submitted by: David Gleiser  
Director of Rural Economic Development

Need	Service or Activity	Outcome	Outcome/Indicator	Measurement Tool	Data Source, Data Collection Procedures, Personnel	Frequency of Data Collection and Reporting
<p>1. Promote the Woodbury County Rural Economic Development (WCRED) department and its offerings.</p>	<p>Implement online marketing campaign: website &amp; social media (Facebook, Twitter, LinkedIn) and disseminate information on WCRED programs, partnerships, resources, activities, and successes.</p>	<p>WCRED will achieve better search engine positioning. Targeted audiences will acquire a better understanding of WCRED offerings, which will increase the number of referrals made to WCRED and increase utilization of our offerings.</p>	<p>Website traffic analytics.  Social media platform analytics.</p>	<p>WCRED Report.</p>	<p>Golden Shovel Agency to provide WCRED Director with website and social media analytic data.</p>	<p>Quarterly &amp; Annually.</p>
	<p>Attend meetings/deliver presentations and provide information on WCRED programs, partnerships, resources, activities, and successes.</p>	<p>WCRED will achieve increased visibility. Targeted audiences will acquire a better understanding of WCRED offerings, which will increase the number of referrals made to WCRED and increase utilization of our offerings.</p>	<p>Number of meetings attended.  Number of meeting attendees.  Number of presentations given.  Number of presentation attendees.</p>	<p>WCRED Report.</p>	<p>WCRED Director to document the number of:</p> <ul style="list-style-type: none"> <li>• Meetings attended;</li> <li>• Meeting attendees;</li> <li>• Presentations delivered;</li> <li>• Presentation attendees.</li> </ul>	<p>Quarterly &amp; Annually.</p>
	<p>Attend events to promote WCRED and distribute WCRED marketing materials.</p>	<p>WCRED will achieve increased visibility. Targeted audiences will acquire a better understanding of WCRED offerings, which will increase the number of referrals made to WCRED and increase utilization of our offerings.</p>	<p>Number of events attended.  Number of marketing materials distributed.</p>	<p>WCRED Report.</p>	<p>WCRED Director to document the number of:</p> <ul style="list-style-type: none"> <li>• Events attended;</li> <li>• Marketing materials distributed.</li> </ul>	<p>Quarterly &amp; Annually.</p>

Need	Service or Activity	Outcome	Outcome/Indicator	Measurement Tool	Data Source, Data Collection Procedures, Personnel	Frequency of Data Collection and Reporting
2. Strengthen the capacities of rural cities for economic and community development opportunities.	Assist rural cities with long-range planning efforts (comprehensive plans, capital improvement plans, strategic plans, etc.).	Rural cities will utilize formal long-range plans to help guide decisions related to growth and development.	Number of cities with long-range plans, and the status of their plans (developing/re-developing; current/number of years since formal adoption).	WCRED Report	WCRED Director to document the number of rural cities with long-range plans and the status of those plans.	Quarterly & Annually.
	Assist rural cities with Community Development Corporation (CDC) efforts.	Rural cities will utilize CDCs to accomplish economic and community development projects.	Number of rural cities with active CDCs and description of assistance provided.  Number of rural cities without active CDCs and description of assistance provided.	WCRED Report.	WCRED Director to document the number of rural cities:  <ul style="list-style-type: none"> <li>• With active CDCs and description of assistance provided;</li> <li>• Without active CDCs and description of assistance provided.</li> </ul>	Quarterly & Annually.
	Assist rural cities with grant efforts.	Rural cities will utilize grants to accomplish economic and community development projects.	Number of grants applied for, amount requested, and description of assistance provided.  Number of grants awarded and amount received.	WCRED Report.	WCRED Director to document the number of:  <ul style="list-style-type: none"> <li>• Grants applied for, amount requested, and description of assistance provided;</li> <li>• Number of grants awarded and amount received.</li> </ul>	Quarterly & Annually.
	Provide rural cities with technical assistance opportunities (workshops, seminars, etc.) related to economic and community development.	Rural city officials, staff, residents, relevant stakeholders, and business prospects will acquire knowledge on economic and community development concepts, strategies, and best-practices.	Number of technical assistance opportunities provided.  Number of technical assistance opportunity attendees.	WCRED Report.	WCRED Director to document the number of:  <ul style="list-style-type: none"> <li>• TA opportunities provided;</li> <li>• TA opportunity attendees.</li> </ul>	Quarterly & Annually.

Need	Service or Activity	Outcome	Outcome/Indicator	Measurement Tool	Data Source, Data Collection Procedures, Personnel	Frequency of Data Collection and Reporting
<p>3. Create an environment in rural Woodbury County that is conducive to economic growth and prosperity.</p>	<p>Develop strategies and partnerships to assist with business attraction, retention, and expansion efforts for targeted industry projects (Value Added Ag, Food Processing, and Manufacturing) in rural Woodbury County.</p>	<p>We will have a strong and growing economy that will support growth to the tax base, and create/retain jobs.</p>	<p>Number of projects accomplished.</p> <p>Per project, the amount of capital investment made, number of jobs created and/or retained, taxable valuation added, and amount of incentives/capital acquired.</p>	<p>WCRED Report.</p>	<p>WCRED Director will work with the County Finance Director and County Assessor to document the:</p> <ul style="list-style-type: none"> <li>• Number of projects accomplished;</li> <li>• Per project, the amount of capital investment made, number of jobs created and/or retained, taxable valuation added, and amount of incentives/capital acquired.</li> </ul>	<p>Quarterly &amp; Annually.</p>
	<p>Work with local, regional, state, and federal economic development organizations (EDOs) to develop strategies and partnerships to foster a strong ecosystem for entrepreneurs/small businesses.</p>	<p>Entrepreneurs will have access to the resources they need to be successful and will create more jobs and wealth in rural Woodbury County.</p>	<p>Number of meetings/events attended and attendees</p> <p>Number of startups and small business expansions.</p> <p>Per project, the amount of capital investment made, number of jobs created and/or retained, taxable valuation added, and amount of incentives/capital acquired.</p>	<p>WCRED Report.</p>	<p>WCRED Director will work with EDOs to document the number of:</p> <ul style="list-style-type: none"> <li>• Meetings/events attended and attendees;</li> <li>• Number of startups and small business expansions.</li> <li>• Per project, the amount of capital investment made, number of jobs created and/or retained, taxable valuation added, and amount of incentives/capital acquired</li> </ul>	<p>Quarterly &amp; Annually.</p>
	<p>Work with local, state and federal legislators to advocate on behalf of businesses, jurisdictions, and economic developers in Woodbury County/Iowa.</p>	<p>Woodbury County will remain a pro-business jurisdiction via legislative efforts.</p>	<p>Number of legislative advocacy events attended with description of issues lobbied for.</p> <p>New/amended pieces of legislation.</p>	<p>WCRED Report.</p>	<p>WCRED Director to document the number of:</p> <ul style="list-style-type: none"> <li>• Legislative advocacy events attended with description of issues lobbied for;</li> <li>• New/amended pieces of legislation.</li> </ul>	<p>Quarterly &amp; Annually.</p>
	<p>Provide technical assistance (TA) on economic and community development projects when requested.</p>	<p>Stakeholders receive assistance needed to accomplish economic and community development projects.</p>	<p>Number of TA requests fulfilled and description of assistance provided.</p>	<p>WCRED Report.</p>	<p>WCRED Director to document the number of:</p> <ul style="list-style-type: none"> <li>• TA requests fulfilled and description of assistance provided.</li> </ul>	<p>Quarterly &amp; Annually.</p>

Need	Service or Activity	Outcome	Outcome/Indicator	Measurement Tool	Data Source, Data Collection Procedures, Personnel	Frequency of Data Collection and Reporting
4. Ongoing professional development for WCRED staff.	Work with WCRED staff to discuss professional development needs and identify professional development opportunities.	WCRED staff will feel valued. WCRED staff will receive professional development, training, and resources to address the changing roles and demanding responsibilities of an Administrative Professional and Professional Economic Developer.	Number of professional development opportunities attended.	WCRED Report.	WCRED Director and Clerk will work to document the number of professional development opportunities attended.	Quarterly & Annually.
	Work to achieve Certified Economic Developer (CEcD) designation.	WCRED Director will have the core competencies across the breadth of topics necessary to being a well-rounded and successful Economic Developer.	Coursework completed and credits achieved necessary to obtain CEcD designation.	WCRED Report.	WCRED Director to document the coursework completed and credits achieved necessary to obtain CEcD designation.	Quarterly & Annually.



**WOODBURY COUNTY JAIL WEEKLY POPULATION REPORT AT 0600 HRS.**

<u>DATE</u>	<u>Day</u>	<u>DAILY</u>		<u>ELECTRONIC</u>	<u>PRAIRIE</u>	<u>FEDERAL</u>
		<u>TOTAL</u>	<u>LEC</u>	<u>MONITORING</u>	<u>HILLS</u>	<u>PRISONERS</u>
3/19/16	Saturday	229	210	19	0	16
3/20/16	Sunday	239	220	19	0	16
3/21/16	Monday	224	205	19	0	16
3/22/16	Tuesday	225	208	17	0	17
3/23/16	Wednesday	242	226	16	0	20
3/24/16	Thursday	233	218	15	0	19
3/25/16	Friday	232	218	14	0	19
		<b>1624</b>	<b>1505</b>	<b>119</b>	<b>0</b>	<b>123</b>
<b><u>24 HOUR DAILY COUNT</u></b>						
<u>DATE</u>	<u>TOTAL</u>	<u>MALE</u>	<u>FEMALE</u>			
3/19/16	256	217	39			
3/20/16	256	219	37			
3/21/16	253	217	36			
3/22/16	245	204	41			
3/23/16	255	211	44			
3/24/16	255	210	45			
3/25/16	245	202	43			
	<b>1765</b>	<b>1480</b>	<b>285</b>			
*Highest population count each day						