



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(DECEMBER 19, 2017) (WEEK 51 OF 2017)

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

Agenda and Minutes available at:
www.woodburycountyiowa.gov

Rocky L. De Witt Marty J. Pottebaum Keith W. Radig Jeremy J. Taylor Matthew A. Ung
253-0421 251-1799 560-6542 259-7910 490-7852
rdewitt@woodburycountyiowa.gov mpottebaum@woodburycountyiowa.gov kradig@woodburycountyiowa.gov jtaylor@woodburycountyiowa.gov matthewung@woodburycountyiowa.gov

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held December 19, 2017 at **4:30 p.m.** in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

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

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

AGENDA

2:00 p.m.	1. Budget Review Discussion for FY 2019	Page
	a. General Relief – General Basic	
	1. Administration	1
	2. Assistance	2
	b. Department of Human Services – General Basic	2
	c. Board of Supervisors	
	1. Woodbury County Solid Waste – Rural Basic	38
	2. Refunds – General Basic	3
	3. Medical Examiner – General Basic	5
	4. Soil Conservation – Currently Funded thru L.O.S.T.	39
	5. Public Bidder – General Basic	13
	6. Mail Services – General Basic	14
	7. District Court Operations – General Supplemental	28
	8. Court Appointed Juvenile Attorneys – General Supplemental	29
	9. Risk Management Services – General Supplemental	30
	10. Board of Supervisors Expense – General Basic	7
	11. Board Administration – General Basic	10
	12. Starcom – General Supplemental	26
	d. County Library – Rural Basic	5

- e. County Treasurer
 - 1. Motor Vehicle – General Basic 4
 - 2. Tax Department – General Basic 9
 - f. Civil Service – General Basic 1
 - g. Emergency Management – General Supplemental 24
 - h. Human Resources – General Basic 3
- 4:30 p.m.** Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence
- 2. Citizen Concerns Information
 - 3. Approval of the agenda Action

Consent Agenda

Items 4 through 8 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.

- 4. Approval of the minutes of the December 12, 2017 meeting
- 5. Approval of claims
- 6. Human Resources – Ed Gilliland
Approval of Memorandum of Personnel Transactions
- 7. Board Administration – Karen James
Approval of reappointments to:
 - a. Siouxland District Health
 - b. Commission to Assess Damages Categories A, B, C, D
- 8. Community Economic Development – David Gleiser
 - a. Approval of reappointments of Tom Bride to the Planning & Zoning Commission and Robert Brouillette to the Board of Adjustment
 - b. Approval of Construction Evaluation Resolution for large animal confinement operations

End Consent Agenda

- 9. Public Bidder – Heather Satterwhite
 - a. Public hearing and sale of property parcel #894716384010 (aka 714 29th Street) Action
 - b. Public hearing and sale of property parcel #884706107011 (aka 3105 Orleans Ave.) Action
- 10. Secondary Roads – Mark Nahra
 - a. Approve final pay voucher for project number FM-CO-97(126)—55-97, HMA resurfacing on Correctionville Road Action
 - b. Approve final pay voucher for project number BROS-CO97(120)—5F-97, bridge replacement on 280th Street Action
 - c. Receive and approve annual report of the county weed commissioner - Jered Jepsen Action

- | | |
|---|-------------|
| 11. Building Services – Kenny Schmitz | |
| a. Approval to set a public hearing for January 16, 2018 at 4:45 p.m. for Trospen Hoyt Master Control Security Electronics & Elevator Project | Action |
| b. Approval of Building Services Project, Energy and Construction Manager position and authorization to begin the hiring process | Action |
| 12. Human Resources – Ed Gilliland | |
| a. Approval of request to de-authorize county positions | Action |
| b. Authorization to Initiate Hiring Process | Action |
| 13. Juvenile Detention – Ryan Weber | |
| Approval of contract extension for 2018 with Bureau of Indian Affairs | Action |
| 14. County Attorney – PJ Jennings | |
| a. Approve request to hire grant funded attorney | Action |
| b. Approve remodel of north conference room on 6 th floor for senior judge office space | Action |
| 15. County Auditor – Patrick Gill | |
| Approval of the elimination of a policy and issuing a directive regarding motor vehicle titles issued in the ownership of the county | Action |
| 16. Chairman's Report | Information |
| a. Policy Review Committee (Dec. 7) | |
| b. SIMPCO Board of Directors (Dec. 14) | |
| c. Recognition of outgoing Human Resources Director Gilliland | |
| 17. Reports on Committee Meetings | Information |
| 18. Citizen Concerns | Information |
| 19. Board Concerns | Information |

ADJOURNMENT

Subject to Additions/Deletion

CALENDAR OF EVENTS

- WEDNESDAY, DEC. 20** 10:00 a.m. Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook
- 12:00 p.m. Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THURSDAY, DEC. 21** 4:30 p.m. Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- TUESDAY, JAN. 2 2018** 4:45 p.m. Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WEDNESDAY, JAN. 3** 12:00 p.m. District Board of Health Meeting, 1014 Nebraska St.
- WEDNESDAY, JAN. 10** 8:05 a.m. Woodbury County Information Communication Commission, First Floor Boardroom
- 10:00 a.m. STARComm Board Meeting, The Security Institute – WIT Campus
- 6:30 p.m. 911 Service Board Meeting, Public Safety Center, Climbing Hill
- 8:00 p.m. County's Mayor Association Meeting, Public Safety Center, Climbing Hill
- THURSDAY, JAN. 11,** 9:30 a.m. Sioux Rivers Regional Governance Board Meeting, Plymouth County Courthouse Annex Building, 215 4th Ave. S.E., Le Mars, Iowa
- TUESDAY, JAN. 16,** 4:30 p.m. Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WEDNESDAY, JAN. 17** 12:00 p.m. Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- 12:00 p.m. SIMPCO Board of Directors, 1122 Pierce St.
- WEDNESDAY, JAN. 17** 10:00 a.m. Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook
- THURSDAY, JAN. 18** 11:00 a.m. Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St.
- 4:30 p.m. Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- MONDAY, JAN. 22** 6:00 p.m. Zoning Commission Meeting, First Floor Boardroom
- TUESDAY, JAN. 23** 2:00 p.m. Decat Board Meeting, Western Hills AEA, Room F

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.

DECEMBER 12, 2017, FORTY-EIGHTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, December 12, 2017 at 4:00 p.m. Board members present were Radig, Ung, Taylor, De Witt, and Pottebaum. Staff members present were Dennis Butler, Budget/Tax Analyst, Karen James, Board Administrative Assistant, Ed Gilliland, Human Resources Director, Joshua Widman, Assistant County Attorney, and Patrick Gill, Auditor/Clerk to the Board.

1. Motion by Ung second by Radig to go into closed session per Iowa Code Section 21.5(1)(a). Carried 5-0 on a roll-call vote.

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

Motion by Ung second by Taylor to approve the request of the appellant for rental assistance of \$500.00. Carried 5-0 on a roll-call vote.

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

2. There were no citizen concerns.
3. Motion by Taylor second by De Witt to approve the Agenda for December 12, 2017. Carried 5-0. Copy filed.
Motion by Ung second by Taylor to approve the following items by consent:
 4. To approve minutes of the December 5, 2017 meeting. Copy filed.
 5. To approve the claims totaling \$617,073.20. Copy filed.
 - 6a. To approve the appointment of Steven Pickering, Civilian Jailer, County Sheriff Dept., effective 12-08-17, \$18.72/hour. Job Vacancy Posted 10-18-17. Entry Level Salary: \$18.72/hour.; the appointment of Thomas Tolbert, Asst. County Attorney, County Attorney Dept., effective 12-18-17, \$57,115/year. Job Vacancy Posted 10-25-17. Entry Level Salary: \$57,115.; the appointment of Daniel Priestley, Zoning Coordinator, Community & Economic Development, effective 12-18-17, \$49,500/year. Job Vacancy Posted 10-4-17. Entry Level Salary: \$49,500-\$54,000.; the promotion of Ryan Peterson, Deputy Sergeant, County Sheriff Dept., effective 12-18-17, \$33.66/hour, 7%=\$2.26/hr. Promotion from Master Deputy to Deputy Sergeant.; the appointment of Donovan Masters, Sheriff Deputy, County Sheriff Dept., effective 12-18-17, \$23.07/hour. Appointment by County Sheriff.; and the reclassification of Nicholas Nieman, Service Officer, Veteran Affairs, effective 01-01-18, \$20.19/hour, 4%=\$.78/hr. Per Wage Plan Comparability with AFSCME Courthouse Contract, from Grade 5/Step 1 to Grade 5/Step 2. Copy filed.
 - 6b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Deputy Sergeant, County Sheriff Dept., CWA: \$33.66/hour. Copy filed.
8. To appoint Ron Engle to the Community Action Agency Board of Directors. Copy filed.
Carried 5-0.
7. Motion by Pottebaum second by Ung to set public hearing for considering the Level C classification of Pocahontas Avenue for January 9, 2018 at 5:00 p.m. Carried 5-0. Copy filed.
- 9a. The chairperson presented a resolution thanking and commending Rick Schneider for years of service with Woodbury County. Copy filed.
- 9b. The chairperson presented a resolution thanking and commending David Benson for years of service with Woodbury County. Copy filed.

10. Motion by Taylor second by De Witt to approve joint purchase of a VirTra Systems 180 LE-1 Training Simulator with the Sioux City Police Department using \$15,670.33 from gaming revenue. Carried 4-1; Radig was opposed. Copy filed.
- 11a. A public hearing was held at 4:45 p.m. for lease agreement for the Climbing Hill East Water Association.

Motion by Taylor second by Pottebaum to close the public hearing. Carried 5-0.
- 11b. Motion by De Witt second by Pottebaum to approve the lease agreement between Woodbury County Board of Supervisors and the Climbing Hill East Water Association. Carried 5-0. Copy filed.
12. The Chairperson reported on the day-to-day activities.
13. Board members gave reports on their committee meetings.
14. Connie Barrett, Sioux City, addressed the Board with concerns about the change of mental health regions.
15. Board concerns were heard.

The Board adjourned the regular meeting until December 19, 2017.

Meeting sign in sheet. Copy filed.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: December 19, 2017

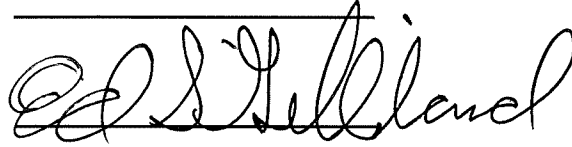
* PERSONNEL ACTION CODE:

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

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Pylelo, John	Community & Economic Development	12-31-17	Planning & Zoning Administrator			S	Laid Off.
Romero, Katin	County Sheriff	1-03-18	Civilian Jailer	\$18.72/hour		A	Job Vacancy Posted 11-1-17. Entry Level Salary: \$18.72/hour.
Ladeas, Athena	County Attorney	1-05-18	Asst. County Attorney	\$86,947/year	3.6%=\$3,030/year	R	Per AFSCME Asst. County Attorney Contract agreement, from Step 9 to Step 10.
Kelly, Angelique	Juvenile Detention	1-13-18	P/T Youth Worker	\$19.80/hour	3.3%=\$.65/hour	R	Per AFSCME Juvenile Detention Contract agreement, from Grade 1/Step 2 to Grade 1/Step 3.

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

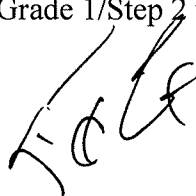
SUBJECT: Memorandum of Personnel Transactions

DATE: December 19, 2017

For the December 19, 2017 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

1. Planning & Zoning Administrator, Separation.
2. County Sheriff Civilian Jailer, Appointment.
3. Assist. County Attorney, from Step 9 to Step 10.
4. Juvenile Detention P/T Youth Worker, from Grade 1/Step 2 to Grade 1/Step 3.

Thank you



WOODBURY COUNTY, IOWA BOARD ADMINISTRATION

MEMORANDUM

TO: Board of Supervisors
FROM: Karen James, Board Administrative Assistant
RE: Responses from Members of Boards/Commissions on Consideration of a Reappointment
DATE: December 13, 2017

Below are the responses of all the members of the various Boards/Commissions.

CONSERVATION BOARD

NO Don Dixon, 506 – 9th Street, Correctionville, IA 51015

SIouxLAND DISTRICT BOARD OF HEALTH

YES Adam Lloyd, 605 N. 4th Street, Merville, IA 51039

YES Judy Turner, 1511 Carline Ave., Sioux City, IA 51105

COMMISSION TO ASSESS DAMAGES

Category A - Owner/operators of Agricultural Property:

Leo Jochum 1691 – 250TH, Salix, IA 51052 **No Response**

YES Thomas Ullrich, 819 Brown Street, Sloan, Iowa 51055

YES Debbie DeForrest, 1861 Buchanan Ave., Sioux City, Iowa 51106

Category B - Owners of City Property:

YES Bob Batcheller, PO Box 3311, Sioux City, IA 51102

NO Peter Macfarlane, 17 Deer Haven Dr., Sioux City, Iowa 51104

YES Ruth A. Groth, 305 North Cauley Ave, Anthon, IA 51004

Kathleen F. Fenceroy, 323 Oakland, Sioux City, Iowa 51103 **No Response**

Category C - Licensed Real Estate Salesman or Real Estate Broker:

- YES** Colleen R. Baker, 3422 Jackson Street, Sioux City, Iowa 51104
YES Anita Small, 4629 – 46th Street, Sioux City, IA 51108
YES Nancy Henry CRS, P.O. Box 2484, Sioux City, IA 51102
NO Teresa Delfs, 205 W. 45th Street, Sioux City, IA 51104
YES Tori Jackson, 103 Virginia St., Suite 100, Sioux City, IA 51101

Category D - Persons Having Knowledge of Property Values in the County by Reason of their Occupation:

- YES** Patrick Curry, 502 Huntington Court., Sergeant Bluff, Iowa 51054
NO Leon Ortner, 2961 O'Brien Ave., Danbury, IA 51019
YES Linda Mathison, 5008 Ravine Park Lane, Sioux City, IA 51106
YES Doug Lehman, P. O. Box 1381, Sioux City, IA 51105

In conclusion the Board needs appointments for:

Conservation Board

One person. An advertisement has been sent to the Sioux City Journal.

Commission to Assess Damages

- ❖ Category A – Five persons
- ❖ Category B – Five persons
- ❖ Category C - Three persons
- ❖ Category D – Four persons

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

#8a

Date: 12/14/17 Weekly Agenda Date: 12/19/17

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: David Gleiser, CED Director

WORDING FOR AGENDA ITEM:

Consideration of reappointments to the Planning & Zoning Commission and Board of Adjustment

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

This item requests the Board to consider reappointing 1 member of the Planning & Zoning Commission (PZC) and 1 member of the Board of Adjustment (BoA) each for an additional 5 year term.

BACKGROUND:

Tom Bride's term on the PZC ends 12/31/17. Robert Brouillette's term on the BoA ends 12/31/17. Both are requesting to be reappointed for another 5 year term and both help fulfill the rural membership requirement of their respective bodies (not less than 3 of 5 members shall be residents of the unincorporated area of any city).

FINANCIAL IMPACT:

0

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

Yes No

RECOMMENDATION:

Approve the reappointment of Tom Bride to the Planning & Zoning Commission, and Robert Brouillette to the Board of Adjustment each for another term.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the reappointment of Tom Bride to the Planning & Zoning Commission, and Robert Brouillette to the Board of Adjustment each for another term.



**WOODBURY COUNTY
COMMUNITY & ECONOMIC DEVELOPMENT**

620 DOUGLAS STREET – SIOUX CITY, IA 51101

David Gleiser · Director · dgleiser@woodburycountyiowa.gov
Dawn Norton · Sr. Clerk · dnorton@woodburycountyiowa.gov

Telephone (712) 279-6609
Fax (712) 279-6530

November 22nd, 2017

Mr. Tom Bride
1505 Buchanan Avenue
Sioux City, IA 51106

Dear Mr. Bride,

Your term on the Woodbury County Zoning Commission will expire on December 31st, 2017. Please complete the form at the bottom of this letter to indicate whether you wish to be reappointed for another term or not, and return it in the enclosed self-addressed stamped envelope by December 15th, 2016. You may also scan and email the completed form to: dnorton@woodburycountyiowa.gov by the above date.

Thank you for your past interest and willingness to serve on this commission.

Sincerely,

David Gleiser
Director of Community & Economic Development

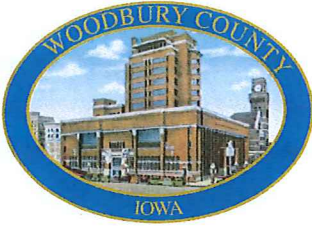
NAME: Tom Bride

ADDRESS: 1505 Buchanan Ave

CITY & STATE: Sioux City Ia 51106

Yes, please consider me for another term.

No, I do not wish to be considered for another term.



WOODBURY COUNTY
COMMUNITY & ECONOMIC DEVELOPMENT

620 DOUGLAS STREET – SIOUX CITY, IA 51101

David Gleiser · Director · dgleiser@woodburycountyiowa.gov
Dawn Norton · Sr. Clerk · dnorton@woodburycountyiowa.gov

Telephone (712) 279-6609
Fax (712) 279-6530



November 22nd, 2017

Mr. Robert Brouillette
1728 280th Street
Salix, IA 51052

Dear Mr. Brouillette,

Your term on the Woodbury County Board of Adjustment will expire on December 31st, 2017. Please complete the form at the bottom of this letter to indicate whether you wish to be reappointed for another term or not, and return it in the enclosed self-addressed stamped envelope by December 15th, 2016. You may also scan and email the completed form to: dnorton@woodburycountyiowa.gov by the above date.

Thank you for your past interest and willingness to serve on this board.

Sincerely,

David Gleiser
Director of Community & Economic Development

NAME: Bob Brouillette

ADDRESS: 1728 280th

CITY & STATE: Salix Iowa 51052

Yes, please consider me for another term.

No, I do not wish to be considered for another term.

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

#8b

Date: 12/14/17

Weekly Agenda Date: 12/19/17

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: David Gleiser, CED Director

WORDING FOR AGENDA ITEM:

Consideration of Construction Evaluation Resolution for Large Animal Confinement Operations

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

This item requests the Board of Supervisors to adopt a construction evaluation resolution for construction permits for large animal confinement operations.

BACKGROUND:

If a county chooses to use the master matrix to evaluate applications for construction permits for large animal confinement operations, the board of supervisors must adopt a "construction evaluation resolution" annually.

According the DNR's administrative rules, if the board of supervisors wants to use the master matrix between February 1, 2018 and January 31, 2019, the board of supervisors must submit an adopted "construction evaluation resolution" to the DNR between January 1 and January 31, 2018.

If a county board of supervisors does not adopt a construction evaluation resolution for 2018, then the county cannot:

- 1)submit a formal recommendation to the DNR concerning a particular construction permit application; the county can submit comments, but they are not given nearly as much weight by DNR as a formal recommendation would be;
- 2)send county employee along on a DNR site inspection; or
- 3)appeal the DNR's decision regarding a construction permit application to the Environmental Protection Commission.

In addition, if the county chooses to use the master matrix, then applicants must meet stricter environmental standards than they would have to meet otherwise. So using the master matrix provides greater environmental protection for the county.

Roughly 80+ counties participate annually.

FINANCIAL IMPACT:

0

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

Yes No

RECOMMENDATION:

Approve the construction evaluation resolution for construction permits for large animal confinement operations as proposed.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the construction evaluation resolution for construction permits for large animal confinement operations as proposed.

To: Boards of Supervisors
From: Kristi Harshbarger, ISAC General Counsel
Re: Master Matrix
Date:

If a county chooses to use the master matrix to evaluate applications for construction permits for large animal confinement operations, the board of supervisors must adopt a “construction evaluation resolution” annually.

According to the DNR’s administrative rules, if the board of supervisors wants to use the master matrix between February 1, 2018 and January 31, 2019, **the board of supervisors must submit an adopted “construction evaluation resolution” to the DNR between January 1 and January 31, 2018.**

A sample construction evaluation resolution is attached to this memo.

The construction evaluation resolution should be faxed to 515/725-8201 attn Kelli Book or mailed to:

Kelli Book
Iowa Department of Natural Resources
502 East 9th Street
Des Moines, IA 50319-0034

Counties will receive a confirmation email for all construction evaluation resolutions received.

The board of supervisors can adopt the resolution at any time, as long as it is actually mailed or faxed to the DNR during January of 2018.

Pay attention to this deadline. It seems like every year there is a county or two that misses the deadline.

If a county board of supervisors does not adopt a construction evaluation resolution for 2018, then the county cannot:

- 1) submit a formal recommendation to the DNR concerning a particular construction permit application; the county can submit comments, but they are not given nearly as much weight by DNR as a formal recommendation would be;
- 2) send county employee along on a DNR site inspection; or
- 3) appeal the DNR’s decision regarding a construction permit application to the Environmental Protection Commission.

In addition, if the county chooses to use the master matrix, then applicants must meet stricter environmental standards than they would have to meet otherwise. So using the master matrix provides greater environmental protection for the county.

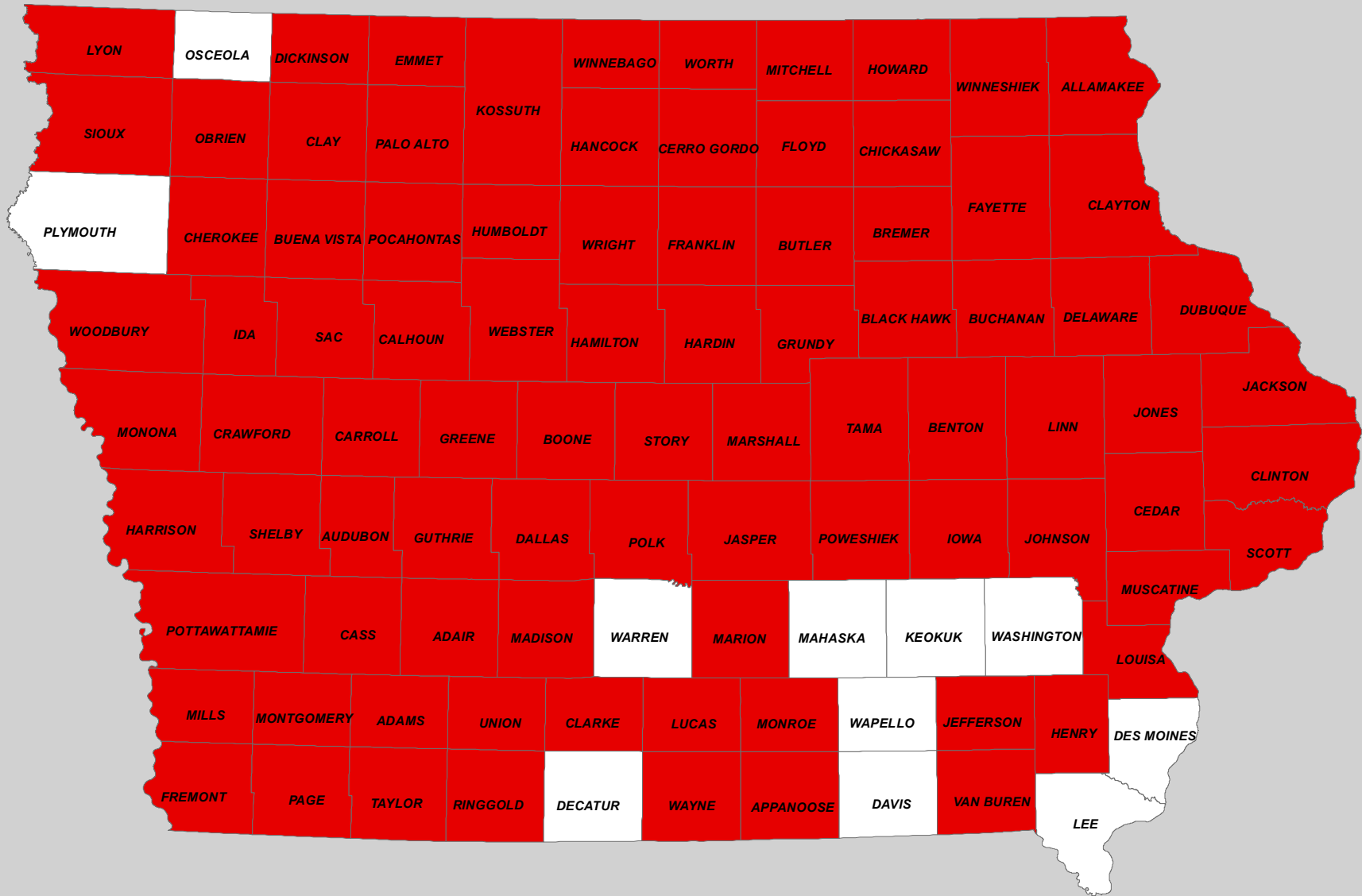
Roughly 80+ counties participate annually. Here is a link to a map showing those counties:

<http://www.iowadnr.gov/Environment/LandStewardship/AnimalFeedingOperations/Confinements/ConstructionRequirements/Permitted/MasterMatrix.aspx>

If you have any questions about this memo, you can call Kristi Harshbarger at ISAC (515) 244-7181, or Kelli Book at the DNR at (515) 725-9572.

Status of Construction Evaluation Resolutions by County

February 1, 2017



Counties that have passed a
Construction Evaluation Resolution

no
yes

0 15 30 60 90 120 Miles



RESOLUTION # _____

CONSTRUCTION EVALUATION RESOLUTION

WHEREAS, Iowa Code section 459.304(3) sets out the procedure if a board of supervisors wishes to adopt a “construction evaluation resolution” relating to the construction of a confinement feeding operation structure; and

WHEREAS, only counties that have adopted a construction evaluation resolution can submit to the Department of Natural Resources (DNR) an adopted recommendation to approve or disapprove a construction permit application regarding a proposed confinement feeding operation structure; and

WHEREAS, only counties that have adopted a construction evaluation resolution and submitted an adopted recommendation may contest the DNR’s decision regarding a specific application; and

WHEREAS, by adopting a construction evaluation resolution the board of supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the board of supervisors between February 1, 2018 and January 31, 2019 and submit an adopted recommendation regarding that application to the DNR; and

WHEREAS, the board of supervisors must conduct an evaluation of every construction permit application using the master matrix created in Iowa Code section 459.305, but the board’s recommendation to the DNR may be based on the final score on the master matrix or may be based on reasons other than the final score on the master matrix;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF _____ COUNTY that the Board of Supervisors hereby adopts this construction evaluation resolution pursuant to Iowa Code section 459.304(3).

Chair, Board of Supervisors

Date: _____

ATTEST:

County Auditor

Date: _____

RESOLUTION #**NOTICE OF PROPERTY SALE****Parcels #894716384010**

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

**Middle One-third of Lots 1, 2 and 3 in Block 8, Peirce's Addition to Sioux City, in the County of Woodbury and State of Iowa
(714 29th Street)**

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **19th Day of December, 2017 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 **19th Day of December, 2017**, 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 \$367.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 5th Day of December, 2017.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Matthew A. Ung, Chairman

REQUEST FOR MINIMUM BID

Name: Scott Hindman Date: 7/11/16

Address: 701 Pierce St. Ste. 300 51102 Phone: 712-277-1434

Address or approximate address/location of property interested in:
714 29th St.

GIS PIN # 894716384010

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

Legal Description:
Middle one-third of Lots one, two, and three
in Block Eight, Pierce's Addition, Sioux
City, Woodbury County, Iowa

Tax Sale #/Date: # 1094 6/17/2013 Parcel # 390855

Tax Deeded to Woodbury County on: 11/20/17

Current Assessed Value: Land \$22,800- Building 0 Total \$22,800-

Approximate Delinquent Real Estate Taxes: \$ 4,350-

Approximate Delinquent Special Assessment Taxes: \$ 35,859-

*Cost of Services: \$ 139

Inspection to: Jeremy Taylor Date: 7/11/16

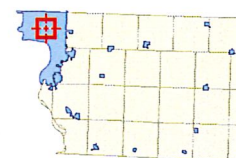
Minimum Bid Set by Supervisor: \$ 228 plus cost of services of \$ 139 - Total: \$ 367

Date and Time Set for Auction: Tuesday, December 19th @ 4:35

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



Overview




Legend

- Roads
-  Corp Boundaries
-  Townships
-  Sections
- Residential Sales**
-  2014
-  2015
-  2016
-  Parcels

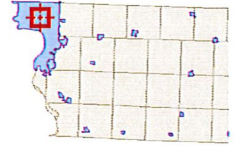
Parcel ID	894716384010	Alternate ID	390855	Owner Address	GENTRY MICHAEL ALAN
Sec/Twp/Rng	0-0-0	Class	R		2201 Gibson St., Apt 903
Property Address	714 29TH ST	Acreage	n/a		Sioux City, IA 51106-2126
	SIOUX CITY				
District	087 SC LL SIOUX CITY COMM				
Brief Tax Description	PEIRCES ADDITION				
	MIDDLE 1/3 LOTS 1-2-				
	3 BLK 8				
	(Note: Not to be used on legal documents)				

Date created: 7/11/2016

 Developed by
The Schneider Corporation



Overview



Legend

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

Parcel ID	894716384010	Alternate ID	390855	Owner Address	GENTRY MICHAEL ALAN
Sec/Twp/Rng	n/a	Class	R		2201 GIBSON ST APT 903
Property Address	714 29TH ST	Acreage	n/a		DO NOT MAIL
	SIOUX CITY				0
District	087				
Brief Tax Description	PEIRCES ADDITION MIDDLE 1/3 LOTS 1-2- 3 BLK 8				
	(Note: Not to be used on legal documents)				

Date created: 11/30/2017
 Last Data Uploaded: 11/29/2017 11:06:49 PM

RESOLUTION #

NOTICE OF PROPERTY SALE

Parcels #884706107011

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

**Lot 11 in Block 20, in Henrietta Place, an addition to Sioux City, in the County of Woodbury and State of Iowa
(3105 Orleans 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 **19th Day of December, 2017 at 4:37 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 **19th Day of December, 2017**, 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 \$357.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 5th Day of December, 2017.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Matthew A. Ung, Chairman

REQUEST FOR MINIMUM BID

Name: Dan Guntren Date: 6/27/16

Address: 3111 Orleans Ave Phone: 763-286-6201

Address or approximate address/location of property interested in:
3105 Orleans Ave

GIS PIN # 8847 06107011

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

Legal Description:

Lot 11 in Block 20, in Henrietta Place,
an addition to Sioux City, in the County
of Woodbury and State of Iowa

Tax Sale #/Date: # 843 6/16/2014 Parcel # 219120

Tax Deeded to Woodbury County on: 11/9/2017

Current Assessed Value: Land \$14,500 Building 0 Total \$14,500

Approximate Delinquent Real Estate Taxes: \$5,033

Approximate Delinquent Special Assessment Taxes: \$22,057

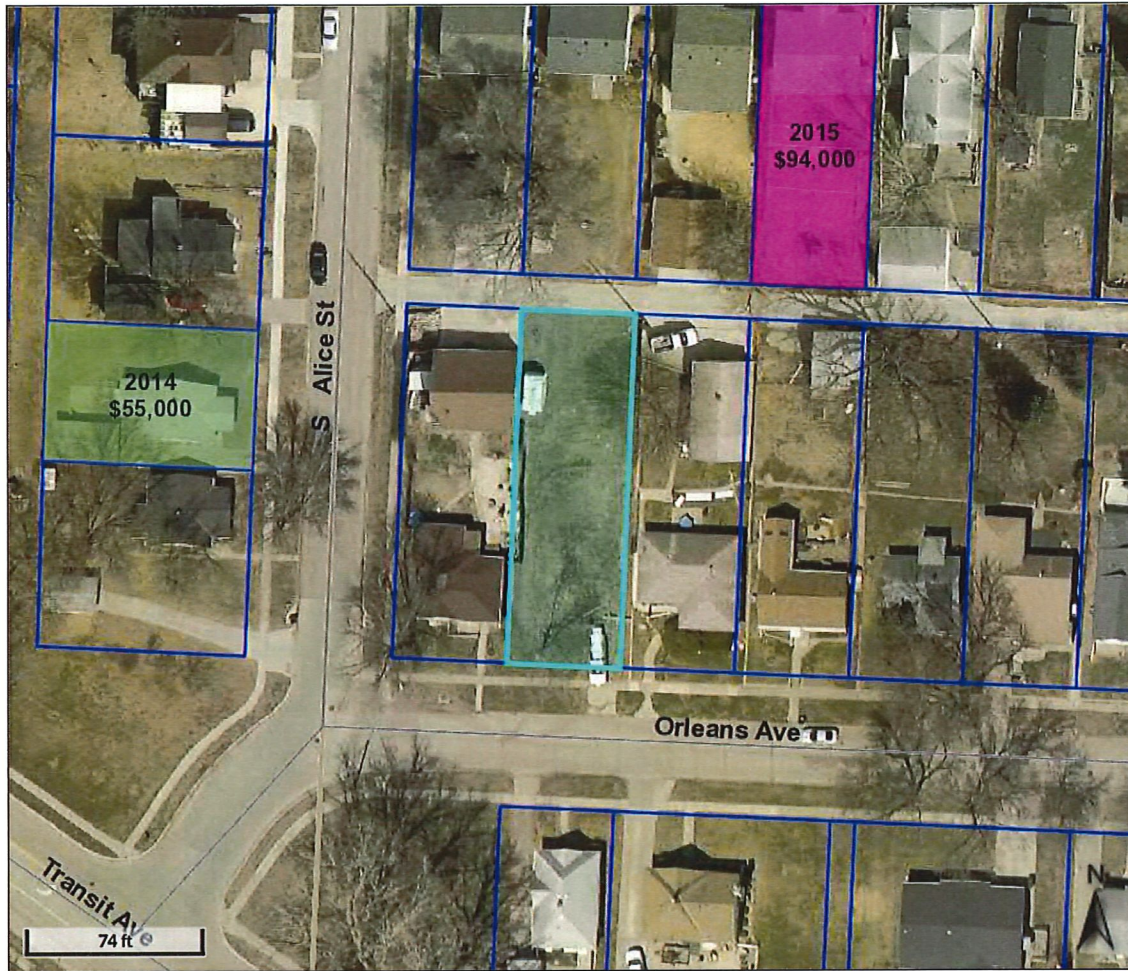
*Cost of Services: \$212

Inspection to: Jeremy Taylor Date: 6/27/16

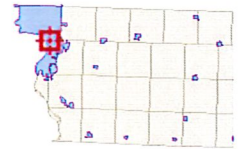
Minimum Bid Set by Supervisor: \$145 plus cost of services of \$212 Total: \$357

Date and Time Set for Auction: Tuesday, December 19th @ 4:37

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



Overview



Legend

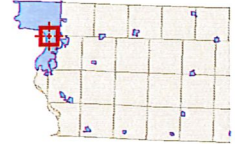
- Roads
- ▭ Corp Boundaries
- ▭ Townships
- ▭ Sections
- Residential Sales
- ▭ 2014
- ▭ 2015
- ▭ 2016
- ▭ Parcels

Parcel ID	884706107011	Alternate ID	219120	Owner Address	FLORKE DONALD L
Sec/Twp/Rng	0-0-0	Class	R		FLORKE DEBBIE J
Property Address	3105 ORLEANS AVE	Acreage	n/a		2800 S. Palmetto St.
	SIOUX CITY				Sioux City, IA 51106-4154
District	087 SC LL SIOUX CITY COMM				
Brief Tax Description	HENRIETTA PLACE				
	LOT 11 BLK 20				
	(Note: Not to be used on legal documents)				

Date created: 7/28/2016



Overview



Legend

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

Parcel ID	884706107011	Alternate ID	219120	Owner Address	FLORKE DONALD L FLORKE DEBBIE J
Sec/Twp/Rng	n/a	Class	R		2800 S PALMETTO ST
Property Address	3105 ORLEANS AVE SIOUX CITY	Acreage	n/a		SIOUX CITY IA 51106-4154
District	087				
Brief Tax Description	HENRIETTA PLACE LOT 11 BLK 20				
	(Note: Not to be used on legal documents)				

Date created: 11/30/2017
 Last Data Uploaded: 11/29/2017 11:06:49 PM

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

Date: 12/14/2017 Weekly Agenda Date: 12/19/2017

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

WORDING FOR AGENDA ITEM:

Approve final pay voucher for project number FM-CO97(126)--55-97, HMA resurfacing on Correctionville Road

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

Project work has been completed for the resurfacing of Correctionville Road and 150th Street between Lawton and Sioux City. The project was awarded to Knife River Construction.

BACKGROUND:

The county programmed the resurfacing of Correctionville Road and 150th Street for construction in fiscal year 2017. Project work has been completed in compliance with the plans and specifications for the job. All required forms and paperwork have been submitted, the office audit is completed and the final pay voucher has been prepared and signed by the contractor.

FINANCIAL IMPACT:

This project is paid for with county farm to market funds. The contract price of the project was \$2,060,532.31.

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

Yes No

RECOMMENDATION:

I recommend that the Board approve the final pay voucher for project FM-C097(126)--55-97.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the final pay voucher for project FM-C097(126)--55-97.



Iowa Department of Transportation
CONTRACT CONSTRUCTION PROGRESS VOUCHER

FM-C097(126)--55-97
 HMA Resurfacing
 WOODBURY COUNTY ENGINEER

Contract 033751

Voucher No. 11

DATE LAST VOUCHER 11-02-17
 MO. DAY YR.

THIS VOUCHER - - -
 MO. DAY YR.

Final

DAYS WORKED			RET. %
TO DATE	LAST VOUCH.	AUTH.	
	<u>0.0</u>	<u>55.0</u>	<u>3.000</u>

Contractor No. 92944 KNIFE RIVER CORPORATION BISMARCK, ND

ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING
0010	<u>0.350</u>	<u>0.350</u>	<u>Acre</u>	<u>410</u>		<u>000</u>	<u>350</u>	<u>000</u>	<u>000</u>
	CLEAR+GRUBB				TOTAL TO DATE				
0020	<u>1133.000</u>	<u>1133.000</u>	<u>Cubic Yd</u>	<u>410</u>		<u>000</u>	<u>1133000</u>	<u>000</u>	<u>000</u>
	EXCAVATION, CL 10, RDWY+BORROW				TOTAL TO DATE				
0030	<u>200.000</u>	<u>200.000</u>	<u>Cubic Yd</u>	<u>410</u>		<u>000</u>	<u>200000</u>	<u>000</u>	<u>000</u>
	EXCAVATION, CL 10, CHANNEL				TOTAL TO DATE				
0040	<u>265.000</u>	<u>265.000</u>	<u>Cubic Yd</u>	<u>410</u>		<u>000</u>	<u>280272</u>	<u>000</u>	<u>000</u>
	MODIFIED SUBBASE				TOTAL TO DATE				
0050	<u>445.000</u>	<u>445.000</u>	<u>Ton</u>	<u>410</u>		<u>000</u>	<u>241000</u>	<u>000</u>	<u>000</u>
	GRANULAR SHLD, TYPE B				TOTAL TO DATE				
0060	<u>7.000</u>	<u>7.000</u>	<u>Miles</u>	<u>441</u>		<u>000</u>	<u>7000</u>	<u>000</u>	<u>000</u>
	CLEAN+PREPARATION OF BASE				TOTAL TO DATE				
0070	<u>1588.800</u>	<u>1588.800</u>	<u>Sq Yard</u>	<u>441</u>		<u>000</u>	<u>1726634</u>	<u>000</u>	<u>000</u>
	PATCH, FULL-DEPTH REPAIR				TOTAL TO DATE				
0080	<u>29.000</u>	<u>29.000</u>	<u>Each</u>	<u>441</u>		<u>000</u>	<u>28000</u>	<u>000</u>	<u>000</u>
	PATCH BY COUNT (REPAIR)				TOTAL TO DATE				
0090	<u>0.220</u>	<u>0.220</u>	<u>Station</u>	<u>441</u>		<u>000</u>	<u>220</u>	<u>000</u>	<u>000</u>
	RMVL OF CURB				TOTAL TO DATE				

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

I, _____ the _____

for _____ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

- DATE _____ PROJECT ENGINEER CERTIFICATION
- DATE _____ CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL
 IDOT is not involved in this Farm to Market project.
- DATE _____ DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL
 Project records reviewed. Project records not reviewed. Recommend payment based on the project engineers certification.

DATE _____ SIGNED CLAIMANT (CONTRACTOR)

Contract 033751



Iowa Department of Transportation
CONTRACT CONSTRUCTION PROGRESS VOUCHER

FM-C097(126)--55-97
 HMA Resurfacing
 WOODBURY COUNTY ENGINEER

Voucher No. 11

DATE LAST VOUCHER 11-02-17
 MO. DAY YR.

THIS VOUCHER - - -
 MO. DAY YR.

DAYS WORKED			RET. %
TO DATE	LAST VOUCH.	AUTH.	
	<u>0.0</u>	<u>55.0</u>	<u>3.000</u>

Contractor No. 92944 KNIFE RIVER CORPORATION BISMARCK, ND

ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING
	ITEM DESCRIPTION					TOTAL TO DATE	TOTAL TO DATE	TOTAL TO DATE	TOTAL TO DATE
0100	<u>82691.300</u>	<u>82691.300</u>	Sq Yard	<u>441</u>		<u>000</u>	<u>78698260</u>	<u>000</u>	<u>000</u>
	PAV'T, SCARIFICATION								
0110	<u>12976.000</u>	<u>12976.000</u>	Ton	<u>442</u>		<u>000</u>	<u>12291320</u>	<u>000</u>	<u>000</u>
	HMA (1M ESAL) SURF, 1/2", NO FRIC								
0120	<u>779.000</u>	<u>779.000</u>	Ton	<u>442</u>		<u>000</u>	<u>673530</u>	<u>000</u>	<u>000</u>
	ASPH BINDER, PG 64-28								
0130	<u>5525.070</u>	<u>5525.070</u>	Lump Sum	<u>442</u>		<u>000</u>	<u>5525070</u>	<u>000</u>	<u>000</u>
	HMA PAV'T SAMPLE								
0140	<u>41418.900</u>	<u>41418.900</u>	Lump Sum	<u>430</u>		<u>000</u>	<u>41418900</u>	<u>000</u>	<u>000</u>
	RMVL OF EXIST STRUCT								
0150	<u>61.000</u>	<u>61.000</u>	Ton	<u>430</u>		<u>000</u>	<u>61000</u>	<u>000</u>	<u>000</u>
	GRANULAR BACKFILL								
0160	<u>1164.000</u>	<u>1164.000</u>	Cubic Yd	<u>430</u>		<u>000</u>	<u>1164000</u>	<u>000</u>	<u>000</u>
	EXCAVATION, CL 20, RDWY PIPE CULV								
0170	<u>57.900</u>	<u>57.900</u>	Cubic Yd	<u>430</u>		<u>000</u>	<u>54300</u>	<u>000</u>	<u>000</u>
	STRUCT CONC (RCB CULV)								
0180	<u>7879.000</u>	<u>7879.000</u>	Pound	<u>430</u>		<u>000</u>	<u>7679000</u>	<u>000</u>	<u>000</u>
	REINFORC STEEL								

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. _____
 DATE PROJECT ENGINEER CERTIFICATION

2. _____
 DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL
 IDOT is not involved in this Farm to Market project.

3. _____
 DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL
 Project records reviewed. Project records not reviewed. Recommend payment based on the project engineers certification.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

I, _____ the _____
 _____ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE _____ SIGNED CLAIMANT (CONTRACTOR)



Iowa Department of Transportation
 CONTRACT CONSTRUCTION PROGRESS VOUCHER

FM-C097(126)--55-97
 HMA Resurfacing
 WOODBURY COUNTY ENGINEER

Contract 033751

Voucher No. 11

DATE LAST VOUCHER 11-02-17
 MO. DAY YR.

THIS VOUCHER - -
 MO. DAY YR.

DAYS WORKED			RET. %
TO DATE	LAST VOUCH.	AUTH.	
	<u>0.0</u>	<u>55.0</u>	<u>3.000</u>

Contractor No. 92944 KNIFE RIVER CORPORATION BISMARCK, ND

ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL		URBAN	
						PARTICIPATING	NON-PARTICIPATING	PARTICIPATING	NON-PARTICIPATING
0190	<u>3.000</u>	<u>3.000</u>	Each	<u>420</u>		<u>000</u>	<u>3000</u>	<u>000</u>	<u>000</u>
	APRON, METAL, 24"					TOTAL TO DATE			
0200	<u>1.000</u>	<u>1.000</u>	Each	<u>420</u>		<u>000</u>	<u>1000</u>	<u>000</u>	<u>000</u>
	APRON, METAL, 30"					TOTAL TO DATE			
0210	<u>1.000</u>	<u>1.000</u>	Each	<u>420</u>		<u>000</u>	<u>1000</u>	<u>000</u>	<u>000</u>
	APRON, METAL, 36"					TOTAL TO DATE			
0220	<u>100.000</u>	<u>100.000</u>	Linn Ft	<u>420</u>		<u>000</u>	<u>100000</u>	<u>000</u>	<u>000</u>
	CULV, CMP RDWY, 24"					TOTAL TO DATE			
0230	<u>100.000</u>	<u>100.000</u>	Linn Ft	<u>420</u>		<u>000</u>	<u>100000</u>	<u>000</u>	<u>000</u>
	CULV, CMP RDWY, 30"					TOTAL TO DATE			
0240	<u>52.000</u>	<u>52.000</u>	Linn Ft	<u>420</u>		<u>000</u>	<u>52000</u>	<u>000</u>	<u>000</u>
	CULV, CMP RDWY, 36"					TOTAL TO DATE			
0250	<u>87.000</u>	<u>87.000</u>	Ton	<u>410</u>		<u>000</u>	<u>89750</u>	<u>000</u>	<u>000</u>
	REVTMENT, CLASS E					TOTAL TO DATE			
0260	<u>110.000</u>	<u>110.000</u>	Sq Yard	<u>410</u>		<u>000</u>	<u>50145</u>	<u>000</u>	<u>000</u>
	RMVL OF PAV'T					TOTAL TO DATE			
0270	<u>30.000</u>	<u>30.000</u>	Each	<u>410</u>		<u>000</u>	<u>26000</u>	<u>000</u>	<u>000</u>
	SAFETY CLOSURE					TOTAL TO DATE			

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. _____
 DATE PROJECT ENGINEER CERTIFICATION

2. _____
 DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL
 IDOT is not involved in this Farm to Market project.

3. _____
 DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL
 Project records reviewed. Project records not reviewed. Recommend payment based on the project engineers certification.

I, _____ the _____
 _____ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

 DATE SIGNED CLAIMANT (CONTRACTOR)

Contract 033751



Iowa Department of Transportation
CONTRACT CONSTRUCTION PROGRESS VOUCHER

FM-C097(126)--55-97
 HMA Resurfacing
 WOODBURY COUNTY ENGINEER

Voucher No. 11

DATE LAST VOUCHER 11-02-17
 MO. DAY YR.

THIS VOUCHER
 MO. DAY YR.

DAYS WORKED			RET. %	Contractor No. 92944 KNIFE RIVER CORPORATION BISMARCK, ND									
TO DATE	LAST VOUCH.	AUTH.		QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING	
	0.0	55.0	3.000										
ITEM NO.	ITEM DESCRIPTION			UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING	TOTAL TO DATE		
0280	688.020	688.020	Station	442	000	687070	000	000	000	000	000		
PAINTED PAV'T MARK, WATERBORNE/SOLVENT													
0290	10741.500	10741.500	Lump Sum	401	000	10741500	000	000	000	000	000		
TRAFFIC CONTROL													
0300	70.000	70.000	Each	401	000	62000	000	000	000	000	000		
FLAGGER													
0310	35.000	35.000	Each	401	000	20500	000	000	000	000	000		
PILOT CAR													
0320	59980.090	59980.090	Lump Sum	401	000	59980090	000	000	000	000	000		
MOBILIZATION													
0330	4.000	4.000	Each	441	000	3000	000	000	000	000	000		
('EACH' ITEM)													
8001	1.000	1.000		441	000	1000	000	000	000	000	000		
30" CMP W/ELBOW													
8002	-346.166	-346.166		441	000	-346166	000	000	000	000	000		
PRICE ADJUSTMENT AGGREGATE DEVIATION													
8003	26359.410	26359.410		441	000	26359410	000	000	000	000	000		
PAYMENT ADJUSTMENT INCENTIVE FIELD VOIDS													

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. _____
 DATE PROJECT ENGINEER CERTIFICATION

2. _____
 DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL
 IDOT is not involved in this Farm to Market project.

3. _____
 DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL
 Project records reviewed. Project records not reviewed. Recommend payment based on the project engineers certification.

_____ the _____

for _____ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

 DATE SIGNED CLAIMANT (CONTRACTOR)

CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.

Contract 033751



Iowa Department of Transportation
CONTRACT CONSTRUCTION PROGRESS VOUCHER

FM-C097(126)--55-97
 HMA Resurfacing
 WOODBURY COUNTY ENGINEER

Voucher No. 11

DATE LAST VOUCHER 11-02-17
 MO. DAY YR.

THIS VOUCHER
 MO. DAY YR.

DAYS WORKED			RET. %
TO DATE	LAST VOUCH.	AUTH.	
	<u>0.0</u>	<u>55.0</u>	<u>3.000</u>

Contractor No. 92944 KNIFE RIVER CORPORATION BISMARCK, ND

ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING
8999	<u>1.000</u>	<u>1.000</u>	<u>Lump Sum</u>	<u>401</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	<u>STOCKPILED MATERIALS</u>				Compl. Last Voucher			
					TOTAL TO DATE			
					Compl. Last Voucher			
					TOTAL TO DATE			
					Compl. Last Voucher			
					TOTAL TO DATE			
					Compl. Last Voucher			
					TOTAL TO DATE			
					Compl. Last Voucher			
					TOTAL TO DATE			
					Compl. Last Voucher			
					TOTAL TO DATE			
					Compl. Last Voucher			
					TOTAL TO DATE			
					Compl. Last Voucher			
					TOTAL TO DATE			

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.
 SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

- DATE _____ PROJECT ENGINEER CERTIFICATION
- DATE _____ CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL
 IDOT is not involved in this Farm to Market project.
- DATE _____ DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL
 Project records reviewed. Project records not reviewed. Recommend payment based on the project engineers certification.

I, _____ the _____
 for _____ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.
 DATE _____ SIGNED CLAIMANT (CONTRACTOR)

CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.

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

Date: 12/14/2017 Weekly Agenda Date: 12/19/2017

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

WORDING FOR AGENDA ITEM:

Approve final pay voucher for project number BROS-CO97(120)--5F-97, Bridge Replacement on 280th Street

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Public Hearing Other: Informational Attachments

EXECUTIVE SUMMARY:

Project work has been completed for the replacement of a bridge over the Garretson Ditch on 280th Street. The project was awarded to Graves Construction Company.

BACKGROUND:

The county programmed the replacement of the Garretson Ditch Bridge on 280th Street for construction in fiscal year 2017. Project work has been completed in compliance with the plans and specifications for the job. All required forms and paperwork have been submitted, the office audit is completed and the final pay voucher has been prepared and signed by the contractor.

FINANCIAL IMPACT:

This project is paid for with county farm to market funds. The contract price of the project was \$904,806.92.

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

Yes No

RECOMMENDATION:

I recommend that the Board approve the final pay voucher for project BROS-C097(120)--5F-97.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the final pay voucher for project BROS-C097(120)--5F-97.

Contract 033318

Voucher No. 15



Iowa Department of Transportation
CONTRACT CONSTRUCTION PROGRESS VOUCHER

BROS-C097(120)--5F-97
 Bridge - New / Replacement
 WOODBURY COUNTY ENGINEER

DATE LAST VOUCHER 05-03-17
 MO. DAY YR.

THIS VOUCHER
 MO. DAY YR.

Final

DAYS WORKED			RET. %	Contractor No. 16300 GRAVES CONSTRUCTION CO INC SPENCER, IA										
TO DATE	LAST VOUCH.	AUTH.		ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	TOTAL TO DATE	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING
32.0	100.0	3.000		ITEM DESCRIPTION										
0010	3.320	3.320	Acre	410	410	CLEAR+GRUBB	410	3320	000	000	000	000	000	000
0020	26491.000	26491.000	Cubic Yd	410	410	EXCAVATION, CL 10, RDWY+BORROW	410	26491000	000	000	000	000	000	000
0030	1858.000	1858.000	Cubic Yd	410	410	EXCAVATION, CL 10, CHANNEL	410	1858000	000	000	000	000	000	000
0040	40000.000	40000.000	Lump Sum	430	430	RMVL OF EXISTING BRIDGE	430	40000000	000	000	000	000	000	000
0050	1280.000	1280.000	Cubic Yd	430	430	EXCAVATION, CL 20	430	1280000	000	000	000	000	000	000
0060	293.400	293.400	Cubic Yd	430	430	STRUCT CONC (BRIDGE)	430	293400	000	000	000	000	000	000
0070	124.000	124.000	Pound	430	430	REINFORC STEEL	430	124000	000	000	000	000	000	000
0080	72396.000	72396.000	Pound	430	430	REINFORC STEEL, EPOXY COATED	430	72396000	000	000	000	000	000	000
0090	262.000	262.000	Linn Ft	430	430	CONC OPEN RAIL, TL-4	430	262000	000	000	000	000	000	000

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. _____
 DATE PROJECT ENGINEER CERTIFICATION

2. _____
 DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL
 IDOT is not involved in this Farm to Market project.

3. _____
 DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL
 Project records reviewed. Project records not reviewed. Recommend payment based on the project engineers certification.

_____, the _____
 (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE _____ SIGNED CLAIMANT (CONTRACTOR)

Contract 033318

Voucher No. 15



Iowa Department of Transportation
CONTRACT CONSTRUCTION PROGRESS VOUCHER

BROS-C097(120)--5F-97
 Bridge - New / Replacement
 WOODBURY COUNTY ENGINEER

DATE LAST VOUCHER 05-03-17
 MO. DAY YR.

THIS VOUCHER
 MO. DAY YR.

DAYS WORKED			RET. %	Contractor No. 16300 GRAVES CONSTRUCTION CO INC SPENCER, IA																
TO DATE	LAST VOUCH.	AUTH.		QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING									
	32.0	100.0	3.000																	
ITEM NO.	ITEM DESCRIPTION			QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	TOTAL TO DATE	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING							
0100	CULV, CMP ENT, 24"			308.000	308.000	Linr Ft	420		120000	000	000	000	000							
0110	CULV, CMP ENT, 72"			130.000	130.000	Linr Ft	420		130000	000	000	000	000							
0120	PILE, STEEL, HP 10X42			1080.000	1080.000	Linr Ft	430		1080000	000	000	000	000							
0130	PILE, STEEL, HP 12X53			2310.000	2310.000	Linr Ft	430		2310000	000	000	000	000							
0140	CONC ENCASE STEEL H PILE, HP 12X53(P10 L)			539.000	539.000	Linr Ft	430		539000	000	000	000	000							
0150	PREBORED HOLE			120.000	120.000	Linr Ft	430		120000	000	000	000	000							
0160	GATE, OUTLET CONTROL, FLAP, 24"			3.000	3.000	Each	418		1000	000	000	000	000							
0170	GATE, OUTLET CONTROL, FLAP, 72"			1.000	1.000	Each	418		1000	000	000	000	000							
0180	SAFETY CLOSURE			2.000	2.000	Each	410		2000	000	000	000	000							

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. _____
 DATE PROJECT ENGINEER CERTIFICATION

2. _____
 DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL
 IDOT is not involved in this Farm to Market project.

3. _____
 DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL
 Project records reviewed. Project records not reviewed. Recommend payment based on the project engineers certification.

_____ the _____

for _____ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE _____ SIGNED CLAIMANT (CONTRACTOR)

CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.

Contract 033318

Voucher No. 15



Iowa Department of Transportation
CONTRACT CONSTRUCTION PROGRESS VOUCHER

BROS-C097(120)--5F-97
 Bridge - New / Replacement
 WOODBURY COUNTY ENGINEER

DATE LAST VOUCHER 05-03-17
 MO. DAY YR.

THIS VOUCHER _____
 MO. DAY YR.

DAYS WORKED			RET. %		Contractor No. 16300 GRAVES CONSTRUCTION CO INC SPENCER, IA											
TO DATE	LAST VOUCH.	AUTH.			ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	TOTAL TO DATE	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING	
	<u>32.0</u>	<u>100.0</u>	<u>3.000</u>													
					0190	<u>4500.000</u>	<u>4500.000</u>	Lump Sum	401			<u>4500000</u>		<u>000</u>	<u>000</u>	<u>000</u>
					0200	<u>75000.000</u>	<u>75000.000</u>	Lump Sum	401			<u>75000000</u>		<u>000</u>	<u>000</u>	<u>000</u>
					0210	<u>4.000</u>	<u>4.000</u>	Each	401			<u>4000</u>		<u>000</u>	<u>000</u>	<u>000</u>
					0220	<u>4.000</u>	<u>4.000</u>	Each	401			<u>4000</u>		<u>000</u>	<u>000</u>	<u>000</u>
					0230	<u>534.000</u>	<u>534.000</u>	Ton	441			<u>537960</u>		<u>000</u>	<u>000</u>	<u>000</u>
					0240	<u>3.320</u>	<u>3.320</u>	Acre	448			<u>7380</u>		<u>000</u>	<u>000</u>	<u>000</u>
					0250	<u>3.320</u>	<u>3.320</u>	Acre	448			<u>4190</u>		<u>000</u>	<u>000</u>	<u>000</u>
					0260	<u>844.000</u>	<u>844.000</u>	Linr Ft	448			<u>560000</u>		<u>000</u>	<u>000</u>	<u>000</u>
					8001	<u>116.000</u>	<u>116.000</u>		448			<u>116000</u>		<u>000</u>	<u>000</u>	<u>000</u>

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. _____
 DATE PROJECT ENGINEER CERTIFICATION

2. _____
 DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL
 IDOT is not involved in this Farm to Market project.

3. _____
 DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL
 Project records reviewed. Project records not reviewed. Recommend payment based on the project engineers certification.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

_____ the _____
 for _____ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

_____ DATE _____ SIGNED CLAIMANT (CONTRACTOR)

Contract 033318

Voucher No. 15



Iowa Department of Transportation
CONTRACT CONSTRUCTION PROGRESS VOUCHER

BROS-C097(120)--5F-97
 Bridge - New / Replacement
 WOODBURY COUNTY ENGINEER

DATE LAST VOUCHER 05-03-17
 MO. DAY YR.

THIS VOUCHER
 MO. DAY YR.

DAYS WORKED			RET. %	Contractor No. 16300 GRAVES CONSTRUCTION CO INC SPENCER, IA									
TO DATE	LAST VOUCH.	AUTH.		QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	TOTAL TO DATE	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING
	<u>32.0</u>	<u>100.0</u>	<u>3.000</u>										
8002	<u>72.000</u>	<u>72.000</u>		<u>448</u>					<u>72000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	CULVERT, CMP ENT PIPE, 36" DIA												
8003	<u>1.000</u>	<u>1.000</u>		<u>448</u>					<u>1000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	GATE, OUTLET CONTROL, FLAP, 30"												
8004	<u>1.000</u>	<u>1.000</u>		<u>448</u>					<u>1000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	GATE, OUTLET CONTROL, FLAP, 36"												
8005	<u>4.000</u>	<u>4.000</u>		<u>448</u>					<u>4000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	ABUTMENT REMOVAL												
8006	<u>70.000</u>	<u>70.000</u>		<u>448</u>					<u>72210</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	REVTMENT CLASS E												
8007	<u>1.000</u>	<u>1.000</u>		<u>448</u>					<u>3000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	MOBILIZATION, EROSION CONTROL												
8008	<u>3.190</u>	<u>3.190</u>		<u>448</u>					<u>3190</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	STABILIZING CROP SEEDING AND FERTILIZING												
8999	<u>1.000</u>	<u>1.000</u>	Lump Sum	<u>401</u>					<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	STOCKPILED MATERIALS												

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. 7/24/2017 Mark J. Voth
 DATE PROJECT ENGINEER CERTIFICATION

2. _____
 DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL
 IDOT is not involved in this Farm to Market project.

3. _____
 DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL
 Project records reviewed. Project records not reviewed. Recommend payment based on the project engineers certification.
 Project approved for payment. based on the project engineers certification.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

I, DAN GRAVES the PRESIDENT

for GRAVES CONST. CO., INC. (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

7/17/17 DJ - Graves
 DATE SIGNED CLAIMANT (CONTRACTOR)

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

#10c

Date: 12/14/2017 Weekly Agenda Date: 12/19/2017

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Jered Jepsen, Weed Commissioner and Mark Nahra, County Engineer

WORDING FOR AGENDA ITEM:

Receive and approve annual report of the county weed commissioner

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The county weed commissioner prepares an annual report for the Department of Agriculture. The report is reviewed with and signed by the Board in advance of submittal.

BACKGROUND:

The county weed commissioner is a position established under Chapter 317 of the Code of Iowa and is a Board appointed county official. The secondary road department provides logistic and clerical support to the weed commissioner. In his annual report he will provide the board with information on his 2017 work and a discussion of upcoming programming and needs.

FINANCIAL IMPACT:

The county funds the work of the weed commissioner through the weed eradication budget.

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

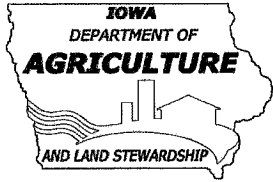
Yes No

RECOMMENDATION:

I recommend that the Board receive the 2017 report of the weed commissioner and direct the chair to sign the report.

ACTION REQUIRED / PROPOSED MOTION:

Motion to receive the 2017 report of the weed commissioner and direct the chair to sign the report.



2017 WEED COMMISSIONER'S REPORT

For the County of:

Submit to County Board of Supervisors by: January 1, 2018
 Return copy to the IDALS office by: January 15, 2018

Weed Commissioner's Contact Information:

Name	<input type="text" value="Jered Jepsen"/>	Year Appointed	<input type="text" value="2012"/>
Address	<input type="text" value="PO Box 74, 204 3rd St."/>	Telephone	<input type="text" value="712-898-0822"/>
City, State, Zip Code	<input type="text" value="Cushing, Iowa 51018"/>	Alternate Telephone	<input type="text" value="712-373-9718"/>
E-mail Address	<input type="text" value="wcweedcomm@gmail.com"/>	Pesticide Certification #	<input type="text" value="41681"/>

Which of the noxious weeds have you found in your county?

<input type="checkbox"/> 1 - Found, a problem in my county	<input type="checkbox"/> 3 - Not known in my county
<input type="checkbox"/> 2 - Found, but not a problem	<input type="checkbox"/> ? - If you cannot identify this plant

<i>Primary Noxious Weeds</i>	<i>Answer</i>	<i>Secondary Noxious Weeds</i>	<i>Answer</i>
Buckhorn	<input type="text" value="3"/>	Buckhorn Plantain	<input type="text" value="3"/>
Bull Thistle	<input type="text" value="2"/>	Cocklebur	<input type="text" value="2"/>
Canada Thistle	<input type="text" value="1"/>	Curly Dock (Sour Dock)	<input type="text" value="2"/>
Field Bindweed	<input type="text" value="2"/>	Multiflora Rose	<input type="text" value="3"/>
Hoary Cress (Perennial Pepper-grass)	<input type="text" value="2"/>	Poison Hemlock	<input type="text" value="2"/>
Horse Nettle	<input type="text" value="2"/>	Puncturevine	<input type="text" value="3"/>
Leafy Spurge	<input type="text" value="2"/>	Red Sorrel (Sheep Sorrel)	<input type="text" value="2"/>
Musk Thistle	<input type="text" value="2"/>	Shattercane	<input type="text" value="2"/>
Palmer Amaranth	<input type="text" value="3"/>	Smooth Dock	<input type="text" value="2"/>
Perennial Sow Thistle	<input type="text" value="2"/>	Teasel	<input type="text" value="2"/>
Purple Loosestrife	<input type="text" value="2"/>	Velvetleaf (Butterprint)	<input type="text" value="2"/>
Quackgrass	<input type="text" value="2"/>	Wild Carrot	<input type="text" value="2"/>
		Wild Mustard	<input type="text" value="2"/>
		Wild Sunflower	<input type="text" value="2"/>

Please list any other plants which are a problem in your county:

As County Weed Commissioner, do your duties include roadside spraying?

Did your county employ contract spraying during 2017?

If yes, what percentage of your total spray program is contracted? (%)

If possible, please list the contract rates (\$/mile)

Total contract cost (\$)

In the past year how much did your county spend on purchasing herbicides?

How many times during 2017 was it necessary to serve a noxious weed notice?

Private (written) Public (written) e.g. DOT, DNR, CCB, etc

How many times did you contact individuals personally, rather than sending them a weed control notice?

Private (verbal) Public (verbal) e.g. DOT, DNR, CCB, etc

How many times did you actually enter private or public land, control weeds and assess the cost to the owner?

How many months were you employed as weed commissioner in 2017?

 months

Are your duties as Weed Commissioner incorporated into another county job?

If yes, what?

Weed Commissioner Duties (% of time)

IRVM Duties (% of time)

Other County Duties (% of time)

How does the overall county weed situation compare with last year?

Is brush control included in your weed commissioner duties?

If yes, what methods do you use? Spraying

Cutting

Stump Treatment

Basal Bark

Other, explain

What are your suggestions and/or recommendations which may improve your county weed and brush infestations?

Increased budget and more hours to spray at the opportune time.

What would you like to see the Iowa Weed Commissioners' Association do in the future?
 What are some directions you think we should move forward? What do you think should stay the same?

What *herbicides* did your county use in your weed control program? *Be specific; please list brand names and quantities of each.* Please do not list surfactants or adjuvants. If the spray program is contracted in your county, ask your contractor for this information. Add another page if necessary.

Herbicide usage table:

CHEMICAL/BRAND	RATE USED	QUANTITY USED	TO CONTROL?
<i>(Example)</i> Milestone	4 fluid ounces per acre	425 ounces	Thistle and teasel on roadside
Milestone	7.0 oz/acre	5 gallons	noxious weeds
Method	11 oz/acre on brush/5.5 5.5/acre on weeds	27.5 gallons	noxious weeds

CHEMICAL/BRAND	RATE USED	QUANTITY USED	TO CONTROL?
MSM	1.5 oz/acre on brush and <i>1.502/acre on weeds</i>	448oz	Brush & noxious weed <input checked="" type="checkbox"/>
Grazon P & D	48 oz/acre	300 gallons	noxious weed
Streamline	3.5 oz/acre	3 lbs.	noxious weeds
Escort		56 oz	noxious weeds
Pathway	1 gallon/acre	100 gallons	mower tractor & trees <i>and brush</i> <input checked="" type="checkbox"/>

The above report is true to the best of my knowledge.

Signature 
County Weed Commissioner

12/7/17
Date

Signature _____
Chair, County Board of Supervisors

Date

Please return a copy to: Iowa Department of Agriculture and Land Stewardship
Attn: State Weed Commissioner
2230 S Ankeny Blvd
Ankeny, IA 50023-9093
LuAnn.Folkers@IowaAgriculture.gov

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

Date: 12/13/2017

Weekly Agenda Date: 12/19/2017

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Kenny Schmitz

WORDING FOR AGENDA ITEM:

Trosper Hoyt Master Control Security Electronics & Elevator project

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The Trosper Hoyt Juvenile Detention Master Control Security Electronics & Elevator Project documents didn't make the printer on time. We are requesting to change the bid date to January 16, 2018.

BACKGROUND:

On December 5, 2017, the Board of Supervisors approved the plans, specifications, and to seek competitive bids. The Board of Supervisors set the bid date of January 9th, 2018 at 3:00pm, in the first floor Board of Supervisors Office. The Board of Supervisors set a public hearing on January 9th at 4:45 pm during the Board of Supervisors meeting

On September 5th, 2017, Bids were received for the Trosper Hoyt Juvenile Detention Master Control and Doors Project.

On January 25th, 2017, the Board of Supervisors approved plans and specifications & authorized Building Services to seek project competitive bids.

On January 17th, 2017, the Board of Supervisors approved a Construction Contract with Baker Group.

On January 10th, 2017, the Board of Supervisors approved a design contract with GGA for the Trosper Hoyt Juvenile Detention Master Control and Doors Project.

FINANCIAL IMPACT:

Master Controls- 2017 CIP #C10-17 funds approved \$405,100.00
Elevator Upgrades- 2018 CIP Amendment (March)

Actual costs to be determined through competitive bid process

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

Yes No

RECOMMENDATION:

Building Services requests changing the bid date and public hearing date from January 9th, 2018 to January 16th, 2018 for the Trosper Hoyt Juvenile Detention Master Control Security Electronics and Elevator Project. This will allow contractors ample time to provide bids ultimately getting the County better pricing.

ACTION REQUIRED / PROPOSED MOTION:

- 1.Motion to receive and open the Trosper Hoyt Master Control Security Electronics and Elevator Project at 3:00 pm in the Board of Supervisors Office, 1st Floor Woodbury County Courthouse on January 16th, 2018.
- 2.Motion to set a Public Hearing for January 16th, 2018 at 4:45pm during the Board of Supervisors meeting.

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

#11b

Date: 12/14/2017 Weekly Agenda Date: 12/19/2017

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Kenny Schmitz

WORDING FOR AGENDA ITEM:

Woodbury County Building Services Department Reorganization; Newly Created Position Authorization- Building Services Project, Energy, & Construction Manager

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

Increased demands placed upon the department coupled with the need for enhanced job scope capabilities due to construction projects and energy improvements necessitates adjustment of current abilities

BACKGROUND:

Building Services reorganization benefits Woodbury County by realigning the department structure to meet changing demands, and capitalize on cost synergies via an off-setting/ net-zero budget impact.
Attachment: Building Services Reorganization document

FINANCIAL IMPACT:

No Impact to Current Budget
Annual Base Salary: \$79,000- \$83,000

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

Yes No

RECOMMENDATION:

Building Services requests consideration and approval to create a new Building Services Department Position, "Building Services Project, Energy, & Construction Manager" and authorization to initiate the hiring process.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve "Building Services Project, Energy, & Construction Manager" Position, and authorization to begin the hiring process.



Woodbury County Building Services
401 8th Street
Sioux City, IA. 51101
Kenny Schmitz, Building Services Director
kschmitz@woodburycountyiowa.gov
Office: 712-279-6539 Cell: 712-253-3745

December 14th, 2017

TO: Woodbury County Board of Supervisors

Woodbury County Building Services- Department Reorganization

The Building Services Department has made great strides through gradual change.

As Woodbury County Department Director, my aspirations from day one has been, and will continue to be continuous improvement within the Department and Woodbury County.

Not unlike a corporation's need to exercise flexibility, and adjust to an ever-changing world to remain competitive, Woodbury County also must take a similar approach to create an environment that capitalizes on resources and exercises cost saving initiatives.

A staff evaluation indicates that the current Building Services structure would greatly benefit by the establishment of hybrid positions that best meet demands placed upon the Department and the County.

The thought process was to formulate a plan based on best business practices, by analyzing how costs & function ineffectiveness could be transformed to proficiencies, and synergies could be exploited.

Creation of a new Project, Energy, & Construction Manager position fulfills current day needs by interjecting technical expertise in key areas. Salary and budget costs are off-set at net zero by deauthorizing the Clerk-II & Grounds keeping positions. The Clerk-II position employee would be transitioned to an open/ unfilled Clerk II position currently within the Woodbury County Motor Vehicle Department. The anticipated possibility of this move addresses concerns, meets needs, is timely, and acceptable to all parties involved. Transitioning would occur February 1st, 2018.

Implementing change is often met with adversity. The magnitude and effect is often wrought with strife short term, but a well thought out plan converging with the right time frame will produce sustained improved performance results coupled with tangible savings and a sustained positive outcome.

I truly believe that restructuring as outlined is currently the very best way forward for Woodbury County long term to meet the current day challenges of technically advanced job scope abilities, similarly taxpayer fiduciary responsibilities are met by focusing on avenues to curb rising project construction costs and/ or fees.

It is with a great deal of personal thought that I present the following reorganization plan for your valued consideration, support, and unified approval.



Position Creation/ Authorization (1);

1. Project, Energy, and Construction Manager-
(Salary Range \$79K-\$83K) Estimated Cost \$79,950.00 + Benefits

Annual Salary Addition Total= \$79,950.00 (estimate);

Total Compensation with Benefits- Estimated Cost \$100,000.00

Position Reductions/ Deauthorization (2);

1. Clerk 2- Salary Savings \$38,625.60 (actual); Total Compensation with Benefits \$61,111.60
2. Maintenance Groundskeeper \$34,881.60 (actual); Total Compensation with Benefits \$48,847.14

Annual Salary Reduction Combined Savings Total= \$73,507.20;

Compensation with Benefits Combined Savings Total= \$109,958.74

Annual Budget Impact;

Salary Addition-	\$79,950.00
Salary Reductions-	<u>\$73,507.20</u>
Base Salary Difference	\$6,442.80
Combined Benefit's (Clerk/ Grounds Keeper)	\$42,563.14
Benefits (New Position estimate)	\$30,387.00
Annual Budget Impact = \$0.00	

Additional Savings Estimates;

Reorganization/ C.I.P. possible Construction Manager Savings:

Project Construction Management Fees (*15% of Project totals):

Trosper Hoyt: Master Control-	project total estimate \$400K- *\$60,000.00
Trosper Hoyt: Elevators-	project total estimate \$300K- *\$45,000.00
LEC: Intake-	project total estimate \$1.4M- *\$210,000.00
LEC: Classification-	project total estimate \$900K- *\$135,000.00
LEC: Medical-	project total estimate \$700K- *\$105,000.00
Courthouse HVAC #2-	project total estimate \$1.2M- *\$180,000.00
	*\$735,000.00

**HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA**

#12a

DATE: December 19, 2017

REQUEST TO DEAUTHORIZE COUNTY POSITION(S)

DEPARTMENT	POSITION	APPROVED	DISAPPROVED
Building Services	Clerk II		
Building Services	Maintenance Worker – Grounds Keeper		
	Deauthorize to Authorize a Project, Energy & Construction Manager.		

Chairman, Board of Supervisors

HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

#12b

DATE: December 19, 2017

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Building Services	Project, Energy & Construction Manager	Wage Plan: \$79,000 - \$83,000/year		
	Please see attached memo and position description.			

Chairman, Board of Supervisors



Woodbury County Building Services
401 8th Street
Sioux City, IA. 51101
Kenny Schmitz, Building Services Director
kschmitz@woodburycountyiowa.gov
Office: 712-279-6539 Cell: 712-253-3745

December 14th, 2017

To: Woodbury County Board of Supervisors

Human Resources Department

From: Kenny Schmitz, Building Services Director

Subject: Attached Authorization for a new position

I am respectfully requesting the Authorization to Hire for a Project, Energy & Construction Manager. This would be a new exempt position. Please see the attached job description.

We are requesting Deauthorization of two positions in our department, the Clerk II and the Maintenance Worker – Grounds Keeper positions effective 2-1-18.

Sincerely,

A handwritten signature in black ink that reads "Kenny Schmitz". The signature is written in a cursive, flowing style. Below the signature, the name "Kenny Schmitz" is printed in a simple, black, sans-serif font.

Kenny Schmitz

Should you have any comments regarding this communication, please send them to me and I will place them in your file along with this communication.

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____
Services

Department: County Building

Title: Building Services Project, Energy, & Construction Manager

FLSA Designation: Exempt

Effective Date: December 2017

Reports to: County Building Services Director

Purpose:

Responsible in the absence of the Building Services Director, for the general and/or direct supervision of Building Services Department as directed; accountable for construction/ modification projects, energy management, and HVAC. Assists in capital improvement project planning. Performs administrative, supervisory, and technical work, under the direct authority of the County Building Service Director

Essential Functions and Responsibilities:

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

Other duties may be required and assigned.

- Directly reports to the Building Services Director
- On call 24 hours per day to handle or consult on major maintenance problems and work a flexible schedule as needed
- Have sufficient personal mobility to complete field work at various county facilities
- Develop and manage construction programs
- Knowledge of RFPs, RFQs, bidding practices, AIA documents, and procurement laws
- Review construction/renovation project plans for completeness, code conformance and cost
- Supervise work of outside contractors for renovations or major repairs
- Interpret technical and governmental regulations
- Responsible for energy management; all systems and facilities
- Facilities HVAC; monitoring, automated programming, controls, and troubleshooting
- Efficiency oversight, and cost saving initiatives utilizing Energy Cap Enterprise software systems
- Fluent in low energy savings rebate programs and all associated documentation
- Implement best practices for the effective operation of heating, ventilation, and air conditioning
- Assist in annual capital improvement project; forecasts, financial projections, and intricate spreadsheets
- Department administrative office duties as assigned;
- Prepare all weekly claims for payment within the department as well as those claims for payment and those submitted by contractors and all other vendors in compliance with the Woodbury County Auditor office
- AS400 software system program input of annual budget
- Provides CIP financial budget templates and is included in semi-annual external auditing vendor meetings
- Supervision of Custodial / Janitorial staff, providing monthly employee performance documentation to Director
- Environmental Services; Janitorial (EVS) operations; knowledgeable in all aspects related to Janitorial procedures and practices necessary to enhance facilities cleanliness, keeps records and prepares work and time reports
- Responsible for the effective accomplishment of all designated cleaning practices in all County offices.
- Required- One weekly meeting with Custodial Staff (after standard business hours)
- Required- One weekly facility inspection accompanied by Custodial Lead Position (after standard business hours)
- Make recommendations to the building services director to improve quality operation of systems and equipment
- Establish and maintain effective, professional working relationships with the building director, co-workers, employees, supervisors, elected officials/department heads, contractors, members of the public.
- Perform duties in a professional and trustworthy manner
- Attendance is required
- Advanced in Microsoft Excel formulating multiple spreadsheet utilization

Non-Essential Functions and Responsibilities:

- Performs a variety of related duties in an efficient and thorough manner, under the direction of the Woodbury County Building Services Director.

Minimum Education and Experience Required Performing Essential Functions:

- Possess High School diploma or General Equivalency Degree (GED) and five (5) years of experience in building and grounds related work; or any equivalent combination of education and experience that provides the required knowledge and abilities. One (1) year supervisory experience preferred
- Basic principles of supervision to include approaches to discipline and training techniques
- Knowledge of building engineering as related to building design, construction, and maintenance
- Thorough knowledge of the methods and techniques commonly used in construction and maintenance, including complex institutional heating, cooling, plumbing, and electrical systems, detention equipment surveillance, elevator and fire alarm systems and methods to repair these systems.

- Knowledge of State Code requirements as related to responsibilities and of the hazards and safety precautions, regulations and standards related to facilities maintenance
- General Carpentry skills, janitorial, housekeeping, and grounds keeping procedures
- Blueprint reading; specifications and standards
- Good knowledge of applicable building codes
- Use of personal computers software packages including Microsoft Excel
- Knowledge of management and budgetary principles
- Knowledge of building and equipment qualify to be bonded relating to the scope of responsibility
- Is of good moral character as determined by a thorough background check of local, state, and national files
- Must pass physical and psychological examination by County designated physicians
- Ability to tactfully and effectively communicate with others
- Knowledge of human relations, psychology, and personal maturity to maintain emotional stability in unusual situations of stress or social interaction pressure
- Ability to interpret and expedite all orders
- Ability to motivate, train, instruct, and supervise personnel
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screening test prior to employment

Mental and Physical Competencies Required to Performing Essential Functions:**Language Ability**

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures in written, oral, diagram and schedule form. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English. Have clarity of speech, hearing, and writing which permits effective communication and organize and presents factual information and ideas clearly and concisely, in oral and written form at Board meetings.

Mathematical Skills

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

Behavior Skills

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

Reasoning Ability

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

Cognitive Demands

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

Equipment Used

Computer for data entry, spreadsheets and word processing, multi-line phone, fax machine, calculator, (10 key), copier/scanner, possess knowledge of anything relating to County Building Services systems. Work requiring the exertion of up to 50-85 pounds with assistance of force occasionally, and operation of motor vehicles and equipment

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 50-85 pounds or less with assistance of force occasionally and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English.

Environmental Adaptability

Work is performed in all exposed environments and terrains while conducting field work. The employee is subject to adverse environmental conditions.

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Possession of a valid appropriate driver's license and insurance. Candidate for hire must successfully pass a background check (thorough background of local, state, and national files), a physical examination, vision, back screen and drug screening test prior to employment. The use of English for the skills and purposes of this job.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek.

I understand that my attendance is required. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

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

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

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

#13

Date: 12/12/2017 Weekly Agenda Date: 12/19/2017

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Ryan M. Weber

WORDING FOR AGENDA ITEM:

Discussion and approval of contract extension for 2018 with Bureau of Indian Affairs.

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

Bureau of Indian Affairs has exercised its right to continue with our current contract into the next calendar year 2018.

BACKGROUND:

The contract between Woodbury County Juvenile Detention Center is coming to the end of its first year. Per the contract the Bureau of Indian Affairs has the right to continue the contract into the next year per request to and approval of the Board of Supervisors.

FINANCIAL IMPACT:

Woodbury County Juvenile Detention will charge Bureau of Indian Affairs \$100 per day for bed space.

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

Yes No

RECOMMENDATION:

I recommend that Woodbury County continue to allow the Bureau of Indian Affairs to use bed space we have available and we continue the contract for the calendar year 2018.

ACTION REQUIRED / PROPOSED MOTION:

Board approval and Chairman signature on the contract.

2. AMENDMENT/MODIFICATION NO. P00004	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY BIA GPRO 00001 115 4TH AVENUE SE Contracting Office Aberdeen SD 57401-4382	CODE A01	7. ADMINISTERED BY (If other than Item 6) DOI, BIA GPRO Contracting Office 115 4TH AVENUE SE Aberdeen SD 57401-4382	CODE A01

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) WOODBURY COUNTY JUVENILE DETENTION CENTER Attn: ATTN GOVERNMENT POC 822 DOUGLAS ST SIOUX CITY IA 51101-1029	(x)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	x	10A. MODIFICATION OF CONTRACT/ORDER NO. A16PC00126
		10B. DATED (SEE ITEM 13) 09/02/2016
CODE 0071323106	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
01

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.217-09 Option to Extend the Term of the Contract

E. IMPORTANT: Contractor is not. is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
The purpose of this modification is as follows:

1. Exercise Option Year Two, the period of performance for Option Year Two will be from 1/1/2018 through 12/31/2018.

There will be no other changes made by reason of this modification.
Legacy Doc #: IA
Delivery: 12/31/2018
Payment Terms:
PP30
Delivery Location Code: 0009061546
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Anita Brewer
15B. CONTRACTOR/OFFEROR <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA <i>(Signature of Contracting Officer)</i>	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
A16PC00126/P00004

PAGE OF
2 2

NAME OF OFFEROR OR CONTRACTOR
WOODBURY COUNTY JUVENILE DETENTION CENTER

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	BIA GPRO OJS-CORRECTIONS MC600 115 4TH AVENUE SE Suite 400 ABERDEEN SD 57401-4360 US Account Assignm: K G/L Account: 6100.254A0 Business Area: A000 Commitment Item: 254A00 Cost Center: AAKL004000 Functional Area: A0J313031.999900 Fund: 178A2100DD Fund Center: AAKL004000 PR Acct Assign: 01 FOB: Destination Period of Performance: 07/01/2016 to 12/31/2018 FBMS COR: JMOUNT				

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

Date: 12/14/17 Weekly Agenda Date: 12/19/17

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: P.J. Jennings-County Attorney

WORDING FOR AGENDA ITEM:

Approve request to hire grant funded attorney.

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

A collaborative effort was established here in Woodbury County to better respond to victim's of domestic violence. A federal grant was obtained in the amount of \$500,000+ to help us achieve results.

BACKGROUND:

Several members of the community began a collaborative a couple years back to look at how Woodbury County responded to domestic violence. Those members were from law enforcement, court administration, judiciary, Iowa legal aid, CSADV, Department of Corrections, county attorney's office and several others. This group successfully obtained a 3yr grant in excess of \$500,000.00.

FINANCIAL IMPACT:

The grant will fully fund a part-time attorney to work with victims of domestic violence in the area of protection order violations. This position ends at the expiration of the grant funded period.

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

Yes No

RECOMMENDATION:

That the board accepts this initiative and the involvement of the county attorney's office in compliance with the grant.

ACTION REQUIRED / PROPOSED MOTION:

To authorize the hire of a part-time attorney not to exceed the grant funded three year period.

Budget Narrative and Detail - Woodbury County DV System Response Improvement Project (IA)

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Erin Binneboese/Program Coordinator	(45,000 x 7% x 3 years)	9450

Erin Binneboese, the *Program* Coordinator will provide professional coordination at 7% FTE (based on 3265 annual hours) to provide project oversight and assure timely reporting between all partner organizations ensuring compliance with program requirements and serving as the central point of contact.

TOTAL PERSONNEL: \$ 9,450

B. Fringe Benefits – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker’s Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Erin Binneboese/Program Coordinator		
Employer’s FICA	(3150 x 7.65% x 3 years)	723
Health Insurance	(3150 x 10.39% x 3 years)	982
Worker’s Compensation	(3150 x 1.96% x 3 years)	185
Employer of Record & Unemployment	(3150 x 4.00% x 3 years)	378

TOTAL FRINGE BENEFITS: \$ 2,268

TOTAL PERSONNEL & FRINGE BENEFITS: \$11,718

C. Travel – OVV mandated travel funds have been allocated to cover the cost of required travel in accordance with program guidelines. The sites of the training sessions are unknown at this time. Travel costs will be reimbursed in accordance with current Federal Travel Regulations.

Location	Item	Computation	Cost
TBD	Airfare	567 (avg) x 3 trips	1701
	Lodging	150 (avg) x 3 nights x 3 trips	1350
	Per Diem	\$50 (avg) x 3 days x 3 trips	450

TOTAL TRAVEL: \$ 3,501

D. Equipment – No equipment to be purchased.

TOTAL EQUIPMENT: \$ 0

E. Supplies

Office Supplies	300.60 x 3yrs	902
-----------------	---------------	-----

TOTAL SUPPLIES: \$ 902

F. Construction – As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

TOTAL CONSTRUCTION: \$ 0

----- CONTINUED ON NEXT PAGE -----

G. Consultants/Contracts –

Subtotal Consultant Fees: \$ 0

CONTRACTS/SUBAWARDS

<u>Name/Position/Item</u>	<u>Computation</u>	<u>Cost</u>
CSADV Full-Time DV Advocate	(34,466 x 100% x 3 years)	103398
<i>The Council on Sexual Assault and DV advocate, in coordination with project partners will provide: 1) Outreach</i>		
Employer's FICA	(34466 x 7.65% x 3 years)	7910
Unemployment	(34466 x 3.1% x 3 years)	3205
Worker's Compensation	(34466 x 1.549% x 3 years)	1602
Health Insurance	(4253 x 3 years)	12759

<u>Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated	TBD	Airfare	\$500 (avg) x 3 trips	1500
Training		Lodging	\$150 (avg) x 3 nights x 3 trips	1350
		Per Diem	\$50 (avg) x 3 days x 3 trips	450

Woodbury County Assistant Attorney (63868 x 50% x 3 years) 95802
The Assistant Woodbury County Attorney will provide direct contact between survivors and the county attorney when civil protection orders are violated; 2) Follow up on COC charges resulting from violating civil protection orders; 3) Coordinate with other county attorneys on criminal DV cases; and 4) Coordinate with ILA and CSADV on cases.

FICA	(31934 x 7.65% x 3 years)	7329
Dental coverage	(352 x 3 years)	1057
Hospital coverage	(16531 x 3 years)	49593
Iowa Public Employees Retirement System	(3204 x 3 years)	9612
Life insurance	(53 x 3 years)	158
Legal Fees	(330 x 3 years)	990

<u>Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated	TBD	Airfare	\$500 (avg) x 3 trips	1500
Training		Lodging	\$150 (avg) x 3 nights x 3 trips	1350
		Per Diem	\$50 (avg) x 3 days x 3 trips	450

Third Judicial District DV Court Coordinator

Salary supported by the Court, the DV Court Coordinator will continue to improve consistency between judges, information flow, and abuser compliance monitoring. The coordinator facilitates workgroup meetings, prepares compliance report summaries for judges, providing relevant information from probation, treatment and victim services. She identifies overlapping family and criminal court cases, sharing information with judges and other stakeholders.

<u>Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated	TBD	Airfare	\$500 (avg) x 3 trips	1500
Training		Lodging	\$150 (avg) x 3 nights x 3 trips	1350
		Per Diem	\$50 (avg) x 3 days x 3 trips	450

Third Judicial District - Judge Hensley

Judge Hensley will coordinate with project partners and create a compliance calendar with graduated sanctions including use of Iowa Domestic Abuse Program (IDAP) batterer's education

<u>Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated	TBD	Airfare	\$500 (avg) x 3 trips	1500
Training		Lodging	\$150 (avg) x 3 nights x 3 trips	1350
		Per Diem	\$50 (avg) x 3 days x 3 trips	450

The Department of Correctional Services - Iowa Domestic Abuse Program (IDAP) batterer's education
 DCS will devote resources to the project to deliver batterer's education classes in compliance with the OVW and in coordination with a Court compliance calendar at \$9,920 per year, to provide classes to 20 offenders each project year at a cost of \$470/offender.

(\$470/offender x 20/yr x 3) 28200

Jennifer Wilkerson, Iowa Legal Aid Attorney (54518 x 50% x 3 years) 81777

Wilkerson in coordination with project partners will assist survivors in the following ways: 1) Prevent

Employer's FICA	(27258 x 7.65% x 3 years)	6256
Health Insurance	(15361 x 3 years)	46083
Worker's Compensation	(27258 x 1.96%)	1603
Unemployment	(27258 x 3.1%)	2535
Use of space	(1878 x 3 years)	5634

** The Sioux City Regional office consists of 3,073 square feet at \$5.27 per square foot. For this grant, the attorney position will be a half-time position (3,073/square foot x 5.27/square foot x .50). The calculation per month is \$674.78 x 12. With a total cost of space at \$8,097.36, the percentage of costs attributed to this grant is 23.2% of the total costs for the half-time position.*

Communications costs (1596 x 3 years) 4788

**The expenses allocated as "Communication Costs" is a pro rata share of the full range of telecommunication services that will be used by the half-time attorney, and includes traditional forms of local and long-distance services, as well as the costs associated with maintaining a digital network that connects all of Iowa Legal Aid's offices. The digital network provides the infrastructure to maintain Iowa Legal Aid's voice over IP communications and high-speed Internet access which is used, among other things, to provide access to a web-based case management and client database. The percentage being charged to the grant is three percent of the total costs of the half-time attorney position.*

Use of office equipment (202 x 3 years) 606

**The costs allocated to this line item include the cost of repair, maintenance and rental agreements on equipment and the costs of purchasing non-capital equipment costing less than \$500. The percentage charged to the grant is less than one percent (.004) of the total costs of the half-time attorney position.*

Office supplies (179.5 x 3 years) 538.5

Travel (mileage to meet clients) (414 x 3 years) 1242

**Travel costs will be reimbursed at a rate of \$.48 per mile, plus meals and lodging within specified per diem limits of \$90 per day for lodging and \$45 per day for meals. Iowa Legal Aid projects that the half-time attorney will travel approximately 250 miles, in state, on behalf of clients who are provided service under the grant. Additionally, Iowa Legal Aid reimburses private attorneys participating in Iowa Legal Aid's Volunteer Lawyers Project for any travel expenses they may incur in representation of clients served under the grant.*

Training/Conferences (324 x 3 years) 972

**Iowa Legal Aid's training-related costs include those associated with staff attendance at in-state continuing legal education events, as well as some participation in out-of-state training events. This allocation also supports the program's in-house Spring and Fall Work Group training events for staff that is conducted in Des Moines. Any training materials developed for outreach and community legal education events are included. All mandated training conducted by the grantor are part of this allocation.*

Legal library resources (320 x 3 years) 960

Litigation fees (94 x 3 years) 282

Professional fees (1034 x 3 years) 3102

Contract services to program (154 x 3 years) 462

**Includes a pro rata share of the costs associated with the organizational audit (including fund accounting) and costs associated with Board of Directors and Advisory Council members.*

<u>Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated	TBD	Airfare	\$500 (avg) x 3 trips	1500
Training		Lodging	\$150 (avg) x 3 nights x 3 trips	1350
		Per Diem	\$50 (avg) x 3 days x 3 trips	450

TOTAL CONTRACTS AND SUBAWARDS Contracts/Subawards: 494,956

H. Other Costs – Accessibility funds to support activities to ensure access for individuals with disabilities, deaf individuals, and persons with Limited English Proficiency (LEP) are requested in the amount of \$23,700 as required by the application guidance and to comply with federal civil rights laws prohibiting discrimination on the basis of disability and national origin. The project will ensure that individuals with disabilities, deaf individuals and individuals with limited English proficiency (LEP) have meaningful and full access to programs and activities. It is difficult to estimate interpretation needs, but the project has budgeted for 70 hours of American Sign Language (ASL) interpretation/year at the local rate of \$60/hour. The project has budgeted for 193.5 hours of LEP Interpretation at the local rate of \$20/hour, for each year of the project, appropriate given the number of people in the Siouxland region who have LEP.

Item	Computation	Cost
ASL Level 2 Interpretation	(\$60 x 70 hours/year x 3)	12600
LEP Interpretation	(\$20 x 193.5 hours/year x .	11610
	TOTAL:	24210

TOTAL OTHER COSTS: \$ 24,210

I. Indirect Costs – Siouxland Human Investment Partnership is a non-federal entity and has elected to charge a de minimis rate of 10% of modified total direct costs (MTDC) on all federal awards. Indirect costs are calculated on the first \$25,000 of each subcontract, plus other direct project costs.

Description	Computation	Cost
10% of Allowable Direct Cost	146,954 x .10	14,695
	TOTAL INDIRECT COSTS:	<u>\$ 14,695</u>

Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of non-federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$ 9,450
B. Fringe Benefits	\$ 2,268
C. Travel	\$ 3,501
D. Equipment	\$ -
E. Supplies	\$ 902
F. Construction	\$ -
G. Consultants and Contracts	\$ 494,956
H. Other Costs	\$ 24,210
Total Direct Costs	\$ 535,287
I. Indirect Costs	\$ 14,695
TOTAL PROJECT COSTS	\$ 549,982
Federal Share Requested	\$ 549,982
Non-Federal (Match) Amount	\$ -

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

Date: 12/14/17 Weekly Agenda Date: 12/19/17

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: P.J. Jennings-County Attorney

WORDING FOR AGENDA ITEM:

Approve remodel of north conference room on 6th floor for senior judge office space.

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

County Attorney fine collections is seeking to take over 4th floor office space now controlled by court administration. In exchange, they would like to convert 6th floor conference room into office.

BACKGROUND:

Fine collections has outgrown its space in the basement of the courthouse. The needs of this group are such that few sensible alternatives exist within the courthouse except for the 4th floor that is currently occupied by court administration. Court administration is willingly agreeing to give up this space for the north conference room on the 6th floor.

FINANCIAL IMPACT:

Building services has estimated a cost of \$2,000.00 to convert the north conference room into office space. These funds are easily covered by fine collection revenue. Building services estimates \$20-30,000 cost of remodeling 4th floor. These funds will be taken from county attorney's forfeiture account.

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

Yes No

RECOMMENDATION:

Approve the swap of office space as few reasonable alternatives currently exist inside the courthouse to the satisfaction of the parties.

ACTION REQUIRED / PROPOSED MOTION:

That the board approves a motion that will allow court administration to take over the north conference room on the 6th floor and that the 4th floor be converted to office space for the needs of the county attorney's fine collection division.

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

Date: 12/12/17

Weekly Agenda Date: 12/19/17

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Pat Gill, County Auditor

WORDING FOR AGENDA ITEM:

Consideration of the elimination of a policy and issuing a directive regarding motor vehicle titles issued in the ownership of the county.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

As the Policy Review committee works through the book of existing county policies, it has sought eliminate redundant and outdated policies in order to make the county's policies relevant and clear. The committee voted to recommend the Motor Vehicle Title Policy be eliminated and replaced with a simple Board directive to house the County's Motor Vehicle Titles in a fireproof safe in the Auditor's Office.

BACKGROUND:

A policy in the county's book of policies deals with Motor Vehicle Titles. It has an approval date of August 23, 2013 and a revised date of May 23, 2000. It was put in place after a few occurrences that left departments in search of vehicle titles that were misplaced. Compliance has been very good.

FINANCIAL IMPACT:

None.

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

Yes No

RECOMMENDATION:

Rescind the county policy dealing with motor vehicle titles and replace it with Board issued directive to house all county owned vehicle titles in the Auditor's Office.

ACTION REQUIRED / PROPOSED MOTION:

Motion to rescind the county policy titled Woodbury County Vehicle Title Policy approved on August 23, 2011.

Motion to direct that all motor vehicle titles issued in the ownership of Woodbury County be stored in a fireproof safe located in the County Auditor's Office.

Meeting Minutes, December 7, 2017 @ 10:00AM

Thirteenth meeting of the WOODBURY COUNTY POLICY REVIEW COMMITTEE

Location: Board Chambers, first floor of the Courthouse
620 Douglas Street, Sioux City, Iowa 51101

Members present: Matthew Ung, County Supervisor; Pat Gill, County Auditor; Ed Gilliland, Director of Human Resources; P.J. Jennings, County Attorney; Tonia Abell, Human Resources

Members absent: Keith Radig, County Supervisor

Audience Attendees: Michelle Skaff, Deputy Auditor; John Malloy, IT Director WCICC; KMEG-TV reporter

Agenda

- I. Call to order ---Ung
- II. Public Comments
No public comments
- III. Approval of Agenda
Approved by consensus
- IV. New Business

Ung welcomed everyone to the policy review committee meeting.

A. Removable Media (1st review of new policy)

John Malloy, IT Director WCICC, presented a draft of the removable media policy along with a compliance question as to how the County would hold employees accountable. WCICC has the ability to see devices such as flash drives, thumb drives, cameras or smart phones plugged into a computer; their use can have all sorts of unintended consequences. WCICC already has antivirus in place that runs multiple times a day to fix viruses which have been introduced. WCICC foresees the need of implementing a security policy for the use of these items while maintaining essential job functions. Malloy prioritized visiting with outside vendors, customers and County departments to understand how they use removable media. Committee discussion turned to alternative solutions for the use of media storage without jeopardizing security: placing data in a separate system, emailing pictures instead of downloading, classifying data already on thumb/flash drives and WCICC scanning media before use. Committee members relayed how their departments use electronic media in day to day operations. Ung questioned if the City had a security awareness training, since both share WCICC. Malloy commented the City was offered security awareness, however it was not enforced. Committee voiced support for Malloy to move forward with removable media policy.

B. Voluntary Vacation Donation for Catastrophic Illnesses or injuries (1st review of new policy)

Ung introduced backup materials which included a draft policy from Gilliland and an opinion letter from Klass Law Firm outlining potential unintended consequences and obstacles. Committee questioned the wisdom to continually expend effort on this policy which will only benefit a few. Gilliland summed up a letter from Klass Law Firm concerning the risk of creating a case of discrimination if allowing for one circumstance and not for another. Ung remarked a lot of County departments work with other public entities and private businesses which also create close interpersonal relationships with the desire to help others in need. Gilliland expressed a potential conflict with the CWA union contract as it includes a negotiated "no vacation payout." Vacation is deemed a benefit to the employee as time off from work. Skaff questioned whether it is a benefit to the County if the City is not reciprocating. Gill voiced his belief that the contract was obviously negotiated with the agreement not to pay out vacation. Gill conveyed a strict cash payout would increase tax to the donor, the receiver, and cost the County. Gill noted the County does not share data with the City or any other entity. Skaff recalled a "County All" email received by the City for a

fundraiser for an employee, which raised \$30,000. Jennings noted the cash implications for an employee to donate vacation is not like giving to a fundraiser. Ung asked Gilliland whether the policy draft was from the City and if they reciprocate for others. Gilliland responded the City draft is only for City employees. **Motion by Ung, second by Gill, to recommend against this policy to the board of supervisors based on the following: The legal risks of allowing one agency and denying another in the future, the unintended consequences including mandated tax implications, and the moral hazard of supplying benefits that conflict with or go beyond negotiated union contracts. Passed 5-0.**

C. 1st Review and Comparison to 2016 Handbook of Existing Policies

i. Drug & Alcohol Policy

Ung requested clarification whether the policy is redundant to one already in current handbook. Gilliland relayed Heidman Law Firm recommendation is to do a comparison with that of Polk and other counties and to separate some policies from handbook. Jennings inquired whether this policy was mentioned in the Union contracts to which Gilliland responded that the policy reflects Dept. of Transportation, but the law does not apply to public entities. Gilliland educated the committee on steps taken when an employee does not pass drug testing. Jennings specified that Iowa Law does not always allow for ADA. Gilliland acknowledged this and clarified that the County takes steps to recognize the ADA regulations. Gilliland recounted drug testing is performed before initial hire, random testing for secondary roads/some conservation, testing after accidents and suspicion of abuse. **Motion by Gill, second by Ung, to remove stand-alone Drug & Alcohol policy due to its duplication in handbook. Passed 5-0.**

Skaff suggested in these rare cases when the County policy book does not include a policy replicated in the employee handbook, that the policy book note on a separate page where the policy is in the handbook. Committee agreed.

ii. Vehicle Title Policy

Committee reviewed the policy passed in 2010 by the board of supervisors. Gill commented that the County was losing titles because other departments preferred to keep their titles rather than hand them over to the Auditor's Office. Committee discussed this past problem and concluded it is not an issue any longer. Additionally, committee noted that the County owns the titles and can already direct them to be recorded in a particular location without a policy. Committee agreed that because the 2010 policy was passed by the board, this committee did not have authority in itself to remove the policy, and so will recommend it to the board. Gill agreed to help draft a directive to the county if needed. **Motion by Jennings, second by Ung, to recommend to the Board that the policy to be removed from any list of effective county policies, and for Gill to present the item to the Board on December 19th. Passed 5-0.**

Ung commented committee is doing a good job in grouping old policies to be reviewed so far and should strive to continue. Ung will recommend the Board reauthorize the Policy Review Committee in 2018. Ung acknowledged the Committee had made strides in updating and improving policies. Ung thanked members individually for their commitment.

Meeting adjourned at 11:20 AM