



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS  
(OCTOBER 23, 2018) (WEEK 42 OF 2018)**

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

Agenda and Minutes available at:  
[www.woodburycountyiowa.gov](http://www.woodburycountyiowa.gov)

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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held October 23, 2018 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.

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## **AGENDA**

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

- |                           |             |
|---------------------------|-------------|
| 1. Citizen Concerns       | Information |
| 2. Approval of the agenda | Action      |

### **Consent Agenda**

**Items 3 through 6 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.**

3. Approval of the minutes of the October 16, 2018 meeting
4. Approval of claims
5. Board Administration – Karen James  
Approval of lifting tax suspensions for C.R. and K.J.
6. Human Resources – Melissa Thomas  
Approval of Memorandum of Personnel Transactions

**End Consent Agenda**

- 4:45 p.m.  
(Set time)
7. Presentation of resolution thanking and commending Todd Trobaugh for years of service with Woodbury County Information
  8. County Auditor – Patrick Gill  
Approve and receive for signature the amended Grant Monitoring Policy/Procedure Action
  9. Building Services – Kenny Schmitz
    - a. Public hearing – Dorothy Pecaut HVAC & Roof Project Action
    - b. Approve CMBA Architects to open bid submissions for Dorothy Pecaut Nature Center HVAC and Roof Project Action
    - c. Approval to receive bids for the Dorothy Pecaut Nature Center HVAC and Roof Project on October 30<sup>th</sup> at 4:45 p.m. Action
  10. Board Administration – Dennis Butler  
Approval of the Annual Urban Renewal Report for FY 2017-2018 Action
  11. Secondary Roads – Mark Nahra
    - a. Consider approval of completion certificate for project L-B(L77)—73-97 Action
    - b. Consider approval of completion certificate for project L-B(Q10)—73-97 Action
    - c. Consider approval of completion certificate for project L-(280<sup>th</sup> St.)—73-97 Action
  12. Community & Economic Development – David Gleiser  
Approval of submission of application to achieve ACT Work Ready Communities Certification Action
  13. Reports on Committee Meetings Information
  14. Citizen Concerns Information
  15. Board Concerns Information

## ADJOURNMENT

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

- TUES., OCT. 23**      **1:00 p.m.**    Sioux Rivers Regional Governance Board Meeting, Plymouth County Courthouse Annex Building, 215 4th Ave. S.E., Le Mars, Iowa
- 6:00 p.m.**    Zoning Commission Meeting, First Floor Boardroom
- MONDAY, NOV. 5**      **6:00 p.m.**    Board of Adjustment meeting, First Floor Boardroom
- TUESDAY, NOV. 6**      **4:45 p.m.**    Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., NOV. 7**            **9:00 a.m.**    Loess Hills Alliance Protection Committee Meeting, Pisgah, Iowa
- 10:30 a.m.**    Loess Hills Alliance Stewardship Meeting
- 12:00 p.m.**    District Board of Health Meeting, 1014 Nebraska St.
- 1:00 p.m.**    Loess Hills Alliance Executive Meeting
- THUR., NOV. 8**            **4:00 p.m.**    Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WED., NOV. 14**            **8:05 a.m.**    Woodbury County Information Communication Commission, First Floor Boardroom
- 6:30 p.m.**    Woodbury County Solid Waste Agency (Sanitary Landfill) Executive Committee Meeting, Public Safety Center, Climbing Hill
- 7:30 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
- THUR., NOV. 15**          **4 :30 p.m.**    Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- WED., NOV. 21**          **10:00 a.m.**    Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook St.
- 12:00 p.m.**    Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- TUES., NOV. 27**          **1:00 p.m.**    Sioux Rivers Regional Governance Board Meeting, Plymouth County Courthouse Annex Building, 215 4th Ave. S.E., Le Mars, Iowa
- 6:00 p.m.**    Zoning Commission Meeting, First Floor Boardroom
- THUR., NOV. 29**          **11:00 a.m.**    Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St.

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

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

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

**OCTOBER 16, 2018, FORTY-FIRST MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, October 16, 2018 at 3:30 p.m. Board members present were Ung, De Witt, Radig, Taylor, and Pottebaum. Staff members present were Dennis Butler, Budget/Tax Analyst, Karen James, Board Administrative Assistant, Joshua Widman, Assistant County Attorney, and Patrick Gill, Auditor/Clerk to the Board.

- 1. Motion by De Witt second by Taylor to go into closed session per Iowa Code Section 21.5(c). Carried 4-0 on a roll-call vote; Pottebaum was absent.

Motion by De Witt second by Taylor to go out of closed session per Iowa Code Section 21.5(c). Carried 4-0 on a roll-call vote; Pottebaum was absent.

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 De Witt second by Taylor to approve the agenda for October 16, 2018. Carried 5-0. Copy filed.

Motion by Radig second by De Witt to approve the following items by consent:

- 4. To approve minutes of the October 9, 2018 meeting. Copy filed.
- 5. To approve the claims totaling \$701,810.75. Copy filed.
- 5. To receive Auditor’s Quarterly report for July 1, 2018 through September 30, 2018. Copy filed.
- 6a. To approve the reclassification of Ryan Chytka, Environmental, Project & Energy Management Supervisors, Building Services Dept., effective 10-08-18, \$67,732.80/year, 3%=\$1,972.80/yr. Per Wage Plan Matrix, 6 month Salary Increase.; and the promotion of Mary Feiler, Civilian Lieutenant, County Sheriff Dept., effective 10-15-18, \$70,835.00/year, 19%=\$11,388.60/yr. Promotion from Court Security Supervisors to Lieutenant. Copy filed.
- 6b. To rescind the Woodbury County Texting Policy adopted by the Board of Supervisors 07/06/10. Copy filed.
- 7. To approve and authorize the Chairperson to sign a Resolution approving abatement of taxes for New Life in Christ COGIC, parcels 894730151007, #894730151017, and #894730151019.

**WOODBURY COUNTY, IOWA  
RESOLUTION #12,789  
RESOLUTION APPROVING ABATEMENT OF TAXES**

**WHEREAS**, New Life in Christ COGIC is the titleholder of real estate Parcels #894730151007, #894730151017 and #894730151019 located in the City of Sioux City, Iowa and legally described as follows:

Parcel #894730151007

**BRADSTREET LOTS 3-6 BLK 8**

Parcel #894730151017

**BRADSTREET S 1/2 LOT 1 & 2 BLK 8**

Parcel #894730151019

**BRADSTREET LOTS 7 & 8 BLK 8**

**WHEREAS**, the above-stated property has taxes owing for the 2018/2019, tax year and the parcel is owned by New Life in Christ COGIC and

**WHEREAS**, the organization, namely New Life in Christ COGIC is failing to immediately pay the taxes due; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above parcel according to Code of Iowa, 427.3 for the taxes owed for the 2018/2019 tax year and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

**SO RESOLVED** this 16th day of October 2018.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 8. To receive the County Recorder's report of fees collected for the period of 7/01/2018 through 9/30/2018. Copy filed.

Carried 5-0.

- 9. Presentation of award certificate to Kyle Gates. Copy filed.
- 10. Motion by Radig second by Pottebaum to receive for signatures a Resolution approving and consenting to the Frontage Road Urban Renewal Plan and Frontage Road Urban Renewal Area for the City of Merville. Carried 5-0.

**WOODBURY COUNTY, IOWA**  
**RESOLUTION #12,790**  
**A RESOLUTION APPROVING AND CONSENTING TO THE FRONTAGE ROAD URBAN**  
**RENEWAL PLAN AND FRONTAGE ROAD URBAN RENEWAL AREA FOR**  
**THE CITY OF MOVILLE**

**WHEREAS**, the City of Merville, is an incorporated city in Woodbury County, Iowa; and

**WHEREAS**, the City of Merville has filed with the Woodbury County Board of Supervisors an urban renewal plan (the "Frontage Road Urban Renewal Plan") which provides for the creation of an urban renewal area (the "Frontage Road Urban Renewal Area"), hereto included as Attachment A; and

**WHEREAS**, a portion of the aforesaid Frontage Road Urban Renewal Area is adjacent to and within two (2) miles of the corporate limits of the City of Merville; and

**WHEREAS**, Section 403.17(4) of the Code of Iowa authorizes the formation of a city urban renewal area if it is within two (2) miles of the corporate limits of the city, with the consent of the county; and

**NOW, THEREFORE, BE IT RESOLVED BY THE WOODBURY COUNTY BOARD OF SUPERVISORS:** Pursuant to the provisions of Section 403.17(4) of the Code of Iowa, Woodbury County hereby authorizes and consents to the formation of the proposed Frontage Road Urban Renewal Plan and Frontage Road Urban Renewal Area.

**Dated this 16<sup>th</sup> day of October 2016.**  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 11a. Motion by Ung second by Radig to approve the plans for project #L-B(U51)—73-97. Carried 5-0. Copy filed.
- 11b. Motion by De Witt second by Radig to approve and authorize the Chairperson to sign the corrected resolution closing and vacating a portion of Woodbury-Plymouth County Line Road. Carried 5-0.

**WOODBURY COUNTY, IOWA**  
**A RESOLUTION CLOSING AND VACATING A ROAD RIGHT OF WAY**  
**(CORRECTION TO RESOLUTION #12,742)**

Whereas, this being the date and time set for Hearing on the proposed vacation and closure of the portion of Woodbury County secondary road right of way described as follows:

A parcel of land described as the South 33.00 feet of the South Half of the Southeast Quarter of Section 35, Township 90 North, Range 44 West of the 5<sup>th</sup> P.M., Plymouth County, Iowa.

EXCEPT: the East 33 feet thereof, (both measured at the Right Angle).

Contains 1.97 acres and is subservient to any and all Easements, be they of record or not.

For the purpose of this Survey the South line of the SE1/4 of said section 35 is assumed to bear N 89°40'03"W;  
 AND

A parcel of land described as the East 33.00 feet of the South 33.00 feet, (both measured at a Right Angle) of the Southeast Quarter of the Southwest Quarter of Section 35, Township 90 North, Range 44 West of the 5<sup>th</sup> P.M., Plymouth County, Iowa. Contains 0.03 acres and is subservient to any and all Easement, be they of record or not.

For the purpose of this Survey the East line of the SW1/4 of said Section 35 is assumed to bear S 00°01'09"E;  
 AND

A parcel of land described as the North Half of the Northeast Quarter of Section 2, Township 89 North, Range 44 West of the 5<sup>th</sup> P.M., Woodbury County, Iowa, further described as follows:

Commencing at the Southwest corner of the NW1/4 of the NE1/4 of said Section 2; thence N 01°45'31"E on the West line of the NW1/4 of the NE1/4 of said Section 2, a distance of 262.22 feet to the POINT OF BEGINNING; thence continuing N 01°45'31" E on said West line, a distance of 764.90 feet to the Northwest corner of the NE1/4 of said Section 2; then S 89°40'03" E on the North line of said NE1/4; a distance of 2606.77 feet, thence S 00°27'02"W, a distance of 33.00 feet to a point on the South Right of Way Line of 100<sup>th</sup> Street (the following two courses are common to said Right of Way Line); thence N 89°40'03"W, a distance of 2574.51 feet; thence S 01°45'31"W, a distance of 735.52 feet; thence N 83°22'33"W, a distance of 33.12 feet to the POINT OF BEGINNING; contains 2.53 acres and is subservient to any and all Easements, be they of record or not.

For the purpose of this Survey the West line of the NW1/4 of the NE1/4 of said Section 2 is assumed to bear N 01°45'31"E;

AND

A parcel of land described as the Northwest Quarter of the Northeast Quarter of Section 2, Township 89 North, Range 44 West of the 5<sup>th</sup> P.M.; Woodbury County, Iowa, further described as follows:

Commencing at the Southwest corner of the NW1/4 of the NE1/4 of said Section 2; thence N 01°45'31"E on the West line of the NW1/4 of the NE1/4 of said Section 2, a distance of 126.84 feet to the POINT OF BEGINNING; thence continuing N 01°45'31"E, a distance of 135.38 feet; thence S 83°22'33"E, a distance of 33.12 feet to a point on the East Right of way Line of 100<sup>th</sup> Street; then S 01°45'31"W on said Right of Way Line, a distance of 131.75 feet; thence N 89°40'03"W, a distance of 33.01 feet to the POINT OF BEGINNING; contains 0.10 acres and is subservient to any and all Easement, be they of record or not.

For the purpose of this Survey the West line of the NW1/4 of the NE1/4 of said Section 2 is assumed to bear N 01°45'31"E;

AND

A parcel of land described as the East 33.00 feet of the North 900.00 feet, (both measured at a Right Angle) of the Northeast Quarter of the Northwest Quarter of Section 2, Township 89 North, Range 44 West of the 5<sup>th</sup> P.M. Woodbury County, Iowa. Containing 0.68 acres and is subservient to any and all Easements, be they of record or not. For the purpose of this Survey the East line of the NE1/4 of the NW1/4 of said Section 2 is assumed to bear S 01°45'31"W.

**WHEREAS**, no objections have been received, either in writing or by persons present.

**AND WHEREAS**, this resolution is passed to correct the legal description for the third and fourth parcels of land where legal description errors were noted following recording of resolution number 12742. The resolution was recorded in the office of the Woodbury County Recorder on Roll 759, Image 4919-4921, Document 14,353.

**NOW, THEREFORE IT IS RESOLVED**, by the Woodbury County Board of Supervisors that the above-described portions of secondary road rights of way are hereby closed and vacated and that all interest in the subject section of road right of way, subject to utility easements of record for ingress and egress, and it is ordered that all interest in the above described parcels be transferred to the closest adjacent landowner.

Signed and dated this 16th day of October, 2018.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 11c. Motion by Taylor second by Ung to approve the corrected quit claim deeds that will transfer ownership of a portion of Woodbury-Plymouth County Line Road. Carried 5-0. Copy filed.
- 11d. Motion by Radig second by Taylor to approve the letter to the City Development Board in regard to the annexation of Frontage Road in Merville. Carried 5-0. Copy filed.
12. Motion by De Witt second by Radig to begin public hearings on October 30, 2018 at 4:40 p.m., the first reading of a potential three readings. Carried 5-0. Copy filed.
13. The Board heard reports on committee meetings.
14. There were no citizen concerns.
15. Board concerns.

The Board adjourned the regular meeting until October 23, 2018.

Meeting sign in sheet. Copy filed.

**WOODBURY COUNTY, IOWA  
BOARD ADMINISTRATION  
MEMORANDUM**

TO: Board of Supervisors  
FROM: Karen James, Administrative Assistant  
DATE: October 17, 2018  
RE: Lifting of Tax Suspensions

Please lift the tax suspensions for the people listed on the attached letter.





**WOODBURY COUNTY**  
**HUMAN RESOURCES DEPARTMENT**

**TO:** Board of Supervisors and the Taxpayers of Woodbury County  
**FROM:** Melissa Thomas, Human Resources Director  
**SUBJECT:** Memorandum of Personnel Transactions  
**DATE:** October 23, 2018

For the October 23, 2018 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

1. County Sheriff Reserve Officer, Resignation.
2. County Sheriff Civilian Jailer, Appointment.
3. County Sheriff Civilian Jailer, Appointment.

Thank you

WOODBURY COUNTY, IOWA

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION THANKING AND COMMENDING

*Todd Trobaugh*

FOR HIS SERVICE TO WOODBURY COUNTY

WHEREAS, Todd Trobaugh has capably served Woodbury County as an employee of the Sheriff's Office for 18 years from August 21, 2000 to November 2, 2018; and

WHEREAS, the service given by Todd Trobaugh as a Woodbury County employee, has been characterized by his dedication to the best interests of the citizens of Woodbury County; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of this Board thanks and commends Todd Trobaugh for his years of service to Woodbury County; and

BE IT FURTHER RESOLVED that it is the wish of all those signing below that the future hold only the best for this very deserving person, Todd Trobaugh.

BE IT SO RESOLVED this 18<sup>th</sup> day of September, 2018.

WOODBURY COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Rocky L. De Witt, Chairman

\_\_\_\_\_  
Matthew A. Ung, Member

\_\_\_\_\_  
Marty Pottebaum, Member

\_\_\_\_\_  
Keith W. Radig, Member

\_\_\_\_\_  
Jeremy J. Taylor, Member

Attest:

\_\_\_\_\_  
Patrick F. Gill, Woodbury County Auditor

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

Date: 10/12/18

Weekly Agenda Date: 10/23/18

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Auditor Pat Gill

**WORDING FOR AGENDA ITEM:**

Approve and receive for signature the amended Grant Monitoring Policy/Procedure

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

On 09/28/18, we received an email from the Department of Justice requesting an update on the status of Woodbury County's policies and procedures. In their requested actions, they require us to:

1. Provide a copy of written procedures implemented to ensure that all required year-end adjusting entries are: timely recorded in the general ledger; adequately supported; and reviewed and approved by management so that year-end financial statements can be accurately prepared in accordance with generally accepted accounting principles.
2. Provide a copy of written procedures implemented to ensure that all financial and accounting transactions, including year-end adjustment, are recorded in the County's general ledger accounting system, in accordance with generally accepted accounting principles.
3. Provide a copy of written procedures implemented to ensure that future single audit reporting packages and data collection forms are time submitted to the Federal Audit Clearinghouse.

For this reason, we have amended the Grant Monitoring Policy/Procedure and request board approval.

**BACKGROUND:**

On 10/11/18, the policy committee recommended the revised policy be presented to the Woodbury County Board of Supervisors for approval and signature.

**FINANCIAL IMPACT:**

n/a

**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 and receive for signature the attached Grant Monitoring Policy/Procedure for immediate implementation.

**ACTION REQUIRED / PROPOSED MOTION:**

Approve and receive for signature the attached Grant Monitoring Policy/Procedure for immediate implementation.

# **GRANT MONITORING POLICY/PROCEDURE**

## **Policy**

It is the policy of Woodbury County to have a comprehensive Grant Monitoring Policy/Procedure. The purpose of this standardized procedure is to provide transparency of all Woodbury County grant details to the Board of Supervisors, citizens, county auditor and independent auditor and to ensure Woodbury County maintains accurate and reconciled financial reports for all grants.

## **Scope**

All grants and agreements with monetary rewards involving Woodbury County and their designated component units shall be included in this Policy.

County Departments governed by the Board of Supervisors should follow these procedures in its entirety.

County Offices and Departments other than those governed by the Woodbury County Board of Supervisors must follow their appropriate policies and procedures for grant approval. Upon the approved monetary award from a grant or agreement, these County Offices and Departments should provide the Grant Monitor with the grant details to begin the monitoring process necessary for inclusion in the Schedule of Expenditures of Federal Awards (SEFA).

## **Procedure**

### **Board Process for County Departments**

The Grant Administrator should provide the Board with the grant title or the entities party to an agreement to be included on the Board Agenda for presentation by the recipient department.

The Grant Administrator presents the grant application or agreement to the Board of Supervisors to approve and authorize the Chairman to sign the documents. The request for approval to apply should include all available information such as match requirements and other fiscal concerns.

## **Grant Application Submission**

The Department or Office requesting the grant submits the grant application to the grantor agency.

Upon submission, the Grant Administrator will provide a complete copy or screen prints of the application to the Grant Monitor.

## **Notification of acceptance or denial of award**

A copy of the grant award letter or notification of denial should be sent to the Board of Supervisors office for the inclusion in the Board Packet.

A copy should also be sent to the Grant Monitor in the Auditor's office.

The Grant Monitor should prepare an updated Grant Monitoring Inventory (GMI) worksheet including all introductory information and budget documentation.

If a grant application is denied it should be marked as denied by the Grant Monitor and removed from the quarterly grant summary at the end of the fiscal year.

## **Grant Financial Accounting**

Upon notification of the acceptance of the award, the Budget and Financial Analyst will issue Fund-Department-Division accounting codes and unique expense and revenue codes if required.

A request will be made by the Grant Administrator to the County Treasurer for a separate grant checking account if it is determined that a grant has a trust fund account requirement. This request will also be shared with the Grant Monitor so the appropriate Fund-Department-Division accounting codes can be created.

Approval of invoices for payment should be completed by the Grant Administrator and forwarded to the Auditor's office for payment. This approval should include the proper Fund-Department-Division code to ensure proper coding of the disbursement. The payments will be made in synch with the routine accounts payable deadlines and procedures.

The Grant Administrator is responsible for contacting the Human Resources Department to initiate the hiring process for any new or reassigned employees funded by the grant. This should only be done when a grant application has been approved.

During the term of the grant, the Grant Administrator is responsible for submitting monthly grant status reports to the Grant Monitor by submitting copies of expenses and

supporting documentation. If there was no activity during the month, the Grant Administrator should notify the grant monitor via email that there was no activity.

The Grant Monitor is responsible for recording the expenses and revenue on the Grant Monitor Inventory Sheet and verifying the accuracy by comparing the Department Administrator submissions with the account activity and detail reports for the Fund-Department-Division(s) involved.

The Grant Monitor is responsible for preparing quarterly reports to present to the Board of Supervisor's to shows a compilation of all grant funding including beginning balance, quarterly expenses, revenue, and ending balance.

All financial and accounting transactions, including year-end adjustments, will be recorded in the County's general ledger accounting system in accordance with generally accepted accounting principles. These entries will be adequately supported and reviewed and approved by management, so that year-end financial statements can be accurately prepared in accordance with generally accepted accounting principles.

### **Grant Financial Reporting**

All grant financial reports should be completed using the Cash Basis of accounting (June 30<sup>th</sup> of the fiscal year).

Following the grant guidelines, the Grant Administrator prepares all grant financial reports and submits the same to the Grantor Agency for quarter, annual, and other report requirements.

Prior to submission the Grant Administrator is responsible for submitting the financial reports to the Grant Monitor to ensure the reconciliation of the financial reports to the general ledger. Any discrepancies noted by the Grant Administrator should be included in the pre-filing reports submitted to the Grant Monitor and reconciliation reports completed to document the variances.

Each financial report must be reconciled to the general ledger prior to submission to the Grantor Agency.

The Grant Monitor will notify the Grant Administrator when the financial reconciliation has been reviewed for accuracy and the financial report can be submitted. This must be done prior to the due date of any financial report.

### **Audit Preparations**

The Grant Monitor is responsible for maintaining a comprehensive grant summary. The quarterly county-wide summaries presented to the Board of Supervisors is used by the



Grant Monitor to prepare the Schedule of Expenditures of Federal Awards (SEFA) on an annual basis to be submitted to the external auditor as required by OMB Circular A-133.

All expenditures of Federal funds must be accounted for in the annual SEFA whether funds are received directly from a Federal agency or indirectly from a pass-through entity. To ensure that Federal funds are properly included in the SEFA report and spent in accordance with Federal requirements at Woodbury County, this Grant Policy helps to mitigate the risk of inaccurate reporting and helps to promote compliance with Federal laws, regulations and provisions of agreements related to Federal programs.

The grant monitor will include the following on the SEFA:

- The name of the Federal grantor agency or organization;
- The official program title of the Federal award;
- The applicable CFDA (Catalog of Federal Domestic Assistance) number for each award;
- The contract or grant numbers assigned by Federal or state agencies;
- Current year expenditures;
- Footnote disclosures

After review by an external auditor, the Budget and Finance Director will submit the single audit reporting packages and data collections forms to the Federal Audit Clearinghouse by March 31 of the year following the audit.

Budget and Finance Director = Board of Supervisor's Office

Grant Monitor = County Auditor's Office

Grant Administrator = Department

Approved and Adopted Date

\_\_\_\_\_

Signature of Board of Supervisor Chairperson

\_\_\_\_\_

Attestor

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

#9a

Date: 10/17/2018 Weekly Agenda Date: 10/23/2018

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Kenny Schmitz

**WORDING FOR AGENDA ITEM:**

Dorothy Pecaut HVAC & Roof Project- Public Hearing

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

Pursuant to Iowa Code a Public Hearing shall be conducted.

**BACKGROUND:**

A Public Hearing for the Dorothy Pecaut HVAC and Roof Project was set for October 23rd, 2018 at 4:45 pm

**FINANCIAL IMPACT:**

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

Yes  No

**RECOMMENDATION:**

Conduct Public Hearing at 4:45 pm

**ACTION REQUIRED / PROPOSED MOTION:**

Conduct Public Hearing for the Dorothy Pecaut HVAC and Roof Project- allow comments of interested parties

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

Date: 10/17/2018 Weekly Agenda Date: 10/23/2018

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Kenny Schmitz

**WORDING FOR AGENDA ITEM:**

Dorothy Pecaut Nature Center HVAC and Roof Project

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

Project dates, times, and places must be set in order to "Open Bid Submissions", and officially "Receive Bids" by the Board of Supervisors.

**BACKGROUND:**

Woodbury County has sought competitive bids for the Dorothy Pecaut Nature Center HVAC and Roof Project

**FINANCIAL IMPACT:**

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

Yes  No

**RECOMMENDATION:**

Building Services requests approvals to set Dorothy Peacaut Project bid opening and receiving dates, times, and places as required.

**ACTION REQUIRED / PROPOSED MOTION:**

1. Motion to approve CMBA Architects to open bid submissions for Dorothy Pecaut Nature Center HVAC and Roof Project- October 30th 2018, 2:00 pm at Dorothy Pecaut Nature Center 4500 Riverview Drive Sioux City Iowa.
2. Motion to Receive Bids for the Dorothy Pecaut Nature Center HVAC and Roof Project- October 30th 2018 at 4:45 pm at the Woodbury County Courthouse (lower Level).

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

Date: 10/16/2018 Weekly Agenda Date: 10/23/2018

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Dennis Butler - Budget Director

**WORDING FOR AGENDA ITEM:**

Approval of the Annual Renewal Report for FY 2017 - 18

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

Legislation requires that every county in Iowa submit an Annual Urban Renewal Report for FY 2017 - 18 if the county has Urban Renewal Expenditures for FY 2018.

**BACKGROUND:**

Woodbury County had three expenditures that included a tax rebate to Platinum Grain, interest on note, and tax increment related legal fees. The reports have to be filed by December 1st of each year, for the previous fiscal year expenditures.

**FINANCIAL IMPACT:**

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

Yes  No

**RECOMMENDATION:**

**ACTION REQUIRED / PROPOSED MOTION:**

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the Annual Renewal Report for FY 2017 - 18.

**Annual Urban Renewal Report, Fiscal Year 2017 - 2018**

**Levy Authority Summary**

Local Government Name: WOODBURY COUNTY  
 Local Government Number: 97

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
LIBERTY TWP/LIBERTY PARK	97026	3
MILLER TWP/PLATINUM GRAIN	97027	1

**TIF Debt Outstanding: 4,208,392**

<b>TIF Sp. Rev. Fund Cash Balance as of 07-01-2017:</b>	<b>112,615</b>	<b>0</b>	<b>Amount of 07-01-2017 Cash Balance Restricted for LMI</b>
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TIF Revenue:	265,920
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
<b>Total Revenue:</b>	<b>265,920</b>

Rebate Expenditures:	106,070
Non-Rebate Expenditures:	27,563
Returned to County Treasurer:	0
<b>Total Expenditures:</b>	<b>133,633</b>

<b>TIF Sp. Rev. Fund Cash Balance as of 06-30-2018:</b>	<b>244,902</b>	<b>0</b>	<b>Amount of 06-30-2018 Cash Balance Restricted for LMI</b>
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**Year-End Outstanding TIF  
Obligations, Net of TIF Special  
Revenue Fund Balance: 3,829,857**

♣ Annual Urban Renewal Report, Fiscal Year 2017 - 2018

**Urban Renewal Area Data Collection**

Local Government Name: WOODBURY COUNTY (97)  
 Urban Renewal Area: LIBERTY TWP/LIBERTY PARK  
 UR Area Number: 97026  
  
 UR Area Creation Date: 02/2013  
  
 UR Area Purpose: CF Industries expansions

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
LIBERTY TWP/SERGEANT BLUFF SCH/LIBERTY PARK TIF- INCR	97243	97244	4,688,698
LIBERTY TWP/SGT BLUFF SCH/LIBERTY PARK AMEND #1-INCR	97247	97248	489,050
LIBERTY TWP/WESTWOOD SCH/LIBERTY PARK AMEND#1-INCR	97249	97250	2,003,985

**Urban Renewal Area Value by Class - 1/1/2016 for FY 2018**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	1,531,660	292,220	3,008,770	16,623,660	0	-3,704	21,452,606	0	21,452,606
Taxable	727,533	166,387	2,707,893	14,961,294	0	-3,704	18,559,403	0	18,559,403
Homestead Credits									3

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2017:** **112,615** **0** **Amount of 07-01-2017 Cash Balance Restricted for LMI**

TIF Revenue: 161,717  
 TIF Sp. Revenue Fund Interest: 0  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 161,717**

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 27,563  
 Returned to County Treasurer: 0  
**Total Expenditures: 27,563**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2018:** **246,769** **0** **Amount of 06-30-2018 Cash Balance Restricted for LMI**

## Projects For LIBERTY TWP/LIBERTY PARK

### CF Industries Expansions

Description:	Industrial Expansion
Classification:	Industrial/manufacturing property
Physically Complete:	No
Payments Complete:	No

## Debts/Obligations For LIBERTY TWP/LIBERTY PARK

### Attorney Fees

Debt/Obligation Type:	Other Debt
Principal:	27,563
Interest:	0
Total:	27,563
Annual Appropriation?:	No
Date Incurred:	11/02/2015
FY of Last Payment:	2035

### Bank Loan

Debt/Obligation Type:	Other Debt
Principal:	1,710,000
Interest:	0
Total:	1,710,000
Annual Appropriation?:	No
Date Incurred:	09/01/2016
FY of Last Payment:	2027

### CF Special Project

Debt/Obligation Type:	Other Debt
Principal:	800,000
Interest:	0
Total:	800,000
Annual Appropriation?:	Yes
Date Incurred:	07/01/2016
FY of Last Payment:	2022



## Non-Rebates For LIBERTY TWP/LIBERTY PARK

TIF Expenditure Amount: 27,563  
Tied To Debt: Attorney Fees  
Tied To Project: CF Industries Expansions

TIF Expenditure Amount: 0  
Tied To Debt: Attorney Fees  
Tied To Project: CF Industries Expansions

TIF Expenditure Amount: 0  
Tied To Debt: Bank Loan  
Tied To Project: CF Industries Expansions

**♣ Annual Urban Renewal Report, Fiscal Year 2017 - 2018**

**TIF Taxing District Data Collection**

Local Government Name: WOODBURY COUNTY (97)  
 Urban Renewal Area: LIBERTY TWP/LIBERTY PARK (97026)  
 TIF Taxing District Name: LIBERTY TWP/SERGEANT BLUFF SCH/LIBERTY PARK TIF- INCR  
 TIF Taxing District Inc. Number: 97244  
 TIF Taxing District Base Year: 2012  
 FY TIF Revenue First Received: 2015  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2035

UR Designation	
Slum	No
Blighted	No
Economic Development	02/2013

TIF Taxing District Value by Class - 1/1/2016 for FY 2018

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	386,000	0	0	16,077,610	0	0	16,463,610	0	16,463,610
Taxable	183,349	0	0	14,469,849	0	0	14,653,198	0	14,653,198
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2018	11,774,913	4,688,697	4,688,698	-1	0

FY 2018 TIF Revenue Received: 106,760

**TIF Taxing District Data Collection**

Local Government Name: WOODBURY COUNTY (97)  
 Urban Renewal Area: LIBERTY TWP/LIBERTY PARK (97026)  
 TIF Taxing District Name: LIBERTY TWP/SGT BLUFF SCH/LIBERTY PARK AMEND #1-INCR  
 TIF Taxing District Inc. Number: 97248  
 TIF Taxing District Base Year: 2012  
 FY TIF Revenue First Received: 2015  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2035

UR Designation	
Slum	No
Blighted	No
Economic Development	12/2013

TIF Taxing District Value by Class - 1/1/2016 for FY 2018

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	75,540	0	66,260	546,050	0	0	687,850	0	687,850
Taxable	35,881	0	59,634	491,445	0	0	586,960	0	586,960
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2018	216,610	471,240	489,050	-17,810	-406

FY 2018 TIF Revenue Received: 11,137

**♣ Annual Urban Renewal Report, Fiscal Year 2017 - 2018**

**TIF Taxing District Data Collection**

Local Government Name: WOODBURY COUNTY (97)  
 Urban Renewal Area: LIBERTY TWP/LIBERTY PARK (97026)  
 TIF Taxing District Name: LIBERTY TWP/WESTWOOD SCH/LIBERTY PARK AMEND#1-INCR  
 TIF Taxing District Inc. Number: 97250  
 TIF Taxing District Base Year: 2012  
 FY TIF Revenue First Received: 2015  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2035

UR Designation	
Slum	No
Blighted	No
Economic Development	05/2013

**TIF Taxing District Value by Class - 1/1/2016 for FY 2018**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	1,070,120	292,220	2,942,510	0	0	-3,704	4,301,146	0	4,301,146
Taxable	508,303	166,387	2,648,259	0	0	-3,704	3,319,245	0	3,319,245
Homestead Credits									3

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2018	2,294,360	2,010,490	2,003,985	6,505	134

FY 2018 TIF Revenue Received: 43,820

◆ Annual Urban Renewal Report, Fiscal Year 2017 - 2018

**Urban Renewal Area Data Collection**

Local Government Name: WOODBURY COUNTY (97)  
 Urban Renewal Area: MILLER TWP/PLATINUM GRAIN  
 UR Area Number: 97027

UR Area Creation Date: 05/2012

UR Area Purpose: The purpose of this TIF area is for tax increment rebates to Platinum Grain for the construction of a storage facility for grain

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
MILLER TWP/ANTHON-OTO SCH/PLATINUM GRAIN TIF - INCR	97245	97246	4,563,932

**Urban Renewal Area Value by Class - 1/1/2016 for FY 2018**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	6,805,380	0	0	0	6,805,380	0	6,805,380
Taxable	0	0	6,124,842	0	0	0	6,124,842	0	6,124,842
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2017:** 0 0 **Amount of 07-01-2017 Cash Balance Restricted for LMI**

TIF Revenue: 104,203  
 TIF Sp. Revenue Fund Interest: 0  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 104,203**

Rebate Expenditures: 106,070  
 Non-Rebate Expenditures: 0  
 Returned to County Treasurer: 0  
**Total Expenditures: 106,070**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2018:** -1,867 0 **Amount of 06-30-2018 Cash Balance Restricted for LMI**

## Projects For MILLER TWP/PLATINUM GRAIN

### Platinum Grain

Description:	Construction of grain storage
Classification:	Commercial - warehouses and distribution facilities
Physically Complete:	Yes
Payments Complete:	No

## Debts/Obligations For MILLER TWP/PLATINUM GRAIN

### Platinum Grain

Debt/Obligation Type:	Rebates
Principal:	1,670,829
Interest:	0
Total:	1,670,829
Annual Appropriation?:	No
Date Incurred:	05/08/2012
FY of Last Payment:	2024

## Rebates For MILLER TWP/PLATINUM GRAIN

**2309 HWY 31 Anthon IA 51004**

TIF Expenditure Amount:	106,070
Rebate Paid To:	Platinum Grain
Tied To Debt:	Platinum Grain
Tied To Project:	Platinum Grain
Projected Final FY of Rebate:	2024

◆ Annual Urban Renewal Report, Fiscal Year 2017 - 2018

**TIF Taxing District Data Collection**

Local Government Name: WOODBURY COUNTY (97)  
 Urban Renewal Area: MILLER TWP/PLATINUM GRAIN (97027)  
 TIF Taxing District Name: MILLER TWP/ANTHON-OTO SCH/PLATINUM GRAIN TIF - INCR  
 TIF Taxing District Inc. Number: 97246  
 TIF Taxing District Base Year: 2012  
 FY TIF Revenue First Received: 2015  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2035

UR Designation	
Slum	No
Blighted	No
Economic Development	05/2012

TIF Taxing District Value by Class - 1/1/2016 for FY 2018

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	6,805,380	0	0	0	6,805,380	0	6,805,380
Taxable	0	0	6,124,842	0	0	0	6,124,842	0	6,124,842
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2018	44,000	6,124,842	4,563,932	1,560,910	33,422

FY 2018 TIF Revenue Received: 104,203



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

#11a

Date: 10/18/2018 Weekly Agenda Date: 10/23/2018

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

**WORDING FOR AGENDA ITEM:**

Consider approval of completion certificate for project L-B(L77)--73-97.

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

The county approved a contract with Dixon Construction on 1/2/2018 to replace the existing bridge L77 on 200th St. South of Cushing.

**BACKGROUND:**

The project was completed September, 24, 2018. The work was done within compliance with county standards. The total contract amount for the project was \$222,321.80.

**FINANCIAL IMPACT:**

This project was funded with the \$1.3 million special project levy fund.

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

Yes       No

**RECOMMENDATION:**

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

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the certificate of completion of project L-B(L77)--73-97 with Dixon Construction of Correctionville, Iowa for \$222,321.80.

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

PROJECT NO. L-B(L77)—73-97

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

**Dixon Construction**

**of Correctionville, Iowa under the date of January 02, 2018**

Bridge L77 Replacement on 200<sup>th</sup> Street from Union Ave. to Woodbury Ave. construct RCB  
Culvert

Contract Amount: **\$222,321.80**

in Woodbury County was completed in accordance with the plans and specifications  
therefore, and in a satisfactory manner on **September 24, 2018**

**October 23, 2018** By \_\_\_\_\_  
Date County Engineer

Approved: Board of Supervisors  
Woodbury County, Iowa

**October 23, 2018** By \_\_\_\_\_  
Date Chairperson

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

Date: 10/18/2018 Weekly Agenda Date: 10/23/2018

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

**WORDING FOR AGENDA ITEM:**

Consider approval of completion certificate for project L-B(Q10)--73-97.

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

The county approved a contract with Graves Construction on 7/26/2017 to replace the existing bridge Q10 on 220th St. southeast of Bronson.

**BACKGROUND:**

The project was completed July 6, 2018. The work was done within compliance with county standards. The total contract amount for the project was \$287,089.09.

**FINANCIAL IMPACT:**

This project was funded with the \$1.3 million special project levy fund.

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

Yes  No

**RECOMMENDATION:**

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

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the certificate of completion of project L-B(Q10)--73-97 with Graves Construction of Spencer, Iowa for \$287,089.09.

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

PROJECT NO. L-B(Q10)—73-97

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

**Graves Construction**

**of Spencer, Iowa under the date of July 26, 2017**

Bridge Q10 Replacement on 220<sup>th</sup> Street from Eastland Ave. to Fayette Ave. construct RCB  
Culvert

Contract Amount: **\$287,089.09**

in Woodbury County was completed in accordance with the plans and specifications  
therefore, and in a satisfactory manner on **July 06, 2018**

**October 23, 2018** By \_\_\_\_\_  
Date County Engineer

Approved: Board of Supervisors  
Woodbury County, Iowa

**October 23, 2018** By \_\_\_\_\_  
Date Chairperson

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

#11c

Date: 10/18/2018 Weekly Agenda Date: 10/23/2018

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

**WORDING FOR AGENDA ITEM:**

Consider approval of completion certificate for project L-(280th St.)--73-97.

**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:**

The county approved a contract with Flewelling Earth Moving on 9/19/2017 to move the intersection of 280th Street and Old Highway 141.

**BACKGROUND:**

This project relocated the intersection of 280th Street and Old Highway 141. Sight distance at the intersection was very limited and several near miss incidents occurred with traffic entering Old 141 at the intersection. The project was completed July 31, 2018. The work was done within compliance with county standards. The total contract amount for the project was \$63,743.90.

**FINANCIAL IMPACT:**

This project was funded with local secondary road funds.

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

Yes  No

**RECOMMENDATION:**

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

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the certificate of completion of project L-(280th St.)--73-97 with Flewelling Earth Moving of Merville, Iowa for \$63,743.90.

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

PROJECT NO. L-(280<sup>th</sup> ST.)—73-97

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

**Flewelling Earth Moving**

**of Merville, Iowa under the date of September 19, 2017**

Grading on 280<sup>th</sup> Street in Section 31-87-45

Contract Amount: **\$63,743.90**

in Woodbury County was completed in accordance with the plans and specifications  
therefore, and in a satisfactory manner on **July 31, 2018**

October 23, 2018 By \_\_\_\_\_  
Date County Engineer

Approved: Board of Supervisors  
Woodbury County, Iowa

October 23, 2018 By \_\_\_\_\_  
Date Chairperson

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

**#12**

Date: 10/18/18 Weekly Agenda Date: 10/23/18

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

**WORDING FOR AGENDA ITEM:**

Approve Submission of Application to Achieve ACT Work Ready Communities Certification

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

This item requests the Board approval of dedicating the resources necessary to submit Woodbury County's application to achieve the ACT Work Ready Communities certification.

**BACKGROUND:**

Work Ready Communities (WRC) from ACT is a framework for community based workforce development to drive economic growth. Regions improve their workforce and compete on quality for location consultants, investors, and other decision-makers using data powered by the WorkKeys National Career Readiness Certificate. More than 21,000 employers support NCRC nationwide. Site Selection magazine uses NCRC data yearly to rank state competitiveness.

- ▶ Show prospects how to reduce risk and boost profit with skills-based hiring
- ▶ Pinpoint and align prospects' workforce needs with profiled tasks
- ▶ Integrate co-branded resources into powerful marketing and outreach
- ▶ Build track record in serving employer needs for retention and expansion

Washington County, Mississippi, ACT WRC Video: <https://www.youtube.com/watch?v=NIS8kBqD98k>

**FINANCIAL IMPACT:**

\$395 Boot Camp Registration Fee, Lodging \$139/night Block Rate, Airfare \$424  
Will be paid from the Community & Economic Development department budget line items for Conferences/Travel.

**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:**

Acknowledge the information contained with the presentation and approve dedicating the resources necessary to submit Woodbury County's application to achieve the ACT Work Ready Communities certification.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve dedicating the resources necessary to submit Woodbury County's application to achieve the ACT Work Ready Communities certification.

# ECONOMIC DEVELOPMENT SOLUTIONS

## HOW WORK READY COMMUNITIES ARE WINNING THE GROWTH GAME

**Work Ready Communities (WRC)** from ACT is a framework for community-based workforce development to **drive economic growth**. Regions improve their workforce and **compete on quality** for location consultants, investors, and other decision-makers using data powered by the WorkKeys<sup>®</sup> National Career Readiness Certificate. More than **21,000 employers** support NCRC nationwide. *Site Selection* magazine uses NCRC data yearly to **rank state competitiveness**.

- ▶ Show prospects how to reduce risk and boost profit with skills-based hiring
- ▶ Pinpoint and align prospects' workforce needs with profiled tasks
- ▶ Integrate co-branded resources into powerful marketing and outreach
- ▶ Build track record in serving employer needs for retention and expansion

**Level the  
playing field  
with a high  
performing  
workforce**

*As a national site selector, one of the few factors that are critical to almost every company and project is workforce. It is imperative for communities to focus on knowing and improving their existing workforce as well as retaining and attracting high quality talent. ACT Work Ready Communities are setting themselves apart by intentionally developing their local workforce in support of their existing companies while positioning themselves to attract new companies.*

—Robby Burgan  
Manager, Location Strategies  
Evergreen Advisors

*Having been in site selection for many years, it has always been difficult to ensure my clients that there is available, stable and reliable workforce in a community. However, in the last few years when I see that a county is ACT Work Ready I know that they are following the steps in planning for the current and future workforce. Therefore, our tendency at FCG is to look strongly at ACT Work Ready Communities for new site locations. I would encourage all communities to seek that status.*

—Mr. Deane C. Foote, CEcD  
President & CEO  
Foote Consulting Group

**89%**

**Skilled Labor  
Availability  
Important or  
Very  
Important**

Work Ready Communities get certified by meeting workforce and employer support goals established by ACT's equitable criteria. Each goal category can be tracked extensively to provide additional competitive intel.

- ▶ **Emerging Workforce:** High school junior, senior, or recent grad; college student or recent grad
- ▶ **Current Workforce:** Currently employed by public, private, or non-profit organization; currently employed in government
- ▶ **Transitioning Workforce:** Currently unemployed; GED or Adult Ed participant; current or recent active-duty military
- ▶ **Supporting Employers:** Endorsements of employers that recognize or recommend NCRC for hiring or promotion



*Outstanding program that helps business recruit and retain qualified workers. Congrats on the milestone. As a corollary would recommend that all counties become work ready certified.*

—Mr. Dennis Donovan  
Location Strategy and  
Site Selection Advisor

*ACT Work Ready is truly the best workforce development marketing tool I have seen.*

—Chad Chancellor  
Co-Founder/CEO  
The Next Move Group

Source: ACT WRC  
Leaders Survey, 2017

**82%**  
Certified counties  
use WRC  
to promote  
county to new  
businesses

**89%**  
Certified counties  
use WRC to  
support  
existing  
industry

## TIPS

Site Selection consultants offer the following tips for Work Ready Communities to maximize their certification excellence

- ▶ Availability and cost of skilled labor remains a top factor and barrier
- ▶ Explain the unique features and benefits of your Work Ready Community to investors (beyond simply claiming to have certification)
- ▶ Demonstrate partnerships of your Work Ready Community and how partnerships can help new and expanding firms
- ▶ Align your NCRC data to show how it meets specific industry demand
- ▶ Set up meetings so prospects may interview existing employers during site visit

## OPPORTUNITIES

Economic Development leaders across the nation open many new doors of impact linked to their Work Ready Communities efforts

- ▶ Boost job candidate pipeline with solutions for targeted populations such as ex-offenders, immigrants, welfare recipients, etc.
- ▶ Promote WRC certification in site/building listings, community profiles, social media, etc.
- ▶ Enhance partnerships in specific sectors to link targeted training and stackable credentials
- ▶ Disaster recovery and community revitalization

## CASE STUDIES

Source: [act.org/workforcesuccess](http://act.org/workforcesuccess)

### SUBARU OF INDIANA AUTOMOTIVE

Filled 1,100 new jobs (out of 22,300 applications) in record time using job profiling and assessments

▼ **25%** reduction in turnover

### PHIFER INC. (AL)

Developed talent pipeline to fill entry-through-senior-level jobs using profiling and assessments

▼ **\$2 Million** reduction in training costs

- ▶ 25% reduction in training time
- ▶ Turnover reduction 14% to 7%
- ▶ Orientation time and testing dropped by 35%

### WAGE EARNINGS OF NCRC HOLDERS

Positive trend of NCRC levels and increased earnings, often within first two years

▲ **Up to 102%** increase in earnings

### BERNER FOODS (IL)

Reduced employee turnover by putting the right people in the right job, the first time

▼ **95%** reduction in work comp expenses

- ▶ 80% reduction in nonconforming product
- ▶ 92% reduction in terminations
- ▶ Best safety run in 70 years

**ACT**® Work Ready  
Communities

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Learn more on how Work Ready Communities and ACT WorkKeys® can help your community reach its highest potential by visiting [workreadycommunities.org](http://workreadycommunities.org)

# THE ACT® WORK READY COMMUNITIES JOURNEY

## STEP 1: PARTICIPATING COUNTY - Common Criteria

### ▶ Attend Boot Camp

### ▶ Set Goals

- Emerging Workforce
- Current Workforce
- Transitioning Workforce
- Employers Supporting

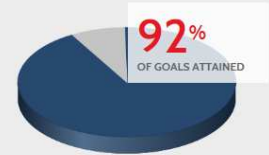
### ▶ Go Public

#### ATCHISON COUNTY

United States > Missouri > Atchison >  
change change

Atchison County is a participating Work Ready Community that is actively engaged in earning their certified status.

Showing: Jan 1, 2012 to Jan 31, 2018  
Goals updated only for participating counties



## STEP 2: CERTIFIED COUNTY

### ▶ Achieve goals



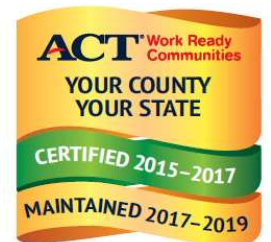
## STEP 3: MAINTAINING COUNTY PERIOD 1 - Maintaining Criteria

### ▶ Maintaining Period 1 Goals

- Emerging Workforce
- Current Workforce
- Transitioning Workforce
- Employers Supporting

### ▶ Plus 1 of the following:

- [Job Profiles](#)
- Improved Certificates\*
- [College Credit for NCRC®](#)



\*Based on improving 40% of Bronze certificates earned over the last year

## STEP 4: MAINTAINING COUNTY PERIOD 2

### ▶ Maintaining Period 2 Goals

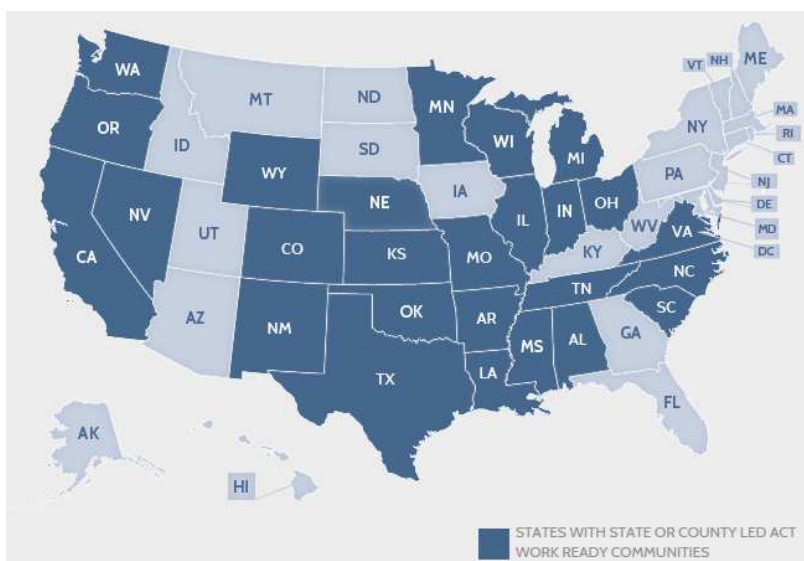
### ▶ 5 Points TOTAL Required

#### Minimum of 2 points from following:

- Emerging Workforce (+1)
- Current Workforce (+1)
- Transitioning Workforce (+1)
- Employers Supporting (+1)

#### Maximum of 3 points from following:

- [Job Profiles](#) (+1)
- [College Credit for NCRC®](#) (+1)
- [College and Career Readiness Champions](#) nominations (+0.5)
- Provide testimonial or [case study](#) (+1)
- Add [WorkKeys® Curriculum](#) (+1)
- Present at State Organizations event (+0.5)
- Host Boot Camp (+2), email [wrc@act.org](mailto:wrc@act.org)
- Add improved certificates goal (+1)
- Upgrade or increase employers recommending ACT® WorkKeys® NCRC® (+1)



STATES WITH STATE OR COUNTY LED ACT  
WORK READY COMMUNITIES

Meeting Minutes, October 11th, 2018 @ 3:00PM

Fifteenth 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; Melissa Thomas, Director of Human Resources; PJ. Jennings, County Attorney; Jeanne Zyzda, Human Resources

Members absent: Keith Radig, County Supervisor

Audience Attendees: Michelle Skaff, Deputy Auditor; Kenny Schmitz, Director of Building Services; Ryan Chytka, Building Services Environmental Project Supervisor; Joshua Widman, Civil Attorney; John Malloy, Director of IT

## Agenda

- I. Call to order ---Ung
- II. Public Comments  
No public comments
- III. Approval of Agenda  
Approved by consensus
- IV. New Business
  - a. Introduction, Sections of Chair and Secretary  
Ung welcomed everyone to the policy review committee meeting. **Motion by Ung, second by Jennings, to appoint Zyzda as Secretary. Passed unanimously.**
  - b. Disposition of County Personal Property (2nd review of existing policy)  
Schmitz said he presented a draft for review to Jennings and Joshua Widman. Jennings advised it is a great start, with recommendations: 1) remove Kenny Schmitz as the decision maker 2) \$5,000 threshold is too high 3) Policy needs to address the public's access to purchase items. Committee recommended the Board set a dollar limit of \$1,000 and for Schmitz to present to the Board a quarterly list of the items to be disposed, with participation from department heads. Further discussion was held on the topics of disposing of vehicles and electronic devices. Regarding the disposal of electronic devices, discussion was held on destruction of hard drives and retaining cellphones on County premises. Michelle Skaff asked how the funding would be tracked. Jennings stated he believed it would go to the General Fund although certain proceeds might need to be deposited outside of the General Fund. Group discussion on determining Fair Market Value and Estimated Value. **Motion by Ung, second by Gill, to bring policy back to the next meeting for further review. Passed unanimously.**
  - c. Freedom of Information (1<sup>st</sup> review of new policy)  
Jennings advised that the policy addresses the recovery of cost to retrieve requested records and electronic data. The law states reasonable fees can be set based on actual cost. Jennings reviewed wording from Story, Scott, and Polk Counties. In further discussion Jennings advised FOI requests can be verbal or written. **Motion by Ung, second by Thomas, to bring back to next meeting for further review. Passed unanimously.**
  - d. Texting (Rescinding of redundant policy)  
Thomas stated policy is redundant to Employee Handbook. **Motion by Ung, second by Gill, to recommend the Board of Supervisors rescind the redundant policy. Passed unanimously.**
  - e. Misc. updates: Employee Handbook, Policy Handbook  
No action taken.
- V. Policy item requests for future
  - a. Grant Monitoring Policy/Procedure

Skaff presented amended policy due to receiving a notice from the DOJ asking for two revisions. 1) All financial and accounting transactions, including year-end adjustments, will be recorded in the County's general ledger accounting system in accordance with generally accepted accounting principles. These entries will be adequately supported and reviewed and approved by management, so that year-end financial statements can be accurately prepared in accordance with generally accepted accounting principles. 2) After review by an external auditor, the Budget and Finance Director will submit the single audit reporting packages and data collections forms to the Federal Audit Clearinghouse by March 31 of the year following the audit. Skaff asked for consent to present to the Board. **There was consensus to recommend a presentation to the Board.**

b. IT: Social Media; Data Retention

Data Retention is being researched by Thomas and Jennings. John Malloy discussed a future policy regarding Data Retention and Social Media archiving.

Meeting adjourned 4:21PM



# Woodbury County Secondary Roads Department

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**COUNTY ENGINEER**

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**ASSISTANT TO THE COUNTY ENGINEER**

Benjamin T. Kusler, E.I.T.  
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**SECRETARY**

Tish Brice  
tbrice@woodburycountyiowa.gov

To: Board Members  
From: Mark Nahra, County Engineer  
Date: October 15, 2018  
RE: Weekly Work Report

## **Construction Project Report**

### **To be let:**

**BROS-CO97(133)—55-97**, Hancock Avenue Bridge replacement. Letting date: October 16, 2018 (IDOT Letting) Late start date: June 17, 2019. Working days: 85. This project replaces an aging truss bridge on Hancock Avenue near the 200<sup>th</sup> Street intersection. The current bridge is posted 3 tons.

The letting and project schedule allows winter work that may allow the bridge project to be completed earlier in 2019.

**L-B(U51)—73-97**, 320<sup>th</sup> Street Bridge replacement. Letting date: October 30, 2018. Late start date: April 15, 2019. This bridge has been closed since 2014 due to a failed substructure piling. Corps of Engineers and Iowa DNR permits for the project have been acquired. Plans will be presented to the board for approval on October 16<sup>th</sup>.

The project will allow winter work at the contractor's option.

### **Under Contract:**

**STP-S-CO97(134)—55-97**, D50 PCC Resurfacing near Oto. Letting date: April 17, 2018. Late start date: July 23, 2018. Working days: 60. Contractor: Cedar Valley Corporation, Waterloo, IA. Contract price: \$2,354,844.71.

Project work starts at the intersection of D50 and Iowa Hwy 31 in Oto and runs to the intersection of County Routes D50 and L27. Patching has been completed and milling of the existing HMA surface is complete. String line elevation guidance for the paver is set and the road grade is ready for paving. The contractor is planning to move in his concrete batch plant late this week with paving expected to start in the next week. We anticipate a mid-November completion of the project.

**BROS-CO97(132)—55-97**, 150<sup>th</sup> Street Bridge replacement near Lawton. Letting date: June 19, 2018 (IDOT Letting). Late start date: May 1, 2019. Working days: 105. Contractor: Dixon Construction, Correctionville, IA. Contract price: \$1,019,550.42. This project replaced an aging truss bridge on 150<sup>th</sup> Street (Old Highway 20) north of Lawton.

The contractor will start on the project the week of October 15<sup>th</sup>. It is the contractor's plan to complete construction of the bridge this fall and early winter with grading and paving to be completed in the spring of 2019. Winter work is allowed by the contract and, depending upon weather this fall, may allow the bridge project to be completed earlier in 2019.

**L-B(J9)—73-97**, County Bridge J9 is on 170<sup>th</sup> Street between Jasper and Jewell Avenues. Letting date: August 21, 2018. Late start date: April 15, 2019. Contractor: Dixon Construction, Correctionville, IA. Contract price: \$544,821.40. This bridge was one of the flood damaged structures from the June 18, 2016 storm event. The bridge has been closed to traffic since it was damaged in the flood.

The bridge is being replaced with a single span precast concrete beam bridge. The board approved the contract on September 11, 2018. A preconstruction meeting has been held and the contractor plans to start work on the project at the end of October. Bridge removal is expected the last week of October. Beams for the bridge are scheduled to be delivered in mid-November. Depending upon weather, the contractor will be preparing the bridge for a late year 2018 bridge deck pour. Completion of the project is expected in spring 2019.

**L-B(B82)—73-97**, County Bridge B82 is on 140<sup>th</sup> Street between Kossuth and Lee Avenues. Letting date: May 22, 2018. Contractor: Dixon Construction, Correctionville, IA. Contract price: \$220,270.00. This bridge was one of the flood damaged structures from the June 18, 2016 storm event.

The new culvert is complete and the road is open to traffic. Seeding of the road embankment and fencing remain to be finished before the contract is complete.

### **Work Under Design:**

Design work is underway on the following projects for letting sometime during 2018 and 2019.

250<sup>th</sup> Street Grading Project - 2.25-mile grade for paving project south of Anthon. Right of way will be necessary to allow construction of this road. Final design is complete. Plats for right of way acquisition are complete and acquisition has started. We are working toward a winter 2018 letting. This project is funded with the \$1.3 million per year special project levy funds.

Bridge D156 – This structure is on Franklin Avenue north of Old Highway 20/150<sup>th</sup> Street. The structure is posted 8 tons. The existing structure is significantly oversized and built from salvaged materials. The replacement structure is proposed to be a large culvert. This project is funded with money received in the local budget from the new \$0.10 state fuel tax. The project is scheduled for late 2018-early 2019 construction.

Haskell Avenue Bridge C-160 - Design work and permitting are complete on the Haskell Avenue Bridge. The new bridge will be a single span 100' x 30.5' pretensioned, prestressed concrete beam bridge. Final plans are being prepared for a December 2018 or January 2019 letting.

### **Mason Avenue Bridge:**

The Mason Avenue bridge was severely damaged by flooding on the Little Sioux River in July 2018. The bridge has been closed to traffic due to damage caused by the bridge being struck by a large tree. The county engineer's office was notified Wednesday that FEMA has determined that the damage is eligible for repair/replacement assistance. The county road department is filing preliminary documentation requesting assistance from FEMA for assistance with eligible costs and will be having an applicant briefing on Tuesday, October 16<sup>th</sup>. A resolution will be prepared for the

board to officially request assistance and design work can begin once the resolution is approved.