



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS  
(MARCH 3, 2020) (WEEK 10 OF 2020)**

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

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

Rocky L. De Witt 253-0421 <a href="mailto:rdewitt@woodburycountyiowa.gov">rdewitt@woodburycountyiowa.gov</a>	Marty J. Pottebaum 251-1799 <a href="mailto:mpottebaum@woodburycountyiowa.gov">mpottebaum@woodburycountyiowa.gov</a>	Keith W. Radig 560-6542 <a href="mailto:kradig@woodburycountyiowa.gov">kradig@woodburycountyiowa.gov</a>	Matthew A. Ung 490-7852 <a href="mailto:matthewung@woodburycountyiowa.gov">matthewung@woodburycountyiowa.gov</a>
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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held March 3, 2020 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**

**4:15 p.m. Courthouse Foundation Meeting**

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

3. Approval of the minutes of the February 18, 2020 meeting
4. Approval of claims
5. Board Administration – Karen James  
Approval of resolution thanking and commending Donald Groves for his years of service to Woodbury County
6. County Treasurer – Michael Clayton  
Approval of resolution for abatement of taxes for Lake Forest Mobile Home Park

7. Human Resources – Melissa Thomas
  - a. Approval of Memorandum of Personnel Transactions
  - b. Authorization to Initiate Hiring Process
  - c. Approval of retiree request to remain on county health insurance plan

**End Consent Agenda**

8. Secondary Roads – Mark Nahra
  - a. Consider approval of a federal aid SWAP project agreement for project number BROS-SWAP-C097 (135)—FE-97 Action
  - b. Approve plans for letting for bridge replacement project number BROS-SWAP-C097 (135)—FE-97 Action
  
9. Board of Supervisors – Keith Radig Information  
 Discussion on budget adjustments to reach 2 percent
  
10. Board Administration Information  
 Public forum for questions & discussions of the Woodbury County Law Enforcement Center project, the March 3<sup>rd</sup> public referendum, and the duties of the Intergovernmental Authority
  
11. Reports on Committee Meetings Information
  
12. Citizen Concerns Information
  
13. Board Concerns Information

**ADJOURNMENT**

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

- TUE., MAR. 3** 4:45 p.m. Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., MAR. 4** 7:30 a.m. SIMPCO Executive-Finance Committee, Kahill's Resturant  
9:00 a.m. Loess Hills Alliance Protection Committee Meeting, Pisgah, Iowa  
10:30 p.m. Loess Hills Alliance Stewardship Committee Meeting  
12:00 p.m. District Board of Health Meeting, 1014 Nebraska St.  
1:00 p.m. Loess Hills Alliance Executive Meeting, Pisgah, Iowa
- THU., MAR. 5** 10:00 a.m. COAD Meeting, The Security Institute  
12:00 p.m. SIMPCO Regional Policy & Legislative Affairs Committee Meeting, 1122 Pierce St.
- WED., MAR. 11** 8:05 a.m. Woodbury County Information Communication Commission, First Floor Boardroom  
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
- THU., MAR. 12** 12:00 p.m. SIMPCO Board of Directors, 1122 Pierce St.
- WED., MAR. 18** 12:00 p.m. Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202  
10:00 a.m. Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook St.
- THU., MAR. 19** 4:00 p.m. Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park  
4:30 p.m. Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., MAR. 20** 12:00 p.m. Siouxland Human Investment Partnership Board Meeting Northwest AEA, Room G
- MON., MAR. 23** 6:00 p.m. Zoning Commission Meeting, First Floor Boardroom
- TUE., MAR. 24** 2:00 p.m. Decat Board Meeting, Western Hills AEA, Room F
- WED., MAR. 25** 2:30 p.m. Rolling Hills Community Services Region Governance Board Meeting
- THU., MAR. 26** 10:15 a.m. Siouxland Regional Transit Systems (SRTS) Board Meeting, 1122 Pierce St.  
11:15 a.m. Western Iowa Community Improvement Regional Housing Trust Fund, 1122 Pierce St.  
1:00 p.m. SIMPCO - Comprehensive Economic Development, 1122 Pierce St.
- WED., APR. 1** 12:00 p.m. District Board of Health Meeting, 1014 Nebraska St.
- THU., APR. 2** 10:00 a.m. COAD Meeting, The Security Institute
- MON., APR. 6** 6:00 p.m. Board of Adjustment meeting, First Floor Boardroom
- TUE., APR. 7** 4:45 p.m. Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.

**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.*

**COURTHOUSE FOUNDATION MEETING**

**Tuesday, March 3, 2020  
4:15 p.m.**

**Board of Supervisors Meeting Room**

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**AGENDA**

Election of Directors

- Motion to elect ex officio members as Board of Directors

Election of Officers

- Motion to elect President of the Board of Directors
- Motion to elect Vice President of the Board of Directors
- Motion to combine the offices of Secretary and Treasurer and to appoint the County Auditor to the combined position

Reports

- Motion to approve the minutes of the November 26, 2019 meeting
- Motion to receive the March 1, 2020 Financial Report

Old Business

New Business

Adjourn

**WOODBURY COUNTY COURTHOUSE FOUNDATION MEETING**

**MEETING MINUTES**

**Tuesday, November 26, 2019**

**Board of Supervisors Meeting Room**

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Present were Radig, De Witt, Ung and Taylor. Gill served as Clerk.

Reports

Motion by Radig second by De Witt to approve the minutes of the March 5, 2019 meeting. Motion carried.

Motion by Radig second by De Witt to receive the Financial Report as of November 22, 2019. Motion carried.

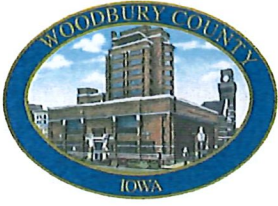
New Business

The Foundation considered the purchase frames for county posters that will be displayed in the courthouse from the Foundation Fund.

Motion by Radig second by Taylor to approve an expenditure from Foundation Funds to frame two pictures to be displayed in the Courthouse. Motion Carried.

Adjourn

The meeting was adjourned.



# Woodbury County Board of Supervisors

Courthouse • Room 104  
620 Douglas Street • Sioux City, Iowa 51101  
Telephone (712) 279-6525 • Fax (712) 279-6577

**MEMBERS**

ROCKY L. DE WITT  
LAWTON

MARTY POTTEBAUM  
SIOUX CITY

KEITH W. RADIG  
SIOUX CITY

MATTHEW A. UNG  
SIOUX CITY

FINANCE / BUDGET DIRECTOR  
DENNIS BUTLER

ADMINISTRATIVE ASSISTANT  
KAREN JAMES

EXECUTIVE SECRETARY / PUBLIC BIDDER  
HEATHER SATTERWHITE

## Courthouse Foundation Financial Report As of February 28, 2020

<b>Beginning Cash Balance November 22, 2019</b>	\$ 12,687.58
<b>Revenues:</b>	
Donation	20.00
<b>Total Cash Balance &amp; Revenues</b>	12,707.58
<b>Disbursements:</b>	
Picture Frames	600.00
<b>Ending Cash Balance as of February 28, 2020</b>	\$ 12,107.58

*Michelle K. Staff*  
Patrick F. Gill, County Auditor/Recorder  
*Michelle K. Staff, Deputy*

FEBRUARY 18, 2020, EIGHTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, February 18, 2020 at 4:30 p.m. Board members present were Ung, Pottebaum, Radig, and De Witt. Staff members present were Karen James, Board Administrative Assistant, Joshua Widman, Assistant County Attorney, Melissa Thomas, Human Resources Director, Dennis Butler, Budget/Tax Analyst, and Michelle Skaff, Deputy Auditor/Clerk to the Board.

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

- 1. There were no citizen concerns.
- 2. Motion by Ung second by Radig to approve the agenda for February 18, 2020. Carried 4-0. Copy filed.

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

- 3. To approve minutes of the February 11, 2020 meeting. Copy filed.
- 4. To approve the claims totaling \$852,159.58. Copy filed.
- 5a. To approve and authorize the Chairperson to sign a Resolution approving petition for suspension of taxes for Dawn Holsinger, parcel #894720358002, 1414 West St., Sioux City, IA.

**WOODBURY COUNTY, IOWA  
RESOLUTION #12,961  
RESOLUTION APPROVING PETITION FOR SUSPENSION OF TAXES**

WHEREAS, Dawn Holsinger, is the titleholder of property located at 1414 West St., Sioux City, IA, Woodbury County, Iowa, and legally described as follows:

Parcel #894720358002

**SMITHS VILLA S 50 FT LOT 3 BLK 3**

WHEREAS, Dawn Holsinger is the titleholder of the aforementioned property have petitioned the Board of Supervisors for a suspension of taxes pursuant to the 2017 Iowa Code section 427.9, and

WHEREAS, the Board of Supervisors recognizes from documents provided that the petitioner is unable to provide to the public revenue; and

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby grants the request for a suspension of taxes, and hereby directs the Woodbury County Treasurer to so record the approval of this tax suspension for this property.

SO RESOLVED this 18th day of February, 2020.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 5b. To approve and receive for signatures a Resolution Thanking and Commending Donald Haahr for his years of service to Woodbury County.

**RESOLUTION #12,962  
A RESOLUTION THANKING AND COMMENDING  
DONALD HAAHR  
FOR HIS SERVICES TO WOODBURY COUNTY**

**WHEREAS**, Donald Haahr has capably served Woodbury County as an employee of the Conservation Department for 43 years from February 1, 1977 to March 1, 2020; and

**WHEREAS**, the service given by Donald Haahr 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 Donald Haahr 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, Donald Haahr.

**BE IT SO RESOLVED** this 18th day of February 2020.

**WOODBURY COUNTY BOARD OF SUPERVISORS**

Copy filed.

- 6a. To approve the separation of Joshua Nelson, Sheriff Reserve Officer, County Sheriff Dept., effective 02-07-20. Resignation; the separation of Nicole Kline, Clerk II, County Treasurer Dept., effective 02-21-20. Resignation.; the appointment of Stacy Ritchie, P/T Clerk II, Human Resources Dept., effective 03-02-20, \$16.84/hour. Job Vacancy Posted 1-8-20. Entry Level Salary: \$16.84/hour.; and the reclassification of Cara Wood, Sr. Clerk, County Sheriff Dept., effective 03-07-20, \$21.12/hour, 5%=\$1.06/hr. Per AFSCME Courthouse Contract agreement, from Grade 4/Step 3 to Grade 4/Step 4. Copy filed.
- 6b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Lead Custodian, Building Services Dept. AFSCME Courthouse: \$15.87/hour or per contract language.; and Clerk II, County Treasurer Dept. AFSCME Courthouse: \$16.84/hour. Copy filed.
- 6c. To approve the request of Donald Haahr to remain on the County Health and County Dental. Copy filed.
- 7. To receive Juvenile Detention January population report. Copy filed.
- 8a. To receive Commission of Veteran Affairs Quarterly report for the 1<sup>st</sup> quarter ending September 30, 2019. Copy filed.
- 8b. To receive Commission of Veteran Affairs Quarterly report for the 2<sup>nd</sup> quarter ending December 31, 2019. Copy filed.
- 9a. To approve and authorize the Chairperson to sign a Resolution approving abatement of taxes for Lake Forrest Mobile Home Park, 3700 28<sup>th</sup> St., Lot #450, Sioux City, IA, Vin #64311AB.

**WOODBURY COUNTY, IOWA**  
**RESOLUTION #12,963**  
**RESOLUTION APPROVING ABATEMENT OF TAXES**

**WHEREAS**, Lake Forest Mobile Home Park is the titleholder of a mobile home VIN 64311AB located in Woodbury County, Iowa and legally described as follows:

**VIN 64311AB 1981 Moduline**

**WHEREAS**, the above-stated mobile homes have taxes payable including special assessments and the mobile homes are owned by Lake Forest Mobile Home Park.

**WHEREAS**, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

**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, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

**SO RESOLVED** this 18<sup>th</sup> day of February, 2020.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 9b. To approve and authorize the Chairperson to sign a Resolution approving abatement of taxes for Estates West, 104 W 8<sup>th</sup> St, Lot #218, Sergeant Bluff, IA, Vin #04510400Y.

**WOODBURY COUNTY, IOWA  
RESOLUTION #12,964  
RESOLUTION APPROVING ABATEMENT OF TAXES**

**WHEREAS**, Estates West is the titleholder of a mobile home VIN 04510400Y located in Woodbury County, Iowa and legally described as follows:

**VIN# 04510400Y 1989 Cutlass**

**WHEREAS**, the above-stated mobile home has taxes payable including special assessments and the mobile home is owned by Estates West

**WHEREAS**, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

**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, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

**SO RESOLVED** this 18<sup>th</sup> day of February, 2020.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

Carried 4-0.

- 11. Motion by De Witt second by Ung to approve the purchase of integration services from NEOGOV. Carried 4-0. Copy filed.

- 10a. A public hearing was held at 4:35 p.m. for the sale of parcel #864306456003. The Chairperson called on anyone wishing to be heard.

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

Motion by Ung second by Radig to approve and authorize the Chairperson to sign a Resolution for the sale of real estate parcel #864306456003, to Kevin Rayevich, PO Box 51, Oto, IA, for \$763.00 plus recording fees. Carried 4-0.

**RESOLUTION OF THE BOARD  
OF SUPERVISORS OF WOODBURY COUNTY, IOWA  
RESOLUTION #12,965**

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

**By Kevin Rayevich** in the sum of Seven Hundred Sixty-Three Dollars & 00/100 (\$763.00)-----  
-----dollars.

For the following described real estate, To Wit:

**Parcel #864306456003**

**Vacated Lots Twelve and Thirteen (12 & 13) Block Three (3) Horton's Addition in 6-86-43, in the City of Oto and Woodbury County, Iowa**

Now and included in and forming a part of the City of Sioux City, Iowa, the same is hereby accepted: said Amount being a sum LESS than the amount of the general taxes, interests, costs and penalties against the said Real Estate.

**BE IT RESOLVED** that payment is due by close of business on the day of passage of this resolution or this sale is null and void and this resolution shall be rescinded.

**BE IT RESOLVED** that per Code of Iowa Section 569.8(3 & 4), a parcel the County holds by tax deed shall not be assessed or taxed until transferred and upon transfer of a parcel so acquired gives the purchaser free title as to previously levied or set taxes. Therefore, the County Treasurer is requested to abate any taxes previously levied or set on this parcel(s).

**BE IT FURTHER RESOLVED** that the Chairman of this Board be and he is hereby authorized to execute a Quit Claim Deed for the said premises to the said purchaser.

**SO DATED** this 18<sup>th</sup> Day of February, 2020.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 10b. A public hearing was held at 4:36 p.m. for the sale of parcel #894730257010, 2205 W. 2<sup>nd</sup> St., Sioux City, IA. The Chairperson called on anyone wishing to be heard.

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

Motion by Radig second by Ung to approve and authorize the Chairperson to sign a Resolution for the sale of real estate parcel #894730257010, 2205 W. 2<sup>nd</sup> St., Sioux City, IA, to Jose and Teresa Sanchez, 2209 W. 2<sup>nd</sup> St., Sioux City, IA for \$525.00 plus recording fees. Carried 4-0.

**RESOLUTION OF THE BOARD  
OF SUPERVISORS OF WOODBURY COUNTY, IOWA  
RESOLUTION #12,966**

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

**By Jose Sanchez & Teresa Sanchez** in the sum of **Five Hundred Twenty-Five Dollars & 00/100 (\$525.00)**-----dollars.

For the following described real estate, To Wit:

**Parcel #894730257010**

**E Four (4) feet of Lots Eleven & Twelve (11 & 12) in Block Twenty (20), Hornicks 2<sup>nd</sup> Addition, City of Sioux City, Woodbury County, Iowa  
(2205 W. 2<sup>nd</sup> Street)**

Now and included in and forming a part of the City of Sioux City, Iowa, the same is hereby accepted: said Amount being a sum LESS than the amount of the general taxes, interests, costs and penalties against the said Real Estate.

**BE IT RESOLVED** that payment is due by close of business on the day of passage of this resolution or this sale is null and void and this resolution shall be rescinded.

**BE IT RESOLVED** that per Code of Iowa Section 569.8(3 & 4), a parcel the County holds by tax deed shall not be assessed or taxed until transferred and upon transfer of a parcel so acquired gives the purchaser free title as to previously levied or set taxes. Therefore, the County Treasurer is requested to abate any taxes previously levied or set on this parcel(s).

**BE IT FURTHER RESOLVED** that the Chairman of this Board be and he is hereby authorized to execute a Quit Claim Deed for the said premises to the said purchaser.

**SO DATED** this 18<sup>th</sup> Day of February, 2020.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 12. Information presented by Gary Brown, Emergency Services, about the Emergency Services Volunteer Program. Copy filed.
- 13. Motion by Radig second by Ung to approve and authorize the Chairperson to sign a Resolution committing funds and project maintenance. Carried 4-0.

**COMMITMENT OF FUNDS AND PROJECT MAINTENANCE  
RESOLUTION  
RESOLUTION #12,967**

**WHEREAS:** The Board of Supervisors is submitting application to the SRTPA RPA Surface Transportation Program for the following project in FY 2024, and

**County Hwy K42 – Dallas Avenue  
PCC Pavement Replacement**

**NOW, THEREFORE, BE IT RESOLVED** by the Woodbury County Board of Supervisors that County Engineer is directed to submit application for the above captioned project, that the Board of Supervisors will dedicate the local match funding for the project, and that Woodbury County will maintain the completed project for its intended public use for a minimum of 20 years following project completion.

**Passed and approved this 18th day of February, 2020.**  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 14. Motion by Ung second by De Witt to receive for signatures a Resolution approving the deferment of loan payments. Carried 4-0.

**WOODBURY COUNTY, IOWA  
RESOLUTION #12,968  
RESOLUTION APPROVING THE DEFERMENT OF LOAN PAYMENTS**

**WHEREAS,** Woodbury County, Iowa (the "County") has received a formal request from the Correctionville Economic Development Corporation (CEDCORP) to suspend monthly loan payments, which shall include principal, interest, and the total balance due, in the amount of \$56,002.92 (the "Obligation"), until such time that CEDCORP successfully sells the mortgaged asset located at 319 5<sup>th</sup> Street, Correctionville, IA 51016, or is able to satisfy in-full its Obligation to the County; and

**WHEREAS,** CEDCORP has been forthright and diligent in their efforts to meet their Obligation with the County as evidenced in the Promissory Note dated April 9, 2013 and the Modification of Promissory Note dated April 18, 2018; and

**WHEREAS,** upon the occurrence of default and the foreclosure of MacDawn Enterprise, LLC, grantee and mortgagee with CEDCORP, has since created a financial hardship for CEDCORP; and

**WHEREAS**, the County hereby finds and determines that it is a public benefit to and in the best interest of all parties involved to approve the deferment of CECDORP's loan payments due to the County pending sale of the mortgaged asset;

**NOW, THEREFORE, BE IT RESOLVED BY THE WOODBURY COUNTY BOARD OF SUPERVISORS:**

1. The recitals set forth in the preamble hereof are incorporated herein and shall have the same force and effect as if set forth in this Section.
2. The deferment of loan payments, in substantially the form presented at this meeting, is hereby approved.
3. The provisions of the Promissory Note will remain in full force and effect. Deferment of the payments due pursuant to this Resolution does not constitute a waiver of the Obligation by the County or limit its right to re-assert any of its rights under the agreement.
4. This Resolution shall become effective immediately upon adoption.

**Dated this 18<sup>th</sup> day of February 2020.**

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

15. The Board discussed the Woodbury County Law Enforcement Center project, March 3<sup>rd</sup> public referendum, and the duties of the Intergovernmental Authority. Copy filed.
16. The Board heard reports on committee meetings.
17. There were no citizen concerns.
18. Board concerns were heard.
- 19a. Motion by Ung second by Radig to reduce WCICC allocation by \$40,154 for FY 2021. Carried 4-0.
- 19b. Motion by Radig second by Pottebaum to reduce the Sheriff's Office motor vehicle administrative budget by \$20,000. Carried 4-0.

The Board adjourned the regular meeting until March 3, 2020.

Meeting sign in sheet. Copy filed.

WOODBURY COUNTY, IOWA

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

A RESOLUTION THANKING AND COMMENDING

*Donald Groves*

FOR HIS SERVICE TO WOODBURY COUNTY

WHEREAS, Donald Groves has capably served Woodbury County as an employee of the Sheriff's Department for 24 years from May 20, 1996 to March 23, 2020; and

WHEREAS, the service given by Donald Groves 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 Donald Groves 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, Donald Groves.

BE IT SO RESOLVED this 3rd day of March 2020.

WOODBURY COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Matthew A. Ung, Chairman

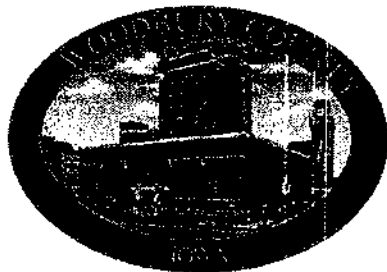
\_\_\_\_\_  
Keith W. Radig, Member

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

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

Attest:

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



**Michael R. Clayton**  
Treasurer of Woodbury County  
Property Tax  
822 Douglas Street Suite 102  
Sioux City, IA 51101  
712-279-6495

February 25, 2020

Board of Supervisors,

The following mobile homes need to have taxes abated:

1975 Atlas Manufacturing VIN--4752601031

This mobile home was abandoned by the owner in Lake Forest Mobile Home Park and a junking certificate was issued on 2/21/2020. The taxes are uncollectable. Taxes for the 2019/2020 tax payment year were \$216.00.

Thank you,

A handwritten signature in black ink that reads "Michael R. Clayton". The signature is written in a cursive style with a long horizontal stroke at the end.

Woodbury County Treasurer

**WOODBURY COUNTY, IOWA**

**RESOLUTION #**

**RESOLUTION APPROVING ABATEMENT OF TAXES**

**WHEREAS**, Lake Forest Mobile Home Park is the titleholder of a mobile home VIN 4752601031 located in Woodbury County, Iowa and legally described as follows:

**VIN 4752601031 1975 Atlas Manufacturing**

**WHEREAS**, the above-stated mobile homes have taxes payable including special assessments and the mobile homes are owned by Lake Forest Mobile Home Park.

**WHEREAS**, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

**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, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

**SO RESOLVED** this 3rd day of March, 2020.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Patrick F. Gill  
Woodbury County Auditor/Recorder

\_\_\_\_\_  
Keith Radig, Vice-Chairman

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: March 3, 2020

\* 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
King, Laura	County Auditor	2-15-20	Election Clerk II			S	Deceased.
Johnk, Karl	Secondary Roads	2-28-20	Equipment Operator			S	Resignation.
Shinkunas, Alan	County Sheriff	3-04-20	P/T Courthouse Safety & Security Officer			S	Resignation.
Vedral, Jared	Secondary Roads	3-06-20	Equipment Operator			S	Resignation.
Ward, Sabrina	County Sheriff	3-14-20	Civilian Jailer	\$20.67/hour	4%=\$.81/hour	R	Per CWA Civilian Officers Contract agreement, from Class 3 to Class 2.
Quade, Amanda	County Sheriff	3-16-20	Civilian Jailer	\$20.67/hour	4%=\$.81/hour	R	Per CWA Civilian Officers Contract agreement, from Class 3 to Class 2.
Groves, Donald	County Sheriff	3-23-20	Civilian Jailer			S	Retirement.
Hansen, David	County Sheriff	4-15-20	Sheriff Deputy			S	Resignation.

APPROVED BY BOARD DATE: \_\_\_\_\_

MELISSA THOMAS, HR DIRECTOR: *Melissa Thomas HR Director*



HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: March 3, 2020

**AUTHORIZATION TO INITIATE HIRING PROCESS**

<b>DEPARTMENT</b>	<b>POSITION</b>	<b>ENTRY LEVEL</b>	<b>APPROVED</b>	<b>DISAPPROVED</b>
County Sheriff	Civilian Jailer	CWA: \$19.86/hour		
County Sheriff	Sheriff Deputy	CWA: \$24.41/hour		
Secondary Roads	(2) Equipment Operators	CWA: \$23.43/hour		
Secondary Roads	(3) Temporary Engineering Aides	Wage Plan: \$13.00- \$15.00/hour		
Secondary Roads	(5) Temporary Summer Laborers	Wage Plan: \$11.00- \$13.00/hour		

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



## Woodbury County Sheriff's Office

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

DAVID A. DREW, SHERIFF

PHONE: 712.279.6010  
E-MAIL: [ddrew@woodburycountyiowa.gov](mailto:ddrew@woodburycountyiowa.gov)  
FAX: 712.279.6522

24 February 2020

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

The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to begin the hiring process for a male Correctional Officer position, on February 26th, 2020. We request this be placed on the agenda for the Tuesday, February 25, 2020, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in cursive script that reads 'David Drew'.

Dave Drew, Sheriff

cc: file



## Woodbury County Sheriff's Office

---

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

DAVID A. DREW, SHERIFF

PHONE: 712.279.6010  
E-MAIL: [ddrew@woodburycountyiowa.gov](mailto:ddrew@woodburycountyiowa.gov)  
FAX: 712.279.6522

25 Feb 2020

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

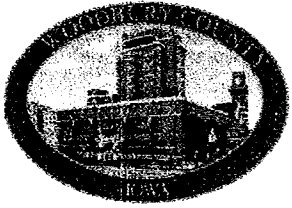
The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to hire for the position of Deputy Sheriff recently vacated by Deputy David Hansen. We request this be placed on the agenda for the Tuesday, March 3, 2020, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in cursive script that reads 'David Drew'.

Dave Drew, Sheriff

Cc: file



# Woodbury County Secondary Roads Department

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

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

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

SECRETARY  
Tish Brice  
tbrice@sioux-city.org

To: Board of Supervisors  
Human Resources Department

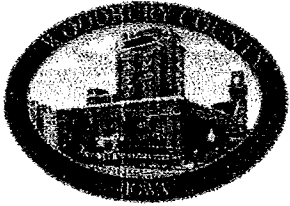
From: Mark Nahra, Woodbury County Engineer

Date: February 18, 2020

Subject: Hornick District Staff Level – Karl Johnk resignation

With the resignation of Karl Johnk, an equipment operator position will be vacant in our District 5 unit at Hornick. This will leave the district shorthanded if the vacancy is not filled. With winter conditions still present, I would like to start the hiring process immediately to minimize the time we will be shorthanded in this district.

**RECOMMENDATION: It is my recommendation that we fill the vacant equipment operator position created by the resignation of Karl Johnk at Hornick immediately.** Thank you for your attention.



# Woodbury County Secondary Roads Department

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

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

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

SECRETARY  
Tish Brice  
tbrice@sioux-city.org

To: Board of Supervisors  
Human Resources Department

From: Mark Nahra, Woodbury County Engineer

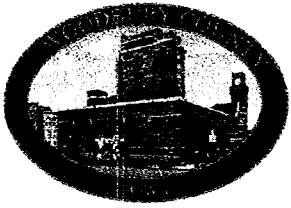
Date: February 24, 2020

Subject: Merville District Maintenance Vacancy

With the resignation of Jared Vedral from the position of District 2-Merville equipment operator, a vacancy is created in the secondary road department. The position is for an equipment operator working out of the Merville location.

**RECOMMENDATION:** It is my recommendation that we fill the vacant position created by the resignation of Jared Vedral at Merville. I would like to advertise to fill this vacancy as soon as possible. I would like to post this job internally in March allow us advertise outside and fill the position as soon as possible.

Thank you for your consideration.



# Woodbury County Secondary Roads Department

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

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

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

SECRETARY  
Tish Brice  
tbrice@sioux-city.org

To: Woodbury County Board of Supervisors  
Woodbury County Human Resources Department

From: Mark J. Nahra, County Engineer

Date: February 25, 2020

Subject: Summer hire positions

I am requesting the authority to hire up to five (5) temporary maintenance staff summer positions and three (3) summer engineering aides. We fill these positions annually and appropriately budget for the temporary staff.

We utilize the temporary summer maintenance staff to assist full time maintenance employees with traffic control flagging and with our AMZ pavement patching crew. These positions provide summer work for college students and allow us to use our full time staff members in equipment operation rather than traffic control. This allows us to get more work done each day as skilled full time staff can concentrate on running equipment, not directing traffic.

The engineering aides assist our full-time engineering technicians with survey and project inspection work. Like 2019, with a heavy project work load again this year, we would like to hire three summer engineering aides.

I would propose the following pay rates. The summer laborers would be at a pay scale of \$11.00 - \$13.00/hour and the Engineering Aides were \$13.00 - \$15.00/hour, depending on experience.

Please contact me if you have any questions. Thank you for your assistance and attention.

02/19/2020

I Don Groves will be retiring on March 23<sup>rd</sup>, 2020. I am asking for the county to pay for my insurance for 1 year from date of my retirement. I do have over 20 years of service and 500 hours of sick time accrued per the contract.

Thank You

Don Groves

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

Date: 2/26/2020 Weekly Agenda Date: 3/03/2020

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

**WORDING FOR AGENDA ITEM:**

Consider approval of a federal aid SWAP project agreement for project number BROS-SWAP-C097 (135)--FE-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:**

Woodbury County is receiving federal aid-SWAP funding for a bridge replacement project on Hancock Avenue/Route K67. A federal aid agreement is presented for board approval.

**BACKGROUND:**

The Board is required to sign a project agreement with the Iowa DOT for projects involving federal aid-swap bridge funds awarded through the Iowa DOT. The project will receive 100% reimbursement up to total project cost.

**FINANCIAL IMPACT:**

Federal aid-SWAP is providing 100% of the estimated project cost.

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

Yes  No

**RECOMMENDATION:**

Recommend that the board approve the federal aid project agreement with the Iowa DOT and direct the chair to sign the agreement.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the federal aid project amendment for project BROS-SWAP-C097(135)--FE-97 and direct the chair to sign said agreement.



June 2018

**IOWA DEPARTMENT OF TRANSPORTATION  
AGREEMENT FOR COUNTY BRIDGE FEDERAL-AID SWAP FUNDING**

COUNTY: Woodbury

PROJECT NO.: BROS-SWAP-C097(135)--FE-97

AGREEMENT NO.: 3-20-HBP-SWAP-015

This is an agreement between the County of Woodbury County, Iowa (hereinafter referred to as the Recipient) and the Iowa Department of Transportation (hereinafter referred to as the Department), for funding through the Federal-aid Swap County Highway Bridge Program (HBP) under 761 Iowa Administrative Code (IAC) Chapter 161.

The parties agree as follows:

1. The Recipient shall be the lead local governmental agency for carrying out this agreement.
2. All notices required under this agreement shall be in writing to the Department and the Recipient's contact person. The Department's contact persons shall be the Local Systems Project Development Engineer, Christy VanBuskirk, and Western Region Local Systems Field Engineer, Vincent L. Ehlert. The Recipient's contact person shall be the County Engineer.
3. The Recipient shall be responsible for the development and completion of the following bridge project:
  - A. FHWA Structure Number: 353910
  - B. Location: On K67 over Wolf Creek
  - C. Preliminary Estimated Total Eligible Costs: \$700,000
4. The eligible project construction limits shall include the bridge plus grading and paving to reach a "touchdown point" determined by the Department. Eligible project costs include only costs associated with construction within the eligible project construction limits.
5. Costs associated with work outside the eligible project construction limits, routine maintenance activities, operations, and monitoring expenses are not eligible. In addition, administrative costs, engineering, inspection, legal, right of way, utility relocations, activities necessary to comply with Federal and State environment or permit requirements, and fees or interest associated with bonds or loans are not eligible.
6. 100% of the eligible construction project costs incurred after the effective date of this agreement shall be paid from Federal-aid Swap County HBP funds. The Recipient shall pay 100% of the non-eligible project costs. Reimbursed costs will be limited to Federal-aid Swap County HBP funds that are made available to counties through the HBP Funds outlined in 761 Iowa Administrative Code, Chapter 161 and Local Systems Instructional Memorandum (I.M.) 1.100.
7. The Recipient shall conduct project development and implementation in compliance with applicable laws, ordinances, and administrative rules. For projects which also include Farm-to-Market funds, the Recipient shall follow all administrative and contracting procedures required for Farm-to-Market projects.
8. The project shall be let to contract within 3 years of the date this agreement is approved by the Department. If not, the Recipient may be in default, for which the Department may revoke funding commitments. This agreement may be extended for a period of 6 months upon receipt of a written request from the Recipient at least 30 days prior to the 3-year deadline.
9. The Recipient shall pay for all project costs not reimbursed with Federal-aid Swap County HBP funds.
10. If any part of this agreement is found to be void and unenforceable then the remaining provisions of this agreement shall remain in effect.
11. This agreement is not assignable without the prior written consent of the Department.

12. It is the intent of both parties that no third party beneficiary be created by this agreement.
13. This agreement and the attached Exhibit 1 constitute the entire agreement between the Department and the Recipient. No representations, promises, or warranties have been made by either party that are not fully expressed in this agreement. Any change or alteration to the terms of this agreement must be made in the form of an addendum to this agreement which shall be effective only upon written acceptance of the Department and the Recipient.

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**IN WITNESS WHEREOF**, each of the parties hereto has executed this agreement as of the date shown opposite its signature below.

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**County Signature Block**

This agreement was approved by official action of the Woodbury County Board of Supervisors in official session on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
County Auditor

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

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**IOWA DEPARTMENT OF TRANSPORTATION  
Highway Administration**

By \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_\_  
Vincent L. Ehlert, P.E.  
Local Systems Field Engineer  
Western Region

## EXHIBIT 1

### General Agreement Provisions for use of Federal-aid Swap Funds on Non-primary Projects

Unless otherwise specified in this agreement, the Recipient shall be responsible for the following:

#### 1. General Requirements.

- a. The Recipient shall take the necessary actions to comply with applicable State and Federal laws and regulations. To assist the Recipient, the Department has provided guidance in the Instructional Memorandums to Local Public Agencies (I.M.s), available on-line at: [https://lowadot.gov/local\\_systems/publications/im/lpa\\_ims](https://lowadot.gov/local_systems/publications/im/lpa_ims). The Recipient shall follow the applicable procedures and guidelines contained in the I.M.s in effect at the time project activities are conducted.
- b. In accordance with Iowa Code Chapter 216 and associated subsequent nondiscrimination laws and regulations, the Recipient shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability.
- c. The Recipient shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the associated Code of Federal Regulations (CFR) that implement these laws, and the guidance provided in I.M. 1.080, ADA Requirements. When pedestrian facilities are constructed, reconstructed, or altered, the Recipient shall make such facilities compliant with the ADA and Section 504.
- d. The Recipient agrees to indemnify, defend, and hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and acceptance process, plan and construction reviews, and funding participation.
- e. Termination of funds. Notwithstanding anything in this agreement to the contrary, and subject to the limitations set forth below, the Department shall have the right to terminate this agreement without penalty and without any advance notice as a result of any of the following: 1) The Federal government, legislature or governor fail in the sole opinion of the Department to appropriate funds sufficient to allow the Department to either meet its obligations under this agreement or to operate as required and to fulfill its obligations under this agreement; or 2) If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the Department to make any payment hereunder are insufficient or unavailable for any other reason as determined by the Department in its sole discretion; or 3) If the Department's authorization to conduct its business or engage in activities or operations related to the subject matter of this agreement is withdrawn or materially altered or modified. The Department shall provide the Recipient with written notice of termination pursuant to this section.

#### 2. Programming

- a. The Recipient shall be responsible for including the project in the appropriate Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP). The Recipient shall also ensure that the appropriate RPA or MPO, through their TIP submittal to the Department, includes the project in the Statewide Transportation Improvement Program (STIP). If the project is not included in the appropriate fiscal year of the STIP, funds cannot be obligated.
- b. Before beginning any work for which funding reimbursement will be requested, the Recipient shall submit a written request for acceptance to the Department. The Department will notify the Recipient when acceptance is granted. The cost of work performed prior to acceptance will not be reimbursed. The turning in of plans for letting by the Department's administering bureau shall be considered acceptance for construction. The Department will notify the Recipient when acceptance is granted.

#### 3. Design and Consultant Services

- a. The Recipient shall be responsible for the design of the project, including all necessary plans, specifications, and estimates (PS&E). The project shall be designed in accordance with the design guidelines provided or referenced by the Department in the Guide and applicable I.M.s.

**4. Environmental Requirements and other Agreements or Permits.**

- a. The Recipient shall obtain project permits and approvals, when necessary, from the Iowa Department of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, the Department, or other agencies as required. The Recipient shall follow the applicable procedures in the Instructional Memorandums to Local Public Agencies Table of Contents, Chapter 4 – Environmental Regulations.

**5. Right-of-Way, Railroads, and Utilities.**

- a. The Recipient shall acquire the project right-of-way, whether by lease, easement, or fee title, and shall provide relocation assistance benefits and payments in accordance with the procedures set forth in I.M. 3.600, Right-of-Way Acquisition, and the Department's Right of Way Bureau Local Public Agency Manual. The Recipient shall contact the Department for assistance, as necessary, to ensure compliance with the required procedures.
- b. If a railroad crossing or railroad tracks are within or adjacent to the project limits, the Recipient shall obtain agreements, easements, or permits as needed from the railroad. The Recipient shall follow the procedures in I.M. 3.670, Work on Railroad Right-of-Way.
- c. The Recipient shall obtain agreements from utility companies as needed. The Recipient shall comply with the "Policy for Accommodating Utilities on the County and City a Non-Primary Federal-aid Road System" for projects on non-primary Federal-aid highways. For projects connecting to or involving some work inside the right-of-way for a primary highway, the Recipient shall follow the Department's "Policy for Accommodating and Adjustment of Utilities on the Primary Road System" The Recipient should also use the procedures outlined in I.M. 3.640, Utility Accommodation and Coordination, as a guide to coordinating with utilities.

**6. Contract Procurement.**

- a. The following provisions apply only to projects involving physical construction or improvements to transportation facilities:
- b. The project plans, specifications, and cost estimate (PS&E) shall be prepared and certified by a professional engineer or architect, as applicable, licensed in the State of Iowa.
- c. The Recipient shall be responsible for the following:
  - i. Prepare and submit the PS&E and other contract documents to the Department for review and acceptance in accordance with I.M. 3.700, Check and Final Plans and I.M. 3.500, Bridge or Culvert Plans, as applicable.
  - ii. The contract documents shall use the Department's Standard Specifications for Highway and Bridge Construction. Prior to their use in the PS&E, specifications developed by the Recipient for individual construction items shall be approved by the Department.
  - iii. Follow the procedures in I.M. 5.030, Iowa DOT Letting Process, to analyze the bids received; make a decision to either award a contract to the lowest responsive bidder or reject all bids; and if a contract is awarded, execute the contract documents and return to Department.

Note: The Department may not be able to allow a project to be let in the scheduled letting due to possible issues with cash flow availability.

- d. The Recipient shall forward a completed Project Development Certification (Form 730002) to the Department in accordance with I.M. 5.050, Project Development Certification Instructions. The project will not be turned in for bid letting until the Department has reviewed and accepted the Project Development Certification.
- e. If the Recipient is a city, the Recipient shall comply with the public hearing requirements of the Iowa Code section 26.12.

- f. The Recipient shall not provide the contractor with notice to proceed until after receiving written notice that the Department has concurred in the contract award.

## 7. Construction.

- a. The Recipient shall follow the procedures in I.M. 6.000, Construction Inspection, and the Department's Construction Manual, as applicable, for conducting construction inspection activities. The Recipient's engineer shall at all times be responsible for inspection of the project.
- b. A full-time employee of the Recipient shall serve as the person in responsible charge of the project. For cities that do not have any full time employees, the mayor or city clerk will serve as the person in responsible charge, with assistance from the Department.
- c. Traffic control devices, signing, or pavement markings installed within the limits of this project shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" per 761 IAC Chapter 130. Proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as needed.
- d. The project shall be constructed under the Department's Standard Specifications for Highway and Bridge Construction and the Recipient shall comply with the procedures and responsibilities for materials testing according to the Department's Materials I.M.s. Available on-line at: <https://www.iowadot.gov/erl/index.html>.
- e. If the Department provides any materials testing services to the Recipient, the Department will bill the Recipient for such testing services according to its normal policy as per Materials I.M. 103.

## 8. Reimbursements.

- a. The Recipient will be initially responsible for all project costs. After costs have been incurred, the Recipient shall submit to the Department periodic itemized claims for reimbursement for eligible project costs. Requests for reimbursement shall be made at least semi-annually but not more than bi-weekly.
- b. To ensure proper accounting of costs, reimbursement requests for costs incurred prior to June 30 shall be submitted to the Department by August 1, if possible, but no later than August 15.
- c. Reimbursement claims shall include a certification that all eligible project costs, for which reimbursement is requested, have been reviewed by an official or governing board of the Recipient, are reasonable and proper, have been paid in full, and were completed in substantial compliance with the terms of this agreement.
- d. The Department will reimburse the Recipient for properly documented and certified claims for eligible project costs. The Department may withhold up to 5% of the total funds available for the project. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final review or audit selected by the Administering Bureau, the Department determines the Recipient has been overpaid, the Recipient shall reimburse the overpaid amount to the Department. After the final review is complete and after the Recipient has provided all required paperwork, the Department will release the funds withheld.
- e. The total funds collected by the Recipient for this project shall not exceed the total project costs. The total funds collected shall include any funds received; for example, Federal funds not received through FHWA, any special assessments made by the Recipient (exclusive of any associated interest or penalties) pursuant to Iowa Code Chapter 384 (cities) or Chapter 311 (counties), proceeds from the sale of excess right-of-way, and any other revenues generated by the project. The total project costs shall include all costs that can be directly attributed to the project. In the event that the total funds collected by the Recipient do exceed the total project costs, the Recipient shall either:
  - i. in the case of special assessments, refund to the assessed property owners the excess special assessments collected (including interest and penalties associated with the amount of the excess), or
  - ii. refund to the Department all funds collected in excess of the total project costs (including interest and penalties associated with the amount of the excess) within 60 days of the receipt of any excess funds.

**9. Project Close-out.**

- a. Acceptance of the completed construction shall be with the concurrence of the Department. Within 30 days of completion of construction or other activities authorized by this agreement, the Recipient shall provide written notification to the Department. The Recipient shall follow and request a final review, in accordance with the procedures in I.M. 6.110, Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects. Failure to comply with the procedures may result in loss of funds and the ability to let future projects through the Department; reimbursed funds shall be returned and a possible suspension may be placed on the Recipient from receiving funds from the Department on future projects until the Recipient has demonstrated responsible management of funds on roadway projects.
- b. For construction projects, the Recipient shall provide a certification by a professional engineer, architect, or landscape architect as applicable, licensed in the State of Iowa, indicating the construction was completed in substantial compliance with the project plans and specifications.
- c. Final reimbursement of funds shall be made only after the Department accepts the project as complete.
- d. The Recipient shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The Recipient shall also make this documentation available at all reasonable times for review by the Department. Copies of this documentation shall be furnished by the Recipient if requested. Such documentation shall be retained for at least 3 years from the date of the Department's signature of the Department's Final Payment Form (Form 830436) or the bottom part of the Certificate of Completion and Final Acceptance of Agreement Work (Form 640003).
- e. The Recipient shall maintain, or cause to be maintained, the completed improvement in a manner acceptable to the Department.

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

Date: 2/27/2020 Weekly Agenda Date: 03/03/2020

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

**WORDING FOR AGENDA ITEM:**

Approve plans for letting for bridge replacement project number BROS-SWAP-C097(135)--FE-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 completed plans for a bridge replacement project. The project will be let at Iowa DOT in June, 2020 for 2020 construction.

**BACKGROUND:**

The county engineer has completed plans for the replacement of the Hancock Avenue bridge over Wolf Creek on county route K-67. The bridge was closed in late 2019 due to failure of substructure components. My office accelerated project development to get the project ready for letting in early 2020.

**FINANCIAL IMPACT:**

The bridge replacement project is paid for with state bridge funds through the federal aid SWAP program. The SWAP program is paying 100% of the project cost.

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

Yes  No

**RECOMMENDATION:**

Recommend that the board approve the plans for project number BROS-SWAP-C097(135)--FE-97

**ACTION REQUIRED / PROPOSED MOTION:**

Motion that the board approve the plans for project BROS-SWAP-C097(135)--FE-97

Project Number: BROS-SWAP-C097(135)-FE-97

SECTION 404 PERMIT AND CONDITIONS

CONSTRUCT THIS PROJECT ACCORDING TO THE REQUIREMENTS OF THE U.S. ARMY CORPS OF ENGINEERS NATIONWIDE PERMIT NO 14 CEMR-OD-6-2019-1337. A COPY OF THIS PERMIT IS AVAILABLE FROM THE IOWA DOT WEBSITE (<http://envpermits.iowadot.gov/>) THE US ARMY CORPS OF ENGINEERS RESERVES THE RIGHT TO VISIT THE SITE WITHOUT PRIOR NOTICE.

Project Development Division  
PLANS OF PROPOSED IMPROVEMENT ON THE

**FARM-TO-MARKET SYSTEM  
WOODBURY COUNTY  
BRIDGE REPLACEMENT P.P.C.B.  
PROJECT NO: BROS-SWAP-C097(135)--FE-97**

ON K-67, OVER WOLF CREEK, FROM 210TH ST. SOUTH 0.2 MILES TO 220TH ST.

UTILITY CONTACTS

WESTERN IOWA TELEPHONE - PHIL ROBINSON 712-870-1298

TRAFFIC CONTROL PLAN

THIS ROAD WILL BE CLOSED TO THROUGH TRAFFIC DURING CONSTRUCTION. LOCAL TRAFFIC TO ADJACENT PROPERTIES WILL BE MAINTAINED AS PROVIDED FOR IN ARTICLE 1107.08 OF THE CURRENT STANDARD SPECIFICATIONS. TRAFFIC CONTROL DEVICES, PROCEDURES, LAYOUTS, AND SIGNING INSTALLED WITHIN THE LIMITS OF THIS PROJECT SHALL CONFORM TO THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS" AS ADOPTED BY THE DEPARTMENT PER 761 OF THE IOWA ADMINISTRATIVE CODE (IAC) CHAPTER 130.

ALL SAFETY CLOSURES SHALL BE FURNISHED, ERECTED, MAINTAINED AND REMOVED BY THE CONTRACTOR.

MAINTENANCE OF SIGNS, BARRICADES AND SAFETY CLOSURES AS STATED IN ARTICLE 1107.09 SHALL APPLY ON THIS PROJECT.

ROAD CLOSURES ON THIS PROJECT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE IN ACCORDANCE WITH ROAD STANDARD TC-252. GUARDRAIL INSTALLATION MUST BE COMPLETE BEFORE THE ROAD IS OPENED TO TRAFFIC.

REFER TO THE PROPOSAL FORM FOR A LIST OF APPLICABLE SPECIFICATIONS

REFER TO SHEET 2 FOR LOCATION MAP

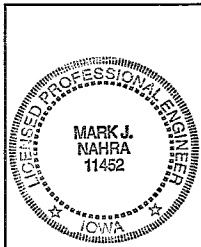
Approved
Board of Supervisors

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

*Mark J. Nahra*      2/19/2020  
Date

Iowa Registration Number 11452  
Expiration Date 12/31/2020

Pages or sheets covered by this seal:  
Pages 1 thru 21



2015 AADT    30    V.P.D.

INDEX OF SHEETS

No.	Description
1	TITLE SHEET
2	LOCATION PLAN
3	ESTIMATE OF QUANTITIES
4	ESTIMATE REFERENCE INFORMATION
5	GENERAL NOTES
6	TABLATIONS
7	PLAN VIEW
8	PROFILE VIEW
9	BORING LOGS
10	SITUATION PLAN
11	BRIDGE DETAILS
12	TOP OF SLAB ELEVATIONS
13-17	ROADWAY CROSS SECTIONS
18-21	CHANNEL CROSS SECTIONS

ROAD STANDARD PLANS

The following Bridge Standards shall be considered applicable to construction work on this project.

Identification	Date	Identification	Date	Identification	Date
BA-200	04-16-19	EW-101	10-17-17	TC-252	04-21-20
BA-202	10-20-15	EW-301	10-20-15		
BA-221	04-18-17	MI-101	10-20-15		
BA-225	10-17-17	SI-173	04-19-16		
BA-260	10-16-16	SI-211	10-18-16		

BRIDGE STANDARDS

The following Standard Plans shall be considered applicable to construction work on this project.

Identification	Date	Identification	Date	Identification	Date
H30SI-01-12	05-13	H30SI-14-12	11-15	H30SI-39-12	04-12
H30SI-01A-12	05-13	H30SI-27-12	04-12	H30SI-40-12	04-12
H30SI-02-12	06-12	H30SI-29-12	04-12	H30SI-42-12	09-14
H30SI-10-12	05-13	H30SI-30-12	04-12	H30SI-46-12	09-14
H30SI-12-12	04-12	H30SI-34-12	04-12		
H30SI-13-12	05-13	H30SI-35-12	04-12		



**WOODBURY COUNTY**

Letting Date June 16, 2020

PROJECT NO: BROS-SWAP-C097(135)-FE-97

BRIDGE REPLACEMENT P.P.C.B.



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

#9

Date: \_\_\_\_\_ Weekly Agenda Date: \_\_\_\_\_

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** \_\_\_\_\_

**WORDING FOR AGENDA ITEM:**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

**BACKGROUND:**

**FINANCIAL IMPACT:**

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

Yes  No

**RECOMMENDATION:**

**ACTION REQUIRED / PROPOSED MOTION:**

**Suggested Budget Changes**  
**Goal: 2% Tax Asking Growth**  
**March 3, 2020**

Key:       G.B. = General Basic  
          G.S. = General Supplemental  
          R.B. = Rural Basic

Here are suggestions to reach a 2% tax Asking Growth.

1. G.S.   After reviewing the fund balances, revenue and expenses a further **reduction** of \$200,000 is recommended, reducing \$1,000,000 to \$800,000.
2. G.B.   **Reduce** line item 0001-51-3110-000-34100 \$20,200. This line item is for utility assistance paid out of the General Relief budget This will leave \$4,800 budgeted. FY 19 expenditures totaled \$1,084 and FY 20 is on pace to expend \$2,000. It should be remembered that if assistance funds are needed that it would be handled in the manner as veteran affairs assistance thru a budget amendment.
3. G.B.   **Increase** Mental Health transports performed by Sheriff's deputies. The Rolling Hills Region and the Sheriff's staff have improved the billing process thus resulting in additional revenue. The reimbursement could be increased by \$50,000 in line item 0001-2-05-1060-25121.
4. G.B.   De-authorize the Naturalist position that was previously approved during budget hearings. This would result in a **decrease** in tax asking in the amount of \$71,707.
5. G.B.   **Increase** prisoner room & board revenue \$50,000 based on monthly revenue projections during the current FY 20. The line effected is 0001-1-05-1050-44400.
6. G.B.   **Increase** Sheriff's fees based on an average \$15,991 per month FY 20. An increase of \$60,000 to line item 0001-1-05-1050-44000 is recommended.
7. G.B.   Use Gaming revenues in the amount of \$30,000 to **reduce** the tax asking in the General Basic Fund.
8. R.B.   Use \$21,000 in Gaming revenues to **reduce** the tax asking in the Rural Basic Fund.

**Resulting Effects After Recommendations**

	<b>Current Proposed</b>		<b>Proposed</b>	<b>Revised Proposed</b>	
	<b><u>Tax Asking</u></b>	<b><u>% Increase</u></b>	<b><u>Changes</u></b>	<b><u>Tax Asking</u></b>	<b><u>% Increase</u></b>
G.B.	17,989,789		-281,907	17,707,882	
		<b>3.66%</b>			<b>1.99%</b>
G.S.	11,960,894		-200,000	11,760,894	
R.B.	3,276,961	<b>2.65%</b>	-21,000	3,255,961	<b>1.99%</b>

**Results of Tax Asking Reductions**

County Wide (Cities)	10 cent reduction per 1,000
Rural (Townships)	11.6 cent reduction per 1,000

**Final Tax Rate Reductions Compared to Current FY 20**

	<b>Current</b>	<b>Proposed</b>	<b>Net Tax Rate</b>
	<b><u>Tax Rate</u></b>	<b><u>Tax Rate</u></b>	<b><u>Decrease</u></b>
County Wide (Cities)	7.22786	7.09942	0.12844
Rural (Townships)	9.72757	9.57318	0.15439