



## Woodbury County Law Enforcement Center Authority

620 Douglas St., Room 104

Sioux City, Iowa 51101

712 – 279-6525

Ron Wieck - Chair

Dan Moore - Secretary

Rocky De Witt - Treasurer

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## Agenda

October 25, 2022 3:00 p.m.

First Floor Boardroom, County Courthouse

### 3:00 p.m. Call Meeting to Order

1. Approval of the agenda
2. Approval of the minutes of the October 11, 2022 meeting
3. Approval of claims
4. Financial Update
5. Furniture Procurement Policy status
6. Approval of Workspace Design proposal
7. Update on 28E Road Project
8. Update on Woodbury County LEC Main Project
9. Commissioners concerns
10. Adjourn

**ADJOURNMENT**

# *Woodbury County Law Enforcement Center Authority*

## **Minutes**

October 11, 2022 3:00 p.m.

First Floor Boardroom, County Courthouse

Attendance:

Members: Ron Wieck, Rocky De Witt, Dan Moore

Staff: Karen James, Shane Albrecht, Baker Group, Kenny Schmitz, Building Services,  
Kevin Rost, Goldberg Group Architect

1. Motion by De Witt, second by Moore to approve the agenda. Carried 3-0
2. Motion by De Witt, second by Moore, to approve the minutes of September 13, 2022 meeting. Carried 3-0
3. Motion by Wieck, second by Moore to approve claims totaling \$1,208,399.30. Carried 3-0
4. Shane Albrecht, Baker Group presented a financial update
5. Motion by Wieck, second by De Witt to approve Prime Contract Potential Change Order #022R2 in the amount of \$16,672.00. Carried 3-0
6. Motion by Wieck, second by De Witt to approve Prime Contract Potential Change Order #009 for a credit amount of \$34,824.00. Carried 3-0
7. Shane Albrecht, Baker Group gave an update on Woodbury County LEC Main Project.
8. Shane Albrecht, Baker Group, gave an update on the 28E Road Project.
9. Shane Albrecht, Baker Group announced that there needs to be a special meeting on October 25, 2022 regarding the furniture for the new LEC.  
  
Linda Fickbohm, Office Element, spoke to the Authority regarding using Office Element for office furniture.
10. Shane Albrecht, Baker Group presented, for information, Goldberg Group Architect's letter.
11. Shane Albrecht, Baker Group announced that there needs to be a special meeting on October 25, 2022 to get Authority's approval to pay invoices that are due.
12. Motion by De Witt, second by Wieck to approve termination notice to D.A. Davidson & Company as dissemination agent. Carried 3-0
13. Motion by De Witt, second by Moore to approve Dissemination Agent Agreement with UMB Bank. Carried 3-0

14. No Commissioners concerns.

15. Motion by De Witt, second by Wieck to adjourn. Carried 3-0

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Dan Moore, Secretary



Woodbury County

# Expense Approval Report

By Segment (Select Below)

Post Dates 10/25/2022 - 10/25/2022

Vendor Name	Account Number	Payable Number	Description (Item)	Post Date	Amount
<b>Office: 45 - Law Enforcement Authority</b>					
Hausmann Construction, Inc.	4750-45-9111-000-61003	021-068-016	4750 - Jail project construction	10/25/2022	1,499,749.42
Hausmann Construction, Inc.	4751-45-9111-000-61003	021-068-016	4751 - Jail project construction	10/25/2022	139,134.53
Hausmann Construction, Inc.	4751-45-9111-000-61013	021-068-016	4751 - Jail project change orders	10/25/2022	101,063.85
Hausmann Construction, Inc.	4751-45-9111-000-61023	021-068-016	4751 - Jail project alternates	10/25/2022	9,690.00
<b>Office 45 - Law Enforcement Authority Total:</b>					<b>1,749,637.80</b>
<b>Grand Total:</b>					<b>1,749,637.80</b>

**Report Summary****Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>	<b>Payment Amount</b>
4750 - Justice Center Taxable Bonds	1,499,749.42	0.00
4751 - Justice Center Exempt Bonds	249,888.38	0.00
<b>Grand Total:</b>	<b>1,749,637.80</b>	<b>0.00</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>	<b>Payment Amount</b>
4750-45-9111-000-61003	Construction	1,499,749.42	0.00
4751-45-9111-000-61003	Construction	139,134.53	0.00
4751-45-9111-000-61013	Contingency/Change Orde..	101,063.85	0.00
4751-45-9111-000-61023	Construction Alternates	9,690.00	0.00
<b>Grand Total:</b>		<b>1,749,637.80</b>	<b>0.00</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>	<b>Payment Amount</b>
4750-9111-CONSTRUCTION	1,499,749.42	0.00
4751-9111-ALTERNATES (Exempt)	9,690.00	0.00
4751-9111-CONSTRUCTION	139,134.53	0.00
4751-9111-CONTINGENCY	101,063.85	0.00
<b>Grand Total:</b>	<b>1,749,637.80</b>	<b>0.00</b>



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Woodbury County Courthouse  
620 Douglas Street, Room #104  
Sioux City, Iowa 51101  
712.279.6525

## Furniture Procurement Policy

The following policy is intended to explain the procedures to be used by the Woodbury County Law Enforcement Authority (“Authority”) for the purchase of furniture for the Woodbury County Law Enforcement Center. This policy is applicable to the procurement of all standalone furniture which shall not be integrated into the building or improvements at the Woodbury County Law Enforcement Center.

The Authority will establish and appoint a furniture team to review and make recommendations on all furniture purchase proposals. [Completed during January 2022](#)

The Authority will solicit vendor proposals for furniture product lines. [Completed during March 2022](#)

The Authority will hold fact-finding presentations with vendors and product lines. [Completed during May 2022](#)

The team will score the written furniture proposals and presentations. [Completed during May 2022](#)

Notwithstanding anything to the contrary in this policy, the Authority reserves the right to choose the State of Iowa or utilization of another governmental entity’s contract for furniture, if deemed to be in the best interests of the public and offers the best procurement process. The Authority may request a recommendation from the furniture procurement team on whether a cooperative purchasing process through the State of Iowa offers the best value alternative. [Completed during August 2022](#)

The Authority will perform its due diligence in review of any contracts with furniture vendors to ensure compliance with any applicable local policies. [In process.](#)

Under this policy, the Authority will not procure equipment. The Authority will establish a separate procurement policy for Fixtures and Equipment for the Law Enforcement Center.

September 9th, 2022

Workspace will work in collaboration with Woodbury County Law Enforcement Center Authority to understand, design and implement an environment that supports the needs of the staff and the community. The Workspace design approach centers on these key activities - Information Gathering, Design & Space Planning, and Design Implementation. We understand the scope of this project to include the following:

**Information Gathering:**

- Meet with stakeholders to gain a better understanding of the project goals.
- Confirm employee counts, departmental and space adjacencies, and projected growth requirements. Understand space implications relating to work settings and project goals.
- Meet with appropriate personnel to understand individual and departmental space and storage requirements.
- Inventory and analyze existing finish and furniture conditions as required.

**Design & Space Planning:**

- Review basic work setting design options with appropriate personnel; make changes to plans reflecting requested modifications, review modifications to confirm plans.
- Provide detailed drawings reflecting office, workstation and departmental needs based on agreed upon options. Review to confirm plans.
- Provide options for shared spaces including court rooms, conference rooms, and break rooms. Review modifications to confirm plans.
- Develop furniture finish options to coordinate with building finishes. Review to confirm selected finishes.
- Render drawings of individual and departmental spaces for final confirmation of detail.
- Develop furniture budget based on approved plan.



**Design Implementation:**

- Provide product specifications and pricing for office, workstations, departmental spaces and shared space furnishings.
- Verify building site and space.
- Prepare final documentation and proposal for purchase order.
- Project management and logistics to manage reservation and schedule for furnishings.

Based on the previous projects of similar size and scope we estimate total design hours for this project to be between 90 -120 hours at \$65/hour. This allows for two revisions.

This scope of services does not include construction drawings of millwork, HVAC, electrical, interior hardware or restroom design.



*Submitted By*

**Marianne Rivera**

Creative Design Manager, Workspace

**Sara Guerrero**

Account Manager

*Accepted By*

**Woodbury County Law Enforcement Center**