



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS  
(JANUARY 4, 2016) (WEEK 1 OF 2016)

Agenda and Minutes also available at  
www.woodburycountyiowa.gov

Larry D. Clausen 389-5329 lclausen@woodburycountyiowa.gov  
Mark A. Monson 204-1015 mark@mudflap.com  
Jaclyn D. Smith 898-0477 jasmith@woodburycountyiowa.gov  
Jeremy J. Taylor 259-7910 jtaylor@woodburycountyiowa.gov  
Matthew A. Ung 490-7852 matthewung@woodburycountyiowa.gov

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held January 4, 2016 at 1:00 p.m. in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

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

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

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## AGENDA

- 1:00 p.m.
1. Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence
  2. Election of New Chairman Action
  3. Citizen Concerns Information
  4. Approval of the agenda January 4, 2016 Action
  5. Approval of the minutes of the December 22, 2015 meeting Action
  6. Discussion and approval of claims
  7. Appointments of:
    - a. Conservation Board Action
    - b. Siouxland District Board of Health Action
    - c. Commission to Assess Damages Action
    - d. County Engineer – Mark Nahra Action
    - e. County Medical Examiner – Dr. Thomas Carroll Action
    - f. County Representation to the Third Judicial Department of Correctional Services Action
    - g. County Weed Commissioner – Jered Jepsen Action
    - h. County Official Newspaper Action

8. Human Resources – Ed Gilliland
  - a. Approval of Memorandum of Personnel Transaction - County Sheriff Action
  - b. Nepotism Policy Discussion and Action Action
  - c. Approval of Memorandum of Personnel Transaction – Emergency Services Action
  - d. Approval of Memorandum of Personnel Transaction – Social Services Action
  
9. Planning & Zoning – John Pylelo  
 Consideration and Adoption of Construction Evaluation Resolution pursuant to Iowa Code Section 459.304(3) applicable to the period from February 1, 2016 through January 31, 2017 and to authorize your Chairman's signature thereon Action
  
10. Secondary Roads – Mark Nahra
  - a. Consider resolution to authorize county engineer to execute the certification of the completion of work and final acceptance for Farm to Market and Federal Aid construction projects in 2016 Action
  - b. Consider resolution to authorize county engineer to close any secondary road for construction, routine maintenance or emergencies during 2016 Action
  - c. Consider approval of a permit to work in the right of way for MidAmerican Energy Action
  - d. Third Reading – Revision to Ordinance No. 1 - An ordinance to establish the policy and level of service in respect to clearance of snow or ice and maintenance of this county's Secondary roads during the winter months Action
  - e. Third Reading – An Ordinance to establish a policy for the construction and reconstruction of roadways and bridges on the Woodbury County Secondary Road System Action
  
11. Board Administration – Karen James
  - a. Approval of resolution thanking and commending county employee for years of service Action
  - b. Discussion and Approval of Memorandum of Understanding with Siouxland Human Investment Partnership (SHIP) for use of Office Space in the Trospen Hoyt Building by the BOOST Program Action
  
12. Board Administration – Dennis Butler  
 Discussion and Action on Accepting bid on the Annual Audit of Woodbury County Government Action
  
13. Board of Supervisors – Jeremy Taylor
  - a. Positive Employee Recognition Information
  - b. Committee Standardization and Publication Information
  - c. Bylaws Update Clarifying Electronic Means and Committee Form Action
  
14. Reports on committee meetings Information
  
15. Citizen's Concerns Information
  
16. Board Concerns and Comments Information
  
17. **Budget Review Discussion for FY 2017**

## ADJOURNMENT



## CALENDAR OF EVENTS

<b>MONDAY, JANUARY 4, 2016</b>	<b>6:00 p.m.</b>	Board of Adjustment meeting, Board of Supervisors' Chambers
<b>TUESDAY, JANUARY 5,</b>	<b>4:45 p.m.</b>	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
<b>THURSDAY, JANUARY 7</b>	<b>5:00 p.m.</b>	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
<b>WEDNESDAY, JANUARY 13</b>	<b>8:05 a.m.</b>	Woodbury County Information Communication Commission, Board of Supervisors' Chambers
	<b>6:30 p.m.</b>	911 Service Board Meeting, Public Safety Center, Climbing Hill
	<b>8:00 p.m.</b>	County's Mayor Association Meeting, Public Safety Center, Climbing Hill
<b>THURSDAY, JANUARY 14</b>	<b>7:00 p.m.</b>	Siouxland Mental Health Center, Board Meeting, 625 Court Street
	<b>12:00 p.m.</b>	SIMPCO Board of Directors, 1122 Pierce St, Sioux City
<b>TUESDAY, JANUARY 19</b>	<b>4:30 p.m.</b>	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
<b>WEDNESDAY, JANUARY 20</b>	<b>10:00 a.m.</b>	Senior Center Board of Directors Meeting, 313 Cook Street
	<b>12:00 noon</b>	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202, Sioux City, Iowa
<b>THURSDAY, JANUARY 21</b>	<b>11:00 a.m.</b>	Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St., Sioux City, Iowa
<b>MONDAY, JANUARY 25</b>	<b>6:00 p.m.</b>	Zoning Commission Meeting, Board of Supervisors' Chambers
	<b>7:30 p.m.</b>	Fair Board Meeting, Woodbury County Fair Office, Fairgrounds, Merville, Iowa
<b>TUESDAY, JANUARY 26</b>	<b>1:30 p.m.</b>	Sioux Rivers Regional Governance Board Meeting, Plymouth County Courthouse Annex Building, 215 4th Ave. S.E., Le Mars, Iowa
	<b>2:00 p.m.</b>	Decat Board Meeting, Western Hills AEA, Room F

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

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

## DECEMBER 22, 2015 — FIFTY SECOND MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, December 22, 2015 at 3:30 p.m. Board members present were Clausen, Monson (present by phone), Ung, Taylor and Smith. Staff members present were Karen James, Board Administrative Coordinator, Dennis Butler, Finance/Operations Controller, Ed Gilliland, Human Resources Director and Patrick Gill, Auditor/Clerk to the Board and Jean Jessen, Deputy Auditor/Clerk to the Board.

1. Motion by Smith second by Clausen to go into closed session per Iowa Code Section 21.5(1)(a). Carried 3-0 on a roll-call vote; Ung and Monson were not present.

Motion by Smith second Clausen to go out of closed session per Iowa Code Section 21.5(1)(a). Carried 3-0 on a roll-call vote; Ung and Monson were not present.

Motion by Clausen second by Smith to approve an expenditure of \$500.00 for assistance at the request of the appellant of a general relief decision. Carried 3-0; Monson and Ung were not present.

- 2a. Motion by Clausen second by Smith to receive the Planning & Zoning (Rural Basic) budget as submitted. Carried 5-0.

- 2b. Motion by Clausen second by Smith to receive the Rural Economic Development (General Basic) budget as submitted. Carried 5-0.

Motion by Taylor second by Monson to fund the Rural Economic Development (General Basic) budget as submitted with Local Option Sales Tax proceeds. Carried 5-0.

Motion by Taylor second by Ung to fund the Planning & Zoning (Rural Basic) budget as submitted with Local Option Sales Tax proceeds. Carried 5-0 on a roll call vote.

- 2c. Motion by Taylor second by Monson to receive the District Health (General Basic) allocation reduced to \$2,064,299. Carried 3-2 on a roll call vote; Clausen and Smith opposed.

Motion by Taylor second by Monson to set an allocation that targets a goal of a twenty-five % reserve level for the Siouxland District Health Department during its budget process. After the post-audit fiscal year review, the Board of Supervisors will request from the Siouxland District Health Department Board that funds over and above a twenty-two % reserve level be reverted back to the General Fund. Should a twenty-two % level not be reached, it is the goal of the Woodbury County Board of Supervisors to restore funding levels so that the ending fund balance of reserves for the Siouxland District Health Department remain at twenty-two %. Carried 3-2; Clausen and Smith opposed.

3. The meeting was called to order – Pledge of Allegiance to the Flag – Moment of Silence.

4. Citizen Concern.

5. Motion by Clausen second by Smith to approve the Agenda as submitted for December 22, 2015. Motion by Monson second by Taylor to amend the agenda to postpone action for two weeks the items dealing with the C.F. Industries Development Agreement. Carried 5-0. The motion as amended carried 5-0.

6. Motion by Clausen second by Monson to approve the minutes of the December 15, 2015 Board meeting. Carried 5-0. Copy filed.

7. Motion by Taylor second by Ung to approve the claims totaling \$1,677,397.67. Carried 5-0. Copy filed.

8. Motion by Monson second by Taylor to approve the appointment of Clinton Claus, Equipment Operator, Secondary Roads Dept., effective 12-23-15, \$21.13/hour. Job vacancy posted 9-24-15. Entry Level Salary: \$21.13/hour.; the appointment of Delayne Folsom, Temporary Equipment Operator, Secondary Roads Dept., effective 12-23-16, \$21.13/hour. Not to exceed 120 days.; the separation of Gloria Mollet, Asst. Director, Human Resource Dept., effective 12-30-15. Retirement.; the separation of Diane Robinson, Clerk II, Social Services Dept., effective 12-31-



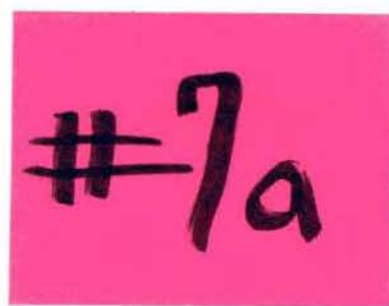
15. Laid off.; the reclassification of Athena Ladeas, Asst. County Attorney, County Attorney Dept., effective 01-05-16, \$76,618/year, 3.8%=\$2,867/year. Per AFSCME Asst. County Attorney Contract agreement, from Step 7 to Step 8.; and the reclassification of David Dawson, Asst. County Attorney, County Attorney Dept., effective 1-11-16, \$15,640.75/year. Salary Reduction to 25% due to attendance at Legislature. Carried 5-0. Copy filed.
9. There was a discussion on the status of Woodbury County's proposed FY 2017 budget.
10. Motion by Smith second by Ung to approve the reappointment of Citizen Chairperson, Jeff Sypersma, to the Woodbury County Information and Communication Commission for a three year term expiring December 31, 2018. Carried 5-0. Copy filed.
- 11b. Motion by Smith second by Taylor to appoint Christine Zellmer-Zant to a five year term (2016-2020) on the Woodbury County Zoning Commission. Carried 5-0. Copy filed.
- 11a. Motion by Clausen second by Smith to appoint Dwight M. Rorholm to a five year term (2016-2020) on the Woodbury County Board of Adjustment. Carried 5-0. Copy filed.
- 12a. Information on donation from CF Industries was presented to the Board. Copy filed.
- 12b. Information on donation from Performance Contractors, INC was presented to the Board. Copy filed.
- 13a. Motion by Monson second by Clausen to approve the second reading of revised Woodbury County Ordinance number 1 as submitted and direct the engineer to schedule the third reading of the ordinance. Carried 5-0. Copy filed.
- 13b. Motion by Monson second by Ung to approve the second reading of a Woodbury County Ordinance to establish a policy for the construction and reconstruction of roadways and bridges on the Woodbury County Secondary Road system and direct the County Engineer to schedule a third reading of the ordinance. Carried 5-0. Copy filed.
- 13c. Motion by Taylor second by Ung to approve the construction plans for project #BROS-CO97(120)—5F-97. Carried 5-0. Copy filed.
- 13d. Motion by Smith second by Clausen to reapprove the construction plans for project #BROS-CO97(128)—5f-97. Carried 5-0. Copy filed.
- 13e. Motion by Monson second by Clausen to approve Amendment #4 to Hungry Canyons Agreement #11-1. Carried 5-0. Copy filed.
- 13f. Motion by Clausen second by Ung to approve Amendment #4 to Hungry Canyons Agreement #11-6. Carried 5-0. Copy filed.
- 13g. Motion by Smith second by Ung to approve Amendment #4 to Hungry Canyons Agreement #11-9. Carried 5-0. Copy filed.
- 13h. Motion by Smith second by Clausen to approve Amendment #4 to Hungry Canyons Agreement #11-10. Carried 5-0. Copy filed.
- 13i. Motion by Taylor second by Ung to approve Amendment #4 to Hungry Canyons Agreement #14-7. Carried 5-0. Copy filed.
- 13j. Motion by Clausen second by Ung to receive the 2015 Weed Commissioners Report. Carried 5-0. Copy filed.
14. Board members reported on their committee meetings.
15. Citizen's concerns.
16. Board concerns and comments.

The Board adjourned the regular meeting until January 4, 2016.

Meeting sign in sheet. Copy filed.



**APPLICATION FORM FOR WOODBURY COUNTY  
BOARD/COMMISSION**



Please Return To:

Woodbury County Board of Supervisors, Room 104, Woodbury County Courthouse,  
620 Douglas St., Sioux City, Iowa 51101

Phone: (712) 279-6525 Fax: (712) 279-279-6577 Website: <http://woodburyiowa.com>

Application For: Woodbury County Conservation Board \_\_\_\_ (Board/Commission)

Date December 11, 2015 \_\_\_\_\_ E-mail Address [neil.a.stockfleth.mil@mail.mil](mailto:neil.a.stockfleth.mil@mail.mil) \_\_\_\_\_

Name Neil A. Stockfleth \_\_\_\_\_

Address 613 Coniston Circle, Sergeant Bluff, IA 51054-9857 \_\_\_\_\_

Phone Number 712-943-5054 \_\_\_\_\_ Fax Number N/A \_\_\_\_\_

Business Phone 712-233-0690 \_\_\_\_\_ Cell Phone 712-251-5155 \_\_\_\_\_

This form assists the Board of Supervisors in evaluating the qualifications of applicants for appointment to a board or commission. State law requires political subdivisions to make a good faith effort to balance most appointive boards, commissions, committees, and councils according to gender by January 1, 2012, and each year thereafter.

Female  Male

Place of employment and position (and/or activities such as hobbies, volunteer work, etc. that you feel may qualify you for this position):

185th Air Refueling Wing, 2920 Headquarters Avenue, Sioux City, IA 51111-1300, I am the Environmental Manager responsible for numerous environmental programs and employee supervision. I worked for the USDA Natural Resources Conservation Service for 20 years doing natural resource protection and enhancement work. I am been passionate about natural resource management and protection. I have completed numerous tree planting programs at the Sergeant Bluff Recreation Complex, on the Sgt. Bluff-Luton school grounds, and at the 185<sup>th</sup> ARW. I have assisted four young men with Eagle Scout tree planting projects. I have worked on two volunteer projects at the Dorothy Pecaut Nature Center. \_\_\_\_\_

The following questions will assist the Board of Supervisors in its selection.

■ How much time will you be willing to devote in this position?

6 to 8 hours per month, or as needed \_\_\_\_\_

■ Interest in Appointment: Describe in detail why you are interested in serving on a county board or commission. Include information about your background that supports your interest.

I feel that it is important to serve in one's community. I served 9 years on the Sgt. Bluff-Luton school board, with 2 terms as president, and 7 years as a board member for the Sgt. Bluff Luton Community School foundation, with 2 terms as president. I currently serve as an assistant Commissioner for the Woodbury County Soil and Water Conservation District. I have worked with Woodbury County Conservation Board staff members on many projects over the years, with the most significant project being the establishment of the Owego Wetland Complex. I would like the opportunity to continue to serve

the residents of Woodbury County on the County Conservation Board as it is a field in which I have a great deal of interest and experience. \_\_\_\_\_

■ Contributions you feel you can make to the Board/Commission:

I have a great deal of knowledge about natural resource conservation, I know Woodbury County and its residents very well from working here for many years, and I have done a considerable amount of public speaking and writing on natural resource topics. I have experience in serving on Boards and in leadership positions in these organizations. I have a significant amount of leadership experience from my years with the Air National Guard. \_\_\_\_\_

■ Direction/role you perceive of this Board/Commission:

I would like to see the WCCB continue to preserve portions of western Iowa's unique Loess Hills and Missouri River floodplain features and to make these areas available to the residents of the County to use and enjoy. I think that it is important to stimulate an interest in natural resource enjoyment and protection among students and to encourage them to participate in outdoor activities. \_\_\_\_\_

■ In lieu of/in addition to the above, do you have any comments to add that may assist the Board of Supervisors in its selection?

I am passionate about protecting Iowa's natural resources and I am dedicated to doing what I can to promote education opportunities and participation by the public in outdoor activities. If appointed, I am willing to spend the time necessary to learn the programs and procedures of the WCCB and to be an active Board member. \_\_\_\_\_

■ Please provide two references who may be contacted on your qualifications for this position.

Name	Address	Phone number	Email address	Relationship
Ken Gard,	1215 Carroll Avenue,	Sioux City, IA 51108,	712-239-2445,	Chairman of Woodbury County Soil & Water Conservation District
Christine Evans,	204 First Street, Suite C1,	Sergeant Bluff, IA 51054,	712-943-6727,	christine.evans@ia.usda.gov, Woodbury County District Conservationist, USDA NRCS
Rick Schneider,	Director,	Woodbury County Conservation Department		

I certify that there is nothing that would prohibit me from serving on this board or commission.

Signature Neil A. Stodolnik Date December 11, 2015

**YOUR APPLICATION WILL BE RETAINED IN OUR FILES FOR ONE YEAR  
THIS APPLICATION IS A PUBLIC DOCUMENT AND AS SUCH CAN BE REPRODUCED AND  
DISTRIBUTED FOR THE PUBLIC.**



**WOODBURY COUNTY, IOWA  
BOARD ADMINISTRATION**

#7c

**MEMORANDUM**

**TO:** Board of Supervisors  
**FROM:** Karen James, Board Administrative Coordinator  
**RE:** Responses from Members of Boards/Commissions on Consideration  
of A Reappointment  
**DATE:** December 23, 2015

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

**CONSERVATION BOARD**

**YES** Christine Zellmer-Zant, 1429 – 158<sup>th</sup> Street, Sioux City, IA 51106

**SIOUXLAND DISTRICT BOARD OF HEALTH**

**YES** Rod Earleywine, 5505 Old Lakeport Road, Sioux City, IA 51106

**YES** James O’Kane, 2505 W. 15<sup>th</sup> St. Place, Sioux City, IA 51103

**COMMISSION TO ASSESS DAMAGES**

**Category A - Owner/operators of Agricultural Property:**

**YES** Leo Jochum 1691 – 250<sup>th</sup>, Salix, IA 51052

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

**NO** Ronald Michener, 2575 Ida Ave., Anthon, Iowa, 51004

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

**Category B - Owners of City Property:**

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

**YES** Peter Macfarlane, 17 Deer Haven Dr., Sioux City, Iowa 51104

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

**YES** Kathleen F. Fenceroy, 323 Oakland, Sioux City, Iowa 51103

**NO** Susan Feathers – 2820 Jackson, Sioux City, IA 51104

**NO** Myrna Keitges, 4359 Lincoln Way, Apt. B., Sioux City, IA 51104

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

- YES** Colleen R. Baker, 3422 Jackson Street, Sioux City, Iowa 51104  
**YES** Anita Small, 4629 – 46<sup>th</sup> Street, Sioux City, IA 51108  
**YES** Nancy Henry CPS, P.O. Box 2484, Sioux City, IA 51102  
**YES** Teresa Delfs, 205 W. 45<sup>th</sup> Street, Sioux City, IA 51104  
Tori Jackson, 1114 Historic 4<sup>th</sup> St., Sioux City, IA 51101 **Don't have a current address**

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

- Patrick Curry, 502 Huntington Court., Sergeant Bluff, Iowa 51054 **No Response**  
**YES** Robert Huisenga, 3000 Sergeant Road Suite 4, Sioux City, Iowa 51106  
**YES** Leon Ortner, 2961 O'Brien Ave., Danbury, IA 51019  
**YES** Linda Mathison, 5008 Ravine Park Lane, Sioux City, IA 51106  
**YES** Doug Lehman, 3700 – 28<sup>th</sup>, Lot 509, Sioux City, IA 51105

**In conclusion the Board needs appointments for:**

Conservation

There is one position open on the Conservation Board that needs to be filled. We have received an application from Neil A. Stockfleth which is attached to this memo.

Commission to Assess Damages

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



#7e

**AGREEMENT - WOODBURY COUNTY MEDICAL EXAMINER**

**THIS AGREEMENT**, entered into this \_\_\_\_ day of January, 2016, between Woodbury County, Iowa (hereinafter "County"), a municipal corporation organized and existing under the laws of the State of Iowa and Thomas J Carroll, M.D. (hereinafter "Examiner"), a doctor of medicine and surgery, licensed under the laws of the State of Iowa, whose office is located at 2720 Stone Park Boulevard, Sioux City, Iowa.

**WHEREAS**, the County seeks the services of a Medical Examiner as set forth in Iowa Code §§ 331.801-331.805.

**WHEREAS**, Examiner seeks to provide the County with medical, pathological and other services described in Iowa Code §§ 331.802-331.805 and such other services as may be reasonably requested by the County.

**WHEREAS**, the County and Examiner (hereinafter "Parties") seek to set forth in this Agreement the entire understanding between the Parties as to the terms under which the Examiner will provide these services to the County and the terms and conditions upon which the County will pay Examiner for such services.

**NOW THEREFORE, IN CONSIDERATION** of the mutual undertakings and agreements hereinafter set forth, the Parties agree as follows:

**I. Term**

This Agreement shall be for a term of two (2) years commencing January \_\_\_\_, 2016 and continuing through December 31, 2017.

## **II. Services Provided**

A). Examiner shall provide the County with the services set forth under Iowa Code §§ 331.801-331.805. The Examiner shall provide these services in person or may appoint such deputy medical examiners as he may believe expedient to assist him in the performance of such services; provided, that any such deputy meets the licensure requirements set forth in this Agreement.

B). Examiner shall cooperate with and assist all law enforcement officials, including the Woodbury County Attorney's Office and the Iowa Department of Criminal Investigations, in the investigation of criminal matters disclosed through the work of the Examiner or an appointed deputy. Cooperation shall include testifying in court or by deposition when requested by law enforcement officials.

C). Examiner shall provide the County with such other services as may be reasonably be requested by the County that are rationally related to the duties imposed upon a County Medical Examiner under Iowa Code §§ 331.801-331.805.

## **III. Payment for Service**

A). The Examiner shall submit claims chargeable to the County under Iowa Code §331.802 within a reasonable time not to exceed three months. The County shall pay the Examiner for those invoices submitted and meeting the criteria for payment set forth in Iowa Code § 331.802 or agreed upon between the parties within 60 days.

## **IV. Licensure Level**

The Examiner, and any appointed deputy examiner, shall be licensed in the State of Iowa as a doctor of medicine and surgery, a doctor of osteopathic medicine and surgery, or an osteopathic physician.



**V. Default**

A). In the event that the Examiner shall fail to comply with any term, condition or covenant of this Agreement, the County shall give the Examiner notice of said default, which notice shall specify in detail the nature of such claimed default, and Examiner shall have thirty (30) days after receipt of said notice, within which to rectify said default.

B). Should said notice be uncomplied with, within said period of thirty (30) days, the County may terminate this Agreement forthwith.

C). If Examiner is unable to serve in a particular case or for a particular period of time, Examiner shall notify the chairman of the County Board of Supervisors within ten (10) days of ascertaining his unavailability. In such case, the County Board of Supervisors shall designate another qualified physician to serve temporarily.

D). The Examiner covenants and agrees that if the Examiner shall at any time fail to perform any act, covenant, term or condition on the Examiner's part to be performed under this Agreement, the County may contract with any other acceptable party for performance of such services until the default is cured.

**VI. Termination**

The County and the Examiner shall have the option to terminate this Agreement at any time upon thirty (30) days notice to the other party. The Agreement may also be amended or terminated by the County at any time without notice to the Examiner due to lack of funds, changes to authorization, or legislative changes. No legal action shall exist against the County by the Examiner in the event of any one of the foregoing contingencies. The Examiner acknowledges in entering into this Agreement, that the

County maintains the ability to terminate or amend this Agreement under the terms specified above and that no legal action shall lie based upon these grounds.

**VII. Invalidity of Particular Provisions**

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of the Agreement shall be valid and be enforceable to the fullest extent permitted by law.

**VIII. Assignment**

This Agreement shall be binding on the parties hereto and neither party shall assign or transfer his interest in this Agreement without the written consent of the other party hereto.

**IX. Limited Waiver**

The failure of the County to insist on strict performance of any of the terms and conditions hereto shall be deemed a waiver of the rights and remedies that the County may have regarding that specific instance only and shall not be deemed a waiver of any subsequent breach or default in any terms and conditions.

**X. Notice**

All notices to be given with respect to this Agreement shall be in writing. Each notice shall be sent by registered mail, postage prepaid and return receipt requested to the party to be notified at the address that it maintains as its principal mailing address or such other address as either party from time to time may designate to the other party in



writing. Each notice shall be deemed to have been given at the time it is deposited in the United States Mail in the manner proscribed herein. Nothing herein shall be construed to preclude personal service of any notice in the manner proscribed to personal service of a summons or other legal process.

**XI. Instrument as Entire Agreement**

This instrument contains the entire agreement between the Parties, and no statement, promise, or inducements made by either party that are not contained in this written contract shall be valid or binding. This contract may not be enlarged, modified, or altered except in writing signed by the parties and endorsed on this agreement.

**IN WITNESS WHEREOF**, the Parties hereto have set their hands for the purposes herein expressed to this instrument, as of the \_\_\_\_\_ day of January, 2016.

\_\_\_\_\_  
Mark Monson, Chairman  
Woodbury County Board of Supervisors

\_\_\_\_\_  
Thomas J. Carroll, M.D.

THIRD JUDICIAL DISTRICT

DEPARTMENT OF CORRECTIONAL SERVICES

#7f

December 10, 2015

TO: Chair, County Board of Supervisors

From: Jody Hagaman *JH*  
Board of Director's Secretary

Subject: Membership Notices

Enclosed herein please find a Notice of Appointment for calendar year 2016 to be completed in order to appoint representation from your county to our Board of Directors.

Thank you for your assistance in returning this to me by mid-January 2016. Also, if your representative is a first-time appointment, please include the member's physical address, email address and phone number.

If you have any questions, feel free to contact me at 712-224-6821.

515 Water Street  
Sioux City, Iowa 51103  
(712) 252-0590  
RTF: 252-3451  
FAX: 252-0634

Suite One  
100 West 5<sup>th</sup> St.  
Spencer, Iowa 51301  
(712) 262-5252  
FAX: 262-5391

720 Western Avenue  
P.O. Box 39  
Sheldon, Iowa 51201  
(712) 324-5384  
FAX: 324-5366

o ADMINISTRATIVE SERVICES  
o FIELD SERVICES  
o RESIDENTIAL FACILITY

o FIELD SERVICES AREA OFFICE

o RESIDENTIAL FACILITY



# NOTICE OF APPOINTMENT

PURSUANT to Section 905.3(1)(a), Code of Iowa,

The Board of Supervisors

of \_\_\_\_\_ County

hereby appoint

\_\_\_\_\_

to serve on the Board of Directors of the

THIRD JUDICIAL DISTRICT  
DEPARTMENT OF CORRECTIONAL SERVICES

for the calendar year 2016.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Board Chairperson

\_\_\_\_\_ County



SIoux CITY  
**JOURNAL**  
**COMMUNICATIONS**

#7h

December 28, 2015

Heather Satterwhite  
Executive Secretary/Public Bidder  
Woodbury County  
Board of Supervisors  
620 Douglas Street, Rm. 104  
Sioux City, IA 51101  
712-279-6525 Option #2

To whom it may concern:

The Sioux City Journal respectfully requests to be the official newspaper of record for Woodbury County for 2016.

Sincerely,

*Rachel Porter*

Rachel Porter  
Recruitment Advertising Manager  
712-293-4312  
[rporter@siouxcityjournal.com](mailto:rporter@siouxcityjournal.com)

515 Pavonia Street . Sioux City, IA 51101 . [www.siouxcityjournal.com](http://www.siouxcityjournal.com)



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Box 546 • 238 Main Street  
Merville, Iowa 51039

Phone: 712-873-3141 • Toll Free: 844-873-3141

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Your Regional Newspaper Serving Your Friends And Neighbors In  
Merville - Kingsley - Lawton - Correctionville - Anthon - Pierson  
Brenson - Quimby - Washta - Harnick - Cushing - Oto - Climbing Hill

December 9, 2015

Woodbury County Board of Supervisors  
6th & Douglas St  
Room 104  
Sioux City, IA 51101

Dear Sirs:

Please accept this letter as our 2016 request to be an official newspaper for Woodbury County, Iowa. Thank you for your consideration in this matter. We look forward to serving you in the coming year.

Sincerely,



Blake Stubbs  
Publisher/Editor

# The Sergeant Bluff Advocate

Pioneer Mall  
204 First St., Suite 2A  
Sergeant Bluff, IA 51054-0712  
(FAX) 712-943-4606 (Ph:)712-943-2583  
[advocate@longlines.com](mailto:advocate@longlines.com)

October 8, 2015

Woodbury County Board of Supervisors  
ATTN: Board Administrative Coordinator  
Courthouse, Room 104  
620 Douglas Street  
Sioux City, IA. 51101

Dear Woodbury County Board of Supervisors:

Please find attached our Statement of Ownership, Management and Circulation (SOMC), Published in the Oct. 8, 2015 issue of the Sergeant Bluff Advocate. The SOMC published Notification details our publishing information and numbers. This is in accordance with Requirements for the annual status consideration of Official Woodbury County Newspaper, of which we are applying.

Thank you for permitting the Sergeant Bluff Advocate to serve the Woodbury County Board of Supervisors as an Official Woodbury County Newspaper and the people of Sergeant Bluff, Salix, Sloan, Hornick, Climbing Hill, and elsewhere in Woodbury County.

Respectfully yours,



Wayne V. Dominowski  
Publisher/Editor Sergeant Bluff Advocate  
Lt.Col., USAR, (Ret.)





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

**TO:** Board of Supervisors and the Taxpayers of Woodbury County  
**FROM:** Ed Gilliland, Human Resources Director EdG  
**SUBJECT:** Memorandum of Personnel Transactions  
**DATE:** January 4, 2016

For the January 4, 2016 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

- 1) County Sheriff Civilian Jailer, from Class 2 to Senior Class.
- 2) County Sheriff Civilian Jailer, resignation.

Thank you

#8b

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

Date: 12-30-15

Weekly Agenda Date: 1-04-16

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: Nepotism Policy

**ACTION REQUIRED:**

Approve Ordinance       Approve Resolution       Approve Motion

Give Direction       Other: Informational       Attachments

**WORDING FOR AGENDA ITEM:** Nepotism Policy, Discussion and Action.

**EXECUTIVE SUMMARY:**

**BACKGROUND:**

**FINANCIAL IMPACT:**

**RECOMMENDATION:**

**ACTION REQUIRED/PROPOSED MOTION:**

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





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

Date: 12/29/2015

Weekly Agenda Date: 1/4/2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: <u>Emergency Services, Gary Brown, Director</u>		
SUBJECT: <b><u>Requesting the Board of Supervisor's Authorization &amp; Approval to Hire Joseph Collins for the Part-Time Operations Officer position.</u></b>		
<b>ACTION REQUIRED:</b>		
Approve Ordinance <input type="checkbox"/>	Approve Resolution <input type="checkbox"/>	Approve Motion <input checked="" type="checkbox"/>
Give Direction <input type="checkbox"/>	Other: Informational <input type="checkbox"/>	Attachments <input type="checkbox"/>

**WORDING FOR AGENDA ITEM:** Emergency Services-Gary Brown

- a. Requesting Authorization & Approval to hire Joseph Collins for Part-Time Operations Officer position.

**EXECUTIVE SUMMARY:**

**Requesting Authorization & Approval to hire Joseph Collins for Part-Time Operations Officer Position**

Woodbury County Emergency Services is requesting the Board of Supervisor's authorization & approval to hire Joseph Collins for the Part-Time Operations Officer and acknowledge that the board would need to waive the county's Nepotism Policy as it is currently written.

**BACKGROUND:**

The Emergency Services Department follows the direction of the Woodbury County Human Resource Department whom administers the hiring and application processes throughout all of the county departments. After the Human Resource Department received the board's approval to hire a Part-Time Operations Officer to fill the vacancy left by Matthew Plummer for the promotion to Full-Time Operations Officer. They accepted the Part-Time Job Description, they processed the advertisement for the position and gathered all of the completed applications and provided them to the Emergency Services Department. From those applications, Emergency Services began interviewing all of the qualified candidates and Joseph "Joe" Collins was selected as the best candidate for the job. Joe has nearly two decades of experience as an Emergency Medical Technician and as a Fire Fighter. Joe assists in this capacity for two rural communities and currently serves the Director of the Oto Ambulance. He has experience working with the Iowa Department of Public Health, Bureau of EMS as they provide the licensing for providers and ambulances services; Joe also serves as a member of the Woodbury County Fair Board as well as many others. Joe currently farms with his family near Oto and Danbury and he has the flexibility that is an asset when filling this position.

Emergency Services called all of the applicants and thanked them for their time and encouraged them to reapply in the future as it was a great bunch of candidates. Joe was contacted and offered the position and was instructed to contact the Human Resources to set up his appointments for required drug testing and physical. Which he did on December 17<sup>th</sup> and we received a call on December 28<sup>th</sup> from the Human Resources Department that it was determined this applicant would violate Woodbury County's Nepotism Policy. We referenced back to the application and it stated on his application "Mike Weber brother-in-law EOC" appropriately. We also referenced the Nepotism Policy (Section 1, Page 1) and the Iowa Code on nepotism. We now have a clearer understanding of the policy. Initially our interpretation was since neither, Mike Weber nor Joe Collins would not be in a supervisory or administrative capacity the nepotism policy would not apply and it had come to us through human resources. We are asking the board to considered waiving this policy and authorize the hiring of Joseph Collins as the Part-Time Operational Officer.

**FINANCIAL IMPACT:**

No financial impact.


**RECOMMENDATION:**

Emergency Services recommends the board approve the hiring of Joseph Collins as Part-Time Operations Officer and acknowledges the nepotism policy is waived for this particular scenario.

**ACTION REQUIRED / PROPOSED MOTION:**

The Woodbury County Board of Supervisors authorizes and approves the hiring of Joseph Collins as Part-Time Operations Officer and will have waived the county nepotism policy for this scenario.

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

**TO:** Board of Supervisors and the Taxpayers of Woodbury County  
**FROM:** Ed Gilliland, Human Resources Director   
**SUBJECT:** Memorandum of Personnel Transactions  
**DATE:** January 4, 2016

For the January 4, 2016 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

- 1) Emergency Services Department P/T Operations Officer, Appointment.

Thank you





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

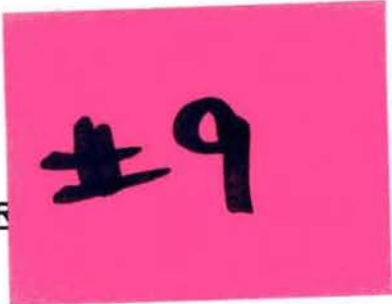
**TO:** Board of Supervisors and the Taxpayers of Woodbury County  
**FROM:** Ed Gilliland, Human Resources Director Ed G  
**SUBJECT:** Memorandum of Personnel Transactions  
**DATE:** January 4, 2016

For the January 4, 2016 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

- 1) Social Services Social Worker, change to Part-time @ 25% (10 hours per week).
- 2) Social Services Secretary, change to Part-time @ 60% (24 hours per week).

Thank you

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



Date: December 23, 2015

Weekly Agenda Date: January 4, 2016

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

SUBJECT: Adoption of 2016-17 Construction Evaluation Resolution

**ACTION REQUIRED:**

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

**WORDING FOR AGENDA ITEM:** Consideration and Adoption of Construction Evaluation Resolution pursuant to Iowa Code Section 459.304(3) applicable to the period from February 1, 2016 through January 31, 2017 and to authorize your Chairman's signature thereon.

**EXECUTIVE SUMMARY:** See Narrative Attached

**BACKGROUND:** See Narrative Attached

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Staff recommends the adoption of the resolution  
As 12/23/2015 County Attorney comments pending.

**ACTION REQUIRED:** A motion to: Approve Adoption of the Construction Evaluation Resolution pursuant to Iowa Code Section 459.304(3) and applicable to the period from February 1, 2016 through January 31, 2017 and to authorize the Chairman's signature thereon

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



OFFICE OF  
**Woodbury County Planning & Zoning Director**

**620 DOUGLAS ST., 6TH FLOOR - SIOUX CITY, IA 51101**

John Pylelo - Planning & Zoning Director • [jpylelo@sioux-city.org](mailto:jpylelo@sioux-city.org)

Peggy Napier - Clerk II • [pnapier@sioux-city.org](mailto:pnapier@sioux-city.org)

Telephone (712) 279-6557

Fax (712) 279-6530

**To: Board of Supervisors**

**From: John Pylelo – Planning and Zoning**

**Re: Board of Supervisors Meeting  
of Monday January 4, 2016**

**Date: December 23, 2015**

**Planning and Zoning – John Pylelo, Director**

**Consideration and Adoption of Construction Evaluation Resolution pursuant to Iowa Code Section 459.304(3) and applicable to the period from February 1, 2016 through January 31, 2017 and to Authorize your Chairman's signature thereon.**

Historically your Board has annually adopted a resolution pursuant to Iowa Code Section 459.304(3) allowing Woodbury County to participate in the formal recommendation process of any new concentrated animal feeding operation (CAFO).

The benefits afforded the county by adopting the resolution includes the following:

1. Adoption allows your Board to submit a formal recommendation to the DNR concerning any construction permit application. The County can always submit comments, but comments are not given nearly as much weight by the DNR as a formal recommendation would be;
2. Allows a county employee to accompany the DNR during any site inspection;
3. Allows for the appeal of the DNR's decision regarding a construction permit application to the Environmental Protection Commission; and



You will find attached a proposed resolution for your consideration. The attached mapping provides information of those eighty-eight (88) of Iowa's ninety-nine (99) counties which adopted similar resolutions in 2015. The Office of Planning and Zoning recommends your Board's approval. A copy of the resolution has been provided Asst. County Attorney, Joshua Widman, for comment.

**Your Board is asked to Approve Adoption of the Construction Evaluation Resolution pursuant to Iowa Code Section 459.304(3) and applicable to the period from February 1, 2016 through January 31, 2017 and to authorize the Chairman's signature thereon.**

**WOODBURY COUNTY, IOWA  
RESOLUTION NO. \_\_\_\_\_**

**CONSTRUCTION EVALUATION RESOLUTION  
For Period February 1, 2016 - January 31, 2017**

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

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

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

**WHEREAS**, by adopting a construction evaluation resolution the board of supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the board of supervisors between February 1, 2016 and January 31, 2017 and submit an adopted recommendation regarding that application to the DNR; and

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

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

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

Date: \_\_\_\_\_

ATTEST:

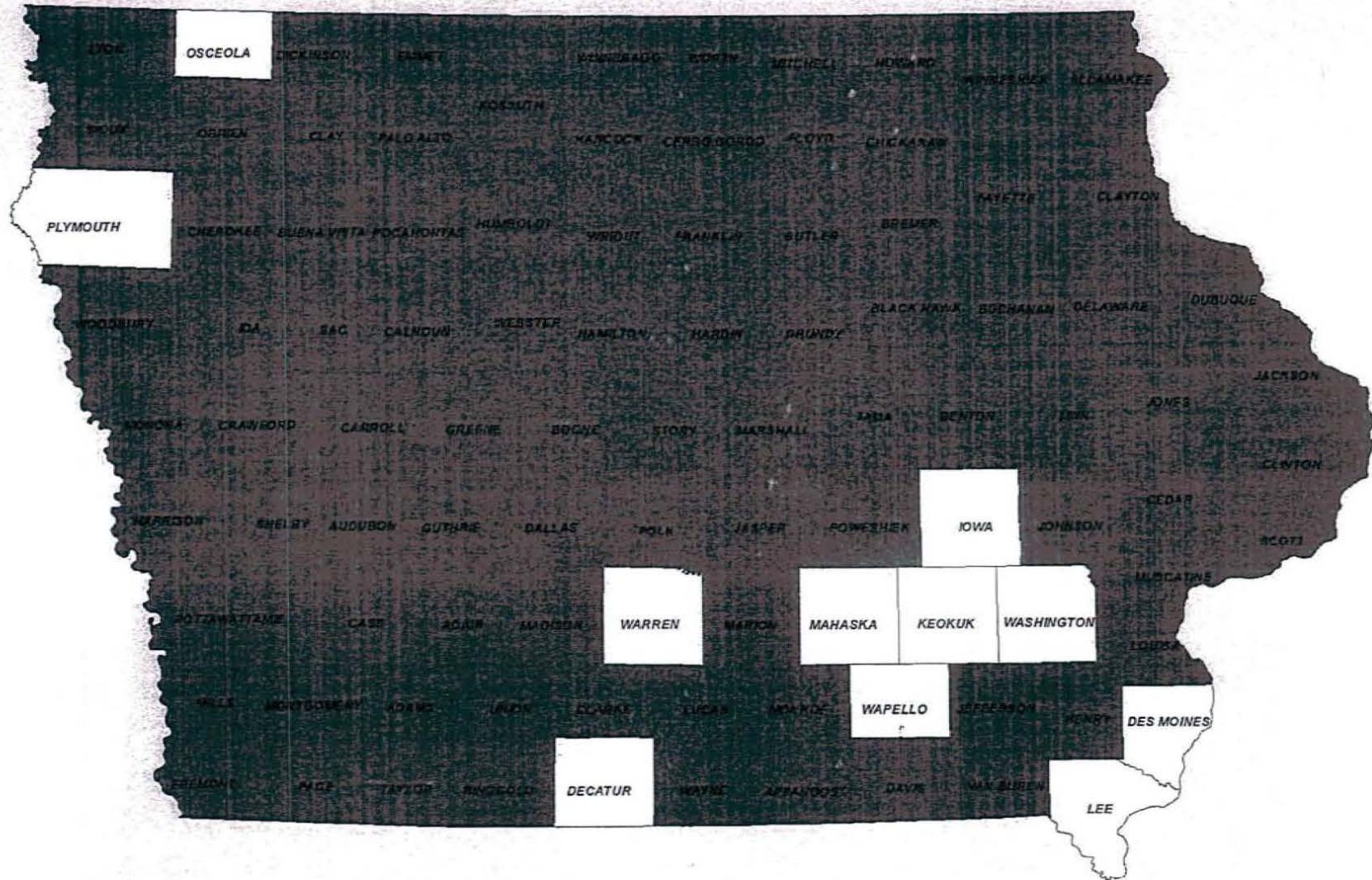
\_\_\_\_\_  
Patrick Gill, County Auditor

Date: \_\_\_\_\_



# Status of Construction Evaluation Resolutions by County

## February 3, 2015



Counties that have passed a  
Construction Evaluation Resolution

no  
 yes

0 15 30 60 90 120 Miles



DNR



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



Date: December 30, 2015

Weekly Agenda Date: January 4, 2016

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

SUBJECT: Consider a resolution authorizing the County Engineer to execute certification of completion of work on Federal Aid, State Aid and Farm to Market Construction during 2016

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**WORDING FOR AGENDA ITEM:** Consider a resolution authorizing the County Engineer to execute certification of completion of work on Federal Aid, State Aid and Farm to Market Construction during 2016.

**EXECUTIVE SUMMARY:** Annually at the first board meeting of the calendar year, the County Engineer on behalf of the Secondary Road Department requests authorization to accept work and certify its completion in compliance with approved plans and specifications on behalf of the Board of Supervisors. This authorization is required by Iowa DOT as part of our responsibilities as a Local Public Agency administering federal and state aid projects.

**BACKGROUND:** Section 309.21 of the Code of Iowa states as follows: 309.21 Supervision of construction and maintenance work. - All construction and maintenance work shall be performed under the direct and immediate supervision of the county engineer who shall be deemed responsible for the efficient, economical and good-faith performance of said work. The Board can also delegate the certification of completion of project work to the county engineer.

**FINANCIAL IMPACT:** There is no financial impact to the county from this resolution. It empowers the county engineer to accept completed work on behalf of the county.

**RECOMMENDATION:** Approve the resolution officially authorizing the county engineer to certify completion of work on federal aid, state aid and farm to market construction work on behalf of the county.

**ACTION REQUIRED / PROPOSED MOTION:** Motion to approve the resolution authorizing the County Engineer to accept federal aid, state aid and farm to market construction work on behalf of the county during 2016.

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

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

RESOLUTION AUTHORIZING THE COUNTY ENGINEER TO EXECUTE  
CERTIFICATION OF COMPLETION OF WORK ON FEDERAL AID, STATE AID, AND  
FARM TO MARKET CONSTRUCTION DURING 2016

BE IT RESOLVED by the Board of Supervisors of Woodbury County, Iowa, that Mark J. Nahra, the County Engineer of Woodbury County, Iowa, be and is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of said County to execute the certification of completion of work and final acceptance thereof in accordance with plans and specifications in connection with all Farm-to-Market and federal or state aid construction projects in this county.

Dated at Sioux City, Iowa, this 4<sup>th</sup> day of January, 2016.

Board of Supervisors of Woodbury County, Iowa

\_\_\_\_\_  
Chair

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

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

SEAL



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

Date: December 30, 2015

Weekly Agenda Date: January 4, 2016

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

SUBJECT: Consider a resolution authorizing the County Engineer to close any secondary road for the purpose of construction, routine maintenance, or emergencies during 2016

**ACTION REQUIRED:**

Approve Ordinance                       Approve Resolution                       Approve Motion

Give Direction                       Other: Informational                       Attachments

**WORDING FOR AGENDA ITEM:** Consider a resolution authorizing the County Engineer to close any secondary road for the purpose of construction, routine maintenance, or emergencies during 2016.

**EXECUTIVE SUMMARY:** Annually at the first board meeting of the calendar year, the County Engineer on behalf of the Secondary Road Department requests authority to close roads as needed for construction, routine maintenance, or emergencies for the calendar year. This allows the county engineer to quickly respond to road emergencies and protect road users from potentially hazardous conditions within work zones or on damaged roadways..

**BACKGROUND:** Section 306.41 of the Code of Iowa reads as follows: "306.41 Temporary closing for construction. - The agency having jurisdiction and control over any highway in the state, **or the chief engineer of said agency when delegated by such agency**, may temporarily close sections of a highway **by formal resolution entered upon the minutes of such agency** when reasonably necessary because of construction, reconstruction, maintenance or natural disaster and shall cause to be erected "road closed" signs and partial or total barricades in the roadway at each end of the closed highway section and on the closed highway where that highway is intersected by other highways if such intersection remains open. This resolution empowers the county engineer to close said roadways.

**FINANCIAL IMPACT:** There is no financial impact to the county from this resolution. It empowers the county engineer and secondary road department to protect road users from temporary hazards in the roadway.

**RECOMMENDATION:** Approve the resolution officially authorizing the county engineer to close roadways as needed.

**ACTION REQUIRED / PROPOSED MOTION:** Motion to approve the resolution authorizing the County Engineer to close any secondary road for the purpose of construction, routine maintenance, or emergencies during 2016.

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



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

RESOLUTION AUTHORIZING THE COUNTY ENGINEER TO CLOSE ANY  
SECONDARY ROAD FOR THE PURPOSE OF CONSTRUCTION, ROUTINE  
MAINTENANCE, OR EMERGENCIES DURING 2016

WHEREAS, the Woodbury County Board of Supervisors is concerned about traffic safety involved during construction and maintenance work or during natural or traffic emergencies on the secondary road system, and

WHEREAS, they are further interested in making appropriate traffic accommodations for the traveling public, adjacent landowners and related users during construction and maintenance operations, and

WHEREAS, the Board of Supervisors under section 306.41 of the Code of Iowa can delegate the authority to temporarily closure of roads to the County Engineer,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors give Mark J. Nahra, Woodbury County Engineer the authority to temporarily close sections of highway in Woodbury County's road system when necessary because of construction, maintenance, or natural disaster.

DATED this 4<sup>th</sup> day of January, 2016.

WOODBURY COUNTY BOARD OF SUPERVISORS

ATTESTED:

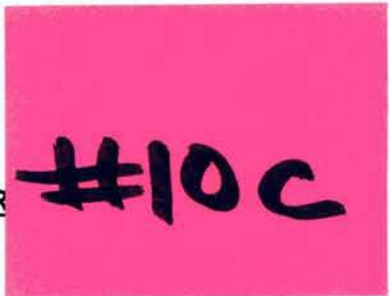
BY: \_\_\_\_\_

Chair

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

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

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



Date: December 30, 2015

Weekly Agenda Date: January 4, 2016

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

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

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**Consideration X**

**WORDING FOR AGENDA ITEM:** Consideration of permits for work within the Highway Right of Way for Mid American Energy to allow installation of new utility poles.

**EXECUTIVE SUMMARY:** Permittee requested a permit to work in the right of way of 330<sup>th</sup> Street east of Smithland to replace existing wood power poles with new power poles.

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

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Recommend approval of application.

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

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



## Woodbury County Secondary Roads Department

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

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

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

SECRETARY  
Tish Brice  
tbrice@sioux-city.org

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

Name of Permittee: MIDAMERICAN ENERGY Phone No.: 563-333-8233

Mailing Address: 106 EAST SECOND STREET, DAVENPORT, IA

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

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

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

INSTALL NEW WOOD UTILITY POLES WITHIN  
5'-0" OF EXISTING WOOD UTILITY POLES TO  
BE REMOVED.

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

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

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

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

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

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



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

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

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

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

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

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


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

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

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

M. All work done by property owner, organization or authorized representative pursuant to this agreement shall be completed prior to the 1<sup>ST</sup> day of APRIL, ~~2015~~ 2016.

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

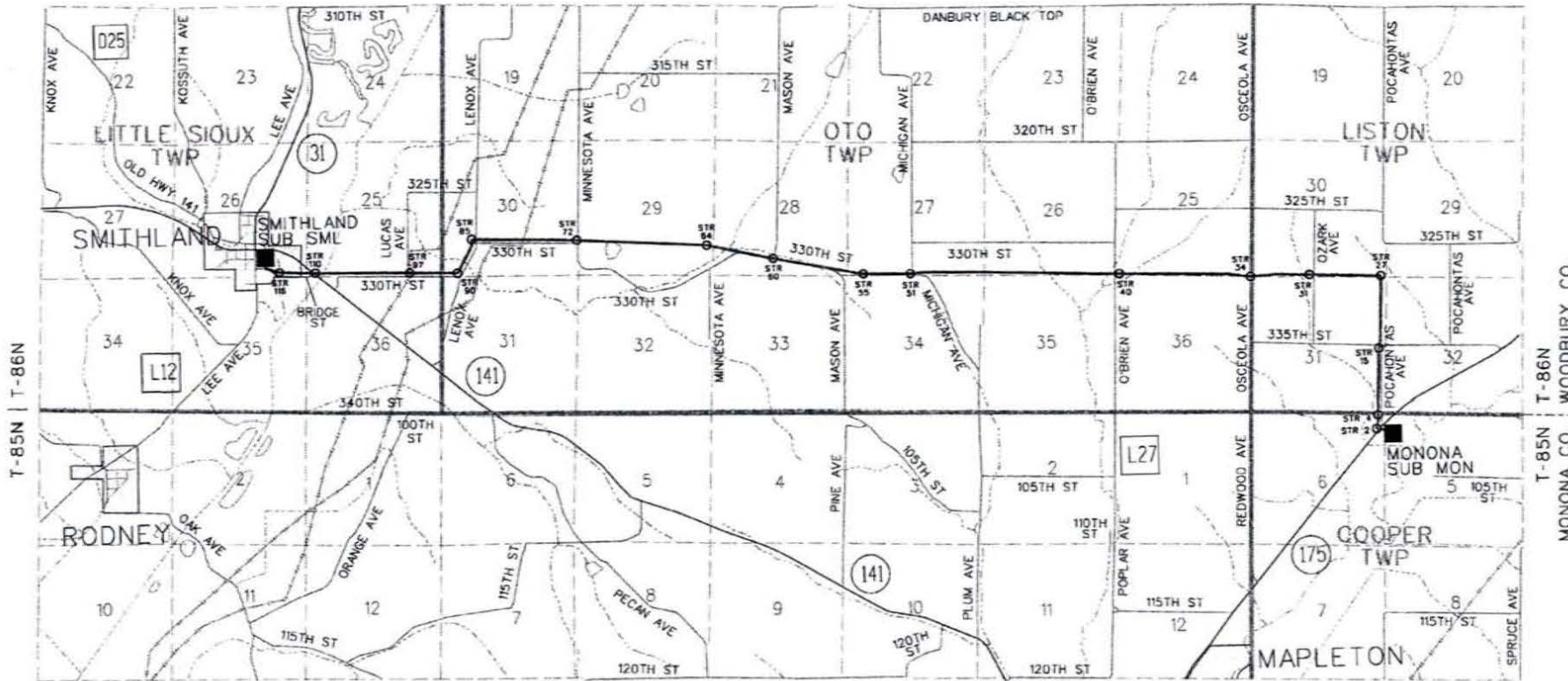
 - ANDREW MCNAMARA  
Signature of Property Owner or Authorized Representative

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

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

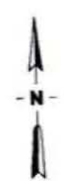
R-44W | R-43W

R-43W | R-42W



R-44W | R-43W

R-43W | R-42W



**CONFIDENTIAL:**  
 THIS DOCUMENT SHALL BE MAINTAINED CONFIDENTIALLY AS  
 CRITICAL ENERGY INFRASTRUCTURE INFORMATION AND IS  
 AVAILABLE TO MIDAMERICAN ENERGY COMPANY EMPLOYEES,  
 BUT NOT TO MIDAMERICAN ENERGY COMPANY EMPLOYEES  
 WORKING IN THE UNREGULATED RETAIL SERVICES DIVISION.  
 PRIOR WRITTEN AUTHORIZATION IS REQUIRED  
 FOR ACCESS BY ANY OTHER PERSON.

(T55)  
 SMITHLAND TO MONONA  
 69 kV

WOODBURY CO. - MONONA CO.

LOCATION DIAGRAM  
 FACILITY: T55



N.T.S.



#104

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

Date: December 30, 2015

Weekly Agenda Date: January 4, 2016

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

**SUBJECT: Third Reading – REVISION TO ORDINANCE NO. 1 - AN ORDINANCE TO ESTABLISH THE POLICY AND LEVEL OF SERVICE IN RESPECT TO CLEARANCE OF SNOW OR ICE AND MAINTENANCE OF THIS COUNTY'S SECONDARY ROADS DURING THE WINTER MONTHS**

**ACTION REQUIRED:**

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

**WORDING FOR AGENDA ITEM:** Third Reading – REVISION TO ORDINANCE NO. 1 - AN ORDINANCE TO ESTABLISH THE POLICY AND LEVEL OF SERVICE IN RESPECT TO CLEARANCE OF SNOW OR ICE AND MAINTENANCE OF THIS COUNTY'S SECONDARY ROADS DURING THE WINTER MONTHS

**EXECUTIVE SUMMARY:** The attached policy was reviewed and discussed by the Board at their November 10, 2015 meeting. The original ordinance, approved in 1985, has not been revised since drafted. The proposed language was also discussed at meetings with Emergency Services and the County Sheriff's department. Language has been added to the county ordinance as recommended by the Iowa County Engineers Association. The additional language recommended by ICEA is a result of experience gained from court decisions based on provisions of the snow ordinance passed by member counties. The proposed new language also creates a new level of snow and ice removal service in heavily industrialized areas of the county. This is the final reading for this ordinance.

**BACKGROUND:** The secondary road department is reviewing all operating policies in cooperation with the Board of Supervisors. This is one of the latest policies presented for review and approval.

**FINANCIAL IMPACT:** These policies will have minimal effect on the county budget as the level of service for snow removal is changed minimally with the proposed changes language

**RECOMMENDATION:** I recommend the approval of the ordinance as submitted and that the ordinance be effective upon publication.

**ACTION REQUIRED/PROPOSED MOTION:** Motion to approve the revised Woodbury County Ordinance number 1 as submitted and direct the publication of the ordinance.



## **WOODBURY COUNTY**

### **ORDINANCE NO. 1**

#### **AN ORDINANCE TO ESTABLISH THE POLICY AND LEVEL OF SERVICE IN RESPECT TO CLEARANCE OF SNOW OR ICE AND MAINTENANCE OF THIS COUNTY'S SECONDARY ROADS DURING THE WINTER MONTHS.**

**BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY:**

#### **SECTION 1 -- PURPOSE**

The purpose of this ordinance is to establish this County's policy and level of service in respect to clearance of snow or ice and maintenance of its secondary road system during the winter months, as provided in Section 668.10, Code of Iowa, and pursuant to the provisions of Section 309.67, Code of Iowa. This policy and level of service are to be implemented within the amount of money budgeted for this service, and as contained in this County's secondary road budget as submitted to and approved by the Iowa Department of Transportation and adopted by the Board of Supervisors. The clearing of roads at any cost is not the County's policy.

#### **SECTION 2 -- LEVEL OF SERVICE**

Clearance of snow or ice and maintenance of the secondary road system during the winter months is primarily for the benefit of the local residents of this County. Each storm has individual characteristics and must be dealt with accordingly. The portion of the roadway improved for travel will have upon it snow and ice in compacted condition. These conditions may be continuous, or they may be more concentrated on hills, in valleys, curves, and/or intersections. The County's existing snow removal equipment will be utilized for this purpose. On occasion, County personnel may be rendered unavailable due to the provisions of the Omnibus Transportation Employee Testing Act of 1991. Except for "emergencies" as determined by the County Engineer's professional judgment, or his/her designee acting in his/her absence, on a case by case basis, all clearance of snow or ice, sanding, salting, and other maintenance respecting winter conditions shall be accomplished within the amount of money budgeted for this service and as practicable. The entire width of that portion of the road improved for travel may not be cleared of snow, ice, compacted snow and ice, or frost. Snow cleared from that part of the roadway improved for travel shall be placed on or in the adjacent shoulder, ditch, or right of way. Snow can be expected to accumulate adjacent to the traveled portion to the extent that a motorist's sight distance to both the left and right may be greatly reduced or impaired. The snow removed from intersections will be piled in its corners in piles of unequal height. The lines of sight, sight distance, or visibility of motorists approaching these intersections may be greatly reduced or impaired. The County shall not be responsible for snow

pushed or otherwise placed on the roadway or shoulders by others. Motorists shall drive their vehicles during these conditions with additional caution and watchfulness, especially in respect to the surface of the roadway, and reduced or impaired visibility, and are advised to reduce their speed at least 25 miles per hour below that legally permitted or advised under normal conditions. In respect to roadways that have only one lane open, further extreme watchfulness and caution should be exercised by the motorist, and their speed should not exceed 10 miles per hour. During these conditions, no additional warning or regulatory signs will be placed warning of impaired sight distances, visibility at intersections, road blockages, one-lane conditions, or that the road surface is slick or slippery, or what the advised speed should be.

When snow obstructs all or a portion of the right half of the roadway, it may be necessary for snow clearing equipment to be driven to the left of center of the roadway while clearing snow. Unoccupied vehicles that obstruct the traveled way or impede removal of snow from the roadway may be removed from the roadway or shoulders of the road by county personnel or towed as necessary.

### **SECTION 3 – SEQUENCE OF SERVICE**

In the implementation of snow and ice removal and other maintenance of the County's secondary road system during the winter months, the County Engineer shall select the actual sequence of roads to be cleared as provided for in this section of the ordinance, and shall determine when drifting, wind velocity, and additional snow or snowstorms require that the snow removal equipment be removed from the roadway, or that additional clearance of paved roads be accomplished prior to the clearance of gravel and dirt roads. The County Engineer's professional judgment, or his/her designee's, shall prevail.

#### **PAVED ROUTES**

1. The initial effort will be to get all routes open to one-lane traffic as soon as possible and or practicable. During initial snow removal operations, paved roads may only have one lane plowed for a period of time.
2. After one-lane travel is possible, subsequent snow removal will be carried on during normal working hours.
3. The truck mounted snow plows and spreaders will normally be in operation from 6:00 AM to 5:00 PM. The trucks may be called off the road if snow and/or blowing snow reduces visibility to hazardous working conditions, in the professional judgment of the Engineer or his delegated representative.
4. When required, due to drifting snow, motor graders may be used to keep the paved roads open and the opening of gravel may be delayed.
5. It is not the policy of the County to provide a "dry" pavement condition.
6. After roads have been plowed, as provided in this section, intersections, hills, and curves may, but not necessarily, have placed on them, salt, sand, or other abrasives. These intersections, hills, and curves may not be resanded, resalted, or have other abrasives replaced on them between snowstorms.



7. Snow removal operations on designated essential industrial routes will commence at 4:30 AM and may be extended until 5:30 PM, depending upon storm conditions. Designated routes will be reviewed and designated annually by review of the Board of Supervisors in consultation with the county engineer. Essential industrial routes typically serve industries with 24 hour operations and include power plants and chemical plants. Snow removal service hours will be extended for these industries to assure required personnel shift changes at these industries.

### **UNPAVED ROADS**

1. The initial effort will be to get all routes opened to one-lane traffic as soon as possible and/or practicable after a storm has passed.
2. After one-lane travel is possible, subsequent snow removal will be carried on during normal working hours.
3. Motor graders and/or truck plows will normally be in operation during daylight hours. Gravel roads may not be plowed if the wind is causing continual drifting. The motor graders and/or truck plows may be called off the road if snow and blowing reduces visibility to hazardous working conditions, in the professional judgment of the Engineer or his delegated representative.
4. Snow may not be removed from dirt roads or roads designated at Level B.
5. Excessive snow accumulation from snow storms and blizzards may require that snow removal operations be limited to those roads which have residences located along them. It may be necessary to provide access to some residences from one direction only, and roads with no residences may not be opened.

### **PRIVATE DRIVES**

The County will not clear snow from private drives or any road that is not part of the secondary road system, unless said road is covered by a maintenance agreement, except in an emergency as defined in Section 5 of this ordinance. Normal snow removal operations may result in snow being deposited in private drives. Snow from private drives shall not be placed on the roadway or shoulders.

There is no time limit after a snowstorm in which any of the above sequence of clearance, on paved or unpaved roads, shall take place.

### **MAILBOX REPLACEMENT**

The County will assume no liability for mailboxes and fences damaged because of snow removal unless such action can be determined to be malicious or by direct contact with a plow or



wing blade. The County will not replace or repair mailboxes damaged or knocked down by the force of snow thrown from the plow.

#### **SECTION 4 -- LIMITATION OF SERVICE**

Notwithstanding anything else stated in this ordinance, the policy and level of service provided for in this ordinance shall not include the following, and the following services shall not be performed:

1. Sanding, salting, or placing other abrasives upon the roadways that are slick, slippery, and dangerous due to the formation of frost.
2. Sanding, salting, or placing of other abrasives upon paved roadways due to freezing rain that occurs during the hours of darkness.
3. Placing of additional warning or regulatory signs warning of impaired sight distances, visibility at intersections, road blockages, one-lane conditions, or that the road surface is slick or slippery, or what the advised speed should be.
4. Sanding, salting, or placing abrasives upon any road, except for paved roads. If in the opinion of the County Engineer, or his/her designee, an "emergency" exists and ice has built up on hills and intersections on the gravel system that slope down to another road so as to become dangerous, abrasive material may be applied at these locations as crew and equipment availability allows and only as a last resort. This condition will not, under any circumstances, take a higher priority than placing of abrasive material on the paved road system and will only be done after the paved roads are cleared of ice and snow. Abrasive material will also only be placed after other mechanical means have been tried and failed, such as scraping with motor graders.
5. Re-sanding or re-salting for freezing and thawing between snowstorms.
6. Removing of sand, salt, or other abrasives.
7. Plowing, sanding, salting, or placing of abrasives on any road that is not within the jurisdiction of the county, unless it is agreed to do so by a 28-E Agreement between the county and the entity having jurisdiction of the road.

#### **SECTION 5 -- EMERGENCY**

Service or the level or sequence of service may be suspended during "Emergency" conditions. An "Emergency" condition shall be considered as one where loss of life is probable, where a serious injury has occurred, or where extensive loss of property is imminent. The County may respond to all "Emergency" conditions, either during or after a snowstorm.

These conditions should be verified through the Sheriff's Office or County E911 Dispatch. Any person who makes a false report of an "Emergency" to an officer, official, or employee of Woodbury County or who causes a false report to be so made shall, upon conviction, be subject to a fine of not more than \$100.00 or imprisonment of not more than 30 days in the County jail.

Winter road conditions can degrade to where travel is unsafe and vehicles and passengers who become snowbound outside of shelter can face life threatening conditions. Road users need to remain aware of weather and traveler advisories. Upon declaration by law enforcement or National Weather Service that no travel is advised, and that highways, including interstates, are closed and state and county plows have been called off the roads, drivers have two hours to seek shelter and get off of county roads. If a driver becomes snowbound two or more hours after a "no travel advisory" is issued and requires rescue after becoming snowbound, the driver may be billed the cost of county staff and equipment time necessary to respond to the location where the driver is stranded.

The provisions of this ordinance shall be further suspended in the event the Governor, by proclamation, implements the State Disaster Plan, or the Chairman of the Board of Supervisors, by proclamation, implements the County Disaster Plan. If such occurs, the County personnel and equipment shall be immediately subject to the direction of the Governor or the Chairman of the Board of Supervisors.

#### **SECTION 6 – REPEALER**

All ordinances and resolutions, or parts thereof, in conflict herewith are hereby repealed.

#### **SECTION 7 -- SEVERABILITY CLAUSE**

If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

#### **SECTION 8 -- WHEN EFFECTIVE**

This ordinance shall be in effect immediately after its final passage and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Woodbury County Board of Supervisors

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

ATTEST:

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

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_





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

Date: December 30, 2015

Weekly Agenda Date: January 4, 2016

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

**SUBJECT: Third Reading – AN ORDINANCE TO ESTABLISH A POLICY FOR THE CONSTRUCTION AND RECONSTRUCTION OF ROADWAYS AND BRIDGES ON THE WOODBURY COUNTY SECONDARY ROAD SYSTEM**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**WORDING FOR AGENDA ITEM:** Third Reading – AN ORDINANCE TO ESTABLISH A POLICY FOR THE CONSTRUCTION AND RECONSTRUCTION OF ROADWAYS AND BRIDGES ON THE WOODBURY COUNTY SECONDARY ROAD SYSTEM

**EXECUTIVE SUMMARY:** During storm events, existing roads, pavements, culverts, and bridges are sometimes destroyed and replacement of the damaged infrastructure is required. In the case of bridges and culverts in particular, it makes little sense to replace a hydraulically undersized bridge with another bridge of the same size and configuration. It also is not cost effective to build a replacement structure that does not meet current standards for deck width or load carrying capacity.

FEMA standards only restore destroyed secondary road assets to pre-flood conditions. FEMA will allow bridges and culverts to be built to current design standards if the county has a written policy, approved by the Board of Supervisors, on record prior to a disaster event. In 1994, the county passed a resolution to replace all bridges with a new bridge that has a minimum 30' deck width. This resolution has been our governing policy since that date. Following the 2014 flood, FEMA has informed our office that for future upgraded replacement structures to be built, this policy must be in the form of an ordinance. A proposed ordinance is attached to this information sheet.

**BACKGROUND:** The secondary road department is reviewing all operating policies in cooperation with the Board of Supervisors. Prior to another disaster, the county needs to have this ordinance in place if we are to successfully be able to apply FEMA funds to replace destroyed county bridges and culverts to meet current design standards.

**FINANCIAL IMPACT:** These policies will affect future county construction work post disaster. County bridge, culvert, pavement, and road replacements are already built to this standard, but this ordinance assures that we will be able to use disaster aid to construct structures to the standards to which we otherwise build or replace county infrastructure. The county pays a minimum of 15% of the cost of repair/recovery costs of FEMA eligible disasters. Structures built to current standards tend to be more costly to construct than the smaller, obsolete structures they replace.

**RECOMMENDATION:** I recommend the approval of the ordinance as submitted and that the board approve the ordinance and declare it effective upon publication.

**ACTION REQUIRED/PROPOSED MOTION:** Motion to approve the Woodbury County Ordinance to establish a policy for the construction and reconstruction of roadways and bridges on the Woodbury County Secondary Road System, direct the publication of said ordinance, and declare it effective upon publication.

**WOODBURY COUNTY**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO ESTABLISH A POLICY FOR THE CONSTRUCTION AND RECONSTRUCTION OF ROADWAYS AND BRIDGES ON THE WOODBURY COUNTY SECONDARY ROAD SYSTEM.**

**BE IT ORDAINED BY THE BOARD OF SUPERVISORS WOODBURY COUNTY:**

**SECTION 1 -- PURPOSE**

The purpose of this ordinance is to establish Woodbury County's policy for the construction of roads, reconstruction of roads, construction of bridges, reconstruction of bridges and other roadway and drainage features associated with road and bridge construction.

**SECTION 2 -- LEVEL OF SERVICE**

The level of service shall be based on traffic counts, pavement type, roadway geometrics and other data used in accepted engineering design as established by the County Engineer, Iowa Department of Transportation and the Federal Highway Administration.

**SECTION 3 -- DESIGN CRITERIA**

In implementation, this policy shall set the minimum design standards that Woodbury County will follow in the construction or reconstruction of roads and bridges. These criteria shall be based on accepted engineering practices and standards established by the Iowa Department of Transportation and the Federal Highway Administration.

The County Engineer shall assure the minimum design standards established herein are adhered to in a uniform manner unless, in his or her professional judgment, a deviation from standards is warranted. Minimum design standards are not subject to discretionary enforcement. Any deviations must be documented as unreasonable and or impossible to implement by the County Engineer and/or the County Board of Supervisors.

**PAVED ROUTES**

**A) New Pavement**

- 1) New pavement shall be constructed with a minimum 22' wide pavement and granular shoulders. Intersections with non-paved roads shall have pavement extended back onto the intersecting road 50' beyond



the end of the intersection radius. New pavements in designated commercial areas may be paved at 26' wide determined by the County Engineer and Board of Supervisors.

- 2) Paved shoulders and edge line rumble stripes shall be constructed if crash data warrants based on accepted HSIP and TSIP cost/benefit analysis.
- 3) Rumble strips shall be installed on all approach stop situations.
- 4) Concrete pavement will be the first choice for pavement provided clear zone and shoulder widths can be maintained by design requirements.

**B) Reconstruction of Pavement**

1. Paved roads shall be reconstructed with a 22' wide pavement or to the previous pavement width, whichever is greater with granular shoulders.
2. Rumble strips shall be installed on all approach stop situations.

**UNPAVED ROADS**

**A) Gravel Roads**

- 1) New construction of a gravel road shall have a 28' finished top, including shoulders.
- 2) Reconstruction of a gravel road shall be to the previous width prior to reconstruction.

**B) Class B & C Roads**

- 1) Class B and C roads will be built to the minimums as outlined by Iowa Code.

**BRIDGES & Drainage Structures**

**A) Paved Routes**

- 1) Bridges on paved routes shall be built with a minimum width of 30'. Wider structures will be installed when there are issues relating to oversized vehicles, pedestrian facilities, biking usage or other issues where the additional width is felt to be warranted.
- 2) Culverts under paved roads shall be concrete.
- 3) Pipe culverts larger than 54" in diameter may be substituted with reinforced box culverts. Corrugated metal pipe culverts 54" and larger shall have concrete and sheet pile curtain walls constructed to prevent uplift failures.
- 4) Design for drainage structures will be governed by accepted hydraulic design standards. Input from IDNR, Corp of Engineers, Iowa DOT, NRCS, or USGS may impact the size and type of the structure to be placed.
- 5) Water and livestock will use separate structures whenever possible.

**B) Unpaved Routes**

- 1) Bridges will normally be a minimum of 30' on gravel roads with ADT exceeding 25 vpd. Roads with less than 25 vpd may also

have 30' wide bridges constructed if the lower traffic count can be attributed to the presence of a restricted bridge. Dead end roads may be narrower at the discretion of the County Engineer

- 2) Culverts may be metal or concrete. Pipe culverts larger than 54" in diameter may be substituted with reinforced box culverts. Corrugated metal pipe culverts 54" and larger shall have concrete and sheet pile curtain walls constructed to prevent uplift failures.
  - 3) Design for drainage structures will be governed by accepted hydraulic design standards. Input from IDNR, Corp of Engineers, Iowa DOT, NRCS, or USGS may impact the size and type of the structure to be placed.
  - 4) Water and livestock will use separate structures whenever possible.
- C) Class B & C Roads  
Class B and C roads will be built to the minimums as outlined by Iowa Code.
- D) Entrance Bridges  
Any and all bridges/drainage structures that are fully or partially in the road right-of-way that serve as entrances to private property from the public roadway shall be considered the jurisdiction and responsibility of the County. If a structure does not sit fully or partially in the road right-of-way it will be considered a private structure and not under the jurisdiction of the county.

#### **SECTION 4 -- REPEALER**

All ordinances and resolutions, or parts thereof, in conflict herewith are hereby repealed.

#### **SECTION 5 -- SEVERABILITY CLAUSE**

If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

#### **SECTION 6 -- WHEN EFFECTIVE**

This ordinance shall be in effect immediately after its final passage and publication as provided by law. In addition, this ordinance shall remain in effect until such time the Board of Supervisors passes a future ordinance repealing this ordinance.

Passed and approved this \_\_\_\_\_ day of Woodbury.

Woodbury County Board of Supervisors

\_\_\_\_\_  
Mark Monson - Chairman

\_\_\_\_\_  
Larry Clausen, Member.

\_\_\_\_\_  
Jackie Smith, Member.

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

\_\_\_\_\_  
Matthew Ung, Member

ATTEST:

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

First Reading: \_\_\_\_\_

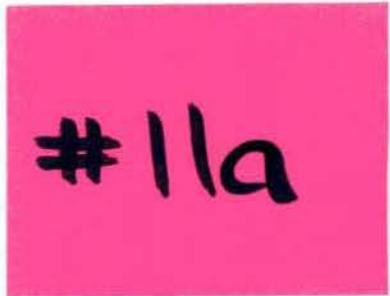
Second Reading: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_



WOODBURY COUNTY, IOWA



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

A RESOLUTION THANKING AND COMMENDING

*Sue Nielsen*

FOR HER SERVICE TO WOODBURY COUNTY

WHEREAS, Sue Nielsen has capably served Woodbury County as an employee of the Siouxland District Health Department for 29 years from February 3, 1986 to December 30, 2015; and

WHEREAS, the service given by Sue Nielsen as a Woodbury County employee, has been characterized by her 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 Sue Nielsen for her 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, Sue Nielsen.

BE IT SO RESOLVED this 4<sup>th</sup> day of January, 2016.

WOODBURY COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Mark A. Monson, Chairman

\_\_\_\_\_  
Jaclyn D. Smith, Member

\_\_\_\_\_  
Larry D. Clausen, Member

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

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

#11b

Date: 12/28/15

Weekly Agenda Date: January 4, 2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Board Administration

SUBJECT: Approval of MOU with SHIP for BOOST office space in Trosper Hoyt Building

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**WORDING FOR AGENDA ITEM:** Discussion and Approval of Memorandum of Understanding with Siouxland Human Investment Partnership (SHIP) for use of Office Space in the Trosper Hoyt Building by the BOOST Program

**EXECUTIVE SUMMARY:** The BOS informally approved SHIP's use of the office space at the August 18, 2015 meeting. This MOU puts the agreement for the use of the space on paper and is ready for formal approval.

**BACKGROUND:**

**FINANCIAL IMPACT:**

**RECOMMENDATION:** Approval

**ACTION REQUIRED / PROPOSED MOTION:** Motion to authorize the chairman to sign the agreement.

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made between **Woodbury County, Iowa** (hereinafter "County"), a political subdivision of the State of Iowa, and **Siouxland Investment Partnership** (hereinafter "SHIP"), a 501(c)(3) nonprofit organization.

WHEREAS, SHIP has received grant funding to administer the Sioux City BOOST-Face Forward program which provides service learning, education, vocational training, and job placement for young adults in Siouxland, and

WHEREAS, the BOOST program has historically worked closely with juvenile court services which is located in the Trospser Hoyt Building, and

WHEREAS, Woodbury County has space office available in the Tropser-Hoyt building for use by the BOOST program, and

WHEREAS, the Woodbury County Board of Supervisors have determined that it is in the best interests of the citizens of Woodbury County that Woodbury County make office space available to SHIP for the BOOST program.

NOW, THEREFORE, the parties agree as follows:

Subject to the terms herein, Woodbury County will designate and provide office space to the SHIP for a term of three years, beginning September 1, 2015 and ending August 31, 2018 for the purposes of operating the BOOST program. The space shall be provided at no cost to SHIP as long as such space is used in conjunction with SHIP's provision of the BOOST program.

The space designated for SHIP's use will be located within the Trospser Hoyt Building located at 822 Douglas Street, Sioux City, Iowa. The amount of space made available to SHIP and the location of that space shall be at the sole and complete discretion of the County.

SHIP shall carry liability insurance for the premises used by BOOST and shall name County as an additional insured in that policy. SHIP shall provide proof of worker's compensation coverage for SHIP employees working in the BOOST program. SHIP shall also provide a certificate of insurance confirming the liability coverage and designation of County as an additional insured.

SHIP agrees to indemnify and hold County and its employees harmless from and against any and all loss and damage, and any and all claims, demands, suits, liabilities, and payments, arising in whole or part out of SHIP's negligent acts or omissions or use and occupancy of the premises.



Either party may cancel this agreement upon 30 days written notice to the other party. SHIP agrees to reimburse to County the cost of any repairs or maintenance made necessary due to SHIP's use of the office space, with the exclusion of ordinary wear and tear. Upon vacating the designated space, SHIP agrees to leave the space in a good and clean condition.

The parties acknowledge that this agreement does not create a separate legal entity or affiliation between SHIP and County.

This agreement may be amended, modified, renewed or extended only by written mutual agreement of the parties.

Woodbury County, Iowa

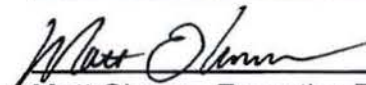
\_\_\_\_\_  
Mark Monson, Chairman

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Pat Gill, County Auditor

Siouxland Human Investment Partnership

  
\_\_\_\_\_  
Matt Ohman, Executive Director

12/21/2015  
Date



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

#12

Date: December 29, 2015

Weekly Agenda Date: January 4, 2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Dennis D. Butler, Finance/Operations  
Controller \_\_\_\_\_

SUBJECT: Awarding of Five Contract for Annual Audit of Woodbury County

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**WORDING FOR AGENDA ITEM:** Discussion and Action on Accepting bid on the annual Audit of Woodbury County Government.

**EXECUTIVE SUMMARY:** RFP's were requested for audit services for five years ending June 30, 2016 and ending June 30, 2020. Sealed proposals would be accepted until 4:30 p.m. December 18, 2015. Six audit firms and the State Auditor's office were sent proposals. We received 1 bid, 3 declined and 3 did not respond. The only bid received was from our current contracted auditors, Williams & Company. After reviewing the bid, they complied with all requests in the RFP.

**BACKGROUND:**

**FINANCIAL IMPACT:** FY 16 = \$32,400, FY 2017 = \$33,500, FY 2018 = \$34,700, FY 2019 = \$35,900 and FY 2020 = \$37,200.

**RECOMMENDATION:** Approve bid received from Williams & Company.



**ACTION REQUIRED / PROPOSED MOTION:** Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve the five year contract for annual audit services with Williams and Company for fiscal years 2016 through fiscal year 2020.

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



Proposal to Provide  
Professional Audit Services  
To  
Woodbury, County, Iowa

Submitted by:  
Williams & Company  
21 1<sup>st</sup> Avenue NW  
Le Mars, Iowa 51031  
Contact: Jeff Peters, CPA  
712-546-7801



21 1<sup>st</sup> Avenue NW  
P.O. Box 1010  
Le Mars, IA 51031  
Phone (712) 546-7801  
Fax (712) 546-6543  
[www.williamscpas.com](http://www.williamscpas.com)

Woodbury County, Iowa  
Dennis D. Butler, Finance/Operations Controller  
620 Douglas Street, Room 104  
Sioux City, IA 51101

We are pleased to submit the enclosed proposal to provide professional audit services for Woodbury County, Iowa for the years ending June 30, 2016, 2017, 2018, 2019 and 2020. Williams & Company is the firm that will deliver the best advantage to Woodbury County, Iowa for many reasons – our resources, expertise, competitive fees and relationship-based approach. We have been auditing all types of governments for more than three decades.

Our differentiating strengths include a dedicated team of experienced, knowledgeable audit professionals, a proven history of successfully serving various governmental organizations and our deep understanding of federal grant auditing.

The following are more reasons why Williams & Company is an excellent choice to provide independent audit services for Woodbury County, Iowa.

**Government Expertise** - Our audit engagement team has extensive experience in government financial reporting and auditing including Iowa counties. This experience includes compliance auditing in accordance with OMB Circular A-133. We have had our latest Peer Review completed in 2014 with no deficiencies. We are members of the American Institute of Certified Public Accountants Center for Audit Quality, meaning we are held to the very highest standards of quality.

**Focus on the Relationship** – Ongoing communication and “no surprises” are our major objective and part of the culture of our firm. We will execute a seamless transition from your previous audit firm. Our service plan includes having regular meetings to discuss new accounting pronouncements and other matters, and to achieve the goal of outstanding communication with you. We will schedule the team to meet your needs and exceed your expectations.

**Partner Involvement in the Field** – Continuity of personnel is an important part of our ability to provide extraordinary service. Regular involvement by shareholders in the field ensures continuity of knowledge of Woodbury County, Iowa and its personnel. My team and I will obtain hands-on knowledge of your accounting systems and reporting requirements. This direct involvement allows for creative solutions and effective communications.



**Rate Competitive** – Williams & Company has a very competitive rate structure. Clients have achieved significant savings from Big Four firm fees. The service fee for audit engagements is based on a not to exceed amount. Our commitment is supported by our guarantee – should you be unhappy with the services we provide, you can adjust the fees to an amount you feel is fair.

**Independence, Skill, Performance, Integrity and Honesty** – We are independent with respect to Woodbury County, Iowa.

We are proud of the quality of services we provide, and even more proud to be able to call Woodbury County a client for many years. We want to serve as your independent auditors and advisors. If you have any questions or desire additional information, please contact us.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Jeff Peters', with a stylized flourish at the end.

Jeff Peters, CPA, Shareholder

# Table of Contents

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Firm Profile .....	1 - 2
Peer Review and Letter of Comments .....	3
Qualifications of Personnel	
Engagement Team .....	4
Resumes .....	5 - 7
Overall Approach .....	8
Scope of Services .....	9
Integrated Audit Approach .....	10
Integrated Audit Process .....	11 - 12
Audit Services Fees .....	13
References .....	14

# *Firm Profile*

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**Overview** – Williams & Company is the successor to an organization founded in 1929 by Charles A Williams, CPA. The firm has grown into one of the leading firms of the Midwest with clientele throughout the United States. The firm has five offices in Iowa located in Sioux City, Le Mars, Onawa, Spencer and Sheldon and offices in Yankton and Sioux Falls, South Dakota. Current ownership consists of eight shareholders. Williams & Company, PC's total employment exceeds 65 personnel of which 50 are professional accountants or consultants.

**Firm Philosophy** – Our vision and mission statements and core values, developed with extensive firmwide input at all levels, were adopted in 2006 and are an inherent part of our collective DNA. They include:

**Vision Statement** – Williams & Company, P.C. will be the major regional firm in Iowa, South Dakota, Nebraska & Minnesota offering quality service to businesses, individuals, not-for-profits and governmental entities.

**Mission Statement** – Williams & Company, P.C. is dedicated to creating a unique experience that enhances the well being of our people and clients.

## **Core Values**

- Personal development
- Commitment to quality
- Integrity and honesty
- Client relationships
- Respect, teamwork & pride
- Accountability/Responsibility
- Innovative

**Commitment to Quality** – Williams & Company has a longstanding reputation for integrity, proficiency and quality of service. We practice in compliance with the rules of professional conduct of the AICPA and various applicable state organizations and federal agencies. Our tailored audit approach provides a value-added component, that when combined with our depth, strength and responsiveness, makes the difference in the quality of service to your organization.

Williams & Company, PC is a strong supporter of self-improvement techniques within our industry and has been active in supporting the many changes in our industry. We initiated our system of quality control in 1979 for the purpose of insuring our work is of the highest quality. The firm is a member of the Private Companies Practice Sections of the American Institute of Certified Public Accountants. In 1981, Williams & Company, PC was the first western Iowa CPA firm to receive an unqualified opinion as a result of a peer review and has subsequently received unqualified opinions every three years. The latest peer review was performed in the Spring of 2014 and included various government audits. A copy of the most recent opinion is included as page three of this proposal.



## Firm Profile

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**Independence** – Williams & Company is independent, as defined by auditing standards generally accepted in the United States of America and by Government Auditing Standards.

The auditing services for Woodbury County, Iowa would be performed by staff from the Le Mars and Sioux City offices of Williams & Company. The office is comprised of 9 professional accountants. The classification of the professionals is as follows:

- a. 2 Shareholders
- b. 1 Manager
- c. 3 Senior Staff Accountants
- d. 4 Staff Accountants

The Shareholders, manager, 2 senior staff accountants and 1 staff accountant are Certified Public Accountants.

A sampling of our government audit clients includes:

Client Name	Location	Comprehensive Annual Financial Report / GFOA Certificate
Black Hawk County, Iowa	Waterloo, Iowa	Yes
Plymouth County, Iowa	Le Mars, Iowa	No
Sioux County, Iowa	Orange City, Iowa	No
City of Le Mars, Iowa	Le Mars, Iowa	No
City of Sioux City, Iowa	Sioux City, Iowa	Yes
City of Webster City, Iowa	Webster City, Iowa	Yes
City of Hawarden, Iowa	Hawarden, Iowa	No
City of Orange City, Iowa	Orange City, Iowa	Yes



Heinold Banwart, Ltd.  
Certified Public Accountants

Third Floor  
201 Clock Tower Drive  
East Peoria, IL 61611-2449

Tel (309) 694-4251  
Fax (309) 694-4202  
Web www.hbcpas.com

## System Review Report

June 19, 2014

To the Shareholders of  
Williams & Company, CPA, P.C.  
and the Peer Review Committee of the Iowa Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Williams & Company, CPA, P.C. (the firm) in effect for the year ended December 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory agencies, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and an audit of an employee benefit plan.

In our opinion, the system of quality control for the accounting and auditing practice of Williams & Company, CPA, P.C. in effect for the year ended December 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Williams & Company, CPA, P.C. has received a peer review rating of *pass*.

Heinold Banwart, Ltd.

*Engagement Team*

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WOODBURY COUNTY, IOWA

Jeffrey S. Peters  
Audit Engagement  
Shareholder

Graham A. Forbes  
Quality Review  
Shareholder

Justin Jacobsma  
Manager



## *Jeffrey S. Peters, CPA, CGFM*

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Jeffrey S. Peters is a shareholder with the Le Mars office of Williams & Company, PC. Jeff has thirty-two years experience in public accounting. Jeff received his Bachelor of Arts Degree from the University of Northern Iowa in May, 1983. He has continued his education in various finance, accounting, auditing, and tax seminars sponsored by the AICPA, Government Finance Officers Association and other professional organizations. Emphasis of training has been in governmental and not for profit audit and accounting including financial compliance auditing, financial reporting for governmental organizations, and performance auditing.

Jeff began employment with Williams & Company in November 1983. Jeff is office Manager for the Le Mars office and is chairman of the firm-wide quality control committee. His responsibilities include individual, partnership and corporate income tax preparation as well as preparation of compiled, reviewed and audited financial statements. Audit experience in the following industries: not for profit organizations, private colleges, municipal governments, school districts, counties, voluntary health and welfare organizations, construction companies, pension plans, and OMB Single Audits for governmental and not for profit agencies.

Jeff is a licensed Certified Public Accountant in the States of Iowa, Nebraska, and South Dakota. He has memberships in the American Institute of Certified Public Accountants and the Iowa Society of Certified Public Accountants, the Government Finance Officers Association and is a former member of the GFOA Special Review Committee, whose responsibility is to review government audit reports from across the country for compliance with the GFOA Certificate of Achievement in Excellence for Financial Reporting program. He has been certified through the Association of Government Accountants as a Certified Government Financial Manager. Jeff is also a member of the AICPA Government and Employee Benefit Audit Quality Centers.

Jeff's audit experience includes various levels of responsibility on the following engagements:

- Woodbury County
- Plymouth County
- Sioux County
- City of Yankton
- City of Vermillion
- City of Sioux City
- City of Orange City

## *Graham A. Forbes, CPA*

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Graham A. Forbes is a shareholder with the Le Mars office of Williams & Company, PC. Graham has thirteen years experience in public accounting. Graham received his Bachelor of Arts Degree from Buena Vista University in May, 2002. He has continued his education in various finance, accounting, auditing, and tax seminars sponsored by the AICPA, Government Finance Officers Association and other professional organizations. Emphasis of training has been in governmental and not-for-profit audit and accounting including financial compliance auditing and financial reporting for governments.

Graham began employment with Williams & Company in June 2002. His responsibilities include individual, partnership, exempt organization and corporate income tax preparation as well as preparation of compiled, reviewed and audited financial statements. Audit experience in the following industries: not-for-profit organizations, private colleges, community colleges, financial aid, community action agencies, municipal governments, school districts, counties, voluntary health and welfare organizations, construction companies, pension plans, and OMB Single Audits for governmental and not-for-profit agencies.

Graham is a licensed Certified Public Accountant in the States of Iowa and South Dakota. He has memberships in the American Institute of Certified Public Accountants and the Iowa Society of Certified Public Accountants.

Graham's audit experience includes various levels of responsibility on the following engagements:

- City of Sioux City
- Black Hawk County
- City of Le Mars
- City of Yankton, South Dakota
- Northwest Iowa Community College
- Woodbury County

## *Justin Jacobsma, CPA*

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Justin Jacobsma has eight years experience in public accounting and has been with Williams & Company since 2007. He is currently a manager in the Le Mars, Iowa office and has audit experience in cities, counties, not-for-profit organizations and governmental projects.

Justin received a B.A. Degree in Accounting from the University of Sioux Falls in 2008.

Justin is a member of the American Institute of Certified Public Accountants and is a Certified Public Accountant in the state of Iowa.

He possesses major work experience in financial and compliance audits of county and municipal governments, community colleges and community school districts and non-profit organizations.

Audit experience includes various levels of responsibility on the following:

- City of Vermillion, South Dakota
- City of Webster City, Iowa
- Sioux Center Community School District, Iowa
- City of Alton, Iowa
- Siouxland Human Investment Partnership, Sioux City, Iowa
- Sioux County, Iowa
- Plymouth County, Iowa
- Northwest Iowa Community College, Sheldon, Iowa
- Woodbury County, Iowa
- City of Paullina, Iowa



## Overall Approach

---

We understand the significance of the audit timelines and will commence our services immediately. A client relationship with Woodbury County, Iowa would be very valuable to us, and we are committed to performing our services at the earliest possible opportunity.

Our service strategy begins very simply – with listening. Focused listening helps us learn as much as possible about our clients, assemble the appropriate client service team, and develop a client service plan. Throughout this process, communication is the key. We look for opportunities to leverage our understanding of the accounting processes and systems to minimize cost and client disruption.

Our general philosophy is to perform our required procedures in an efficient manner that provides for the least disruption to your staff.

We have also found that we can improve efficiency and minimize disruptions to you by following a process whereby the client provides us with their trial balances in advance of our fieldwork. This allows our staff to get a head start on entering your data into our system. We can then begin our analytical procedures and identify which areas we have questions on and need to follow up. When the team arrives for fieldwork the following week, the procedures are well under way and we maximize our productivity during our time in the field. We strive to complete all review and audit work in the field. Again, we have found that completing the engagement in the field provides for the most efficient and effective use of our time, and more importantly, your time.

During our initial review we will also begin the audit planning process, and will focus on becoming intimately knowledgeable of the operations of Woodbury County, Iowa, the accounting environment and identifying risks and how those risks affect the overall audit plan. This risk assessment consists of three phases – client business risk, internal control, and fraud risk assessment. We also communicate new and upcoming pronouncements and audit matters to management and the audit committee. In addition we perform preliminary analytical procedures during our initial audit planning.

Next we will move to the detailed audit planning and specific risk analysis. The objective will be to direct attention to areas where material misstatement is likely. We then concentrate on the higher risk areas. The focus during this stage is on particular account balances and the specific potential misstatement associated with those balances.

The purpose of the above described risk assessment is to determine the effect on audit scope. For example, areas identified as not being significant and having a low specific risk of misstatement might be audited through analytical procedures only. Conversely, significant areas when specific risk is not low would require more emphasis including substantive test of details, confirmation, etc.

Our approach demands our thorough understanding of Woodbury County, Iowa which enables us to not only perform an effective and efficient audit, but also to identify practical financial and operational opportunities for improvement. It is also a tremendous advantage that we are the auditor for Woodbury and Black Hawk County.

Our integrated audit approach is explained in further detail on page 10.

# Scope of Services

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**Annual Integrated Audit of Financial Statements and Internal Controls over Financial Reporting** – Financial statements to be audited include those of Woodbury County, Iowa and its component unit, Siouxland District Health. Our scope will also include audits of compliance and reporting on internal control in accordance with OMB Circular A-133, as applicable, and Government Audit Standards.

The objective of our audit of Woodbury County, Iowa financial statements and internal controls are to express an opinion on the fairness with which the financial statements are presented, and on whether the County complies with compliance requirements. We have a responsibility to plan and perform our audits to obtain reasonable assurance about whether the financial statements are free of material misstatements, whether caused by error or fraud.

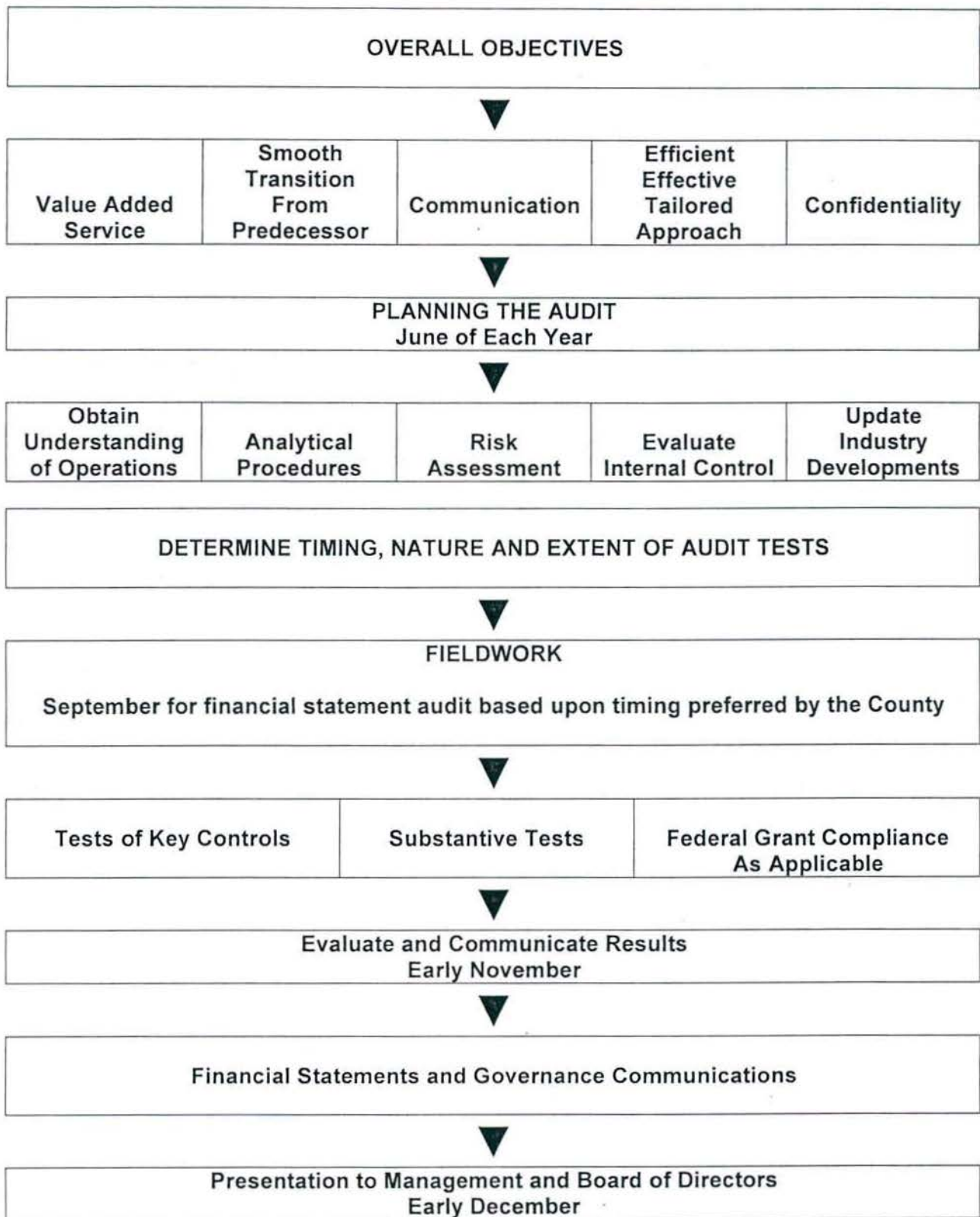
**Audit Committee Communications** – Communications with the Board of Supervisors will include written representations of audit scope in the planning stage of the engagement and communication of audit results at the end of the engagement. These representations will also include communications of new accounting and auditing standards. There will also be additional discussion on new accounting and auditing standards during our audit planning meeting.

In the current environment of new pronouncements and an ever-changing landscape, we are always available to audit committee members and management for questions and conferences.

**Coordination With Your Fiscal and Management Personnel** – Our goal is to perform effective and efficient services with the least amount of disruption for your fiscal and management personnel. Therefore, we will utilize, to the greatest extent possible, information that is already produced by your personnel. All information we need will be included in a written client assistance package.



# Integrated Audit Approach





# *Integrated Audit Process*

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Audit Planning – Involves developing an overall strategy for the expected conduct and scope of the integrated audit. Our planning procedures include the following:

1. **Obtain knowledge of entity operations** – Involves organization/personnel, operating characteristics, products and services, distribution methods, compensation methods, etc. We also consider previous auditor results.
2. **Obtain knowledge of the entity operating environment** – Includes economic conditions, government regulations, technological changes, competitive conditions, and financial trends.
3. **Obtain knowledge of information systems and methods used to process significant accounting information.**
4. **Consider internal controls** -
  - a. **Control environment** sets the tone of an organization, influencing the control consciousness of its personnel. It is the foundation for all other components of internal control. Control environment factors include the following.
    - Integrity and ethical values.
    - Commitment to competence.
    - Audit committee participation.
    - Management's philosophy and operating style.
    - Organizational structure.
    - Assignment of authority and responsibility.
    - Human resource policies and practices.
  - b. **Risk assessment** is the identification and analysis of relevant risks achieving its objectives, and forms a basis faced by the organization in determining how the risks should be managed.
    - Risks associated with changes in environment. Changes in the regulatory or operating environment can result in changes in competitive pressures.
    - New personnel. New personnel may have a different focus on or understanding of internal control.
    - New or revamped information systems.
    - New services, grants, or activities. New grants or service areas with which the County has little experience may introduce new risks associated with internal control.
    - New accounting pronouncements and rules and regulations. Adoption of new accounting principles or changing accounting principles may affect risks in preparing financial statements.

# *Integrated Audit Process*

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## **5. Use of outside service organizations –**

We consider factors such as:

- a. The significance of the financial statement assertions affected by the control of the service organization.
- b. The inherent risk associated with the assertions affected by the controls of the service organization.
- c. The nature of the services provided by the service organization and whether they are highly standardized and used extensively by many user organizations or unique and used only by a few.
- d. The effectiveness with which the County's internal controls interact with the controls of the service organization.
- e. The County's internal controls that are applied to the transactions affected by the service organization's activities.
- f. Prior experience with the service organization.
- g. The extent of auditable data in the County's possession.

## **6. IT Control Procedures -**

The following are general control procedures evaluated:

- a. Strategy and direction
- b. General organization and management
- c. Access to data and programs
- d. System development and change control
- e. Data processing operations
- f. Systems programming and technical support functions
- g. Data processing quality assurance procedures
- h. Physical access controls
- i. Business continuity/disaster recovery planning
- j. Networks and communications
- k. Database administration

These items are in addition to control considerations of specific applications.

## **7. Assess risks of material misstatement due to fraud.**



# Audit Service Fees

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We understand your needs to be as follows:

- Annual audit of the financial statements of Woodbury County, Iowa
- Annual internal control and compliance reporting in accordance with Government Audit Standards and OMB Circular A-133

Our estimated fixed fees for the services are as follows:

	2016	2017	June 30, 2018	2019	2020
Audit of the financial statements of Woodbury County, Iowa including reporting on compliance and internal control in accordance with Government Audit Standards	\$ 32,400	\$ 33,500	\$ 34,700	\$ 35,900	\$ 37,200

If applicable, an additional fee of \$2,900 will be charged for each Federal grant program required to be audited as major. In addition, if you desire assistance in accurately completing the Schedule of Expenditures of Federal Awards a fee of not to exceed \$3,000 will be charged.

The above fee estimate is based on approximately 390 hours of audit time and would include any out of pocket expenses. Should significant changes occur such as the loss of key accounting personnel, changes in operations, change in number of major programs or significant changes in audit scope or standards, we will discuss with you if an adjustment to our fees is necessary. Billing will occur as work progresses on the audit. Typically two invoices will be submitted during the course of the audit process. An estimate of hours and billing rate by staff classification follows:

	<u>Hours:</u>	<u>Rate:</u>
Shareholder	40	\$ 220
Manager	90	175
Staff	255	110
Clerical	5	60

Frequent communication, whether by phone or in person, is key to our success and an element of our professional services. This communication will generally come from the manager and partner levels. In addition, this communication is part of the quoted fee. A reasonable level of ongoing accounting consultation is included in the fees also. We encourage clients to meet with us on a periodic basis to discuss current operational matters and new or impending accounting issues. We do not charge for telephone calls or minor discussions regarding the application of existing or proposed accounting or auditing standards. If a project is expected to require substantial additional time on our part, we will discuss a fee arrangement with you in advance of incurring this time.



# References

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To enable Woodbury County, Iowa to obtain additional knowledge of the type of audit services provided by Williams & Company, we provide the following references:

James Browner  
Finance Officer  
Black Hawk County, Iowa

Gary Tucker  
City Administrator  
City of Hawarden, Iowa

Donna Forker  
Finance Director  
City of Sioux City, Iowa

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

#139

Date: December 24, 2015

Weekly Agenda Date: January 4, 2016

DEPARTMENT HEAD / CITIZEN: <u>Supervisor Jeremy Taylor</u>		
SUBJECT: <b>Employee Recognition</b>		
<b>ACTION REQUIRED:</b>		
Approve Ordinance <input type="checkbox"/>	Approve Resolution <input type="checkbox"/>	Approve Motion <input type="checkbox"/>
Give Direction <input checked="" type="checkbox"/>	Other: Informational <input type="checkbox"/>	Attachments <input type="checkbox"/>

**WORDING FOR AGENDA ITEM:** Positive Employee Recognition

**EXECUTIVE SUMMARY:** In addition to evaluations and positive communication along with coaching, it is important to recognize outstanding employees.

**BACKGROUND:** The Board of Supervisors began recognizing with increasing regularity those in our community who gave back in terms of community service and contributions to the quality of life in Woodbury County. Likewise, we should have a means to recognizing our own hardworking employees who helped to provide outstanding customer service. We have done so intermittently, e.g. the Assessor working diligently to twice appeal the equalization order to mitigate a commercial tax increase; our County Engineer receiving a reward; a demonstration of gratitude toward the Veterans Affairs Commission and Department. It is critical to “catch people” doing the right thing, recognize them, incentivize them, and subsequently applaud the efforts of those who best serve our public.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Give Direction

**ACTION REQUIRED:** Ideas include parking in a special spot for a length of time, being recognized at a Board meeting, receiving a one-time, 2 hour extended lunch, etc. I believe that gaining input from the HR Director, supervisors attending ISAC on what other counties do, and discussion at department head meetings could garner input for a subsequent approval at the January 26 meeting.

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

#13b

Date: December 24, 2015

Weekly Agenda Date: January 4, 2016

DEPARTMENT HEAD / CITIZEN: <u>Supervisor Jeremy Taylor</u>		
SUBJECT: <b>Committee Standardization and Publication</b>		
<b>ACTION REQUIRED:</b>		
Approve Ordinance <input type="checkbox"/>	Approve Resolution <input type="checkbox"/>	Approve Motion <input type="checkbox"/>
Give Direction <input checked="" type="checkbox"/>	Other: Informational <input type="checkbox"/>	Attachments <input type="checkbox"/>

**WORDING FOR AGENDA ITEM:** Committee Standardization and Publication

**EXECUTIVE SUMMARY:** The Board Administration should work to detail and describe on the website all committees and report back when this information is available to the public.

**BACKGROUND:** In 2015, Supervisor Ung brought forward a committee standardization form in order to make clear with transparency who sat on special-purpose committees created by the Board. In order to help standardize process, it is helpful for the public to know each committee that Supervisors are a part of. Not only should the public understand the committees we serve upon, but more clarity can be reached on each committee's purpose, frequency of meeting, etc. For example, who else is on each committee, when/where does each one meet, and what is the general purpose of each committee as it relates to county government? Similarly to how the Auditor's office has had links to contracts, so the public should be able to pull up this document and upon clicking on the committee, see all of this information. Doing so will also help the public understand some of the inner workings, process, and deliberation of their county government.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Give Direction

**ACTION REQUIRED:** Direct the Board Administration to complete this task and report back to the Board when complete.



WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) R

#13c

Date: December 24, 2015

Weekly Agenda Date: January 4, 2016

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: **Revision to Bylaws**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**WORDING FOR AGENDA ITEM:** Bylaws Update Clarifying Electronic Means and Committee Form

**EXECUTIVE SUMMARY:** The Board should adopt the following amendment to the bylaws. When the Chairperson is unable to attend, the bylaws should clarify that even if the Chairperson is able to attend by electronic means, that the Vice-Chairperson will run the meeting. Also, the Board took action late in the year to help standardize committees and the bylaws should reflect such action.

**BACKGROUND:** Early in 2015, the Board of Supervisors adopted bylaws in order to standardize good government procedures in accordance with Iowa law and in order to help run meetings effectively and efficiently.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Approve the "Action Required."

**ACTION REQUIRED:** I move that the bylaws be amended as follows:

Add "special purposes committees with the proper Board-approved committee form as needed subject to approval of the Board under Section 1., subsection "a. Chairperson."

Add under "b. Vice Chairperson: "Chairperson to include when the Chair participates by electronic means."

**Running Tally Report for Tax Askings and Expenditures exceeding Revenues  
Proposed FY 2017**

#17

	Tax Askings					Total Tax Asking Increase or (Decrease)
	<u>General Basic</u>	<u>General Supplemental</u>	<u>County Services (MH)</u>	<u>Debt Service</u>	<u>Rural Basic</u>	
<b>December 22, 2015 - Starting Position</b>	1,991,885	1,055,567	(633,080)	291,769	412,643	3,118,784
Potential Revenue With levy Rates the Same	(981,561)	(792,140)	0	(56,482)	(57,633)	(1,887,816)
Changes:						
December 22, 2015:						
District Health Allocation	E (219,858)					(219,858)
Fund Planning & Zoning with L.O.S.T.	R				(176,273)	(176,273)
January 4, 2016						
Subtotal - Increase or (Decrease)*	790,466	263,427	(633,080)	235,287	178,737	834,837

\* New taxes needed if tax rate stays the same

**Expenditures vs. (Revenues) Differential**

	<u>General Basic</u>	<u>General Supplemental</u>	<u>County Services (MH)</u>	<u>Debt Service</u>	<u>Rural Basic</u>
<b>December 22 - Starting Position</b>	1,991,885	1,055,567	(633,080)	270,774	205,438
Potential Revenue With levy Rates the Same	(981,561)	(792,140)	0	(56,482)	(57,633)
Changes:					
December 22, 2015					
District Health Allocation Reduced	E (219,847)				
Fund Planning & Zoning with L.O.S.T.	R				(176,273)
Subtotal	790,477	263,427	(633,080)	214,292	(28,468)

January 4, 2016





**THOMPSON, PHIPPS & THOMPSON, LLP**

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REMSEN, IOWA 51050  
(712) 786-2416

December 16, 2015

Woodbury County Board of Supervisors  
Woodbury County Courthouse  
620 Douglas Street  
Sioux City, IA 51101

DEC 19 2015 AM 10:42

Re: Nellie Belle Farms, LLC  
and RSBR Investments, LLC  
- Voluntary Annexation

Dear Board of Supervisors:

Enclosed please find the Application for Voluntary Annexation received by the City of Correctionville for property owned by Nellie Belle Farms, LLC and RSBR Investments, LLC. This notice is given to you pursuant to Iowa Code Sections 368.5 and 368.7 specifically to the Board of Supervisors of Woodbury County of the area in which the property lies. The property which is being annexed is legally described as follows:

COMMENCING AT THE EAST QUARTER CORNER SECTION 34,  
TOWNSHIP 89 NORTH, RANGE 42 WEST, WOODBURY COUNTY,  
IOWA; THENCE ALONG QUARTER SECTION LINE, NORTH 87  
DEGREES 43 MINUTES 43 SECONDS WEST 1014.58 FEET; THENCE  
DEPARTING SAID LINE, NORTH 02 DEGREES 16 MINUTES 17  
SECONDS EAST 61.44 FEET TO THE POINT OF BEGINNING BEING  
THE NORTHERN RIGHT-OF-WAY OF U.S. HIGHWAY 20; THENCE  
ALONG SAID RIGHT-OF-WAY THE FOLLOWING COURSES AND  
DISTANCES: NORTH 87 DEGREES 39 MINUTES 39 SECONDS WEST  
164.00 FEET TO STATION 10836+20/53' LEFT; THENCE NORTH  
02 DEGREES 20 MINUTES 48 SECONDS EAST 17.00 FEET TO  
STATION 10836+20/70' LEFT; THENCE NORTH 28 DEGREES 21  
MINUTES 45 SECONDS WEST 176.84 FEET INTERSECTING THE  
EASTERN RIGHT-OF-WAY OF HIGHWAY 31; THENCE ALONG  
HIGHWAY 31 RIGHT-OF-WAY THE FOLLOWING COURSES AND  
DISTANCES: NORTH 15 DEGREES 52 MINUTES 56 SECONDS EAST

79.07 FEET TO STATION 44+00.1/60' RIGHT; THENCE 85.01 FEET BY ARC DISTANCE ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 1086.00 FEET AND A CHORD BEARING OF NORTH 10 DEGREES 45 MINUTES 38 SECONDS EAST 84.99 FEET; THENCE DEPARTING SAID RIGHT-OF-WAY; SOUTH 87 DEGREES 39 MINUTES 39 SECONDS EAST 223.32 FEET; THENCE SOUTH 02 DEGREES 20 MINUTES 21 SECONDS WEST 330.00 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH:

COMMENCING AT THE SOUTHEAST CORNER OF THE NORTHEAST  $\frac{1}{4}$  OF SAID SECTION 34; THENCE NORTH  $87^{\circ}44'24''$  WEST, 1,323.76 FEET ALONG THE SOUTH LINE OF SAID NORTHEAST  $\frac{1}{4}$  TO THE SOUTHWEST CORNER OF THE SOUTHEAST  $\frac{1}{4}$  OF THE NORTHEAST  $\frac{1}{4}$  OF SAID SECTION 34; THENCE NORTH  $02^{\circ}21'26''$  EAST, 118.86 FEET ALONG THE WEST LINE OF SAID SOUTHEAST  $\frac{1}{4}$  OF THE NORTHEAST  $\frac{1}{4}$ ; THENCE SOUTH  $87^{\circ}40'04''$  EAST, 54.75 FEET TO A POINT ON THE EXISTING EAST RIGHT OF WAY LINE OF PRIMARY ROAD NO. IA31 AND THE POINT OF BEGINNING; THENCE NORTH  $02^{\circ}17'50''$  EAST, 112.07 FEET ALONG SAID EXISTING EAST RIGHT OF WAY LINE; THENCE SOUTH  $28^{\circ}21'18''$  EAST, 176.83 FEET; THENCE SOUTH  $02^{\circ}19'56''$  WEST, 17.00 FEET; THENCE NORTH  $87^{\circ}40'04''$  WEST, 40.00 FEET; THENCE NORTH  $74^{\circ}47'34''$  WEST, 35.90 FEET; THENCE NORTH  $14^{\circ}52'48''$  WEST, 51.30 FEET TO THE POINT OF BEGINNING, CONTAINING 7755 SQUARE FEET.

TOGETHER WITH:

ALL THAT PART OF THE FEE TITLE RIGHT-OF-WAY OF U.S. HIGHWAY NO. 20 LOCATED IN THE NORTHEAST QUARTER (NE  $\frac{1}{4}$ ) OF SECTION 34, TOWNSHIP 89 NORTH, RANGE 42 WEST OF THE 5TH P.M., WOODBURY COUNTY, IOWA BOUND ON THE NORTH BY THE NORTH LINE OF IA. HIGHWAY 20, LOCALLY KNOWN AS 11TH STREET, ON THE SOUTH BY THE SOUTH LINE OF SAID NORTHEAST QUARTER (NE  $\frac{1}{4}$ ), ON THE WEST BY THE WEST LINE OF IA. HIGHWAY 31, LOCALLY KNOWN AS DRIFTWOOD AVE., AND ON THE EAST BY A LINE PERPENDICULAR TO THE SOUTH LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER (SE  $\frac{1}{4}$  NE  $\frac{1}{4}$ ) OF SAID SECTION 34, PASSING THROUGH A POINT 1014.56 FEET WEST OF THE SOUTHEAST (SE) CORNER OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER (SE  $\frac{1}{4}$  NE  $\frac{1}{4}$ ).

Very truly yours,

Thompson, Phipps & Thompson, LLP  
Kingsley, Iowa

By:



Barry Thompson, Attorney  
City of Correctionville

BT:kp  
Enclosure





RSBR Investments, LLC,  
a Missouri Limited Liability Company

By: [Signature]  
Jacob W. Stauffer  
Executive Vice President  
P.O. Box 885  
West Plains, MO 65775

STATE OF Missouri )  
COUNTY OF Howell )

This record was acknowledged before me this 30<sup>th</sup> day of November, 2015,  
by Jacob W. Stauffer, Executive Vice-President of RSBR Investments, LLC, a Missouri Limited  
Liability Company.

[Signature]  
Notary Public

TAMMY LAIR  
Notary Public - Notary Seal  
STATE OF MISSOURI  
Howell County  
My Commission Expires May 24, 2018  
Commission #14433580

EXHIBIT "A"

PREPARED BY: I&S GROUP, INC. P.O. BOX 458 1725 N. LAKE AVE. STORM LAKE, IA. 50588

LEGAL DESCRIPTION:

COMMENCING AT THE EAST QUARTER CORNER SECTION 34, TOWNSHIP 89 NORTH, RANGE 42 WEST, WOODBURY COUNTY, IOWA; THENCE ALONG QUARTER SECTION LINE, NORTH 87 DEGREES 43 MINUTES 43 SECONDS WEST 1014.58 FEET; THENCE DEPARTING SAID LINE, NORTH 02 DEGREES 16 MINUTES 17 SECONDS EAST 61.44 FEET TO THE POINT OF BEGINNING BEING THE NORTHERN RIGHT-OF-WAY OF U.S. HIGHWAY 20; THENCE ALONG SAID RIGHT-OF-WAY THE FOLLOWING COURSES AND DISTANCES: NORTH 87 DEGREES 39 MINUTES 39 SECONDS WEST 164.00 FEET TO STATION 10836+20/53' LEFT; THENCE NORTH 02 DEGREES 20 MINUTES 48 SECONDS EAST 17.00 FEET TO STATION 10836+20/70' LEFT; THENCE NORTH 28 DEGREES 21 MINUTES 45 SECONDS WEST 176.84 FEET INTERSECTING THE EASTERN RIGHT-OF-WAY OF HIGHWAY 31; THENCE ALONG HIGHWAY 31 RIGHT-OF-WAY THE FOLLOWING COURSES AND DISTANCES: NORTH 15 DEGREES 52 MINUTES 56 SECONDS EAST 79.07 FEET TO STATION 44+00.1/60' RIGHT; THENCE 85.01 FEET BY ARC DISTANCE ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 1086.00 FEET AND A CHORD BEARING OF NORTH 10 DEGREES 45 MINUTES 38 SECONDS EAST 84.99 FEET; THENCE DEPARTING SAID RIGHT-OF-WAY; SOUTH 87 DEGREES 39 MINUTES 39 SECONDS EAST 223.32 FEET; THENCE SOUTH 02 DEGREES 20 MINUTES 21 SECONDS WEST 330.00 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH:

COMMENCING AT THE SOUTHEAST CORNER OF THE NORTHEAST ¼ OF SAID SECTION 34; THENCE NORTH 87°44'24" WEST, 1,323.76 FEET ALONG THE SOUTH LINE OF SAID NORTHEAST ¼ TO THE SOUTHWEST CORNER OF THE SOUTHEAST ¼ OF THE NORTHEAST ¼ OF SAID SECTION 34; THENCE NORTH 02°21'26" EAST, 118.86 FEET ALONG THE WEST LINE OF SAID SOUTHEAST ¼ OF THE NORTHEAST ¼; THENCE SOUTH 87°40'04" EAST, 54.75 FEET TO A POINT ON THE EXISTING EAST RIGHT OF WAY LINE OF PRIMARY ROAD NO. IA31 AND THE POINT OF BEGINNING; THENCE NORTH 02°17'50" EAST, 112.07 FEET ALONG SAID EXISTING EAST RIGHT OF WAY LINE; THENCE SOUTH 28°21'18" EAST, 176.83 FEET; THENCE SOUTH 02°19'56" WEST, 17.00 FEET; THENCE NORTH 87°40'04" WEST, 40.00 FEET; THENCE NORTH 74°47'34" WEST, 35.90 FEET; THENCE NORTH 14°52'48" WEST, 51.30 FEET TO THE POINT OF BEGINNING, CONTAINING 7755 SQUARE FEET.

TOGETHER WITH:

ALL THAT PART OF THE FEE TITLE RIGHT-OF-WAY OF U.S. HIGHWAY NO. 20 LOCATED IN THE NORTHEAST QUARTER (NE ¼) OF SECTION 34, TOWNSHIP 89 NORTH, RANGE 42 WEST OF THE 5TH P.M., WOODBURY COUNTY, IOWA BOUND ON THE NORTH BY THE NORTH LINE OF IA. HIGHWAY 20, LOCALLY KNOWN AS 11TH STREET, ON THE SOUTH BY THE SOUTH LINE OF SAID NORTHEAST QUARTER (NE ¼), ON THE WEST BY THE WEST LINE OF IA. HIGHWAY 31, LOCALLY KNOWN AS DRIFTWOOD AVE., AND ON THE EAST BY A LINE PERPENDICULAR TO THE SOUTH LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER (SE ¼ NE ¼) OF SAID SECTION 34, PASSING THROUGH A POINT 1014.56 FEET WEST OF THE SOUTHEAST (SE) CORNER OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER (SE ¼ NE ¼).

ANNEXATION PLAT  
CITY OF CORRECTIONVILLE  
PART NE 1/4  
SECTION 34  
T-89-N R-32-W  
WOODBURY COUNTY, IOWA

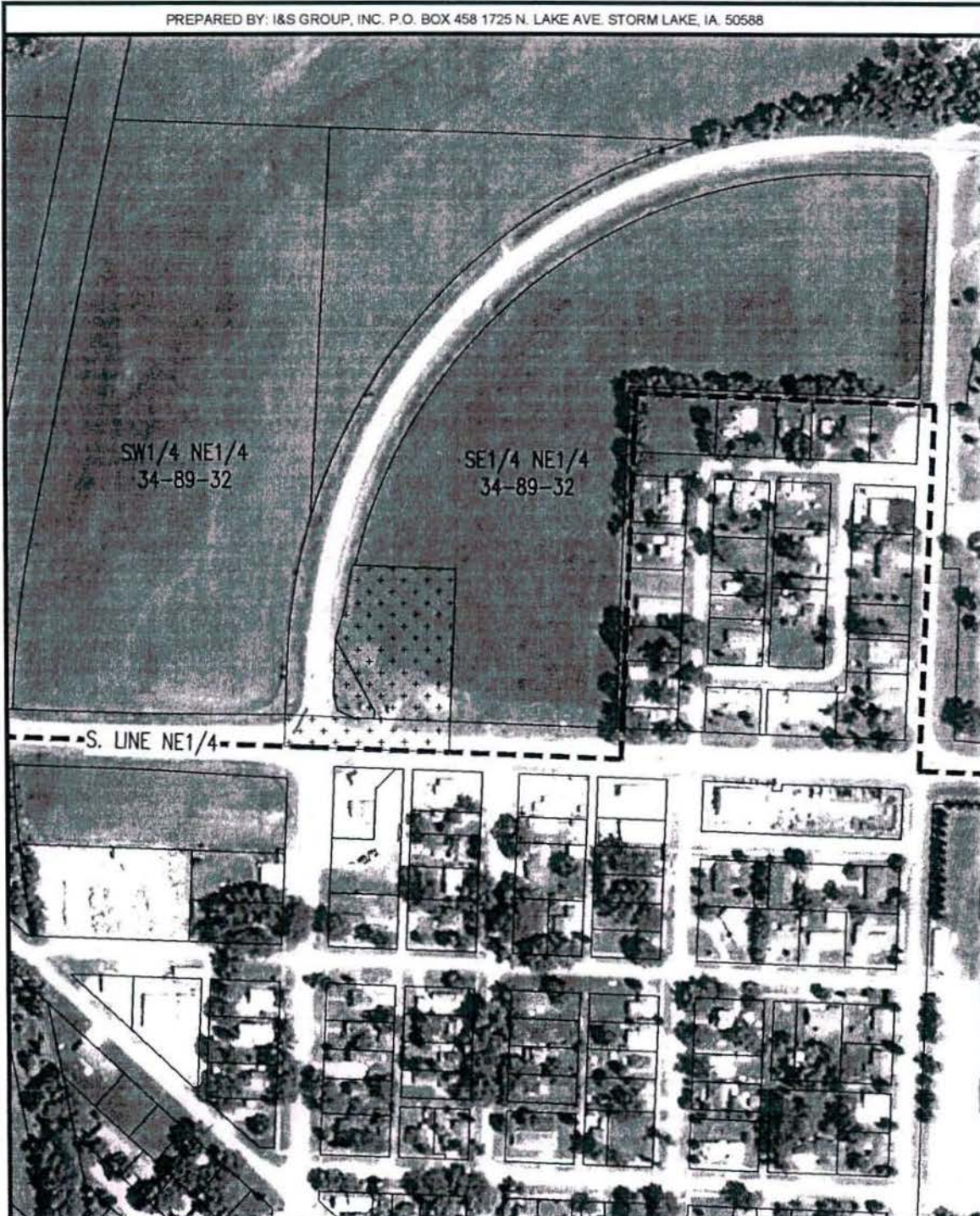


1725 N. Lake Ave.  
Storm Lake Ia. 50588  
Ph: 712-732-7745  
PN: 15-15276  
Drawn: ALD  
Sheet 2 OF 2  
Surveyed by:  
Survey Date:  
Revision Date:  
Drawing Name:



ANNEXATION MAP

PREPARED BY: I&S GROUP, INC. P.O. BOX 458 1725 N. LAKE AVE. STORM LAKE, IA. 50588



DRAWING NOT TO SCALE

 ANNEXATION AREA  
 EXISTING CITY LIMITS

ANNEXATION EXHIBIT  
NE 1/4  
SECTION 34  
T-89-N R-32-W  
WOODBURY COUNTY, IOWA



1725 N. Lake Ave.  
Storm Lake Ia. 50588  
Ph: 712-732-7745  
PN: 15-15276  
Drawn: ALD  
Sheet 1 OF 2  
Surveyed by:  
Survey Date:  
Revision Date:  
Drawing Name:



**Woodbury County Conservation Board**  
4500 Sioux River Road Sioux City, IA 51109-1657

Phone: 712/258-0838  
Fax: 712/258-1261

Board Members:  
Cindy Bennett  
Suzan Boden  
Don Dixon  
Mark Taylor, D.O.  
Christine Zellmer-Zant

Rick D. Schneider, Director  
Mark Peterson, Deputy Director  
Dawn Snyder, Education Director

Thursday January 7, 2016

**MONTHLY MEETING AGENDA – 5:00 P.M.**  
Dorothy Pecaut Nature Center  
4500 Sioux River Road, Sioux City, IA 51109

- **Call to order / roll call** – quorum / open meeting compliance
- **Public comment / input** – this is an opportunity for the public to address any subject pertaining to Conservation Board business.

**CONSENT AGENDA**

- C1. Approve minutes of the December 1, 2015 monthly meeting.
- C2. Approve December 2015 claims and expenditures.
- C3. Receive and place on file the December 2015 financial / budget report and the 2<sup>nd</sup> Quarter FY 16 Reserve Fund Report.
- C4. Acceptance of Gifts/Donations:
  - 1. Gary Heineman – Birdseed
  - 2. Shannon Fredrickson – Memorial tree and bench for Little Sioux Park
  - 3. Jolly Time Popcorn – Popcorn for Winter Fun Day
  - 4. Bomgaars – Tree and birdseed for Winter Fun Day
  - 5. Panera – Bagels for Winter Fun Day
  - 6. \$100 for adoption of box turtles in honor of Kai Herron
  - 7. Barbara Benson – Framed wildlife prints and figurines

**REGULAR AGENDA**

- R1. Approve consent agenda. (Conservation Board)
- R2. Election of Board Officers and committee assignments for 2016. (Conservation Board)
- R3. Approval of IDNR Water Recreation Access Cost-share grants for new docks at Brown's Lake. (Peterson)

*"Conservation is everybody's business"*



- R4. Capital Improvement Projects Update (Schneider)
  - 1. Southwood Cabins
  - 2. Brown's Lake campground drainage project
  - 3. Southwood residence remodeling
  
- R5. Board member / staff reports – Board members and staff may report on meetings or activities that they have been involved with. (Board and staff)
  - 1. Nature Center activities (Snyder)
  - 2. Park activities (Peterson)
  - 3. Administrative items (Schneider)
    - a. Strategic planning session January 30th
    - b. 2015 CRP payments
    - c. Set date for February Board meeting
  
- R6. Adjournment

**CALENDAR OF EVENTS:**

- 1. Winterfest Employees Workshop – January 19-21, 2016, Waterloo, IA
- 2. Conservation Board meeting – February 4, 2016, DPNC
- 3. Woodbury County Conservation Foundation Annual Meeting – February 28, 2016, Dorothy Pecaut Nature Center





LaunchPAD Children's Museum  
623 Pearl Street  
PO Box 833  
Sioux City IA 51102

[www.launchpadmuseum.org](http://www.launchpadmuseum.org)  
712-224-2542  
[info@launchpadmuseum.org](mailto:info@launchpadmuseum.org)

December 10, 2015

Dear friends:

The final countdown is on! **We will have LIFTOFF for LaunchPAD Children's Museum on February 11, 2016.** So much has happened this year:

- We re-branded the Children's Museum of Siouxland to LaunchPAD Children's Museum. "PAD" stands for "Play And Discover" and reflects our emphasis on hands-on experimentation to form the base of a lifetime of learning.
- Because of friends like you, we raised more than \$7 million for this very important project!
- Building construction went very smoothly and our physical space is nearly complete.
- Exhibit fabrication has proceeded on schedule. In fact, exhibits are being installed as I write this letter!
- Bob Fitch, a seasoned nonprofit leader, was hired as the permanent executive director. Bob has been busily building the team that will greet our visitors and run the museum on a daily business.

Consider adding us to your year-end checklist:

- ✓ Please consider a year-end, tax-deductible gift to the LaunchPAD Children's Museum LIFTOFF campaign to help us fuel up for a successful grand opening in less than two months. Your donations will ensure that our visitor experience is first-rate and that we can provide access for all children, regardless of income or ability.
- ✓ If you have children under the age of 10 in your home, join LaunchPAD as a member for only \$85 per year. Membership is the best value for your family! Upgrade to a premium membership to receive half-price admission at 200 other children's museums across the country. Consider an extra membership card for a nanny or grandparent for only \$20.
- ✓ LaunchPAD membership also makes a great gift.

Use the enclosed form to purchase membership for yourself or others, or you can do so at [www.launchpadmuseum.com](http://www.launchpadmuseum.com).

Thanks for your support over the years as we've worked to make this project a reality. See you in February!

Sincerely,

Jay Chesterman, President  
LaunchPAD Children's Museum

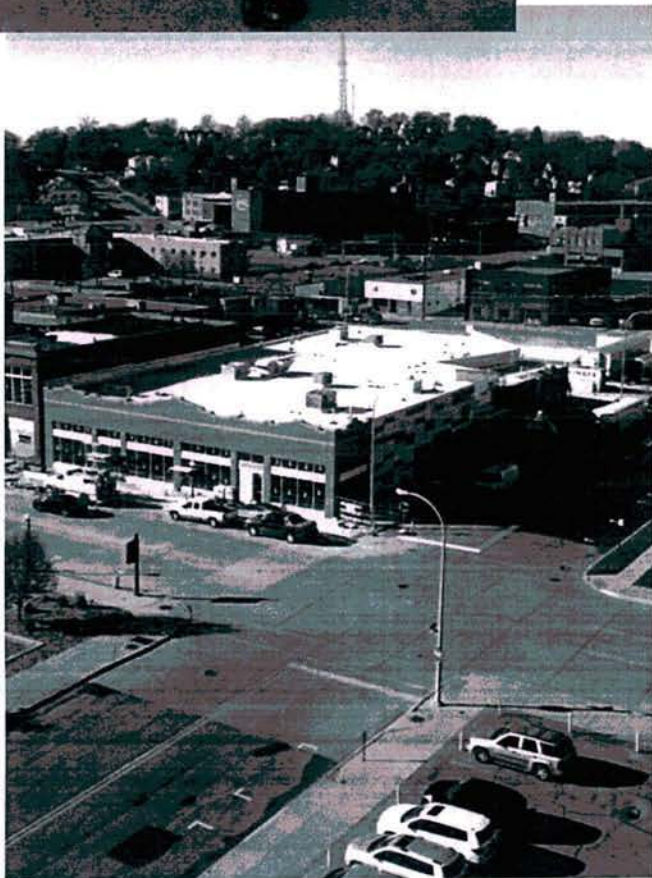




**CHILDREN'S MUSEUM**



Far left: Consultant Darren Macfee conducts a tour for the Siouxland Chamber Community Enhancement Committee. Top center: Fabrication of the water exhibit nears completion.



Left: An aerial view of LaunchPAD at 623 Pearl Street. Above: Installation of the climber. Right: Executive Director Bob Fitch, center, with Moose and Google of Q102 radio on the day the LaunchPAD brand was introduced.







LaunchPAD Children's Museum  
623 Pearl Street  
PO 833  
Sioux City IA 51102

712-224-2542  
info@launchpadmuseum.com  
www.launchpadmuseum.com

## Membership: The Best Value for Your Family!

For just \$85, you can have unlimited admission for your family for the entire year!

Plus there are lots of extras. Your membership includes:

- ✓ Unlimited visits to the museum for one year for up to 2 adults living at the same address and the dependent children under age 18 residing in the same household.
- ✓ Special members-only preview days before the museum opens to the general public in February 2016!
- ✓ Members-only hours every Tuesday and Wednesday from 9:00-10:00 a.m.
- ✓ 2 free admission passes to bring friends along.
- ✓ Advance notice and access to special events.
- ✓ 15% off birthday party room rentals.
- ✓ 15% off meeting room rental.
- ✓ 15% off renting the entire museum for an evening for your private group.

### Membership Application

Primary contact/Card Holder #1: \_\_\_\_\_ Phone: \_\_\_\_\_  Cell?\*

Card Holder #2 (optional): \_\_\_\_\_ Phone: \_\_\_\_\_  Cell?\*

Street address: \_\_\_\_\_

City/state/zip: \_\_\_\_\_

Email address: \_\_\_\_\_

\*If you checked the box above indicating a cell phone number, may we text occasional notices and offers to you?  
 Yes  No

Names and ages of dependent children living at this address:

1. _____ Age: _____	4. _____ Age: _____
2. _____ Age: _____	5. _____ Age: _____
3. _____ Age: _____	6. _____ Age: _____

**YES, sign us up for LaunchPAD basic membership!** **\$85**

Option 1. Association of Children's Museums reciprocal membership. Become a **premium member** for just \$40 extra and you'll receive half price admission to more than 200 participating children's museums across the country. More info on our website. \$ \_\_\_\_\_

Option 2. Add an extra cardholder for \$20 (recommended for a grandparent, nanny or babysitter who would regularly be bringing your child.)  
Limit one extra cardholder per membership. Name: \_\_\_\_\_ \$ \_\_\_\_\_

Option 3. Help support our mission with a donation (charitable, tax deductible). \$ \_\_\_\_\_

**GRAND TOTAL** ..... **\$ \_\_\_\_\_**

Check enclosed -or-  Charge my credit card:

Number \_\_\_\_\_

Expiration \_\_\_\_\_

CVV code \_\_\_\_\_

#### Restrictions

- Memberships are non-transferrable and non-refundable.
- Government-issued identification is required at check-in. An adult listed on the membership must be present during each visit.
- Member benefits are subject to change without notice.





## LIFTOFF!

✓ Yes, we want to help create the best experience possible for Siouxland's children and help to provide access to low income families. Here is our tax-deductible gift.

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> \$100                              | <input type="checkbox"/> \$500        |
| <input type="checkbox"/> \$1,000                            | <input type="checkbox"/> \$5,000      |
| <input type="checkbox"/> \$10,000                           | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Monthly recurring gift of \$ _____ |                                       |

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Check enclosed

Charge my credit card:

# \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVC \_\_\_\_\_

Return this completed card with payment to:

LaunchPAD Children's Museum

PO Box 833

Sioux City IA 51102

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

<u>DATE</u>	<u>Day</u>	<u>DAILY TOTAL</u>	<u>LEC</u>	<u>ELECTRONIC MONITORING</u>	<u>PRAIRIE HILLS</u>	<u>FEDERAL PRISONERS</u>
12/5/15	Saturday	216	206	10	0	20
12/6/15	Sunday	211	201	10	0	21
12/7/15	Monday	212	202	10	0	21
12/8/15	Tuesday	227	215	12	0	22
12/9/15	Wednesday	224	211	13	0	22
12/10/15	Thursday	205	192	13	0	21
12/11/15	Friday	210	197	13	0	21
		<b>1505</b>	<b>1424</b>	<b>81</b>	<b>0</b>	<b>148</b>

**24 HOUR DAILY COUNT**

<u>DATE</u>	<u>TOTAL</u>	<u>MALE</u>	<u>FEMALE</u>
12/5/15	246	203	43
12/6/15	231	194	37
12/7/15	227	195	32
12/8/15	243	206	37
12/9/15	248	212	36
12/10/15	237	200	37
12/11/15	226	194	32
	<b>1658</b>	<b>1404</b>	<b>254</b>

\*Highest population count each day

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

<u>DATE</u>	<u>Day</u>	<u>DAILY TOTAL</u>	<u>LEC</u>	<u>ELECTRONIC MONITORING</u>	<u>PRAIRIE HILLS</u>	<u>FEDERAL PRISONERS</u>
12/12/15	Saturday	214	202	12	0	
12/13/15	Sunday	221	209	12	0	
12/14/15	Monday	210	198	12	0	
12/15/15	Tuesday	204	192	12	0	
12/16/15	Wednesday	208	197	11	0	
12/17/15	Thursday	211	201	10	0	
12/18/15	Friday	205	196	9	0	
		<b>1473</b>	<b>1395</b>	<b>78</b>	<b>0</b>	<b>0</b>
<b>24 HOUR DAILY COUNT</b>						
<u>DATE</u>	<u>TOTAL</u>	<u>MALE</u>	<u>FEMALE</u>			
12/12/15	244	211	33			
12/13/15	239	201	38			
12/14/15	231	196	35			
12/15/15	225	191	34			
12/16/15	222	183	39			
12/17/15	233	196	37			
12/18/15	241	204	37			
	<b>1635</b>	<b>1382</b>	<b>253</b>			
*Highest population count each day						



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

<u>DATE</u>	<u>Day</u>	<u>DAILY TOTAL</u>	<u>LEC</u>	<u>ELECTRONIC MONITORING</u>	<u>PRAIRIE HILLS</u>	<u>FEDERAL PRISONERS</u>
12/19/15	Saturday	191	184	7	0	
12/20/15	Sunday	193	186	7	0	
12/21/15	Monday	196	189	7	0	18
12/22/15	Tuesday	184	176	8	0	17
12/23/15	Wednesday	193	185	8	0	20
12/24/15	Thursday	195	187	8	0	21
12/25/15	Friday	190	182	8	0	21
		<b>1342</b>	<b>1289</b>	<b>53</b>	<b>0</b>	<b>97</b>
<b>24 HOUR DAILY COUNT</b>						
<u>DATE</u>	<u>TOTAL</u>	<u>MALE</u>	<u>FEMALE</u>			
12/19/15	217	179	38			
12/20/15	208	174	34			
12/21/15	223	183	40			
12/22/15	211	173	38			
12/23/15	217	176	41			
12/24/15	214	175	39			
12/25/15	211	179	32			
	<b>1501</b>	<b>1239</b>	<b>262</b>			
*Highest population count each day						

**WOODBURY COUNTY JUVENILE DETENTION CENTER**

Trosper-Hoyt Bldg.  
822 Douglas St. - 4th Floor  
Sioux City, Iowa 51101

Phone 712-279-6622  
Email: moisen@sioux-city.org  
Fax 712-234-2900

**6:00 a.m.**

**6:00 p.m.**

December, 2015

December 14, 2015		10
December 15, 2015	9	9
December 16, 2015	9	9
December 17, 2015	9	9
December 18, 2015	9	9
December 19, 2015	9	9
December 20, 2015	9	9
December 21, 2015	9	

The Center averaged 9 residents per day during the 6:00 a.m. head count and 9.1 residents per day during the 6:00 p.m. check for a weekly average of 9 residents per day during the above week.

Of the nine residents detained at 6:00 a.m. on December 21, 2015 four or forty four percent were identified gang members. Of the four none one was identified as a hard-core members.

Mark Olsen

Director

WCJDC

December 21, 2015

**WOODBURY COUNTY JUVENILE DETENTION CENTER**

Trosper-Hoyt Bldg.  
822 Douglas St. - 4th Floor  
Sioux City, Iowa 51101

Phone 712-279-6622  
Email: molsen@sioux-city.org  
Fax 712-234-2900

**6:00 a.m.**

**6:00 p.m.**

**December, 2015**

<b>December 7, 2015</b>		<b>13</b>
<b>December 8, 2015</b>	<b>13</b>	<b>13</b>
<b>December 9, 2015</b>	<b>13</b>	<b>13</b>
<b>December 10, 2015</b>	<b>13</b>	<b>10</b>
<b>December 11, 2015</b>	<b>10</b>	<b>10</b>
<b>December 12, 2015</b>	<b>10</b>	<b>10</b>
<b>December 13, 2015</b>	<b>10</b>	<b>10</b>
<b>December 14, 2015</b>	<b>10</b>	

11.3 residents per day during the 6:00 a.m. head count and 11.3 during the 6:00 p.m. check for a weekly average of 11.3 residents per day during the above week.

Of the ten residents detained on December 14, 2015 four or forty percent were identified as gang members. Of the four no one was identified as hard-core members.

**Mark Olsen**

**Director**

**WCJDC**

**December 7, 2015**



**WOODBURY COUNTY JUVENILE DETENTION CENTER**

Trosper Hoyt Bldg.  
822 Douglas St. - 4th Floor  
Sioux City, Iowa 51101

Phone 712-279-6622  
Email: molsen@sioux-city.org  
Fax 712-234-2900

**6:00 a.m.**

**6:00 p.m.**

November, 2015

November 30, 2015

15

December, 2015

December 1, 2015

15

15

December 2, 2015

15

13

December 3, 2015

13

13

December 4, 2015

13

13

December 5, 2015

13

13

December 6, 2015

13

13

December 7, 2015

13

12.1 residents per day during the 6:00 a.m. head count and 12.1 residents during the 6:00 p.m. check for a weekly average of 12.1 residents per day during the above week.

As of 6:00 a.m. on December 7, 2015 five or 38 percent were identified as gang members. Of the five none one was identified as hard-core members.

Mark Olsen

Director

WCJDC

December 7, 2015