



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (FEBRUARY 9, 2016) (WEEK 6 OF 2016)

Agenda and Minutes also available at
www.woodburycountyiowa.gov

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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held February 9, 2016 at **4:30 p.m.** Preceding this meeting, Budget Review Discussions will be held at **1:30 p.m.** in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

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

AGENDA

- 1:30 p.m. 1. Budget Review Discussion for FY 2017**
- a. Update on Tax Rate Report
 - b. County Attorney
 1. Administration
 2. HIDTA Grant
 3. Edward Bryne Grant
 4. Juvenile Division
 5. Jury & Witness Fees
 6. County Attorney Forfeiture
 - c. Ambulance Services – SPI
 - d. WCICC-IT
 - e. Discussion/Action of Wage Plan Salaries
 - f. Improvement Requests
 1. County Attorney (General Basic)
 - a. Add one assistant county attorney – CAP supported
 - b. Add one support staff personnel – CAP supported
 2. Veteran Affairs (General Basic)
 - a. Grant the Executive Director 5% merit increase – Tax Supported
 - b. Adding one service officer – Tax Supported

3. Conservation (General Basic)
 - a. Add new full-time Resource Technician at Little Sioux Park and eliminate a season/temp summer ranger – Tax Supported
 - b. Increase hours from 24 to 26 hours per week for three positions in the Conservation/Naturalist department – Tax Supported
4. Secondary Roads Request
 - a. Promote the GIS Specialist to Facilities and Inventory Manager – No tax effect
5. WCICC (General Basic)
 - a. Add a new position for a full-time IT Specialist – Tax supported
6. Emergency Services (General Supplemental)
 - a. Hire three new full-time Operational Officers – Tax supported
 - b. One new motor vehicle – Tax supported
7. Woodbury County Soil and Water Conservation District (General Basic)
 - a. Add a new part-time position – Tax supported

4:30 p.m. 2. Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence

3. Citizen Concerns Information

4. Approval of the agenda February 9, 2016 Action

5. Approval of the minutes of the January 26, 2016 meeting Action

6. Discussion and approval of claims Action

7. Board Administration/Public Bidder – Karen James

a. Consideration of appointment to the Commission to Assess Damages – Category D Action

b. Approval of Resolution for Notice of Property Sale Parcel #059025 Action

c. Approval of Resolution for Notice of Property Sale Parcel #623385 Action

4:35 p.m. d. Public Hearing and Sale of Property Parcel #524265 (aka 411 21st Street) Action

(Set time)

4:37 p.m. e. Public Hearing and Sale of Property Parcel #059190 (aka 1420 Center) Action

(Set time)

8. Human Resources – Ed Gilliland

a. Approval of Memorandum of Personnel Transactions Action

b. Presentation of award certificate to Dawn Norton Action

c. CWA Deputy Sheriff's ratified tentative agreement for approval, discussion and action Action

d. CWA Secondary Roads ratified tentative agreement for approval, discussion and action Action

e. Severe Weather Closing, Discussion and Action Action

9. Assistant County Attorney – Joshua Widman

Discussion and approval of a resolution for a Written Compromise Agreement With Electronic Engineering, Co. concerning delinquent taxes on Parcel #89481240091 Action

10. County Auditor – Patrick Gill

Receive County Recorder's Report of Fees Collected Action

11. Consideration of appointment of Bryan W. Steussy, M.D. as Assistant Woodbury County Medical Examiner Action

12. a. Approval of awarding County Farm bid to Whiskey Creek Partnership Action

b. Approval of Farm Lease Contract with Whiskey Creek Partnership Action

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| 13. Rural Economic Development – David Gleiser | |
| a. Resolution on Comprehensive Planning Services for Rural Cities | Information |
| b. Comprehensive Planning Services for Rural Cities Request for Proposals (RFP) | Information |
| c. Funding Opportunity through the United States Department of Agriculture (USDA) Rural Development – Rural Business Development Grant (RBDG) | Information |
| d. Update on the status of Foreign Trade Zone (FTZ) application | Information |
| e. Usage of Woodbury County logo | Information |
| f. Appoint County representative to attend the 62 nd annual Siouxland Washington DC Conference | Action |
| 14. Williams & Company – Jeff Peters | |
| Discuss and receive the Woodbury County's Certified Annual Financial Report For FY 2015 | Action |
| 15. County Sheriff – Dave Drew | |
| Approval of 28E Agreement between Woodbury County, Iowa and the City of Correctionville, Iowa to provide law enforcement services | Action |
| 16. Board Administration – Mark Monson | |
| Discussion of equipment from Woodbury County Mental Health | Information |
| 17. Building Services – Kenny Schmitz | |
| Approval of Courthouse rotunda light globes | Action |
| 18. Secondary Roads – Mark Nahra | |
| a. Consider approval of plans for Project ER-CO97(125)—5E-97, Storm Damage Repair on Routes D38 and D50 | Action |
| b. Receive and consider of award a quotation for a new motor grader | Action |
| c. Review and approval of Secondary Road Department Policy for the use of cross road culverts for manure handling | Action |
| d. Review and approval of Secondary Road Department Policy for Purchase of Small Vehicles | Action |
| Recess Board Of Supervisors Meeting
Convene Orton Slough Drainage District | |
| 19. Consideration of approval of the contracts for right of way acquisition for the Orton Slough Ditch Project | Action |
| Adjourn Orton Slough Drainage District
Continue Board of Supervisors Meeting | |
| 20. Chairman's Report | Information |
| a. Department Head Meeting | |
| b. State Historical Society and LED Lighting | |
| c. Public Bidder Attendance | |
| d. Sioux City Open Record Request of Woodbury County | |
| e. LEC Expansion Committee Notice | |
| f. Sioux City Children's Museum Grand Opening | |
| 21. Reports on Committee Meetings | Information |
| 22. Citizen's Concerns | Information |
| 23. Board Concerns and Comments | Information |

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

WEDNESDAY, FEBRUARY 10	8:05 a.m.	Woodbury County Information Communication Commission, Board of Supervisors' Chambers
THURSDAY, FEBRUARY 11	7:00 p.m.	Siouxland Mental Health Center, Board Meeting, 625 Court Street
	12:00 p.m.	SIMPCO Board of Directors, 1122 Pierce St, Sioux City, Iowa
MONDAY, FEBRUARY 15	4:30 p.m.	Community Action Agency of Siouxland Board Meeting, 2700 Leech
WEDNESDAY, FEBRUARY 17	12:00 noon	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202, Sioux City, Iowa
	10:00 a.m.	Senior Center Board of Directors Meeting, 313 Cook Street
THURSDAY, FEBRUARY 18	11:00 a.m.	Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St., Sioux City, Iowa
MONDAY, FEBRUARY 22	6:00 p.m.	Zoning Commission Meeting, Board of Supervisors' Chambers
	7:30 p.m.	Fair Board Meeting, Woodbury County Fair Office, Fairgrounds, Merville, Iowa
WEDNESDAY, FEBRUARY 24	10:00 a.m.	Policy Review Committee Meeting, Board of Supervisors Meeting Room, First Floor
TUESDAY, MARCH 1	4:45 p.m.	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
WEDNESDAY, MARCH 2	12:00 noon	District Board of Health Meeting, 1014 Nebraska St.
THURSDAY, MARCH 3	5:00 p.m.	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
MONDAY, MARCH 7	6:00 p.m.	Board of Adjustment meeting, Board of Supervisors' Chambers

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.

The Running Total: Current Tax Rates for FY 16

Certified budget March 15, 2015

Woodbury County: County-Wide
\$7.52 / \$1,000

-\$0.25

Woodbury County: Rural Unincorporated
\$10.64 / \$1,000

-\$0.78

The Running Total: Current Tax Rates for FY 17

After December 1, 2015 Adjustment*

Woodbury County: County-Wide
\$7.79 / \$1,000

+\$0.27

Woodbury County: Rural Unincorporated
\$11.44 / \$1,000

+\$0.80

**Total department budget requests including improvement items*

The Running Total: Current Tax Rates for FY 17

After December 22, 2015 Adjustment

Woodbury County: County-Wide
\$7.74 / \$1,000

+\$0.22

-\$0.05

Woodbury County: Rural Unincorporated
\$11.22 / \$1,000

+\$0.58

-\$0.22

*Major actions: Reduced allocation to Siouxland District Health,
Local Option Sales Tax funding for P&Z, Econ. Development*

The Running Total: Current Tax Rates for FY 17

After January 4, 2016 Adjustment

Woodbury County: County-Wide
\$7.68 / \$1,000

+\$0.16

-\$0.06

Woodbury County: Rural Unincorporated
\$11.17 / \$1,000

+\$0.53

-\$0.05

Major actions: Reduced allocation to Juvenile Detention, combining positions, aligning budget to allocation

The Running Total: Current Tax Rates for FY 17

After January 12, 2016 Adjustment

Woodbury County: County-Wide
\$7.66 / \$1,000

+\$0.14

-\$0.02

Woodbury County: Rural Unincorporated
\$10.76 / \$1,000

+\$0.12

-\$0.41

*Major actions: Reduced allocation to Electrical line items, Reduction in
Emergency Services and use of L.O.S.T. for tax reduction Secondary Roads*

The Running Total: Current Tax Rates for FY 17

After January 19, 2016 Adjustment

Woodbury County: County-Wide
\$7.62 / \$1,000

+\$0.10

-\$0.04

Woodbury County: Rural Unincorporated
\$10.72 / \$1,000

+\$0.08

-\$0.04

Major actions: Reduced allocation to Sheriff's Departments and Building Services

The Running Total: Current Tax Rates for FY 17

After January 26, 2016 Adjustment

Woodbury County: County-Wide
\$7.59 / \$1,000

+\$0.07

-\$0.03

Woodbury County: Rural Unincorporated
\$10.69 / \$1,000

+\$0.05

-\$0.03

Major actions: Reduced allocation to Building Services, Board Expense, Veteran Affairs and increases in Medical Examiner, Communications Center.

#1a

Tax Rates Include All Improvement Requests

<u>Fund</u>	<u>FY 2016 Current Tax Rates</u>	<u>Worst Case Senerio Tax Rates for FY 2017</u>	<u>After 12-22-15 Adjustments</u>	<u>After 1-4-16 Adjustments</u>	<u>After 1-12-16 Adjustments</u>	<u>After 1-19-16 Adjustments</u>	<u>After 1-26-16 Adjustments</u>	<u>After 2-2-16 Adjustments</u>
General Basic	3.50000	3.81946	3.76337	3.76337	3.74769	3.70670	3.67738	
General Supplemental	2.82458	2.97915	2.97915	2.92650	2.92134	2.92032	2.92032	
County Services	0.97917	0.72746	0.72746	0.72746	0.72746	0.72746	0.72746	
Debt Service	0.21239	0.26708	0.26708	0.26708	0.26708	0.26708	0.26708	
Total County - Wide Tax Rate	7.51614	7.79315	7.73706	7.68441	7.66357	7.62156	7.59224	0.00000
Rural Basic	3.12277	3.64728	3.48231	3.48231	3.10081	3.10081	3.10081	
Total Township Tax Rate	10.63891	11.44043	11.21937	11.16672	10.76438	10.72237	10.69305	0.00000

Taxable Valuations:

Rural (Townships)	1,068,524,464
Urban (Cities)	2,851,812,073
Total for County	3,920,336,537
Debt Service	4,302,351,792



Woodbury County Commission of Veteran Affairs
1211 Triview Avenue
Sioux City, Iowa 51103
Phone: 712-279-6605 or 6606
Fax: 712-224-4093



Leon Koster
Chairman

Vicki DeWitt
Secretary

William Burkhardt
Member

Katherine Moreno
Member

Lincoln Ryan
Member

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

January 5, 2016

Re: New Hire

Dear Supervisors:

We, the Woodbury County Commission of Veteran Affairs, propose hiring another Service Officer for the purpose of assisting the Executive Director and current Service Officer to better serve Woodbury County Veterans. This position is needed due to continued foot traffic, changes in office requirements, changes in available benefits* and a desire to serve our Veterans more effectively and efficiently. This need was considered in the planning of our office, but became more apparent once doing business in the TriView location. We barely have room for staff and supplies in our current location and absolutely no room to expand.

Word of mouth, easier access and better visibility, has enabled many more Woodbury County Veterans to inquire and to utilize our services. The TriView location is a wonderful asset to our Veterans. To ensure fulfillment of Iowa Code and to properly serve Veterans, we are expected to both provide outreach and obtain continuing education, requiring staff to leave the office. With an additional Service Officer, we could provide more availability to the public, as well as direct contact with potential pensioners. We receive 35-50 new contacts per month from the Iowa Department of Veteran affairs (IDVA). These potential clients receive only a mailer requesting personal and financial information. Therefore, the response to these mailers are extremely limited. One new pensioner in receipt of maximum benefit would bring over \$2000 per month into our county. The ability to serve an even larger clientele would add to the receipt of benefits by our Veterans, as a result of our efforts (FY14 \$34,331,000/FY10 \$22,312,000).

Director Dempster has been working diligently to handle an incredibly increased Federal caseload (from less than 700 clients in 2005, to over 3000 current clients). The office also assists about 1000 clients with issues that do not involve entry into the Federal database (assistance, discharges, drivers license, Iowa benefits, Veterans Home and others). Our foot traffic in 2010 averaged 184 visitors per month. Our current foot traffic averages 222 visitors per month, about 21% more than our first year at the new location, which was a 210% increase over the Courthouse location. The resignation of the last Service Officer was partially caused by a totally overwhelming workload. More and more Veterans are filing for

pension and compensation. The need for more staff has existed for years, but Director Dempster has endeavored to serve without requesting help. Director Dempster has taken a more significant role in the Iowa Association in order to have a more direct effect for our Veterans, to include a chance to influence legislation. Doing so requires even more time and effort on her part, which increases the workload of CVSO Hansen.

The new hire could assist in handling the current and potentially increased caseload. Because this would be a new position, it has not been funded in our past budgets and would need to be added into future budgets (current cost with benefits, about \$52,500). There would also be added expense to expand our space to include another private office. We understand that budget is a huge issue. However, our request for another staff member is merited based on increased business and our desire as a department to reach more County Veterans. Obtaining more benefits improves the lives of our Veterans, as well as improving our local economy. Please provide us with direction and action regarding this staff addition.

Sincerely,

Leon Koster
Chairman

Vicki DeWitt
Secretary

Bill Burkhart
Member

Katherine Moreno
Member

Lincoln Ryan
Member

*Foot traffic is over 200% more than in the Courthouse and continues to grow.

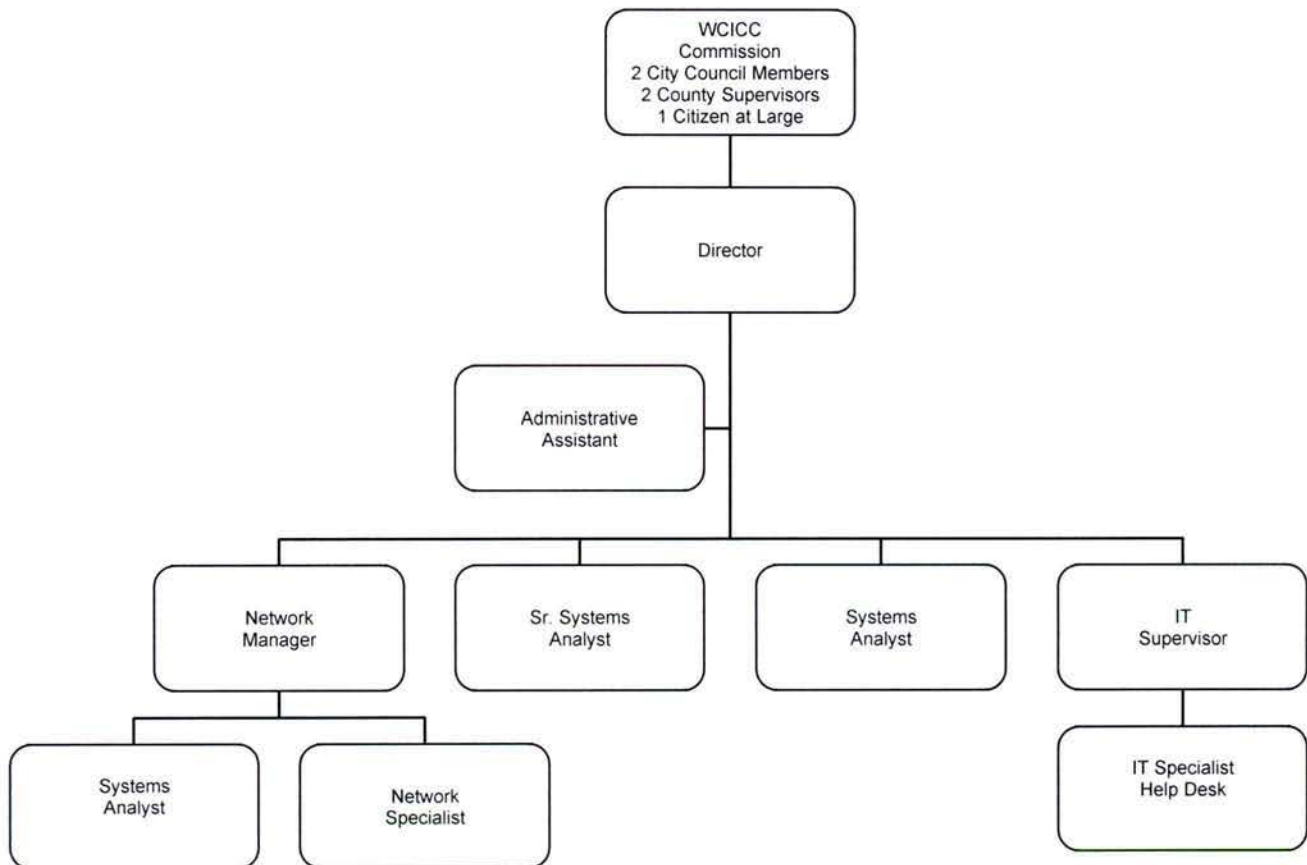
Changes in office requirements include serving more newly discharged Veterans, war-era Veterans retiring and entering nursing facilities, additional training, Veterans Court and more.

Changes in benefits include more complicated claims and appeals, presumptive conditions and constantly changing policies.

Woodbury County Information Communication Commission



Information Technology Organizational Chart



WCICC INFORMATION TECHNOLOGY

DEPARTMENT OVERVIEW:

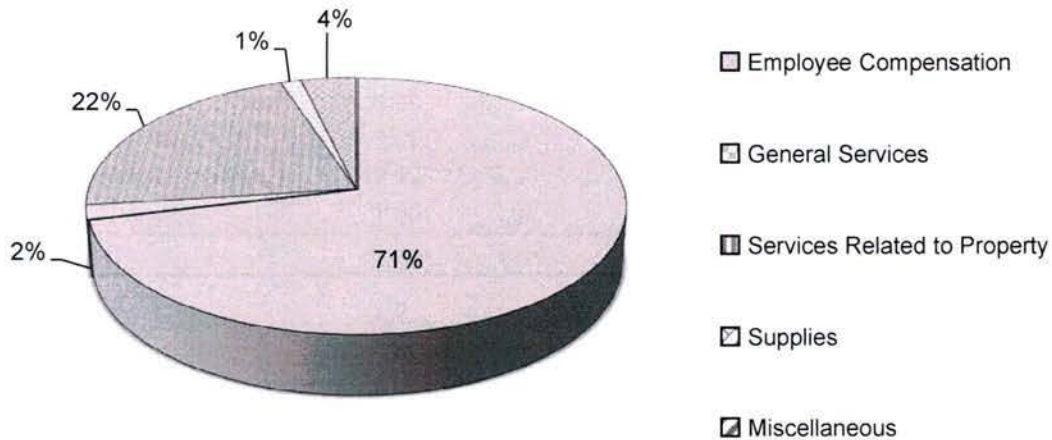
WCICC-IT oversees the technology infrastructure for the City of Sioux City and Woodbury County and offers centralized IT services for both government agencies. The department's primary purpose is to work in partnership with all City and County departments to provide efficient technology solutions to advance each agency's strategic goals, optimize services to citizens and businesses, and streamline departmental processes.

The department's services include, but are not limited to, network architecture, application development and administration, internet development and administration, Geographic Information Systems (GIS) development and administration, help desk, desktop, mobile device management, County telecommunications and back-office support.

MISSION STATEMENT:

Showcase an effective and cost-efficient model of intergovernmental sharing of Information Technology and Systems between the City of Sioux City, Woodbury County and affiliated agencies.

FY 2017 Budget



**PERSONNEL COMPLEMENT:
(in Full Time Equivalents)**

	FY 13	FY 14	FY 15	FY 16	FY 17	Difference
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	-
Information Services Dir.	1.00	1.00	1.00	1.00	1.00	-
IT Specialist	4.00	4.00	4.00	4.00	4.00	-
IT Supervisor	1.00	1.00	1.00	1.00	1.00	-
Network Manger	1.00	1.00	1.00	1.00	1.00	-
Network Specialist	1.00	1.00	1.00	1.00	2.00	1.00
Senior Systems Analyst	2.00	2.00	2.00	2.00	2.00	-
Systems Analyst	2.00	3.00	3.00	3.00	3.00	-
Total FTE	13.00	14.00	14.00	14.00	15.00	1.00

FY 2015 HIGHLIGHTS:

- Increased Aggregate Internet bandwidth 2.5x.
- Upgraded HVAC System within the Downtown Data Center
- Replaced All Network Printers, Targeted Copiers & Fax Machines with MFP's
- Added 70 TB of Archival NAS Storage for Disk-to-Disk Backups
- Implemented eMail Archival
- Created Systems for Special Assessments, HomeServe & Ferguson/AMR

FY 2017 GOALS:

- Upgrade and Increase SAN Storage at Downtown and TSI Data Center's
- Complete Windows Server 2003 Elimination
- Have Outside Entity Perform Penetration (Cyber Security) Testing
- Implement Prototype Mobile Device Management System
- Integrate Windows10 Operating System at the Desktop

WCICC INFORMATION TECHNOLOGY PERFORMANCE MEASURES:

	<i>FY 2011</i>	<i>FY 2012</i>	<i>FY 2013</i>	<i>FY 2014</i>	<i>FY 2015</i>
Number of City Facilities Connected to Fiber	22	26	27	30	31
Number of Physical Servers	34	31	26	20	26
Number of Virtual Servers	59	77	83	121	156
Redundancy to Networked Buildings	6	6	9	10	13
Traffic Intersections on Network	15	51	64	64	75
Number of Desktops/Laptops Supported	1,040	1,074	1,063	1,092	1,080
Number of Clients Supported	957	1,002	1,009	1,079	1,079
Number of Work Orders Submitted	1,004	887	801	719	667
Number of Work Orders Completed	1,014	853	807	729	648

WCICC INFORMATION TECHNOLOGY

EXPENDITURES:	FY14 Actual	FY15 Actual	FY16	FY17	\$ Change	% Change
			Approved Budget	Proposed Budget		
Employee Compensation	\$ 1,236,713	\$ 1,326,300	\$1,402,371	\$1,621,859	\$219,488	15.7% A)
General Services	38,270	26,280	47,637	40,539	(7,098)	(14.9%) B)
Services Related to Prop.	420,949	468,169	474,443	496,544	22,101	4.7% C)
Supplies	93,878	17,358	31,970	31,970	-	0.0%
Miscellaneous	111,285	96,037	85,100	85,100	-	0.0%
Total Expenditures	\$ 1,901,095	\$ 1,934,144	\$2,041,521	\$2,276,012	\$234,491	11.5%

FUNDING SOURCES:	FY14 Actual	FY15 Actual	FY16	FY17	\$ Change	% Change
			Approved Budget	Proposed Budget		
Local Government Paymts.	\$ 1,827,539	\$ 1,785,525	\$1,980,151	\$2,210,598	\$230,447	11.6% D)
Refunds and Reimb.	73,556	148,619	61,370	65,414	4,044	6.6% E)
Total Revenue	\$ 1,901,095	\$ 1,934,144	\$2,041,521	\$2,276,012	\$234,491	11.5%

Notes:

- A) Salaries and related benefits increased due to FY 2017 containing 27 pay periods, anticipated merit increases, contractual obligations, and the addition of a Network Specialist, \$144,721. Group health insurance premiums increased \$66,962 due to an anticipated 18% increase in the premium amount and the addition of a Network Specialist. Workers' compensation insurance premiums increased \$5,532 based on City-wide claims.
- B) General liability insurance premiums decreased \$7,486 based on prior year claims and FY 2017 anticipated City-wide claims.
- C) Central Maintenance Garage lease charges increased \$732 to include the monthly Lexmark printer charge. Software maintenance increased \$21,369 due to anticipated increases in the annual maintenance charges.
- D) Local government payments increased to fund the anticipated expenditure increases.
- E) Refunds and reimbursements increased to account for the payments from the City and County Assessor for GIS costs.

Woodbury County Soil and Water Conservation District

Pioneer Mall Professional Center
206 First St.
P.O. Box 725
Sergeant Bluff, IA 51054-0725

Phone

Fax: (712) 943-6729

Commissioners Kenneth Gard, Charles Bromander, Kelly Ingenthron, Gary Walters, Jason Yockey

Improvement Request Part Time Employment Training

	Annual Hours
Inspection and maintenance (460 sites x 1.5 hrs. includes travel time) Includes return trip for problem site or other site that had major storm event	690 hrs.
Record Updates (460 sites x .5 hrs.)	230 hrs.
Repair Projects Engineering assistance, landowner cooperation, land rights & easement reviews, mailings, site showing, checkout, payments	80 hrs.
EAP Review, DNR Inspection, Possibly Rehabilitation Sites Glen Ellen, Bacon Creek, Smokey Hollow Visit random site with DNR inspector Contacts with NRCS, IDALS, National Watershed Coalition	40 hrs.
Landowner Contacts/ Rapports Commissioners meeting, NRCS Tours, Contractor meeting, National Watershed Coalition Training	208hrs.
	Total 1248 hrs.
52 week @ 24 hrs. = 1248 hours x \$14.00	\$17472.00
IPERS (employer share 8.93%)	\$1560.25
Total Annual Expense for Part Time Employee (\$15.25 per hr.)	Total \$19,032.25

Additional information

Structures were built for a 50 year life expectancy

1948 First Little Sioux Flood Prevention structure was built in Woodbury County.

2003 Last Little Sioux Flood Prevention structure was built in Woodbury County.

2008 Glen Ellen was rehabilitated for safety concerns.

2001 NRCS assessed 13 site in Woodbury on the high level for rehab, only the 3 Glen Ellen site have been completed. NRCS expressed concerns that sediment storage capacity has exceeded the design life of these structures.

26 percent of Woodbury County structure are over 50 years.

For more information view additional hand- outs.

Comment from Mr. Byers

I am considering retirement with-in the next couple of years. I have been working with the commissioners on a plan that would be an easy transition for my replacement. When I came on board, I did not realize all the time and dollars that had been invested to protect our people and natural resources. What my biggest concern is; that with our aging structures, we will be losing most of our people knowledge for the future. It's sad, but true but it always comes down to a budget that controls what direction the world moves. I feel that with safety concerns, of an individual working alone on maintenance issues; such as clearing trees and unplugging inlets and the chance to find and train an individual would be a great investment. If we are looking at our future thru technology, they are predicting many weather changes that could affect us all.



Managing Operation and Maintenance (O&M) Agreements on Watershed Dams

June 2008

Overview: **

Flood control dams constructed under the Watershed Protection and Flood Prevention Act of 1954 (P. L. 83-566) and the Flood Control Act of 1944 (P. L. Law 78-534), require Operation and Maintenance Agreements to ensure that the dams and associated measures will be properly operated and maintained.

The O&M agreement is prepared and signed before the Natural Resources Conservation Service (NRCS) executes fund obligating documents for real property acquisition, relocation assistance, or installation of practices.

The O&M agreement is to be reviewed by the sponsors and the NRCS district conservationist at least every five years. In this review, discussion will include: sponsor responsibilities, status of financial needs, availability of funds, unforeseeable developments, and potential need for revision of the O&M agreement. The O&M agreement may only be revised by mutual consent of all the signatories of the original agreement.

O&M Agreements include:

- ◆ The practice covered by the agreement.
 - ◆ The sponsor(s) who will be responsible for inspecting, performing, and financing the O&M of the dam.
 - ◆ The duration of the agreement.
 - ◆ A schedule for performing inspections.
 - ◆ A financial plan.
 - ◆ Provisions for preparations and review of an Emergency Action Plan, if applicable.
 - ◆ Provisions that the sponsor will be responsible for O&M at the completion of the installation of each practice.
- ◆ All terms and conditions of easements and other land rights documents that may impact O&M of the dam.
 - ◆ A list of the records that the sponsors will provide to NRCS.
 - ◆ Provisions for review of the O&M Agreement and associated O&M plans at least every five years.
 - ◆ A statement that the O&M is a legally binding contract which will be enforced to protect the interests of the government and the general public. If the NRCS State Conservationist determines that the sponsor/land user has not complied with the terms and conditions of the O&M Agreement and O&M Plan, consequences may include reimbursement for all financial assistance provided by NRCS as well as taking further action NRCS deems necessary.
 - ◆ The O&M Agreement shall be signed by a duly authorized official of each sponsor and the NRCS State Conservationist.
 - ◆ The O&M Agreement will include a financial plan that will include sources of financing for O&M requirements during the life of the project practice, provisions to assure the State Conservationist that the sponsor will have adequate resources available, and an estimate of costs to operate a project or practice, and provision for periodically updating costs to account for inflation.

The National Watershed Coalition is a nonprofit coalition made up national, regional, state, and local organizations, associations and individuals, that advocate using watersheds as the planning and implementation unit when dealing with natural resource problems and issues.
www.watershedcoalition.org

The Natural Resources Conservation Service (NRCS) shall assure that sufficient information is provided to the sponsor to enable them to complete inspections.

If requested by the sponsor, NRCS may participate in inspections; provide training to ensure that the sponsor understands inspection techniques and the importance of completing corrective action; and provide technical assistance to address specific O&M needs.

** Information on the front page and above paragraphs came from the Natural Resources Conservation Service National Operation and Maintenance Manual.

Managing O&M Agreements:

Sponsors need to read and understand the responsibilities contained in the O&M Agreement.

Some agreements are many years old and have often not be reviewed on a regular basis.

Review Agreements on a regular basis

Sponsors should review their O&M agreements and O&M related work accomplishments on a frequent and regular basis with other cosponsors and federal partners.

Update financial plan for carrying out O&M.

As dams age they require more maintenance and the cost of O&M continues to increase. Some project sponsors, such as conservation districts, often do not have adequate income to provide for O&M without assistance from other sources.

Sponsors should seek out assistance from such sources as: city, county, and state governments, Indian tribes, and others.

Prioritize needs

If project sponsors have several dams, they should prioritize the O&M needs and take care of the most critical needs first.

Conduct regular and detailed inspections.
Conducting inspections will help sponsors keep current on any maintenance needs and identify problems early on which can reduce the cost of making repairs.

Keep good records.

Keeping good records of O&M needs and completed work not only helps in managing work load and funds, but may also serve as important documentation if a dam were to fail.

Utilize technical resources.

Some state conservation agencies have technical and financial assistance that is available to sponsors.

DAMS IN DANGER

PEOPLE AT RISK?

A Case Study...

The Little Beaver Subwatershed, a part of the early Little Sioux Flood Prevention Project, is in desperate need of rehabilitation. The problems include:

- 4,000 tons of sediment have filled the upper detention structure. The structure is so full of sediment that large rains caused a paved county road to be flooded—and capacity to protect against flooding is lost.
- Other dams have leaking and cracking concrete spillways. The county, sponsors, and landowners are concerned.

The Little Beaver Subwatershed covers 2,980 acres in the fragile, erosion-prone Loess Hills of western Iowa. Dozens of nearby projects have similar problems.

The local sponsors and landowners, assisted by the Natural Resources Conservation Service (NRCS), built six small upstream flood control dams and six full-flow grade-stabilization structures as part of the project more than 35 years ago. Two of these dams eliminated dangerous bridges. This work was done under the Flood Control Act of 1944 (Public Law 78-534). The Woodbury County Soil and Water Conservation District, the local sponsor of the project, assumed maintenance responsibilities for the dams after construction. The district has diligently maintained the dams over the years, but does not have the funds to correct serious problems.

The Little Beaver Subwatershed has been selected as a local pilot rehabilitation project. Surveys are under way to determine what is needed and what different alternatives may be available.



THE PROBLEMS. Dams filling with sediment (top) and deteriorating concrete spillways (above and left) are major, costly problems in the Little Beaver Subwatershed. Dozens of other dams face the same problems.

A Call to Action in Iowa

16

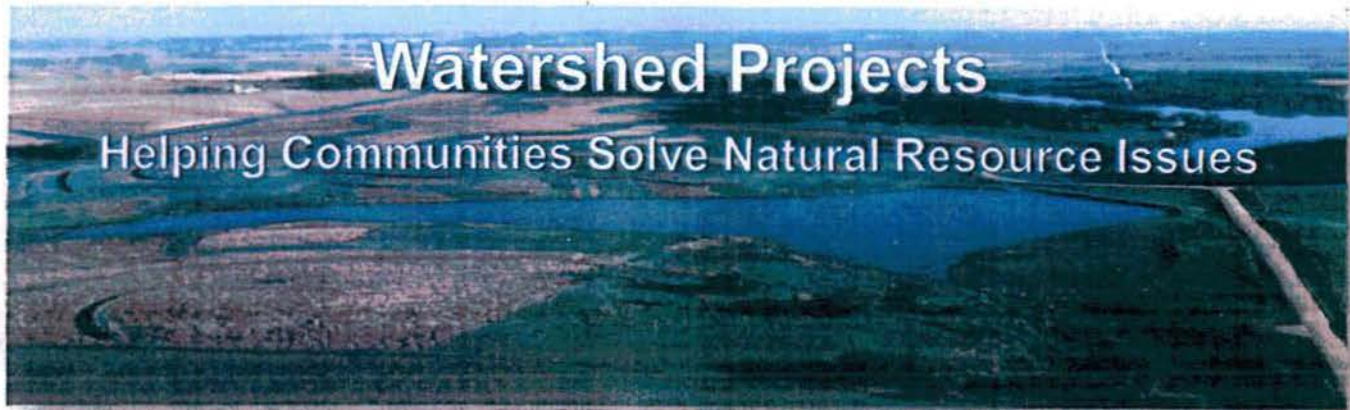
dams need to be rebuilt and upgraded to protect life and property in downstream areas

268

dams and structures need major work to safeguard Iowa's rural infrastructure and water quality, and protect against economic loss and other quality of life losses

\$20 million

is needed to rehabilitate the dams and structures to prevent loss of life or adversely affect quality of life



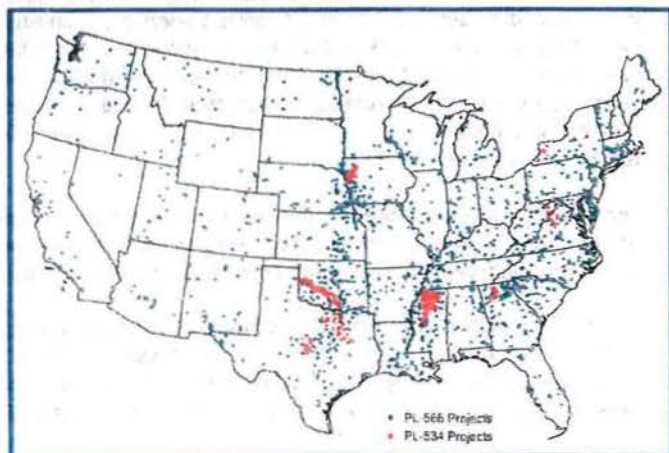
Watershed Projects in Every State

There are over 1,300 Natural Resources Conservation Service (NRCS) assisted watershed projects in the United States. Most projects provide flood control, while others provide conservation practices that address a myriad of natural resource needs such as water quality improvement, soil erosion control, animal waste management, irrigation, water supply development, and recreation enhancement.

Whatever the primary purpose, watershed projects provide multiple community benefits. Many projects have provided benefits for decades, but people are often unaware that the projects even exist.

Local, State, Federal Conservation Partnership

Watershed projects are planned and implemented by local people who serve as project sponsors with assistance from NRCS. The projects are authorized and funded through the Watershed Protection and Flood Prevention Act of 1954 (Public Law 83-566) and the Flood Control Act of 1944 (Public Law 78-534). The program is a partnership between local units of government, state government, the federal government, and landowners.



There are over 1,300 completed or active projects in 47 states.

The Watershed Program has been utilized by communities for over 60 years and the success stories can be found on the landscapes across 47 states and Puerto Rico. The authorizing legislation has been amended several times to address a broader range of natural resource and environmental issues and today the program offers communities the tools and assistance to address almost any kind of environmental and natural resource issue.



Over 11,800 watershed dams have been constructed by local project sponsors with assistance from NRCS since 1948.

Annual Watershed Program Benefits of the 11,800 Watershed Dams	
Agricultural flood damage reduction	\$347,155,692
Non-agricultural flood damage reduction	\$455,339,673
Agricultural benefits (non-flood)	\$434,794,185
Non-agricultural benefits (non-flood)	\$943,113,440
Total monetary benefits	\$2,180,402,990
Number of bridges benefited	61,702
Number of farms and ranches benefited	181,551
Number of businesses benefited	46,586
Number of public facilities benefited	3,663
Acres of wetlands created or enhanced	279,375
Miles of streams with improved water quality	47,513
Number of domestic water supplies benefited	27,874
Reduced soil erosion (tons/year)	89,677,702
Water conserved (acre feet/year)	1,846,147
Tons of animal waste properly managed	4,801,640
Reduced sedimentation (tons/year)	59,803,699

Managing Agricultural Water in Hawaii



The Lower Hamakua Ditch Watershed Project on the island of Hawaii is help rebuild and repair a water distribution system that had been built by sugar companies from 1900 to 1910. The 15 miles of open ditch and 10 miles of tunnel provide irrigation water distribution to 8,000 acres of agricultural lands. This flume replaced an existing one that had deteriorated.

Managing Animal Waste



The Middle Suwannee River Watershed Project in Florida has helped dairy and poultry farmers apply conservation practices that reduced the amount of animal nutrients that flowed into the river. Financial incentives were offered to landowners in the watershed project to help them build animal waste storage facilities and properly apply the waste to the land, thus improving water quality.

Controlling Soil Erosion and Sedimentation



Conservation practices are a vital part of watershed projects. Practices such as terraces, waterways, grass buffers and grass plantings in this Tama County, Iowa watershed are preventing soil erosion, reducing sediment in streams and rivers, improving water quality and providing wildlife habitat.

Flood Control, Water Supply, Recreational Areas



Communities are using watershed projects to help create and manage agricultural, municipal and industrial water supplies. The lake formed by this dam in the Deer Creek Watershed in Pottawatomie County, Oklahoma, provides municipal water for thousands of people, in addition to providing flood control and recreational areas.

Watershed Rehabilitation Amendments of 2000



Some high hazard dams are being rehabilitated to bring them up to current dam safety criteria. This will ensure that the dams remain safe and continue to provide benefits for another 50 to 100 years.

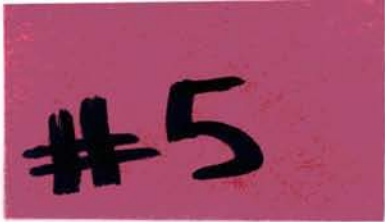
Many dams today are in a far different setting than when they were constructed. Population has grown; residential and commercial development has occurred upstream and downstream from the dams; land uses have changed; sediment pools have filled; and concrete and metal components have deteriorated.

Some dams do not meet current state dam safety regulations that have been enacted and revised with more stringent requirements than when the dams were built. Congress passed the Watershed Rehabilitation Amendments of 2000 that amended the Watershed Protection and Flood Prevention Act (Public Law 83-566) and authorized the Natural Resources Conservation Service to provide technical and financial assistance to watershed project sponsors in rehabilitating their aging dams.

The NRCS provides technical assistance and 65 percent cost share on approved rehabilitation projects. This funding comes from Congressional appropriations as authorized through the Farm Bills.

As of January 2014, there are 215 approved rehabilitation projects in 26 states. One hundred and twenty-seven of these projects in 21 states have been completed; 51 projects in 16 states are being implemented (either in design or construction phase); and 37 projects in 12 states are in the planning stage.





JANUARY 26, 2016 — FOURTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, January 26, 2016 at 4:15 p.m. Board members present were Monson, Ung, Smith, Clausen, and Taylor. 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.

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

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

Motion by Clausen second by Monson to approve a request for general relief assistance. Carried 5-0.
- 2. The meeting was called to order – Pledge of Allegiance to the Flag – Moment of Silence.
- 3. Citizen concerns.
- 4. Motion by Monson second by Ung to approve the Agenda as submitted for January 26, 2016. Carried 5-0. Copy filed.
- 5. Motion by Clausen second by Monson to approve the minutes of the January 19, 2016 Board meeting. Carried 5-0. Copy filed.
- 6. Motion by Smith second by Ung to approve the claims totaling \$752,185.05. Carried 5-0. Copy filed.
- 7a. A public hearing was held at 4:35 p.m. for sale of parcel #090300, 1206 22nd St. The Chairperson called on anyone wishing to be heard.

Motion by Clausen second by Ung to close the public hearing. Carried 5-0.

Motion by Monson second by Clausen to approve and authorize the Chairperson to sign a Resolution for the sale of this parcel to Jose Luis Villagomez, 1202 22nd St., Sioux City, for real estate parcel #090300, 1206 22nd St. for \$1.00 plus recording fees. Carried 5-0.

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF WOODBURY COUNTY, IOWA
RESOLUTION #12,325**

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

By Jose Luis Villagomez in the sum of One Dollar & 00/100 (\$1.00)-----
dollars.

For the following described real estate, To Wit:

Parcel #090300

Middle One Third of the South One Hundred and Ten feet of the North half of Lot Four of Cary's Subdivision in Sioux City, situated in the County of Woodbury and State of Iowa (1206 22nd Street)

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

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

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

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

SO DATED this 26th Day of January, 2016.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

7b. A public hearing was held at 4:37 p.m. for sale of parcel #059190, 1420 Center. There was an error in the legal description so there was no sale.

Motion by Taylor second by Monson to postpone action for the sale of parcel #059190, 1420 Center. Carried 5-0.

7c. Motion by Smith second by Ung to approve and authorize the Chairperson to sign a Resolution setting the public hearing and sale date for parcel #524265, 411 21st St. Carried 5-0.

**RESOLUTION #12,326
NOTICE OF PROPERTY SALE
PARCEL #524625**

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

**The East One-half of the East One-half of Lots One and Two, Block One, Vine Place Addition, City of Sioux City, Woodbury County, Iowa
(411 21st Street)**

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **9th Day of February, 2016 at 4:35 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **9th Day of February, 2016**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$513.00** plus recording fees.

Dated this 26th Day of January, 2016.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

7d. Motion by Monson second by Clausen to approve and authorize the Chairperson to sign a Resolution setting the public hearing and sale date for parcel #059190, 1420 Center St. Carried 5-0.

**RESOLUTION #12,327
NOTICE OF PROPERTY SALE
PARCEL #059190**

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

W 85 feet of Lot Twelve in Block Thirty-Nine, North Sioux City Addition, Sioux City, Woodbury County, Iowa (1420 Center Street)

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **9th Day of February, 2016 at 4:37 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **9th Day of February, 2016**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$115.00** plus recording fees.

Dated this 26th Day of January, 2016.
 WOODBURY COUNTY BOARD OF SUPERVISORS
 Copy filed.

8. There was a presentation of a resolution honoring LT. Tony Wingert and Deputy David Hansen. Copy filed.

9a. Bids were received for Project #L-B(W153)—73-97. The bids are as follows:

Graves Construction, Cherokee, IA	\$498,143.75
Dixon Construction, Correctionville, IA	\$483,766.00
Christensen Bros., Inc., Cherokee, IA	\$504,501.90

Motion by Monson second by Clausen to defer action receive the bids for Project #L-B(W153)—73-97 and to direct the County Engineer to evaluate the bids and return with a recommendation for award. Carried 5-0. Copy filed.

9b. Motion by Monson second by Smith to approve and authorize the Chairperson to sign a Resolution to add ER road embankment repair project to the FY 2016 Construction Program. Carried 5-0.

**RESOLUTION TO REVISE WOODBURY COUNTY
 2016 FIVE YEAR ROAD PROGRAM
 RESOLUTION #12,328**

Unforeseen circumstances have arisen since adoption of the approved Secondary Road Construction Program, and previous revisions, requiring changes to the sequence, funding and timing of the proposed work plan,

The Board of Supervisors of Woodbury County, Iowa, in accordance with Iowa Code section 309.22, initiates and recommends modification of the following project(s) in the accomplishment year (State Fiscal Year 2016), for approval by the Iowa Department of Transportation (Iowa DOT), per Iowa Code 309.23 and Iowa DOT Instructional Memorandum 2.050.

The following PRE-EXISTING Accomplishment Year projects shall be MODIFIED as follows:

Project Number Local ID TPMS #	Project Location Description of work	AADT Length NBIS #	Type Work Fund basis	Modification(s) applied	Accomplishment Year (\$1000's of dollars)		
					Previous Amount	New amount	Net change
ER-C097(125)--58-97 ER Roadside Repairs TPMS ID: 34323	On D38-7 sites between K64 & Hwy 31 and on D50-2 sites between Hwy 31 and L27 southbound Repair road slides along county	220	Miscellaneous ER	Changed Scope Changed location attributes	\$133	\$133	\$0

federal aid routes						
Totals				\$133	\$133	\$0
Fund ID	Accomplishment year (\$1000's of dollars)					
	Previous Amount	New Amount	Net Change			
Local Funds	\$3,033	\$3,033	\$0			
Farm to Market Funds	\$1,367	\$1,367	\$0			
Special Funds	\$4,343	\$4,343	\$0			
Federal Aid Funds	\$1,666	\$1,666	\$0			
Total construction cost (All funds)	\$10,409	\$10,409	\$0			
Local 020 Construction cost totals (Local Funds + BROS-8J FA funds)	\$3,033	\$3,033	\$0			

WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

Motion by Clausen second by Smith to receive the bids for Project #L-B(W153)—73-97 and to award the project to Dixon Construction for \$483,766.00. Carried 5-0. Copy filed.

10a. Dennis Butler provided an update on the proposed tax rate. Copy filed.

10b. Motion by Clausen second by Smith to further reduce the previously received Building Services Courthouse budget by \$18,016.00. Carried 5-0.

Motion by Smith second by Ung to receive the Building Services Trospen-Hoyt budget reduced by \$22,924.00. Carried 4-1; Clausen opposed.

Motion by Monson second by Ung to receive the Building Services Prairie Hills Facility budget as submitted. Carried 5-0.

Motion by Monson second by Taylor to receive the Building Services (Old Eagles Building) budget reduced by \$87,996.00. Carried 5-0.

Motion by Monson second by Ung to receive the Building Services County Services Building (Tri-View) budget increased by \$4,000.00. Carried 5-0.

Motion by Taylor second by Ung to approve the County Supervisors Soil Conservation budget as submitted. Carried 5-0.

Motion by Monson second by Clausen to approve the County Supervisors Medical Examiner budget increased by \$42,000. Carried 5-0.

10c. Motion by Clausen second by Ung to receive the Auditor Recorder/Vital Statistics budget reduced by \$500.00. Carried 5-0.

Motion by Clausen second by Monson to receive the Auditor Administration budget as submitted. Carried 5-0.

Motion by Clausen second by Monson to receive the Auditor Election Administration budget as submitted. Carried 5-0.

Motion by Monson second by Clausen to receive the Auditor Election General Election budget as submitted. Carried 5-0.

10d. Motion by Monson second by Ung to receive the County Supervisors Refunds budget as submitted. Carried 5-0.

Motion by Taylor second by Ung to receive the County Supervisors Board of Supervisors Expense budget reduced by \$8,000.00. Carried 5-0.

Motion by Monson second by Smith to receive the County Supervisors Board Administration budget reduced by \$400.00. Carried 5-0.

Motion by Clausen second by Ung to receive the County Supervisors Public Bidder budget as submitted. Carried 5-0.

Motion by Clausen second by Taylor to receive the County Supervisors Mail Services budget as submitted. Carried 5-0.

Motion by Monson second by Clausen to receive the County Supervisors Communication Center budget increased by \$1,677.00. Carried 5-0.

Motion by Monson second by Smith to receive the County Supervisors Emergency Management budget as submitted. Carried 5-0.

Motion by Monson second by Taylor to receive the County Supervisors Starcom Program budget as submitted. Carried 5-0.

Motion by Taylor second by Ung to postpone action to approve the County Supervisors Ambulance Services -SPI budget as submitted. Carried 5-0.

Motion by Smith second by Ung to receive the County Supervisors District Court Operations budget as submitted. Carried 5-0.

Motion by Monson second by Ung to receive the County Supervisors Court Appointment Juvenile budget as submitted. Carried 5-0.

Motion by Smith second by Clausen to receive the County Supervisors Risk Management Services budget as submitted. Carried 5-0.

Motion by Monson second by Ung to receive the County Supervisors Hard Rock Gaming Fees - Non Tax Siouxland Regional Transit budget and the Woodbury County Senior Meal Program budget as submitted. Carried 5-0.

Motion by Clausen second by Ung to receive the County Supervisors Woodbury County Solid Waste budget as submitted. Carried 5-0.

Motion by Taylor second by Ung to receive the County Supervisors Township Officers budget as submitted. Carried 5-0.

Motion by Monson second by Taylor to receive the County Supervisors Infrastructure/Economic Development – Non Tax Western Iowa Community Improvement Regional Housing budget, the Senior Community Service Action Agency of Siouxland budget and the Woodbury County Fair budget at last year's level for a total reduction of \$6,372.00. Carried 5-0.

Motion by Monson second by Ung to receive the County Supervisors Debt Service Fund budget as submitted. Carried 5-0.

Motion by Clausen second by Ung to receive the County Supervisors Veteran Affairs Administration budget reduced by \$2,500.00. Carried 5-0.

Motion by Monson second by Smith to receive the County Supervisors Veteran Affairs IDVA Grant budget as submitted. Carried 5-0.

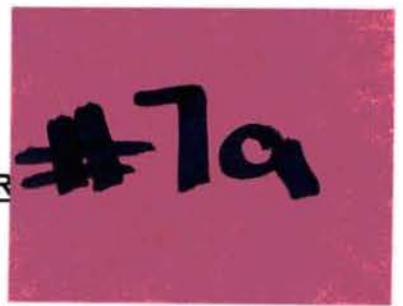
Motion by Ung second by Taylor to receive the County Supervisors Veteran Affairs Assistance budget reduced by \$8,000.00. Carried 5-0.

- 11a. Motion by Monson second by Ung to approve the appointment of Alexander Jensen, Civilian Jailer, County Sheriff Dept., effective 1-29-16., \$17.48/hour. Job Vacancy Posted 12-9-15. Entry Level Salary: \$17.48/hr.; the reclassification of Anabel Verdin, Youth Worker, Juvenile Detention Dept., effective 2-06-16, \$23.29/hour, 5%=\$1.24/hr. Per AFSCME Juvenile Detention Contract agreement, from Grade 1/Step 4 to Grade 1/Step 5.; and the appointment of Christina Washington, Civilian Jailer, County Sheriff Dept., effective 02-15-16, \$17.48/hour. Job Vacancy Posted 12-9-15. Entry Level Salary: \$17.48/hour. Carried 5-0. Copy filed.
- 11b. Motion by Taylor second by Monson to approve the AFSCME Juvenile Detention Ratified Agreement. Carried 5-0. Copy filed.
- 11c. Motion by Taylor second by Clausen to approve the AFSCME Courthouse Ratified Agreement. Carried 5-0. Copy filed.
- 11d. Motion by Taylor second by Smith to approve the AFSCME Assistant County Attorney Ratified Agreement. Carried 5-0. Copy filed.
12. Motion by Taylor second by Monson to approve to amend and adopt the Bylaws of the Woodbury County Board of Supervisors. Carried 5-0. Copy filed.
13. Motion by Taylor second by Monson to approve the temporary substitution of Roger Caudron for Jim Johnson for the purpose of representing the Taxpayers Research Council on February 3 for the interview related to the RFQ. Carried 5-0. Copy filed.
14. Board members reported on committee meetings.
15. Lewis Byers, Pierson, addressed the Board about the County Fair budget.
16. The board shared concerns and comments.

The Board adjourned the regular meeting until February 2, 2016.

Meeting sign in sheet. Copy filed.

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) R



Date: January 28, 2016

Weekly Agenda Date: February 9, 2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Karen James, Administrative Coordinator

SUBJECT: Appointment to the Commission to Assess Damages – Category D

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Consideration of appointment to the Commission to Assess Damages – Category D

EXECUTIVE SUMMARY:

On December 1, 2015, a letter went out to Patrick Curry informing him that his term was going to expire on December 31, 2015, and asking him if he was still interested in serving on the Commission. The letter was sent to the wrong address and he did not receive the letter. On Monday, January 25, 2016, Mr. Curry came in the Board office to inform me that he is still interested in serving on the Commission for another term.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED / PROPOSED MOTION: Consideration of appointment to the Commission to Assess Damages – Category D, Persons Having Knowledge of Property Values in the County by Reason of their Occupation.



Woodbury County Board of Supervisors

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

MEMBERS

LARRY D. CLAUSEN
SIOUX CITY

MARK A. MONSON
SERGEANT BLUFF

JACLYN D. SMITH
SIOUX CITY

MATTHEW A. UNG
SIOUX CITY

JEREMY J. TAYLOR
SIOUX CITY

BOARD ADMINISTRATIVE COORDINATOR
KAREN JAMES

EXECUTIVE SECRETARY / PUBLIC BIDDER
HEATHER SATTERWHITE

December 1, 2015

Mr. Patrick Curry
~~4416 Lansdown Ave.~~
Sioux City, IA 51105

Dear Mr. Curry:

Your term on the Commission to Assess Damages – Category D, Persons Having Knowledge of Property Values in the County by Reason of Their Occupation will expire on December 31, 2015. If you wish/wish not to be considered to serve on the Commission for another term, please complete the form at the bottom of this letter and return it in the enclosed self-addressed, stamped envelope by December 16, 2015.

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

Sincerely,

Karen James
Board Administrative Coordinator
Board of Supervisors

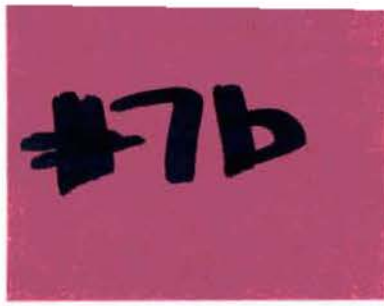
NAME: Patrick Curry

ADDRESS: 502 Huntington Court

CITY & STATE: Sgt. Bluff, IA

Yes, Please consider me for another term on the Commission to Assess Damages Category D.

No, I do not wish to be considered for another term on the Commission to Assess Damages Category D.



RESOLUTION #

NOTICE OF PROPERTY SALE

Parcel #059025

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

**South 25 ft of Lots 1, Block 39, North Sioux City Addition and addition to Sioux City, Woodbury County, Iowa
(1421 Silver Street)**

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **23rd Day of February, 2016 at 4:35 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **23rd Day of February, 2016**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$407.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 9th Day of February, 2016.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Jeremy J. Taylor, Chairman

REQUEST FOR MINIMUM BID

Name: Ozziel Loera Date: 10/14/14

Address: 1518 Silver St. Phone: 577-7231
255-0766

Address or approximate address/location of property interested in:
1421 Silver St.

GIS# 894720460002

This portion to be completed by Board Administration

Legal Description:

South 25ft. of Lots 1, Block 39,
North Sioux City an addition to Sioux City,
Woodbury County, Iowa

Tax Sale #/Date: #1065 (6/20/2011) Parcel # 059025

Tax Deeded to Woodbury County on: 12/14/2015

Current Assessed Value: Land \$4,700- Building 0 Total \$4,700

Approximate Delinquent Real Estate Taxes: \$822-

Approximate Delinquent Special Assessment Taxes: \$3000-

*Cost of Services: \$107-

Inspection to: George Baykin Date: 10/14/14

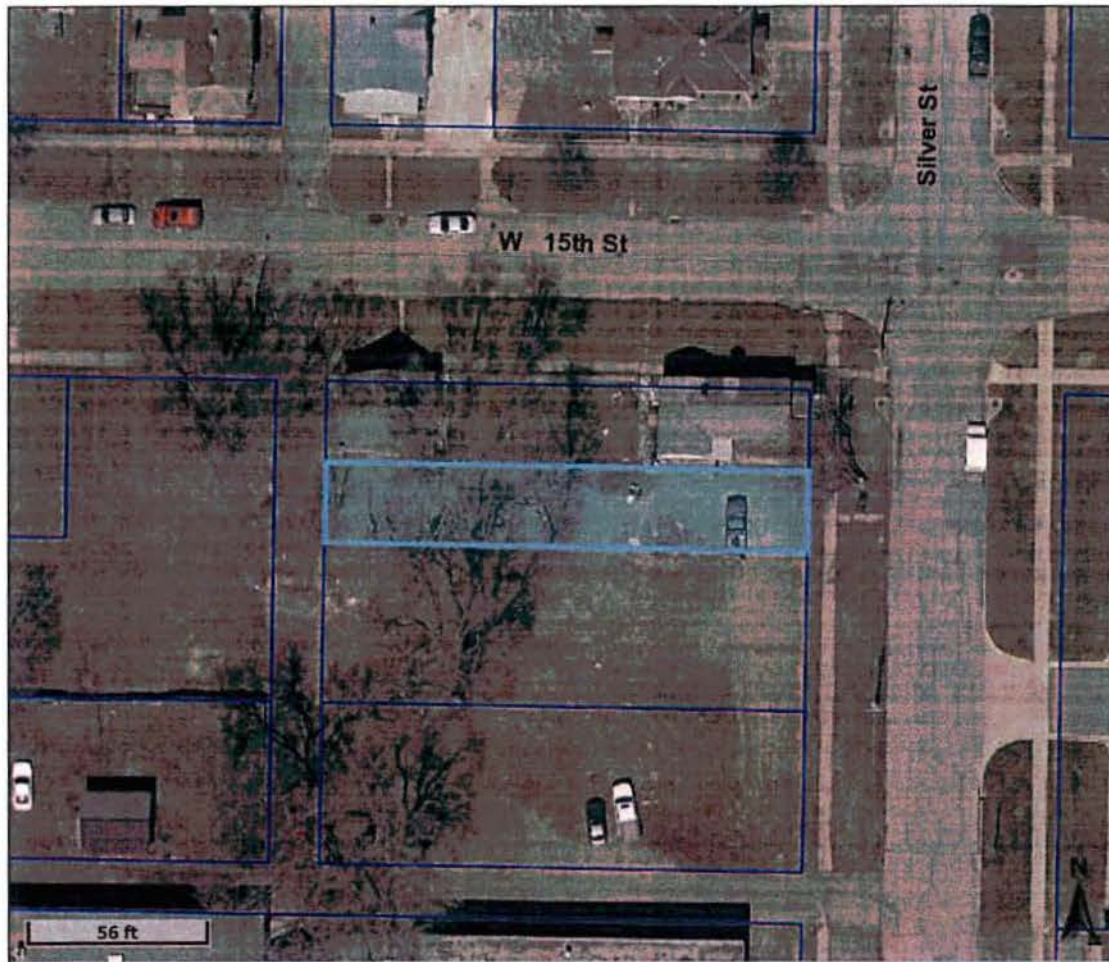
Minimum Bid Set by Supervisor: \$300.00 plus \$107 for cost of services Total: \$407-

Date and Time Set for Auction: February 23rd @ 4:35

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



Date Created: 10/14/2014



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Sections
- Residential Sales**
- 2012
- 2013
- 2014
- Parcels

Parcel ID	894720460002	Alternate ID	059025	Owner Address	PBM ASSET MANAGEMENT
Sec/Twp/Rng	0-0-0	Class	R		6333 APPLE WAY STE 115
Property Address	1421 SILVER ST	Acreage	n/a		LINCOLN, NE 68516-3504
	SIOUX CITY				

District 087 SC LL SIOUX CITY COMM
Brief Tax Description NORTH SIOUX CITY
S 25 FT LOT 1 BLK 39

(Note: Not to be used on legal documents)

Last Data Upload: 10/14/2014 1:12:54 AM



Beacon™ Woodbury County, IA / Sioux City



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Sections
- Residential Sales**
- 2013
- 2014
- 2015
- Parcels

Parcel ID 894720460002
 Sec/Twp/Rng 0-0-0
 Property Address 1421 SILVER ST
 SIOUX CITY

Alternate ID 059025
 Class R
 Acreage n/a

Owner Address WOODBURY COUNTY
 WOODBURY COUNTY COURTHOUSE
 620 DOUGLAS ST
 SIOUX CITY, IA 51101-0000

District 087 SC LL SIOUX CITY COMM
 Brief Tax Description NORTH SIOUX CITY
 S 25 FT LOT 1 BLK 39

(Note: Not to be used on legal documents)

Date created: 1/28/2016
 Last Data Upload: 1/28/2016 1:16:14 AM



Developed by
 The Schneider Corporation



RESOLUTION #

NOTICE OF PROPERTY SALE

Parcel #623385

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

**The North 100 feet of Lot 6 in Block 4 in the Town of Oto, Woodbury County, Iowa
(100 Washington Ave)**

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **23rd Day of February, 2016 at 4:37 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **23rd Day of February, 2016**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$313.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 9th Day of February, 2016.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Jeremy J. Taylor, Chairman

REQUEST FOR MINIMUM BID

Name: Frank Weite Date: 4/9/14

Address: P.O. Box 93 Oto, IA 51044 Phone: 251-3706

Address or approximate address/location of property interested in:

100 Washington Ave

GIS# 864306455001

This portion to be completed by Board Administration

Legal Description:

N 100 ft. Lot 6 Block 4 City of Oto

Tax Sale #/Date: 01274 / 2007 Parcel # 623385
~~6004500~~

Tax Deeded to Woodbury County on: — 11/5/14

Current Assessed Value: Land \$1,770 Building \$2,660 Total \$4,430

Approximate Delinquent Real Estate Taxes: \$2,430-

Approximate Delinquent Special Assessment Taxes: ~~\$2,430.00~~

*Cost of Services: ~~0~~ \$113

Inspection to: George Boykin Date: _____

Minimum Bid Set by Supervisor: \$200.00 plus cost of services \$113 Total: \$313

Date and Time Set for Auction: February 25th @ 4:37

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



Overview




Legend

- Roads
-  Corp Boundaries
-  Townships
-  Sections
- Residential Sales
-  2013
-  2014
-  2015
-  Parcels

Parcel ID	864306455001	Alternate ID	000000000623385	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	6-86-43	Class	C		WOODBURY COUNTY COURTHOUSE
Property Address	100 WASHINGTON AVE	Acreege	n/a		620 DOUGLAS ST
	OTO				SIOUX CITY, IA 51101-0000
District	067 OTO LL ANTHON OTO COMM				
Brief Tax Description	OTO CITY OF				
	N 100 FT LOT 6 BLK 4				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 1/28/2016
 Last Data Upload: 1/28/2016 1:16:14 AM

 Developed by
 The Schneider Corporation



Overview



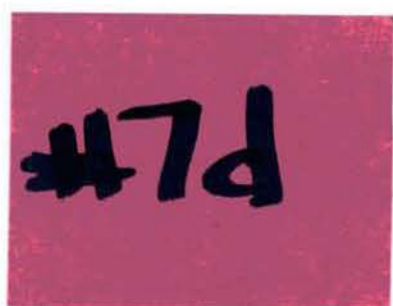
Legend

- Roads
- Corp Boundaries
- Townships
- Sections
- Residential Sales**
- 2013
- 2014
- 2015
- Parcels

Parcel ID	864306455001	Alternate ID	00000000623385	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	6-86-43	Class	C		WOODBURY COUNTY COURTHOUSE
Property Address	100 WASHINGTON AVE	Acreage	n/a		620 DOUGLAS ST
	OTO				SIOUX CITY, IA 51101-0000
District	067 OTO LL ANTHON OTO COMM				
Brief Tax Description	OTO CITY OF N 100 FT LOT 6 BLK 4				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 1/28/2016
Last Data Upload: 1/28/2016 1:16:14 AM

Developed by
The Schneider Corporation



RESOLUTION #

NOTICE OF PROPERTY SALE

Parcel #524265

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

The East One-half of the East One-half of Lots One and Two, Block One, Vine Place Addition, City of Sioux City, Woodbury County, Iowa (411 21st Street)

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **9th Day of February, 2016 at 4:35 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **9th Day of February, 2016**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$513.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 26th Day of January, 2016.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Jeremy J. Taylor, Chairman

REQUEST FOR MINIMUM BID

Name: Sarah & David Kormmann Date: 6/20/14
Address: 2207 Douglas St. Phone: 444-1636

Address or approximate address/location of property interested in:

411 21st Street

GIS# 894721158009

This portion to be completed by Board Administration

Legal Description:

The East one-half of the East one-half of Lots one and two, Block one, Vine Place Addition, City of Sioux City, Woodbury County, Iowa

Tax Sale #/Date: 937 6/18/12 Parcel # 524265

Tax Deeded to Woodbury County on: _____

Current Assessed Value: Land \$4,000 Building 0 Total \$

Approximate Delinquent Real Estate Taxes: \$831

Approximate Delinquent Special Assessment Taxes: \$3,816

*Cost of Services: \$113

Inspection to: George Baykin Date: 6/20/14

Minimum Bid Set by Supervisor: \$400 plus the \$113 for cost of services

Date and Time Set for Auction: February 9th @ 4:35 \$513

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



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Sections
- Residential Sales
- 2013
- 2014
- 2015
- Parcels

Parcel ID	894721158009	Alternate ID	524265	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	0-0-0	Class	R		WOODBURY COUNTY COURTHOUSE
Property Address	411 21ST ST	Acreage	n/a		620 DOUGLAS ST
	SIOUX CITY				SIOUX CITY, IA 51101-0000
District	087 SC LL SIOUX CITY COMM				
Brief Tax Description	VINE PLACE				
	E 1/2 E 1/2 LOTS 1 &				
	2 BLK 1				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 1/21/2016
 Last Data Upload: 1/20/2016 11:48:17 PM



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Sections
- Residential Sales
- 2013
- 2014
- 2015
- Parcels

Parcel ID	894721158009	Alternate ID	524265	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	0-0-0	Class	R		WOODBURY COUNTY COURTHOUSE
Property Address	411 21ST ST	Acres	n/a		620 DOUGLAS ST
	SIOUX CITY				SIOUX CITY, IA 51101-0000
District	087 SC LL SIOUX CITY COMM				
Brief Tax Description	VINE PLACE				
	E 1/2 E 1/2 LOTS 1 &				
	2 BLK 1				
	(Note: Not to be used on legal documents)				

Date created: 1/21/2016
 Last Data Upload: 1/20/2016 11:48:17 PM



RESOLUTION #

NOTICE OF PROPERTY SALE

Parcel #059190

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

**W 85 feet of Lot Twelve in Block Thirty-Nine, North Sioux City Addition, Sioux City, Woodbury County, Iowa
(1420 Center Street)**

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **9th Day of February, 2016 at 4:37 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **9th Day of February, 2016**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$115.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 26th Day of January, 2016.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Jeremy J. Taylor, Chairman

REQUEST FOR MINIMUM BID

Name: Ben Fish Tire - Jori Date: 9-21-15
Address: 1400 Center St. Phone: 258-0653

Address or approximate address/location of property interested in:

1420 Center St.

GIS PIN # 8947 20 387 001

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

Legal Description:

W85 ft Lot 12 Block 39, North Sioux City Addition

Tax Sale #/Date: 677 6/21/2004 Parcel # 059190

Tax Deeded to Woodbury County on: 7-28-06 by Quitclaim deed

Current Assessed Value: Land \$3,100 Building 0 Total \$3,100

Approximate Delinquent Real Estate Taxes: —

Approximate Delinquent Special Assessment Taxes: —

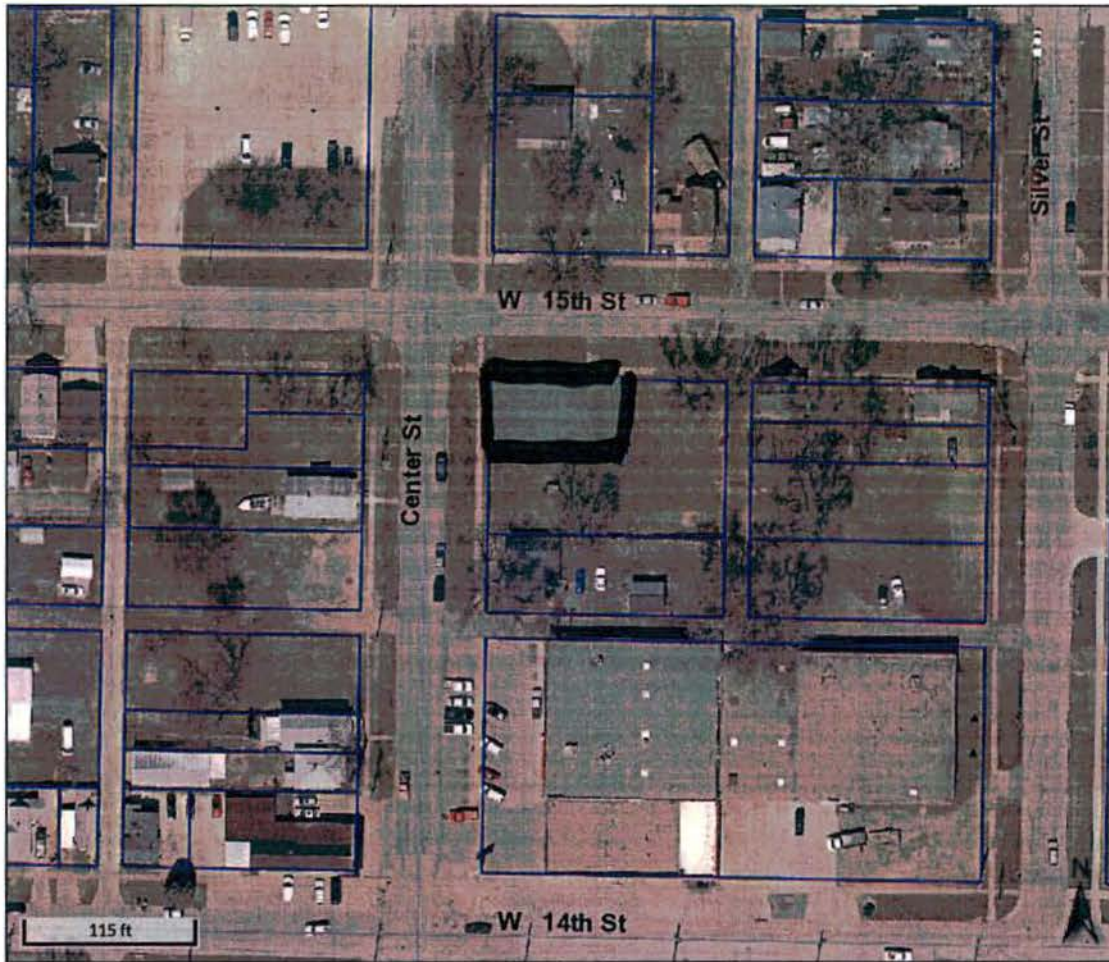
*Cost of Services: —

Inspection to: Mark Monson Date: 9-21-15

Minimum Bid Set by Supervisor: \$115-

Date and Time Set for Auction: February 9th @ 4:37

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



Overview



Legend

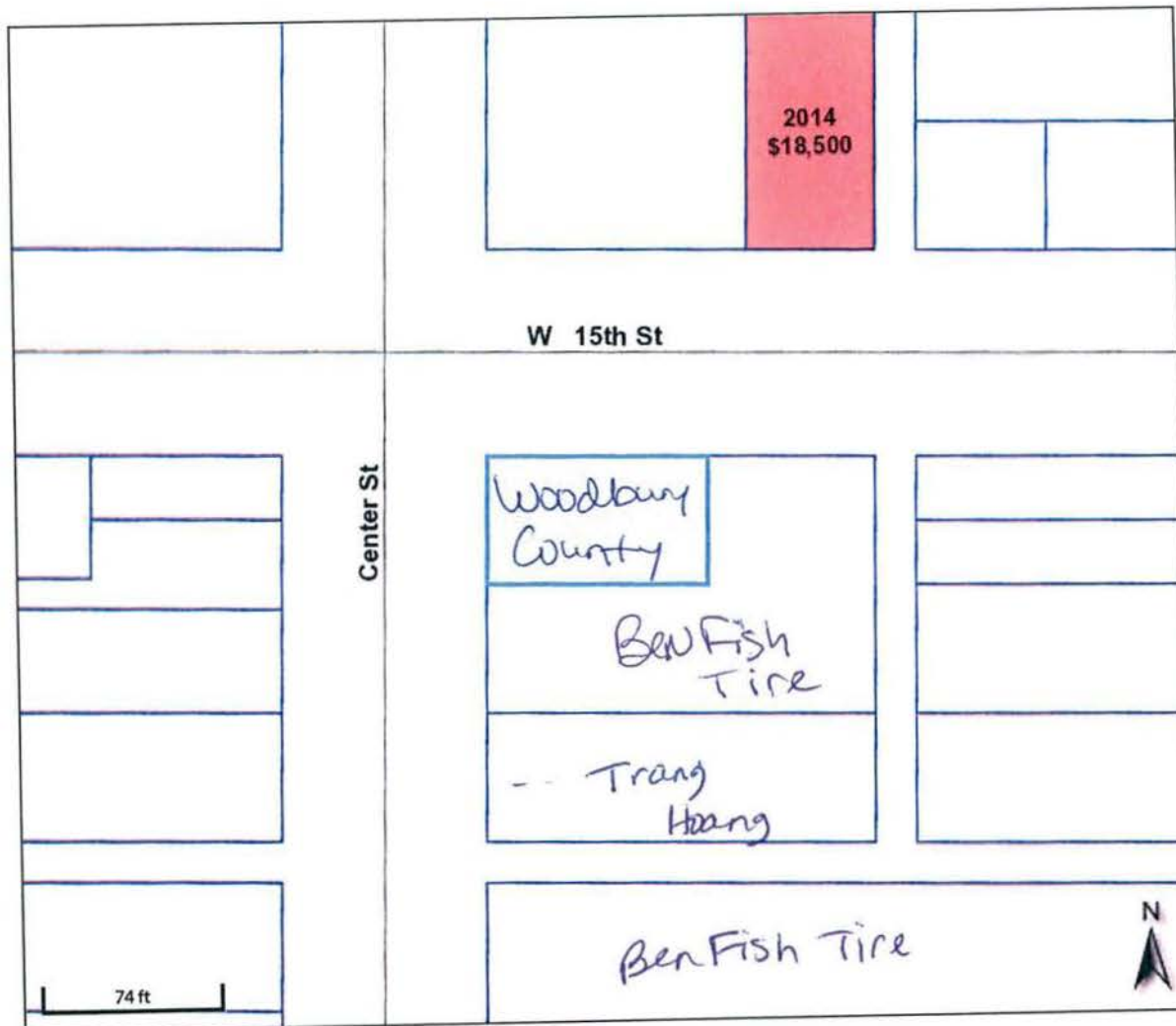
- Roads
- Corp Boundaries
- Townships
- Sections
- Residential Sales
- 2013
- 2014
- 2015
- Parcels

Parcel ID	894720387001	Alternate ID	059190	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	0-0-0	Class	C		620 DOUGLAS ST
Property Address	1420 CENTER ST	Acreage	n/a		SIOUX CITY, IA 51101-0000
	SIOUX CITY				

District 087 SC LL SIOUX CITY COMM
 Brief Tax Description NORTH SIOUX CITY
 W 85 FT LOT 12 BLK 3
 9

(Note: Not to be used on legal documents)

Date created: 9/21/2015
 Last Data Upload: 9/19/2015 12:21:28 AM



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Sections
- Residential Sales
 - 2013
 - 2014
 - 2015
- Parcels

Parcel ID 894720387001
 Sec/Twp/Rng 0-0-0
 Property Address 1420 CENTER ST
 SIOUX CITY

Alternate ID 059190
 Class C
 Acreage n/a

Owner Address WOODBURY COUNTY
 620 DOUGLAS ST
 SIOUX CITY, IA 51101-0000

District 087 SC LL SIOUX CITY COMM
 Brief Tax Description NORTH SIOUX CITY
 W 85 FT LOT 12 BLK 3
 9

(Note: Not to be used on legal documents)

Date created: 11/4/2015
 Last Data Upload: 11/3/2015 11:30:13 PM

#89

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

Date: 2-04-16

Weekly Agenda Date: 2-09-16

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: Memorandum of Personnel Transactions

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Approval of Memorandum of Personnel Transactions

EXECUTIVE SUMMARY:

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED/PROPOSED MOTION: Motion to Approve the Memorandum of Personnel Transactions

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: February 9, 2016

*** PERSONNEL ACTION CODE:**

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

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Headid, Michael	Building Services	2-04-16	Asst. Building Superintendent			S	Separation.
Sorensen, Robert	County Sheriff	2-12-16	P/T Courthouse Safety & Security Officer	\$16.76/hour		A	Job Vacancy Posted: 11-30-15. Entry Level Salary: \$15.26-\$16.76/hour.
McKenna, Shawn	Secondary Roads	2-19-16	Equipment Operator	\$21.78/hour	3%=\$.65/hour	E	Per CWA Secondary Roads Contract agreement, End of Probation Salary Increase.
Green, Darnell	Juvenile Detention	3-31-16	Youth Worker			S	Retirement.

APPROVED BY BOARD DATE: _____

ED GILLILAND, HR DIRECTOR:



WOODBURY COUNTY
HUMAN RESOURCES DEPARTMENT

TO: Board of Supervisors and the Taxpayers of Woodbury County
FROM: Ed Gilliland, Human Resources Director *Ed G*
SUBJECT: Memorandum of Personnel Transactions
DATE: February 9, 2016

For the February 9, 2016 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

- 1) Building Services Asst. Building Superintendent, Separation.
- 2) County Sheriff P/T Courthouse Safety & Security Officer, Appointment.
- 3) Secondary Roads Equipment Operator, End of Probation Salary Increase.
- 4) Juvenile Detention Youth Worker, Retirement.

Thank you

#86

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

Date: 02-04-16

Weekly Agenda Date: 02-09-16

DEPARTMENT HEAD / CITIZEN: Jeremy Taylor, Chairman

SUBJECT: Presentation of Award Certificate for 4 hours of Paid Time Off

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Presentation of Award Certificate to Dawn Norton.

EXECUTIVE SUMMARY:

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED/PROPOSED MOTION:

Approved by Board of Supervisors March 3, 2015.

CERTIFICATE OF AWARD
FOUR (4) HOURS OF PAID TIME OFF
AWARDED TO
DAWN NORTON

**FOR THE GENEROUS DONATION OF 4 GALLONS TO THE LIFESERVE BLOOD CENTER
(TIME OFF MUST BE REDEEMED WITHIN SIX MONTHS FROM THE DATE BELOW)**

Jeremy J. Taylor, Board of Supervisors, Chairman

Larry D. Clausen, Board of Supervisors

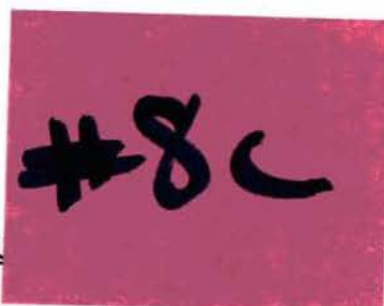
Mark A. Monson, Board of Supervisors

Jaclyn D. Smith, Board of Supervisors

Matthew A. Ung, Board of Supervisors



February 9th, 2016



WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST

Date: 2-04-16

Weekly Agenda Date: 2-9-16

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: CWA Deputy Sheriff's Ratified Tentative Agreement for Approval

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Give Direction Other: Informational Attachments

WORDING FOR AGENDA ITEM: CWA Deputy Sheriff's Ratified Tentative Agreement for Approval, Discussion and Action.

EXECUTIVE SUMMARY:

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED/PROPOSED MOTION: Motion to approve CWA Deputy Sheriff's Ratified Tentative Agreement.

Approved by Board of Supervisors March 3, 2015.

#8d

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) I

Date: 2-04-16

Weekly Agenda Date: 2-09-16

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: CWA Secondary Roads Ratified Tentative Agreement for Approval

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: CWA Secondary Roads Ratified Tentative Agreement for Approval, Discussion and Action.

EXECUTIVE SUMMARY:

BACKGROUND:

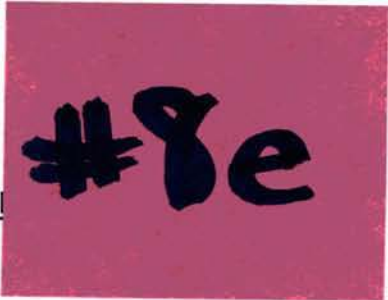
FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED/PROPOSED MOTION: Motion to approve CWA Secondary Roads Ratified Tentative Agreement.

Approved by Board of Supervisors March 3, 2015.

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) R



Date: 02-04-16

Weekly Agenda Date: 02-09-16

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: Severe Weather Closing

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Severe Weather Closing, Discussion and Action.

EXECUTIVE SUMMARY:

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED/PROPOSED MOTION:

Approved by Board of Supervisors March 3, 2015.

Severe Weather Closing

During severe weather we have two types of closings that apply to personnel who are not part of a 24/7 operation and are not emergency personnel. Per Chairman Taylor's direction we followed policy to a Tee.

1) Closing During Normal Work Hours

If an emergency closing occurs during an employee's excused absence from work for vacation, sick leave, etc., the employee shall not have the option of changing their leave status because employees on the job were paid for the balance of the work day.
and

2) Closings Prior to Normal Work Hours

When the Board officially closes the Courthouse, department, and/or operation preventing employees from reporting to work through no fault of their own, the employees scheduled to work will be paid for the normal period of work during the time the Courthouse, department, and/or operation is closed, with the exception of "essential personnel".

There are differences in how these are approached as far as scheduled vacation or sick leave is concerned:

With #1, closing during normal work hours or early outs one is in a position of dismissing people to allow them to get home safely. The idea is that those who were at work would be dismissed without penalty. It is only for those at work so if you were already scheduled to be away from work there is no need for you to leave because you are already gone. If you had vacation or sick time scheduled you fill out the remainder of the day using your sick or vacation time as you would have were we open for the entire shift. For those who were at work when the "Early Out" occurred, you are paid for working your entire shift.

With #2 above, Closings Prior to Normal Work Hours, one is not able to report to work. The closure is announced in advance of normal working hours and all are aware there is no work to report to. In this instance since no one can report to work no one is expected to use a vacation or sick day. There is no "work" to be on vacation from.

While the Handbook is essentially silent in instance #2 as to whether someone on vacation or out on sick leave would be required to utilize the vacation or sick time they had already put in for, we believed it to be fair to the employee and to everyone to have this time count for all as paid time by the County. This is the course we followed with Chairman Taylor's direction.

The purpose of this memo is a starting point to clarify as precedent that when safety dictates that we must close the Courthouse in advance of its normally scheduled opening that all personnel who would have worked would be paid for the time the Courthouse was closed. In this instance they need not use sick time, vacation time, or personal days to cover those hours.

#9

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S)

Date: 2/4/16

Weekly Agenda Date: 2/9/16

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Joshua Widman, Assistant County Attorney

SUBJECT: Tax compromise agreement with Electronic Engineering, Co

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Discussion and Approval of a Resolution for a Written Compromise Agreement with Electronic Engineering, Co. Concerning Delinquent Taxes on Parcel #89481240091

EXECUTIVE SUMMARY: The parcel referenced above is classified as a Building on Leased Land (BLL). The building (structure) is a communications tower. Taxes have been delinquent for several years. The amount outstanding as of February 1, 2016 was \$279,554. Of that amount \$161,525 is the tax portion and \$118,001 is interest and costs. Per statute additional interest accrues on the amount due at the rate of 1.5% per month.

The matter was referred by the County Treasurer to our office for collection. BLL's cannot be sold via a tax sale, rather the remedy is through a personal judgment against the owner of the structure. When I contacted the owner they expressed interest in an agreement for payments over the next six months in order to avoid litigation. They inquired whether it would be possible to reduce a portion of the interest. The statutory interest rate is 18%. Iowa Code Section 445.16 allows for compromise of taxes in certain limited situations. The statute does not specifically address BLL's, but if a lawsuit was filed, it could be settled for less than the total amount due. Compromising the taxes at this juncture allows the parties to avoid the costs and time associated with litigation.

Electronic Engineering has agreed to pay \$240,000 in six equal payments by July 1, 2016. They have signed the compromise agreement and have made the first \$40,000 payment.

BACKGROUND: Per statute, once approved this agreement must be filed with the County Treasurer. County Treasurer Mike Clayton has been involved in the process and is comfortable with the terms of the agreement.

FINANCIAL IMPACT: This agreement will allow the county to collect \$240,000 in delinquent taxes and interest. It reduces the interest due by approximately \$50,000 over the term of the agreement, provided that the agreed upon amount is paid by July 1, 2016.

RECOMMENDATION: Approval.

ACTION REQUIRED / PROPOSED MOTION: Motion to approve the resolution for a written compromise agreement with Electronic Engineering, Co.

Approved by Board of Supervisors March 3, 2015. Revised May 5, 2015.

STATEMENT OF TAXES

WOODBURY COUNTY TREASURER
 MICHAEL R CLAYTON
 620 DOUGLAS ST ROOM 102
 SIOUX CITY IA 51101 PHONE (712) 279-6495
 taxdept@woodburycountyiowa.gov

Date 01/07/2016

Entity#: 2191711
 Name: ELECTRONIC ENGINEERING CO
 Address: 1015 KEO WAY
 City: DES MOINES, IA 50309-1520

Statement amounts reflect calculation through end of 1/2016

Receipt Key Dist Parcel/V.I.N.	1st Tax 2nd Due	Interest Due	Drainage INT Due	Cost Total Due
20082009-1052627-01				4.00
087 000 000894812400901 4205 TALBOT RD SIOUX CITY	15,473.00	19,032.00		34,509.00
20092010-1052813-01	15,166.00	17,289.00		4.00
087 000 000894812400901 4205 TALBOT RD SIOUX CITY	15,166.00	15,924.00		63,549.00
20102011-1053070-01	12,386.00	11,891.00		4.00
087 000 000894812400901 4205 TALBOT RD SIOUX CITY	12,386.00	10,776.00		47,443.00
20112012-1053109-01	11,943.00	9,316.00		4.00
087 000 000894812400901 4205 TALBOT RD SIOUX CITY	11,943.00	8,241.00		41,447.00
20122013-1053097-01	11,558.00	6,935.00		4.00
087 000 000894812400901 4205 TALBOT RD SIOUX CITY	11,558.00	5,895.00		35,950.00
20132014-1052781-01	11,475.00	4,820.00		4.00
087 000 000894812400901 4205 TALBOT RD SIOUX CITY	11,475.00	3,787.00		31,561.00
20142015-1052379-01	10,498.00	2,520.00		4.00
087 000 000894812400901 4205 TALBOT RD SIOUX CITY	10,498.00	1,575.00		25,095.00

	Total Tax Due:	161,525.00
	Total Interest Due:	118,001.00
	Total Drainage Interest Due:	
Acre: .00	Total Cost/Admin. Due:	28.00
	Grand Total Due:	279,554.00

WOODBURY COUNTY, IOWA
RESOLUTION # _____

A RESOLUTION AND WRITTEN AGREEMENT COMPROMISING DELINQUENT TAXES

WHEREAS the Woodbury County Board of Supervisors may compromise delinquent taxes by written agreement in certain circumstances pursuant to Section 445.16 of the Code of Iowa; and

WHEREAS Electronic Engineering Co. has requested that Woodbury County compromise the delinquent taxes for parcel # 894812400901, a structure on leased land at the physical address of 4205 Talbot Road, Sioux City, Iowa; and

WHEREAS as of January 1, 2016 the amount of outstanding delinquent taxes, costs, and interest for parcel # 894812400901 is \$279,554; and

WHEREAS by state statute interest on the outstanding balance accrues at the rate of 1.5 percent on the 1st of each month that the taxes remain outstanding; and

WHEREAS the Woodbury County Board of Supervisors finds that it is in the best interest of the County to accept a compromised amount of \$240,000 as full payment for the delinquent taxes, costs, and interest for the parcel provided that Electronic Engineering Co. complies with the terms of this agreement; and

WHEREAS Electronic Engineering Co. agrees to make six payments of \$40,000 each, totaling \$240,000 by July 1, 2016;


WHEREAS Electronic Engineering Co. acknowledges that this compromise agreement covers only the delinquent taxes, costs, and interest for the parcel and does not apply to any new taxes that may be levied or become due during the term of this agreement.

NOW BE IT RESOLVED by the Board of Supervisors of Woodbury County that the taxes for parcel # 894812400901 shall be compromised in the amount of \$240,000 as set forth above; and

BE IT FURTHER RESOLVED that this agreement shall be filed with the Woodbury County Treasurer and if Electronic Engineering Co. has paid \$240,000 by July 1, 2016, the Woodbury County Treasurer shall accept that amount in full satisfaction of the amount due.

Dated this _____ day of _____, 2016.

Electronic Engineering Co.

 1/29/16

Mark Clark, President

Date

Woodbury County Board of Supervisors

Jeremy Taylor, Chairman

Date

Woodbury County Treasurer

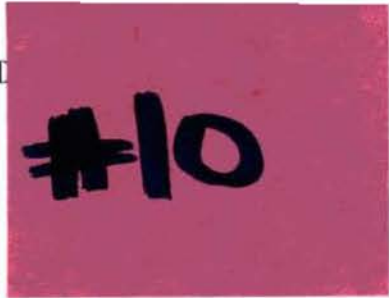
Mike Clayton

Date

ATTEST:

County Auditor

COUNTY RECORDER'S REPORT OF FEES COLLECTED
(See Chapter 342, Code)



State of IOWA) SS:
County of WOODBURY)

To the Board of Supervisors of WOODBURY County:

I, DIANE SWOBODA PETERSON, Real Estate/Recorder Deputy of the above named County and State, do hereby certify that the following is a true and correct statement of the fees collected by me in my office for the period of 10/01/2015 through 12/31/2015 and the same has been paid to the County Treasurer.

	Number of Documents	Fees Collected
R.E. Transfer Tax State-Monthly		68,786.43
County Share R.E. Transfer Tax		28,838.69
Auditor Transfer Fee	1,120	6,265.00
Records Management Fees	3,735	3,794.00
Lien	134	670.00
Deed	1,068	13,877.00
Mortgage	948	53,153.00
Contract	57	2,075.00
Release/Assignment	1,071	6,299.00
Miscellaneous	341	5,664.00
Claimants	51	460.00
Agreement	46	1,335.00
Elec Tran Fee to State Untransferred (Nov & Dec)		2,416.00
UCC 1 & Addendum	36	514.00
Copy Money-Quarterly		863.50
Vitals Stats State-Monthly		13,098.00
Vitals Stats County-Quarterly		7,765.00
Accts. Receivable Payment-Quarterly		3,440.00
Transfer to Checking Account		0
Previous Qtr. Acct. Receivable Balance		(3,115.00)
Bad Check Adjustment—Quarterly		
Odd Size Documents	29	290.00
Overpayment Fee	45	187.40
Total	8,681	216,676.02

All of which is respectfully submitted.

DIANE SWOBODA PETERSON Real Estate/Recorder Deputy

Subscribed and sworn to before me by DIANE SWOBODA PETERSON, Woodbury County Real Estate/Recorder Deputy this 28th day of January, 2016.

PATRICK F. GILL County Auditor



Pathology Medical Services of Siouxland, P.C.
2720 Stone Park Blvd
Sioux City, Iowa 51104-3734
(712) 279-3226

#11

J. T. Quesenberry, M.D., F.C.C.P.
J. A. Breiner, M.D., F.C.A.P.

January 25, 2016

Jeremy Taylor, Chairman
Woodbury County Board of Supervisors
Woodbury County Court House
620 Douglas Street
Sioux City, Iowa 51101

Dear Mr. Taylor,

We have recently added a new pathologist to our group, Bryan W. Steussy, M.D. Dr. Steussy completed his anatomic and clinical pathology residency at the University of Iowa as well as two fellowships in surgical pathology and hematopathology. During residency, he received training in performing hospital medical and medical legal autopsies by Marcus Nashelsky, M.D. who is a Professor of Pathology and a deputy state medical examiner at the University of Iowa, Department of Pathology.

He has been performing medical examiner autopsies under our supervision since his arrival in August 2015. I am requesting that you officially recognize him and appoint him as an assistant Woodbury County Medical Examiner.

Thank you and the Board for your consideration. If you have any further questions, please do not hesitate to contact me.

Sincerely,

Thomas J. Carroll, M.D., Ph.D.
Woodbury County Medical Examiner
Pathology Medical Services of Siouxland.

cc: Karen James, Heather Satterwhite

#12a

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S)

Date: January 30, 2016

Weekly Agenda Date: February 9, 2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Board Administration

SUBJECT: Approval of Awarding County Farm bid to Whiskey Creek Partnership

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Approval of Awarding County Farm bid to Whiskey Creek Partnership

EXECUTIVE SUMMARY: Highest bidder was Whiskey Creek Partnership at \$362.11. Please see attached letter from creditor as well.

BACKGROUND: The bids were opened at the December 15th, 2015 Board meeting. Bids were as follows:

Whiskey Creek Partnership \$362.11 per acre with annual total \$73,689.39

Jochum Farm Partnership 4 years—2016 \$48,840, 2017 \$51,893, 2018 \$47,840, 2019 \$51,893 , total \$201,466

Collins Farms \$271.00 per acre

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED / PROPOSED MOTION: Motion to approve county farm bid to Whiskey Creek Partnership

Approved by Board of Supervisors March 3, 2015. Revised May 5, 2015.



Farm Credit Services of America
AGRICULTURE WORKS HERE.®

Norfolk Agribusiness Finance Office
207 North 34th Street
PO Box 279
Norfolk, Nebraska 68702-0279
(402) 371-1853
(800) 777-1853
FAX (402) 371-6369

January 8, 2016

Woodbury County Board of Supervisors
County Office

Dear Sirs:

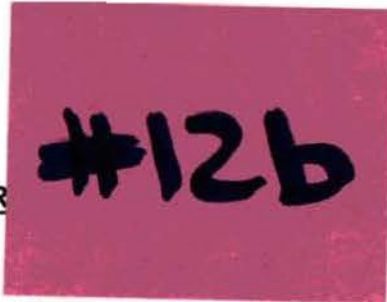
Farm Credit Services of America hereby confirms that Whiskey Creek Partnership has the ability to rent the proposed land of approximately 203.5 acres in Woodbury County. They are a customer and have operating funds available to complete this transaction.

If you have additional questions, please contact me.

Sincerely,

Kirk Friedrich
VP- Beef Industry Specialist

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) R



Date: January 30, 2016

Weekly Agenda Date: February 9, 2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Board Administration

SUBJECT: Approval of Farm Lease Contract with Whiskey Creek Partnership

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Approval of Farm Lease Contract with Whiskey Creek Partnership

EXECUTIVE SUMMARY: Highest bidder was Whiskey Creek Partnership at \$362.11. Please see attached letter from creditor as well.

BACKGROUND: The bids were opened at the December 15th, 2015 Board meeting. Bids were as follows:

Whiskey Creek Partnership \$362.11 per acre with annual total \$73,689.39

Jochum Farm Partnership 4 years—2016 \$48,840, 2017 \$51,893, 2018 \$47,840, 2019 \$51,893, total \$201,466

Collins Farms \$271.00 per acre

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED / PROPOSED MOTION: Motion to approve county farm lease contract to Whiskey Creek Partnership

Approved by Board of Supervisors March 3, 2015. Revised May 5, 2015.

FARM LEASE CASH RENT

THIS LEASE ("Lease") is made between Woodbury County, Iowa, Board of Supervisors ("Landlord"), and Brian Peterson, doing business as Whiskey Creek Partnership ("Tenant") whose address is 1739 Charles Avenue, Lawton, IA 51030.

THE PARTIES AGREE AS FOLLOWS:

1. PREMISES AND TERM. Landlord leases to Tenant the following real estate situated in Woodbury County, Iowa (the "Real Estate"):

Northwest Quarter Southwest Quarter (NW ¼ SW ¼) and Southwest Quarter Southwest Quarter (SW ¼ SW ¼), Section Fourteen (14), Township Eighty-eight (88), Range Forty-seven (47); Southwest Quarter Northwest Quarter (SW ¼ NW ¼) Section Twenty-three (23), Township Eighty-eight (88), range Forty-seven (47); Southwest of road East Half Northwest Quarter (E ½ NW ¼) Section Twenty-three (23) Township Eighty-eight (88), range Forty-seven (47), Woodbury County, Iowa, contains approximately 200 acres and also the Northwest Quarter Northwest Quarter (NW ¼ NW ¼) Section Twenty-three (23), Township Eighty-eight (88), Range Forty-seven (47), Woodbury County, Iowa (approximately 40 acres total, however, excluding there from the County facility and grounds known as Prairie Hills); approximate 240 acres; of this 208.4 acres is being tilled; the rest is in roads, ditches, county facility, and sewage lagoon for county facility.

Said Real Estate containing 203.5 tillable acres, more or less, with possession by Tenant for a term of 3 crop years to commence on the 1st day of March, 2016, and end on the 31st day of December, 2018. At the expiration of this lease Tenant will yield possession to Landlord without further notice in as good condition as when the Real Estate was entered upon by the Tenant.

2. RENT. Tenant shall pay to Landlord as rent for the Real Estate (the "Rent"):

Annual cash Rent of \$73,689.39 payable as follows:

One-half (1/2) of the yearly Rent equaling \$36,844.70 is due on March 1 of each contract year, and the remaining One-half (1/2) equaling \$36,844.69 is due on December 1 each year. All Rent is to be paid in person or by mail to Landlord at the Woodbury County Board of Supervisors' Office at 620 Douglas St., Sioux City, IA 51101. Rent must be in Landlord's possession on or before the due date. All sums past due under this Lease shall draw interest at ten percent per annum, payable from the date they become due.

3. PROPER HUSBANDRY; HARVESTING OF CROPS; CARE OF SOIL, TREES, SHRUBS AND

GRASS. Tenant shall farm the Real Estate in a manner consistent with good husbandry, seek to obtain the best crop production that the soil and crop season will permit, properly care for all growing crops in a manner consistent with good husbandry, and harvest all crops on a timely basis. In the event Tenant fails to do so, Landlord reserves the right, personally or by designated agents, to enter upon the Real Estate and properly care for and harvest all growing crops, charging the cost of the care and harvest to the Tenant, as part of the Rent. Tenant shall timely control all weeds, including noxious weeds, weeds in the fence rows, along driveways and around buildings throughout the premises. Tenant shall comply with all terms of the conservation plan and any other required

environmental plans for the leased premises. Tenant shall do what is reasonably necessary to control soil erosion including, but not limited to, the maintenance of existing watercourses, waterways, ditches, drainage areas, terraces and tile drains, and abstain from any practice which will cause damage to the Real Estate.

Upon request from the Landlord, Tenant shall by August 15 of each lease year provide to the Landlord a written listing showing all crops planted, including the acres of each crop planted, fertilizers, herbicides and insecticides applied showing the place of application, the name and address of the applicator, the type of application and the quantity of such items applied on the lease premises during such year.

Tenant shall distribute upon the poorest tillable soil on the Real Estate, unless directed otherwise by Landlord, all of the manure and compost from the farming operation suitable to be used. Tenant may remove from the Real Estate, any straw, stalks, stubble, or similar plant materials, as long as Tenant plants a cover crop and maintains compliance with the conservation plan. Tenant may also use these materials upon the Real Estate for the farming operations. Tenant shall protect all trees, vines and shrubbery upon the Real Estate from injury by Tenant's cropping operation or livestock. Tenant shall not keep livestock on the property without Landlord's written consent. Landlord may withhold consent for any reason.

Tenant shall maintain accurate yield records for the real estate, and upon request, during or after lease term, shall disclose to Landlord, all yield base information required for participation in government programs, if applicable.

4. LANDLORD'S STORAGE SPACE. Tenant may elect to rent storage space in Landlord's grain bins. Tenant must notify Landlord by July 1, 2016 if Tenant desires to rent storage space. Rental of the storage space, if desired, will be accomplished by a separate agreement.

5. ENVIRONMENTAL. Tenant. Tenant shall comply with all applicable environmental laws concerning application, storage and handling of chemicals (including, without limitation, herbicides and insecticides) and fertilizers. Tenant shall apply any chemicals used for weed or insect control at levels not to exceed the manufacturer's recommendation for the soil types involved. Farm chemicals may not be stored on the premises for more than one year. Farm chemicals for use on other properties may not be stored on this property. Chemicals stored on the premises shall be stored in clearly marked, tightly closed containers. No chemicals or chemical containers will be disposed of on the premises. Application of chemicals for agricultural purposes per manufacturer's recommendation shall not be construed to constitute disposal.

Tenant shall employ all means appropriate to insure that well or ground water contamination does not occur, and shall be responsible to follow all applicator's licensing requirements. Tenant shall properly post all fields (when posting is required) whenever chemicals are applied by ground or air. Tenant shall haul and spread all manure on appropriate fields at times and in quantities consistent with environmental protection requirements. Tenant shall not dispose of waste oil, tires, batteries,

paint, other chemicals or containers anywhere on the premises. Solid waste may not be disposed of on the premises. Dead livestock may not be buried on the premises. Tenant shall not use waste oil as a means to suppress dust on any roads on or near the premises.

Tenant shall immediately notify Landlord of any chemical discharge, leak, or spill which occurs on premises. Tenant shall assume liability and shall indemnify and hold Landlord harmless for any claim or violation of standards which results from Tenant's use of the premises. Tenant shall assume defense of all claims, except claims resulting from Landlord's negligence, in which case each party shall be responsible for that party's defense of any claim. After termination, Tenant shall remain liable for violations which occurred during the term of this Lease.

6. TERMINATION OF LEASE. Landlord intends to terminate Lease at the expiration of its term. The tenancy shall not continue because of an absence of notice in the event there is a default in the performance of this Lease. All notices of termination of this Lease shall be as provided by law (Iowa Code § 562.7).

7. POSSESSION AND CONDITION AT END OF TERM. At the termination of this Lease, Tenant will relinquish possession of the Real Estate to the Landlord. If Tenant fails to do so Tenant agrees to pay Landlord \$150 per day, as liquidated damages until possession is delivered to Landlord. At the time of delivery of the Real Estate to Landlord, Tenant shall assure that the Real Estate is in good order and condition, and substantially the same as it was when received by Tenant at the commencement of this Lease, excusable or insurable loss by fire, unavoidable accidents and ordinary wear, excepted.

8. LANDLORD'S RIGHT OF ENTRY AND INSPECTION. In the event notice of termination of this Lease has been properly served, Landlord may enter upon the Real Estate or authorize someone else to enter upon the Real Estate to conduct any normal tillage or fertilizer operation after Tenant has completed the harvesting of crops even if this is prior to the date of termination of the lease. Landlord may enter upon the Real Estate at any reasonable time for the purpose of viewing or seeding or making repairs, or for other reasonable purposes.

9. VIOLATION OF TERMS OF LEASE. If Tenant or Landlord violates the terms of this Lease, the other may pursue the legal and equitable remedies to which each is entitled. Tenant's failure to pay any Rent when due shall cause all unpaid Rent to become immediately due and payable, without any notice to or demand upon Tenant.

10. REPAIRS. Tenant shall maintain the fences on the leased premises in good and proper repair. Landlord shall furnish necessary materials for repairs that Landlord deems necessary within a reasonable time after being notified of the need for repairs. Tenant shall haul the materials to the repair site without charge to Landlord.

11. EXPENSES INCURRED WITHOUT CONSENT OF LANDLORD. No expense shall be incurred for or on account of the Landlord without first obtaining Landlord's written authorization. Tenant shall take no actions that might cause a mechanic's lien to be imposed upon the Real Estate.

12. NO AGENCY. Tenant is not an agent of the Landlord.

13. ATTORNEY FEES AND COURT COSTS. If Landlord prevails in a proceeding to enforce any of the terms of this Lease, Landlord shall be entitled to recover its court costs and reasonable attorneys' fees from the Tenant.

14. CHANGE IN LEASE TERMS. This Lease contains the entire agreement between the parties. The conduct of either party, by act or omission, shall not be construed as a material alteration of this Lease until such provision is reduced to writing and executed by both parties as addendum to this Lease.

15. CONSTRUCTION. Words and phrases herein, including the acknowledgment, are construed as in the singular or plural and as the appropriate gender, according to the context.

16. NOTICES. The notices contemplated in this Lease shall be made in writing and shall either be delivered in person, or be mailed in the U.S. mail, certified mail to the recipient's last known mailing address, except for the notice of termination set forth in Section 6, which shall be governed by the Code of Iowa.

17. ASSIGNMENT. Tenant shall not assign this Lease or sublet the Real Estate or any portion thereof without prior written authorization of Landlord.

DATED: _____, 2016.

TENANT:

LANDLORD:

Brian Peterson
Whiskey Creek Partnership
1739 Charles Avenue
Lawton, IA 51030
(712) 943-5304

Jeremy J. Taylor, Chairman
Woodbury County Board of Supervisors

STATE OF IOWA: }
 }ss.
WOODBURY COUNTY}

This instrument was acknowledged before me on _____, 2016, by Brian Peterson, owner of Whiskey Creek Partnership.

Notary Public for State of Iowa

This instrument was acknowledged before me on _____, 2016, by, Jeremy J. Taylor, Chairperson of Board of Supervisors, Woodbury County, Iowa.

Notary Public for Woodbury County,
State of Iowa

#13a

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) R

Date: 1/22/16

Weekly Agenda Date: 2/19/16

DEPARTMENT HEAD / CITIZEN: David Gleiser – Rural Economic Development Director

SUBJECT: Resolution on Comprehensive Planning Services for Rural Cities

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Information – Resolution on Comprehensive Planning Services for Rural Cities

EXECUTIVE SUMMARY: The Rural Economic Development department seeks to provide the Board of Supervisors with an update on the development of a resolution for rural cities in Woodbury County that choose to accept comprehensive planning services offered by Woodbury County.

BACKGROUND: Woodbury County intends to hire a qualified consulting firm to develop comprehensive plans for rural cities in Woodbury County. It is proposed that cities interested in accepting these services must pass a resolution (see attached) which states their desire to accept said services, as well as their commitment to the planning process. The resolution in its current form has been reviewed and approved by the County Attorney's Office.

FINANCIAL IMPACT: 0

RECOMMENDATION: Allow the Rural Economic Development Director to deliver presentations to rural city councils in an attempt to quantify the actual number of cities that will be listed in the comprehensive plan Request for Proposals (RFP).

ACTION REQUIRED: Provide consensus on next steps.

Approved by Board of Supervisors March 3, 2015.

_____, IOWA
RESOLUTION NO. _____

**A RESOLUTION APPROVING THE ACCEPTANCE OF
COMPREHENSIVE PLANNING SERVICES FROM WOODBURY COUNTY, IOWA.**

WHEREAS, the City of _____ is a duly recognized political subdivision of the State of Iowa acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of _____, Iowa; and

WHEREAS, it is an essential governmental function of the City Council to create a framework for the development of public policy, particularly in the area of land use, infrastructure, housing, and economic development; and

WHEREAS, it is within the purview of the City Council to develop a Comprehensive Plan to establish consensus amongst its residents, city staff, and elected officials on issues related to growth; and

WHEREAS, a Comprehensive Plan shall provide recommendations that are designed to promote quality development that is congruent with the vision of the community; and

WHEREAS, a Comprehensive Plan shall be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion; and

WHEREAS, a Comprehensive Plan shall include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions; and

WHEREAS, a Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in the City of _____; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department are devoted to promoting and facilitating economic and community development in rural Woodbury County; and

WHEREAS, the Rural Economic Development Department's overarching objective is to provide support for growth and prosperity, and to enhance the overall quality of life in Woodbury County; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department seek to assist the City of _____ with obtaining a Comprehensive Plan; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department plan to solicit Requests for Proposals for the purpose of assisting interested rural cities in Woodbury County in developing a Comprehensive Plan; and

WHEREAS, the City of _____ desires to create a Comprehensive Plan, the City Council agrees to the terms as set out below.

IT IS HEREBY RESOLVED by the City Council of _____, Iowa, as follows:

A formal Comprehensive Plan shall be drafted, which shall be presented, at a later date, to the City Council for public hearing and vote thereon for adoption. The process for the development of the Comprehensive Plan and the City's responsibilities are as listed below:

- a. Subject to appropriation and a Request for Proposals process, Woodbury County (County) will enter into an Agreement with a qualified and competent Consultant to develop a Comprehensive Plan (Plan) for the City of ____ (City). The Consultant's fee for services will be paid for by the County.
- b. The Rural Economic Development Director, City Mayor, City Clerk and relevant City Staff, and the Consultant will meet to review the project schedule, schedule meetings and begin the process of data acquisition for the City. Key-sections of the Plan shall include: Executive Summary, Introduction, Community Profile & Analysis, Community Vision, Housing, Public Infrastructure & Utilities, Land Use & Zoning Ordinances, Community Facilities & Services, Economic Development, Transportation, and Implementation & Administration.
- c. The City shall provide all available existing documentation to the Consultant and will make City Staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.
- d. The Consultant will conduct meetings with appropriate elected and appointed officials. These meetings shall include the City Council, Planning & Zoning Commission (if applicable), and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the planning process.
- e. The Consultant and City Staff will schedule and conduct public meetings and topic-specific focus groups as necessary. Citizen participation is paramount to the development of the Comprehensive Plan. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community shall be engaged in the planning process and be solicited for input on the Plan.
- f. The Consultant will identify issues/needs, and develop goals, objectives and implementation strategies.
- g. The Consultant will prepare draft topical document sections for City Staff review.
- h. The Consultant will make periodic reports to the City Councils and Rural Economic Development Director.
- i. The Consultant will deliver presentations at public hearings to secure adoption of the Plan by the City.

SO RESOLVED this ____ day of _____ 2016.

Mayor

Attest:

City Clerk

#13b

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) F

Date: 1/22/16

Weekly Agenda Date: 2/19/16

DEPARTMENT HEAD / CITIZEN: David Gleiser – Rural Economic Development Director

SUBJECT: Comprehensive Planning Services for Rural Cities Request for Proposals (RFP)

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Give Direction Other: Informational Attachments

WORDING FOR AGENDA ITEM: Information – Comprehensive Planning Services for Rural Cities Request for Proposals (RFP).

EXECUTIVE SUMMARY: The Rural Economic Development (RED) department seeks to provide the Board of Supervisors with an update on the development of an RFP for comprehensive planning services to be conducted in Woodbury County's rural cities.

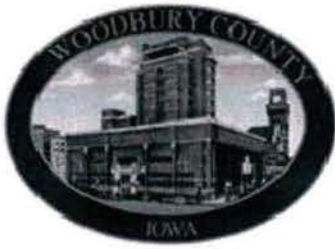
BACKGROUND: Woodbury County intends to hire a qualified consulting firm to develop comprehensive plans for rural cities in Woodbury County. During the initial presentation to the Board of Supervisors, feedback was provided to the RED Director, requiring revisions to the language of the RFP to include adding 2 rural Mayors to the RFP review committee. Those revisions have been made, and one additional revision is being presented which relates to quantifying the number of cities that will receive a comprehensive plan via this project. In order to develop an RFP with the most accurate information possible and to receive the most accurate and definitive responses as possible, it is proposed to confirm the cities that will receive a comprehensive plan. The proposed revision to the RFP has been reviewed and agreed upon by the County Attorney's Office.

FINANCIAL IMPACT: 0

RECOMMENDATION: Allow the Rural Economic Development Director to quantify the actual number of cities that will be listed in the comprehensive plan Request for Proposals (RFP) and revise the language in the RFP accordingly.

ACTION REQUIRED: Provide consensus on next steps.

Approved by Board of Supervisors March 3, 2015.



Request for Proposals (RFP) Woodbury County, Iowa Comprehensive Planning for Rural Cities

Introduction

Woodbury County is requesting proposals from qualified planning consultants to prepare Comprehensive Plans for the incorporated cities in rural Woodbury County. These plans will create a framework for the development of future public policy, particularly in the area of future land use, infrastructure, and economic development.

Woodbury County has 15 incorporated cities and has a total population of 102,172. The City of Sioux City is the County seat and is the largest metro city in the County with a population of 82,459. The 14 incorporated cities outside of Sioux City are rural communities with populations ranging from 100+ to 4,000+. Most of the rural cities have outdated Comprehensive Plans, or they do not have one at all.

Woodbury County is currently experiencing an economic boom. Recent large-scale industrial developments have created more high-paying jobs, as well as adding substantial growth to the overall tax base. This growth has created pressure for the County in the areas of housing and workforce. While Sioux City serves as the predominant holder of residential and retail stock in the County, the current economic climate provides the rural cities with tremendous opportunities for growth and prosperity.

Furthermore, recent advancements in transportation improvements in Woodbury County poise the County for continued growth. The scheduled completion of a four-lane U.S. Highway 20 throughout Woodbury County and across the State of Iowa provides a major East/West transportation artery throughout the County and presents a strong opportunity for increased traffic volumes and economic development. Other recent improvements and requests for additional improvements along Interstate 29 throughout Woodbury County increase the likelihood for additional economic development activity to occur on the County's major North/South transportation corridor.

The Woodbury County Rural Economic Development Department is devoted to promoting and facilitating economic and community development in the incorporated and unincorporated areas of Woodbury County outside of its urban center, Sioux City. As the department's overarching objective is to provide support for growth and prosperity and to enhance the overall quality of life in Woodbury County, the Rural Economic Development Department seeks to assist the rural cities with obtaining Comprehensive Plans for each of their respective communities. It is anticipated that a Comprehensive Plan will provide each rural city with a clear vision for its respective community, and will help generate consensus amongst its residents and elected officials on issues related to growth. It will also provide recommendations that are designed to promote quality development that is congruent with the vision of the

community. Furthermore, many municipal grant opportunities require a city to have a Comprehensive Plan in order to be eligible to submit an application for an award.

The Comprehensive Plan will be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion. It will include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions. The Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in rural cities.

Overview of Cities

Listed below are the rural cities in Woodbury County that will receive a comprehensive plan as outlined in this RFP:

City	Population	Status of Most Recent Comprehensive Plan
1. Anthon	565	2004
2. Bronson	322	-
3. Correctionville	821	2008
4. Cushing	220	-
5. Danbury	348	-
6. Hornick	225	-
7. Lawton	908	1970
8. Oto	108	-
9. Pierson	366	1974
10. Sloan	973	-
11. Smithland	224	-

Project Area and Timeframe

The physical scope of the Comprehensive Plan will be the incorporated area of each respective rural city. Areas outside of the city's current jurisdiction may be addressed as they pertain to potential annexation for future residential, commercial, and industrial growth opportunities.

The project shall commence, be completed, and presented within a 36-month timeframe. The County anticipates the project beginning by May 2016.

Scope of Services

The following is a general description of the tasks to be required of the consultant. In preparing a proposal, the consultant may modify the list of tasks to best satisfy the requirements of the Plan.

1. Initial meeting with the Rural Economic Development Director and Rural City Mayors and City Clerks to review the project schedule, schedule meetings and begin the process of data acquisition for each rural city (City).
2. Obtain existing plans, maps and other documents relevant to the project.
3. Schedule and conduct meetings with appropriate elected and appointed officials. These meetings should include the City Council, Planning & Zoning Commission, and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the Comprehensive Plan process.
4. Schedule and conduct public meetings and topic-specific focus groups as necessary.
5. Conduct a community asset mapping and visioning session for the development of a vision statement and goals and objectives for the future growth of the City.
6. Identify issues/needs, and develop goals, objectives and implementation strategies.
7. Prepare draft topical document sections for City Staff review.
8. Make periodic reports to the City Councils and Rural Economic Development Director.
9. Deliver presentations at public hearings to secure adoption of the Plan for each City.
10. Key-sections of the Comprehensive Plan that MUST be included:
 - **Executive Summary** – Concise summary of the information contained in the Plan.
 - **Introduction** – Provide an introduction to the Plan, a brief look at the history of the City, and include pertinent information relating to the City and the planning process.
 - **Community Profile and Analysis** – Present population trends and projections, demographic characteristics, household information, income and education levels, revenues and expenditures of the City and current conditions of the community.
 - **Community Vision** – Develop vision statement along with goals and objectives.
 - **Housing** – Assess the current condition of the housing stock available within the City. Describe housing characteristics (physical/financial) and housing market

(sales/foreclosures/new construction). Identify issues/needs, and establish goals and objectives related to housing.

- **Public Infrastructure and Utilities** – Provide an overview of current public infrastructure, utility accommodations and capacities. Include water and sewage management, electricity, natural gas, and telecommunications. Identify issues/needs and establish goals and objectives addressing future infrastructure improvements and funding sources.
- **Land Use and Zoning Ordinances** – Provide current land use map and develop a future land use map along with development growth pattern projections. Include zoning ordinances and annexation policies. Address natural resources and sensitive land use areas. Identify issues/needs, and establish goals and objectives.
- **Community Facilities and Services** – Address the provision of shared private and public facilities services. Provide information on protective services, education, health and social services, parks and recreation, and arts and culture. Identify issues/needs, and establish goals and objectives.
- **Economic Development** – Assess past and current labor force conditions and employment trends of the City. Describe commuting patterns, and existing businesses and vacancies. Identify issues/needs, and establish goals and objectives related to the coordination of growth and development decisions within the City.
- **Transportation** – Assess major thoroughfares, roads and streets, sidewalks, railroads, and airports. Develop transportation connectivity plans in conjunction with future land uses and development. Identify issues/needs, and establish goals and objectives.
- **Implementation and Administration** – Identify how the plan will be implemented to achieve the community's vision.

The planning process shall be such that the Plan document will be developed and submitted to the City in topical sections for review, comment and approval. Not only will this enable the project to remain at a manageable scale, but it will allow the City Council, City Staff and Planning & Zoning Commission to more effectively monitor the progress of the work program.

The final report shall be submitted in three formats per City:

1. 10 printed, bound, color copies;
2. An unbound reproducible original copy;
3. CD-ROM of the text and all computer graphics, compatible with those programs utilized by the City.

End Product

The Plan will be presented in a format and language that is user-friendly and easily comprehended and accessible to the general public. The consultant should make an effort to minimize the use of technical planning jargon. The extensive use of maps, graphics and other devices that will enhance the readability and ease-of-use of the Plan is required. At the completion of the Plan process, the consultant must provide a Plan complete with all maps, graphs and tables.

A number of summaries, in brochure or poster format, condensing the findings, goals and objectives of the Plan must also be supplied. This information, like all information supplied to the City, should also be available in electronic format. The City and Woodbury County shall retain ownership of all generated data.

Existing Plans

Existing Comprehensive Plans will be made available to the consultant.

Citizen/Business Community Participation

Citizen participation is paramount to the development of these Comprehensive Plans. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community should also be engaged in the planning process and be solicited for input on this Plan.

Client Responsibilities

The Cities shall provide all available existing documentation to the consultant and will make staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the consultant during the course of this project.

Submission Requirements

In order to be considered, the qualifications and bid must be received by the Rural Economic Development Director on or before 5:00pm, Friday, April 1st, 2016.

All proposals must be in a sealed envelope marked:

REQUEST FOR PROPOSALS
COMPREHENSIVE PLANNING SERVICES
ATTN: DAVID GLEISER

Each proposal must be limited to no more than thirty (30) pages and shall contain the following information:

1. A proposed work program based upon the scope of work in this request. The consultant may incorporate his or her own ideas beyond those outlined in the RFP.

2. A detailed theoretical timeline for the completion of the project, including specific areas of concentration (i.e. background documentation, demographic analysis, redevelopment areas, public meetings etc.)
3. A statement of qualifications, relevant experience and key personnel who will be responsible for the execution of this project, including qualifications of any sub-consultants named in the proposal. This may include addendum copies of past projects.
4. A list of three (3) professional references with mailing address, email address and phone numbers.
5. A detailed cost breakdown of the project.
6. The name, title, mailing address, email address, and telephone number of the individual authorized to negotiate and contractually bind the company during the period of the proposed evaluation.
7. A statement that the proposal is binding for not less than 60 days after the proposal due date.
8. List, by partner and staff level, hourly billing rates to be charged should the County expand the scope of the project or require additional services.

Proposals that consist of more than thirty (30) pages of text and graphic will not be considered by Woodbury County.

Copyright Release

Those firms responding to the RFP shall supply a limited copyright release in order for County Staff to make copies of any copyrighted materials submitted within the proposal.

Selection Process

The deadline for submission of proposals is on or before 5:00pm, Friday, April 29th, 2016.

The Rural Economic Development Director will serve as the County's primary liaison to the successful firm. There will be a selection committee for this project consisting of two members of the Woodbury County Board of Supervisors, the County Planning & Zoning Director, the County Finance Director, the County Rural Economic Development Director, and 2 Rural City Mayors.

The selection of a planning consultant will occur as a result of a detailed process. After review of the RFP qualifications and bids by the selection committee, a short list will be created and those firms will be requested to make a brief presentation detailing their qualifications and bid to the selection committee. Several criteria will be closely evaluated, including, but not limited to the following: technical approach to the project, qualifications of staff, logical capabilities

and previous performance with planning projects in similar communities in the Siouxland Region. Interviews will be limited to a maximum of three (3) or four (4) consultants.

Following the interview process, the County will attempt to negotiate an agreement with the top-ranked consultant. If no agreement can be reached with the top-ranked consultant, that consultant shall be dismissed and the County shall proceed with negotiations with the second-ranked consultant. This process may be repeated as necessary until an agreement can be negotiated that is satisfactory to both parties.

The selection committee will make their final recommendation to the entire Board of Supervisors who will then vote to approve the hiring of the selected firm and enter into a formal contract for planning services.

Compensation

Following the selection of a firm and the successful negotiation of an agreement, a contract shall be negotiated between the County and the successful firm. Reimbursement shall be made according to an agreed upon schedule, specified within the contract.

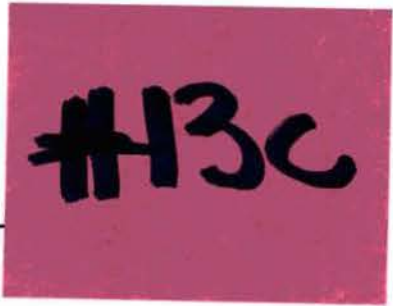
Contact Information

Firms responding to this solicitation should mail proposals to and direct all inquiries to:

David Gleiser
Woodbury County
620 Douglas Street, 6th Floor
Sioux City, IA 51101
Telephone: (712) 279-6609
Email: dgleiser@woodburycountyiowa.gov

Reservation of Rights

Woodbury County reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFP, or derived from further investigation of such proposals. The County further reserves the right at any time and for any reason, to cancel this solicitation, to reject any and all proposals, to supplement, add to, delete from, or otherwise change this RFP as determined in the sole and absolute discretion of the County. The County may seek clarifications from a respondent regarding his or her proposal at any time and failure to respond promptly may be cause for rejection. The County also reserves the right to interview only those respondents it determines shall provide the most advantageous services and to negotiate with one or more respondents to contract terms acceptable to the County.



WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S)

Date: 1/22/16

Weekly Agenda Date: 2/19/16

DEPARTMENT HEAD / CITIZEN: David Gleiser – Rural Economic Development Director

SUBJECT: USDA Rural Development – Rural Business Development Grant (RBDG)

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Information – Funding Opportunity through the United States Department of Agriculture (USDA) Rural Development – Rural Business Development Grant (RBDG).

EXECUTIVE SUMMARY: The Rural Economic Development (RED) department seeks to provide the Board of Supervisors with information about a funding opportunity through USDA Rural Development to help offset the County's cost of its comprehensive planning project for its rural cities.

BACKGROUND: Woodbury County intends to hire a qualified consulting firm to develop comprehensive plans for rural cities in Woodbury County. While the actual cost to conduct this project is unknown at this time, it's anticipated to be fairly substantial (potentially over \$100,000). The RED department has received feedback from the Regional USDA RD office stating that if the application and purpose is structured correctly it appears that the project could fit in RBDG as an Opportunity Project. Additionally, it was told that Iowa's allocation for the Opportunity Grant side of things will be \$32,000 so an application request of \$32,000 or less is recommended. Applications for this grant are due 6/1/16.

FINANCIAL IMPACT: 0

RECOMMENDATION: Allow the Rural Economic Development Director to discuss grant writing and administration options with Siouxland Interstate Metropolitan Planning Council (SIMPCO), as Woodbury County is a dues paying member. All potential solutions will be brought back to the Board for further discussion and action accordingly.

ACTION REQUIRED: Provide consensus on next steps.

Approved by Board of Supervisors March 3, 2015.



Rural Business Development Grants Program 101

Fact Sheet

What does this program do?

RBDG is a competitive grant designed to support targeted technical assistance, training and other activities leading to the development or expansion of small and emerging private businesses in rural areas that have fewer than 50 employees and less than \$1 million in gross revenues. Programmatic activities are separated into enterprise or opportunity type grant activities.

Who may apply for this program?

Rural public entities including, but not limited to:

- Towns
- Communities
- State agencies
- Authorities
- Nonprofit Corporations
- Institutions of Higher Education
- Federally-recognized Tribes
- Rural Cooperatives

What is an eligible area?

RBDG funds must be directed for projects benefitting rural areas or towns outside the urbanized periphery of any city with a population of 50,000 or more. Check eligible areas.

How much funding is available?

There is no maximum grant amount for enterprise type grants; however, smaller requests are given higher priority. Generally, grants range from \$10,000 up to \$500,000. There is no cost sharing requirement. Opportunity type grant funding is limited to a maximum award of \$50,000 for unreserved funds. Total opportunity type grant funding is limited statutorily to up to 10% of the total RBDG annual funding.

How may funds be used?

Enterprise type grant funds must be used on projects to benefit small and emerging businesses in rural areas as specified in the grant application. Uses may include:

- Training and technical assistance, such as project planning, business counseling/training, market research, feasibility studies, professional/technical reports, or product/service improvements

- Acquisition or development of land, easements, or rights of way; construction, conversion, renovation, of buildings, plants, machinery, equipment, access streets and roads, parking areas, utilities
- Pollution control and abatement
- Capitalization of revolving loan funds including funds that will make loans for start-ups and working capital
- Distance adult learning for job training and advancement
- Rural transportation improvement
- Community economic development
- Technology-based economic development
- Feasibility studies and business plans
- Leadership and entrepreneur training
- Rural business incubators
- Long-term business strategic planning

Opportunity type grant funding must be used for projects in rural areas and they can be used for:

- Community economic development
- Technology-based economic development
- Feasibility studies and business plans
- Leadership and entrepreneur training
- Rural business incubators
- Long-term business strategic planning

How are applications evaluated for competitive funding?

RBDG applications compete at the state office level, which are dependent on appropriations.

All applications are evaluated based on:

- Evidence showing job creation to occur with local businesses;
- Percent of nonfederal funding committed to the project;
- Economic need in the area to be served;
- Consistency with local economic development priorities;
- Experience of the grantee with similar efforts; and

Other factors described in the current Notice of Solicitation of Applications (NOSA), if one is published.

How do we get started?

- Applications are accepted through USDA Rural Development's local or State offices once per year. Applicants are advised to view program information specific to your local or State office to learn about local application timelines, concept paper requirements, etc.
- Grant awardees will need to complete required paperwork and comply with the terms and conditions of the award. Contact your local or State office for details.

Who can answer questions?

- Contact your local office.

What governs this program?

- Basic Program – 7 CFR Part 4280, Subpart E
- This program is authorized by the Consolidated Farm and Rural Development Act (ConAct)

What governed the predecessor programs of RBEG and RBOG, as well as all awards given before FY 2015?

- RBEG Basic Program - RD Instruction 1942-G
- RBOG Basic Program - 7 CFR Part 4284
- This program was authorized by the Consolidated Farm and Rural Development Act (ConAct)

Why does USDA Rural Development do this?

This program provides grants for rural projects that finance and facilitate development of small and emerging rural businesses help fund distance learning networks, and help fund employment related adult education programs. To assist with business development, RBDGs may fund a broad array of activities.

NOTE: Because citations and other information may be subject to change please always consult the program Instructions listed in the section above titled "*What Law Governs this Program?*" You may also contact your local or State office for assistance.

Forms & Resources

NOTE: If state specific forms are not shown above, please refer to the application materials listed below to start the process of applying. Please ensure that your state is selected in the dropdown menu above to find the State Office contact information for this program and speak to a [Business Programs Specialist](#) before attempting to fill out any forms or applications. This will save you valuable time in the process.

Preliminary Actions Required

To complete an application for this program, you must be pre-registered with the System for Award Management (SAM) and also have a Data Universal Number System (DUNS) number. Neither of these applications cost money, but they can take time so be sure to get this taken care of right away. If you are already registered with these systems, you do not need to do it again.

Useful Forms

- Application for Federal Assistance - SF-424 (pdf)
- Restrictions on Lobbying - Instruction 1940-Q (pdf)

#13d

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) R

Date: 1/22/16

Weekly Agenda Date: 2/9/16

DEPARTMENT HEAD / CITIZEN: David Gleiser – Rural Economic Development Director

SUBJECT: Status of Foreign Trade Zone Application

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Give Direction Other: Informational Attachments

WORDING FOR AGENDA ITEM: Information – Update on the Status of Foreign Trade Zone (FTZ) Application

EXECUTIVE SUMMARY: The Rural Economic Development (RED) department seeks to provide the Board of Supervisors with an update on the County's application to join FTZ #288.

BACKGROUND: Woodbury County applied to join the Northwest Iowa Development (NWID) FTZ #288 in Feb. 2014. The application fee was \$3,500. Upon review of the application by the FTZ Board in D.C., the application was denied due to objections made by the Sioux Falls Port Authority Director. Efforts made to resolve the objections were unsuccessful. NWID has resolved to return Woodbury County's application fee, which has since been received.

FINANCIAL IMPACT: + \$3,500

RECOMMENDATION: None

ACTION REQUIRED: None

Approved by Board of Supervisors March 3, 2015.



NORTHWEST IOWA DEVELOPMENT

Beyond Expectations.

February 12, 2014

Mr. David Gleiser
Director of Economic Development
Woodbury County
6th Floor Court House
620 Douglas Street
Sioux City, IA 51101

Mr. Gleiser,

This letter is intended to provide information to you pertaining to the Northwest Iowa Economic Development Corporation's (NWID) proposed application to the U.S. Foreign-Trade Zones (FTZ) Board for authority to expand the use of a new procedure (the "Alternative Site Framework") to provide quick and simple access to FTZ service for companies in our region. Our organization is the grantee of FTZ #288 and currently sponsors a limited number of FTZ sites in our region. The authority we are requesting from the FTZ Board would enable us to quickly bring FTZ designation to any company within our proposed "service area." We will be asking to expand our proposed service area to include Woodbury County, IA. The Grant has already been approved to include Plymouth, Cherokee, Sioux, Lyon, Osceola and O'Brien Counties in northwest Iowa.

FTZ designation can provide companies with customs duty savings and logistical benefits that can help encourage them to establish or maintain operations in the U.S. As such, access to FTZ benefits can be an important tool in economic development efforts. If the FTZ Board approves our application, NWID will be able to bring FTZ designation to companies anywhere in the proposed service area based on those companies' trade-related needs. We also note that FTZ access will be made available on a uniform basis to companies across the service area, in a manner consistent with the legal requirement that each FTZ be operated as a public utility.

If you have questions about NWID's expansion application to the FTZ Board, please contact Steve Simons at 712-472-8546 or ssimons@co.lyon.ia.us. If you have comments you would like the FTZ Board to consider regarding the proposed inclusion of Woodbury County in the proposed service area of FTZ #288, please provide your comments to the staff of the FTZ Board by March 15, 2014. The FTZ Board staff also welcomes any questions you may have – the staff can be reached at 202-482-2862 or ftz@trade.gov.

Sincerely,

Stephen Simons
Chairperson, NWID

Cc: Dan Janssen, NWID Treasurer
Bill Hooton, ITTS-Iowa Consultant



NORTHWEST IOWA DEVELOPMENT

Beyond Expectations.

February 12, 2014

Mr. David Gleiser
Director of Economic Development
Woodbury County
6th Floor Court House
620 Douglas Street
Sioux City, IA 51101

Mr. Gleiser,

We are pleased to advise you that Northwest Iowa Economic Development Corporation, dba Northwest Iowa Development (NWID), Grantee of FTZ #288, has formally resolved to invite Woodbury County to become part of Northwest Iowa Development's FTZ# 288's 'Service Territory'.

Should Woodbury County choose to accept this offer by "Signing" the ASF Service Area Concurrence Letter and returning it to Northwest Iowa Development, NWID with a check for \$3,500, as called for in the FTZ's Zone Tariff, NWID will immediately and expeditiously begin preparing and, when completed, submit a Zone Expansion Application to include Woodbury County as part of FTZ #288.

The application should take about two weeks to prepare and submit and approval should be forthcoming within six months of the Application being received and given a Docket Number and published in the Federal Register. We have spoken with the Port Director who has jurisdiction over our Zone Grant, Sioux Falls Port of Entry, and with the FTZ Staff who will be reviewing the Application and we expect no difficulties or unusual delays in this process.

With your commitment to be part of our 'service territory' and the payment of your application fee, will also secure access to NWID's FTZ Consultant to undertake, at no cost to the prospect, an FTZ and International Business Opportunity Cost/Benefit Analysis for the balance of 2014 and while the Application is pending, subject to availability and agreed scheduling.

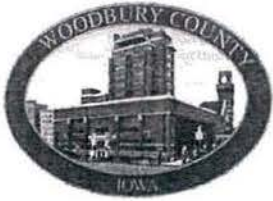
We very much look forward to working with you to bring these important economic incentives to Woodbury County businesses and for the entire region to become more attractive to inward international investment and internationally oriented businesses.

Sincerely,

Stephen Simons
Chairperson, NWID

Attachments: ASF Notification Letter Woodbury County
ASF Service Area Concurrence Letter Woodbury County

Cc: Dan Janssen, NWID Treasurer
Bill Hooton, ITTS-Iowa Consultant



Woodbury County Board of Supervisors

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

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SIOUX CITY

BOARD ADMINISTRATIVE COORDINATOR
KAREN JAMES

EXECUTIVE SECRETARY / PUBLIC BIDDER
HEATHER SATTERWHITE

March 11, 2014

Northwest Iowa Economic Development Corporation
603 West Park Street
Sheldon, IA 51201

Dear Steve:

The purpose of this letter is to document the support of Woodbury County for inclusion within the Service Area of Foreign-Trade Zone (FTZ) #288. We understand that this means that the grantee, Northwest Iowa Economic Development Corporation, dba Northwest Iowa Development, will be able to apply to the Foreign-Trade Zones Board for authority to serve sites located within the county based on businesses' trade-related needs. We also note that the zone will be made available on a uniform basis to companies within the county, in a manner consistent with the legal requirement that each FTZ be operated as a public utility.

Sincerely,

A handwritten signature in cursive script that reads "George W. Boykin".

George W. Boykin
Chairman
Board of Supervisors

International Trade & Transportation Strategies - Iowa

The Carriage House
514 Hill Avenue
Walden, NY 12586

TSHooton1@gmail.com
815-990-9368

TO: NWID
FROM: Bill Hooton – ITTS-Iowa
RE: Suggested 'White Paper' on Zone expansion for Legislators
DATE: 04/06/2015

Dear All,

I had an opportunity to speak with Liz Whiteman, the Mid-west liaison for the FTZB, regarding Customs denial of NWID's Application to expand its service territory to include Woodbury County. She confirmed two things. First, the Board cannot (will not) force Customs to accept an expansion of service territory and/or to concur with the approval of a new site within a service territory or the activation of any already approved sites (NWID has three). Customs does respond to political persuasion, especially if it comes with more resources to support their mission. Second, even if the expansion of service territory does not happen, NWID remains the closest Zone Grant to Woodbury County/Sioux City and any individual company there can apply through NWID to become a Sub-zone of NWID. That Application takes a bit longer than under the Alternative Site Framework procedures but otherwise would work as we had hoped and within the same Fee Schedule already adopted. Each Sub-zone Application, however, would require Customs concurrence as would the 'activation' of any approved site. It would seem unlikely that Customs would refuse to activate a site (sub-zone or otherwise) that they had already approved in the application process, but they could and, given the 'reason' Port Director Horan had for not concurring with the Expansion Application, it would seem likely.

In summary, NWID can offer Woodbury County access to the Zone program by supporting individual Sub-zone Applications. We already have that authority and fee schedule and need no other approvals. Approval of any additional sites and activation of those sites (two separate chances for Customs to say no), in Woodbury County and throughout NWID, is dependent of Customs concurrence. We need to help Customs get the resources necessary support a program (the national FTZ Program) that they are mandated to oversee and to ensure that they are not 'arbitrary' and prejudicial to certain geographies and political jurisdictions.

In the meantime the following outline of the issues raised by CBP's 'objection' to the expansion of NWID's FTZ to Woodbury County still stand and might usefully be shared with influential local, regional and national politicians:

1. Woodbury County lies entirely within the 'Adjacency Requirements' indicated in the Foreign Trade Zones Board's AFS Expansion Application Guidelines – "Zones must be located within 60 miles or 90 minutes of the **outer limits** of the Customs Port of Entry. Our Application met that criteria as clearly demonstrated in the Port of Entry Proximity Map (see attached) submitted with our Expansion Application.

2. There are other recently expanded Zones in Iowa (FTZ # 133, Quad Cities) that have 'approved' territories (Counties) beyond the FTZB recommended limits (Dubuque – 80 miles/100 minutes).

3. We informally discussed the proposed Service Territory expansion with Port Director Horan prior to its submission and he had no objections but he also had the luxury of a second Customs Officer at that time and the issue of coverage didn't come up. In other words, if he had the resources, Port Director Horan would be pleased to service the expansion.

4. The reason that Port Director Horan gave for being unwilling to allow expansion of Zone status to Woodbury County was that it would be 'unfair' (to Sioux Falls) to have to close his office (assuming there is only one Customs Officer available) to audit sites in Woodbury County (Sioux City). There are several problems with Port Director Horan's reasoning.

First, he doesn't get to choose the Customs transactions he has to oversee. He and the Customs Service in general are mandated to oversight all the customs transactions within their service areas on an equal, public utility basis. Woodbury County is within his service territory. The issue is that Customs seems to not have the resources, in some areas, to perform the function they are obliged to fulfill. It's a Customs resource issue not an Application issue.

Second, the FTZ Program is a Federal Benefit and every citizen of the US (Corporate or individual) has the right to 'petition' their government for equal access to any Federal Program/Benefit. A government agency can't discriminate based on the timing of that petition (Application) or where in the US it emanates from.

Third, Customs is obliged by the Foreign Trade Zones Act, to serve the Zone program at Customs expense and provide their audit functions to any and every Zone site that is approved and activated. Customs needs to find the resources (although helping them would be a good idea) not discriminate against the last applicant for what should be a universal service.

Fourth, Horan's expressed position would not only unfairly discriminate against Woodbury County's 'petition', it would imply that any new Zone user within the already approved FTZ's that the Port Director oversees would make the same demands on his time and resources as a new user in Woodbury County. This would include refusing to activate any of the already approved and designated Zone site within the NWID Zone. In other words, all the effort and expense of securing the NWID Zone Grant in the first place was for naught, no new Zone sites within the already approved service territory and the already approved Sites can't be activated, thereby denying those Citizens the right they have already been granted and that can't be arbitrarily withdrawn.

Sioux City is a critical economic engine for the region and NWID is the closest FTZ Grant that could readily give them access to this important economic benefit, especially as it relates to attracting inward international investment to the region. Second, the entire County lies within the Port adjacency requirements mandated by Customs and the FTZ Board in Washington and recognized and approved in our original application (see attached).

We understand that staff available to Customs at the Port since NWID's original application has diminished greatly and that Customs has considerable concern about the possibility of having to close their office at the Airport in order to perform the auditing responsibilities associated with the activated FTZ sites within their jurisdiction. This is a real concern for us as well but one that we believe should and could be addressed by getting Customs more resources not restricting international commerce in the region.

Customs already have the responsibility to oversee active Zone sites within the two Zones that lie within in the Sioux Falls Port District and need the resources to be able to do that work. We don't believe that the inclusion of Woodbury County in our Zone will demand much more of those resources but we do believe it can provide the political clout to help us obtain them.

International Trade & Transportation Strategies - Iowa

**38 First Ave. NW
P.O. Box 526
Le Mars, Iowa 51031**

**TSHooton1@gmail.com
815-990-9368**

**TO: Karyn Frideres – Senator Ernst’s Office
FROM: Bill Hooton – ITTS-Iowa
RE: NWID’s FTZ#288 Expansion of Service Territory Application to include Woodbury
County, IA and thus Sioux City in that Service Territory
DATE: 06/18/2015**

Karyn,

It was a pleasure to finally get to speak with you this week. I hope that the office move went well and that you are settling in nicely. Our topic of conversation was the decision by Customs & Boarder Protection Agency’s Office (CBP) in the Sioux Falls, SD Port of Entry (POE) (and, more particularly, its Letter of Non-Concurrence from its Port Director Michael Horan to the U.S. Department of Commerce Foreign Trade Zones Board) objecting to the expansion of the Service Territory of FTZ #288 (of which North West Iowa Development (NWID) is the Grantee) to include Woodbury County, IA in its expanded Service Territory.

Our conversation was wide ranging and I’m sure somewhat obscure for anyone unfamiliar with the US Foreign Trade Zone Program and the legislation (the Foreign Trade Zone Act) that created and controls that Program. As promised, I will try to summarize and highlight our discussion and put it in a framework that I hope helps you understand what I perceived as fairness and legal issues that are raised by CBP’s ‘objection’ and, specifically, how the reason given (the Port Director’s inability to leave his office) not only unfairly denies Woodbury County and Sioux City use of the U.S. Foreign Trade Zone Program it also threatens to make the hard work and expense NWID incurred to bring this beneficial federal program to the region of no avail. If he can’t leave the office he can’t audit the already approved FTZ sites or any new designation of other sites in NWID existing service territory.

By way of introduction, the US FTZ Program derives from depression era legislation, the 1934 Foreign Trade Zone Act, that was instituted to try and ‘level the playing field’ for companies that manufactured and/or assembled product in the US while still using some foreign sourced raw materials, parts and components in that manufacturing process. Through use of the Zone Program, they could be competitive with foreign manufacturers of the same goods and, in the process, retain jobs in the US and increase exports from the US. The program has served both purposes well.

Among the governmental agencies with jurisdiction over Foreign Trade Zone activities, CBP was given the primary oversight/audit role and the responsibility of serving the US Zone Program in that capacity at Customs expense. Those ‘obligation’ remains today.

As oversighting the Zone program does consume some CBP resources, CBP has an opportunity to ‘comment’ (concur or not concur) on each and every Zone Application, whether for a New Grant Application, an individual Site/User Application, Expansion Application and/or Boundary Modification Application. Their adverse comments can be determinative of the FTZB’s approval but only if the FTZ

site(s) in question exceed the 'adjacency' limits established by the FTZB for proximity of a Site(s) to a CBP POE. That adjacency rule, which can be viewed by going to the FTZB Web Site, clicking on the section 'New to Zone' and looking at the section titled "Where can a Zone be Located" and states that if a proposed Zone Site is "within 60 statutory or 90 minutes driving time from the **outer limits** of the CBP Port of Entry as verified by the CBP Services Port Director" it meets the agreed adjacency requirements. If the Site(s) meets that proximity criteria, CBP can't just say they don't have time to pay attention to Iowa because they are paying attention to South Dakota. Even if the site did not meet this adjacency requirement, and many approved sites do not, CBP has several other criteria/procedures they can and do adopt that would allow them to say yes.

This brings us to some elemental truths that apply to issues involved here. Any citizen of the United States, individual or corporate, can petition their government for any benefit that the government provides and the government (and their agents) is obliged to allocate those benefits on a public utility basis, where costs and access are fair, reasonable and equally applied. This public utility basis is a centerpiece of the US FTZ Program and the purpose of the program is to give every community and every business an equal opportunity to enjoy, within limits, the benefits of the FTZ program. The general position of the oversighting agencies should be and often is how to say yes and saying no can't be arbitrary or capricious and vary greatly between geographies.

Many Zone Grants of Authority in the US have active sites beyond sixty mile/90 minute rule with the concurrence of CBP, including all three of the other FTZ Grants of Authority in Iowa, FTZ # 107- Polk County/Des Moines; FTZ #133 – Quad Cities and FTZ #175 Cedar Rapids.

Leaving these more general and esoteric reasons why CBP should have said yes to NWID's Expansion Application and trying to avoid any appearance of usurping CBP's necessary discretionary powers, looking directly at the facts presents another reason why this denial might be reversed.

Attached you will find a 'copy' of the 'Adjacency' Map filed in NWID's original Application and used again in their Service Territory Expansion Application together with a copy of the CBP Concurrence Letter that the same Sioux Falls POE Port Director, Michael Horan, gladly provided for the original NWID Application. Please note that in his 'concurrence' letter he correctly identifies that his Port District includes all of Minnehaha and Lincoln Counties, SD. Those County boundaries are the 'outer limits' of his Port District. The 'radius' used in our Adjacency Map correctly originated centers at the most south easterly point of Lincoln County, SD. The vast majority of Woodbury County, including all of Sioux City is within the sixty mile arc and all of Woodbury County is within the 90 minute rule (although we would have to get the Port Director to 'verify' this understanding).

I believe that the Port Director said no to the Service Territory expansion to let his Minneapolis CBP Group, who determine resource allocation in the wider region that includes Sioux Falls, that his office was under resourced. Through sick leave and retirement, I believe that the Director had only himself at the time of the Expansion Application. I believe that the situation has since improved and I know that there might be a willingness on the part of North West Iowa's development, business and political community to work with him to get him more resources if it resulted in 'improved' or expanded CBP services in North West Iowa.

The informally expressed reason for not concurring with the expansion was that with only one CBP Agent at the Port and international cargo occasionally coming into Sioux Falls Airport that required CBP presence, the Port Director could 'close' his office at the Airport in order to 'oversight' an expanded FTZ #288. That excuse should not stand.

Even more alarming, if he is unable to get to Woodbury County/Sioux City he would also be unable to get to Le Mars or to Cherokee where there is already approved FTZ status and where those communities are telling their existing businesses and businesses they are trying to invite to locate to relocate there that one of the benefits they can offer is ready access to FTZ status.

I believe the gentle solution is to work with CBP to identify and secure the resources necessary to do the job they have already agreed to do and; in the meantime encourage them to reconsider arbitrarily (or intentionally) valuing the needs of SD and Sioux Falls Airport over their other regional constituents (your constituents on the Iowa side of the river) and in the harshest of cases, call them out for getting the Port Limits and Adjacency facts wrong. Thank goodness you are the gifted politicians who can broker such issues. I think you have both carrots and sticks to work with.

I hope this overview id helpful. If you have any additional questions, please do not hesitate to ask.

Trade Strategies

The Carriage House
514 Hill Avenue
Walden, NY 12586

TSHooton1@gmail.com
815-990-9368

TO: David Gleiser – Woodbury County
FROM: Bill Hooton – Trade Strategies
RE: NWID's FTZ#288 Expansion of Service Territory Application to include Woodbury County, IA and thus Sioux City in that Service Territory
DATE: 01/25/2016

David,

I hope this finds you well. I understand from Neal Adler that you would appreciate an 'update' on the status of NWID's Application to the FTZB in Washington D.C. to expand its' service territory to include Woodbury County.

I will make the written update brief but I promise to be available to you at any time if either you or a constituent want to know more precisely if and how you could acquire Zone status for any and all specific potential 'Users' in Woodbury County.

To make a long story short, CBP has the discretionary ability to refuse to endorse or concur with any Zone Application and/or Site Activation within their jurisdiction. In the case of the Woodbury County Application, Port Director Horan from the Sioux Falls Port District was unwilling to 'concur' not because of any Port adjacency issues but because he believed that he did not have sufficient staff to allow him to properly 'oversight' Zone activity in Woodbury County. Between you and me, he was posturing with his superiors in Minneapolis to show them how 'understaffed' he was.

The issue, which raised several broad and important questions of fairness and sustainability in the national program, was raised and reviewed with Senator's Ernst's Office in DC (I believe you were copied into those discussions) and discussed in detail with the appropriate FTZB Examiner in DC. The Application was left 'open' for several months after its submission to determine the best course of action to effect a change of heart with Port Director Horan.

Eventually in October of 2015 NWID was contacted the FTZB and asked to withdraw the Application with the proviso that FTZ #288 would remain the proximate Zone to Woodbury County and that even though the formal service territory boundaries did not include Woodbury County, any potential FTZ User within Woodbury County would be legally able and would be welcomed to apply to the FTZB in DC for individual Sub-Zone designation through NWID's Grant and that that Application would be heard on its merits by both the Board and CBP.

NWID asked my opinion on this matter and I agreed that there would be no advantage in trying to pressure CBP to commit to the approval of expansion to sizable new territory with an unknown number of users. I agreed with the FTZ Board that CBP was much more likely to agree to a specific single Applications for real 'Users' who could demonstrate that acquiring and activating Zone status at their

facility would enable them to grow, prosper at and/or relocate to that location. The consensus was that CBP would be much more likely to say yes to such an Application and political pressure to say yes could be much more effective if there was a real business with real benefits applying.

Accordingly, NWID withdrew their Application; resolved to return your Application Fee; and have gone about strengthening their relationship with the Sioux Falls Port of Entry and strengthening their knowledge of Zone Application procedures so that they are ready, willing and able to process and support any Sub-zone Application from a qualified Woodbury County Firm.

There is no guarantee that such an Application will be successful but there is every reason to believe it would be and the more important the project/User the better. NWID is supporting its own Minor Boundary Modification Application that will reveal something of CBP attitude and that User might like a Zone in Woodbury County someday soon, but I'll leave Neal to explain that one to you

I hope that all makes sense to you. If you have any questions, please do not hesitate to ask.

Best regards,

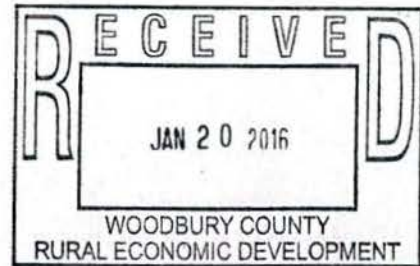
Bill Hooton



NORTHWEST IOWA DEVELOPMENT

Beyond Expectations.

January 11, 2016



David Gleiser
 Director of Rural Economic Development
 6th Floor, Courthouse
 620 Douglas Street
 Sioux City, IA 51101

David:

I am enclosing a check refunding Woodbury County for the \$3,500 application fee from the unsuccessful attempt to add Woodbury County to our Foreign Trade Zone area. As Neal may have told you, adding the entire County to the Zone seems to be a dead end with the Customs and Border Patrol office in Sioux Falls. We do feel that activating individual business sights is still a strong possibility, which can be done without the entire County being in the Zone. Yes, it makes sense, doesn't it? CBP could then choose to approve a site in Sioux City but not a site in Sloan. You might use the enclosed check as seed money for a fund to assist businesses in the activation process.

NWID is looking forward to continuing to work with your office to provide information to your businesses on the benefits of the FTZ as well as sponsoring seminars on importing and exporting.

Sincerely,

Dan L. Janssen
 Treasurer
 NWID

NORTHWEST IOWA DEVELOPMENT 33-54-730 1014
 FOREIGN TRADE ZONE #288 ACCT
 C/O DAN JANSSEN
 708 9TH AVE
 SIBLEY, IA 51249-1436

date *Jan. 12, 2016*

Pay to the order of *Woodbury County* \$3,500

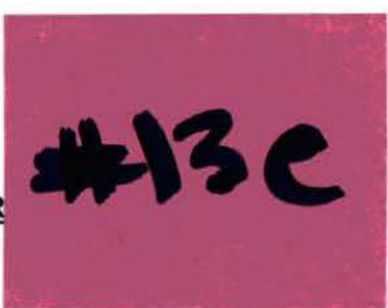
Three thousand five hundred and 00/100 dollars

usbank. All of us serving you® *Desa Hoffmann*

for Refund Appl. Fee FTZ

Northwes
 ⑆073000545⑆ ⑆96474985559⑆ 1014

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) R



Date: 1/27/16

Weekly Agenda Date: 2/19/16

DEPARTMENT HEAD / CITIZEN: David Gleiser, Director of Rural Economic Development Department

SUBJECT: Usage of Woodbury County Logo

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Information – Usage of Woodbury County Logo

EXECUTIVE SUMMARY: The Rural Economic Development (RED) Director seeks to provide information and feedback to the Board of Supervisors about the usage of the Woodbury County logo.

BACKGROUND: There appears to be at least 2 similar looking logos being used interchangeably by County staff for internal and external purposes. There appears to be no policy or standard practice as it relates to the usage of the County logo.

FINANCIAL IMPACT: \$0

RECOMMENDATION: To ensure consistency in the use of the County logo, an official logo should be acknowledged and a policy and/or standard practice should be developed and communicated to County staff and elected officials.

ACTION REQUIRED: Provide consensus on next steps.

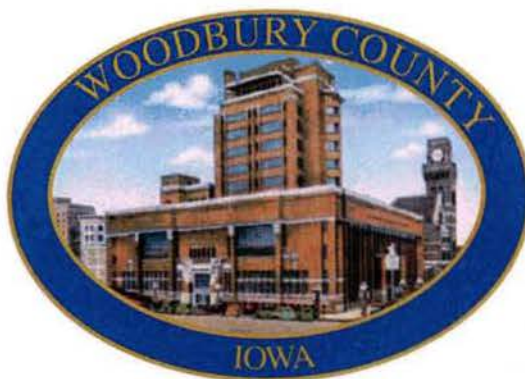
Approved by Board of Supervisors March 3, 2015.



WRONG LOGO



CORRECT LOGO



RURAL ECONOMIC DEVELOPMENT

DEPARTMENT LOGO

#13f

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

Date: 2/3/16

Weekly Agenda Date: 2/9/16

DEPARTMENT HEAD / CITIZEN: David Gleiser – Rural Economic Development Director

SUBJECT: 62nd Annual Siouxland Chamber Washington DC Conference

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Discussion –62nd Annual Siouxland Chamber Washington DC Conference.

EXECUTIVE SUMMARY: Direction from the Board of Supervisors is sought on participating in the 62nd Annual Siouxland Chamber Washington DC Conference (April 13 & 14, 2016).

BACKGROUND: The Siouxland Chamber Washington DC Conference, held every Spring since 1954, is a unique opportunity to join with community leaders from the tri-state area to travel to Washington, DC and present regional issues of importance to our Congressional delegation. Conference attendees have the opportunity to discuss issues with each of the six Senators representing Iowa, Nebraska, and South Dakota, as well as the eight Representatives from the three states. The group also meets with representatives of key departments depending on the priority issues for that year. Past events have also included White House briefings by cabinet level executives. Last year Supervisor Ung and the Rural Economic Development Director met with Congressman Steve King, Senator Joni Ernst, Senator Charles Grassley, and USDA Rural Development Officials to discuss issues pertinent to rural Woodbury County, outside of the Siouxland Chamber's conference agenda.

FINANCIAL IMPACT: Conference Fee: \$600/person, Hotel Room \$345/night, Airfare \$500/round-trip.

RECOMMENDATION: Work with the Board of Supervisors and relevant County staff to identify issues pertinent to Woodbury County as potential lobbying items for discussion with Congressional members and County representatives at the 62nd Annual Siouxland Chamber Washington DC Conference.

ACTION REQUIRED: Give guidance on next steps to identify County specific issues and representatives to attend the 62nd Annual Siouxland Chamber Washington DC Conference.

Approved by Board of Supervisors March 3, 2015.



62nd Annual Siouxland/Washington Conference & Steak Reception

April 13 & 14, 2016

TRAVEL ARRANGEMENTS



Each conference attendee is responsible for their own travel arrangements. American Airlines has two daily departures from Sioux City, 5:53 AM and 12:37 PM. Make your reservation through your travel agent or online at www.aa.com/.

ACCOMMODATIONS



A block of rooms has been reserved at The Liaison Capitol Hill Hotel for our group at a single rate of \$345. **To make your reservation, call 866.233.4642 by March 4, 2016 and state you are with the Siouxland Chamber of Commerce.** It is imperative that our conference attendees use these accommodations in order to fulfill the contract with The Liaison Capitol Hill Hotel.

Complete the following form and fax to 712.258.7578 or e-mail to trosenboom@siouxlandchamber.com

REGISTRATION FORM

REGISTRATION DEADLINE: March 4, 2016

Cancellation Policy – Full refunds will be made for cancellations received on or before March 11, 2016. Cancellations made between March 12, 2016 and March 29, 2016 will be refunded 50% of the conference fee. No refund will be issued for cancellations after March 29, 2016.

Name(s) _____

Organization _____

E-Mail _____ Cell Phone _____

Please list below how you would like your name and company printed on your conference nametag.

Name _____

Company/Organization _____

Please check appropriate spaces

- CONFERENCE FEE (Member) \$600.00
- COMPANION FEE \$300.00
- COLLEGE STUDENT FEE \$275.00
- Steak Reception Only \$100.00
- CONFERENCE FEE (Non-Member) \$750.00

Conference fee includes:

- Sessions with Iowa, Nebraska and South Dakota Members of Congress
- Reception for you and Congressional guests on Wednesday evening
- Breakfast and/or luncheon meetings with guest speakers
- Conference book

Check is enclosed

Please apply to: Visa MasterCard Discover

Name on Card _____

Card # _____

Exp. Date _____ CVV# (from the back of card) _____

Card Billing Street Address _____

Card Billing City/State/Zip _____

Questions? Contact Barbara Sloniker or Teresa Rosenboom at 712.255.7903

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S)



Date: January 26, 2016 _____

Weekly Agenda Date: February 9, 2016 _____

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Jeff Peters, CPA.
CGFM _____

SUBJECT: Audit for FY
2015

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Williams & Company – Jeff Peters, CPA, CGFM. Discuss and receive the Woodbury County's Certified Annual Financial Report for FY 2015.

EXECUTIVE SUMMARY:

BACKGROUND:

FINANCIAL IMPACT: None

RECOMMENDATION:

ACTION REQUIRED / PROPOSED MOTION: Motion by _____, second by _____ to receive Woodbury County's Certified Annual Financial Report for FY 2015.

#15

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RECORD

Date: 01.27.2016

Weekly Agenda Date: 02.09.2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: SHERIFF DAVE DREW

SUBJECT: 28E AGREEMENT BETWEEN WOODBURY COUNTY, IOWA AND THE CITY OF CORRECTIONVILLE, IOWA TO PROVIDE LAW ENFORCEMENT SERVICES

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: 28E AGREEMENT BETWEEN WOODBURY COUNTY, IOWA AND THE CITY OF CORRECTIONVILLE, IOWA TO PROVIDE LAW ENFORCEMENT SERVICES.

EXECUTIVE SUMMARY: 28E AGREEMENT PROVIDING WOODBURY COUNTY LAW ENFORCEMENT SERVICES TO THE CITY OF CORRECTIONVILLE, IOWA.

BACKGROUND: N/A

FINANCIAL IMPACT: NONE

RECOMMENDATION: DISCUSSION ON SAID AGREEMENT AND SIGN THE AGREEMENT.

ACTION REQUIRED / PROPOSED MOTION: SIGN THE AGREEMENT.

Approved by Board of Supervisors March 3, 2015. Revised May 5, 2015.

28E AGREEMENT BETWEEN WOODBURY COUNTY, IOWA AND THE
CITY OF CORRECTIONVILLE, IOWA
FOR THE PROVISION OF LAW ENFORCEMENT SERVICES

This Contract is made and entered into the 26th day of January, 2016, by and between the County of Woodbury hereinafter referred to as "County" and the City of Correctionville, Iowa, hereinafter referred to as "Municipality."

The Municipality desires to contract for Law Enforcement Services with the County. The County is agreeable to rendering such services on terms and conditions hereinafter set forth.

In consideration of the mutual promises contained herein, it is agreed as follows:

The County agrees through the Sheriff of the County to provide police protection within the corporate limits of the Municipality, which services shall encompass the duties and functions of the type customarily rendered by professional law enforcement officers including the enforcement of State Statues and Municipal Ordinances, all criminal investigations and patrol coverage of the Municipality at intermittent intervals.

It is agreed that the Municipality will share the services of the Woodbury County Sheriff's Office with other Municipalities in Woodbury County. Deputies shall, when applicable, file charges under Municipal Ordinances, but if the town has no ordinance, then the deputy may file under the applicable State Statue. When a charge is filed under a Municipal Ordinance, the deputy will appear to testify as a witness at the hourly rate agreed to in this contract and the Municipality will provide legal counsel for prosecution of Municipal Ordinances. The Municipality agrees to pay any and all incidental fees, such as but not limited to, towing bills and dog transportation and kenneling charges, incurred in the normal course of law enforcement activities. It is understood that the Sheriff does not have means by which to hold or transport animals

The Sheriff or his designee shall meet with designated representatives of the Municipality to review the logs and work of Sheriff's Deputies in the Municipality. The Sheriff's Office shall make reports to the designated representative of the council, which reports shall include a summary of the enforcement activity conducted by the Sheriff's Office within the Municipality, summary of the reported criminal activity within the Municipality and the interim reports on other matters not considered routine criminal activities. Any complaints, requests, questions about or discretionary police matters shall be directed to the Sheriff. Services provided shall be administered and supervised by the Woodbury County Sheriff.

The number of hours may be increased or decreased, with adjustments being made for the cost of said service by mutual agreement of the parties.

The discipline of deputies, matters of performance of services and of personnel so employed shall remain with the Sheriff.

To facilitate the performance of said functions it is hereby agreed that the County shall have full cooperation and assistance from the municipality, its officers, agents and employees. The County agrees to supply a car, equipment, radio and deputy's equipment during the period of this agreement. During the course of this agreement and upon termination of this agreement, all equipment, cars, radios and deputy equipment shall remain property of the Woodbury County Sheriff.

The Municipality shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation for any County personnel performing services herein for said Municipality or any liability other than provided for under the contract. County personnel performing the services rendered pursuant to this agreement shall remain the employees of the County and shall not be considered employees of the Municipality. The County shall maintain worker's compensation insurance as required by law.

Woodbury County, its officers and employees, shall not be deemed to assume any liability for intentional or negligent acts of said Municipality or officers or employees, thereof, and said Municipality shall defend, indemnify and hold harmless Woodbury County and its officers and employees against any claim for damages resulting there from.

The Municipality shall not be responsible for any act, injury or damage arising out of the performance of this contract by Woodbury County and in case claim is made by any third party, the County shall defend, indemnify and hold harmless the Municipality.

Payment for hours of service described in said contract: The Municipality agrees to pay the County on a quarterly basis the sum of \$35.00 per hour for only the hours of service performed at the request of the designated representative of the Municipality, up to a maximum of three (3) hours per month. All checks shall be made payable to Woodbury County, Iowa, and delivered to the Woodbury County Sheriff.

It is contemplated that this contract shall become effective on March 1, 2016 and shall run a period of 12 months with the option of being renewable for successive periods not to exceed twelve months. The Municipality shall notify the Woodbury County Sheriff sixty days prior to the expiration of said contract in writing that it wishes to renew the same contract, make changes to the contract or discontinue said contract. County may also discontinue or request changes to the contract at the end of a contract term by giving written notice to Municipality sixty days prior to the end of a contract term. If either party gives notice of proposed changes to this agreement as provided above, this agreement will not be renewed unless the parties reach a mutual agreement concerning the proposed changes. This contract shall be construed in accordance with the laws of the state of Iowa.

This document contains the parties' entire agreement. Any modifications shall be in writing, signed by the parties and ratified by the respective governing bodies in accordance with the requirements of Iowa law. This contract will not become effective until each of the parties' governing bodies has formally ratified it. Either party may terminate this contract by providing sixty days' written notice to the other. In the event of termination, the Municipality shall continue to make payments hereunder until the effective date of the termination.

County and Municipality certifies that the foregoing Agreement was duly adopted by their respective bodies in accordance with Iowa law:

Woodbury County, Iowa

City of Correctionville, Iowa

By: _____

By:  _____

Chairman, Board of Supervisors

Nathan Heilman, Mayor

Attest: _____

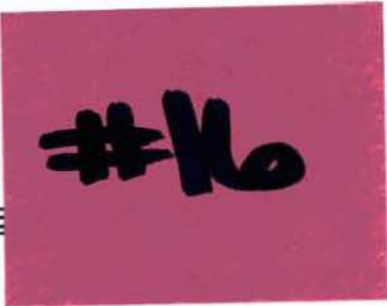
Attest:  _____

County Auditor

Susan Fitch, City Clerk

By: _____

Woodbury County Sheriff



WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

Date: January 28, 2016

Weekly Agenda Date: February 9, 2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisor Mark Monson

SUBJECT: Mental Health Equipment in Woodbury County

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Give Direction Other: Informational Attachments

WORDING FOR AGENDA ITEM: Discussion of equipment from Woodbury County Mental Health

EXECUTIVE SUMMARY A large packet of materials will be provided to each supervisor and one placed in the Board office. This material would be very difficult to transmit by email as most of it is large photographs.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION: Discussion

ACTION REQUIRED / PROPOSED MOTION: This is a discussion item only.

Approved by Board of Supervisors March 3, 2015.

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM



Date: February 5, 2016

Weekly Agenda Date: February 9, 2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Kenny Schmitz; Building Services

SUBJECT: Courthouse 1st & 2nd Floor Lighting Globes

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Courthouse Rotunda Light Globes

EXECUTIVE SUMMARY: Woodbury is seeking costs to replicate original glass light globes.

BACKGROUND: Woodbury County would like to replace aged irreparable rotunda glass light globes on the 1st & 2nd floor & wish to seek costs associated with doing so. We have been told by possible vendors that to provide an accurate cost they must have one of the globes in their possession. We have had one vendor from Minnesota come & take measurements & pictures of these who also states they must have one back at their place of business to provide costs.

FINANCIAL IMPACT: Unknown

RECOMMENDATION: Building Services would recommend allowing one vendor to return to their place of business with one original glass globe to determine replication costs. It is further recommended that if such is approved that the vendor or Woodbury County approved carrier provide personal delivery via car to & from the place of business completing the cost quote. It will be stipulated that the vendor understand the glass globe is an irreplaceable historic item in nature.

ACTION REQUIRED / PROPOSED MOTION: Building Services asks permission to move forward with recommendation.

#189

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

Date: January 28, 2016

Weekly Agenda Date: February 9, 2016

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

SUBJECT: **Consider approval of plans for project ER-CO97(125)—58-97, Storm repairs to county routes D38 and D50**

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

Consideration X

WORDING FOR AGENDA ITEM: Consider approval of plans for project ER-CO97(125)—5E-97, Storm Damage repair on routes D38 and D50.

EXECUTIVE SUMMARY: The project repairs road slides and embankment failures which occurred during storm events in June 2014. This is the last of three projects to do repairs on federal aid routes. The plans were approved by the board in November 2014, but required changes prior to letting. A revised title sheet needs to be signed and the project reauthorized by the Board.

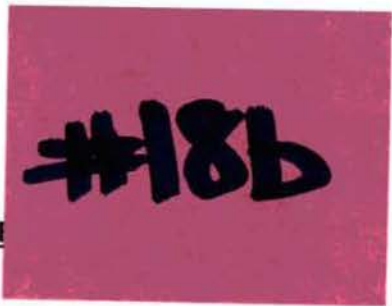
BACKGROUND: The project is funded with FHWA Emergency Relief funds. FHWA pays 80% of the project, and our farm to market funds will pay the remaining 20%. Project plans are now finished and the project is scheduled for a April 2016 letting at the Iowa Department of Transportation.

FINANCIAL IMPACT: This project is funded with ER funds from the Federal Highway Administration and matched with county farm to market funds.

RECOMMENDATION: Recommend that the Board approve the plans for letting.

ACTION REQUIRED/MOTION PROPOSED: Motion to reapprove the construction plans for project number ER-CO97(125)—58-97.

Approved by Board of Supervisors March 3, 2015.



WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) I

Date: February 4, 2016

Weekly Agenda Date: February 9, 2016

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

SUBJECT: **Receive and Consider of award of quotation for new motor grader**

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Give Direction Other: Informational Attachments

Consideration X

WORDING FOR AGENDA ITEM: Receive and consider of award a quotation for a new motor grader

EXECUTIVE SUMMARY: Motor grader 417, assigned to the Oto District, has suffered a major component failure. This machine was scheduled for FY 2017 trade in for a new motor grader. The cost of repair of the current machine will not be recovered in its trade in value.

Murphy Tractor, the local John Deere dealer, has offered a quotation to trade the current machine, forgive the repair expenses to date, and provide a new machine for the FY 2016 price received in quotes last May.

BACKGROUND: The department solicited quotations from area contractors. The estimate cost of the work is less than \$50,000, so alternative bid methods may be used.

FINANCIAL IMPACT: This equipment replacement is funded within the county secondary road fund made up of local option sales tax, road use tax fund, and property tax receipts. This was proposed for FY 2017 purchase. It will require a budget amendment to purchase the replacement early.

RECOMMENDATION: Purchase a new 2016 John Deere 772G motor grader to replace the existing John Deere 770C in need of major repair.

ACTION REQUIRED: Motion to purchase a new 2016 John Deere 772G motor grader to replace the existing John Deere 770C in need of major repair.

Approved by Board of Supervisors March 3, 2015.

MURPHY

TRACTOR & EQUIPMENT CO.

5087 E Broadway Ave
Des Moines, IA 50317-4744
515-263-0055

PO Box 1760
Dodge City, KS 67801-1760
620-227-3139

1303 3rd Ave. NW
Fort Dodge, IA 50501-2257
515-576-3184

P.O. Box 460
Gering, NE 69341-0460
308-436-2177

3204 S. Engleman Road
Grand Island, NE 68803-6621
308-381-0741

P.O. Box 1206
Great Bend, KS 67530-1206
620-792-2748

8600 NE Parvin Road
Kansas City, MO 64161-8300
816-483-5000

6100 Arbor Road
Lincoln, NE 68517-3211
402-467-1300

P.O. Box 1013
North Platte, NE 69103-1013
308-534-7020

9751 S.148th Street
Omaha, NE 68138-3898
402-894-1899

P.O. Box 5349
Sioux City, IA 51102-5349
712-252-2753

1401 S State Highway MM
Springfield, MO 65802-7726
417-863-1000

1621 NW Gage Blvd.
Topeka, KS 66618
785-233-0556

P.O. Box 387
Ulysses, KS 67880-0387
620-356-1071

P.O. Box 2520
Waterloo, IA 50704-2520
319-235-7085

5255 N Deere Road
Park City, KS 67219-3308
316-942-1457

Corporate Office:

5375 N Deere Road
Park City, KS 67219-3307
316-945-1015

February 3, 2016

Mr. Mark Nahra
Woodbury County Secondary Roads
759 E. Frontage Road
Merville, IA 51039

Dear Mark & Woodbury County:

We are pleased to quote the following for your consideration:

(1) John Deere 772G Motor Grader With 6wd, new 2016 model, S/N Factory Order.

The following factory and dealer options are included:

- 772G with Standard Hydraulic Controls
- John Deere PowerTech PSS 9.0L meets EPA FT4 Emissions (266 Net Peak hp)
- JDLink Ultimate
- Single Input Gearbox with Slip Clutch
- Deluxe Grading Lights (18 Halogen Lights)
- Low Cab w/ Lower Front and Side Opening Windows
- Heated Exterior Mounted Rearview Mirrors
- 24-to-12 Volt Converter (30 amps peak / 25 amps continuous)
- Premium AM/FM Radio with Bluetooth, Aux, Weather Band (WB), and XM Ready
- Lower Front Intermittent Wiper Washer
- Premium Heated, Leather/Fabric, High-Wide Back, Air Suspension Seat with Armrests
- 200 amp Alternator
- 14 Ft. x 27 In. x 1 In. (4.27 M x 686 mm x 25 mm) with 8 In. x 3/4 In. (203 x 19 mm) Cutting Edge and 5/8 in. (16mm) Hardware
- Blade Impact Absorption System
- Autoshift Transmission
- Base Hydraulics w/ 3 Auxiliary Function Control
- Base Hydraulics w/ 1 Auxiliary Function Control
- Hydrau - Greases, Oil, Fuel Coolant
- Hydraulic Pump Disconnect
- Transmission Solenoid Valve Guard
- Balderson Style Front Lift Group
- Michelin Snow-plus Tires
- Front and Rear Fenders
- Engine Block Heater
- Ether Starting Aid
- Cold Weather Control Valve Covers
- Tall (26in.(660mm) higher than Standard Frame Lights) Front Snow Plow Light Bar
- Beacon with Flip Down Cab Beacon Bracket (RH)
- Front Window Movable Sun Visor
- Rear Retractable Sun Shade
- Decelerator
- Right Hand Moldboard Extension, 2 foot in length
- Slow Moving Vehicle (SMV) Sign
- Secondary Steering
- Adjusting Rotary Ejector Precleaner
- Falls Wing Installed

- Warranty: Included in machine sale price: Base Warranty is 12 Months with Full Machine Coverage, PLUS Powertrain Extended Service Coverage out to a total of 84 Months or 7,500 Hours, whichever comes first.

Cash Sale Price:	\$297,431
Less Trade Allowance:	
Trade unit:	
John Deere 770CH, SN DW770CH568204;	(\$16,000)
Net Price Delivered:	\$281,431

We believe the equipment as quoted will exceed your expectations. On behalf of Murphy Tractor & Equipment Co., Inc., thank you for the opportunity to quote John Deere machinery.

Sincerely,



Cole Knapp
Murphy Tractor and Equipment
Territory Sales Manager
712-251-6622

#18c

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) I

Date: February 4, 2016

Weekly Agenda Date: February 9, 2016

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

SUBJECT: **Approval of Policy for Use of Cross Road Pipes for Manure Handling**

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Review and approval of Secondary Road Department Policy for the use of cross road culverts for manure handling

EXECUTIVE SUMMARY: The attached policy was reviewed and discussed with the new policy committee on January 29th. The attached policy is recommended by the county engineer and summarizes our past practice of allowing livestock farm operations to use cross road culverts in their manure handling operations. By running hoses to allow pumping of manure to fields where it is used as fertilizer, roads are saved from handling heavily loaded tractors and manure handling tankers. Many livestock operations require handling of liquid manure. Often this handling occurs in the spring months when roads are unstable. If the livestock operator can pump the liquid manure in pipes or hoses, running heavy loads on unstable roads can be avoided without disruption to travel by running the hoses through cross road culverts.

The road department has also installed dry culverts to allow hoses to cross a county roadway where no culvert is needed for handling cross road water. The cost of the culvert and installation is minimal compared to the cost of repairing a load damaged gravel or paved road.

BACKGROUND: The secondary road department is reviewing all operating policies in cooperation with the Board of Supervisors.

FINANCIAL IMPACT: This policy potentially saves the county a significant amount of money by avoiding road damage that can occur when heavily loaded manure wagons are operating on county gravel and paved roads.

RECOMMENDATION: I recommend the policy be approved as submitted.

ACTION REQUIRED/PROPOSED MOTION: Motion to approve the Secondary Road Department Policy for the use of cross road culverts for manure handling.

**WOODBURY COUNTY SECONDARY ROAD DEPARTMENT
POLICY AND PROCEDURE MEMORANDUM**

SUBJECT: Use of cross road culverts for manure handling

Heavy agricultural equipment used to haul animal waste causes severe damage to granular surfaced and paved roads. Much of this hauling is done during the spring thaw and causes loss of rock surfacing, distortion of the road cross section, and inconvenience to neighbors and other road users. Some manure can be pumped through hoses to fields for application, but hoses cannot be set on the road surface. Confinement operators are requesting to run pump hoses through county culverts or to request the county install culverts to accommodate manure handling hoses for land application. The county recognizes that keeping heavy loads generated by manure disposal and land application off of county roads can be a cost and road saving measure for the county.

This policy defines how the county road department will respond to requests for running manure hoses through structures in county rights of way.

General Requirements:

Hoses shall only be in the county right of way during active pumping operations. Hoses are to be removed from the culvert and right of way when not in use. Pumping equipment shall not be allowed within the right of way at any time. Pumping operations shall cease during rainfall and hoses will not be left in culverts during rainfall.

Confinement owner or operator will be required to take every effort to prevent spillage of manure within the county right of way. Confinement owner or operator will have equipment on site to quickly dike any spilled manure and will promptly remove spilled manure from the county right of way and restore the ditch cross section and seeding as needed following cleanup. Confinement owner or operator agrees to use the culvert for manure handling from the permitted site and will refrain from hauling loads manure on the county road from the permitted confinement facility except in minimal amounts that will be defined on the permit.

Confinement owners and land owners shall not run hoses through county road structure culverts without a permit from the county engineer's office.

Non-Drainage Structures:

Adjacent landowners with livestock operations requiring disposal of manure may request that the county place a culvert under a road where it serves no purpose for providing drainage to accommodate a hose to allow pumping of liquid manure. The county engineer or maintenance foreman will review the requested site for the cross road culvert. Placement of the culvert will be based on adequate ditch depth, minimizing the length of run of the manure handling hose within the county right of way, and the convenience of

the property owner. The terms of construction and use of non-drainage structure culverts for pumping manure under roads will be as provided in the permit.

APPROVED:

Chairman-Woodbury County Board of Supervisors

Mark J. Nahra, Woodbury County Engineer

Attachments:

#18d

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S)

Date: February 4, 2016

Weekly Agenda Date: February 9, 2016

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

SUBJECT: **Approval of Policy for Purchase of Departmental Vehicles**

ACTION REQUIRED:

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

WORDING FOR AGENDA ITEM: Review and approval of Secondary Road Department Policy for Purchase of Small Vehicles

EXECUTIVE SUMMARY: The attached policy was reviewed and discussed with the new policy committee on January 29th. The attached policy is recommended by the county engineer and summarizes our past practice on purchase of pickups, autos and SUV type vehicles.

BACKGROUND: The secondary road department is reviewing all operating policies in cooperation with the Board of Supervisors.

FINANCIAL IMPACT: These policies will minimally affect the county road department budget. The proposed policy allows the widest participation in the quotation/bidding process for acquisition of small vehicles..

RECOMMENDATION: I recommend the policy be approved as submitted.

ACTION REQUIRED/PROPOSED MOTION: Motion to approve the Secondary Road Department Policy for Purchase of Small Vehicles.

**WOODBURY COUNTY SECONDARY ROAD DEPARTMENT
POLICY AND PROCEDURE MEMORANDUM**

SUBJECT: Purchase of County Road Department Vehicles – Automobiles, Pickups, Vans, and SUVs

This policy outlines the process for purchase of vehicles for use by the Woodbury County Secondary Road Department. Said vehicles include sport utility vehicles (SUV), automobiles, and pickup trucks up to 19,500 lb. GVW rating.

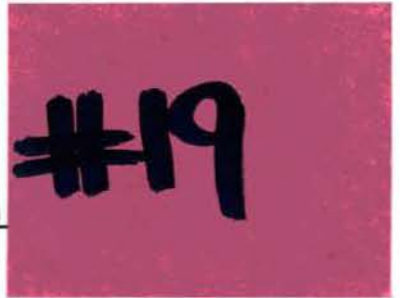
- 1) The county road department will request quotations for new vehicles. Quotations may allow consideration of current model year demonstrators, if deemed in the best interest of the secondary road department.
- 2) The county will request quotations for vehicles as defined above from local automobile and pickup truck dealers that sell new vehicles. Local dealer is defined as any major brand automobile or truck dealership within the geographic limits of Woodbury County. The dealer may provide a quotation for any vehicle brand for which they are an authorized dealer at any of their company or corporation owned dealerships. Dealers owning a qualifying dealership within Woodbury County will not be limited to quoting only vehicle brands that are sold at their Woodbury County location, but can provide quotes for any vehicle sold by any of their dealerships regardless of its location.
- 3) While the county road department prefers to purchase locally, the department must also seek the lowest price possible for a vehicle meeting specifications. The county is eligible to buy at state bid prices through the Iowa Department of Transportation and Iowa Department of Administrative Services. The county encourages all dealers bidding to consult pre-approved state bid prices prior to submitting a quotation to the county. The county engineer may, if prices exceed state bids by more than 5%, recommend purchase of county vehicles from awarded state bids.
- 4) Units quoted shall meet or exceed the vehicle specifications sent to the dealer. Modifications or deviations from printed specifications shall be described by a written statement to be included with the quote by each dealer. The Woodbury County Board of Supervisors reserves the right to waive compliance on minor variations from specifications and to reject any or all quotes if deemed to be in the best interest of Woodbury County. Woodbury County is not obligated to purchase the low quote and will purchase the vehicle that will best serve the county's needs.
- 5) The awarded dealer shall have a pre-order meeting with the county engineer to approve final vehicle details and to approve color selection to assure compliance with specifications.

APPROVED:

Chairman-Woodbury County Board of Supervisors

Mark J. Nahra, Woodbury County Engineer

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S)



Date: January 28, 2016

Weekly Agenda Date: February 9, 2016

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

SUBJECT: **Consideration of approval of contract for Right of Way for Orton Slough Ditch Project**

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

Consideration X

WORDING FOR AGENDA ITEM: Consideration of approval of the contracts for right of way acquisition for the Orton Slough Ditch Project.

EXECUTIVE SUMMARY: The Board of Supervisors serving as trustees for the Orton Slough Drainage District engaged I and S Group to improve the ditch carrying Orton Slough water from the railroad culvert to the main drainage district intake. As the project work started, the drainage engineer discovered that the district did not have an easement for the ditch crossing three landowners' property. The drainage engineer has negotiated with the landowners to acquire an easement for the drainage district and has reached a settlement for the necessary property.

BACKGROUND: The Orton Slough drainage district first cleared this ditch in 1986 apparently through a verbal agreement with the affected landowners. The new contract for the drainage easements includes right of entry for future maintenance of the ditch. This is an important right for the district to own and avoids future complaints by subsequent landowners for the district taking property rights without compensation.

FINANCIAL IMPACT: This project is funded by assessment against the properties within the Orton Slough drainage district.

RECOMMENDATION: Recommend that the Board approve the contracts with Randall Beck, Dennis Brouillette, and Sherrick Properties LLC. for the acquisition of right of way for the Orton Slough Drainage District.

ACTION REQUIRED/MOTION PROPOSED: Motion to approve the contracts with Randall Beck, Dennis Brouillette, and Sherrick Properties LLC. for the acquisition of right of way for the Orton Slough Drainage District for a total of \$13,620.00 as shown on the attached detail sheet.

Approved by Board of Supervisors March 3, 2015.

**2015 RIGHT-OF-WAY ACQUISITION
ORTON SLOUGH DRAINAGE DISTRICT
WOODBURY COUNTY, IOWA**



Owner	Section	Township	Range	Parcel	Station From	Station To	Total Required ROW, Ac.	Taken R.O.W. Acres	Easement ROW, Ac.	Taken Cropland \$7,800/AC*	Taken Timberland \$2,500/AC*	Easement \$600/AC [□]	Total Cost
WOODBURY COUNTY, LIBERTY TWP: T-87N, R-47W													
BROUILLETTE, DENNIS M	21	87	47	SE NW	0+00	6+54	1.00	0.40	0.60	\$ 3,120.00	\$ -	\$ 360.00	\$ 3,480.00
BECK, RANDALL T	21	87	47	SW NE	6+54	20+66	2.20	0.80	1.40	\$ 6,240.00	\$ -	\$ 840.00	\$ 7,080.00
	21	87	47	PT NE NE & PT SE NE	20+66	23+02	0.30	0.10	0.20	\$ 780.00	\$ -	\$ 120.00	\$ 900.00
SHERRICK PROPERTIES LLC	21	87	47	PT NE NE	23+02	34+18	1.70	0.60	1.10	\$ -	\$ 1,500.00	\$ 660.00	\$ 2,160.00
TOTALS FOR ORTON DRAINAGE DISTRICT=							5.20	1.90	3.30	\$ 10,140.00	\$ 1,500.00	\$ 1,980.00	\$ 13,620.00

FOOTNOTES:

*Cropland Value is from the ISU Extension Ag Decision Maker 2014 Land Values Report for Woodbury County

▪ Timber Land Value is from the ISU Extension Ag Decision Maker 2015 Land Values Report for West Central Iowa

□ Easement Value is two times Crop Cash Rent in Woodbury County from ISU Extension Ag Decision Maker 2015

December 28, 2015



To: Randall Beck
P.O. Box 845
Sergeant Bluff, IA. 51054

Re: Right-of-Way Acquisition along the Open Ditch
Orton Slough Drainage District
Woodbury County, Iowa

Dear Landowner:

On June 2, 2015, the Woodbury County Board of Supervisors acting as Trustees for the Orton Slough Drainage District directed I+S Group, Inc. (ISG) to proceed with preparing plans for the repair of the open channel facility. The District has maintained the open channel since 1986, however has never acquired right-of-way (ROW) along the ditch. Therefore, the Board of Supervisors has also approved the acquisition of ROW. This is the second letter to inform you of the acquisition of ROW.

The work involves the cleanout of the open ditch from Station 0+00 to Station 34+93, NE ¼ NE ¼ to the SE ¼ NW ¼, all within Section 21, to Liberty Township. Approximately 5,768 cubic yards of material is to be removed from the open ditch and will be excavated with a two (2) foot bottom width and 3 to 1 side slopes.

Acquisition of Right-of-Way: The District currently has no permanent right-of-way. Therefore, the District is acquiring a 66 feet wide (33 foot width each side of centerline) along the entire length of the open ditch. The average width from the top of ditch bank to top of the ditch bank is 24'. The remaining 42' will provide unimpaired access along the open ditch for future maintenance work of approximately 21' on each side. To provide the recommended right-of-way, 5.20 acres will need to be acquired. The District would like to negotiate the terms of the right-of-way with the landowners traversed without appointing appraisers and holding proceedings as specified in the Iowa Drainage Code Section 468.25 in an effort to keep expenses down.

Iowa Code Section 468.25 states:

The appraisers appointed to assess damages shall view the premises and determine and fix the amount of damages to which each claimant is entitled, and shall place a separate valuation upon the acreage of each owner taken for right of way for open ditches or for settling basins, as shown by plat of engineer, and shall, at least five days before the date fixed by the board to hear and determine the same, file with the county auditor reports in writing, showing the amount of damage sustained by each claimant. Should the report not be filed in time, or should any good cause for delay exist, the board may postpone the time of final action on the subject, and, if necessary, the auditor may appoint other appraisers.

The open ditch takes 1.90 acres from production and the landowner should be compensated at fair market value. Average land values are compiled and published by Iowa State Extension Service and were considered in recommending compensation. Included with this letter is a Corn Suitability Rating (CSR) map for the area under consideration, which shows the land to have a CSR value of 51. The average crop land value for Woodbury County is reported as \$7,600/AC and the average CSR value of 49.7, for an average value of \$153/AC/CSR point. Therefore we are recommending compensation for this right-of-way of \$7,800/AC for the crop land, \$3,000/AC for the grassland, and \$2,500/AC for the timber land.

1725 North Lake Avenue + PO Box 458 + Storm Lake, IA 50588-7610

info@is-grp.com + www.is-grp.com

P: 712.732.7745

I+S GROUP

I+S GROUP

The landowner will maintain the right to farm the remaining 3.30 acres of adjacent access easement and the area is to be removed from property taxes however; crop damages will not be paid by the District in the future for access to maintain the facility. This easement area for maintenance of the facility is typically used on average twice during an individual's career as a farmer. Therefore, we recommend a compensation value equivalent to two (2) times the average cash rent for Woodbury County as published by Iowa State Extension, or \$600 per acre.

Included with this letter is a table which shows the acres involved per landowner along with the recommended compensation. Also enclosed is the supporting documentation of land values from the Iowa State University Extension Service. A plat showing the location of the right-of-way is also provided for your reference. If you are willing to accept the recommended payment for the establishment of right-of-way of the Orton Slough Drainage District, please sign both copies of the letter. Please keep one copy of the letter for your records, and send the other in the return addressed stamped envelope by January 15, 2016. Record of this right-of-way will be maintained as part of the District records kept on file in the Auditor's Office of Woodbury County. If you would like to discuss the recommended compensation value, please contact Brian Blomme or Ivan Droessler at I+S Group (712-732-7745) at your convenience.

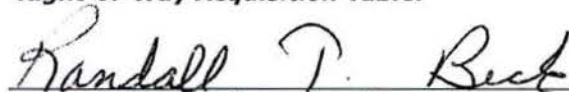
Sincerely,



Brian W. Blomme, P.E.
Project Engineer
I+S Group

c: Woodbury County Board of Supervisors
Mark Nahra, Woodbury County Engineer

I agree with the recommended compensation for right-of-way along the alignment of the Orton Slough Drainage District. By signing below, I will accept payment from the Orton Slough Drainage District for the right-of-way documented in the attached 2015 Right-of-Way Acquisition Table.



Landowner, Woodbury County

1-14-2016

Date

November 16, 2015

To: Landowners along the Open Ditch
Orton Slough Drainage District
Woodbury County, Iowa



Re: Right-of-Way Acquisition along the Open Ditch

Dear Landowners:

On June 2, 2015, the Woodbury County Board of Supervisors acting as Trustees for the Orton Slough Drainage District directed I+S Group, Inc. (ISG) to proceed with preparing plans for the repair of the open channel facility. The District has maintained the open channel since 1986, however has never acquired right-of-way (ROW) along the ditch. Therefore, the Board of Supervisors has also approved the acquisition of ROW. This letter is to inform you of the acquisition of ROW.

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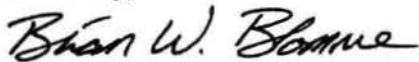
I+S GROUP

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The landowner will maintain the right to farm the remaining 3.30 acres of adjacent access easement and the area is to be removed from property taxes however; crop damages will not be paid by the District in the future for access to maintain the facility. This easement area for maintenance of the facility is typically used on average twice during an individual's career as a farmer. Therefore, we recommend a compensation value equivalent to two (2) times the average cash rent for Woodbury County as published by Iowa State Extension, or \$600 per acre.

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Sincerely,



Brian W. Blomme, P.E.
Project Engineer
I+S Group

c: Woodbury County Board of Supervisors
Mark Nahra, Woodbury County Engineer

I agree with the recommended compensation for right-of-way along the alignment of the Orton Slough Drainage District. By signing below, I will accept payment from the Orton Slough Drainage District for the right-of-way documented in the attached 2015 Right-of-Way Acquisition Table.


Landowner, Woodbury County

11-19-2015
Date

October 6, 2015



To: Landowners along the Open Ditch
Orton Slough Drainage District
Woodbury County, Iowa

Re: Right-of-Way Acquisition along the Open Ditch

Dear Landowners:

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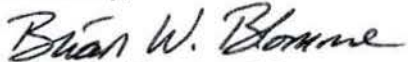
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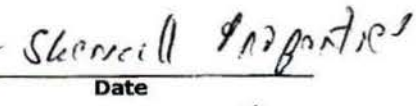
Sincerely,



Brian W. Blomme, P.E.
Project Engineer
I+S Group

c: Woodbury County Board of Supervisors
Mark Nahra, Woodbury County Engineer

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 *manager & board steward* 
Landowner, Woodbury County _____ Date
11/16/15

R-47W

GRAU, IRWIN A REV TRUST
38.90 ACRES

SHERRICK PROPERTIES LLC
40.00 ACRES

SHERRICK PROPERTIES LLC
20.66 ACRES
0.60 ACRES TAKEN R.O.W.
1.10 ACRES EASEMENT ACQUIRED

D-51 250th St
UNION PACIFIC RR
3.31 ACRES

UNION PACIFIC RR
RIGHT OF WAY

66' PROPOSED EASEMENT

24' TAKEN R.O.W.

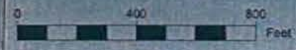
BECK, RANDALL T
45.50 ACRES
0.10 ACRES TAKEN ON R.O.W.
0.20 ACRES EASEMENT ACQUIRED

BROUILLETTE,
DENNIS M
39.85 ACRES
0.40 ACRES TAKEN R.O.W.
0.60 ACRES EASEMENT ACQUIRED

BECK, RANDALL T
40.00 ACRES
0.80 ACRES TAKEN OF R.O.W.
1.40 ACRES EASEMENT ACQUIRED

ORTON SLOUGH
CORNER 21st

21



ISG Architecture
Engineering
Environmental
Planning
www.isg.com

+S GROUP

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PROJECT
ORTON SLOUGH DRAINAGE DISTRICT

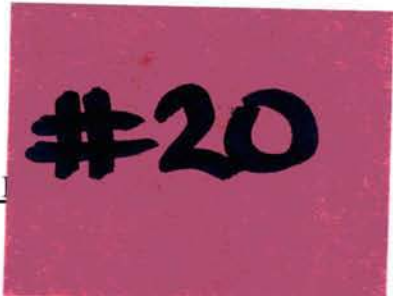
WOODBURY CO IOWA

NO.	DATE	REVISION/SCHEDULE	DESCRIPTION

PROJECT NO: 13-16116
 FILE NAME: 16116 ROW PLAT
 DRAWN BY: CSR
 DESIGNED BY:
 CHECKED BY: BMS
 SCALE DATE: 7-16-2013
 CLIENT PROJECT NO:

TITLE
RIGHT-OF-WAY PLAT

SHEET
1



WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S)

Date: February 4, 2016

Weekly Agenda Date: February 9, 2016

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: **Chairman's Report**

ACTION REQUIRED:

- Approve Ordinance
- Approve Resolution
- Approve Motion
- Give Direction
- Other: Informational
- Attachments

WORDING FOR AGENDA ITEM: Chairman's Report

EXECUTIVE SUMMARY: In order to keep the Board as fully informed as possible on the weekly happenings, this will act as a summation of day-to-day operational decisions in a public forum.

BACKGROUND: The Board will be kept apprised of the following:

a. Department Head Meeting. Department head meeting minutes have been distributed to all. Questions and clarifications are welcomed. Please see the following dates regarding upcoming meetings. This is an opportunity to view two calendars: GroupWise and Department Heads. The initial emphasis was on communication including True Speak, weekly reports to liaisons, and sharing the "good news" in Woodbury County.

b. State Historical Society and LED Lighting. I will present an update of how the site visit went concerning LED lighting retrofit under the project management of The Baker Group.

c. Public Bidder. In discussion with Heather Satterwhite, I believe it is in the best interest when there is a public sale to have our public bidder available who has been involved in preparation of the sale. This is key for questions and a well-received idea for maximum customer service. Because sales are at the beginning of the meeting, this would only mean staying perhaps 15 minutes later than normal on days when there is a sale. The idea is appreciated.

d. Sioux City Open Record Request of Woodbury County. Please see attached letter and records request to the City of Sioux City.

e. LEC Expansion Committee Notice. Please see attached committee notice. (Discuss details)

FINANCIAL IMPACT: None

RECOMMENDATION: Received the information.

ACTION REQUIRED: See attachments to include Historical PowerPoint; Open Record letter, etc.

DEPARTMENT HEAD MONTHLY MEETINGS
TENTATIVE SCHEDULE



FEBRUARY 22ND

MARCH 21ST

APRIL 18TH

MAY 16TH

JUNE 27TH

JULY 25TH

AUGUST 22ND

SEPTEMBER 19TH

OCTOBER 17TH

NOVEMBER 14TH

DECEMBER 12TH



Woodbury County Board of Supervisors

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

#20d

MEMBERS

LARRY D. CLAUSEN
SIOUX CITY

MARK A. MONSON
SERGEANT BLUFF

JACLYN D. SMITH
SIOUX CITY

MATTHEW A. UNG
SIOUX CITY

JEREMY J. TAYLOR
SIOUX CITY

BOARD ADMINISTRATIVE COORDINATOR
KAREN JAMES

EXECUTIVE SECRETARY / PUBLIC BIDDER
HEATHER SATTERWHITE

January 29, 2016

Nicole M. Jensen, City Attorney
City of Sioux City
P. O. Box 447
Sioux City, IA 51102

Nicole Jensen:

Please find the documents that we believe fulfill the Open Records Request made by the City of Sioux City. I will let fellow supervisors know of the request and its fulfillment this week for transparency's sake at our open meeting and am including Mayor Bob Scott and Councilman Dan Moore, as my understanding is that Councilman Moore is the liaison for economic development. If there is any further request on behalf of the City of Sioux City, please let us know.

We enjoy a good relationship with the City of Sioux City and are excited as we shared recently about historic expanded economic development resulting in increased opportunities for quality of life issues, the honoring of our veterans with Home Base Iowa, the launch of the U.S.S. Sioux City and opportunities for shared efficiencies between city and county finance departments.

I was unsure in response to your request the originator of the documentation unless it came originally from your office. Please know that we are ready to provide documents that may be helpful to Sioux City outside of an Open Records request to best serve in a spirit of mutual respect and cooperation.

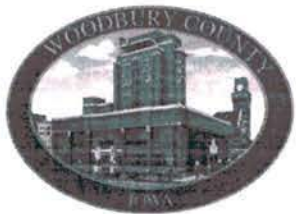
Respectfully,

Handwritten signature of Jeremy Taylor in cursive.

Jeremy Taylor
Chairperson, Woodbury County Board of Supervisors

Enclosures: Liberty Park Urban Renewal/TIF copies (65 pages)

Cc: Mayor Bob Scott, Councilman Dan Moore (Economic Development)



Woodbury County Board of Supervisors

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INVOICE #400

TO: Nicole M. Jensen, City Attorney
City of Sioux City
405 6th Street
P.O. Box 447
Sioux City, Iowa 51102

Liberty Park Urban Renewal/TIF copies

\$.50 per page	65 pages	\$32.50
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Make check payable to: Woodbury County Board of Supervisors
620 Douglas Street
Sioux City, IA 51101

Resolution Approving the Formalization of a Development Agreement In Connection with Project X	11/1/12
Resolution Authorizing the Application of Port Neal Corporation for Incentives Provided by State of Iowa	11/13/12
Resolution in Support of and Authorizing the Filing of an Application for Rise Project Funding with the Iowa Department of Transportation	11/20/12
Resolution Setting Date for a Public Hearing on Designation of the Liberty Park Urban Renewal Area and on Urban Renewal Plan and Project	1/29/13
Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan and Project for the Liberty Park Urban Renewal Area	2/12/13
Ordinance #33 An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the Liberty Park Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa	2/12/13
Map	2/12/13
Resolution Establishing Liberty park Urban Renewal Area Tax Increment Revenue Fund and Authorizing Loan to That Fund	4/30/13
Development Agreement Between Woodbury County, Iowa and CF Industries Nitrogen, LLC	9/13/13
Resolution Approving Property Valuation Exemption for CF Industries Nitrogen LLC Related to State of Iowa High Quality Jobs Program	9/17/13
Resolution Approving and Authorizing Execution of Development Agreement Between Woodbury County and CF Industries Nitrogen, LLC Related to State Of Iowa High Quality Jobs Program	9/17/13
Ordinance #34 An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the 2013 Amendment to the Liberty Park Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa	12/23/13
Resolution to Approve 2013 Urban Renewal Plan Amendment for the Liberty Park Urban Renewal Area	12/23/13
Development Agreement between Woodbury County, Iowa and CF Industries Nitrogen LLC	12/2/14

Resolution to Approve 2014 Urban Renewal Plan Amendment for the Liberty Park Urban Renewal Area	12/2/14
Resolution Approving Development Agreement with CF Industries Nitrogen, LLC Authorizing Tax Increment Payments and Pledging Certain Tax Increment Revenue to the Payment of the Agreement	12/2/14
Agreement Between Woodbury County and City of Sergeant Bluff, Iowa	5/12/15
Resolution Approving 2016 Amendment to Development Agreement between Woodbury County and CF Industries Nitrogen, LLC Related to State of Iowa High Quality Jobs Program	1/19/16

A G E N D A

LEC Expansion Committee

SPECIAL MEETING

DATE: Wednesday, February 10th , 2016

TIME: 7:30 a.m.

WHERE: Board of Supervisors Meeting Room, Woodbury County
Courthouse, 1st Floor

7:30 a.m. Baker Group Discussion on scoring criteria

8:00 – 8:45 a.m. Closed Session {Iowa Code Section 21.5(1)(i)
CMBA Architects

9:15 – 10:00 a.m. Closed Session {Iowa Code Section 21.5(1)(i)
M+ Architects

10:30 – 11:15 a.m. Closed Session {Iowa Code Section 21.5(1)(i)
RML Architects

ADJOURNMENT

Subject to Additions/Deletions

★★★ Taurus Level

Jack & Barbara Aalfs in
memory of Eric Rodawig

Anonymous

Avery Brothers Sign Co.

Berenstein, Moore, Heffernan,
Moeller & Johnson, LLP

Jane & Roger Bomgaars

Cargill

Chesterman Co.

C.W. Suter Services

Margaret Ann Martin Everist
Foundation

Gardner Foundation

Gill Hauling

Kim & Jeff Gordon

Guarantee Roofing

Iowa Pork Producers Association

Herb & Rosie Kuehne

JEBRO/Knife River

MidAmerican Energy Foundation

Missouri River Historical Development

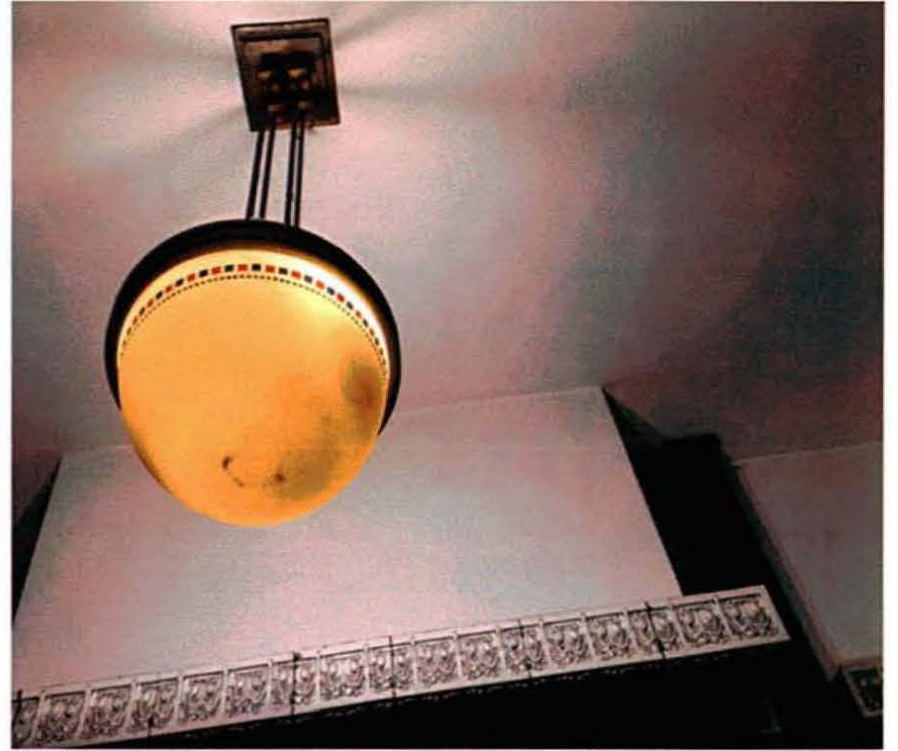
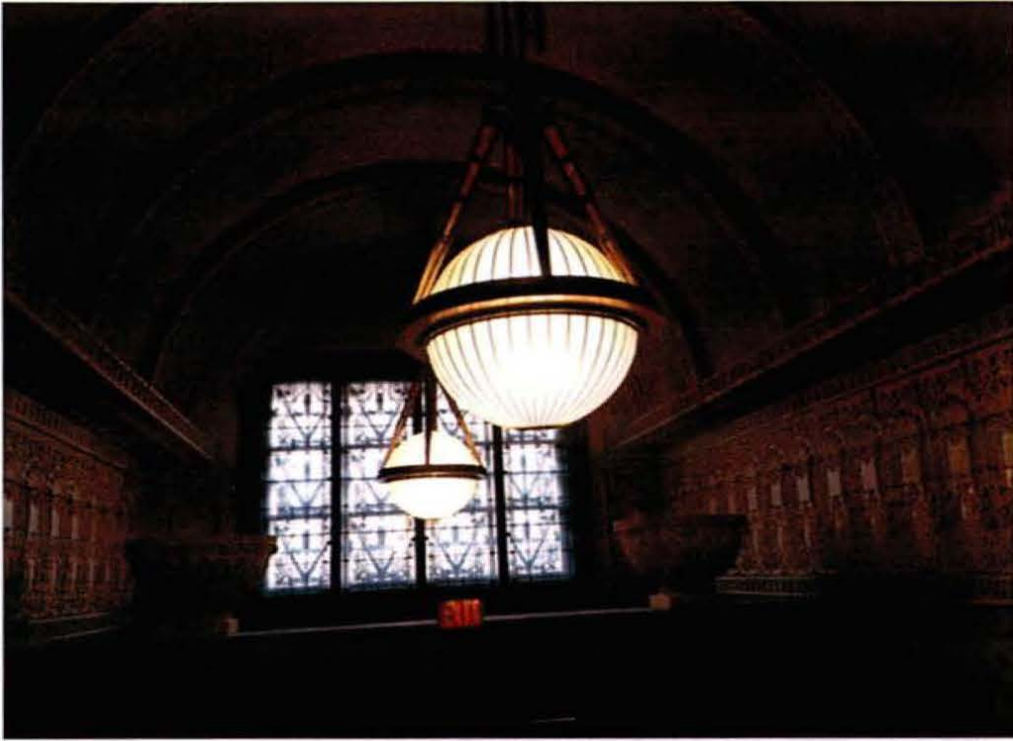
David & Marta Patee

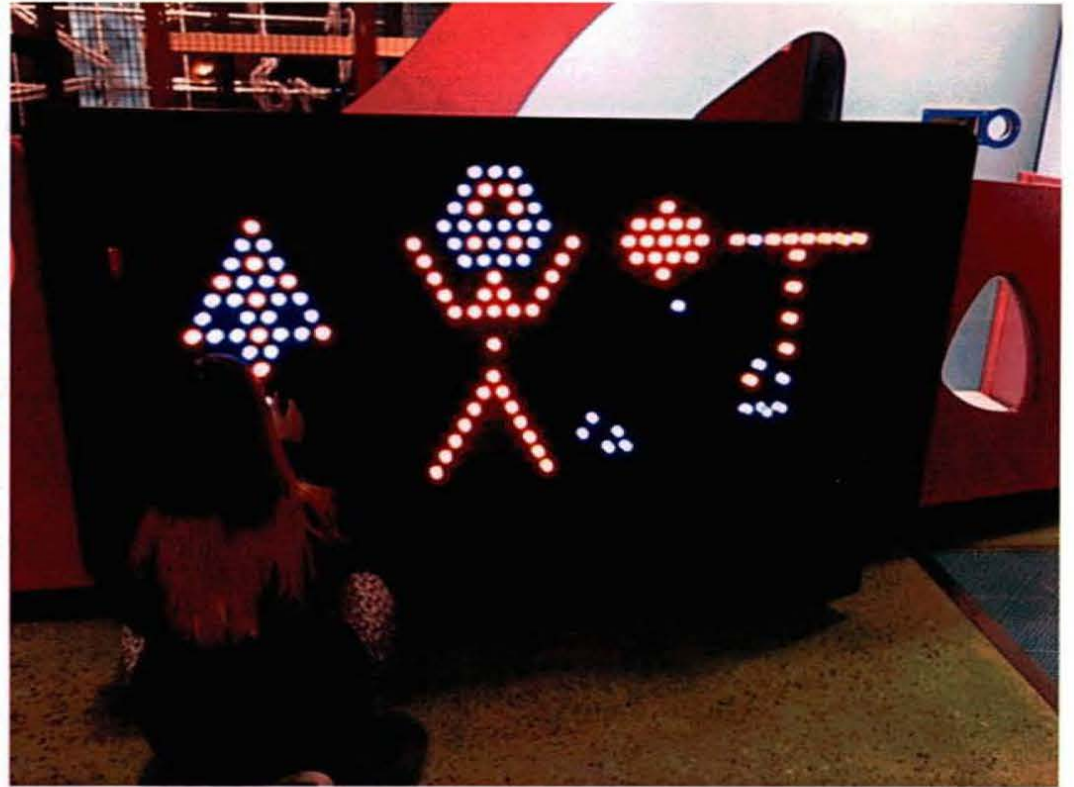
Scheels

Security National Bank

Wells Enterprises, Inc.

Woodbury County Board of Supervisors





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Meeting Minutes, January 29th 2016

FIRST MEETING OF WOODBURY COUNTY POLICY REVIEW COMMITTEE

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

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

Agenda

1. Call to order
- II. Public comments

Gill opened with a request to begin with the following item, no objections by other members:

IV e.: Misc. updates; Employee Handbook, Policy handbook. Gill recommended that polices and amendments be posted on the County website. The purpose would be to provide timeliness and to pass on information before it is obsolete. Gilliland suggested that a procedure be put into effect to distribute to everyone by email, and paper to those without County email addresses. This would leave it to the employee to update their individual handbook.

Ung inquired on the legal requirement on how polices are disseminated. Jennings advised it is in the best practice of the Employer to notify employees.

Ung inquired who would be responsible for loading the policies in the County website. Gilliland recommended that Gill would be best to update policies on website and Human Resources would update the Employee handbook. Ung inquired about how often employees are given new Employee handbooks (5 or 10 years). Gilliland responded that new employees are given handbooks when hired. If or when a new employee handbook is distributed, a statement would need to be signed by employees that they received the handbook and it would be employees' responsibility to update with any email or paper copy they receive with amendments or new policies.

Gill recommended that policies be categorized by subject versus by month.

Ung stated this item will be recurring on future agendas in order to provide updates.

III. Approval of agenda.

Ung was appointed Chair and Abell secretary by unanimous consent. Ung stated items from non-committee members (e.g. Mark Nahra) will be placed towards the beginning of the agenda to be respectful of their time.

IV. New Business

Mark Nahra, County Engineer recognized unanimous consent to begin with (b).

b. Purchase of County Road Department Vehicles (new) ---- Mark Nahra, County Engineer

Nahra initiated discussion on the long standing policy and procedure of the Secondary Roads Department the purchase of County Road Department Vehicles-Automobiles, Pickups, Vans and SUVs

Gill inquired if there were conflicts with other dealerships not getting County purchases. Nahra listed dealerships with Sioux City/Woodbury County Billion, Jensen, Sioux City Ford and Woodhouse. We don't send out bids to all outside Sioux City. Barry Motors (Danbury, Iowa) voiced foul play because they were outside Sioux City. Nahra noted Chapter 70 hierarchy of quotes of vehicles to Woodbury County. Nahra stated he looks for the best price that fit the needs of vehicles, if Board of Supervisors sees fit to change, he will change.

Nahra provided examples, 2014 Billion was low bid. Dealership sells GMC, Nissan, KIA, Dodge and FORD.

Ung questioned Nahra if the secondary roads department is requesting a review of the policy due to complaint. Nahra responded that it is keeping in best practice to get formal Board of Supervisors approval on these policies for Secondary Roads, and the included policy matches operating procedures.

Jennings asked when the county would want to take the higher bid (within a certain threshold) over the lower bid in order to give preference locally. Nahra provided examples of those cases and shared that the proposed policy balances that concern with a 5% threshold set at the state bid level.

Gill stated he previously recommended a purchasing department similar to the City of Sioux City for the volume of purchases, but realized a clerk would need to be hired. Nahra explained that secondary roads do not buy enough to justify a purchasing department. Gill further explained a purchasing department would be for all County purchases. Nahra explained that the City needs more heavy equipment and County does not purchase "Dumpsters", and the city's attempts to lower cost excludes local dealerships because of the type of equipment/vehicles they require.

Gill inquired if there was a conflict with the Sheriff's policy on purchases of vehicles.

Jennings questioned if this was reasonable with no clear answer to how the Sheriff Department purchase vehicles, why and how much. Secondary roads would be different than the Sheriff department.

Ung clarified that this policy is for Secondary Roads only. Jennings inquired on title of the Policy, "Secondary Roads Policy". Ung verified that if there is a change later it would be reasonable to consider a title change of policy to "County Purchase". Jennings expressed it is best practice to leave out other departments at this time.

Gill inquired if the purchase policy was for New or Used vehicles. Nahra responded the policy includes what is required of the vehicle. Add-ons can increase price and prices are different on heavier vehicles and that would involve looking at all regions.

Gill recommended that we talk to other counties to see if they have policies in place for vehicle purchases, however he did not think there was issue with the current policy. Ung explained if the Board of Supervisors had issue and wanted to change the policy then the committee can entertain that request later. Ung mentioned taxpayers as a whole benefit by using the current best practices. Jennings advised if issue, then our position is feasible to defend as in the best interest of County.

Motion by Gill, second by Ung, to send to Board of Supervisors without objection. Carried 5-0.

a. Use of cross road culverts for manure handling (new) ----Mark Nahra, County Engineer

Nahra brought forth review the Secondary Roads policy and procedure for use of cross road culverts for manure handling. This policy defines how the County road department will respond to requests for running manure hoses through structures in county right of way

Ung questioned when or if this policy and procedure has been presented to Board of Supervisors. Nahra responded it has not yet been brought before the board, but the cost-saving best practice for confinement owners to use hoses has always followed and will be presented to the board to codify practices.

Jennings inquired if this was a policy as needed, or was this practice already in use? Nahra confirmed already in practice, citing as example 3015b Smith in Hornick.

Jennings inquired on potential risk factor and if there issues of accidents or injury. Nahra responded there is possibility of spillage, but compared to the Big Honey wagons that are heavier and destroy asphalt transferring the manure is larger issue. Currently Hunt Brothers Dairy uses hose to tractor and has dedicated an employee to the hoses. To date, has been cleaner process and no spillage.

Ung inquired on the cost savings of the use of hoses. Nahra explained repaving asphalt due to heavier truck loads will cost more than allowing owners to use culvert and hoses. Gill inquired on the possible conflict with drainage with the use of culverts and hoses. Nahra responded confinement owners will not run hoses without prior permit from County which would require cleaning up spillage (if it should occur).

Motion by Jennings, second by Gilliland, to recommend to Board of Supervisors. Carried 5-0.

Ung recommend Nahra present these two action items to the Board on February 9th agenda.

Item IV (c) Commuting Resolution (new) ----Pat Gill, County Auditor

A Resolution Designating Certain County Employees Required To Commute With County Owned Vehicles

Gill offered a resolution to bring the County's commuting practices in compliance with the IRS. Ung clarified an example of this practice within IRS compliance would be an employee stopping at the chiropractor on the way home, but not taking a separate trip from home to said chiropractor.

Gill referred to County Employee Handbook, Section 7, page 5 and Section 9, page 9 in which the County Policy forbids employees to use County vehicles for personal use. Jennings advised it would be difficult to police those abusing the policy, Gill provided example of a Citizen providing a picture of City Planning and Zoning vehicle at Doctor Office, who asked if this would be legitimate use if the person was on way home. Jennings inquired if this was a resolution to be in compliance with IRS. Gill affirmed.

Gilliland raised awareness of legitimate use if not specifically defined. Gill explained IRS does not define legitimate use, only provides examples. Jennings inquired what is defined as diminished use, and if out of bounds, pursue if brought to attention. Advised something like the following be added to the resolution: "WHEREAS: in order to bring practices in compliance with IRS rules".

Gill noted could cause conflict with County Handbook. Ed Gilliland recommended building in aforementioned amendment mentioning "diminished use in compliance with IRS." Gilliland raises issue of expense to taxpayer for stops and what the stops were for using the County vehicle.

Ung acknowledged that diminished use clarified would be reasonable instead of pursuing any nit picking. Gilliland reiterated if there is definition, then we could eliminate being open to lawsuits.

Ung directed to add a paragraph to state "those assigned to commute". Gilliland agreed that it is reasonable to be straightforward on what personal use is and what diminished use is. If clear on what is use of County vehicle then it is clear on when or who violated. Bonafide commute/ County issue and not any use when on Vacation.

Ung clarified that the issue of County Vehicle use is not a policy, but a resolution to add "Compliance with IRS/reference to code". Gill will revise the resolution thusly and put on future Board agenda.

Motion by Gill, second by Jennings, to recommend to Board of Supervisors as amended. Passed 5-0.

d. Nepotism Policy (review)-----Ed Gilliland, Human Resource Director

Gary Brown was not present due to time conflict, so Ung brought forward on his behalf a request to review the Nepotism Policy, along with copies of Sioux City's Nepotism Policy.

Gilliland provided background regarding the issue: An applicant was offered a position with Emergency Services. Applicant was a brother-in-law of another worker in the same department. The applicant was disqualified due to the Nepotism Policy in the Employee Handbook, Section 1, and page 1. "No hiring authority may appoint or vote for the appointment as a regular, paid-on-call, temporary, or seasonal employee when any of the following conditions exist: When one member of the immediate family is already employed in the department to which another member of the immediate family is seeking employment. Immediate family member means any of the following: spouse (husband or wife), domestic partner, child and/or step-child (son or daughter), parent (mother or father), step-parent, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, aunt, uncle, niece, nephew, cousin, and any other permanent member of the immediate family". Brown's request review is due to exceptions made for the Sheriff's deputies. Gilliland researched, using City as example, those under Civil Service positions are exempt from the Nepotism Policy.

Ung reviewed the Sioux City Nepotism Policy which also applies to Civil Service employees being exempt from Policy. Ung acknowledged an understanding of Brown's request because of hard time finding qualified and experienced employees, however certain circumstances would not be in the best interest of Emergency Services to have relatives working together in an emergency.

Jennings inquired if committee was asked to change policy or just review policy. Ung affirmed the Board of Supervisors directive to review policy on behalf of Brown's request. Gilliland noted Sioux City's Nepotism Policy includes "Civil Service" as exempt from policy.

The committee reviewed the Sioux City nepotism policy, noting the main difference is the city's policy allows for exceptions subject to Board approval.

Gilliland stated the County nepotism policy includes if elected officials hire or have a relative in their department-- they must get Board approval. Gill did acknowledge a relative does work in his office(s). Jennings advised that because that hire was endorsed by the previous Human Resources Director and approved by a previous Board, there is no need to make a retroactive exception. Gill also shared that the county does utilize outside temp agencies during elections and those temp employees are paid the same starting wages as a clerk. Those are not subject to individual board approval.

Ung directed that the nepotism policy would need to include an effective date as of day of amendment to the policy. The policy must include Board of Supervisors approval before hire of relative.

Gilliland mentioned the city's policy has an improved format, and Ung asked the committee to bring back a final copy for approval next month. Gilliland suggested revising County employment application to include a copy of the new nepotism policy.

Abell requested a review if applications should be given back to those who are related to a person in the same department or elect to keep on record the application but no submittal to department manager. Gilliland responded this would be a department procedure and not so much as a policy.

Motion by Ung, second by Gill, to postpone until next Committee meeting. Carried 5-0.

Jennings inquired on protocol for Human Resource adherence. In past he (Jennings) was directed to any action taken for Human Resources. He acknowledged there is no recent occurrences, however would request a policy set

in place. Gilliland responded that should an occurrence it should include a Board of Supervisor present. Gilliland has consulted with outside counsel and outside Attorney saw no issue with a Supervisor sitting in on any County employee disciplinary action.

Ung affirmed a member of the Board of Supervisors would be included in any County employee disciplinary action.

V. Policy item requests for future-----Committee and Public

Parking

Gill began the discussion to review parking policy. Specifically who is allowed parking and what parking spots are assigned. Current situation with Sheriff Office had assigned parking and now clerks of the Sheriff department are allowed parking in unused spots.

Jennings request to have a master lay out of parking before going further with discussion. Gill agreed and will present at next meeting. Gill requested to have annual presentation (review) on who gets assigned to where on parking. Committee agreed.

Mileage

Gill began the discussion on Mileage Policy. Specifically an interpretation of approve situations of mileage. Examples were give on how the Auditor's Office claim mileage one way, the Attorney's Office another and the Board of Supervisors another.

Gilliland provided another example for review of Mileage Policy; Building Services when on call get mileage when they are on-call. Building Services also receive extra pay for on call shifts.

Jennings responded with a request for verification that Building Services already receive extra pay for on-call. Gilliland affirmed and furthered discussed there was no mention in County handbook or ASCME contract for Building Services that states mileage should be paid when on-call.

Gill advised to review Mileage Policy so as to be in compliance with the IRS. Jennings stated a standard should be set if on-call with County vehicle or personal vehicle.

Gilliland replied that a standard should also be set when time of work begins, when they are actually called or when employee arrives at work.

Motion by Jennings, second by Ung, to set item for Parking on next Committee agenda, and to set item for Mileage on the following Committee agenda. Carried 5-0.

VI. Consensus on meeting frequency going forward

Gill urged committee to meet once a month until further notice. Next meeting was set for 10:00 a.m., February 24th, 2016. (same location)

Ung encouraged Committee members to reach out and invite those affected by parking, including Department Heads.

Ung inquired whether agenda backup materials (i.e. proposed policies not yet approved) should be included with the public agenda packet. Jennings answered no, and explained that Committee meetings are discussed at Board of Supervisors meetings and would be on record.

Meeting adjourned at 12:30 p.m.



OFFICE OF
Woodbury County Planning & Zoning

620 DOUGLAS ST., 6TH FLOOR - SIOUX CITY,

John Pylelo - Planning & Zoning Director • jpylelo@sioux-city.org

Peggy Napier - Clerk II • pnapier@sioux-city.org

Telephone (712) 279-6557

Fax (712) 279-6530

FYI

DATE: January 27, 2016

TO: Casey Lee - Clerk Woodbury Township
Sheri Bentley - Clerk Sergeant Bluff
Kay Ping, Clerk - Farmers Drainage Ditch Clerk
Att. Stan Munger - Farmers Drainage Ditch
Mark Nahra P.E. - Woodbury County Engineer
Michelle Skaff - Woodbury County Emergency Management
Gary Brown - Woodbury County Emergency Services
Sheriff David Drew - Woodbury County, Iowa
Dean Herbst - Iowa Department of Transportation
Natural Resources Conservation Service
Karen James - Woodbury County Board of Supervisors Office
Siouxland Interstate Metropolitan Planning Council
Tom Roos - Iowa Department of Natural Resources
Aaron Lincoln - City Administrator Sergeant Bluff
Mark Huntley - Public Works Director Sergeant Bluff
John Moline - Iowa Motor Vehicle Enforcement
Iowa Department of Natural Resources
FAA- Attn: Doug Johnson

FROM: John Pylelo, Director of Planning and Zoning

RE: Public Hearing of March 7, 2016 Re: A Conditional Use Permit application by Alexson, LLC for a borrow pit within E ½, SE ¼, Section 28, Woodbury Township, Woodbury County, Iowa; GIS Parcel # 8847 28 400 002.

You were previously mailed notice of a public hearing to occur on February 1, 2016. Be advised that meeting has been re-scheduled to 6:00PM Monday March 7, 2016. Woodbury County apologizes for any inconvenience this re-scheduling may have caused you. The below notice replaces any previous notice you may have received.

This notice is to advise you that on December 31, 2015 Alexson, LLC submitted a Conditional Use Permit (CUP) application with this office..

Property owner Alexson, LLC wishes to stage and operate a borrow pit within portions of a rural Woodbury County parcel. The 57.74 acre parcel is zoned AP (Agricultural Preservation) which requires the applied for use be approved and permitted by the Woodbury County Board of Adjustment.

The location of the proposed borrow pit lies within the E ½, SE ¼, Section 28, Woodbury Township. The parcel is located on the north side of hard surfaced 210th St approximately 0.75 miles east of Sergeant Bluff and ½ mile west of the intersection of 210th St. graveled with Elk Creek Rd.

The application provides for the removal of up to 102,000 cubic yards of earthen material associated with the development of two (2) retention ponds. The application states the borrow removal is required to improve parcel drainage and to provide adequate drainage for potential residential development.

The decommissioning of borrow operations is currently unknown as borrow removal is based up unknown demand. The application provides no haul route information. However, hard surface intersections along 210th St. are located to the east at Hwy 141 and to the west at Old Lakeport Rd., Hwy 75, Port Neal Rd., and I29.

You will find enclosed:

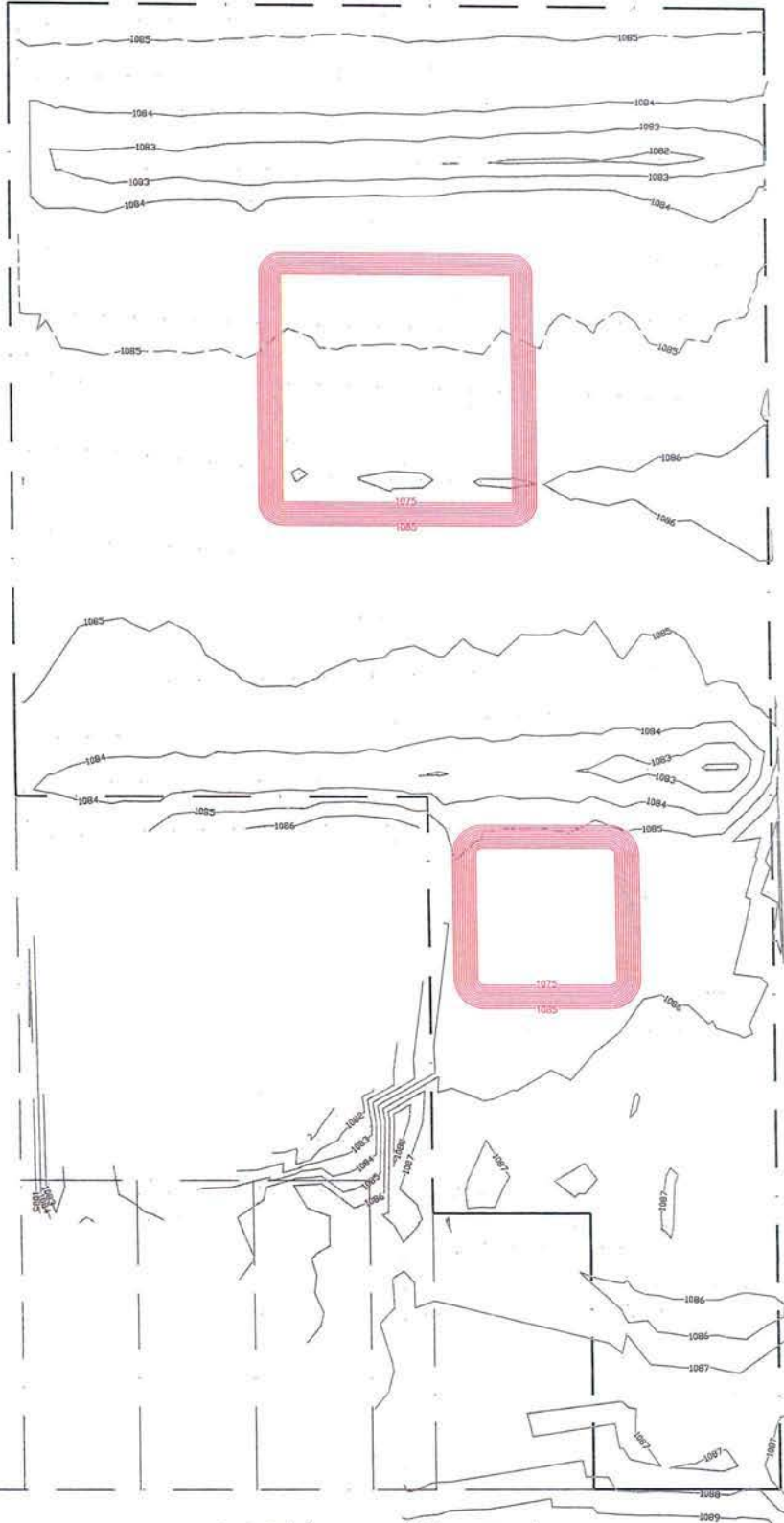
- A copy of the Conditional Use Permit application
- Site Plan
- Parcel Aerial

You are being informed of this meeting and hearing should you wish to make formal comment to the Board of Adjustment on the impact of the applied for use upon public right-of-way, public infrastructure, water sources, drainage, public services, public safety, private property or to make any other comment.

The Woodbury County Board of Adjustment's public hearing on this matter is scheduled at the Board's 6:00 PM meeting on Monday, March 7, 2016. The meeting and hearing will be held on the 1st floor of the Woodbury County Courthouse, 620 Douglas Street, Downtown Sioux City, Iowa. If attending use the 7th St. entrance to the Courthouse. Be advised security procedures are now in place when entering the Courthouse.

You can provide public testimony regarding this matter by attending the public hearing or by forwarding your written comments by mail, e-mail or fax to: The Office of Planning and Zoning, 6th Floor, Woodbury County Courthouse, 620 Douglas St., Sioux City, IA 51101 Fax 712/279-6530. Only signed comments will be considered. Please provide your written comments so they are received no later than 10:00 AM Friday, March 4, 2016. E-mails may be sent to John Pylelo at:

jpylelo@woodburycountyiowa.gov



210th Street





CONDITIONAL USE PERMIT APPLICATION

Owner Information:	Applicant Information:
Owner <u>Alexson LLC</u>	Applicant <u>K & L Construction, Inc.</u>
Address <u>501 S Ridge Rd</u> <u>Sergeant Bluff, IA 51054</u>	Address <u>501 S Ridge Rd</u> <u>Sergeant Bluff, IA 51054</u>
Phone <u>712-943-2939</u>	Phone <u>712-943-2939</u>

We, the undersigned, hereby apply to the Woodbury County Board of Adjustment for permission to:

Establish a borrow pit to remove earthen material

Property Information:

Property Address
or Address Range Entrance to property is 210th Street, just east of 1489 210th

Quarter/Quarter _____ Sec 28 Twnshp/Range 88/47

Parcel ID # 884728400002 GIS # _____ Total Acres 57.50

Current Use farmland Proposed Use farmland / borrow pit

Current Zoning AP

The filing of this application is required to be accompanied with all items and information required pursuant to section 2.02(9)(C)(2) through (C)(4) of Woodbury County's zoning ordinances (see attached pages of this application for a list of those items and information).

A formal pre-application meeting is recommended prior to submitting this application.

Pre-app mtg. date _____ Staff present _____

The undersigned is/are the owners(s) of the described property on this application, located in the unincorporated area of Woodbury County, Iowa, assuring that the information provided herein is true and correct. I hereby give my consent for the Woodbury County Planning and Zoning Office and Board of Adjustment members to conduct a site visit and photograph the subject property.

This Conditional Use Permit Application is subject to and shall be required, as a condition of final approval, to comply with all applicable Woodbury County ordinances, policies, requirements and standards that are in effect at the time of final approval.

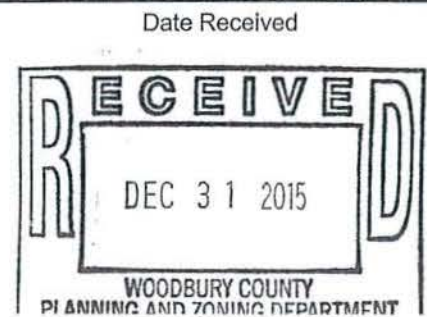
Owner Jana Wilson Applicant J. Wilson

Date 12/31/15 Date 12/31/15

Fee: \$250 Case #: _____

Check #: _____

Receipt #: _____



PER SECTION 2.02(9)(C)(2)(d) PROVIDE A SPECIFIC DESCRIPTION OF THE PROPOSED CONDITIONAL USE:

The proposed conditional use is to establish a borrow pit to remove earthen material to install two retention ponds.

The property owner wants to create two retention ponds on the parcel of land. The largest one will be to assist with drainage in the farmland. The smaller one will be to assist with drainage issues from future residential housing development. Due to the poor quality of the soil that will be excavated, the majority of it will have to be hauled off site. It is not suitable for farmland or for building pads. Because of this, a conditional use permit for a borrow pit is being applied for. The borrow pits will be excavated in a manner designed to be effective retention ponds. All final site drainage shall be designed, sloped, revegetated or treated by other measures to avoid erosion and standing or stagnant water in the areas surrounding the retention ponds.

1. Estimate of the quantities of earthen material to be moved: Small pond, 29,833 cubic yards. Large pond, 72,212.1 cubic yards. (see attachment 1, EarthWorks Report)
2. Stormwater Management Plan: A SWPPP Permit is in the process of being applied for.
3. Soil Erosion Control Plan: A Soil Erosion Control Plan has been developed and consists of staging and maintenance, winter shutdown, removal of temporary measures, measures necessary to control erosion, and dewatering methods. (see attachment 2, Erosion Control Implementation Plan)
4. Proposed method to minimize fugitive dust during and following operations: A combination of applying water and dust control chemical applications will be utilized to minimize fugitive dust.
5. Haul Route: A haul route cannot be determined due to the fact that the customers for the material are an unknown factor. The parcel is located on 210th Street. To the west the hard surface roads are Old Lakeport Rd and Old Highway 75. To the east is Old Highway 141. The route would be determined by the customer and where they are taking the material, or having it delivered. The majority of the route would be hard surface roads.
6. Traffic: The driveway for the property is wide enough to accommodate vehicles entering the site to minimize traffic waiting on the county road. A tracking station will be installed at the beginning of the project for on-site erosion and sediment control. This will minimize any sediment from leaving the site and being tracked onto the road. In addition, any excess mud or debris that enters the public road shall be removed within one-fourth (1/4) mile in both directions of the site entrance as necessary to keep the roadway clear and safe for vehicle passage.

7. Hours of Operation: The borrow pit operate between the hours of 7:00am and 7:00pm. The Contractor will make every attempt possible to only operate during daylight hours to increase the safety of the residents who live or travel on the haul route. The borrow site will operate Monday-Friday, with only limited activity on Saturday or Sunday as necessary.
8. Duration of Operation: No end date has been determined. The waste dirt will be sold according to demand. The Contractor cannot predict how long it will take to relocate the earthen material.

PER SECTION 2.02(9) (C)(2)(e) PROVIDE A MAP DRAWN TO SCALE, SHOWING THE SUBJECT PROPERTY, ALL STRUCTURES AND OTHER IMPROVEMENTS, WITH THE PROPOSED CONDITIONAL USE IDENTIFIED PER STRUCTURE OR IMPROVEMENT . PROVIDE BY ATTACHMENT.

See Attachment 3, True Engineering Plan
See Attachment 4, Beacon

PER SECTION 2.02(9) (C)(2)(e) PROVIDE A STATEMENT IN RESPONSE TO EACH OF SIX BELOW CRITEREA AND STANDARDS FOR APPROVAL OF CONDITIONAL USES AS LISTED IN SECTION 2.02(9)F OF THE ORDINANCES.

(a) Provide a statement to why you feel the conditional use requested is authorized as a conditional use in the zoning district within which the property is located and that any specific conditions or standards described as part of that authorization have been or will be satisfied.

The current zoning is Agricultural Preservation. Borrow pits are allowed on AP as a conditional use. The purpose of the borrow pits are to extract material and create two retention ponds. The parcel is currently used as farmland. Retention ponds hold stormwater for longer periods of time and allow even the fine sediments to settle to the bottom of the pond, thus allowing for additional biological interactions that assist in improving water quality for nutrients.

The larger retention pond on the northern boundary will assist in decreasing erosion due to stormwater runoff and help improve drainage of the farmland surrounding it. The smaller retention pond on the southern end will be utilized to help with stormwater runoff from future housing development.

(b) Provide a statement to why the proposed use and development will be in harmony with the general purpose and intent of this ordinance and the goals, objectives and standards of the general plan.

The parcel of land is zoned as AP. It is currently used as farmland. The purpose of the project is not to dig a borrow pit, but to decrease the drainage issues on the parcel. According to the Woodbury County Zoning Ordinance adopted on 7/22/2008, the purpose of AP is to encourage the continued role of agriculture as the primary economic sector in the unincorporated areas of Woodbury County. By creating a retention pond, the drainage will not only be improved for the parcel of land, but it will be beneficial to the farmland surrounding the parcel.

The long term goal for the smaller retention pond is to develop the area surrounding it for additional housing. To reduce the chance of runoff leaving the property before, during and after the land is developed; a retention pond is the first step in the development process.

(c) Provide a statement to why the proposed use and development will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, utility facilities, and other factors affecting the public health, safety and general welfare.

The proposed use - a borrow pit to extract earthen materials to develop two retention ponds- will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, parking, utility facilities.

The proposed use will have an intermittent impact on traffic conditions due to the necessity of removing the extracted earthen material from the property. The extracted material will be either clay or sandy material, neither which is desirable as topsoil on farmland or suitable for use as a building pad. Due to that fact, the earthen material will be removed from the property and sold as demand for that type of material arises. Because the material will be extracted as demand dictates, the construction process will be spread out over time and the residents will only experience minor inconvenience from increased traffic from time to time above what they currently experience from normal traffic and farming practices.

(d) Provide a statement to why the proposed use and development will be located, designed, constructed and operated in such a manner that it will be compatible with the immediate neighborhood and will not interfere with the orderly use, development and improvement of surrounding property.

The borrow pit is a temporary measure necessary to create two retention ponds. Retention ponds are common on farmland to assist with drainage issues.

(e) Provide a statement to why essential public facilities and services will adequately serve the proposed use or development.

Not applicable to this proposed use.

f) Provide a statement to why the proposed use or development will not result in unnecessary adverse effects upon any significant natural, scenic or historic features of the subject property or adjacent properties.

The property owner is unaware of any significant natural, scenic or historic features of the subject property or adjacent properties. If anything of significant natural, scenic or historic should arise, the property owner will notify the proper officials and comply with appropriate protocol.

1. SPECIFIC DESCRIPTION OF THE PROPOSED CONDITIONAL USE.
2. MAPPING DRAWN TO SCALE SHOWING THE SUBJECT PROPERTY, ALL STRUCTURES AND OTHER IMPROVEMENTS WITH THE PROPOSED CONDITIONAL USE IDENTIFIED THEREON.
3. A STATEMENT IN RESPONSE TO THE CRITEREA AND STANDARDS FOR APPROVAL OF CONDITIONAL USE WITHIN SUBSECTION 2.02-9.F OF WOODBURY COUNTY ZONING ORDINANCES.
4. A CERTIFIED ABTRACTOR'S LISTING OF NAMES AND MAILING ADDRESSES OF ALL OWNERS OF REAL PROPERTY LYING WITHIN 500 FEET OF THE SUBJECT PROPERTY.
5. A FILING FEE OF \$250.00 PAYABLE TO THE WOODBURY COUNTY TREASURER

EarthWorks Elements, Sub-total Report
Job Filename: 210th St
Job Description: Untitled

Date: 12/29/15 Time: 01:02 PM

Perimeter 1: Small Retention Pond

Cut Area: 99504.0 FT2
Fill Area: 320.0 FT2
Work Area: 99916.0 FT2

Bank Cut: 29823.1 YD3
Expanded Cut: 29823.1 YD3
Bank Fill: 0.8 YD3
Topsoil Stripped: 0.0 YD3
Topsoil Replaced: 0.0 YD3

Exports: 29822.3 YD3

EarthWorks Elements, Sub-total Report
Job Filename: 210th St
Job Description: Untitled

Date: 12/29/15 Time: 01:02 PM

Perimeter 2: Large Retention Pond

Cut Area: 222112.0 FT2
Fill Area: 36.0 FT2
Work Area: 222156.0 FT2

Bank Cut: 72712.1 YD3
Expanded Cut: 72712.1 YD3
Bank Fill: 0.0 YD3
Topsoil Stripped: 0.0 YD3
Topsoil Replaced: 0.0 YD3

Exports: 72712.1 YD3

Owner: Alexson LLC

Location: 210th St, Sec 28, Twnshp/Range 88/47

Type of Work: Borrow Pit

Prime Contractor: K & L Construction, Inc

Contact Person: Kevin Alexander

Phone: 712-943-2939

Contact information for the Contractor responsible for installation & maintenance of erosion/sediment controls:

Name: Kevin Alexander

Company: K & L Construction, Inc

Address: 501 S Ridge Road , Sgt Bluff, IA

Phone: 712-943-2939

Project Description

The purpose of this project is to establish a borrow pit to remove earthen material and install two retention ponds

Site Description

The site is relatively flat farmland with a farmers drainage ditch running along the northern boundary. The parcel is surrounded by farmland on the west, north, and east. There is a residential house on the northeast corner and residential housing to the south. The current Woodbury County zoning is AP or Agriculture Preservation.

Soils

The soil is sandy and fatty clay. Neither type is desirable for topsoil on farmland. Neither type is acceptable as a material for a building pad.

Description of the intended schedule and sequence of major land disturbing and erosion/sediment control activities.

a. Staging and maintenance

A temporary construction entrance and tracking station will be installed before work begins. The tracking station will be placed where the vehicles enter 210th street and consist of loose big stones that will scrape mud off tires. Additional erosion control methods will be installed to protect the parcel and surrounding parcels from any erosion due to construction activities.

b. Winter shutdown

Stabilization will be done if more than 1 acre is disturbed.

c. Removal of temporary measures

All temporary measures will be removed at the end of the project after vegetation is established.

d. Measures necessary to control erosion based on schedule and sequence of operations

Silt fence, wattles, and soil stabilization as needed at the start of the job and as the job progresses and conditions require it. Any installed erosion control devices will be inspected and cleaned out after 1/2" of rainfall.

e. Are there areas where additional erosion control beyond that shown in plans is anticipated?

No

f. Describe dewatering methods and locations. What controls will be used at the outlet?

The Contractor will select the appropriate dewatering methods and locations to control the surface and subsurface water to temporarily lower the ground water table and permit excavation within a relatively dry environment. The methods will be determined during the initial construction phase when a complete investigation of the site is conducted.

g. Provide information regarding location and protection of stockpiles.

No stockpiles are anticipated.



FEB 1 2016 PM3:58

ROSE HILL HISTORIC DISTRICT

NOTICE OF PUBLIC MEETING SIOUX CITY, IOWA

The Sioux City Community Development Department will host a public meeting regarding the Rose Hill Historic District on Tuesday, February 9, 2016, at 7:00 p.m., in the City Council Chambers, 5th floor City Hall, 405 6th Street, Sioux City, Iowa.

The Historic Preservation Commission and the Planning Division of the Sioux City Community Development Department is proposing to rezone the Rose Hill Historic District to a "Historic Area" zone and adopt exterior building design standards for the district. This comes after requests from neighborhood residents to protect the historic fabric of the district. We invite you to a meeting to continue to ask questions and provide input on what Historic Area zoning and design standards mean for Rose Hill. A copy of the proposed design standards can be found here:

<http://www.siouxcityhp.org/rose-hill-design-standards.html>

The Planning and Zoning Commission recommended approval of the proposal on December 8, 2015. The City Council considered the proposal on January 25, 2016 and will hear the item again at a later date.

If you do not have access to a computer or cannot find the information online, please contact either Charlie Cowell or Amy Keairns using the information below. Additional information will be provided at the meeting. If you cannot attend this meeting but would still like to provide input, please let us know and a separate meeting can be scheduled in our office.

Contact Information

Charlie Cowell
Planner
Planning Division
City of Sioux City
405 6th Street
P.O. Box 447
Sioux City, IA 51102
E-mail: ccowell@sioux-city.org
Office: 712-279-6283

Amy Keairns
Project Coordinator
Neighborhood Services Division
City of Sioux City
405 6th Street
P.O. Box 447
Sioux City, IA 51102
E-mail: akeairns@sioux-city.org
Office: 712-279-6255

If you are unable to attend this meeting but would like to have your comments on record, you may forward this response slip to the City Planning Division, P.O. Box 447 Sioux City, IA 51102, call at (712) 279-6340, Fax (712) 224-5218, or e-mail planzone@sioux-city.org.

Your Name: _____ Agenda Date: 2/09/2016

Address: _____

Your Comments Regarding This Item: _____

Rose Hill Historic District Rezoning Area Map



Sioux City Conference Board Meeting

2/9/16 Tuesday
10:00 AM
City Hall
Council Chambers
405 6th Street
Sioux City, Iowa

Meeting called by:

Bob Scott, Chairman

Type of meeting:

Budget Meeting

Attendees:

- Rhonda Capron
- Pete Groetken
- Dan Moore
- Keith Radig
- Bob Scott

- Craig Anderson
- Larry Clausen
- Mark Monson
- Jackie Smith
- Jeremy Taylor
- Matthew Ung

- Perla Alarcon-Flory
- Amiee Krogh
- Paul Gorski
- John Meyers
- Dennis Reinke
- Mike Krysl
- Mike McTaggart
- David Gleiser
- Jackie Warnstadt
- Hinton

Agenda

1. Call of the roll
2. Reading of the minutes of 3/3/15
3. Board of Review candidates
4. Budget presentation
5. Any other business that may come before the Board
6. Adjournment

Additional Information

Observers:

Discussion:

SALIX  **2035**



Public Meeting to Plan Salix's Future

Establish the future of development and land use in Salix.

**February
18th
at 6 PM**

**Salix Community Center
317 Tipton Street
Salix, IA 51052**



Food And Drink Will Be Provided

As part of the comprehensive planning process, the City is holding a public meeting to gain input on future economic development, housing, public infrastructure, environmental, and land use policies. This will feature a description of potential development projects. All input will be anonymous and confidential.

**NOTICE OF PUBLIC HEARING
BOARD OF ADJUSTMENT
SIOUX CITY, IOWA**

You are hereby notified that the Sioux City Board of Adjustment will consider the items identified below on **Tuesday, February 9, 2016, at 4:30 P.M.** in the City Council Chambers, Fifth Floor of City Hall, 405 6th Street, Sioux City, Iowa. For further information, please call this office at (712) 279-6340. (This item is on file in Room, 308, City Hall.)

Agenda Item 2015-0098

Motion to reconsider Item Number 2015-0098, requested conditional use permit for the property at 914 S. Fairmount Street pursuant to Section 25.02.190(25) of the Municipal Code. On January 25, 2016 The City Council voted 5-0 to remand the Board of Adjustment's approval of Agenda Item 2015-0098 made on January 12, 2016, back to the Board of Adjustment for further consideration.

(Motion to reconsider must pass to hear the item)

Requested conditional use permit for the property at 914 S. Fairmount Street pursuant to Section 25.02.190(25) of the Municipal Code. The petitioner, Brent Kabat on behalf of Verizon Wireless, proposes to construct a 150 foot monopole wireless telecommunications tower on the property. A general area map is attached for your review.

Charlie Cowell
Planner

ADA NOTICE

The City of Sioux City does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need auxiliary aids for effective communication in programs and services of the City of Sioux City are invited to make their needs and preferences known to the ADA Compliance Officer, City Hall, 406 - 6th Street, Room 204, 712-279-6259. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

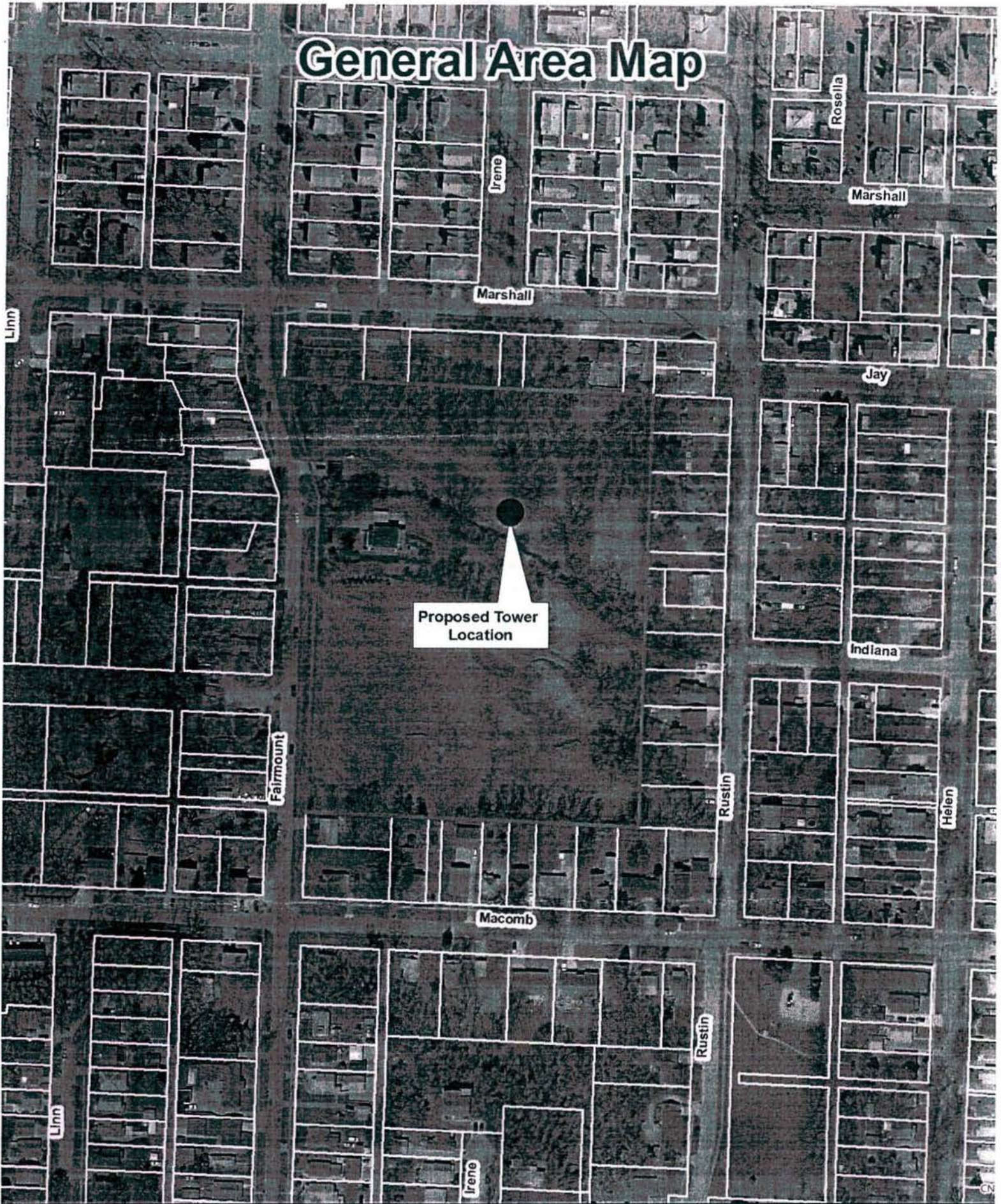
If you are unable to attend this hearing but would like to have your comments on record, you may forward this response slip to the City Planning Division, P.O. Box 447 Sioux City, IA 51102, call at (712) 279-6340, Fax (712) 279-0183, or e-mail planzone@sioux-city.org.

Your Name: _____ Agenda Date: 2/9/2016

Address: _____ Agenda Item No. : 2015-0098

Your Comments Regarding This Item: _____

General Area Map



City of Sioux City Planning Division

Disclaimer of Liability: (Sioux City and Woodbury Co. GIS System)

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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>
1/23/16	Saturday	211	196	15	0	19
1/24/16	Sunday	220	205	15	0	19
1/25/16	Monday	234	219	15	0	19
1/26/16	Tuesday	226	211	15	0	21
1/27/16	Wednesday	238	221	17	0	24
1/28/16	Thursday	231	213	18	0	21
1/29/16	Friday	229	210	19	0	22
		1589	1475	114	0	145
24 HOUR DAILY COUNT						
<u>DATE</u>	<u>TOTAL</u>	<u>MALE</u>	<u>FEMALE</u>			
1/23/16	252	219	33			
1/24/16	231	196	35			
1/25/16	256	221	35			
1/26/16	250	212	38			
1/27/16	259	224	35			
1/28/16	259	223	36			
1/29/16	245	212	33			
	1752	1507	245			
*Highest population count each day						