



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS  
(JANUARY 24, 2017) (WEEK 4 OF 2017)

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

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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held January 24, 2017 at **4:30 p.m.** in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

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

- 4:30 p.m.**
- 1. Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence
  - 2. Citizen Concerns Information
  - 3. Approval of the agenda January 24, 2017 Action
  - 4. Approval of the minutes of the January 17, 2017 meeting Action
  - 5. Discussion and Approval of claims Action
  - 6. Board Administration – Dennis Butler  
Update on Tax Rate Report Information
  - 7. Sioux City Art Center – Al Harris-Fernandez  
Approve letter of support for the Sioux City Art Center's application to Enhance Iowa for a planned expansion of the Sioux City Art Center with a new Learning Center and authorize the chairman to sign letter Action
  - 8. Human Resources – Ed Gilliland  
a. Approval of Memorandum of Personnel Transactions Action
  - 9. Board Administration – Karen James  
Approval of lifting tax suspension for P.S. Action

|  |             |
|--|-------------|
| 10. Board Administration/Public Bidder – Heather Satterwhite<br>Approval of Notice of Property Sale Resolution for Parcel #004830  | Action      |
| 11. Secondary Roads – Mark Nahra   |             |
| a. Receive and consider bids for Project number L-(M208)—73-97   | Action      |
| b. Consider approval of a detour revocation with the Iowa DOT for the use of Old Highway 20 near Correctionville                   | Action      |
| 12. Building Services – Kenny Schmitz  |             |
| a. Motion to approve Trospen-Hoyt chiller and boiler controls  | Action      |
| b. Motion to approve Trospen-Hoyt Building Automation System upgrade to Allerton System by Star Control                            | Action      |
| c. Motion to approve Siouxland District Health HVAC Front End System upgrade   | Action      |
| d. EnergyCap Energy Cost Avoidance Program – Database Hosting Services   | Action      |
| e. Woodbury County Law Enforcement Center Facility Optimization Plan<br>CMBA & Goldberg Group Architects provide analysis overview | Information |
| 13. Board of Supervisors – Matthew Ung & Jeremy Taylor<br>Recommended reductions to the FY 18 debt service levy (2017 CIP)         | Information |
| 14. Chairman’s Report  | Information |
| a. Revised schedule for budget reviews   |             |
| b. ISAC New County Officer’s School  |             |
| c. January 20 Security Institute Meeting   |             |
| d. January 23 Department Head Meeting  |             |
| e. February 9 Woodbury County Farm Bureau (Board quorum?)  |             |
| 15. Reports on Committee Meetings  | Information |
| 16. Citizen Concerns   | Information |
| 17. Board Concerns and Comments  | Information |
| 18. <b>Budget Review Discussion for FY 2018</b>  | Page        |
| a. Veteran Affairs   |             |
| 1. Administration – General Basic – Tax Supported  | 4-7         |
| 2. IDVA Grant – General Basic – Non Tax  | 8-9         |
| 3. Assistance – General Basic – Tax Supported  | 10          |
| b. Auditor   |             |
| 1. Recorder/Vital Statistics – General Basic - Tax supported   | 2-7         |
| 2. Administration – General Basic – Tax supported  | 8-12        |
| 3. Elections Administration – General Supplemental – Tax supported   | 13-15       |
| 4. General Primary Election – General Supplemental – Tax supported   | 16-17       |
| 5. School Election – General Supplemental – Non Tax  | 18-19       |
| 6. City General Election – General Supplemental – Non Tax  | 20-21       |
| 7. City Primary Election – General Supplemental – Non Tax  | 22-23       |
| 8. Records Management – Non Tax  | 24-27       |
| 9. Records Electronic Fees – Non Tax   | 28-29       |
| c. County Supervisors  |             |
| 1. Refunds – General Basic – Not Tax   | 2-3         |
| 2. Medical Examiner – General Basic – Tax Supported  | 4           |
| 3. Board of Supervisors Expense – General Basic – Tax Supported  | 6-8         |
| 4. Board Administration – General Basic – Tax Supported  | 9-10        |
| 5. Public Bidder – General Basic – Tax Supported   | 11-12       |

|  |       |
|--|-------|
| 6. Mail Services – General Basic – Tax Supported                     | 13    |
| 7. Communications Center – General Basic – Tax Supported             | 15    |
| 8. Emergency Management – General Supplemental – Tax Supported       | 16    |
| 9. Starcom Program – General Supplemental – Tax Supported            | 17    |
| 10. Ambulance Services – SPI – General Supplemental – Tax Supported  | 18    |
| 11. District Court Operations – General Supplemental – Tax Supported | 19-20 |
| 12. Court Appointed Juvenile – General Supplemental – Tax Supported  | 21    |
| 13. Risk Management Services – General Supplemental – Tax Supported  | 22    |
| 14. Hard Rock Gaming Fees – Non Tax                                  | 23-30 |
| Siouxland Regional Transit   |       |
| Woodbury County Senior Meal Program                                  |       |
| 15. Woodbury County Solid Waste – Rural Basic – Tax Supported        | 32    |
| 16. Soil Conservation – Rural Basic – Tax Supported                  | 33-34 |
| 17. Township Officers – Rural Basic – Tax Supported                  | 35    |
| 18. Infrastructure/Economic Development – Non Tax                    | 36-50 |
| Western Iowa Community Improvement Regional Housing                  | 42-43 |
| Senior Community Service Action Agency of Siouxland                  | 46-49 |
| Woodbury County Fair   | 44-45 |
| 19. Debt Service Fund – Tax Supported                                | 48-77 |

## ADJOURNMENT

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

|                               |  |
|-------------------------------|--|
| <b>MONDAY, JANUARY 23</b>     | <b>8:00 a.m.</b> County Department Head Meeting  |
|                               | <b>7:30 p.m.</b> Fair Board Meeting, Woodbury County Fair Office, Fairgrounds, Merville  |
| <b>TUESDAY, JANUARY 24</b>    | <b>1:30 p.m.</b> Sioux Rivers Regional Governance Board Meeting, Plymouth County Courthouse Annex Building, 215 4th Ave. S.E., Le Mars, Iowa |
|                               | <b>2:00 p.m.</b> Decat Board Meeting, Western Hills AEA, Room F  |
| <b>THURSDAY, JANUARY 26</b>   | <b>10:30 a.m.</b> Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St., Sioux City, Iowa                  |
| <b>SATURDAY, JANUARY 28</b>   | <b>9:30 a.m.</b> Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park  |
| <b>WEDNESDAY, FEBRUARY 1</b>  | <b>12:00 noon</b> District Board of Health Meeting, 1014 Nebraska St.  |
| <b>THURSDAY, FEBRUARY 2</b>   | <b>8:00 a.m.</b> ISAC Statewide Supervisors Meeting – Des Moines, Iowa   |
| <b>MONDAY, FEBRUARY 6</b>     | <b>6:00 p.m.</b> Board of Adjustment meeting, Board of Supervisors' Chambers   |
| <b>TUESDAY, FEBRUARY 7</b>    | <b>4:45 p.m.</b> Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.   |
| <b>WEDNESDAY, FEBRUARY 8</b>  | <b>8:05 a.m.</b> Woodbury County Information Communication Commission, Board of Supervisors' Chambers  |
|                               | <b>6:30 p.m.</b> Woodbury County Solid Waste Agency (Sanitary Landfill) Executive Committee Meeting, Public Safety Center, Climbing Hill     |
| <b>THURSDAY, FEBRUARY 9</b>   | <b>7:00 p.m.</b> Siouxland Mental Health Center, Board Meeting, 625 Court Street   |
| <b>WEDNESDAY, FEBRUARY 15</b> | <b>10:00 a.m.</b> Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook Street  |
|                               | <b>12:00 noon</b> Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202, Sioux City, Iowa                             |
|                               | <b>12:00 noon</b> SIMPCO Board of Directors, 1122 Pierce St, Sioux City, Iowa  |
| <b>THURSDAY, FEBRUARY 16</b>  | <b>11:00 a.m.</b> Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St., Sioux City, Iowa                  |
|                               | <b>4:30 p.m.</b> Community Action Agency of Siouxland Board Meeting, 2700 Leech  |

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

**Community Action Agency of Siouxland Board of Directors has one vacancy**

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.*



**JANUARY 17, 2017, THIRD MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, January 17, 2017 at 2:00 p.m. Board members present were Ung, Taylor, De Witt, Pottebaum, and Radig. Staff members present were Dennis Butler, Budget/Tax Analyst, Karen James, Board Administrative Coordinator, Ed Gilliland, Human Resources Director, Abigail Sills, Assistant County Attorney and Patrick Gill, Auditor/Clerk to the Board.

- 1a. Motion by Taylor second by Ung to receive the Sheriff Uniform Patrol budget as submitted. Carried 5-0.  
  
Motion by Ung second by Pottebaum to receive the Sheriff investigations budget as submitted. Carried 5-0.  
  
Motion by Taylor second by Ung to receive the Sheriff US Marshall – Federal Reimbursement budget as submitted. Carried 5-0.  
  
Motion by Ung second by Radig to receive the Sheriff Drug Task Force – Federal Reimbursement budget as submitted. Carried 5-0.  
  
Motion by Taylor second by Ung to receive the Sheriff’s Correctional Facility reduced by \$14,200.00. Carried 5-0.  
  
Motion by Taylor second by Ung to receive the Sheriff Prairie Hills budget as submitted. Carried 5-0.  
  
Motion by Taylor second by Pottebaum to receive the Sheriff Administration budget increased by \$10,000.00. Carried 5-0.  
  
Motion by Ung second by Radig to receive the Sheriff Civil Division budget as submitted. Carried 5-0.  
  
Motion by Ung second by Radig to receive the Sheriff Highway Safety Grant budget as submitted. Carried 5-0.  
  
Motion by Ung second by Taylor to receive the Sheriff Crime Prevention budget as submitted. Carried 5-0.  
  
Motion by Radig second by Ung to receive the Sheriff Courtroom Security budget as submitted. Carried 5-0.  
  
Motion by Taylor second by De Witt to receive the Sheriff Courthouse Security budget as submitted. Carried 5-0.  
  
Motion by Ung second by De Witt to receive the Rural Services Sheriff Uniform Patrol budget as submitted. Carried 5-0.  
  
Motion by Ung second by De Witt to receive the Sheriff Forfeiture budget as submitted. Carried 5-0.
- 1b. Motion by Taylor second by Ung to receive the Human Resources budget reduced by \$14,900.00. Carried 5-0.
- 1c. Motion by Taylor second by Radig to receive the Building Services Courthouse budget, the Building Services LEC budget, the Building Services Trosper/Hoyt budget, the Building Services Anthon Courthouse budget, the Building Services Prairie Hills Facility budget, the Building Services Facility budget and the Building Services Tri-View budget reduced by \$27,600.00. Carried 5-0.
2. The meeting was called to order with the Pledge of Allegiance to the Flag and a Moment of Silence.
3. There were no citizen concerns.
4. Motion by Ung second by Taylor to approve the Agenda for January 17, 2017 excluding Information on Woodbury County Law Enforcement Center Facility Optimization Plan – CMBA & Goldberg Group Architects overview. Carried 5-0. Copy filed.
5. Motion by Pottebaum second by Ung to approve the minutes of the January 10, 2017 Board meeting. Carried 5-0. Copy filed.

6. Motion by Taylor second by Ung to approve the claims totaling \$639,891.14. Carried 5-0. Copy filed.
7. Motion by Taylor second by Redig to approve the appointment of Shelly Sorensen and Mark Monson to the Community Action Agency of Siouxland Board of Directors. Carried 5-0. Copy filed.
- 8a. Motion by Ung second by Radig to approve the reclassification of Kelly Hansen, Service Officer, Veteran Affairs Dept., effective 02-04-17, 20.37/hour, 3%=\$.67/hour. Per Wage Plan comparability with AFSCME Courthouse Contract, from Grade 5/Step 2 to Grade 5/Step 3. Carried 5-0. Copy filed.
- 8b. Motion by Taylor second by Pottebaum to approve the de-authorization of Percentage Deputy-Cashier, County Treasurer Dept. Carried 5-0. Copy filed.
- 8c. Motion by Ung second by Pottebaum to authorize the Chairperson to sign the Authorization to initiate the hiring process for Motor Vehicle Clerk II, County Treasurer Dept., AFSCME Courthouse: \$15.64/hour. Carried 5-0. Copy filed.
9. Motion by Radig second by Pottebaum to approve and authorize the Chairperson to sign a Resolution approving petition for suspension of taxes for Elvis Shanks, 2918 S. Glass, Sioux City. Carried 5-0.

**WOODBURY COUNTY, IOWA  
RESOLUTION #12,479  
RESOLUTION APPROVING PETITION FOR SUSPENSION OF TAXES**

**WHEREAS**, Elvis Shanks, is the titleholder of property located at 2918 S. Glass, Sioux City, IA, Woodbury County, Iowa, and legally described as follows:

**Parcel # 8847 07 129 005**

**LINCOLN PARK S 8 FT LOT 5 & LOT 6 BLK 1**

**WHEREAS**, Elvis Shanks, is the titleholder of the aforementioned properties have petitioned the Board of Supervisors for a suspension of taxes pursuant to the 2009 Iowa Code section 427.9, and

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

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

**SO RESOLVED** this 17th day of January, 2017.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

10. Motion by Ung second by Taylor to receive the appointment of Larry Wink, 3738 195<sup>th</sup> St., Anthon, Iowa as Kedron Township Trustee, to fill a vacancy until the next regular election. The appointment was made on December 29, 2016. Carried 5-0. Copy filed.
11. The Board discussed Gaming Funds and L.O.S.T. funds. Copy filed.
12. Motion by Pottebaum second by Radig to approve to enter into an initial term of 5 years to lease tower space on the Starsomm WIT Tower at 4647 Stone Ave. to Senet, Inc. Carried 5-0. Copy filed.
- 13a. Motion by Radig second by Ung to approve the contract 17-DF/TC-021 for Gelita USA, Inc. Carried 5-0. Copy filed.

- 13b. Motion by Radig second by Ung to authorize the Rural Economic Development Director to apply for the MidAmerican Energy Local Partners Professional Development Grant. Carried 5-0. Copy filed.
- 14a. Motion by Ung second by Radig to appoint to Sadler fill the remaining portion of the open term ending December 31, 2018 on the Woodbury County Board of Adjustment. Carried 5-0. Copy filed.  
  
Motion by Pottebaum second by Taylor to appoint to Tom Theeson fill the open term ending December 31, 2021 on the Woodbury County Board of Adjustment. Carried 5-0. Copy filed.
- 14b. Motion by De Witt second Radig by to appoint Streck to fill the term ending December 31 ,2021 on the Woodbury County Zoning Commission. Carried 5-0. Copy filed.
- 15a. Motion by De Witt second by Taylor to approve the plans for the bridge replacement project #BROS-CO97(129)—5F-97. Carried 5-0. Copy filed.
- 15b. Motion by Radig second by Ung to approve the plans for the bridge replacement project #BRS-CO97(112)—60-97. Carried 5-0. Copy filed.
- 15c. Motion by Radig second by Ung to approve the plans for the bridge replacement project #FM-CO97(131)—55.97. Carried 5-0. Copy filed.
- 16b. Motion by Taylor second by Ung to approve AIA C132 with Baker Group and pre-construction costs in the amount of \$8,777. Carried 5-0. Copy filed.
- 16c. Motion by Taylor second by Ung to approve AIA C132 contract addendum with Baker Group for \$13,045. Carried 5-0. Copy filed.
- 16d. Motion by Ung second by Taylor to approve the bid with Plans Boiler Service for \$55,600 for Siouxland District Health boiler replacement project. Carried 5-0. Copy filed.
- 16e. Motion by Radig second by Taylor to approve Siouxland District Health Baker Group Construction Manager contract for \$8,340. Carried 5-0. Copy filed.
- 16f. Motion by Radig second by Ung to approve CMBA Architects proposal. Carried 5-0. Copy filed.
- 16g. Motion by Radig second by Taylor to approve and award Bogenrief Studios Stained Glass repair contract for \$55,000. Carried 5-0. Copy filed.  
  
Motion by Taylor second by Ung to approve and award Baker Group structural repairs and painting for \$134,170. Carried 5-0. Copy filed.
- 16h. Motion by Taylor second by Radig to approve Courthouse Exterior needs assessment with CMBA Architects for \$67,290. Carried 5-0. Copy filed.
17. The preliminary results of soil testing under the Law Enforcement Center were discussed. Copy filed.
- 18a. The Board discussed the land use of the Prairie Hills site. Copy filed.
- 18b. The Board discussed a plan to reorganize the Planning & Zoning and Economic Development Departments. Copy filed.
19. The Chairperson reported on day to day activities.
20. The Board members reported on their committee meetings.
21. There were no citizen concerns.

22. Board members presented their concerns and comments.

The Board adjourned the regular meeting until January 24, 2017.

Meeting sign in sheet. Copy filed.

# *Tax Rates for FY 17*

Certified budget March 15, 2016

Woodbury County: County-Wide  
\$7.45 / \$1,000

-\$0.07

Woodbury County: Rural Unincorporated  
\$10.50 / \$1,000

-\$0.14

# *The Running Total: Tax Rates for FY 18*

After January 1, 2017 Adjustment\*

Woodbury County: County-Wide  
\$7.84 / \$1,000

+\$0.39

Woodbury County: Rural Unincorporated  
\$11.61 / \$1,000

+\$1.11

*\*Total department budget requests including improvement items*

# *The Running Total: Tax Rates for FY 18*

After January 3, 2017 Adjustment

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

+\$0.34

-\$0.05

Woodbury County: Rural Unincorporated  
\$11.56 / \$1,000

+\$1.06

-\$0.05

*Major actions: Increased revenue by \$10,000 and reduced expenditures in Treasurer's Office, removed Conservation's improvement request, reduced General Assistance expenditures.*

# *The Running Total: Tax Rates for FY 18*

After January 10, 2017 Adjustment

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

+\$0.21

-\$0.13

Woodbury County: Rural Unincorporated  
\$10.87 / \$1,000

+\$0.37

-\$0.69

*Major actions: Reduced Human Services budget, used L.O.S.T. funds to reduce tax askings and also reduced tax askings in Secondary Roads, reduced allocation to District Health and reduced Emergency Services budget and removed improvement request*



# *The Running Total: Tax Rates for FY 18*

After January 17, 2017 Adjustment

Woodbury County: County-Wide  
\$7.65 / \$1,000

+\$0.20

-\$0.01

Woodbury County: Rural Unincorporated  
\$10.86 / \$1,000

+\$0.36

-\$0.01

*Major actions: Reduced budgets for Sheriff, Human Resources, and Building Services*

Tax Rates  
FY 2018 Proposed

| Fund                                | FY 2017 Current<br>Tax Rates | Proposed<br>Budget<br>Tax Rates<br>for FY 2018 | After 1-3-17<br>Adjustments | After 1-10-17<br>Adjustments | After 1-17-17<br>Adjustments | After 1-24-17<br>Adjustments | After 1-31-17<br>Adjustments | After 2-7-17<br>Adjustments | Pre- Final                             | Final Review                 |
|-------------------------------------|------------------------------|--|-----------------------------|------------------------------|------------------------------|------------------------------|------------------------------|-----------------------------|--|------------------------------|
|                                     |                              |  |                             |                              |                              |                              |                              |                             | Review<br>After 2-14-17<br>Adjustments | After 2-21-17<br>Adjustments |
| General Basic                       | 3.65035                      | 3.79973  | 3.75144                     | 3.66009                      | 3.65030                      |                              |                              |                             |  |                              |
| General Supplemental                | 2.81028                      | 2.98892  | 2.98892                     | 2.94664                      | 2.94664                      |                              |                              |                             |  |                              |
| County Services                     | 0.72650                      | 0.57031  | 0.57031                     | 0.57031                      | 0.57031                      |                              |                              |                             |  |                              |
| Debt Service                        | 0.26710                      | 0.48154  | 0.48154                     | 0.48154                      | 0.48154                      |                              |                              |                             |  |                              |
| <b>Total County - Wide Tax Rate</b> | <b>7.45423</b>               | <b>7.84050</b>                                 | <b>7.79221</b>              | <b>7.65858</b>               | <b>7.64879</b>               | <b>0.00000</b>               | <b>0.00000</b>               | <b>0.00000</b>              | <b>0.00000</b>                         | <b>0.00000</b>               |
| Rural Basic                         | 3.04187                      | 3.77437  | 3.77437                     | 3.21846                      | 3.21846                      |                              |                              |                             |  |                              |
| <b>Total Township Tax Rate</b>      | <b>10.49610</b>              | <b>11.61487</b>                                | <b>11.56658</b>             | <b>10.87704</b>              | <b>10.86725</b>              | <b>0.00000</b>               | <b>0.00000</b>               | <b>0.00000</b>              | <b>0.00000</b>                         | <b>0.00000</b>               |

| Taxable Valuations:     |                      |
|-------------------------|----------------------|
| Rural (Townships)       | 1,061,320,121        |
| Urban (Cities)          | 2,967,955,366        |
| <b>Total for County</b> | <b>4,029,275,487</b> |
| Debt Service            | 4,321,196,548        |

Reductions from Proposed New Tax Rates

|                                     | Proposed New<br>Tax Rate | Re-Adjusted<br>Tax Rate<br>After Changes | Increase or<br>Decrease |
|-------------------------------------|--------------------------|--|-------------------------|
| General Basic                       | 3.79973                  | 3.65030                                  | (0.14943)               |
| General Supplemental                | 2.98892                  | 2.94664                                  | (0.04228)               |
| County Services                     | 0.57031                  | 0.57031                                  | 0.00000                 |
| Debt Service                        | 0.48154                  | 0.48154                                  | 0.00000                 |
| <b>Total County - Wide Tax Rate</b> | <b>7.84050</b>           | <b>7.64879</b>                           | <b>(0.19171)</b>        |
| Rural Basic                         | 3.77437                  | 3.21846                                  | (0.55591)               |
| <b>Total Township Tax Rate</b>      | <b>11.61487</b>          | <b>10.86725</b>                          | <b>(0.74762)</b>        |

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

**#7**

Date: January 18, 2017 Weekly Agenda Date: Jan. 24, 4:30 pm

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Sioux City Art Center, Director

**WORDING FOR AGENDA ITEM:**

Approve letter of support, for the Sioux City Art Center's application to Enhance Iowa for a planned expansion of the Sioux City Art Center with a new Learning Center, and authorize the chairman to sign it.

**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 type="checkbox"/> | Attachments <input checked="" type="checkbox"/>    |

**EXECUTIVE SUMMARY:**

The letter of support we are requesting is required by the granting agency to be eligible for funding.

**BACKGROUND:**

In 2012 the County Supervisors approved a similar of support for the project. The granting agency has requested us to update the letter with a more current date.

**FINANCIAL IMPACT:**

none

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

Yes  No

**RECOMMENDATION:**

**ACTION REQUIRED / PROPOSED MOTION:**



January 18, 2017

Woodbury County Board of Supervisors  
Courthouse Room 104  
620 Douglas St  
Sioux City IA 51101



Dear Woodbury County Board of Supervisors:

The Sioux City Art Center is in the final phase of making the Gilchrist Learning Center a reality. The idea for a learning center developed after the adjacent property was purchased by the Art Center Association of Sioux City with the future expansion of the Sioux City Art Center in mind. The project was delayed when the Art Center agreed to allow the Sioux City Public Museum to launch and complete its own plans for a new museum. It was delayed again due to the economic impact of the 2008 recession. The capital campaign recently gained momentum when the Sioux City Community School District agreed to collaborate with the Art Center to more fully utilize the Art Center's planned expansion.

With the newly-enhanced plan and a matching challenge grant from the Gilchrist Foundation (which had already provided a generous naming gift) the project is now within reach. In January 2017, the Art Center Association of Sioux City launched the public phase of the Learning Center capital campaign with a target of breaking ground in summer 2017 and opening to the public in 2018.

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The need to expand the Art Center with a new Learning Center is fourfold:

- to increase public access to the Art Center's studio education program
- to increase long-term exhibition space for the Art Center's Permanent Collection
- to increase and improve storage space for its growing collection
- to increase space for the Art Center's growing research library

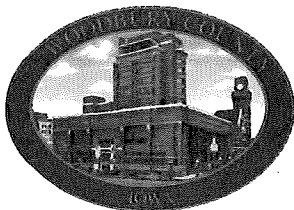
Due to security concerns, the Art Center currently limits evening classes to one night per week during public hours. By expanding the Art Center with the Learning Center, we will be able to offer classes based on public demand (supported by surveys of students) for evening and after-school classes. In addition, the new Learning Center will enhance and increase our ongoing collaboration with the Sioux City Community School District through new and enhanced programs for both students and teachers.

Upon completion of the Learning Center, the Art Center facility will be remodeled in order to better highlight its Permanent Collection, while maintaining our current galleries to continue our vigorous temporary exhibition program. The permanent collection storage will be moved to the second floor, a larger and more secure location. In addition, the current storage area will be remodeled to accommodate an updated hands-on-gallery, and a previous classroom will be converted to a non-lending library.

We would greatly appreciate a letter of support to include in the Sioux City Art Center's application for funds from the Enhance Iowa Program.

Respectfully,

Al Harris-Fernandez,  
Director, Sioux City Art Center



# Woodbury County Board of Supervisors

Courthouse • Room 104

620 Douglas Street • Sioux City, Iowa 51101

Telephone (712) 279-6525 • Fax (712) 279-6577

## MEMBERS

JEREMY J. TAYLOR  
SIOUX CITY

MATTHEW A. UNG  
SIOUX CITY

ROCKY L. DE WITT  
LAWTON

MARTY J. POTTEBAUM  
SIOUX CITY

KEITH W. RADIG  
SIOUX CITY

FINANCE / BUDGET DIRECTOR  
DENNIS BUTLER

BOARD ADMINISTRATIVE COORDINATOR  
KAREN JAMES

EXECUTIVE SECRETARY / PUBLIC BIDDER  
HEATHER SATTERWHITE

January 24, 2017

Ms. Nicole Shalla  
Enhance Iowa/CAT Program Manager  
Iowa Department of Economic Development  
200 East Grand Avenue  
Des Moines, IA 50309

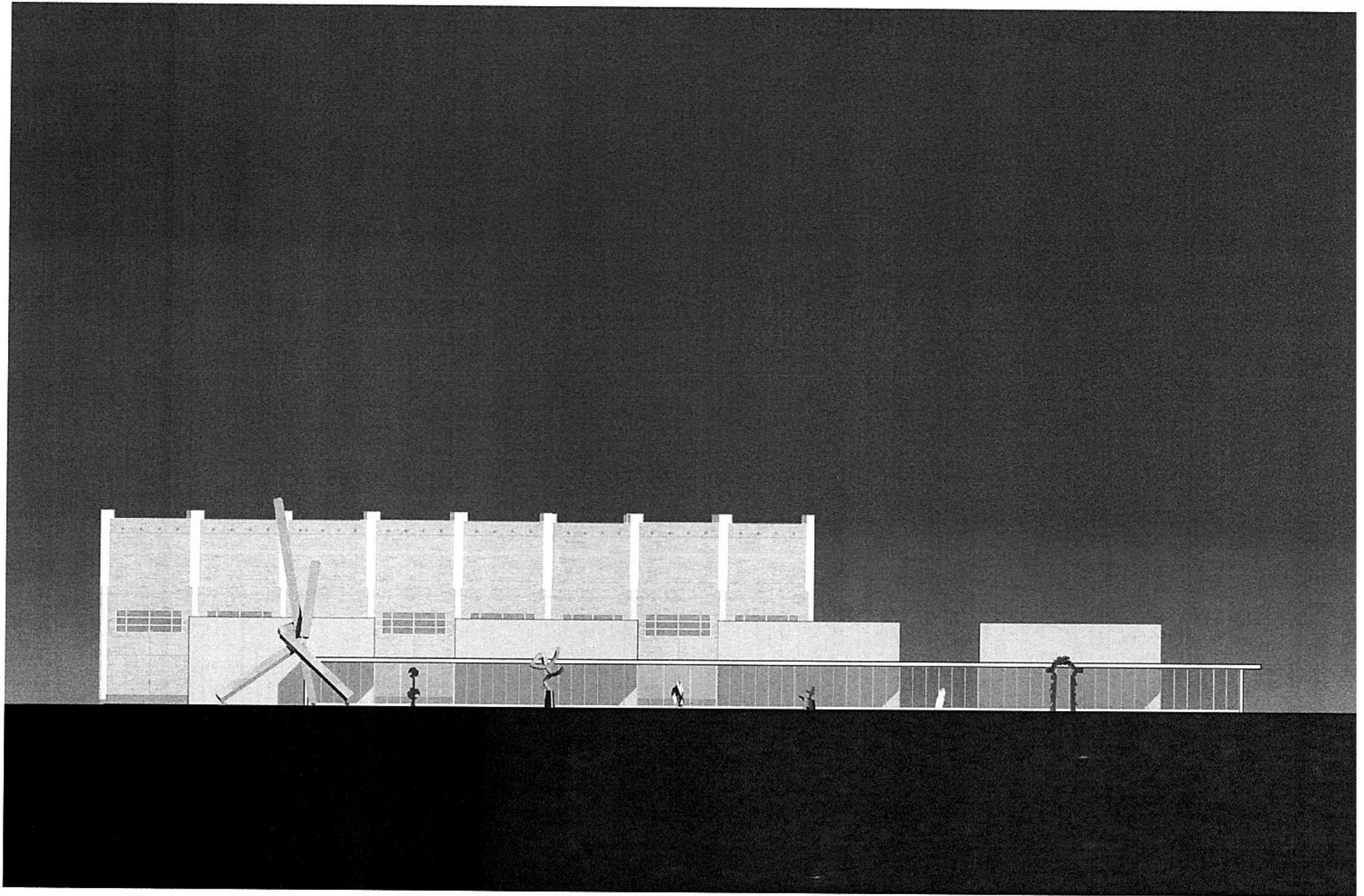
Dear Ms. Shalla and Members of the Enhance Iowa Board of Directors:

The Woodbury County Board of Supervisors supports the Art Center Association of Sioux City and its efforts to expand the Sioux City Art Center with a new Learning Center. While we have confidence in the Association, we also realize that the Association will need the outside assistance that Enhance Iowa can provide. We are supportive of the Association's application for Enhance Iowa/CAT Grant

The Board of Supervisors supports the goals of the project to increase public access to the Art Center's education program and its Permanent Collection, as well as creating a regional model of a sustainable building. We are confident that the Association, with the support of Enhance Iowa will meet its goals.

Sincerely,

Matthew Ung  
Chairman  
Board of Supervisors







HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: January 24, 2017

\* PERSONNEL ACTION CODE:

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

TO: **WOODBURY COUNTY BOARD OF SUPERVISORS**

| NAME             | DEPARTMENT     | EFFECTIVE DATE | JOB TITLE                                | SALARY REQUESTED | % INCREASE        | * | REMARKS  |
|------------------|----------------|----------------|--|------------------|-------------------|---|--|
| Simoni, Michael  | County Sheriff | 01-25-17       | P/T Courthouse Safety & Security Officer | \$17.18/hour     |                   | A | Job Vacancy Posted 12-14-16. Entry Level Salary: \$15.64-\$17.18/hour.                         |
| Sorensen, Robert | County Sheriff | 02-12-17       | P/T Courthouse Safety & Security Officer | \$18.12/hour     | 5.5%=\$.94/hour   | R | Per Wage Comparability with AFSCME Courthouse Contract, from Grade 3/Step 3 to Grade 3/Step 4. |
| Carlson, Bradley | County Sheriff | 02-13-17       | P/T Courthouse Safety & Security Officer | \$20.06/hour     | 10.5%=\$1.95/hour | R | Per Wage Comparability with AFSCME Courthouse Contract, from Grade 3/Step 4 to Grade 3/Step 5. |
|                  |                |                |  |                  |                   |   |  |
|                  |                |                |  |                  |                   |   |  |
|                  |                |                |  |                  |                   |   |  |
|                  |                |                |  |                  |                   |   |  |
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APPROVED BY BOARD DATE:

ED GILLILAND, HR DIRECTOR:



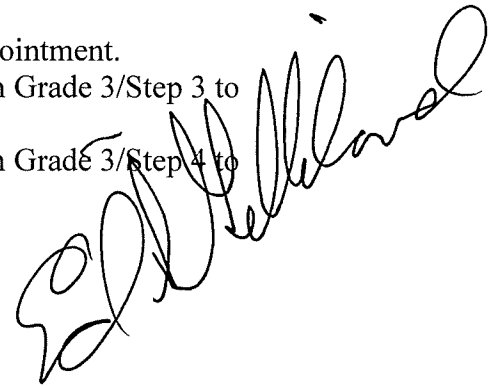


**WOODBURY COUNTY**  
**HUMAN RESOURCES DEPARTMENT**

**TO:** Board of Supervisors and the Taxpayers of Woodbury County  
**FROM:** Ed Gilliland, Human Resources Director  
**SUBJECT:** Memorandum of Personnel Transactions  
**DATE:** January 24, 2017

For the January 24, 2017 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

- 1) County Sheriff P/T Courthouse Safety & Security Officer, Appointment.
- 2) County Sheriff P/T Courthouse Safety & Security Officer, from Grade 3/Step 3 to Grade 3/Step 4.
- 3) County Sheriff P/T Courthouse Safety & Security Officer, from Grade 3/Step 4 to Grade 3/Step 5.

A handwritten signature in black ink, appearing to read "Ed Gilliland", is written diagonally across the right side of the page.

Thank you

**WOODBURY COUNTY, IOWA  
BOARD ADMINISTRATION  
MEMORANDUM**

TO: Board of Supervisors  
FROM: Karen James, Administrative Coordinator  
DATE: January 19, 2017  
RE: Lifting of Tax Suspensions

Please lift the tax suspension for P. S. as this person is deceased.

**RESOLUTION #**

**NOTICE OF PROPERTY SALE**

**Parcels #004830**

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

**Lot 19 Block 18, Sioux City Addition, City of Sioux City, Woodbury County, Iowa  
(129 Sioux 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 **7<sup>th</sup> Day of February, 2017 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 **7<sup>th</sup> Day of February, 2017**, 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 \$156.00** 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 24<sup>th</sup> Day of January, 2017.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

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

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

**REQUEST FOR MINIMUM BID**

Name: Georgia Leonard Date: 6/30/16

Address: 30071 K18 S Phone: 712-490-1524

Address or approximate address/location of property interested in:  
129 Sioux St.

GIS PIN # 894729405016

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

Legal Description:  
Lot 19, Block 18, Sioux City Addition,  
City of Sioux, Woodbury County, Iowa

Tax Sale #/Date: #1062 · 6/20/11 Parcel # 004830

Tax Deeded to Woodbury County on: 1/12/2017

Current Assessed Value: Land \$5,100<sup>-</sup> Building Ø Total \$5,100<sup>-</sup>

Approximate Delinquent Real Estate Taxes: \$1,159<sup>-</sup>

Approximate Delinquent Special Assessment Taxes: \$3,916<sup>-</sup>

\*Cost of Services: \$106<sup>-</sup>

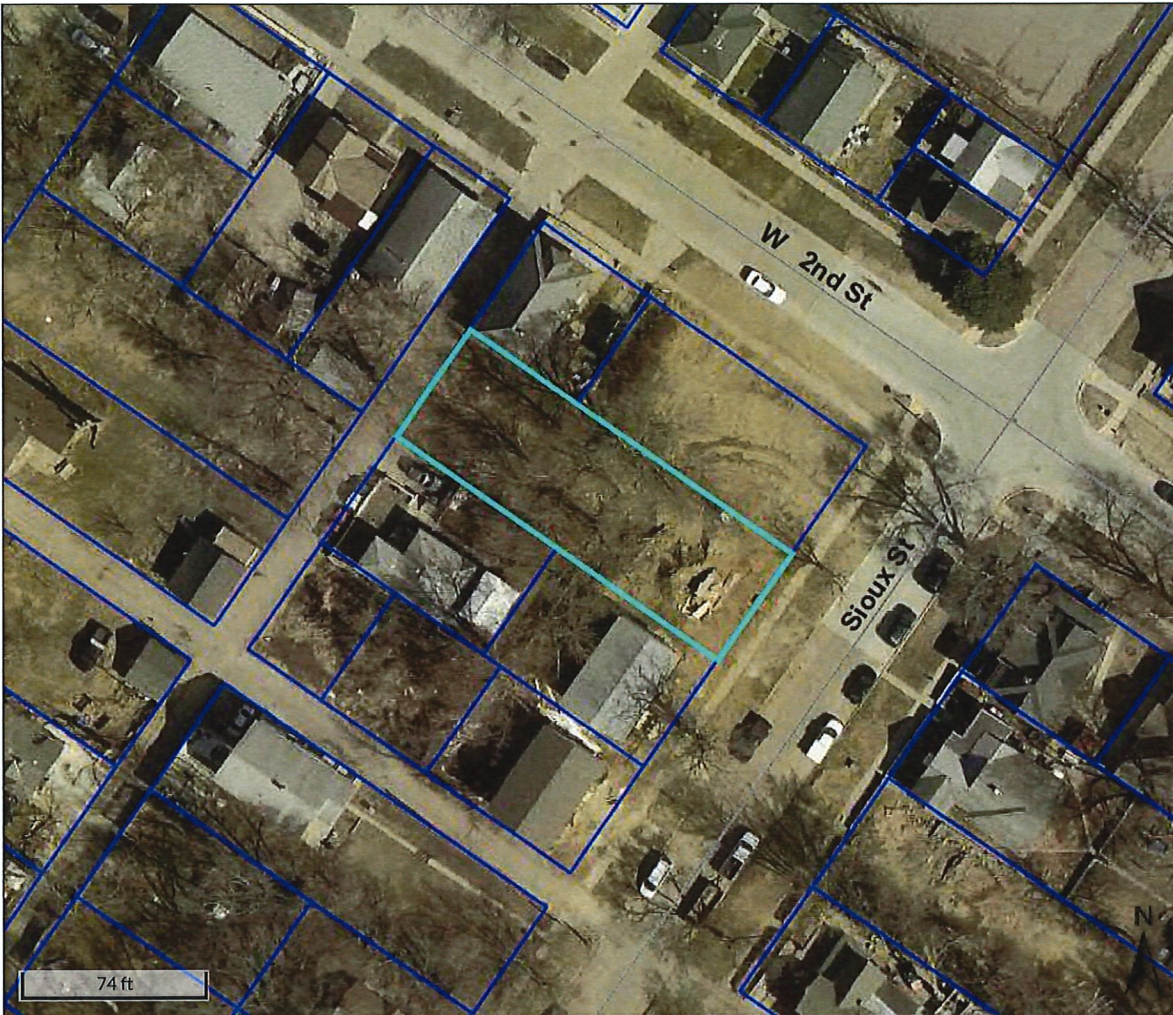
Inspection to: Jeremy Taylor Date: 6/30/16

Minimum Bid Set by Supervisor: \$50 . plus cost of services of \$106<sup>-</sup> for a total of \$156<sup>-</sup>

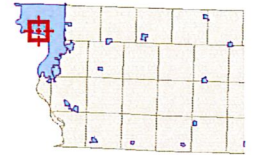
Date and Time Set for Auction: Tuesday, February 7<sup>th</sup> @ 4:35 p.m.

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













Overview

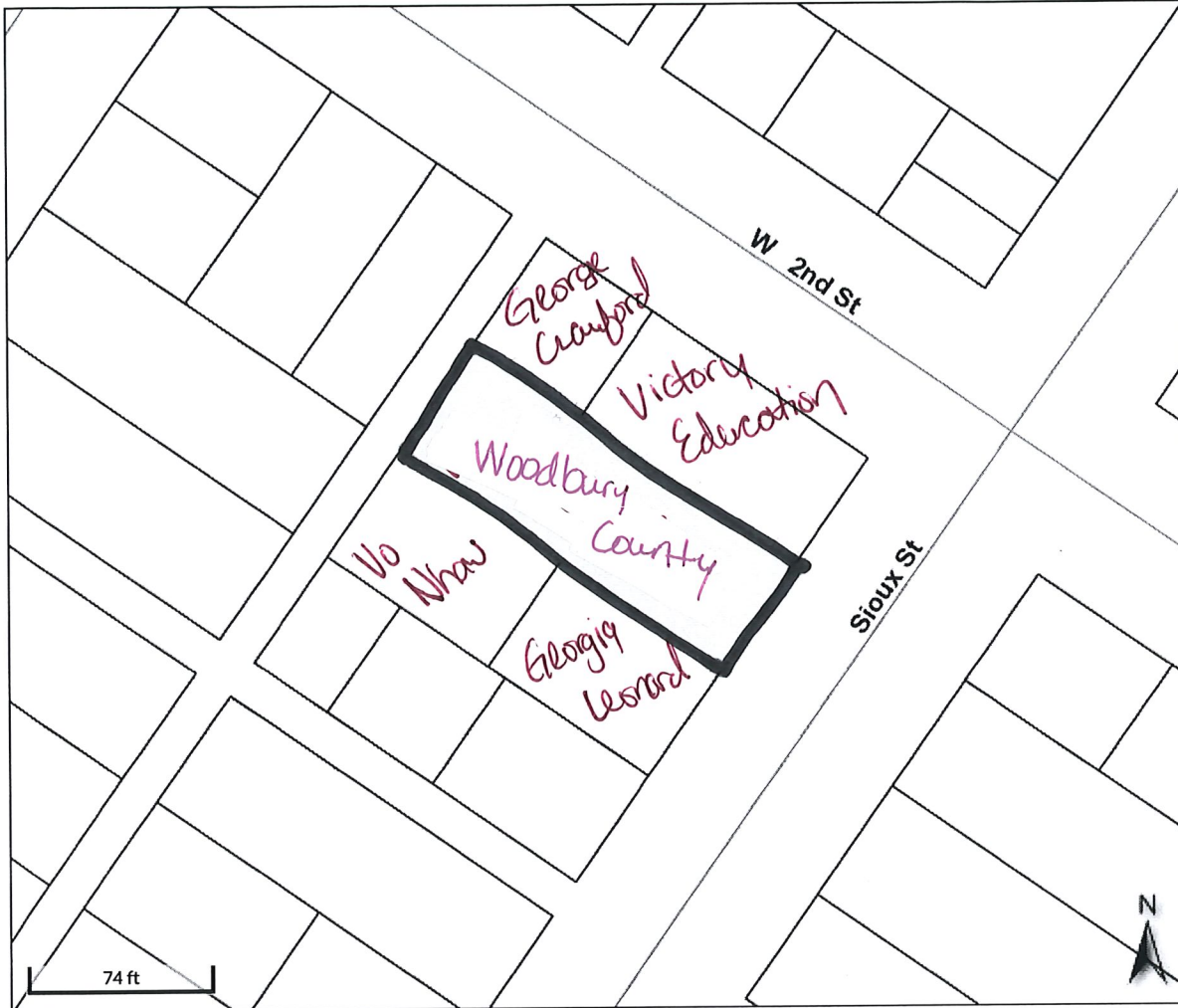


Legend

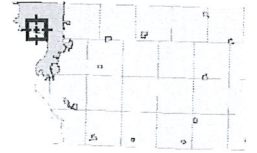
-  Roads
-  Corp Boundaries
-  Townships
- County Residential Sales
  -  2014
  -  2015
  -  2016
-  Sioux City Residential Sales
-  Parcels

|                       |  |              |        |               |                         |
|-----------------------|--|--------------|--------|---------------|-------------------------|
| Parcel ID             | 894729405016                                     | Alternate ID | 004830 | Owner Address | ARTHA 3 LLC             |
| Sec/Twp/Rng           | 0-0-0  | Class        | R      |               | PO BOX 401              |
| Property Address      | 129 SIOUX ST                                     | Acreage      | n/a    |               | FAIRFIELD IA 52556-0401 |
|                       | SIOUX CITY                                       |              |        |               |                         |
| District              | 276 CBD PARKWAY ORIG SC LL                       |              |        |               |                         |
| Brief Tax Description | SIOUX CITY ADDN                                  |              |        |               |                         |
|                       | LOT 19 BLK 18                                    |              |        |               |                         |
|                       | <b>(Note: Not to be used on legal documents)</b> |              |        |               |                         |

Date created: 1/19/2017  
 Last Data Uploaded: 1/18/2017 10:35:23 PM



**Overview**



**Legend**

- Roads
- Corp Boundaries
- Townships
- Sections
- Residential Sales**
- 2014
- 2015
- 2016
- Parcels

|                              |   |                     |        |                      |                          |
|------------------------------|---|---------------------|--------|----------------------|--------------------------|
| <b>Parcel ID</b>             | 894729405016                              | <b>Alternate ID</b> | 004830 | <b>Owner Address</b> | SUMMERTREE LLC           |
| <b>Sec/Twp/Rng</b>           | 0-0-0                                     | <b>Class</b>        | R      |                      | PO BOX 401               |
| <b>Property Address</b>      | 129 SIOUX ST                              | <b>Acreage</b>      | n/a    |                      | FAIRFIELD, IA 52556-0000 |
|                              | SIOUX CITY                                |                     |        |                      |                          |
| <b>District</b>              | 276 CBD PARKWAY ORIG SC LL                |                     |        |                      |                          |
| <b>Brief Tax Description</b> | SIOUX CITY ADDN                           |                     |        |                      |                          |
|                              | LOT 19 BLK 18                             |                     |        |                      |                          |
|                              | (Note: Not to be used on legal documents) |                     |        |                      |                          |

Date created: 6/30/2016

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

Date: 1/18/2017 Weekly Agenda Date: 1/24/2017

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

**WORDING FOR AGENDA ITEM:**

Receive and consider bids for project number L-(M208)--73-97

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

The county has prepared plans to replace structure number M208 on Pocahontas Avenue North of Danbury. The structure is scheduled for replacement this fiscal year.

**BACKGROUND:**

The project will replace the existing greenwood structure and flume with a new box culvert and drop inlet. The current structure is load restricted due to deterioration of the support piling and superstructure.

**FINANCIAL IMPACT:**

The bridge is funded with local county secondary road funds.

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

Yes  No

**RECOMMENDATION:**

Recommend that the board receive the bids and return them to the county engineer for review and recommendation.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion that the board receive the bids and return them to the county engineer for review and recommendation.

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

Date: 1/18/2017 Weekly Agenda Date: 1/24/2017

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

**WORDING FOR AGENDA ITEM:**

Consider approval of a detour revocation with the Iowa DOT for the use of Old Highway 20 near Correctionville

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

Upon completion of the use of a secondary road as a temporary, primary detour, the Iowa DOT provides a transfer of road use tax funds to reimburse wear and tear on the road during its use as a detour.

**BACKGROUND:**

The Iowa DOT resurfaced and widened county road L21 between US 20 and County Route D22 and widened County Route D22 from L21 to Highway 31 in 2015 to prepare the road for use as a detour route for Highway 20 while it was closed for construction.

**FINANCIAL IMPACT:**

The Iowa DOT is providing \$76,584.20 in settlement for use of our road as a detour in 2016.

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

Yes  No

**RECOMMENDATION:**

Recommend that the board approve the detour revocation settlement with the Iowa DOT and direct the chair to sign said document.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion that the board approve the detour revocation settlement with the Iowa DOT for the use of county routes D22 and L21 as Highway 20 detour routes and direct the chair to sign said document.





# Iowa Department of Transportation

## DETOUR REVOCATION INFORMATION SHEET

Project Number NHSX-20-1(133)--3H-97

Voucher # \_\_\_\_\_

County/City Woodbury County

Cost Center 611000

Staff Action # 15-0443

Road or Street Section US20 Detour (Used Woodbury County Roads L-21/Lee Ave and D-22),

From Intersection of US20 and L-21/Lee Ave. to

Intersection of US20 and IA31/Aspen Street/Osceola Ave/L-36 (West Jct. US20 & IA31)

Length in Miles 6.5

Surface Type ACC

Year Built \_\_\_\_\_

Dates Section Used As Detour 03-14-2016 to 11-23-2016

### Compensation Values:

A. (PPM 600.05, Appendix A) Gas Tax Income (cars) \$ 38,318.68

B. (PPM 600.05, Appendix A) Gas Tax Income (trucks) \$ 38,265.52

C. (PPM 600.05, Appendix B) Repairable Damage \$ na

Total Compensation Offered \$ 76,584.20

A + B or  
 B + C

Remarks

### County/City Concurrence

\_\_\_\_\_  
Signature of Authorized County/City Representative

\_\_\_\_\_  
Signature of Iowa DOT District Engineer or Designee

Date Title

Date Title

(Complete one form for each jurisdiction involved.)

## Detour Compensation Calculations

In Accordance with Iowa DOT Policy No. 600.05, Appendix A (Gas Tax Method)

**Project Number:** NHSX-20-1(133)--3H-97  
**Local Agency:** Woodbury County

**Date Prepared:** January 12, 2017  
**Prepared By:** Roxanne Seward, District Traffic Tech.

### Calculation of Detoured Primary Highway Traffic Volume

Based on Iowa DOT Traffic Book data for the year: 2015

| Description of Primary Highway Sections Detoured<br>(route number; beginning and ending points) | Section Length<br>(miles) | Cars<br>AADT | Trucks<br>AADT | Weighted<br>Cars<br>AADT | Weighted<br>Trucks<br>AADT |
|---|---------------------------|--------------|----------------|--------------------------|----------------------------|
| US20 - From Lee Ave./L-21 TO IA31/Osceola Ave/L-36/Aspen Street (West Jct IA31 & US20)          | 6.500                     | 3439         | 871            | 3439                     | 871                        |
|   |                           |              |                | 0                        | 0                          |
|   |                           |              |                | 0                        | 0                          |
|   |                           |              |                | 0                        | 0                          |
|   |                           |              |                | 0                        | 0                          |
|   |                           |              |                | 0                        | 0                          |
|   |                           |              |                | 0                        | 0                          |
|   |                           |              |                | 0                        | 0                          |
|   |                           |              |                | 0                        | 0                          |
| <b>Totals =</b>   | <b>6.500</b>              |              |                | <b>3439</b>              | <b>871</b>                 |

### Detour Description and Input

**Route of Detour** (county route or street names; beginning and ending points, approx. length of each segment):

South 0.5 mile on L-21/Lee Ave.; East 6.2 miles on D-22; Northeast 1.0 mile on IA31/Aspen Street

Length of Detour (miles) = 6.70  
 Duration of Detour (days) = 255

### Calculation of Detour Compensation

|   |                     |
|---|---------------------|
| Average fuel efficiency for Cars (mpg) =            | 23                  |
| Average fuel efficiency for Trucks (mpg) =          | 7                   |
| Combined Gas Tax Factor for Cars (\$/gal) =         | 0.15                |
| Combined Gas Tax Factor for Trucks (\$/gal) =       | 0.18                |
| Gas Tax Income from Cars =                          | \$ 38,318.68        |
| Gas Tax Income from Trucks =                        | \$ 38,265.52        |
| <b>Total Detour Compensation (Gas Tax Method) =</b> | <b>\$ 76,584.20</b> |

Date: 1/18/2017 Weekly Agenda Date: 1/24/2017

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

**WORDING FOR AGENDA ITEM:**

Motion to approve Trospers Hoyt Chiller and Boiler Controls

**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 type="checkbox"/> | Attachments <input checked="" type="checkbox"/>    |

**EXECUTIVE SUMMARY:**

Building Services would like to upgrade the Trospers Hoyt Chiller and Boiler System to add new controls and tie into the Building Services HVAC monitoring system.

**BACKGROUND:**

The Trospers Hoyt Chiller and Boiler systems have no viewing, alarm monitoring, or controls that allow Building Services to oversee what the systems are doing. Clear Result is currently conducting evaluations to determine what MidAmerican Energy rebates may apply.

**FINANCIAL IMPACT:**

2017 CIP # C2-17 (steam traps)  
Star Control- \$6,948

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

Yes  No

**RECOMMENDATION:**

Building Services requests approval to update Chiller and Boiler systems.

**ACTION REQUIRED / PROPOSED MOTION:**

1. Motion to approve Star Controls proposal dated 1/12/2017 in the amount of \$6,948



January 12, 2017

To: Woodbury County Building Services  
629 Douglas St # B07  
Sioux City, IA 51101

Attn: Kenny Schmitz

RE: Trosper Hoyt Building Chiller and Boiler monitoring

Star Control will provide the following to install new controls that will monitor the chiller and boiler in the Trosper Hoyt building; also they will tie into the existing web server located in the WCICC that was added during the Court House upgrade:

- Controller and sensors for the chiller
- Monitor pump status
- Monitor the chilled water supply and return temperatures
- Monitor any alarms generated from the chiller on board controls
- Controller and sensors for the boiler
- Monitor steam pressure
- Monitor alarms generated by boiler on board ignition controller
- Programming
- Graphics
- Labor to install

Your investment: **\$ 6,948.00**

Exclusions:

- Any malfunctioning equipment discovered during re-control

Quote will need to be updated after 60 days.

Sincerely,

Kevin Welty  
Star Control  
712-224-2429 Desk

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

**#12b**

Date: 1/18/2017 Weekly Agenda Date: 1/24/2017

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

**WORDING FOR AGENDA ITEM:**

Motion to approve Troesper Hoyt Building Automation System Upgrade to Allerton System by Star Control

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Troesper Hoyt HVAC front end control system requires an update to tie into the existing Building Services HVAC automation system, update control front end and software.

**BACKGROUND:**

The Troesper Hoyt HVAC system front end has experienced several problems and is currently not able to tie into or communicate with the Building Services HVAC computer. A new front end and software is required.

**FINANCIAL IMPACT:**

2017 CIP C2-17 (steam traps)  
Star Control- \$26,129

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

Yes  No

**RECOMMENDATION:**

Building Services requests approval with the Troesper Hoyt HVAC front end control upgrade.

**ACTION REQUIRED / PROPOSED MOTION:**

1. Motion to approve proposal dated 1/12/2017 by Star Control for the amount of \$26,129



January 12, 2017

To: Woodbury County Building Services  
629 Douglas St # B07  
Sioux City, IA 51101

Attn: Kenny Schmitz

RE: Trospen Hoyt Building Alerton Building Automation System Upgrade

Star Control will provide the following to update the controls in the Trospen Hoyt building also it will tied into the existing web server located in the WC ICC that was installed during the court house upgrade:

- BACTalk control modules (BCM-PWS, BCM-ETH and BCM-Tux)
- Web-8100 Jace (licensed for 100 devices and 5000 points)
- Programming
- Graphics
- Labor to install
- 3 year software service agreement (all software updates for the next 3 years will be provided)

Your investment: **\$ 26,129.00**

Exclusions:

- Any malfunctioning control devices found during upgrade
- Local area network settings owner will need to provide them to us
- Local network connections

Quote will need to be updated after 60 days.

Sincerely,

Kevin Welty  
Star Control  
712-224-2429 Desk

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

**#12c**

Date: 1/18/2017 Weekly Agenda Date: 1/24/2017

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

**WORDING FOR AGENDA ITEM:**

Motion to approve Siouxland District Health HVAC Front End System upgrade

**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 type="checkbox"/> | Attachments <input checked="" type="checkbox"/>    |

**EXECUTIVE SUMMARY:**

Siouxland District Health HVAC computer and software must be replaced and updated.

**BACKGROUND:**

The SDH HVAC computer is failing and needs replacing. As part of this the HVAC computer and its software must be replaced.  
The current software is Johnson Controls. A previous contract with Johnson Controls for 28K annually has expired and the current software is outdated.

**FINANCIAL IMPACT:**

2017 CIP #E3-17 (16K approved SDH exterior caulking)  
2017 CIP #E2-17 (30K approved SDH security doors back of building)

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

Yes  No

**RECOMMENDATION:**

Approve upgrade to HVAC front end system

**ACTION REQUIRED / PROPOSED MOTION:**

1. Motion to approve Star Control proposal -Siouxland District Health Front End System Hardware and Software dated January 11th, 2017 in the amount of \$32,964
2. Motion to reallocate \$16,000 from 2017 CIP #E3-17 and \$17,000 from 2017 # E2-17



January 11, 2017

To: Woodbury County Building Services  
629 Douglas St # B07  
Sioux City, IA 51101

Attention: Kenny Schmitz

RE: Upgrade of the Siouxland District Health Johnson System

Kenny,

Star Control will provide the hardware and software to integrate the Johnson system in the Siouxland District Health building to the existing web server that resides in the WICC that was installed during the Court house Alerton System upgrade. Star Control has also included a 3-year software agreement with this upgrade.

Your investment: **\$ 32,964.00**

Exclusions:

- Any controllers to remain in service
- Work station

Sincerely,

Kevin Welty  
Star Control  
Phone: 712-252-3007  
Fax: 712-252-2410



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

#12d

Date: 1/19/2017

Weekly Agenda Date: 1/24/2017

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

**WORDING FOR AGENDA ITEM:**

EnergyCap Energy Cost Avoidance Program - Database Hosting Services

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Motion to approve EnergyCap Database annual program hosting services.  
 EnergyCap is an energy cost avoidance program utilized by Building Services to track energy consumption, identify billing errors, and expose areas where energy usage can be improved upon. Building Services has discussed program hosting in depth with WCICC IT Director John Malloy. John was gracious enough to provide information that explained in detail how service interruptions can occur. He also made it clear the most recent event was due to EnergyCaps program where updates had been made causing conflict with other software and had little of no relativity to WCICC hosting the service.

The decision to request to move hosting to EnergyCap initially was a difficult one on Building Services part. After discussing this with our very knowledgeable IT Director it appears that it would be in the Counties best interest and for all parties involved to strongly consider moving this service to EnergyCap.

**BACKGROUND:**

EnergyCap provides various program services. When Woodbury originally initiated this program it was decided that database services would be hosted by Woodbury County WCICC on computer servers at the County, and that the County would maintain the program functionality at the County level to eliminate hosting services costs.

Various problems have taken place that have interrupted usage of the program since its inception. In hindsight the fee for the hosting services may have been money well spent. Program hosting requires WCICC to repeatedly address problems, and are utilizing employee time which perhaps could be better utilized elsewhere.

By sourcing this service through EnergyCap program upgrades, would be completed by EnergyCap. This would also eliminate any conflicting software items that may take place when the County pushes system updates that occur regularly.

**FINANCIAL IMPACT:**

2017 Operating Budget  
EnergyCap Hosting- \$2,400 (annually)

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

Yes  No

**RECOMMENDATION:**

Building Services requests authorization to approve EnergyCap hosting services proposal

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve EnergyCap Annual Hosting Services per EnergyCap quote dated January 13th,2017

**Prepared For:**

County of Woodbury, IA ("Licensee")  
 620 Douglas Street  
 Sioux City, IA 51101

Quote #34115

January 13, 2017

EXPIRES IN 90 DAYS

| Item                      | Description   | Price               |
|---------------------------|---|---------------------|
| Database Hosting Services | <b>Database Hosting.</b> Licensee's EnergyCAP Enterprise database will be hosted in ECI's commercial co-location facility. Additional details provided below under Description of Deliverables. | \$2,400.00 per year |
| <b>Total:</b>             |   | <b>\$2,400.00</b>   |

**Annual Maintenance:** Licensee's annual EnergyCAP Maintenance Agreement (ECMA) fee will be increased by \$2,400.00 to reflect the purchase of the above-noted item. Current ECMA renewal date is January 1, 2018.

## Description of Deliverables

### **Database Hosting Services:**

Equipment is located in Pittsburgh, PA in a commercial co-location facility that has secure access, redundant high speed Internet access and redundant power supply. Details on the datacenter can be found at <http://www.expedient.com/products/pittsburgh-data-center-acm.php>.

The co-location facility is a SSAE 16 certified unit. All access to facility is by appointment only, greeted and escorted by guards and other personnel. Each room is locked using biometric and keytag/pinpad access panels. All sections are monitored with CCTVs (including parking areas), and server racks are also individually locked and can only be opened by hosting staff.

System availability over 5+ years has exceeded 99% during normal business hours. Guaranteed system availability is 98% during customary Eastern Time Zone office hours. Licensee shall be entitled to a credit of \$500 on the next invoice if system availability falls below 98% for the prior quarter.

ECI can store scanned copies of utility bills or other electronic files for use with EnergyCAP. An annual fee of \$0.05 per file applies to all hosted documents.

### Database Maintenance

Each Licensee's EnergyCAP database(s) will be backed up nightly to on-site and off-site locations. Because EnergyCAP is not an originator of data but a consumer, daily backups have typically been acceptable for most clients. Other arrangements can be made upon request and are subject to additional fees.

Additional operational procedures are as follows:

- The local and offsite backup software uses 448-bit Blowfish encryption for stored data.
- Symantec Endpoint Protection is installed on all Windows servers.
- Firewall and network device logs are collected to a central SysLog server. At this time, the logs are not actively mined for security anomalies as a first line of detection.
- Data-level backups occur nightly at this time, although varied backups schedules can be accommodated as needed and are subject to additional fees.
- Total hardware failure at collocation would cause an outage anywhere between four and 12 hours for 100% production.
- Having recently moved to new facilities and revising our network and security plans, the DR (database recovery) plan is still in process. Both system level images and file level backups are held offsite at a second office location, which is currently used as a business continuity location.
- All data is located on NAS in a RAID configuration. This data is then backed up offsite (to main ECI office). In general hardware failure, services should be able to fail over to secondary units with an hour.

- The majority of services at collocation have a redundant secondary unit, with shared storage. If the hardware of a virtual server fails, items are restarted on secondary units. Database servers also have a secondary unit, which in the case of hardware failure the secondary unit is given the database backup dumps and becomes the primary unit.
- SLA with the hosting location makes sure ECI is notified of all incidents within 24 hours.

Server Security

ECI's Information Technology Department, led by the Chief Information Officer, is responsible for maintaining the company's servers and the applications and operating systems on the servers:

- All applications and operating systems are patched with the latest official releases from the manufactures.
- All systems are located behind Cisco firewall equipment, with limited incoming and outgoing connections.
- Anti-virus software is installed on all servers and ECI-managed systems. The anti-virus applications are monitored by a local network server and audited daily for failure notifications.
- Anti-virus updates are pushed out daily as needed, with weekly manufacturer updates for all connected clients.
- All servers are accessed through remote connections.
- No screen savers are active; however, RDP screens lock after 10 minutes of idle time, and SSH connections to Linux servers terminate after 15 minutes of idle time.
- No automated system timeouts are currently built into the installed EnergyCAP client; however, the licensee can define the timeout period in EnergyCAP's web client.

Data Ownership & Confidentiality

Ownership of proprietary EnergyCAP SQL database schema resides with ECI. Database schema includes database design elements, to include: table and field design; indexes and triggers; stored procedures, scripts and views.

ECI shall treat Licensee databases as confidential information and shall not release, divulge, or provide access to data by any third parties without the prior consent of Licensee:

- The EnergyCAP application does not store or process any personal information aside from Username.
- EnergyCAP utilizes secure Web and FTP traffic as needed for implementation and other client projects.
- EnergyCAP does not encrypt database files. Communication between the installed workstation or Web application can use SSL encryption (128-bit) for all data transfer on a site-to-site basis.

## Terms and Conditions

1. To order, please deliver a purchase order or payment referencing this Quote form to EnergyCAP, Inc. (ECI), or sign and complete the information below and return this form to verify acceptance of the offer outlined herein.
2. This quote and product pricing are the proprietary property of ECI, are provided to the recipient at recipient's request and may not be divulged to any third parties.
3. Invoicing Schedule is as follows (terms net 30 days, 1%/month late fee may be applied):

Database Hosting

Upon Acceptance.....100%  
 Annually upon ECMA renewal..... 100%

## Acceptance

I signify that I am an authorized representative of the organization named above. My signature below confirms the organization's intent to purchase the products and services ("Products") described herein and authorizes ECI to deliver and invoice for the Products.

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

P.O. #: \_\_\_\_\_

1/12/2017

Hi John,

Since we have not recently discussed the Building Services EnergyCap system I wanted to express my thoughts and share my opinion not only about the program, but the functionality as well. The EnergyCap program is a very powerful tool for me to use in tracking the Counties energy usage and costs. In fact in the short time we have utilized the service it has proven to be very beneficial, even though we have just scratched the surface of its entire capabilities.

My plan is to get this launched out to the County Directors so that they in turn can track each of their respective areas in an effort to bring a unified focus on energy usage.

I can achieve this I believe with limited assistance from WCICC however the real reason I have not attempted this to date is two- fold. Firstly, I wanted to master the program, or at the very least get a stronghold on it because once I share it with others I want to be able to answer the questions that I know are surely to be generated by this. Secondly, and most important. I am not confident in sharing something that Building Services has struggled with almost since the date of inception due to repeated program interruptions and issues with various functionality. Don't misunderstand me; the program is absolutely fantastic unless something stops working. When it does its pretty much screeching to-a-halt, lights out, dead in the water, done.

Unfortunately we have had more than our fair share of these less than comfortable experiences since the inception of EnergyCap and it culminated this Monday. I'm not positive you have been completely informed of all the difficulties that we have experienced or perhaps you have, either way I partially blame myself for not doing a better job of translating these problems. I really dislike bringing a department head into every problem, but now want to take this opportunity to try and bring you up to speed so that we can later converse about both of our thoughts.

In our latest episode EnergyCap was down the month of December with limited or no use. I mulled over the problems over the weeks and throughout last weekend until I had reached a temperament that I rarely succumb to, but in retrospect after a month who would not have been overly frustrated?

On Monday morning at 8:00, I sent the following e-mail to Jeff Foflygen (EnergyCap Tech support) with a copy to Bob Heien.

*"Jeff- I need to get this bill processing and cost avoidance working. It's now been down for over a month. If we are not able to resolve this soon I will be cancelling our contract or seeking reimbursement of previous fees. Please let me know what needs to be done to get things moving forward with a process that will continue until the issues are resolved".*

Monday at 11:29 I was copied on an e-mail from Bob Heien to Jeff Foflygen. It read that the cost avoidance was fixed by removing entries created in IIS Handler Mappings by a recent Microsoft.Net update.

I'm not positive what this really means in the IT world but I immediately went to the EnergyCap program to see if it was working. While in this process I received a telephone call from Phil Colbe of EnergyCap. Phil is an upper management representative of EnergyCap who was calling to tell me that my e-mail had been escalated to him and that he was calling to let me know he would be interjecting to ensure Woodbury County would be taken care of. I explained to Phil the e-mail I had just received and I was at that very moment trying to verify, one at a time, if the different capabilities in the program were working or not, but so far it appeared they were.

I went on to discuss my frustration with Phil, and told him my largest struggle when we have something that is not working in the program is that I get bounced back and forth between EnergyCap Tech Support and WCICC a needed a means to identify who should be working on the problem. EnergyCap Tech Support or Woodbury County WCICC?

Phil explained that since Woodbury County "hosts" the EnergyCap program on Woodbury Counties servers that in ninety-nine percent of these instances the problems are going to be on Woodbury Counties side.

He went on to explain that many EnergyCap customers prefer that EnergyCap host the program for them to alleviate problems associated with this very scenario, and that often the clients just don't have the workforce to over-see the program. Phil has told me that EnergyCap could host this for Woodbury County for approximately \$2,400 annually.

John, all this to say I'd like to review this in depth and get your thoughts.

I know EnergyCap was really just thrown into your departments lap and this program was completely alien to them. I'm not really sure how much time WCICC spends on this but given the problems which have occurred I'm estimating it's quite a bit, and perhaps a struggle to maintain with the other priorities that they have.

Please understand I am not laying blame, and I most certainly want to be crystal clear how appreciative I am to the WCICC staff, not only their but your professionalism as well is a breath of fresh air. I look forward to discussing this with you very soon.

Thanks,

Kenny Schmitz

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

#12e

Date: 1/12/2017

Weekly Agenda Date: 1/24/2017

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

**WORDING FOR AGENDA ITEM:**

Woodbury County Law Enforcement Center Facility Optimization Plan-  
CMBA & Goldberg Group Architects Provide Analysis Overview

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

CMBA Architects in conjunction with the The Goldberg Group has completed the LEC Facility Analysis & Optimization Plan that was previously approved by the Board of Supervisors.

The goal of this plan was to review existing space usage, compliance with applicable jail standards, PREA, opportunities for functional improvements, increased storage, staff efficiency, and adaptive re-use of First and Second floor space.

With PREA concerns evolving with regard to recent lawsuits and problems associated in other detention facilities it was deemed by a previous board that an Optimization Plan was required to bring our 1986 facility closer to the new laws and regulations.

An LEC Optomization Committee was established with a goal of retrofitting the current facility in lieu of constructing a brand new detention facility. One of the goals was to enable the current facility to become more PREA compliant and avoid possible legal ramifications that were experienced by others.

**BACKGROUND:**

On September 20th, 2016 the Woodbury County Board of Supervisors approved an agreement with CMBA Architects to conduct a review of space use, operations, and compliance. Inadequacies with inmate personal effects, detention officer break room, inmate classification, medical examination, and master control system undersized cooling.

**Inmate personal effects-**

Currently is not large enough to store and separate individual inmate personal effects in personal totes.

**Detention officer break room-**

There is currently no space for shift officers to break within the detention boundaries. Officers must currently leave the detention space to break.

**Inmate classification-**

Currently there are, minimum security, minimum-medium, and medium-max sections. This small number of classifications causes detention officers problems segregating problematic inmates.

**Medical Examination-**

the current medical exam room is undersized, outdated and not able to accommodate recently approved medical services.

**Master Control Cooling-**

Currently a portable air conditioning unit has been added to assist in cooling electronic security system equipment due to undersized cooling and congested space.



**FINANCIAL IMPACT:**

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

Yes  No

**RECOMMENDATION:**

Information

**ACTION REQUIRED / PROPOSED MOTION:**

Information

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

Date: 1/19/2017

Weekly Agenda Date: 1/24/2017

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Supervisors M. Ung and J.Taylor

**WORDING FOR AGENDA ITEM:**

Recommended reductions to the FY18 debt service levy (2017 CIP)

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

We (Long Term Facility Planning liaisons Ung and Taylor), over extensive meetings with the Building Services and Finance departments, have sought to balance long term planning through a Capital Improvement Plan (CIP) with a commitment to taxpayers to successfully close the FY18 budget shortfall, which began at \$2.4 million. The debt service levy is currently \$926,632 of this shortfall. We have agreed upon recommended reductions to the FY18 debt service levy, which is composed of projects approved in the 2017 CIP last year, through a frank and realistic evaluations of needs vs. wants. Due to emergency repairs, cost overruns, and other necessary reprioritizations in the last year, many of these savings are "partial projects" without enough remaining funding to complete the given project as it is. On the other hand, projects coming in under budget allow continued prioritization of critical repair work to continue on the two remaining courthouse windows (one in the 2017 CIP, and one in the 2018 CIP).

In the grand scheme, this is a reduction of the 2017 CIP's starting position of ~\$5.6 million, down to ~\$4.7 million. Because of a 5-year payback schedule, roughly 1/5th of the reduction is the actual savings to be realized in the FY18 debt service levy.

The next discussion to be had in the following weeks will be the 2018 CIP (which will be taxed for in FY19). If virtually all project requests are granted like last year, the debt service shortfall would more than double.

**BACKGROUND:**

Starting in 2015, Woodbury County began revitalizing a building services program in order to preserve the history of its National Landmark Courthouse, seek long-term energy efficiencies, mitigate emergency repairs, and save taxpayer dollars by most effectively housing departments "under one roof"--allowing for consolidation and cross-training.

Some of the steps towards this effort were the hire of Building Services Director Kenny Schmitz, a long-term Master Facilities Plan, concurrent Capital Improvement Projects, and implementation of a construction or project manager for quality assurance.

The push-and-pull balancing act that Woodbury County must engage in is how to restore buildings after several decades of neglected necessary upkeep. For example, the Baker Group's long-term Master Facilities Plan identified that no building automation system was functional, widespread HVAC problems among most buildings, energy waste (including mechanical cooling every day of the year), and over \$2 million of repairs in the Courthouse alone (tuckpointing, structural, terra cotta, etc.).

A major unknown is the results of the courthouse tuck-pointing survey. If the survey reveals emergency maintenance requirements, those funds will be secured through a reallocation of the CIP. In holding these "last resort" funds harmless from the proposed cuts, we are ensuring the safety and security of the public while committing to a plan on the courthouse windows.

We recognize that delaying some projects may increase costs 10-15% due to interest and inflation. By the same token, we also recognize the "scoring" of non-emergency CIP items going forward may be based on their payback matching or exceeding their initial investment--the LED project being a perfect example.

**FINANCIAL IMPACT:**

It is important to remember that CIPs approved one year are not actually taxed for until the following year's budget approval.

In March 2015, the county approved borrowing of roughly \$865,000.

In March 2016, the county approved borrowing of roughly \$5.7 million.

While the county is still using only 2% of its "credit limit" allowed by the state, this sudden increase has a profound effect on a county budget.

In Feb/March 2017, the county will consider approving the borrowing of roughly \$7.3 million. (This is a separate discussion to happen during the FY18 CIP review in February, but we will recommend drastic reductions to this figure. We will not recommend reductions in the \$982,912 of projects representing a previous commitment, e.g. radios servicing the LEC, Conservation, and Emergency Services, and WCICC computer match with city.)

**REGARDING 2017 CIP REDUCTIONS:**

The attachments, including the comprehensive CIP long-range projections, assume a 3% interest rate, 5-year loans, and quarterly payments with no "end balloon" payments. Some key considerations remain the Auditor's decision on voting machines and what manner of spending is necessary to complete (as well as what would be left over from any unspent balance). We have identified \$748,542 in potential reductions. However, we are recommending \$200,000 in the 2017 CIP (and \$200,000 in the 2018 CIP) remain as allocations for the two remaining courthouse windows in dire need of repair.

Therefore, a recommended \$548,542 reduction in the 2017 CIP (on a 5-year schedule) translates to roughly 1/5th of that (\$109,708) being a reduction in the FY18 debt service levy.

We still have an absolute commitment to preservation and though it may not be feasible to begin long-term, substantive repairs until 2021 (for example, each independent use of scaffolding costs \$545,000), consistent monitoring to include data-logging structural deficiencies is necessary. It is also anticipated that because of lower-than-anticipated bidding and contingency that there may be as much as \$262,000 left over (above and beyond these projections) in the Courthouse Steam Trap Project.

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

Yes  No

**RECOMMENDATION:**

During today's budget review of the debt service fund, receive with a reduction of \$109,708 (approximate, subject to corrections) for FY18.

**ACTION REQUIRED / PROPOSED MOTION:**

n/a

|  | Starting Principal | Interest Rate | Principal & Interest | FY 2017                 | FY 2018            | FY 2019   | FY 2020   | FY 2021   | FY 2022   | FY 2023 |
|--|--------------------|---------------|----------------------|-------------------------|--------------------|-----------|-----------|-----------|-----------|---------|
| CIP 2013   | 1,368,000          | 1.29%         | \$1,459,545.00       | 277,129                 |                    |           |           |           |           |         |
| CIP 2014   | 845,000            | 2.00%         | \$901,546.00         | 173,800                 | 171,400            |           |           |           |           |         |
| CIP 2015   | 865,000            | 1.39%         | \$922,885.00         | 180,214                 | 177,809            | 175,405   |           |           |           |         |
| CIP 2016   | 1,893,000          | 1.19%         | \$2,115,701.00       | 400,251                 | 396,621            | 392,116   | 387,610   | 383,105   |           |         |
| CIP 2017*  | 4,717,404          | 3%(est)       | \$5,153,763.00       |                         | 1,096,796          | 1,056,699 | 1,028,394 | 1,000,090 | 971,784   |         |
| CIP 2018   | 982,912            | 3%(est)       | \$1,073,830.00       |                         |                    | 228,526   | 220,172   | 214,274   | 208,376   | 202,482 |
|  |                    |               | Totals               | 1,031,394               | 1,842,627          | 1,852,746 | 1,636,176 | 1,994,969 | 1,180,160 | 202,482 |
| <b>* CIP 2017 reduced by \$201,000 2016 carryover</b>          |                    |               |                      |                         |                    |           |           |           |           |         |
| TIF 2017   | 1,710,000          | 1.91%         | \$1,873,444.00       | 25,144                  | 31,650             | 241,650   | 403,500   | 397,500   | 390,750   | 383,250 |
| <b>Paid for from TIF Revenues and Sergeant Bluff repayment</b> |                    |               |                      |                         |                    |           |           |           |           |         |
| CLN 2010   | 900,000            | 2.95%         | \$322,084.00         | 107,968                 | 107,048            | 107,068   |           |           |           |         |
| <b>Paid for from Conservation Park Revenues</b>                |                    |               |                      |                         |                    |           |           |           |           |         |
| CLN 2015   | 900,000            | 1.74%         | \$751,370.00         | 192,528                 | 189,396            | 186,264   | 183,182   |           |           |         |
| <b>Paid for from Property Taxes- 240th and Allison</b>         |                    |               |                      |                         |                    |           |           |           |           |         |
|  |                    |               |                      |                         |                    |           |           |           |           |         |
|  |                    |               |                      |                         |                    |           |           |           |           |         |
| <b>Total Debt Services payments per FY</b>                     |                    |               |                      | 1,357,034               | <b>2,170,721</b>   | 2,387,728 | 2,222,858 | 1,994,969 | 1,570,910 | 585,732 |
| <b>Revenues FY2018</b>   |                    |               |                      |                         |                    |           |           |           |           |         |
| SDH Rent   |                    |               |                      |                         | \$80,000           |           |           |           |           |         |
| Sgt. Bluff TIF Payment   |                    |               |                      |                         | \$12,026           |           |           |           |           |         |
| Property Taxes Revenue   |                    |               |                      |                         | \$1,155,192        |           |           |           |           |         |
| Backfill Commerical Rollback                                   |                    |               |                      |                         | \$36,000           |           |           |           |           |         |
| Conservation Transfer  |                    |               |                      |                         | \$107,048          |           |           |           |           |         |
| <b>Total Revenue FY 2018</b>                                   |                    |               |                      |                         | <b>\$1,390,266</b> |           |           |           |           |         |
|  |                    |               |                      | <b>Total Short Fall</b> | <b>-\$780,455</b>  |           |           |           |           |         |

Breakdown of changes

The 2016 CIP reductions involve \$201,000 in unspent balance that we can use to reduce 2017 borrowing. This number is composed of approx. \$150,000 of various projects not expected to be completed due to time remaining, and approx. \$51,000 in extra/unanticipated rebates from the LED upgrade.

The 2017 CIP reductions identified for consideration involve (negatives represent actual costs overruns):

|  |  |                     |
|--|--|---------------------|
| A1-17 Bldg. Services- Window Repair    |  | \$3,000.00          |
| A2-17 Courthouse Façade Windows        |  | \$195,727.00        |
| A4-17 HR office improvement            |  | \$40,000.00         |
| A5-17 Courthouse Tuckpointing          |  | \$332,710.00        |
| A7-17 Judges Room #207 carpet          |  | -\$302.00           |
| A9-17 Courthouse Plumbing              |  | \$20,000.00         |
| A10-17 Fire Alarm Upgrade-Courthouse   |  | \$5,000.00          |
| A11-17 Courthouse Flooring             |  | \$20,000.00         |
| B5-17 Mudjacking LEC                   |  | \$9,962.00          |
| B7-17 Skylight Repairs-LEC             |  | \$5,000.00          |
| B8-17 LEC Facility Renovation          |  | \$25,000.00         |
| B9-17 LEC Optimization Plan            |  | \$400.00            |
| B10-17 LEC Courtroom Audio             |  | \$3,485.00          |
| C1-17 Tuckpointing-Trosper Hoyt        |  | \$25,000.00         |
| C3-17 Carpet Repair- Trosper Hoyt      |  | \$20,000.00         |
| C5-17 Replace CASA Carpet-Trosper Hoyt |  | \$16,000.00         |
| C7-17 Flooring- Trosper Hoyt           |  | \$20,000.00         |
| C8-17 Windows & Doors-Trosper Hoyt     |  | \$15,000.00         |
| E1-17 SDH Boiler Replacement           |  | -\$7,440.00         |
| E5-17 SDH HVAC Automation              |  |                     |
| <b>Totals</b>                          |  | <b>\$748,542.00</b> |

Siouxland District Health items will be reallocated to need based projects

Boiler is over budget by \$7,440 (E-1-17); Control computer is failing and needs upgraded \$32,128 (E5-17)

“Courthouse Façade Windows” does not have enough remaining balance to cover the two remaining windows, due to previous start-up and emergency issues with the first two windows. However, we propose one remaining window (approx. cost of \$200,000) be “added back in” to these figures, which would mean the reduction is **actually \$548,542.**

We also (will) propose the second remaining window of the same approx. cost being added to the 2018 CIP.

-Chairman Matthew Ung

Costs for Courtroom Window Completion. If approved by Board of Supervisors will be adjusted at meeting.

CIP - One window in FY 17 and one window in FY 18

**FY 2017 Payable for five FY's beginning FY 2018**

CIP - One Window Project - Courtrooms

Amount - \$200,000

Term - 5 Years

Interest Est. - 3%

| <u>FY</u>   | <u>Balance<br/>Outstanding</u> | <u>Principal</u> | <u>Interest</u> | <u>Total Due</u> |
|-------------|--------------------------------|------------------|-----------------|------------------|
| <b>2018</b> | <b>200,000</b>                 | <b>40,000</b>    | <b>6,000</b>    | <b>46,000</b>    |
| 2019        | 160,000                        | 40,000           | 4,800           | 44,800           |
| 2020        | 120,000                        | 40,000           | 3,600           | 43,600           |
| 2021        | 80,000                         | 40,000           | 2,400           | 42,400           |
| 2022        | 40,000                         | 40,000           | 1,200           | 41,200           |

**FY 2018 Payable for five FY's beginning FY 2019**

CIP - One Window Project - Courtrooms

Amount - \$200,000

Term - 5 Years

Interest Est. - 3%

| <u>FY</u> | <u>Balance<br/>Outstanding</u> | <u>Principal</u> | <u>Interest</u> | <u>Total Due</u> |
|-----------|--------------------------------|------------------|-----------------|------------------|
| 2019      | 200,000                        | 40,000           | 6,000           | 46,000           |
| 2020      | 160,000                        | 40,000           | 4,800           | 44,800           |
| 2021      | 120,000                        | 40,000           | 3,600           | 43,600           |
| 2022      | 80,000                         | 40,000           | 2,400           | 42,400           |
| 2023      | 40,000                         | 40,000           | 1,200           | 41,200           |

# WOODBURY COUNTY DEPARTMENT HEAD MEETING

January 23, 2017 – 8:00 a.m. – LEC Training Room

**Vision: Woodbury County dedicates itself to providing high quality services to meet the ever-changing demands and needs of its citizens.**

**Goal/Objective: County department heads and elected officials will meet monthly using an agenda and minutes, documenting increased transparency, communication, cooperation, and efficient, long-term planning.**

## **Agenda Focus 23 January 2017: New Beginnings, Stable Foundations**

### **1. Welcome, Stage Setting, and Revised True Speak Expectations—M. Ung**

We will set a positive tone for the year, discuss liaison assignments, and distribute physical copies of the memorandum regarding True Speak to lay out concise expectations beginning February 2017.

### **2. Insights from Fort Worth, TX Conference—J. Taylor**

Vice-Chairman Taylor attended a keynote address to Cenergistic, the nation's leading energy conservation company. He will share some key takeaways on core mission and organizational focus based on the speech from Dr. Angelo Kinicki, Professor at Arizona State University.

### **2. Acceptable [Network] Use Policy—J. Malloy / E. Gilliland / M. Ung**

Extensive work from the Policy Review Committee and valuable assistance from the County Attorney's Office has resulted in an Acceptable Use Policy passed by the Board of Supervisors on Jan. 10. Until now, Woodbury County was an outlier in not having such a policy. Director Malloy is pleased to provide an overview of how this "umbrella policy" will set the stage for future improvements to IT functionality, inter-departmental standardization, and security. Director Gilliland will share thoughts on compliance going forward.

### **3. FY18 Budget Updates—D. Butler**

This will be an update on the budget schedule and other relevant budget information.

We will also share a good example of using the "F8" command as previously requested, to make things easier for the board to understand the workings of your budget.

### **4. Human Resources Updates—E. Gilliland**

There will be an FMLA refresher and updates on a Learning Management System

## **5. Board Agenda Process Improvements—M. Ung / J. Malloy / K. James**

We will discuss the streamlining and standardization of the agenda compilation process, how you can help the board office, how the board office can help you, and how we can all be on the same page.

## **6. Future Dept. Head Meetings + Important Dates to Track**

We will share a tentative calendar of future department head meetings and solicit any feedback.

|            |   |
|------------|---|
| January 25 | 2017 Des Moines Legislative Day (Siouxland Chamber) |
| May 3-4    | Washington, D.C. Lobbying Trip (Siouxland Chamber)  |

### **To Be Determined:**

|             |                         |
|-------------|-------------------------|
| March/April | Rural Town Hall Meeting |
|-------------|-------------------------|

## **7. Department Activities—All Department Heads and Elected Officials**

We will go around the room—Please let us know what is going on in your department that is a main priority of effort. You may also share an idea for cooperation or a need, but if extensive discussion ensues, we may ask it be a separate agenda item for the next meeting.

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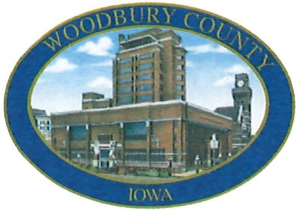
A hen is only an egg's way of making another egg.

~Samuel Butler

Nearly all men can stand adversity,  
but if you want to test a man's  
character, give him power.

~President Abraham Lincoln





# Woodbury County Board of Supervisors

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

## MEMBERS

JEREMY J. TAYLOR  
SIOUX CITY

MATTHEW A. UNG  
SIOUX CITY

ROCKY L. DE WITT  
LAWTON

MARTY J. POTTEBAUM  
SIOUX CITY

KEITH W. RADIG  
SIOUX CITY

FINANCE / BUDGET DIRECTOR  
DENNIS BUTLER

BOARD ADMINISTRATIVE COORDINATOR  
KAREN JAMES

EXECUTIVE SECRETARY / PUBLIC BIDDER  
HEATHER SATTERWHITE

To: Woodbury County department heads (via email and dept. head meeting)

January 23, 2017

The purpose of this communication is to clearly relay job expectations to department heads concerning *SUCCEED With TRUE-SPEAK®* (True Speak) and its use as a management and communication technique.

The True Speak system is part of our Employee Handbook (Sec. 9.16 Disciplinary Action) and guides us in providing quality communication, supervision, evaluation, and leadership. It is also the foundation of any necessary disciplinary action, giving a more solid legal standing by showing a logical trail of communication and thought. Writing True Speaks will become part of each one of your job descriptions this year.

While all employees are encouraged to use the True Speak method, as supervisors you will be expected to provide the following, beginning February 2017:

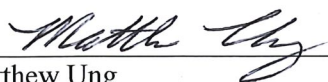
**3 qualified True Speaks shall be delivered each month (2 if you supervise 6 or fewer).**

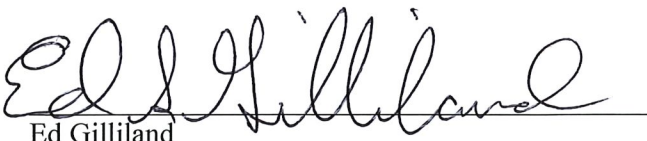
These revised/lower numbers reflect an emphasis on quality over quantity. Failure to comply will be enforced by a verbal warning, followed by progressive discipline. They will be reviewed for quality, and your True Speaks may include commendations or corrective direction as you see fit.

Please blind carbon copy the Board of Supervisors Chairman (Matthew Ung), Ed Gilliland, and Tonia Abell on all the emailed True Speaks. You will be required to provide copies of written communications that were not sent electronically. You must also include a disclaimer, such as: *Should you have any comments regarding this communication, please send them to me and I will place them in your file along with this communication.*

The County has provided training and materials on True Speak and how best to implement it. If you would like more coaching on the True Speak process please contact Ed Gilliland, who will be happy to walk through the method with you. Thank you for all you do, and for your commitment to this process improvement.

Sincerely,

  
Matthew Ung  
Chairman, Board of Supervisors

  
Ed Gilliland  
Director, Human Resources Dept.  
Attachment: True Speak techniques



## Sioux Rivers Regional MHDS Governance Board Meeting

### AGENDA

*Plymouth County Courthouse Annex; Tuesday, January 24, 2017; 1:30 P.M.*

1. Welcome and Introductions/New Board member introductions
2. Approve Agenda – **Action.**
3. Review and approval of 11/22/16 meeting minutes – **Action.**
4. Fiscal Agent Report - Dennis Butler – **Information/Action.**
5. Election of Officers: Chairman, Vice-Chair and Secretary - **Action.**
6. Appointment of Fiscal Agent – **Action.**
7. Updates: Advisory Board, Crisis Center, Work Alternatives, etc. – **Information.**
8. Review and approval of Annual Report to DHS – **Information/Action**
9. Committee Report: Position to coordinate services in the county jails – **Information.**
10. Provider Improvement Grants for FY17: Update – **Information.**
11. NPI emergency funding for remainder of fiscal year – **Information/Action.**
12. Plains Area Mental Health, Inc. proposal for additional funds – Kim Keleher – **Information/Action.**
13. Approval of additional funds (\$66,000) for Siouxland MHC (Nursing/Jail services) – **Action.**
14. Consider \$58,000 reimbursement to NICC Region for a Sioux Rivers consumer to 6/2014 – **Action.**
15. Tri-View Building: Progress on Conference Room/reconfiguration – Update. – **Information.**
16. Committee Report: Friendship House/Drop-in Center – **Information/Action.**
17. FY18 Budget with levy recommendations – **Information/Action.**
18. Recommendations for Provider increases in FY18 – **Action.**
19. Visioning/Strategic Planning meeting (11/23/16) summary and discussion – **Information.**
20. Regional Mental Health expenditures: November & December, 2016 – **Information/Action.**
21. GENERAL DISCUSSION: CEO meeting attendance, Legislative Update, Transition, Jail Services, Children's MH, Tele-Health, HIPAA, etc.
  - Staff evaluations will be completed in January

***Next meeting: Scheduled for February 28, 2017 @ Plymouth Co. Courthouse Annex- 1:30 P.M.***

**RECEIVED**

**NOTICE OF PUBLIC HEARING  
PLANNING AND ZONING COMMISSION  
SIOUX CITY, IOWA**

**JAN 18 2017**

**WOODBURY COUNTY  
BOARD OF SUPERVISORS**

You are hereby notified that the Sioux City Planning and Zoning Commission will consider the item identified below at a public hearing to be held on **Tuesday, January 24, 2017, at 4:00 P.M.**, in the City Council Chambers, Fifth Floor of City Hall, 405 6th Street, Sioux City, Iowa. You are invited to attend the hearing to voice your opinion in regard to this agenda item. The Planning and Zoning Commission will consider this item and make a recommendation that will be forwarded to the City Council at a later date. For further information, please call this office at (712) 279-6340. (This item is on file in Room, 308, City Hall.)

**PURPOSE OF THIS REQUEST:**

**Agenda Item 2017-002**

The petitioner, William Brown, requests the vacation of right-of-way adjacent to the property at 5300 Correctionville Road. The petitioner wishes to add the area to his property. A general area map is attached for your review.

Erin Berzina, AICP  
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.

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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 (712) 279-6340, Fax (712) 224-5218, or e-mail [planzone@sioux-city.org](mailto:planzone@sioux-city.org).

Your Name: \_\_\_\_\_ Agenda Date: 01/24/2017

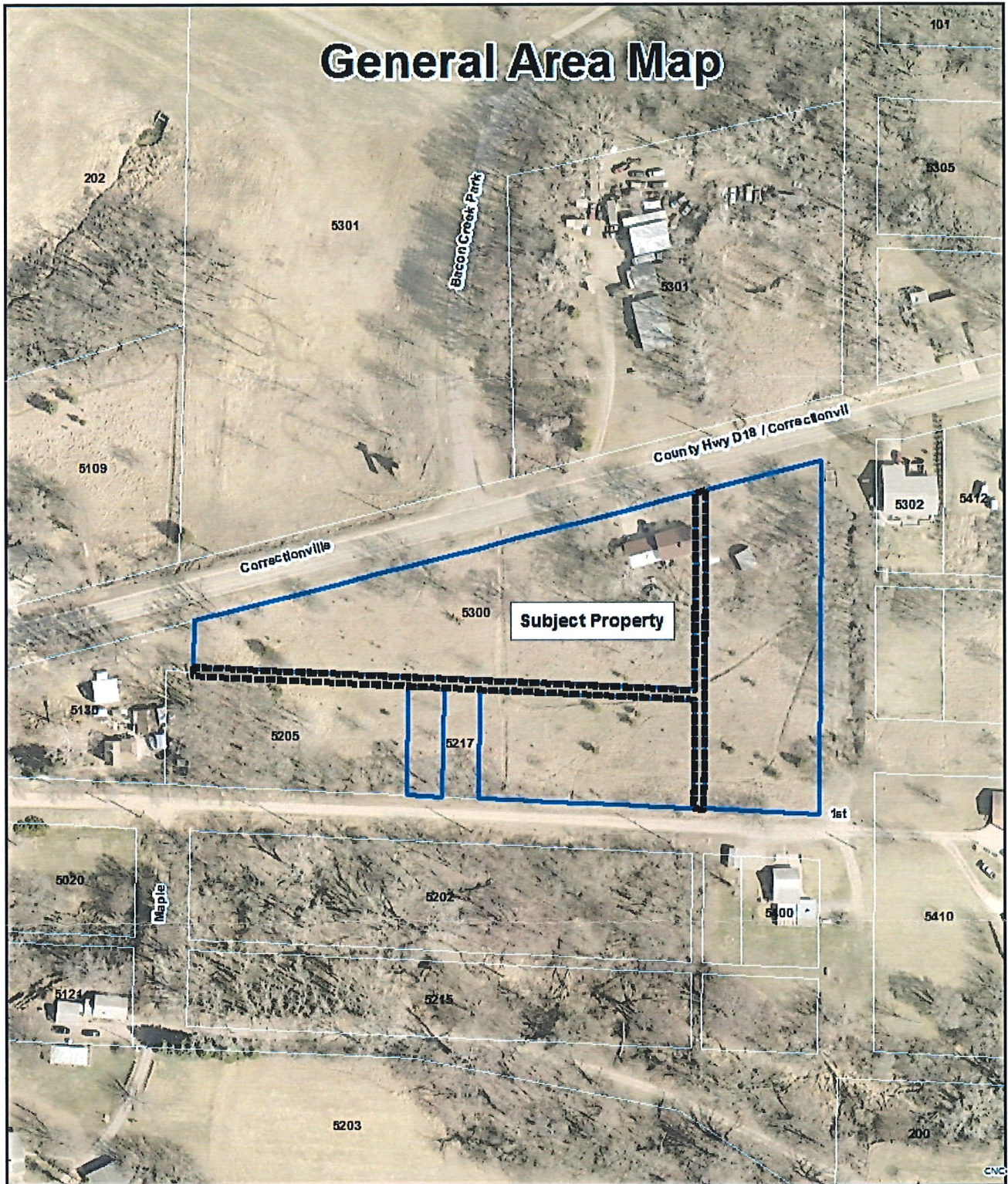
Address: \_\_\_\_\_ Agenda Item No. : 2017-002

Your Comments Regarding This Item: \_\_\_\_\_

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



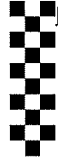
# General Area Map



## City of Sioux City Planning Division

Disclaimer of Liability: (Sioux City and Woodbury Co. GIS System)  
The Customer understands and acknowledges that the Products and Information contained therein are subject to constant change and that its accuracy cannot be guaranteed. Sioux City & Woodbury Co. make no warranties or guarantees, either expressed or implied, as to the completeness, accuracy or correctness of such Products, or accept any liability arising from any incorrect, incomplete or misleading information contained therein.





Siouxland Human Investment Partnership  
*Together we can...*

**FAX TRANSMITTAL**

**DATE** 1/13/17

**TO:** Karen James – Woodbury County Board of Supervisors

**FAX #:** 712-279-6577

**FROM:** Kim Jenkins, S.H.I.P.

**NUMBER OF PAGES:** 2  
(including cover sheet)

Please note the following changes to public meetings for January:

- 1/20/17 – SHIP Executive Board Meeting – NWAEA 11a.m. Room F
- 1/20/17 – SHIP Board Meeting – NWAEA – 12p.m. Room G

Thank you,  
Kim



**Siouxland Human Investment Partnership (SHIP)  
Board Tentative Agenda**

**Meeting Date/Time:**  
**Meeting Place:**

**January 20, 2017 - 12:00 pm**  
**NWAEA Room G**

1. **Call to Order** Barb Small
2. **Action Items**
  - A. Consensus Agenda Barb Small
  - B. Dcat Recommendations Erin Binneboese
  - C. ECI Recommendations Matt Ohman
  - D. Monthly Board Actions Matt Ohman
3. **Discussion Item**
  - a) Director's Report Matt Ohman
  - b) SHIP Admin Budget Cheryl Engle
  - c) Monthly Reporting Matt Ohman
4. **Future Agenda Items**
5. **Communications and Other Audiences**
6. **Adjournment**



**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> |
|------------------------------------|--------------|--------------------|---------------|------------------------------|----------------------|--------------------------|
| 1/14/17                            | Saturday     | 209                | 197           | 12                           | 0                    | 12                       |
| 1/15/17                            | Sunday       | 207                | 195           | 12                           | 0                    | 12                       |
| 1/16/17                            | Monday       | 208                | 196           | 12                           | 0                    | 12                       |
| 1/17/17                            | Tuesday      | 209                | 197           | 12                           | 0                    | 12                       |
| 1/18/17                            | Wednesday    | 212                | 198           | 14                           | 0                    | 13                       |
| 1/19/17                            | Thursday     | 215                | 201           | 14                           | 0                    | 13                       |
| 1/20/17                            | Friday       | 218                | 204           | 14                           | 0                    | 13                       |
|                                    |              | <b>1478</b>        | <b>1388</b>   | <b>90</b>                    | <b>0</b>             | <b>87</b>                |
| <b>24 HOUR DAILY COUNT</b>         |              |                    |               |                              |                      |                          |
| <u>DATE</u>                        | <u>TOTAL</u> | <u>MALE</u>        | <u>FEMALE</u> |                              |                      |                          |
| 1/14/17                            | 225          | 185                | 40            |                              |                      |                          |
| 1/15/17                            | 221          | 179                | 42            |                              |                      |                          |
| 1/16/17                            | 221          | 178                | 43            |                              |                      |                          |
| 1/17/17                            | 216          | 177                | 39            |                              |                      |                          |
| 1/18/17                            | 232          | 194                | 38            |                              |                      |                          |
| 1/19/17                            | 233          | 196                | 37            |                              |                      |                          |
| 1/20/17                            | 239          | 195                | 44            |                              |                      |                          |
|                                    | <b>1587</b>  | <b>1304</b>        | <b>283</b>    |                              |                      |                          |
| *Highest population count each day |              |                    |               |                              |                      |                          |