



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(JANUARY 9, 2018) (WEEK 2 OF 2018)**

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

Agenda and Minutes available at:
www.woodburycountyiowa.gov

Rocky L. De Witt 253-0421 rdewitt@woodburycountyiowa.gov	Marty J. Pottebaum 251-1799 mpottebaum@woodburycountyiowa.gov	Keith W. Radig 560-6542 kradig@woodburycountyiowa.gov	Jeremy J. Taylor 259-7910 jtaylor@woodburycountyiowa.gov	Matthew A. Ung 490-7852 matthewung@woodburycountyiowa.gov
--	--	--	--	--

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held January 9, 2018 at **3:00 p.m.** in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

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

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

AGENDA

2:30 p.m. 1. Closed Session General Relief Appeal Hearing for C.H. {Iowa Code Section 21.5(1)(a)}
First Floor Boardroom

3:00 p.m. Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence

- | | |
|---------------------------|-------------|
| 2. Citizen Concerns | Information |
| 3. Approval of the agenda | Action |

Consent Agenda

Items 4 through 9 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.

4. Approval of the minutes of the January 2, 2018 meeting
5. Approval of claims
6. Approval to appoint Aaron Gehling to the Woodbury County Conservation Board
7. Human Resources – Melissa Thomas
Approval of Memorandum of Personnel Transaction

- 8. Public Bidder – Heather Satterwhite
 - a. Approval of Notice of Property Sale Resolution for Parcel #894723384002 (aka 3320 Parkland Place) setting for Tuesday, January 23rd at 4:35
 - b. Approval of Notice of Property Sale Resolution for Parcel #894720434003 (aka 29 17th Street) setting for Tuesday, January 23rd at 4:37
- 9. Secondary Roads – Mark Nahra
 - a. Consideration of a permit for use of the county right of way for an underground utility near Oto for Western Iowa Telephone
 - b. Consideration of a permit for use of the county right of way for an underground utility near Hornick for Western Iowa Telephone
 - c. Consideration of a permit for use of the county right of way for an underground utility near Smithland for Western Iowa Telephone

End Consent Agenda

- 10. Building Services – Kenny Schmitz
Approval of Change Order Five for Courthouse Courtroom #207 in the amount of \$6,671.25 Action
- 11. County Treasurer – Michael Clayton
Discuss and approve funding for additional work station in the Treasurer’s Office Action
- 12. Secondary Roads – Mark Nahra
Approval of proposal repair to channel slopes adjacent to bridge on 280th Street on the Garretson Drainage Ditch Action
- 13. Board of Supervisors – Jeremy Taylor
 - a. Approval of reduction and reorganization in Human Resources Department Action
 - b. Revisiting tabling Law Enforcement Center Expansion Projects B-1 and C-1/C-2 until certain staffing and time parameters are met Information
- 14. Reports on Committee Meetings Information
- 15. Citizen Concerns Information
- 16. Board Concerns Information
- 17. Board Administration – Dennis Butler
Update on Tax Rate Report Information
- 18. **Budget Review Discussion for FY 2019** **Page**
 - a. Supervisors
 - 1. WCICC – General Basic 15
 - b. Secondary Roads
 - 1. Secondary Roads – Secondary Roads & Rural Basic 7
 - 2. Secondary Roads – Special 5 Year Bridge Project – Sec. Roads & Rural Basic 47
 - 3. Roadside Management – Rural Basic 49
 - c. Emergency Services
 - 1. Emergency Services – General Supplemental 4-8
 - 2. Animal Control – Rural Basic 10
 - 3. EMS Loan Fund – Non Tax 12
 - 4. EMS Training – Non Tax 14

ADJOURNMENT

Subject to Additions/Deletion

CALENDAR OF EVENTS

- WEDNESDAY, JAN. 10** **8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- 10:00 a.m.** STARComm Board Meeting, The Security Institute – WIT Campus
- 6:30 p.m.** 911 Service Board Meeting, Public Safety Center, Climbing Hill
- 8:00 p.m.** County's Mayor Association Meeting, Public Safety Center, Climbing Hill
- THURSDAY, JAN. 11,** **9:30 a.m.** Sioux Rivers Regional Governance Board Meeting, Plymouth County Courthouse Annex Building, 215 4th Ave. S.E., Le Mars, Iowa
- 12:00 p.m.** SIMPCO Board of Directors, 1122 Pierce St.
- TUESDAY, JAN. 16,** **4:30 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WEDNESDAY, JAN. 17** **12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- WEDNESDAY, JAN. 17** **10:00 a.m.** Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook
- THURSDAY, JAN. 18** **11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St.
- 4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- MONDAY, JAN. 22** **6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom
- THURSDAY, JAN. 25** **11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St.
- THURSDAY, FEB. 1** **4:30 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- MONDAY, FEB. 5** **6:00 p.m.** Board of Adjustment meeting, First Floor Boardroom
- TUESDAY, FEB. 6** **4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WEDNESDAY, FEB. 7** **9:00 a.m.** Loess Hills Alliance Protection Committee Meeting, Olson Visitor's Center, Pisgah, Iowa
- 10:30 a.m.** Loess Hills Alliance Stewardship Committee Meeting
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- 1:00 p.m.** Loess Hills Alliance Executive Board Meeting
- WEDNESDAY, FEB. 14** **8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom

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 2, 2018, FIRST MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, January 2, 2018 at 1:30 p.m. Board members present were Ung, De Witt, Pottebaum, Radig and Taylor. Staff members present were Dennis Butler, Budget/Tax Analyst, Heather Satterwhite, Public Bidder, Melissa Thomas, Human Resources Director, Joshua Widman, Assistant County Attorney, and Patrick Gill, Auditor/Clerk to the Board.

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

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

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

2. Motion by De Witt second by Taylor to approve Ung as temporary Chairperson to preside over Election of Chairperson. Carried 5-0.
3. Nominations for the 2018 Board Chairperson were sought. Supervisor Ung nominated himself and Supervisor Taylor nominated De Witt. A roll call vote was requested for Ung's nomination, the nomination failed on a 1-4 vote; De Witt, Pottebaum, Radig and Taylor were opposed. A roll call vote was requested for De Witt's nomination. The nomination was approved 4-1 on a roll call vote; Ung was opposed.
4. Nominations were sought for the 2018 Board Vice-Chairperson. Supervisor De Witt nominated Radig. A roll call vote was requested for Radig's nomination. The nomination was approved 5-0 on a roll call vote.
5. There were no citizen concerns.
6. Motion by Taylor second by De Witt to approve the Agenda for January 2, 2018. Carried 5-0. Copy filed.

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

7. To approve minutes of the December 19, 2017 meeting. Copy filed.
To approve minutes of the December 14, 2017 meeting. Copy filed.
To approve minutes of the December 15, 2017 meeting. Copy filed.
8. To approve the claims totaling \$765,832.35. Copy filed.
9. To approve the appointment of County Engineer – Mark Nahra. Copy filed.
To approve the appointment of Medical Examiner – Dr. Julie Breiner. Copy filed.
To approve the appointment of Weed Commissioner – Jered Jepsen. Copy filed.
To approve the appointment of Official newspapers. Copy filed.
To approve the County representation of the Third Judicial Department of Correctional Services. Copy filed.
10. To approve the reappointment of Leo Jochum to Commission to Assess Damages Category A. Copy filed.
- 11a. To approve the promotion of Melissa Thomas, Director, Human Resources Dept., effective 01-02-18, \$64,000/year, 26%=\$13,373/year. Promotion from Admin. Assistant to Director.; and the separation of Toni Haefs, Senior Clerk, County Sheriff Dept., effective 01-26-18. Resignation. Copy filed.

- 11b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Clerk II, County Treasurer Dept., AFSCME Courthouse: \$16.03/hour.; for Asst. County Attorney – Grant Position .75 FTE, County Attorney Dept., Wage Plan: \$42,837.60.; and for Senior Clerk, County Sheriff Dept., AFSCME: \$17.62/hour. Copy filed.
- 11c. To approve John Pylelo’s request for wife to remain on County Health Insurance. Copy filed.
- 12a. To approve and authorize the Chairperson to sign a Resolution authorizing the County Engineer to accept federal aid, state aid and farm to market construction work on behalf of the County during 2018.

RESOLUTION #12,667
RESOLUTION AUTHORIZING THE COUNTY ENGINEER TO EXECUTE
CERTIFICATION OF COMPLETION OF WORK ON FEDERAL AID, STATE AID AND
FARM TO MARKET CONSTRUCTION DURING 2018

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

Dated at Sioux City, Iowa, this 2nd day of January, 2018.
 WOODBURY COUNTY BOARD OF SUPERVISORS
 Copy filed.

- 12b. To approve and authorize the Chairperson to sign a Resolution authorizing the County Engineer to close roads for emergencies, maintenance operations, and construction on behalf of the County Board of Supervisors during calendar year 2018.

RESOLUTION #12,668
RESOLUTION AUTHORIZING THE COUNTY ENGINEER TO CLOSE ANY
SECONDARY ROAD FOR THE PURPOSE OF CONSTRUCTION, ROUTINE
MAINTENANCE, OR EMERGENCIES DURING 2018

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

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

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

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

DATED this 2nd day of January, 2018.
 WOODBURY COUNTY BOARD OF SUPERVISORS
 Copy filed.

- 12c. To approve and authorize the Chairperson to sign a Resolution setting interest rates for drainage district warrants for districts under the jurisdiction of the Woodbury County Board of Supervisors.

RESOLUTION ESTABLISHING THE INTEREST RATE PAID ON DRAINAGE WARRANTS

WHEREAS, the Woodbury County Board of Supervisors has the authority to establish the interest rate on drainage warrants pursuant to Iowa Code Chapter 468.

NOW, THEREFORE, BE IT RESOLVED, by the Woodbury County Board of Supervisors that the interest rate for Drainage Warrants is hereby set at 5% APR for Fiscal Year 2018 and 2019.

SO RESOLVED this 2nd day of January, 2018.
WOODBURY COUNTY BOARD OF SUPERVISORS

DATED this 2nd day of January, 2018
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 13a. To approve and authorize the Chairperson to sign a Resolution setting the public hearing date and sale date of parcel #894720340006, 1113 W. 17th St.

**RESOLUTION #12,670
NOTICE OF PROPERTY SALE**

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

The East Half (E 1/2) of Lots Seven (7), Eight (8), and Nine (9) and the East 25 Feet of the West Half (W ½) of Lot Seven (7) and the East 25 Feet of the South 25 Feet of the West Half (W ½) of Lot Eight (8) all in Block Nineteen (19) North Sioux City Addition in the City of Sioux City, Woodbury County, Iowa (1113 W. 17th 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 **16th Day of January, 2018 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 **16th Day of January, 2018**, 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 \$197.00** plus recording fees.

Dated this 2nd Day of January, 2018.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 13b. To approve and authorize the Chairperson to sign a Resolution setting the public hearing date and sale date of parcel #894734251010, 799 Lewis Blvd.

**RESOLUTION #12,671
NOTICE OF PROPERTY SALE**

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

East 30 feet West 55 feet North ½ Block 46 C.B. Rustin & Co. Addition, Subject to Easements and restrictions of record if any, City of Sioux City, Woodbury County, Iowa

(799 Lewis Blvd.)

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 **16th Day of January, 2018 at 4:37 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **16th Day of January, 2018**, 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 \$10.00** plus recording fees.

Dated this 2nd Day of January, 2018.
 WOODBURY COUNTY BOARD OF SUPERVISORS
 Copy filed.

- 13c. To approve and authorize the Chairperson to sign a Resolution setting the public hearing date and sale date of parcel #894728229013, 1110 13th St.

**RESOLUTION #12,672
 NOTICE OF PROPERTY SALE**

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

**The East 50 feet of Lots 1 & 2 in Block 103 of the Sioux City East Addition, City of Sioux City and Woodbury County, Iowa
 (1110 13th 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 **16th Day of January, 2018 at 4:39 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 **16th Day of January, 2018**, 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 \$695.00** plus recording fees.

Dated this 2nd Day of January, 2018.
 WOODBURY COUNTY BOARD OF SUPERVISORS
 Copy filed.

Carried 5-0.

14. Motion by Pottebaum second by Ung to receive for signatures Resolution of proclamation for "Slavery and Human Trafficking Prevention and Awareness Month". Carried 5-0.

PROCLAMATION

WHEREAS, *the United States was founded upon the principle that all people are created with the unalienable right to freedom, and added the 13th amendment to the Constitution making slavery illegal; and*

WHEREAS, *slavery within the United States today is most often found in the form of forced labor and sex trafficking, which weakens our social fabric, increases violence and organized crime, and debases our humanity; and*

WHEREAS, *this problem is found even within our community; and*

WHEREAS, *every business, community organization, faith community, family and individual can make a difference by choosing products that are not made by forced labor; by working to protect our young people from sexual exploitation; by addressing the problems of internet sex trafficking and pornography; and by becoming more aware of the problem and possible solutions; and*

NOW, THEREFORE, Woodbury County Board of Supervisors, do hereby proclaim the month of January, 2018 as

“SLAVERY AND HUMAN TRAFFICKING PREVENTION AND AWARENESS MONTH”

in Woodbury County, Iowa and urge all citizens to become more familiar with the problem and to work towards solutions.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

15. Motion by Taylor second by Ung to approve the remodel of north conference room on 6th floor for senior judge office space. Carried 3-2, Radig and De Witt were opposed. Copy filed.

16. Motion by Taylor second by Radig to approve the transfer of \$29,000 from General Basic Fund to the Sheriff's Training Center Fund for FY18 in regards to appropriation and cash. Carried 5-0. Copy filed.

Motion by Taylor second by Radig to approve the additional funding sources for the Lease/Purchase payments from the Gaming revenues per the Schedule of Lease/Purchase Payments totaling \$352,614.38 of the five FY's. Carried 5-0. Copy filed.

17. State of the Budget was presented by Dennis Butler. Copy filed.

18. CF Development Agreement by Dennis Butler. Copy filed.

19. Board members gave reports on their committee meetings.

20. Citizen concerns.

21. Board concerns were heard.

22a. Motion by Taylor second by Pottebaum to reduce the request by Conservation for additional employees by 2 FTE's. Carried 5-0.

Motion by Radig second by Taylor to receive the Conservation Administration budget as submitted. Carried 5-0.

Motion by Pottebaum second by Taylor to receive the Conservation Parks budget as amended. Carried 5-0.

Motion by Radig second by Ung to receive the Conservation Naturalist budget as submitted. Carried 5-0.

Motion by De Witt second by Radig to receive the Conservation Nature Center budget as submitted. Carried 5-0.

Motion by Radig second by Ung to receive REAP as submitted. Carried 5-0.

Motion by Radig second by De Witt to receive the Conservation Reserve budget as submitted. Carried 5-0.

22b. Motion by Ung second by Pottebaum to receive the Auditor Recorder/Vital Statistics budget as submitted. Carried 5-0.

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

Motion by Ung second by Taylor to receive the Auditor Election Administration budget and the Auditor Election General Election budget as submitted. Carried 5-0.

Motion by Radig second by Ung to receive the Auditor Recorder Management budget as submitted. Carried 5-0.

Motion by Radig second by De Witt to receive the Auditor Recorder Electronic Fees budget as submitted. Carried 5-0.

22c. Motion by Pottebaum second by De Witt to receive the Township Officers budget as submitted. Carried 5-0.

22d. Motion by Radig second by Taylor to receive the Communication Center budget as submitted. Carried 5-0.

The Board adjourned the regular meeting until January 9, 2018.

Meeting sign in sheet. Copy filed.

APPLICATION FORM FOR WOODBURY COUNTY BOARD/COMMISSION

Please Return To:

**Woodbury County Board of Supervisors, Room 104, Woodbury County Courthouse,
620 Douglas St., Sioux City, Iowa 51101**
Phone: (712) 279-6525 Fax: (712) 279-279-6577 Website: <http://woodburyiowa.com>

Application for: Conservation Board

Date: 12/18/2017

E-mail Address aaron.gehling@greatwesternbank.com

Name: Aaron J. Gehling

Address: 4 Lakeview Lane Salix, Iowa 51052

Cell Phone Number: 712-574-2372 **Business Phone:** 712-522-4432

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

Female Male

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

I am the Market President of Great Western Bank in Sioux City, IA. I was raised at Brown's Lake near Salix, IA and still reside along its shoreline today with my wife and 4 children. I am the Chair of Siouxland Ducks Unlimited and also the Chair of the newly formed Mighty Mo Youth Trap Team. I am currently serving my 3rd and final term as Treasurer of the LaunchPAD Children's Museum in Sioux City. Woodbury Public lands/Parks are very important to me to preserve and improve. I feel my passion for the outdoors, financial background, fundraising ability and experience in local conservation groups has given me a great platform to bring value to the Woodbury County Conservation Board.

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

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

I can devote up to 10 hours on a monthly basis with the understanding that some months will require less or more than that amount depending on need and circumstance.

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

Protecting and improving habitat and providing beautiful parks to enjoy in Woodbury County is very important to me. I was raised camping every weekend in the spring and summer at Little Sioux, Snyder's Bend and Brown's Lake campgrounds. This experience from my youth created a strong family bond and a quality of life benefit. I want other individuals and families to have the same or better opportunity in the future. Also I have spent the last 8 years volunteering on the local Ducks Unlimited committee and have seen first-hand how the Owego Complex has been such a habitat success. I want to continue to work on projects like this and provide more access to public lands to our residents. As a frequent user of the Woodbury public lands I feel my

perspective will give me a unique understanding of what will serve our lands and residents in the very best way possible.

▪ **Contributions you feel you can make to the Board/Commission:**

I feel my experience working in the banking industry specifically, commercial and agriculture lending will help me understand and discover ways to better manage the financial position of the organization. I do see some opportunities now to improve on driving more local and out of town visitors to our park systems/cabins by making our website more mobile friendly and receipt of electronic payments simpler. Also I know how we can reduce the cost (interchange fees from Visa/MC) for those electronic payments and put more money towards our bottom line. Lastly I enjoy fundraising and I think I could help make the Nature's Call event even better by gaining more sponsors and attracting my network of Woodbury County residents.

▪ **Direction/role you perceive of this Board/Commission:**

I have seen consistent investment back into the assets under control. The tornado shelter/restrooms at Brown's Lake Camp Ground and the new cabins at Synders Bend. Both are great examples of improving and maintaining our sites along with even pumping water for additional habitat of the Owego Complex prior to waterfowl migration. I am in agreement of the past boards decisions and hope to continue these same efforts.

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

I feel I would be a very active member of the board and bring first-hand experience as the end user of the land and parks the board manages in the county.

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

Name	Address	Phone number	Email address	Relationship
Greg Grupp	Dakota Dunes,SD	712-251-9956	unknown	Former Employer
Jay Morrison	Sergeant Bluff, IA	712-333-9360	claybreakercoach@gmail.com	Mighty MO Trap

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

Signature  Date 12/18/2017

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

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: January 9, 2018

*** PERSONNEL ACTION CODE:**

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

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
De Witt, Rocky	Board of Supervisors	1-02-18	Board Chairman	\$39,469/year	19%=\$6,318/year	O	From Board Member to Board Chairman.
Radig, Keith	Board of Supervisors	1-02-18	Board Vice Chair	\$33,151/year	0%	O	From Board Member to Board Vice Chair.
Taylor, Jeremy	Board of Supervisors	1-02-18	Board Member	\$33,151/year	0%	O	From Board Vice Chair to Board Member.
Ung, Matthew	Board of Supervisors	1-02-18	Board Member	\$33,151/year	-19%=-\$6,318/year	O	From Board Chairman to Board Member.
Richtermeier, Raymond	Secondary Roads	1-10-18	Temporary Equipment Operator	\$22.30/hour		A	Not to exceed 120 days.
Karrer, Theodore	Building Services	1-15-18	Maintenance Worker-Groundskeeper	\$17.61/hour	5%=\$.84/hour	R	Per AFSCME Courthouse Contract agreement, from Grade 3/Step 2 to Grade 3/Step 3.
Lamoureux Jr, Michael	County Sheriff	1-16-18	Civilian Jailer	\$25.08/hour	11.5%=\$2.61/hour	R	Per CWA Civilian Officers Contract agreement, from Senior Class to Master Class.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: Melissa Thomas

WOODBURY COUNTY
HUMAN RESOURCES DEPARTMENT

TO: Board of Supervisors and the Taxpayers of Woodbury County

FROM: Melissa Thomas, Human Resources Director

SUBJECT: Memorandum of Personnel Transactions

DATE: January 9, 2018

For the January 9, 2018 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

1. Board of Supervisors, Board Member to Board Chairman.
2. Board of Supervisors, Board Member to Board Vice Chair.
3. Board of Supervisors, Board Vice Chair to Board Member.
4. Board of Supervisors, Board Chairman to Board Member.
5. Secondary Roads Temporary Equipment Operator, Appointment.
6. Building Services Maintenance Worker, from Grade 3/Step 2 to Grade 3/Step 3.
7. County Sheriff Civilian Jailer, from Senior Class to Master Class.

Thank you

RESOLUTION

NOTICE OF PROPERTY SALE

Parcels #894723384002

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

**Lot 3 and Northerly Part of Lot 4 being 15 feet on Northwesterly Line except 10 feet on Southeasterly line of Block 15 of Kelly Park, an Addition to Sioux City, in the County of Woodbury and State of Iowa
(3320 Parkland Place)**

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **23rd Day of January, 2018 at 4:35 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **23rd Day of January, 2018**, 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 \$178.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 9th Day of January, 2018.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Rocky De Witt, Chairman

REQUEST FOR MINIMUM BID

Name: Todd Taylor Date: 5/20/16
Address: 3513 Alberta Ave. Phone: 252-1600

Address or approximate address/location of property interested in:

3320 Parkland Pl.

GIS# 894723384002

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

Legal Description:

Lot 3 and NWY part Lot 4 being 15 feet on
NWLY line by 10' on SELY line Block 15
Kelly Park Addition, Sioux City, Woodbury
County, Iowa

Tax Sale #/Date: # 1299 6/17/02 Parcel # 279990

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

Current Assessed Value: Land \$6,500- Building Ø Total \$6,500-

Approximate Delinquent Real Estate Taxes: \$1,969-

Approximate Delinquent Special Assessment Taxes: \$28,102-

*Cost of Services. \$113

Inspection to: Jeremy Taylor Date: 5/20/16

Minimum Bid Set by Supervisor: \$65 plus \$113 for cost of services.

Date and Time Set for Auction: Tuesday, January 23rd @ 4:35 Total: 178-

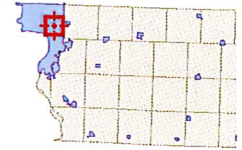
* Includes: Abstractors costs; Sheriff's costs; publishing costs; and mailing costs.



Beacon™ Woodbury County, IA / Sioux City



Overview




Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

Parcel ID	894723384002	Alternate ID	279990	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS ST
Property Address	3320 PARKLAND PL	Acreeage	n/a		SIOUX CITY IA 51101
	SIOUX CITY				
District	087				
Brief Tax Description	KELLY PARK LOT 3 & NLY PART LOT 4 BEING 15 FT ON NWLY LINE X 10 FT ON SELY LINE BLK 15				
	(Note: Not to be used on legal documents)				

Date created: 1/4/2018
 Last Data Uploaded: 1/3/2018 11:11:46 PM

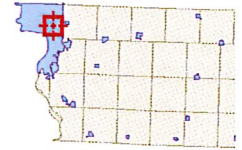
 Developed by
 The Schneider Corporation



Woodbury County, IA / Sioux City



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

Parcel ID	894723384002	Alternate ID	279990	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS ST
Property Address	3320 PARKLAND PL	Acreage	n/a		SIOUX CITY IA 51101
	SIOUX CITY				
District	087				
Brief Tax Description	KELLY PARK LOT 3 & NLY PART LOT 4 BEING 15 FT ON NWLY LINE X 10 FT ON SELY LINE BLK 15				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 1/4/2018
 Last Data Uploaded: 1/3/2018 11:11:46 PM

Developed by
 The Schneider Corporation

RESOLUTION #**NOTICE OF PROPERTY SALE****Parcels #894720434003**

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

**Lots 1 & 2 Block 1 Clarks Addition; Lots 10 & 11 Block 11 Rose Hill Second Plat; and all that part of Gilman Park in 20-89-47 formerly described as all of Block 5 (Except the West 30 feet of Lots 5 & 6), Part of Block 6 lying South of the Southerly right of way of West 19th Street (Except W 30 feet of S 50 feet), Part of vacated 18th Street abutting aforesaid part of Block 6, Part of vacated Main Street abutting Lots 19 thru 21 Block 3 & lying South of the Southerly right of way of W 19th Street, vacated street between Blocks 5 & 7, and all of Block 7 in Gilman Terrace Addition
(29 17th Street)**

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **23rd Day of January, 2018 at 4:37 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **23rd Day of January, 2018**, 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 \$289.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 9th Day of January, 2018.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Rocky De Witt, Chairman

REQUEST FOR MINIMUM BID

Name: Jaime Grimaldo Sr. Date: 9/22/16

Address: 111 17th St. Phone: 233-3023

Address or approximate address/location of property interested in:

29 17th Street

GIS PIN # 894720434003

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

Legal Description:

Lots 1 & 2 Block 1 Clarks Addition; Lots 10 & 11 Block 11 Rose Hill Second Plat; and all that part of Gilman Park in 20-89-47 formerly described as All of Block 5 (except the West 30 feet of Lots 5 * 6), part of Block 6 lying South of the Southerly right of way of West 19th Street (except W 30 feet of S 50 feet), part of vacated 18th Street abutting aforesaid part of Block 6, part of vacated Main Street abutting Los 19 thru 21 Block 3 & lying South of the Southerly right of way of W 19th Street, vacated street between Blocks 5 & 7, and all of Block 7 in Gilman Terrace Addition

Tax Sale #/Date: # 1998 6/15/98 Parcel # 184005

Tax Deeded to Woodbury County on: 12/28/1999

Current Assessed Value: Land \$11,000- Building ∅ Total \$11,000

Approximate Delinquent Real Estate Taxes: ∅

Approximate Delinquent Special Assessment Taxes: ∅

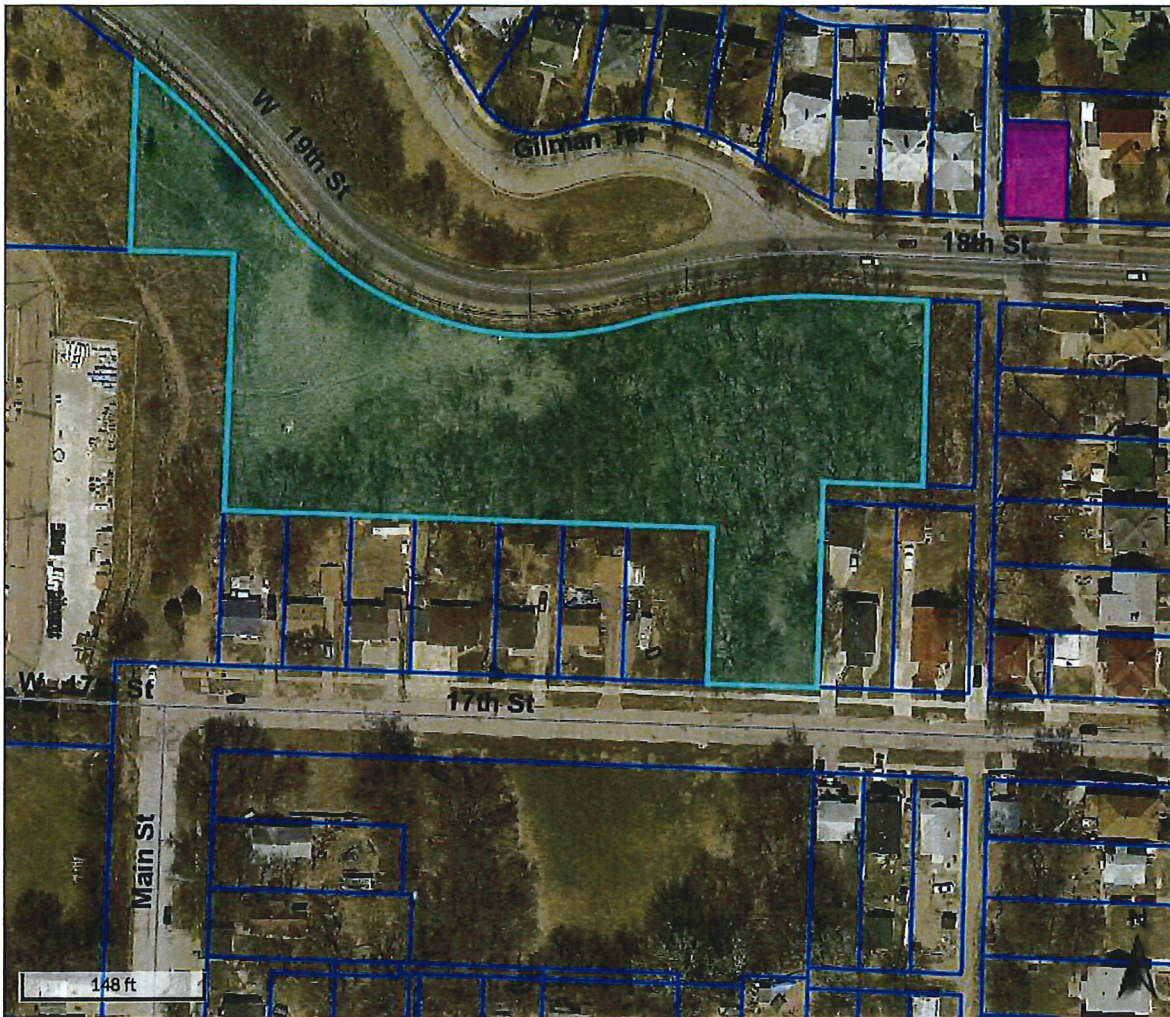
*Cost of Services: \$89-

Inspection to: Jeremy Taylor Date: 9/23/16

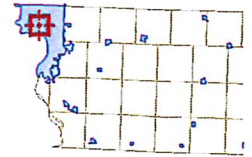
Minimum Bid Set by Supervisor: \$200 plus cost of services of \$89- Total: \$289.00

Date and Time Set for Auction: Tuesday, January 25th @ 4:37

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



Overview



Legend

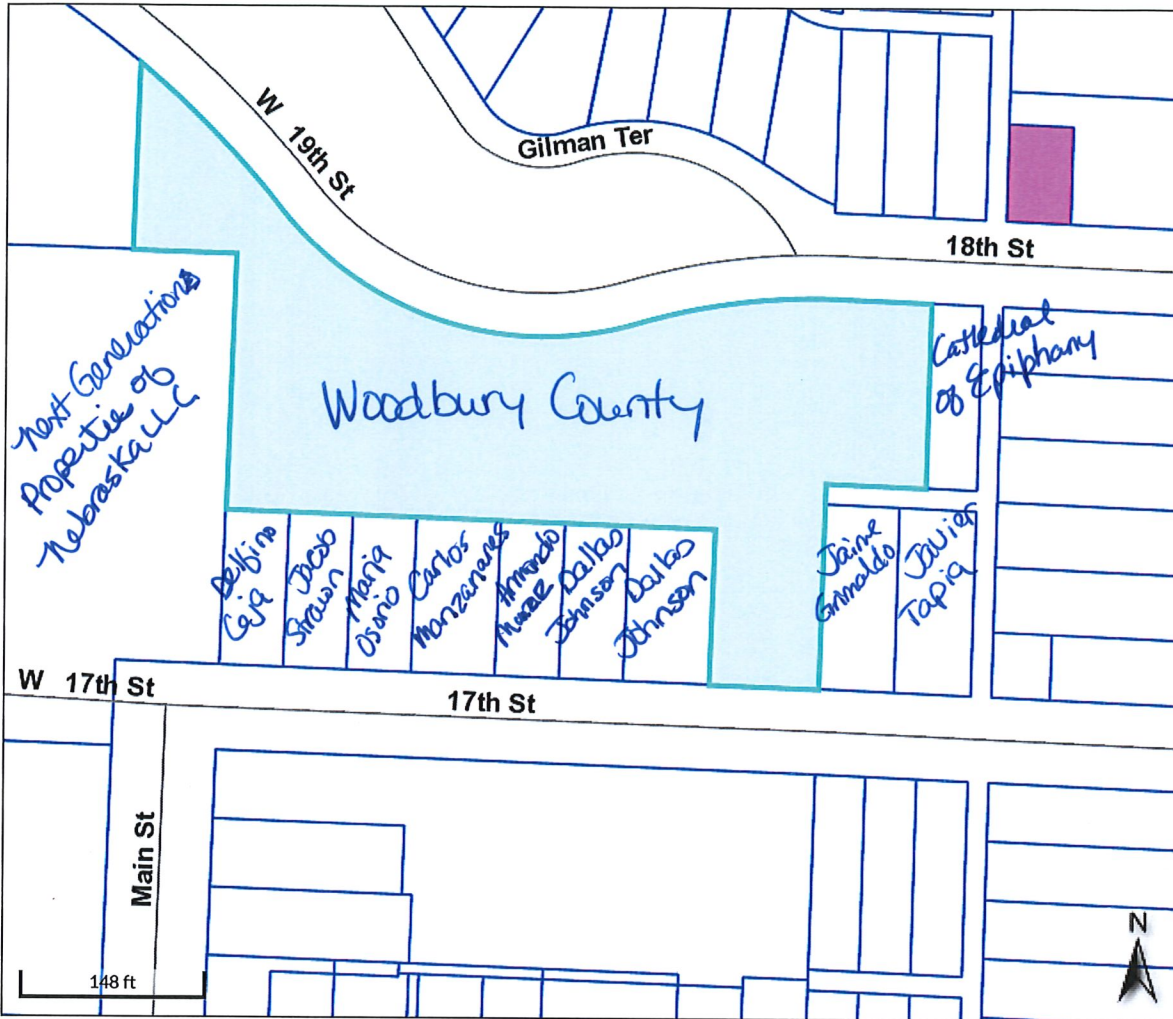
-  Roads
-  Corp Boundaries
-  Townships
- Residential Sales
-  2014
-  2015
-  2016
-  Parcels

Parcel ID	894720434003	Alternate ID	184005	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	0-0-0	Class	C		620 DOUGLAS ST
Property Address	29 17TH ST	Acreage	n/a		RM 104
	SIOUX CITY				SIOUX CITY, IA 51101-1248

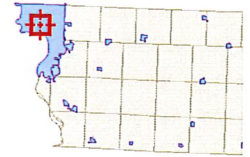
District 087 SC LL SIOUX CITY COMM
 Brief Tax Description GILMAN TERRACE
 LOTS 1 & 2 BLK 1 CLA
 RKS ADDN AND PART OF
 BLKS 3 & 6 AND ALL
 BLOCKS 5 & 7 AND LO
 TS 10-11 BLK 11 ROSE
 HILL ADDN AND ALL V
 AC STREETS AND ALLE
 YS IN SAID DESC TCT
 GILMAN TERRACE ADDN

(Note: Not to be used on legal documents)

Date created: 9/23/2016



Overview



Legend

- Roads
- ▭ Corp Boundaries
- ▭ Townships
- Residential Sales
- 2014
- 2015
- 2016
- ▭ Parcels

Parcel ID	894720434003	Alternate ID	184005	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	0-0-0	Class	C		620 DOUGLAS ST
Property Address	29 17TH ST	Acreage	n/a		RM 104
	SIOUX CITY				SIOUX CITY, IA 51101-1248

District 087 SC LL SIOUX CITY COMM

Brief Tax Description
 GILMAN TERRACE
 LOTS 1 & 2 BLK 1 CLA
 RKS ADDN AND PART OF
 BLKS 3 & 6 AND ALL
 BLOCKS 5 & 7 AND LO
 TS 10-11 BLK 11 ROSE
 HILL ADDN AND ALL V
 AC STREETS AND ALLE
 YS IN SAID DESC TCT
 GILMAN TERRACE ADDN

(Note: Not to be used on legal documents)

Date created: 9/23/2016

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

Date: 01/04/2018 Weekly Agenda Date: 01/09/2018

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

WORDING FOR AGENDA ITEM:

Consideration of a permit for use of the county right of way for an underground utility

ACTION REQUIRED:

- Approve Ordinance
- Approve Resolution
- Approve Motion
- Public Hearing
- Other: Informational
- Attachments

EXECUTIVE SUMMARY:

Vantage Point has requested the approval of a permit to install buried fiber optic cables in road rights of way of near Oto for Western Iowa Telephone.

BACKGROUND:

Work in county ROW requires permit by Board of Supervisors per section 318.8 of the Code of Iowa. New facilities will be constructed in county right of way. This project will bury fiber optic lines along the county road.

FINANCIAL IMPACT:

No financial impact to the county.

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 approval of the permits for Vantage Point.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the above ground utility permits for Vantage Point and to direct the chair to sign the permits.

PERMIT FOR USE OF COUNTY ROAD/HIGHWAY RIGHT-OF-WAY FOR OVERHEAD AND/OR BURIED UTILITIES ACCOMMODATION

REQUEST BY APPLICANT:

Name Western Iowa Telephone Assoc.

Highway See Map

Township See Attached Map

Address Po Box 38, Lawton IA 51030

City of Oto, IA

Office Phone 712-944-5711 Local Phone 712-944-5711 Section: 1/4 of 1/4 Sec

Type of Utility Installation Buried Telecommunications T N, R W

Plans Prepared By Vantage Point Solutions Copy Enclosed X Yes No

Map Showing Location Enclosed X Yes No

Utility Location is X cross right-of-way X parallel to right-of-way
 overhead X underground

Proposed Method of Installation

 tunnel suspend on poles cased
 X jack & bore suspend on towers X trench
 open cut X plow

Estimated Starting Date 04/01/2018 Estimated Restoration Date 11/30/2018

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on the reverse side hereof, and special provisions listed below or attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof. Applicant is to complete in triplicate and send all copies including plans and maps to Woodbury County Engineer, 759 E. Frontage Road, Menville, IA 51039. One executed copy will be returned to the Applicant.

By *Phillip Johnson*
(Signature of Authorized Utility Representative)

Title Operations Manager

Date 12/15/2017

PERMIT APPROVAL BY PERMITTING AUTHORITY

The forgoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated herein and on the reverse side hereof and all attachments hereto.

By _____
(Signature of Woodbury County Board Chairman)

Title _____

Date _____

By _____
(Signature of Woodbury County Engineer)

Title _____

Date _____

Other Special Provisions:

Permit Provisions and Conditions of Issuance

- 1. The County and/or the County Board of Supervisors will not be charged with any responsibility for damages to the Applicant's property occasioned by any construction or maintenance operations on said county roads, including new or additional right-of-way acquired in connection therewith, subsequent to the building of the Applicant's facilities. The Board will endeavor to give the Applicant sufficient notice of any proposed construction or maintenance work, on either existing or newly acquired right-of-way that is likely to expose, cover up, or disturb any facilities belonging to the Applicant, in order that the Applicant may arrange to protect the facilities. The Board will inform contractors, and others working on the job of the location of the facilities so that reasonable care may be taken to avoid damaging the facilities, however the County and the Board of Supervisors will assume no responsibility for failure to give such notice.

Item 2

2. The Applicant shall take all reasonable precaution during the construction of said facilities to protect and safeguard the lives and property of the adjacent property owners and the traveling public and shall save the County and the Board of Supervisors harmless of any damages or losses that may be sustained by adjacent property owners and the traveling public on account of such construction operations.
3. Operations in the construction and maintenance of said facilities shall be carried on in such a way as to not interfere with, or interrupt traffic on said roads. However, should the performance of work called for in this permit in any way interfere with or obstruct traffic on said roads, the Applicant shall provide the necessary flagmen as required by the Statutes when one-way traffic is involved and/or otherwise mark said work so as to protect the traveling public.
4. The Applicant shall hold the County and the Board of Supervisors harmless from any damages that may result to said highway because of the construction or maintenance of said facilities and shall reimburse the County or the Board of Supervisors for any expenditures that the County or the Board of Supervisors may have to make on said roads on account of replacement of surfacing gravel and bridge and culvert repairs.
5. Applicant shall lay, construct, operate and maintain said facilities so as not to interfere with natural drainage of the road and so as not to interfere with the construction or maintenance of said roads. When buried cable or wire lines are to be placed lengthwise with the roadway, they shall be placed in the County road shoulder or ditch near the toe of the fore-slope and parallel to centerline of roadbed at a depth of three (3) to four (4) feet by using specially designed plows or by trenching, whichever is appropriate. Plow slots and trenches shall be repacked as necessary to restore the disturbed area to its original condition. For buried line crossings of roadways not paved, an open trench may be dug and the lines placed therein, and the trench back-filled over the lines. Buried line crossings on paved roadways, lines may be placed through the sub-grade by jacking, or by boring a hole just large enough to take the lines; or if the County Engineer approves, a tunnel may be dug through and the cable or wire lines placed therein. All backfill of tunnels and trenches shall be thoroughly compacted in layers of 6" or less in depth. Back-filling of trenches within the right-of-way by not under the traveled roadway shall be tamped sufficiently to avoid settlement. When crossing an existing roadway, all buried facilities shall be placed a minimum of three (3) to four (4) below the bottom of the existing adjacent ditches. Overhead lines, where practical, shall be placed adjacent to and with two (2) feet of the Road/Highway Right-of-Way Line.
6. The Applicant will at any time subsequent to placing the facilities, and at the Applicant's expense, relay, replace, alter, change, reconstruct, or relocate its overhead and/or buried facilities and appurtenances thereto as may become necessary to conform to new grades, alignment, or widening right-of-way, resulting from maintenance or construction operations by the County Board of Supervisors irrespective of whether or not additional right-of-way is acquired in connection with such road improvements. The Applicant agrees to do this within ninety (90) days written notice from the Board of Supervisors, and without cost to the County. If the Applicant is unable to comply within said ninety (90) days, the Board of Supervisors may cause the work to be done and the Applicant will pay the cost thereof upon receipt of statement.
7. All work shall be done in a workmanlike manner; the surrounding ground, slopes, and ditch bottoms shall be reshaped to conform to the area and left in a neat condition satisfactory to the County Engineer. All areas where sod has been damaged or destroyed shall be re-seeded.
8. The Applicant shall notify the County Board of Supervisors at least forty-eight (48) hours in advance of the Applicant's intention of starting work covered by this permit on the road right-of-way. Said notice shall be in writing to the County Engineer.
9. Applicant, its' successors, grantees and assigns shall and hereby agrees to assume all responsibility, risks and liabilities for all accidents and damages that may occur to persons and/or property on account of the work done under this permit, and to this end, indemnify and hold the County and all authorized representatives thereof harmless from any and all claims, damages, losses, and expense including judgements, costs and including attorney's fees, for personal injuries (including death) or property damage arising or resulting from the activities of the Applicant in connection herewith, now and at all times in the future.
10. It is understood that this permit is issued only insofar as Woodbury County has jurisdiction and does not presume to release the Applicant from fulfilling any existing statutes relating to the installation, construction and operation of said facilities.
11. It is further understood that the facilities covered by this permit shall be constructed or installed within one (1) year after the date of approval of this permit, unless otherwise extended in writing by Woodbury County.
12. Engagement in the operations as herein applied for by the Applicant shall be considered and constitute an acceptance of all the terms and conditions herein set forth.

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

Date: 01/04/2018 Weekly Agenda Date: 01/09/2018

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

WORDING FOR AGENDA ITEM:

Consideration of a permit for use of the county right of way for an underground utility

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Public Hearing Other: Informational Attachments

EXECUTIVE SUMMARY:

Vantage Point has requested the approval of a permit to install buried fiber optic cables in road rights of way of near Hornick for Western Iowa Telephone.

BACKGROUND:

Work in county ROW requires permit by Board of Supervisors per section 318.8 of the Code of Iowa. New facilities will be constructed in county right of way. This project will bury fiber optic lines along the county road.

FINANCIAL IMPACT:

No financial impact to the county.

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 approval of the permits for Vantage Point.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the above ground utility permits for Vantage Point and to direct the chair to sign the permits.

Item 3

Woodbury County Permit No. _____

PERMIT FOR USE OF COUNTY ROAD/HIGHWAY RIGHT-OF-WAY FOR OVERHEAD AND/OR BURIED UTILITIES ACCOMMODATION

REQUEST BY APPLICANT:

Name Western Iowa Telephone Assoc.

Highway See Map

Township See Attached Map

Address Po Box 38, Lawton IA 51030

City of Hornick IA

Office Phone 712-944-5711 Local Phone 712-944-5711 Section: 1/4 of 1/4 Sec

Type of Utility Installation Buried Telecommunications T N, R W

Plans Prepared By Vantage Point Solutions Copy Enclosed X Yes No

Map Showing Location Enclosed X Yes No

Utility Location is X cross right-of-way X parallel to right-of-way X overhead X underground

Proposed Method of Installation

 tunnel suspend on poles cased jack & bore suspend on towers trench open cut X plow

Estimated Starting Date 04/01/2018 Estimated Restoration Date 11/30/2018

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on the reverse side hereof, and special provisions listed below or attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof. Applicant is to complete in triplicate and send all copies including plans and maps to Woodbury County Engineer, 759 E. Frontage Road, Merville, IA 51039. One executed copy will be returned to the Applicant.

By [Signature]
(Signature of Authorized Utility Representative)

Title Operations Manager
Date 12/15/2017

PERMIT APPROVAL BY PERMITTING AUTHORITY

The forgoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated herein and on the reverse side hereof and all attachments hereto.

By _____
(Signature of Woodbury County Board Chairman)

Title _____
Date _____

By _____
(Signature of Woodbury County Engineer)

Title _____
Date _____

Other Special Provisions:

Permit Provisions and Conditions of Issuance

- 1. The County and/or the County Board of Supervisors will not be charged with any responsibility for damages to the Applicant's property occasioned by any construction or maintenance operations on said county roads, including new or additional right-of-way acquired in connection therewith, subsequent to the building of the Applicant's facilities. The Board will endeavor to give the Applicant sufficient notice of any proposed construction or maintenance work, on either existing or newly acquired right-of-way that is likely to expose, cover up, or disturb any facilities belonging to the Applicant, in order that the Applicant may arrange to protect the facilities. The Board will inform contractors, and others working on the job of the location of the facilities so that reasonable care may be taken to avoid damaging the facilities, however the County and the Board of Supervisors will assume no responsibility for failure to give such notice.

Item ③

2. The Applicant shall take all reasonable precaution during the construction of said facilities to protect and safeguard the lives and property of the adjacent property owners and the traveling public and shall save the County and the Board of Supervisors harmless of any damages or losses that may be sustained by adjacent property owners and the traveling public on account of such construction operations.
3. Operations in the construction and maintenance of said facilities shall be carried on in such a way as to not interfere with, or interrupt traffic on said roads. However, should the performance of work called for in this permit in any way interfere with or obstruct traffic on said roads, the Applicant shall provide the necessary flagmen as required by the Statutes when one-way traffic is involved and/or otherwise mark said work so as to protect the traveling public.
4. The Applicant shall hold the County and the Board of Supervisors harmless from any damages that may result to said highway because of the construction or maintenance of said facilities and shall reimburse the County or the Board of Supervisors for any expenditures that the County or the Board of Supervisors may have to make on said roads on account of replacement of surfacing gravel and bridge and culvert repairs.
5. Applicant shall lay, construct, operate and maintain said facilities so as not to interfere with natural drainage of the road and so as not to interfere with the construction or maintenance of said roads. When buried cable or wire lines are to be placed lengthwise with the roadway, they shall be placed in the County road shoulder or ditch near the toe of the fore-slope and parallel to centerline of roadbed at a depth of three (3) to four (4) feet by using specially designed plows or by trenching, whichever is appropriate. Plow slots and trenches shall be repacked as necessary to restore the disturbed area to its original condition. For buried line crossings of roadways not paved, an open trench may be dug and the lines placed therein, and the trench back-filled over the lines. Buried line crossings on paved roadways, lines may be placed through the sub-grade by jacking, or by boring a hole just large enough to take the lines; or if the County Engineer approves, a tunnel may be dug through and the cable or wire lines placed therein. All backfill of tunnels and trenches shall be thoroughly compacted in layers of 6" or less in depth. Back-filling of trenches within the right-of-way by not under the traveled roadway shall be tamped sufficiently to avoid settlement. When crossing an existing roadway, all buried facilities shall be placed a minimum of three (3) to four (4) below the bottom of the existing adjacent ditches. Overhead lines, where practical, shall be placed adjacent to and with two (2) feet of the Road/Highway Right-of-Way Line.
6. The Applicant will at any time subsequent to placing the facilities, and at the Applicant's expense, relay, replace, alter, change, reconstruct, or relocate its overhead and/or buried facilities and appurtenances thereto as may become necessary to conform to new grades, alignment, or widening right-of-way, resulting from maintenance or construction operations by the County Board of Supervisors irrespective of whether or not additional right-of-way is acquired in connection with such road improvements. The Applicant agrees to do this within ninety (90) days written notice from the Board of Supervisors, and without cost to the County. If the Applicant is unable to comply within said ninety (90) days, the Board of Supervisors may cause the work to be done and the Applicant will pay the cost thereof upon receipt of statement.
7. All work shall be done in a workmanlike manner; the surrounding ground, slopes, and ditch bottoms shall be reshaped to conform to the area and left in a neat condition satisfactory to the County Engineer. All areas where sod has been damaged or destroyed shall be re-seeded.
8. The Applicant shall notify the County Board of Supervisors at least forty-eight (48) hours in advance of the Applicant's intention of starting work covered by this permit on the road right-of-way. Said notice shall be in writing to the County Engineer.
9. Applicant, its' successors, grantees and assigns shall and hereby agrees to assume all responsibility, risks and liabilities for all accidents and damages that may occur to persons and/or property on account of the work done under this permit, and to this end, indemnify and hold the County and all authorized representatives thereof harmless from any and all claims, damages, losses, and expense including judgements, costs and including attorney's fees, for personal injuries (including death) or property damage arising or resulting from the activities of the Applicant in connection herewith, now and at all times in the future.
10. It is understood that this permit is issued only insofar as Woodbury County has jurisdiction and does not presume to release the Applicant from fulfilling any existing statutes relating to the installation, construction and operation of said facilities.
11. It is further understood that the facilities covered by this permit shall be constructed or installed within one (1) year after the date of approval of this permit, unless otherwise extended in writing by Woodbury County.
12. Engagement in the operations as herein applied for by the Applicant shall be considered and constitute an acceptance of all the terms and conditions herein set forth.

Item 4

#9c

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

Date: 01/04/2018 Weekly Agenda Date: 01/09/2018

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

WORDING FOR AGENDA ITEM:

Consideration of a permit for use of the county right of way for an underground utility

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Public Hearing Other: Informational Attachments

EXECUTIVE SUMMARY:

Vantage Point has requested the approval of a permit to install buried fiber optic cables in road rights of way of near Smithland for Western Iowa Telephone.

BACKGROUND:

Work in county ROW requires permit by Board of Supervisors per section 318.8 of the Code of Iowa. New facilities will be constructed in county right of way. This project will bury pole fiber optic lines along the county road.

FINANCIAL IMPACT:

No financial impact to the county.

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 approval of the permits for Vantage Point.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the above ground utility permits for Vantage Point and to direct the chair to sign the permits.

Item 4

PERMIT FOR USE OF COUNTY ROAD/HIGHWAY RIGHT-OF-WAY FOR OVERHEAD AND/OR BURIED UTILITIES ACCOMMODATION

REQUEST BY APPLICANT:

Name Western Iowa Telephone Assoc.

Highway See Map

Township See Attached Map

Address Po Box 38, Lawton IA 51030

City of Oto, IA

Office Phone 712-944-5711 Local Phone 712-944-5711 Section: 1/4 of 1/4 Sec

Type of Utility Installation Buried Telecommunications T N, R W

Plans Prepared By Vantage Point Solutions Copy Enclosed X Yes No

Map Showing Location Enclosed X Yes No

Utility Location is X cross right-of-way X parallel to right-of-way

 overhead X underground

Proposed Method of Installation

<u> </u> tunnel	<u> </u> suspend on poles	<u> </u> cased
<u>X</u> jack & bore	<u> </u> suspend on towers	<u>X</u> trench
<u> </u> open cut	<u>X</u> plow	

Estimated Starting Date 04/01/2018 Estimated Restoration Date 11/30/2018

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on the reverse side hereof, and special provisions listed below or attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof. Applicant is to complete in triplicate and send all copies including plans and maps to Woodbury County Engineer, 759 E. Frontage Road, Merville, IA 51039. One executed copy will be returned to the Applicant.

By [Signature]
(Signature of Authorized Utility Representative)

Title Operations Manager

Date 12/15/2017

PERMIT APPROVAL BY PERMITTING AUTHORITY

The forgoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated herein and on the reverse side hereof and all attachments hereto.

By _____
(Signature of Woodbury County Board Chairman)

Title _____

Date _____

By _____
(Signature of Woodbury County Engineer)

Title _____

Date _____

Other Special Provisions:

Permit Provisions and Conditions of Issuance

- 1. The County and/or the County Board of Supervisors will not be charged with any responsibility for damages to the Applicant's property occasioned by any construction or maintenance operations on said county roads, including new or additional right-of-way acquired in connection therewith, subsequent to the building of the Applicant's facilities. The Board will endeavor to give the Applicant sufficient notice of any proposed construction or maintenance work, on either existing or newly acquired right-of-way that is likely to expose, cover up, or disturb any facilities belonging to the Applicant, in order that the Applicant may arrange to protect the facilities. The Board will inform contractors, and others working on the job of the location of the facilities so that reasonable care may be taken to avoid damaging the facilities, however the County and the Board of Supervisors will assume no responsibility for failure to give such notice.

Item 4

2. The Applicant shall take all reasonable precaution during the construction of said facilities to protect and safeguard the lives and property of the adjacent property owners and the traveling public and shall save the County and the Board of Supervisors harmless of any damages or losses that may be sustained by adjacent property owners and the traveling public on account of such construction operations.
3. Operations in the construction and maintenance of said facilities shall be carried on in such a way as to not interfere with, or interrupt traffic on said roads. However, should the performance of work called for in this permit in any way interfere with or obstruct traffic on said roads, the Applicant shall provide the necessary flagmen as required by the Statutes when one-way traffic is involved and/or otherwise mark said work so as to protect the traveling public.
4. The Applicant shall hold the County and the Board of Supervisors harmless from any damages that may result to said highway because of the construction or maintenance of said facilities and shall reimburse the County or the Board of Supervisors for any expenditures that the County or the Board of Supervisors may have to make on said roads on account of replacement of surfacing gravel and bridge and culvert repairs.
5. Applicant shall lay, construct, operate and maintain said facilities so as not to interfere with natural drainage of the road and so as not to interfere with the construction or maintenance of said roads. When buried cable or wire lines are to be placed lengthwise with the roadway, they shall be placed in the County road shoulder or ditch near the toe of the fore-slope and parallel to centerline of roadbed at a depth of three (3) to four (4) feet by using specially designed plows or by trenching, whichever is appropriate. Plow slots and trenches shall be repacked as necessary to restore the disturbed area to its original condition. For buried line crossings of roadways not paved, an open trench may be dug and the lines placed therein, and the trench back-filled over the lines. Buried line crossings on paved roadways, lines may be placed through the sub-grade by jacking, or by boring a hole just large enough to take the lines; or if the County Engineer approves, a tunnel may be dug through and the cable or wire lines placed therein. All backfill of tunnels and trenches shall be thoroughly compacted in layers of 6" or less in depth. Back-filling of trenches within the right-of-way by not under the traveled roadway shall be tamped sufficiently to avoid settlement. When crossing an existing roadway, all buried facilities shall be placed a minimum of three (3) to four (4) below the bottom of the existing adjacent ditches. Overhead lines, where practical, shall be placed adjacent to and with two (2) feet of the Road/Highway Right-of-Way Line.
6. The Applicant will at any time subsequent to placing the facilities, and at the Applicant's expense, relay, replace, alter, change, reconstruct, or relocate its overhead and/or buried facilities and appurtenances thereto as may become necessary to conform to new grades, alignment, or widening right-of-way, resulting from maintenance or construction operations by the County Board of Supervisors irrespective of whether or not additional right-of-way is acquired in connection with such road improvements. The Applicant agrees to do this within ninety (90) days written notice from the Board of Supervisors, and without cost to the County. If the Applicant is unable to comply within said ninety (90) days, the Board of Supervisors may cause the work to be done and the Applicant will pay the cost thereof upon receipt of statement.
7. All work shall be done in a workmanlike manner; the surrounding ground, slopes, and ditch bottoms shall be reshaped to conform to the area and left in a neat condition satisfactory to the County Engineer. All areas where sod has been damaged or destroyed shall be re-seeded.
8. The Applicant shall notify the County Board of Supervisors at least forty-eight (48) hours in advance of the Applicant's intention of starting work covered by this permit on the road right-of-way. Said notice shall be in writing to the County Engineer.
9. Applicant, its' successors, grantees and assigns shall and hereby agrees to assume all responsibility, risks and liabilities for all accidents and damages that may occur to persons and/or property on account of the work done under this permit, and to this end, indemnify and hold the County and all authorized representatives thereof harmless from any and all claims, damages, losses, and expense including judgements, costs and including attorney's fees, for personal injuries (including death) or property damage arising or resulting from the activities of the Applicant in connection herewith, now and at all times in the future.
10. It is understood that this permit is issued only insofar as Woodbury County has jurisdiction and does not presume to release the Applicant from fulfilling any existing statutes relating to the installation, construction and operation of said facilities.
11. It is further understood that the facilities covered by this permit shall be constructed or installed within one (1) year after the date of approval of this permit, unless otherwise extended in writing by Woodbury County.
12. Engagement in the operations as herein applied for by the Applicant shall be considered and constitute an acceptance of all the terms and conditions herein set forth.

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

#10

Date: _____ Weekly Agenda Date: _____

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: _____

WORDING FOR AGENDA ITEM:

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

BACKGROUND:

FINANCIAL IMPACT:

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

Yes No

RECOMMENDATION:

ACTION REQUIRED / PROPOSED MOTION:



Document G701™ – 2001

Change Order

PROJECT (Name and address): Courtroom 207 Window Renovation Woodbury County Courthouse 620 Douglas Street Sioux City, IA 51101	CHANGE ORDER NUMBER: 005 DATE: 12/14/2014	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Baker Mechanical, Inc. dba Baker Group 4224 Hubbell Ave Des Moines, IA 50317	ARCHITECT'S PROJECT NUMBER: SC16113 CONTRACT DATE: 01/24/2017 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

ITEM #1: 24ft of 14 gauge mild steel to replace top of window	ADD	\$1,811.25
ITEM #2: Repair holes and add shim plates behind marble	ADD	\$4,860.00

Total: \$6,671.25

The original Contract Sum was	\$	<u>134,170.00</u>
The net change by previously authorized Change Orders	\$	<u>287,377.00</u>
The Contract Sum prior to this Change Order was	\$	<u>421,547.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>6,671.25</u>
The new Contract Sum including this Change Order will be	\$	<u>428,218.25</u>

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is 12/1/2017

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Cannon, Moss, Brygger & Associates P.C. dba CMBA Architects P.C. ARCHITECT (Firm name)	Baker Mechanical, Inc. dba Baker Group CONTRACTOR (Firm name)	Woodbury County, Iowa OWNER (Firm name)
302 Jones St., Suite 200 Sioux City, IA 51101 ADDRESS	4224 Hubbell Ave. Des Moines, IA 50317 ADDRESS	620 Douglas Street Sioux City, IA 51101 ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
Terry Glade, AIA, Principal Architect (Typed name)	Shane Albrecht (Typed name)	Rocky DeWitt, Chairperson of Woodbury County Board of Supervisors (Typed name)
01/04/18 DATE	DATE	DATE

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

#11

Date: 1/4/2018 Weekly Agenda Date: 1/9/2018

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Michael R. Clayton

WORDING FOR AGENDA ITEM:

Discuss and approve funding for additional work station in the Treasurer's Office.

ACTION REQUIRED:

- Approve Ordinance
- Approve Resolution
- Approve Motion
- Public Hearing
- Other: Informational
- Attachments

EXECUTIVE SUMMARY:

With the addition of one extra employee, we need an additional work station. When we have a full crew, there are no empty stations.

BACKGROUND:

We have had a full crew in the Treasurer's office since the closing of the Hamilton office. I have had an unfilled position that was going to be deauthorized because the position was no longer needed. With a position being eliminated in another department, there is a need for a bumping situation. Rather than have one of my employees be bumped, I have decided to open the position.

FINANCIAL IMPACT:

Cabling for the computer will run \$1000. Depending on whether we can find a work station and somewhere to put it, it could run more. My budget does not have the necessary funds. Gambling money.

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:

I recommend that a work station be added so that a new employee will be able to work and train.

ACTION REQUIRED / PROPOSED MOTION:

I would recommend approval of the necessary funds to set up a new work station.

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

Date: 01/04/2018 Weekly Agenda Date: 01/04/2018

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

WORDING FOR AGENDA ITEM:

Accept and approve proposal repair to channel slopes adjacent to bridge on 280th Street on the Garretson Drainage Ditch.

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

The county engineer has prepared plans for repair of a bank slide of the channel adjacent to bridge U-17-3 on 280th Street over the Garretson Drainage Ditch .

BACKGROUND:

The county had requested quotes for repair of the bank sides which are adjacent to the east abutment of structure U-17-3 on 280th street over the garretson drainage ditch. Quotes will be turned into the county engineer on Monday, January 08th.

FINANCIAL IMPACT:

The project is paid for with local 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 accept and approve the quote for the slide repair.

ACTION REQUIRED / PROPOSED MOTION:

Motion that the board accept and approve the low quote for the slide repair.

Item ①



Woodbury County Secondary Roads Department

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

COUNTY ENGINEER
Mark J. Nahra, P.E.
mnahra@woodburycountyiowa.gov

ASSISTANT TO THE COUNTY ENGINEER
Benjamin T. Kusler, E.I.T.
bkusler@woodburycountyiowa.gov

SECRETARY
Tish Brice
tbrice@woodburycountyiowa.gov

Woodbury County Quote for Slide Repair Located on 280th Street Adjacent to Structure U-17-3 Over the Garretson Drainage Ditch in Woodbury County

Late Start Date: February 26, 2018 Working Days: 7 Quotes are due January 8, 2018 at 4:00 PM

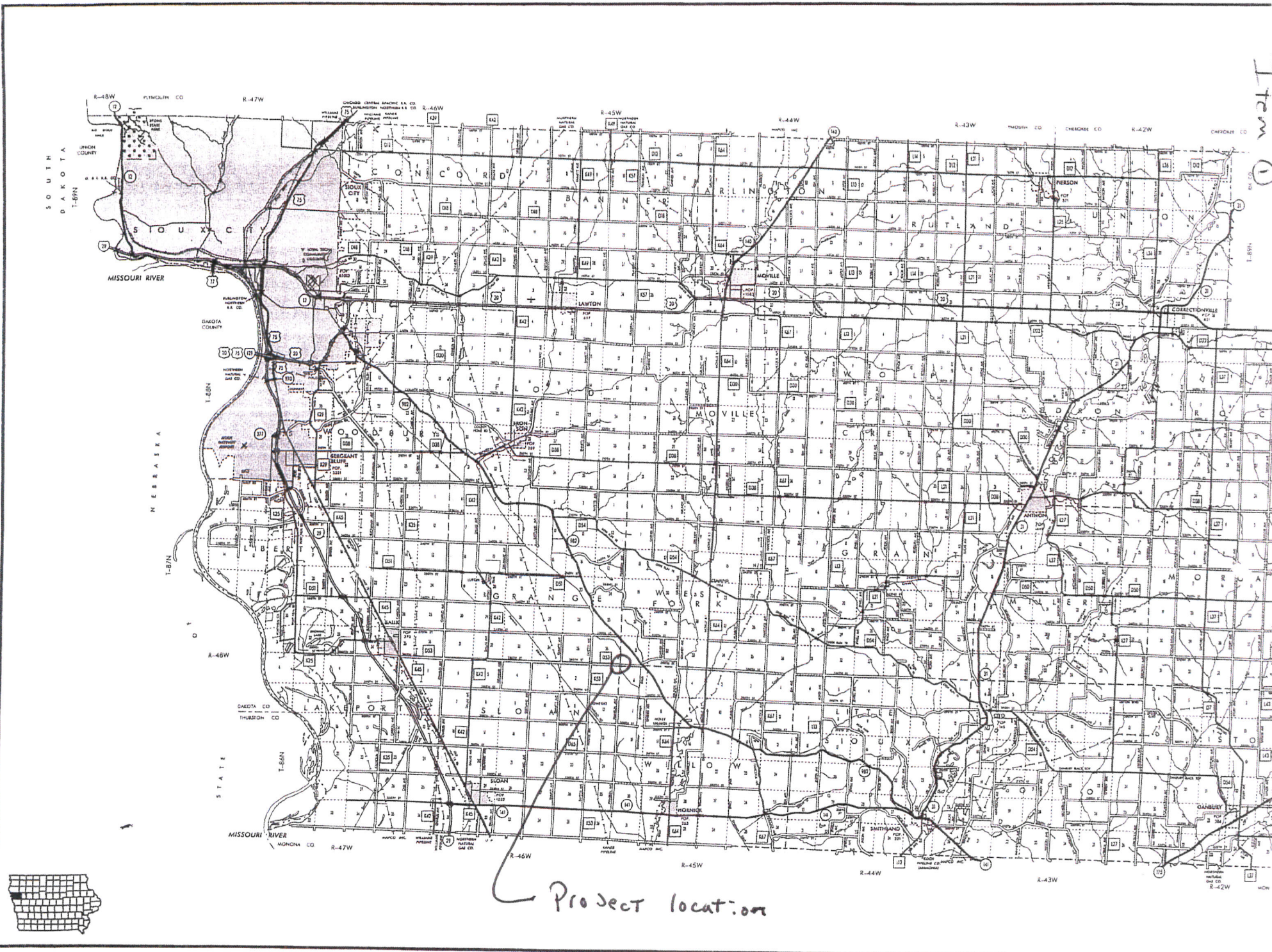
Mail Quotes to: **Woodbury County Secondary Roads**
759 East Frontage Road
Merville, Iowa 51039

	Quote	Quantity	Item Quote
Class 10 Channel Excavation	_____	152 C.Y. Per C.Y. =	_____
Class E Revetment	_____	254 Ton Per Ton =	_____
Mobilization	_____	1 L.S. Per L.S. =	_____
		Total Quote:	_____

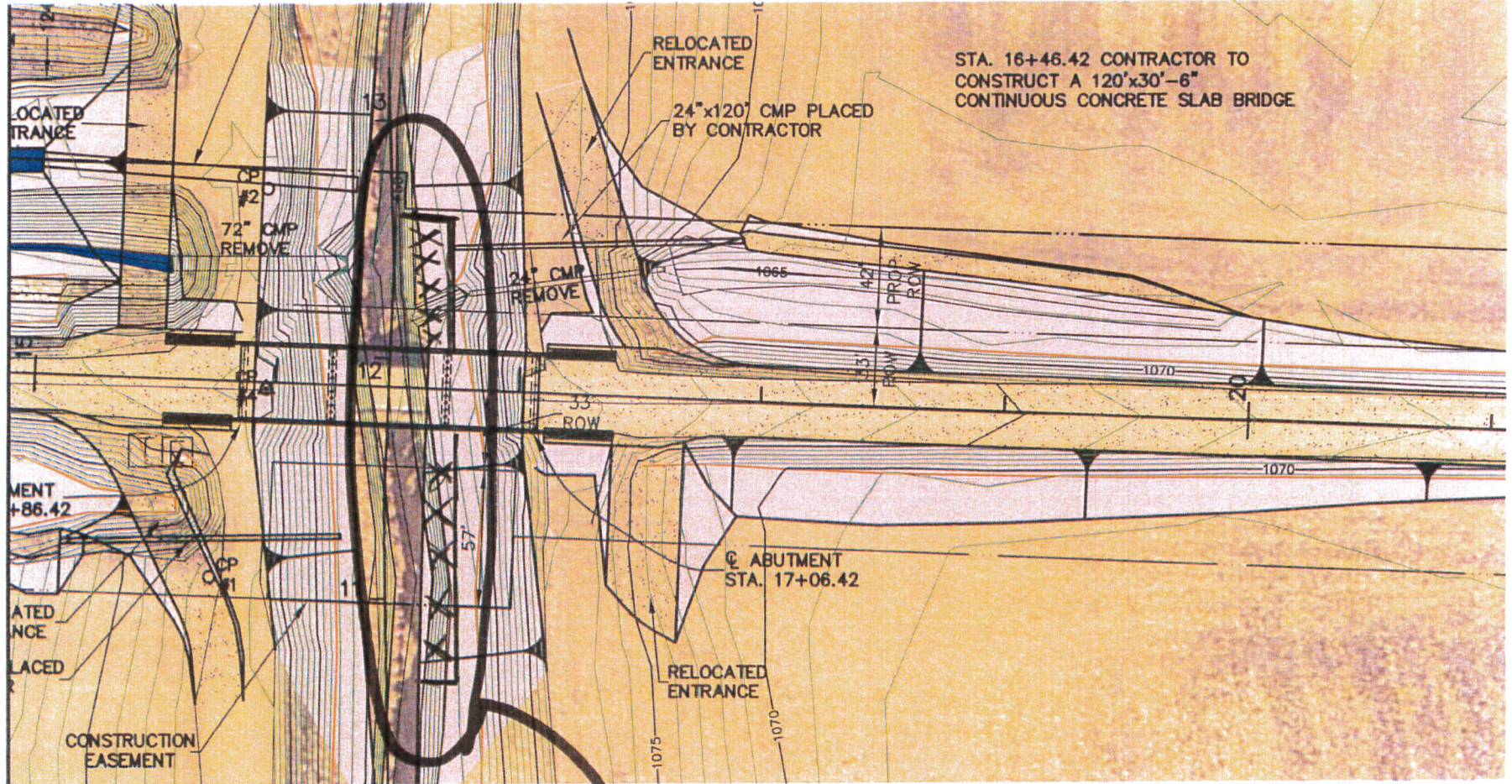
Date: _____ Contractor: _____

Signature: _____

Item 1



Project location



Item ①

Repair Area

↑
North

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

Date: January 3, 2018

Weekly Agenda Date: January 9, 2018

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: HR Director Melissa Thomas/ Supervisor Jeremy Taylor

WORDING FOR AGENDA ITEM: Reduction and Reorganization in Human Resources Department

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Give Direction Other: Informational Attachments

EXECUTIVE SUMMARY: The Woodbury County Board of Supervisors during the past 3 years has looked at several reorganization efforts that have included the combining of clerks and two differently aligned positions in P&Z/Economic Development (saving approx. \$70,000), an impending approval in Building Services on a Project Manager with a clerk/one other FTE (saving potentially more than \$730,000 in project management fees), combining in Juvenile Detention the Teen Court and Mental Health Coordinator (saving over \$45,000), and now looks at the Human Resources Department for a savings of \$77,082.40. The Treasurer’s Department through attrition/retirement has engaged in this work as well as all our county departments look to how we can most effectively be lean while at the same time provide high-quality services, our mission. This is often the hardest (but most necessary) work of our Board.

BACKGROUND: Our new HR Director Melissa Thomas has already been engaging in the work of delineating duties and clearly defining job roles. We believe that her former position can be de-authorized with the understanding that in the future if there is a need, she will re-evaluate as all leaders do on a continual (annual) basis. I’m appreciative that this is a shared recommendation and that if it was not so, we would not do otherwise. I also appreciate the comments along the lines of rolling up the sleeves and really pressing forward while working smarter in terms of clearly defining duties.

FINANCIAL IMPACT: Taxpayers savings of \$77,082.40

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: See below.

ACTION REQUIRED / PROPOSED MOTION: Approve the de-authorization of the HR position (9004) previously held by Melissa Thomas.

WAGE AND BENEFIT REPORT EFFECTIVE JULY 1ST 2017

EMPLOYEE NAME	DEPT/DIV	POSITION	HOURLY RATE		BENEFIT \$
THOMAS MELISSA M	90-03	HUMAN RESOURCES	9004	23.4500	
				ANNUAL SALARY	48,776.00
				BEN-DENTAL EMP ONLY-	352.44
				BEN-FAM MED-C,E,H,I,	17,580.60
				BEN-IPERS REGULAR	4,355.70
				BEN-LIFE COUNTY	52.80
				BEN-LONG TERM DISABI	382.50
				BEN-MEDICARE	707.25
				BEN-SOCIAL SECURITY	3,024.11
				Compensation Package	
				TOTAL	75,231.40
					\$ 50,627.00
					\$ 77,082.40

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: January 9, 2018

REQUEST TO DEAUTHORIZE COUNTY POSITION(S)

DEPARTMENT	POSITION	APPROVED	DISAPPROVED
Human Resources	Admin. Assistant		

Chairman, Board of Supervisors

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

Date: January 3, 2018

Weekly Agenda Date: January 9, 2018

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

WORDING FOR AGENDA ITEM: Revisiting Tabling Law Enforcement Center Expansion Projects B-1 and C-1/C-2 until certain staffing and time parameters are met

ACTION REQUIRED:

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

EXECUTIVE SUMMARY: This information item simply opens up a discussion given a previous agenda item from September 26, 2017, wherein I have included all relevant portions from that date. Given our discussion at the January 2 meeting regarding the LEC Expansion and subsequent staffing levels forthcoming from the Sheriff's request, I believe it is incumbent upon us to take up 6 questions sooner rather than later in the budgeting process:

1. What is the Sheriff's current assessment of the need for the plan at this point in time given collective recent efforts to hold the jail population down? (Numbers have been running around 180-190.)
2. The Board took action to table the project until staffing recommendations can be made to an adequate level. Given the information below on the great gains made already with Prairie Hills, the Kitchen, the new highly utilized conference room, the training center, etc. **do we move forward now, or wait until conditions necessitate going forward? Sheriff's thoughts?**
3. Construction costs rise about 10% per year; however, the increased staffing level would exceed that increased cost. Is there opportunity that the cost could be offset by federal prisoners or other revenue?
4. What can we attribute decreased numbers to so that we can collectively lean forward on decreasing the burden to taxpayers? (Judicial consortium, sentencing alternatives, ACH, mental health alt.)
5. What is the current status of 24/7, and what legislation may affect future numbers?
6. What areas of opportunity are there that CAN address the LEC short of moving forward on the In-Take Project should the Board give direction for a further tabling/continuance? Kenny/Shane?

All items that are not underlined repeat by way of review what we viewed on September 26, 2017.

Put projects on Hold---

B1 Project: (Intake) 1st Floor- Search, Booking & Intake, ASAP, Interview, Video Arraignment, Holding, Group Holding

Table project after completing all specifications, blueprints, and documents for bid purposes.

Ready all materials for bid purpose until a future time when LEC staffing levels are able to be adjusted to support the facility operations per the Goldberg Group Staffing Analysis.

C1 & C2 Projects: (C1- Assessment, Dress-out, Property Storage, Staffing Analysis) (C2- Medical, Exam, Staff)

Table both projects in the “schematic design phase” (where we are at now).

Staffing Study (portion of the C1 Project scope) has now been completed by Goldberg.

These projects can't move forward without Project B1 (Intake) being completed

BACKGROUND:

The Woodbury County Board of Supervisors has engaged in the preservation and optimization of two critical bedrock buildings—the Historic County Courthouse celebrating its 100th anniversary next year and the Law Enforcement Center that holds courts, the Sheriff's Office, and the County Jail. While we have recently engaged in the detailed and complex work of more than 24 months of study, revisions, and drawings, we can proudly say that Prairie Hills (estimated to cost \$1.2 million over 10 years just in energy and emergency maintenance) can be abandoned. The chiller is sold at \$10,000; the enormous task of retrofitting the LEC with all new kitchen equipment amortized through lease purchase is now done; and the Conference Room is completed with beginning optimization plans ready; our commitment of a smaller-footprint training facility through donations/the Union's \$40,000 and lease-purchase also meets the Sheriff's Office's needs as well as a potential for 24/7 now that the Legislature has made this possible.

In gaining greater space with the deferred money of Prairie Hills, we identified a host of other issues that will not only allow us to use the \$1.2 million wisely but will truly obviate the building of a \$20-25 million new county jail (the original facility was designed for 90 in 1987 but now reaches 234 capacity in 2017.)

Through one of the premiere justice facility architects (Goldberg Group) and an RFQ-selected lead architect (CMBA), we have identified the New Booking Intake Area (with Interview, Video Arraignment, Group Holding) that will in turn allow us to also revitalize or create Assessment, Dress-out, Property Storage and gain greater Classification, Medical Operations Improvement, and HVAC Optimization. This will address safety, increased beds, climate and comfort and mitigate legal liability for the long-term planning the County so desperately needed to engage in. However, the much-needed plans of expanding the Law Enforcement needs to be placed on hold as we “pump the brakes” so to speak after learning the results of a staffing study at the 9/19/2017 BOS meeting.

That recent staffing study by Goldberg Group recommended the hire of 8 correctional officers (4 shifts / 2 people per shift) at \$400-\$490,000 including benefits and family insurance. However, there is no way to add these positions and maintain the commitment to lower taxes—especially during the middle of a fiscal year. Therefore, I would like to take the victory of battle at this time—the closure of Prairie Hills with all its functions—and conversion of waste into other areas for time to come. The only way that I would like to add positions is if we can do so through reorganization, the steady budgeting process next year (Jan-Mar 2018), and in a way that does not add FTEs without reductions or consolidating elsewhere. The Sheriff (he and his personnel have been involved every step of the way) agrees that as long as we do not build this separate area without adequately staffing it, he can see “pumping the brakes” as well.

Our proposal would be to hire staff—and again only IF we can do so in a way that does not add to the tax-burden by reductions elsewhere—until July 1-October, 2018 when we could take the project out to bid for a potential completion date of March, 2019.

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: None. The following is the motion that we took previously on September 26, 2017: Table B-1 Intake project after completing all specifications, blueprints, and documents for bid purposes and ready all materials for bid purpose until a future time when LEC staffing levels are able to be adjusted to support the facility operations per the Goldberg Group Staffing Analysis.

Table Projects C-1 and C-2 in the schematic design phase.

The Running Total: Current Tax Rates for FY 18

Certified budget March 15, 2017

Woodbury County: County-Wide
\$7.41 / \$1,000

-\$0.04

Woodbury County: Rural Unincorporated
\$10.37 / \$1,000

-\$0.13

The Running Total: Current Tax Rates for FY 19

After January 1, 2018 Adjustment*

Woodbury County: County-Wide
\$7.57 / \$1,000

+\$0.16

Woodbury County: Rural Unincorporated
\$10.19 / \$1,000

-\$0.18

**Total department budget requests including improvement items*

The Running Total: Current Tax Rates for FY 19

After January 2, 2018 Adjustment

Woodbury County: County-Wide
\$7.53 / \$1,000

+\$0.12

-\$0.04

Woodbury County: Rural Unincorporated
\$10.14 / \$1,000

-\$0.23

-\$0.05

Major actions: Reduced Conservation improvement request by 2 positions, totaling -\$155,568 and adjusting the Comm Center by +\$1,733.



Woodbury County Sheriff's Office

DAVID A. DREW, SHERIFF

WOODBURY COUNTY JAIL WEEKLY POPULATION REPORT AT 0600 HRS.

LEC 24 HOUR DAILY COUNT

DATE	DAILY TOTAL	LEC	ELECTRONIC MONITORING	JUVENILE	FEDERAL PRISONERS	RELEASED
12/1/17	187	174	13	0	14	16
12/2/17	190	177	13	0	13	15
12/3/17	196	183	13	0	13	15
12/4/17	199	186	13	0	13	11
12/5/17	201	186	14	1	14	16
12/6/17	202	186	15	1	14	17
12/7/17	194	176	17	1	12	28
12/8/17	196	178	17	1	12	14
12/9/17	207	189	17	1	17	21
12/10/17	204	186	17	1	17	17
12/11/17	199	181	17	1	17	18
12/12/17	206	187	18	1	17	13
12/13/17	210	191	18	1	16	18
12/14/17	200	183	16	1	17	36
12/15/17	200	183	16	1	16	16
12/16/17	207	190	16	1	12	13
12/17/17	210	193	16	1	12	14
12/18/17	199	182	16	1	12	19
12/19/17	197	180	15	2	15	17
12/20/17	203	189	12	2	9	15
12/21/17	201	190	9	2	11	33
12/22/17	187	177	8	2	6	27
12/23/17	183	173	8	2	6	26
12/24/17	181	171	8	2	6	19
12/25/17	180	170	8	2	6	15
12/26/17	181	171	8	2	6	7
12/27/17	184	174	8	2	6	9
12/28/17	167	158	7	2	6	29
12/29/17	170	161	7	2	6	8
12/30/17	170	161	7	2	6	11
12/31/17	173	164	7	2	6	9

TOTAL	MALE	FEMALE
190	155	35
192	150	42
198	159	39
197	158	39
202	162	40
203	164	39
204	165	39
192	149	43
210	159	51
203	157	46
199	153	46
200	151	49
209	157	52
219	169	50
199	152	47
203	156	47
207	171	36
201	152	49
197	145	52
204	152	52
223	162	61
204	149	55
199	151	48
190	145	45
185	144	41
178	138	40
183	140	43
187	140	47
169	125	44
172	131	41
173	133	40

5984 5550 394 40 353 542

6092 4694 1398

*Highest population count each day

LEC TOTAL AVG:	196.09
TOTAL INMATE AVG:	210.5