



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(JUNE 2, 2020) (WEEK 23 OF 2020)

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

Agenda and Minutes available at:
www.woodburycountyiowa.gov

Boardroom Phone: 712-224-6014

Due to the Governor's proclamation issued March 20th access to this meeting will be by live streaming on YouTube with telephonic access by telephone number listed above.

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
Matthew A. Ung 490-7852 matthewung@woodburycountyiowa.gov

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held June 2, 2020 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.

- 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

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

- 1. Citizen Concerns Information
2. Approval of the agenda Action

Consent Agenda

Items 3 through 6 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.

- 3. Approval of the minutes of the May 26, 2020 meeting
4. Approval of claims
5. Human Resources – Melissa Thomas
a. Approval of Memorandum of Personnel Transactions
b. Authorization to Initiate Hiring Process
c. Approval of request to deauthorize county position

6. Secondary Roads – Mark Nahra  
Consideration of a utility permit for installation of new fiber optic in county right of way for Long Lines

### End Consent Agenda

7. Juvenile Detention – Ryan Weber  
Approval of 2020-2021 Food Service Contract with Summit Managed Food Service Action
  
8. Board Administration – Dennis Butler & Building Services – Kenny Schmitz  
Approval of the 28E Agreement for the Developmental Services of 28<sup>th</sup> Street Project related to the new Justice Center Action
  
- 4:45 p.m.** 9. Not to Exceed \$195,000 General Obligation Capital Loan Notes  
(Set time)
  - a. Public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the County thereunder Action
  - b. Approval of resolution instituting proceedings to take additional action for the issuance of not to exceed \$195,000 General Obligation Capital Loan Notes Action
  
- 4:46 p.m.** 10. Not to Exceed \$705,000 General Obligation Capital Loan Notes  
(Set time)
  - a. Public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the County thereunder Action
  - b. Approval of resolution instituting proceedings to take additional action for the issuance of not to exceed \$705,000 General Obligation Capital Loan Notes Action
  
11. Secondary Roads – Mark Nahra
  - a. Award the quote for a new wheel loader to Murphy Tractor for a John Deere 644L wheel loader and trade the current county loader for a net price of \$204,900 Action
  - b. Award the quote from Boyer Trucks of Sioux Falls and trade the current county truck for a net purchase price of \$168,585 Action
  - c. Receive bids for project number L-B(M66)—73-97 and return them to the county engineer for review and recommendation Action
  - d. Award bid if low quote is clearly determined by bid results Action
  
12. Building Services – Kenny Schmitz  
Approve Resource Consulting Engineers proposal for Engineering & Architectural Services in the amount of \$61,800.00 Action
  
13. Due to COVID-19, the board will be discussing various issues and may take appropriate steps for the protection and safety of both the community and county employees Action
  
14. Reports on Committee Meetings Information
  
15. Citizen Concerns Information
  
16. Board Concerns Information

### ADJOURNMENT

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

- MON., JUNE 1 6:00 p.m.** Board of Adjustment meeting, First Floor Boardroom
- TUE., JUNE 2 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., JUNE 3 9:00 a.m.** Loess Hills Alliance Stewardship Committee Meeting, Pisgah, Iowa
- 10:30 a.m.** Loess Hills Alliance Executive Meeting
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- 1:00 p.m.** Loess Hills Alliance Full Board Meeting
- THU., JUNE 4 10:00 a.m.** COAD Meeting, The Security Institute
- FRI., JUNE 5 10:00 a.m.** Hungry Canyon Alliance Meeting, Atlantic, Iowa
- WED., JUNE 10 8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- THU., JUNE 11 12:00 p.m.** SIMPCO Board of Directors, Zoom
- 4:30 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- FRI., JUNE 12 8:30 a.m.** Woodbury County Building Security Committee Meeting, LEC Conference Room
- WED., JUNE 17 10:00 a.m.** Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook St.
- 12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., JUNE 18 4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., JUNE 19 12:00 p.m.** Siouxland Human Investment Partnership Board Meeting Northwest AEA, Room G
- MON., JUNE 22 6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom
- TUE., JUNE 23 2:00 p.m.** Decat Board Meeting, Western Hills AEA, Room F
- WED., JUNE 24 2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- THU., JUNE 25 11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
- WED., JULY 1 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- THU., JULY 2 10:00 a.m.** COAD Meeting, The Security Institute
- MON., JULY 6 6:00 p.m.** Board of Adjustment meeting, First Floor Boardroom
- TUE., JULY 7 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., JULY 8 10:00 a.m.** STARComm Executive Board meeting, The Security Institute
- 6:30 p.m.** E911 Service Board Meeting, Climbing Hill Disaster Services Class Room

**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.*

**MAY 26, 2020, TWENTY-FIRST MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, May 26, 2020 at 4:30 p.m. Board members present were Pottebaum, Radig, De Witt, and Ung. Staff members present were Karen James, Board Administrative Assistant, Dennis Butler, Budget/Tax Analyst, Melissa Thomas, HR Director, and Patrick Gill, Auditor/Clerk to the Board.

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

1. There were no citizen concerns.
2. Motion by Ung second by De Witt to approve the agenda for May 26, 2020, Carried 4-0. Copy Filed.

Motion by Ung second by Radig to approve the following items by consent:

3. To approve minutes of the May 19, 2020 meeting. Copy filed.
4. To approve the claims totaling \$1,633,626.90. Copy filed.
5. To receive the April 2020 Juvenile Detention population report. Copy filed.
6. To approve the liquor license for the Oscar Carl Vineyard. Copy filed.
7. To approve the tile line permit for Schmillen Construction/Edward Beacom. Copy filed.

Carried 4-0.

8. No action was taken regarding terminating of the 28E agreement between the County Treasurer and Sioux City.
- 9a. Motion by Ung second by Pottebaum to approve the transfer of appropriation in the Sheriff's FY 20 budget due to employee transfers. Carried 4-0. Copy filed.
- 9b. Motion by Ung second by De Witt to set the public hearing for the FY 20 Budget Amendment #1 for June 23, 2020 at 4:45pm. Carried 4-0. Copy filed.
- 10a. Motion by Radig second by Ung to accept the quote from Murphy Tractor for one new 772G motor grader to replace motor grader number 517 for a net price of \$259,800.00. Carried 4-0. Copy filed.
- 10b. Motion by De Witt second by Ung to accept the quote from Ziegler Equipment for one new 140LVR motor grader to replace motor grader number 517 for a net price of \$284,416.00 Carried 4-0. Copy filed.
- 10c. Motion by Ung second by De Witt to approve the FY 20 Woodbury County Secondary Road Department Budget Amendment #1. Carried 4-0. Copy filed.
11. The Board discussed various issues related to COVID-19.
12. The Board heard reports on committee meetings.
13. There were no citizen concerns.
14. Board concerns were heard.

The Board adjourned the regular meeting until June 2, 2020.

Meeting sign in sheet. Copy filed.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: June 2, 2020

\* 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
Carrell, Dustin	Secondary Roads	6-03-20	Motor Grader Operator	\$23.73/hour		A	Job Vacancy Posted 4-06-20. Entry Level Salary: \$23.73/hour.
Ronfeldt, Benjamin	Secondary Roads	6-18-20	Motor Grader Operator	\$24.45/hour	3%=\$.72/hour	E	Per CWA Secondary Roads Contract agreement, End of Probation Salary Increase.
McTeer, Dianne	Juvenile Detention	6-19-20	Caseworker			S	Retirement.

APPROVED BY BOARD DATE: \_\_\_\_\_

MELISSA THOMAS, HR DIRECTOR: *Melissa Thomas*

HUMAN RESOURCES DEPARTMENT  
WOODBURY COUNTY, IOWA

DATE: June 2, 2020

**AUTHORIZATION TO INITIATE HIRING PROCESS**

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Juvenile Detention	Case Manager	Wage Plan: \$58,000/year		

\_\_\_\_\_  
Chairman, Board of Supervisors

HUMAN RESOURCES DEPARTMENT

#5c

WOODBURY COUNTY, IOWA

DATE: June 2, 2020

REQUEST TO DEAUTHORIZE COUNTY POSITION(S)

DEPARTMENT	POSITION	APPROVED	DISAPPROVED
Juvenile Detention	Case Worker		

\_\_\_\_\_  
Chairman, Board of Supervisors

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**From:** Ryan Weber  
**Sent:** Wednesday, May 27, 2020 11:05 AM  
**To:** Melissa Thomas <[melissathomas@woodburycountyiowa.gov](mailto:melissathomas@woodburycountyiowa.gov)>  
**Subject:** Request

I am requesting the elimination of the union juvenile detention case worker position.

I am requesting the creation of an Exempt Juvenile Detention Case Manager position beginning July 1 2020

Position will begin with a salary of \$58,000 yearly.

I am requesting permission to begin the hiring process for Case Manager position with effective date of hire being July 1, 2020

## **Ryan M. Weber**

Director

**Woodbury County Juvenile Detention Center**

[rweber@woodburycountyiowa.gov](mailto:rweber@woodburycountyiowa.gov)

Phone: (712) 279-6622

Fax: (712) 234-2900



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

#6

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:**

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

REQUEST BY APPLICANT:

Name Tom Connors Long Lines Highway 130<sup>th</sup> Street  
 Address PO. Box 26 Jefferson SD 57038 Township Arlington  
 City of \_\_\_\_\_  
 Office Phone 605 966 1352 Local Phone 712-333-1352 Section: 1/4 of 1/4 Sec 16 + ~~21~~ 21  
 Type of Utility Installation Fiber optic cable T 89 N, R 44 W  
 Plans Prepared By Tom Connors Copy Enclosed  Yes \_\_\_\_\_ No  
 Map Showing Location Enclosed  Yes \_\_\_\_\_ No  
 Utility Location is \_\_\_\_\_ cross right-of-way  parallel to right-of-way  
 \_\_\_\_\_ overhead  underground  
 Proposed Method of Installation  
 tunnel \_\_\_\_\_ suspend on poles \_\_\_\_\_ cased  
 \_\_\_\_\_ jack & bore \_\_\_\_\_ suspend on towers \_\_\_\_\_ trench  
 open cut \_\_\_\_\_ plow  
 Estimated Starting Date June 9<sup>th</sup> Estimated Restoration Date June 10<sup>th</sup>

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] Title Construction Manager  
(Signature of Authorized Utility Representative) Date 05/21/2020

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 \_\_\_\_\_ Title \_\_\_\_\_  
(Signature of Woodbury County Board Chairman) Date \_\_\_\_\_

By [Signature] Title County Engineer  
(Signature of Woodbury County Engineer) Date 5/28/2020

Other Special Provisions:

Permit Provisions and Conditions of Issuance

- 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.



Arlington Township  
T-89-N R-44-W  
Sec. 16 - 21

Sec 16

install new HH  
30x48x36  
pee gravel  
ground rod  
locate marker  
75' tail

existing hand hole  
need to raise to  
ground level  
add pee gravel  
locate marker  
ground rod?  
75' tail

130th St

130th St

130th St

130th St

130th St

existing HH  
30x48x36  
ground rod  
locate marker  
75' tail

culvert

Sec 21

Google

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

**#7**

Date: 5-27-2020 Weekly Agenda Date: 6-2-2020

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Ryan M. Weber

**WORDING FOR AGENDA ITEM:**

Approval of 2020-2021 Food Service Contract

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Action needed to approve the food contract with Summit Managed Food Service (formerly CBM).

**BACKGROUND:**

CBM/Summit Managed Food Service has been the only company to submit bids for weekly meals at the Juvenile Detention Center.

**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:**

Recommendation is to approve the Food Service Contract with Summit Managed Food Service

**ACTION REQUIRED / PROPOSED MOTION:**

Approval of the board and signature of Board Chairman.

## PROTOTYPE INVITATION FOR BID FOR VENDED MEALS FOR NONPROFIT SCHOOL FOOD SERVICE BID SUMMARY

This document contains a bid solicitation for the furnishing of meals for a nonprofit food service program and sets forth the terms and conditions applicable to the proposed procurement. **Upon acceptance, this document shall constitute the contract between the bidder and the School Food Authority (SFA/Agency).**

The bidder shall not plead misunderstanding or deception because of such estimate of quantities, or of the character, location, or other conditions pertaining to the bid solicitation/contract.

### 2020-2021 FOOD SERVICE CONTRACT

**Woodbury County Juvenile Detention Center (SFA)  
and  
CBM/Summit Managed Food Service (Vendor)**

**Instructions:** Return the signed contract to the State Agency by July 1, 2020. Any meals prepared by the vendor without a signed contract in place are not eligible for reimbursement.

The **WCJDC Woodbury County Juvenile Detention Center** hereinafter referred to as the "SFA" and the **CBM/Summit Managed Food Service** hereinafter referred to as the "Vendor", hereby enter into an agreement that describes the responsibilities of each party when providing meals to Schools in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). (Vendor means a merchandiser of complete meals, meal components, no other services can be provided).

#### **The SFA agrees to:**

1. Plan menus to adhere to meal pattern guidelines for the National School Lunch Program and School Breakfast Program.
2. Provide the Vendor with a list of the names and addresses of the buildings receiving food, and the number of meals by type (breakfast, lunch and supper) to be delivered to each location and the calendar of operation. (Attach list)
3. Notify the Vendor if the number of meals to be delivered needs to be altered by 8:00am (time) on the day the meals are to be served.
4. Be responsible for ensuring that the food service operation conforms to the SFA's agreement with the State Agency.
5. Adhere to the procurement standards set forth in Section 210.21 of the NSLP regulations, OMB Circular 7 CFR 200.317-22.326.
6. Notify the State Agency in writing of proposed changes in the contract. **Changes in the contract must be reviewed by the State Agency before implementation.**
7. Make no payment for meals that are spoiled or unwholesome at the time of delivery, do not meet specifications or do not otherwise meet the requirements of the contract.
8. Monitor the food service operation daily to ensure the food service is in conformance with program regulations.

**The Vendor agrees to:**

1. Maintain food production records indicating food produced, portion size, quantity prepared, and recipe number or product description. Information for nutrient analysis, including standardized recipes, nutrition fact labels, and Child Nutrition (CN) labels must be on file with the vendor. This information is needed by the SFA to meet their responsibility in the NSLP and SBP.
2. The vendor must identify portion sizes in writing when food is delivered in bulk.
3. Maintain records to support the SFA's Claim for Reimbursement; make all records available to the SFA upon request: and retain all records for a period of three (3) years after the SFA submits the final Claim for Reimbursement. In cases where audit findings have not been resolved, the records must be retained beyond the 3-year period until resolution of the issues raised by the audit.
4. Submit itemized bills to the SFA monthly or as specified by the SFA.
5. Maintain all applicable state and/or local health certification(s) for the duration of the contract for any facility where meals are prepared.
6. Insure that health and sanitation requirements are met at all times where and when food is prepared, stored, and delivered.
7. If requested, the Vendor agrees to provide meals for periodic inspection to determine bacteria levels and results shall be submitted to the SFA and State Agency.
8. Deliver the meals according to the times listed for each building. (Attach list)
9. Comply with the Buy American Provision in 7 CFR Part 250 and 7 CFR 210.21.
10. Conform with all civil rights requirements applicable to the SFA.
11. If the contract is in excess of \$2,500, comply with Fair Labor Standards Act, as amended to include Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Department of Labor regulations (29CFR, Part 5) pursuant to 7 CFR, Appendix II Part 200 (E)
12. If the contract is in excess of \$10,000, comply with Executive Order 11246, Entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as Supplemented in Department of Labor regulations (41/CFR Part 60) pursuant to 7 CFR, Appendix II Part 200 (C).
13. If the contract is in excess of \$100,000, provide a Certification of Lobbying. This statement is required each renewal period.
14. If the contract is in excess of \$100,000, provide a Disclosure of Lobbying Activities.

**The SFA and Vendor mutually agree that:**

1. Menus written by the SFA must be reviewed and changes made as necessary to insure the NSLP and SBP meal patterns are met.
2. Contracts will be of duration no longer than one (1 year) with options for the yearly renewal of a contract not to exceed four (4) years. The basis for fee adjustments will be identified in the contract.
3. Vendor has liability for payment of over claims resulting from USDA/State reviews or audits, caused by vendor nonconformance, and this liability extends beyond the term of the contract.

The SFA reserves the right to terminate this contract if the Vendor fails to comply with any of the requirements of this contract. The SFA shall notify the Vendor of specific instances of noncompliance in writing. In instances where the contractor has been notified of noncompliance with the terms of the contract and has not taken immediate corrective action, the SFA shall have the right, upon written notice, of the immediate termination of the contract and the Vendor shall be liable for any damages incurred by the SFA. The Contract may be terminated by either party upon submission to the other part of written notice at least 30 days prior to the date of termination. A copy of the termination letter must be sent to the State Agency.

If the SFA and Vendor choose to add additional clauses, attach to this document.

**Vendor Meal Charges** (Mark N/A if not applicable to this contract or remove)Student Lunch \$6.60Student Breakfast \$6.60Student Supper \$6.60**Required Additional Information**

1. Milk is provided by vendor and included in meal cost.
2. Meal count is to be called into Vendor by Detention Staff
3. Meals will be delivered to the Detention Facility
4. Meals and Condiments will be purchased in bulk according to the number of meals needed.
5. Meals will not include straws, napkins, plates, single-service ware.
6. Delivery: 7:15am Breakfast 12:15pm Lunch 4:45pm Supper
7. Vendor will bill SFA on the 15<sup>th</sup> of each month.
8. SFA payment will be due on the 30<sup>th</sup> of each month
9. Total Contract Cost 151,767 (estimate based on previous year's data)
10. All Supplies above and beyond what is required with the meals ordered will be on a bill-back basis

$$\frac{21}{\# \text{ of daily breakfasts}} \times \frac{365}{\# \text{ days served}} \times \frac{6.60}{\text{rate/meal}} = \underline{50,589} \text{ Annual Total Cost (approximate)}$$

$$\frac{21}{\# \text{ of daily lunches}} \times \frac{365}{\# \text{ days served}} \times \frac{6.60}{\text{rate/meal}} = \underline{50,589} \text{ Annual Total Cost (approximate)}$$

$$\frac{21}{\# \text{ of daily suppers}} \times \frac{365}{\# \text{ days served}} \times \frac{6.60}{\text{rate/meal}} = \underline{50,589} \text{ Annual Total Cost (approximate)}$$

**Total of all Annual Total Costs (Final Total) \$ 151,767**

This agreement is effective from July 1, 2020 through June 30, 2021.

For all contracts, the vendor certifies that their operation or related parties do not appear on the "list of Parties Excluded or Disqualified from Federal Procurement and Nonprocurement Programs" currently listed on the web at [www.sam.gov](http://www.sam.gov)

By submission of this bid, the bidder certifies that, in the event the bidder receives an award under this solicitation, the bidder shall operate in accordance with all applicable current program regulations.

The parties have executed this agreement as of the dates indicated below:

**SFA**

Woodbury County Juvenile Detention  
822 Douglas St Suite 401  
Sioux City, IA 51101

**VENDOR**

CBM/Summit Managed Food Service  
2219 E Benson Rd  
Sioux Falls, SD

\_\_\_\_\_  
**Matthew Ung, Board Chairman**  
Woodbury County Board of Supervisors

DocuSigned by:  
*Marlin C. Sejnoha, CEO*  
\_\_\_\_\_  
DBE52592158F428...  
**Marlin Sejnoha**  
President/CEO

5/26/2020

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**STATE AGENCY**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Shea Cook, MPP**

Consultant, Bureau of Health and Nutrition  
Iowa Department of Education  
310 B Ave E  
Oskaloosa, IA 52577  
515-326-1682  
515-242-5988(Fax)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any



USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

It is the policy not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by (Name of CNP Provider), please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>.

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

**#8**

Date: 5/28/2020 Weekly Agenda Date: 6/2/2020

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Dennis Butler/Kenny Schmitz - Bldg. Services

**WORDING FOR AGENDA ITEM:**

Approval of the 28E Agreement for the Developmental Services of 28th Street Project related to the new Justice Center

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The City of Sioux City & Woodbury County have been collaborating in the development of 28th St. for the Justice Center Project.

**BACKGROUND:**

**FINANCIAL IMPACT:**

The maximum contribution will be \$2,800,000 unless mutually agreed upon by both the city & 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:**

Approve & Authorize Chairman to sign the 28E Agreement with the City of Sioux City as this project is vital to the functionality of the Justice Center.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve 28E Agreement for the Development Project and to authorize the Board Chairman to sign agreement.

## 28E AGREEMENT FOR DEVELOPMENTAL SERVICES

This Agreement is made this \_\_\_\_\_ day of June, 2020 by and between the City of Sioux City, Iowa, a municipal corporation organized and existing pursuant to the laws of the State of Iowa ("**City**") and Woodbury County, State of Iowa ("**County**").

**WHEREAS**, City and County have agreed to work together in the spirit of cooperation in developing each other's interests in meeting the greater public good;

**WHEREAS**, County desires assistance in the development of real estate located in the vicinity of 3701 28<sup>th</sup> Street, Sioux City, Woodbury County, Iowa for the proposed Woodbury County Jail Site Improvements Project ("**Project**") – See attached Exhibit A;

**WHEREAS**, City desires to facilitate such development, including offsite infrastructure improvements.

**NOW, THEREFORE**, the parties agree as follows:

### A. COUNTY SHALL

1. Select and hire an engineering firm to provide survey, design, bidding, engineering, and construction services, including administration, observation, Sections 2, 3 and 4 herein, and material testing and staking regarding the construction of the infrastructure improvements for the Project. The selected engineering firm shall be responsible for developing a project scope and design for off-site improvements and infrastructure within a total project budget that shall not exceed \$2,800,000 unless mutually agreed upon by both City and County. The maximum \$2,800,000 City reimbursement shall cover off-site infrastructure improvements along 28<sup>th</sup> Street (except fiber infrastructure improvements) and along the drainage way through and northwest of the site for gravity sanitary sewer main installation, including professional fees (survey, design, construction services including material testing and cost of any easements).
2. With regard to **28<sup>th</sup> Street** from US Highway 75 North to Outer Drive (approximately 6,600 LF):
  - a. If recommended by project traffic engineer, construct a maximum of four (4) turn lanes at various locations including, but not limited to, on 28<sup>th</sup> Street at Highway 75 North and Outer Drive, two (2) proposed driveways to 3701 28<sup>th</sup> Street (Jail site), and Outer Drive (westbound left turn lane onto 28<sup>th</sup> Street).
  - b. If recommended by traffic engineer, make modifications to the existing traffic signal at Highway 75 North intersection if turn lanes are to be added.
  - c. Grading, Paving (street and driveway approaches) and Erosion Control.
    - i. West portion (approximately 3,100 LF) is currently paved (HMA/PCC section) as a two-lane roadway. It is a combination of a rural section (with ditches) and urban section (with curb and gutter). Width varies. Anticipate to mostly Use as Constructed (UAC) with potential for HMA mill/overlay due to condition issues. Exception is at the east end of existing paving (top of hill) that will need to be removed/replaced with

the grade lowered to improve ride and sight distance to proposed jail driveways.

- ii. Middle gravel portion (approximately 2,800 LF) to be paved as a two-lane roadway (plus any recommended dedicated turn lanes to jail site). City requests to bid out PCC and HMA paving options. Each with granular subbase and subdrains. Rural or Urban typical section to be further reviewed with City and County. Pavement and typical section to be mutually agreed upon by City and County.
- iii. East portion (700 LF) is paved as a two-lane roadway however it is narrow around the curve (approximately 25 feet wide) and is expected to be impacted by the need to extend water main through this area (and potentially adding a turn lane) so this section is expected to be removed and replaced with a wider two-lane section (plus any recommended turn lanes for jail traffic).
- iv. No sidewalk is to be required as part of this project.
- v. No additional street lighting poles are to be required as part of this project, however luminaires on existing MEC poles will be added.
- vi. Erosion Control. All areas disturbed by construction that are not paved will be seeded and stabilized to keep sediment from moving offsite.

d. Utility Improvements.

- i. Water main – Extend existing 8” water main (installed in 1960) from dead end at west edge of existing paving with a new water main, size to be determined by mutual City and County consent, and to connect to the existing 16” stub just west of Outer Drive.
- ii. Storm Sewer – There is an existing 72” RCP culvert under 28<sup>th</sup> Street at the low point. Review capacity and model hydrology to review if an additional culvert is needed to keep major storm event flows from topping the roadway. Any additional roadway culverts and/or extension of culverts into the site of 3701 28<sup>th</sup> Street to be City owned within a City easement, only if deemed necessary by the County's LEC Jail Project Engineer.
- iii. Fiber line – County reserves right to determine the fiber line route, provider, and shared access.
- iv. Gas and electric service to the site will be coordinated with MidAmerican Energy.

3. With regard to **Gravity Sanitary Sewer Main Improvements** to the Project Site Location:

- a. Gravity Sanitary Sewer Main Improvements. Since the property at 3701 28<sup>th</sup> Street is located in the valley, gravity sanitary sewer will need to be provided from a lower point along Highway 75 North northwest of the site. There is an existing 10” sanitary sewer main along Highway 75 North that gravity flows

south. The sanitary sewer main will run along the existing drainage way between properties of 3000 Highway 75 North; and 2900 and 2830 Hwy 75 North and then across the City owned property of 3500 28<sup>th</sup> Street and the proposed jail site property at 3701 28<sup>th</sup> Street to ultimately a location on the south side of 28<sup>th</sup> Street across from the jail site. This sewer will then be available to serve the many acres of currently undeveloped property south of 28<sup>th</sup> Street. The distance of new sanitary sewer main is approximately 4,700 LF. Any new piping through the site of 3701 28<sup>th</sup> Street to be City owned within a City easement.

- b. Granular Access Roads along Gravity Sanitary Sewer Main Improvements. City and County to review if access roads are necessary along sewer main route for future maintenance.
  - c. Erosion Control. All areas disturbed by construction that are not paved or gravel surfaced, will be seeded and stabilized to keep sediment from moving offsite
4. With regard to **City owned property located at 3500 28<sup>th</sup> Street** (west of subject property at 3701 28<sup>th</sup> Street):
- a. Grading work, including borrowing or wasting of soil material, as well as temporary use, including staging or stockpiling of materials, of adjacent City owned property located at 3500 28<sup>th</sup> Street is allowed during construction of off-site and on-site (LEC jail project) improvements. Any disturbed areas are to be restored following construction to existing or better condition at County costs.
5. Review and approve for compliance with City code, state law, and the contract documents all plans and specifications for the public improvements on the Project.
6. Review and approve for compliance with City code, state law, and the contract documents construction of the infrastructure improvements when complete.
7. Retain all rights to Civil documents for use on the LEC Jail Project and development.

#### **B. CITY SHALL**

1. Review and approve all plans and specifications for the public improvements on the Project.
2. Review bids taken by County and provide staff concurrence in award for the public improvements on the Project.
3. Review and approve construction of the infrastructure improvements when complete.
4. Upon completion of the construction of the infrastructure improvements and City's and County's approval of same, City shall at all times thereafter own, operate, maintain, repair, and replace all off-site infrastructure improvements and all on-site infrastructure located within any easements granted to the City, with the exception of the fiber infrastructure.

5. Convey by City Deed to the LEC Authority real estate land located at 3701 28<sup>th</sup> Street totaling approximately 38.27 acres for a sum of \$900,000.00, funded by Issuance of Public Bonds.
6. Acquire, within a timely manner, as to not delay the progress of the LEC jail project all necessary easements (permanent and temporary) from adjacent property owners including, but not limited to, utility installation of gravity sanitary sewer main. A clear and unobstructed access to the on-site LEC jail project is to be available at all times during the LEC jail project.
7. Reimburse County for all off-site infrastructure improvements along 28<sup>th</sup> Street (except fiber infrastructure improvements) and along the drainage way through and northwest of the site for gravity sanitary sewer main installation, including professional fees (survey, design, construction services including material testing and cost of any easements) with a maximum reimbursement of \$2,800,000. City staff will be responsible to contact property owners, negotiate cost of any easements and prepare legal agreements to be filed at the County Courthouse.
8. Invoices will be submitted and paid as expenses are incurred. Payment of reimbursement shall be made by City to County within thirty (30) days of an invoice submitted by County in accordance with the terms and conditions of the Agreement and with City's customary billing procedures.

### **C. OTHER PROVISIONS**

1. No separate administrative entity or organization shall be created by this Agreement.
2. This Agreement is entered into pursuant to the authority of Chapter 28E of the 2019 Code of Iowa, as amended.
3. This Agreement shall be administered jointly by a representative appointed by the City Council and a representative appointed by the County.
4. The purpose of this Agreement is to achieve the goals and objectives set forth in the preamble hereof.
5. This Agreement shall terminate on the happening of either the determination that all of the transactions contemplated have been completed or by delivery of a thirty (30) day written notice of termination by either party to the other (in which case termination shall be effective automatically upon the expiration of the thirty (30) day period). Payment obligations for work completed or under contract at the time of termination shall survive termination of the Agreement.
6. Time is of the essence in this Agreement.
7. County shall transfer the Contractor's warranty and its rights under any maintenance bonds for all City improvements located within public right of way to the City following date of substantial completion.
8. All contract documents shall be made available the County and City for use in the on-site development of the new County LEC jail facility and any future developments to the adjacent properties.

9. All notices to be given by either party to the other shall be in writing and deemed to have been given when delivered personally or when deposited in the United States mail, addressed as follows:

To County:

Woodbury County, Iowa  
ATTN: Board Chairman  
620 Douglas Street Rm 104  
Sioux City, Iowa 51101

To City:

City of Sioux City, Iowa  
ATTN: City Clerk  
405 Sixth Street  
P.O. Box 447  
Sioux City, Iowa 51102

10. City and County agree to jointly select the project engineer.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the date first above written.

WOODBURY COUNTY, IOWA

CITY OF SIOUX CITY, IOWA

By: \_\_\_\_\_  
Matthew Ung, Board Chairperson

By: \_\_\_\_\_  
Robert E. Scott, Mayor

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

Attested: \_\_\_\_\_  
Lisa L. McCardle, City Clerk

# EXHIBIT A



**DGR ENGINEERING**  
6115 Whispering Creek Drive, Sioux City, IA.  
Tel. 712-266-1554 Fax. 712-266-1707

DATE: 3/17/2020  
DRAWN BY: DJR APPROVED: BNW

PROJECT NO.  
270025  
SHEET  
EX. A





Ahlers & Cooney, P.C.  
Attorneys at Law

100 Court Avenue, Suite 600  
Des Moines, Iowa 50309-2231

Phone: 515-243-7611

Fax: 515-243-2149

www.ahlerslaw.com

Jason L. Comisky

515.246.0337

jcomisky@ahlerslaw.com

May 26, 2020

Via E-Mail Only

Mr. Michael Clayton  
Woodbury County Treasurer  
Trospen Hoyt  
822 Douglas St. Room 102  
Sioux City, Iowa 51101

Re: Woodbury County, State of Iowa  
Not to Exceed \$705,000 General Obligation Capital Loan Notes (ECP)  
Not to Exceed \$195,000 General Obligation Capital Loan Notes (GCP)

Dear Michael:

We have now prepared and are enclosing herewith procedure to cover action taken by the County Officials relating to the above issues. **A separate set is enclosed for each hearing.**

As to the essential county purpose portion of this issue, we enclose suggested proceeding to be acted upon by the Board on the date fixed for the hearing on the authorization to enter into a loan agreement and the issuance of the above mentioned Notes, pursuant to the provisions of Code Sections 331.441 and 331.443. A certificate to attest the proceeding is also enclosed.

The proceeding is prepared to show as a first step the receipt of any oral or written objections from any resident or property owner to the proposed action of the Board to enter into a loan agreement and issue the Notes. A summary of objections received or made, if any, should be attached to the proceedings. After all objections have been received and considered if the Board decides not to abandon the proposal to issue the Notes, a form of resolution follows that should be introduced and adopted.

Action Must Be Taken At The Hearing.

The Board is required by statute to adopt the resolution instituting the proceeding to enter into a loan agreement and issue the Notes at the hearing or an adjournment thereof. If necessary to adjourn, the minutes are written to accommodate that action.

In the event the Board decides to abandon the proposal, then the form of resolution included in the proceedings should not be adopted. We would suggest that, in this event, a motion merely be adopted to the effect that such proposal is abandoned.

Section 331.443 of the Code provides that any resident or property owner may appeal the decision to take additional action to the District Court for the County within 15 days after the additional action is taken. The additional action is final and conclusive unless the court finds that the Board exceeded its authority.

In the event an appeal is filed by any resident or property owner, please see that we are notified immediately; and, as soon as available, a copy of the notice of appeal should be furnished our office for review.

**As to the general county purpose portion of this issue**, we enclose herewith suggested proceeding to be acted upon by the Board on the date fixed for the hearing on the proposed authorization of a loan agreement and the issuance of the above mentioned Notes, pursuant to the provisions of Code Sections 331.441 and 331.442. A certificate to attest the proceeding is also enclosed.

Action must be taken at hearing.

The proceeding is prepared to show as a first step the receipt of any petition for election on the proposed action of the Board to issue the Notes.

If no petition is filed, the Board should proceed to adopt the resolution instituting the proceeding to take additional action for the authorization of a loan agreement and the issuance of the Notes. Please notify me of the action taken so we can arrange to prepare the proceedings to follow.

In the event the Board decides to abandon the proposal to enter into a loan agreement and issue Notes, then the form of resolution should not be adopted. We would suggest that, in this event, a motion merely be adopted to the effect that the proposal is abandoned.

If Petition for Referendum is Filed.

If such a petition has been received and if the Board decides not to abandon the proposal to enter into a loan agreement and issue the Notes, a form of resolution should be introduced and adopted, to adjourn the matter to permit preparation of the resolution to call an election.

Please see that we are advised immediately if a petition is filed bearing signatures of a sufficient number of eligible electors.

**Please return a completed copy of the proceedings, via email followed up by a hard copy, filled in as the original and certified back to us.**

If you have any questions pertaining to the proceedings enclosed or this letter, please do not hesitate to either write or call.

Ahlers & Cooney, P.C.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason L. Comisky". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Jason L. Comisky  
FOR THE FIRM

JLC:ks

Enclosures

cc: Karen James (via email)  
Dennis Butler (via email)

**ITEMS TO INCLUDE ON AGENDA FOR JUNE 2, 2020**

**WOODBURY COUNTY, IOWA**

Not to Exceed \$195,000 General Obligation Capital Loan Notes

- Public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the County thereunder.
- Resolution instituting proceedings to take additional action.

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE  
CHAPTER 21 AND THE LOCAL RULES OF THE COUNTY.

June 2, 2020

The Board of Supervisors of Woodbury County, State of Iowa, met in \_\_\_\_\_ session, in the Board Room, Woodbury County Courthouse, 620 Douglas Street, Sioux City, Iowa, at \_\_\_\_\_ .M., on the above date. There were present Chairperson \_\_\_\_\_, in the chair, and the following named Board Members:

\_\_\_\_\_

Absent: \_\_\_\_\_

Vacant: \_\_\_\_\_

\* \* \* \* \*

The Chairperson announced that this was the time and place for the public hearing and meeting on the matter of the authorization of a Loan Agreement and the issuance of not to exceed \$195,000 General Obligation Capital Loan Notes, in order to provide funds to pay the costs of the acquisition of an air truck for emergency services and spray equipment for secondary roads which is necessary for the operation of the county or the health and welfare of its citizens, for general county purposes, and that notice of the proposed action by the Board to institute proceedings for the authorization of the Loan Agreement and the issuance of the Notes and the right to petition for an election had been published as provided by Sections 331.441 and 331.442 of the Code of Iowa, and the Chairperson then asked the County Auditor whether any petition had been filed in the Auditor's Office, in the manner provided by Section 331.306 of the Code of Iowa, and the Auditor reported that no such petition had been filed, requesting that the question of issuing the Notes be submitted to the qualified electors of the County.

The Chairperson then asked the Auditor whether any written objections had been filed by any resident or property owner of the County to the issuance of the Notes. The Auditor advised the Chairperson and the Board that \_\_\_\_\_ written objections had been filed. The Chairperson then called for oral objections to the issuance of the Notes and \_\_\_\_\_ were made. Whereupon, the Chairperson declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

Whereupon, the Chairperson declared the hearing on the authorization of entering into a Loan Agreement and the issuance of the Notes to be closed.

The Board then considered the proposed action and the extent of objections thereto.

Whereupon, Board Member \_\_\_\_\_ introduced and delivered to the Auditor the Resolution hereinafter set out entitled "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$195,000 GENERAL OBLIGATION CAPITAL LOAN NOTES", and moved:

- that the Resolution be adopted.
- to ADJOURN and defer action on the Resolution and the proposal to institute proceedings for the issuance of notes to the meeting to be held at \_\_\_\_\_ .M. on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at this place.

Board Member \_\_\_\_\_ seconded the motion. The roll was called and the vote was,

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the Chairperson declared the measure duly adopted.

**RESOLUTION INSTITUTING PROCEEDINGS TO TAKE  
ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO  
EXCEED \$195,000 GENERAL OBLIGATION CAPITAL LOAN  
NOTES**

WHEREAS, pursuant to notice published as required by law, the Board of Supervisors has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of not to exceed \$195,000 General Obligation Capital Loan Notes, for the general county purposes, in order to provide funds to pay the costs of the acquisition of an air truck for emergency services and spray equipment for secondary roads which is necessary for the operation of the county or the health and welfare of its citizens, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and no petition was filed calling for a referendum thereon. The following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF  
WOODBURY COUNTY, STATE OF IOWA:

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of not to exceed \$195,000 General Obligation Capital Loan Notes, for the foregoing general county purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

PASSED AND APPROVED this 2nd day of June, 2020.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
County Auditor



CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF WOODBURY )

I, the undersigned County Auditor of Woodbury County, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the County showing proceedings of the Board, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective County offices as indicated therein, that no Board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the County or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Board hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
County Auditor, Woodbury County, State of Iowa

(SEAL)

**ITEMS TO INCLUDE ON AGENDA FOR JUNE 2, 2020**  
**WOODBURY COUNTY, IOWA**

Not to Exceed \$705,000 General Obligation Capital Loan Notes

- Public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the County thereunder.
- Resolution instituting proceedings to take additional action.

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE  
CHAPTER 21 AND THE LOCAL RULES OF THE COUNTY.

June 2, 2020

The Board of Supervisors of Woodbury County, State of Iowa, met in \_\_\_\_\_ session, in the Board Room, Woodbury County Courthouse, 620 Douglas Street, Sioux City, Iowa, at \_\_\_\_\_ .M., on the above date. There were present Chairperson \_\_\_\_\_, in the chair, and the following named Board Members:

\_\_\_\_\_

Absent: \_\_\_\_\_

Vacant: \_\_\_\_\_

\* \* \* \* \*

The Chairperson announced that this was the time and place for the public hearing and meeting on the matter of the authorization of a Loan Agreement and the issuance of not to exceed \$705,000 General Obligation Capital Loan Notes, in order to provide funds to pay the costs of:

- a) the erection, equipment, remodeling, or reconstruction of, and additions or extensions to public buildings, including the site or grounds thereof and including, but not limited to paving the parking lot at the Sheriff Training Center, renovations to Dist. Health building, EMS fire detection equipment, computer scanning and election equipment, computer equipment for Courthouse, fire suppression system at Courthouse, renovations to data center room at Courthouse; and
- b) peace officer communication equipment and other emergency services communication equipment and systems,

for essential county purposes, and that notice of the proposed action by the Board to institute proceedings for the authorization of the Loan Agreement and the issuance of the Notes had been published as provided by Sections 331.441 and 331.443 of the Code of Iowa.

The Chairperson then asked the Auditor whether any written objections had been filed by any resident or property owner of the County to the issuance of the Notes. The Auditor advised the Chairperson and the Board that \_\_\_\_\_ written objections had been filed. The Chairperson then called for oral objections to the issuance of the Notes and \_\_\_\_\_ were made. Whereupon, the Chairperson declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

Whereupon, the Chairperson declared the hearing on the authorization of entering into a Loan Agreement and the issuance of the Notes to be closed.

The Board then considered the proposed action and the extent of objections thereto.

Whereupon, Board Member \_\_\_\_\_ introduced and delivered to the Auditor the Resolution hereinafter set out entitled "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$705,000 GENERAL OBLIGATION CAPITAL LOAN NOTES", and moved:

- that the Resolution be adopted.
- to ADJOURN and defer action on the Resolution and the proposal to institute proceedings for the issuance of notes to the meeting to be held at \_\_\_\_\_ .M. on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at this place.

Board Member \_\_\_\_\_ seconded the motion. The roll was called and the vote was,

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the Chairperson declared the measure duly adopted.

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE  
ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO  
EXCEED \$705,000 GENERAL OBLIGATION CAPITAL LOAN  
NOTES

WHEREAS, pursuant to notice published as required by law, the Board of Supervisors has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of not to exceed \$705,000 General Obligation Capital Loan Notes, for the essential county purposes, in order to provide funds to pay the costs of:

- a) the erection, equipment, remodeling, or reconstruction of, and additions or extensions to public buildings, including the site or grounds thereof and including, but not limited to paving the parking lot at the Sheriff Training Center, renovations to Dist. Health building, EMS fire detection equipment, computer scanning and election equipment, computer equipment for Courthouse, fire suppression system at Courthouse, renovations to data center room at Courthouse; and

- b) peace officer communication equipment and other emergency services communication equipment and systems,

and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, STATE OF IOWA:

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of not to exceed \$705,000 General Obligation Capital Loan Notes, for the foregoing essential county purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

PASSED AND APPROVED this 2nd day of June, 2020.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
County Auditor

CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF WOODBURY )

I, the undersigned County Auditor of Woodbury County, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the County showing proceedings of the Board, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective County offices as indicated therein, that no Board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the County or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Board hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
County Auditor, Woodbury County, State of Iowa

(SEAL)

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

#11a

Date: 5/28/2020 Weekly Agenda Date: 6/2/2020

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

**WORDING FOR AGENDA ITEM:**

Award quotes for a wheel loader for the secondary road department

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

The county annually takes bids for new equipment to maintain its fleet of road maintenance vehicles. The county received quotations for one, new wheel loader. Recommendation is returned to Board.

**BACKGROUND:**

The county owns 9 wheel loaders that are used for material loading, minor grading and snow removal. This year the new loader replaces an aging Komatsu loader for the Oto district. The low quote for a machine meeting specifications was presented by Murphy Tractor for a John Deere 644L wheel loader. Three machines quoted at a lower price missed key specification requirements.

**FINANCIAL IMPACT:**

The purchase is paid for with Woodbury County 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 award the quotes for a new wheel loader to Murphy Tractor for a John Deere 644L wheel loader and trade the current county loader for a net price of \$204,900.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion that the board award the quotes for a new wheel loader to Murphy Tractor for a John Deere 644L wheel loader and trade the current county loader for a net price of \$204,900.





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

**#11b**

Date: 5/28/2020 Weekly Agenda Date: 6/2/2020

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

**WORDING FOR AGENDA ITEM:**

Award quotes for a tandem axle dump truck for the secondary road department

**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 annually takes bids for new equipment to maintain its fleet of road maintenance vehicles. The county received quotations for one, new tandem axle dump truck for purchase.

**BACKGROUND:**

The county owns 17 dump trucks, 5 flatbed trucks, and three truck plows that are used for material hauling and snow removal. This year the truck replaces an aging International tandem truck with a new tandem truck for the Hornick district. Boyer Trucks submitted the low quotation for a new truck that fully met specifications.

**FINANCIAL IMPACT:**

The purchase is paid for with Woodbury County 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 award the quote from Boyer Trucks of Sioux Falls and trade the current county truck for a net purchase price of \$168,585.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion that the board award the quote from Boyer Trucks of Sioux Falls and trade the current county truck for a net purchase price of \$168,585.



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

**#11c &  
d**

Date: 5/28/2020 Weekly Agenda Date: 6/2/2020

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

**WORDING FOR AGENDA ITEM:**

Receive and consider bids for project number L-B(M66)--73-97 - 240th Street Bridge

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Plans have been completed and bids will be received for construction of a new concrete box culvert to replace a bridge on 240th Street south of Cushing.

**BACKGROUND:**

The county programmed bridge M66 for replacement in fiscal year 2020. The existing bridge is load restricted due to structural deterioration. A new box culvert has been designed, required permits have been received, and bids have been requested for this replacement.

**FINANCIAL IMPACT:**

This bridge 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:**

- 1) I recommend that the Board receive bids for project number L-B(M66)--73-97 and return them to the county engineer for review and recommendation.
- 2) If quotes show a clear low quote, the engineer may recommend award at the Board meeting after opening the quotes.

**ACTION REQUIRED / PROPOSED MOTION:**

- 1) Motion to receive bids for project number L-B(M66)--73-97 and return them to the county engineer for review and recommendation.
- 2) Motion to award bid if low quote is clearly determined by bid results.

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

**#12**

Date: May 28th, 2020 Weekly Agenda Date: June 2nd, 2020

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

**WORDING FOR AGENDA ITEM:**

Courthouse Chiller Replacement

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Resource Consulting Engineers upon request has provided a proposal for Engineering & Architectural design services relative to replacement of the courthouse chiller.

**BACKGROUND:**

The courthouse chiller in April experienced a significant refrigerant leak. Upon inspection it has been determined that the chiller (installed in 1998) requires an immediate over-haul or replacement. A temporary repair at \$17,000 has been conducted in an effort to buy enough time to get through the summer months until a replacement can begin in the fall.

**FINANCIAL IMPACT:**

Resource Consulting Engineers- \$61,800.00  
(includes CMBA Architectural & Raker Rhodes Structural Engineering fees)

**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:**

Motion to approve Resource Consulting Engineers proposal for Engineering & Architectural in the amount of \$61,800.00

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve Resource Consulting Engineers proposal for Engineering & Architectural services in the amount of \$61,800.00

May 15, 2020

**Kenny Schmitz**

*Director of Building Services*

Woodbury County

401 8<sup>th</sup> Street

Sioux City, IA 51101



RESOURCE  
CONSULTING  
ENGINEERS LLC

Re: Woodbury County Courthouse – Chiller Replacement

Dear Kenny,

I am pleased to present you with a proposal to provide Architectural and Engineering Design and Construction Administration Services for a Chiller Replacement Project at the Woodbury County Courthouse building. I appreciate the opportunity to provide this proposal and look forward to helping you address existing maintenance and reliability issues with this system and to improving operating capabilities, energy efficiency, and redundancy for this important facility.

Based on the information you shared regarding the need for an overhaul of the existing centrifugal chiller due to a refrigerant leak, and information available from prior work in the building, we have looked at a few preliminary options regarding potential modifications to the chilled water system. The options considered include installing multiple water-cooled chillers in the existing mechanical room space (either modular units manifolded together or two separate units piped in parallel or series), a retrofit of the existing chiller evaporator and condenser barrels to utilize multiple magnetic bearing centrifugal compressors (eliminating oil from the system), utilizing an air-cooled chiller in place of the existing water-cooled chiller, or providing a combination of one new water-cooled chiller and one new air-cooled chiller. Given the lack of redundancy in the existing system, and the potential for multiple single points of failure (chiller and cooling tower), we discounted the approach of a one-for-one water-cooled chiller replacement. We have reviewed the existing cooling tower condition with the Manufacturer's Representative who has provided service on the unit, and the condition of the main tower structure appears to be good and likely has significant remaining useful life. Finally, we looked at the goal of providing free cooling for the building to handle cooling loads that exist for some building areas throughout the year (and are currently difficult to address during peak heating season).

The option looking at multiple water-cooled chillers may be viable, however this approach maintains a single point of failure with the cooling tower and the inclusion of free-cooling likely requires either a separate dry cooler system or a more complicated control strategy for the cooling tower. The retrofit of the existing chiller was determined not to be feasible due to the

operating pressures of the magnetic bearing centrifugal compressor refrigerant, as these pressures are higher than the ratings of the existing chiller's evaporator and condenser barrels. The air-cooled chiller option simplifies the addition of free cooling and could certainly extend operating conditions, but building efficiency would be negatively impacted and the life expectancy of this equipment is less than the water-cooled components, particularly if it is the only source for cooling in the building. At this point, we believe the most likely option moving forward is a combination of a single water-cooled magnetic bearing centrifugal chiller in the mechanical room paired with an air-cooled helical rotary screw chiller located on the roof with a remote-mounted evaporator located in the mechanical room. The air-cooled chiller would be provided with integral free cooling coils to allow for year-round cooling for building spaces. This solution is more cost effective than a water-cooled modular chiller approach, eliminates single points of failure for the system, meets or exceeds existing energy performance, and addresses year-round cooling needs.

MidAmerican Energy has been contacted regarding energy efficiency of the likely system configuration to determine what potential rebates may be available for this project. Feedback from MidAmerican Energy will be used to determine whether any changes to the proposed design should be incorporated to improve energy efficiency goals or to achieve more significant rebates from the implementation of the project.

Any work associated with removing the existing centrifugal chiller and bringing in new equipment will require an opening to be created in the building envelope, and building structure will need to be reviewed for any new equipment loads added to verify whether reinforcing is required to properly support the equipment.

This proposal includes all mechanical and electrical engineering services for design, bidding, and construction administration phases for a project to replace the existing Woodbury County Courthouse Chiller and to modify the chilled water system as described above. The proposal also includes architectural services associated with opening the building wall to accommodate the removal of existing equipment from the mechanical room and the installation of new equipment in the mechanical room. Finally, the base proposal includes structural analysis of the existing building to verify whether the existing structure is adequate to support new loads being imposed. The design of reinforcing or modifications to the building structure is provided as a separate fee as it is not currently known if any reinforcing will be required.

Based on the information above, we expect the project construction cost to be in the range of \$650,000 to \$800,000, with a total project cost (including design and commissioning) of approximately \$725,000 to \$875,000.

## Scope of services:

### Services to be provided:

- Mechanical and Electrical Engineering Design Phase Services, including:
  - Calculations for building chilled water system, including overall building loads to verify proper sizing of chilled water system components
    - Detailed review will be completed to determine proper sizing of each chilled water system component to allow for reliable operation at different conditions throughout the year
    - Chilled water system operating temperatures will be reviewed for existing equipment and also for any recommended changes for future equipment (may be designed to operate with current target temperature rise 10 degrees and also for future target of increased temperature rise to reduce system flow and pumping energy)
  - Verification that existing chilled water pumps are appropriate for use with new proposed chilled water system configuration
  - Design of demolition of existing chiller and necessary portions of chilled water system
  - Design of new chilled water system components and modifications to chilled water system to properly integrate new components
    - System configuration options will be reviewed to optimize operating capabilities and operating efficiency
    - Components to include water-cooled chiller, air-cooled chiller, piping and valving adjacent to chillers, free-cooling heat exchanger and glycol circulation system, free-cooling pumps, chilled water pump changes, etc.
  - Design of control system modifications to operate chilled water system and to optimize system energy efficiency
  - Design of electrical power distribution system modifications necessary to feed new chilled water system equipment
  - Review of proposed mechanical system modifications with utility providers to determine potential rebates (energy modeling not included)
  - Review meeting(s) with Woodbury County personnel to review proposed system modifications and proposed contract documents
  - Production of Contract Documents, to include:
    - Drawings
    - Project Manual, including general requirements and technical specifications
- Architectural Services, including:
  - Design of temporary wall removal to allow for removal of existing mechanical equipment and installation of new mechanical equipment



- Design of reinstallation of temporarily removed wall components
- Design of fall protection systems at new roof-mounted mechanical equipment
- Structural Engineering Design Phase Base Services, including:
  - Analysis of existing building/roof structure capacity for proposed air-cooled chiller to verify whether any reinforcing or other modifications are required – any reinforcing or other modifications are part of additional services, identified separately below
  - Production of Contract Documents, to include:
    - Drawings
    - Technical specifications
- Structural Engineering Design Phase Additional Services (if required), including:
  - Design of framing and/or reinforcing as necessary for air-cooled chiller
  - Production of contract documents to include:
    - Drawings
    - Technical specifications
- Bidding Phase Services (all disciplines), including:
  - Response to requests for information
  - Attendance at pre-bid meeting (attended by Mechanical Engineer at a minimum, attendance of others to be reviewed based on need at completion of design)
  - Preparation of Addenda as necessary
- Construction Phase Services (all disciplines), including:
  - Review of submittals
  - Response to contractor questions
  - Preparation of Supplemental Instructions, Change Requests, etc., as necessary
  - Attendance at project construction progress meetings (RCE to attend all meetings – subconsultants to attend only on as-needed basis)
  - Field observations during construction phase as appropriate (assumes approximately 8 construction meetings/site visits over a 3-4 month construction period)
  - Preparation of punch list
  - Incorporation of changes into electronic record documents

Not included (available upon request):

- Mechanical system design and construction services not listed above, including:
  - Energy modeling services
  - Design of modifications to systems outside of those specifically related to the central chilled water system
- Electrical system design and construction services not listed above, including:

- Design of modifications to electrical service or power distribution other than those related to mechanical system modifications (existing service and main distribution assumed to be adequate for new equipment being served)
- Design of modifications to existing lighting system components
- Design of modifications to fire alarm system
- Modifications to existing plumbing systems
- Architectural system design and construction services not listed above, including:
  - Design of modifications to building interiors or envelope other than opening required for mechanical equipment and new fall protection system
- Structural system design and construction services not listed above, including:
  - Design of modifications to, or analysis of, building structural components other than those associated with the air-cooled chiller
- Design of modifications to building systems other than those described herein
- Civil engineering and landscape design services
- Development of abatement plan or procedures for hazardous materials (asbestos, mold, etc.)
- Support for LEED or other third party certification programs

**Deliverables:**

- Review Documents to be approved before production of Contract Documents
- Contract Documents to include:
  - Project Manual including Project General Requirements, Project Contract Requirements, and Technical Specifications – general scheduling/phasing documents shall be provided, but Contractor will be responsible for final scheduling and coordination of Work
  - Drawings defining scope of Project Work

**Schedule**

It is understood that the project needs to move forward in a timely fashion, and that the goal will be to complete construction as early as possible in the next heating season (likely starting in approximately November of 2020). Once provided a notice to proceed, we will work with your team to develop a schedule intended to meet the requirements of Woodbury County and to minimize impact to operations at the Woodbury County Courthouse.

**Consultants**

It is our intent to provide Woodbury County with a design team having the capability to meet the needs of the project. With that in mind, CMBA Architects and Raker Rhodes Engineering

will serve as sub-consultants to Resource Consulting Engineers, LLC providing architectural and structural engineering services, respectively.

### **Basic Services**

We propose to provide the services outlined above for a basic fixed fee of \$61,800. As identified below this includes architectural services for the wall removal and replacement and structural services to analyze the roof for new equipment loads but does not include design for additional reinforcing (which may not be required). If additional reinforcing or other structural modifications are required, the design and documentation would be provided for an additional \$3,000. Additional services outside the scope defined in this proposal will be provided on an hourly basis, but only after approval from authorized Woodbury County Personnel. For reference, this proposal includes the following fees:

- Resource Consulting Engineers, LLC: \$52,000
- CMBA Architects: \$6,800
- Raker Rhodes Engineering – Structure for New Equipment: \$3,000
- Raker Rhodes Engineering – Design and Drawings for Reinforcing New Equipment: \$3,000 (not included in \$61,800 base fee)

### **Summary**

I appreciate the opportunity to provide this proposal to provide design and construction administration services for a Chiller Replacement Project for the Woodbury County Courthouse Building. I believe the implementation of this project will benefit the facility and improve your operations for many years to come. If you have questions or comments regarding this proposal, please do not hesitate to share them with me. I would be happy to review scope and fees in detail if it is helpful. I look forward to working together on this project. Thank you.

Respectfully,



Corey B. Metzger, PE  
Principal  
Resource Consulting Engineers, LLC