



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(JANUARY 2, 2024) (WEEK 1 OF 2024)**

Live streaming at:

<https://www.youtube.com/user/woodburycountyiowa>

Agenda and Minutes available at:

www.woodburycountyiowa.gov

Daniel A. Bittinger II
389-4405
dbittinger@woodburycountyiowa.gov

Mark Nelson
540-1259
mnelson@woodburycountyiowa.gov

Keith W. Radig
560-6542
kradig@woodburycountyiowa.gov

Jeremy 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 2, 2024 at **9:00 a.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. Members of the public wishing to speak on an item must follow the participation rules adopted by the Board of Supervisors.

1. Please silence cell phones and other devices while in the Boardroom.
2. The Chair may recognize speakers on agenda items after initial discussion by the Board.
3. Speakers will approach the microphone one at a time and give their name and address before their statement.
4. Speakers will limit their remarks to three minutes on any one item and address their remarks to the Board.
5. At the beginning of 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. The Chair may also request delegates provide statements on behalf of multiple speakers.
6. Any concerns or questions which do not relate to a scheduled item on the agenda will be heard under the item "Citizen Concerns." Please note the Board is legally prohibited from taking action on or engaging in deliberation on concerns not listed on the agenda, and in such cases the Chair will request further discussion take place after properly noticed.
7. Public comment by electronic or telephonic means is prohibited except for a particular agenda item when approved by the Chair 24 hours before a meeting or by a majority of the board during a meeting for a subsequent meeting.

AGENDA

9:00 a.m. Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence

- | | |
|--|--------|
| 1. Election of Temporary Chair to preside over Election of Chairperson | Action |
| 2. Election of Chairperson | Action |
| 3. Election of Vice- Chairperson | Action |
| 4. Approval of the agenda | Action |

Consent Agenda

Items 5 through 12 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.

5. Approval of the minutes of the December 19, 2023 meeting
Approval of the minutes of the December 15, 2023 Special Legislative Roundtable

6. Approval of claims
7. Annual approval of existing rules for public participation in board meetings
8. 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
 - d. Approval of the casualty policy with Princeton Excess and Surplus Lines Insurance Company
9. Approval of Appointments of:
 - a. County Engineer – Mark Nahra
 - b. County Medical Examiner – Dr. Julie Breiner
 - c. County Weed Commissioner – Jered Jepsen
 - d. County Official Newspapers
10. Approval of Various Boards/Commissions
 - a. Conservation Board
 - b. Siouxland District Board of Health
 - c. Commission to Assess Damages
11. Board of Supervisors – Matthew Ung
 Receive Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association for the fiscal year ending June 30, 2022
12. Secondary Roads – Mark Nahra
 - a. Consideration of resolution authorizing the County Engineer to close roads for maintenance and emergencies during 2024
 - b. Consideration of resolution authorizing the County Engineer to execute certification of completion of work on Federal Aid, State Aid and Farm to Market Construction during 2024

End Consent Agenda

13. Secondary Roads – Mark Nahra
 Approval of permit to work in the county right of way for the City of Sergeant Buff Action
14. Board of Supervisors – Dennis Butler
 Approve amending The Baker Group agreement from \$10,000 to \$15,000 for assisting in ARPA funding requirements Action
15. Planning & Zoning – Daniel Priestly
 - a. Consideration of applicants & appointment of member to the Board of Adjustment for the new five-year term (2024 to 2028) Action
 - b. Consideration of applicants & appointment of member to the Zoning Commission for the new five-year term (2024 to 2028) Action
 - c. Approval of Construction Evaluation Resolution relating to Construction Permits for Large Animal Confinement Operations Action

16. Board of Supervisors – Jeremy Taylor Information regarding Veteran’s ability to record DD214s	Information
17. Reports on Committee Meetings	Information
18. Citizen Concerns	Information
19. Board Concerns	Information
20. State of the Budget presentation – Dennis Butler	Information
21. Budget Review Discussion for FY 2025	<u>Page</u>
a. General Relief	
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b. County Library – R.B.	1 - 5
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3. Assistance	5

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

- WED., JAN. 3** **4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., JAN. 10** **8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- 6:30 p.m.** 911 Service Board Meeting, Public Safety Center, Climbing Hill
- THU., JAN. 11** **12:00 p.m.** SIMPCO Board of Directors, 1122 Pierce St.
- 4:00 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WED., JAN. 17** **12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., JAN. 18** **4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., JAN. 19** **12:00 p.m.** Siouxland Human Investment Partnership Board Meeting, 2540 Glenn Ave.
- MON., JAN. 22** **6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom
- WED., JAN. 24** **2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- THU., JAN. 25** **11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St.

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

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

DECEMBER 19, 2023, FIFTY-FIRST MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, December 19, 2023, at 3:15 p.m. Board members present were Nelson, Ung, Bittinger II, Radig, and Taylor. Staff members present were Karen James, Board Administrative Assistant, Dennis Butler, Finance and Budget Director, Joshua Widman, Assistant County Attorney, and Michelle Skaff, Deputy Auditor/Clerk to the Board.

Motion by Ung second by Nelson to go into Joint Closed Session with LEC Authority per Iowa Code Section 21.5(1)(c). Carried 4-0 on roll-call vote.

Taylor entered the meeting at 3:20pm

Motion by Ung second by Nelson to go out of Joint Closed Session with LEC Authority 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.

1. Motion by Ung second by Taylor to approve the agenda for December 19, 2023. Carried 5-0. Copy filed.

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

2. To approve minutes of the December 12, 2023 meeting. Copy filed.
3. To approve the claims totaling \$665,830.47. Copy filed.
- 4a. To approve property tax refund for Claire Bowman, parcel #894735164006, 705 S. Paxton, in the amount of \$1,330.00. Copy filed.
- 4b. To lift tax suspension for Bobbi Jo Mendoza, 726 Fir St., Correctionville, parcel #894234478015. Copy filed.
- 4c. To lift tax suspension for Penny Birkley, 1511 W Lunah Ave., Sioux City, parcel #894717356011. Copy filed.
- 5a. To approve the separation of Charity Allen, Temporary Youth Worker, Juvenile Detention Dept., effective 11-29-23. Resignation.; the appointment of Latessa Zinn, P/T Youth Worker, Juvenile Detention Dept., effective 12-20-23, \$21.41/hour. Job Vacancy Posted 10-16-23. Entry Level Salary: \$21.41/hour.; the separation of Tyler Anderson, Civilian Jailer, County Sheriff Dept., effective 12-23-23. Resignation.; the appointment of Andrew Moore, Deputy Sheriff, County Sheriff Dept., effective 01-02-24, \$28.14/hour. Appointment by County Sheriff.; the appointment of Tyler Palmer, Deputy Sheriff, County Sheriff Dept., effective 01-02-24, \$28.14/hour. Appointment by County Sheriff.; the reclassification of Ian Klemke, Maintenance Technician, Building Services Dept., effective 01-08-24, \$26.38/hour, 10%=\$2.45/hr. Per AFSCME Courthouse Contract agreement, from Grade 4/Step 4 to Grade 4/Step 5.; the appointment of Erick Ortiz, Civilian Jailer, County Sheriff Dept., effective 01-08-24, \$23.97/hour. Job Vacancy Posted 10-18-23. Entry Level Salary: \$23.97/hour.; and the reclassification of Scott Griffith, Clerk II, County Treasurer Dept., effective 01-08-24, \$19.55/hour, 4.6%=\$.87/hr. Per AFSCME Courthouse Contract agreement, from Grade 3/Step 1 to Grade 3/Step 2. Copy filed.
- 5b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for (5) Civilian Jailers (4 New Positions), County Sheriff Dept. CWA: \$23.97/hour; and Temporary Youth Worker, Juvenile Detention Dept. Wage Plan: \$21.41/hour. Copy filed.
6. To approve an application for a 12-month, Class C Retail Alcohol License, with Outdoor Service Sales privileges for Lofted View Events, effective 12/5/2023 through 12/04/2024. Copy filed.

Carried 5-0.

7. Motion by Taylor second by Nelson to approve to purchase and install new carpet throughout the Recorder's office funded by CIP. Carried 5-0. Copy filed.

8. Discussion of County responsibilities, planning, and funding due to the resignations of the Woodbury County Medical Examiner, and Pathology Medical Services of Siouxland effective March 31, 2024. Copy filed.
9. Motion by Radig second by Nelson to approve the funding of the Merville Frontage Road Project using FY24 CIP funding instead of TIF funding. Carried 5-0. Copy filed.
- 10a. Motion by Ung second by Nelson to advertise for and hire a County Engineer position, and advertise for and hire an Assistant County Engineer position to replace the Assistant to the County Engineer position. Carried 5-0. Copy filed.
- 10b. Motion by Ung second by Bittinger to approve the deauthorization of an Assistant to the County Engineer position effective December 31, 2023. Carried 5-0.
11. Discussion on best practices regarding open records requests and how the county may improve its communication or implementation of Chapter 22 to serve the interests of both the public and the public taxpayer. Copy filed.

Matt Hoffmann from KTIV presented information regarding an information request.

Motion by Radig second by Nelson to receive a letter from Mr. Hoffmann. Carried 5-0. Copy filed.
12. Motion by Ung second by Radig to delay the public hearing for the Salix Drainage District from February 20, 2024 to March 19, 2024. Carried 5-0. Copy filed.
13. Reports on committee meetings were heard.
14. Mark Skaff, Sioux City, shared positive feedback regarding Dr. Michelle Skaff, Deputy Auditor, in response to comments made the past two weeks by a citizen during citizen concerns.
15. Board concerns were heard.

The Board adjourned the regular meeting until January 2, 2024.

Meeting sign in sheet. Copy filed.

DECEMBER 15, 2023, SPECIAL LEGISLATIVE ROUNDTABLE WITH SUPERVISORS

The Special Legislative Roundtable with Supervisors met on Friday, December 15, 2023, at 3:30 p.m. Board members present were Bittinger II, Nelson, Taylor, and Ung,. Staff members present were Dennis Butler, Budget and Finance Director, Mark Nahra, County Engineer, Mike Montino, Emergency Management Coordinator, and Michelle Skaff, Deputy Auditor/Clerk to the Board.

The special meeting was called to order.

Introductions were made.

Attendees:

Woodbury County Board of Supervisors

Matthew Ung

Jeremy Taylor

Dan Bittinger II

Mark Nelson

Plymouth County Board of Supervisors

John Meis

City Clerks

Jeanette Beekman – Pierson

April Putzier - Correctionville

Iowa House

Jacob Bossman – District 14

Bob Henderson – District 2

J.D. Scholten (by phone) – District 1

Ken Carlson – District 13

Iowa Senate

Kevin Alons – District 7

County Supervisors led dialogue on the following:

Secondary Roads Budgeting

Property Tax Rate General Discussion

Document was presented by County Engineer Nahra. Copy filed.

Emergency Management

Discussion of Iowa Benefits Package for volunteer rural city firefighters

Hazardous Pipeline Legislation?

State Legislators led dialog regarding bill updates.

The meeting adjourned.

Meeting sign in sheet. Copy filed.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: January 2, 2024

*** 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
Reyes, Maria	Building Services	1-08-24	Custodian	\$16.79/hour		A	Job Vacancy Posted 8-16-23. Entry Level Salary: \$16.79/hour.
Martindale, Isaac	Secondary Roads	1-08-24	District Foreman	\$3,056.66/ bi-weekly		P	Promotion from Motor Grader Operator to District Foreman.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: *Melissa Thomas*

HUMAN RESOURCES DEPARTMENT

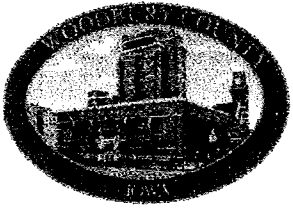
WOODBURY COUNTY, IOWA

DATE: January 2, 2024

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Secondary Roads	Motor Grader Operator	CWA: \$26.93/hour		

Chairman, Board of Supervisors



Woodbury County Secondary Roads Department

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

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

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

SECRETARY
Tish Brice
tbrice@sioux-city.org

To: Board of Supervisors
Human Resources Department

From: Mark Nahra, Woodbury County Engineer

Date: December 18, 2023

Subject: Oto District Staff Level – Isaac Martindale promotion

With the promotion of Isaac Martindale, a motor grader operator position is vacant in our District 4 unit at Oto. This will leave the district shorthanded if the vacancy is not filled. I would like to start the hiring process immediately to minimize the time we will be shorthanded in this district.

RECOMMENDATION: It is my recommendation that we fill the vacant motor grader operator position created by the promotion of Isaac Martindale immediately. Thank you for your attention.

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: January 2, 2024

REQUEST TO DEAUTHORIZE COUNTY POSITION(S)

DEPARTMENT	POSITION	APPROVED	DISAPPROVED
Community and Economic Development	Director		

Chairman, Board of Supervisors

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

Date: 12/28/2023 Weekly Agenda Date: 01/02/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas HR Director

WORDING FOR AGENDA ITEM:

Approval of the casualty policy with Princeton Excess and Surplus Lines Insurance Company

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The paperwork for the renewal of Woodbury County's casualty insurance is being submitted. It lays out the limits and premiums for the 2024 calendar year.

BACKGROUND:

Renewal of Woodbury County's liability insurance is an annual event (January 1).

FINANCIAL IMPACT:

The Princeton Excess annual premium for 2024 is \$316,441.08. This is an increase of \$26,027.70 from 2023 (8%). Cost specifics and historical information is attached.

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?

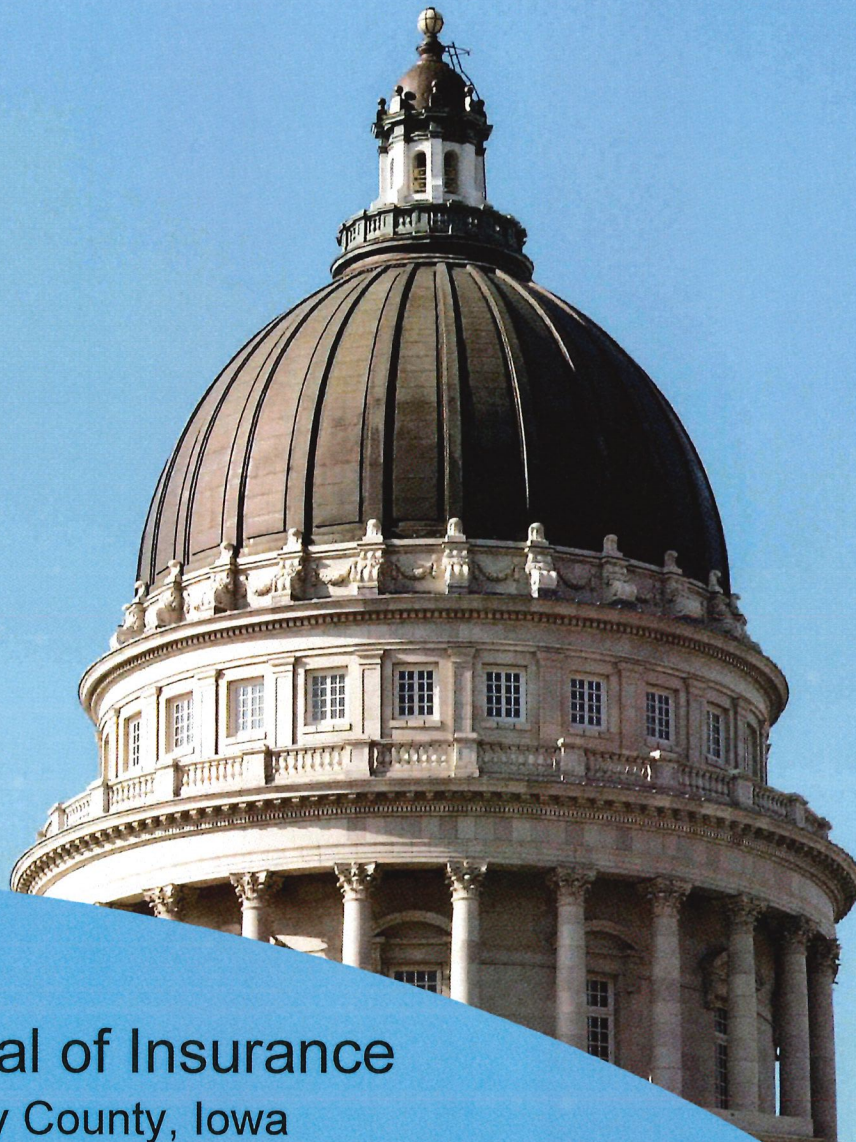
Yes No

RECOMMENDATION:

Please accept the renewal paperwork and provide necessary signature.

ACTION REQUIRED / PROPOSED MOTION:

Accept and sign the 2024 casualty renewal.



Proposal of Insurance Woodbury County, Iowa

620 Douglas Street, #701
Sioux City, IA 51101

Presented: December 26, 2023
Effective: January 1, 2024

Rich Stokluska, ARM, Area Senior Executive Vice President
Arthur J. Gallagher Risk Management Services, Inc.
2850 Golf Road
Rolling Meadows, IL 60008
(630) 773-3800
Rich_Stokluska@ajg.com

Steve Schultz, AAI, Area Vice President
4280 Sergeant Road; Suite 200
P.O. Box 718
Sioux City, IA 51102
Office: (712) 274-823
Cell: (712) 253-4956
Steve_Schultz@ajg.com



ajg.com

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Gallagher

Insurance | Risk Management | Consulting

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Service Team

Rich Stokluska has primary service responsibility for your company. We operate using a team approach. Your Service Team consists of:

NAME / TITLE	PHONE / ALT. PHONE	EMAIL
Rich Stokluska, ARM Area Senior Executive Vice President	(630) 285-4012	Rich_Stokluska@ajg.com
Terry Locaciato Client Service Manager II	(630) 228-6959	Terry_Locaciato@ajg.com
Steve Schultz Area Vice President	(712) 274-8223	Steve_Schultz@ajg.com
Heather Murad Client Service Manager II	(712) 274-8234	heather_murad@ajg.com

Arthur J. Gallagher Risk Management Services, Inc.

Main Office Phone Number: (630) 773-3800

Program Structure

Named Insured

Named Insured Schedule:

Add / Change / Delete	Named Insured	All Lines
	Woodbury County, Iowa	X
	Woodbury County 911 Service Board	X
	Woodbury County Emergency Management Commission	X

Note: Any entity not named in this proposal, may not be an insured entity. This may include affiliates, subsidiaries, LLC's, partnerships and joint ventures.

Market Review

We approached the following carriers in an effort to provide the most comprehensive and cost effective insurance program.

Line Of Coverage	Insurance Company ** (AM Best Rate/Financial Strength)	Market Response *	Admitted ***
Package	Princeton Excess & Surplus Lines Insurance Company (A+ XV)	Recommended Quote	Non-Admitted

Location Schedule

LOC # / BLDG #	LOCATION ADDRESS
1/1	620 Douglas Street; Sioux City, IA 51101-1247
2/1	407 7 th Street; Sioux City, IA 51101-1000
3/1	1600 County Home Road; Sioux City, IA 51106-6932
3/2	1600 County Home Road; Sioux City, IA 51106-6932
3/4	1600 County Home Road; Sioux City, IA 51106-6932
3/5	1600 County Home Road; Sioux City, IA 51106-6932
3/6	1600 County Home Road; Sioux City, IA 51106-6932
3/7	1600 County Home Road; Sioux City, IA 51106-6932
3/8	1600 County Home Road; Sioux City, IA 51106-6932
4/1	121 Deer Run Trail; Climbing Hill, IA 51015-8124
5/1	825 Main Street; Merville, IA 51039-5009
6/1	221 Main Street; Danbury, IA 51019-7725
7/1	321 4 th Street; Pierson, IA 51048-8064
8/1	510 Main Street; Hornick, IA 51026-7700
9/1	1 MI SW; Smithland, IA 51056
9/2	1 MI SW; Smithland, IA 51056
9/3	1 MI SW; Smithland, IA 51056
9/4	1 MI SW; Smithland, IA 51056
9/5	1 MI SW; Smithland, IA 51056
10/1	Snyder Bend Road; Salix, IA 51052-8050
10/2	Snyder Bend Road; Salix, IA 51052-8050
10/3	Snyder Bend Road; Salix, IA 51052-8050
10/4	Snyder Bend Road; Salix, IA 51052-8050
10/5	Snyder Bend Road; Salix, IA 51052-8050
11/1	Fowler First; Smithland, IA 51056
11/2	Fowler First; Smithland, IA 51056
12/1	Bigelow Park Road; Salix, IA 51052
12/2	Bigelow Park Road; Salix, IA 51052
12/3	Bigelow Park Road; Salix, IA 51052
12/4	Bigelow Park Road; Salix, IA 51052
12/5	Bigelow Park Road; Salix, IA 51052
13/1	Little Sioux Park; Correctionville, IA 51016
13/2	Little Sioux Park; Correctionville, IA 51016
13/3	Little Sioux Park; Correctionville, IA 51016
13/4	Little Sioux Park; Correctionville, IA 51016

LOC # / BLDG #	LOCATION ADDRESS
13/5	Little Sioux Park; Correctionville, IA 51016
13/6	Little Sioux Park; Correctionville, IA 51016
13/7	Little Sioux Park; Correctionville, IA 51016
13/8	Little Sioux Park; Correctionville, IA 51016
14/1	Highway 20; Lawton, IA 51030
15/1	Highway 20; Merville, IA 51039
15/2	Highway 20; Merville, IA 51039
16/1	106 Summit Street; Pierson, IA 51048-7704
17/1	112 Knotty Pine Street; Correctionville, IA 51016-8160
17/2	112 Knotty Pine Street; Correctionville, IA 51016-8160
18/1	NW Corner of Bridge Street; Anthon, IA 51004
18/2	NW Corner of Bridge Street; Anthon, IA 51004
19/1	205 Washington Street; Oto, IA 51044-7702
20/1	290 2 nd Street, #IA-31; Oto, IA 51044-7716
20/2	290 2 nd Street, #IA-31; Oto, IA 51044-7716
20/3	290 2 nd Street, #IA-31; Oto, IA 51044-7716
20/4	290 2 nd Street, #IA-31; Oto, IA 51044-7716
21/1	250 th & O'Brien Avenue; Millersburg, IA 52308
22/1	1 st Street Thomas Street; Danbury, IA 51019
23/1	220 Main Street; Hornick, IA 51026-8155
23/2	220 Main Street; Hornick, IA 51026-8155
24/1	75 Deer Run Trail; Climbing Hill, IA 51015-8152
25/1	822 Douglas Street; Sioux City, IA 51101-1029
26/1	4500 Sioux River Road; Sioux, City, IA 51109-1657
27/1	1014 Nebraska Street; Sioux City, IA 51105-1435
28/1	401 8 th Street; Sioux City, IA 51101-1013
29/1	1211 Tri View Avenue; Sioux City, IA 51103-4902
30/1	759 E. Frontage Road; Merville, IA 51039-8199
31/1	2924 Snyder Bend Road; Salix, IA 51052-8050
31/2	2924 Snyder Bend Road; Salix, IA 51052-8050
31/3	2924 Snyder Bend Road; Salix, IA 51052-8050
31/4	2924 Snyder Bend Road; Salix, IA 51052-8050
32/1	2508 Dallas Avenue; Salix, IA 51052

Program Details

Coverage: Package - General Liability
Carrier: Princeton Excess & Surplus Lines Ins Co.
Policy Period: 1/1/2024 to 1/1/2025

Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
General Liability	Occurrence	N/A	Not Applicable

Coverage:

DESCRIPTION	AMOUNT
General Liability:	
Any One Occurrence	\$10,000,000
Annual Aggregate	\$10,000,000
Sexual Abuse and Molestation:	
Any One Occurrence	\$5,000,000
Annual Aggregate	\$5,000,000

Self-Insured Retention:

COVERAGE	AMOUNT
General Liability – Each Occurrence, Accident or Claim	\$300,000
Sexual Abuse and Molestation	\$300,000

Endorsements include, but are not limited to:

DESCRIPTION
Common Declarations Page - AO 2502 (01-19)
Declarations - AE 2502 (01-19)
PSI Package Policy Form - Excluding Cyber - AE 0003 (12-14)
Sexual Abuse - AE 0436 (07-21)
Statutory Requirement Endorsement - AE 2206 (02-13)
Terrorist Activity Exclusion – State Exception

Exclusions include, but are not limited to:

DESCRIPTION
Forever Chemicals – AE5751 – Chemical Exclusion – <i>added effective 1/1/2024</i>
Losses arising from the ownership maintenance or use of aircraft (including drones), autos, or watercraft, with some minor exceptions including certain contractual obligations

Exclusions include, but are not limited to:

DESCRIPTION
Employment Related Practices Exclusion
Liquor Liability Exclusion
Mold / Fungus
Dishonest, fraudulent, criminal or malicious act or omission
Bodily Injury or Property Damage or Personal Injury
Failure of performance of contract
Violation of Economic or Trade Sanctions Exclusion - AE 2209 (01-20)
Cyber Exclusion - Access or Disclosure of Confidential or Personal Information and Data Related Liability - AE 2401 (01-19)
General Liability Communicable Disease Exclusion - AE 2414 (06-21)

Binding Requirements:

DESCRIPTION
Subject to Signed Terrorism Selection form is required prior to binding

Premium	\$313,308.00
Taxes – IA 1% Surplus Lines Tax	
Taxes	\$3,133.08
Total Taxes	\$3,133.08

ESTIMATED PROGRAM COST **\$316,441.08**

Minimum Earned Premium N/A

TRIA/TRIPRA PREMIUM *(Not Included in the above Premium)*
 (+ Additional Surcharges, Taxes and Fees as applicable)

If TRIA coverage is elected, the additional premium is \$2,660 + IA Surplus Lines Tax of \$26.60.

Audit: Subject to Adjustment

Coverage: Package - Automobile
Carrier: Princeton Excess & Surplus Lines Ins Co
Policy Period: 1/1/2024 to 1/1/2025

Coverage:

Each Occurrence	AMOUNT
Limit of Insurance for Each Occurrence	\$10,000,000
Iowa Uninsured Motorists / Underinsured Motorists (subject to \$300,000 SIR)	\$1,000,000

Self-Insured Retention

COVERAGE	AMOUNT
Automobile Liability - Each Occurrence, Accident or Claim	\$300,000

Endorsements include, but are not limited to:

DESCRIPTION
Statutory Requirement Endorsement - AE 2206 (02-13)
Iowa UM - AE 2321 (02-13)
Service of Process Endorsement - SLSOP (02-13)

Exclusions include, but are not limited to:

DESCRIPTION
Excluded Drivers
Expected or Intended Injury
Property Damage to Property Owned or Transported by you
Terrorism
Terrorist Activity Exclusion – State Exception

Binding Requirements:

DESCRIPTION
Subject to Signed Terrorism Selection form is required prior to binding

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
Hired/Borrowed Liability , IA: Cost of Hire - If any basis
Non-Owned Liability , IA: Employees - 328
Premium is due in full at inception, Premium is minimum & deposit
Part I B. – Multiple Lines Loss Protection Shown under General Liability

Premium	Included in General Liability
ESTIMATED PROGRAM COST	Included in General Liability
Minimum Earned Premium	N/A
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	See General Liability Premium Page

Audit: Subject to Adjustment

Coverage: Package - Law Enforcement Liability
Carrier: Princeton Excess & Surplus Lines Ins Co
Policy Period: 1/1/2024 to 1/1/2025

Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
Law Enforcement Liability	Occurrence	Not Applicable	Not Applicable

Coverage:

DESCRIPTION	AMOUNT
Law Enforcement Liability:	
Any One Occurrence	\$10,000,000
Annual Aggregate	\$10,000,000

Self-Insured Retention

COVERAGE	AMOUNT
Any One Occurrence	\$300,000

Endorsements include, but are not limited to:

DESCRIPTION
Statutory Requirement Endorsement
Service of Process Endorsement
if you choose not to purchase TRIPRA coverage per the premium quoted above and the attached disclosure notice OR Cap on Losses from Certified Acts of Terrorism if you choose to purchase TRIPRA coverage per the premium quoted above and the attached disclosure notice.

Exclusions include, but are not limited to:

DESCRIPTION
Violation of Economic or Trade Sanctions Exclusion
Cyber Exclusion - Access or Disclosure of Confidential or Personal Information and Data Related Liability
Terrorist Activity Exclusion – State Exception

Premium	Included in General Liability
ESTIMATED PROGRAM COST	Included in General Liability
Minimum Earned Premium	N/A
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	See General Liability Premium Page

Audit: Subject to Adjustment

Coverage: Package - Errors and Omissions Liability
Carrier: Princeton Excess & Surplus Lines Ins Co
Policy Period: 1/1/2024 to 1/1/2025

Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
Errors and Omissions	Claims Made	4/1/1999	Not Applicable
Employment Practice Liability	Claims Made	4/1/1999	Not Applicable
Sexual Harassment	Claims Made	4/1/1999	Not Applicable

Coverage:

DESCRIPTION	AMOUNT
All Coverages Under Section V Errors and Omissions Combined Subject to the Following Sub-Limits / Aggregates Which are Part of and not in Addition to the Combined Section V Limit and Annual Aggregate – Any One Claim	\$10,000,000
All Coverages Under Section V Errors and Omissions Combined Subject to the Following Sub-Limits / Aggregates Which are Part of and not in Addition to the Combined Section V Limit and Annual Aggregate – Annual Aggregate	\$10,000,000
Employment Practice Liability – Any One Claim	\$10,000,000
Employment Practice Liability – Annual Aggregate	\$10,000,000
Sexual Harassment – Any One Claim	\$10,000,000
Sexual Harassment – Annual Aggregate	\$10,000,000

Self-Insured Retention

COVERAGE	AMOUNT
Errors and Omissions - Each Occurrence, Accident or Claim	\$300,000
Employment Practice Liability - Each Occurrence, Accident or Claim	\$300,000
Sexual Harassment - Each Occurrence, Accident or Claim	\$300,000

Any Other Continuity or Specific Dates/Limits applicable to the Claims-Made Conditions:

COVERAGE	CONTINUITY DATE	LIMITS	CONDITIONS
Errors and Omissions	--		
Employment Practice Liability	--		
Sexual Harassment	--		

Any Other Continuity or Specific Dates/Limits applicable to the Claims-Made Conditions:

COVERAGE	CONTINUITY DATE	LIMITS	CONDITIONS
----------	-----------------	--------	------------

Claims Made Coverage:

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within ([Days To Extend]) days of the expiration date. The cost of this extended reporting period is [Percent Cost]% of the annual premium and is fully earned. The extended reporting period extends only to those claims made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within ([Days To Report]) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

Definition of Claim:

DESCRIPTION
Claim means: <ol style="list-style-type: none"> A written demand for damages or a notice advising an Insured of an intent to sue; A notice of a charge or violation from any government agency An arbitration notice A civil proceeding commenced by the service of a summons, complaint or similar pleading received by an Insured alleging a Wrongful Act. Claim shall not include any criminal action

Run Off Provisions:

DESCRIPTION	PREMIUM AMOUNT	PREMIUM DUE DATE	LENGTH	% OF EXPIRING PREMIUM
Extended Reporting Period		At Expiration	12 Months	100%

Endorsements include, but are not limited to:

DESCRIPTION
PSI Package Policy Form - Excluding Cyber - AE 0003 (12-14)
Statutory Requirement Endorsement - AE 2206 (02-13)
Service of Process Endorsement

Exclusions include, but are not limited to:

DESCRIPTION
Violation of Economic or Trade Sanctions Exclusion - AE 2209 (01-20)
Terrorist Activity Exclusion – State Exception - SLSOP (02-13)

Binding Requirements:

DESCRIPTION
Subject to the Receipt and Satisfactory Review of the Insured's Written Sexual Harassment Policies and Procedures Prior to the Effective Date. The Insurer's Review of the Information May Result in Recommendations to the Insured's Policies and Procedures
Subject to subject to the Insured's written Sexual Abuse policies and procedures prior to the policy effective date. The Insurer's review of the information may result in recommendations to the Insured's policies and procedures
Subject to Signed Terrorism Selection form is required prior to binding

Premium

Included in General Liability

ESTIMATED PROGRAM COST

Included in General Liability

Minimum Earned Premium

N/A

TRIA/TRIPRA PREMIUM

(+ Additional Surcharges, Taxes and Fees as applicable)

See General Liability Premium Page

Audit: Subject to Adjustment

Coverage: Employee Benefits Liability
Carrier: Princeton Excess & Surplus Lines Ins Co
Policy Period: 1/1/2024 to 1/1/2025

Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
Employee Benefits Liability	Claims Made	4/1/1999	Not Applicable

Coverage:

DESCRIPTION	AMOUNT
All Coverages Under Section VII Employee Benefits Liability Combined – Any One Claim	\$10,000,000
All Coverages Under Section VII Employee Benefits Liability Combined – Annual Aggregate	\$10,000,000

Self-Insured Retention

COVERAGE	AMOUNT
Employee Benefits Liability: - Each Occurrence Accident or Claim	\$300,000

Any Other Continuity or Specific Dates/Limits applicable to the Claims-Made Conditions:

COVERAGE	CONTINUITY DATE	LIMITS	CONDITIONS
Employee Benefits Liability	--		

Claims Made Coverage:

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within ([Days To Extend]) days of the expiration date. The cost of this extended reporting period is [Percent Cost]% of the annual premium and is fully earned. The extended reporting period extends only to those claims made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within ([Days To Report]) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

Definition of Claim:

DESCRIPTION
Claim means: a) A written demand for damages or a notice advising an Insured of an intent to sue; b) A notice of a charge or violation from any government agency c) An arbitration notice d) A civil proceeding commenced by the service of a summons, complaint or similar pleading received by an Insured alleging a Wrongful Act. e) Claim shall not include any criminal action

Run Off Provisions:

DESCRIPTION	PREMIUM AMOUNT	PREMIUM DUE DATE	LENGTH	% OF EXPIRING PREMIUM
Extended Reporting Period		At Expiration	12 Months	100%

Endorsements include, but are not limited to:

DESCRIPTION
Statutory Requirement Endorsement
Service of Process Endorsement
if you choose not to purchase TRIPRA coverage per the premium quoted above and the attached disclosure notice OR Cap on Losses from Certified Acts of Terrorism if you choose to purchase TRIPRA coverage per the premium quoted above and the attached disclosure notice.

Exclusions include, but are not limited to:

DESCRIPTION
Violation of Economic or Trade Sanctions Exclusion
Cyber Exclusion - Access or Disclosure of Confidential or Personal Information and Data Related Liability
Terrorist Activity Exclusion – State Exception

Binding Requirements:

DESCRIPTION
Subject to
Sign TRIA Form

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
Part I B. – Multiple Lines Loss Protection Shown under General Liability
TRIA and Taxes Shown under General Liability , Premium is Minimum & Deposit.

Premium

ESTIMATED PROGRAM COST

Included in General Liability

Minimum Earned Premium – N/A

Audit: Subject to Adjustment

Premium Summary

The estimated program cost for the options are outlined in the following table:

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAM	
		CARRIER	EXPIRING COST	CARRIER	ESTIMATED COST
Package	Premium	Princeton Excess & Surplus Lines Ins Co (Munich-American Holding Corporation)	\$287,538.00	Princeton Excess & Surplus Lines Ins Co (Munich-American Holding Corporation)	\$313,308.00
	Taxes		\$2,875.38		\$3,133.08
	Estimated Cost		\$290,413.38		\$316,441.08
	TRIA Premium		\$2,446.00		\$2,660.00
Total Estimated Program Cost			\$292,883.84		\$319,127.68

Quote from Princeton Excess & Surplus Lines Ins Co (Munich-American Holding Corporation) is valid until 12/29/2022

Premiums are due and payable as billed and may be financed, subject to acceptance by an approved finance company. Following acceptance, completion (and signature) of a premium finance agreement with the specified down payment is required. Note: Unless prohibited by law, Gallagher may earn compensation for this optional value-added service.

Gallagher is responsible for the placement of the following lines of coverage:

Package

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

Payment Plans

CARRIER / PAYABLE CARRIER	LINE OF COVERAGE	PAYMENT SCHEDULE	PAYMENT METHOD
Princeton Excess & Surplus Lines Ins Co (Munich-American Holding Corporation)	Package	All premiums and any fees are due to RPS within 20 days of binding	Agency Bill

Proposal Disclosures

Proposal Disclosures

The following disclosures are hereby made a part of this proposal. Please review these disclosures prior to signing the Client Authorization to Bind or e-mail confirmation.

Proposal Disclaimer

IMPORTANT: The proposal and/or any executive summaries outline certain terms and conditions of the insurance proposed by the insurers, based on the information provided by your company. The insurance policies themselves must be read to fully understand the terms, coverages, exclusions, limitations and/or conditions of the actual policy contract of insurance. Policy forms will be made available upon request. We make no warranties with respect to policy limits or coverage considerations of the carrier.

Compensation Disclosure

1. Gallagher Companies are primarily compensated from the usual and customary commissions, fees or, where permitted, a combination of both, for brokerage and servicing of insurance policies, annuity contracts, guarantee contracts and surety bonds (collectively "insurance coverages") handled for a client's account, which may vary based on market conditions and the insurance product placed for the client.
2. In placing, renewing, consulting on or servicing your insurance coverages, Gallagher companies may participate in contingent and supplemental commission arrangements with intermediaries and insurance companies that provide for additional compensation if certain underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Gallagher with the insurance company, not on an individual policy basis. As a result, Gallagher may be considered to have an incentive to place your insurance coverages with a particular insurance company. If you do not wish to have your commercial insurance placement included in consideration for additional compensation, contact your producer or service team for an Opt-out form.
3. Gallagher Companies may receive investment income on fiduciary funds temporarily held by them, or from obtaining or generating premium finance quotes, unless prohibited by law.
4. Gallagher Companies may also access or have an ownership interest in other facilities, including wholesalers, reinsurance intermediaries, captive managers, underwriting managers and others that act as intermediaries for both Gallagher and other brokers in the insurance marketplace some of which may earn and retain customary brokerage commission and fees for their work.

If you have specific questions about any compensation received by Gallagher and its affiliates in relation to your insurance placements, please contact your Gallagher representative for more details.

In the event you wish to register a formal complaint regarding compensation Gallagher receives from insurers or third-parties, please contact Gallagher via e-mail at Compensation_Complaints@ajg.com or by regular mail at:

Chief Compliance Officer
Gallagher Global Brokerage
Arthur J. Gallagher & Co.
2850 Golf Rd.
Rolling Meadows, IL 60008

TRIA/TRIPRA Disclaimer

If this proposal contains options to purchase TRIA/TRIPRA coverage, the proposed TRIA/TRIPRA program may not cover all terrorism losses. While the amendments to TRIA eliminated the distinction between foreign and domestic acts of terrorism, a number of lines of coverage excluded under the amendments passed in 2005 remain excluded including commercial automobile, burglary and theft insurance; surety insurance, farm owners multiple perils and professional liability (although directors and officers liability is specifically included). If such excluded coverages are required, we recommend that you consider purchasing a separate terrorism policy. Please note that a separate terrorism policy for these excluded coverages may be necessary to satisfy loan covenants or other contractual obligations. TRIPRA includes a \$100 billion cap on insurers' aggregate liability.

TRIPRA is set to expire on December 31, 2027. There is no certainty of extension, thus the coverage provided by your insurers may or may not extend beyond December 31, 2027. In the event you have loan covenants or other contractual obligations requiring that TRIA/TRIPRA be maintained throughout the duration of your policy period, we recommend that a separate "Stand Alone" terrorism policy be purchased to satisfy those obligations.

Terms and Conditions

It is important that we clearly outline the nature of our mutual relationship. The following terms and conditions (these "Terms") govern your relationship with Gallagher unless you have separately entered into a written services agreement with Gallagher relative to the policies and services outlined in this Proposal, in which case that services agreement will govern and control with respect to any conflicts with these Terms. These Terms will become effective upon your execution of the Client Authorization to Bind Coverage (the "CAB") included in this Proposal and shall survive for the duration of your relationship with Gallagher relative to the policies placed pursuant to the CAB or otherwise at your request.

Services

Gallagher will represent and assist you in all discussions and transactions with insurance companies relating to the lines of insurance coverage set forth in the CAB and any other lines of insurance coverage with which you request Gallagher's assistance. Gallagher will consult with you regarding any matters involving these or other coverages for which you have engaged Gallagher. You have the sole discretion for approving any insurance policies placed, as well as all other material decisions involving your risk management, risk transfer and/or loss prevention needs.

Although you are responsible for notifying applicable insurance companies directly in connection with any claims, demands, suits, notices of potential claims or any other matters as required by the terms and conditions of your policies, Gallagher will assist you in determining applicable claim reporting requirements.

Treatment of Information

Gallagher understands the need to protect the confidentiality and security of your confidential and sensitive information and strives to comply with applicable data privacy and security laws. Your confidential and sensitive information will be protected by Gallagher and only used to perform services for you; provided that Gallagher may disclose and transfer your information to our affiliates, agents or vendors that have a need to know such information in connection with the provision of such services (including insurance markets, as necessary, for marketing, quoting, placing and/or servicing insurance coverages). We may also disclose such information as required by applicable data protection laws or the order of any court or tribunal, subject to our providing you with prior notice as permitted by law.

We will (i) implement appropriate administrative, physical and technical safeguards to protect personal information; (ii) timely report security incidents involving personal information to affected parties and/or regulatory bodies; (iii) create and maintain required policies and procedures; and (iv) comply with data subjects' rights, as applicable. To the extent applicable under associated data protection laws, you are a "business" or "controller" and Gallagher is a "service provider" or "data processor." You will ensure that any information provided to Gallagher has been provided with any required notices and that you have obtained all required consents, if any and where required, or are otherwise authorized to transfer all information to Gallagher and enable Gallagher to process the information for the purposes described in this Proposal and as set forth in Gallagher's Privacy Policy located at <https://www.ajg.com/privacy-policy/>. Gallagher may update its Privacy Policy from time to time and any updates will be posted to such site.

Dispute Resolution

Gallagher does not expect that it will ever have a formal dispute with any of its clients. However, in the event that one should arise, we should each strive to achieve a fair, expedient and efficient resolution and we'd like to clearly outline the resolution process.

A. If the parties have a dispute regarding Gallagher's services or the relationship governed by this Proposal ("Dispute"), each party agrees to resolve that Dispute by mediation. If mediation fails to resolve the Dispute, you and Gallagher agree to binding arbitration. Each party waives all rights to commence litigation in court to resolve a Dispute, and specifically waives all rights to pursue relief by class action or mass action in court or through arbitration. However, the parties do not waive the ability to seek a court order of injunction in aid of the mediation and arbitration required by these Terms.

B. The party asserting a Dispute must provide a written notice ("Notice") of the claim to the other party and to the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules and Mediation Procedures. All Dispute resolutions will take place in Chicago, IL, unless you and Gallagher agree to another location. The parties will equally divide all costs of the mediation and arbitration proceedings and will each pay their own attorneys' fees. All matters will be before a neutral, impartial and disinterested mediator or arbitrator(s) that have at least 20 years' experience in commercial and insurance coverage disputes.

C. Mediation will occur within sixty (60) days of filing the Notice with the AAA. Mediation results will be reduced to a memorandum of understanding signed by you, Gallagher and the mediator. A Dispute that is not resolved in mediation will commence to binding arbitration. For Disputes in excess of \$500,000, either party may elect to have the Dispute heard by a panel of three (3) arbitrators. The award of the arbitrator(s) must be accompanied by a reasoned opinion prepared and signed by the arbitrator(s). Except as may be required by law, neither you, Gallagher, nor a mediator or arbitrator may disclose the existence, content or results of any Dispute or its dispute resolution proceeding without the prior written consent of both you and Gallagher.

Electronic Delivery

In lieu of receiving documents in paper format, you agree, to the fullest extent permitted by law, to accept electronic delivery of any documents that Gallagher may be required to deliver to you (including, but not limited to, insurance policies and endorsements, account statements and all

other agreements, forms and communications) in connection with services provided by Gallagher. Electronic delivery of a document to you may be made via electronic mail or by other electronic means, including posting documents to a secure website.

Miscellaneous Terms

Gallagher is engaged to perform services as an independent contractor and not as your employee or agent, and Gallagher will not be operating in a fiduciary capacity.

Where applicable, insurance coverage placements and other services may require the payment of federal excise taxes, surplus lines taxes, stamping or other fees to the Internal Revenue Service, various State(s) departments of revenue, state regulators, boards or associations. In such cases, you will be responsible for the payment of the taxes and/or fees, which Gallagher will separately identify on related invoices.

The Proposal and these Terms are governed by the laws of the State of Illinois, without regard to its conflict of law rules.

If an arbitrator/court of competent jurisdiction determines that any provision of these Terms is void or unenforceable, that provision will be severed, and the arbitrator/court will replace it with a valid and enforceable provision that most closely approximates the original intent, and the remainder of these Terms will remain in effect.

Except to the extent in conflict with a services agreement that you may enter into with Gallagher, these Terms and the remainder of the Proposal constitute the entire agreement between you and Gallagher with respect to the subject matter of the Proposal, and supersede all prior negotiations, agreements and understandings as to such matters.

Woodbury County, Iowa



Client Signature Requirements



Coverages for Consideration

Overview

Gallagher recommends that you consider purchasing the following additional coverages for which you have exposure. A Proposal for any of the coverages below can be provided.

- Stand-Alone Terrorism

Please note the recommendations and considerations summarized in this section are not intended to identify all potential exposures. Gallagher is not an expert in all aspects of your business and assumes no responsibility to independently investigate the risks your business faces. Gallagher has relied upon the information you provided in making our insurance Proposals. If you are interested in pursuing additional coverages other than those listed above, please list the additional coverages in the Client Authorization to Bind.

Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated 12/26/2023, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

COVERAGE/CARRIER	
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Package
	Princeton Excess & Surplus Lines Ins Co
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	TRIA

Additional Recommended Coverages

Gallagher recommends that you purchase the following additional coverages for which you have exposure. By checking the box(es) below, you are requesting that Gallagher provide you with a Proposal for this coverage. By not requesting a Proposal for this coverage, you assume the risk of any uncovered loss.

Other Coverages to Consider

- Stand-Alone Terrorism

The above coverage(s) does not necessarily represent the entirety of available insurance products. If you are interested in pursuing additional coverages other than those listed in the Additional Recommended Coverages, please list below:

Coverage Amendments and Notes:

Exposures and Values

You confirm the payroll, values, schedules, and any other information pertaining to your operations, and submitted to the underwriters, were compiled from information provided by you. If no updates were provided to Gallagher, the values, exposures and operations used were based on the expiring policies. You acknowledge it is your responsibility to notify Gallagher of any material change in your operations or exposures.

Additional Terms and Disclosures

Gallagher is not an expert in all aspects of your business. Gallagher's Proposals for insurance are based upon the information concerning your business that was provided to Gallagher by you. Gallagher expects the information you provide is true, correct

and complete in all material respects. Gallagher assumes no responsibility to independently investigate the risks that may be facing your business, but rather have relied upon the information you provide to Gallagher in making our insurance Proposals.

Gallagher's liability to you arising from any of Gallagher's acts or omissions will not exceed \$20 million in the aggregate. The parties each will only be liable for actual damages incurred by the other party, and will not be liable for any indirect, special, exemplary, consequential, reliance or punitive damages. No claim or cause of action, regardless of form (tort, contract, statutory, or otherwise), arising out of, relating to or in any way connected with the Proposal, any of Gallagher's services or your relationship with Gallagher may be brought by either party any later than two (2) years after the accrual of the claim or cause of action.

Gallagher has established security controls to protect Client confidential information from unauthorized use or disclosure. For additional information, please review Gallagher's Privacy Policy located at <https://www.ajg.com/privacy-policy/>.

You have read, understand and agree that the information contained in the Proposal and all documents attached to and incorporated into the Proposal, is correct and has been disclosed to you prior to authorizing Gallagher to bind coverage and/or provide services to you. By signing below, or authorizing Gallagher to bind your insurance coverage through email when allowed, you acknowledge you have reviewed and agree with terms, conditions and disclosures contained in the Proposal.

By: _____
Print Name (Specify Title)

Company

Signature

Date: _____

Sioux City Journal

SIOUXCITYJOURNAL.COM

NOV 16 2023 11:21:08

Tracy Simmons
2802 Castles Gate Drive
Sioux City, IA 51103
November 13, 2023

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

Dear Board of Supervisors,

I am writing to request that the Sioux City Journal be appointed as the official newspaper of Woodbury County for 2023.

The Sioux City Journal is the largest daily newspaper in the county. We serve over 4,600 households and provide the majority of the county with their news and local information.

I thank you for your time and consideration.



Tracy Simmons

Market Leader – Sioux City Journal

The Sergeant Bluff Advocate

tim@sgtbluffadvocate.com * www.universalpressllc.com

Pioneer Plaza
204 1st Street, ste.103
Sergeant Bluff, Iowa 51054
(p) 712-943-2583 (f) 712-943-4606



September 29, 2023

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

Dear Woodbury County Board of Supervisors:

Please find attached our Statement of Ownership, Management and Circulation (SOMC), published in the September 28, 2023 issue of the Sergeant Bluff Advocate. The SOMC published notification details our publishing information and numbers. This is in accordance with requirements for the annual status consideration of Official Woodbury County Newspaper, of which we are applying.

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

Regards,

A handwritten signature in black ink, appearing to read "Tim Loftus".

Tim Loftus, Publisher_GM
Sergeant Bluff Advocate/Universal Press, L.L.C.
204 1st St., Ste 103, Sergeant Bluff, Iowa 51054
712-943-2583 * tim@sgtbluffadvocate.com
www.sgtbluffadvocates.com

CORPORATE OFFICE: PO BOX 160 227 9th ST SHELDON IA 51201
712.324.5347 800.247.0186 www.nwestiowa.com



Iowa Information
MEDIA GROUP

December 14, 2023

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

DEC 18 2023 PM 2:43

Dear Supervisors:

Please accept this letter as our 2024 request for the Merville Record to be an official newspaper for Woodbury County, Iowa.

Thank you for your consideration regarding this matter. We look forward to serving you in the coming year.

Sincerely,

Jeff Wagner
President
Iowa Information Media Group
jwagner@iowainformation.com

The N'West Iowa REVIEW | Sheldon Mail-Sun | Golden Shopper | Sioux Center News | Sioux Center Shopper
Osceola County Gazette-Tribune | Hawarden Independent/Ireton Examiner | Area-Wide Advertiser
Le Mars Sentinel | Remsen Bell-Enterprise | Le Mars Shoppers Guide | Merville Record | Carroll Times Herald Carroll
Advertiser | Jefferson Herald | Jefferson Bee | Coon Rapids Enterprise | DISCOVER | OKOBOJI Magazine

WOODBURY COUNTY, IOWA BOARD ADMINISTRATION

MEMORANDUM

TO: Board of Supervisors
FROM: Karen James, Board Administrative Assistant
RE: Responses from Members of Boards/Commissions on Consideration of a Reappointment
DATE: December 20, 2023

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

CONSERVATION BOARD

YES Cindy Bennett, 2501 Apache Drive, Sioux City, IA 51104

SIouxLAND DISTRICT BOARD OF HEALTH

NO Adam Lloyd, 905 Terrtam St., Merville, IA 51039

YES Judy Turner, 1511 Carlin Ave., Sioux City, IA 51105

COMMISSION TO ASSESS DAMAGES

Category A - Owner/operators of Agricultural Property:

YES Leo Jochum, 1691 – 250TH, Salix, IA 51052

YES Blake Flewelling, 7462 Correctionville Road, Sioux City, IA 51106

YES Dennis Reyman, 1923 Safford Ave., Correctionville, IA 51016

YES Julie Hamann, 4424 – 230th Ave., Correctionville, IA 51016

YES Tony Ashley, 3356 – 170th, Correctionville, IA 51016

Bradley Hopp, 2475 Hwy 20, Lawton, IA 51030 **No Response**

Eric Nelson, 1514 Jasper Ave., Merville, IA 51039 **No Response**

Category B - Owners of City Property:

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

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

YES Robert Stewart, 4101 Country Club, Sioux City, IA 51104

YES Melissa Tjeerdsma, 1090 Pachsama Ct., Sioux City, IA 51108

YES Cheryl Reynolds, 2207 Hanford St., Sioux City, IA 51109

Sean Conrad, 6114 Holly Lane, Sioux City, IA 51106 **No Response**

Stephan Warren, 6720 Wildbloom Court, Sioux City, IA 51106 **No Response**

Michelle Clark, 1808 S. Patterson St., Sioux City, IA 51106 **No Response**

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

YES Colleen R. Baker, 3422 Jackson Street, Sioux City, Iowa 51104
YES Tori Jackson, 4601 S. Ridge Road, Sioux City, IA 51106
YES Rachel Raak Law, 1407 Megan's Way, Correctionville, IA 51016
YES Jason Geary, 3316 – 5th Ave., Sioux City, IA 51106
YES Joe Krage 4313 Lincoln Way, Sioux City, IA 51106
YES Eric Hoak, 6808 Cypress Point, Sioux City, IA 51106
Barbara Parker, 2621 Carroll Ave., Salix, IA 51052 **No Response**

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

YES Patrick Curry, 502 Huntington Court., Sergeant Bluff, Iowa 51054
YES Linda Mathison, 5008 Ravine Park Lane, Sioux City, IA 51106
YES Doug Lehman, P. O. Box 1381, Sioux City, IA 51105
YES Barbara Sloniker, 1336 Buchanan Ave., Sioux City, IA 51106
YES Doyle Turner, 2738 – 200th St., Merville, IA 51039
YES Donald Eggerling, 3 Rose Lane, Sioux City, IA 51106
Christine Conrad, 6114 Holly Lane, Sioux City, IA 51106 **No Response**

In conclusion the Board needs appointments for:

Siouxland District Health

One person

Commission to Assess Damages

- ❖ Category A – Two persons
- ❖ Category B – Two persons
- ❖ Category C - One persons
- ❖ Category D – One persons



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312.977.9700 fax: 312.977.4806

12/19/2023

Matthew Ung
Board Chairman
County of Woodbury, Iowa

Dear Matthew:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended June 30, 2022 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services

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

Date: 12/26/2023 Weekly Agenda Date: 1/2/2024

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

WORDING FOR AGENDA ITEM:

Consider a resolution authorizing the County Engineer to close county roads for construction, maintenance, and emergencies during 2024

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The County Engineer requests authorization to close roads as necessary for construction, maintenance, and emergencies during calendar year 2024.

BACKGROUND:

The Board of Supervisors has jurisdiction over the county road system. Long term and permanent closure of roads requires board approval. Temporary closure of county roads due to emergencies, maintenance work, and construction is sometimes necessary and may be required between board meetings. The Board can authorize the county engineer to close roads under these conditions. (Annual resolution)

FINANCIAL IMPACT:

There is no financial impact. This is an annual authorization to temporarily close county roads.

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 the resolution officially authorizing the county engineer to close roads for emergencies, maintenance operations, and construction on behalf of the county board of supervisors in 2024.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the resolution authorizing the County Engineer to close roads for emergencies, maintenance operations, and construction on behalf of the county board of supervisors in 2024.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE COUNTY ENGINEER TO CLOSE ANY
SECONDARY ROAD FOR THE PURPOSE OF CONSTRUCTION, ROUTINE
MAINTENANCE, OR EMERGENCIES DURING 2024

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, emergencies, or natural disaster.

DATED this 2nd day of January 2024.

WOODBURY COUNTY BOARD OF SUPERVISORS

ATTESTED:

BY:

Chair

Patrick F. Gill, County Auditor

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

Date: 12/27/2023 Weekly Agenda Date: 1/2/2024

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

WORDING FOR AGENDA ITEM:

Consider a resolution authorizing the County Engineer to execute certification of completion of work on Federal Aid, State Aid and Farm to Market Construction during 2024

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

The County Engineer requests authorization to accept work and certify its completion in compliance with approved plans and specifications on behalf of Woodbury County.

BACKGROUND:

Section 309.21 Code of Iowa: Supervision of construction and maintenance work. - All construction and maintenance work shall be performed under the direct and immediate supervision of the county engineer who shall be deemed responsible for the efficient, economical and good-faith performance of said work. This resolution is approved annually.

FINANCIAL IMPACT:

There is no financial impact. This is an annual authorization to complete project closure paperwork.

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

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the resolution authorizing the County Engineer to accept federal aid, state aid and farm to market construction work on behalf of the county during 2024.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE COUNTY ENGINEER TO EXECUTE
CERTIFICATION OF COMPLETION OF WORK ON FEDERAL AID, STATE AID, AND
FARM TO MARKET CONSTRUCTION DURING 2024

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 2024.

Board of Supervisors of Woodbury County, Iowa

Chair

ATTEST:

By _____
Patrick F. Gill, Woodbury County Auditor

SEAL

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

Date: 12/27/2023 Weekly Agenda Date: 1/2/2024

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

WORDING FOR AGENDA ITEM:

Consideration of permit to work in the county right of way for the City of Sergeant Bluff

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The city of Sergeant Bluff seeks to do work along Old Lakeport Road for the construction of a multi-use/bicycle trail.

BACKGROUND:

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

FINANCIAL IMPACT:

No impact at this time.

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?

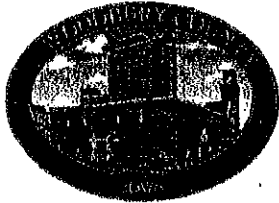
Yes No

RECOMMENDATION:

Approve the permit to work in the right of way

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the permit to work in the right of way for the City of Sergeant Bluff and to direct the chair to sign the permit.



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. Nagra, P.E.

mnagra@woodburycountyiowa.gov

ASSISTANT TO THE COUNTY ENGINEER

Benjamin T. Kusler, E.I.T.

bkusler@woodburycountyiowa.gov

SECRETARY

Tish Brice

tbrice@woodburycountyiowa.gov

WOODBURY COUNTY SECONDARY ROAD DEPARTMENT

PERMIT & AGREEMENT TO PERFORM WORK WITHIN WOODBURY COUNTY RIGHT OF WAY

Name of Permittee: City of Sergeant Bluff Phone No.: 712-943-4244

Mailing Address: 501 4th Street, Sergeant Bluff, IA 51054

Township: T88N R47W Section: 29, 30

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

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

Along the west side of Old Lakeport Road from City of Sergeant Bluff corporate limits to South Ridge Road, shoulder grading, shoulder paving, trail paving, driveway reconstruction, and site restoration/seedng.

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

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

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

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

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

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

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

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

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

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

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

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

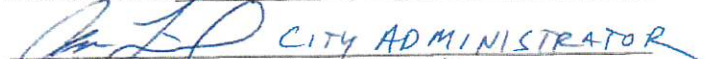
N/A

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

N/A

M. All work done by property owner, organization or authorized representative pursuant to this agreement shall be completed prior to the 31st day of May, ~~2023~~, 2025

Entered into this _____ day of _____, 2023.


Signature of Property Owner or Authorized Representative

Woodbury County Engineer

Chair, Woodbury County Board of Supervisors

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

Date: 12/27/2023 Weekly Agenda Date: 01/02/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Dennis Butler - Finance/Budget Director

WORDING FOR AGENDA ITEM:

Approval of amended Baker Group proposal to proposed assistance with filing for the ARPA funds

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The American Rescue Plan offers \$350 billion for eligible state, local, territorial, and Tribal Governments

BACKGROUND:

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each government to meet local needs. The U.S. Treasury implements the provisions of this program.

FINANCIAL IMPACT:

Amend original amended agreement from \$10,000 up to \$15,000, including time and material at a rate of \$100 per hour. This will be funded through ARPA 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:

Approve assistance from The Baker Group with filing for the ARPA Reports and form review for the Woodbury County Law Enforcement Center.

ACTION REQUIRED / PROPOSED MOTION:

Motion by _____, second by _____, to approve amending The Baker Group agreement from \$10,000 up to \$15,000 for assisting in ARPA funding requirements.



Baker Group
Shane Albrecht
Sr. Project Manager
1600 SE Corporate Woods Drive
Ankeny, Iowa 50021-7501

Phone: 515.262.4000
855.262.4000
Fax: 515.266.1025
www.thebakergroup.com

December 15, 2023

Woodbury County Board of
Supervisors Attn: Dennis Butler
620 Douglas St.
Sioux City, IA
51101

Subject: Change Order #2 – Additional Assistance for Filing for ARPA Funds

Dear Dennis,

Baker Group requests approval of an additional \$5,000.00 to provide additional assistance with filing for ARPA funds and form review, for the Woodbury County Law Enforcement Center.

Change Order #2:

Project will be time and material at a rate of \$100/hour for an additional \$5,000.00 with a total price to not exceed \$15,000.00 on the project without additional approval.

Sincerely,

Shane Albrecht

Shane Albrecht, PMP CDCMP
Sr. Project Manager
Baker Group

Approved by:

Signature: _____

Name: _____

Title: _____

Date: _____

ARPA Consulting Fees
December 27, 2023

Information only

	<u>Baker Group</u>	<u>UHY Consults</u>
	\$10,000	\$72,000
Spent ot Date	<u>9,900</u>	<u>9,775</u>
Unspent	100	62,225

I am requesting to increase Baker Group by \$5,000. This will make their contract \$15,000. The ARPA Funds will be used from unspent ARPA revenues.

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

Date: 12/28/23 Weekly Agenda Date: 1/2/24

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Daniel Priestley, Zoning Coordinator

WORDING FOR AGENDA ITEM:

Consideration of applicants for the appointment to fill one expired term on the Woodbury County Board of Adjustment from 2024 to 2028.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

This item requests for the Board to consider appointing one (1) applicant from the candidate pool to the Board of Adjustment (BOA) for a 5-year term (2024 to 2028).

BACKGROUND:

Two (2) candidates have applied to be considered for service on the Board of Adjustment. Both candidates meet the requirements to serve and their references have been verified.

Applicants: Applications Enclosed.

- Hair, Daniel, 2889 Humbolt Ave., Hornick, IA 51026, 712-874-3702

- Hanson, Jeffrey William, 1623 Eastland Ave., Lawton, IA 51030, 712-899-4054

FINANCIAL IMPACT:

0

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 the appointment of one of the candidates (effective immediately) to the Board of Adjustment for a new five-year term (2024 to 2028).

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the the appointment of _____ (effective immediately) to the Board of Adjustment for a new five-year term (2024 to 2028).

5. Board of Adjustment.

- A. Establishment. Pursuant to Chapter 335 of the Code of Iowa, a County Board of Adjustment, consisting of five members, as previously established, is hereby continued.
- B. Appointment and membership.
 - (1) The members of the Board of Adjustment shall be appointed by the Board of Supervisors for terms of five years. Terms of the Board shall be staggered so that no more than two memberships expire on December 31 of any year. Vacancies shall be filled in the same manner for the remainder of an unexpired term.
 - (2) Members of the Board of Adjustment shall consist of eligible electors, as defined by Iowa Code section 39.3, who reside within the area regulated by the County Zoning Ordinance and shall not be officers or employees of any agency or department of the County. Iowa law requires all appointive boards, commissions, committees, and councils of a political subdivision to be gender balanced by using a fair and unbiased method of selecting the best qualified applicants. The Board of Supervisors may appoint any qualified applicant, regardless of gender, after making a three-month good faith effort to appoint a gender balanced Board.
 - (3) Members of the Board of Adjustment shall serve without compensation but may be reimbursed for the actual expenses incurred while performing their official duties, which shall be subject to the approval of the Board of Supervisors.
 - (4) Any member of the Board of Adjustment may be removed for cause by the Board of Supervisors following a public hearing on written charges. Cause for removal may be found by the Board of Supervisors in any action or condition which it determines to be detrimental to the proper functioning of the Board, including conflicts of interest, violations of laws or regulations pertaining to the role of the Board, failing to carry out the duties of a member of the Board, including failure to attend 50% or more regular meetings in any twelve-month period, or other conduct which casts doubt upon the integrity or effectiveness of the member.
- C. Rules of Procedure. The Board of Adjustment shall organize itself and shall adopt and maintain, subject to the approval of the Board of Supervisors, rules of procedure in conformance with the provisions of this ordinance and the Iowa Code to govern the conduct of its business.
- D. Powers and Duties. The Board of Adjustment shall have the following powers and it shall be its duty:
 - (1) To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by an administrative official in the enforcement of Iowa Code Chapter 335, or of any ordinance adopted pursuant thereto.
 - (2) To hear and decide special exceptions to the terms of the ordinance upon which such Board is required to pass under such ordinance.
 - (3) To authorize upon appeal, in specific cases, such variance from the terms of the ordinance as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of the ordinance will result in unnecessary hardship, and so that the spirit of the ordinance shall be observed, and substantial justice done.

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: www.woodburycountyiowa.gov

Application For: Board of Adjustment (Board/Commission)
Date 10/16/2023 E-mail Address dhair@wiatel.net
Name Daniel Hair
Address 2889 Humbolt Avenue Hornick, IA 51026
Phone Number (712) 874-3702 Fax Number _____
Business Phone _____ Cell Phone (712) 870-1660

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):

Farmer - self employed. Vice President of Woodbury County Farm Bureau
Current chair of board of Adjustment

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

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

As much time is necessary to fulfill my duties to the board.

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

I am currently the chair of the board of adjustment, I feel that I am very connected to rural Woodbury County way of life since I live in the unincorporated area. I am very interested in making Woodbury County a great place for residents and businesses alike. I have been very active in recent county events that could greatly affect Woodbury County.

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

As the current chair of the board of adjustment, I feel that I have the experience to lead the meetings efficiently and effectively. I am dependable and have not missed a meeting since being in the chair position.

■ Direction/role you perceive of this Board/Commission: *The position of this board is to help those with hardships that may not qualify for favorable decisions under current zoning regulations. The board scrutinizes applications and generally grants variances, and CUP's when appropriate.*

■ 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? *You all know me - I am honest, reliable, and passionate about business and life in Woodbury County. I have enjoyed serving on the board of adjustment and I would like to serve for a full term since I have just been fulfilling the term of a resigning commissioner.*

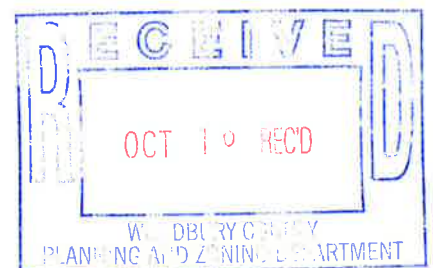
■ Please provide two references who may be contacted on your qualifications for this position.

Name	Address	Phone number	Email address	Relationship
<i>Kurt Paulsen</i>	<i>209 7th Street</i>	<i>Correctionville, IA 51016</i>	<i>(712) 870-8182</i>	<i>Neighbor</i>
<i>Troy Leininger</i>	<i>311 E 3rd Street</i>	<i>Spencer, IA 51301</i>	<i>(712) 346-7846</i>	<i>Farm Bureau Regional Manager.</i>

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

Signature *Daniel Hain* Date *10/16/2023*

**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.**



**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: Planning and Zoning Commission and Board of Adjustment (Board/Commission)

Date October 25, 2023 E-mail Address jhanson@mcclurevision.com

Name Jeffrey William Hanson

Address 1623 Eastland Avenue, Lawton, Iowa 51030

Phone Number 712-899-4054 Fax Number _____

Business Phone 712-220-3294 Cell Phone 712-899-4054

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):

Current: McClure Engineering – Business Development Lead

Previous: City of Sioux City – Community Development Operations Manager (18 years)

Previous: SIMPCO – Transportation Planning Director (6 years)

Retired volunteer firefighter with the Lawton Fire Department (17 years)

Woodbury County Emergency Operations Center Management Team – Planning Section Chief (15 years)

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

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

Available to attend all meetings and committed to devoting as much time as needed.

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

I am a lifelong Sioux City/Woodbury County resident. I built our family home in 2000 in rural Woodbury County where my wife and I have raised our two children. I was employed with the City of Sioux City, Iowa in various Planning and Community Development positions. Most recently I served as the Community Development Operations Manager overseeing the Housing, Inspections, Neighborhood Services, and Planning and Zoning Divisions.

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

I believe I could use my education and 24 years of professional experience in planning and community development to contribute to the Planning and Zoning Commission and Board of Adjustment.

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

Planning and Zoning Commission – Provide recommendations to the Board of Adjustment and Board of Supervisors on planning, zoning, subdivision, and development projects in the unincorporated area of Woodbury County.

Board of Adjustment – Quasi-judicial board to hear and make decisions regarding appeals to the Zoning Ordinance.

Reviews and decides on variances and conditional use permits in the unincorporated area of Woodbury County.

■ **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?**

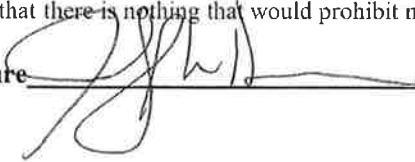
No additional information.

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

Name	Address	Phone number	Email address	Relationship
Ryan Ross	329 Pierce Street	712-259-3563	ross@craryhuff.com	Friend/Colleague
Kurt Miene	212 Larimer Street	712-870-5222	Kurt.Miene@stocktontowingiowa.com	Friend/Lawton Fire

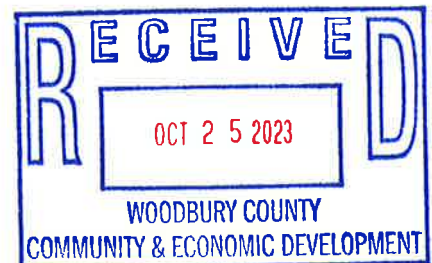
I certify that there is nothing that would prohibit me from serving on this board or commission.

Signature



Date 10/25/2023

**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.**



Zoning Commission and Board of Adjustment Advertisement Dates for Commission and Board Openings

October 5, 2023

- Posted to the Woodbury County website “News” section.

October 17, 2023

- Sergeant Bluff Advocate
 - o Ad

October 18, 2023

- Danbury Review
 - o Ad

October 19, 2023

- Merville Record
 - o Ad

October 23, 2023

- Facebook
 - o Social Media Post
- Twitter
 - o Social Media Post

October 26, 2023

- Sioux City Journal
 - o Legal Notice

November 21, 2023

- Facebook
 - o Social Media Post

November 27, 2023

- Twitter
 - o Social Media Post

Application Deadline: December 5, 2023



**WOODBURY COUNTY
COMMUNITY &
ECONOMIC
DEVELOPMENT**

**COMMISSION &
BOARD OPENINGS**

**NOW ACCEPTING
APPLICATIONS FOR**

**WOODBURY COUNTY
Zoning Commission &
Board of Adjustment**

Must be a resident of
rural unincorporated Woodbury County

For more information,
call 712-279-6609

Applications can be downloaded at
www.WoodburyCountyCED.com
Application Deadline: Dec. 5, 2023

Ran in the Sergeant Bluff Advocate, Danbury Review, & Merville Record

NOW ACCEPTING APPLICATIONS FOR APPOINTMENTS TO THE WOODBURY COUNTY PLANNING AND ZONING COMMISSION AND BOARD OF ADJUSTMENT

To apply, submit a completed application by December 5, 2023, to the Woodbury County Board of Supervisors, Woodbury County Courthouse, 620 Douglas St., Room 104, Sioux City, IA 51101. Applicants must be residents of rural unincorporated Woodbury County. For more information, visit: WoodburyCountyIowa.gov (Committee Pages) or call (712) 279-6609.

Planning and Zoning Commission (1 Appointment Available)

The Zoning Commission is a commission of five citizens appointed by the County Board of Supervisors. The Commission is responsible for preparing and making recommendations to the Board of Adjustment and Board of Supervisors on issues concerning: the general plan and amendments; subdivision plans, amendments to the ordinance, rezoning, and development. Members shall be residents of the unincorporated area of the County and serve terms of five years without compensation. This appointment will be from 1/24 to 12/28.

Board of Adjustment (1 Appointment Available)

The Board of Adjustment is a quasi-judicial board of five citizens appointed by the County Board of Supervisors. The Board hears and decides appeals to any order, requirement, decision, or determination made by an administrative officer in the enforcement of the County's zoning ordinance; hears and reviews variances and special exceptions from the terms of the zoning ordinance; and decides applications for conditional use permits. Members shall be residents of the unincorporated area of the county and serve terms of five years without compensation. This appointment will be from 1/24 to 12/28.

Ran in the Sioux City Journal Legals Section



**WOODBURY COUNTY
COMMUNITY &
ECONOMIC
DEVELOPMENT**

COMMISSION & BOARD OPENINGS

ZONING COMMISSION	BOARD OF ADJUSTMENT
1 OPENING	1 OPENING
<small>January 2024 to December 2028</small>	<small>January 2024 to December 2028</small>
<small>The Zoning Commission is a commission of five citizens appointed by the Woodbury County Board of Supervisors. The Commission is responsible for preparing and making recommendations to the Board of Adjustment and Board of Supervisors on issues concerning the general plan and amendments, rights-of-way dedications, vacations, partial vacations, subdivision plans, amendments to the ordinance, rezoning, and development. Members shall be residents of the unincorporated area of the County and serve terms of five years without compensation.</small>	<small>The Board of Adjustment is a quasi-judicial board of five citizens appointed by the Woodbury County Board of Supervisors. The Board hears and decides appeals to any order, requirement, decision, or determination made by an administrative officer in the enforcement of the County's zoning ordinance; hears and reviews variances and special exceptions from the terms of the zoning ordinance; and decides applications for conditional use permits. Members shall be residents of the unincorporated area of the county and serve terms of five years without compensation.</small>

MUST BE A RESIDENT OF RURAL UNINCORPORATED WOODBURY COUNTY

For more information, call 712-279-6609

Applications can be downloaded at <https://tinyurl.com/ZCBA2024>

APPLICATION DEADLINE: DECEMBER 5, 2023

Posted to social media (Facebook & Twitter).

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

Date: 12/28/23 Weekly Agenda Date: 1/2/24

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Daniel Priestley, Zoning Coordinator

WORDING FOR AGENDA ITEM:

Consideration of applicants for the appointment to fill one expired term on the Woodbury County Zoning Commission from 2024 to 2028.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

This item requests for the Board to consider appointing one (1) applicant from the candidate pool to the Zoning Commission (ZC) for a 5-year term (2024 to 2028).

BACKGROUND:

Three (3) candidates have applied to be considered for service on the Zoning Commission. The candidates meet the requirements to serve and their references have been verified.

Applicants: Applications Enclosed.

- Hanson, Jeffrey William, 1623 Eastland Ave., Lawton, IA 51030, 712-899-4054

- McWilliams, David, 1563 Buchanan Ave., Sioux City, IA 51106, 712-266-6917

- O'Tool, Jeffrey Dean, 1466 140th St., Sioux City, IA 51106, 712-898-9017

FINANCIAL IMPACT:

0

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 the appointment of one of the candidates (effective immediately) to the Zoning Commission for a new five-year term (2024 to 2028).

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the the appointment of _____ (effective immediately) to the Zoning Commission for a new five-year term (2024 to 2028).

4. Planning and Zoning Commission.

- A. Establishment. Pursuant to Chapter 335 of the Code of Iowa, a County Zoning Commission, consisting of five members, as previously established, is hereby continued.
- B. Appointment and membership
 - (1) The members of the Zoning Commission shall be appointed by the Board of Supervisors for terms of five years. Terms of Commissioners shall be staggered so that no more than two memberships expire on December 31 of any year. Vacancies shall be filled in the same manner for the remainder of an expired term.
 - (2) Members of the Zoning Commission shall consist of eligible electors, as defined by Iowa Code section 39.3, who reside within the area regulated by the County Zoning Ordinance and shall not be officers or employees of any agency or department of the County. Iowa law requires all appointive boards, commissions, committees, and councils of a political subdivision to be gender balanced by using a fair and unbiased method of selecting the best qualified applicants. The Board of Supervisors may appoint any qualified applicant, regardless of gender, after making a three-month good faith effort to appoint a gender balanced Commission.
 - (3) Members of the Zoning Commission shall serve without compensation but may be reimbursed for the actual expenses incurred while performing their official duties, which shall be subject to the approval of the Board of Supervisors.
 - (4) Any member of the Zoning Commission may be removed for cause by the Board of Supervisors following a public hearing on written charges. Cause for removal may be found by the Board of Supervisors in any action or condition which it determines to be detrimental to the proper functioning of the Commission, including conflicts of interest, violations of laws or regulations pertaining to the role of the Commission, failing to carry out the duties of a member of the Commission, including failure to attend 50% or more regular meetings in any twelve month period, or other conduct which casts doubt upon the integrity or effectiveness of the member.
- C. Rules of Procedure. The Commission shall organize itself and shall adopt and maintain, subject to the approval of the Board of Supervisors, Rules of Procedure in conformance with the provisions of this ordinance and the Iowa Code to govern the conduct of its business.
- D. Powers and Duties. The Zoning Commission shall have the following powers and it shall be its duty:
 - (1) To recommend the boundaries of the various districts and appropriate regulations and restrictions to be enforced in the districts within the area regulated by the County Zoning Ordinance;
 - (2) To, with due diligence, prepare a preliminary report and hold public hearings on the preliminary report before submitting the Commission's final report to the Board of Supervisors as provided in the County Zoning Ordinance and Subdivision Regulations;
 - (3) To recommend to the Board of Supervisors amendments, supplements, changes or modifications to the text or Zoning District Map of the County Zoning Ordinance. The Commission's report and any recommendations may include a proposed ordinance or amendments to an ordinance;
 - (4) To recommend to the Board of Supervisors, the adoption of a comprehensive plan pursuant to Iowa Code Section 335.5, or amendments thereto;

- (5) To contract with professional consultants, regional planning commissions, the economic development authority, or the federal government, for local planning assistance, with the approval of the Board of Supervisors.

**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: Planning and Zoning Commission and Board of Adjustment (Board/Commission)

Date October 25, 2023 E-mail Address jhanson@mcclurevision.com

Name Jeffrey William Hanson

Address 1623 Eastland Avenue, Lawton, Iowa 51030

Phone Number 712-899-4054 Fax Number _____

Business Phone 712-220-3294 Cell Phone 712-899-4054

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):

Current: McClure Engineering – Business Development Lead

Previous: City of Sioux City – Community Development Operations Manager (18 years)

Previous: SIMPCO – Transportation Planning Director (6 years)

Retired volunteer firefighter with the Lawton Fire Department (17 years)

Woodbury County Emergency Operations Center Management Team – Planning Section Chief (15 years)

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

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

Available to attend all meetings and committed to devoting as much time as needed.

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

I am a lifelong Sioux City/Woodbury County resident. I built our family home in 2000 in rural Woodbury County where my wife and I have raised our two children. I was employed with the City of Sioux City, Iowa in various Planning and Community Development positions. Most recently I served as the Community Development Operations Manager overseeing the Housing, Inspections, Neighborhood Services, and Planning and Zoning Divisions.

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

I believe I could use my education and 24 years of professional experience in planning and community development to contribute to the Planning and Zoning Commission and Board of Adjustment.

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

Planning and Zoning Commission – Provide recommendations to the Board of Adjustment and Board of Supervisors on planning, zoning, subdivision, and development projects in the unincorporated area of Woodbury County.

Board of Adjustment – Quasi-judicial board to hear and make decisions regarding appeals to the Zoning Ordinance.

Reviews and decides on variances and conditional use permits in the unincorporated area of Woodbury County.

■ **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?**

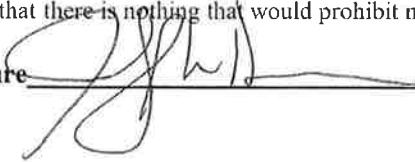
No additional information.

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

Name	Address	Phone number	Email address	Relationship
Ryan Ross	329 Pierce Street	712-259-3563	ross@craryhuff.com	Friend/Colleague
Kurt Miene	212 Larimer Street	712-870-5222	Kurt.Miene@stocktontowingiowa.com	Friend/Lawton Fire

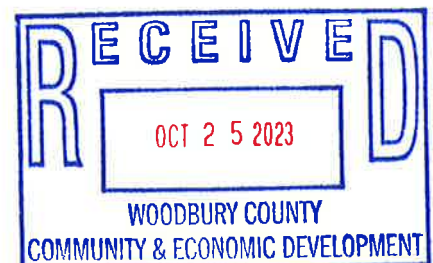
I certify that there is nothing that would prohibit me from serving on this board or commission.

Signature



Date 10/25/2023

**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.**



**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**

Application For: David McWilliams (Board/Commission) Date 12/3/23 E-mail

Address dgjmw49@gmail.com Name David McWilliams

Address 1563 Buchanan Ave Sioux City, IA 51106 Phone Number 712-266-6917

Fax Number _____ Business Phone _____

Cell Phone 712-266-6917

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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):

Retired from City of Sioux City as Airport Operations Manager after approximately 30 years.

Presently working at Dakota Valley Schools. Current Board Member at The Municipal Federal

Credit Union and Chair of the Auditing Committee.

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

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

Having been a past member of the Planning and Zoning Committee, I know and am willing to

spend the time needed for the position. _____

- **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.

_____ Was a past member of the Planning and Zoning Commission serving 2 terms and serving as Chairman for a year. _____

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

_ I feel I would have excellent knowledge of the procedures and policies having helped to rewrite the Zoning regulations. _____

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

___ I would be a link between the committee and the general public to make the Supervisors job easier. _____

- **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?**

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

Name Address Phone Number Email Address Relationship

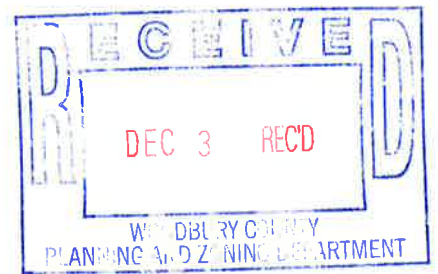
_ Steve Olson 2000 Spring Creek Rd Sioux City, IA 51106 Phone 712-253-0769 Email heritage24@aol.com Relationship-Friend

Tom Verzani 1522 Buchanan Ave Sioux City, IA 51106 Phone 712-253-4759 Email tverzani@gmail.com Relationship-Friend

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

commission. **Signature David McWilliams** __ **Date 12/3/2023** __

***YOUR APPLICATION WILL BE RETAINED IN OUR FILES FOR ONE YEAR
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DISTRIBUTED FOR THE PUBLIC***



APPLICATION FORM FOR WOODBURY COUNTY BOARD/COMMISSION

NOV 15 2023 10:21 AM

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: www.woodburycountyiowa.gov

Application For: Zoning Commission (Board/Commission)
Date 11/10/23 E-mail Address JEFFREY.OSTOIC@outlook.com
Name Jeffrey Dean O'Toole
Address 1466 140th St Sioux City IA 51106
Phone Number 712 898 9017 Fax Number
Business Phone Cell Phone 712 898 9017

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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):

- Unity Point Health - Physician in Emergency Department
- served on zoning commission for several years
- land owner, outdoorsman, hunter,

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

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

3-5 hours per month

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

I think it is important to find a balance between individual rights and whats best for the greater good. Making sure we consider the factors that and understand how this decision will affect the county for decades to come. I have served for

Contributions you feel you can make to the Board/Commission: the last several years on the

- 1) critical thinker, 2) landowner, Commission
3) Parent of children I hope come back to woodbury county

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

- fair and reasonable application of the zoning rules and regulations, allowing a forum for public to show support/opposition,
- supporting landowner autonomy and public interests

■ 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?

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

Name	Address	Phone number	Email address	Relationship
------	---------	--------------	---------------	--------------

John Atwood	1506 155 th St Surv City	712-490-6926		Board member at Hawkeye gun Range
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Jay Morrison	706 Coffee Farm Rd Sergeant Bluff, IA	712-333-9360		Clay breaker coach @ gmail.com
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Head coach of midget no' trap team, also Hawkeye Board member

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

Signature  Date 11/10/23

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Zoning Commission and Board of Adjustment Advertisement Dates for Commission and Board Openings

October 5, 2023

- Posted to the Woodbury County website “News” section.

October 17, 2023

- Sergeant Bluff Advocate
 - o Ad

October 18, 2023

- Danbury Review
 - o Ad

October 19, 2023

- Merville Record
 - o Ad

October 23, 2023

- Facebook
 - o Social Media Post
- Twitter
 - o Social Media Post

October 26, 2023

- Sioux City Journal
 - o Legal Notice

November 21, 2023

- Facebook
 - o Social Media Post

November 27, 2023

- Twitter
 - o Social Media Post

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Ran in the Sergeant Bluff Advocate, Danbury Review, & Merville Record

Ran in the Sioux City Journal Legals Section

ZONING COMMISSION	BOARD OF ADJUSTMENT
1 OPENING	1 OPENING
January 2024 to December 2028	January 2024 to December 2028
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MUST BE A RESIDENT OF RURAL UNINCORPORATED WOODBURY COUNTY
For more information, call 712-279-6609
Applications can be downloaded at <https://tinyurl.com/ZCBA2024>
APPLICATION DEADLINE: DECEMBER 5, 2023

Application Deadline: December 5, 2023

Posted to social media (Facebook & Twitter).

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

Date: 12/28/23 Weekly Agenda Date: 1/2/24

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Daniel Priestley, Zoning Coordinator

WORDING FOR AGENDA ITEM:

Approve the Construction Evaluation Resolution relating to Construction Permits for Large Animal Confinement Operations.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

This item requests the Board of Supervisors to adopt a Construction Evaluation Resolution (CER) for construction permits for large animal confinement operations.

BACKGROUND:

If a county chooses to use the master matrix to evaluate applications for construction permits for large animal confinement operations (1000+ animal units), the Board of Supervisors must adopt a CER annually. If the Board does not, the county cannot: 1.) Submit formal recommendations to DNR concerning a particular construction permit application; 2.) Send county employees along a DNR site inspection; or 3.) Appeal the DNR's decision regarding a construction permit application to the Environmental Protection Commission.

FINANCIAL IMPACT:

0

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 the construction evaluation resolution as proposed.

ACTION REQUIRED / PROPOSED MOTION:

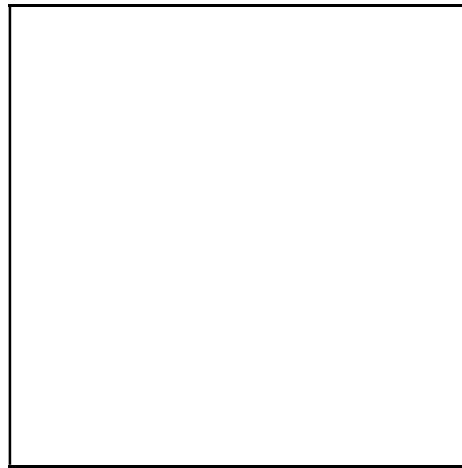
Motion to approve the Construction Evaluation Resolution relating to Construction Permits for Large Animal Confinement Operations.

Daniel Priestley

From: Karen James
Sent: Friday, December 8, 2023 9:24 AM
To: Daniel Priestley
Subject: FW: 2024 Construction Evaluation Resolutions

From: Kristi Harshbarger, ISAC General Counsel <kharsbarger@iowacounties.org>
Sent: Friday, December 8, 2023 8:08 AM
To: Karen James <kjames@woodburycountyiowa.gov>
Subject: 2024 Construction Evaluation Resolutions

CAUTION: This email originated from **OUTSIDE** of the organization. Please verify the sender and use caution if the message contains any attachments, links, or requests for information as this person may NOT be who they claim. **If you are asked for your username and password, please call WCICC and DO NOT ENTER any data.**



2024 Construction Evaluation Resolutions

County Officials:

If a county chooses to use the master matrix to evaluate applications for construction permits for large animal confinement operations, the board of supervisors must adopt a “construction evaluation resolution” annually.

According to the DNR’s administrative rules, if the board of supervisors wants to use the master matrix between February 1, 2024, and January 31, 2025, **the board of supervisors must submit an adopted “construction evaluation resolution” to the DNR between January 1 and January 31, 2024.**

A [sample construction evaluation resolution](#) is available behind the linked text or the button below.

The construction evaluation resolution should be submitted to Kelli Book through mail or [email](#):

Kelli Book
Iowa Department of Natural Resources
502 East 9th Street
Des Moines, IA 50319-0034
kelli.book@dnr.iowa.gov

Counties will receive a confirmation email for all CERs received.

The board of supervisors can adopt the resolution at any time, as long as it is actually submitted to the DNR during January of 2024.

If a county board of supervisors does not adopt a construction evaluation resolution for 2024, then the county cannot:

1) submit a formal recommendation to the DNR concerning a particular construction permit application. The county can submit comments, but a formal recommendation is much preferred;

2) send county employee along on a DNR site inspection; or

3) appeal the DNR's decision regarding a construction permit application to the Environmental Protection Commission.

In addition, if the county chooses to use the master matrix, then applicants must meet stricter environmental standards than they would have to meet otherwise.

If you have any questions about this memo, you can call [Kristi Harshbarger](#) at ISAC at 515.244.7181, or [Kelli Book](#) at Iowa DNR at 515.210.3408.

[View Memo](#)

[Sample Resolution](#)

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Iowa State Association of Counties (ISAC)

5500 Westown Parkway, Suite 190 | West Des Moines, IA | 50266

Phone | 515.244.7181

This email is being sent to all county auditors, supervisors, planning and zoning, and environmental health.

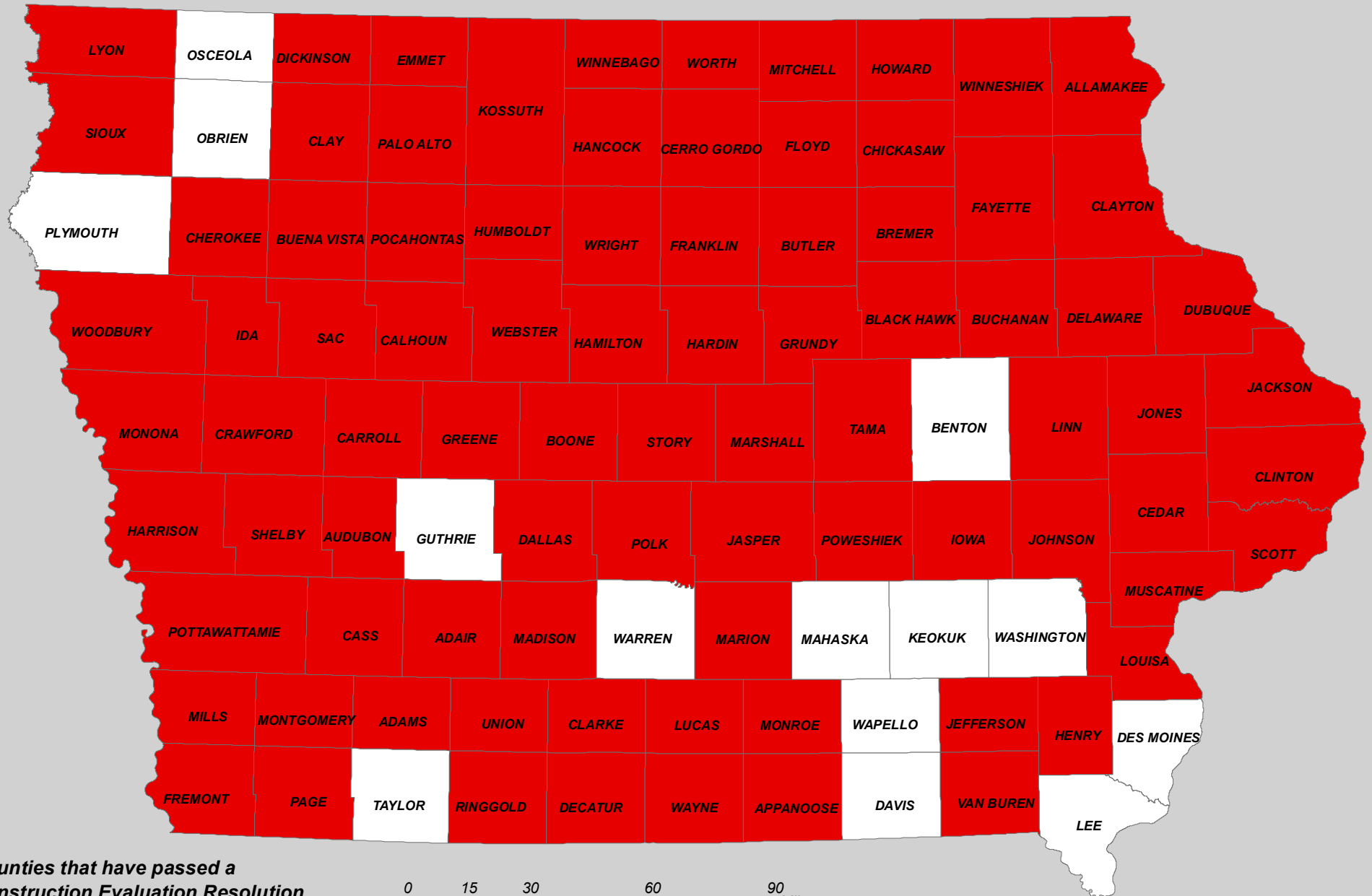
This email was sent to kjames@woodburycountyiowa.gov

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

Iowa State Association of Counties · 5500 Westown Pkwy Ste 190 · West Des Moines, IA 50266-8364 · USA

Status of Construction Evaluation Resolutions by County

February 2, 2023



Counties that have passed a Construction Evaluation Resolution

no
 yes



RESOLUTION # _____

CONSTRUCTION EVALUATION RESOLUTION

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

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

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

WHEREAS, by adopting a construction evaluation resolution the board of supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the board of supervisors between February 1, 2024 and January 31, 2025 and submit an adopted recommendation regarding that application to the DNR; and

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

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

Chair, Board of Supervisors

Date: _____

ATTEST:

County Auditor

Date: _____

Subject: Press Release

Hello, wanted to let you know we are sending a Press Release regarding people getting DD214's. There is a 3rd Party company charging people to get their DD214's & recording them. The Recorder's Office contacted us that on Tuesday they had received 4 DD214's from this company. When the DD214 is recorded they have to send them back to this company. 2 were already recorded at the Courthouse.

This has been talked about between the Counties. One of the Counties did contact organizations & received a Decease & Desist letter, for this reason, we did send this release to the Joshua at the County Attorney. He did a couple changes, which have been done.

Beside the news organizations we have also sent to the Veteran Organizations & the City Halls in Woodbury County.

If you have any questions, please let us know.

Hope you all have a Merry Christmas!

Lisa

Lisa Robinson, CVSO
Woodbury County Commission of Veteran Affairs
1211 Tri View Ave, Suite A
Sioux City, IA 51103
(712) 279-6605
(712) 224-4093



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



Katherine Moreno
Chairperson

Joseph Donovan
Vice-Chairperson

Emily Clayton
Member

John Mansfield
Member

T.J. Fennell
Member

December 21, 2023

Fees for Military Records

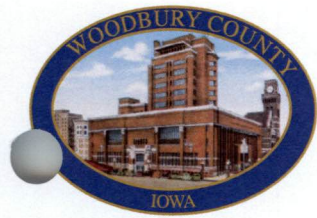
The Woodbury County Commission of Veteran Affairs wants to make all Veterans aware that recording or requesting Military Records is free of charge for a Veteran. Please review the Iowa Code Chapter and Information regarding submitting copies of DD214 documents below. Please remember you may always contact your local County Veterans Affairs Office for assistance recording or requesting military records.

The County Recorder's office has on permanent record, military discharges that have been presented for recording. Pursuant to Iowa Code Section 331.608(6), notwithstanding Section 22.2, subsection 1, such record shall be confidential and shall not be made available for examination or copying except as follows:

- To the person who is the subject of the record, to a member of that person's immediate family, or to that person's agent or representative duly authorized in writing.
- To a person requesting to examine or copy a record when the event that resulted in the record being made occurred more than sixty-two (62) years prior to the request. However, the recorder shall redact any social security number included in a record made available pursuant to this paragraph.
- To a person who is a funeral director licensed pursuant to chapter 156 and who has custody of the body of a deceased Veteran.
- When otherwise ordered by a court of competent jurisdiction.
- When otherwise required by a department or agency of the federal or state government or a political subdivision. The recorder shall make these records available to the Department of Veteran's Affairs. The Department of Veteran's Affairs and its employees shall be subject to the same state and federal confidentiality restrictions and requirements that are imposed on the recorder.

Veterans are also eligible to submit legal copies of their DD214 to the County Recorder's office in the county in which they reside. There is no fee to record the DD214. Copies of military discharge records are also free of charge. Veterans and entitled immediate family members may request in-person or complete a military discharge application. All records not recorded in your local county can be requested from the National Personnel Records Center.

For more information, please contact the Woodbury County Commission of Veteran Affairs Office at (712) 279-6606.



Woodbury County Board of Supervisors

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

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To: Woodbury County Board of Supervisors
From: Dennis D. Butler, Finance/Budget Director *DDB*
RE: FY 2025 Budget Before Budget Reviews
Date: January 2, 2024

This memo's purpose is to provide the Board of Supervisors an overall view of the proposed Woodbury County budget for FY 2025. These will be challenging times as inflation is currently at 3.1% and new expenses will be rising due to the new Law Enforcement Center. The County has a bond rating of AA3 which helped in achieving lower interest rates on bond issues and future CIP Loan Notes. The County will get through this without major changes in services provided to the citizens of Woodbury County.

Included in this memo are schedules that summarize the **proposed** FY 25 Budget by fund, **proposed** Tax Asking and **projected** Tax Rates.

Potential Appropriation Breakdown by Fund

<u>Fund</u>	<u>FY 24 Appropriations</u>	<u>Potential FY 25 Appropriations</u>	<u>Increase or (Decrease)</u>
General Basic	\$37,466,697	\$37,446,393	(\$20,304)
General Supplemental	\$13,926,680	\$15,384,474	\$1,457,794
Debt Service	\$7,470,950	\$7,107,231	(\$363,719)
Rural Basic	<u>\$4,396,399</u>	<u>\$3,958,751</u>	<u>(\$437,648)</u>
Subtotal tax funds	\$63,260,726	\$63,896,849	\$636,123
Other Funds - Non Tax	<u>\$26,237,220</u>	<u>\$22,753,752</u>	<u>(\$3,483,468)</u>
Total	\$89,497,946	\$86,650,601	(\$2,847,345)

Proposed Tax Asking Breakdown by Fund

<u>Fund</u>	<u>FY 24 Tax Asking</u>	<u>FY 25 Potential Tax Asking</u>	<u>Increase or (Decrease)</u>
General Basic	\$20,569,910	\$21,274,420	\$704,510
General Supplemental	\$12,884,200	\$14,683,874	\$1,799,674
Debt Service	\$4,684,804	\$5,862,581	\$1,177,777
Rural Basic	<u>\$3,652,680</u>	<u>\$3,740,248</u>	<u>\$87,568</u>
Total	\$41,791,594	\$45,561,123	\$3,769,529

Proposed Tax Rate By Fund Comparison

<u>Fund</u>	<u>FY 24 Tax Rate</u>	<u>FY 25 Potential Tax Rate</u>	<u>Increase or (Decrease)</u>
General Basic	3.89354	3.81720	-0.07634
General Supplemental	2.43876	2.63468	0.19592
Debt Service	<u>0.80269</u>	<u>0.94760</u>	<u>0.14491</u>
Total County-Wide	7.13499	7.39948	0.26449
Rural Basic	<u>2.46117</u>	<u>2.41290</u>	<u>-0.04827</u>
Total Township Only	9.59616	9.81238	0.21622

H.F 718 passed by the Legislature and signed by the Governor imposes tax asking restrictions on the General Basic and Rural Basic funds based on valuation growth. This legislation will be in effect thru FY 29. The tax asking for the two funds highlighted here are calculated by the use of a form provided by the Department of Management.

The funds that are exempt from any tax cap are General Supplemental and Debt Service Fund.

The proposed tax asking based on budget requests requires tax rate decrease in the General Basic fund 2% and Rural Basic down 2%.

In this section of this memo I will breakdown all county tax funds with reasons why there is a overall tax rate increase.

General Basic:

H.F. 718 sets our tax asking and tax rate which results in a tax asking increase of \$704,510 and a tax rate decrease of 7.634 cents per thousand dollars of taxable valuation. To balance out the revenues holding at this tax rate, We will have to generate \$1,035,373 revenues to achieve a balanced budget. There are several areas of revenues that can eliminate this shortfall.

Rural Basic:

H.F. 718 sets our tax asking and tax rate which results in a tax asking increase of \$ 87,568 and a tax rate decrease of 4.827 cents per thousand dollars of taxable valuation. With this scenario with budgets returned this will actually increase our cash reserves by \$57,709 which will open some discussion of using L.O.S.T. funds.

General Supplemental:

General Supplemental under H.F. 718 remains a unlimited tax rate fund. In this fund there is proposed a tax asking increase of \$ 1,799,674 and a tax rate increase of 19.592 cents per thousand dollars of taxable valuation. Following are the 5 reasons for this increase.

1. The emergency paramedics funding has been moved from General Basic and Rural Basic to the General Supplemental fund which results in a savings in of those two funds of \$183, 043 each for a total of \$ 366,086.
2. With the addition of the new LEC, the budget for FY 25 will be \$ 398,591. This was approved by the Board of Supervisors previously.
3. Increase of \$ 200,000 in the Self Liability Fund as there will be additional attorney fees, potential increases in insurance costs and also possible litigation.
4. As employee benefits increase for the General Basic Fund it will result in an increase of \$ 238,643 which is levied in the General Supplemental Fund and transferred to the General Basic Fund.
5. There is also a General Election in November 2024 which totals \$ 208,513. This costs is paid by taxes county wide.

These are the five reasons the tax asking in this fund. Total of all 5 is \$ 1,411,836.

Debt Service Fund:

There are three factors why the Debt Service Levy increased:

- (1) There is an new CIP Loan for FY 24 that is not covered by the projected tax asking increase.
- (2) One CIP (FY 19) Loan was paid off.
- (3) New revenues for the housing of Federal prisoners is not being used in the calculation as done in the previous FY 24 calculations.

Information only.

Accrued Cash Reserves as of June 30, 2023 in three tax funds:

General Basic	\$ 10,893,850 or 29%
General Supplemental	1,317,773 or 9.5%
Rural Basic	768,629 or 17.48%

If there are any questions I will be available anytime.