



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(JANUARY 16) (WEEK 3 OF 2024)**

Live streaming at:

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

Agenda and Minutes available at:

www.woodburycountyiowa.gov

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Mark Nelson
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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held January 16, 2024, at **4:30 p.m.** in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

This is a formal meeting during which the Board may take official action on various items of business. 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

1:30 p.m. Closed Session {Iowa Code Section (21.5 (1) (i)} **First Floor Boardroom**

3:15 p.m. Closed Session with LEC Authority {Iowa Code Section (21.5(1)(c)} **First Floor Boardroom**

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

1. Approval of the agenda Action

Consent Agenda

Items 2 through 4 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.

2. Approval of the minutes of the January 9, 2024 meeting
3. Approval of claims
4. County Auditor – Patrick Gill
Receive Auditor’s Quarterly Report

End Consent Agenda

- | | |
|--|-------------|
| 5. Presentation of resolution thanking Douglas Shupe for his 44 years to Woodbury County Secondary Roads | Information |
| 6. Human Resources – Melissa Thomas
Approval for the Chairman to sign the authorization to bind coverage with ICAP as Woodbury County’s 2024 property insurance provider | Action |
| 7. Board of Supervisors – Matthew Ung
Authorize the Chairman to sign MOU with AFSCME Council 61, Iowa Local Action 3462 Woodbury County Assistant County Attorneys, to advance the effective date of the 2024-2027 union contract from July 1, 2024 to January 22, 2024, and increase the one-time retention bonus for all new hires to \$3,000 | Action |
| 8. County Auditor – Patrick Gill | |
| a. Approval to combine Clerk II and Clerk III job description to replace current Finance Clerk III description | Action |
| b. Approval to deauthorize Finance Clerk II position | Action |
| c. Authorize an additional Finance Clerk III for a total of two authorized | Action |
| d. Authorize to hire Finance Clerk III | Action |
| 9. Budget Review Discussion for FY 2025
Board of Supervisors – Matthew Ung | |
| a. Approval to increase line item 0001-4-03-9020-6000 (FY25 interest on investments in General Basic fund) by \$300,000 | Action |
| b. Approval to reduce General Basic cash reserves by \$1,000,000 and transfer that amount to the General Supplemental levy for FY25 to reduce the property tax burden | Action |
| 10. Reports on Committee Meetings | Information |
| 11. Citizen Concerns | Information |
| 12. Board Concerns | Information |

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

- WED., JAN. 17** **12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- 5:00 p.m.** Zoning Commission Special Work Session, Basement Board Meeting Room
- 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** **5:00 p.m.** Zoning Commission Meeting, Basement Board Meeting Room
- WED., JAN. 24** **2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- THU., JAN. 25** **10:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
- 11:15 a.m.** Western Iowa Community Improvement Regional Housing Trust, 6401 Gordon Drive
- 1:30 p.m.** SIMPCO – Community and Economic Development, 6401 Gordon Drive
- MON., FEB. 5** **6:00 p.m.** Board of Adjustment meeting, First Floor Boardroom
- WED., FEB. 7** **4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., FEB. 14** **8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- THU., FEB. 15** **12:00 p.m.** SIMPCO Board of Directors, 1122 Pierce St.
- 4:00 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park

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

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

JANUARY 9, 2024, SECOND MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, January 9, 2024, at 3:30 p.m. Board members present were Nelson, Ung, Bittinger II, and Radig; Taylor was absent. 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.

- 1a1. Motion by Radig second by Ung to receive the Recorder budget as submitted. Carried 4-0.
- 1a2. Motion by Radig second by Ung to receive the Recorders Management budget as submitted. Carried 4-0.
- 1a3. Motion by Radig second by Bittinger to receive the Auditor budget as submitted. Carried 4-0.
- 1a4. Motion by Ung second by Bittinger to receive the Elections Administration budget as submitted. Carried 4-0.
- 1a5. Motion by Radig second by Ung to receive the Elections General budget as submitted. Carried 4-0.
- 1b1. Motion by Radig second by Ung to receive the County Attorney Administration budget reduced by \$15,468.00 in payroll budget lines. Carried 4-0.
- 1b2. Motion by Radig second by Ung to receive the County Attorney Collections budget as submitted. Carried 4-0.
- 1b3. Motion by Radig second by Ung to receive the County Attorney Juvenile Division budget as submitted. Carried 4-0.
- 1b4. Motion by Radig second by Ung to receive the County Attorney Jury & Witness Fees budget as submitted. Carried 4-0.
- 1b5. Motion by Ung second by Nelson to receive the County Attorney Forfeiture budget as submitted. Carried 4-0.
- 1b6. Motion by Ung second by Radig to receive the County Fine Collections budget as submitted. Carried 4-0.
- 1c1. Motion by Radig second by Ung to receive the Conservation Administration budget as submitted. Carried 4-0.
- 1c2. Motion by Radig second by Ung to receive the Conservation Parks budget as submitted. Carried 4-0.
- 1c3. Motion by Radig second by Ung to receive the Conservation Naturalist budget as submitted. Carried 4-0.
- 1c4. Motion by Radig second by Ung to receive the Conservation Nature Center budget as submitted. Carried 4-0.
- 1c5. Motion by Radig second by Ung to receive the Conservation REAP budget as submitted. Carried 4-0.
- 1c6. Motion by Radig second by Ung to receive the Conservation Nature Center budget as submitted. Carried 4-0.
- 1c7. Motion by Radig second by Ung to receive the Conservation Reserve budget as submitted. Carried 4-0.
- 1d1. Motion by Radig second by Bittinger to receive the Treasurer Motor Vehicle budget as submitted. Carried 4-0.
- 1d2. Motion by Radig second by Ung to receive a document from Treasurer Bertrand regarding interest. Carried 4-0. Copy filed.

Motion by Radig second by Ung to receive the Treasurer Tax Department budget reduced by \$973 in payroll budget lines. Carried 4-0.

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

- 2. Motion by Ung second by Nelson to approve the agenda for January 9, 2024. Carried 4-0. Copy filed.

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

- 3. To approve minutes of the January 2, 2024 meeting. Copy filed.
- 4. To approve the claims totaling \$746,989.50. Copy filed.
- 5a. To approve the transfer of Mark Nelson, Board Member, Board of Supervisors Dept., effective 1-02-24, \$40,714.78/year, 0%. Transfer from Board Vice Chair to Board Member.; the transfer of Daniel Bittinger, Board Vice Chair, Board of Supervisors Dept., effective 1-02-24, \$40,744.78/year, 0%. Transfer from Board Member to Board Vice Chair.; the separation of Rick Uhl, Custodian, Building Services Dept., effective 1-04-24. Resignation.; the separation of Stacy Ritchie, Senior Clerk, Human Resources Dept., effective 1-05-24. Resignation.; the appointment of Lewis Munhofen, Civilian Jailer, County Sheriff Dept., effective 1-16-24, \$23.97/hour. Job Vacancy Posted 11-29-23. Entry Level Salary: \$23.97/hour.; and the appointment of Zackary Paulsen, Civilian Jailer, County Sheriff Dept., effective 01-16-24, \$23.97/hour. Job Vacancy Posted 12-6-23. Entry Level Salary: \$23.97/hour. Copy filed.
- 5b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Custodian, Building Services Dept. AFSCME Courthouse: \$16.79/hour.; and Clerk II, Human Resources Dept. Wage Plan: \$18.68/hour. Copy filed.
- 6. To approve the property tax refund for Tina Wilson, Vin #11259267, 1999 New Moon mobile home, in the amount of \$124.00. Copy filed.
- 7. To receive for signatures a Resolution Thanking and Commending Betty West for her years of service with Woodbury County.

WOODBURY COUNTY, IOWA
RESOLUTION #13,691
A RESOLUTION THANKING AND COMMENDING
BETTY WEST
FOR HER SERVICE TO WOODBURY COUNTY

WHEREAS, Betty West has capably served Woodbury County as an employee of the Conservation Department for 17 years from December 10, 2007 to January 20, 2024.

WHEREAS, the service given by Betty West as a Woodbury County employee, has been characterized by her dedication to the best interests of the citizens of Woodbury County; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of this Board thanks and commends Betty West for her years of service to Woodbury County; and

BE IT FURTHER RESOLVED that it is the wish of all those signing below that the future hold only the best for this very deserving person, Betty West.

BE IT SO RESOLVED this 9th day of January 2024.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 8. To receive for signatures a Resolution Thanking and Commending Dr. Jeffrey O'Tool for his years of service with Woodbury County.

WOODBURY COUNTY, IOWA
RESOLUTION #13,692
A RESOLUTION THANKING AND COMMENDING
DR. JEFFREY O'TOOL

FOR HIS SERVICE TO WOODBURY COUNTY

WHEREAS, Dr. Jeffrey O'Tool has capably served Woodbury County as a member of the Zoning Commission since 2020; and

WHEREAS, the service given by Dr. Jeffrey O'Tool has been characterized as exemplary by his dedication to the best interests of the citizens of Woodbury County; and

WHEREAS, Dr. Jeffrey O'Tool has contributed to the betterment of the county by hearing and deciding on matters related to the county zoning and flood plain ordinances, including conditional uses, subdivisions, and ordinance revision recommendations; and

WHEREAS, notable actions made by the Zoning Commission during Dr. Jeffrey O'Tool's tenure include the review and recommendation of numerous residential developments, public and private infrastructure improvements, and various county ordinances to improve the quality of life for residents and businesses throughout Woodbury County, and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of this Board hereby thanks and commends Dr. Jeffrey O'Tool for his years of service to Woodbury County; and

BE IT FURTHER RESOLVED that it is the wish of all those signing below that the future hold only the best for this very deserving person, Dr. Jeffrey O'Tool.

BE IT SO RESOLVED this 9th day of January 2024.

WOODBURY COUNTY BOARD OF SUPERVISORS
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 9a. To approve the Chairperson's 2024 Liaison assignments and Committee assignments. Copy filed
- 9b. To approve the Committee Form for Policy Review Committee. Copy filed.
- 10. To receive letter from Patrick Mouw, Veenstra & Kimm, Inc., regarding the informational meeting to discuss proposed drainage improvements for the Salix Drainage District on January 11, 2024 at 5:00 p.m. in the basement boardroom in Woodbury County Courthouse. Copy filed.

Carried 4-0.

- 11. Presentation of resolution thanking Ben Kusler for his 27 years to Woodbury County Secondary Roads. Copy filed.
- 12. Motion by Ung second by Nelson to approve to spend WCICC-IT FY24 CIP dollars. Carried 4-0. Copy filed.
- 13. Motion by Nelson second by Ung to receive a law enforcement authority update document. Carried 4-0. Copy filed.

Reports on committee meetings were heard.

- 14. There were no citizen concerns.
- 15. Board concerns were heard.
- 1e. Motion by Ung second by Radig to reduce the property tax burden in FY25 by \$900,000 by using General Fund reserves representing unspent FY24 funds in the Building Services departmental budget related to the new Law Enforcement Center. Carried 4-0. Copy filed.

The Board adjourned the regular meeting until January 16, 2024.

Meeting sign in sheet. Copy filed.

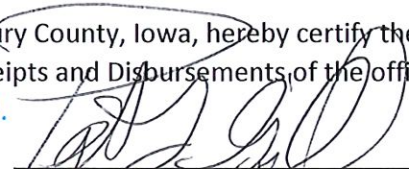


AUDITOR'S QUARTERLY REPORT
October 1, 2023/ December 31, 2023

Patrick F. Gill, Woodbury County Auditor/Recorder
Payroll Taxes

Beginning Cash Balance	October 1, 2023		
Payroll Taxes		340,552.69	
Other		(4,541.03)	
Total Beginning Balance			336,011.66
Receipts:			
Payroll Taxes		3,240,889.89	
Interest		3,837.90	
Other			
Total Receipts			<u>3,244,727.79</u>
Total Resources			3,580,739.45
Disbursements:			
Payroll Taxes		2,424,179.77	
Interest Paid to Treasurer		1,848.36	
Other			
Total Disbursements			2,426,028.13
Ending Cash Balance	December 31, 2023		
Payroll Taxes		1,157,262.81	
Other		(2,551.49)	
Total Ending Balance			1,154,711.32

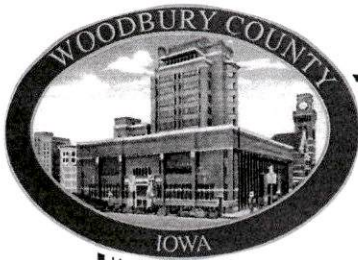
I, Patrick F. Gill, County Auditor/Recorder of Woodbury County, Iowa, hereby certify the above to be a true and correct statement of the Receipts and Disbursements of the office of County Auditor for the 2nd Quarter ending **12/31/23**.



 Patrick F. Gill, County Auditor/Recorder

11/21/23

#4b



WOODBURY COUNTY, IOWA

RESOLUTION NO. 13,681

A RESOLUTION THANKING AND COMMENDING

Douglas Shupe

FOR HIS SERVICE TO WOODBURY COUNTY

WHEREAS, Douglas Shupe has capably served Woodbury County as an employee of the Secondary Roads Department for 44 years from July 11, 1979 to December 31, 2023

WHEREAS, the service given by Douglas Shupe as a Woodbury County employee, has been characterized by his dedication to the best interests of the citizens of Woodbury County; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of this Board thanks and commends Douglas Shupe for his years of service to Woodbury County; and

BE IT FURTHER RESOLVED that it is the wish of all those signing below that the future hold only the best for this very deserving person, Douglas Shupe.

BE IT SO RESOLVED this 21st day of November 2023.


WOODBURY COUNTY BOARD OF SUPERVISORS



Matthew A. Ong, Chairman


Jeremy Taylor, Member


Daniel A. Bittinger II, Member


Keith W. Radig, Member


Mark E. Nelson, Member

Attest:

Patrick F. Gill, Woodbury County Auditor

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

Date: 01/11/2024 Weekly Agenda Date: 01/16/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas HR Director and Steve Schultz

WORDING FOR AGENDA ITEM:

Approval for the Chairman to sign the authorization to bind coverage with ICAP as Woodbury County's 2024 property insurance provider.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The paper work for Woodbury County's property insurance is being submitted. It lays out the limits and premiums for the 2024 calendar year.

BACKGROUND:

ICAP is our current carrier. Notable changes to the policy are the increase of premium and the 2% wind/hail deductible.

FINANCIAL IMPACT:

The previous cost was \$277,290.72. This year's premium increases to \$423,525.00, a difference of \$146,234.28.

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 the necessary signatures.

ACTION REQUIRED / PROPOSED MOTION:

Accept and sign the appropriate paperwork for renewal of the Woodbury County's property insurance with ICAP.

Premium Summary

Line of Coverage		EXPIRING	RENEWAL
		Iowa Communities Assurance Pool	Iowa Communities Assurance Pool
Property & Inland Marine	Estimated Cost*	\$224,211.72	\$344,938.00
	TRIA	Included	
		Iowa Communities Assurance Pool	Iowa Communities Assurance Pool
Auto Physical Damage	Estimated Cost*	\$49,355.00	\$74,484.00
	TRIA	Included	Included
		Iowa Communities Assurance Pool	Iowa Communities Assurance Pool
Crime (included additional coverage)	Estimated Cost*	\$480.00	\$480.00
		ICAP	ICAP
Fees	CRMS	\$744.00	\$1,123.00
	Fees	\$2,500.00	\$2,500.00
Total Cost		\$277,290.72	\$423,525.00

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

*Estimated Cost includes all taxes, fees, surcharges and TRIA premium (if applicable)

SUMMARY OF POLICY CHANGES

- Property Values Increased 10%, *see Statement of Values Attached*
- Property Deductible Structure:
 - \$50,000 All Other Perils
 - 2% Wind/Hail Deductible**
- Cosmetic Roof Exclusion
- Marketing Responses/Declinations, *See Attached*



Woodbury County

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 ***
Property & Inland Marine, Auto Physical Damage, and Crime	Iowa Communities Assurance Pool	Recommended Quote	Admitted
Property, Inland Marine, and Auto Physical Damage	Travelers Property & Casualty	Declined	Admitted
Property, Inland Marine, and Auto Physical Damage	AIG Insurance Company	Declined	Admitted
Property, Inland Marine, and Auto Physical Damage	Federal Insurance Company (Chubb)	Declined	Admitted
Property, Inland Marine, and Auto Physical Damage	Allianz Commercial Insurance Co.	Declined	Admitted
Property, Inland Marine, and Auto Physical Damage	AFM Global Group	Declined	Admitted
Property, Inland Marine, and Auto Physical Damage	Cincinnati Insurance Company	Declined	Admitted
Property, Inland Marine, and Auto Physical Damage	Zurich Insurance Company	Declined	Admitted
Property, Inland Marine, and Auto Physical Damage	Liberty Mutual Insurance Company	Declined	Admitted
Property, Inland Marine, and Auto Physical Damage	The Hartford Insurance Company	Declined	Admitted

*If shown as an indication, the actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

**Gallagher companies use AM Best rated insurers and the rating listed above was verified on the date the proposal document was created.



Woodbury County

Statement of Values

Statement of Values

2024/2025

Location #	Address				Occupancy	Buildings	Business Personal Property	Misc Property	Location Total
	Street	City	St	Zip					
1	620 Douglas Street	Sioux City	IA	51101	Courthouse	79,596,000	2,474,961		82,070,961
2	407 7th Street	Sioux City	IA	51101	Law Enforcement Center (Old)	37,422,000	2,074,351		39,496,351
6	1600 County Home Road	Sioux City	IA	51101	8 Stall Garage	64,865	500		65,365
7	1600 County Home Road	Sioux City	IA	51101	Prairie Hills Range - New Garage	38,919	80,255		119,174
8	1600 County Home Road	Sioux City	IA	51101	Prairie Hills Reserve Garage		43,567		43,567
9	1600 County Home Road	Sioux City	IA	51101	Law Enforcement Training Center	617,760	114,650	25,000	757,410
10	121 Deer Run Trail	Climbing Hill	IA	51015	Public Safety Building	1,235,520	687,898		1,923,418
11	121 Deer Run Trail	Climbing Hill	IA	51015	Emergency Serv. Building	145,297	343,949		489,246
12	825 Main Street	Moville	IA	51039	Leased Space for Library		17,713		17,713
13	221 Main Street	Danbury	IA	51019	Leased Space for Library		17,713		17,713
14	321 4th Street	Pierson	IA	51048	Leased Space for Library		17,713		17,713
15	510 Main Street	Hornick	IA	51026	Leased Space for Library		17,713		17,713
16	Southwood, 1mi SW of Smithland	Smithland	IA	51056	Dwelling	199,654	500		200,154
17	Southwood, 1mi SW of Smithland	Smithland	IA	51056	Office/Shop	155,675	57,325		213,000
18	Southwood, 1mi SW of Smithland	Smithland	IA	51056	Comfort Station	76,108			76,108
19	Southwood, 1mi SW of Smithland	Smithland	IA	51056	Morton Storage Building	116,756	500		117,256
20	Southwood, 1mi SW of Smithland	Smithland	IA	51056	Detached 2-Car Garage	28,467	2,293		30,760

Woodbury County

21	Snyder Bend	Salix	IA	51052	Dwelling	184,142	500		184,642
22	Snyder Bend	Salix	IA	51052	Comfort Station	185,921			185,921
23	Snyder Bend	Salix	IA	51052	Office/Maintenance Storage	169,131	57,325		226,456
24	Snyder Bend	Salix	IA	51052	Open Shelter	101,560	500		102,060
25	Snyder Bend	Salix	IA	51052	Comfort Station	61,554			61,554
26	Snyder Bend	Salix	IA	51052	Detached 2-Car Garage	28,467	2,293		30,760
27	Fowler Forest	Smithland	IA	51056	Comfort Station Storage	71,958			71,958
28	Fowler Forest	Smithland	IA	51056	Open Shelter	124,541	500		125,041
29	Bigelow Park	Salix	IA	51052	Dwelling	208,161	500		208,661
30	Bigelow Park	Salix	IA	51052	Concession Building	272,210	500		272,710
31	Bigelow Park	Salix	IA	51052	Camper's Comfort Station	784,555	57,325		841,880
32	Bigelow Park	Salix	IA	51052	Enclosed Shelter with Restroom	268,849	500		269,349
33	Bigelow Park	Salix	IA	51052	Maintenance Building/Office	265,686	57,325		323,011
34	Little Sioux Park	Correctionville	IA	51016	Dwelling House	257,780	1,146		258,926
35	Little Sioux Park	Correctionville	IA	51016	Machine/Storage Maintenance(3)	280,216	57,325		337,541
36	Little Sioux Park	Correctionville	IA	51016	Heritage Shelter Enclosed (4)	514,940	500		515,440
37	Little Sioux Park	Correctionville	IA	51016	Garage	55,351	2,293		57,644
38	Little Sioux Park	Correctionville	IA	51016	Comfort Station	174,980			174,980
39	Little Sioux Park	Correctionville	IA	51016	Comfort Station	75,428			75,428
40	Little Sioux Park	Correctionville	IA	51016	Comfort Station	113,618			113,618
41	Little Sioux Park	Correctionville	IA	51016	Comfort Station	173,282			173,282
42	Hwy 20	Lawton	IA	51030	Lawton Shed	324,324	71,656		395,980
43	Hwy 20	Moville	IA	51039	Moville Shed	327,567	72,374	2,059,400	2,459,341
44	Hwy 20	Moville	IA	51039	Moville Storage	197,189	43,567		240,756
45	106 Summit St,	Pierson	IA	51048	Pierson Shed	129,730	28,662		158,392
46	112 Knotty Pine	Correctionville	IA	51016	Correctionville Shed	389,189	85,987	2,537,833	3,013,009
47	112 Knotty Pine	Correctionville	IA	51016	Correctionville Storage(PNBR)	87,568	19,348		106,916
48	NW Corner Of Bridge St & Miller Ave,	Anthon	IA	51004	Anthon Shed	147,114	32,502		179,616
49	NW Corner Of Bridge St & Miller Ave,	Anthon	IA		Anthon Storage	62,270	13,758		76,028

Woodbury County

50	205 Washington St	Oto	IA	51044	Radio Building	372,973	82,405		455,378
51	NE Corner Of Hwy 31 & 290th St,	Oto	IA	51044	Oto Storage Shed	315,242	69,650	2,484,411	2,869,303
52	NE Corner Of Hwy 31 & 290th St,	Oto	IA	51044	Oto Storage Shed (PNBR)	12,454	2,752		15,206
53	NE Corner Of Hwy 31 & 290th St,	Oto	IA	51044	Oto Storage Shed (PNBR)	12,454	2,752		15,206
54	SW Corner Of 250th & O'Brien Ave,	Millersburg	IA	52308	Miller Township Shed	41,514	9,172		50,686
55	NE Corner Of 1st St & Thomas St,	Danbury	IA	51019	Danbury Shed	103,784	22,930		126,714
					Danbury Antenna/Tower	148,500			148,500
56	220 Main	Hornick	IA	51026	Hornick Shed	26,465	70,223	2,563,542	2,660,230
57	220 Main	Hornick	IA	51026	Hornick Storage Shed (PNBR)	46,703	10,319		57,022
58	75 Deer Run Trail	Climbing Hill	IA	51015	Climbing Hill Shed	129,730	28,662		158,392
58	75 Deer Run Trail	Climbing Hill	IA	51015	Climbing Hill Antenna/Tower	214,500			214,500
59	822 Douglas St	Sioux City	IA	51101	Trosper-Hoyt County Ser. Bldg.	12,972,960	1,225,937		14,198,897
60	4500 Sioux River Rd	Sioux City	IA	51101	Dorothy Pecaut Nature Ctr.	3,063,348	917,197		3,980,545
61	1014 Nebraska Street	Sioux City	IA	51101	Siouxland District Health	4,540,536	638,744		5,179,280
62	401 - 8th Street	Sioux City	IA	51101	County Building	1,040,802	500		1,041,302
63	1211 Tri-View Avenue	Sioux City	IA	51101	County Building	895,752	143,312		1,039,064
64	759 E Frontage Road	Moville	IA	51039	Secondary Roads Office	563,397	114,650	847,419	1,525,466
65	2924 Snyder Bend Road	Salix	IA	51052	Cabin	126,023	11,465		137,488
66	2924 Snyder Bend Road	Salix	IA	51052	Cabin	126,023	11,465		137,488
67	2924 Snyder Bend Road	Salix	IA	51052	Cabin	126,023	11,465		137,488
68	2924 Snyder Bend Road	Salix	IA	51052	Cabin	126,023	11,465		137,488
69	2508 Dallas Ave	Salix	IA	51052	Luton Shed	296,525	17,197		313,722
70	815 F Street	South Sioux City	NE	67768	Perpetual Property (Storage of Furniture for LEC)			480,000	480,000
71	Various Locations				Unscheduled Electronic Data Processing - Hardware/Software		100,000		100,000
72	Various Locations				Voter Machines			352,000	352,000
Total						151,036,033	10,060,249	11,349,605	172,445,887

Woodbury County

Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated 01/01/2024, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

	Coverage/Carrier	TRIA
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Property & Inland Marine, Crime, and Auto Physical Damage Iowa Communities Assurance Pool	<i>No TRIA</i>

*For this coverage, TRIA cannot be rejected

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.

Flood

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:

Other Services to Consider

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.



Woodbury County

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: _____



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

Date: _____ Weekly Agenda Date: _____

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: _____

WORDING FOR AGENDA ITEM:

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

BACKGROUND:

FINANCIAL IMPACT:

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

Yes No

RECOMMENDATION:

ACTION REQUIRED / PROPOSED MOTION:

Memorandum of Understanding

This Memorandum of Understanding (“2024 MOU”) entered into by and between Woodbury County, Iowa (“Employer”) and the American Federation of State, County and Municipal Employees, Council 61 Local 3462, Woodbury County Assistant County Attorneys and Victim Witness Coordinator (“Union”), effective January 22, 2024 (“Effective Date”) and continuing until such time as the parties shall agree otherwise:

1. The current Master Contract between Employer and Union is effective July 1, 2020 through June 30, 2024 (“2020-2024 Union Contract”). Effective January 31, 2023, the Employer and Union entered into a Memorandum of Understanding regarding certain salary increases and benefits (“2023 MOU”).
2. Employer and Union have negotiated and approved a new Master Contract to become effective July 1, 2024 through June 30, 2027 (“2024-2027 Union Contract”).
3. Due to the continued shortage of personnel and to assist with recruitment, Employer has agreed as follows:
 - a. As of the Effective Date through June 30, 2024, Employer shall pay Union employees the salary schedule for contract year July 1, 2024 – June 30, 2025, as contained in Appendix A of the 2024-2027 Union Contract; and
 - b. As of the Effective Date through June 30, 2024, any new hires shall receive a one-time retention bonus of \$3,000.00 to be paid upon satisfactory completion of one year of service.
4. The Union is in agreement with these voluntary salary and retention bonus increases.
5. All other terms of the 2020-2024 Union Contract and 2023 MOU shall remain in effect through June 30, 2024. To the extent there is a conflict between this 2024 MOU and the terms of either the 2020-2024 Union Contract or the 2023 MOU, this 2024 MOU shall control.
6. Union recognizes that this salary and retention bonus increase is voluntary by Employer and not required by the 2020-2024 Union Contract. Employer may determine at any time in its sole discretion, upon proper Human Resources and Board of Supervisor action, to adjust these voluntary increases. Union agrees that any decision by Employer to reduce these voluntary increases, so long as the rates remain at or higher than the applicable schedule set forth in the 2020-2024 Union Contract, would not form the basis for a grievance or prohibited practice complaint.

[signatures on following page]

IN WITNESS WHEREOF, the parties hereto have caused this 2024 MOU to be executed by their duly-authorized representatives effective as of the date above.

WOODBURY COUNTY, IOWA

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL
EMPLOYEES COUNCIL 61 LOCAL 3462
WOODBURY COUNTY ASSISTANT
COUNTY ATTORNEYS AND VICTIM
WITNESS COORDINATOR

By: _____

By: Benjamin Ingersoll

Memorandum of Understanding

This Memorandum of Understanding (“2024 MOU”) entered into by and between Woodbury County, Iowa (“Employer”) and the American Federation of State, County and Municipal Employees, Council 61 Local 3462, Woodbury County Assistant County Attorneys and Victim Witness Coordinator (“Union”), effective January 22, 2024 (“Effective Date”) and continuing until such time as the parties shall agree otherwise:

1. The current Master Contract between Employer and Union is effective July 1, 2020 through June 30, 2024 (“2020-2024 Union Contract”). Effective January 31, 2023, the Employer and Union entered into a Memorandum of Understanding regarding certain salary increases and benefits (“2023 MOU”).
2. Employer and Union have negotiated and approved a new Master Contract to become effective July 1, 2024 through June 30, 2027 (“2024-2027 Union Contract”).
3. Due to the continued shortage of personnel and to assist with recruitment, Employer has agreed as follows:
 - a. As of the Effective Date through June 30, 2024, Employer shall pay Union employees the salary schedule for contract year July 1, 2024 – June 30, 2025, as contained in Appendix A of the 2024-2027 Union Contract; and
 - b. As of the Effective Date through June 30, 2024, any new hires shall receive a one-time retention bonus of \$3,000.00 to be paid upon satisfactory completion of one year of service.
4. The Union is in agreement with these voluntary salary and retention bonus increases.
5. All other terms of the 2020-2024 Union Contract and 2023 MOU shall remain in effect through June 30, 2024. To the extent there is a conflict between this 2024 MOU and the terms of either the 2020-2024 Union Contract or the 2023 MOU, this 2024 MOU shall control.
6. Union recognizes that this salary and retention bonus increase is voluntary by Employer and not required by the 2020-2024 Union Contract. Employer may determine at any time in its sole discretion, upon proper Human Resources and Board of Supervisor action, to adjust these voluntary increases. Union agrees that any decision by Employer to reduce these voluntary increases, so long as the rates remain at or higher than the applicable schedule set forth in the 2020-2024 Union Contract, would not form the basis for a grievance or prohibited practice complaint.

[signatures on following page]

IN WITNESS WHEREOF, the parties hereto have caused this 2024 MOU to be executed by their duly-authorized representatives effective as of the date above.

WOODBURY COUNTY, IOWA

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL
EMPLOYEES COUNCIL 61 LOCAL 3462
WOODBURY COUNTY ASSISTANT
COUNTY ATTORNEYS AND VICTIM
WITNESS COORDINATOR

By: _____

By: Benjamin Ingersoll

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

Date: 01/11/2024

Weekly Agenda Date: 01/16/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Pat Gill - County Auditor

WORDING FOR AGENDA ITEM:

Approve to combine Clerk II and Clerk III job description to replace current Finance Clerk III description, deauthorize Finance Clerk II position and authorize and additional Finance Clerk III. Also authorize to hire Finance Clerk III.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The workload of the clerical duties in the Auditor Finance area need to be more evenly distributed between to the two clerks. Currently, there is one Clerk II and one Clerk III authorized. I propose to combine the responsibilities of the two positions so the workload and assistance to the Deputy Auditor can be more evenly delegated to the two clerks. In combining the responsibility, each clerk would qualify for the Clerk III position.

These positions are crucial to the county. To name a few tasks - they are responsible in processing payroll, paying claims, maintaining board minutes, assisting with annual finance audit requests, assisting with authority budget receipt, tax valuations, and tax roll preparation.

BACKGROUND:

Clerk II and III current positions are attached and the proposed Clerk III combined position is also attached.

FINANCIAL IMPACT:

FY24 - \$3,000.00 additional
FY25 - maximum of \$4,000 additional

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 four proposed motions.

ACTION REQUIRED / PROPOSED MOTION:

Motion by second by to approve to combine Clerk II and Clerk III job description to replace current Finance Clerk III description.
Motion by second by to deauthorize Finance Clerk II position.
Motion by second by to authorize an additional Finance Clerk III for a total of 2 authorized.
Motion by second by to authorize to hire Finance Clerk III.

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____

Department:

County Auditor/Recorder

Title: County Auditor/ Finance Clerk II

FLSA Designation:

Non-Exempt Grade 3

Effective Date: September 2020

Reports to:

Auditor Appointed Deputy

Purpose:

Responsible for the efficient, accurate, and timely performance of a variety of Auditor Finance duties including accounts payable maintenance and processing and payroll maintenance and processing. Performs various other clerical duties related to scope of responsibility as assigned and under direct authority of the Auditor Appointed Deputy and/or County Auditor Recorder.

Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- Answers phone inquiries within scope of responsibility and refers inquiries to proper resource when necessary
- Responsible and accountable for the accurate, timely and efficient processing of all payroll claims for County employees and the issuance of accurate warrants in payment of County payroll claims in accordance with established policies and procedures and legislative requirements
- Checks and balances payroll insurance deductions and forwards reports to Human Resources
- Responsible for maintaining employee records in accordance with authorized approval
- Prepares and maintains appropriate files and records including the operations of claims processing
- Prepares Woodbury County Board Meeting Minutes in a timely manner
- Assures that all assignments are completed in a thorough and accurate manner
- Performs related tasks/assignments/special projects as assigned
- Responsible for reports related to the scope of responsibility as required by legislative policies and procedures or by the County Auditor/Recorder
- Prepares and maintains appropriate finance related scanning, filing, and recordkeeping
- Attendance is required

Non-Essential Functions and Responsibilities:

- Assists with the accurate and effective accomplishment of a variety of tasks/assignments/ reports/ special projects and other duties as assigned by the Auditor Appointed Deputy and/or The County Auditor Recorder.

Minimum Education and Experience Required to Perform Essential Functions:

- High school diploma or General Equivalency Degree (GED)
- Previous Accounting experience preferred
- Mathematical ability required
- Computer skills: Excel, Microsoft Word, and Outlook
- Accurate proofreading and excellent recordkeeping skills
- Ability to communicate tactfully and courteously with others
- Keyboarding skill test from Iowa Workforce Development with 40 words per minute (net score), within the last 12 months
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment

Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

Behavior Skills

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the public by means of clearly spoken English.

Equipment Used

Computer for data entry, spreadsheets and word processing, calculator (10 key), copier/scanner, possess knowledge of general office equipment and procedures. Type **rapidly and accurately with at least 40 words per minute (net score), accurate proofreading.** Possess knowledge of anything relating to County Auditor/Recorder systems.

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 25 Lbs. or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English.

Environmental Adaptability

Work is performed in a typical office environment and has no unusual exposure to environmental issues.

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment. The use of clearly spoken English for the skills and purposes of this job.

Keyboarding skill test from Iowa Workforce Development with 40 words per minute (net score), within the last 12 months

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

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.

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____ Department: **County Auditor/Recorder**
Title: **County Auditor/ Finance Clerk III** FLSA Designation: **Non-Exempt Grade 5**
Effective Date: **September 2020** Reports to: **Auditor Appointed Deputy**

Purpose:

Responsible for the efficient, accurate, and timely performance of a variety of Auditor Finance duties including ~~primary backup~~ to accounts payable and payroll, and assistant to the Deputy Auditor with tax ~~and audit~~ preparation responsibilities. ~~This position is primary Finance Supervisor in the absence of the Auditor Appointed Deputy.~~ Performs various other clerical duties related to scope of responsibility as assigned and under direct authority of the Auditor Appointed Deputy and/or County Auditor Recorder.

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Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- ~~Answers phone inquiries within scope of responsibility and refers inquiries to proper resource when necessary~~
- ~~Responsible and accountable for the accurate, timely and efficient processing of all payroll claims for County employees and the issuance of accurate warrants in payment of County payroll claims in accordance with established policies and procedures and legislative requirements~~
- ~~Checks and balances payroll insurance deductions and forwards reports to Human Resources~~
- ~~Responsible for maintaining employee records in accordance with authorized approval~~
- ~~Prepares and maintains appropriate files and records including the operations of claims processing~~
- ~~This position is primary Finance Supervisor in the absence of the Auditor Appointed Deputy~~
- Assists Deputy Auditor in maintaining the Auditor's tax year responsibilities
- Assists Deputy Auditor with quarterly, annual, and fiscal year reporting
- Monitors departmental grants and prepared Schedule of Expenditure of Federal Awards
- Assists Deputy Auditor in preparing reports and materials for all external audits brought to the Auditor's Office.
- ~~Verifies accuracy of employee additions and changes as entered on all payroll records~~
- ~~Verifies the accuracy of accounts payable claims entered by the Finance Clerk II~~
- ~~Serves as backup to the Finance Clerk II for payroll maintenance, payroll processing, and Accounts Payable Processes~~
- ~~Prepares Woodbury County Board Meeting Minutes in a timely manner~~
- ~~Proofs Board meeting minutes, submits meeting minute publication, and uploads minute backup material for public access~~
- ~~Serves as secondary to the Clerk II in answering the finance phone line~~
- Performs ordering and maintenance of office supplies
- Assures that all assignments are completed in a thorough and accurate manner
- Performs related tasks/assignments/special projects as assigned
- Responsible for reports related to the scope of responsibility as required by legislative policies and procedures or by the County Auditor/Recorder
- Prepares and maintains appropriate files and records
- Attendance is required

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Non-Essential Functions and Responsibilities:

- Assists with the accurate and effective accomplishment of a variety of tasks/assignments/ reports/ special projects and other duties as assigned by the Auditor Appointed Deputy and/or The County Auditor Recorder.

Minimum Education and Experience Required to Perform Essential Functions:

- High school diploma or General Equivalency Degree (GED)
- Bachelor's degree in Accounting or a related discipline is preferred
- Supervisory experience preferred
- Previous Accounting experience preferred
- Mathematical ability required
- Computer skills: Excel, Microsoft Word, and Outlook
- Ability to set priorities regarding assignments and follow through to completion
- Accurate proofreading and excellent recordkeeping skills
- Ability to communicate tactfully and courteously with others
- Keyboarding skill test from Iowa Workforce Development with 40 words per minute (net score), within the last 12 months
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment

Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

County Auditor Finance Clerk III Position Description 2020

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

Behavior Skills

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the public by means of clearly spoken English.

Equipment Used

Computer for data entry, spreadsheets and word processing, calculator (10 key), copier/scanner, possess knowledge of general office equipment and procedures. Type rapidly and accurately with at least 40 words per minute (net score), accurate proofreading. Possess knowledge of anything relating to County Auditor/Recorder systems.

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 25 Lbs. or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English.

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Work is performed in a typical office environment and has no unusual exposure to environmental issues.

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment. The use of clearly spoken English for the skills and purposes of this job.

Keyboarding skill test from Iowa Workforce Development with 40 words per minute (net score), within the last 12 months

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

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.

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____ Department: **County Auditor/Recorder**
Title: **County Auditor/ Finance Clerk III** FLSA Designation: **Non-Exempt Grade 5**
Effective Date: **September 2020** Reports to: **Auditor Appointed Deputy**

Purpose:

Responsible for the efficient, accurate, and timely performance of a variety of Auditor Finance duties including ~~primary backup~~ to accounts payable and payroll, and assistant to the Deputy Auditor with tax ~~and audit~~ preparation responsibilities. ~~This position is primary Finance Supervisor in the absence of the Auditor Appointed Deputy.~~ Performs various other clerical duties related to scope of responsibility as assigned and under direct authority of the Auditor Appointed Deputy and/or County Auditor Recorder.

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Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- ~~Answers phone inquiries within scope of responsibility and refers inquiries to proper resource when necessary~~
- ~~Responsible and accountable for the accurate, timely and efficient processing of all payroll claims for County employees and the issuance of accurate warrants in payment of County payroll claims in accordance with established policies and procedures and legislative requirements~~
- ~~Checks and balances payroll insurance deductions and forwards reports to Human Resources~~
- ~~Responsible for maintaining employee records in accordance with authorized approval~~
- ~~Prepares and maintains appropriate files and records including the operations of claims processing~~
- ~~This position is primary Finance Supervisor in the absence of the Auditor Appointed Deputy~~
- Assists Deputy Auditor in maintaining the Auditor's tax year responsibilities
- Assists Deputy Auditor with quarterly, annual, and fiscal year reporting
- Monitors departmental grants and prepared Schedule of Expenditure of Federal Awards
- Assists Deputy Auditor in preparing reports and materials for all external audits brought to the Auditor's Office.
- ~~Verifies accuracy of employee additions and changes as entered on all payroll records~~
- ~~Verifies the accuracy of accounts payable claims entered by the Finance Clerk II~~
- ~~Serves as backup to the Finance Clerk II for payroll maintenance, payroll processing, and Accounts Payable Processes~~
- ~~Prepares Woodbury County Board Meeting Minutes in a timely manner~~
- ~~Proofs Board meeting minutes, submits meeting minute publication, and uploads minute backup material for public access~~
- ~~Serves as secondary to the Clerk II in answering the finance phone line~~
- Performs ordering and maintenance of office supplies
- Assures that all assignments are completed in a thorough and accurate manner
- Performs related tasks/assignments/special projects as assigned
- Responsible for reports related to the scope of responsibility as required by legislative policies and procedures or by the County Auditor/Recorder
- Prepares and maintains appropriate files and records
- Attendance is required

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Non-Essential Functions and Responsibilities:

- Assists with the accurate and effective accomplishment of a variety of tasks/assignments/ reports/ special projects and other duties as assigned by the Auditor Appointed Deputy and/or The County Auditor Recorder.

Minimum Education and Experience Required to Perform Essential Functions:

- High school diploma or General Equivalency Degree (GED)
- Bachelor's degree in Accounting or a related discipline is preferred
- Supervisory experience preferred
- Previous Accounting experience preferred
- Mathematical ability required
- Computer skills: Excel, Microsoft Word, and Outlook
- Ability to set priorities regarding assignments and follow through to completion
- Accurate proofreading and excellent recordkeeping skills
- Ability to communicate tactfully and courteously with others
- Keyboarding skill test from Iowa Workforce Development with 40 words per minute (net score), within the last 12 months
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment

Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

County Auditor Finance Clerk III Position Description 2020

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

Behavior Skills

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the public by means of clearly spoken English.

Equipment Used

Computer for data entry, spreadsheets and word processing, calculator (10 key), copier/scanner, possess knowledge of general office equipment and procedures. Type rapidly and accurately with at least 40 words per minute (net score), accurate proofreading. Possess knowledge of anything relating to County Auditor/Recorder systems.

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 25 Lbs. or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English.

Environmental Adaptability

Work is performed in a typical office environment and has no unusual exposure to environmental issues.

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment. The use of clearly spoken English for the skills and purposes of this job.

Keyboarding skill test from Iowa Workforce Development with 40 words per minute (net score), within the last 12 months

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

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.

Tally List of Changes for FY 25
Woodbury County

To balance out the negative starting numbers the County will need new revenues, reduction in expenditures, other available funding options or cash reserves.

	<u>General Basic</u>	<u>General Supplemental</u>	<u>Rural Basic</u>	<u>Debt Service</u>
January 1, 2024 Starting Shortfall	(1,035,373)	(1,799,674)	57,709	(1,177,777)
January 2, 2024 Board Actions:				
General Relief Assistance	1,500			
County Library			93,608	
Veteran Affairs:				
Administration	15,600			
Assistance to Veterans	7,200			
Total Changes January 2, 2024	24,300	-	93,608	-
Running Total to Date	(1,011,073)	(1,799,674)	151,317	(1,177,777)
January 9, 2024 Board Actions:				
County Attorney - Administration	15,468			
County Treasurer - Motor Vehicle	973			
Board of Supervisors use of Unspent Budget ind new LEC Facility	900,000			
Total Changes January 9, 2024	916,441	-	-	-
Running Total to Date	(94,632)	(1,799,674)	151,317	(1,177,777)

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

Date: 1/11/2024 Weekly Agenda Date: 1/16/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Chairman Matthew Ung

WORDING FOR AGENDA ITEM:

Approval to reduce the property tax burden in FY25 by \$1,000,000 by allocating the combination of increased interest revenue in General Basic from FY24 and FY25 to tax relief in the General Supplemental levy

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

With the current federal funds rate at 5.5%, several hundred thousand dollars in additional interest has been received by the county. This revenue should be returned to the taxpayers as tax relief.

BACKGROUND:

After consultation with the County Treasurer, FY24 interest on reserve funds is budgeted at \$500,000 but is expected to be \$1,200,000 by June 30, 2024. FY25 interest on reserve funds is currently budgeted at \$700,000, but can be increased to \$1,000,000. By combining the two fiscal years, an additional \$1,000,000 in interest revenue is available.

FINANCIAL IMPACT:

\$300,000 of unplanned new interest revenue is attributed to FY24, and \$700,000 of unplanned new interest revenue is proposed to be reflected in a revenue increase to FY25.

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:

All this additional interest has or will be reflected in General Basic reserves, which, due to conservative and responsible long term planning by the board, currently has a surplus above the 20-25% minimum target. The use of this \$1,000,000 is NOT using property tax revenue, but rather unanticipated interest revenue.

ACTION REQUIRED / PROPOSED MOTION:

- a) to increase line item 0001-4-03-9020-6000 (FY25 interest on investments in General Basic fund) by \$300,000.
- b) to reduce General Basic cash reserves by \$1,000,000 and transfer that amount to the General Supplemental levy for FY25 to reduce the property tax burden.