

Woodbury County Secondary Roads Department

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SECRETARY
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PPM #3, 2013
Rev.

WOODBURY COUNTY SECONDARY ROAD DEPARTMENT POLICY AND PROCEDURE MEMORANDUM

SUBJECT: Road Improvements for Residential and Commercial Development

Background:

Woodbury County has widely varying terrain within its borders. While constructed to the design standard at the time of their improvement, many county roads were built to a lower design speed and geometry than required by current road design standards. Due to vertical and horizontal alignments that do not meet stopping sight distance requirements for the statutory or established speed limit on many county roads, locations for driveways meeting minimum sight distance requirements may be difficult to find along some property frontages. Due to platting or property boundaries, a safe field or driveway access may not be available at a convenient location for a property owner.

Policy:

Following an unsuccessful field or driveway access application, a landowner may request that the county engineer conduct a survey to see whether the road could be regraded to allow an entrance to be sited. Upon receiving a request, the county engineer will schedule a survey at the convenience of the Secondary Road Department and will review the survey to determine whether the road can be regraded to allow the construction of a field entrance or driveway at the desired location. The county engineer will design road improvements to meet current design standards to an alignment and grade that provide stopping sight distance that meets or exceeds the statutory or established speed limit for the road. The county engineer will prepare a cost estimate for the work and provide it to the requesting landowner.

The landowner will be responsible for 100% of the cost of the road improvement as determined by the county engineer. If the landowner finds the estimate acceptable, the county engineer will prepare a construction agreement for signature by the landowner. The county engineer will also sign the agreement and bring it to the Board of Supervisors for approval. Full payment for the road improvement will be required upon completion of the work unless prior arrangements are made with the county engineer and approved by the Board of Supervisors.

The county engineer will be the final judge of the feasibility of making road improvements in these cases and a driveway and road improvement request may not be approved if it is cost prohibitive or cannot be safely constructed and located.

This policy has been reviewed and approved by the Woodbury County Board of Supervisors on this 4th day of August, 2015.

APPROVED:



Chairman-Woodbury County Board of Supervisors



Mark J. Naha, Woodbury County Engineer

**WOODBURY COUNTY SECONDARY ROAD DEPARTMENT
POLICY AND PROCEDURE MEMORANDUM**

SUBJECT: Travel in County owned vehicles

All county owned departmental vehicles will remain in the County Office Parking Lot or Buildings, District Shed Properties, or Maintainer Sheds or Lots overnight with the following exceptions.

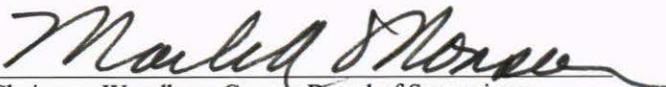
- 1) Vehicles used by the County Engineer and District Foreman. The County Engineer and Maintenance Foreman are "on call" employees and are required by their jobs to have vehicles at their residences when they are not on leave status. Said use of the county vehicles by the Engineer and Foreman shall be in compliance with the Woodbury County Policy for Use of Assigned County Vehicles as attached to this memorandum, and in some cases this is a taxable employee benefit.
- 2) Vehicles used by staff for approved travel to single day or overnight meetings when said travel requires the employee to either leave for the meeting or return home from the meeting after normal working hours and use of the vehicle receives prior approval of the County Engineer.
- 3) Other vehicles may be taken home whenever the Engineer deems it necessary to do so to efficiently perform county work.

Employees taking vehicles home will comply with all county regulations governing vehicle use and may be subject to taxation for a non cash fringe benefit.

Employees are normally required to carry their lunch to minimize the use of County vehicles to get lunch or snacks during the work day. Employees may make restroom stops as needed, but other personal use of county vehicles is prohibited and may subject the employee to disciplinary action.

Extra trips to and from the county yard and outbuildings for materials will be avoided if at all possible. Employees should plan their work for the day so that needed materials are taken out to the worksite when employees leave in the morning.

APPROVED:


Chairman-Woodbury County Board of Supervisors


Mark J. Nahra, Woodbury County Engineer

Attachments:

County wide vehicle use policy