



## **Woodbury County Law Enforcement Center Authority**

620 Douglas St., Room 104

Sioux City, Iowa 51101

712 – 279-6525

Ron Wieck - Chair

Dan Moore - Secretary

Rocky De Witt - Treasurer

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## **Agenda**

August 2, 2022 3:30 p.m.

First Floor Boardroom, County Courthouse

### **3:30 p.m. Call Meeting to Order**

1. Approval of the agenda
2. Closed Session Iowa Code Section 21.5 (1) (c)
3. Approval of the minutes of the July 19, 2022 meeting
4. Approval of claims
5. Financial Update
6. Review draft of Authority Furniture Procurement Policy
7. Possible action on draft furniture procurement policy
8. Discuss meeting at LEC jobsite for next Authority meeting on August 16, 2022
9. Commissioners concerns
10. Adjourn

**ADJOURNMENT**

# *Woodbury County Law Enforcement Center Authority*

## **Minutes**

July 19, 2022 3:00 p.m.

First Floor Boardroom, County Courthouse

Attendance:

Members: Rocky De Witt, Ron Wieck, Dan Moore

Staff: Karen James, Shane Albrecht, Baker Group

1. Motion by Wieck, second by Moore to amend the agenda, item #8 to read 3:30 p.m.  
Carried 2-0

Motion by Moore, second by Wieck to approve the agenda. Carried 2-0

2. Motion by Wieck, second by Moore to approve the June 21, 2022 minutes. Carried 2-0
3. Motion by Wieck, second by Moore to approve claims totaling \$2,011,068.97. Carried 3-0
4. Motion by De Witt, second by Moore to receive financial report. Carried 3-0
5. Shane Albrecht and Jennifer Miltenberger of Baker Group discussed the LEC Furniture Procurement.
6. Shane Albrecht, Baker Group and Kevin Rost, Goldberg Group gave an update on the Woodbury County LEC Main Project.
7. Shane Albrecht, Baker Group gave an update on the 28E Road Project.
8. Discussed a special Authority session in two weeks, August 2, 2022 at 3:30 p.m.
9. No Commissioners concerns
10. Motion by De Witt, second by Moore to adjourn. Carried 2-0

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Dan Moore, Secretary



Woodbury County

# Expense Approval Report

By Segment (Select Below)

Post Dates 8/2/2022 - 8/2/2022

Vendor Name	Account Number	Payable Number	Description (Item)	Post Date	Amount
<b>Office: 45 - Law Enforcement Authority</b>					
Goldberg Group Architects	4751-45-9111-000-61001	1113	4751 - Jail project architecture	08/02/2022	35,451.74
Goldberg Group Architects	4751-45-9111-000-61005	1113	4751 - Jail project reimbursables	08/02/2022	428.89
<b>Office 45 - Law Enforcement Authority Total:</b>					<b>35,880.63</b>
<b>Grand Total:</b>					<b>35,880.63</b>

## Report Summary

### Fund Summary

Fund	Expense Amount	Payment Amount
4751 - Justice Center Exempt Bonds	35,880.63	0.00
<b>Grand Total:</b>	<b>35,880.63</b>	<b>0.00</b>

### Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
4751-45-9111-000-61001	Architechture & Engineeri...	35,451.74	0.00
4751-45-9111-000-61005	Reimbursables	428.89	0.00
<b>Grand Total:</b>		<b>35,880.63</b>	<b>0.00</b>

### Project Account Summary

Project Account Key	Expense Amount	Payment Amount
4751-9111-ARCHITECTURE	35,451.74	0.00
4751-9111-REIMBURSABLES	428.89	0.00
<b>Grand Total:</b>	<b>35,880.63</b>	<b>0.00</b>



## Woodbury County Law Enforcement Center Authority

Ron Wieck, Chair  
Dan Moore, Secretary  
Rocky DeWitt, Treasurer

Woodbury County Courthouse  
620 Douglas Street, Room #104  
Sioux City, Iowa 51101  
712.279.6525

### Furniture Procurement Policy

The following policy is intended to explain the procedures to be used by the Woodbury County Law Enforcement Authority ("Authority") for the purchase of furniture for the Woodbury County Law Enforcement Center. This policy is applicable to the procurement of all standalone furniture which shall not be integrated into the building or improvements at the Woodbury County Law Enforcement Center. e Woodbury County Law Enforcement Center Authority, or Authority, will provide standalone furniture not intended to be integrated into the building or improvements.

The Authority will establish and appoint a furniture team to review and make recommendations on all furniture purchase proposals.

The Authority will solicit vendor proposals for furniture alternatives.

The Authority will hold fact-finding presentations with vendors and product lines.

The team will score the written furniture proposals and presentations.

Notwithstanding anything to the contrary in this policy, the Authority reserves the right to choose the State of Iowa or utilization of another governmental entity's local contract for furniture, if it is deemed to be in the best interests of the public and offers the best procurement process. The Authority may request a recommendation from the furniture procurement team on whether a cooperative purchasing process through the State of Iowa offers the best value alternative.

The Authority will perform its due diligence in review of any contracts with furniture vendors to ensure compliance with any applicable local policies.

Under this policy, the Authority will not procure equipment. The Authority will establish a separate procurement policy for Fixtures and Equipment for the Law Enforcement Center.

**Commented [MB1]:** What will the proposals request? Office and court furnishings, assembly, delivery, etc.?

**Commented [MB2]:** What is the purpose of the meetings? Will this occur before or after the team provides its recommendation?

**Commented [MB3]:** What evaluation criteria or standard will be applied for scoring proposals?

**Commented [MB4]:** What is the purpose of the meetings? Will this occur before or after the team provides its recommendation?

**Commented [MB5]:** Recommend using more detailed title to identify the program—is it the State of Iowa cooperative purchasing program?

**Commented [MB6]:** What is the local contract referred to here?

**Commented [MB7]:** What is intended by "best procurement process"? ?

**Commented [MB8]:** Is this part of the evaluation or is this after the top proposals are identified and the Authority is considering entering into a contract?