

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

Date: 12/7/2023 Weekly Agenda Date: 12/19/2023

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Diane Swoboda Peterson

WORDING FOR AGENDA ITEM:

Need a motion to approve CIP request for new carpet in Recorder's Office

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Submitted a 2023-2024 CIP request for new carpet throughout the Recorder's Office.

BACKGROUND:

The Recorder's Office consistently has the largest amount of "foot traffic" in the courthouse. This is due to the Recorder's Office housing five separate areas of service--recording, vital records, real estate, GIS, and drainage ditches.

FINANCIAL IMPACT:

Estimate \$20,000.00

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

Yes No

RECOMMENDATION:

Recommend approval of motion to purchase and install new carpet throughout the Recorder's Office.

ACTION REQUIRED / PROPOSED MOTION:

Move to approve the motion to purchase and install new carpet throughout the Recorder's Office.