

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 4/22/2026 Weekly Agenda Date: 4/28/2026

Elected Official / Department Head / Citizen: Michelle Skaff

Wording for Agenda Item:

Approval of Action Moving & Storage to assist moving elections equipment

Action Required:

Approve Ordinance

Approve Resolution

Approve Motion

Hold Public Hearing

Informational

Attachments

Set Time:

Reviewed by County Attorney's Office:

Background & Financial Impact:

Our Election Day Equipment will need to be delivered to the polling location prior to the June Primary and November General Elections. The equipment is on carts that are 54" wide , 27" deep, and 50" high and are very heavy and bulky to manage. Due to the freight elevator undergoing repairs and being described as a risk for use, we need to use alternate methods to move our equipment from the basement to deliver to the polling locations. We spoke with Building Services and HR and it was agreed that lowest risk method to move the heavy equipment up and down a temporary ramp is to use a moving company. Action Moving is available on the dates needed to transport the equipment and have provided an estimate for our needs of \$70.00 per person per hour. We estimate that 2 movers will be used for about 3 hours total for loading dates and 3 hours for return dates. The total financial impact is estimated at \$840.00. I propose the billed amount be expensed from the Auditor Elections budget and if needed, this will be included as a budget adjustment.

Recommendation:

Motion by second by to approve Action Moving & Storage to assist moving elections equipment for the June Primary and November General Elections.

Approved by Board of Supervisors on March 17, 2026