



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (MAY 28) (WEEK 22 OF 2024)

Live streaming at:
<https://www.youtube.com/user/woodburycountyiowa>

Agenda and Minutes available at:
www.woodburycountyiowa.gov

Daniel A. Bittinger II
389-4405
dbittinger@woodburycountyiowa.gov

Mark E. Nelson
540-1259
mnelson@woodburycountyiowa.gov

Keith W. Radig
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Jeremy J. Taylor
259-7910
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Matthew A. Ung
490-7852
matthewung@woodburycountyiowa.gov

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held May 28, 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

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 6 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 May 21, 2024 meeting
3. Approval of claims
4. Board Administration – Karen James
 - a. Approval of resolution approving petition for suspension of taxes through the redemption process for V.R.
 - b. Approval of resolution for a tax suspension for V.M.
5. County Auditor – Patrick Gill
 - Approval of Liquor License Application for Correctionville Golf Club, Correctionville

6. Human Resources – Melissa Thomas
 - a. Approval of Memorandum of Personnel Transactions
 - b. Authorization to Initiate Hiring Process
 - c. Approval of retiree request to remain on the county health and dental insurance
 - d. Approve the purchase of Cyber Liability Insurance for FY 24/25

End Consent Agenda

- | | | |
|--------------------------------|--|-------------|
| 4:45 p.m.
(Set time) | 7. Secondary Roads – Mark Nahra | |
| | Approval of the FY 2024 Woodbury County Secondary Road Department budget amendment #1 | Action |
| | 8. Board Administration – Dennis Butler | |
| | a. Approval of \$400,000 transfer from General Supplemental to Self-Liability Insurance Fund | Action |
| | b. Public hearing on Amendment #1 to the Woodbury County FY 2024 Budget | Action |
| | c. Discussion and approval of transfer of appropriation in the Sheriff's FY 24 budget overtime transfers | Action |
| | d. Approval of resolution for the FY 2023-2024 Budget Amendment #1 | Action |
| | 9. Reports on Committee Meetings | Information |
| | 10. Citizen Concerns | Information |
| | 11. Board Concerns | Information |

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

- WED., MAY 29** **5:00 p.m.** Zoning Commission Meeting, Courthouse Basement Boardroom
- FRI., MAY 31** **9:00 a.m.** Hungry Canyons Alliance, Community Building, Charter Oak
- MON., JUN 3** **6:00 p.m.** Board of Adjustment meeting, Courthouse Basement Boardroom
- WED., JUN 5** **10:00 a.m.** Loess Hills Alliance Stewardship Meeting, Pisgah, Iowa
- 11:00 a.m.** Loess Hills Alliance Executive Meeting
- 1:00 p.m.** Loess Hills Alliance Full Board Meeting
- 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., JUN 12** **7:30 a.m.** SIMPCO Executive Finance Committee Meeting, Hybrid
- 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., JUN 13** **5:30 p.m.** SIMPCO Annual Board of Directors Meeting & Award Ceremony, South Sioux City
- WED., JUN 19** **12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., JUN 20** **4:00 p.m.** Conservation Board Meeting, Southwood Conservation Area
- 4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., JUN 21** **12:00 p.m.** Siouxland Human Investment Partnership Board Meeting, 2540 Glenn Ave.
- MON., JUN 24** **6:00 p.m.** Zoning Commission Meeting, Courthouse Basement Boardroom
- WED., JUN 26** **2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- THU., JUN 27** **11:15 a.m.** Western Iowa Community Improvement Regional Housing Trust Fund, 6401 Gordon Drive

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.

MAY 21, 2024, TWENTY-FIRST MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, May 21, 2024, at 3:00 p.m. Board members present were Nelson, Ung, Bittinger II, and Taylor; Radig was absent. Staff members present were Karen James, Board Administrative Assistant, Melissa Thomas, Human Resources Director, Dennis Butler, Budget and Finance Director, and Patrick Gill, Auditor/Clerk to the Board.

Motion by Ung second by Bittinger to go into closed session per Iowa Code Section 21.5(1)(c). Carried 4-0 on roll-call vote.

Motion by Ung second by Nelson to go out of closed session per Iowa Code Section 21.5(1)(c). Carried 4-0 on roll-call vote.

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

1. Motion by Ung second by Nelson to approve the agenda for May 21, 2024. Carried 4-0. Copy filed.

Motion by Taylor second by Ung to approve the following items by consent:

2. To approve minutes of the May 14, 2024 meeting. Copy filed.
3. To approve the claims totaling \$2,697,995.01. Copy filed.
- 4a. To approve and authorize the Chairperson to sign a resolution for a tax suspension for Matthew Kelsheimer, 1817 W. 2nd St., parcel # 894730286010.

**WOODBURY COUNTY, IOWA
RESOLUTION #13,742
RESOLUTION APPROVING PETITION FOR SUSPENSION
OF TAXES**

WHEREAS, Matthew Kelsheimer as titleholder of property located at 1817 W. 2nd St., Sioux City, Woodbury County, Iowa, and legally described as follows:

Parcel # 894730286010

HORNICKS LOT 10 BLOCK 16

WHEREAS, Matthew Kelsheimer as titleholders of the aforementioned real estate has petitioned the Board of Supervisors for a suspension of taxes pursuant to the 2017 Iowa Code section 427.9, and

WHEREAS, the Board of Supervisors recognizes from documents provided that the petitioner is unable to provide to the public revenue; and

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby grants the request for a suspension of taxes, and hereby directs the Woodbury County Treasurer to so record the approval of this tax suspension for this property.

SO RESOLVED this 21st day of May 2024.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 4b. To approve and authorize the Chairperson to sign a resolution for a tax suspension for Veo Ceola Rolfes, 4428 Tyler St., parcel #894711206003.

**WOODBURY COUNTY, IOWA
RESOLUTION #13,743
RESOLUTION APPROVING PETITION FOR SUSPENSION OF TAXES**

WHEREAS, Veo Ceola Rolfes, as titleholder of a property located 4428 Tyler St., Sioux City, Woodbury County, Iowa, and legally described as follows:

Parcel #894711206003

LEEDS LOTS 4-6 INCL BLOCK 27

WHEREAS, Veo Ceola Rolfes of the aforementioned property has petitioned the Board of Supervisors for a suspension of taxes pursuant to the 2017 Iowa Code section 427.9, and

WHEREAS, the Board of Supervisors recognizes from documents provided that the petitioner is unable to provide to the public revenue; and

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby grants the request for a suspension of taxes, and hereby directs the Woodbury County Treasurer to so record the approval of this tax suspension for this property.

SO RESOLVED this 21st day of May 2024.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 4c. To approve and authorize the Chairperson to sign a resolution for a tax suspension for Peggy Rol, 901 S. Alice St., parcel #894735302101.

WOODBURY COUNTY, IOWA
RESOLUTION #13,744
RESOLUTION APPROVING PETITION FOR SUSPENSION
OF TAXES

WHEREAS, Peggy Rol, as titleholder of property located at 901 S. Alice St., Sioux City, Woodbury County, Iowa, and legally described as follows:

Parcel #894735302010

HOLMANS LOT 1 BLOCK 6

WHEREAS, Peggy Rol as titleholders of the aforementioned real estate has petitioned the Board of Supervisors for a suspension of taxes pursuant to the 2017 Iowa Code section 427.9, and

WHEREAS, the Board of Supervisors recognizes from documents provided that the petitioner is unable to provide to the public revenue; and

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby grants the request for a suspension of taxes, and hereby directs the Woodbury County Treasurer to so record the approval of this tax suspension for this property.

SO RESOLVED this 21st day of May, 2024.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 4d. To approve and authorize the Chairperson to sign a resolution approving petition for suspension of taxes through the redemption process for Steven Bell, 1900 s. Lemon St., parcel #8847051430001.

WOODBURY COUNTY, IOWA
RESOLUTION #13,745
RESOLUTION APPROVING PETITION FOR SUSPENSION

OF TAXES THROUGH THE REDEMPTION PROCESS

WHEREAS, Steven Bell is a titleholder of property located at 1900 s. Lemon St., Sioux City, Iowa, Woodbury County, Iowa, and legally described as follows:

Parcel #884705143001

HEDGES MORNINGSIDE W 100 FT LOT 22 BLOCK 13

WHEREAS, Steven Bell, is a titleholder of the aforementioned property has petitioned the Board of Supervisors for a suspension of taxes pursuant to the 2017 Iowa Code Section 447.9(3) and,

WHEREAS, the Board of Supervisors recognizes from documents provided that the petitioner is unable to provide to the public revenue; and

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby directs the County Auditor to redeem this property Parcel **#884705143001** owned by the petitioner from the holder of a certificate of purchase of the amount necessary to redeem under section 447.9, and hereby directs the Woodbury County Treasurer to so record the approval of this tax suspension for this parcel.

SO RESOLVED this 21st day of May 2024.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 5a. To approve and authorize the Chairperson to sign a Resolution setting the public hearing and sale date for parcels #894726127004 & #894726127005, 3314 14th St & 3315 13th St.

WOODBURY COUNTY, IOWA RESOLUTION **#13,746** NOTICE OF PROPERTY SALE

WHEREAS Woodbury County, Iowa was the owner under a tax deed of a certain parcel of real estate described as:

**Lot One (1) Block Three (3) of Long View Addition to Sioux City and Woodbury County Iowa
(3314 14th Street)**

**Lot Twelve (12) Block Three (3) of Long View Addition to Sioux City and Woodbury County Iowa
(3315 13th Street)**

NOW THEREFORE,

BE IT RESOLVED by the Board of Supervisors of Woodbury County, Iowa as follows:

1. That a public hearing on the aforesaid proposal shall be held on
The **4th Day of June, 2024 at 4:35 o'clock p.m.** in the basement of the
Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a
public auction to be held on the **4th Day of June, 2024**, immediately
following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest
bidder at or above a **total minimum bid of \$100.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale"
and except for this subparagraph 4 be published as notice of the

aforesaid proposal, hearing and sale.

Dated this 21st Day of May, 2024.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 5b. To approve and authorize the Chairperson to sign a Resolution setting the public hearing and sale date for Parcels #894726126007 & #894726126004, 3273 13th St. & 3274 14th St.

**WOODBURY COUNTY, IOWA
RESOLUTION #13,747
NOTICE OF PROPERTY SALE**

WHEREAS Woodbury County, Iowa was the owner under a tax deed of a certain parcel of real estate described as:

**Lot Twelve (12) & the West Twenty-five (25) feet vacated Paxton Street Abutting Block Four (4) in Long View Addition to Sioux City and Woodbury County Iowa
(3273 13th Street)**

**Lot One (1) & the West Twenty-five (25) feet vacated Paxton Street Abutting Block Four (4) in Long View Addition to Sioux City and Woodbury County Iowa
(3274 14th Street)**

NOW THEREFORE,

BE IT RESOLVED by the Board of Supervisors of Woodbury County, Iowa as follows:

1. That a public hearing on the aforesaid proposal shall be held on
The **4th Day of June, 2024 at 4:37 o'clock p.m.** in the basement of the
Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a
public auction to be held on the **4th Day of June, 2024**, immediately
following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest
bidder at or above a **total minimum bid of \$471.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale"
and except for this subparagraph 4 be published as notice of the
aforesaid proposal, hearing and sale.

Dated this 21st Day of May, 2024.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

6. To set the dates and times for three public hearings, for the proposed Zoning Ordinance Map Amendment (rezone) from Agricultural Preservation (AP) to the Agricultural Estates (AE) Zoning District on Parcel #874705200001: June 11th at 4:40 p.m., June 18th at 4:40 p.m., and June 25th at 4:40 p.m. Copy filed.
7. To approve and authorize the Chairperson to sign a Resolution authorizing a tax abatement for Woodbury County, Iowa, parcels #884301100010, #884301100012, #884723100008, and #884301100009.

**WOODBURY COUNTY, IOWA
RESOLUTION #13,748
RESOLUTION APPROVING ABATEMENT OF TAXES**

WHEREAS, the Woodbury County, Iowa are the titleholders of real estate Parcels #884301100010, #884301100012, #884723100008 and #884301100009 located in Woodbury County, Iowa and legally described as follows:

Parcel #884301100010

Kedron Township Brieze First Addn Lot #4

Parcel #884301100012

Kedron Township — An irreg tct being part of Govt Lot 10 in 1-88-43 described as corn at SW cor of Govt lot 10 thnc E 365' to pob; thnc NE 1100.95', thnc NE 458.76', thnc E 78.95', thnc S 1309.02", thnc W 940.12' to pob

Parcel #884723100008

Woodbury Township — An irreg tct being pt of NW $\frac{1}{4}$ of 23-88-47 described as beg at NW cor of NW $\frac{1}{4}$ of sec 23 thnc S 1431 ft, thnc E 594 ft, thnc N 438.50 ft, thnc NE 241.50 ft, thnc NW 760.50 ft, thnc W 531 ft to pob

Parcel #884301100009

Kedron Township Brieze First Addn Lot #3

WHEREAS, the above-stated property has an unpaid balance of taxes owing, and the parcel is owned by a political subdivision of the state; and

WHEREAS, the political subdivision, namely the Woodbury County, Iowa, is failing to immediately pay the taxes due; and

WHEREAS, the Board of Supervisors sees that good cause exists for the abatement of these taxes and any future taxes that may be levied against this parcel; and

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above parcels according to Code of Iowa, 427.3, and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

SO RESOLVED this 21st day of May, 2023.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

8. To approve a lease agreement between Woodbury County and State of Iowa for occupying space in the SWAT garage located at the Training Center, 1600 County Home Road. Copy filed.
- 9a. To approve the separation of Pablo Ajpacaja, Civilian Jailer, County Sheriff Dept., effective 05-10-24. Separation.; the reclassification of Phoenix Larned, Civilian Jailer, County Sheriff Dept., effective 05-27-24, and \$24.95/hr, 4%=\$0.98/hr. Per CWA: From 3rd Class to 2nd Class. Anniversary Date 06/07/2024.; transfer Juan De La Roca, Youth Worker, Juvenile Detention Dept., effective 05-20-24. Transfer from Part Time to Part Time-Temporary.; transfer Gavin Reitsma, Youth Worker, Juvenile Detention Dept., effective 05-20-24. Transfer from Part Time-Temporary to Part Time.; transfer Allen Welte, PT Operations Officer-Paramedic, Emergency Services Dept., effective 05-20-24, Transfer from Interim EMS Director to Operations Officer-Paramedic.; and the reclassification of Gabe Madsen, Senior Deputy, County Sheriff Dept., effective 4-19-24, \$34.84/hour, 7%=\$2.13/hr. Per CWA Contract: 5 Years of Service Reclassify to Senior Class. Copy filed.
- 9b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Civilian Jailers (3), County Sheriff Dept. CWA: \$23.97/hour. Copy filed.

- 9c. To approve broadening the scope of the Assistant Engineer position. Copy filed.
- Carried 4-0.
10. Motion by Ung second by Nelson to receive the Woodbury County's Certified Annual Financial Report FY2023. Carried 4-0. Copy filed.
11. John Torbert, Iowa Drainage District Association, present annual report to the board from the Iowa Drainage District Association. Copy filed.
- 12a. Motion by Nelson second by Ung to award the truck quote for the tandem axle truck to TEC Equipment for \$254,032.00. Carried 4-0. Copy filed.
- 12b. Motion by Nelson second by Ung to award the quote for the wheel loader and grapple bucket to Mid Country Machinery for \$284,550. Carried 4-0. Copy filed.
- 12c. Motion by Nelson second by Ung to award the quote for the tracked loader, grapple bucket, pallet forks, and counterweights to Murphy Equipment for \$82,350 for the loader, \$13,350 for the trailer, \$4195 for the grapple bucket, \$882 for the pallet forks, and \$1200 for three sets of counterweights. Carried 4-0. Copy filed.
- 12d. Motion by Ung second by Nelson to allow the county engineer to hire up to two temporary equipment operators. Carried 4-0. Copy filed.
13. Motion by Taylor second by Nelson to authorize the chairman to sign a letter of support for Koskovich & Murphy Developments application for the Iowa Workforce Housing Tax Credits. Carried 4-0. Copy filed.
14. Matthew Ung, Board of Supervisors, updated the public on Woodbury County's filed legal brief with the Iowa Utilities Board, concluding that Summit's hazardous pipeline does not promote the public convenience and necessity. Copy filed.
- Doyle Turner, Merville, and Deb Main, Sioux City, discussed pipeline concerns with the Board.
15. Reports on committee meetings were heard.
16. Craig Levine, Sioux City, and Jaylee Hurst, Sioux City addressed the Board with concerns about voter fraud in Woodbury County involving Supervisor Talyor and expressed concerns about Supervisor Radig's silence on the issue.
17. Board concerns were heard.

The Board adjourned the regular meeting until May 28, 2024.

Meeting sign in sheet. Copy filed.

**WOODBURY COUNTY, IOWA
BOARD ADMINISTRATION
MEMORANDUM**

TO: Board of Supervisors

FROM: Karen James, Board Administrative Assistant

RE: Consideration of a Petition for a Tax Suspension

DATE: May 15, 2024

Please consider this request for a tax suspension for V.M. If the Board approves this request, the suspension resolution requires the chairman's signature.

Thank you.

kmj

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

Date: 5/20/24 Weekly Agenda Date: 5/28/24

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

WORDING FOR AGENDA ITEM:

Consideration and approval for liquor license for Correctionville Golf Club, Correctionville, Iowa

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

1/a

BACKGROUND:

1/a

FINANCIAL IMPACT:

Unknown at this time

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 Motion

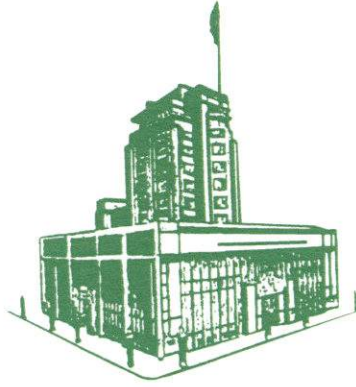
ACTION REQUIRED / PROPOSED MOTION:

Motion to approve an application for a 12-month Class C Retail Alcohol License, with Outdoor Service Sales privileges for Correctionville Golf Club, effective 06/02/2024 through 06/01/25.

Approved by Board of Supervisors April 5, 2016.

**Office Of The
AUDITOR/RECORDER
Of Woodbury County**

PATRICK F. GILL
Auditor/Recorder



Court House – Rooms 103
620 Douglas
Sioux City, Iowa 51101

Phone (712) 279-6702
Fax (712) 279-6629

To: Board of Supervisors

From: Patrick F. Gill, Auditor & Recorder

Date: May 20, 2024

Subject: Liquor License Application for the Correctionville Golf Club, Correctionville, Iowa.

Please approve and receive for signature, an application for a 12-month, Class C Retail Liquor License, with Outdoor Service, for the Correctionville Golf Club, Correctionville, Iowa. The license would be effective 06/02/24 through 06/01/25.



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
CORRECTIONVILLE GOLF CLUB INC	CORRECTIONVILLE GOLF CLUB INC	(712) 372-4916		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1300 Hackberry St		Correctionville		51016
MAILING ADDRESS	CITY	STATE	ZIP	
1300 Hackberry St	Correctionville	Iowa	51016	

Contact Person

NAME	PHONE	EMAIL
AMANDA HEILMAN	(712) 372-4916	cvillegolfclub@gmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0048337	Class C Retail Alcohol License	12 Month	Submitted to Local Authority
EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS	
June 2, 2024	June 1, 2025		
SUB-PERMITS			
Class C Retail Alcohol License			



PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
NICKEY (NICK) HEATH	CORRECTIONVILLE	Iowa	510161023	PRESIDENT	0.58	Yes
ADAM KELLY	CORRECTIONVILLE	Iowa	510168023	VICE-PRESIDENT	0.58	Yes
KATIE EDWARDS	CORRECTIONVILLE	Iowa	510161006	SEC./TREASURER	0.01	Yes

Insurance Company Information

INSURANCE COMPANY

Grinnell Mutual

POLICY EFFECTIVE DATE

June 2, 2024

POLICY EXPIRATION DATE

June 2, 2025

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE



State of Iowa

Alcoholic Beverages Division

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: May 28th, 2024

*** PERSONNEL ACTION CODE:**

A - Appointment

T - Transfer

P - Promotion

D - Demotion

R-Reclassification

E- End of Probation

S - Separation

O - Other

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Hernandez, Cinthia	Sheriff's Office	5-26-2024	Civilian Jailer			S	
Plendl, Kyle	Sheriff's Office	2-11-2022	Sheriff Reserve			S	
Pierson, Jerome	Sheriff's Office	4-19-2024	Sheriff Reserve			S	
Vanroekel, Mackenzie	Secondary Roads	5-29-2024	Summer Engineering Aide (Temp)	\$17.50/hour		A	Job Vacancy Posted on 2/21/2024. Not to Exceed 4 Months.
Palsma, Kurtus	Secondary Roads	5-29-224	Summer Engineering Aide (Temp)	\$18.50/hour		A	Job Vacancy Posted on 2/21/2024. Not to Exceed 4 Months.
Sanford, Blase	Secondary Roads	5-29-2024	Summer Engineering Aide (Temp)	\$17.50/hour		A	Job Vacancy Posted on 2/21/2024. Not to Exceed 4 Months.
Kritzer, Hannah	Sheriff's Office	5-27-2024	Sheriff Intern (Temp)	\$20.00/hour	33%=\$5.00/hr	O	Salary Increase
Alderson, Constance	Treasurer-MV	6-28-2024	Clerk II			S	Retirement.
Thomas, Cole	Secondary Roads	5-29-2024	Summer Laborer	\$16.00/hour		A	Job Vacancy Posted on 2/21/2024. Not to Exceed 4 Months.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas

HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

DATE: May 28th, 2024

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Sheriff's Office	Civilian Jailer	CWA Civilian: \$23.97/hour		
Treasurer	Clerk II	AFSCME: \$18.68/hour		

Chairman, Board of Supervisors

5/13/2024

Tina Bertrand

Woodbury County Treasurer

822 Douglas St. Rm 102 Sioux City, IA 51101

Please consider this letter my formal resignation as I am retiring. My last day of work will be 6/28/2024.

This letter has also been submitted and approved by Human Resources. I am requesting to remain on the county's Medical and Dental Insurance until I reach full retirement age.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Connie Alderson". The signature is written in a cursive style with a long, sweeping underline.

Connie Alderson

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:



Proposal of Insurance

Woodbury County

620 Douglas St Rm 701
Sioux City, IA 51101-1254

Presentation Date: June 30, 2024

Effective Date: June 30, 2024

Steve Schultz, AAI

Producer

Arthur J Gallagher Risk Management Services, LLC

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Sioux City 51106

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AJG License Nos. IL 100292093 / CA 0D69293



Gallagher

Insurance | Risk Management | Consulting

Woodbury County

Proposal Summary

We appreciate the opportunity to quote your business insurance. This proposal is a summary of policy terms and conditions.

This proposal provides coverage highlights along with the attached carrier quotations for the following coverages:

We are not aware of any changes in your exposures to loss, nor are we aware of any changes in your business operations that would necessitate additional coverage options. Please notify us immediately if you are planning any new business operations.

The values and schedules are per the expiring policy or the information you have previously provided. It is your responsibility to notify us of all necessary changes to your schedules

Information contained in this proposal is intended to provide a brief overview of coverages. It should be used for reference purposes only. It is not intended to provide a full list of policy exclusions, limitations, and conditions. The provided quotes should be reviewed for further details. Coverage afforded to you is subject to all terms, conditions, and exclusions of the bound and issued policies.

To Bind Coverage:

Please refer to the attachment document titled, ***"Client Authorization to Bind Coverage"***:

- Note any changes you desire to be made
- Place a check mark next to the coverage(s) you wish to accept
- Date and Sign
- Return prior to the effective date of coverage

Thank you for allowing Gallagher to service your insurance needs. We appreciate your business and look forward to working with you in the coming year. Please contact me if you have any questions.

Sincerely,

Heather Murad

Heather Murad
Client Service Manager II

Enclosure



Woodbury County

Premium Summary

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

Line of Coverage		Expiring	Renewal Option
		Travelers Casualty and Surety Company of America	Travelers Casualty and Surety Company of America
Cyber Liability	Premium	\$35,775.00	\$35,775.00
	Estimated Cost*	\$35,775.00	\$35,775.00
	Change (\$)		
	Change (%)		
Total Cost		\$35,775.00	\$35,775.00

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

Premiums are due and payable as billed and may be financed, subject to acceptance by an approved finance company. Following acceptance, completion (and signature) of a premium finance agreement with the specified down payment is required. Note: Unless prohibited by law, Gallagher may earn compensation for this optional value-added service.

Gallagher is responsible for the placement of the following lines of coverage: Cyber Liability, Bond, Automobile, Crime, Equipment Floater – Inland Marine, Property, Public Officials Liability, Employee Practice Liability, Law Enforcement Liability, General Liability, Umbrella

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

Named Insured

Named Insured	Cyber Liability
Woodbury County	X

Note: Any entity not named in this proposal may not be an insured entity. This may include affiliates, subsidiaries, LLCs, partnerships, and joint ventures.

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 ***
Cyber Liability	Travelers Casualty and Surety Company of America (A++ XV)	Recommended Quoted	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.

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A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. It is not a warranty of a company's financial strength and ability to meet its obligations to policyholders. Best's Credit Ratings™ are under continuous review and subject to change and/or affirmation. For the latest Best's Credit Ratings™ and Guide to Best's Credit Ratings, visit the AM Best website at <http://www.ambest.com/ratings>.

***If coverage placed with a non-admitted carrier, it is doing business in the state as a surplus lines or non-admitted carrier, and is neither subject to the same regulations as an admitted carrier nor do they participate in any state insurance guarantee fund.

Gallagher companies make no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.



Woodbury County

Coverage Highlights

Cyber Liability	Recommended Quote
Policy Term	06/30/2024 – 06/30/2025
Carrier Information	Travelers Casualty and Surety Company of America
Payment Plan	Prepaid
Payment Method	Agency
Premium & Exposures	
Cyber Liability	\$35,775.00
Terrorism – TRIA (Included)	1%
Total Cyber Premium	\$35,775.00
Core Cyber Coverages	
Cyber Liability:	
• Privacy And Security	\$3,000,000
• Payment Card Costs	\$3,000,000
• Regulatory Proceedings	\$3,000,000
Breach Response	
• Privacy Breach Notification	\$3,000,000
• Computer And Legal Experts	\$3,000,000
• Betterment	\$100,000
• Cyber Extortion	\$3,000,000
• Data Restoration	\$3,000,000
• Public Relations	\$3,000,000
Cyber Crime	
• Computer Fraud	\$100,000
• Funds Transfer Fraud	\$100,000
• Social Engineering Fraud	\$100,000
• Telecom Fraud	\$100,000
Business Loss	
• Business Interruption	\$1,000,000
• Dependent Business Interruption	\$1,000,000
•	\$1,000,000
• Dependent Business Interruption – Outsource Provider	\$1,000,000
• Dependent Business Interruption – Outsource Provider - System Failure	\$1,000,000
• Reputation Failure	\$250,000
• System Failure	\$1,000,000
Cyber Risk Policy Aggregate Limit	\$3,000,000
Form Type	Claims-Made
Retroactive Date	N/A
Prior & Pending Litigation Date	June 30, 2022
Definition of a Claim	
Refer to the policy form.	
Incident and Claim Reporting Provisions	



Woodbury County

Claims Reporting By Policy

Immediately report all claims. Each insurer requires notice of certain types of claims depending on the potential exposure or particular injury types. It is important to thoroughly review your policy to ensure you are reporting particular incidents and claims, based upon the insurer's policy requirements.

If you are using a third party administrator ("TPA"), your TPA may or may not report claims to an insurer on your behalf. Although we will assist you where requested, it is important that you understand whether your TPA will be completing this notification.

Reporting Direct to Carrier [Only When Applicable]

Coverage(s): Cyber Liability	Immediately report claims directly to:
Insurer: Travelers Casualty and Surety Company of America	Insurer/TPA Name: Travelers Casualty and Surety Company of America
	Phone: 1-800-842-8496
	Fax:
	Email:
	Web:
Policy Term: 06/30/2024 – 06/30/2025	

Reporting to Gallagher or Assistance in Reporting

Coverage(s): Cyber Liability	Immediately report claims directly to:
Gallagher Claim Center	Phone: 855-497-0578
	Fax: 225-663-3224
	Email: ggb.nrclaimscenter@ajg.com
Policy Term: 06/30/2024 – 06/30/2025	



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Proposal Disclosures

The following disclosures are hereby made a part of this proposal. Please review these disclosures prior to signing the Client Authorization to Bind or e-mail confirmation.

Proposal Disclaimer

IMPORTANT: The proposal and/or any executive summaries outline certain terms and conditions of the insurance proposed by the insurers, based

. Policy forms will be made available upon request. We make no warranties with respect to policy limits or coverage considerations of the carrier.

Compensation Disclosure

1. Gallagher Companies are primarily compensated from the usual and customary commissions, fees or, where permitted, a combination of both, for brokerage and servicing of insurance policies, annuity contracts, guarantee contracts and surety bonds (collectively "insurance coverages") handled for a client's account, which may vary based on market conditions and the insurance product placed for the client.

2. In placing, renewing, consulting on or servicing your insurance coverages, Gallagher companies may participate in contingent and supplemental commission arrangements with intermediaries and insurance companies that provide for additional compensation if certain underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Gallagher with the insurance company, not on an individual policy basis. As a result, Gallagher may be considered to have an incentive to place your insurance coverages with a particular insurance company. If you do not wish to have your commercial insurance placement included in consideration for additional compensation, contact your producer or service team for an Opt-out form.

3. Gallagher Companies may receive investment income on fiduciary funds temporarily held by them, or from obtaining or generating premium finance quotes, unless prohibited by law.

4. Gallagher Companies may also access or have an ownership interest in other facilities, including wholesalers, reinsurance intermediaries, captive managers, underwriting managers and others that act as intermediaries for both Gallagher and other brokers in the insurance marketplace some of which may earn and retain customary brokerage commission and fees for their work.

If you have specific questions about any compensation received by Gallagher and its affiliates in relation to your insurance placements, please contact your Gallagher representative for more details.

TRIA/TRIPRA Disclaimer

If this proposal contains options to purchase TRIA/TRIPRA coverage, the proposed TRIA/TRIPRA program may not cover all terrorism losses. While the amendments to TRIA eliminated the distinction between foreign and domestic acts of terrorism, a number of lines of coverage excluded under the amendments passed in 2005 remain excluded including commercial automobile, burglary and theft insurance; surety insurance, farm owners multiple perils and professional liability (although directors and officers liability is specifically included). If such excluded coverages are required, we recommend that you consider purchasing a separate terrorism policy. Please note that a separate terrorism policy for these excluded coverages may be necessary to satisfy loan covenants or other contractual obligations. TRIPRA includes a \$100 billion cap on insurers' aggregate liability.

TRIPRA is set to expire on December 31, 2027. There is no certainty of extension, thus the coverage provided by your insurers may or may not extend beyond December 31, 2027. In the event you have loan covenants or other contractual obligations requiring that TRIA/TRIPRA be maintained throughout the duration of your policy period, we recommend that a separate "Stand Alone" terrorism policy be purchased to satisfy those obligations.

Property Estimator Disclaimer

These property values were obtained using a desktop Property Estimator software operated by non-appraisal professionals. These property values represent general estimates which are not to be considered a certified appraisal. These property values include generalities and assumptions that may produce inaccurate values for specific structures.

Terms and Conditions

It is important that we clearly outline the nature of our mutual relationship. The following terms and conditions (these "Terms") govern your relationship with Gallagher unless you have separately entered into a written services agreement with Gallagher



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relative to the policies and services outlined in this Proposal, in which case that services agreement will govern and control with respect to any conflicts with these Terms. These Terms will become effective upon your execution of the Client Authorization to Bind Coverage (the “**CAB**”) included in this Proposal and shall survive for the duration of your relationship with Gallagher relative to the policies placed pursuant to the CAB or otherwise at your request.

Services

Gallagher will represent and assist you in all discussions and transactions with insurance companies relating to the lines of insurance coverage set forth in the CAB and any other lines of insurance coverage with which you request Gallagher's assistance. Gallagher will consult with you regarding any matters involving these or other coverages for which you have engaged Gallagher. You have the sole discretion for approving any insurance policies placed, as well as all other material decisions involving your risk management, risk transfer and/or loss prevention needs.

Although you are responsible for notifying applicable insurance companies directly in connection with any claims, demands, suits, notices of potential claims or any other matters as required by the terms and conditions of your policies, Gallagher will assist you in determining applicable claim reporting requirements.

Treatment of Information

Gallagher understands the need to protect the confidentiality and security of your confidential and sensitive information and strives to comply with applicable data privacy and security laws. Your confidential and sensitive information will be protected by Gallagher and only used to perform services for you; provided that Gallagher may disclose and transfer your information to our affiliates, agents or vendors that have a need to know such information in connection with the provision of such services (including insurance markets, as necessary, for marketing, quoting, placing and/or servicing insurance coverages). We may also disclose such information as required by applicable data protection laws or the order of any court or tribunal, subject to our providing you with prior notice as permitted by law.

We will (i) implement appropriate administrative, physical and technical safeguards to protect personal information; (ii) timely report security incidents involving personal information to affected parties and/or regulatory bodies; (iii) create and maintain required policies and procedures; and (iv) comply with data subjects' rights, as applicable. To the extent applicable under associated data protection laws, you are a “business” or “controller” and Gallagher is a “service provider” or “data processor.” You will ensure that any information provided to Gallagher has been provided with any required notices and that you have obtained all required consents, if any and where required, or are otherwise authorized to transfer all information to Gallagher and enable Gallagher to process the information for the purposes described in this Proposal and as set forth in Gallagher's Privacy Policy located at <https://www.ajg.com/privacy-policy/>. Gallagher may update its Privacy Policy from time to time and any updates will be posted to such site.

Dispute Resolution

Gallagher does not expect that it will ever have a formal dispute with any of its clients. However, in the event that one should arise, we should each strive to achieve a fair, expedient and efficient resolution and we'd like to clearly outline the resolution process.

- A. If the parties have a dispute regarding Gallagher's services or the relationship governed by this Proposal (“**Dispute**”), each party agrees to resolve that Dispute by mediation. If mediation fails to resolve the Dispute, you and Gallagher agree to binding arbitration. Each party waives all rights to commence litigation in court to resolve a Dispute, and specifically waives all rights to pursue relief by class action or mass action in court or through arbitration. However, the parties do not waive the ability to seek a court order of injunction in aid of the mediation and arbitration required by these Terms.
- B. The party asserting a Dispute must provide a written notice (“**Notice**”) of the claim to the other party and to the American Arbitration Association (“**AAA**”) in accordance with its Commercial Arbitration Rules and Mediation Procedures. All Dispute resolutions will take place in Chicago, IL, unless you and Gallagher agree to another location. The parties will equally divide all costs of the mediation and arbitration proceedings and will each pay their own attorneys' fees. All matters will be before a neutral, impartial and disinterested mediator or arbitrator(s) that have at least 20 years' experience in commercial and insurance coverage disputes.
- C. Mediation will occur within sixty (60) days of filing the Notice with the AAA. Mediation results will be reduced to a memorandum of understanding signed by you, Gallagher and the mediator. A Dispute that is not resolved in mediation will commence to binding arbitration. For Disputes in excess of \$500,000, either party may elect to have the Dispute heard by a panel of three (3) arbitrators. The award of the arbitrator(s) must be accompanied by a reasoned opinion prepared and signed by the arbitrator(s). Except as may be required by law, neither you, Gallagher, nor a mediator or



Woodbury County

arbitrator may disclose the existence, content or results of any Dispute or its dispute resolution proceeding without the prior written consent of both you and Gallagher.

Electronic Delivery

In lieu of receiving documents in paper format, you agree, to the fullest extent permitted by law, to accept electronic delivery of any documents that Gallagher may be required to deliver to you (including, but not limited to, insurance policies and endorsements, account statements and all other agreements, forms and communications) in connection with services provided by Gallagher. Electronic delivery of a document to you may be made via electronic mail or by other electronic means, including posting documents to a secure website.

Miscellaneous Terms

Gallagher is engaged to perform services as an independent contractor and not as your employee or agent, and Gallagher will not be operating in a fiduciary capacity.

Where applicable, insurance coverage placements and other services may require the payment of federal excise taxes, surplus lines taxes, stamping or other fees to the Internal Revenue Service, various State(s) departments of revenue, state regulators, boards or associations. In such cases, you will be responsible for the payment of the taxes and/or fees, which Gallagher will separately identify on related invoices.

The Proposal and these Terms are governed by the laws of the State of Illinois, without regard to its conflict of law rules.

If an arbitrator/court of competent jurisdiction determines that any provision of these Terms is void or unenforceable, that provision will be severed, and the arbitrator/court will replace it with a valid and enforceable provision that most closely approximates the original intent, and the remainder of these Terms will remain in effect.

Except to the extent in conflict with a services agreement that you may enter into with Gallagher, these Terms and the remainder of the Proposal constitute the entire agreement between you and Gallagher with respect to the subject matter of the Proposal, and supersede all prior negotiations, agreements and understandings as to such matters.



Woodbury County

Bindable Quotations & Compensation Disclosure Schedule

Client Name: Woodbury County

Coverage	Insurance Company	Wholesaler, MGA, or Intermediary Name ¹	Est. Annual Premium ²	Comm. % or Fee ³	Gallagher U.S. Owned Wholesaler, MGA, or Intermediary % and/or Fee
Cyber Liability	Travelers Casualty and Surety Company of America	N/A	\$35,775.00	17.50%	N/A

¹ We were able to obtain more advantageous terms and conditions for you through an intermediary/ wholesaler.

² If the premium is shown as an indication: The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

³ The commission rate is a percentage of annual premium excluding taxes & fees.



Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated 06/30/24, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

	Coverage/Carrier	TRIA	Description/Major Differences
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Cyber Liability Travelers Casualty and Surety Company of America	<input type="checkbox"/> Accept <input type="checkbox"/> Reject	\$35,775.00 TRIA (Included): 1%

*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.

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

☐ Yes ☐ No - **CORE360™** STEP

☐ Yes ☐ No – eRiskHub

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.

Woodbury County

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.

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: 5/22/2024 Weekly Agenda Date: 5/29/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Mark J. Nahra, County Engineer

WORDING FOR AGENDA ITEM:

Consider approval of Iowa DOT Budget Amendment for FY 2024

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

Due to increasing operational costs an amendment to the county secondary road budget is necessary.

BACKGROUND:

The Board of Supervisors approved the FY 2024 county secondary road budget for Iowa DOT in April 2023. Following approval of that budget, increasing costs require changes to maintenance line items require amending the FY 2024 budget. The department also adjusted revenue to reflect receipts carrying over from FY 2023. The deadline for approval is June 1st.

FINANCIAL IMPACT:

This budget reports to the Iowa DOT planned expenditures and income for the secondary road department, as adjusted following the closure of FY 2023. This process is hand in hand with amending the county budget for the road department.

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:

I recommend approval of the FY 2024 Woodbury County Secondary Road Department Budget Amendment to be submitted to the Iowa DOT.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the FY 2024 Woodbury County Secondary Road Department Budget Amendment no. 1.

Iowa Department of Transportation
SECONDARY ROADS BUDGET

County: **Woodbury County**
Fiscal Year: **2024**
Version: **1**

COUNTY CERTIFICATION

This Secondary Road Budget was adopted by the Board of Supervisors on

5/28/2024
Date

ATTESTED

County Auditor

Mark J. Nahr

5/28/2024
Date

County Engineer

5/28/2024
Date

Chairperson, Board of Supervisors

5/28/2024
Date

IOWA DOT BUDGET APPROVALS

Recommended Approval:

OLS Reviewer

Date

Approval:

Director of Local Systems

Date

SECONDARY ROADS BUDGET

		Actual Receipts Prior Years		Estimated Receipts	
		2 nd Prior	1 st Prior	Current	Next
		FY 2021	FY 2022	FY 2023	FY 2024
1. County Auditor's Beginning Balance		\$2,799,887.90	\$1,665,475.84	\$2,401,254.88	\$2,379,933.42
Receipts from Property Tax Levies	1.15368 Dollars on all taxable property in county except on property within cities and towns. (Max. \$3.00375)	\$1,650,000.00	\$1,610,000.00	\$1,611,000.00	\$1,732,500.00
	0.00000 Dollars on all taxable property in the county. (Max. \$0.16875)				
2A. Local Option Sales Tax		\$2,451,082.83	\$2,777,065.51	\$2,724,266.02	\$2,700,000.00
3. Regular Road Use Tax Received	(Doesn't include transfer of local R.U.T. to FM account for const. on FM routes)	\$6,093,852.27	\$6,026,627.82	\$6,111,448.54	\$5,690,152.00
3b. Amount for 306.4(a3)	(Senate File 451 - FM Ext. in City <=500)	\$70,415.53	\$60,774.71	\$59,486.30	\$56,189.75
3c. Time 21		\$878,892.26	\$757,160.79	\$708,823.98	\$694,863.00
4. RISE Funds		\$0.00	\$0.00	\$0.00	\$0.00
5. FA Bridge Replacement Funds		\$0.00	\$0.00	\$0.00	\$1,200,000.00
5a. SWAP Bridge Replacement Funds		\$515,531.05	\$0.00	\$267,642.27	\$0.00
6. Proposed transfer of FM funds to Local Secondary Fund.(Section 309.10)		\$0.00	\$0.00	\$0.00	\$0.00
7.Tax Refunds (-) and/or Credits (+).(Section 309.10 - Code of Iowa)		\$7,283.52	\$5,849.16	\$0.00	\$0.00
8. Miscellaneous Receipts <i>Donations, sale of used materials, Special Assessments, etc</i> <i>Itemized for 2024</i>	gravelPits	\$13,940.00	\$14,350.00	\$14,350.00	\$15,000.00
	licensesAndPermits	\$24,364.48	\$23,670.00	\$35,906.98	\$40,000.00
	Street Improvements (City of Salix)	\$5,031.03	\$5,031.03	\$5,031.03	\$5,031.00
	Street Improvements (City of Smithland	\$2,038.28	\$2,038.28	\$2,038.00	\$2,038.00
	usedMaterial	\$22,391.43	\$44,250.20	\$14,485.20	\$45,000.00
	All Other	\$536,174.22	\$230,981.56	\$118,767.76	
9. Total Miscellaneous Receipts		\$603,939.44	\$320,321.07	\$190,578.97	\$107,069.00
10. TOTAL RECEIPTS		\$15,070,884.80	\$13,223,274.90	\$14,074,500.96	\$14,560,707.17
11. Road Use Tax Funds or other local funds not transferred to Secondary Roads to be transferred to FM fund for construction.		0	0	\$0.00	\$0.00

SECONDARY ROADS BUDGET

	Actual Expenditures Prior Years		Estimated Expenditures	
	Prior 2	Prior 1	Current	Next
	FY 2021	FY 2022	FY 2023	FY 2024
70X * Administration and Engineering				
700 Administration Expenditures	\$264,007.59	\$265,233.82	\$283,907.26	\$343,425.00
701 Engineering Expenditures	\$845,216.23	\$951,613.58	\$938,312.14	\$981,366.00
TOTAL ADMINISTRATION AND ENGINEERING	\$1,109,223.82	\$1,216,847.40	\$1,222,219.40	\$1,324,791.00
020* Construction				
Adjusted Construction Program Expenditures (300) on FM and Local Sec. Roads (With other than FM funds ---See Accomplishment Year projects)	\$4,392,671.57	\$1,029,444.58	\$767,910.74	\$1,700,000.00
71X* Roadway Maintenance				
710 Bridges and Culverts (420, 430)	\$602,859.09	\$384,563.73	\$244,560.07	\$558,000.00
711 Roads (4250, 460, 480)	\$3,035,781.67	\$3,703,186.23	\$3,863,767.78	\$3,604,000.00
712 Snow and Ice Control (520)	\$588,914.53	\$250,180.92	\$652,010.80	\$538,800.00
713 Traffic Controls (590)	\$353,037.30	\$389,057.65	\$328,609.20	\$445,000.00
714 Road Clearing (490)	\$303,788.11	\$492,513.07	\$263,955.36	\$315,000.00
TOTAL ROADWAY MAINTENANCE	\$4,884,380.70	\$5,219,501.60	\$5,352,903.21	\$5,460,800.00
72X * General Roadway				
720 New Equipment (610)	\$1,123,348.00	\$1,124,135.38	\$1,478,267.00	\$1,360,000.00
721 Equipment Operations (620, 630, 650)	\$1,671,791.75	\$2,011,662.58	\$2,741,168.50	\$2,760,000.00
722 Tools, Materials and Supplies (655, 660, 670, 680, 690)	\$90,034.28	\$59,554.09	\$47,567.26	\$145,000.00
723 Real Estate and Buildings (800)	\$133,958.84	\$160,874.39	\$84,531.43	\$91,000.00
TOTAL GENERAL ROADWAY	\$3,019,132.87	\$3,356,226.44	\$4,351,534.19	\$4,356,000.00
TOTAL EXPENDITURES (70X + 020 + 71X + 72X)	\$13,405,408.96	\$10,822,020.02	\$11,694,567.54	\$12,841,591.00
County Auditor's balance at end of fiscal year	\$1,665,475.84	\$2,401,254.88	\$2,379,933.42	\$1,719,116.17
TOTAL (Must equal receipts) [Does not include transfer of Road Use Tax to FM Fund]	\$15,070,884.80	\$13,223,274.90	\$14,074,500.96	\$14,560,707.17

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

Date: 5/22/2024 Weekly Agenda Date: 5/28/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Dennis Butler - Finance/Budget Director

WORDING FOR AGENDA ITEM:

Approval of \$400,000 transfer from General Supplemental to Self Liability Insurance Fund

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

A transfer of \$400,000 from General Supplemental to the Self Liability Insurance Fund is required due to the increases in the insurance premiums.

BACKGROUND:

Please see attached memo.

FINANCIAL IMPACT:

Reduce cash reserves in General Supplemental by \$400,000 as of June 30, 2024. \$732,262 estimated or 9.3%

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 motion to transfer \$400,000 from General Supplemental to the Self Liability Insurance Fund.

ACTION REQUIRED / PROPOSED MOTION:

Approve motion to transfer \$400,000 from General Supplemental to the Self Liability Insurance Fund.

**WOODBURY COUNTY, IOWA
BOARD ADMINISTRATION
MEMORANDUM**

TO: Board of Supervisors

FROM: Dennis Butler 

DATE: May 23rd, 2024

RE: Transfer of funds to the Self Liability Insurance Fund

A transfer of \$400,000 from General Supplemental to the Self Liability Insurance Fund is required due to the rising costs involving our county's insurance premiums and expenses for FY24.

Below is the comparison of premiums and related costs for FY23, FY24 and FY25 (estimated).

	<u>Actual FY23</u>	<u>Actual FY24</u>	<u>Projected FY25 (Estimated)</u>
Calendar Year General Liability	\$292,884	\$319,128	\$319,127
Calendar Year Property Insurance	\$277,291	\$423,525	\$423,525
Fiscal Year Workman's Comp	\$352,916	\$339,195	\$339,195
Calendar Year LEC Insurance	<u>-</u>	<u>-</u>	<u>\$177,000</u>
	\$923,091	\$1,081,848	\$1,258,847

This transfer will also make up the deficit that has occurred from June 30, 2023 to current date.

Premium Summary

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

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAM	
		CARRIER	EXPIRING COST	CARRIER	ESTIMATED COST
Package	Premium	Princeton Excess & Surplus	\$287,538.00	Princeton Excess & Surplus	\$313,308.00
	Taxes	Lines Ins Co (Munich-	\$2,875.38	Lines Ins Co (Munich-	\$3,133.08
	Estimated Cost	American Holding	\$290,413.38	American Holding	\$316,441.08
	TRIA Premium	Corporation)	\$2,446.00	Corporation)	\$2,660.00
Total Estimated Program Cost			\$292,883.84		\$319,127.68

Quote from Princeton Excess & Surplus Lines Ins Co (Munich-American Holding Corporation) is valid until 12/29/2022

Premiums are due and payable as billed and may be financed, subject to acceptance by an approved finance company. Following acceptance, completion (and signature) of a premium finance agreement with the specified down payment is required. Note: Unless prohibited by law, Gallagher may earn compensation for this optional value-added service.

Gallagher is responsible for the placement of the following lines of coverage:

Package

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

Woodbury County

Premium Summary

Line of Coverage		EXPIRING	RENEWAL
		Iowa Communities Assurance Pool	Iowa Communities Assurance Pool
Property & Inland Marine	Estimated Cost* TRIA	\$224,211.72 Included	\$344,938.00
		Iowa Communities Assurance Pool	Iowa Communities Assurance Pool
Auto Physical Damage	Estimated Cost* TRIA	\$49,355.00 Included	\$74,484.00 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*



IMWCA

INV83583	Work Comp Premium 22-23	85942	06/01/2022
INV83907	Work Comp Premium-Installment 1	36830	07/01/2022
INV84225	Installment 2-Work Comp Premium	36830	08/01/2022
INV84543	Installment 3-Work Comp Premium 22-23	36830	09/01/2022
INV84861	Installment 4-Work Comp Premium 22-23	36830	10/01/2022
INV85179	Installment 5-Work Comp Prem 22-23	36830	11/01/2022
INV86174	2021-2022 Audit Premium Adjustment	9164	11/10/2022
INV85497	Installment 6- Work Comp Premium 22-23	36830	12/01/2022
INV85815	Installment 7- Work Comp Premium 22-23	36830	01/01/2023
	Total FY 22/23 Worker's Compensation	352916	
INV86809	23-24 Work Comp Premium Deposit	68362	06/01/2023
INV87152	Installment 1- Work Comp Premium 23-24	29295	07/01/2023
INV87473	Installment 2- Work Comp Premium 23-24	29295	08/01/2023
INV87785	Installment 3- Work Comp Premium 23-24	29295	09/01/2023
INV88097	Installment 4- Work Comp Premium 23-24	29295	10/01/2023
INV88409	Installment 5- Work Comp Premium 23-24	29295	11/01/2023
INV88721	Installment 6- Work Comp Premium 23-24	29295	12/01/2023
INV89452	2022-2023 Audit Premium Adjustment	65768	11/20/2023
INV89033	Install #7	29295	01/03/2024
	Total FY 23/24 Worker's Compensation	339195	

LEC
+ Property 177,000 FY 25

Woodbury County
FY 2024 Budget Amendment #1
May 28, 2024

County Fund	Dept./Div. Name	Dept./Div. Appropriation Change	Budget	Funding
<u>Item #</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Source</u>
General Basic Fund:				
#1	Sheriff - Administration			
	0001-05-1060-000-63500 - Motor Vehicle		27,151	
	JAG Grant			27,151
#2	Conservation - Administration			
	0001-22-6100-000-49601 - Drainage Taxes		3,232	
	0001-22-6100-000-63500 - Motor Vehicle		26,431	
	Refund Check			26,431
	Cash Reserves			3,232
#3	Conservation - Parks			
	0001-22-6110-000-4440 - Motor Vehicle Repairs		25,000	
	0001-22-6110-000-42200 - Schoole of Instruction		4,089	
	0001-22-6110-000-27801 - Law Enforcement Equip.		8,438	
	Cash Reseerves			37,527
#4	Board of Supervisors - Board Expense			
	0001-01-9000-000-42601 - Professional Fees		300,000	
	0001-01-9000-000-42002 - Fiscal Audits		65,000	
	Cash Reserves			365,000
#5	County Auditor - Administration			
	0001-02-9010-000-41200 - Tax Statement Mailings		32,064	
	Cash Reserves			32,064
General Supplemental Fund:				
#6	Sheriff - Transport			
	0002-05-1520-000-63500 - Motor Vehicle		35,299	
	Refund Check			35,299
#7	Elections - Administration			
	0002-40-8000-000-64600 - Computer Software		32,000	
	Cash Reserves			32,000
Secondary Roads Funds:				
#8	Secondary Roads			

0020-20-7013-241-42300 - Engineering: Consultant Fees	25,000	
0020-20-7113-463-21000 - Roadway Maint.: Aspalht 8"	236,000	
0020-20-7211-631-25000- Euip Operations Gasoline	-11,000	
0020-20-7211-632-25001 - Eq. Operations: Diesel Fuel	-250,000	
0020-20-7210-621-24100 - Eq. Operations: Parts	150,000	
0020-20-7211-633-25100 - Eq. Operations: Oil	10,000	
0020-20-7211-635-25300 - Eq. Operations: Tires & Tubes	95,000	
020-20-7210-623-44300 - Eq.Operations : Outside Labor	50,000	
0020-20-7211-636-25400 - Eq. Operations: Blades	46,000	
0020-20-7211-636-25400 - Eq. Operations: Filters	15,000	
0020-20-7231-830-60000 - Real Estate & Bldgs., Grounds	-65,000	
Cash Reserves		301,000
0020-20-0200-320-62000 - Bridges	187,697	
0020-20-0200-311-60000 - Right of Way	212,303	
Cash Reserves		400,000

Capital Projects Funds:

#9	Capital Projects		
	1500-16-9101-000-61000 - County Projects	1,680,803	
	Capital Loan FY 24		800,000
	Cash Reserves		880,803

Amendment Summary

Revenue Resources:

Cash Reserves	1,350,626
Secondary Road Addition Revenue	701,000
Miscellaneous Revenues	88,881
Capital Loan FY 2024	<u>800,000</u>

Total Revenues	<u><u>2,940,507</u></u>
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Expenditures:

Public Safety	62,450
County Environment & Education	67,190
Secondary Roads	301,000
Government Services to Residents	32,000
Administration	397,064
Capital Projects - Secondary Roads & County Projects	<u>2,080,803</u>

Total Expenditures	<u><u>2,940,507</u></u>
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Appropriation Transfer Adjustments for FY 24

#1	Sheriff - Correctional Facility		
	From: 001-05-1050-000-10400 - Overtime	38,000	
	To: 0002-05-1520-000-10400 - Overtime		38,000

APPROVAL OF FY 2023/2024 BUDGET AMENDMENT#1

Resolution #_____

WHEREAS, the Woodbury County Board of Supervisors has considered the proposed FY 2023/2024 county budget amendment #1; and

WHEREAS, a public hearing concerning the proposed county budget was held on June 6, 2023;

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of Woodbury County that the county budget amendment #1 for FY 2023/2024 as set forth in the budget amendment summary, is hereby adopted and that the Woodbury County Auditor is directed to file said budget and to establish accounting records in accordance with the attached schedules.

BE IT FURTHER RESOLVED, that the Chairperson and the County Auditor be and are hereby authorized to sign the approved FY 2023/2024 county budget amendment.

Signed and dated the 28th day of May, 2024.

Matthew A. Ung, Chairman
Woodbury County Board of Supervisors

ATTEST:

Patrick F. Gill
Woodbury County Auditor/Recorder