NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(MARCH 17, 2015) (WEEK 12 OF 2015)

Agenda and Minutes also available at
www.woodburyiowa.com

Larry D. Clausen	Mark A. Monson	Jaclyn D. Smith	Jeremy J. Taylor	Matthew A. Ung
389-5329	204-1015	898-0477	259-7910	490-7852
lclausen@sioux-city.org	mark@mudflap.com	jasmith435@cableone.net	jeremytaylor@cableone.net	matthewung@sioux-city.org

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held March 17, 2015 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. If you wish to speak on an item, please follow the seven participation guidelines adopted by the Board for speakers.

1. Anyone may address the Board on any agenda item after initial discussion by the Board.
2. Speakers will approach the microphone one at a time and be recognized by the Chair.
3. Speakers will give their name, spell their name, and give their address and then their statement.
4. Everyone will have an opportunity to speak. Therefore, please limit your remarks to **three minutes on any one item**.
5. At the beginning of the 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.
6. Any concerns or questions you may have which do not relate directly to a scheduled item on the agenda will also be heard under the final agenda item "Citizen Concerns."
7. For the benefit of all in attendance, please turn off all cell phones and other devices while in the Board Chambers.

AGENDA

4:30 p.m.	1. Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence	
	2. Citizen Concerns	Information
	3. Approval of the agenda (March 17, 2015)	Action
	4. Approval of the minutes of March 10, 2015 meeting	Action
	5. Discussion and approval of claims	Action
	6. Human Resource – Ed Gilliland	
	a. Approval of Memorandum of Personnel Transactions	Action
	b. Authorize Chairman to Sign Authorization to Initiate Hiring Process	Action
	7. Board of Supervisors – Mark Monson	
	a. Approval of a request to apply for a MRHD grant	Action
	b. Approval of auditing firm used by MRHD for their audit	Action

8. Board Administration/Public Bidder – Karen James
   a. Approval of Resolution for a Tax Suspension for M.W. — Action
   b. Approval of Resolution for Notice of Property Sale Parcel #365370 — Action
   c. Approval of Resolution for Notice of Property Sale Parcel #128595 — Action

9. Social Services – Theresa Jochum
   Authorization for Chairman to sign application for Targeted Case Management Accreditation — Action

10. County Sheriff – Dave Drew
    Approval to send out and advertise the Jail Kiosk Commissary RFP — Action

11. County Attorney – PJ Jennings & County Sheriff – Dave Drew
    Consideration and approval to participate with the City of Sioux City in the Submission of the Edward J. Bryne Memorial Justice (JAG) & Residential Substance Abuse Treatment (RSAT) Program application to the Governor's Office of Drug Control Policy — Action

5:00 p.m. (Set time)

12. Secondary Roads – Mark Nahra
    a. Receive and consider bids for supplying corrugated metal pipe Culverts for 2015 — Action
    b. Consider approval of Federal Aid Agreement for county highway bridge project No. BROS-CO97-(128)—5F-97 located on K49 over Elliot Creek Section 21 of Banner Township. — Action
    c. Consider approval of Federal Aid Agreement for county highway bridge Project No. BRS-CO97(112)—60-97 located on D25 over Whiskey Creek Section 31 of Floyd Township — Action
    d. Consideration of Permit & Agreement to work within Woodbury County Right-of-Way. Richard Patterson 14940 130th Street, Sloan, Iowa. Cleaning of the ditch on the west side of Charles Ave. Sections 12 & 13 In Lakeport Township, for approximately 1.25 miles — Action
    e. Consideration of the Application for use of Highway Right-of-Way for Underground tile line. Larry Etler, Moville, Iowa. Tile line will be located In Sections 22-27 of Arlington Township on 140th Street. — Action
    f. Consideration for approval to transfer funds from the Farm to Market Fund to the Iowa Department of Transportation. The transfer of funds To cover expenses for material testing for projects STP-S-CO97(117)—5E 97 — Action

13. Planning/Zoning – John Pylelo
    Public Hearing and First Reading for a Zoning Ordinance Mapping Amendment Re: A 7.57 acre portion of GIS parcel #884633200008 owned by James L. and Monica M. Young near the intersection of 210th St. and Eastland Ave. — Action

14. Building Services – Mark Elgert
    a. Update on elevator situation — Discussion
    b. Discussion and action to purchase of lawn mower — Action

15. Board of Supervisors – Mark Monson & Jeremy Taylor
    Proposal for the creation of a County Administrator — Information

16. Board of Supervisors – Mark Monson & Jeremy Taylor
    Proposal for the reduction of Supervisors' salaries — Information

17. Reports on committee meetings — Information

18. Citizen's Concerns — Information

19. Board Concerns and Comments — Information

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

TUESDAY, MARCH 17	**4:30 p.m.**	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
WEDNESDAY, MARCH 18	**12:00 noon**	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202, Sioux City, Iowa
	6:30 p.m.	Woodbury County Solid Waste Agency (Sanitary Landfill) Executive Committee Meeting, Public Safety Center, Climbing Hill
THURSDAY, MARCH 19	**11:00 a.m.**	Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St., Sioux City, Iowa
MONDAY, MARCH 23	**6:00 p.m.**	Zoning Commission Meeting, Board of Supervisors' Chambers
	7:30 p.m.	Fair Board Meeting, Woodbury County Fair Office, Fairgrounds, Moville, Iowa.
TUESDAY, MARCH 24	**2:00 p.m.**	Sioux Rivers Regional Governance Board Meeting, Plymouth County Courthouse Annex Building, 215 4th Ave. S.E., Le Mars, Iowa
WEDNESDAY, APRIL 1	**12:00 noon**	District Board of Health Meeting, 1014 Nebraska St.
MONDAY, APRIL 6	**6:00 p.m.**	Board of Adjustment meeting, Board of Supervisors' Chambers
TUESDAY, APRIL 7	**4:00 p.m.**	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
WEDNESDAY, APRIL 8	**8:05 a.m.**	Woodbury County Information Communication Commission, Board of Supervisors' Chambers
THURSDAY, APRIL 9	**12:00 p.m.**	SIMPCO Board of Directors, 1122 Pierce St, Sioux City
	4:15 p.m.	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
	7:00 p.m.	Siouxland Mental Health Center, Board Meeting, 625 Court Street
TUESDAY, APRIL 14	**10:00 a.m.**	Senior Center Board of Directors Meeting, 313 Cook Street

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.

MARCH 10, 2015 — ELEVENTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, March 10, 2015 at 4:30 p.m. Board members present were Clausen, Ung, Monson, Taylor, and Smith. Staff members present were Karen James, Board Administrator, Dennis Butler, Finance/Operations Controller, Joshua Widman, Assistant County Attorney, Ed Gilliland, Human Resources Director, Gloria Mollet, Human Resources and Patrick Gill, Auditor/Clerk to the Board.

1. The meeting was called to order – Pledge of Allegiance to the Flag – Moment of Silence.

2. The Board of Supervisors canvassed the Correctionville Special Election held on 3rd day of March 2015.

   Steve Hofmeyer, Deputy Commissioner of Elections, announced there was one (1) provisional ballot which was rejected and not added to the Tally.

   For the office of **City Council Mayor** there were **one hundred, five (105)** ballots cast as follows:

Nathan Heilman	received **Ninety-nine**	**(99)** votes
Scattered Write-ins	received **Six**	**(6)** votes

   We therefore declare **Nathan Heilman** duly elected to the office of **Mayor, City of Correctionville**, to fill the residual of the term ending 12/31/2015.

   For the office of **City Council Member** there were **Ninety-seven (97)** ballots cast as follows:

Wallace Duncan	received **Eighty-five**	**(85)** votes
Scattered Write-ins	received **Twelve**	**(12)** votes

   We therefore declare **Wallace Duncan** duly elected to the office of **Council Member, City of Correctionville**, to fill the residual of the term ending 12/31/2017.

   Motion by Smith second by Taylor to receive for signatures the canvas of the Correctionville Special Election held on the 3rd day of March 2015. Carried 5-0. Copy filed.

3. Citizen concerns.

4. Motion by Taylor second by Ung to approve the Agenda for March 10, 2015. Carried 5-0. Copy filed.

5. Motion by Taylor second by Ung to approve the minutes of the 03/03/2015 Board meeting as corrected. Carried 5-0. Copy filed.

6. Motion by Taylor second by Ung to approve the county's claims totaling $276,320.93. Carried 5-0. Copy filed.

7a. Motion by Ung second by Clausen to approve the appointment of Jason Weitzel, Custodian, Building Services Dept., effective 3-12-15, $14.09/hour. Job Vacancy Posted 1-28-15. Entry Level Salary: $13.44-$14.80/hour.; and the reclassification of Kayse Fields, Case Manager, Social Services Dept., effective 3-28-15, $21.44/hour, 6%-$1.26/hr. Per Wage Plan Matrix, 3 year Salary Increase. Carried 5-0. Copy filed.

7b. Motion by Ung second by Taylor to approve and authorize the Chairperson to sign and "Authorization to Initiate Hiring Process" for Civilian Jailer, County Sheriff Dept., CWA Civilian Officers Contract: $17.14/hour. Carried 5-0. Copy filed.

7c. Motion by Smith second by Clausen to approve and authorize the Chairperson to sign the HIDTA Cross-Designated Employment Agreement for Attorney. Carried 5-0. Copy filed.

7d. Motion by Taylor second by Ung to approve and receive for signatures a Resolution Thanking and Commending Lonnie Gustafson for his service to Woodbury County. Carried 5-0.

RESOLUTION #12,138
A RESOLUTION THANKING AND COMMENDING
LONNIE GUSTAFSON
FOR YOUR SERVICE TO WOODBURY COUNTY

WHEREAS, Lonnie Gustafson has demonstrated himself to be an outstanding citizen of Woodbury County by leading the Circle and Swing Square Dance Group as a long time caller for those who daily overcome intellectual disabilities; and

WHEREAS, your service as a Woodbury County citizen, has been characterized by your dedication to the best interests of the citizens of Woodbury County;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of the Board thank and commend you for your years of service to Woodbury County; and

BE IT FURTHER RESOLVED that it is the wish of all those signing below that the future hold only the best for this very deserving person, Lonnie Gustafson.

BE IT SO RESOLVED this 10th day of March, 2015.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

9. Motion by Smith second by Ung to approve the appointment of Adam Lloyd, Moville, to the Siouxland District Board of Health. Carried 5-0. Copy filed.

10. Motion by Ung second by Taylor to approve the appointment of Jolene Dixon to the Judicial Magistrate Nomination Commission. Carried 5-0.

11a. Motion by Clausen second by Taylor to approve and authorize the Chairperson to sign a Resolution for suspension of taxes through redemption process for Charlene Rush, 2725 Center St., parcel #894720132010. Carried 5-0.

WOODBURY COUNTY, IOWA
RESOLUTION #12,139
RESOLUTION APPROVING PETITION FOR SUSPENSION
OF TAXES THROUGH THE REDEMPTION PROCESS

WHEREAS, Charlene Rush as joint titleholder of a property located at 2725 Center St., Sioux City, Woodbury County, Iowa, and legally described as follows:

Parcel #8947 20 132 010

CRESCENT PARK LOT 1 BLK 7 EX S 26 FT LOT 2 BLK 7

WHEREAS, Charlene Rush, as joint titleholder of the aforementioned property has petitioned the Board of Supervisors for a suspension of taxes pursuant to the 1999 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 the property Parcel #894720132010 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 10th day of March, 2015.
WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

11b. Motion by Ung second by Clausen to approve and authorize the Chairperson to sign a Resolution for suspension of taxes through redemption process for Gerald Clark Isom, 1001 N. Helen, parcel #894726113008. Carried 5-0.

WOODBURY COUNTY, IOWA
RESOLUTION #12,140
RESOLUTION APPROVING PETITION FOR SUSPENSION
OF TAXES THROUGH THE REDEMPTION PROCESS

WHEREAS, Gerald Clark Isom as joint titleholders of a property located at 1001 N. Helen, Woodbury County, Iowa, and legally described as follows:

Parcel # 8947 26 113 008

BOOGES & TAYLOR LOT 4-6 BLK 25, VAC 10TH ST ABUTTING LOT 6, & VAC N-S ALLEY A BUTTING LOT 4-5-6 BLK 25

WHEREAS, Gerald Clark Isom, as joint titleholders of the aforementioned property has petitioned the Board of Supervisors for a suspension of taxes pursuant to the 1999 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 #894726113008 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 10th day of March, 2015.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

11c. Motion by Smith second by Clausen to approve and authorize the Chairperson to sign a Resolution setting the public hearing and sale date for parcel #026565, 1117 Douglas St., Sioux City. Carried 5-0.

RESOLUTION #12,141
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 and all of Lot Eleven, except the South Ten Feet thereof, all in Block Sixty-three, Sioux City East Addition, Woodbury County, Iowa
(1117 Douglas 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 **24th Day of March, 2015 at 4:140 o'clock p.m.** in the meeting room of the Board of Supervisors on the first floor 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 **24th Day of March, 2015,** 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 $406.00** plus recording fees.

Dated this 10th Day of March, 2015.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

12. Motion by Ung second by Clausen to proceed with the Pay Your Jailer Program. Carried 5-0.

13. Motion by Taylor second by Ung to postpone discussion on the repair of county elevators.

14. Motion by Clausen second by Taylor to approve the permit & agreement to perform work with Woodbury County right of way for Mid American Energy Company. Carried 5-0. Copy filed.

15. Reports on committee meetings.

8a. A public hearing was held at 5:00 p.m. for Proposed Fiscal Year 2016 Budget.

Jack Burright, voiced a concern about shifting the expenses for a deputy sheriff from the general basic service fund to the rural basic fund.

Motion by Clausen second by Taylor to close the public hearing. Carried 5-0.

8b. Motion by Ung second by Taylor to receive the Compensation Board recommendation and to reduce it by 60% for the following elected officials: Sheriff, Treasurer, County Attorney, and Auditor and 0% for Woodbury County Board of Supervisors. Carried 4-1 on a roll call vote; Smith opposed. Copy filed.

8c. Motion by Ung second by Taylor to approve and authorize the Chairperson to sign the Adoption of Budget & Certification of taxes for Fiscal Year July 1, 2015 – June 30, 2016 Budget. Carried 3-2; Clausen and Smith opposed. Copy filed.

16. Citizen's concerns.

17. Board concerns and comments.

The Board adjourned the regular meeting until March 17, 2015.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIO

#6a

DATE: March 17, 2015

*** PERSONNEL ACTION CODE**

A- Appointment
T - Transfer
P - Promotion
D - Demotion

R-Reclas
E- End c
S - Sepa
O – Other

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Fuentes, Jennifer	Juvenile Detention	3-11-15	Youth Worker			S	Other.
Rodriguez, Temothy	County Sheriff	3-30-15	Civilian Jailer	$17.14/hour		A	Job Vacancy Posted 1-21-15. Entry Level Salary: $17.14/hour.
Brown, Benjamin	County Sheriff	4-01-15	Deputy	$24.54/hour	16%=$3.42/hr	R	Per CWA Deputy Sheriff Contract agreement, from Class 2 to Class 1.
Chwirka, Zane	County Sheriff	4-01-15	Deputy	$24.54/hour	16%=$3.42/hr	R	Per CWA Deputy Sheriff Contract agreement, from Class 2 to Class 1
Dvorak, Vincent	County Sheriff	4-01-15	Deputy	$24.54/hour	16%=$3.42/hr	R	Per CWA Deputy Sheriff Contract agreement, from Class 2 to Class 1.
Hansen, David	County Sheriff	4-01-15	Deputy	$24.54/hour	16%=$3.42/hr	R	Per CWA Deputy Sheriff Contract agreement, from Class 2 to Class 1.
Lukken, Gerad	County Sheriff	4-01-15	Deputy	$24.54/hour	16%=$3.42/hr	R	Per CWA Deputy Sheriff Contract agreement, from Class 2 to Class 1.
Vogt, Andrew	County Sheriff	4-01-15	Deputy	$24.54/hour	16%=$3.42/hr	R	Per CWA Deputy Sheriff Contract agreement, from Class 2 to Class 1.

ROVED BY BOARD DATE: _____

GLORIA MOLLET, ASST. DIRECTOR: Gloria Mollet

#6 b

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DAT

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Secondary Roads	Temporary Summer Laborers (5)	Wage Plan: $9.00-$10.00/hour Based on Experience.		
Secondary Roads	Temporary Engineering Aides (2)	Wage Plan: $10.00-$12.50/hour Based on Experience.		
	*Please See Attached Memo of Explanation			

Chairman, Board of Supervisors

(AUTHFORM2.doc/PER210)

Woodbury County Secondary Roads Department

759 E. Frontage Road • Moville, Iowa 51039
Telephone (712) 279-6484 • (712) 873-3215 • Fax (712) 873-3235

COUNTY ENGINEER
Mark J. Nahra, P.E.
mnahra@sioux-city.org

ASSISTANT TO THE COUNTY ENGINEER
Benjamin T. Kusler, E.I.T.
bkusler@sioux-city.org

SECRETARY
Tish Brice
tbrice@sioux-city.org

Date: March 12, 2015

To: Mark Monson, Woodbury County Board of Supervisors Chair
County Supervisors
Woodbury County Human Resources Department

From: Mark J. Nahra, P.E.

Re: Summer hire positions

I am requesting the authority to hire five (5) temporary maintenance staff summer positions and two (2) summer engineering aides. We fill these positions annually and appropriately budget for the temporary staff.

We utilize the temporary summer maintenance staff to assist full time maintenance employees with traffic control flagging and with our AMZ pavement patching crew. These positions provide summer work for college students and allow us to use our full time staff members in equipment operation rather than traffic control. This allows us to get more work done each day as skilled full time staff can concentrate on running equipment, not directing traffic.

The engineering aides assist our full time engineering technicians with survey and project inspection work. Our summer project work load will again be heavy this year. We hire two engineering aides each summer.

Please contact me if you have any questions. Thank you for your assistance and attention.

7a

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

Date: March 12,2015

Weekly Agenda Date: March 17, 2015

DEPARTMENT HEAD / CITIZEN: Mark Monson, Supervisor

SUBJECT: Approval to apply for a MRHD grant applicatio

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☐
Give Direction ☐	Other: Informational ☐	Attachments ☐

WORDING FOR AGENDA ITEM:

Gary Brown is requesting to apply for a MRHD grant. (attached – Gary's letter.)

Motion

EXECUTIVE SUMMARY:

This item was on the agenda March 3rd. The Assistant County Attorney raised the question of three abstentions and two yes votes not passing the item. The County Attorney and MRHD counsel have determined since this is ministerial business all Board members may vote for or against.

BACKGROUND:

This is procedure for the governing Board approve application for a grant.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Approve request

ACTION REQUIRED:

Approval of the request

Approved by Board of Supervisors March 3, 2015.

WOODBURY COUNTY

EMERGENCY MANAGEMENT AND EMERGENCY SERVICES

121 Deer Run Trail/Climbing Hill, IA 51015/712-876-2212

MEMO

Date: February 26th, 2015

To: Woodbury County Board of Supervisors

From: Woodbury County Emergency Services

Subject: 2015 Missouri River Historical Development Grant (MRHD Grant)

Woodbury County Emergency Services is requesting the Board's approval to apply for and accept the 2015 Missouri River Historical Development Grant.

Emergency Services is looking to secure funds to offset the expense of purchasing a cardiac monitor & defibrillator.

The estimated purchase price of a new monitor & defibrillator is $30,000.00. The maximum amount of award for the 2015 MRHD Grant is $10,000.00.

The grant awards will be announced on May 14th, 2015 at the Betty Strong Encounter Center.

WOODBURY COUNTY

EMERGENCY MANAGEMENT AND EMERGENCY SERVICES

121 Deer Run Trail/Climbing Hill, IA 51015/712-876-2212

Date: February 27, 2015

Missouri River Historical Development Grant Board
c/o Mark Monson, President
P.O. Box 131
Salix, IA 51053

To: Mark Monson and MRHD Grant Board

From: Woodbury County Board of Supervisors

Subject: Emergency Services Board approval to request and receive funds from the MRHD 2015 Grant.

Woodbury County Emergency Services has been granted our approval to apply for and receive funds from the MRHD 2015 Grant.

Thank You

Woodbury County Board of Supervisors

Signature, Title — Date: 3-6-15

Woodbury County Emergency Services

Signature, Title — Date: 3-6-15

#76

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) R

Date: March 13,2015

Weekly Agenda Date: March 17, 2015

DEPARTMENT HEAD / CITIZEN: Mark Monson, Supervisor

SUBJECT: Approval of MRHD auditing firm

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☐
Give Direction ☐	Other: Informational ☐	Attachments ☐

WORDING FOR AGENDA ITEM:

Approval of auditing firm used by MRHD for their audit. (Attached letter from IRGC)

EXECUTIVE SUMMARY:

The Assistant County Attorney raised the question of three abstentions. The County Attorney and MRHD counsel have determined since this is ministerial business all Board members may vote for or against.

BACKGROUND:

This is procedure for the governing Board to accept the auditing firm.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Approve request

ACTION REQUIRED:

Approval of the request

Approved by Board of Supervisors March 3, 2015.

Fields of Opportunities

STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

RACING AND GAMING COMMISSION
BRIAN J. OHORILKO, ADMINISTRATOR

MEMORANDUM

TO: All General Managers, all Controllers, all QSO presidents

FROM: Brian Ohorilko

CC: Karyl Jones, Andrew Pulford, Julie Herrick

DATE: September 19, 2014

SUBJECT: Annual Reports

In an attempt to clarify some questions we have received regarding the responsibilities of all licensees, I would like to bring to your attention the following items that Iowa Racing and Gaming expects to receive with each Annual Report as required in IAC 491 – 5.2 and statutes 99D.20 and 99F.13:

- A letter on internal accounting control for the licensee; this is to be for each property in Iowa if submitting a comprehensive corporate financial audit.
- A report on whether material weaknesses in internal accounting control exist for the Iowa licensee (491 – 5.2(2)b); this too is to be for each property in Iowa if submitting a comprehensive corporate financial audit.
- A copy of the resolution from the County Board of Supervisors deciding the auditing firm to be used; this is applicable to all QSOs and operators.

If you have any questions please contact Andrew Pulford at (515) 281-7354

Thank you

#8a

WOODBURY COUNTY, IOWA
BOARD ADMINISTRATION
MEMORANDUM

TO: Board of Supervisors

FROM: Karen James, Administrative Coordinator

RE: Consideration of A Petition For A Tax Suspension

DATE: March 13, 2015

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

#8b

RESOLUTION

NOTICE OF PROPERTY SALE

Parcel #365370

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

Lot 8 and Lot 9, Except the North 21 feet of Lot 9, all in Block 2, North Riverside Addition, City of Sioux City
(1930 Riverside Blvd.)

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 **31st Day of March, 2015 at 4:42 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 **31st Day of March, 2015**, 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 $341.00** 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 17th Day of March, 2015.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Mark A. Monson, Chairman

REQUEST FOR MINIMUM BID

Name: DON JOLIN Date: 4/8/14

Address: 2002 W. 5th St. Phone: _____

Address or approximate address/location of property interested in:

1930 Riverside Blvd.

GIS# 894823253005

*This portion to be completed by Board Administration *

Legal Description:

Lot 8 and Ex North 21 feet Lot 9 Block 2 North Riverside Addition

Tax Sale #/Date: 01006 / 2011 Parcel # _____

Tax Deeded to Woodbury County on: —

Current Assessed Value: Land $14,100 Building — Total $14,100

Approximate Delinquent Real Estate Taxes: $ 3047.00 $21,385.00

Approximate Delinquent Special Assessment Taxes: $18,010.00

*Cost of Services: _____

Inspection to: George Baykin Date: _____

Minimum Bid Set by Supervisor: $200.00

Date and Time Set for Auction: _____

* Includes: Abstractors costs; Sheriff's costs: publishing costs; and mailing costs.

(MinBidReq/MSWord)

Woodbury County, IA / Sioux City

beacon™

Date Created: 4/8/2014

Overview

Legend

- Roads
- Corp Boundaries
- Townships
- Sections

Residential Sales

- 2011
- 2012
- 2013
- Parcels

Parcel ID	894823253005	**Alternate ID**	365370	**Owner Address**	COTTRELL BRIAN S COTTRELL VICKY K 1930 RIVERSIDE BLVD MAIL RETURNED ,
Sec/Twp/Rng	0-0-0	**Class**	R		
Property Address	1930 RIVERSIDE BLVD SIOUX CITY	**Acreage**	n/a		

District	087 SC LL SIOUX CITY COMM
Brief Tax Description	NORTH RIVERSIDE LOT 8 & EX N 21 FT L OT 9 BLK 2 (Note: Not to be used on legal documents)

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Date Created: 3/13/2015

Overview

Legend

- Roads
- Corp Boundaries
- Townships
- Sections

Residential Sales

- 2013
- 2014
- 2015
- Parcels

Parcel ID 894823253005
Sec/Twp/Rng 0-0-0
Property Address 1930 RIVERSIDE BLVD
SIOUX CITY

Alternate ID 365370
Class R
Acreage n/a

Owner Address WOODBURY COUNTY
WOODBURY COUNTY COURTHOUSE
620 DOUGLAS ST
SIOUX CITY, IA 51101-0000

District 087 SC LL SIOUX CITY COMM
Brief Tax Description NORTH RIVERSIDE
LOT 8 & EX N 21 FT L
OT 9 BLK 2
(Note: Not to be used on legal documents)

Last Data Upload: 3/13/2015 9:42:58 AM

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#8c

RESOLUTION

NOTICE OF PROPERTY SALE

Parcel #128595

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

Lot 14, except the N 81 ft thereof, and except a grant to owners of other portions of said Lot to use of sewer line which passes through Lot 14 to the main sewer line on West Third Street, which grant provides that if in the future a sewer line is laid on Myrtle Street past any portion of the front lot line, the grantees agree to relinquish at such time all rights over that port of Lot 14 South of grantees established South lot line, in Block 3, Sioux City Davis Addition, in the County of Woodbury and State of Iowa
(1201 W. 3rd 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 **31st Day of March, 2015 at 4:40 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 **31st Day of March, 2015**, 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 $188.00** 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 17th Day of March, 2015.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick F. Gill
Woodbury County Auditor
and Recorder

Mark A. Monson, Chairman

REQUEST FOR MINIMUM BID

Name: Donna Johnson Date: 4/9/14

Address: 313 Myrtle St. Phone: 253-8105

Address or approximate address/location of property interested in:

1201 W. 3rd St.

---

*This portion to be completed by Board Administration *

Legal Description:

S. 74 ft Lot 14 Block 3 Sioux City Davis Addition

Tax Sale #/Date: 00914/2012 Parcel # 128595

Tax Deeded to Woodbury County on: — ~~[illegible]~~

Current Assessed Value: Land $4,600 Building — Total $4,600

Approximate Delinquent Real Estate Taxes: $ 1,032

Approximate Delinquent Special Assessment Taxes: $ 16,433.00 } 17,578.00

*Cost of Services:

Inspection to: George Boylan Date:

Minimum Bid Set by Supervisor: 150.00

Date and Time Set for Auction:

* Includes: Abstractors costs; Sheriff's costs: publishing costs; and mailing costs.

(MinBidReq/MSWord)

Woodbury County, IA / Sioux City

beacon™

Date Created: 3/11/2015

Overview

Legend

- Roads
- Corp Boundaries
- Townships
- Sections

Residential Sales

- 2013
- 2014
- 2015
- Parcels

Parcel ID	894729181023	**Alternate ID**	128595	**Owner Address**	HOLLINGSHEAD JOHN
Sec/Twp/Rng	0-0-0	**Class**	R		1205 N GRANT RD
Property Address	1201 W 3RD ST	**Acreage**	n/a		CARROLL, IA 51401
	SIOUX CITY				

District 087 SC LL SIOUX CITY COMM

Brief Tax Description SIOUX CITY DAVIS
S 74 FT LOT 14 BLK 3
(Note: Not to be used on legal documents)

Last Data Upload: 3/11/2015 10:14:35 AM

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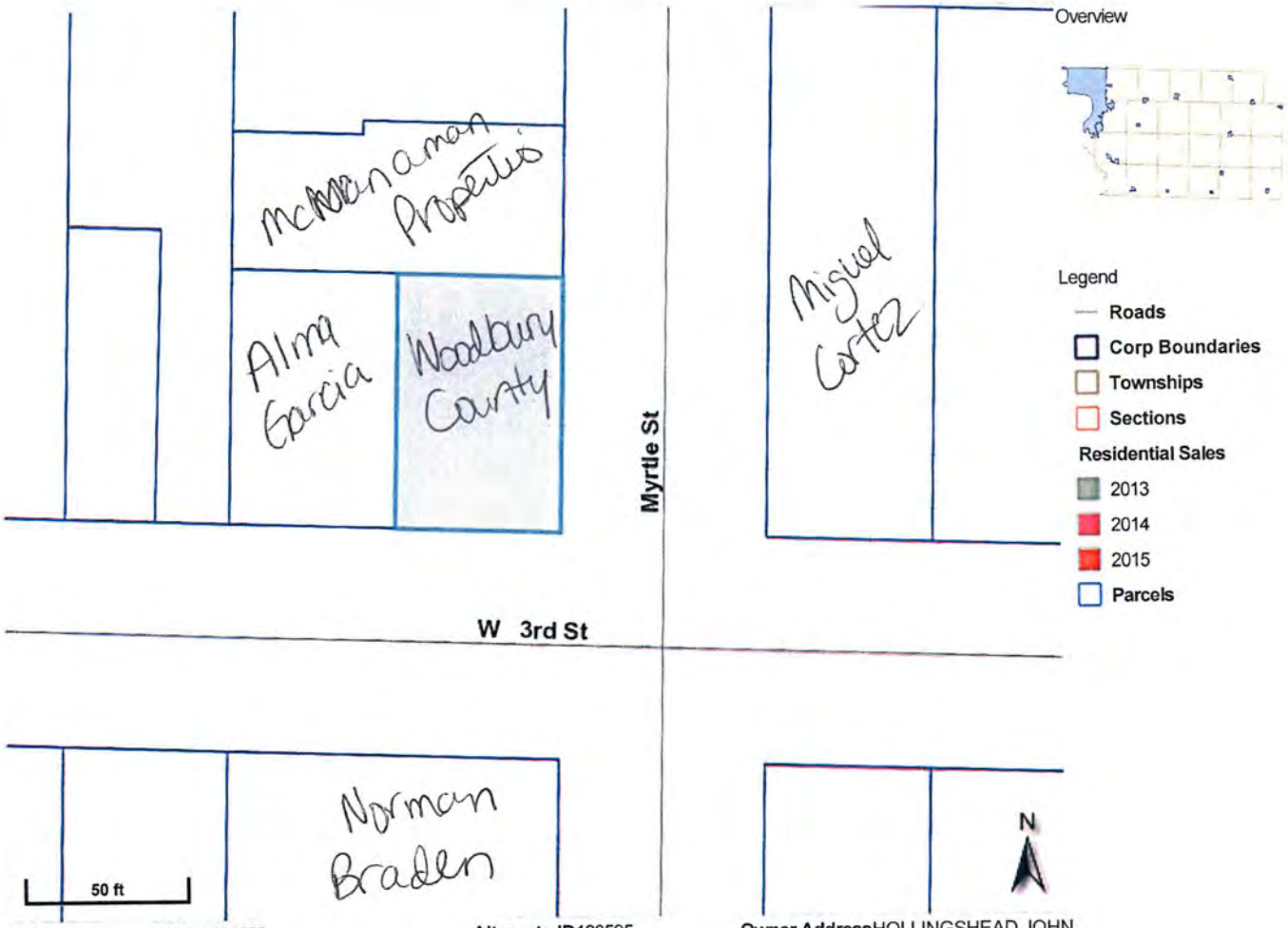
Date Created: 3/11/2015



Parcel ID	894729181023	**Alternate ID**	128595	**Owner Address**	HOLLINGSHEAD JOHN
Sec/Twp/Rng	0-0-0	**Class**	R		1205 N GRANT RD
Property Address	1201 W 3RD ST	**Acreage**	n/a		CARROLL, IA 51401
	SIOUX CITY				

District 087 SC LL SIOUX CITY COMM

Brief Tax Description SIOUX CITY DAVIS
S 74 FT LOT 14 BLK 3
(Note: Not to be used on legal documents)

Last Data Upload: 3/11/2015 10:14:35 AM

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#9

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQ

Date: 3/12/15

Weekly Agenda Date: 3/17/15

DEPARTMENT HEAD / CITIZEN: Theresa Jochum, Targeted Case Management Supervisor

SUBJECT: Application for Targeted Case Management Accreditation

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☒
Give Direction ☐	Other: Informational ☐	Attachments ☐

WORDING FOR AGENDA ITEM: Authorization for Chairman to sign Application for Targeted Case Management Accreditation.

EXECUTIVE SUMMARY:

BACKGROUND: The Woodbury County Targeted Case Management Program started in 1998. We are required to follow Chapter 24 standards and go through an accreditation process every 3 years with the Department of Human Services. Our last accreditation was completed in November 2011 and we were approved for a 3 year accreditation. Our current accreditation expires May 31, 2015.

FINANCIAL IMPACT: There is no financial impact for the County. The Targeted Case Management Program is funded by State and Federal funds only.

RECOMMENDATION: Authorization for Chairman to sign Application for Targeted Case Management Accreditation.

ACTION REQUIRED: Chairman's signature.

Iowa Department of Human Services

APPLICATION FOR ACCREDITATION

Provider Name and Address	Date **March 13, 2015**
Woodbury County Social Services **1211 Tri-View Ave, Suite – B** **Sioux City IA 51103**	Telephone **712-279-6018**
Email **tjochum@sioux-city.org**	County/Counties Served **Woodbury County**

A. ❑ Initial **X** Renewal

If this is an initial application, why are you applying:_____

This service has previously been accredited on

November 2011 (Date) and expires on **May 31, 2015** (Date).

NPI Number(s)

1073666806

B. Type of organization:

- **X** Case Management
- ❑ Community Mental Health Center
- ❑ Community Supported Living Arrangements
- ❑ Mental Health Service Providers

C. Check the appropriate service(s) for which you seek accreditation:

- **X** Case Management
- ❑ Supported Community Living Services (CSLA/CSP)
- ❑ Intensive Outpatient/Day Treatment
- ❑ Psychiatric Rehabilitation Services
- ❑ Outpatient Psychotherapy/Counseling Services
- ❑ Partial Hospitalization Services
- ❑ Emergency Services
- ❑ Evaluation Services

D. Indicate the number of targeted consumers for each service who are:

MI _____ MR **355** DD _____

Name of Chief Executive Officer	Name of Chairperson of Governing Body
Signature of Chief Executive Officer	Signature of Chairperson of Governing Body

State of Iowa

NOTICE OF ACTION – APPROVAL

Iowa Department of Human Services
Mental Health, Mental Retardation, Developmental Disabilities, Brain Injury Commission

CERTIFICATE OF ACCREDITATION

Accreditation is granted to: *Woodbury County Social Services*

Type of organization: *Case Management*

For the following services: *Case Management*

Type of accreditation: *3 Years*

Date of accreditation: 11/2011

Date of expiration: 11/2014

Division of Mental Health and Disability Services

November, 2011
Date

470-3006 (Rev. 12/06)

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

#10

Date: March 12, 2015

Weekly Agenda Date: March 17, 2015

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Woodbury County Sheriff Dave Drew

SUBJECT: Approval of Kiosk Commissary RFP

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☒
Give Direction ☐	Other: Informational ☐	Attachments ☐

WORDING FOR AGENDA ITEM: Approval to send out and advertise the Jail Kiosk Commissary RFP

EXECUTIVE SUMMARY: Enhancing the services provided in the jail, better safety and resource use of Officers, while the vendor system is self-financing.

BACKGROUND: Woodbury County Sheriff Office's implemented a Kiosk visitation system around January 2014. Since the implementation, the Kiosk system has advanced. The Kiosk has the capabilities of providing Inmate Rule Book, PREA Compliance, Inmate Incarceration Records, Commissary, Grievance Requests, Medical Requests, Clothing purchase to name a few.

FINANCIAL IMPACT: The cost to set up the system is absorbed through the revenues generated by the paid services and fees too inmates, the inmate's friends and family members. The cost is deferred percentage wise, over a period of time, from the generated revenues. The vendor's system would have a full auditing team to ensure the books are matched at all times.

RECOMMENDATION: Woodbury County Sheriff Dave Drew recommends the approval of the RFP and to begin the RFP process for upgrading the Jail Kiosk System.

ACTION REQUIRED: Approval of RFP and start the Vendor selection process.

Approved by Board of Supervisors March 3, 2015.

WOODBUY COUNTY SHERIFF'S OFFICE

WOODBURY COUNTY JAIL

REQUEST FOR PROPOSAL

MANAGED SERVICES

Date Issued: March 17th, 2015

The Woodbury County Sheriff's Office is requesting proposals from qualified vendors to provide Resident Banking Software, Offsite Commissary Services, and Kiosk applications for the Woodbury County Jail. The following time-line will be in effect for this Request for Proposal.

03/30/2015	Due Date to Register by Declaring Intent to Propose
04/06/2015	Last Day to Submit Questions in Response to RFP
04/09/2015	Date Answers will be sent to Vendors
04/20/2015	Request for Proposal Due Date
04/21/2015	Expected Award Date
06/08/2015	Contractor Begins Service

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Section II — Proposal Content 5

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Section I – RFP Overview

Woodbury County Sheriff's Office RFP Contact Information

Direct all questions related to the RFP to the contact listed below:

> **[Major Greg Stallman – gstallman@sioux-city.org]**
> **Put "Woodbury County Jail Kiosk RFP Question" in the subject line of the email.**

Only email communications will be accepted and must be directed to the email address listed above. Phone calls will NOT be accepted. Questions may be submitted up until 04/06/2015. Questions will be responded to **[by group email]** and shared with all vendors interested in submitting a bid.

For those vendors interested in bidding, please email your intent to bid to the contact below with the Subject Line: "Woodbury County Jail Kiosk RFP – Interested Bidder" by **[04/20/2015]**. Include your contact information within the body of the email.

Instructions for Submitting a Response:

The following instructions, as well as any addendum issued, shall be followed in the submission of any and all proposals.

The Woodbury County Sheriff's Office (hereinafter "WCSO") encourages competitive responses to the enclosed RFP. Additionally, WCSO understands that in any industry business will be lost and gained by competitors over time. In order to adhere to a higher standard of business ethics the WCSO is mandating that all vendors refrain from mentioning any and all competitors by name in any part of the vendor's submittal.

All responses must be submitted in a sealed envelope, mailed and/or delivered to:

> Woodbury County Sheriff David A. Drew
> Attn: Major Greg Stallman
> 407 7th St. * P.O. Box 3715
> Sioux City, IA 51102-3715

Proposals sent by facsimile or e-mailed will not be accepted. Responses received at any location other than the aforementioned will not be considered.

It is the sole responsibility of the Vendor to ensure timely delivery of the Proposal prior to the Proposal due date and time. Delays caused by any delivery service, including the U.S Postal Service, will not be grounds for an extension of the RFP due date and time. Proposals received after the due date and time will be rejected and shall not be considered. Postmarks will not be considered.

The outside of the envelope/box shall plainly identify the Proposal by:

- RFP Title
- Time and Date of Proposal Opening
- Name of the Vendor

The Vendor must respond to all of the following requirements:

- Furnish all required documentation, originals, copies and other requested information
- Complete all enclosed forms in their entirety
- Vendors must provide a response to all requirements. Failure to address each of the requirements will render the submittal non-responsive

General Information
The WCSO operates the WOODBURY COUNTY Jail Detention facilities with an average daily population of approximately 240 inmates. Inmates are to receive commissary once per week per inmate the next day after the order is placed.

The contract term will be for three (3) years with the possibility of two (2) one year extensions. The initial contract and any extensions will be subject to the approval and appropriation of the Woodbury County Board of Supervisors each year.

Proposal Format
All vendors must submit their response to the bid specifications in the following format. Failure to follow the specified format may result in the proposal being deemed non-responsive and subject to immediate rejection.

1. Cover Letter
2. Executive Summary
3. Letter of Transmittal
4. Vendor's Experience
5. Support Structure
6. Software Compliance
7. Vendor's References
8. Financial Qualifications
9. Software Specifications
10. Electronic Deposit Requirements
11. Debit Calling Interface
12. Secure Release Options
13. Kiosk Deposit Solutions
14. In-pod Kiosk System
15. Phone Ordering Module
16. Hardware Requirements
17. System Requirements
18. Proposed Commissary Operating Plan
19. Financial Offerings
20. RFP Document & Addendum Documents

Section II – Proposal Content

1.0 Cover Letter
The proposal must include a cover letter, which introduces the vendor and provides a highlight of their experience in relation to the proposed services.

2.0 Executive Summary
The vendor will include an executive summary, which will provide the highlights of vendor's response, unique qualifications of the vendor and any information which will assist the WOODBURY COUNTY selection committee in evaluating the vendor's submittal.

3.0 Letter of Transmittal (Mandatory)
The vendor will include a Letter of Transmittal, which will contain the following information:

a) Statement indicating the company, which will be providing the services required in the RFP and indicating any subcontractors, which will be utilized.
b) Statement indicating the point of contact for RFP clarification or additional information.
c) Statement indicating the person authorized to legally obligate the vendor.
d) Provide complete contact information to include name, address, phone, fax, and e-mail address for the contact person.
e) The letter of Transmittal must contain Statements affirming:

1. **Statement of No Inducement:** A statement certifying that no attempt has been made or will be made by the respondent to induce any other person or firm to submit or not to submit a bid with regard to this RFP. Furthermore this is to certify that the bid contained herein is submitted in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.

2. **Statement of No Investigation/Conviction:** A statement certifying that the bidder, it's affiliates, parent company, subsidiaries, officers, directors, subcontractors, and employees are not currently under investigation by any governmental agency and have not in the last five years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or the performance of any public contract. The bidder will detail any indictments in the past 2 years where the bidder has been mentioned as a party in any State.

3. **Statement of Non Support:** A statement certifying that the bidder, it's affiliates, parent company, subsidiaries, officers, directors, subcontractors, or employees at the specific direction of the company are not currently or have not in the past contributed funds, in kind inducements, or participated in fund raising activities related to the political campaign of any official of the WOODBURY COUNTY Jail, the Governing Board, or any other publicly elected official in the State of IOWA. This is to insure that the RFP process and decision making is conducted in an ethical manner without the undue influence of this types of contributions.

4.0 Vendor Experience (Mandatory)
The vendor will include all relevant history and experience in providing the proposed services. Work history will be specific to the proposed services in the corrections industry. Experience in similar correctional or industry services can not be substituted.

5.0 Support Structure (Mandatory)
The vendor will include the support structure for all those individuals who will be involved in the implementation and support for all proposed services. This structure must include support for all aspects of the managed services and technical specifications. All support for commissary and technical operations must be provided by the contracting company.

6.0 Software Compliance (Mandatory)
The vendor is required to certify the following and is required for consideration.

A. The software is owned, written, and supported by the vendor with no third party involvement. This requirement is to insure the integrity of the software being offered and that the vendor has complete access to provide annual upgrades to these applications.

B. The vendor must be able to and agree to place the source code into escrow with an agreed upon third party if required by the WOODBURY COUNTY jail in case of insolvency.

C. The vendor will provide an organization chart of their employees who are involved with the development and support of their software.

D. The software and hardware are supported by the vendor's own employees. You must provide the name and location of the vendor's technical support personnel who will support this contract.

E. Provide a history of vendor provided upgrades to the software being proposed. The vendor must provide a time-line of upgrades to include new features.

F. Provide information regarding how the software is developed and history of client user seminars.

7.0 Vendor References (Mandatory)
The WCSO is interested in contacting and verifying references from other facilities similar in size and scope to the WOODBURY COUNTY Jail. The vendor will only provide pertinent information and only include the number of references requested.

The vendor will provide at least ten (10) references where the vendor provides resident banking software, kiosk applications and commissary services to facilities with an average daily population of at least 200 inmates. Only references where the Vendor currently provides resident banking software owned, written, and supported by the vendor will be acceptable.

Vendor Stability: The vendor will also provide references for at least ten (10) facilities where the vendor has provided per order commissary and resident banking software for at least ten years.

8.0 Financial Qualifications (Mandatory)
The vendor will provide the following information.

- Most recent Three (3) Years Independent Audit conducted by an Independent Audit Firm.
- Corporate credit and financial references to include at least two bank references
- Certificate of Insurance
- The vendor will provide an outline of the current Company Drug Screen Policy. The successful vendor will pre-employment and random drug screen
- The vendor will provide an outline of their current program to perform Background Checks on employees.

9.0 Software Specifications (Mandatory)
The vendor's proposed software must meet the following qualifications.

The vendor must own, write, and support their software with no third party involvement including contract employees. The software should be written in a relational data base. Access to the data base should be limited to vendor's support personnel to protect the integrity of the data structure and accounting principles.

The software application must be a WEB based, Intranet application.

The vendor must provide a statement indicating that they employ all programming and technical support staff to support the enclosed project. The vendor will include the number of years providing inmate banking software and the number of current clients with the software is installed.

The vendor will address the following items in their response:

a) Software Development History
b) Full time Programming staff employed by the vendor dedicated to the proposed software solution
c) Software Support Staff for the WOODBURY COUNTY Jail.
d) Conversion and Implementation plans
e) Onsite Data Backup procedures.
f) Secure Offsite Data Backup procedures. The vendor must provide the information on how this is handled by the vendor and can not use a third party service to ensure complete control of the inmate's sensitive financial information.

License to Software

Upon successful completion of the contract term, the WOODBURY COUNTY Jail will be granted a non-exclusive license to the proposed inmate banking software provided by the vendor. This will insure the continuity of inmate accounting history and reporting and is a mandatory requirement.

The chart, which follows details the features, which will be required by the vendor's software for an award to be made. These features must be available at the proposal submission date. Any exceptions must be denoted and explain why the proposed software fails to meet the enclosed minimum requirements. Any misrepresentation will deem the vendor un-responsive.

INMATE BANKING SOFTWARE REQUIREMENTS (Mandatory)

The following are the mandatory specifications that will be required of the proposed resident banking software. The system must contain all of the requirements and system features that are outlined below. These must currently exist in the Resident Banking software at the time of proposal submission for the proposal to be considered.

The proposed Inmate Banking Software should provide for an accurate, cashless accounting of all inmate monies, expenses, and purchases. At a minimum, it must contain all of the features and reporting included in the request for proposal. This includes the following:

	Software Feature	**Yes or No**
9.1	General Ledger with Automatic Dual Accounting Posting	
9.2	General Ledger Reporting for all Ledger Accounts	
9.3	Date Specific Reports for all Ledger Accounts	
9.4	Provide for a Trial Balance to be run at any time	
9.5	Fiscal Year Maintenance with End of Month Reporting	
9.6	Allow for Year End Fiscal Adjustments to be entered prior to Closing the Fiscal Year	
9.7	Checkbook Reconciliation with Multiple Checkbook Capabilities	
9.8	Resident Bail Module Complete with Reports Section	
9.9	Resident Receivables Module Complete with Reports Section	
9.10	Resident Payroll Module Complete with Reports Section	
9.11	Automatic Check Writer with MICR Check Writing	
9.12	Positive Pay Module to Transmit Check Information to the Bank	
9.13	Provide for an Automatic Checkbook Reconciliation Module	
9.14	Receivable Invoicing with complete Account Receivable Module and Reporting to include an Invoice generated at release & the ability to generate invoice which fit into Window Envelope. Allow for an Invoice to be generated at both release & at a facility defined time to generate an invoice which fits into a window envelope	
9.15	Provide for a Multiple Release Module to release a group of inmates on the same check with appropriate report	

9.16 Commissary Inventory Module with Reports Section
9.17 Resident Property Module with Reports Section
9.18 Indigent Module which includes the ability to rotate up to (99) ninety-nine Indigent packs individually for each inmate based upon monetary and time criteria to be determined by the facility.
9.19 Allows for Debt to be collected based upon a percentage of incoming funds to be determined by the facility.
9.20 Allows for collected funds to be applied to debts either by priority, percentage, or both as defined by the facility.

9.21 The System Must Always be in Balance within the General Ledger
9.22 Provide reports on cash drawer balancing and balance history
9.23 Provide reports on commissary orders, order rejections, commissary sales, and products offered
9.24 Provide reports of frozen inmate accounts or accounts with administrative holds or other facility designated restrictions
9.25 Provide account summaries (both individual and facility including transaction history
9.26 Provide for Escheating/Reclamation of checks automatically in the system
9.27 Provide for reports on all checkbook activity by operator defined criteria
9.28 Provide reports based on user definable date time periods
9.29 Allow for Accounts to be closed with a facility defined minimum balance not to be paid to the resident
9.30 Provide for Inactivity Maintenance to include reporting and reclamation of moneys.
9.31 Provide for Resident Intake and Release Reporting
9.32 Allow for Multiple Checkbooks to be set up in the software
9.33 Allow for Multiple Profit Accounts to be maintained within the software
9.34 Provide for Facility & Operator Log Reports
9.35 Provide for the ability to perform Automated Group Charges by facility designated criteria
9.36 Allow for the Classification of Inmates for the purpose of precluding charges being made on those accounts
9.37 Allow for the assignment of a Facility designated permanent number to each inmate
9.38 Allow for reports to be run on both the permanent number and booking number for each Resident
9.39 Allow for the primary "booking" number to be modified when errors occur in resident identification
9.40 Allow for a "Stored Signature" to decrease paperwork involved with resident accounting
9.41 Allow for funds to be transferred from one resident account to another by authorized personnel
9.42 Allow for specific deductions to be assigned to individual accounts with an "automatic" collection per facility designated criteria
9.43 Allow for the generation of a log of intakes and releases for a period of time
9.44 Allow for the input of resident address and phone contact information of the purposes of generating invoices and receiving payments for debt after resident release
9.45 The banking software must allow for resident releases to be done by Cash, Credit, or debit card or combination of the above as determined by the facility.
9.46 The software must contain the ability for the jail to implement a Grievance/Request program through a housing unit Kiosk.

9.47 Access to the Kiosk must be through a biometric fingerprint system
9.48 The system must capable of integrating to the inmate phone provider to allow for debit calling by the inmate using their own funds
9.49 The software must contain the ability for the jail to implement a debit card release program that is integrated to the inmate banking software
9.50 The software must have its' own phone ordering module

10.0 Electronic Deposit Services: (Mandatory)
The vendor will describe any automated resident payment options which may be available to the facility via the internet and toll free number. This should include literature, service requirements, and detail any costs to the WOODBURY COUNTY Jail. The vendor must provide at least three automated payment options which do not utilize the vendor's own website or card processing company to ensure a competitive environment for those persons utilizing this service.

The proposed payment options must be fully integrated with the resident banking software owned, written, and supported by the client. Moneys for these deposits must be transferred via ACH transfer – no checks will be accepted. Vendors will be required to provide at least fifteen (15) references where these are installed are currently installed in a correctional setting.

11.0 Debit Calling Interface (Mandatory)
The vendor must describe in detail the capabilities of the proposed system to implement Debit Calling to interface with the current inmate phone provider. The vendor shall describe in detail how the process works, which shall include at a minimum the ability to electronically send inmate funds to the inmate phone provider and to return any unused funds to be included in the inmate's release check or debit card. The interface to the phone provider should be in "real time" when the request to move dollars to the phone system is processed and should utilize XML messaging services.

12.0 Secure Release Options
A. Debit Card Release Service (Mandatory)
The vendor must list any Debit Card release programs they have to offer the WOODBURY COUNTY Jail. The software program must properly account for the debit card releases and provide automatic posting of information to the card provider. The service should be provided at no cost to the WOODBURY COUNTY Jail and there should be no charge to the inmate or the facility for the costs of the cards or card readers. The vendor will provide at least fifteen (15) references where this program is installed.

B. MICR Check Printing (Mandatory)
The vendor must provide the WOODBURY COUNTY Jail with a MICR Check Printing solution. The software program must properly account for checks and have the ability to import a facility designated signature.

13.0 Kiosk Deposit Solutions: (Mandatory)
The vendor will provide quantitative information on the impact the proposed solution will have on the facility.

A. The vendor must provide a Self Service Lobby Cashier device that will handle Cash, Credit, and Debit card transactions. The facility will not be responsible for the handling of cash and accept no responsibility for credit or debit transactions. The device must be integrated with the vendor's own resident banking software and transactions posted in "real-time". The fee for cash must be $3.50 or less. Vendors will be required to provide at least fifteen (15) references where these are installed are currently installed in a correctional setting and the vendor manages the cash without a third party. This kiosk must also be capable of displaying facility documents to the public.

B. The vendor must also provide (1) Booking Kiosks that accept cash and coins. The kiosk must have a touch screen and the ability to allow the inmate to deposit funds into their account via their bills and coins without staff involvement. The system must also be able to accept an inmate's credit or debit card. The facility will not be responsible for the handling of cash (in specific exceptions) and accept no liability for

debit or credit transactions. The device must be integrated with the vendor's own resident banking software and transactions posted in "real-time". There can be no fee to the inmate for the cash deposits and the facility will not be charged for this service.

14.0 IN-POD Kiosk System Requirements (Mandatory)
The vendor must have the capability of providing a housing unit Kiosk system. This system will allow inmates to:
1. Access their account history
2. Place commissary orders
3. File request/grievances
4. Display facility documents
5. Allow for resident e-mail service
6. Allow for legal research software to be displayed

The Kiosk must have the ability for users to use the kiosk in the following languages; English, Spanish, French, and Creole. The kiosk must authenticate the inmate through the use of fingerprint biometric identification. The kiosk must allow the facility to implement a resident email service which allows inmates to send and receive emails from family and friends. The vendor must provide an integrated solution that allows the facility staff companion software to respond electronically from their work stations to inmate requests or grievances and follow ACA guidelines allowing for grievances to be classified as founded or unfounded and allow the inmate an appeal.

15.0 Phone Ordering Module (Mandatory)
The vendor must have a phone ordering module that is integrated to their inmate banking software to allow inmates to place their commissary orders and check their balances. The Interactive Voice Response (IVR) system must be in English and Spanish. This system will be used in conjunction with the required Kiosk system to allow inmates in smaller units such as confinement or medical to access their balance information and order commissary. Please list the inmate phone providers your firm currently has this interface installed.

16.0 Hardware Requirements (Mandatory)
A. The vendor will provide the necessary hardware to implement their solution. This must include at a minimum the following computer hardware.

One (1) MICR Check printer
One (1) Lobby Payment Acceptors Kiosk
One (1) Booking Deposit Kiosks
Fourteen (14) POD Kiosks

The vendor must provide details regarding:
a) List of Hardware to be provided. (All hardware provided must be new)
b) Vendor's Hardware Support staff for the WOODBURY COUNTY Jail.
c) Maintenance Schedule for proposed equipment
d) 24/7 Support

B. The vendor should provide information related to other hardware peripherals which are available from the vendor. These peripherals should be integrated with the vendor's software. The vendor should provide the costs to the WOODBURY COUNTY Jail associated with acquiring the proposed peripheral devices.

17.0 System Requirements (Mandatory)
The proposed software must meet the following criteria to be considered compliant with the software specifications.

System Features	Yes or No

17.01 • Windows Based Application with the ability to Operate SURFACE Tablet
17.02 • The software application must be WEB based, Intranet application
17.03 • Utilizes a relational data base (Vendor must support their own data base)
17.04 • Allows for System Wide Settings
17.05 • Allows for Individual Facility Site Settings

The vendor will provide information regarding the data backup & restoration procedures in the case of a hardware failure. In addition the vendor will provide information regarding initial and ongoing virus protection provided by the vendor.

18.0 Integration and Wiring Costs

The vendor will be responsible for integration, CAT5 and/or wiring costs.

19.0 Proposed Commissary Operating Plan (Mandatory)
The vendor will provide the following information with regards to the proposed commissary services.

a) The Offsite Commissary services requested must be provided once per week to each inmate and must be next day service. The inmate's order will be processed and delivered the next day.

b) References of other facilities where the vendor provides two day commissary services with delivery to the inmates in IOWA must be provided in this section.

c) The vendor must describe how their system would handle admission and indigent kits.

d) Location of Service Center. You must also include the location of the Service Center which is fully staffed to provide service and support. The service center does not need to be a minimum square foot but must be capable of supporting the proposed operation)

e) Overview of proposed commissary operating plan to include service levels, delivery of products, and back up operating plan. Inventory levels should be sufficient to exceed a 99% order fill rate.

f) Order packaging procedures to include order filling procedures.

g) Product must be name brand, no private label products will be permitted to be sold. These products must be available for re-sale in convenience stores. The facility will not accept private label products.

h) The vendor should detail any additional commissary services which might be available to the facility in conjunction with the once per week commissary services.

i) Pricing of all products will be "market priced" for the WOODBURY COUNTY Jail Community comparable to convenience store pricing.

j) Order delivery procedures.

k) Complaint Rectification Process

l) Projected sales with referenced documentation

m) All vendor employees are to be pre-employment and random drug screened. The vendor is responsible for conducting background checks. (Pay rates for vendor employees are at the discretion of the vendor.)

20.0 Financial Offering: (Mandatory)
The vendor will include any and all financial offerings in response to the RFP. The vendor will provide the following information at a minimum:

a) Details of Billing and Payment arrangements
b) Commission rate to be remitted and net sales calculations
c) Sample Monthly Commission Statements
d) Projected Revenue for the WOODBURY COUNTY Jail.

21.0 RFP and Addendum Documentation:
To ensure that the vendor has received and acknowledged all documentation, the vendor will insure that all RFP and Addendum's issued will become part of their response by including statements listing each Addenda issued and the receipt thereof.

Section III – Evaluation Criteria

Proposals will be evaluated upon the following criteria and weighted according to the chart below.

15%	Experience- Providing next day offsite commissary services in a correctional environment with at least 200 inmates
10%	Ownership of software licenses will be offered to the WOODBURY COUNTY Jail
5%	Software is a WEB based, Intranet Application able to operate on Windows work stations.
10%	Reputation for Business Ethics & History of Fulfillment of contractual obligations and meets the minimum qualifications for financial stability.
20%	Software Requirements- Meets all minimum requirements contained in the RFP
15%	Operating Plan- Meets the requested services outlined in the specifications to include products and next day service level.
10%	Commission Rate
15%	References – Demonstrate the Vendor's experience in providing the requested number of references for each component of the RFP.

The County reserves the right to select a vendor based on that vendor's ability, in the County's opinion, who will best serve the County's needs. Acceptance of a proposal neither commits Woodbury County to award a contract to any vendor, even if all requirements stated in this RFP are met, or limits our right to negotiate in our best interest.

Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. All bidders must complete in their own interest and in their own behalf. The vendor will absorb all costs incurred in the preparation and presentation of the proposal. All vendors who submit proposals will be notified of the results of the selection process.

Proposals will be opened and considered for award at a public meeting of the Woodbury County Board of Supervisors. Woodbury County reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. At the sole discretion of Woodbury County, bidder presentations may be requested before award of the contract.

#11

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQU

Date: 03/09/15

Weekly Agenda Date: 03/17/15

DEPARTMENT HEAD / CITIZEN: Sheriff Dave Drew & County Attorney PJ Jennings

SUBJECT: Edward J Byrne Memorial Justice Assistance Grant (JAG) & Residential Substance Abuse Treatment (RSAT) Program Application

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☒
Give Direction ☐	Other: Informational ☐	Attachments ☐

WORDING FOR AGENDA ITEM: Consideration and approval to Participate with the City of Sioux City in the submission of the Edward J. Byrne Memorial Justice (JAG) & Residential Substance Abuse Treatment (RSAT) Program Application to the Governor's Office of Drug Control Policy.

EXECUTIVE SUMMARY:

BACKGROUND: This grant program has been in place for a number of years.

FINANCIAL IMPACT: Unknown at this time.

RECOMMENDATION: To approve participation in the application process.

ACTION REQUIRED: Motion to approve

Approved by Board of Supervisors March 3, 2015.

Governor's Office of
Drug Control Policy

STATE FISCAL YEAR 2016

EDWARD J. BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) & RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) PROGRAM APPLICATION INFORMATION

CFDA 16.738 – Byrne-JAG
CFDA 16.593 - RSAT

For application materials go to www.iowagrants.gov

For other resources go to
http://www.iowa.gov/odcp/programs/apply_jag.html

Updated 2/3/2015

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APPLICATION SUBMISSION

Applications for funding must be received by the Governor's Office of Drug Control Policy **by 4:30 p.m. Tuesday, April 7, 2015**. Applications will be submitted through www.iowagrants.gov , which is an online grant management tool. *Note: registration with www.iowagrants.gov is required prior to submitting an application. Registration may take several days to complete.*

ODCP CONTACTS

If you have questions related to the Byrne-JAG/RSAT grant programs, please contact:

Dennis Wiggins
Phone (515) 725-0311
Email dennis.wiggins@iowa.gov

Governor's Office of Drug Control Policy
Pape State Office Building
215 E. 7th Street, 5th Floor
Des Moines, Iowa 50319
www.iowa.gov/odcp

BYRNE-JUSTICE ASSISTANCE GRANT (JAG) RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) APPLICATION STATE FISCAL YEAR 2016

GENERAL GRANT PROGRAM INFORMATION

The Governor's Office of Drug Control Policy (ODCP), under the Byrne-Justice Assistance Grant Program, provides financial assistance to support a broad range of activities to prevent and control crime and to improve the criminal justice system. The JAG program places an emphasis on violent crime, drug offenses, and serious offenders.

The Residential Substance Abuse Treatment (RSAT) program provides funding to units of government in developing and implementing residential substance abuse treatment programs in state and local correctional and detention facilities. RSAT programs provide individual and group treatment activities for offenders and must: last between 6 and 12 months; be provided in residential treatment facilities set apart from the general correctional population; focus on the substance abuse problems of the inmate; and develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve substance abuse and related problems.

Funding for this solicitation is available through Iowa's Byrne-Justice Assistance Grant and Residential Substance Abuse Treatment allocations. Approximately $1,750,000 will be committed through this competitive grant process for use in State Fiscal 2016. Of the JAG program funds, federal guidelines currently require a minimum of 54.67% to be passed through to local jurisdictions and a maximum of 45.33% to be passed to state agencies.

JAG applications within six federally-approved "Program Purpose Areas" and addressing at least one of the state-established "Priorities" will be considered for funding.

Byrne-JAG Program Purpose Areas

A. Law Enforcement Programs
B. Prosecution and Court Programs
C. Prevention and Education Programs
D. Corrections And Community Corrections Programs
E. Drug Treatment Programs
F. Planning Evaluation and Technology Improvement Programs

Iowa Byrne-JAG Priorities

The Iowa Drug Policy Advisory Council has identified the following results areas for which grant funding will be prioritized. Priority funding will be provided to projects which employ strategies that positively affect these broadly targeted areas.

- Strengthen Efforts to Make Iowans Healthy & Drug Free
- Safeguard Iowa Communities From Illegal Drugs
- Break the Cycle of Drug Use, Crime, Delinquency, and Incarceration

Refer to the Iowa Drug Control Strategy 2015 (pages 6-19) for additional detail. The strategy is available on the ODCP website www.iowa.gov/odcp.

Evidence-Based Programs/Practices

The Federal administrator for the Byrne Justice Assistance Grant Program (the Bureau of Justice Assistance) is moving toward an evidence based programs/practices approach for Byrne JAG funded projects. Guidance on the precise meaning and implications of these changes are being developed by BJA and are expected to be available sometime in the near future.

Potential grantees should be aware that changes in program guidance from the Bureau of Justice Assistance will be passed on to grantees of the Office of Drug Control Policy. These changes may result in additional planning and data collection activities for ODCP and our grantees.

The Office of Drug Control Policy places strong emphasis on the use of data and evidence in policy making and programming. Grantees should commit to documenting and describing, to the extent possible, a data/evidence focused response to particular crime and substance abuse problem(s) in their grant applications.

For more information about evidence-based programs, as outlined by the U.S. Department of Justice, go to www.crimesolutions.gov .

GRANT APPLICATION INSTRUCTIONS

ELIGIBLE APPLICANTS

Those eligible to receive grant funds from ODCP include state and local units of government, Indian tribes, faith based organizations and nonprofit entities. A local unit of government is defined as a city, county, town, township or other general purpose political subdivision of a state and includes Indian tribes that perform law enforcement functions as determined by the Secretary of the Interior. A city or county must be the legal applicant and recipient on behalf of city and county departments. Iowa faith based and nonprofit organizations are eligible to receive grant funding, but **application must be made through a state or local unit of government**.

APPLICATION DEADLINE

Applications for state fiscal year 2016 funding must be received by ODCP through the grant management system (www.iowagrants.gov) by **4:30 p.m. April 7, 2015**.

Note: Registration with www.iowagrants.gov is required prior to submitting an application. Registration may take several business days to complete. Do not wait until the last minute to begin your application. Difficulty with registration will not be an appealable hardship.

APPLICATION PROCESS

Applications will be accepted through www.iowagrants.gov which is an online grant management tool.

Instruction on the use of www.iowagrants.gov will be provided by the Office of Drug Control Policy. An online training is scheduled for February 26th at 9:00 a.m. Training registration instructions are posted at http://www.iowa.gov/odcp/programs/apply_jag.html. Additional technical assistance in using iowagrants.gov can be arranged by contacting Dennis Wiggins at 515-725-0311 or dennis.wiggins@iowa.gov.

Applications are public record. Do not include confidential information.

Each project requires a separate grant application.

"NEW" AND "CONTINUATION" GRANTEES

For the purpose of completing this application, *New Projects* will be those projects which have not received prior funding from ODCP, or did not receive grant funds during the current grant period, or are applying in their first year as an enhancement project. *Continuation projects** are those projects that are currently receiving grant funds from ODCP.

The Office of Drug Control Policy requires different information from new applicants and those applying for continuation funding. The emphasis for new applicants is on the need for and the quality of the proposed project, including projected community impact. For continuation applicants the emphasis is on demonstrating measurable results.

Two Byrne-JAG/RSAT funding opportunities are posted to www.iowagrants.gov:

- ***New Applicants*** are required to use the opportunity titled SFY 2016 Byrne-JAG/RSAT – New Applicants.
- ***Continuation Applicants*** are required to use the opportunity titled SFY 2016 Byrne-JAG/RSAT – Continuation Applicants.

**Continuation project applicants who have or anticipate significant changes to their project may be required to complete the application as a new applicant. If your continuation project anticipates significant changes, contact ODCP for guidance and authorization.*

FORTY-EIGHT MONTH FUNDING LIMITATION

ODCP imposes a 48 month eligibility limit on Byrne JAG-funded projects that are not multi-jurisdictional drug task forces. Drug task forces were exempted from the limit by the original Byrne grant program, and ODCP continues to make an exception for them under Byrne JAG.

25% CASH MATCH

The Office of Drug Control Policy requires applicants to provide a minimum cash match of 25% of the total project cost. Federal funds may be used to pay up to 75% of the cost of a project, and may not be used to supplant other funding sources that would otherwise be made available. The remaining non-federal share must be in cash. The matching funds must be in addition to funds that would otherwise be made available for project related activities.

Acceptable sources of cash match:

A. Local and state appropriations.
B. Funds contributed from private sources.
C. Federal funds limited to the following sources:
    1. Housing and Community Development Act of 1974,
    2. Appalachian Regional Development Act, and
    3. Equitable Sharing Program (Federal Asset Forfeiture Program).
D. Existing resources that were used in areas other than criminal justice activities.
E. Salaries of existing personnel who are transferred to grant activities if the original positions are filled with new personnel.
F. Asset forfeiture funds (As allowed by state and federal guidelines).
G. Program Income and Related Interest – including program fees and conference registrations.

The application must contain a commitment for matching funds and the source of the matching funds must be identified. All projects awarded grant funds must maintain records showing the source, amount and timing of all cash match. The cash match must be put into the project during the grant project period.

NON-SUPPLANTING

The applicant assures that federal funds made available under this formula grant will not be used to supplant any other funding source, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for project activities.

ALLOWABLE/UNALLOWABLE EXPENSES

Allowable expenses are listed below along with a list of unallowable expenses. Although not a complete listing, the following is provided as a guide:

Allowable Expenses
Personnel costs
Equipment
Operating expenses
Building rental
Personnel training
Overtime pay
Supplies
Travel (out of state travel requires prior approval by the Governor's Office of Drug Control Policy)
Professional services (requires prior approval by the Governor's Office of Drug Control Policy)

Unallowable Expenses Include:
Land acquisition
Bonuses or commissions
Travel or compensation for federal employees
Military type equipment
Lobbying
Fundraising
Indirect costs

Due to federal restrictions and/or limited amounts of funding, as a general rule, ODCP does not fund DARE personnel, canines, weapons, tasers, basic law enforcement equipment, construction, vehicles, or provide continuation or stopgap funding for projects initiated with other grant funding.

GRANT PERIOD

Grants will be awarded by the Office of Drug Control Policy for a one (1) year period beginning July 1, 2015 through June 30, 2016. Grant projects are funded on a reimbursement basis. All projects awarded grant funds must complete and submit monthly expenditure report forms requesting federal reimbursement, and quarterly progress report forms. Financial and progress reporting will be submitted through the electronic grant management system. Grantees may be required to use an electronic transfer of funds process.

MULTIPLE APPLICATIONS - TASK FORCE AGENCIES

Multi-jurisdictional drug enforcement task force member agencies must include a letter of support and acknowledgment from the task force when applying for a separate law enforcement project (e.g. apprehension, street sales enforcement). Further, while agencies may participate operationally in more than one task force, agencies may not receive grant funding from more than one grant-funded task force.

GRANT REVIEW

As part of ODCP's staff review of grant applications, input will be sought from peer advisors. All eligible applications will be evaluated using the criteria included in the application kit.

Following is a list of that criteria:

Budget:
Appropriateness of budgeted expenditures and justification.

Summary of the Project:
Clear descriptive summary of the project.

Problem Statement/Need Assessment:
Demonstrated need for the project in the area to be served.

Goals and Objectives:
The extent to which *measurable* goals and objectives are consistent with federal and state goals, and are clearly stated.

Project Administration:
Implementation, administration and key personnel involved in the proposed project.

Statement of Coordination:
Demonstration of coordination of activities with other agencies.

Project Evaluation:
The extent to which the applicant is able to track and maintain program performance data/information to measure its success and demonstrate its impact on Iowans.

Reviewer Assessment and Recommendations:
Overall impressions and recommendations of peer advisors.

SCORING

The scoring for this application is as follows:

	New Projects	Continuing Projects
Budget:	**15**	**15**
Summary:	**5**	**20**
Problem/Need:	**15**	**N/A**
Goals & Objectives:	**15**	**N/A**
Project Administration:	**10**	**N/A**
Coordination:	**15**	**N/A**
Evaluation:	**10**	**50**
Reviewer Assessment:	**15**	**15**
Total Score:	**100**	**100**

THE GRANT AWARD PROCESS

The following criteria shall be considered by the Governor's Office of Drug Control Policy (ODCP) in awarding federal JAG funds to applicants in Iowa:

- Availability of federal funds, to include the state administered portion of Byrne JAG as well as local Byrne JAG funding received directly through the U.S. Department of Justice.
- Eligibility of applicant, based on U.S. Department of Justice guidelines.
- Priorities established by the Iowa Drug Policy Advisory Council, and outlined in Iowa's 2015 Drug Control Strategy www.iowa.gov/odcp.
- Prior measurable performance/effectiveness of programs including those previously receiving federal funding through the Office of Drug Control Policy. Prior performance includes, but is not limited to, program and financial management, and program impact (ability to meet or exceed previously approved goals and objectives).

ODCP reserves the right to accept minor deviations from application requirements, if such deviations are considered to be non-substantive.

APPEALS

Grant awards will be made on or about June 1, 2015. Preliminary notices will be sent to those individuals identified as project directors in the applications. Any applicant whose proposal has been filed according to instructions contained herein, and who is aggrieved by the awards made, may request an appeal based on a showing that the instructions governing the grant selection process have not been properly applied.

Appeals must be filed with the Director, Governor's Office of Drug Control Policy, Pape State Office Building, 215 E. 7th Street, 5th Floor, Des Moines, Iowa, 50319, within ten working days of the date of the notification of preliminary awards. Appeals must be in writing and clearly state how ODCP erred in following the instructions in the grant application kit. ODCP will refrain from awarding funds until the Director has resolved all appeals. The review will be conducted as expeditiously as possible so that all funds can be distributed in a timely manner. This procedure concludes the review process at the administrative level for purposes of Iowa Code Chapter 17A (1991).

#12

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

Date: March 12, 2015

Weekly Agenda Date: March 17, 2015

DEPARTMENT HEAD / CITIZEN: Mark J. Nahra P.E. Secondary Roads Dept Head

SUBJECT: 2015 Corrugated Metal Pipe Culvert letting

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☐
Give Direction ☐	Other: Informational ☐	Attachments ☐

Receive and consider X

WORDING FOR AGENDA ITEM: Receive and consider bids for supplying corrugated metal pipe culverts for 2015. **(SET TIME 5:00 PM)**

EXECUTIVE SUMMARY: Bid packets were sent to culvert suppliers on March 4, 2015 listing type, length and quantity of culverts to be bid. Included in the bid packet is location of delivery and date that order shall be completed.

BACKGROUND: Secondary Roads accepts bids each spring to replace inventory and purchase additional special order culverts for specific projects that have been designed.

FINANCIAL IMPACT: Budget item

RECOMMENDATION: Receive and open bids at the set time of 5:00 PM.

ACTION REQUIRED: Motion to refer bids to the County Engineer for his recommendation.

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

Date: March 12, 2015

Weekly Agenda Date: March 17, 2015

DEPARTMENT HEAD / CITIZEN: Mark J. Nahra P.E. Secondary Roads Dept Head

SUBJECT: Federal Aid Agreement for Bridge Construction

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☐
Give Direction ☐	Other: Informational ☐	Attachments ☒
Consider Approval X		

WORDING FOR AGENDA ITEM: Consider approval of Federal Aid Agreement for county highway bridge project no. BROS-CO97(128)—5F-97 Located on K49 over Elliot Creek Section 21 of Banner Township.

EXECUTIVE SUMMARY: This agreement allows federal funding for 80% of the construction costs. The remaining 20% will be funded by the Farm to Market account. This project is listed in the five year construction program, FY 2016.

BACKGROUND: Funding is approved through the Regional Planning Agency (RPA)

FINANCIAL IMPACT: $320,000 Federal Aid $80,000 Farm to Market

RECOMMENDATION: Recommend approval

ACTION REQUIRED: Motion to approve Federal Aid Agreement 03-15-HBRRS-010

IOWA DEPARTMENT OF TRANSPORTATION
Federal-aid Agreement
for a County Highway Bridge Program Project

Recipient: Woodbury County

Project No: BROS-C097(128)--5F-97

Iowa DOT Agreement No: 03-15-HBRRS-010

CFDA No. and Title: 20.205 Highway Planning and Construction

This is an agreement between the Board of Supervisors for Woodbury County, Iowa (hereinafter referred to as the Recipient) and the Iowa Department of Transportation (hereinafter referred to as the Department). Iowa Code Sections 306A.7 and 307.44 provide for the Recipient and the Department to enter into agreements with each other for the purpose of financing transportation improvement projects on streets and highways in Iowa with Federal funds.

The Moving Ahead for Progress in the 21st Century (MAP-21), Public Law 112-141, continued the Surface Transportation Program (STP), now codified at Section 133(b) of Title 23, United States Code (U.S.C.). The STP program makes Federal funds available for replacement or rehabilitation of highway bridges on public roads on and off the Federal-aid System. A portion of STP funds have been set-aside for this purpose and designated as the Highway Bridge Program.

Pursuant to the terms of this agreement, applicable statutes, and 761 Iowa Administrative Code (IAC) Chapter 161, the Department agrees to provide Highway Bridge Program funding to the Recipient for the authorized and approved costs for eligible items associated with the project.

Under this agreement, the parties further agree as follows:

1. The Recipient shall be the lead local governmental agency for carrying out the provisions of this agreement.

2. All notices required under this agreement shall be made in writing to the appropriate contact person. The Department's contact person will be the District 3 Local Systems Engineer. The Recipient's contact person shall be the County Engineer.

3. The Recipient shall be responsible for the development and completion of the following bridge project:

   A. FHWA Structure Number: 355144

   B. Location: K49 over Elliot Creek

   C. Preliminary Estimated Total Cost: $ 400,000

4. The eligible project construction limits shall include the bridge plus grading and/or paving to reach a "touchdown point" determined by the Department. Within the eligible project construction limits, eligible project activities will be limited to the following: construction, engineering, inspection, and right-of-way acquisition. Under certain circumstances eligible activities may also include utility relocation or railroad work that is required for construction of the project. Certain activities necessary to comply with Federal or State environment or permit requirements, including studies and/or mitigation of the project's environmental impacts, are also eligible.

5. Costs associated with work outside the eligible project construction limits, routine maintenance activities, operations, and monitoring expenses are not eligible. In addition, administrative costs, and fees or interest associated with bonds or loans are not eligible.

6. The Recipient shall receive reimbursement for costs of authorized and approved eligible project activities from Highway Bridge Program funds. The portion of the eligible project costs reimbursed by Highway Bridge Program funds shall be limited to a maximum of 80% of eligible costs. Reimbursed costs will be limited to federal funds that are made available for counties through the Federal Highway Bridge Replacement Program outlined in 761 Iowa Administrative Code, Chapter 161.

7. The Recipient shall let the project for bids through the Department.

8. If any part of this agreement is found to be void and unenforceable, the remaining provisions of this agreement shall remain in effect.

9. It is the intent of both parties that no third party beneficiaries be created by this agreement.

10. Responsibility for compliance with the Federal and State laws, regulations, policies, or procedures required by this agreement is not assignable without the prior written consent of the Department.

11. This agreement shall be executed and delivered in two or more copies, each of which shall be deemed to be an original and shall constitute but one and the same agreement.

12. The project shall be let to contract within 3 years of the date this agreement is approved by the Department. If not, this agreement may become null and void, unless the Recipient submits a written request for extension to the Department at least 30 days prior to the 3 year deadline. If approved, this agreement may be extended for a period of time as determined by the Department, but not less than 6 months.

13. This agreement and the attached Exhibit 1 constitute the entire agreement between the Department and the Recipient concerning this project. Representations made before the signing of this agreement are not binding, and neither party has relied upon conflicting representations in entering into this agreement. Any change or alteration to the terms of this agreement shall be made in the form of an addendum to this agreement. The addendum shall become effective only upon written approval of the Department and the Recipient.

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement as of the date shown opposite its signature below.

RECIPIENT: Woodbury County

This agreement was approved by official action of the Woodbury County Board of Supervisors in official session on

the _____day of _____, _____.

_____ _____

County Auditor Chair, Board of Supervisors

IOWA DEPARTMENT OF TRANSPORTATION
Highway Division

By _____ Date _____, _____

Brian J. Catus, P.E.
Local Systems Engineer
District 3

EXHIBIT 1
General Agreement Provisions for use of Federal Highway Funds on Non-primary Projects

Unless otherwise specified in this agreement, the Recipient shall be responsible for the following:

1. General Requirements.

a. The Recipient shall take the necessary actions to comply with applicable State and Federal laws and regulations. To assist the Recipient, the Department has provided guidance in the Federal-aid Project Development Guide (Guide) and the Instructional Memorandums to Local Public Agencies (I.M.s) that are referenced by the Guide. Both are available on-line at: http://www.iowadot.gov/local_systems/publications/im/lpa_ims.htm. The Recipient shall follow the applicable procedures and guidelines contained in the Guide and I.M.s in effect at the time project activities are conducted.

b. In accordance with Title VI of the Civil Rights Act of 1964 and associated subsequent nondiscrimination laws, regulations, and executive orders, the Recipient shall not discriminate against any person on the basis of race, color, national origin, sex, age, or disability. In accordance with Iowa Code Chapter 216, the Recipient shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability. The Recipient agrees to comply with the requirements outlined in I.M. 1.070, Title VI and Nondiscrimination Requirements which includes the requirement to provide a copy of the Recipient's Title VI Plan or Agreement and Standard DOT Title VI Assurances to the Department.

c. The Recipient shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the associated Code of Federal Regulations (CFR) that implement these laws, and the guidance provided in I.M. 1.080, ADA Requirements. When pedestrian facilities are constructed, reconstructed, or altered, the Recipient shall make such facilities compliant with the ADA and Section 504.

d. To the extent allowable by law, the Recipient agrees to indemnify, defend, and hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and approval process, plan and construction reviews, and funding participation.

e. As required by 49 CFR 18.26, the Recipient is responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S. C. 7501-7507) and Subpart F of 2 CFR 200. Subpart F of 2 CFR 200stipulates that non-Federal entities expending $750,000 or more in Federal awards in a year shall have a single or program-specific audit conducted for that year in accordance with the provision of that part. Auditee responsibilities are addressed in Subpart F of 2 CFR 200. The Federal funds provided by this agreement shall be reported on the appropriate Schedule of Expenditures of Federal Awards (SEFA) using the Catalog of Federal Domestic Assistance (CFDA) number and title as shown on the first page of this agreement. If the Recipient will pay initial project costs and request reimbursement from the Department, the Recipient shall report this project on its SEFA. If the Department will pay initial project costs and then credit those accounts from which initial costs were paid, the Department will report this project on its SEFA. In this case, the Recipient shall not report this project on its SEFA.

f. The Recipient shall supply the Department with all information required by the Federal Funding Accountability and Transparency Act of 2006 and 2 CFR Part 170.

g. The Recipient shall comply with the following Disadvantaged Business Enterprise (DBE) requirements:

i. The Recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any Department-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Department-assisted contracts.

ii. The Recipient shall comply with the requirements of I.M. 3.710, DBE Guidelines.

iii. The Department's DBE program, as required by 49 CFR Part 26 and as approved by the Federal Highway Administration (FHWA), is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

h. Termination of funds. Notwithstanding anything in this agreement to the contrary, and subject to the limitations set forth below, the Department shall have the right to terminate this agreement without penalty and without any advance notice as a result of any of the following: 1) The Federal government, legislature or governor fail in the sole opinion of the Department to appropriate funds sufficient to allow the Department to either meet its obligations under this agreement or to operate as required and to fulfill its obligations under this agreement; or 2) If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the Department to make any payment hereunder are insufficient or unavailable for any other reason as determined by the Department in its sole discretion; or 3) If the Department's authorization to conduct its business or engage in activities or operations related to the subject matter of this agreement is withdrawn or materially altered or modified. The Department shall provide the Recipient with written notice of termination pursuant to this section.

2. Programming and Federal Authorization.

a. The Recipient shall be responsible for including the project in the appropriate Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP). The Recipient shall also ensure that the appropriate RPA or MPO, through their TIP submittal to the Department, includes the project in the Statewide Transportation Improvement Program (STIP). If the project is not included in the appropriate fiscal year of the STIP, Federal funds cannot be authorized.

b. Before beginning any work for which Federal funding reimbursement will be requested, the Recipient shall contact the Department to obtain the procedures necessary to secure FHWA authorization. The Recipient shall submit a written request for FHWA authorization to the Department. After reviewing the Recipient's request, the Department will forward the request to the FHWA for authorization and obligation of Federal funds. The Department will notify the Recipient when FHWA authorization is obtained. The cost of work performed prior to FHWA authorization will not be reimbursed with Federal funds.

3. Federal Participation in Work Performed by Recipient Employees.

a. If Federal reimbursement will be requested for engineering, construction inspection, right-of-way acquisition or other services provided by employees of the Recipient, the Recipient shall follow the procedures in I.M. 3.310, Federal-aid Participation in In-House Services.

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5. Environmental Requirements and other Agreements or Permits.

a. The Recipient shall take the appropriate actions and prepare the necessary documents to fulfill the FHWA requirements for project environmental studies including historical/cultural reviews and location approval. The Recipient shall complete any mitigation agreed upon in the FHWA approval document. These procedures are set forth in I.M. 3.105, Concept Statement Instructions; 3.110, Environmental Data Sheet Instructions; 3.112, FHWA Environmental Concurrence Process; and 3.114, Cultural Resource Regulations.

b. If farmland is to be acquired, whether for use as project right-of-way or permanent easement, the Recipient shall follow the procedures in I.M. 3.120, Farmland Protection Policy Act Guidelines.

c. The Recipient shall obtain project permits and approvals, when necessary, from the Iowa Department of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, the Department, or other agencies as required. The Recipient shall follow the procedures in I.M. 3.130, 404 Permit Process; 3.140, Storm Water Permits; 3.150, Highway Improvements in the Vicinity of Airports or Heliports; and 3.160, Asbestos Inspection, Removal and Notification Requirements.

d. In all contracts entered into by the Recipient, and all subcontracts, in connection with this project that exceed $100,000, the Recipient shall comply with the requirements of Section 114 of the Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all their regulations and guidelines. In such contracts, the Recipient shall stipulate that any facility to be utilized in performance of or to benefit from this agreement is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities or is under consideration to be listed.

6. Right-of-Way, Railroads and Utilities.

a. The Recipient shall acquire the project right-of-way, whether by lease, easement, or fee title, and shall provide relocation assistance benefits and payments in accordance with the procedures set forth in I.M. 3.605, Right-of-Way Acquisition, and the Department's Office of Right of Way Local Public Agency Manual. The Recipient shall contact the Department for assistance, as necessary, to ensure compliance with the required procedures, even if no Federal funds are used for right-of-way activities. The Recipient shall obtain environmental concurrence before acquiring any needed right-of-way. With prior approval, hardship and protective buying is possible. If the Recipient requests Federal funding for right-of-way acquisition, the Recipient shall also obtain FHWA authorization before purchasing any needed right-of-way.

b. If the project right-of-way is Federally funded and if the actual construction is not undertaken by the close of the twentieth fiscal year following the fiscal year in which the Federal funds were authorized, the Recipient shall repay the amount of Federal funds reimbursed for right-of-way costs to the Department.

c. If a railroad crossing or railroad tracks are within or adjacent to the project limits, the Recipient shall obtain agreements, easements, or permits as needed from the railroad. The Recipient shall follow the procedures in I.M. 3.670, Work on Railroad Right-of-Way, and I.M. 3.680, Federal-aid Projects Involving Railroads.

d. The Recipient shall comply with the Policy for Accommodating Utilities on City and County Federal-aid Highway Right of Way for projects on non-primary Federal-aid highways. For projects connecting to or involving some work inside the right-of-way for a primary highway, the Recipient shall follow the Iowa DOT Policy for Accommodating Utilities on Primary Road System. Certain utility relocation, alteration, adjustment, or removal costs to the Recipient for the project may be eligible for Federal funding reimbursement. The Recipient should also use the procedures outlined in I.M. 3.640, Utility Accommodation and Coordination, as

a guide to coordinating with utilities.

e. If the Recipient desires Federal reimbursement for utility costs, it shall submit a request for FHWA authorization prior to beginning any utility relocation work, in accordance with the procedures outlined in I.M. 3.650, Federal-aid Participation in Utility Relocations.

7. Contract Procurement.

The following provisions apply only to projects involving physical construction or improvements to transportation facilities:

a. The project plans, specifications, and cost estimate (PS&E) shall be prepared and certified by a professional engineer or architect, as applicable, licensed in the State of Iowa.

b. For projects let through the Department, the Recipient shall be responsible for the following:

   i. Prepare and submit the PS&E and other contract documents to the Department for review and approval in accordance with I.M. 3.505, Check and Final Plans and I.M. 3.510, Check and Final Bridge or Culvert Plans, as applicable.

   ii. The contract documents shall use the Department's Standard Specifications for Highway and Bridge Construction. Prior to their use in the PS&E, specifications developed by the Recipient for individual construction items shall be approved by the Department.

   iii. Follow the procedures in I.M. 3.730, Iowa DOT Letting Process, to analyze the bids received, make a decision to either award a contract to the lowest responsive bidder or reject all bids, and if a contract is awarded, execute the contract documents and return to the Department.

c. For projects that are let locally by the Recipient, the Recipient shall follow the procedures in I.M. 3.720, Local Letting Process, Federal-aid.

d. The Recipient shall forward a completed Project Development Certification (Form 730002) to the Department in accordance with I.M. 3.750, Project Development Certification Instructions. The project shall not receive FHWA Authorization for construction or be advertised for bids until after the Department has reviewed and approved the Project Development Certification.

e. If the Recipient is a city, the Recipient shall comply with the public hearing requirements of the Iowa Code Section 26.12.

f. The Recipient shall not provide the contractor with notice to proceed until after receiving written notice the Department has concurred in the contract award.

8. Construction.

a. A full-time employee of the Recipient shall serve as the person in responsible charge of the construction project. For cities that do not have any full time employees, the mayor or city clerk will serve as the person in responsible charge, with assistance from the Department.

b. Traffic control devices, signing, or pavement markings installed within the limits of this project shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" per 761 Iowa Administrative Code Chapter 130. The safety of the general public shall be assured through the use of proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as necessary.

c. For projects let through the Department, the project shall be constructed under the Department's Standard Specifications for Highway and Bridge Construction and the Recipient shall comply with the procedures and responsibilities for materials testing according to the Department's Materials I.M.s. Available on-line at: http://www.iowadot.gov/erl/current/IM/navigation/nav.htm.

d. For projects let locally, the Recipient shall provide materials testing and certifications as required by the approved specifications.

e. If the Department provides any materials testing services to the Recipient, the Department will bill the Recipient for such testing services according to its normal policy as per Materials I.M. 103, Inspection Services Provided to Counties, Cities, and Other State Agencies.

f. The Recipient shall follow the procedures in I.M. 3.805, Construction Inspection, and the Department's Construction Manual, as applicable, for conducting construction inspection activities.

9. Reimbursements.

a. After costs have been incurred, the Recipient shall submit to the Department periodic itemized claims for reimbursement for eligible project costs. Requests for reimbursement shall be made at least annually but not more than bi-weekly.

b. To ensure proper accounting of costs, reimbursement requests for costs incurred prior to June 30 shall be submitted to the Department by August 1 if possible, but no later than August 15.

c. Reimbursement claims shall include a certification that all eligible project costs, for which reimbursement is requested, have been reviewed by an official or governing board of the Recipient, are reasonable and proper, have been paid in full, and were completed in substantial compliance with the terms of this agreement.

d. The Department will reimburse the Recipient for properly documented and certified claims for eligible project costs. The Department may withhold up to 5% of the Federal share of construction costs or 5% of the total Federal funds available for the project, whichever is less. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final audit or review, the Department determines the Recipient has been overpaid, the Recipient shall reimburse the overpaid amount to the Department. After the final audit or review is complete and after the Recipient has provided all required paperwork, the Department will release the Federal funds withheld.

e. The total funds collected by the Recipient for this project shall not exceed the total project costs. The total funds collected shall include any Federal or State funds received, any special assessments made by the Recipient (exclusive of any associated interest or penalties) pursuant to Iowa Code Chapter 384 (cities) or Chapter 311 (counties), proceeds from the sale of excess right-of-way, and any other revenues generated by the project. The total project costs shall include all costs that can be directly attributed to the project. In the event that the total funds collected by the Recipient does exceed the total project costs, the Recipient shall either:

1) in the case of special assessments, refund to the assessed property owners the excess special assessments collected (including interest and penalties associated with the amount of the excess), or

2) refund to the Department all funds collected in excess of the total project costs (including interest and penalties associated with the amount of the excess) within 60 days of the receipt of any excess funds. In return, the Department will either credit reimbursement billings to the FHWA or credit the appropriate State fund account in the amount of refunds received from the Recipient.

10. Project Close-out.

a. Within 30 days of completion of construction and/or other activities authorized by this agreement, the Recipient shall provide the completed pre-audit checklist to the Department and request a final audit, in accordance with the procedures in I.M. 3.910, Final Review, Audit, and Close-out Procedures for Federal-aid Projects.

b. For construction projects, the Recipient shall provide a certification by a professional engineer or architect, as applicable, licensed in the State of Iowa, indicating the construction was completed in substantial compliance with the project plans and specifications.

c. Final reimbursement of Federal funds shall be made only after the Department accepts the project as complete.

d. The Recipient shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The Recipient shall also make these materials available at all reasonable times for inspection by the Department, FHWA, or any authorized representatives of the Federal Government. Copies of these materials shall be furnished by the Recipient if requested. Such documents shall be retained for at least 3 years from the date of FHWA approval of the final closure document. Upon receipt of FHWA approval of the final closure document, the Department will notify the Recipient of the record retention date.

e. The Recipient shall maintain, or cause to be maintained, the completed improvement in a manner acceptable to the Department and the FHWA.

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

Date: March 12, 2015

Weekly Agenda Date: March 17, 2015

DEPARTMENT HEAD / CITIZEN: Mark J. Nahra P.E. Secondary Roads Dept Head

SUBJECT: Federal Aid Agreement for Bridge Construction

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☐
Give Direction ☐	Other: Informational ☐	Attachments ☒

Consider Approval X

WORDING FOR AGENDA ITEM: Consider approval of Federal Aid Agreement for county highway bridge project no. BRS-CO97(112)—60-97 Located on D25 over Whiskey Creek Section 31 of Floyd Township.

EXECUTIVE SUMMARY: This agreement allows federal funding for 80% of the construction costs. The remaining 20% will be funded by the Farm to Market account. This project is listed in the five year construction program, FY 2015.

BACKGROUND: Funding is approved through the Regional Planning Agency (RPA)

FINANCIAL IMPACT: $480,000 Federal Aid $120,000 Farm to Market

RECOMMENDATION: Recommend approval

ACTION REQUIRED: Motion to approve Federal Aid Agreement 03-15-HBRRS-011

IOWA DEPARTMENT OF TRANSPORTATION
Federal-aid Agreement
for a County Highway Bridge Program Project

Recipient: Woodbury County

Project No: BRS-C097(112)--60-97

Iowa DOT Agreement No: 03-15-HBRRS-011

CFDA No. and Title: 20.205 Highway Planning and Construction

This is an agreement between the Board of Supervisors for Woodbury County, Iowa (hereinafter referred to as the Recipient) and the Iowa Department of Transportation (hereinafter referred to as the Department). Iowa Code Sections 306A.7 and 307.44 provide for the Recipient and the Department to enter into agreements with each other for the purpose of financing transportation improvement projects on streets and highways in Iowa with Federal funds.

The Moving Ahead for Progress in the 21st Century (MAP-21), Public Law 112-141, continued the Surface Transportation Program (STP), now codified at Section 133(b) of Title 23, United States Code (U.S.C.). The STP program makes Federal funds available for replacement or rehabilitation of highway bridges on public roads on and off the Federal-aid System. A portion of STP funds have been set-aside for this purpose and designated as the Highway Bridge Program.

Pursuant to the terms of this agreement, applicable statutes, and 761 Iowa Administrative Code (IAC) Chapter 161, the Department agrees to provide Highway Bridge Program funding to the Recipient for the authorized and approved costs for eligible items associated with the project.

Under this agreement, the parties further agree as follows:

1. The Recipient shall be the lead local governmental agency for carrying out the provisions of this agreement.

2. All notices required under this agreement shall be made in writing to the appropriate contact person. The Department's contact person will be the District 3 Local Systems Engineer. The Recipient's contact person shall be the County Engineer.

3. The Recipient shall be responsible for the development and completion of the following bridge project:

   A. FHWA Structure Number: 05300

   B. Location: D25 over Big Whiskey Creek

   C. Preliminary Estimated Total Cost: $ 600,000

4. The eligible project construction limits shall include the bridge plus grading and/or paving to reach a "touchdown point" determined by the Department. Within the eligible project construction limits, eligible project activities will be limited to the following: construction, engineering, inspection, and right-of-way acquisition. Under certain circumstances eligible activities may also include utility relocation or railroad work that is required for construction of the project. Certain activities necessary to comply with Federal or State environment or permit requirements, including studies and/or mitigation of the project's environmental impacts, are also eligible.

5. Costs associated with work outside the eligible project construction limits, routine maintenance activities, operations, and monitoring expenses are not eligible. In addition, administrative costs, and fees or interest associated with bonds or loans are not eligible.

6. The Recipient shall receive reimbursement for costs of authorized and approved eligible project activities from Highway Bridge Program funds. The portion of the eligible project costs reimbursed by Highway Bridge Program funds shall be limited to a maximum of 80% of eligible costs. Reimbursed costs will be limited to federal funds that are made available for counties through the Federal Highway Bridge Replacement Program outlined in 761 Iowa Administrative Code, Chapter 161.

7. The Recipient shall let the project for bids through the Department.

8. If any part of this agreement is found to be void and unenforceable, the remaining provisions of this agreement shall remain in effect.

9. It is the intent of both parties that no third party beneficiaries be created by this agreement.

10. Responsibility for compliance with the Federal and State laws, regulations, policies, or procedures required by this agreement is not assignable without the prior written consent of the Department.

11. This agreement shall be executed and delivered in two or more copies, each of which shall be deemed to be an original and shall constitute but one and the same agreement.

12. The project shall be let to contract within 3 years of the date this agreement is approved by the Department. If not, this agreement may become null and void, unless the Recipient submits a written request for extension to the Department at least 30 days prior to the 3 year deadline. If approved, this agreement may be extended for a period of time as determined by the Department, but not less than 6 months.

13. This agreement and the attached Exhibit 1 constitute the entire agreement between the Department and the Recipient concerning this project. Representations made before the signing of this agreement are not binding, and neither party has relied upon conflicting representations in entering into this agreement. Any change or alteration to the terms of this agreement shall be made in the form of an addendum to this agreement. The addendum shall become effective only upon written approval of the Department and the Recipient.

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement as of the date shown opposite its signature below.

RECIPIENT: Woodbury County

This agreement was approved by official action of the Woodbury County Board of Supervisors in official session on

the _____day of _____, _____.

_____ _____
County Auditor Chair, Board of Supervisors

IOWA DEPARTMENT OF TRANSPORTATION
Highway Division

By _____ Date _____, _____
Brian J. Catus, P.E.
Local Systems Engineer
District 3

EXHIBIT 1
General Agreement Provisions for use of Federal Highway Funds on Non-primary Projects

Unless otherwise specified in this agreement, the Recipient shall be responsible for the following:

1. General Requirements.

a. The Recipient shall take the necessary actions to comply with applicable State and Federal laws and regulations. To assist the Recipient, the Department has provided guidance in the Federal-aid Project Development Guide (Guide) and the Instructional Memorandums to Local Public Agencies (I.M.s) that are referenced by the Guide. Both are available on-line at: http://www.iowadot.gov/local_systems/publications/im/lpa_ims.htm. The Recipient shall follow the applicable procedures and guidelines contained in the Guide and I.M.s in effect at the time project activities are conducted.

b. In accordance with Title VI of the Civil Rights Act of 1964 and associated subsequent nondiscrimination laws, regulations, and executive orders, the Recipient shall not discriminate against any person on the basis of race, color, national origin, sex, age, or disability. In accordance with Iowa Code Chapter 216, the Recipient shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability. The Recipient agrees to comply with the requirements outlined in I.M. 1.070, Title VI and Nondiscrimination Requirements which includes the requirement to provide a copy of the Recipient's Title VI Plan or Agreement and Standard DOT Title VI Assurances to the Department.

c. The Recipient shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the associated Code of Federal Regulations (CFR) that implement these laws, and the guidance provided in I.M. 1.080, ADA Requirements. When pedestrian facilities are constructed, reconstructed, or altered, the Recipient shall make such facilities compliant with the ADA and Section 504.

d. To the extent allowable by law, the Recipient agrees to indemnify, defend, and hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and approval process, plan and construction reviews, and funding participation.

e. As required by 49 CFR 18.26, the Recipient is responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S. C. 7501-7507) and Subpart F of 2 CFR 200. Subpart F of 2 CFR 200stipulates that non-Federal entities expending $750,000 or more in Federal awards in a year shall have a single or program-specific audit conducted for that year in accordance with the provision of that part. Auditee responsibilities are addressed in Subpart F of 2 CFR 200. The Federal funds provided by this agreement shall be reported on the appropriate Schedule of Expenditures of Federal Awards (SEFA) using the Catalog of Federal Domestic Assistance (CFDA) number and title as shown on the first page of this agreement. If the Recipient will pay initial project costs and request reimbursement from the Department, the Recipient shall report this project on its SEFA. If the Department will pay initial project costs and then credit those accounts from which initial costs were paid, the Department will report this project on its SEFA. In this case, the Recipient shall not report this project on its SEFA.

f. The Recipient shall supply the Department with all information required by the Federal Funding Accountability and Transparency Act of 2006 and 2 CFR Part 170.

g. The Recipient shall comply with the following Disadvantaged Business Enterprise (DBE) requirements:

i. The Recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any Department-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Department-assisted contracts.

ii. The Recipient shall comply with the requirements of I.M. 3.710, DBE Guidelines.

iii. The Department's DBE program, as required by 49 CFR Part 26 and as approved by the Federal Highway Administration (FHWA), is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

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a. The Recipient shall acquire the project right-of-way, whether by lease, easement, or fee title, and shall provide relocation assistance benefits and payments in accordance with the procedures set forth in I.M. 3.605, Right-of-Way Acquisition, and the Department's Office of Right of Way Local Public Agency Manual. The Recipient shall contact the Department for assistance, as necessary, to ensure compliance with the required procedures, even if no Federal funds are used for right-of-way activities. The Recipient shall obtain environmental concurrence before acquiring any needed right-of-way. With prior approval, hardship and protective buying is possible. If the Recipient requests Federal funding for right-of-way acquisition, the Recipient shall also obtain FHWA authorization before purchasing any needed right-of-way.

b. If the project right-of-way is Federally funded and if the actual construction is not undertaken by the close of the twentieth fiscal year following the fiscal year in which the Federal funds were authorized, the Recipient shall repay the amount of Federal funds reimbursed for right-of-way costs to the Department.

c. If a railroad crossing or railroad tracks are within or adjacent to the project limits, the Recipient shall obtain agreements, easements, or permits as needed from the railroad. The Recipient shall follow the procedures in I.M. 3.670, Work on Railroad Right-of-Way, and I.M. 3.680, Federal-aid Projects Involving Railroads.

d. The Recipient shall comply with the Policy for Accommodating Utilities on City and County Federal-aid Highway Right of Way for projects on non-primary Federal-aid highways. For projects connecting to or involving some work inside the right-of-way for a primary highway, the Recipient shall follow the Iowa DOT Policy for Accommodating Utilities on Primary Road System. Certain utility relocation, alteration, adjustment, or removal costs to the Recipient for the project may be eligible for Federal funding reimbursement. The Recipient should also use the procedures outlined in I.M. 3.640, Utility Accommodation and Coordination, as

a guide to coordinating with utilities.

e. If the Recipient desires Federal reimbursement for utility costs, it shall submit a request for FHWA authorization prior to beginning any utility relocation work, in accordance with the procedures outlined in I.M. 3.650, Federal-aid Participation in Utility Relocations.

7. Contract Procurement.

The following provisions apply only to projects involving physical construction or improvements to transportation facilities:

a. The project plans, specifications, and cost estimate (PS&E) shall be prepared and certified by a professional engineer or architect, as applicable, licensed in the State of Iowa.

b. For projects let through the Department, the Recipient shall be responsible for the following:

   i. Prepare and submit the PS&E and other contract documents to the Department for review and approval in accordance with I.M. 3.505, Check and Final Plans and I.M. 3.510, Check and Final Bridge or Culvert Plans, as applicable.

   ii. The contract documents shall use the Department's Standard Specifications for Highway and Bridge Construction. Prior to their use in the PS&E, specifications developed by the Recipient for individual construction items shall be approved by the Department.

   iii. Follow the procedures in I.M. 3.730, Iowa DOT Letting Process, to analyze the bids received, make a decision to either award a contract to the lowest responsive bidder or reject all bids, and if a contract is awarded, execute the contract documents and return to the Department.

c. For projects that are let locally by the Recipient, the Recipient shall follow the procedures in I.M. 3.720, Local Letting Process, Federal-aid.

d. The Recipient shall forward a completed Project Development Certification (Form 730002) to the Department in accordance with I.M. 3.750, Project Development Certification Instructions. The project shall not receive FHWA Authorization for construction or be advertised for bids until after the Department has reviewed and approved the Project Development Certification.

e. If the Recipient is a city, the Recipient shall comply with the public hearing requirements of the Iowa Code Section 26.12.

f. The Recipient shall not provide the contractor with notice to proceed until after receiving written notice the Department has concurred in the contract award.

8. Construction.

a. A full-time employee of the Recipient shall serve as the person in responsible charge of the construction project. For cities that do not have any full time employees, the mayor or city clerk will serve as the person in responsible charge, with assistance from the Department.

b. Traffic control devices, signing, or pavement markings installed within the limits of this project shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" per 761 Iowa Administrative Code Chapter 130. The safety of the general public shall be assured through the use of proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as necessary.

c. For projects let through the Department, the project shall be constructed under the Department's Standard Specifications for Highway and Bridge Construction and the Recipient shall comply with the procedures and responsibilities for materials testing according to the Department's Materials I.M.s. Available on-line at: http://www.iowadot.gov/erl/current/IM/navigation/nav.htm.

d. For projects let locally, the Recipient shall provide materials testing and certifications as required by the approved specifications.

e. If the Department provides any materials testing services to the Recipient, the Department will bill the Recipient for such testing services according to its normal policy as per Materials I.M. 103, Inspection Services Provided to Counties, Cities, and Other State Agencies.

f. The Recipient shall follow the procedures in I.M. 3.805, Construction Inspection, and the Department's Construction Manual, as applicable, for conducting construction inspection activities.

9. Reimbursements.

a. After costs have been incurred, the Recipient shall submit to the Department periodic itemized claims for reimbursement for eligible project costs. Requests for reimbursement shall be made at least annually but not more than bi-weekly.

b. To ensure proper accounting of costs, reimbursement requests for costs incurred prior to June 30 shall be submitted to the Department by August 1 if possible, but no later than August 15.

c. Reimbursement claims shall include a certification that all eligible project costs, for which reimbursement is requested, have been reviewed by an official or governing board of the Recipient, are reasonable and proper, have been paid in full, and were completed in substantial compliance with the terms of this agreement.

d. The Department will reimburse the Recipient for properly documented and certified claims for eligible project costs. The Department may withhold up to 5% of the Federal share of construction costs or 5% of the total Federal funds available for the project, whichever is less. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final audit or review, the Department determines the Recipient has been overpaid, the Recipient shall reimburse the overpaid amount to the Department. After the final audit or review is complete and after the Recipient has provided all required paperwork, the Department will release the Federal funds withheld.

e. The total funds collected by the Recipient for this project shall not exceed the total project costs. The total funds collected shall include any Federal or State funds received, any special assessments made by the Recipient (exclusive of any associated interest or penalties) pursuant to Iowa Code Chapter 384 (cities) or Chapter 311 (counties), proceeds from the sale of excess right-of-way, and any other revenues generated by the project. The total project costs shall include all costs that can be directly attributed to the project. In the event that the total funds collected by the Recipient does exceed the total project costs, the Recipient shall either:

1) in the case of special assessments, refund to the assessed property owners the excess special assessments collected (including interest and penalties associated with the amount of the excess), or

2) refund to the Department all funds collected in excess of the total project costs (including interest and penalties associated with the amount of the excess) within 60 days of the receipt of any excess funds. In return, the Department will either credit reimbursement billings to the FHWA or credit the appropriate State fund account in the amount of refunds received from the Recipient.

10. Project Close-out.

a. Within 30 days of completion of construction and/or other activities authorized by this agreement, the Recipient shall provide the completed pre-audit checklist to the Department and request a final audit, in accordance with the procedures in I.M. 3.910, Final Review, Audit, and Close-out Procedures for Federal-aid Projects.

b. For construction projects, the Recipient shall provide a certification by a professional engineer or architect, as applicable, licensed in the State of Iowa, indicating the construction was completed in substantial compliance with the project plans and specifications.

c. Final reimbursement of Federal funds shall be made only after the Department accepts the project as complete.

d. The Recipient shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The Recipient shall also make these materials available at all reasonable times for inspection by the Department, FHWA, or any authorized representatives of the Federal Government. Copies of these materials shall be furnished by the Recipient if requested. Such documents shall be retained for at least 3 years from the date of FHWA approval of the final closure document. Upon receipt of FHWA approval of the final closure document, the Department will notify the Recipient of the record retention date.

e. The Recipient shall maintain, or cause to be maintained, the completed improvement in a manner acceptable to the Department and the FHWA.

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

Date: March 12, 2015

Weekly Agenda Date: March 17, 2015

DEPARTMENT HEAD / CITIZEN: Mark J. Nahra P.E. Secondary Roads Dept Head

SUBJECT: Application For Permit To Work Within Woodbury County Right of Way

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☐
Give Direction ☐	Other: Informational ☐	Attachments ☒

Consideration for Approval of Permit X

WORDING FOR AGENDA ITEM: Consideration for Permit & Agreement to Work Within Woodbury County Right of Way. Richard Patterson 14940 130th Street Sloan, Iowa. Cleaning of the ditch on the west side of Charles Ave. Sections 12 & 13 in Lakeport Township, for approximately 1.25 miles

EXECUTIVE SUMMARY: The work in the right of way will be monitored by Secondary Roads. The ditch cleaning is maintenance to allow better flow through the area. The ditch grades will be checked by Secondary Roads to ensure that ditch cuts do not cause damage to the roadway foreslope.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION: Recommend approval of permit.

ACTION REQUIRED: Motion to approve application for permit to work within Woodbury County Right of Way.

Woodbury County Secondary Roads Department

759 E. Frontage Road • Moville, Iowa 51039
Telephone (712) 279-6484 • (712) 873-3215 • Fax (712) 873-3235

RECEIVED
MAR 09 2015
COUNTY ENGINEER
WOODBURY COUNTY IOWA
BY_____

COUNTY ENGINEER
Mark J. Nahra, P.E.
mnahra@sioux-city.org

ASSISTANT TO THE COUNTY ENGINEER
Benjamin T. Kusler, E.I.T.
bkusler@sioux-city.org

SECRETARY
Tish Brice
tbrice@sioux-city.org

WOODBURY COUNTY SECONDARY ROAD DEPARTMENT
PERMIT & AGREEMENT TO PERFORM WORK WITHIN WOODBURY COUNTY RIGHT OF WAY

Name of Permittee: Richard Patterson Phone No.: (712) 203-7300

Mailing Address: 14440 130th St. Sloan, Ia 51055

Township: Lakeport Section: 12 & 13

Woodbury County, State of Iowa, and _____(hereinafter referred to as property owner, organization or authorized representative) do hereby enter into the following permit and agreement:

1. Woodbury County hereby consents to and grants permission to the property owner, organization or authorized representative, to conduct the following described construction or activities within the right-of-way:

Cleaning the ditch on west side of Charles Ave, north approximately 1 1/4 miles for drainage maintenance

2. In consideration of Woodbury County granting said permission and consent, the property owner, organization or authorized representative hereby promises and agrees to the following:

A. The applicant shall carry on the construction, repair and maintenance with serious regard to the safety of the traveling public and adjacent property owners.

B. The property owner, organization or authorized representative, at his/her own expense, shall provide all safety measures and warning devices necessary to protect the traveling public such as but not limited to, signs, lights, and barricades during the day and at night if the roadway will be obstructed. Traffic protection shall be in accordance with Part VI of the current Manual on Uniform Traffic Control Devices for Streets and Highways. The Department will loan the required signs to the applicant who shall be responsible for placing the signs and covering or removing when not in use, removal after the work has been completed, and return of the Department owned signs to the Department maintenance facility from which obtained. The applicant shall be responsible for correctly using signs as needed while work is in progress. Flagging operations are the responsibility of the applicant.

C. In placing any drainage structure, no natural drainage course will be altered or blocked.

D. The finished project shall be left in a satisfactory condition subject to the approval of the County Engineer. The traveled portion of the roadway shall not be damaged or disturbed. The property owner, organization or authorized representative assumes all liability and agrees to reimburse Woodbury County for any damage to the roadway or ditch caused by placement of this structure. Permittee is to call County Engineer for upon completion for final inspection.

E. The property owner, organization or authorized representative shall notify all appropriate telephone and utility companies in advance of any excavation and shall check for underground electric or telephone lines.

F. Woodbury County will not assume any of the cost of the construction of the said improvement or structure nor will Woodbury County assume any future costs for maintenance or replacement of said improvement or structure. If in the best interest of Woodbury County, the said improvement or structure may be removed by the County, or may be caused to be removed, without any obligation by Woodbury County to pay damages or cost of replacement.

G. Property owner, organization or authorized representative will reseed and mulch the disturbed areas. Property owner, organization or authorized representative will be responsible for seed, mulch, and labor unless otherwise provided in section L.

H. **The property owner, organization, or authorized representative hereby agrees to hold Woodbury County and the Woodbury County Secondary Road Department, its employees and agents harmless against any and all claims for damages and personal injury arising out of work performed or actions taken by the applicant related to the construction or maintenance of the facility. The applicant further agrees to reimburse the County or the Department for any expenditures that the County or Department may have to make on said highway rights of way on account of said applicant's construction or maintenance activity or other activities or lack thereof. The applicant shall also save Woodbury County and the Woodbury County Secondary Road Department harmless of any damage or losses that may be sustained by the traveling public on account of such construction, repair or maintenance operations, or other activities.**

I. **FAILURE TO CONFORM TO OR TO ACQUIRE A PERMIT IS A VIOLATION OF SECTION 318.8, 2009 CODE OF IOWA.** This permit is subject to any laws now in effect or any laws that may be hereafter enacted and all applicable rules and regulations of local, state and federal agencies. This permit is subject to all the rules and regulations of Woodbury County and the Woodbury County Secondary Road Department.

J. This permit is subject to revocation by the Department at any time and at no cost to the Department, when in the judgment of the Department it is necessary in the improvement or maintenance of the highway or for other reasonable cause.

K. All proposed work covered by this permit shall be at the applicant's expense. The applicant shall reimburse the Woodbury County Secondary Road Department for any materials removed from the highway right of way described as follows:

_____

_____

L. Woodbury County agrees to provide the following contribution toward completion of this project:

_____

_____

M. All work done by property owner, organization or authorized representative pursuant to this agreement shall be completed prior to the _____ day of _____, ~~2011~~. 2015

Entered into this _____ day of _____, ~~2011~~. 2015

_____
Signature of Property Owner or Authorized Representative

_____
Woodbury County Engineer

_____
Chair, Woodbury County Board of Supervisors

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

Date: March 12, 2015

Weekly Agenda Date: March 17, 2015

DEPARTMENT HEAD / CITIZEN: Mark J. Nahra P.E. Secondary Roads Dept Head

SUBJECT: **Consideration of application for use of Highway Right of Way for underground tile line.**

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☐
Give Direction ☐	Other: Informational ☐	Attachments ☒
Consideration X		

WORDING FOR AGENDA ITEM: Consideration of the application for use of Highway Right of Way for underground tile line. Larry Etler, Moville Iowa. Tile line will be located in Sections 22-27 of Arlington Township on 140th Street.

EXECUTIVE SUMMARY: Placement of the tile line will be by Lundell Construction, Cherokee Iowa.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION: Recommend approval of application.

ACTION REQUIRED: Motion to approve application for use of Highway Right of Way for underground tile line.

WOODBURY COUNTY IOWA

Application for use of Highway Right-of-Way for Underground tile line Facility

Permit No._____

Woodbury County Board of Supervisors
Court House
Sioux City, Iowa

Re: Permit request for use of County Highway right-of-way for underground tile line facility.

Applicant Larry Etler / Landell Const. Co. Inc. Box 538 Cherokee Iowa
(Name of Individual or Company)

Address: Mouville IA

Applicant hereby requests use of county highway right-of-way to install, operate, and maintain a buried tile line facility. The facility consists of a 6" open cut Tile crossing across 140th, just east of Hancock Ave. Between Sections 22 + 27 Arlington Township

The above named applicant is hereby granted permission and authority to lay, construct, operate and maintain the above described facility in County road right-of-way at said location and as set forth in Exhibit "A" attached hereto and made a part of this permit as fully as if set out in length herein.

AGREEMENT: The applicant agrees that the following stipulations shall govern under this permit.

1. The applicant will at any time subsequent to placing said facility agree to relay, replace, reconstruct or relocate said facility and appurtenances thereto as may become necessary to conform to new grades, alignment or widening of right-of-way resulting from maintenance or construction operations by the Board of Supervisors irrespective of whether or not additional right-of-way is acquired in connection with such highway improvement. The applicant agrees to do this promptly on order by the Board of Supervisors. If the applicant is unable to comply promptly, the Board of Supervisors may cause the work to be done.

2. The Board of Supervisors will endeavor to give the applicant sufficient notice of any proposed construction or maintenance work on either existing or newly acquired right-of-way that is likely to expose, coverup, or disturb any part of the facility belonging to the applicant in order that the applicant may arrange to protect the facility. The Board of Supervisors will inform contractors and others working on the right-of-way of the location of the facility so that reasonable care may be taken to avoid damaging the facility. The County and the Board of Supervisors assume no responsibility, however, for failure to give such notice.

3. The County and the Board of Supervisors assume no responsibility for damages to the applicant's property occasioned by any construction or maintenance operations on said highways, including new or additional right-of-way acquired in connection therewith, subsequent to the building of the applicants facility.

Over

Application for use of highway right-of-way for
underground tile line facility continued

4. The applicant shall take all reasonable precaution during the construction of said facility to protect and safeguard the lives and property of the traveling public and adjacent property owners and shall indemnify and hold the County and the Board of Supervisors harmless of any damage or losses that may be sustained by the traveling public or adjacent property owners on account of such construction operations.

5. Operations in the construction and maintenance of said facility shall be carried on in such a way as not to interfere with, or interrupt traffic on said highway.

6. The applicant shall hold the County and the Board of Supervisors harmless from any damage that may result to said highway because of the construction, maintenance or operation of said facility and shall reimburse the County or the Board of Supervisors for any expenditures that the County or the Board of Supervisors may have to make on said highway on account of applicant's facility having been constructed thereon, including bridge and culvert repairs.

7. If approved by the County Engineer, an open trench may be dug and the facility placed therein, and the trench backfilled over the facility. All backfill of tunnels and trenches shall be thoroughly compacted in layers of 6" or less in depth. Backfilling of trenches within the right-of-way but not under the traveled roadway shall be tamped sufficiently to avoid settlement. The Applicant agrees to give the County forty-eight hours notice of its intention to start work on the highway right-of-way. Said notice shall be made in writing to the County Engineer.

All work shall be done in a workmanlike manner; the surrounding ground, slopes and ditch bottoms shall be reshaped to conform to the area and left in a neat condition satisfactory to the County Engineer and all areas where sod has been destroyed or damaged shall be reseeded.

Applicant agrees to assume responsibility for all damages that may arise, and to this end, indemnify and hold the County and all authorized representatives thereof harmless from any and all claims, damages, loss and expense including judgements, costs and including attorneys' fees, for personal injuries (including death) or property damage arising or resulting from the activities of the Applicant in connection herewith, now and at all times in the future.

Engagement in the operations as herein applied for by the applicant shall be considered and constitute and acceptance of all the terms and conditions herein set forth.

Sincerely,

APPROVAL OF
WOODBURY COUNTY BOARD OF SUPERVISORS

BY _____
Chairman

Date _____

APPLICANT

Lundell Const. Co. Inc
(Name of Individual of Company)

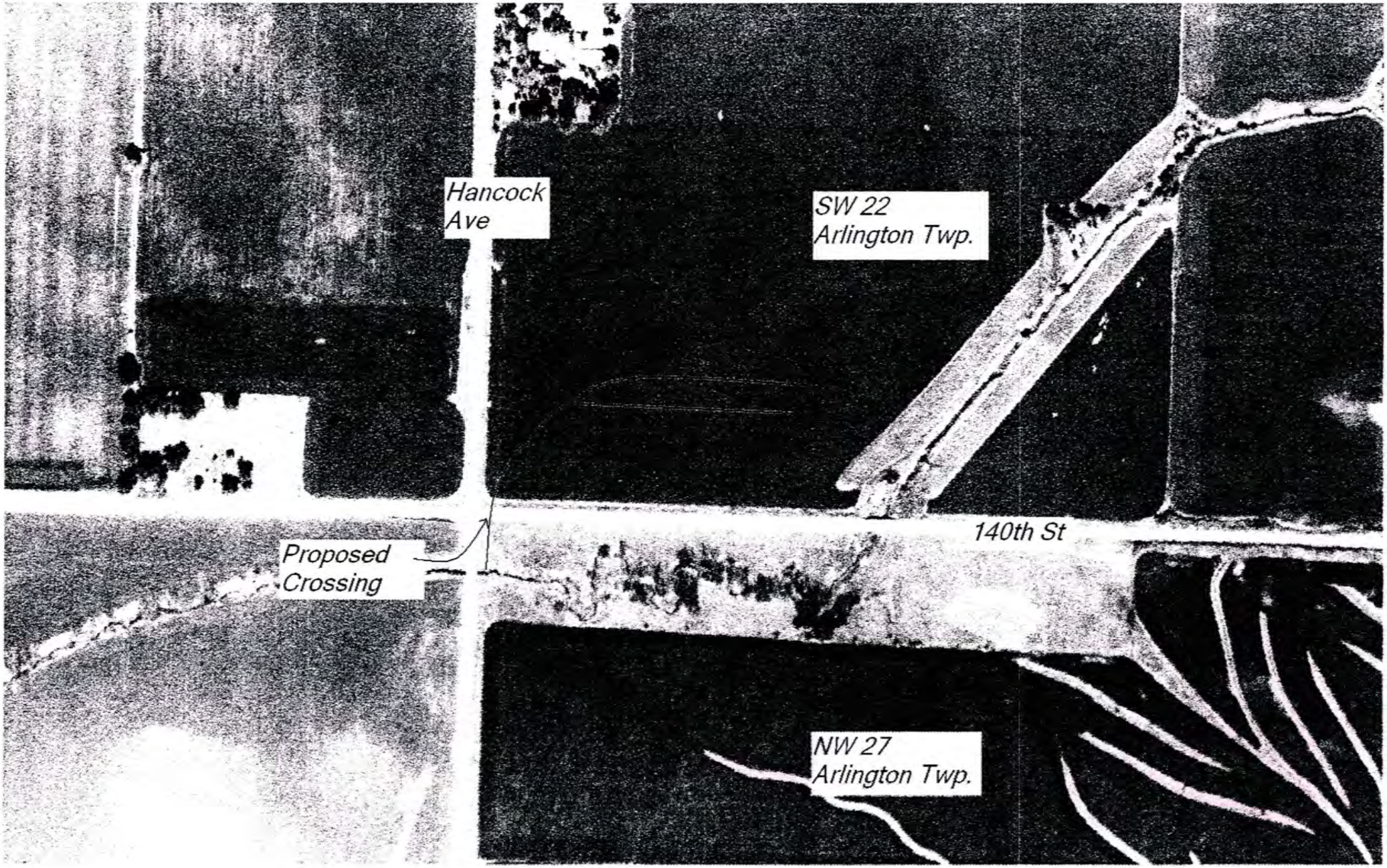
BY Steve Rupp
(signature) (Title)

Box 538 Cherokee IA
(Address)

Date March 4, 2015

Note: Applicant is to complete the original and two copies and mail to the County Engineer for his distribution as follows:

1 - Applicant
1 - County Engineer
1 - County Auditor


Hancock
Ave
SW 22
Arlington Twp.
140th St
Proposed
Crossing
NW 27
Arlington Twp.

Please find attached an application for a road crossing. We desire to do this early in the first part of April. Please contact me at 712-261-4612 if you have any questions.

Thank You,

Steve Rupp
Lundell Construction Company, Inc.
Box 538
Cherokee, Iowa 51012

RECEIVED
MAR 0 7 2015
COUNTY ENGINEER
WOODBURY COUNTY IOWA
BY_____

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

Date: March 12, 2015

Weekly Agenda Date: March 17, 2015

DEPARTMENT HEAD / CITIZEN: Mark J. Nahra P.E. Secondary Roads Dept Head

SUBJECT: Consideration of Approval for Material Costs for Project STP-S-CO97(117)—5E-97

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☐
Give Direction ☐	Other: Informational ☐	Attachments ☒

Consideration for Approval X

WORDING FOR AGENDA ITEM: Consideration for approval to transfer funds from the Farm to Market fund to the Iowa Dept. of Transportation. The transfer of funds to cover expenses for material testing for project STP-S-CO97(117)—5E-97.

EXECUTIVE SUMMARY: The transfer of funds from the Farm to Market fund is for material assurance tests required by specification to ensure Woodbury County's material tests are with in tolerance of an independent test. Material testing was done for the Portland Concrete Paving Project STP-S-CO97(117)—5E-97 located on D54 from Danbury East 5 miles.

BACKGROUND: Required by Federal Highway and the Iowa Dept. of Transportation.

FINANCIAL IMPACT: Transfer from the Farm to Market Fund

RECOMMENDATION: Recommend approval.

ACTION REQUIRED: Motion to approve the transfer of funds.

RECEIVED

MAR 07 2015

COUNTY AUDITOR
WOODBURY COUNTY IOWA
BY_____

To: Woodbury County Engineer

Subject: Materials Inspection Costs

Your signature authorizes a transfer of funds from your Farm to Market account to the Iowa Department of Transportation's account. **PLEASE DO NOT ISSUE PAYMENT**

Return to Sarah Doser-Sansgaard, Office of Finance, Iowa Department of Transportation, 800 Lincoln Way, Ames, IA 50010.

We certify that the costs referenced in this billing have been reviewed and are allowable costs. We request the Iowa Department of Transportation process payment from the applicable Farm to Market account.

APPROVAL AUTHORITY DATE

Mark J. Mahan 3/10/2015

COUNTY ENGINEER

CHAIRMAN, BOARD OF SUPERVISORS

MATLS. 491
JULY 2012

IOWA DEPARTMENT OF TRANSPORTATION
Office of Materials
TABULATION OF ASSURANCE & VERIFICATION TESTING COSTS

CONTRACTOR: CEDAR VALLEY CORP., LLC
WORK TYPE: P.C.C.P.
DATE: JANUARY 26, 2015

COUNTY: WOODBURY
PROJECT: STP-S-C097(117)--5E-97
CONTRACT: 30419

Any questions, please call Becky Hanson at 515-239-1087

# TESTS	TYPE OF TEST	RATE	AMOUNT
2	SIEVE ANALYSIS	141.79	283.58
1	FREEZE AND THAW	83.39	83.39
1	ABRASION	50.40	50.40
1	COARSE AGGR. SP. GR. & ABSORB.	27.47	27.47
1	PORTLAND CEMENT TEST OR SLAG TEST	240.05	240.05
1	MIXING WATER TEST	81.09	81.09
1	ADMIXTURE/WATER REDUCER	79.25	79.25
1	FLYASH PHYS TEST	125.43	125.43
	FLYASH CHEM. & PHYS TEST	236.14	0.00
	AIR ENTRAINING AGENT	82.60	0.00
	ALUMINUM OXIDE	62.66	0.00
1	REINFORCING STEEL	215.96	215.96
	HI STRENGTH FASTENERS	44.77	0.00
	PROTECTIVE COATING	13.00	0.00
1	PCC PLANT CALIBRATION INSPECTION	344.27	344.27
	FLOWABLE MORTAR	169.68	0.00
1	CAL. PROFIL. SMOOTHNESS (per 2 lane mile)	477.44	477.44
	MISCELLANEOUS STRUCTURAL STEEL	114.78	0.00
	FENCE MATERIALS	167.05	0.00
	DRAINTILE	177.41	0.00
	STANDARD LIGHT POLES	38.52	0.00
	NUCLEAR DENSITY TEST	586.77	0.00
	ELECTRICAL CABLE	212.06	0.00
	CONDUIT	49.86	0.00
	MISCELLANEOUS METALS	70.42	0.00
	MATERIALS LAB QUALITY HMA MIX	264.43	0.00
	PRECAST BOX CULVERT	88.45	0.00

COST CENTER	OBJECT	FUNCTION		
6310	901 902 X	010	**TOTAL**	**$ 2,008.33**

OFFICE OF
Woodbury County Planning & Zoning Administrator
SIXTH FLOOR • SEVENTH AND DOUGLAS STREETS – SIOUX CITY, IA 51101
John Pylelo - Planning & Zoning Administrator • jpylelo@sioux-city.org
Peggy Napier - Clerk II • pnapier@sioux-city.org
Telephone (712) 279-6557
Fax (712) 279-6530

#13

To: **Board of Supervisors**

From: **John Pylelo – Planning and Zoning**

Re: **Board of Supervisors Meeting of Tuesday March 17, 2015**

Date: **March 11, 2015**

Planning and Zoning - John Pylelo, Director

Public Hearing and First Reading for a Zoning Ordinance Mapping Amendment Re: A 7.57 acre portion of GIS parcel #884633200008 owned by James L. and Monica M. Young near the intersection of 210th St. and Eastland Ave.

Property owners James L. and Monica M. Young have filed a rezoning application for the rezoning of a 7.57 gross acre portion of the 32.77 gross acre parcel they own. The re-zoning petition requests a change from the current AP (Agricultural Preservation) to a GC (General Commercial) zoning district designation.

The applicants have a purchase agreement in place with Henning Properties, LLC (Eric Henning, President) conditioned upon the successful re-zoning of the 7.57 gross acres requested. Mr. Henning previously appeared before your Board to explain his intentions and his desire to expand his business operations known as College Products.

The location is approximately 2,800 feet southeast of Bronson near the southeast corner of the intersection of paved 210th St. and graveled Eastland Ave. The parcel abuts the south side of 210th St. and located within the NENE quarter of Section 33 in Floyd Township.

Find attached for you review:

- Location Mapping
- Plat of Survey dated January 29, 2015
- Proposed Post Expansion Site Plan
- A Parcel and Corn Suitability Rating Report

ZONING COMMISSION RECOMMENDATION:

On February 17, 2015 you referred this matter to the Zoning Commission for public hearing and recommendation. On February 23, 2015 the public hearing was held with the Commission voting to recommend your Board approve the requested General Commercial zoning district designation.

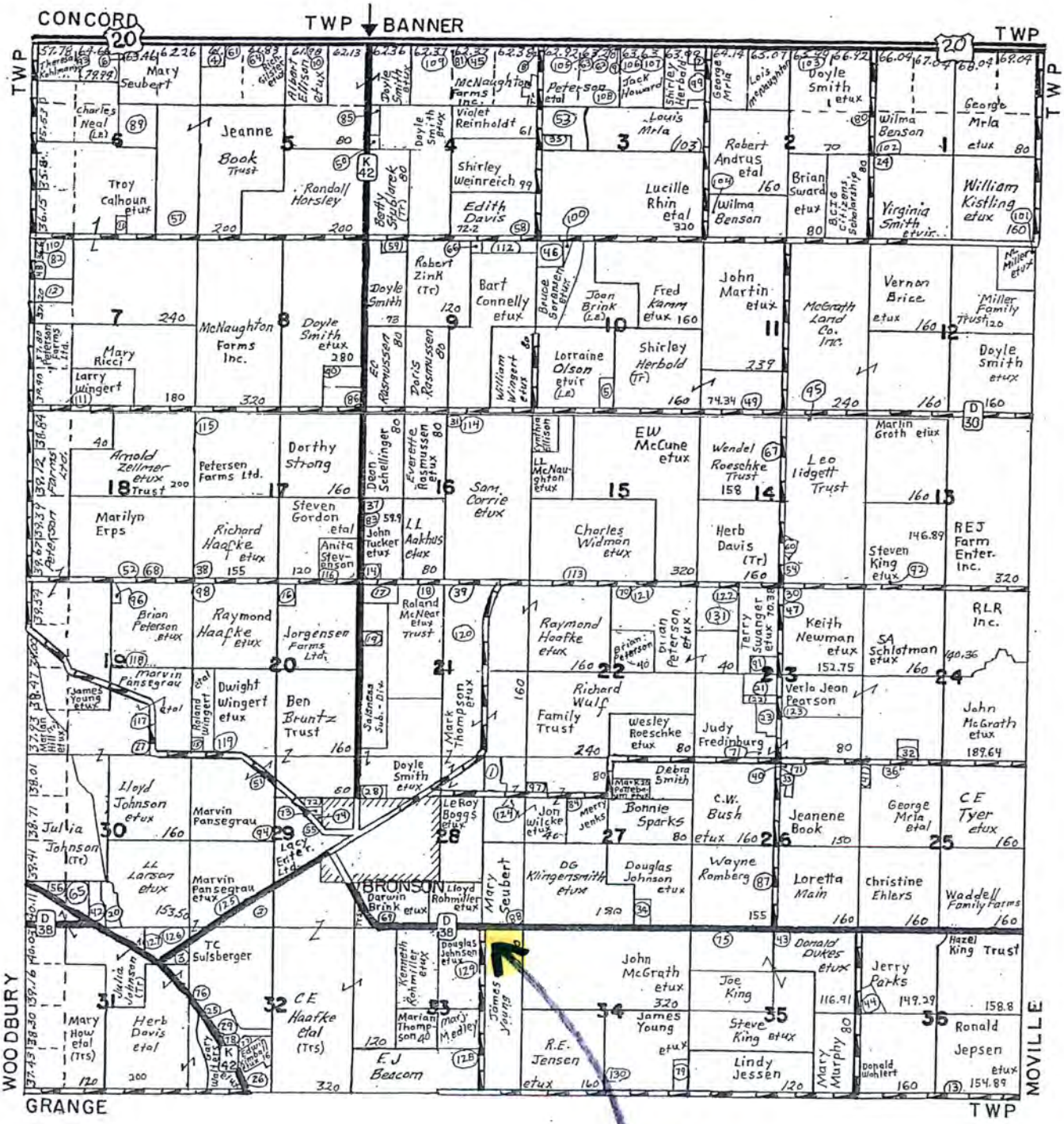
STAFF RECOMMENDATION:

The Office of Planning and Zoning supports the Zoning Commission's recommendation of rezoning approval changing the zoning to GC (General Commercial).

Your Board is asked to hold a public hearing then vote for approval of the first reading of the zoning ordinance mapping amendment.

FLOYD

T88N - R46W OF 5TH P M



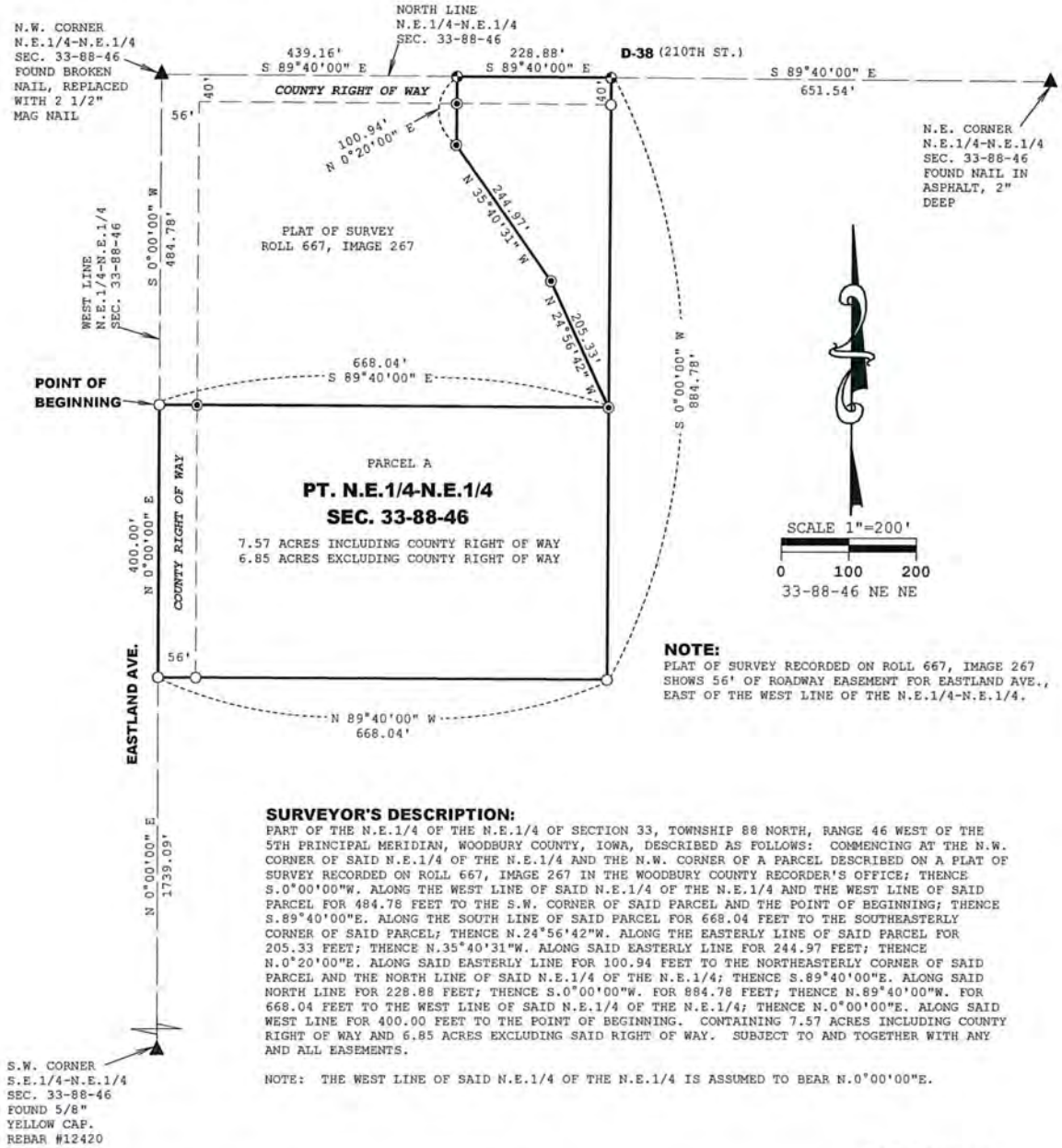
AL FAGAN LAND SURVEYING P.C.-P.O. BOX 858-MERRILL, IOWA 51038-PH. (712) 938-2228

PLAT OF SURVEY

PLAT OF SURVEY SHOWING PART OF THE N.E.1/4 OF THE N.E.1/4 OF SECTION 33, T.88N., R.46W. OF THE 5TH P.M., WOODBURY COUNTY, IOWA.

REQUESTED BY: HENNINGS PROPERTIES, L.L.C.

OWNER: JAMES L. YOUNG



NOTE:
PLAT OF SURVEY RECORDED ON ROLL 667, IMAGE 267 SHOWS 56' OF ROADWAY EASEMENT FOR EASTLAND AVE., EAST OF THE WEST LINE OF THE N.E.1/4-N.E.1/4.

SURVEYOR'S DESCRIPTION:

PART OF THE N.E.1/4 OF THE N.E.1/4 OF SECTION 33, TOWNSHIP 88 NORTH, RANGE 46 WEST OF THE 5TH PRINCIPAL MERIDIAN, WOODBURY COUNTY, IOWA, DESCRIBED AS FOLLOWS: COMMENCING AT THE N.W. CORNER OF SAID N.E.1/4 OF THE N.E.1/4 AND THE N.W. CORNER OF A PARCEL DESCRIBED ON A PLAT OF SURVEY RECORDED ON ROLL 667, IMAGE 267 IN THE WOODBURY COUNTY RECORDER'S OFFICE; THENCE S.0°00'00"W. ALONG THE WEST LINE OF SAID N.E.1/4 OF THE N.E.1/4 AND THE WEST LINE OF SAID PARCEL FOR 484.78 FEET TO THE S.W. CORNER OF SAID PARCEL AND THE POINT OF BEGINNING; THENCE S.89°40'00"E. ALONG THE SOUTH LINE OF SAID PARCEL FOR 668.04 FEET TO THE SOUTHEASTERLY CORNER OF SAID PARCEL; THENCE N.24°56'42"W. ALONG THE EASTERLY LINE OF SAID PARCEL FOR 205.33 FEET; THENCE N.35°40'31"W. ALONG SAID EASTERLY LINE FOR 244.97 FEET; THENCE N.0°20'00"E. ALONG SAID EASTERLY LINE FOR 100.94 FEET TO THE NORTHEASTERLY CORNER OF SAID PARCEL AND THE NORTH LINE OF SAID N.E.1/4 OF THE N.E.1/4; THENCE S.89°40'00"E. ALONG SAID NORTH LINE FOR 228.88 FEET; THENCE S.0°00'00"W. FOR 884.78 FEET; THENCE N.89°40'00"W. FOR 668.04 FEET TO THE WEST LINE OF SAID N.E.1/4 OF THE N.E.1/4; THENCE N.0°00'00"E. ALONG SAID WEST LINE FOR 400.00 FEET TO THE POINT OF BEGINNING. CONTAINING 7.57 ACRES INCLUDING COUNTY RIGHT OF WAY AND 6.85 ACRES EXCLUDING SAID RIGHT OF WAY. SUBJECT TO AND TOGETHER WITH ANY AND ALL EASEMENTS.

NOTE: THE WEST LINE OF SAID N.E.1/4 OF THE N.E.1/4 IS ASSUMED TO BEAR N.0°00'00"E.

DATE OF SURVEY: JANUARY 29, 2015

I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

ALAN L. FAGAN DATE

LICENSE NUMBER 15082
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2015
PAGES OR SHEETS COVERED BY THIS SEAL: ONE

PROFESSIONAL LAND SURVEYOR
ALAN L. FAGAN
NO. 15082
IOWA

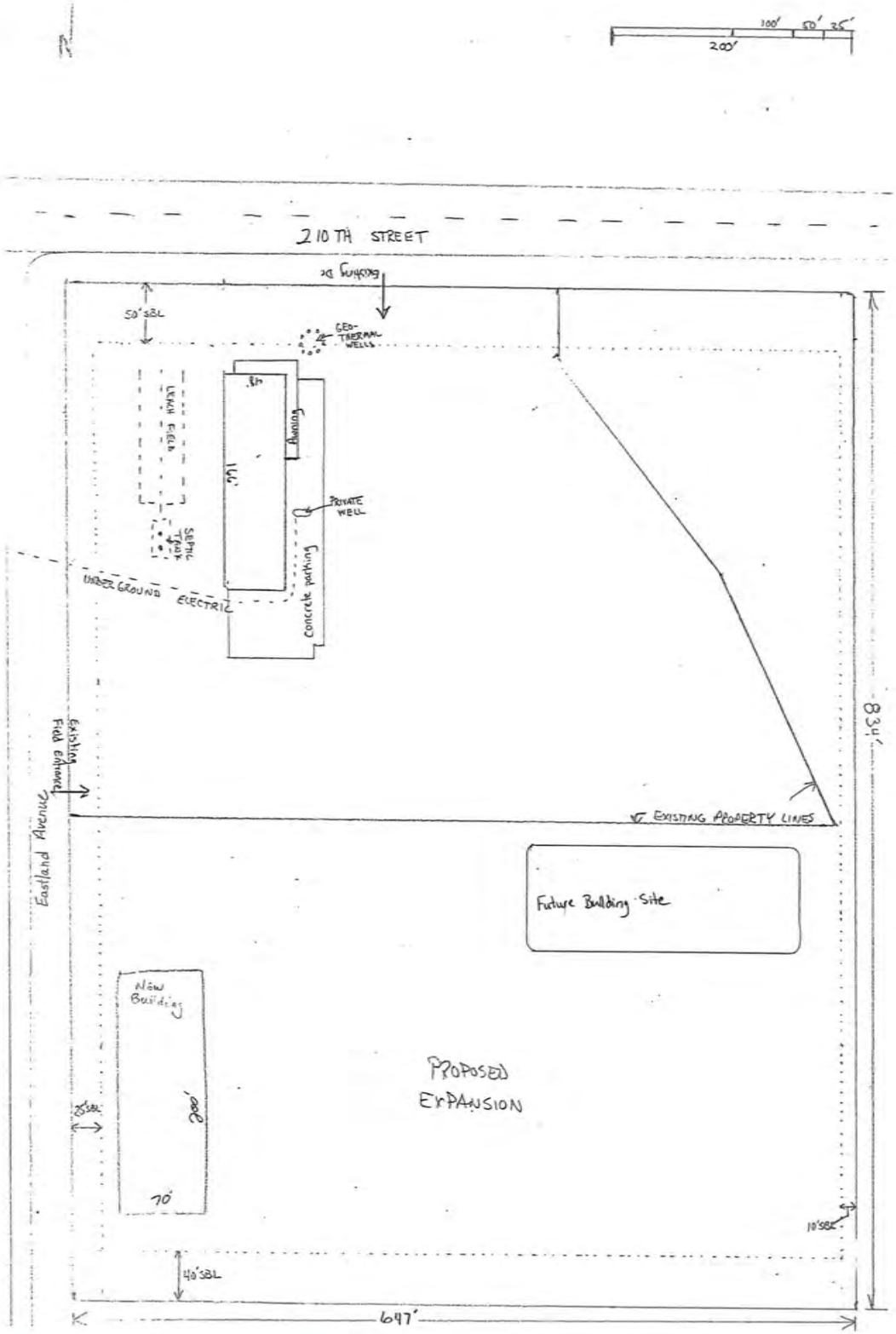
MONUMENTS

⊙= 1/2" YELLOW CAPPED REBAR #10570 FOUND

O= 1/2" YELLOW CAPPED REBAR #15082 SET

◐= 2 1/2" MAG NAIL SET IN ASPHALT

Eastland Ave
Imagery ©2015 Google, Map data ©2015 Google 100 ft


100'
50'
25'
200'
210TH STREET
50'SBL
GEO-THERMAL WELLS
LEACH FIELD
SEPTIC TANK
Awning
PRIVATE WELL
Concrete parking
UNDER GROUND ELECTRIC
Existing Field Entrance
Eastland Avenue
EXISTING PROPERTY LINES
834'
Future Building Site
New Building
200'
70'
25'SBL
PROPOSED EXPANSION
10'SBL
40'SBL
647'

Woodbury County, IA / Sioux City

beacon™

Date Created: 1/28/201

Summary

Parcel ID	884633200008
Alternate ID	819811
Property Address	Floyd
Sec/Twp/Rng	33-88-46
Brief Legal Description	FLOYD TOWNSHIP NE NE (EX TCT COMM N W COR THEC E 439.16 FT, S 100.94 FT, SEL Y 244.97 FT, SELY 20 5.33 FT, W 668.04 FT , & N 484.78 FT) 33 -88-46 (Note: Not to be used on legal documents)
Document(s)	WD: 729-3782 (5/3/2013)
Gross Acres	32.77
Net Acres	32.77
Exempt Acres	0.00
CSR	1700.04
Class	A - Agriculture
Tax District	026 FLOYD LAWTON BRONSON COMM
School District	LAWTON BRONSON

Owner

Primary Owner	**Secondary Owner**	**Mailing Address**
(Deed Holder) Young James L Young Monica M 4523 Grayhawk Ridge Dr Sioux City, IA 51106		

Land

Lot Area 32.77 Acres; 1,427,461SF

Valuation

		2014	2013	2012	2011	2010
+	Assessed Building Value	$0	$0	$0	$0	$0
+	Assessed Dwelling Value	$0	$0	$0	$0	$0
+	Assessed Land Value	$77,010	$75,380	$49,540	$49,540	$36,490
+	Exempt Value	N/A	N/A	N/A	N/A	N/A
=	Gross Assessed Value	$77,010	$75,380	$49,540	$49,540	$36,490
-	Exempt Value	N/A	N/A	N/A	N/A	N/A
=	Net Assessed Value	$77,010	$75,380	$49,540	$49,540	$36,490

Taxation

		2013	2012	2011	2010
+	Taxable Land Value	$32,715	$29,691	$28,506	$25,184
+	Taxable Building Value	$0	$0	$0	$0
+	Taxable Dwelling Value	$0	$0	$0	$0
=	Gross Taxable Value	$32,715	$29,691	$28,506	$25,184
-	Military Exemption	$0	$0	$0	$0
=	Net Taxable Value	$32,715	$29,691	$28,506	$25,184
x	Levy Rate (per $1000 of value)	28.51306	28.42449	27.71686	28.03410
=	Gross Taxes Due	$932.80	$843.95	$790.10	$706.01
-	Ag Land Credit	($29.38)	($38.27)	($29.33)	($20.81)
-	DSC Credit	$0.00	$0.00	$0.00	$0.00
-	Family Farm Credit	($20.88)	($27.20)	($20.71)	($19.50)
-	Homestead Credit	$0.00	$0.00	$0.00	$0.00
-	Business Property Credit	$0.00	$0.00	$0.00	$0.00

Woodbury County, IA / Sioux City

beacon™

Date Created: 1/28/201

Item C(2)(F)

Summary

Parcel ID	884633200008
Gross Acres	32.77
ROW Acres	0.00
Gross Taxable Acres	32.77
Exempt Acres	0.00
Net Taxable Acres	32.77 (Gross Taxable Acres - Exempt Land)
Average CSR	51.88 (1700.04 CSR Points / 32.77 Gross Taxable Acres)

Sub Parcel Summary

Description	Acres	CSR	Gross CSR Points	Assessed CSR Points
100% Value	32.77	51.88	1,700.04	1,700.04
Non-Crop	0.00	0.00	0.00	0.00
Total	32.77		1,700.04	1,700.04

Soil Summary

Description	SMS	Soil Name	CSR	Unadjusted Acres	Unadjusted CSR Points	Spot & Line Acres	Adjusted Acres	Non Crop CSRP Reduct	Adjusted CSR Points
100% Value	10B2	MONONA SILT LOAM, 2 TO 5 PERCENT SLOPES, MODERATELY ERODED	72.00	0.07	5.04	0.00	0.07	0.00	5.04
100% Value	10C2	MONONA SILT LOAM, 5 TO 9 PERCENT SLOPES, MODERATELY ERODED	57.00	8.12	462.84	0.00	8.12	0.00	462.84
100% Value	12B	NAPIER SILT LOAM, 2 TO 5 PERCENT SLOPES	72.00	8.57	617.04	0.00	8.57	0.00	617.04
100% Value	1D3	IDA SILT LOAM, 9 TO 14 PERCENT SLOPES, SEVERELY ERODED	37.00	15.36	568.32	0.00	15.36	0.00	568.32
100% Value	510B2	MONONA SILT LOAM, BENCH, 2 TO 5 PERCENT SLOPES, MODERATELY E	72.00	0.65	46.80	0.00	0.65	0.00	46.80
				32.77	1,700.04	0.00	32.77	0.00	1,700.04

IMPORTANT NOTICE

All data posted is certified as of July 1, 2013

The maps and data available for access at this website are provided "as is" without warranty or any representation of accuracy, timeliness, or completeness. There are no warranties, expressed or implied, as to the appropriate use of the maps and data or the fitness for a particular purpose.

The maps and associated data at this website do not represent a survey. No liability is assumed for the accuracy of the data delineated on any map, either expressed or implied.

Legal descriptions should be obtained from the County Auditor's office located at 620 Douglas, Sioux City, or by calling 712-279-6603. The legal descriptions shown on the property record card are merely abbreviated tax descriptions intended only to help identify the property.

Last Data Upload: 1/28/2015 7:05:34 AM

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#14

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQ

Date: 3/12/15

Weekly Agenda Date: 3/17/15

DEPARTMENT HEAD / CITIZEN: **Building Services – Mark Elgert**

SUBJECT: **Lawn Mower**

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☒
Give Direction ☒	Other: Informational ☐	Attachments ☐

WORDING FOR AGENDA ITEM: Discussion and Action to Purchase Lawn Mower

EXECUTIVE SUMMARY: Building Service Department will be taking over the maintenance of County owned property.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION: Building Services/Which mower for purchase

ACTION REQUIRED:

Approved by Board of Supervisors March 3, 2015.

#15

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQ

Date: March 13,2015

Weekly Agenda Date: March 17, 2015

DEPARTMENT HEAD / CITIZEN: Jeremy Taylor & Mark Monson, Supervisors

SUBJECT: Discussion on Creating a County Administrator

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☐
Give Direction ☐	Other: Informational ☒	Attachments ☒

WORDING FOR AGENDA ITEM:

Proposal for the Creation of a County Administrator (Taylor & Monson)

EXECUTIVE SUMMARY:

The Board will discuss creating a County Administrator position by advancing the Human Resources director to manage all county employees. The HR director currently works with all county employees from hiring to separation. There is a need to create consistency in all employment issues. This agenda item will return to the agenda for action in 3 to 4 weeks.

BACKGROUND:

We have policies and procedures that HR is working with to create uniform direction. There is a great need for training in all aspects of the County business

FINANCIAL IMPACT:

$28,000

RECOMMENDATION:

Allow the Panel to review and recommend to the Board

ACTION REQUIRED:

Give panel permission to move forward

Approved by Board of Supervisors March 3, 2015.

Reorganization of Effective Government
An Innovative Vision for the Future

Jeremy Taylor, Vice-Chair
Woodbury County Board of Supervisors

March 10, 2015

Current Statutory Functions

"The functions of the Board of Supervisors are varied and its authority embraces practically every aspect of County Government. Although these functions are primarily administrative in nature, the board exercises power characteristic of each of the three branches of government: executive, legislative, and judicial. For example, the Board fills vacancies in county offices by appointing successors, fixes rules relating to the use of county buildings and grounds, and determines the disposition of claims against the county."

http://www.woodburyiowa.com/board-of-supervisors/about

Current Statutory Functions (Continued)

"The board acts as a general business manager for the county government, plays a major role in matters of county taxation and finance, and is the governmental authority responsible for the construction and maintenance of the county road system. In some areas the duties of the board are nominal, while others are extensive."

The duties and will of the Board can be carried out to a <u>greater</u> degree and with more efficiency and fidelity. Nothing in the plan for a county administrator mitigates or cedes the power or authority of the Board in order to conduct its elected duties and functions.

General Description of a County Administrator

"A county administrator is a paid, non-elected government official that ***supervises the day-to-day operations of a county government****. The basic duty of a county administrator is to* ***oversee the departments that deliver services to the public****. They help develop budgets, attend government meetings, and may even be on call in emergency situations. A county manager needs at least a bachelor's degree in public administration, business administration or a related field, and many hold master's degrees."*

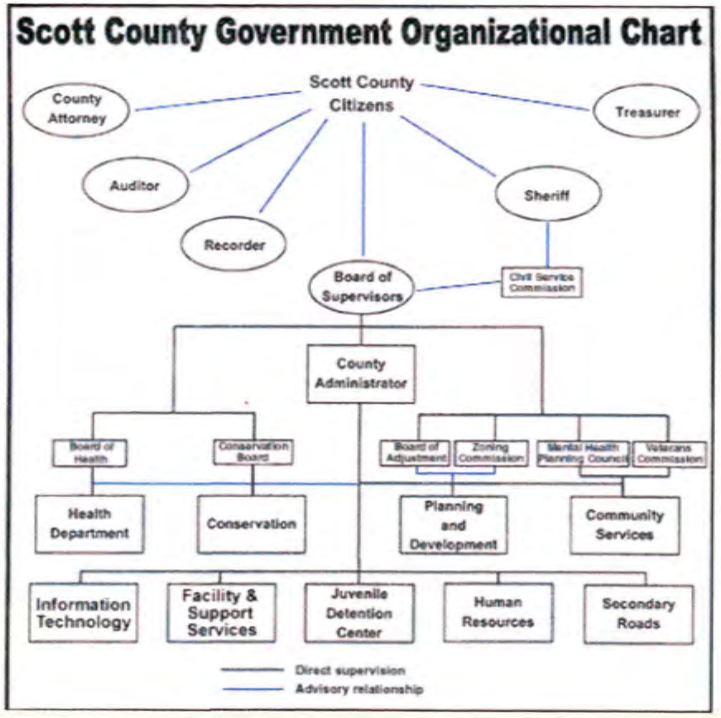
www.education-portal.com

General Description of a County Administrator

"The county administrator is the county's chief executive officer and ***reports to the county's elected governing board****. Department heads report to the county administrator. The county administrator briefs the board on pertinent issues and then makes sure the board's decisions are enacted. County administrators generally work in government administration buildings. They often travel within the county and to nearby jurisdictions. In addition, county administrators may occasionally attend conventions and other events out of town."*

A Balance Between Strong Manager Style and the Traditional Board

Scott County has a County Administrator as well as an Assistant County Administrator who is the same as the Human Resources Director. However, as the organizational chart to the right shows, the Board of Supervisors *directs* the County Administrator who in turn oversees departments to carry out the goals, vision, and policy of the Board. The Board would empower the relationship particularly in the functionality and leadership of Department Heads.



Scott County Administrator has the position
Assistant County Administrator & Director of HR

ROLE OF COUNTY ADMINISTRATOR

The County Administrator and the Administration Department staff coordinate and perform strategic planning for the overall mission of the County. The department was created in 1979 to bring a professional management to county government which is unique for counties in Iowa, but not for cities. Scott County has been a recognized member of the International City Management Association since 1983.

The Administration Department serves as the principal advisor to the Board and acts as a liaison between the Board and other county departments. The department also represents the Board of Supervisors in dealings with other governmental agencies. The County Administrator supervises the actions of all appointed department heads and ensures that whenever possible, departments work together to provide the best possible service to the residents of Scott County.

Assistant County Administrator
Mary J. Thee

Administrative Assistant
Renee Luze-Johnson - (563) 326-8702

Mary J. Thee
Assistant County Administrator/Human Resources Director
The HR Director assists the County Administrator in the overall development and administration of County policies and programs. Areas of expertise and supervision include recruitment, employment, EEO, wage and salary administration, labor relations, employee development, benefits and organizational development. Areas of responsibility also include interpreting and applying established County policies or statutory requirements. Acts as Chief Negotiator for the County in collective bargaining with five (5) bargaining units. The HR Director is the Scott County ADA Coordinator.

ISAC Interfacing

In speaking with Scott County's Budget Analyst, I learned that the County Administrator completes the following goals that I propose are worthy of helping Woodbury County government while having ultimate authority rest with the Board:

- ✓ Implements the goals of the Board and acts as "keeper" of Board policy
- ✓ Meets weekly with all department heads to understand / distill issues in briefing back to Board
- ✓ Works in coordination with Budget Analyst to develop and implement Board's budget guidelines
- ✓ Fosters intergovernmental relationships and interfaces with local Chamber, economic development entities (*Explain difference with proposal).*

Compensation and Greater Training

The Scott County Administrator makes approximately $175,000. I am proposing that the current **Human Resources Director, Ed Gilliland**, be given the title of **County Administrator & Human Resources Director** and that his compensation be $98,000 rather than the current $79,000 that he is currently making. The position will both need a level commensurate with the level of responsibility as well as the increased time and leadership efforts that the position will require. The level of compensation would be closer in line with a County Administrator Salary. The International City/County Management Association (ICMA) reports that the median salary earned among county managers was $117,000 in 2011 (www.ICMA.org).

Training

The ultimate goal is to be even more efficient, accountable, and better stewards of taxpayer dollars. To have effective leadership, the **County Administrator & HR Director** would be tasked with implementing the following training.

- Performance-Based Budgeting *(Administrator—Goals; Budget Analyst—Fiscal)*
- Long-Term Facility Planning as Directed by the Board
- Evaluation Training, Mentorship, e.g. True Speak
- Culture and Climate of Respect including Harassment Training
- Customer Service Training

Taxpayer Considerations

Woodbury County Supervisors have a unique opportunity to take a provision in Iowa Code to **lower** their own salaries by a commensurate amount of money in order to make this happen. Despite being in the top ten of county populations statewide, we can put ourselves around the bottom quarter and use the reduction in order to help make such reorganization happen. This will include a reduction of $5,000 for each Supervisor meaning that each Supervisor will make $27,185 while the Board Chair makes $30,319. That frees up the necessary $28,000 ($19,000 in salary) while allocating $9,000 in the budget for educational training, materials, and conferences.

Iowa Code 331.907

Compensation schedule—preparation and adoption

3. The board of supervisors may adopt a decrease in compensation paid to supervisors irrespective of the county compensation board's recommended compensation schedule or other approved changes in compensation paid to other elected county officers.

Supervisor Salary Information

Polk	$101,688
Linn	$75,760
Dubuque	$47,087
Scott	$41,000
Pottawattamie	$39,422
Sioux	$34,023
Woodbury	**$32,185**
Plymouth	$29,910
Proposed	**$27,185**

Proposal: Chair reduction from $38,319 to $30,319 (the Chair takes on additional responsibilities and duties). Supervisors lower from $32,185 to **$27,185** bringing us *below* the state average of $31,277 and putting us close to the bottom quarter of 99 counties while we are 6th in population. According to ISAC information, no supervisor salaries were reduced last year in the entire state. We can **lead** and free up dollars to increase service and efficiency to the residents we serve.

Proposed Motion

I move that the Board adopt a resolution to have a working committee of two members who in coordination with the Assistant County Attorney, citizen input, and the broad organizational goals in this presentation, bring back to the Board no later than April 7 the specific job description of the County Administrator / HR Director position, and that upon further implementation that Supervisor salaries be lowered in the amounts mentioned in this presentation so as to make this increase in effective good government budget neutral to Woodbury County taxpaying families.

County	Supervisor's Salary					Additional Chair Salary	Number of Supvrs	Years in Office
	FY 2014	Change	FY 2013	Change	FY 2012			
Adair	22,722	3.00%	22,060	2.00%	21,628	1,200	5	5,5,5,7,7
Adams	18,872	1.50%	18,593	2.00%	18,229		5	2,14,8,8,0
Allamakee	24,476	3.75%	23,591	2.50%	23,016	1,000	3	3,3,1
Appanoose	25,571	0.00%	25,571	1.80%	25,119	500	3	14,8,1
Audubon	25,870	4.01%	24,872	1.00%	24,627	500	3	8,2,0
Benton	37,857	0.00%	37,857	1.80%	37,188		3	10,1,1
Black Hawk	32,580	2.25%	31,863	0.73%	31,633		5	6,6,8,8,0
Boone	33,374	1.10%	33,010	0.22%	32,937		3	4,3,1
Bremer	34,490	3.00%	33,485	3.00%	32,510		3	2,8,1
Buchanan	33,000	1.54%	32,500	1.56%	32,000		3	30,25,3
Buena Vista	28,008	5.30%	26,599	5.00%	25,332	1,001	5	6,6,6,4,4
Butler	28,660	2.87%	27,860	3.72%	26,860		3	2,2,0
Calhoun	30,299	7.00%	28,317	1.00%	28,037	600	3	10,21,6
Carroll	27,792	1.70%	27,327	2.50%	26,660		5	5,13,7,11,3
Cass	26,988	3.00%	26,202	2.50%	25,563	1,000	5	2,22,8,1,4
Cedar	25,181	0.00%	25,181	3.00%	24,448		5	2,16,1,2,2
Cerro Gordo	47,509	2.25%	46,464	2.50%	45,331		3	24,12,12
Cherokee	21,500	0.00%	21,500	0.00%	21,500	1,000	5	6,20,0,0,0
Chickasaw	24,317	0.00%	24,317	2.00%	23,840		5	5,5,3,3,1
Clarke	25,149	2.03%	24,649	2.07%	24,149	510	3	1,1,1
Clay	25,725	2.90%	25,000	1.63%	24,600		5	18,20,6,4,6
Clayton	27,866	3.25%	26,989	0.00%	26,989	500	3	3,3,10
Clinton	38,709	3.21%	37,504	0.00%	37,504	1,200	3	4,22,2
Crawford	24,517	1.50%	24,155	2.11%	23,655	346	5	2,2,2,10,1
Dallas	47,365	1.00%	46,896	0.00%	46,896		3	8,10,2
Davis	31,149	1.70%	30,628	2.34%	29,927		3	3,8,3
Decatur	25,312	0.99%	25,065	1.50%	24,695		3	6,12,1
Delaware	31,080	3.00%	30,175	4.00%	29,014		3	4,4,14
Des Moines	35,465	0.00%	35,465	0.00%	35,465		3	3,8,1
Dickinson	31,721	3.00%	30,797	2.50%	30,046	1,000	5	19,11,3,11,11
Dubuque	47,087	2.00%	46,164	2.00%	45,258		3	10,2,8
Emmet	26,286	2.00%	25,770	2.00%	25,264		5	8,18,2,4,2
Fayette	30,765	0.00%	30,765	2.25%	30,088		3	2,2,8
Floyd	35,727	1.88%	35,069	1.39%	34,589		3	3,3,1
Franklin	32,950	2.49%	32,150	4.89%	30,650	750	3	8,10,10
Fremont	26,747	1.66%	26,310	2.00%	25,794		3	3,3,5
Greene	25,818	2.00%	25,312	3.00%	24,575		5	7,12,2,2,0
Grundy	22,846	2.80%	22,224	4.00%	21,369		5	9,13,11,11,9
Guthrie	24,150	0.00%	24,150	0.00%	24,150		5	2,2,24,2,2

Hamilton	35,556	3.50%	34,354	4.00%	33,032		3	8,12,9
Hancock	29,202	2.75%	28,420	0.00%	28,420		3	12,6,10
Hardin	33,961	1.00%	33,625	2.50%	32,805		3	2,2,1
Harrison	29,789	2.50%	29,062	2.00%	28,492		3	4,18,2
Henry	30,745	2.00%	30,142	3.00%	29,264		3	17,15,1
Howard	26,640	3.00%	25,864	1.50%	25,482		3	14,5,1
Humboldt	27,169	3.50%	26,251	3.00%	25,486		5	16,18,8,6,0
Ida	22,561	1.80%	22,161	2.07%	21,711		3	21,16,6
Iowa	27,981	2.50%	27,299	5.00%	25,999		5	14,4,2,2,2
Jackson	32,086	2.50%	31,305	3.00%	30,392	1,213	3	22,6,8
Jasper	41,200	0.00%	41,200	0.00%	41,200		3	4,2,2
Jefferson	32,473	2.50%	31,681	2.00%	31,060		3	5,13,1
Johnson	55,028	3.00%	53,425	2.25%	52,249		5	3,12,12,8,0
Jones	26,279	2.01%	25,761	2.00%	25,256		5	17,3,15,5,1
Keokuk	25,517	1.19%	25,216	3.83%	24,287	600	3	8,3,3
Kossuth	28,109	1.90%	27,585	2.16%	27,002		5	8,14,0,19,6
Lee	26,013	3.00%	25,255	0.00%	25,255	2,500	5	8,6,4,1,1
Linn	75,760	1.88%	74,363	2.25%	72,727		5	2,16,10,4,4
Louisa	25,372	0.00%	25,372	0.00%	25,372		3	4,4,3
Lucas	24,649	1.25%	24,345	3.50%	23,521		3	18,4,0
Lyon	25,234	3.50%	24,381	3.75%	23,500	1,035	5	10,8,6,0,2
Madison	28,736	2.25%	28,104	4.00%	27,023		3	2,2,0
Mahaska	30,860	1.71%	30,360	2.15%	29,720		3	14,0,0
Marion	34,391	1.78%	33,790	2.82%	32,862	1,200	3	5,3,1
Marshall	33,927	0.00%	33,927	0.00%	33,927		3	2,2,4
Mills	29,344	3.00%	28,489	3.00%	27,659		3	8,10,0
Mitchell	34,897	3.00%	33,881	5.28%	32,181	1,200	3	13,7,0
Monona	25,444	0.00%	25,444	0.95%	25,204	355	3	3,3,0
Monroe	28,908	4.59%	27,638	3.37%	26,738	822	3	22,24,4
Montgomery	20,405	3.00%	19,810	3.01%	19,231	500	5	4,6,8,2,4
Muscatine	25,219	2.80%	24,532	0.00%	24,532		5	3,7,9,1,3
Obrien	24,250	0.00%	24,250	3.19%	23,500		5	10,2,1,1,1
Osceola	20,507	0.00%	20,507	0.00%	20,507		5	4,4,1,1,1
Page	30,114	3.00%	29,236	3.00%	28,384	500	3	17,8,14
Palo Alto	25,229	2.00%	24,734	1.50%	24,368		5	12,6,6,6,0
Plymouth	29,910	2.00%	29,324	2.50%	28,610		5	8,6,2,4,7
Pocahontas	25,705	6.20%	24,205	3.00%	23,500	1,000	5	19,22,5,5,0
Polk	101,668	3.00%	98,707	2.01%	96,764		5	10,15,14,12,1
Pottawattamie	39,422	1.50%	38,839	1.50%	38,265		5	2,10,10,4,12
Poweshiek	30,606	0.00%	30,606	1.00%	30,303	500	3	2,0,1
Ringgold	26,132	3.50%	25,248	2.50%	24,632		3	8,0,0

Sac	27,663	0.00%	27,663	3.00%	26,857		3	12,10,0
Scott	40,100	1.78%	39,400	2.07%	38,600	3,000	5	12,2,2,16,8
Shelby	26,874	5.00%	25,594	5.00%	24,375	500	3	10,1,1
Sioux	34,023	3.00%	33,032	3.00%	32,070	2,000	5	13,9,7,7,5
Story	64,757	2.00%	63,488	2.00%	62,244	1,000	3	2,3,13
Tama	27,075	3.50%	26,159	0.00%	26,159		3	18,4,0
Taylor	21,482	0.00%	21,482	3.00%	20,856		3	3,23,1
Union	24,326	2.63%	23,704	3.00%	23,014		3	6,3,3
Van Buren	25,476	0.00%	25,476	2.50%	24,855	863	3	2,2,1
Wapello	34,194	2.25%	33,441	2.00%	32,786		3	5,14,16
Warren	35,761	2.00%	35,061	2.00%	34,374		3	4,2,2
Washington	34,464	0.00%	34,464	2.40%	33,656	1,200	5	4,4,0,0,0
Wayne	24,798	3.50%	23,959	0.00%	23,959		3	3,2,1
Webster	34,697	2.40%	33,884	1.00%	33,549	780	5	4,6,2,1,1
Winnebago	26,845	0.00%	26,845	0.00%	26,845	567	3	5,3,7
Winneshiek	28,099	0.00%	28,099	2.00%	27,548	714	5	10,1,1,1,1
Woodbury	32,185	2.00%	31,554	2.51%	30,781	6,134	5	30,28,8,4,2
Worth	28,613	2.80%	27,834	2.50%	27,155	500	3	5,11,7
Wright	32,480	2.00%	31,844	5.57%	30,162	500	3	20,2,1
State Total	3,096,430	-	3,034,086	-	2,971,400	40,290	375	-
State Average	31,277	2.05%	30,647	2.15%	30,014	1,060	-	-

WOODBURY COUNTY BLUE RIBBON ADVISORY PANEL

TO DEVELOP THE PARAMETERS OF A COUNTY ADMINISTRATOR

A BLUE RIBBON ADVISORY PANEL OF THREE CITIZENS WILL BE FORMED TO WORK WITH TWO COUNTY SUPERVISORS (UNG & TAYLOR) TO DEVELOP THE WORK SCORE, JOB DISCRIPTION AND GENERAL PARAMETERS OF A COUNTY ADMINISTRATOR POSITION.

THE PANEL WILL BE ASKED TO RETURN RECOMMENDATIONS TO THE FULL BOARD ON APRIL 14, 2015.

THE ASSISTANT COUNTY ATTORNEY WILL ATTEND THE MEETINGS TO ADVISE ON LEGAL MATTERS.

THE PANEL MAY CALL UPON ANY WOODBURY COUNTY EMPLOYEE TO PROVIDE INPUT.

RECOMMENDED PANEL MEMBERS:

RON PETERSON – SIOUX CITY JOURNAL
JIM JOHNSON – TAX RESEARCH CONFERENCE
PRESTON DEBOER – UNION REPRESENTATIVE FOR COUNTY EMPLOYEES

THESE INDIVIDUALS HAVE MORE KNOWLEDGE OVER A LONG PERIOD OF TIME OF OUR COUNTY GOVERNMENT THAN MOST CITIZENS OF THIS COUNTY. THEY HAVE BEEN CRITICAL AS WELL AS SUPPORTIVE OF THE COUNTY FOR MANY YEARS.

#16

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQ

Date: March 13,2015

Weekly Agenda Date: March 17, 2015

DEPARTMENT HEAD / CITIZEN: Jeremy Taylor & Mark Monson, Supervisors

SUBJECT: Proposal to reduce County Board Supervisor's salaries

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☐
Give Direction ☐	Other: Informational ☒	Attachments ☒

WORDING FOR AGENDA ITEM:

Proposal for the Reduction of Supervisor's salaries (Taylor & Monson) (See attachment for County Administrator)

EXECUTIVE SUMMARY:

To create a revenue neutral action by appointing a County Administrator aa ongoing revenue source must be in place. By reducing Supervisor's salaries (ongoing expense) and using those funds to fund the County Administrator (ongoing expense) it would be a revenue neutral shift. This agenda item will return to the agenda for action in 3 to 4 weeks.

BACKGROUND:

We need a County administrator!

FINANCIAL IMPACT:

Reduction of $28,000

RECOMMENDATION:

Allow the Panel to review and recommend to the Board

ACTION REQUIRED:

Give panel permission to move forward

Approved by Board of Supervisors March 3, 2015.

Roll 739 Image 9770-9774
Document 9838 Type BYLAW Pages 5
Date 3/05/2015 Time 11:03 AM
Rec Amt $.00

PATRICK F GILL, AUDITOR AND RECORDER
WOODBURY COUNTY IOWA

Woodbury County
E911 Service Board Bylaws

ARTICLE ONE - NAME

The official name of this organization shall be the Woodbury County E911 Service Board; herein referred to as the "Board."

ARTICLE TWO – LEGAL STATUS

This Board shall be a joint undertaking of the political subdivisions and private entities operating safety agencies which service Woodbury County as required in Chapter 34A, Code of Iowa, as amended.

ARTICLE THREE – MEMBERSHIP

Section One

Each political subdivision of the state, having a public safety agency serving territory within the county, is entitled to one voting membership.

Section Two

Each private safety agency, which provides or has the authority to provide fire fighting, police, ambulance, emergency medical services or hazardous materials response, serving territory within the county, is entitled to a nonvoting membership on the board.

Section Three

Public and private safety agencies headquartered outside but operating within an E911 service area are entitled to membership according to their status as a public or private safety agency.

Section Four

A township that does not operate its own public safety agency, but contracts for the provision of public safety services, is not entitled to membership on the joint E911 service board. However, its contractor is entitled to membership according to the contractor's status as a public or private safety agency.

The following political subdivisions are eligible to voting membership on the Board:

City of Anthon
City of Bronson
City of Pierson
City of Cushing
City of Danbury
City of Hornick
City of Lawton
City of Moville
City of Oto
Woodbury County
City of Correctionville
City of Salix
City of Sergeant Bluff
City of Sloan
City of Smithland
City of Sioux City
City of Kingsley
City of Washta
City of Battle Creek

The following private entities are eligible for nonvoting membership on the Board:

Siouxland Paramedics , Inc.

ARTICLE FOUR – COMMENCEMENT OF AGREEMENT

The Board was established by official action of the Woodbury County Board of Supervisors on December 12th, 1988. The Board was formed as authorized by Iowa Code, Chapter 34A.

ARTICLE FIVE – MISSION STATEMENT

The mission of the Board is to plan, implement, manage, administer and maintain an enhanced 911 telephone system in Woodbury County in accordance with Iowa Code, Chapter 34A and Administrative Rules 605, Chapter 10.

ARTICLE SIX – PURPOSE AND DUTIES

Section One – Purpose

The Board exists for the sole purpose and function of planning, implementing, and governance of funds for E911 service for persons living within the confines of the Woodbury County service area.

Section Two – Duties

The duties of the Board are to plan, implement, manage, administer and maintain an enhanced 911 telephone system and shall provide for oversight of the collection and disbursement of all monies granted, collected or appropriated for those purposes. The Board will also set forth and define the standards, policies and rules of operation of the E911 Service System with all being within the confines of the laws of the State of Iowa. These Bylaws shall contain no provisions which are in conflict with any provision in the Code of Iowa.

ARTICLE SEVEN – FINANCING AND BUDGET

Section One

The Board shall establish and maintain as a separate account the E911 service fund. Funds generated as a result of the imposition of the telephone exchange access line surcharge shall be placed in the account and expended as outlined in Chapter 34A, Code of Iowa. Any funds remaining in the account at the end of each fiscal year shall not revert to the general funds of the member political subdivisions, except as outlined in Chapter 34A, Code of Iowa but shall remain in the E911 service fund.

Section Two

The Board may enter into all necessary contracts and make expenditures for such

services and administration or planning as they deem in the best interests of the individual members hereto, jointly and severally, and to carry out the purpose of this agreement.

Section Three

A. The Board shall prepare a budget based on the fiscal year beginning July 1, of each year. The budget shall be determined by the members and the budget shall be adopted each and every twelve month period, in such manner and at such time as required by law. The annual budget shall be adopted by majority vote of the Board, after public hearings as required by law.

B. The Board shall be financed by wire line and wireless surcharge revenues that are made available through the provisions of Chapter 34A, Code of Iowa.

Section Four

A. The Board may purchase, hold and dispose of property necessary and incidental to its operation. Any such property will be owned and maintained by the Board. A complete inventory shall be required of all property utilized by the Board. All articles shall be marked in a manner to easily identify the owner of the property. The Board shall have power to sell or otherwise dispose of any of the properties belonging to them when no longer required for their purposes.

B. Upon dissolution of the Board, all assets of the Board shall be liquidated and the net proceeds obtained wherefrom shall be used to pay any outstanding indebtedness. At the end of one year from the date of termination, any funds not refunded and remaining in the E911 service fund and all interest accumulated shall be payable to the State of Iowa Department of Homeland Security And Emergency Management. Moneys received by the department shall be used only to offset the costs for the administration of the E911 program.

ARTICLE EIGHT – OFFICERS, MEETINGS, EMPLOYEES AND VOTING

Section One

The Chairperson of the Board shall be elected from the Board membership by a simple majority vote and shall serve for a period of 2 years, but may be re-elected to the position for multiple terms.

Section Two

The Vice-Chairperson of the Board shall be elected from the Board membership by a simple majority vote and shall serve for a period of 2 years, but may be re-elected to the position for multiple terms.

Section Three

The Secretary and Treasurer of the Board shall be appointed by the Chairperson

Section Four

The Board shall meet at such times as the Chairman, or Vice Chairman in the Chairman's absence, shall call such meetings for good and proper purpose, but not less than annually.

Section Five
A quorum shall consist of a simple majority of the Board based political subdivisions eligible to vote.

Section Six
The Board may employ such personnel, as it deems necessary to fulfill the purpose of the Board and to carry out the provisions of Chapter 34A. The decision to employ and the method of financing the cost and expenses of said emplacement shall be subject to a simple majority vote of the voting membership. Employees shall be covered by the policies and procedures contained in the Woodbury County Employee Handbook including, but not limited to the appointing, hiring, disciplining, and termination of employees.

ARTICLE NINE – EXECUTIVE BOARD

Section One
The Executive Board will consist of the Chairman, Vice Chairman and 2 members elected from the Board voting membership and shall serve a term of 2 years, but may be re-elected to the position for multiple terms.

Section Two
The Executive Board shall act for and on behalf of the parties of the Board. The Executive Board shall be charged with fiscal administration, contractual administration and legal compliance for the Board and may have such other duties and responsibilities as assigned by the Board.

Section Three
The Executive Board shall conform to the same provisions of Iowa Code Chapter 21, "Official Meetings Open to the Public," as does the Board.

ARTICLE TEN – PROCEDURES
Parliamentary rules as set forth in Robert's Rules of Order, shall apply to all proceedings of the Board.

ARTICLE ELEVEN – DURATION
The duration and existence of this Board shall be perpetual and shall not be terminated or dissolved unless dissolution is authorized and/or required by the Legislature of the State of Iowa or that the useful purpose of the Board has expired and is no longer required by the Code of Iowa, as amended. Disposition of any property owned by the Board shall be disposed of in accordance with Article Seven, Section Four, Part B of these By-Laws.

These by-laws are hereby adopted by the Woodbury County Joint E911 Service Board on the 14th day of January 2015, and shall supersede all other previous documents of the same name and any amendments heretofore.

City of Anthon: _____ Title: Council

City of Bronson: _____ Title: Mayor

City of Correctionville: _____ Title: Mayor

City of Cushing: _____ Title: Mayor

City of Danbury: _____ Title: Mayor Pro Tem

City of Hornick: _____ Title: Council

City of Lawton: _____ Title: Mayor

City of Moville: _____ Title: Mayor

City of Oto: _____ Title: Mayor

City of Pierson: _____ Title: Mayor Pro Tem

City of Salix: _____ Title: Mayor.

City of Sergeant Bluff: _____ Title: MAYOR

City of Sioux City: _____ Title: mayor

City of Sloan: _____ Title: Mayor

City of Smithland: _____ Title: Mayor

Battle Creek Fire: _____ Title: Mayor

Kingsley Fire: _____ Title: Mayor

Washta Fire: _____ Title: Mayor

Woodbury County
Board of Supervisors: _____ Title: County Supervisor

Heather Satterwhite - Accepting nominations: County Leader of the Year

From: "American City & County" <AmericanCityandCounty@info.pentonpubinf.com>
To: <hsatterwhite@sioux-city.org>
Date: 3/10/2015 11:08 AM
Subject: Accepting nominations: County Leader of the Year

If you have trouble viewing this email, read the online version.

AMERICAN CITY&COUNTY

Dear Friend of American City & County magazine:

I invite you to nominate any U.S. county government official or employee for the **2015 County Leader of the Year award**. The nomination process has never been easier — Guidelines are available online. Just answer a few short questions and send an email.

It's that simple.

So who qualifies for consideration? All elected officials, department heads or employees working for any county government in the United States are eligible. Anyone can submit a nomination. Nominees are judged on major accomplishments within the 2014-2015 calendar year, the reason those accomplishments/projects were important to the community, and when the projects involved were completed.

Finalists will be contacted directly.
The winner will be profiled in the **June issue**.

We're down to the final few weeks for accepting nominations. **Nominations will close on April 30, so don't delay.**

Erin Greer
Managing Editor • American City & County
(770) 618-0148 • erin.greer@penton.com

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S A V E • T H E • D A T E

AUGUST 27 AND 28, 2015

2015 IOWA downtown SUMMIT
WEST DES MOINES

Iowa Economic Development Authority
200 East Grand Avenue
Des Moines, Iowa 50309 USA

FIRST-CLASS MAIL
US POSTAGE
PAID
DES MOINES, IA
PERMIT NO. 1195

The Iowa Downtown Summit will be held **August 27 and 28** in West Des Moines' Valley Junction. The Iowa Downtown Summit is an informative, motivational event featuring classroom and mobile sessions that offer innovative, inspiring lessons. It is the only statewide annual conference for professionals and volunteers involved in preservation based commercial district revitalization in Iowa. The Summit will include educational plenary and breakout sessions focusing on downtown revitalization, field sessions, tours, an exhibit hall as well as a number of networking activities.

The Iowa Downtown Summit is brought to you by the Iowa Economic Development Authority's Iowa Downtown Resource Center, in partnership with the Historic Valley Junction Foundation and the city of West Des Moines.

The online registration site will be available in June.
Questions? 515.725.3075 terry.buschkamp@iowa.gov

Mr. Larry Clausen
Chair
Woodbury County Board of Supervisors
620 Douglas Street, Room 104
Sioux City, IA 51101

IOWA economic development

WOODBURY COUNTY JAIL WEEKLY POPULATION REPORT AT 0600 HRS.

DATE	Day	DAILY TOTAL	LEC	ELECTRONIC MONITORING	PRAIRIE HILLS	FEDERAL PRISONERS
3/7/15	Saturday	247	215	18	14	14
3/8/15	Sunday	257	226	18	13	14
3/9/15	Monday	223	195	18	10	14
3/10/15	Tuesday	229	203	17	9	14
3/11/15	Wednesday	223	196	17	10	14
3/12/15	Thursday	228	202	16	10	14
3/13/15	Friday	0				
		1407	1237	104	66	84

24 HOUR DAILY COUNT

DATE	TOTAL	MALE	FEMALE
3/7/15	273	223	50
3/8/15	275	211	64
3/9/15	260	200	60
3/10/15	249	206	43
3/11/15	245	207	38
3/12/15	245	208	37
3/13/15	0		
	1547	1255	292

*Highest population count each day

WOODBURY COUNTY JUVENILE DETENTION CENTER

Trosper-Hoyt Bldg.
822 Douglas St. - 4th Floor
Sioux City, Iowa 51101

Phone 712-279-6622
Email: molsen@sioux-city.org
Fax 712-234-2900

1
March 2015

	6:00 a.m.	6:00 p.m.
March 2, 2015		17
March 3 2015	17	17
March 4, 2015	17	20
March 5, 2015	19	19
March 6, 2015	18	17
March 7, 2015	17	17
March 8, 2015	17	17
March 9, 2015	17	

The Center averaged 17.4 residents per day during the 6:00 a.m. head count and 17.7 during the 6:00 p.m. check for a weekly average of 17.5 residents per day during the above week.

Of the seventeen residents detained on March 9, 2015, eight or forty seven percent were identified gang members. Of the eight, four or fifty percent were identified as hard-core members.

We are currently detaining one Dakota County youth and six BIA.

Mark Olsen
Director
WCJDC
March 9, 2015