NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(DECEMBER 8, 2015) (WEEK 50 OF 2015)

Agenda and Minutes also available at
www.woodburycountyiowa.gov

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@woodburycountyiowa.gov	mark@mudflap.com	jasmith@woodburycountyiowa.gov	jtaylor@woodburycountyiowa.gov	matthewung@woodburycountyiowa.gov

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held December 8, 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 Concern	Information
	3. Approval of the agenda December 8, 2015	Action
	4. Approval of the minutes of the December 1, 2015 meeting	Action
	5. Discussion and approval of claims	
	6. Human Resources – Ed Gilliland	
	a. Approval of Memorandum of Personnel Transactions	Action
	b. Authorize Chairman to sign Authorization to Initiate Hire process	Action
	c. Approval of request to remain on County health insurance plan	Action
	d. Presentation of comparable for Woodbury County employees whose services Sioux Rivers Region contracts, Discussion and Action	Action
(Set Time)	7. Board Administration – Heather Satterwhite	
4:35 p.m.	a. Public Hearing and sale of property Parcel #245685 (aka 1611 Pierce St.)	Action
4:37 p.m.	b. Public Hearing and sale of property Parcel #034995 (aka 1206 12th St.)	Action
4:39 p.m.	c. Public Hearing and sale of property Parcel #178860 (aka 2804 W. 14th St.)	Action
	8. Board Administration – Dennis Butler Discussion and action on 2016 CIP Program for Woodbury County	Action

9. Board of Supervisors – Jeremy Taylor
   a. LEC expansion to repurpose space with closing of Prairie Hills — Information
   b. Planning and Zoning issues — Information
   c. Siouxland District Health budget consideration — Information
   d. Conservation Measures, Energy CAP and Building Automation — Information

10. Reports on committee meetings — Information

11. Citizen's Concerns — Information

12. Board Concerns and Comments — Information

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

MONDAY, DECEMBER 7	**6:00 p.m.**	Board of Adjustment meeting, Board of Supervisors' Chambers Park
WEDNESDAY, DECEMBER 9	**8:05 a.m.**	Woodbury County Information Communication Commission, Board of Supervisors' Chambers
THURSDAY, DECEMBER 10	**7:00 p.m.**	Siouxland Mental Health Center, Board Meeting, 625 Court Street
	12:00 p.m.	SIMPCO Board of Directors, 1122 Pierce St, Sioux City, Iowa
TUESDAY, DECEMBER 15	**4:30 p.m.**	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
WEDNESDAY, DECEMBER 16	**12:00 noon**	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202, Sioux City, Iowa
	10:00 a.m.	Senior Center Board of Directors Meeting, 313 Cook Street
THURSDAY, DECEMBER 17	**11:00 a.m.**	Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St., Sioux City, Iowa
TUESDAY, DECEMBER 22	**1:30 p.m.**	Sioux Rivers Regional Governance Board Meeting, Plymouth County Courthouse Annex Building, 215 4th Ave. S.E., Le Mars, Iowa
MONDAY, DECEMBER 28	**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.
MONDAY, JANUARY 4, 2016	**6:00 p.m.**	Board of Adjustment meeting, Board of Supervisors' Chambers
TUESDAY, JANUARY 5,	**4:45 p.m.**	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
WEDNESDAY, JANUARY 6	**12:00 noon**	District Board of Health Meeting, 1014 Nebraska St.
THURSDAY, JANUARY 7	**5:00 p.m.**	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park

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.

DECEMBER 1, 2015 — FORTYNINETH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, December 1, 2015 at 4:30 p.m. Board members present were Clausen, Monson, Ung, Taylor and Smith. Staff members present were Karen James, Board Administrative Coordinator, Dennis Butler, Finance/Operations Controller, Ed Gilliland, Human Resources Director, Gloria Mollet, Assistant Human Resources Director and Jean Jessen, Deputy Auditor/Clerk to the Board.

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

2. Dianne McTeer addressed the board requesting the use of the board meeting room and approval for a meet and greet with AFSCME county employees.

3. Motion by Taylor second by Ung to approve the Agenda for December 1, 2015. Carried 5-0. Copy filed.

4. Motion by Clausen second by Ung to approve the minutes of the November 24, 2015 Board meeting. Carried 5-0. Copy filed.

   Motion by Ung second by Clausen to approve the minutes of the November 20, 2015 Board meeting. Carried 5-0. Copy filed.

5. Motion by Ung second by Taylor to approve the claims totaling $569,309.74. Carried 5-0. Copy filed.

6a. Motion by Clausen second by Smith to approve the lifting of tax suspension for Shirley Custer, parcel #894729136012, 1111 W 5th St., Sioux City. Carried 5-0. Copy filed.

6b. Motion by Smith second by Ung to approve the lifting of tax suspension for Florence Riffey, parcel #894730277012, 1905 W. 4th St., Sioux City. Carried 5-0. Copy filed.

6c. Motion by Smith second by Ung to receive for signatures a Resolution thanking and commending Diana Terrell for her service to Woodbury County. Carried 5-0.

WOODBURY COUNTY, IOWA
RESOLUTION #12,307
A RESOLUTION THANKING AND COMMENDING
DIANA TERRELL
FOR HER SERVICE TO WOODBURY COUNTY

WHEREAS, Diana Terrell has capably served Woodbury County as an employee of the Woodbury County Motor Vehicle Department for 37 years from October 3, 1978 to December 31, 2015; and

WHEREAS, the service given by Diana Terrell as a Woodbury County employee, has been characterized by her dedication to the best interests of the citizens of Woodbury County; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of this Board thanks and commends Diana Terrell for her 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, Diana Terrell.

BE IT SO RESOLVED this 1st day of December, 2015.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

6d. A public hearing was held at 4:35 p.m. for the sale of parcel #389580, 1407 28th St. The Chairperson called on anyone wishing to be heard.

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

Motion by Clausen second by Ung to approve and authorize the Chairperson to sign a Resolution for the sale of this parcel to Kyle Petersen, 1465 Hiawatha Trl, Sioux City, for real estate parcel #389580, 1407 28sth St. for $18.00 plus recording fees. Carried 5-0.

RESOLUTION OF THE BOARD OF SUPERVISORS
OF WOODBURY COUNTY, IOWA
RESOLUTION #12,308

BE IT RESOLVED by the Board of Supervisors of Woodbury County, Iowa, that the offer at public auction of:

By Kyle Petersen in the sum of **Eighteen Dollars & 00/100 ($18.00)**---------- dollars.

For the following described real estate, To Wit:

Parcel #389580

Lot Eight Sioux Replat, Peirces Addition, City of Sioux City, Woodbury County, Iowa
(1407 28th Street)

Now and included in and forming a part of the City of Sioux City, Iowa, the same is hereby accepted: said Amount being a sum LESS than the amount of the general taxes, interests, costs and penalties against the said Real Estate.

BE IT RESOLVED that payment is due by close of business on the day of passage of this resolution or this sale is null and void and this resolution shall be rescinded.

BE IT RESOLVED that per Code of Iowa Section 569.8(3 & 4), a parcel the County holds by tax deed shall not be assessed or taxed until transferred and upon transfer of a parcel so acquired gives the purchaser free title as to previously levied or set taxes. Therefore, the County Treasurer is requested to abate any taxes previously levied or set on this parcel(s).

BE IT FURTHER RESOLVED that the Chairman of this Board be and he is hereby authorized to execute a Quit Claim Deed for the said premises to the said purchaser.

SO DATED this 1st Day of December, 2015.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

7a. Motion by Ung second by Taylor to approve the separation of Luis Gonzalez-Morales, P/T GPS Tracker., Juvenile Detention Dept., effective 11-30-15. Resignation.; and the separation of Diana Terrell, Motor Vehicle Clerk II, County Treasurer Dept., effective 12-31-15. Retirement. Carried5-0. Copy filed.

7b. Motion by Clausen second by Ung to authorize the Chairman to sign the Authorization to initiate the hiring process for Motor Vehicle Clerk II, County Treasurer Dept., AFSCME Courthouse: $15.26/hour. Carried 5-0. Copy filed.

7c. Motion by Clausen second by Smith to approve the closing of Social Services Department effective December 1, 2015. Carried 5-0. Copy filed.

7d. Motion by Smith second by Clausen to delay approval of the Wellmark Pharmacy and Pharmacy Management. Carried 5-0. Copy filed.

7e. Motion by Taylor second by Ung to approve the Wellmark Blue Cross Blue Shield renewal effective January 1, 2016. Carried 5-0. Copy filed.

7f. Discussion on Pharmacy benefit manager change. Copy filed.

8a. Motion by Ung second by Clausen to approve a permit to work in the Highway Right of Way to place underground utilities for Telecom Construction. Carried 5-0. Copy filed.

8b. Motion by Clausen second by Ung to approve the construction plans for projects #HC 11-9 and #HC 11-10. Carried 5-0. Copy filed.

8c. Motion by Clausen second by Taylor to approve the contract for P72 Culvert Extension with Midwest Contracting LLC for $42,546.00. Carried 5-0. Copy filed.

The Board recessed for a meeting of the Wolf Creek Drainage District.

The supervisor meeting was called back to order.

10. Reports on committee meetings.

11. Citizen's concerns.

12. Board concerns and comments.

The Board adjourned the regular meeting until December 8, 2015.

Meeting sign in sheet. Copy filed.

#6a

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

Date: 12-03-15

Weekly Agenda Date: 12-08-15

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: Memorandum of Personnel Transactions

ACTION REQUIRED:

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

WORDING FOR AGENDA ITEM: Approval of Memorandum of Personnel Transactions

EXECUTIVE SUMMARY:

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED/PROPOSED MOTION: Motion to Approve the Memorandum of Personnel Transactions

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: December 8, 2015

*** PERSONNEL ACTION CODE:**

A- Appointment
T - Transfer
P - Promotion
D - Demotion
R-Reclassification
E- End of Probation
S - Separation
O – Other

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Bauman, Peri	Social Services	12-4-15	Case Manager			S	Resignation.
Zellers, Lucinda	Social Services	12-4-15	Case Manager			S	Resignation.
Heckert, Chad	County Sheriff	12-10-15	Civilian Jailer			S	Resignation.
Gill, Brennan	County Sheriff	1-08-16	Civilian Jailer			S	Resignation.

APPROVED BY BOARD DATE: _____

ED GILLILAND, HR DIRECTOR: Ed Gilliland

WOODBURY COUNTY

HUMAN RESOURCES DEPARTMENT

TO: Board of Supervisors and the Taxpayers of Woodbury County

FROM: Ed Gilliland, Human Resources Director
Gloria Mollet, Human Resources Assistant Director

SUBJECT: Memorandum of Personnel Transactions

DATE: December 8, 2015

For the December 8, 2015 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

1) Social Services (2) Case Managers, Resignations.
2) County Sheriff (2) Civilian Jailers, Resignations.

Thank you

#6b

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

Date: 12-03-15

Weekly Agenda Date: 12-08-15

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: Authorization to Initiate Hiring Process

ACTION REQUIRED:

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

WORDING FOR AGENDA ITEM: Authorize Chairman to Sign Authorization to Initiate Hiring Process

EXECUTIVE SUMMARY:

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED/PROPOSED MOTION: Motion to Authorize Chairman to Sign Authorization to Initiate Hiring Process.

Approved by Board of Supervisors March 3, 2015.

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: December 8, 2015

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Attorney	Asst. County Attorney – U.S. HIDTA Grant	Wage Plan: To Be Determined by Grant Funding.		
County Sheriff	Civilian Jailer (2 Positions)	CWA: $17.48/hour		
	*Please see attached memos.			

_____

Chairman, Board of Supervisors

(AUTHFORM.doc/FORMS)

MEMORANDUM

Date: December 1, 2015
To: Board of Supervisors
From: PJ Jennings
RE: Request for New Hire

Supervisors:

Request permission to partner with the US Attorney's Office to hire a second prosecutor to work with the federal authorities on high level drug cases. This new hire will be for a 2 year period and will be fully funded via a federal HIDTA grant.

Woodbury County Sheriff's Office

LAW ENFORCEMENT CENTER
P. O. BOX 3715 SIOUX CITY, IOWA 51102

DAVID A. DREW, SHERIFF

PHONE: 712.279.6010
E-MAIL: ddrew@sioux-city.org
FAX: 712.279.6522

November 30th, 2015

David A. Drew-Sheriff
Ed Gilliland-HR Director

Good day,

Correctional Officer Chad Heckert has made the decision to pursue other opportunities. Officer Heckert's Correctional Position last day is December 10th, 2015. Sheriff Dave Drew is requesting HR Director Gilliland begin the Board approved process to fill the opening with a qualified candidate.

Officer Heckert is a good Officer and we wish him the best in his future endeavors.

Greg Stallman, Major

Woodbury County Sheriff's Office

LAW ENFORCEMENT CENTER
P. O. BOX 3715 SIOUX CITY, IOWA 51102

DAVID A. DREW, SHERIFF

PHONE: 712.279.6010
E-MAIL: ddrew@sioux-city.org
FAX: 712.279.6522

November 30th, 2015

David A. Drew-Sheriff
Ed Gilliland-HR Director

Good day,

Correctional Officer Brennan Gill has been hired by the Sioux City Police Department. Officer Gill's last day is January 8th, 2015. Sheriff Dave Drew is requesting HR Director Gilliland begin the Board approved process for fill the opening with a qualified candidate.

Officer Gill is an excellent Officer and we wish her the best as she continues her career in Law Enforcement.

Greg Stallman, Major

#6c

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

Date: 12-03-15

Weekly Agenda Date: 12-08-15

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: Retiree Request to Remain on County Health Insurance Plan

ACTION REQUIRED:

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

WORDING FOR AGENDA ITEM: Approval of Request to Remain on County Health Insurance Plan

EXECUTIVE SUMMARY: Attached please find a letter from Diana Terrell with the Motor Vehicle Dept. Ms. Terrell will be retiring effective 12-31-15. She is requesting Board Approval to have the 65 & Over Supplemental Insurance Plan for herself, at her own expense.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED/PROPOSED MOTION: Motion to Approve Retiree Request to Remain on County Health Insurance Plan.

Approved by Board of Supervisors March 3, 2015.

'15 DEC -2 A7:49

To The Board Supervisors,

I had a meeting with Gloria November 18th to acquire papers to apply for United Health Care supplemental insurance through the County's plan. I've been on vacation and now have learned that I need to write to you to request that I can continue on the county's plan for this coverage. I am doing so with this letter and I hope this will suffice. My last working day is December 31. All my social security and all that goes along with it is done and I've sent my application to United Health.

Diana L Terrell
motor vehicle clerk

#6d

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

Date: 12-03-15

Weekly Agenda Date: 12-08-15

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: Presentation of Comparables for Woodbury County Employees whose services Sioux Rivers Region contracts.

ACTION REQUIRED:

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

WORDING FOR AGENDA ITEM: Presentation of Comparables for Woodbury County Employees whose services Sioux Rivers Region contracts, Discussion and Action.

EXECUTIVE SUMMARY:

BACKGROUND: Presentation of Comparables (Salary Comparisons) for Woodbury County Employees whose services Sioux Rivers Region contracts for with Woodbury County per the 28e agreement. With the dissolution of Social Services it is apparent that Job Duties for certain Woodbury County employees have changed significantly. We were instructed to perform due diligence regarding the positions and in doing so we were to look at salaries and make recommendations.

FINANCIAL IMPACT:

RECOMMENDATION: Recommendations

- The administrative assistants seem to be high compared to other regions, substantially higher in some of the comparisons. We also have more Administrative help than any other Region, even though the others serve more counties and some serve a significantly greater population.
- There is one unique position, the "Intake Coordinator/Financial Manager" which pays more than the Service Coordinator but less than the Assistant Director.
- Funding Coordinator appears to be in the margin of error +/- 10%, some regions do not support this position

- Case Manager appears to be in the margin of error +/- 10%, the smaller regions do not support this position
- The Service Coordinator compensation is substantially higher than any of the other regions and completely outside any reasonable margin of error.
- There also appears by comparison an overload of Administrative help, we would recommend that the County review this with the Governance Board and determine need.
- Our recommendation would be to establish the current Service Coordinator's position at $77,000 annually at the most senior level. The range should likely be $51,600 to $77,000.
- This would place the current salary in line with the Assistant Director in the Central Iowa Community Services Region.
- While $77,000 is significantly more than the other Service Coordinators in the Western half of the State are paid, we do not wish to be punitive in our action. This would be remarkably benevolent and is intended to reflect an appreciation for years of service.

ACTION REQUIRED/PROPOSED MOTION: Motion to Approve Recommendation.

Approved by Board of Supervisors March 3, 2015.

Contracted Services of Woodbury County Employees Comparables

	Sioux Rivers	County Social Services	Central Iowa Community Services	SouthWest Iowa MHDS	Rolling Hills Community Services	Norwest Iowa Care Connection
*Population	160,862	465,824	318,043	192,264	97,358	75,196
Number of Counties	3	22	10	9	7	6
Counties	Woodbury, Sioux, Plymouth,	Blackhawk, Emmet, Kossuth, Winnegago, Worth, Mitchell, Howard, Winneshiek, Allamakee, Hancock, Cerro Gordo, Floyd, Chickasaw, Fayette, Clayton, Pocahontas, Humbolt, Wright, Butler, Grundy, Tama, Webster	Franklin, Hamilton, Hardin, Boone, Story, Marshall, Jasper, Poweshiek, Madison, Warren	Monona, Harrison, Shelby, Pottawattamie, Cass, Mills, Montgomery, Fremont, Page	Buena Vista, Ida, Sac, Calhoun, Crawford, Carroll, Cherokee	Lyon, Osceola, Dickinson, O'Brien, Clay, Palo Alto
Service Coordinator	Woodbury $92,936 Plymouth $61,665 Sioux $50,000	Salary Range $43,000 to $52,000 Senior Service Coordinator 45 years, awarded higher pay $66,000 plus $12,000 from General Relief from 3 counties	$55,085 Most Senior Service Coordinator	$67,392 Most Senior Service Coordinator	$56,100 All are paid the same	$59,359 20 year Senior
Assistant Director			Salary Range $55,085 $77,259			
Case Manager	$59,589	$58,000	$54,005	$57,304	N/A	N/A
Funding Coordinator	$47,746	N/A	N/A	$52,458	N/A	N/A
Intake Coordinator/ Financial Manager	N/A	N/A	$67,481	N/A	N/A	$23,528 Part-time
Administrative Assistant/ Office Manager	$47,747	N/A	$47,170	$41,642	$36,923	Part-time $28,211 $27,733

* Population Statics 2015 source: www.suburbanstats.org

#7a

RESOLUTION

NOTICE OF PROPERTY SALE

Parcel #245685

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

All that part of Quarter Block Two (2) in Block Nine (9), Higman's Addition to Sioux City, described as follows: Commencing at the Northeast corner of said Quarter Block Two, thence West along the North line of said property for a distance of One hundred forty-seven and six tenths feet to the East line of abutting alley; thence South along the East line of said alley for a distance of Twenty-three and five tenths feet; thence East along the center of cement walk (which sidewalk is a Two feet in width), and continuing said line to the West line of Pierce Street, which distance is One hundred forty-seven and six tenths feet; thence North along the West line of Pierce Street for a distance of Twenty-four feet to the place of beginning, together with an easement for sidewalk purposes on and over the South One foot of the North Twenty-four and five tenths feet to be used in common with a like easement for sidewalk purposes (with adjoining property owners) on and over the South One foot of the North Twenty-three and five tenths feet of Quarter Block Two in Block Nine of Higman's Addition to City of Sioux City, Woodbury County, Iowa
(1611 Pierce 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 **8th Day of December, 2015 at 4:35 o'clock p.m.** in the basement of the Woodbury County Courthouse.

2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **8th Day of December, 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 $195.00** 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 24th Day of November, 2015.

ATTEST:

Patrick F. Gill
Woodbury County Auditor
and Recorder

WOODBURY COUNTY BOARD OF SUPERVISORS

Mark A. Monson, Chairman

REQUEST FOR MINIMUM BID

Name: Danny Robinson Date: 4/8/15

Address: 1515 Goldie Ave Phone: 281-8972

Address or approximate address/location of property interested in:

1611 Pierce Street

GIS# 894721355023

*This portion to be completed by Board Administration *

Legal Description:

Higmens Addition N. 23.5 ft W * N 24 ft E end Lot 2 Block 9 Sioux City and Woodbury County, Iowa

Tax Sale #/Date: 1099 6/17/2013 Parcel # 245685

Tax Deeded to Woodbury County on: 11/9/15

Current Assessed Value: Land $11,500- Building Ø Total $11,500-

Approximate Delinquent Real Estate Taxes: $146-

Approximate Delinquent Special Assessment Taxes: $4,110-

*Cost of Services: $145-

Inspection to: Mark Monson Date: 4/8/15

Minimum Bid Set by Supervisor: $50 plus cost of services $145. Total: $195-

Date and Time Set for Auction:

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

(MinBidReq/MSWord)

201 - 4779

Woodbury County, IA / Sioux City

beacon™

Date Created: 4/8/2015

Parcel ID	894721355023	**Alternate ID**	245685	**Owner Address**	LEXINGTON TRANSPORT SYSTEMS INC
Sec/Twp/Rng	0-0-0	**Class**	C		PO BOX 1996
Property Address	1611 PIERCE ST	**Acreage**	n/a		IRMO, SC 29063
	SIOUX CITY				

District 087 SC LL SIOUX CITY COMM

Brief Tax Description HIGMANS
N 23.5 FT W & N 24 F
T E END LOT 2 BK 9
(Note: Not to be used on legal documents)

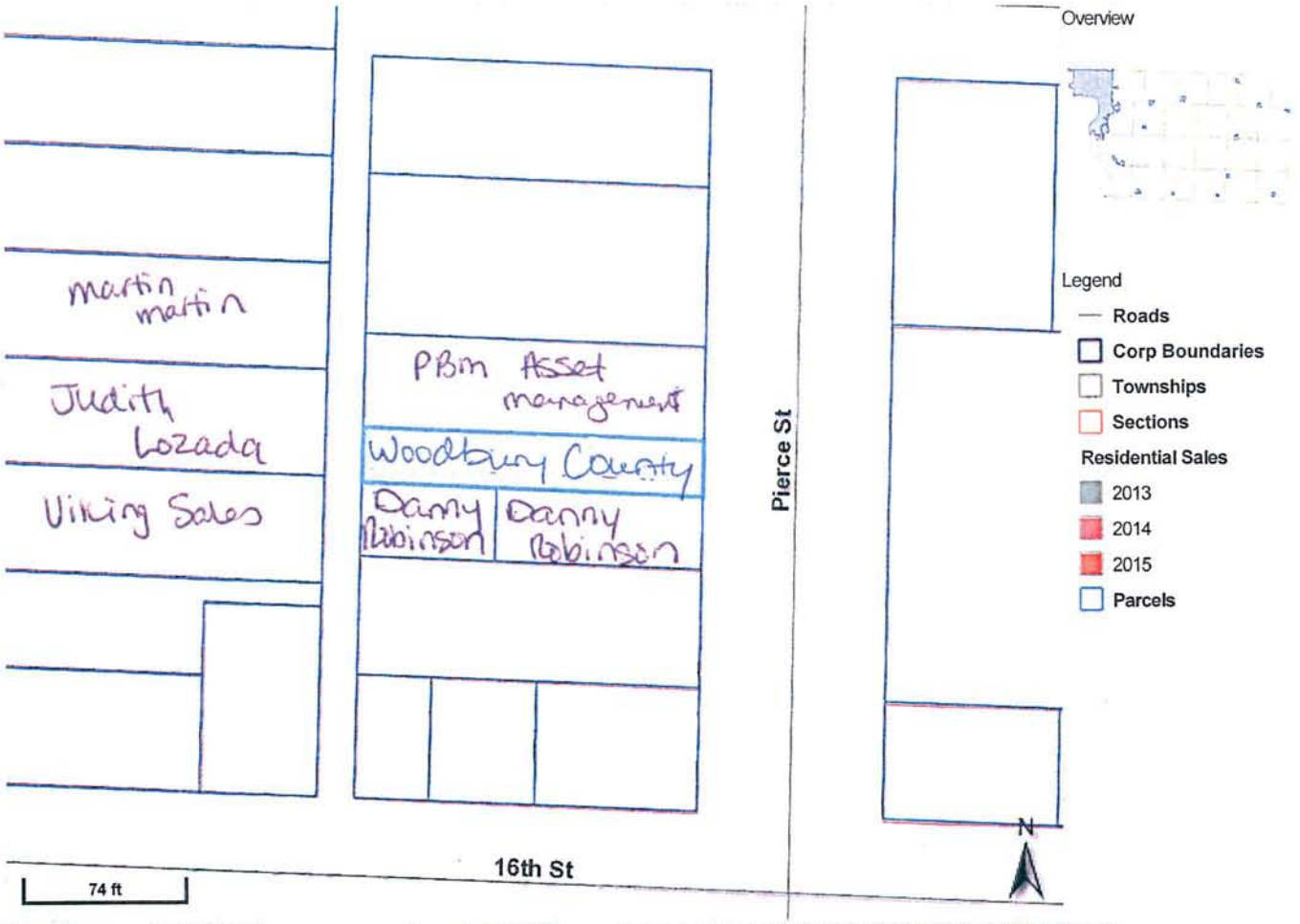
Last Data Upload: 4/8/2015 7:07:16 AM

Schneider developed by
The Schneider Corporation
www.schneidercorp.com

Woodbury County, IA / Sioux City

beacon™

Date Created: 4/8/2015



Parcel ID	894721355023	**Alternate ID**	245685	**Owner Address**	LEXINGTON TRANSPORT SYSTEMS INC
Sec/Twp/Rng	0-0-0	**Class**	C		PO BOX 1996
Property Address	1611 PIERCE ST SIOUX CITY	**Acreage**	n/a		IRMO, SC 29063

District 087 SC LL SIOUX CITY COMM

Brief Tax Description HIGMANS
N 23.5 FT W & N 24 F
T E END LOT 2 BK 9
(Note: Not to be used on legal documents)

Last Data Upload: 4/8/2015 7:07:16 AM

Schneider developed by
The Schneider Corporation
www.schneidercorp.com

#7b

RESOLUTION

NOTICE OF PROPERTY SALE

Parcel #034995

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

The East Fifty feet of the West 97.5 feet of Lot One, in Block One hundred eleven, Sioux City East Addition, City of Sioux City, Woodbury County, Iowa (1206 12th 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 **8th Day of December, 2015 at 4:37 o'clock p.m.** in the basement of the Woodbury County Courthouse.

2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **8th Day of December, 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 $221.00** 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 24th Day of November, 2015.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

_____
Patrick F. Gill
Woodbury County Auditor
and Recorder

_____
Mark A. Monson, Chairman

REQUEST FOR MINIMUM BID

Name: Danny Robinson Date: 4/8/15

Address: 1515 Goldie Ave Phone: 281-8972

Address or approximate address/location of property interested in:

1206 12th St.

GIS # 894728234002

*This portion to be completed by Board Administration *

Legal Description:

The East 50 feet of the West 97.5 feet of Lot 1, in Block 111, Sioux City East Addition in the County of Woodbury and State of Iowa.

Tax Sale #/Date: 837 6/16/14 Parcel # 034995

Tax Deeded to Woodbury County on: 11/9/15

Current Assessed Value: Land $100 Building Ø Total $100

Approximate Delinquent Real Estate Taxes: $556

Approximate Delinquent Special Assessment Taxes: $14,766

*Cost of Services: $171.00

Inspection to: Mark Monson Date: 4/8/15

Minimum Bid Set by Supervisor: $50.00 plus cost of services of $171. Total: $221

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: 4/8/2015

Overview

Legend

- Roads
- Corp Boundaries
- Townships
- Sections

Residential Sales

- 2013
- 2014
- 2015
- Parcels

Parcel ID	894728234002	**Alternate ID**	034995	**Owner Address**	SANCHEZ EFRAIN MARIO
Sec/Twp/Rng	0-0-0	**Class**	R		SANCHEZ ELVIA
Property Address	1206 12TH ST	**Acreage**	n/a		2010 REBECCA ST
	SIOUX CITY				SIOUX CITY, IA 51103

District 087 SC LL SIOUX CITY COMM

Brief Tax Description SIOUX CITY EAST
E 50 FT W 97.5 FT LO
T 1 BLK 111
(Note: Not to be used on legal documents)

Last Data Upload: 4/8/2015 7:07:16 AM

Schneider developed by The Schneider Corporation www.schneidercorp.com

Woodbury County, IA / Sioux City

beacon™

Date Created: 4/8/2015

Parcel ID	894728234002	**Alternate ID**	034995	**Owner Address**	SANCHEZ EFRAIN MARIO
Sec/Twp/Rng	0-0-0	**Class**	R		SANCHEZ ELVIA
Property Address	1206 12TH ST	**Acreage**	n/a		2010 REBECCA ST
	SIOUX CITY				SIOUX CITY, IA 51103

District 087 SC LL SIOUX CITY COMM

Brief Tax Description SIOUX CITY EAST
E 50 FT W 97.5 FT LO
T 1 BLK 111
(Note: Not to be used on legal documents)

Last Data Upload: 4/8/2015 7:07:16 AM

Schneider developed by The Schneider Corporation www.schneidercorp.com

#7c

RESOLUTION

NOTICE OF PROPERTY SALE

Parcel #178860

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

Lot One Garden View Addition City of Sioux City, Woodbury County, Iowa (2804 W. 14th Street)

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **8th Day of December, 2015 at 4:39 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 **8th Day of December, 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 $125.00** 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 24th Day of November, 2015.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

_____

Patrick F. Gill
Woodbury County Auditor
and Recorder

_____

Mark A. Monson, Chairman

REQUEST FOR MINIMUM BID

Name: Isaac Curk Date: 3-19-14

Address: 204 Ross St Phone: 389-4997

Address or approximate address/location of property interested in:

2804 W14th St.

8947 30 102 001

*This portion to be completed by Board Administration *

Legal Description:

Lot 1 Garden View Addition

Tax Sale #/Date: 2007- 01284 Parcel # 178860

Tax Deeded to Woodbury County on: 2/11/15

Current Assessed Value: Land $5,800 Building - Total $5,000

Approximate Delinquent Real Estate Taxes: $1,944.00

Approximate Delinquent Special Assessment Taxes: $1,200.00

*Cost of Services: ___ $105

Inspection to: George Boykin Mark Monson Date: ___

Minimum Bid Set by Supervisor: ↓

Date and Time Set for Auction: $20 = $125 total including cost of services

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

(MinBidReq/MSWord)

Woodbury County, IA / Sioux City

beacon™

Date Created: 3/19/2014

Overview

Legend

- Roads
- Corp Boundaries
- Townships
- Sections

Residential Sales

- 2011
- 2012
- 2013
- Parcels

Parcel ID	894730102001	**Alternate ID**	178860	**Owner Address**	KNOSP DANIEL R ROTH IRA
Sec/Twp/Rng	0-0-0	**Class**	R		3165 W CO RD T BLVD
Property Address	2804 W 14TH ST SIOUX CITY	**Acreage**	n/a		FREMONT, NE 68025

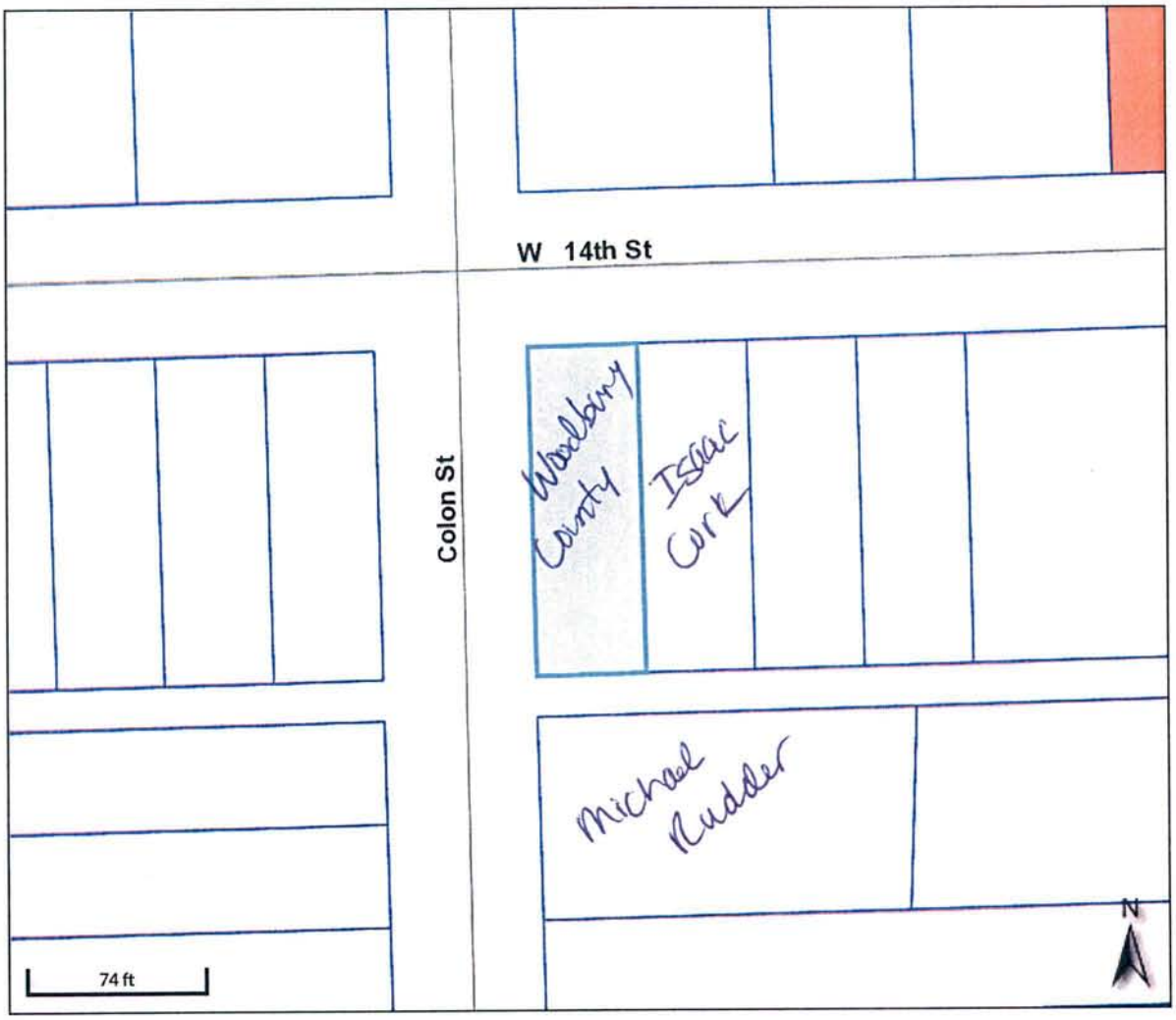
District 087 SC LL SIOUX CITY COMM

Brief Tax Description GARDEN VIEW
LOT 1
(Note: Not to be used on legal documents)

Last Data Upload: 3/19/2014 2:58:28 AM

Schneider developed by The Schneider Corporation www.schneidercorp.com

Beacon™ Woodbury County, IA / Sioux City



Overview

Legend

- Roads
- Corp Boundaries
- Townships
- Sections

Residential Sales

- 2013
- 2014
- 2015
- Parcels

Parcel ID	894730102001	**Alternate ID**	178860	**Owner Address**	WOODBURY COUNTY WOODBURY COUNTY COURTHOUSE 620 DOUGLAS ST SIOUX CITY, IA 51101-0000
Sec/Twp/Rng	0-0-0	**Class**	R		
Property Address	2804 W 14TH ST SIOUX CITY	**Acreage**	n/a		
District	087 SC LL SIOUX CITY COMM				
Brief Tax Description	GARDEN VIEW LOT 1 (Note: Not to be used on legal documents)				

Date created: 11/18/2015
Last Data Upload: 11/17/2015 11:19:48 PM

Developed by
The Schneider Corporation

#8

Woodbury County Capital Improvement Plan 2016
Approved by the Board of Supervisors xxxxxxxxx xx, 2015

Project Title	Location/Submitter	Project Cost	CIP - Annual	Funding Sources: Bonds	Cons. Reserve	Other
2016						
Updating WCICC Technology	Courthouse/WCICC Directo	150,000	150,000	150,000		
New Voting Machines 1 of 3	County Auditor	750,000	250,000	250,000		
Capital Improvements	Starcom	80,500	80,500	80,500		
Purchase materials to complete concrete driveway	Emergency Services	10,000	10,000	10,000		
Replace Windows and Doors - FY 2015	Emergency Services	47,425	47,425	47,425		
Building Improvements	Emergency Services	20,000	20,000	20,000		
LED Lighting Project	Bldg. Services - Co. Wide	915,188	915,188	553,804		361,384
Courthouse Elevators Re-tooling	Bldg. Services - Crthouse	414,748	414,748	414,748		
Courthouse Duct Work at WCICC	Bldg. Services - Crthouse	19,326	19,326	19,326		
Steam Traps Replace non-functioning units	Bldg. Services - Crthouse	8,000	8,000	8,000		
Outdoor Perimeter Lighting Replacement	Bldg. Services - Crthouse	5,000	5,000	5,000		
Courthouse Cooling Tower	Bldg. Services - Crthouse	5,000	5,000	5,000		
Courthouse Exterior Façade Windows	Bldg. Services - Crthouse	85,000	85,000	85,000		
Replace Front Steps of LEC and Hand Rails	Bldg. Services - LEC	167,500	167,500	167,500		
Replacement Restroom Doors in LEC Jail	Bldg. Services - LEC	39,150	39,150	39,150		
LEC Clothes Washer Replacement	Bldg. Services - LEC	10,000	10,000	10,000		
LEC Hot & Cold Water Shut-offs in Plumbing Tunnels	Bldg. Services - LEC	10,000	10,000	10,000		
HVAC Pneunatic System Air Compressor	Bldg. Services - T/Hoyt	2,000	2,000	2,000		
Trosper/Hoyt Interioir Painting	Bldg. Services - T/Hoyt	8,000	8,000	8,000		
2nd Floor Carpet - Back Half	Bldg. Services - T/Hoyt	6,500	6,500	6,500		
3rd Floor - New Carpet DHS	Bldg. Services - T/Hoyt	15,000	15,000	15,000		
Asphalt Road at Praire Hills Facility	Bldg. Services - P/Hills	16,144	16,144	16,144		
Praire Hills Projects are all on Hold	Bldg. Services - P/Hills	171,000	171,000	171,000		
		2016 Total	**2,455,481**	**2,094,097**	**$0**	**$361,384**

Total Cost of Approved and Unapproved Projects	**$2,455,481**
Less LED Rebates	(361,384)
Less Carryover from Previous FY's	(509,196)
Net Capital Loan needed to cover CIP projects	$1,584,901

Codes: Green - Approved/In Progress
Purple - Complete
Yellow - Unknown (Needs Board Approval)
Red - On Hold

#9a

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) R

Date: December 3, 2015

Weekly Agenda Date: December 8, 2015

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: **Closing of Prairie Hills and LEC Expansion**

ACTION REQUIRED:

Approve Ordinance ☐ Approve Resolution ☐ Approve Motion ☐

Give Direction ☐ Other: Informational ☒ Attachments ☐

WORDING FOR AGENDA ITEM: LEC Expansion to Repurpose Space with Closing of Prairie Hills

EXECUTIVE SUMMARY: The Board moved to have the Baker Group begin the process of studying the space with the first portion being a structural engineer's report on November 3. That document is enclosed, which shows favorable conditions for the County to proceed with expansion of the LEC. The Baker Group tonight will present a report from Raker Rhodes Engineering. That was Step 1.

Step 2 is the selection of a Design Team. In that portion, the Baker Group prepares an RFQ for an architect and a select interview team be in place. My recommendation is this be the Chairperson (Mark Monson), Building Services liaison (Jeremy Taylor), Building Superintendent (Kenny Schmitz), Baker Group representative, Sheriff (Dave Drew), Jail Facilities Officer (MAJ Greg Stallman), and a representative from the Taxpayers Research Conference.

BACKGROUND: Prairie Hills needs to be closed. Doing so will demonstrate that the County is engaging in long-term planning and being responsible, sound, and prudent fiscal stewards of tax dollars as it relates to utility costs and ongoing expenses. At the same time, the needs of the County can be met in a much more efficient manner. There has been extensive discussion on closing Prairie Hills throughout the years. This year, the Board of Supervisors put on hold two new boilers and a domestic hot water system totaling over $105,000 in order to gauge the long-term life of this building. There are $66,000 of other projects on hold there as well. Through over 5 hours of meetings on three separate occasions, a committee comprising the Sheriff, MAJ Wieck and MAJ Todd, LT Harmon and LT Phillips, Chairman Mark

Monson, Supervisor Jeremy Taylor, Building Superintendent Kenny Schmitz, and representatives from the Baker Group, and CBM which utilizes the Prairie Hills kitchen facility, have explored options.

In addition to moving on to Step 2, I have also asked to have a meeting with CBM, the Sheriff's Office, and Kenny Schmitz to discuss the most recent contract and have *preliminary* discussion on what their needs may be going forward should they move down to the Courthouse kitchen and what initial thoughts may be on contractual prices. This will act as a good precursor to Step 4.

FINANCIAL IMPACT: The cost of keeping Prairie Hills open the next 10 years will be over **$1,281,893**, which will not settle long-term issues. This money could be better utilized to expand the LEC and not only have space previously utilized for Work Release but potential in future years to alleviate overcrowding.

RECOMMENDATION: None at this time.

ACTION REQUIRED: Moving forward through the steps of the aforementioned November 3 agenda information.

RAKER RHODES Engineering

Des Moines, IA
Iowa City, IA
Fort Collins, CO
www.rakerrhodes.com

Dave Jorgenson, Director
Baker Group
4224 Hubbell Ave
Des Moines, IA 50317

Dave:

The following represents a summary of our opinion regarding the existing condition of the structure known as the Woodbury County LEC in Sioux City, IA. The purpose of our review was to accomplish two goals.

Goal 1: Overall structural condition of the facility
Goal 2: Can the exterior recreation area support cell block occupancy?

Our opinions indicated below are based on a review of an existing set of drawings and a site visit conducted on November 20th, 2016.

Summary of the existing structure:

- Architect and Engineer of the existing facility: Dana Larson Roubal and Associates
- Drawings reviewed: revision #2 dated 11/18/1985
- The existing structural system consists of cast in place concrete beams, joists and columns. Most partition walls in the areas occupied by inmates are masonry block walls. The foundation system for the structure consists of auger cast piles supporting pile caps.

Goal #1: Overall condition of the facility

In general, it is our opinion that the structure is in good condition relative to similar buildings of similar age.

- There does not appear to be excessive settlement of interior beams, columns or interior foundations. This statement is made based on visual observations and less than 1 hour inside the facility. There could be areas that we did not observe that are settling or cracking, however we did not see them nor were we made aware of any areas of concern by staff.
- There does appear to be some slab settlement in the administration area in the southwest corner of the building at the ground level. Also, there appears to be some water infiltration in the exterior wall on the ground floor office in the south west corner. The slab settlement in this area is causing cracking of interior non-load bearing walls and a noticeable slope in the floor. In our opinion, neither the slope in the floor nor the water infiltration poses an immediate safety concern. However, the area should be monitored for continued settlement of the slab. The water infiltration in the exterior wall is likely a result of failure of caulking around the windows on the south and or west walls. This water infiltration will continue to cause problems in the office in the south west corner of the building until the exterior leak is resolved. It is our opinion that further investigation of both of these areas should be performed in the near future in order to minimize further damage to the structure.

Goal #2: Can the exterior recreation area support cell block occupancy?

- It is our opinion that the exterior recreation area could support cell block occupancy. Further commentary and explanations included below.

- The existing exterior recreation area "floor" is shown on sheet S4 and the "roof" is shown on S6 of the existing drawings we were provided.
- The exterior recreation area is bounded by grids B and D, 2 and 9.
- The floor structure of the exterior recreation area consists of cast in place concrete beams and joists. The beams run east / west and span between 26'-6" and 30'-3" according to the drawings. Joists run north / south and span approximately 30'-0".
- The roof structure of the exterior recreation area consists of 24" deep open web steel bar joists spaced at 6'-2" on center. The joists span approximately 57'-4" from north / south and are supported by masonry walls on the perimeter of the area. There is a wire mesh over the bar joists. It would appear that the wire mesh is for security purposes and therefore creates an open courtyard.
- According to ASCE 7-10 and the International Building Code (2012) the structure supporting cell blocks is required to be able to support 40 pounds per square foot (psf). Based on our analysis and the information given on the existing drawings (see Structural Notes on page S2) the exterior recreation area is rated to 100 psf. This means that the superimposed load on the structure from occupants and any partitions must not exceed 100 psf. Therefore it is our opinion that the structure is adequate to support cell block occupancy.
    - Partition walls, particularly if masonry, will need to be located strategically.
    - We are not qualified to comment on the non-structural issues associated with locating inmates in the exterior courtyard area (egress, fire separation, sprinkler, HVAC, etc). Therefore, we cannot make any comment on these issues.
    - In order to have inmates occupy the existing exterior recreation area, the current roof joists will need to be removed and a more conventional roof deck, bar joist, beam and column system would need to be installed. The new steel columns for this roof would be located concentrically to the existing concrete columns below.

Conclusion

It is our opinion that the existing exterior recreation area is a viable location for inmate occupancy. More investigation is required in order to fully vet this solution.

Regards,

Erik Raker, PE
President
Raker Rhodes Engineering

Facility Improvement Master Plan
October 28, 2015

Law Enforcement Center Expansion

EXECUTIVE SUMMARY

Much has happened over the past few weeks regarding the availability of past information and recovery of old building plans for the LEC and Jail area. Please refer to the report provided by Supervisor Taylor regarding current information gleaned from recent committee meetings and discoveries.

Basically at this point as a result of everyone's efforts, it is fairly apparent that we can in fact expand the Jail area into the now unused outside exercise areas. In addition to our own analysis of the building plans a report from a structural engineer in previous years also indicates that some form of construction should be possible. The part that is still unclear is exactly to what extent can this area be utilized? At the very least it appears that construction for open areas similar to other areas of the jail should be doable. To the greater extent and as future needs change, it may be possible to put Jail Cells into the area. Either way it will create about 5,000 square feet of space and multiple options not currently available for Jail operations. It's our recommendation to get a current day and final opinion on this from a reputable and independent Structural Engineer in order for everyone to properly plan for the best long term use of this space.

The attached Step by Step plan has been prepared as a guide to take the development of this expansion opportunity through the preliminary stages without great expense to the County. This will allow the Board of Supervisors the chance to evaluate results after each step in the process and make a "go" or "no go" decision to proceed to the next step. It also allows for a progressive plan to evolve into the selection of an Architectural firm for the project as it keeps moving forward.

Because of all the work Baker Group has already done on this project and our strong belief this project has a high potential for implementation we have decided to work with the County through the first two steps of this process without costs to the County. Beyond that Baker Group will bill the County on an hourly basis through this phase. If the project moves beyond that we will negotiate future costs to the County before proceeding.

Respectfully,

David Jorgenson, Director
Facility Improvement Master Plan

Woodbury County LEC

Expansion Plan into Existing Space (Outside Recreation Area)
Relocate Kitchen

		Board of Supervisors	Baker Group	Structural Engineer	Interview Team	Design Team	Sheriff Office
Step 1	**Define structural integrity for maximum floor load**						
	A. In office review of LEC as-built drawings		x	4			
	B. On site visit and inspection of LEC		x	10			
	C. Report from Structural Engineer			2			
	D. Board decision for "go" or "no go" to move forward	x					
Step 2	**Selection of Design Team**						
	A. Prepare Request for Qualifications (RFQ) for Architect		x				
	B. Select Interview Team (County, Baker Group, Sheriff/Jail)	x					
	C. Prepare interview questions and evaluation sheet		x		x		
	D. Selection of Architects to be invited to respond	x	x		x		
	E. Recommendation to Board for selection of Architect		x		x		
	F. Selection of Architect finalized	x					

Note: No costs to the County up to this point except for the hourly rate for the Independent Structural Engineer

Step 3	**Identify Building Code Obstacles** Meet with DOC and State Fire Marshall to review concept, requirements and feasibility		8 *			8	
Step 4	**Relocate Kitchen out of Prairie Hills**	x					x

	Sheriff Office: Work with CBM Food Services to develop a conditional Letter of Intent for moving the food preparation Kitchen from Prairie Hills to the existing Kitchen Space in the Court House. CBM to provide all equipment needed including cooking, refrigeration, freezing, dish washing and exhaust hood improvements. Cost of equipment would be included in the meal prices and contract terms would be negotiated.						
Step 5	**Reconfigure Kitchen preliminary plan and budget** Baker Group , **Facility Services & CBM** would work together to provide a budget for General Construction, Electrical Service, Plumbing and HVAC as needed to accommodate the space.		16 *				
Step 6	**Conceptual Design** County to contract with Architect and Construction Manager for conceptual design development and construction budget for Jail .	x	80 *	TBD	TBD	x	x
Step 7	**Decision to move forward to complete design**	x					x
	Hourly Rate as needed:		$ 115	$ 125			

* Stated hours are estimated only and will be invoiced based on actual hours. Actual hours worked in each Step will be reported to the Board of Supervisors on two week basis. The estimated hours will not be exceeded without Board approval.

The Prairie Hills Facility

We have covered much ground in the first 3 meetings as relates to The Prairie Hills facility to include its $1.2 million minimum costs projected over the next 10 years just for utilities and basic ongoing maintenance, several needs still exist: **Work Release**, **the Weekenders' Program**, a **training and/or exercise area**, **gun range** and **other outbuildings**, and **a kitchen** whereby in the past CBM has reportedly been able to reduce costs for meals. I believe that our work and discussions has laid the groundwork for the closing of the facility due to widespread deterioration (HVAC building automation problems, boiler and domestic water issues, settling and structural problems, a grave liability in the concrete stack, windows with no thermal breaks, piping issues, etc.)

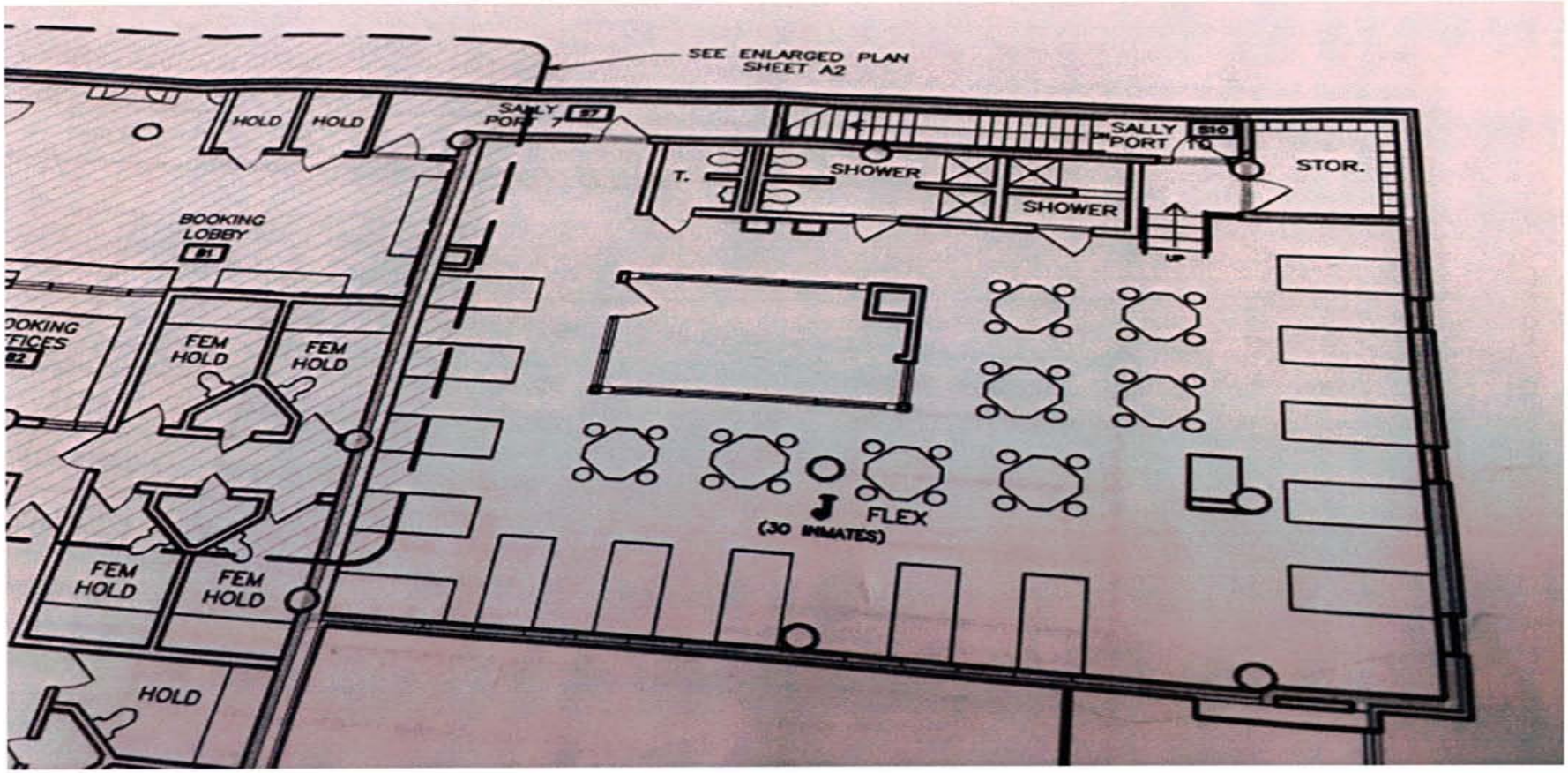
Our Long-Term Facility Master Plan developed by The Baker Group identified these and many other numerous issues that make keeping this facility with its limited usage open a questionable use of tax dollars. Furthermore, "rough order of magnitude" cost estimates have ranged from $8 million for the entire renovation of 3 floors or $2.2 - $5.7 million for the first floor and new addition all of which would require a bond issue. Only a "Training Facility" could fall under such threshold at approximately $987,000 and even then, this does not address the true need for which the building was originally purposed.

Potential Need #1: Work Release

The original purpose of "J Block," according to Mike Neswick the architect at RML who was involved in study of the jail, was for Work Release. It is accessible from an outside entrance and comprises 2,264 square feet of space. This dormitory-style setting that currently houses lesser offending females could be returned to its original purposes with nearly no new cost. Plans show the potential of 30 inmates.

This would answer the question of Work Release and/or the "Weekenders' Program" potentially. That would in turn cause a necessary expansion of repurposed space necessary to house the current population comprising "J Block." Nothing also precludes Woodbury County for advocating for "24/7" at the State Legislative level and even using this area should that endeavor be successful.

Image of J Block



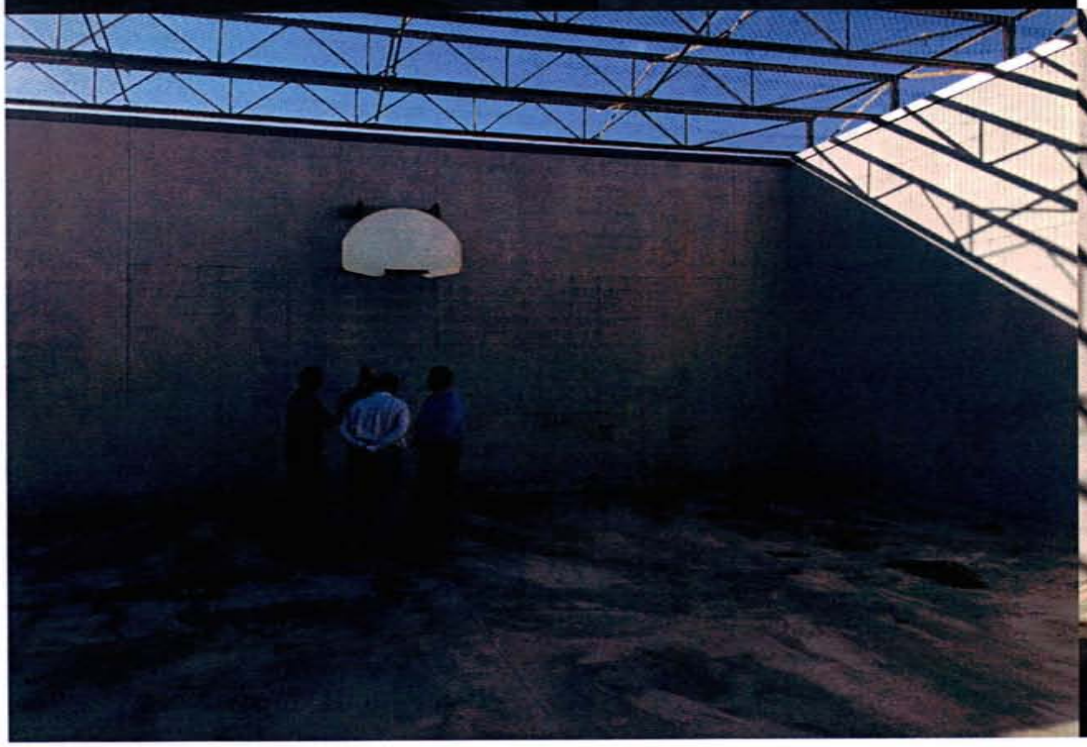
Potential Need #2: New J Block

Outdoor Recreation Area Enclosure

"Currently, the outdoor recreation area has a perimeter of concrete block walls that support steel joists covered with a wire mesh for security. ***Providing a permanent weather-resistant enclosure of this area is possible and would involve relatively economical construction*** [my emphasis]. The existing joists would remain, and new joists would be added between them. We would recommend a low-slope roof system utilizing metal standing seam roof panel. The roof could be sloped in one direction, slope from a center ridge in two directions, or have a "hip" configuration. Our cost estimate for the enclosure is approximately $200,000.

"Structurally, it appears feasible to construct a roof over all or part of the current rooftop outdoor recreation area, but utilization of this space may be limited because there is no handicapped access to this level. To solve this problem, it may be necessary to extend the existing east elevator to the roof level..."

Images



Structural Integrity Issues

In presenting our first 3 meetings' worth of notes, the idea of this outdoor recreational area was purported to have been explored and found that it did not have structural integrity. However, that is not true. The Baker Group and our Building Superintendent have examined prints and do not see why it could not hold. In fact, Mike Neswick provided me with a Bacon Creek Structural Engineer report that stated that there is a 100 PSF (pounds/square ft.) live load.

This may not be enough to hold concrete cell block but could have the potential to have steel joists with metal panels. However, based on an October 22 meeting between Kenny Schmitz (building superintendent), Mike Neswick (RML) and myself, the discovery of having "J Block" potentially repurposed for this area would not present structural integrity issues at all.

Potential Need #3: The Kitchen

The Kitchen

CBM explored the kitchen across the street. They were impressed with the space, facilities, and believe that through a cost-sharing agreement, they can even purchase the additional equipment necessary. Even without the investment and cost-sharing agreement, they estimated only adding $0.25 / meal without the use of a kitchen ($7,200 annually). This is less than 75% of what it was previously estimated to cost, but we believe that issues can be worked out to provide them with a kitchen just across the street from the Law Enforcement Center.

Potential Need #4: Gun Range / Outbuildings

Gun Range and Outbuildings

Nothing in this potential plan would preclude the Sheriff's Department from utilizing outbuildings, the gun range, or having land usage. It would be the physical facility itself that would be subject to close once another space could be repurposed in order to meet the other needs.

Studying the Specific Costs and Understanding Needs

Propose to get more specific costs to bring before the Board.

What concerns, opportunities, questions exist?

What else should be known?

#9b

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

Date: December 3, 2015

Weekly Agenda Date: December 8, 2015

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: **Planning and Zoning Issues**

ACTION REQUIRED:

Approve Ordinance ☐ Approve Resolution ☐ Approve Motion ☐

Give Direction ☐ Other: Informational ☒ Attachments ☐

WORDING FOR AGENDA ITEM: Planning and Zoning Issues

EXECUTIVE SUMMARY: There has been quite a bit of discussion lately as relates to Planning and Zoning. The last Planning and Zoning Commission (November 23) was when the Board of Supervisors were in Danbury. There's quite a bit of intricacy to these issues but the bottom line is that Planning and Zoning will have a staff recommendation and a Planning and Zoning recommendation as it relates to ordinances: those fall under the jurisdiction ultimately of the Board of Supervisors. The enforcement though will not and should continue to be routed back to the two quasi-judicial appointed commissions to fulfill their statutory duties.

BACKGROUND: I am including an e-mail from John Pylelo, Director of Planning and Zoning, in order to properly inform the Board and do so publicly. I believe that it is very important that while the Board of Supervisors may consider the careful recommendations of the Planning and Zoning Commission concerning ordinances, we should routinely refer people to these appointed commissions. I believe Planning and Zoning and the Board of Adjustment are the best recourses for the potential of conditional use permits wherein neighbors can vet projects or the Board can ultimately pass it—with certain conditions—and that the careful balance between residential, business and industry, and ag can be balanced to maintain quality of life and necessary economic development.

FINANCIAL IMPACT: None at this time.

RECOMMENDATION: None at this time.

ACTION REQUIRED: Information only.

Heather Satterwhite - For agenda

From: Jeremy Taylor jtaylor@sioux-city.org<jtaylor@sioux-city.org>
To: HSATTERWHITE@woodburycountyiowa.gov, KJAMES@woodburycountyiowa.gov, mark...
Date: 12/3/2015 8:41 PM
Subject: For agenda

Sent from my LG G3, an AT&T 4G LTE smartphone

------ Original message------
From: John Pylelo
Date: Wed, Dec 2, 2015 4:59 PM
To: Jeremy Taylor;
Subject: Update - Leroy McRoberts

>>> "John Pylelo" 12/02/2015 16:59 >>>
Supervisor Taylor:

An update on the Leroy McRoberts home occupation use trucking operation on 220th St.

Pursuant to Supervisor direction the matter was taken before the Zoning Commission on November 23rd as a work session agenda item. The Commission directed the Planning

1.) Make zoning ordinance language changes which would allow the home occupation use for those trucking companies who meet all the other home occupation tests except f

OR

2.) Insert a new line item in the land use summary table entitled " Trucking Company-
owner operator qualifying under home occupation use. Therein provide language that the use is allowed in the AE and AP zoning district designations only as a conditional u

The Commission may ultimately recommend one of these options or come up with alternatives.
Commission next meets on Monday December 28th. It is anticipated a recommendation will be made to the Supervisors in early January 2016. The ordinance change process v
-60 days.

I am presuming you will be sharing information in this update with the other Supervisors.

John

John

PLEASE NOTE MY NEW E-MAIL ADDRESS WHICH IS:
JPYLELO@woodburycountyiowa.gov

John Pylelo, Director
Office of Planning and Zoning
6th Floor
Woodbury County Courthouse
620 Douglas St.
Sioux City, IA 51101

Office: 712/279-6557
Fax: 712/279-6530
Email: jpylelo@woodburycountyiowa.gov
Website:
http://www.woodburycountyiowa.gov/departments/planning-zoning

**********IMPORTANT NOTICE**********

This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named therein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail, you are hereby notified that any dissemination, distribution or copying of this e-mail, and any attachments thereto, is strictly prohibited. If you have received this e-mail in error, please immediately notify me at 712/279-6557 and permanently delete the original and any copy of any e-mail and any printout thereof.

****

#9c

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S

Date: December 3, 2015

Weekly Agenda Date: December 8, 2015

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: **Siouxland District Health Budget Consideration**

ACTION REQUIRED:

Approve Ordinance ☐ Approve Resolution ☐ Approve Motion ☐

Give Direction ☐ Other: Informational ☒ Attachments ☐

WORDING FOR AGENDA ITEM: Siouxland District Health Budget Consideration

EXECUTIVE SUMMARY: This budget reflects the following increases: A 2.5% Cost of Living Increase, 8% health insurance premium increase (estimated), 2% dental insurance premium increase (verbal confirmation). This results in a potential increase of $55,926. The MidAmerican expense and WCICC IT Support expense has been moved into Administration.

As a best practice for budgeting and in order to most closely align budgets with anticipated expenses, the goal of the Woodbury County Board of Supervisors should be to allocate funding in such a manner that the Siouxland District Health Department is able to maintain a 22% reserve.

Therefore, the Board of Supervisors should target a budget that most closely anticipates SDHD ending with 25% reserves and asks for the reversion of funds at the end of the fiscal year audit to be at 22%. As a good faith concession, the Board should equally be held to maintaining funds within Siouxland District Health should they fall below the 22% threshold.

BACKGROUND:

The only unknowns relate to Medicaid modernization and the 3006 Maternal Health and 3043 Child Health with managed care. There is some "wait-and-see" based on Iowa's unique service delivery among all states as IDPH waits to give guidance. However, Kevin Grieme and Tyler Brock gave me assurance that if there are reductions in grant dollars (most of which are stable and known), there is no shift to tax supported accounts. If a grant-funded program is not sustainable, Siouxland District Health leadership must figure out if they can support or not within their current budget. Typically, they have not been in the habit of asking for more from the Board of Supervisors or doing budget amendments.

CASH CARRYOVER from FY 15

Currently, there is an anticipated $299,786 cash carryover, **over and above** the 25% "reserves" from FY 15. This is actually higher than what was previously discussed with the Siouxland District Health Board

and the Woodbury County Board of Supervisors when it was anticipated to be an approximate $266,000 but we have since learned that this was before the audit. This is fortuitous in that $300,000 was the anticipated cost outside of the Health Fund originally in order to be able to cover the Building Renovation. This has been a one-time agreement because of a retooling of the Board of Supervisors Capital Improvement Project process which otherwise would have potentially delayed the project by a year.

REASONS FOR CASH CARRYOVER

I have expressed some concern that the last three fiscal years have had carryovers averaging $216,853. This would seem to imply that there is overbudgeting, which is not only above the County's reserve goal for itself of 22%, but that carryover amount is actually over and above 25%. (See attached document for historical data). The ten FY average is $179,935 and the past five FY average is $265,497.

I understand that sometimes this overage has been because of fluctuating late service fees for food service inspections, the timing of payments, and even H1N1 grant funding. However, this has of late been fairly consistent. In discussing the situation with Kevin Grieme, I think it should be acknowledged that much of this may come from cost containment measures reflecting good fiscal stewardship by the department.

PRESENTATION AT SDHD

I shared the concerns of the carryover reimbursements at the December 2, 2015 Siouxland District Health Board meeting. Board members understood the intent, namely that school districts and others often carry 20% reserves and there is no intent to overinflate reserves. However, it was shared that it is easier to revert back an overage rather than be promised funding to make up for a short fall under the 22% reserve funding level. There was also concern that as is often the case with experiences with the Legislature that promises are not binding. No one would want to be in the position where the Board sought to target to the 25% level and a funding shortfall put SDHD below the 22% that the County seeks for itself. In that situation, would the Board truly keep its commitment?

I believe that there should be something that binds or at minimum puts this Board on record with the aforementioned policy. The whole goal should be that any overage above 22% or shortfall under 22% mechanism to make the SDHD Board whole would be minimal, e.g. $25,000-$50,000 rather than $837,990 (FY 11) or the one case scenario where the Board of Supervisors would have reverted back $51,729 (FY 7).

FINANCIAL IMPACT: None at this time.

RECOMMENDATION: The proposed budget request to the Board of Supervisors is **$2,281,152.** The last 3 years' average which is likely the most consistent and fairest (and lesser than the 5-year average of $265,497) is $216,853. Therefore, I would recommend approval of a budget that is **$2,064,299**.

In order to not be fair, it is my recommendation that the Board at the end of the year post-audit should keep Siouxland District Health's fund whole at the 22% so that if by budgeting in this way, funding falls under the threshold, it is in good faith that I believe the Board should "make whole" Siouxland District Health. Either way, whether it is in an increased allocation or a reversion of funds, in future years, 22% should be the goal.

ACTION REQUIRED: I believe that the Woodbury County Board of Supervisors should take up the SDHD budget at a subsequent December meeting, grant the budget in total, and reduce the amount by

$216,853 with the goal of a target of "0" dollars cash carryover reimbursement to the County. Then, post audit for FY 17, which would occur typically after November 2017, the reversion would come back to the county with the difference between 25% and 22%.

District Health Department - Carryover Reimbursement
Ten FY's History - FY 2006 to 2015

FY	Accrued Expenditures	Calculated Cash Carryover 22%	Calculated Cash Carryover 25%	Actual Accrued Balance	Over 25% Re-imbursement to County	Over 22% Re-imbursement to County
15*	5,259,567	1,157,105	1,314,892	1,614,678	299,786	457,573
						0
14	5,251,017	1,155,224	1,312,754	1,446,525	133,771	291,301
						0
13	4,833,004	1,063,261	1,208,251	1,425,255	217,004	361,994
						0
12	5,757,412	1,266,631	1,439,353	1,278,280	-161,073	11,649
						0
11	5,278,815	1,161,339	1,319,704	2,157,694	837,990	996,355
						0
10	5,558,668	1,222,907	1,389,667	2,138,825	749,158	915,918
						0
9	5,364,497	1,180,189	1,341,124	1,753,289	412,165	573,100
						0
8	4,953,542	1,089,779	1,238,386	1,326,991	88,606	237,212
						0
7	5,046,735	1,110,282	1,261,684	1,058,553	-203,131	-51,729
						0
6	5,024,635	1,105,420	1,256,159	681,232	-574,927	-424,188

The County was reimbursed for FY 11, FY 13 & FY 14.

FY 15 was left with District Health for one time only to assist in the funding of the CIP project that will be done this FY 16.

For the previous FY's 10 and back to FY 06, there were no transfers made.

Chapter 137.112 sub 2 of the Code of Iowa states that 20% is the cap for health departments on returning funds to the County General Fund. Chapter 137.112 sub 4 states that this section does not apply to a District Health Department. I believe we are the only District Health Department in Iowa which means the Siouxland District Health Department does not statutorily revert funds back to the County.

Ten FY average = $ 179,935 FY 2015 - FY 2006
Five FY average = $ 265,497 FY 2015 - FY 2011

SIOUXLAND DISTRICT HEALTH DEPARTMENT
FY 2016-2017 BUDGET PROPOSAL
SUMMARY

	Actual FY 2014-15 Budget	**Proposed FY 2015-16 Budget**	**Proposed FY 2016-17 Budget**	***FY 2016-17 Anticipated Revenue***
ADMINISTRATION (3041)	925,711	927,125	1,035,009	**29,188**
NURSING (3001)	805,547	843,345	817,565	**173,000**
LABORATORY (3012)	447,778	452,179	434,497	**87,000**
ENVIRONMENTAL (3021)	725,821	744,452	736,266	**458,000**
NUTRITION PROGRAM (3018)	13,608	12,276	5,000	**0**
Grants				
MIECHV (3005)	165,016	177,928	148,000	**148,000**
MATERNAL HEALTH (3006)	156,958	125,289	116,305	**116,305**
TUBERCULOSIS (3007)	500	1,800	950	**950**
SCCAN HOPES (3008)	8,362	8,494	8,816	**8,816**
HOPES/INFANT MORTALITY (3009)	268,529	255,617	281,489	**281,489**
TOBACCO GRANT (3011)	53,129	53,333	53,208	**53,208**
WELL GRANTS (3014)	30,612	36,082	26,530	**26,530**
I 4 GRANT (3015)	47,113	40,577	40,106	**40,106**
SCCAN PCA (3016)	10,584	10,766	10,584	**10,584**
REGION 3 COALITION (3017)	60,000	0	0	**0**
CARE FOR YOURSELF (BCC) (3019)	71,775	97,141	120,950	**120,950**
LEAD GRANT (3023)	33,675	32,666	32,169	**32,166**
HUD GRANT (3024)	0	0	0	**0**
MINI WELLNESS GRANTS (3025)	0	0	0	**0**
PICH GRANT (3026)	0	129,465	120,458	**120,458**
ORAL HEATLH PROGRAM (3028)	86,883	79,943	80,880	**80,880**
COMMUNITY TRANSFORMATON (3029)	65,500	0	0	**0**
LOCAL BIOTERRORISM (3032)	111,000	105,000	107,000	**107,000**
DRUG TESTING (3034)	30,500	30,500	30,100	**30,100**
WIC (3042)	723,592	726,227	753,216	**753,216**
CHILD HEALTH (3403)	0	400,973	417,990	**417,990**
HOMEMAKER (3410)	266,714	262,562	265,438	**265,438**
TOTAL	5,108,907	5,553,740	5,642,526	3,361,374
Revenue	2,905,620	3,328,514	3,361,374	
Tax Askings	**2,203,287**	**2,225,226**	**2,281,152**	

12/4/2015

3041	ADMINISTRATION	FY 2014-15 Budget/Revenue 1.5% Sal. Adj. Proposed	FY 2015-16 Budget/Revenue 2.0% Sal. Adj. Proposed	**PROPOSED FY 2016-17 Budget/Revenue 2.5% Sal. Adj.**	*Inc.*
1003	Department Heads	102,054.00	108,780.00	114,591.00	*5,811.00*
1004	Wage Plan Employees/PT	14,094.00	14,982.00	16,077.00	*1,095.00*
1009	Supervisory	105,200.00	111,994.00	115,069.00	*3,075.00*
1010	Wage Plan Employees	349,221.00	344,162.00	360,820.00	*16,658.00*
1015	Temporary Employees	3,600.00	3,600.00	3,600.00	*0.00*
1019	Overtime	0.00	0.00	0.00	*0.00*
1020	Longevity Comp	0.00	0.00	0.00	*0.00*
1022	Shift Differential	0.00	0.00	0.00	*0.00*
1116	Matching FICA	40,640.00	41,448.00	43,540.00	*2,092.00*
1117	Matching IPERS	51,274.00	52,109.00	54,488.00	*2,379.00*
1118	Emp Hospital	141,096.00	145,273.00	160,264.00	*14,991.00*
1121	Life Insurance	638.00	637.00	651.00	*14.00*
1123	Dental Insurance	4,269.00	4,263.00	4,441.00	*178.00*
1126	LTD Insurance	1,258.00	1,250.00	3,493.00	*2,243.00*
1135	Car Allowance	0.00	0.00		*0.00*
2020	Chemicals & Gases	0.00			*0.00*
2301	Food	0.00			*0.00*
2320	**Custodial Supplies**	1,700.00	1,750.00	1,800.00	*50.00*
2601	Office Supplies	3,500.00	3,503.00		*(3,503.00)*
2610	Magazines & Books	300.00	300.00		*(300.00)*
2910	Medical/Lab Supplies	0.00			*0.00*
2915	Health Services Assist.	500.00	500.00		*(500.00)*
2940	Wearing/Safety Appar	0.00			*0.00*
2955	Unspecified	0.00			*0.00*
3920	Cash Allowances Assist	1,100.00	1,100.00		*(1,100.00)*
3945	School Expense Assistance	0.00			*0.00*
4005	Official Publications	1,000.00	1,400.00		*(1,400.00)*
4020	Typing, Printing & Binding	350.00	350.00		*(350.00)*
4120	**Postage & Mailing**	350.00	250.00	250.00	*0.00*
4130	Emp Mileage	2,000.00	2,000.00		*(2,000.00)*
4132	Travel/Expense	2,000.00	2,000.00		*(2,000.00)*
4136	Parking	50.00	50.00		*(50.00)*
4140	**Telephone/Telegraph**	8,500.00	8,240.00	8,240.00	*0.00*
4201	**Professional Service**	13,757.00	8,899.00	41,999.00	*33,100.00*
4220	School of Instructions	1,300.00	1,500.00		*(1,500.00)*
4233	Well Testing/Abandon	0.00			*0.00*
4301	**Natural & LP Gas**	5,060.00	5,625.00	46,500.00	*40,875.00*
4302	**Water/Garbage**	5,800.00	6,300.00	6,900.00	*600.00*
4410	**Building Maintenance**	0.00		0.00	*0.00*
4420	Equipment Maintenance	500.00	500.00	500.00	*0.00*
4440	Motor Vehicle Expense	0.00			*0.00*
4460	Radio & Related Equipment	0.00			*0.00*
4475	**Maintenance Contracts**	29,018.00	28,690.00	27,315.00	*(1,375.00)*
4501	**Rent**	10,400.00	10,000.00	10,000.00	*0.00*
4620	**Liability/Prop. Ins. Pr**	4,680.00	4,000.00	4,000.00	*0.00*
4801	Dues/Memberships	2,300.00	2,500.00	2,600.00	*100.00*
6105	Buildings	14,782.00	5,000.00	5,000.00	*0.00*
6360	Ofc. Equip/Furn.	1,500.00	2,250.00	821.00	*(1,429.00)*
6385	**Lease Purchase Agreement**	1,920.00	1,920.00	2,050.00	*130.00*
	TOTAL	925,711.00	927,125.00	1,035,009.00	*107,884.00*
	REVENUE				
	Health Fund	897,371.00	898,250.00	1,005,821.00	*893,827.00*
	Misc.	28,340.00	28,875.00	29,188.00	*(314,974.00)*
	TOTAL	925,711.00	927,125.00	1,035,009.00	*533,805.00*

3001	NURSING	FY 2014-15 Budget/Revenue 1.5% Sal. Adj. Proposed	FY 2015-16 Budget/Revenue 2.0% Sal. Adj. Proposed	**PROPOSED FY 2016-17 Budget/Revenue 2.5 Sal. Adj.**	*Inc.*
1003	Department Heads	0.00	0.00	0.00	*0.00*
1004	Wage Plan Employees/PT	42,938.00	25,253.00	0.00	*(25,253.00)*
1009	Supervisory	69,344.00	70,731.00	72,499.00	*1,768.00*
1010	Wage Plan Employees	343,992.00	380,970.00	392,490.00	*11,520.00*
1015	Temporary Employees	0.00	0.00	0.00	*0.00*
1019	Overtime	206.00	207.00	206.00	*(1.00)*
1020	Longevity Comp	0.00	0.00	0.00	*0.00*
1022	Shift Differential	0.00	0.00	0.00	*0.00*
1116	Matching FICA	33,154.00	34,751.00	34,021.00	*(730.00)*
1117	Matching IPERS	40,764.00	42,610.00	41,542.00	*(1,068.00)*
1118	Emp Hospital	127,104.00	149,718.00	147,127.00	*(2,591.00)*
1121	Life Insurance	557.00	656.00	597.00	*(59.00)*
1123	Dental Insurance	3,729.00	4,393.00	4,077.00	*(316.00)*
1126	LTD Insurance	1,029.00	1,137.00	3,076.00	*1,939.00*
1135	Car Allowance	0.00			*0.00*
2020	Chemicals & Gases	0.00			*0.00*
2301	Food	0.00			*0.00*
2320	**Custodial Supplies**	0.00			*0.00*
2601	Office Supplies	2,245.00	2,500.00	1,400.00	*(1,100.00)*
2610	Magazines & Books	200.00	200.00	200.00	*0.00*
2910	Medical/Lab Supplies	54,851.00	55,200.00	62,000.00	*6,800.00*
2915	Health Services Assist.	0.00			*0.00*
2940	Wearing/Safety Appar	0.00			*0.00*
2955	Unspecified	100.00		1,800.00	*1,800.00*
3920	Cash Allowances Assist	0.00			*0.00*
3945	School Expense Assistance	0.00			*0.00*
4005	Official Publications	0.00			*0.00*
4020	Typing, Printing & Binding	3,000.00	2,500.00	1,000.00	*(1,500.00)*
4120	**Postage & Mailing**	625.00	425.00	400.00	*(25.00)*
4130	Emp Mileage	3,200.00	4,681.00	6,017.00	*1,336.00*
4132	Travel/Expense	1,500.00	1,500.00	1,000.00	*(500.00)*
4136	Parking	50.00	100.00	113.00	*13.00*
4140	**Telephone/Telegraph**	5,830.00	5,950.00	4,920.00	*(1,030.00)*
4201	**Professional Service**	9,753.00	9,204.00	500.00	*(8,704.00)*
4220	School of Instructions	2,000.00	2,000.00	800.00	*(1,200.00)*
4233	Well Testing/Abandon	0.00			*0.00*
4301	**Natural & LP Gas**	10,281.00	10,985.00	0.00	*(10,985.00)*
4302	**Water/Garbage**	0.00	0.00	0.00	*0.00*
4410	**Building Maintenance**	0.00	0.00	0.00	*0.00*
4420	Equipment Maintenance	0.00		100.00	*100.00*
4440	Motor Vehicle Expense	0.00		1,500.00	*1,500.00*
4460	Radio & Related Equipmen	0.00			*0.00*
4475	**Maintenance Contracts**	13,331.00	10,871.00	12,812.00	*1,941.00*
4501	**Rent**	19,920.00	19,120.00	19,120.00	*0.00*
4620	**Liability/Prop. Ins. Pr**	9,076.00	7,683.00	7,648.00	*(35.00)*
4801	Dues/Memberships	0.00			*0.00*
6105	Buildings	0.00			*0.00*
6360	Ofc. Equip/Furn.	6,768.00		600.00	*600.00*
6385	**Lease Purchase Agreem**	0.00			*0.00*
	TOTAL	805,547.00	843,345.00	817,565.00	*(25,780.00)*
	REVENUE				
	Health Fund	640,547.00	653,345.00	644,565.00	*(8,780.00)*
	Nursing Fees	120,000.00	145,000.00	122,000.00	*(23,000.00)*
	Medicare Fee	5,000.00	0.00	5,000.00	*5,000.00*
	Medicaid Fees (Title XIX)	40,000.00	45,000.00	46,000.00	*1,000.00*
	TOTAL	805,547.00	843,345.00	817,565.00	*(25,780.00)*

3012	LAB	FY 2014-15 Budget/Revenue 1.5% Sal. Adj. Proposed	FY 2015-16 Budget/Revenue 2.0% Sal. Adj. Proposed	**PROPOSED FY 2016-17 Budget/Revenue 2.5 Sal. Adj.**	*Inc.*
1003	Department Heads	0.00	0.00	0.00	*0.00*
1004	Wage Plan Employees/PT	14,796.00	15,385.00	16,369.00	*984.00*
1009	Supervisory	11,735.00	12,568.00	13,050.00	*482.00*
1010	Wage Plan Employees	186,414.00	191,706.00	197,067.00	*5,361.00*
1015	Temporary Employees	0.00	0.00	0.00	*0.00*
1019	Overtime	0.00	0.00	0.00	*0.00*
1020	Longevity Comp	0.00	0.00	0.00	*0.00*
1022	Shift Differential	0.00	0.00	0.00	*0.00*
1116	Matching FICA	15,023.00	15,517.00	16,313.00	*796.00*
1117	Matching IPERS	19,016.00	19,615.00	20,225.00	*610.00*
1118	Emp Hospital	63,162.00	63,162.00	58,494.00	*(4,668.00)*
1121	Life Insurance	277.00	277.00	277.00	*0.00*
1123	Dental Insurance	1,853.00	1,853.00	1,890.00	*37.00*
1126	LTD Insurance	512.00	519.00	1,412.00	*893.00*
1135	Car Allowance	0.00		0.00	*0.00*
2020	Chemicals & Gases	0.00		0.00	*0.00*
2301	Food	0.00		0.00	*0.00*
2320	**Custodial Supplies**	10,000.00	10,000.00	9,900.00	*(100.00)*
2601	Office Supplies	500.00	500.00	500.00	*0.00*
2610	Magazines & Books	300.00	300.00	200.00	*(100.00)*
2910	Medical/Lab Supplies	31,879.00	28,808.00	30,000.00	*1,192.00*
2915	Health Services Assist.	0.00		0.00	*0.00*
2940	Wearing/Safety Appar	0.00		0.00	*0.00*
2955	Unspecified	0.00		0.00	*0.00*
3920	Cash Allowances Assist	0.00		0.00	*0.00*
3945	School Expense Assistance	0.00		0.00	*0.00*
4005	Official Publications	0.00		0.00	*0.00*
4020	Typing, Printing & Binding	600.00	600.00	600.00	*0.00*
4120	**Postage & Mailing**	2,000.00	1,550.00	1,970.00	*420.00*
4130	Emp Mileage	250.00	250.00	350.00	*100.00*
4132	Travel/Expense	1,000.00	1,000.00	750.00	*(250.00)*
4136	Parking	0.00		0.00	*0.00*
4140	**Telephone/Telegraph**	2,220.00	1,840.00	1,390.00	*(450.00)*
4201	**Professional Service**	11,000.00	14,314.00	3,600.00	*(10,714.00)*
4220	School of Instructions	500.00	500.00	300.00	*(200.00)*
4233	Well Testing/Abandon	0.00		0.00	*0.00*
4301	**Natural & LP Gas**	7,106.00	7,695.00	0.00	*(7,695.00)*
4302	**Water/Garbage**	0.00		0.00	*0.00*
4410	**Building Maintenance**	15,000.00	15,500.00	16,000.00	*500.00*
4420	Equipment Maintenance	1,200.00	1,200.00	1,200.00	*0.00*
4440	Motor Vehicle Expense	23,000.00	22,000.00	17,000.00	*(5,000.00)*
4460	Radio & Related Equipmen	0.00		0.00	*0.00*
4475	**Maintenance Contracts**	6,743.00	5,618.00	6,488.00	*870.00*
4501	**Rent**	14,960.00	13,680.00	13,680.00	*0.00*
4620	**Liability/Prop. Ins. Pr**	6,732.00	5,472.00	5,472.00	*0.00*
4801	Dues/Memberships	0.00		0.00	*0.00*
6105	Buildings	0.00		0.00	*0.00*
6360	Ofc. Equip/Furn.	0.00	750.00	0.00	*(750.00)*
6385	**Lease Purchase Agreem**	0.00		0.00	*0.00*
	TOTAL	447,778.00	452,179.00	434,497.00	*(17,682.00)*
	REVENUE				
	Health Fund	361,940.00	369,179.00	347,497.00	*(21,682.00)*
	Lab Fees	69,000.00	69,000.00	69,000.00	*0.00*
	Blood Lead Testing	14,838.00	11,000.00	13,000.00	*2,000.00*
	Building Services Misc.	2,000.00	3,000.00	5,000.00	*2,000.00*
		447,778.00	452,179.00	434,497.00	*(17,682.00)*

FY 2016-17 PROPOSED BUDGET 12/4/2015

3018	NUTRITION	FY 2014-15 Budget/Revenue 1.5% Sal. Adj. Proposed	FY 2015-16 Budget/Revenue 2.0% Sal. Adj. Proposed	**PROPOSED FY 2016-17 Budget/Revenue 2.5% Sal. Adj.**	*Inc.*
1003	Department Heads	0.00	0.00	0.00	*0.00*
1004	Wage Plan Employees/PT	0.00	1,786.00	1,823.00	*37.00*
1009	Supervisory	3,566.00	7,275.00	0.00	*(7,275.00)*
1010	Wage Plan Employees	0.00	0.00	1,569.00	*1,569.00*
1015	Temporary Employees	0.00	0.00	0.00	*0.00*
1019	Overtime	0.00	0.00	0.00	*0.00*
1020	Longevity Comp	0.00	0.00	0.00	*0.00*
1022	Shift Differential	0.00	0.00	0.00	*0.00*
1116	Matching FICA	260.00	660.00	254.00	*(406.00)*
1117	Matching IPERS	318.00	809.00	303.00	*(506.00)*
1118	Emp Hospital	780.00	1,560.00	506.00	*(1,054.00)*
1121	Life Insurance	3.00	7.00	2.00	*(5.00)*
1123	Dental Insurance	23.00	46.00	14.00	*(32.00)*
1126	LTD Insurance	7.00	14.00	11.00	*(3.00)*
1135	Car Allowance	0.00			*0.00*
2020	Chemicals & Gases	0.00			*0.00*
2301	Food	0.00			*0.00*
2320	**Custodial Supplies**	0.00			*0.00*
2601	Office Supplies	0.00			*0.00*
2610	Magazines & Books	0.00			*0.00*
2910	Medical/Lab Supplies	0.00			*0.00*
2915	Health Services Assist.	100.00			*0.00*
2940	Wearing/Safety Appar	0.00			*0.00*
2955	Unspecified	0.00			*0.00*
3920	Cash Allowances Assist	0.00			*0.00*
3945	School Expense Assistance	0.00			*0.00*
4005	Official Publications	0.00			*0.00*
4020	Typing, Printing & Binding	0.00			*0.00*
4120	**Postage & Mailing**	0.00	20.00		*(20.00)*
4130	Emp Mileage	23.00	49.00	218.00	*169.00*
4132	Travel/Expense	0.00	50.00	100.00	*50.00*
4136	Parking	0.00			*0.00*
4140	**Telephone/Telegraph**	0.00			*0.00*
4201	**Professional Service**	6,820.00			*0.00*
4220	School of Instructions	100.00		200.00	*200.00*
4233	Well Testing/Abandon	0.00			*0.00*
4301	**Natural & LP Gas**	1,608.00			*0.00*
4302	**Water/Garbage**	0.00			*0.00*
4410	**Building Maintenance**	0.00			*0.00*
4420	Equipment Maintenance	0.00			*0.00*
4440	Motor Vehicle Expense	0.00			*0.00*
4460	Radio & Related Equipmen	0.00			*0.00*
4475	**Maintenance Contracts**	0.00			*0.00*
4501	**Rent**	0.00			*0.00*
4620	**Liability/Prop. Ins. Pr**	0.00			*0.00*
4801	Dues/Memberships	0.00			*0.00*
6105	Buildings	0.00			*0.00*
6360	Ofc. Equip/Furn.	0.00			*0.00*
6385	**Lease Purchase Agreem**	0.00			*0.00*
	TOTAL	13,608.00	12,276.00	5,000.00	*(7,276.00)*
	REVENUE				
	Health Fund	6,608.00	5,000.00	5,000.00	*0.00*
	Nutrition Program	7,000.00	7,276.00	0.00	*(7,276.00)*
		13,608.00	12,276.00	5,000.00	*(7,276.00)*

3021	ENVIRONMENTAL	FY 2014-15 Budget/Revenue 1.5% Sal. Adj. Proposed	FY 2015-16 Budget/Revenue 2.0% Sal. Adj. Proposed	**PROPOSED FY 2016-17 Budget/Revenue 2.5% Sal. Adj.**	*Inc.*
1003	Department Heads	0.00	0.00	0.00	*0.00*
1004	Wage Plan Employees/PT	0.00	0.00	0.00	*0.00*
1009	Supervisory	69,344.00	70,731.00	72,499.00	*1,768.00*
1010	Wage Plan Employees	356,549.00	357,840.00	351,325.00	*(6,515.00)*
1015	Temporary Employees	2,604.00	3,199.00	5,446.00	*2,247.00*
1019	Overtime	0.00	0.00	0.00	*0.00*
1020	Longevity Comp	0.00	0.00	0.00	*0.00*
1022	Shift Differential	0.00	0.00	0.00	*0.00*
1116	Matching FICA	31,208.00	31,179.00	30,335.00	*(844.00)*
1117	Matching IPERS	38,032.00	38,271.00	37,847.00	*(424.00)*
1118	Emp Hospital	108,659.00	121,801.00	132,220.00	*10,419.00*
1121	Life Insurance	534.00	534.00	537.00	*3.00*
1123	Dental Insurance	3,116.00	3,116.00	3,197.00	*81.00*
1126	LTD Insurance	1,069.00	1,063.00	2,971.00	*1,908.00*
1135	Car Allowance	0.00			*0.00*
2020	Chemicals & Gases	1,000.00	1,000.00	1,000.00	*0.00*
2301	Food	0.00			*0.00*
2320	**Custodial Supplies**	0.00			*0.00*
2601	Office Supplies	4,100.00	4,000.00	3,000.00	*(1,000.00)*
2610	Magazines & Books	1,000.00	1,000.00	500.00	*(500.00)*
2910	Medical/Lab Supplies	0.00			*0.00*
2915	Health Services Assist.	3,000.00	4,958.00	3,000.00	*(1,958.00)*
2940	Wearing/Safety Appar	0.00			*0.00*
2955	Unspecified	1,500.00	1,500.00	1,500.00	*0.00*
3920	Cash Allowances Assist	0.00			*0.00*
3945	School Expense Assistance	0.00			*0.00*
4005	Official Publications	1,000.00	1,000.00	1,000.00	*0.00*
4020	Typing, Printing & Binding	5,000.00	5,000.00	5,000.00	*0.00*
4120	**Postage & Mailing**	2,000.00	2,500.00	2,700.00	*200.00*
4130	Emp Mileage	500.00	501.00	500.00	*(1.00)*
4132	Travel/Expense	2,000.00	2,000.00	2,000.00	*0.00*
4136	Parking	100.00	100.00	100.00	*0.00*
4140	**Telephone/Telegraph**	4,170.00	7,560.00	3,760.00	*(3,800.00)*
4201	**Professional Service**	4,844.00	5,740.00	2,000.00	*(3,740.00)*
4220	School of Instructions	6,500.00	6,000.00	5,000.00	*(1,000.00)*
4233	Well Testing/Abandon	0.00			*0.00*
4301	**Natural & LP Gas**	3,508.00	4,950.00	0.00	*(4,950.00)*
4302	**Water/Garbage**	0.00			*0.00*
4410	**Building Maintenance**	2,500.00	1,000.00	1,000.00	*0.00*
4420	Equipment Maintenance	2,000.00	1,000.00	1,000.00	*0.00*
4440	Motor Vehicle Expense	43,244.00	46,279.00	45,429.00	*(850.00)*
4460	Radio & Related Equipmen	0.00			*0.00*
4475	**Maintenance Contracts**	5,800.00	5,310.00	6,080.00	*770.00*
4501	**Rent**	7,200.00	8,800.00	8,800.00	*0.00*
4620	**Liability/Prop. Ins. Pr**	3,240.00	3,520.00	3,520.00	*0.00*
4801	Dues/Memberships	0.00			*0.00*
6105	Buildings	0.00			*0.00*
6360	Ofc. Equip/Furn.	10,500.00	3,000.00	3,000.00	*0.00*
6385	**Lease Purchase Agreem**	0.00			*0.00*
	TOTAL	725,821.00	744,452.00	736,266.00	*(8,186.00)*
	REVENUE				
	Health Fund	296,821.00	299,452.00	278,266.00	*(21,186.00)*
	Fee/Licenses	175,000.00	175,000.00	175,000.00	*0.00*
	Multi-County	220,000.00	235,000.00	255,000.00	*20,000.00*
	Adm. Fee	34,000.00	35,000.00	28,000.00	*(7,000.00)*
		725,821.00	744,452.00	736,266.00	*(8,186.00)*

#9d

Date: December 3, 2015

Weekly Agenda Date: December 8, 2015

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: **Energy Conservation**

ACTION REQUIRED:

Approve Ordinance ☐ Approve Resolution ☐ Approve Motion ☐

Give Direction ☐ Other: Informational ☒ Attachments ☐

WORDING FOR AGENDA ITEM: Conservation Measures, Energy CAP, and Building Automation

EXECUTIVE SUMMARY: I hope that the Board through energy efficiency projects, building automation systems, and conscientiousness of usage would continue the process of reducing costs in energy for taxpayers and as good environmental stewards. I would not only reference the Facility Improvement Master Plan as developed by the Baker Group but also steps that the Board has already taken:

- Saving taxpayer dollars by correcting coding and aligning budgets to 5-year averages for utilities
- Contracting with Energy CAP in order to start tracking utilities, cost avoidance, budgeting, anomalies, commodity average unit costs, usage trends, demand charges, etc.
  (There are bi-weekly meetings for implementation occurring now).
- Replacement of every interior light with LEDs and an approximate 3-year payback* by becoming the first all-LED county in the State of Iowa
- Examination of a Woodbury County Energy Summary Report with cost comparisons.
- Consideration then of closing a facility with an incredulous $4.28/sq foot utilities cost (Prairie Hills) and studying how to design more efficient space with an expansion of the LEC.

**The Board should budget some anticipated savings per Supervisor Clausen's suggestion at a previous meeting based on a May 31, 2016 installation of LEDs.*

The next step to look at is **Building Automation**, both for the comfort and efficiencies of our HVAC. Nearly every system is old, outdated, in deteriorated condition, or non-functioning. Our building superintendent has identified multiple 2017 CIP Projects related to building automation.

BACKGROUND:

ENERGY CAP…I am including a PowerPoint that Kenny Schmitz and Rene Pettigrew (Building Services), Doug Bock (IT), Jean Jessen (Auditor's Office), and I sat in with representatives from Energy CAP, Inc. This item is informational only to share what we learned on December 1, 2015.

BUILDING AUTOMATION…I also had a meeting with Kenny Schmitz, representatives from The Baker Group, and (by telephone) a Mid-American key account manager on December 1 as relates to building automation systems to determine what we have, what opportunities exist, etc. We have some Allerton (Star Control), Johnson Controls (Siouxland District Health wherein I have questioned a $28,000 annual service contract), and some Dunwell. Not all "talk" to one another and many have lost control of their intended purposes.

The level of rebates is "custom," meaning that there is no set dollar amount available as there is for a "prescriptive rebate," e.g. $20 per LED fixture as approved by DLC (Design Lighting Consortium). For "custom rebates" which are more typical for complex projects, an outside company must come and demonstrate an audit with potential energy savings through retrofits and subsequently reduced expenditures. Typically, Mid-American is going through a company called Clear Results but custom rebates sometimes take more than 12 weeks just to identify what would be eligible. An expedited process called Retrofit Commissioning can expedite this to as soon as 6 weeks when the study can be completed, and another 6 weeks with the results of potential rebates or results. The County had had Nexant do this (a previous study from Mid-American) but followed through on very little of what the reports identified. Nexant reports are no longer allowed to be utilized.

There is also a potential that The Energy Group, an alternative, may be utilized and the key account manager from Mid-American should be able to let us know which company can respond most quickly to our needs by the first week of January, 2016.

We also learned from The Baker Group who is implementing $2.5 million of projects with the Sioux City Schools, holds the State Master Contract with the Iowa Energy Bank, and has many other projects around the state, the following: building automation systems must typically be in conjunction with other projects, e.g. replacement of steam traps, utilization of outdoor air economizers, etc. in order to maximize rebate potential.

FINANCIAL IMPACT: There is absolutely no cost to having rebate potentials identified by Mid-American, but there are no potential rebate opportunities unless this step is taken.

RECOMMENDATION: Information only

ACTION REQUIRED: Information only.

EnergyCAP®

Project Kickoff Meeting

County of Woodbury, IA

Dan Behringer
Senior Project Manager
Phone: 877.327.3702 x68
Email: Dan.Behringer@EnergyCAP.com

Phil Kolb
Marketing Account Manager
Phone: 877.327.3702 x46
Email: Phil.Kolb@EnergyCAP.com

Agenda

1. Introductions, Contract Review
2. Expectations, Timelines
3. Initial Data Requirements, Data Conversion, Software Requirements
4. Resources: FTP, Download Site, Help, Support
5. Next Steps: Regular Meetings, Action Items

1. Introductions

EnergyCAP, Inc. Stakeholders

Name	Title & Contact Info	Responsibilities
Dan Behringer	Senior Project Manager 877.327.3702 x68 Dan.Behringer@EnergyCAP.com	• Project lead • Primary point of contact • Manage project: ensure deliverables are reviewed and approved in timely manner • Facilitates communications
Dave Ulmer	Senior Project Manager x40 David.Ulmer@EnergyCAP.com	• Provides assistance and backup as required
Ryan Ohlson	Chief Operating Officer x33 Ryan.Ohlson@EnergyCAP.com	• Supervises project managers • Facilitates resolution of issues that may arise • Ensures quality
Phil Kolb	Marketing Account Manager x46 Phil.Kolb@EnergyCAP.com	• Sales contact for contract questions

1. Introductions

Client Stakeholders – Who are the main project contacts?

Role	Responsibilities
Project Sponsor	• Project approval to start • Approval of project change orders as necessary • Approve or delegate approval that project has completed satisfactorily
Project Manager	• Primary point of contact • Manage project: ensure deliverables are reviewed and approved in timely manner • Ensure critical success factors are identified, validated, and approved • Facilitates communications
IT Support	• Ensure infrastructure and data requirements are identified and completed • Provide technical expertise • Install systems and software
Accounting Support	• Understand accounting and workflow functions of system • Provide expertise on accounting codes and structure of data in accounting system • If necessary, provide interface specifications
Additional Support	• Identify and approve reporting requirements • Conduct testing via scenarios and ad hoc • Provide feedback and sign off on key deliverables

1. Contract Review

License Details

- Number of Meters: 250

Base Features		
Account & Meter Tracking	Project Tracking	Budgets & Forecasts
Benchmarking Charts	Reports, Charts & Graphs	Counters
Bill Audits	Setup Wizards	Custom Spreadsheets
Data Import Templates	Supported APIs	Energy Contract Administration
Electronic Bill Import	Target Comparison	Energy Procurement
Energy Dashboard	Tree View Navigation	Issue Tracker
ENERGY STAR Benchmarking	User Permissions	Rate/Tariff Analysis
Greenhouse Gas Tracking	Weather Data	Report Distribution
PowerViews™	Workflow Management	Unit System (Editing)

1. Contract Review

Advanced License Features

Advanced Features – Included
Cost Avoidance (M&V), Calendarization, Normalization, Energy Use Intensity, Use vs Weather

Advanced Features – Optional
Accounts Payable or General Ledger Export
Chargebacks, Submeters, Bill Splits
Interval Data, Meter Data Import
Report Designer
Historical Bill Import
Bill CAPture

1. Contract Review

Implementation Details

- Project Management Services
  - Setup/configuration of EnergyCAP
  - Project-based implementation assistance

Training Details

- Online Training – Five hours
- Annual Catalyst User Group Conference
  - April 26-28, 2016 in State College, PA
  - www.EnergyCAPCatalyst.com

EnergyCAP Maintenance Agreement (ECMA) – Ongoing upgrades and support

Hosting – Database to be hosted by County of Woodbury

EnergyCAP.

2. Expectations

- What are the primary business drivers behind your purchase of EnergyCAP?
- Are there any project deadlines/mandates?
- Is EnergyCAP replacing existing software or providing new functionality?
- Implementation expectations (project resources, division of labor)

2. Timelines

Most projects are 4-8 months in length

Major Project Tasks:

- Basic Setup / Configuration
- Client Hosted Software Installation
- Import Historical Data
- Advanced Setup / Configuration
- Training

2. Timelines

Key Risks that Threaten Deadlines

Risk
Ownership of Project
Access to Data
Organization of Data
Project Buy-In
Preparation for Regular Meetings
Turnover in Personnel

EnergyCAP.

3. Common Terminology

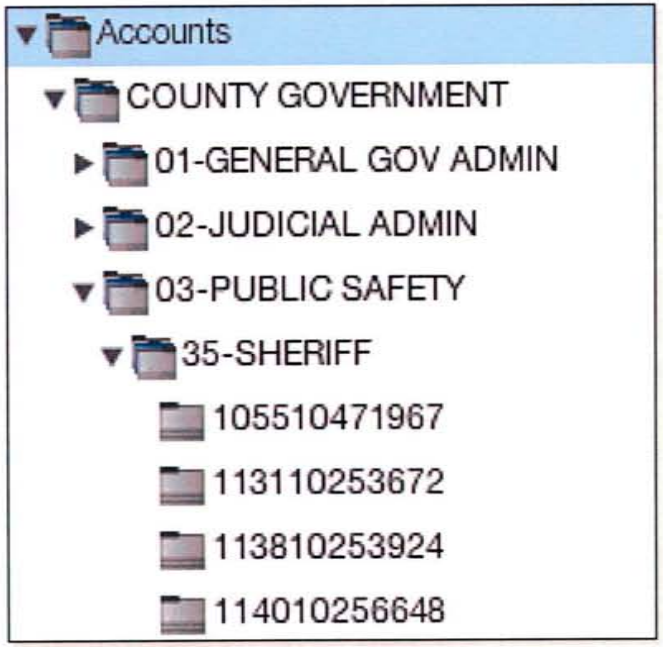
Term	Definition
ECO	EnergyCAP Online (Web Version)
ECE	EnergyCAP Enterprise (Installed Version)
ECI	EnergyCAP, Inc. (Company)
Account	Purchased utility account, vendor account, deregulated account, internal chargeback/recharge account
Meter	A meter is a point of service as itemized on the bill and tracked in EnergyCAP as a meter/logical device and includes points of service for which no physical meter exists, such as sewer, fire lines, outdoor lighting, fuel oil tanks, storm drainage, ISP and telephone service, etc. Meter records that are used in split, calculated, and virtual bill processes for Chargeback and Cost Allocation purposes are considered meters.
Buildings	Physical Structures
Places	Level of the Facility Tree
Cost Center	Level of the Accounting Tree
Hierarchy	Organization of Data using a Tree Structure

3. EnergyCAP Hierarchy Setup

EnergyCAP is organized into two primary hierarchies/trees:

Buildings & Meters

Accounts



EnergyCAP

3. Data Setup and Migration

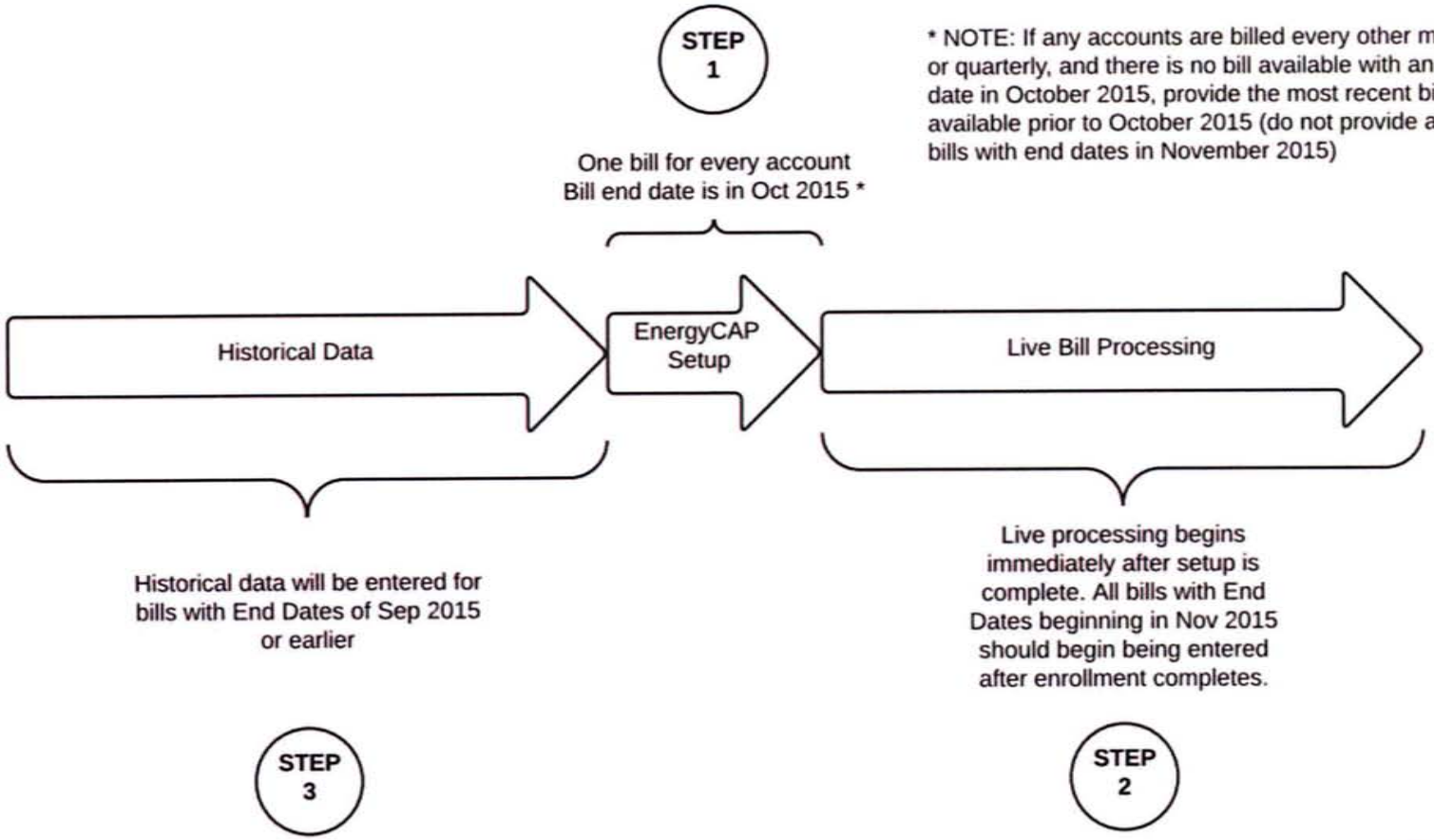
Setup Data

- Most setup data can be collected from PDF images of existing bills
  - One bill per account
  - All bills with end date / read date of in Oct 2015

Historical Data

- EnergyCAP to provide historical data import sheet format
- Woodbury to prepare sheet with historical data

3. Data Setup and Migration



EnergyCAP.

3. Software Requirements

- Web browser with Adobe Flash enabled
- GoToMeeting®
- Client Hosted
  - Microsoft SQL Server 2008R2 or 2012
  - Windows Server 2008 with IIS 7
- Client is responsible for all hardware/software upgrades to run EnergyCAP. Changes to requirements are included in release notes.

4. Resources: FTP, Help, Support, Releases

Support FTP: Exchange files

Knowledge Transfer Document (KTD)

Help Manual

- ECE: Help.EnergyCAP.com
- ECO: Docs.EnergyCAP.com

Support Resources

- www.EnergyCAP.com/Support
- Sample Reports: www.EnergyCAP.com/SampleReports

EnergyCAP.

4. Resources: FTP, Help, Support, Releases

Training Resources

- Training Videos
- Annual Catalyst Conference: April 26-28, 2016 in State College, PA. www.EnergyCAPCatalyst.com

Release Schedule and Notes

- www.EnergyCAP.com/Support/Releases

5. Next Steps: Regular Meetings

Schedule Next Meeting

- Regular Meetings (Bi-Weekly)
- Who should attend?
- **Very Important:** For project success and on-time completion it is important for both parties to be prepared for meetings.

5. Next Steps: Action Items

ECI Action Items

- Propose meeting times
- Send KTD Template
- Send Login and FTP Information
- Send Installation Instructions

County Action Items

- Start to Gather Data – PDF images (one per account)
- Collect Building/Site and Accounting Structure information

Thank you. We look forward to working with you!

NOTICE OF A GATHERING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

You are hereby notified that a majority or all members of the Woodbury County Board of Supervisors may gather on Thursday, December 10, 2015, 12:00 noon local time, at the Siouxland Chamber of Commerce Board Room, 101 Pierce Street, Sioux City, Iowa, for the Siouxland Initiative Economic Development Workshop.

THE SIOUXLAND INITIATIVE
ECONOMIC DEVELOPMENT 101
WORKSHOP
December 10 & 11, 2015

CHAMBER OF COMMERCE BOARD ROOM
AGENDA

I. **CALL TO ORDER - Chris McGowan, President**

II. **INTRODUCTIONS**

III. **PROGRAM**

STEP-BY-STEP GUIDE TO ECONOMIC DEVELOPMENT FOR ELECTED OFFICIALS

A. **History**
B. **Funding Sources & Allocation**
C. **Organizational Objectives**
D. **Web Presence**
E. **Internal & External Marketing**
F. **Site Selectors**
G. **Hosting Prospects, TSI's Team**
H. **Confidentiality**
I. **TSI Priorities**
J. **Property Tax Abatements**
K. **Incentives**
L. **Familiarization Tours**
M. **Development Ready Sites**
N. **Media Relations**
O. **Questions**

IV. **ADJOURNMENT**

THIRD JUDICIAL DISTRICT

DEPARTMENT OF CORRECTIONAL SERVICES

TO: CHAIRPERSON, BOARD OF SUPERVISORS

DATE: November 25, 2015

FROM: Steven Scholl, DIRECTOR

RE: ANNUAL REPORT FY15

As prescribed by the Code of Iowa, enclosed herein please find the Third Judicial District's Annual Report for FY15. If you have any questions or concerns, please feel free to contact me.

cc: Sally Kraemer, Deputy Director, Western Region, IA DOC
Citizen Advisory Representative, Board of Directors
Judicial Representative, Board of Directors
State of Iowa Auditor
State of Iowa Library
District Office Units/Staff

*Annual Report is in the Board Office for review.

515 Water Street
Sioux City, Iowa 51103
(712) 252-0590
RTF: 252-3451
FAX: 252-0634

o ADMINISTRATIVE SERVICES
o FIELD SERVICES
o RESIDENTIAL FACILITY

Suite One
100 West 5th St.
Spencer, Iowa 51301
(712) 262-5252
FAX: 262-5391

o FIELD SERVICES AREA OFFICE

720 Western Avenue
P.O. Box 39
Sheldon, Iowa 51201
(712) 324-5384
FAX: 324-5366

o RESIDENTIAL FACILITY

SUPPORT SIOUXLAND SOLDIERS

★ *Serving Those Who Have Served* ★

DEC 2 2015 AM9:21

Dear Mr. Mark Monson,

Today our community faces a unique challenge - a challenge to support over 18,000 Siouxland Veterans who have fought and sacrificed for our freedoms. Many of our Troops have returned home with invisible wounds such as post-traumatic stress disorder and suffer silently within our community. Although the pain is real, together we can help make a big difference in their road to recovery and let them know that we care.

Support Siouxland Soldiers was founded in 2007 by Military families and friends with a mission to "Serve those who have Served" by providing care, support and resources to our local Troops and Veterans who need us the most.

We have done this by:

- Sending over 4,500 care-packages overseas;
- Providing over 40,000 lbs. of groceries to Veterans on the homefront;
- Distributing over $30,000 in gift cards and emergency financial grants and;
- Hosting kids camps, holiday parties, family events and more.

Last year alone we served over 2,000 individuals. With your help we can continue to provide for our Siouxland Veterans. A donation of only $25 can send a care-package overseas to a deployed Service Member or help provide groceries to a struggling Military Family. Will you stand with us today and make a tax-deductible donation to help provide the much needed support our Siouxland Veterans and Military families so desperately now need? On behalf of all of our Siouxland Veterans and Military families we greatly appreciate any gift you can offer.

Sincerely,

Sarah Petersen	Thomas Eakin	Joe Fokken	Brandon Verros	Jennifer Bower
Executive Director	*President*	Vice *President*	*Treasurer*	*Secretary*

Dawn Norton	Dawn Welch	Mark Graff	Mary Sam Hacker
Board Member	*Board Member*	*Board Member*	*Community Coordinator*

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

	6:00 a.m.	6:00 p.m.
November, 2015		
November 23, 2015		15
November 24, 2015	13	13
Novembe 25, 2015	12	12
November 26, 2015	12	10
November 27, 2015	9	9
November 28, 2015	9	9
November 29, 2015	9	9
November 30, 2015	9	

The Center averaged 10.4 residents per day during the 6:00 a.m. head count and 11 during the 6:00 p.m. check for a weekly average of 10.7 residents per day during the above week.

Of the nine residents detained on November 30, 2015 five were identified gang members or fifty six percent of the total population.

We are currently detaining two juveniles from the BIA.

Mark Olsen
Director
WCJDC
November 30, 2015

WOODBURY COUNTY JAIL WEEKLY POPULATION REPORT AT 0600 HRS.

DATE	Day	DAILY TOTAL	LEC	ELECTRONIC MONITORING	PRAIRIE HILLS	FEDERAL PRISONERS
11/21/15	Saturday	201	189	12	0	14
11/22/15	Sunday	205	193	12	0	14
11/23/15	Monday	206	194	12	0	14
11/24/15	Tuesday	204	191	13	0	13
11/25/15	Wednesday	196	185	11	0	13
11/26/15	Thursday	192	181	11	0	13
11/27/15	Friday	186	175	11	0	13
		1390	1308	82	0	94

24 HOUR DAILY COUNT

DATE	TOTAL	MALE	FEMALE
11/21/15	213	177	36
11/22/15	214	180	34
11/23/15	218	183	35
11/24/15	226	186	40
11/25/15	223	180	43
11/26/15	221	192	29
11/27/15	195	167	28
	1510	1265	245

*Highest population count each day

WOODBURY COUNTY JAIL WEEKLY POPULATION REPORT AT 0600 HRS.

DATE	Day	DAILY TOTAL	LEC	ELECTRONIC MONITORING	PRAIRIE HILLS	FEDERAL PRISONERS
11/28/15	Saturday	199	188	11	0	13
11/29/15	Sunday	200	189	11	0	13
11/30/15	Monday	208	197	11	0	15
12/1/15	Tuesday	200	189	11	0	15
12/2/15	Wednesday	212	201	11	0	15
12/3/15	Thursday	207	195	12	0	17
12/4/15	Friday	213	202	11	0	19
		1439	1361	78	0	107

24 HOUR DAILY COUNT

DATE	TOTAL	MALE	FEMALE
11/28/15	205	176	29
11/29/15	215	184	31
11/30/15	220	187	33
12/1/15	223	191	32
12/2/15	222	190	32
12/3/15	232	198	34
12/4/15	230	196	34
	1547	1322	225

*Highest population count each day