#12b

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

Date: 7/10/20 Weekly Agenda Date: 7/21/20

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN**: David Gleiser, CED Director

**WORDING FOR AGENDA ITEM**:

Update on Financial Support to Moville, Salix, and Sgt. Bluff for Planning and Design Related Services

**ACTION REQUIRED**:

Approve Ordinance ☐ Approve Resolution ☐ Approve Motion ☐

Public Hearing ☐ Other: Informational ☑ Attachments ☑

**EXECUTIVE SUMMARY**:

The Board will receive an update on the county's financial support to the cities of Moville, Salix, and Sgt. Bluff for planning and design related services.

**BACKGROUND**:

In July 2016, based on the recommendation of the Rural Woodbury County Development Committee, the Board provided Moville, Salix, and Sgt. Bluff with a like-dollar amount that was being provided to the 11 other cities that were participating in the Rural Comprehensive Planning Project. In total, the Board approved $30,690 ($10,230 each) for this project, and $28,460 was expended.

**FINANCIAL IMPACT:**

Originally budgeted $30,690 (Local Option Sales Tax)
Actually expended $28,460 (Local Option Sales Tax) = $2,230 (7.2% under total budget)

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

**Yes** ☐ **No** ☐

**RECOMMENDATION**:

None, receive the update.

**ACTION REQUIRED / PROPOSED MOTION**:

No action or motion required.

*Approved by Board of Supervisors April 5, 2016.*

**PLEASE REMIT PAYMENT TO:**
**I+S GROUP, INC.**
**P.O. BOX 458**
**STORM LAKE, IA. 50588**

**712-732-7746**

PLEASE PUT INVOICE
NUMBER ON CHECK
TO ASSURE PROPER CREDIT

City of Moville
21 Main Street
PO Box 420
Moville, IA 51039

Invoice number 38812
Date 10/22/2016

Project **16-19707 MOVILLE - ZONING DISTRICTS AND COMP PLAN UPDATES**

Updates to zoning districts and Comprehensive Plan

| Description | | Total Billed | Prior Billed | Current Billed |
|---|---|---|---|---|
| **Zoning and Comp Plan Updates** | | 1,775.72 | 0.00 | 1,775.72 |
| | Total | 1,775.72 | 0.00 | 1,775.72 |

Invoice total **1,775.72**

**Aging Summary**

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|---|---|---|---|---|---|---|---|
| 38812 | 10/22/2016 | 1,775.72 | 1,775.72 | | | | |
| | Total | 1,775.72 | 1,775.72 | 0.00 | 0.00 | 0.00 | 0.00 |

*Payment Terms: Net 30 days from invoice date. Thank you.*
*Past due balances are subject to late fees in the amount of 1.5% per month.*

**PLEASE REMIT PAYMENT TO:**
**I+S GROUP, INC.**
~~P.O. BOX 458~~ 115 E Hickory St, Ste. 300
~~STORM LAKE, IA. 50588~~ Mankato, MN 56001

**712-732-7746**

PLEASE PUT INVOICE
NUMBER ON CHECK
TO ASSURE PROPER CREDIT

City of Moville
21 Main Street
PO Box 420
Moville, IA 51039

Invoice number 39063
Date 11/19/2016

Project **16-19707 MOVILLE - ZONING DISTRICTS AND COMP PLAN UPDATES**

Updates to zoning districts and Comprehensive Plan

| Description | | Total Billed | Prior Billed | Current Billed |
|---|---|---|---|---|
| **Zoning and Comp Plan Updates** | | 2,051.72 | 1,775.72 | 276.00 |
| | Total | 2,051.72 | 1,775.72 | 276.00 |

Invoice total **276.00**

**Aging Summary**

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|---|---|---|---|---|---|---|---|
| 38812 | 10/22/2016 | 1,775.72 | | 1,775.72 | | | |
| 39063 | 11/19/2016 | 276.00 | 276.00 | | | | |
| | Total | 2,051.72 | 276.00 | 1,775.72 | 0.00 | 0.00 | 0.00 |

*Payment Terms: Net 30 days from invoice date. Thank you.*
*Past due balances are subject to late fees in the amount of 1.5% per month.*

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**PLEASE REMIT PAYMENT TO:**
**I+S GROUP, INC.**
**115 E. Hickory St., Suite 300**
**Mankato, MN 56001**

**712-732-7745**

PLEASE PUT INVOICE
NUMBER ON CHECK
TO ASSURE PROPER CREDIT

City of Moville
21 Main Street
PO Box 420
Moville, IA 51039

Invoice number 39753
Date 12/24/2016

Project **16-19707 MOVILLE - ZONING DISTRICTS AND COMP PLAN UPDATES**

Updates to zoning districts and Comprehensive Plan

| Description | | Total Billed | Prior Billed | Current Billed |
|---|---|---|---|---|
| **Zoning and Comp Plan Updates** | | 5,325.92 | 2,051.72 | 3,274.20 |
| | Total | 5,325.92 | 2,051.72 | 3,274.20 |

Invoice total **3,274.20**

**Aging Summary**

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|---|---|---|---|---|---|---|---|
| 38812 | 10/22/2016 | 1,775.72 | | | 1,775.72 | | |
| 39063 | 11/19/2016 | 276.00 | | 276.00 | | | |
| 39753 | 12/24/2016 | 3,274.20 | 3,274.20 | | | | |
| | Total | 5,325.92 | 3,274.20 | 276.00 | 1,775.72 | 0.00 | 0.00 |

*Payment Terms: Net 30 days from invoice date. Thank you.*
*Past due balances are subject to late fees in the amount of 1.5% per month.*

**PLEASE REMIT PAYMENT TO:**
**I+S GROUP, INC.**
**115 E. Hickory St., Suite 300**
**Mankato, MN 56001**

**712-732-7745**

**PLEASE PUT INVOICE NUMBER ON CHECK TO ASSURE PROPER CREDIT**

City of Moville
21 Main Street
PO Box 420
Moville, IA 51039

Invoice number 40364
Date 01/28/2017

Project **16-19707 MOVILLE - ZONING DISTRICTS AND COMP PLAN UPDATES**

Updates to zoning districts and Comprehensive Plan

| Description | Total Billed | Prior Billed | Current Billed |
|---|---|---|---|
| **Zoning and Comp Plan Updates** | 7,821.92 | 5,325.92 | 2,496.00 |
| Total | 7,821.92 | 5,325.92 | 2,496.00 |

Invoice total **2,496.00**

**Aging Summary**

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|---|---|---|---|---|---|---|---|
| 39063 | 11/19/2016 | 276.00 | | | 276.00 | | |
| 39753 | 12/24/2016 | 3,274.20 | | 3,274.20 | | | |
| 40364 | 01/28/2017 | 2,496.00 | 2,496.00 | | | | |
| | Total | 6,046.20 | 2,496.00 | 3,274.20 | 276.00 | 0.00 | 0.00 |

*Payment Terms: Net 30 days from invoice date. Thank you.*
*Past due balances are subject to late fees in the amount of 1.5% per month.*

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**I+S Group, Inc.**
115 E Hickory Street, Suite 300
Mankato, MN 56001
507-387-6651

City of Moville
21 Main Street
PO Box 420
Moville, IA 51039

Invoice number 40982
Date 02/25/2017

Project **16-19707 MOVILLE - ZONING DISTRICTS AND COMP PLAN UPDATES**

Updates to zoning districts and Comprehensive Plan

| Description | | Total Billed | Prior Billed | Current Billed |
|---|---|---|---|---|
| **Zoning and Comp Plan Updates** | | 9,331.92 | 7,821.92 | 1,510.00 |
| | Total | 9,331.92 | 7,821.92 | 1,510.00 |

Invoice total **1,510.00**

**Aging Summary**

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|---|---|---|---|---|---|---|---|
| 40982 | 02/25/2017 | 1,510.00 | 1,510.00 | | | | |
| | Total | 1,510.00 | 1,510.00 | 0.00 | 0.00 | 0.00 | 0.00 |

*Payment Terms: Net 30 days from invoice date. Thank you.*
*Past due balances are subject to late fees in the amount of 1.5% per month.*

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Mankato, MN 56001
507-387-6651

City of Moville
21 Main Street
PO Box 420
Moville, IA 51039

Invoice number 41354
Date 03/25/2017

Project **16-19707 MOVILLE - ZONING DISTRICTS AND COMP PLAN UPDATES**

Updates to zoning districts and Comprehensive Plan

| Description | | Total Billed | Prior Billed | Current Billed |
|---|---|---|---|---|
| **Zoning and Comp Plan Updates** | | 11,372.67 | 9,331.92 | 2,040.75 |
| | Total | 11,372.67 | 9,331.92 | 2,040.75 |

Invoice total **2,040.75**

Pd. 898.08

**Aging Summary**

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|---|---|---|---|---|---|---|---|
| 41354 | 03/25/2017 | 2,040.75 | 2,040.75 | | | | |
| | Total | 2,040.75 | 2,040.75 | 0.00 | 0.00 | 0.00 | 0.00 |

*Payment Terms: Net 30 days from invoice date. Thank you.*
*Past due balances are subject to late fees in the amount of 1.5% per month.*

Simmering-Cory | Iowa Codification
114 E. 5th Street, Storm Lake, IA 50588
P.O. Box 244, Storm Lake, IA 50588
**Tel** 641-357-7595 | **Fax** 515-724-7868

SIMMERING-CORY & IOWA CODIFICATION

## INVOICE 2017-IC-0076 — 3.15.2017

BILL TO

City of Salix
PO Box 240
Salix, Iowa 51052

INSTRUCTIONS

Please note the change in address above.

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|---|---|---|---|
| 1 | Down Payment Code Update Project | 1,500.00 | $1,500.00 |

1st Installment

TOTAL DUE **$1,500.00**

Thank you for your business!

Simmering-Cory | Iowa Codification
114 E. 5th Street, Storm Lake, IA 50588
P.O. Box 244, Storm Lake, IA 50588
**Tel** 641-357-7595 | **Fax** 515-724-7868

SIMMERING-CORY & IOWA CODIFICATION

## INVOICE 2017-IC-0373 — 10.31.2017

BILL TO

City of Salix
PO Box 240
Salix, Iowa 51052

INSTRUCTIONS

Please note the change in address above.

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|---|---|---|---|
| 1 | Draft Payment Code Update Project | 1,500.00 | $1,500.00 |

TOTAL DUE **$1,500.00**

Thank you for your business!

001-620-6490

I+S GROUP

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**I & S Group, Inc.**
115 E Hickory Street, Suite 300
Mankato, MN 56001
507-387-6651

City of Salix
317 Tipton Street
PO Box 240
Salix, IA 51052

Invoice number 53462
Date 11/30/2018

Project **18-22234 SALIX ZONING ORDINANCE UPDATE - SALIX, IA**

Progress billing for professional services provided through date of invoice.

| Description | | Total Billed | Prior Billed | Current Billed |
|---|---|---|---|---|
| **Zoning Ordinance Updates** | | 2,000.00 | 0.00 | 2,000.00 |
| | Total | 2,000.00 | 0.00 | 2,000.00 |

Invoice total **2,000.00**

**Aging Summary**

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|---|---|---|---|---|---|---|---|
| 53462 | 11/30/2018 | 2,000.00 | 2,000.00 | | | | |
| | Total | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |

*Payment Terms: Net 30 days from invoice date. Thank you.*
*Past due balances are subject to late fees in the amount of 1.5% per month.*

*If you have a question regarding your invoice, please e-mail AR@is-grp.com*

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**I & S Group, Inc.**
115 E Hickory Street, Suite 300
Mankato, MN 56001
507-387-6651

City of Salix
**EMAIL**
PO Box 240
Salix, IA 51052

Invoice number 56217
Date 04/30/2019

Project **18-22234 SALIX ZONING ORDINANCE UPDATE - SALIX, IA**

Progress billing for professional services provided through date of invoice.

| Description | | Total Billed | Prior Billed | Current Billed |
|---|---|---|---|---|
| **Zoning Ordinance Updates** | | 4,000.00 | 2,000.00 | 2,000.00 |
| | Total | 4,000.00 | 2,000.00 | 2,000.00 |

Invoice total **2,000.00**

**Aging Summary**

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|---|---|---|---|---|---|---|---|
| 56217 | 04/30/2019 | 2,000.00 | 2,000.00 | | | | |
| | Total | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |

*Payment Terms: Net 30 days from invoice date. Thank you.*
*Past due balances are subject to late fees in the amount of 1.5% per month.*

*If you have a question regarding your invoice, please e-mail AR@is-grp.com*

001 – 540 - 64190

**I & S Group, Inc.**
115 E. Hickory St. Suite 300
Mankato, MN 56001
507-387-6651

**www.ISGInc.com**

City of Salix
**EMAIL**
PO Box 240
Salix, IA 51052

Invoice Number 58693
Date 07/31/2019

**Project 18-22234 Salix Zoning Ordinance Update - Salix, IA**

Progress billing for professional services provided through date of invoice

| Description | Current Billed |
|---|---|
| **Zoning Ordinance Updates** | **$350.00** |
| | $350.00 |

**Invoice Amount** **$350.00**

*Payment Terms: Net 30 days from invoice date. Thank you.*
*Past due balances are subject to late fees in the amount of 1.5% per month.*

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**I & S Group, Inc.**
115 E. Hickory St. Suite 300
Mankato, MN 56001
507-387-6651

**www.ISGInc.com**

City of Salix
**EMAIL**
PO Box 240
Salix, IA 51052

Invoice Number 60728
Date 10/31/2019

**Project 18-22234 Salix Zoning Ordinance Update - Salix, IA**

Progress billing for professional services provided through date of invoice

| Description | Current Billed |
|---|---|
| **Zoning Ordinance Updates** | **$250.00** |
| | $250.00 |

**Invoice Amount** **$250.00**

*Payment Terms: Net 30 days from invoice date. Thank you.*
*Past due balances are subject to late fees in the amount of 1.5% per month.*

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**I & S Group, Inc.**
115 E. Hickory St. Suite 300
Mankato, MN 56001
507-387-6651

**www.ISGInc.com**

City of Salix
**EMAIL**
PO Box 240
Salix, IA 51052

Invoice Number 62694
Date 01/31/2020

**Project 18-22234 Salix Zoning Ordinance Update - Salix, IA**

Progress billing for professional services provided through date of invoice

| Description | Current Billed |
|---|---|
| **Zoning Ordinance Updates** | **$325.00** |
| | $325.00 |

**Invoice Amount** **$325.00**

*Payment Terms: Net 30 days from invoice date. Thank you.*
*Past due balances are subject to late fees in the amount of 1.5% per month.*

*If you have a question regarding your invoice, please e-mail ar@ISGInc.com*

**I & S Group, Inc.**
115 E. Hickory St. Suite 300
Mankato, MN 56001
507-387-6651

**www.ISGInc.com**

City of Salix
**EMAIL**
PO Box 240
Salix, IA 51052

Invoice Number 65243
Date 05/31/2020

**Project 18-22234 Salix Zoning Ordinance Update - Salix, IA**

Progress billing for professional services provided through date of invoice

| Description | Current Billed |
|---|---|
| **Zoning Ordinance Updates** | **$75.00** |
| | $75.00 |

**Invoice Amount** **$75.00**

*Payment Terms: Net 30 days from invoice date. Thank you.*
*Past due balances are subject to late fees in the amount of 1.5% per month.*

*If you have a question regarding your invoice, please e-mail ar@ISGInc.com*

# INVOICE

City of Sergeant bluff
PO Box 703
Sergeant Bluff, IA 51054
Ph 712-943-4244

Invoice. NO.: 032218DD
Invoice Date: March 26, 2018
Payment Due: April 21, 2018

**VENDOR** Woodbury Co. Econ Dev.

| CODE | DESCRIPTION | AMOUNT |
|---|---|---|
| 340-750-6407 | Sgt. Bluff Drainage Ditch Study | $10,230 |
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|---|---|---|
| **SUBTOTAL** | $ | 10,230.00 |
| **SALES TAX** | | |
| **TOTAL** | **$** | **10,230.00** |

DRC
01-09-18
Batch

McCLURE™
ENGINEERING CO

1360 NW 121st Street
Clive, IA 50325

City of Sergeant Bluff
401 4th Street
Sergeant Bluff, IA 51054

November 30, 2017
Project No: 060417001-00
Invoice No: 17622
Due Date: December 30, 2017

Project 060417001-00 SBL - Storm Water Study

**Professional Services from October 29, 2017 to November 25, 2017**

| Billing Phase | Fee | Percent Complete | Earned | Previous Billing | Current Billing | |
|---|---|---|---|---|---|---|
| Storm Water Study | 19,600.00 | 15.00 | 2,940.00 | 360.00 | 2,580.00 | |
| Hydraulic Model | 13,400.00 | 85.00 | 11,390.00 | 5,625.00 | 5,765.00 | |
| Total Fee | 33,000.00 | | 14,330.00 | 5,985.00 | 8,345.00 | |
| | | **Total Fee** | | | | **8,345.00** |
| | | | | **Total Due this Invoice** | | **$8,345.00** |

**Outstanding Invoices**

| Number | Date | Balance |
|---|---|---|
| 17299 | 10/31/2017 | 3,000.00 |
| **Total** | | **3,000.00** |

2017 Storm Drainage Study

ACCT # 340-150-64107
AMOUNT $8,345.00
APPROVED BY

RECEIVED
DEC 07 2017
CITY OF SGT. BLUFF

Please remit payment to: McClure Engineering Company, 1360 NW 121st Street, Clive, IA 50325 (515) 964-1229

01-23-18 Batch

McCLURE™
ENGINEERING CO
1360 NW 121st Street
Clive, IA 50325

City of Sergeant Bluff
401 4th Street
Sergeant Bluff, IA 51054

December 31, 2017
Project No: 060417001-00
Invoice No: 17797
Due Date: January 30, 2018

Project 060417001-00 SBL - Storm Water Study

**Professional Services from November 26, 2017 to December 30, 2017**

| Billing Phase | Fee | Percent Complete | Earned | Previous Billing | Current Billing |
|---|---|---|---|---|---|
| Storm Water Study | 19,600.00 | 25.00 | 4,900.00 | 2,940.00 | 1,960.00 |
| Hydraulic Model | 13,400.00 | 85.00 | 11,390.00 | 11,390.00 | 0.00 |
| Total Fee | 33,000.00 | | 16,290.00 | 14,330.00 | 1,960.00 |

**Total Fee** **1,960.00**

**Total Due this Invoice** **$1,960.00**

**Outstanding Invoices**

| Number | Date | Balance |
|---|---|---|
| 17299 | 10/31/2017 | 3,000.00 |
| 17622 | 11/30/2017 | 8,345.00 |
| **Total** | | **11,345.00** |

2017 Storm Drainage Study

RECEIVED
JAN 11 2018
CITY OF SGT. BLUFF

ACCT # 340-750-6407
AMOUNT $1,960.00
APPROVED BY AMC