

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

#18

Date: 2/16/17 Weekly Agenda Date: 2/21/17

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisor Matthew Ung

WORDING FOR AGENDA ITEM:

Set a public hearing for ratification of LEC Optimization Projects (and a time-line) for Feb. 28, 5:00 p.m.

ACTION REQUIRED:

- | | | |
|--|---|--|
| Approve Ordinance <input type="checkbox"/> | Approve Resolution <input type="checkbox"/> | Approve Motion <input checked="" type="checkbox"/> |
| Public Hearing <input type="checkbox"/> | Other: Informational <input type="checkbox"/> | Attachments <input type="checkbox"/> |

EXECUTIVE SUMMARY:

As promised, this sets a public hearing to solicit vital public input regarding approval of a long-term strategic plan for the modernization of the Law Enforcement Center, in complete transparency.

BACKGROUND:

The LEC Expansion Committee has recommended ratification of the LEC Optimization Plan Projects totaling approx. \$4.6M, after approx. \$1.4M in cuts was recommended by the committee. Related information may be submitted (or re-submitted) for public review by the Building Services Dept., the Sheriff's Office, The Baker Group, Supervisors, architects, and others.

FINANCIAL IMPACT:

\$1.2M in savings from closing Prairie Hills is budgeted in the current Capital Improvement Plan for LEC improvements, but should not be spent on "phase 1" (New Intake Area) unless there is a commitment to actually fix the problem for the next 10+ years. As a standalone project, it has no meaningful impact.

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

Yes No

RECOMMENDATION:

Sheriff Drew: "I'd rather not do anything than not do it all, otherwise it's a colossal waste." I implore the media to advertise and the public to participate in this crucial discussion before decisions are made, because one will be made either way, for this mandated service/public safety issue that has been studied for years. And if the public actually wants a bond vote, THIS is the time to ask.

ACTION REQUIRED / PROPOSED MOTION:

Motion to set a public hearing on the LEC Optimization Plan for Feb. 28, 5:00 p.m. This will precede action on ratification of the plan and time-line (which does not financially obligate the county until the specific projects are board approved). Many hours have been spent on this long-term strategic plan, and now is the time to act.

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

#19

Date: 2/16/2017

Weekly Agenda Date: 2/21/2017

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisor Taylor

WORDING FOR AGENDA ITEM:

Cost-Savings and Efficiency Approach to Planning & Zoning / Economic Development Departments

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Woodbury County can see significant cost savings as well as an increase in effective services by going from 4 to 3 personnel in Planning & Zoning and Economic Development. Included in the background will be a breakdown of current salaries and benefits as well as a cursory overview from the Human Resources Department as to how other counties staff both functions. This was first given as an information item during the budgeting process but is yet another information item again related to the exciting prospect of meeting the needs of Woodbury County citizens in an even more responsive way. In an end-of-the-year report, I wrote..."Creative reorganizations concerning departments must continually be assessed and reassessed. Having been liaison to Economic Development and Planning & Zoning, there appears to be potential here. One approach would be to examine whether a single director can lead both departments as research across 20 counties shows that Woodbury County is the exception rather than the rule in having not only two different leaders in each position but also a secretarial position for each director. In looking at a 3-person department, perhaps an Economic and Community Development Coordinator, a Planning and Zoning Assistance Officer, and a combined Clerk position accomplishes synergistically much more and has real potential to help assist with more efficient services while doing so in a leaner, equally responsive way." (Please see update: Facts Concerning FAQs).

BACKGROUND:

Culminating in many steps of communication along the way, the Board of Supervisors voted 5-0 to combine clerks' positions funding as of 9-5-2017. HR Director Ed Gilliland and I separately met with both directors on 2-2-17 (John Pylelo) and 2-3-17 (David Gleiser). Examining the attached information, it is clear that Woodbury County is an anomaly by having both an Economic Development Director and a Planning and Zoning Director. (Please see attached the Human Resources Department's comparability study). As you can see, three takeaways are present. While Planning and Zoning is typical, Woodbury County is an anomaly having its own Economic Development Department/Director, something that in its long history has only recently been added in 2004. Many candidates have run on the idea of a combined county manager/economic development position because it's natural to look to other combined duties with such an office. However, having a Community and Economic Development Director overseeing P&Z and interfacing on economic development with a Zoning Assistance Coordinator makes a great deal of sense to increase effective services. Many counties and cities have just such a department known variously as "Economic Development and Planning," e.g. Franklin County, OH; Madison, Belen, Muskegon, Garden City, Ithaca, Margate, Plantation, etc. Why? Because rather than being odd bedfellows, other governmental entities have seen the power of having community and county plans dovetail in a way that fosters economic development and forces the dialogue between disparate functions of government that should instead work together. Instead of a supposed conflict of interest (a canard implying that a director might want to suspend or bend the ordinance rules in a violation of a law to close a deal) ordinances and regulations should have in mind the very growth they intend to foster. Indeed, much of what has been talked about in paying for comprehensive plans for rural communities was said to be codified through the ordinance process. In short, ways that communities desire to grow not only impacts incorporated areas but also have an effect outside of cities. Indeed, the county should look holistically at transportation (rail, highway infrastructure), site selection, flood-plain mapping, and identified areas of growth. The right director can not only handle these duties in a 40-hour work week but also have a special grasp of truly developing areas of rural agricultural estates, farmland, industrial areas, communities, and the site selection that can lead to further economic development heretofore unrealized. Additionally, related to Planning and Zoning, getting ahead of issues by doing the more field-oriented job of assisting projects in the field, increasing transparency with basic accessibility goals, and being more field-based concerning fidelity to agreed-upon ordinances will ensure the purpose of passed ordinances and meet the desires of County residents.

FINANCIAL IMPACT:

The role of the county in economic development has shifted away from limited involvement in unincorporated areas, e.g. past Director Rob Marqusee's 2004 focus on organic farming and the ending the single tool of the seldom-utilized revolving loan program. Instead, there is a healthy focus on agribusiness expansion of existing businesses (AGP and Gelita), the use of TIF, and the assistance to rural communities. Typically, the Siouxland Initiative has developed and acted as developer of such deals with the Economic Development Director acting as representative of the County. Rather than limiting the Economic Development Director from incorporated areas, the 2015-2016 Board of Supervisors resupplied the toolbox with CDC formation for rural communities, paying of 50% of SIMPCO dues and other technical assistance, the leveraging of state/federal dollars, the use of tax increment financing (Sergeant Bluff's Dogwood Trail), and the paying of \$140,000 for long-term comprehensive plans. One of the identified points of fruition was to be the development of ordinances, rules, and plans for growth, which would surely include the development of how communities would wish to grow. A combined directorship is a perfect fit both to keep the pulse of Simmering-Cory and the 14 rural communities engaging in the process but also to act as a champion of economic development in key relationships with TSI, the Chamber, the City of Sioux City, intergovernmental stakeholders. Such a director would shepherd the twice-monthly ordinances, permitting, and quasi-judicial process of Planning and Zoning and the Board of Adjustment with the in-field assistance of a Zoning Assistance Coordinator to help GIS, mapping, permitting, enforcement, and others issues related as a direct charge of the director.

The City has two such positions in the \$50,000-\$56,000 range that seems to be an appropriate fit for a Zoning Assistance Coordinator. The combined Community and Economic Development Director (a term Supervisor Radig appropriately coined) seems appropriate in the mid \$80,000 range or commensurate with experience. While the savings of \$20-30k is certainly good in navigating tight, fiscal waters, I believe that just as importantly is the way that we can actually become better and leaner while being more responsive. After all, we are talking about two FTEs but a much more efficient delineation of roles and duties.

For further information, see both job descriptions. It seems appropriate to look to do so through the budgeting process (as of July 1, 2017).

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:

My motion tonight would be to approve the two positions commensurate with the salary levels and direct the Human Resources Department to move forward with the hiring process applicable July 1, 2017 (FY 18).

ACTION REQUIRED / PROPOSED MOTION:

My motion tonight would be to approve the two positions commensurate with the salary levels and direct the Human Resources Department to move forward with the hiring process applicable July 1, 2017 (FY 18).

***Five Facts on Some Potential FAQs Regarding Reorganization of
Planning & Zoning with Economic Development***

1. What is the actual savings of the reorganization effort?

The cost savings of approximately \$75,000 was clearly and originally stated in total between the consolidation of a clerk position and the two new salaried levels for the Community Planning and Economic Development Director and Zoning Assistance Coordinator. The Board took action under the budgeting process for consolidation of the clerk positions and then compromised in a way that would honor doing so through a retirement which would not affect another department through the “bumping process,” in which seniority would retain both clerks but ultimately displace someone from the Treasurer’s Office. The timing of this saves between \$45,000-\$54,000 annually. The reorganization of the two new positions, the combined Director and Zoning Assistance Coordinator, is the other approximately \$20,000-\$25,000 savings. It is important to note that this is an ongoing expense, an approximate savings of \$750,000 over the next ten years’ period of time. Reorganizing staff is never easy; in fact, it is the hardest but most necessary work that governmental bodies engage in when making tough but necessary personnel decisions that will keep within budget and meet, or exceed, the expectation of providing high quality services.

2. If the goal of Woodbury County is to save money, how will consolidation maintain or increase a better quality of service?

I truly believe that there will be an increase in not only efficiency but also in effective services. The idea comes from an admixture of a request for personnel from our current Planning and Zoning Director and the conversations concerning the necessity of ordinance/code formulation within incorporated and unincorporated areas that we heard regarding the long-term plans of communities (both from the Planning and Zoning Director as well as at the February 14, 2017 meeting from our Economic Development Director). The fact is that community planning and economic development really ought to go hand-in-hand and can indeed run in a symbiotic fashion. Too often, we limit our sights based on the historic realities in which things have always been done instead of imagining new roles and embracing change over the status quo.

The basic idea is that a key directorial position works with varying entities and circles. Planning land usage through a development plan (akin to the current County plan) whose ordinances have at the basis community meetings is very important. At the same time—and this is the ironic fortuitous parallel—Woodbury County has engaged each incorporated area in a very similar planning process through the Economic Development Department. The interfacing of those incorporated areas and unincorporated must allow the “left hand” and “right hand” to see what one another is doing. Finally, continuing to work with The Siouxland Initiative will be key on economic development deals.

Long-Term Planning: Incorporated and Unincorporated Areas. Such a director will not be alone for the planning work of the communities has been paid for by local option sales tax to Simmering-Cory at a cost of \$110,000. Even the development plan for unincorporated areas was again expected (as it has been in the past) to be contracted with an outside entity. The director certainly has a key and

coordinating role in utilizing this outside expertise, providing his/her own knowledge of the area, and guiding these community input meetings so that the development plan can truly be a reflection of Woodbury County citizens.

Economic Development Assistance. It is of note that the major deals that the County has engaged in were early and often the work of The Siouxland Initiative whom the County pays \$20,000-\$25,000 per year annually. Again, this is similar to the parallel of paid-for long-term planning. The CF Industries deal with high-level involvement from IEDA and The Siouxland Initiative as well as the AGP expansions (preferring to ultimately work with TSI/County Board Chair) are other indications of TSI's key role. This is not to take anything away from the role of Rural Economic Development (some very key provisions, for example, of the Gelita deal were critically handled here). Additionally, retooling of tools in rural communities from abatement, long-term comp plans, CDC, SIMPCO dues, etc. would not have happened but for that leadership. It is important to recognize the economic development assistance, however, that such a combined directorship would continue to have with TSI's support. Ironically, the Scott County example of a Planning and Zoning Director interfacing with a regional cooperative economic development entity to me bore similarities than disparities the more it was described.

Continued Statutory Board Leadership with Assistance. Providing staff recommendations and overseeing the Boards of Planning and Zoning and Adjustment will continue to be an administrative oversight duty of the director. These boards meet monthly except when there is a lack of agenda items. Similarly, it is key to note that the director's position for the first time will have a Zoning Assistance Coordinator providing technical and in-the-field expertise. The clerk and Zoning Assistance Coordinator are expected to have a role in preparation for and at monthly Planning and Zoning and Board of Adjustment meetings. Furthermore, not only will complaints of alleged ordinance violations go to such a person but will be followed up with, documented, enforced, and citizens will be worked with.

Better Increased Field Presence. I truly believe that issues that have come before the Board at the end of 2015 publicly were the result of a lack of enforcement and responsiveness. Through more than 6 months' time, clearly unenforced measures, which came to a head during the Board of Supervisors meetings, and the fair application of current ordinances show that such delivery of services could be better handled by reorganization. The need to deliver high quality services is the reason that the Board of Supervisors insisted for more than 8 months on the follow-through of some very basic accessibility and increased transparency regarding process improvements (department's website presence/availability of online forms/ recording meetings so the public would not have to wait a month's time). Also, ordinances that are in clear violation to any passer-by should not be overlooked, nor should the enforcement process take months and months. It is not fair to residents if ordinances are not adhered to, akin to having laws be "suggested guidelines" that can be suspended, ignored, or overlooked. The fair, uniform, and reasonable application must be an expectation and one that can be increasingly met through this reorganization.

It is truly appreciated what the Boards of Adjustment and Planning and Zoning do. Having witnessed the often difficult, thorny decisions and the nettlesome balance of growth/quality of life, no process has worked better than their deft handling of situations. I stand in admiration at their work and the Board of

Supervisors ultimately trusts their knowledge to handle these situations with the approval of each of their positions.

However, I hope conversely that there is an understanding that outside of the time in those monthly meetings, the Board of Supervisors has under day-to-day supervision regarding management, personnel, responsiveness, and workplace goals, a responsibility to address what identified areas of need, especially if it is believed that through reorganization we simply can do better. It is also of importance to note that the guidance of management has as a responsibility work plans, the meeting of goals, and citizen contacts that fall outside of the role of decision-making on specific applications but have to do with day-to-day operational improvement.

3. What about the potential conflict of interest between economic development and planning and zoning?

I truly believe this is overstated based on the presupposition that in a performance-driven, economic development metrics-world, one must “close the deal” and may be tempted to overlook or bend the rules. However, two things are of note. Typically, a Board of Supervisors in coordination with a regional economic development entity handles project development agreements and “closes the deal.” And who is the direct hire under the Board of Supervisors? The Planning and Zoning Director. In such a model, which is the norm for 95% of counties, the same exact conflicting scenario could occur. Indeed, even during the CF Industries permitting process, there was discussion and negotiation under what was reasonable, fair, and applicable.

An inherent conflict exists only if we presuppose the worst in people: that the ultimate hire of a combined director would be willing to do what is essentially break the law, ordinance, or—put more politely— “bend the rules.” But this is not altogether within his or her purview. Indeed, conditional use permits and a statutory process are imbedded in the roles and functions of the independent quasi-judicial Boards of Planning and Zoning and Adjustment. Why? For the exact reason that staff makes a recommendation but ultimately can be overruled by those folks that the Board of Supervisors has appointed to serve on these boards. A “perception is reality” argument always needs to be met with the question of whether or not a reality truly exists.

4. Is reorganization a way of stating that an economic development director or department is not necessary?

Absolutely not. If that were the case, the logical step would be simply the elimination of the department and position, which is not being suggested. We have seen the careful handling of the Gelita deal and look forward to future growth plans, site selection and prospects in unincorporated areas, as well as the recent help to rural communities in planning. Utilization of tax increment financing done responsibly is another area under which such leadership is necessary. I have stated on several occasions that while Woodbury County is truly unique in having such a position, I do not believe that it is without merit. I simply believe that a combined directorship offers unique opportunities that go hand-in-hand. Having such a department continue to set effort and actual metric goals for growth will be very helpful for the future.

5. What are the next steps in the process moving forward?

It is important to note that while the clerks' positions were combined during the budgeting process and fairly basic (similar job descriptions; previous Boards had visited the issue; workplace monitoring was conducted), the reorganization of the directorship positions was first given as an idea in the beginning of January. Conversations letting each director know have been given along the way and fellow department heads and elected officials have been informed. Rather than doing this within the budget process—which could have been done—this was given as an “Information Only” item and received more than an hour of discussion with many occasions for the directors to give their perspective as well as the requested public input. There are several pages of backup material provided once again to include answering some of these questions. This includes specific job descriptions, somewhat similar departments/positions, a Human Resources product of comparables, and other backup materials. I have received no other requests for information.

My motion tonight would be to approve the two positions commensurate with the salary levels and direct the Human Resources Department to move forward with the hiring process applicable July 1, 2017 (FY 18). Both directors should be strongly encouraged to apply for one or both positions and external applicants should be accepted. This gives four months' time, and any such reorganization could be predicated upon the hire of such positions. Further transitional details could certainly be worked out in a reasonable, professional way.

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____	Department:	Rural Economic Development
Title: Community & Economic Development Coordinator	FLSA Designation:	Exempt
Effective Date: July 1, 2017	Reports to:	County Board of Supervisors

Purpose:

The Community and Economic Development Coordinator is responsible for the growth, opportunity, planning, and conditions that create economic development and engage in the long-term planning across a broad spectrum. Such planning impacts a variety of stakeholders that including business and rural community development, industry, construction growth, and the development of a long-term County comprehensive plan for land usage as a product of stakeholder meetings. This position is responsible and accountable for administration of Woodbury County Zoning and Subdivision Ordinances pursuant to requirements of Iowa Code 335, including County Floodplain Management Ordinances. Administers ordinances, maps, and both the Planning and Zoning and Board of Adjustment meetings. Assists the amendment process relative to adopted ordinances and maps and works closely with the Zoning Assistance Coordinator on ultimate administration of all issues related to zoning. Directly supervises and evaluates both the Zoning Assistance Coordinator and Clerk to the Community Planning and Economic Development Department to include setting work goals of priority and ensure that work plans positively and directly impact increased customer service and a growth model of continual process improvement. Performs professional work developing and implementing community development activities to encourage, promote and assist growth and development in the rural areas and communities of Woodbury County. The Community and Economic Development Coordinator works closely with The Siouxland Initiative, Chamber of Commerce, Workforce Development, SEDC and other CDCs, and a wide spectrum of public-private economic developers in a cooperative manner to promote business growth and retention as well as offer a variety of assistance as to the conditions that promote new business. The position also looks to taking advantage of State and Federal programs assisting the County Board of Supervisors on adoption of policy, incentives, and applications that would impact the County's ability to grow the tax base. Providing quarterly updates to the Board of Supervisors is a requirement to include not only activity geared towards growth but also impediments/opportunities to include transportation, land usage, water/sewer infrastructure, flood-plain and environmental issues. Develops a site selection plan to not only advertise but to advise the County Board of Supervisors as to future land use and development growth. This position is under the direct authority of the County Board of Supervisors.

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____	Department: County Planning and Zoning
Title: Zoning Assistance Coordinator	FLSA Designation: Exempt
Effective Date: July 1, 2017	Reports to: County Board of Supervisors

Purpose:

Responsible for compliance with all pertaining ordinances, including maps, and assistance for the administration of the Community Planning and Economic Development Department. Assists the amendment process relative to adopted ordinances and maps. Provides for the appeals process, including issuance of special permits and variations pursuant to final determination. Provides customer service by answering citizen questions by e-mail, telephone, or in person and with timely information as to County policies and procedures. Handles complex issues that may ultimately be referred to the Planning and Zoning Commission and/or the Board of Adjustment. Responds tactfully to citizens' complaints and maintains accurate records to show how each citizen (customer) was assisted. Ensures that county ordinances are supported to ensure the quality of life, economic development, land usage intent, and environmental preservation by education/awareness and when necessary, enforcement. Coordinates the notification and serving process when necessary. Ensures on-site verification of conditional use permits. Informs the Board of Supervisors annually with updates concerning the impact of ordinances in the field and the practical effect of policy. Assists in the support in coordination with the Clerk to Community and Economic Development by ensuring the accuracy of recorded and transcribed minutes for the Planning and Zoning Commission and Board of Adjustment meetings and provides technical expertise that ensures the smooth flow and presentation of such meetings. Assists with GIS and flood-plain mapping by providing technical expertise and products. Provides technical assistance in support of planning, development, and long-term comprehensive plans that forecast community growth and the impact of county ordinances. This assistance includes site investigation. Works hand-in-hand with various departments including but not limited to the County Engineer/Secondary Roads, Soil Conservation/NCRS, communities in Woodbury County including the City of Sioux City, State and Federal agencies such as IDNR/FEMA, the IDOT, and the Interstate Justification Report. This position is under direct authority of County Board of Supervisors but the administrative charge of the Community and Economic Development Director.

	Planning & Zoning	Person	Salary	Other Departments Managed by Planning & Zoning	# of employees in Department	Economic Development	Contact information for Rural Economic Development
BLACKHAWK	Contract with the City of Waterloo 28E agreement					Contract with the City of Waterloo 28E agreement	
CAROLL	Planning & Zoning 114 E 6th Street Carroll, Iowa 51401 (712) 792-1022 <i>Position Description</i>	Carl Wilburn Administrator cwwilburn@carrollcountyia.org	24 years with County Fulltime Employee \$69,677/Annual Part time 5X Planning & Zoning Paid from Separate Fund \$6,459/Annual	(1) Planning & Zoning 5% Separate fund \$6,459/Annual (2) IT (3) GIS (4) Website	No other employees	Not under County Carroll Area Development Group receives some funding from County. Board does not govern	CADC- Carroll Area Development Corp. www.carrollareadev.com (712) 792-4383 Carroll County-Rosanne Nees-Business Development Director P.O. Box 307, Carroll, Iowa 51401 r.nees@carrolliowa.com
CLAY	Planning & Zoning 300 West 4th St. Suite 6 Spencer, Iowa 51301 (712) 262-8165 <i>Position Description</i>	Tammy McKeever Administrator tmckeever@co.clay,ia.us	Full-time Monday-Friday 8AM-4:30PM \$54,430/Annual	(1) Planning: Zoning & Flood 38% (2) Environmental Health Director 50% (3) Safety Director 9% (4) EMS Coordinator 9%	(1) fulltime Employee-Office Assistant	Not under County Iowa Great Lake Corridor Economic Dev. receives a membership fee from County Board does not govern	Iowa Great Lake Corridor Economic Development Serves Counties: Buena Vista, Clay, Dickinson and Emmet Kiley Miller-President and CEO kmiller@lakescorridor.com 520 2nd Ave. East Suite 2 Spencer, Iowa 51301 (800) 765-1428
Membership fee to the Iowa Great Lake Corridor Economic Development is the only County tax dollars towards Economic Development Two Board members are on a community better committee that addresses economic development but all is voluntary and no one is paid. County works with the city for economic development, but do not pay anything for that.							
CRAWFORD	Planning & Zoning P.O. Box 444 Denison, Iowa 51442 (712) 263-3447 <i>Position Description</i>	Duane Zink County Assessor/ Zoning Officer/ Building Inspector/ Code Enforcement dzink@crawfordcounty.org	Full time Co Assessor \$59,442/Annual Part time Planning & Zoning Paid from Separate Fund \$3,772/Annual	(1) County Assessor (2) Planning & Zoning (Part-time) (3) Permit (Part-time)	No other employees	No Individual Department Board of Supervisors reviews and considers applications to promote economic development	Denison Iowa through Clay Economic Development. Crawford County Economic Development * Rural Economic Development Board created with Board of Supervisors * Rural Economic Development Board dissolved * When program funding available, presented to Board of Supervisors for approval
DALLAS	Planning & Zoning 907 Court Street Suite 2 Adel, Iowa 50003 (515) 993-5819 <i>Position Description</i>	Murray McConnell Director mdeplandev@dallascountyia.org	25 years Full-time \$87,951	(1) Planning & Zoning (2) Floodplan Management (3) Building Permits & Code	(2) Fulltime Employee * Senior Planner * Planner/Office Manager Building Inspector (BY CONTRACT ONLY)	Not under County Greater Dallas County Development Alliance County contribute funds, Board does not govern	Greater Dallas County Development Alliance www.dallascounty-ia.org Linda Wunsch, Executive Director 9325 Bishop Drive Suite 125 West Des Moines, Iowa 50266 (515) 993-3009
DICKINSON	Planning & Zoning 1802 Hill Ave Ste 2101 Spirit Lake, IA 51360 (712) 336-2770 <i>Position Description</i>	David Kohlaase *PBZ Administrator *Environmental Health *Specialist Purchasing Agent dkohlaase@co.dickinson,ia.us	21 years Full-time \$60,383	(1) Planning & Zoning 60% (2) Environmental Health 30% (3) Purchasing 10%	(1) fulltime Employee Assistant	Not under County Iowa Great Lake Corridor Economic Dev. receives a membership fee from County Board does not govern County pays dues \$1800 (based on Pop)	Iowa Great Lake Corridor Economic Development Serves Counties: Buena Vista, Clay, Dickinson and Emmet Kiley Miller-President and CEO kmiller@lakescorridor.com 520 2nd Ave. East Suite 2 Spencer, Iowa 51301
DUBUQUE	Planning & Zoning 13047 City View Drive Dubuque, Iowa 52002 (563) 589-7827 <i>Position Description</i>	Anna O'Shea zoning Administrator anna.oshea@dubuquecounty,ia	15 years Full-time \$69,428	(1) Planning & Zoning County (2) Historic Preservation (3) Land Use regulation	(2) Full-time employees F/T Assistant F/T Clerk	Not under County East Central Intergovernmental Association	ECIA-East Central Intergovernmental Association Kelley Deutmeyer-ECIA Executive Director 7600 Commerce Park, Dubuque, Iowa 52002 kdeutmeyer@ecia.org
EMMETT	Planning & Zoning 609 1st Ave. N Estherville, IA 51334 (712) 362-7431	Dar Lewis Appraiser dlewis@emmettcountyia.com	22 years Full-time \$46,245	(1) Planning & Zoning/Permit (2) County Appraiser	(4) Full-time Employees in the Assessor Office (1) Assessor (2) Deputy Assessor (3) Appraiser (4) Office Manager	Not under County Iowa Great Lake Corridor Economic Dev. receives a membership fee from County Board does not govern	Iowa Great Lake Corridor Economic Development Serves Counties: Buena Vista, Clay, Dickinson and Emmet Kiley Miller-President and CEO kmiller@lakescorridor.com 520 2nd Ave. East Suite 2 Spencer, Iowa 51301 (800) 765-1428
Emmett County Assessor's Office Administers Planning & Zoning Dar Lewis appraiser, also some assessor duties							

JOHNSON	Planning & Zoning 913 S Dubuque Street Suite 204 Iowa City, IA 52240 (319) 356-6085	Josh Busard Director jbusard@co.johnson.ia.us	Less than Year Employment Full-time \$82,537	(1) Planning & Zoning (2) Sustainability (3) Local Foods (4) Building Divisions	(11) Full-time employees	No Individual Department Board of Supervisors reviews and considers applications to promote economic development	Iowa City through City Economic Development. Johnson County Economic Development * Rural Economic Development Board created with Board of Supervisors * When program funding available, presented to Board of Supervisors for approval
LINN	Planning & Zoning 935 2nd St SW Cedar Rapids, IA 52404 (319) 892-5151	Les Beck Planning & Development Director les.beck@linncounty.org	15 years Full-time \$106,113	(1) Planning & Zoning (2) Building Division	(14) Full-time employees	No Individual Department Board of Supervisors reviews and considers applications to promote economic development	Cedar Rapids through City Economic Development. Linn County Economic Development * Rural Economic Development Board created with Board of Supervisors * When program funding available, presented to Board of Supervisors for approval
LYON	Planning & Zoning 206 S. 2nd Ave Rock Rapids, IA 51246 (712) 472-8550 Planning & Zoning since 1997	Pam Tille Deputy Assessor & Zoning Administrator ptille@co.lyon.ia.us	Full time Deputy Assessor \$47,316/Annual Part time Planning & Zoning Paid from Separate Fund \$3,213/Annual	(1) Planning & Zoning/Permit (2) Deputy Assessor	(8) Full-time Employees in the Assessor Office (1) Assessor (2) Deputy Assessor (3) (4) Office Manager	Economic Development County Steve Simons Hired 2-1-2010 Full-time 8AM-4:30PM \$64,177 NO OTHER EMPLOYEES	Steve Simons (712) 472-8546 Economic Development Director 315 1st Ave. Suite 209 Rock Rapids, Iowa 51246 ssimons@co.lyon.ia.us Serves 8 communities
MONONA	Planning & Zoning 610 Iowa Ave. Onawa, IA 51040 (712) 432-6879	Sandy Bubke County Administrator mocoevnr@langlines.com	8 years Full-time \$32,068/annual	(1) County Administrator (2) Zoning (3) Environmental Health (4) Safety chairperson for the courthouse: (5) Part of the Public Health Care Coalition and preparedness team	No other employees	Not under County Monona County Economic Development Partnership for Growth Board does not govern	Monona County Economic Development Partnership for Growth Teresa Miller-Executive Director 418 E. Iowa Ave. Onawa, Iowa 51040 (712) 433-4493 mocoevnr@gmail.com
PLYMOUTH	Planning & Zoning County 215 4th Ave SE LeMars, Iowa 51031 (712) 546-7516	Alan Lucken Part-time Administrator zoning@co.plymouth.ia.us	14 years PART TIME (2) days per week \$17.54/hourly \$7,105/annual	(1) Planning & Zoning (2) Economic Development	No other employees	Rural Economic Development combined with Planning & Zoning	Alan Lucken economicdevelopment@co.plymouth.ia.us Part-Time for Planning/Zoning & Economic Development Office Hours Every Wednesday 8:00AM-5:00PM
POTTAWATTAMIE	Planning & Zoning 223 South 6th St Council Bluffs, IA 51501 (712) 328-5846	Matt Wyant Director County Planning Started January 2016	Full-time \$90,709	(1) Planning & Zoning (2) Building Division (3) Public Health	(9) Fulltime Employees (6) Part time Employees	Not under County Western Iowa Development Association & Advance Southwest Iowa Corporation Counties pays annual fees but do not govern	Advance Southwest Iowa Corporation www.selectgreateromaha.com Paula Hazelwood, Executive Director phazelwood@selectgreateromaha.com 1301 Harney Street, Omaha, NE 68102 800-852-2622
SCOTT	Planning & Zoning 500 W. 4th Street Davenport, IA 52801 (563) 326-8643	Tim Huey Planning & Development Director planning@scottcountyiowa.com	21 Years Full-time \$98,883	(1) Planning & Zoning (2) Economic Development	(2) Full-time Planner & Inspector (2) Part-time Clerk & Inspector Aide	Economic Development combined with Planning & Zoning	Tim Huey Planning & Development Director Full-time 21 years employment
SIoux	Planning & Zoning P.O. Box 233 Orange City, IA 51041 (712) 737-2999	Shane Walter shane@siouxcounty.org	19 years \$87,500 (50%) Vet 25% Mental Health 25%	(1) Planning & Zoning (2) Veterans (3) CEO Mental Health Advocate (4) General Assistance	Clerk 5% of time P&Z AND P/T Clerk 20hrs/wk Picture of sites, meet w/DNR, processing paperwork	No Individual Department Board of Supervisors reviews and considers applications to promote economic development	Orange City through City Economic Development. Sioux County Economic Development * When program funding available, presented to Board of Supervisors for approval
STORY	Planning & Zoning 900 Sixth St. Nevada, IA 50201 (515) 382-7246	Jerry Moore Planning & Development Director jmoore@storycountyiowa.gov	1 year Full-time \$72,270	(1) Planning & Development	F/T Admin Assistant II Planner taking apps for 2nd Planner	Not under County Part with Ames Chamber Board provides funding but limit oversight	
WOODBURY	Planning & Zoning J	John Pylelo Director	13 years Full time \$80,200	Manages no other department	(1) F/T office Clerk	Rural Economic Dev Director David Gleiser-Director	2 years Full time \$69,294 (1) Full time Clerk Manages no other department

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name:		Department:	County Planning and Zoning
Title:	Zoning Assistance Coordinator	FLSA Designation:	Exempt
Effective Date:	July 1, 2017	Reports to:	County Board of Supervisors

Purpose:

Responsible and accountable for administration of Woodbury County Zoning and Subdivision Ordinances pursuant to requirements of Iowa Code 335, including County Floodplain Management Ordinances. Responsible for compliance with all pertaining ordinances, including maps, and assistance for the for the general administration of the Community Planning and Economic Development Department. Maintains Assists the amendment process relative to adopted ordinances and maps. Provides for the appeals process, including issuance of special permits and variations pursuant to final determination. Provides customer service by answering citizen questions by e-mail, telephone, or in person and with timely information as to County policies and procedures. Handles complex issues that may ultimately be referred to the Planning and Zoning Commission and/or the Board of Adjustment. Responds tactfully to citizens' complaints and maintains accurate records to show how each citizen (customer) was assisted. Ensures that county ordinances are supported to ensure the quality of life, economic development, land usage intent, and environmental preservation by education/awareness and when necessary, enforcement. Coordinates the notification and serving process when necessary. Ensures on-site verification of conditional use permits. Informs the Board of Supervisors annually with updates concerning the impact of ordinances in the field and the practical effect of policy. Assists in the support in coordination with the Clerk to Community and Economic Development by ensuring the accuracy of recorded and transcribed minutes for the Planning and Zoning Commission and Board of Adjustment meetings and provides technical expertise that ensures the smooth flow and presentation of such meetings. Assists with GIS and flood-plain mapping by providing technical expertise and products. Provides technical assistance in support of planning, development, and long-term comprehensive plans that forecast community growth and the impact of county ordinances. This assistance includes site investigation, Works hand-in-hand with various departments including but not limited to the County Engineer/Secondary Roads, Soil Conservation/NCRS, communities in Woodbury County including the City of Sioux City, State and Federal agencies such as IDNR/FEMA, the IDOT, and the Interstate Justification Report. This position is under direct authority of County Board of Supervisors but the administrative charge of the Community and Economic Development Director.

Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- Be on call 24 hours per day to handle or consult on major problems and work a flexible schedule as needed
- Development, administration and enforcement of adopted Woodbury County Zoning Ordinances, including presentation of information and recommendations to the Board of Supervisors, the Zoning Commission and the Board of Adjustment.
- Develops policies and procedures, prepares and submits all claims, reports, and the annual budget
- Meets with the public and responds to inquiries regarding applicable regulations in an effective manner to best represent the County's interest
- Conducts inspections of unincorporated areas of the County pertaining to the scope of responsibility including new construction, placement of mobile homes, junk yards, and use of land to meet zoning requirements
- Performs a variety of reviews, research and map preparation to provide information and recommendations to the appropriate Board or Commission
- Prepares required paperwork and documents for Zoning Commission, Board of Supervisors and Board of Adjustment meetings as required for presentations.
- Attendance is required.

Non-Essential Functions and Responsibilities:

- Perform general receptionist duties including answering the phone, giving information and instructing the caller of correct procedure
- Performs other duties and responsibilities as assigned by County Boards of Supervisors

Minimum Education and Experience Required to Perform Essential Functions:

- High School Diploma or equivalent
- Knowledge of State Code requirements as related to responsibilities
- Knowledge of safety standards and regulations
- Knowledge of management and budgetary principles
- Ability to perform the essential elements of the position as defined in the job qualifications, duties, and responsibilities
- Knowledge of ail responsibilities and operating procedures
- Ability to tactfully and effectively communicate with others
- Knowledge of human relations, psychology, and personal maturity to maintain emotional stability in unusual situations of stress or social interaction pressure
- Ability to interpret and expedite all orders
- Ability to motivate, train, instruct, and supervise personnel

- Possession of an appropriate valid driver's license and insurance.
- Candidate for hire must successfully pass a background check , a physical examination, vision, back screen and drug screen prior to employment

Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

Behavior Skills

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices. Attendance is required.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardizes situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the general public by means of clearly spoken English.

Equipment Used

Computer, typewriter, printers, calculator (10 key), copier, mail process machine, possess knowledge of general office equipment and procedures, including ability to type rapidly and accurately proofreading. Physical ability to work with hands, to stand for extended periods, to perform routine heavy manual labor (50 to 85 pounds of dead lifting and to walk stairs carrying 50 pounds) and to work during possibly adverse weather conditions.

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 50-85 pounds or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision 20" or less to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English. Attendance required

Environmental Adaptability

Work is performed in a typical office environment and has no unusual exposure to environmental issues. The employee is subject to adverse environmental conditions.

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Possession of an appropriate valid driver's license and insurance. Candidate for hire must successfully pass a background check , a physical examination, vision, back screen and drug screen prior to employment. The use of clearly spoken English for the skills and purposes of this job. Attendance is required.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I understand my attendance is required. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

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.

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____	Department:	Rural Economic Development
Title: Community & Economic Development Coordinator	FLSA Designation:	Exempt
Effective Date: July 1, 2017	Reports to:	County Board of Supervisors

Purpose:

The Rural Economic Development Director Community and Economic Development Coordinator is responsible for the growth, opportunity, planning, and conditions that create economic development and engage in the long-term planning across a broad spectrum. Such planning impacts a variety of stakeholders that including business and rural community development, industry, construction growth, the development of a long-term County comprehensive plan for land usage as a product of stakeholder meetings. This position is responsible and accountable for administration of Woodbury County Zoning and Subdivision Ordinances pursuant to requirements of Iowa Code 335, including County Floodplain Management Ordinances. Administers ordinances, maps, and both the Planning and Zoning and Board of Adjustment meetings. Assists the amendment process relative to adopted ordinances and maps and works closely with the Zoning Assistance Coordinator on issues related to zoning. Directly supervises and evaluates both the Zoning Assistance Coordinator and Clerk to the Community Planning and Economic Development Department to include setting work goals of priority and ensure that work plans positively and directly impact increased customer service and a growth model of continual process improvement. shall be accountable to the Woodbury County Board of Supervisors and will work closely with the Woodbury County Economic Development Advisory Board of Directors. Performs difficult professional work developing and implementing community development activities to encourage, promote and assist growth and development in the rural areas and communities of Woodbury County. The Community and Economic Development Coordinator works closely with The Siouland Initiative, Chamber of Commerce, Workforce Development, SEDC and other CDCs, and a wide spectrum of public-private economic developers in a cooperative manner to promote business growth and retention as well as offer a variety of assistance as to the conditions that promote new business. The position also looks to taking advantage of State and Federal programs assisting the County Board of Supervisors on adoption of policy, incentives, and applications that would impact our ability to grow the tax base. Providing quarterly updates to the Board of Supervisors is a requirement to include not only activity geared towards growth but also impediments/opportunities to include transportation, land usage, water/sewer infrastructure, flood-plain and environmental issues. Develops a site selection plan to not only advertise but to advise the County Board of Supervisors as to future land use and development options. This position is under the direct authority of the County Board of Supervisors.

Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- Be on call 24 hours per day to handle or consult on major problems and work a flexible schedule as needed
- Developing and implementing economic and community development goals
- Coordinating efforts to attract and retain businesses; promoting opportunities to market Woodbury County
- Identifying financial resources available to support economic development
- Develop, implement and review short and long-term goals for economic development in rural Woodbury County
- Coordinate business and industrial recruitment efforts in rural areas and communities and conduct business attraction negotiations
- Assist new and existing businesses with County business and development applications and procedures
- Exchange information with other County departments to encourage cooperation and efficiency in the development process
- Establish and maintain relationships with existing business, industry, governmental and other groups or organizations interested in economic and community development activities throughout Woodbury County
- Encourage regional economic and community development opportunities including the sharing and cooperation between rural residents, rural communities and urban areas
- Assist rural communities with evaluation of current and future infrastructure to determine various assets or liabilities to be addressed in order to be more productive and competitive in economic development
- Develop a Marketing Plan to create a County "brand" and to target and attract businesses
- Coordinate and maintain a complete inventory of available real estate and amenities in the County and assess community needs to support increased economic development
- Identify, analyze and evaluate opportunities to leverage financial resources to attract and retain businesses
- Establish and maintain contact with prospects and key development allies that could benefit the rural areas and communities in Woodbury County
- Arrange and participate in hosting activities for businesses
- Develop and implement procedures for reporting efforts to the County Board of Supervisors
- Promote a positive relationship with all media organizations
- Develop and maintain working relationships with urban economic development entities and programs to foster a sense of cooperation that will benefit the overall economy of rural Woodbury County
- Coordinate, train and lead local industry contact teams as needed as well as participate as a volunteer for committees and organizations that will further community and economic development in rural areas and communities of Woodbury County
- Develop and implement strategic plans and programs

- Communicate and coordinate community and economic development activities with County department heads
- Develop and administer the budget for economic development activities
- Develop appropriate grant applications
- Attend professional conferences/seminars/workshops
- Travel consistently throughout Woodbury County to stay connected to continuants
- Pursue Certified Economic Developer designations
- Attendance is required

Non-Essential Functions and Responsibilities:

- Perform related administrative responsibilities
- Perform various other duties related to the scope as assigned by the County Board of Supervisors

Minimum Education and Experience Required to Perform Essential Functions:

- A minimum of three (3) years experience in economic development work or a combination of education and experience equivalent to graduation from an accredited college or university with major course work in business, marketing, financial planning or related field
- Become a member of PDI (Professional Developers of Iowa)
- Thorough knowledge of economic development policies and processes and available resources
- Strong ability to plan, organize, coordinate and evaluate economic development activities
- Analytical skills to identify and assess the feasibility of development opportunities
- Proficiency in computer software applications, including Word, Excel and PowerPoint
- Ability to develop and maintain effective working relationships with government officials, the business community, developers, co-workers and the public
- Knowledge of State Code requirements as related to responsibilities
- Knowledge of safety standards and regulations
- Knowledge of management and budgetary principles
- Has the ability to perform the essential elements of the position as defined in the job qualifications, duties, and responsibilities
- Knowledge of all responsibilities and operating procedures
- Ability to tactfully and effectively communicate with others in clearly spoken English
- Knowledge of human relations, psychology, and personal maturity to maintain emotional stability in unusual situations of stress or social interaction pressure
- Ability to interpret and expedite all orders
- Ability to motivate, train, instruct, and supervise personnel
- Is good moral character as determined by a thorough background investigation including a fingerprint search of local, state, and national files
- Must pass physical and psychological examination by County designated physicians
- Candidate for hire must successfully pass a background check , a physical examination, vision, Back screen and drug screen prior to employment

Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

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Behavior Skills

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County.

County Rural Economic Development Director Position Description 2015

Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices. Attendance is required.

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Equipment Used

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Environmental Adaptability

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Special Requirements

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Employee's Signature

Date

Department Head

Date

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Select Language



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http://siouxcityjournal.com/news/opinion/editorial/our-opinion-study-of-government-nothing-to-lose-perhaps-much/article_572cf7ff-f529-5fa9-b122-785ad549f826.html

OUR OPINION: Study of government: Nothing to lose, perhaps much to gain

Journal editorial board Jan 29, 2017



Sioux City Journal file

The Woodbury County Courthouse at 620 Douglas St. in Sioux City is pictured.

A proposal earlier this month by Woodbury County Supervisor Jeremy Taylor to merge two departments of county government strikes us as a small, but nonetheless good step in the right direction.

Taylor suggested the county merge the offices of rural economic development and planning and zoning to save money. Each department employs four, including a director and administrative assistant. The annual savings resulting from a merger would total more than \$50,000, according to the county's Human Resources Department director.

We acknowledge saving \$50,000 from a total county budget of more than \$50 million isn't significant in and of itself and, in all honesty, we have not formed an opinion on whether this particular merger is warranted or wise.

Still, we welcome the dialogue.

Local leaders should remain always vigilant for and open to consolidation opportunities. To this end, we commend Taylor for sparking discussion of consolidation by making his proposal. We hope discussion of this suggestion leads to more such discussion - within and between local governments, including the county, city and school district - because it's right for taxpayers.

Achievement of broad, deep savings, however, requires comprehensive study. To this end, we return today to a proposal we have suggested before.

In our view, local governments should form an independent committee of citizens to review how the city, county and school district could save taxpayer dollars by merging and sharing some services. Charged with identifying efficiencies and eliminating duplication, the task force should propose both short-term and long-term ideas.

In order to remain focused not on protection of turf, but rather on protection of taxpayers, the committee shouldn't include public workers or elected leaders.



Within our community reside a wealth of accomplished professionals from the private sector who we are confident would donate their time and expertise for civic service in pursuit of leaner government and taxpayer savings.

Again, as we have written before, we don't know how much in savings could be achieved through formation of a study committee and consolidation of some government services, but we see nothing to lose and possibly much to gain by at least making the effort.

MORE INFORMATION



OUR OPINION: America's national parks need, deserve more money

OUR OPINION: Peaceful protest is cherished American right

OUR OPINION: Proposed funding for bullying prevention is positive sign

OUR OPINION: Ask voters for input on Woodbury County Jail

Currents



Cut string with your bare hands with this simple trick



How to install your very own hidden door

WOODBURY COUNTY DEPARTMENT HEAD MEETING

February 20, 2017 – 8:00 a.m. – LEC Training Room

#20c

Vision: Woodbury County dedicates itself to providing high quality services to meet the ever-changing demands and needs of its citizens.

Goal/Objective: County department heads and elected officials will meet monthly using an agenda and minutes, documenting increased transparency, communication, cooperation, and efficient, long-term planning.

Agenda Focus 20 February 2017: The Only Constant is Change

1. Welcome/Misc. Updates—M. Ung

2. FY18 Budget Updates—D. Butler

The Budget Director will provide updates on the budget schedule and other relevant budget information.

3. SNOWCAP & Human Resources Updates—E. Gilliland

The county has recently encountered difficulties in the performance of SNOWCAP during recent late starts/early outs. The Human Resources Director, keeper of the SNOWCAP, will field your feedback and provide discussion of a transition to remedy the issues.

4. Migration to Microsoft Exchange—J. Malloy

There are two types of migration in this world: That of the unladen European swallow, and that of emails from GroupWise to Microsoft Exchange. IT Director Malloy will unveil a rough timeline for the process of the latter, which will hopefully be smoother than a 5-oz. bird carrying a 1-pound coconut by the husk.

5. Statewide Tornado Drill, March 29—R. Socknat

The Emergency Management Coordinator will share that this brief training for employees compliments priorities set by the county's security committee. A time for feedback and discussion of results will be completed by April.

6. Important Dates to Track

May 3-4 Washington, D.C. Lobbying Trip (Siouxland Chamber)

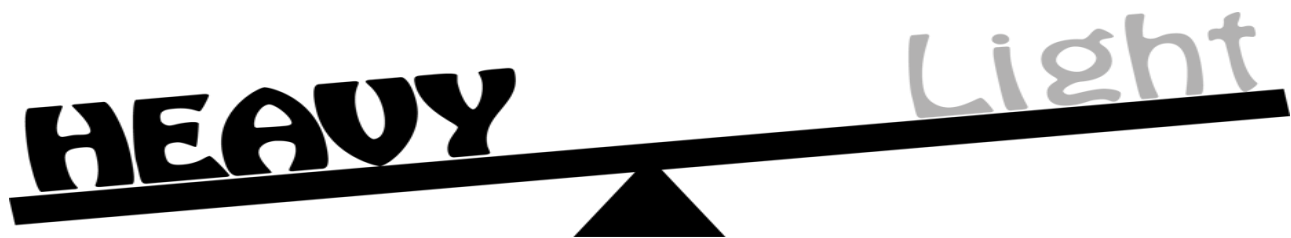
To Be Determined:

March/April Rural Town Hall Meeting

7. Department Activities—All Department Heads and Elected Officials

We will go around the room—Please let us know what is going on in your department that is a main priority of effort. You may also share an idea for cooperation or a need, but if extensive discussion ensues, we may ask it be a separate agenda item for the next meeting.

Next Department Head Meeting – March 20th



I wonder if other dogs think
poodles are members of a weird
religious cult.
~Rita Rudner

The biggest difficulty with
mankind today is that our
knowledge has increased so much
faster than our wisdom.
~Frank Whitmore

February 9, 2017 – Meeting of the LEC Expansion Committee

The LEC Expansion Committee met on Thursday February 9th, 2017. Representatives were members of the Board of Supervisors, Building Services, The Sheriff's Office, CMBA Architects, Goldberg Group Architects, The Baker Group, media, and public.

Others present were Karen James, Secretary, by Phone Goldberg Group Larry Goldberg

Selection of Chair and Secretary for 2017

Matthew Ung motioned and Greg Stallman seconded to appoint Supervisor Jeremy Taylor as Chairman of the LEC Expansion Committee, and Karen James as Secretary- Motions approved unanimously.

LEC Detention Facility Optimization Plan

The original LEC Facility in 1987 was designed for a maximum of 90 inmates. Today the facility houses a maximum of 234 inmates. The HVAC Systems was only designed for the 90 inmates. The meeting provided an update on findings to date and bright prospects looking forward. Building Services asked The Goldberg Group (GGA) to describe the LEC Optimization Plan study which has just been completed and details on how it would meet the original goals of the Committee.

Larry Goldberg explained that the reality of achieving the goals would need to be met through a series of projects that would ultimately jointly address- Modernization, Classification, PREA, Medical, Safety, Security Controls, Inmate storage, Evidence, HVAC Systems, and a Staff Break Area.

The Committee discussed individual project components, the specifics related to each, and how they all played a role in the overall success of an improved LEC. All groups attending asked questions and conveyed viewpoints.

GGA has proposed as part of their Optimization Plan 8-12 projects within the existing facility. These projects will upgrade areas of the Detention Facility to extend the life of the facility. The total of these projects is \$6.9 Million through a series of \$1.2 Million dollar improvements or less.

LEC Optimization Plan- GGA

The following series of improvement ideas for the LEC:

1. New Intake Area
2. New Booking, Interview, and assessment unit
3. New Medical Exam and Staff areas
4. Minimum Security Housing Upgrade
5. Alternate Minimum Security Housing Upgrade

6. Dayroom walls and showers
7. Revision of Cell Doors
8. Security Electronics Control System replacement

Projects slated for future consideration:

1. Sheriff's squad and conference areas
2. New special-needs housing unit
3. Elevator extension and basement renovation
4. Jail administration remodel

Committee Recommendations

1. The savings of \$1.2 Million at Prairie Hills over the next 10-years from the operating budget can be used to reduce the cost of these projects.
2. It was recommended to remove the elevator extension and basement renovation as well as the Sheriff's squad, conference area, and other reductions. This is a \$1.355 Million reduction.
3. Because of the items listed under one and two above, the \$6.95 Million has been reduced to \$4.645 Million.
4. The projects will address - Modernization, Classification, PREA, Medical, Safety, Security Controls, Inmate storage, Evidence, HVAC Systems, and a Staff Break Area.
5. Ratification of the study plan does not financially obligate the County and any projects would require Board approval.

Timeline for next steps

The recommendations is to place this on the Board of Supervisors Agenda in the next 2-3 weeks for information and/or action.

Meeting Adjourned

NOTICE OF MEETING

THE WOODBURY COUNTY COMPENSATION BOARD WILL MEET ON MONDAY, FEBRUARY 20, 2017, at 5:30 P.M., in the former Board of Supervisors Meeting Room at the Woodbury County Courthouse, 620 Douglas Street, Sioux City, Iowa.

The anticipated Agenda is set forth below.

You are invited to attend and offer comment.

AGENDA

1. Salary Recommendations

Sioux City Conference Board Meeting

2/23/17 **Thursday**
2:00 PM
City Hall
City Council Chambers
405 6th St
Sioux City, Iowa

Meeting called by:

Bob Scott, Chairman

Type of meeting:

Budget Meeting

Attendees:

- Rhonda Capron
- Pete Groetken
- Dan Moore
- Bob Scott
-

- Craig Anderson
- Rocky DeWitt
- Marty Pottebaum
- Keith Radig
- Jeremy Taylor
- Matthew Ung

- Perla Alarcon-Flory
- David Gleiser
- Paul Gorski
- Amiee Krogh
- Mike Krysl
- Mike McTaggart
- John Meyers
- Dennis Reinke
- Jackie Warnstadt
- Hinton

Agenda

1. Call of the roll
2. Reading of the minutes of 3/10/16
3. Presentation of the budget
4. Any other business that may come before the Board
5. Adjournment

Additional Information

Observers:

Discussion:

NOTICE OF A CONSULTATION TO BE HELD BETWEEN THE CITY OF SIOUX CITY, IOWA AND ALL AFFECTED TAXING ENTITIES CONCERNING THE PROPOSED AMENDED AND RESTATED URBAN RENEWAL PLAN FOR THE COMBINED CENTRAL SIOUX CITY –CBD URBAN RENEWAL PROJECT AREA OF THE CITY OF SIOUX CITY, IOWA

The City of Sioux City, Iowa will hold a consultation with all affected taxing entities, as defined in Section 403.17(1) of the Code of Iowa, as amended, commencing at 3:30 P.M. on February 21, 2017, in the 3rd Floor Conference Room, Room 306, City Hall, 405 Sixth Street, Sioux City, Iowa concerning a proposed Amended and Restated Urban Renewal Plan for the Combined Central Sioux City –CBD Urban Renewal Project Area, a copy of which is attached hereto.

Each affected taxing entity may appoint a representative to attend the consultation. The consultation may include a discussion of the estimated growth in valuation of taxable property included in the Urban Renewal Area, the fiscal impact of the division of revenue on the affected taxing entities, the estimated impact on the provision of services by each of the affected taxing entities in the Urban Renewal Area, and the duration of any bond issuance included in said Urban Renewal Plan.

The designated representative of any affected taxing entity may make written recommendations for modifications to the proposed division of revenue no later than seven days following the date of the consultation. The City Manager (or his designee) as the designated representative of the City of Sioux City, shall submit a written response to the affected taxing entity, no later than seven days prior to the public hearing on the proposed Amended and Restated Urban Renewal Plan, addressing any recommendations made by that entity for modification to the proposed division of revenue.

This notice is given by order of the City Council of the City of Sioux City, Iowa, as provided by Section 403.5 of the Code of Iowa, as amended.

Dated this 13th day of February, 2017.



Lisa L. McCardle, City Clerk
Sioux City, Iowa

*This is a rather large document. If you need to review - the amended and restated Urban Renewal Plan is in the Board office for your review.

NOTICE OF PUBLIC HEARING TO CONSIDER APPROVAL OF THE
PROPOSED AMENDED AND RESTATED URBAN RENEWAL PLAN FOR THE
COMBINED CENTRAL SIOUX CITY –CBD URBAN RENEWAL PROJECT
AREA OF THE CITY OF SIOUX CITY, IOWA

The City Council of the City of Sioux City, Iowa, will hold a public hearing before itself at its meeting which commences at 4:00 P.M. on March 20, 2017 in the Council Chambers, 5th Floor, City Hall, 405 Sixth Street, Sioux City, Iowa to consider adoption of the proposed Amended and Restated Urban Renewal Plan (the "Urban Renewal Plan") for the existing Combined Central Sioux City –CBD Urban Renewal Project Area ("Project Area").

A copy of the proposed Amended and Restated Urban Renewal Plan is on file for public inspection in the office of the City Clerk, City Hall, 405 Sixth Street, Sioux City, Iowa.

The purpose of the Amended and Restated Urban Renewal Plan is to further update certain provisions of the Amended Plan to conform to current City objectives, planning initiatives and program activities for the Project Area.

The general scope of the urban renewal activities under consideration in the Amended Plan is to convey land and enter into development agreements for new development and the redevelopment of existing commercial buildings and land for commercial, residential and mixed use purposes in order to encourage investment and strengthen the area economy. This activity may involve grants, rebates, loans or other incentives funded by tax increment financing.

Specifically, the amendment addresses proposed urban renewal projects for the following

- Rocklin Manufacturing TIF Assistance
- 4th Street Commercial Redevelopment
- Douglas Street Commercial Redevelopment
- 5th Street Building Redevelopment
- Nebraska Street Building Redevelopment

- Capital Improvement Program budgeted items for Fiscal Year 2018: Reinvest District-CC Hotel; Historic Pearl District; Civic Partners Loan Guarantee; Main Street Taxes; Bomgaars Tax Rebate; Skywalk Rehab Maintenance; Parking Ramp Debt Service; Skyway Rehab; Building Redevelopment Tax Rebates; 4th Street Commercial Redevelopment Tax Rebates; Douglas Commercial Redevelopment Tax Rebates; 5th Street Building Redevelopment Tax Rebates; Rocklin Manufacturing Tax Rebate; and TIF Administration

Any person or organization desiring to be heard shall be afforded an opportunity to be heard at such hearing.

This Notice is given by order of the City Council of Sioux City, Iowa, as provided by Section 403.5 of the Code of Iowa, as amended.

Dated this 13th day of February, 2017.



Lisa L. McCardle, City Clerk
Sioux City, Iowa

Publish in the Sioux City Journal March 11, 2017



Woodbury County Secondary Roads Department

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

COUNTY ENGINEER

Mark J. Nahra, P.E.

mnahra@woodburycountyiowa.gov

ASSISTANT TO THE COUNTY ENGINEER

Benjamin T. Kusler, E.I.T.

bkusler@woodburycountyiowa.gov

SECRETARY

Tish Brice

tbrice@woodburycountyiowa.gov

To: Board Members

From: Mark Nahra, County Engineer

Date: February 14, 2017

RE: Weekly Work Report

Construction Project Report

The construction report will be submitted less frequently during the winter. Some project work will continue on county bridge and structure projects, but will progress slowly and only as weather conditions allow.

To be let:

BRS-CO97(112)—60-97, D25 Bridge over Whiskey Creek on Old Highway 141 west of Bronson. Letting date: April 18, 2017. The bridge replacement project is a federal aid funded project with 80% federal - 20% farm to market fund dollars paying the cost of construction. The bridge is scheduled to be completed in the 2017 construction season. A new, 30' wide continuous concrete slab structure will replace the existing bridge. This project will result in Old Highway 141 being closed with traffic detoured for much of the summer.

FM-CO97(131)—55-97, HMA resurfacing of County Route L37, Danbury Blacktop, from D38 to Highway 20. Letting Date: April 18, 2017 at the Iowa DOT. This project will do cold in-place recycling of the existing pavement followed by a 2 ½ to 3-inch hot mix asphalt overlay on top of the recycled pavement. This project will be constructed in 2017.

BROS-CO97(129)—55-97, Replacement of Bridge L275 on Union Avenue. Letting Date: April 18, 2017 at the Iowa DOT. The bridge is programmed for replacement during FY 2017 with 80% federal aid bridge replacement funds, 20% farm to market funds. This project will be constructed in 2017. County Bridge L275 is on Union Avenue between 190th and 200th Streets. This summer's inspection of the structure has determined severe deterioration to the piling in the north pier that requires that the bridge be closed as it is no longer safe to carry traffic. The bridge had been posted 10 tons prior to its closure. The bridge will be closed through the winter of 2016-2017 and for much of 2017 until it is replaced.

Under Contract:

L-C(M208)—73-97, Bridge replacement on Pocahontas Avenue between 270th and 280th Streets. Letting date: January 24, 2017. Late Start Date: April 15, 2017. Contractor: Midwest Contracting. Bid price: \$127,399. The existing bridge has been posted for restricted loads due to

deteriorating condition. This is a locally funded project paid from the secondary road fund. A box culvert has been designed to replace the existing bridge and has received Corps of Engineer approval and permitting. The Board has awarded the bid to the low bidder and the contract has been prepared and sent to the contractor. The contract will be presented to the Board for approval when it is returned by the contractor. The project is scheduled to be completed in the 2017 construction season.

L-B(D38)—73-97, Bridge replacement on 120th Street between Emmett and Fayette Avenues. Letting date: October 11, 2016. Late Start Date: April 15, 2016. Contractor: Dixon Construction. Bid price: \$397,114.00. This is a locally funded project paid from the secondary road fund.

A preconstruction meeting was held with the prime contractor on November 18th. The contractor started work the week of November 21, 2016. Pier pile driving have been driven and encased. Abutment pile are also driven and the bridge berms have been shaped for riprap placement. No work has been done on site for about two weeks. Work will continue as weather conditions are favorable. The project is scheduled to be completed in the 2017 construction season.

L-B(X14)—73-97, Bridge on 280th Street north of Danbury. Letting date: April 5, 2016. Late Start Date: August 1, 2016. Contractor: Graves Construction. Bid price: \$490,806.48. This is a locally funded project from the \$1.3 million special projects levy paying the cost of construction.

The contractor has moved on site and started work. Pile driving is complete at both abutments and piers, the pier piling are encased and the abutments are poured. Channel and berm shaping and riprap placement are underway. We anticipate that falsework construction will begin shortly. Work will continue as weather permits. Project completion is expected before July 2017.

L-B(L212)—73-97, Bridge replacement on Story Avenue between 190th and 200th Streets. Letting date: July 26, 2016. Late Start Date: September 26, 2016. Contractor: Dixon Construction. Bid price: \$238,096.50. The existing bridge is posted to a maximum 20 gross load and is in deteriorating condition. This is a locally funded project paid from the secondary road fund. A box culvert has been designed to replace the existing bridge and has been submitted for Corps of Engineer approval and permitting.

The board approved the contract at the August 16th board meeting. A preconstruction meeting was held with the contractor on November 18th. Work on the project started in December. The old bridge has been removed, the channel shaped and concrete forming and construction has started. The culvert floor is poured and work progresses as weather allows on the barrel walls and slab. The project is scheduled to be completed early in 2017.

FM-CO97(126)—55-97, HMA resurfacing of County Route D22, Old Highway 20. Letting date: September 20, 2016. Contractor: Knife River Midwest. Bid price: \$2,060,532.31. The project has been let by the Iowa DOT and we are awaiting bid tabulations and an award recommendation from the Iowa DOT Office of Contracts. The project will overlay the existing pavement on county road D22 from the intersection of K49 northeast of Lawton to approximately one half mile east of Buchanan Avenue. Some cross road culverts will also be replaced as part of the project work. The project will be paid for with county farm to market funds. Project work is likely to be done in early 2017, but could start in late 2016 if the contractor choses to do so. Contracts were approved by the Board at their November 8th meeting.

OTHER PROJECTS:

COUNTY BRIDGE B82

County Bridge B82 is on 140th Street between Kossuth and Lee Avenues. It was one of the flood damaged structures from the June 18, 2016 flood event. Initially, we were going to try to replace the east abutment bridge piling to reopen the bridge this fall, but since it would remain a posted bridge and it is scheduled for replacement in the 2017 construction season, we will be moving

it forward in our design schedule to replace it in whole, hopefully with a winter 2016-2017 letting. The result is that the bridge will be closed through the winter of 2016-2017.

ORTON SLOUGH DRAINAGE DISTRICT

Work is starting this week on the Orton Slough Ditch cleanout. This work was let to contract by the Board of Supervisors on behalf of the drainage district. The work is being done by L.A. Carlson Construction. Ditch cleaning and shaping work is complete. Seeding of the disturbed areas remains. The ground is now frozen, so warmer temperatures are needed to allow completion of the project.

HASKELL AVENUE BRIDGE

The Board will be receiving quotes for removal of the existing Haskell Avenue Bridge in late December. The bridge cannot be repaired as it has been shifted off its bearings by over 5 feet at the south end. The remaining substructure acts like a trash rack in the stream and channel damage will be minimized by removing the bridge prior to spring flooding. Removal of the bridge will not preclude replacement of the bridge, if the board decides to replace the bridge.

The Board will need to discuss whether the bridge should be replaced. It is a very convenient road for people from Merville that are headed north to LeMars or the north side of Sioux City. The replacement structure will cost approximately \$600,000 and I feel that this money could be better spent replacing another bridge on the county system being that this project only saves approximately ½ mile of out of distance travel. This will be the Board's choice as to whether the bridge is replaced or the road is dead ended north of the McElheney Creek channel. The project will be discussed in early 2017.

220th STREET EAST OF OLD LAKEPORT ROAD

Due to deterioration of a seal coat installed to provide a dust free road on 220th Street in proximity to a large rural subdivision, 220th Street will require extensive work this summer. The seal coat is in poor condition and can no longer be cost effectively patched. A decision will need to be made in consultation with area residents as to the type of improvement and continued maintenance of the roadway. I am hoping once budgeting is done that the Board might find time for a field trip to look at the road prior to a public information meeting with the area landowners so that we can discuss alternatives for maintaining an acceptable road for area residents. Many of the rural lots are subject to paving agreements put in place prior to the current landowners acquiring the property. Many other lots are subject to no such agreement. Assessing the cost of road improvement is difficult to address fairly considering the varied land use fronting the road and the lack of paving agreements covering significant areas of the properties fronting the road.

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.

February, 2017

Febraury 6, 2017		7
February 7, 2017	7	7
February 8, 2017	7	7
February 9, 2017	7	7
February 10, 2017	7	7
February 11, 2017	7	7
February 12, 2017	7	7
February 13, 2017	7	

The Center averaged 7 youth per day during the 6:00 a.m. and 7 during the 6:00 p.m. count for a weekly average of 7 youth per day.

Of the seven youth detained on February 13, 2017, five or seventy one percent are known gang members. Of the five, three or sixty percent are considered hard-core members that are being detained on adult related crimes.

Detaining one Dakota County juvenile.

Mark Olsen



**Director
WCJDC**

February 13, 2017