

**From:** [Nordholm, Gail \[DOT\]](#)  
**To:** [Nordholm, Gail \[DOT\]](#)  
**Subject:** Office Organization Changes  
**Date:** Wednesday, December 15, 2010 12:34:00 PM

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**TO:** County Engineers, City Representatives, and Consultants

**CC:** District Local Systems Engineers, Service Bureau,  
and Office of Local Systems

**FROM:** Office of Local Systems

**SUBJECT:** Office Organization Changes

**DATE:** December 15, 2010

As many of you may know, as a result of the State Employee Early Retirement Incentive Program (SERIP), many positions at the Iowa DOT were vacated but not filled. As a whole, the Iowa DOT filled slightly less than half of the SERIP vacancies.

These changes have had an impact on the Office of Local Systems as well. Due in part to the strong support from local agencies, we were successful in filling 2 of the 3 vacancies in Local Systems. While this was better than average for the Iowa DOT, it still has required some changes to our office organization. I would like to take this opportunity to brief you on these changes and their impacts.

The primary change to our office organization is in our technician positions. Previously, we had one technician (Rod Halverson) dedicated to county programs and another technician (Tom Valline) that split time between county and city programs. Only one of these positions was filled, and as a result, we reassigned duties among our remaining positions and staff to better balance our workload.

We now have a Secondary Roads Technician, Barry Sieh; and an Urban Technician, Tammi Bell. In addition, Brenda Boell continues to serve as our Field Review Technician. An important part of these technicians' duties is to provide support to the Secondary Roads Engineer and Urban Engineer in administering the various county and city programs that Local Systems is responsible for.

One way they will provide such support is to serve as the initial point of contact for

questions or requests for assistance from local agencies or related to local agency programs. Therefore, effective immediately, we request that your initial contacts with our office be made with one of the following individuals for the areas indicated:

Barry Sieh, Secondary Roads Technician (515-239-1064, [Barry.Sieh@dot.iowa.gov](mailto:Barry.Sieh@dot.iowa.gov))

- County design guides and design exception process
- County Annual Reports
- County Budgets and Programs
- County work zone traffic control / MUTCD requirements
- Any general questions or requests for assistance related to counties or county programs

Tammi Bell, Urban Technician (515-239-1529, [Tammi.Bell@dot.iowa.gov](mailto:Tammi.Bell@dot.iowa.gov))

- City design guides and design exception process
- City Street Finance Report
- City work zone traffic control / MUTCD requirements
- Any general questions or requests for assistance related to cities or city programs

Brenda Boell, Field Review Technician (515-239-1437, [Brenda.Boell@dot.iowa.gov](mailto:Brenda.Boell@dot.iowa.gov))

- Construction contract administration, for either city or county projects, including training, documentation, procedures, etc.
- Field review reports and associated findings and resolutions for either city or county projects
- Alternate contact for work zone traffic control / MUTCD requirements

If one of our technicians is unavailable, please feel free to contact Gail Nordholm (515-239-1528, [Gail.Nordholm@dot.iowa.gov](mailto:Gail.Nordholm@dot.iowa.gov)) and she will redirect your question or request as appropriate and we will respond as soon as we can. Since some of our technicians are still relatively new to their duties, these procedures may initially result in a slightly longer response time; however, we think that as our technicians gain more experience, you will ultimately be better served by this approach.

For a complete listing of staff duties and an office organization chart, please refer to our office contacts web page at:

[http://www.iowadot.gov/local\\_systems/contact.htm](http://www.iowadot.gov/local_systems/contact.htm)

If you have any questions, **please do not reply to this note**. Instead, you may contact me as shown below.

Thank you,

M.J. "Charlie" Purcell  
Director, Office of Local Systems  
Iowa Department of Transportation  
515-239-1532 [charlie.purcell@dot.iowa.gov](mailto:charlie.purcell@dot.iowa.gov)

Some of the documents referenced above are in Adobe Acrobat's Portable Document Format (PDF). If you do not have the Adobe Acrobat Reader software, you can download it free of charge at:

<http://www.adobe.com/products/acrobat/readstep.html>.

Mailings are available at the Local Systems Weekly Mailing web address

[http://www.iowadot.gov/local\\_systems/mailing/main\\_mailing.htm](http://www.iowadot.gov/local_systems/mailing/main_mailing.htm)