

**DECEMBER 31, 2024, FIFTY-THIRD MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, December 31, 2024, at 9:30 a.m. Board members present were Ung, Radig, Nelson, Taylor, and Bittinger II. Staff members present were Heather Satterwhite-Van Sickle, Executive Secretary/Public Bidder, Melissa Thomas, Human Resources Director, and Michelle Skaff, Deputy Auditor/Clerk to the Board.

The regular meeting was called to order with the Pledge of Allegiance to the Flag and a Moment of Silence.

1. Motion by Radig second by Nelson to approve the agenda for December 31, 2024. Carried 5-0. Copy filed.

Motion by Taylor second by Ung to approve the following items by consent:

2. To approve minutes of the December 17, 2024, meeting. Copy filed.
3. To approve the claims totaling \$1,143,923.52. Copy filed.
- 4a. To approve the promotion of Daniel Luesebrink, Sergeant, County Sheriff Dept., effective 12-02-2024, \$43.12/hour, 27%=\$9.26/hour. Promotion.; the promotion of James Martin, District 4 Foreman, Secondary Roads Dept., effective 12-23-24, \$3,148.36/bi-weekly, 38%=\$869.96/bi-weekly. Promotion. Job Vacancy Posted 11/27/2024.; the separation of Patrick Gill, County Auditor, County Auditor Dept., effective 01-01-2025. End of Elected Term.; the separation of Michelle Skaff, % Deputy, County Auditor Dept., effective 01-01-2025. Separation to Assume Elected Office.; the separation of Jeremy Taylor, Board Member, Board of Supervisors Dept., effective 01-02-2025. End of Elected Term.; the separation of Keith Radig, Board Member, Board of Supervisors Dept., effective 01-02-2025. End of Elected Term.; the promotion of Shona Campbell, % Deputy, County Auditor Dept., effective 01-02-2025, \$94,860.21/year, 82%=\$42,735.41/year. Per Auditor: Promotion to 85% Deputy.; the appointment of Michelle Skaff, Auditor, County Auditor Dept., effective 01-02-2025, \$111,600.24/year, 18%=\$16,740.03/year. Elected Official.; the appointment of David Dietrich, Board Member, Board of Supervisors, effective 01-02-2025, \$41,967.12/year. Elected Official.; the appointment of Kent Carper, Board Member, Board of Supervisors, effective 01-02-2025, \$41,967.12/year. Elected Official.; the appointment of Stefani Nunez-Diaz, PT Youth Worker – Temp, Juvenile Detention Dept., effective 01-06-2025, \$22.05/hour. Job Vacancy Posted on 11/13/2024. Entry Level Salary: \$22.05/hour.; and the separation of John Bainbridge, Motor Grader Operator, Secondary Roads Dept., effective 02-28-2025. Retired. Copy filed.
- 4b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Equipment Operator, Secondary Roads Dept. CWA Roads: \$27.04/hour.; and for Motor Grader Operator, Secondary Roads Dept. CWA Roads: \$27.33/hour. Copy filed.
- 4c. To approve the deauthorization of PT Courthouse Safety & Security Officers (3) -.075 FTE, County Sheriff Dept. Copy filed.
- 4d. To approve a maintenance tech position and deauthorize a maintenance worker position. Copy filed.
- 4e. Presentation of Award Certificate to Dawn Norton. Copy filed.
- 4f. To approve the overlap of two employees in the Deputy Sergeant position in the Sheriff’s office. Copy filed.
- 5a. To approve and authorize the Chairperson to sign a Resolution authorizing the County Engineer to close any Secondary Road for the purpose of construction, routine maintenance, or emergencies during 2024.

**RESOLUTION #13,816**  
**RESOLUTION AUTHORIZING THE COUNTY ENGINEER TO CLOSE ANY**  
**SECONDARY ROAD FOR THE PURPOSE OF CONSTRUCTION, ROUTINE**  
**MAINTENANCE, OR EMERGENCIES DURING 2024**

WHEREAS, the Woodbury County Board of Supervisors is concerned about traffic safety involved during construction and maintenance work or during natural or traffic emergencies on the secondary road system, and

WHEREAS, they are further interested in making appropriate traffic accommodations for the traveling public, adjacent landowners and related users during construction and maintenance operations, and

WHEREAS, the Board of Supervisors under section 306.41 of the Code of Iowa can delegate the authority to temporarily closure of roads to the County Engineer,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors give Laura Sievers, Woodbury County Engineer the authority to temporarily close sections of highway in Woodbury County's Road system when necessary because of construction, maintenance, emergencies, or natural disaster.

DATED this 31<sup>st</sup> day of December 2024.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 5b. To approve and authorize the Chairperson to sign a Resolution authorizing the County Engineer to execute certification of completion of work on Federal Aid, State Aid, and Farm to Market construction during 2025.

**RESOLUTION #13,817**  
**RESOLUTION AUTHORIZING THE COUNTY ENGINEER TO EXECUTE**  
**CERTIFICATION OF COMPLETION OF WORK ON FEDERAL AID, STATE AID, AND**  
**FARM TO MARKET CONSTRUCTION DURING 2025**

BE IT RESOLVED by the Board of Supervisors of Woodbury County, Iowa, that Laura Sievers, the County Engineer of Woodbury County, Iowa, be and is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of said County to execute the certification of completion of work and final acceptance thereof in accordance with plans and specifications in connection with all Farm-to-Market and federal or state aid construction projects in this county.

Dated at Sioux City, Iowa, this 31<sup>st</sup> day of December 2024.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

Carried 5-0.

- 6a. Motion by Radig second by Ung to award the bid for project #FM-C097(152)—55-97 and to approve and authorize the Chairperson to sign a Resolution bid award and designation and authorization of County Engineer to electronic signature of contract and bond. Carried 5-0.

**BID AWARD AND DESIGNATION AND AUTHORIZATION OF**  
**COUNTY ENGINEER FOR ELECTRONIC SIGNATURE OF CONTRACT AND**  
**BOND**  
**RESOLUTION #13,818**

WHEREAS, the Board of Supervisors has received bids for the project captioned herein, and,

WHEREAS, the board has considered the bids and concurs with the Iowa DOT and the County Engineer's recommendation to award the contract to the lowest responsible bidder, and:

WHEREAS, time is of the essence in locking in material prices in a rapidly changing cost environment currently being experienced by contractors and road agencies across the state, the Board is directing the County Engineer to electronically sign the contracts and bonds for the following project upon presentation of completed documents meeting contract requirements for the following project:

**FM-C097(152)—55-97**

**HMA Resurfacing/Cold-in-Place Recycling, On D38, from K64E 10.3 miles to IA 31**

**NOW, THEREFORE, BE IT RESOLVED** by the Woodbury County Board of Supervisors hereby awards the bid and directs the County Engineer is directed to electronically sign the contracts and bonds for the above captioned project upon presentation of final contract documents.

**Passed and approved this 31<sup>st</sup> day of December, 2024.**

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

6b. Mike Hansen and Dan Young presented information on the County Road K-64 and 140<sup>th</sup> Street Snowmobile Trail.

Motion by Radig second by Bittinger to approve and authorize the Chairperson to sign a Resolution approving the County Road K-64 and 140<sup>th</sup> Street Snowmobile Trail. Carried 5-0.

**WOODBURY COUNTY  
COUNTY ROAD K-64 AND 140<sup>TH</sup> STREET SNOWMOBILE TRAIL  
RESOLUTION #13,819**

**WHEREAS** Chapter 321G.9(4)-(7) of the Code of Iowa governs the operation of snowmobiles and all-terrain vehicles on or near public highways AND

**WHEREAS** Woodbury County has received a request to allow the designation of a portion of its roadways to be used as a snowmobile trail AND

**WHEREAS** the Board of Supervisors of Woodbury County has evaluated the traffic patterns on these roadways and has determined that a designated snowmobile trail on portions of said roads will not unduly interfere with traffic or constitute a traffic hazard,

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

1. The following roadways may be used for snowmobile operation from December 31, 2024, to April 30, 2025, and is herewith designated as a snowmobile trail for the POWDER PLAYERS INC. SNOWMOBILE CLUB **K-64 and 140<sup>th</sup> Street from IA 140 west 0.75 miles to the south field entrance**
2. All designations and signs to be erected along said trail for use of club members shall be provided by the POWDER PLAYERS INC. SNOWMOBILE CLUB.
3. Any signs necessary to warn traffic of the operation of snowmobiles along said roadway shall be placed and maintained by POWDER PLAYERS INC. SNOWMOBILE CLUB.
4. All members of the POWDER PLAYERS INC. SNOWMOBILE CLUB and any guest or associates using said designated trail shall comply with the provisions of Chapter 321G.9, Code of Iowa. Any violations of said code section shall be considered grounds for terminating the designation of said snowmobile trail.
5. The POWDER PLAYERS INC. SNOWMOBILE CLUB shall submit proof of insurance coverage, covering all persons participating in any club activities on or along the designated Woodbury County roadways, to the Woodbury County Auditor within 15 days of the passage of this Resolution. Failure to do so shall constitute grounds for the Board of Supervisors revoking this Resolution. FURTHER, the POWDER PLAYERS INC. SNOWMOBILE CLUB shall hold and save Woodbury County harmless from all liability resulting from injuries, loss or damages of any kind to club members, guests or other persons riding said snowmobile trail, including damages to equipment.

6. Woodbury County does not warrant the condition of the county road right-of-way which will be designated as a snowmobile trail to be fit for any particular purpose nor, does it warrant against any hazards that may exist because of snow plowing or other necessary road work on the public road alongside said trail.

**Passed and approved this 31<sup>st</sup> day of December, 2024.**

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

7. Motion by Taylor second by Nelson to approve funds from gaming to pay for the emergency replacement of the septic system at Little Sioux Park Rangers residence in the amount of \$18,342. Carried 5-0. Copy filed.
8. Motion by Radig second by Nelson to approve SRBS to submit the application through iowagrants.gov with Woodbury County as the lead applicant and SRBS as the local non-profit service provider. Carried 5-0. Copy filed.
9. Presentation of resolution thanking Mark Nahra for his 15 years to Woodbury County Secondary Roads was made. Copy filed.
10. Reports on committee meetings were heard.
11. Dan Heissel expressed concerns about the CIP and improvement requests process.  
  
Kevin Nelson, Salix Mayor, expressed concerns about the new Salix Drainage ditch governance.  
  
Sheriff Sheehan recognized the service of Sgt. Doug Boetger in light of his pending retirement.
12. Board Concerns were heard.

The Board adjourned the regular meeting until January 2, 2025.

Meeting sign in sheet. Copy filed.