

**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS  
(NOVEMBER 5) (WEEK 45 OF 2024)**

Live streaming at:  
<https://www.youtube.com/user/woodburycountyiowa>

Agenda and Minutes available at:  
[www.woodburycountyiowa.gov](http://www.woodburycountyiowa.gov)

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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held November 5, 2024, at **4:30 p.m.** in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

This is a formal meeting during which the Board may take official action on various items of business. Members of the public wishing to speak on an item must follow the participation rules adopted by the Board of Supervisors.

1. Please silence cell phones and other devices while in the Boardroom.
2. The Chair may recognize speakers on agenda items after initial discussion by the Board.
3. Speakers will approach the microphone one at a time and give their name and address before their statement.
4. Speakers will limit their remarks to three minutes on any one item and address their remarks to the Board.
5. At the beginning of discussion on any item, the Chair may request statements in favor of an action be heard first followed by statements in opposition to the action. The Chair may also request delegates provide statements on behalf of multiple speakers.
6. Any concerns or questions which do not relate to a scheduled item on the agenda will be heard under the item "Citizen Concerns." Please note the Board is legally prohibited from taking action on or engaging in deliberation on concerns not listed on the agenda, and in such cases the Chair will request further discussion take place after properly noticed.
7. Public comment by electronic or telephonic means is prohibited except for a particular agenda item when approved by the Chair 24 hours before a meeting or by a majority of the board during a meeting for a subsequent meeting.

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**AGENDA**

**4:30 p.m.** Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence

1. Approval of the agenda Action

**Consent Agenda**

**Items 2 through 6 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.**

2. Approval of the minutes of the October 29, 2024 meeting
3. Approval of claims
4. Human Resources – Melissa Thomas  
Approval of Memorandum of Personnel Transactions
5. County Treasurer – Tina Bertrand  
Approve property tax refund request for parcel #884705383020 in the amount of \$68.00
6. Secondary Roads – Mark Nahra  
Approval of permit to work in the right of way for Mitch Parker

## End Consent Agenda

### Recess Board of Supervisors Meeting

#### Convene Bennett McDonald Levee & Wolf Creek Drainage Districts Trustees Meeting

7. Approval of the minutes of the October 29, 2024 meeting Action

#### Adjourn Bennett McDonald Levee & Wolf Creek Drainage Districts Trustees Meeting Continue Board of Supervisors Meeting

8. Secondary Roads – Mark Nahra  
Approval of contract for the L-B(K19)—73-97 bridge replacement project with Dixon Construction for \$355,091.40 Action
9. Board of Supervisors – Matthew Ung  
Approval of standardized MOU template and procedures to ensure the same improved benefit in the employee handbook regarding sick leave payment and health insurance upon retirement is available to all six Woodbury County unions Action
10. Board of Supervisors – Mark Nelson & Daniel Bittinger  
Give direction to Planning & Zoning to review minimum dimensions for single family dwellings Action
11. Reports on Committee Meetings Information
12. Citizen Concerns Information
13. Board Concerns Information

## ADJOURNMENT

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

- MON., NOV 4 6:00 p.m.** Board of Adjustment meeting, Courthouse Basement Boardroom
- WED., NOV 6 11:00 a.m.** Loess Hills Alliance Stewardship Meeting, Pisgah, Iowa
- 12:00 p.m.** SIMPCO Regional Policy & Legislative Committee, 6401 Gordon Dr.
- 1:00 p.m.** Loess Hills Alliance Executive Meeting
- 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., NOV 13 7:30 p.m.** SIMPCO Executive-Finance Committee Meeting, 6401 Gordon Drive
- 8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- 6:30 p.m.** 911 Service Board Meeting, Public Safety Center, Climbing Hill
- THU., NOV 14 12:00 p.m.** SIMPCO Board of Directors, 6401 Gordon Drive.
- 5:00 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WED., NOV 20 12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., NOV 21 9:30 a.m.** Siouxland Regional Transit System Meeting, 6401 Gordon Drive
- 11:15 a.m.** Western Iowa Community Improvement Regional Housing Trust Fund, 6401 Gordon Drive
- 4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., NOV 22 9:00 a.m.** Hungry Canyons Alliance, 17501 Eastern Hills Drive, Council Bluffs, IA
- MON., NOV 25 6:00 p.m.** Zoning Commission Meeting, Courthouse Basement Boardroom
- WED., NOV 27 2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- THU., NOV 28 11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, 6401 Gordon Dr.
- SAT., NOV 30 1:30 p.m.** SIMPCO – Community & Economic Development, 6401 Gordon Drive
- MON., DEC 2 6:00 p.m.** Board of Adjustment meeting, Courthouse Basement Boardroom
- WED., DEC 4 10:00 a.m.** Loess Hills Alliance Stewardship Meeting, Pisgah, Iowa
- 11:00 a.m.** Loess Hills Alliance Executive Meeting
- 1:00 p.m.** Loess Hills Alliance Full Board Meeting
- 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- FRI., DEC 6 8:30 a.m.** SIMPCO Tri-State Legislative Forum, 6401 Gordon Drive, Sioux City

**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.*

**OCTOBER 29, 2024, FORTY-FOURTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, October 29, 2024, at 4:30 p.m. Board members present were Ung, Radig (by phone), Bittinger II, Nelson, and Taylor. Staff members present were Karen James, Board Administrative Assistant, Melissa Thomas, Human Resources Director, and Patrick Gill, 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 Ung second by Taylor to approve the agenda for October 29, 2024. Carried 5-0. Copy filed.

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

2. To approve minutes of the October 22, 2024, meeting. Copy filed.
3. To approve the claims totaling \$596,590.08. Copy filed.
4. To approve the property tax refund request for Ann Rickord, parcel #884706105008, in the amount of \$2,804.00. Copy filed.
5. To approve the reclassification of Cathia Wise, Lead Custodian, Building Services Dept., effective 10-28-2024, \$21.70/hour, 5%=\$0.97/hour. In House Vacancy Posted on 10/9/2024.; and the appointment of Kenie Davidson, Clerk II, County Treasurer Dept., effective 10-30-2024, \$19.24/hour. Job Vacancy Posted on 9/4/2024. Entry Level Salary: \$19.24/hour. Copy filed.

Carried 5-0.

6. Motion by Taylor second by Nelson to receive the 2024 report of the Weed Commissioner. Carried 5-0. Copy filed.

7. Motion by Taylor second by Nelson to receive backup material for sick leave discussion. Carried 5-0. Copy filed.

Motion by Nelson second by Taylor to receive backup material for sick leave discussion. Carried 5-0. Copy filed.

Motion by Nelson second by Radig to change the sick leave payout for wage plan and appointed deputies to 20 years of service at 28%, with a maximum of \$5,000 or the option of 1-year single health insurance if employee has 500 hours of sick time provided in lieu of payout. Carried 5-0. Copy filed.

The Board recessed for a meeting of the Bennett McDonald Levee & Wolf Creek Drainage Districts Trustees meeting.

The Supervisors meeting was called back to order.

9. Reports on committee meetings were heard.

10. There were no citizen concerns

11. Board Concerns were heard.

The Board adjourned the regular meeting until November 5, 2024.

Meeting sign in sheet. Copy filed.

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** November 5th, 2024

**\* PERSONNEL ACTION CODE:**

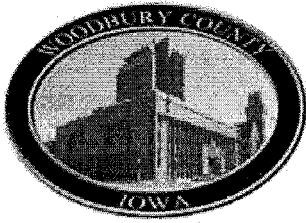
- |                 |                      |
|-----------------|----------------------|
| A - Appointment | R - Reclassification |
| T - Transfer    | E - End of Probation |
| P - Promotion   | S - Separation       |
| D - Demotion    | O - Other            |

**TO: WOODBURY COUNTY BOARD OF SUPERVISORS**

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Wise, Cathia	Building Services	10-28-2024	Lead Custodian	\$23.26/hour	12%=\$2.53/hr	R	In House Vacancy Posted on 10/9/2024. Entry Level: Grade 2 Step 5: \$22.76 + \$.50 Asbestos.
Armstrong, Donald	Sheriff's Office	10-28-2024	% Deputy Captain	\$148,425.43/year	4%=5,238.55/year	P	Promotion from Lieutenant to Captain.
Sands, Nathan	Sheriff's Office	10-28-2024	% Deputy Lieutenant	\$143,186.88/year	60%=\$53,497.28/year	P	Promotion from Sergeant to Lieutenant.
Simoni, Michael	Sheriff's Office	10-28-2024	Deputy Sergeant	\$43.12/hour	9%=3.48/hour	P	Promotion from Master to Sergeant.

**APPROVED BY BOARD DATE:** \_\_\_\_\_

**MELISSA THOMAS, HR DIRECTOR:** \_\_\_\_\_



**Tina M. Bertrand**  
Woodbury County Treasurer  
822 Douglas St Ste 102  
Sioux City IA 51101  
712-279-6495

October 30, 2024

RE: Refund Request

Dear Board of Supervisors,

Lamoyne Christiansen has applied for a refund on parcel 8847 05 383 020 (2831 S Cypress) for \$68.00. Lamoyne submitted a late application for the elderly/low income credit that lowered his property taxes. He had already paid the entire year of his taxes before submitting the claim for the elderly credit. Please authorize the refund of \$68.00 for him.

Thank you for your time,

A handwritten signature in cursive script that reads "Janet L. Trimpe".

Janet L. Trimpe  
Woodbury County Tax Deputy  
[jtrimpe@woodburycountyiowa.gov](mailto:jtrimpe@woodburycountyiowa.gov)  
712-224-6024

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

Date: 10/31/2024 Weekly Agenda Date: 11/5/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Mark J. Nahra, Woodbury County Engineer

**WORDING FOR AGENDA ITEM:**

Consideration of permit to work in the county right of way for the Mitch Parker

**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 checked="" type="checkbox"/>    |

**EXECUTIVE SUMMARY:**

Mitch Parker has requested a permit to work in the right of way on behalf of landowners to improve county road ditch to handle field drainage along 220th St. from old RR ROW to Carroll Avenue.

**BACKGROUND:**

Work in county ROW requires permit by Board of Supervisors per section 318.8 of the Code of Iowa. I have reviewed both sites with the contractor and recommend the work be permitted.

**FINANCIAL IMPACT:**

No impact at this time.

**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?**

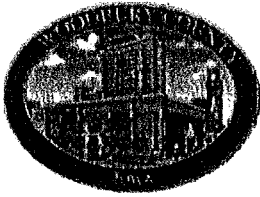
Yes  No

**RECOMMENDATION:**

Approve the permit to work in the right of way.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the permit to work in the right of way for Mitch Parker and to direct the chair to sign the permit.



# Woodbury County Secondary Roads Department

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

## WOODBURY COUNTY SECONDARY ROAD DEPARTMENT

### PERMIT & AGREEMENT TO PERFORM WORK WITHIN WOODBURY COUNTY RIGHT OF WAY

Name of Permittee: Mitch Parker/ <sup>Pete</sup> Kerr Phone No.: 712-870-0288

Mailing Address: 915 Clairmont Circle, Sgt. Bluff, IA 51054

Township: 35 Section: Woodbury

Woodbury County, State of Iowa, and Mitch Parker for Pete Kerr (hereinafter referred to as property owner, organization or authorized representative) do hereby enter into the following permit and agreement:

1. Woodbury County hereby consents to and grants permission to the property owner, organization or authorized representative, to conduct the following described construction or activities within the right-of-way:

North ditch at 220th St. from RR ROW to 1665 220th St. to be cleaned for drainage. Will get permission from Farmers D.D.

2. In consideration of Woodbury County granting said permission and consent, the property owner, organization or authorized representative hereby promises and agrees to the following:

A. The applicant shall carry on the construction, repair and maintenance with serious regard to the safety of the traveling public and adjacent property owners.

B. The property owner, organization or authorized representative, at his/her own expense, shall provide all safety measures and warning devices necessary to protect the traveling public such as but not limited to, signs, lights, and barricades during the day and at night if the roadway will be obstructed. Traffic protection shall be in accordance with Part VI of the current Manual on Uniform Traffic Control Devices for Streets and Highways. The Department will loan the required signs to the applicant who shall be responsible for placing the signs and covering or removing when not in use, removal after the work has been completed, and return of the Department owned signs to the Department maintenance facility from which obtained. The applicant shall be responsible for correctly using signs as needed while work is in progress. Flagging operations are the responsibility of the applicant.

C. In placing any drainage structure, no natural drainage course will be altered or blocked.

D. The finished project shall be left in a satisfactory condition subject to the approval of the County Engineer. The traveled portion of the roadway shall not be damaged or disturbed. The property owner, organization or authorized representative assumes all liability and agrees to reimburse Woodbury County for any damage to the roadway or ditch caused by placement of this structure. Permittee is to call County Engineer for upon completion for final inspection.

E. The property owner, organization or authorized representative shall notify all appropriate telephone and utility companies in advance of any excavation and shall check for underground electric or telephone lines.

F. Woodbury County will not assume any of the cost of the construction of the said improvement or structure nor will Woodbury County assume any future costs for maintenance or replacement of said improvement or structure. If in the best interest of Woodbury County, the said improvement or structure may be removed by the County, or may be caused to be removed, without any obligation by Woodbury County to pay damages or cost of replacement.

G. Property owner, organization or authorized representative will reseed and mulch the disturbed areas. Property owner, organization or authorized representative will be responsible for seed, mulch, and labor unless otherwise provided in section L.



H. The property owner, organization, or authorized representative hereby agrees to hold Woodbury County and the Woodbury County Secondary Road Department, its employees and agents harmless against any and all claims for damages and personal injury arising out of work performed or actions taken by the applicant related to the construction or maintenance of the facility. The applicant further agrees to reimburse the County or the Department for any expenditures that the County or Department may have to make on said highway rights of way on account of said applicant's construction or maintenance activity or other activities or lack thereof. The applicant shall also save Woodbury County and the Woodbury County Secondary Road Department harmless of any damage or losses that may be sustained by the traveling public on account of such construction, repair or maintenance operations, or other activities.

I. **FAILURE TO CONFORM TO OR TO ACQUIRE A PERMIT IS A VIOLATION OF SECTION 318.8, 2009 CODE OF IOWA.** This permit is subject to any laws now in effect or any laws that may be hereafter enacted and all applicable rules and regulations of local, state and federal agencies. This permit is subject to all the rules and regulations of Woodbury County and the Woodbury County Secondary Road Department.

J. This permit is subject to revocation by the Department at any time and at no cost to the Department, when in the judgment of the Department it is necessary in the improvement or maintenance of the highway or for other reasonable cause.

K. All proposed work covered by this permit shall be at the applicant's expense. The applicant shall reimburse the Woodbury County Secondary Road Department for any materials removed from the highway right of way described as follows:

\_\_\_\_\_  
\_\_\_\_\_

L. Woodbury County agrees to provide the following contribution toward completion of this project:

\_\_\_\_\_  
\_\_\_\_\_

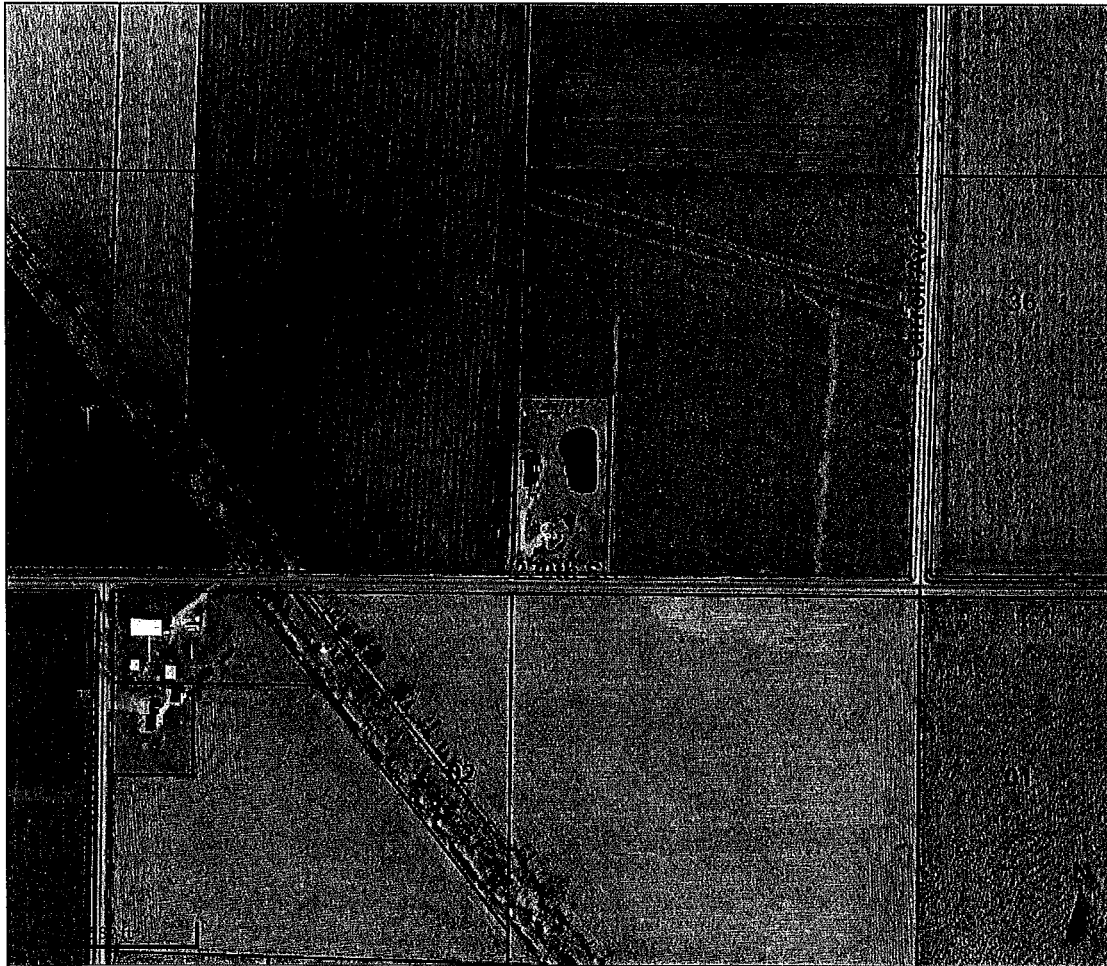
M. All work done by property owner, organization or authorized representative pursuant to this agreement shall be completed prior to the 31st day of December, 2024.

Entered into this 14th day of October, 2024.

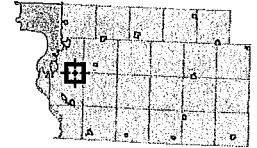
Mitchell Parker  
Signature of Property Owner or Authorized Representative

Mark J. Mahan  
Woodbury County Engineer

\_\_\_\_\_  
Chair, Woodbury County Board of Supervisors



**Overview**



**Legend**

- Roads
- Corp Boundaries
- Townships
- Parcels

<b>Parcel ID</b>	884735400007	<b>Alternate ID</b>	829847	<b>Owner Address</b>	WIDMAN DAVID M & ELIZABETH
<b>Sec/Twp/Rng</b>	35-88-47	<b>Class</b>	A		1665 220TH ST
<b>Property Address</b>	1665 220TH ST	<b>Acreage</b>	4.13		SERGEANT BLUFF, IA 51054-8024
	SERGEANT BLUFF				
<b>District</b>	0039				
<b>Brief Tax Description</b>	S 600' OF W 300' SE SE 35-88-47				
	(Note: Not to be used on legal documents)				

Date created: 10/17/2024  
 Last Data Uploaded: 10/16/2024 11:48:07 PM

Developed by  **SCHNEIDER**  
 GEOSPATIAL

**OCTOBER 29, 2024 — MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS AS TRUSTEES FOR THE BENNETT MCDONALD LEVEE & WOLF CREEK DRAINAGE DISTRICT IN WOODBURY COUNTY**

The Board of Supervisors met on Tuesday, October 29, 2024, as Trustees for Bennett McDonald Levee & Wolf Creek Drainage District in Woodbury County. Board members present were Ung, Taylor, Bittinger II and Nelson, Radig was absent. Staff members present were Karen James, Board Administrative Assistant, Melissa Thomas, Human Resources Director, and Patrick Gill, Auditor/Clerk to the Board.

The Chair called to order the Bennett McDonald Levee & Wolf Creek Drainage District Trustee meeting.

Motion by Taylor second by Nelson to approve the proposal from ISG to address repairs to the Bennett McDonald Smithland Levee to be paid out over a five-year assessed period of time. Carried 4-0. Copy filed.

The Bennett McDonald Levee & Wolf Creek Drainage District Trustee meeting was adjourned.

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

Date: 10/31/2024 Weekly Agenda Date: 11/05/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Mark J. Nahra, Woodbury County Engineer

**WORDING FOR AGENDA ITEM:**

Approve contract for project number L-B(K19)--73-97

**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:**

The Board awarded the bid for the replacement of bridge K-19 on Michigan Ave. at their October 15, 2024 meeting. Contracts have been returned for Board approval.

**BACKGROUND:**

he project involves the replacement of a bridge that has been closed. The new bridge will be a prefabricated steel bridge.

**FINANCIAL IMPACT:**

The projects are paid for with local Woodbury County secondary road funds .

**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:**

Recommend that the board approve the contract for project L-B(K19)--73-97.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion that the board approve the contract for the L-B(K19)--73-97 bridge replacement project with Dixon Construction for \$355,091.40.



WOODBURY COUNTY, IOWA
CONTRACT

Kind of Work: Bridge Replacement
Project No. L-B(K19)--73-97 County Woodbury

THIS AGREEMENT made and entered by and between Woodbury County, Iowa, by its Board of Supervisors consisting of the following members: Matthew Ung, Keith Radig, Daniel Bittinger II, Mark Nelson, Jeremy Taylor Contracting Authority and Dixon Construction Co, Correctionville IA, Contractor. WITNESSETH: That the Contractor, for and in consideration of

Three Hundred Fifty Five Thousand Ninety One and 40/100 (\$355,091.40)

payable as set forth in the specifications constituting a part of this contract, hereby agrees to construct in accordance with the plans and specifications therefore, and in the locations designated in the notice to bidders, the various items of work as follows:

Table with 5 columns: Item No., Item, Quantity, Unit Price, Amount. Lists 16 items including clearing, excavation, granular surface, bridge removal, backfill, piles, piling, and mobilization.

TOTAL BID \$355,091.40

Said specifications and plans are hereby made part of and the basis of this agreement and a true copy of said plans and specifications are now on file in the office of the County Engineer under the date of October 8, 2024

That in consideration of the foregoing, the Contracting Authority hereby agrees to pay the Contractor, promptly and according to the requirements of the specifications the amounts set forth, subject to the conditions as set forth in the specifications.

That it is mutually understood and agreed by the parties hereto that the notice to bidders, the proposal, the specifications for Project No. L-B(K19)--73-97 in Woodbury County, Iowa, the within contract, the contractor's bond, and the general and detailed plans are and constitute the basis of contract between the parties hereto.

That it is further understood and agreed by the parties of this contract that the above work shall be commenced and completed on or before:

Table with 4 columns: Approximate Starting Date, Specified Starting Date, Late Start Date, Number of Working Days. Values: April 1, 2025, 70.

That time is the essence of this contract and that said contract contains all of the terms and conditions agreed upon by the parties hereto.

It is further understood that the Contractor consents to the jurisdiction of the courts of Iowa to hear, determine, and render judgment as to any controversy arising hereunder.

IN WITNESS WHEREOF the parties hereto have set their hands for the purposes herein expressed to this and three other instruments of like tenor, as the

day of 2024

Approved: David R. Dixon
By: Contractor: Dixon Construction Co. Inc.

By: Contracting Authority: Woodbury County Board Chairperson

Date: 10/24/24

Date:

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

Date: 10/31/2024 Weekly Agenda Date: 11/05/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Chairman Matthew Ung

**WORDING FOR AGENDA ITEM:**

Approval of standardized MOU template and procedures to ensure the same improved benefit in the employee handbook regarding sick leave payment and health insurance upon retirement is available to all six Woodbury County unions

**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 checked="" type="checkbox"/>    |

**EXECUTIVE SUMMARY:**

Passage of this item and subsequent signing of MOUs by the county's bargaining units will extend an improved non-union benefit to all unions in a consistent manner.

**BACKGROUND:**

On 10/29, the Board approved an improved benefit in Section 4.6 of the employee handbook (attached), and there was consensus to consistently apply the same improvement to all unions ASAP. Based on that consensus, I have consulted with the county's labor attorney and have provided this item, recommendation, and standardized MOU for five unions to sign in order to best accomplish that consistency.

**FINANCIAL IMPACT:**

As discussed by the board, funding will come first from departmental budgets rather than the health fund. (Due to mandatory bargaining topics, this MOU cannot be applied to the Deputy's union, but fortunately their contract already matches what the employee handbook now says.)

**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:**

The Board majority passed the last MOU with the consensus that a benefit (annual increases applied every 6 months) would NOT be consistently applied to other unions, and which was NOT legally reviewed by the county's labor attorney. At least with this one benefit, I'm glad to hear the board wants to be consistent, and I STRONGLY recommend we respect our labor attorney's legal review going forward.

**ACTION REQUIRED / PROPOSED MOTION:**

to approve the attached MOU template, to authorize the Human Resources Director to distribute it to the five county bargaining unions which can be improved by the employee handbook's 10/29 revision regarding sick leave payment upon retirement, and to place all MOUs on the same agenda for county approval after all five MOUs have been signed by all five bargaining units, for consistency.

#### 4.6 SICK LEAVE CONVERSION AND PAYMENT

An employee who has accumulated and maintains six hundred and forty (640) hours of sick leave will be allowed to convert sick leave earned to vacation at the rate of four (4) hours of sick leave for one (1) hour of vacation. An employee will cease to be eligible for this conversion any time their accumulated sick leave falls below six hundred and forty (640) hours.

Accumulated sick leave is not paid out upon separation or termination from employment except that an employee who is retiring and who has a minimum of twenty (20) years of employment with Woodbury County will be paid for twenty-eight percent (28%) of their accumulated sick leave up to a maximum of five thousand dollars (\$5,000).

Any retiring employee who has a minimum of twenty (20) years of employment with Woodbury County and accumulated sick leave of 500 or more hours may elect to have the County place funds equivalent to the cost of his/her personal insurance for a period of one year from the date of retirement into a Health Retirement Account ("HRA") in lieu of the cash payout of up to five thousand dollars (\$5,000). Should the employee elect family coverage, the employee will be responsible for the difference in cost between the personal, single coverage and the cost of family coverage.

(month) 2024 Memorandum of Understanding

This (month) 2024 Memorandum of Understanding (“MOU”) is entered into by and between Woodbury County, Iowa (“Employer”) and the \_\_\_\_\_ (“Union”), effective as of the date when all parties have executed this MOU below, and continuing until such time as the parties shall agree otherwise:

1. The current Master Contract between Employer and Union is effective July 1, 2024 through June 30, 2027 (“2024-2027 Union Contract”).

2. As of November 1, 2024, all provisions in the 2024-2027 Union Contract regarding sick leave payment upon separation or termination from employment shall be stricken. In the absence of such provision in the 2024-2027 Union Contract, the Woodbury County Personnel Handbook policy on sick leave payment upon separation or termination from employment shall be followed.

3. All other terms of the 2024-2027 Union Contract shall remain in effect through the end of such contract term. To the extent there is a conflict between this MOU and the terms of the 2024-2027 Union Contract, this MOU shall control.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by their duly authorized representatives.

WOODBURY COUNTY, IOWA

AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL  
EMPLOYEES COUNCIL 61 LOCAL 3462  
WOODBURY COUNTY ASSISTANT  
COUNTY ATTORNEYS AND VICTIM  
WITNESS COORDINATOR

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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

Date: 10/31/2024 Weekly Agenda Date: 11/05/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Supervisors Nelson & Bittinger

**WORDING FOR AGENDA ITEM:**

Give Direction to Planning and Zoning to Review Minimum Dimensions for Single Family Dwellings

**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:**

Under the current county ordinance single family dwellings must be 23ft by 23ft which limits options of landowners and home seekers at a time housing options are limited and expensive.

**BACKGROUND:**

A landowner in rural Woodbury County is wanting to sell property to a young family member who wants to build a mobile home on the property but is not allowed to under the current ordinance. The mobile home he will purchase would be 1,120 square ft. The minimum square footage threshold required by the current ordinance is 529 square ft, but it does not meet the width requirement of 23 feet.

**FINANCIAL IMPACT:**

None

**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:**

Pass the motion to give direction to Planning and Zoning

**ACTION REQUIRED / PROPOSED MOTION:**

Move to Direct the Zoning Commission to review the minimum dimension size for single family dwellings not limited to the regulations in Section 4.11 of the Woodbury County Zoning Ordinance