



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(DECEMBER 31) (WEEK 53 OF 2024)**

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

Agenda and Minutes available at:
www.woodburycountyiowa.gov

Daniel A. Bittinger II
389-4405
dbittinger@woodburycountyiowa.gov

Mark E. Nelson
540-1259
mnelson@woodburycountyiowa.gov

Keith W. Radig
560-6542
kradig@woodburycountyiowa.gov

Jeremy J. Taylor
259-7910
jtaylor@woodburycountyiowa.gov

Matthew A. Ung
490-7852
matthewung@woodburycountyiowa.gov

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held December 31, 2024, at **9:30 a.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.

AGENDA

9:30 a.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 5 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 December 17, 2024 meeting
3. Approval of claims
4. Human Resources – Melissa Thomas
 - a. Approval of Memorandum of Personnel Transactions
 - b. Authorization to Initiate Hiring Process
 - c. Approval of request to deauthorize county position(s)
 - d. Approval of a Maintenance Technician position in Building Services
 - e. Presentation of Award Certificate to Dawn Norton
 - f. Approval to overlap two employees in one budgeted position in the Sheriff's Office

5. Secondary Roads – Laura Sievers
 - a. Consideration of resolution authorizing the County Engineer to close roads for maintenance and emergencies during 2025
 - b. Consideration of resolution authorizing the County Engineer to execute certification of completion of work on Federal Aid, State Aid and Farm to Market Construction during 2025

End Consent Agenda

- | | |
|--|-------------|
| 6. Secondary Roads – Laura Sievers | |
| a. Consideration of award of bid for project number FM-C097(152)—55-97 and approve resolution to direct county engineer to sign contract and bond | Action |
| b. Consideration of resolution for the K64 Snowmobile Trail | Action |
| 7. Conservation – Dan Heissel | |
| Approval of funds for the emergency replacement of the septic system at the Little Sioux Park Rangers residence | Action |
| 8. Board of Supervisors – Daniel Bittinger II | |
| Approval of Sky Ranch Behavioral Services to submit application through iowagrants.gov listing Woodbury County as the lead applicant and SRBS as the local non-profit service provider | Action |
| 9. Board of Supervisors – Matthew Ung | |
| Presentation of resolution thanking and commending Mark Nahra for his years of service to Woodbury County | Information |
| 10. Reports on Committee Meetings | Information |
| 11. Citizen Concerns | Information |
| 12. Board Concerns | Information |

ADJOURNMENT

Immediately following the meeting there will be a Dedication Ceremony for the Dennis Butler Meeting Room on the 1st Floor

Subject to Additions/Deletions

CALENDAR OF EVENTS

- FRI., JAN 3** **9:00 a.m.** Hungry Canyons Alliance - TBD
- WED., JAN 8** **8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- 10:00 a.m.** STARComm Board Meeting, The Security Institute, WIT Campus
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- 6:30 p.m.** 911 Service Board Meeting, Public Safety Center, Climbing Hill
- THU., JAN 9** **12:00 p.m.** SIMPCO Board of Directors, 6401 Gordon Drive.
- 4:00 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WED., JAN 15** **12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., JAN. 16** **4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., JAN. 17** **12:00 p.m.** Siouxland Human Investment Partnership Board Meeting, 2540 Glenn Ave.
- MON., JAN. 27** **5:00 p.m.** Zoning Commission Meeting, Courthouse Basement Boardroom
- TUE., JAN. 28** **2:00 p.m.** Decat Board Meeting, Western Hills AEA, Room F
- WED., JAN 29** **2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- THU., JAN 30** **11:00 a.m.** Siouxland Regional Transit Systems Board Meeting, 6401 Gordon Dr.

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.

DECEMBER 17, 2024, FIFTY-FIRST MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, December 17, 2024, at 4:30 p.m. Board members present were Ung, Radig, Nelson, Taylor, and Bittinger II. Staff members present were Karen James, Board Administrative Assistant, 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 Ung to approve the agenda for December 17, 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 10, 2024, meeting. Copy filed.
3. To approve the claims totaling \$573,579.12. Copy filed.
4. To approve the letter of support for Camp High Hopes and their application to Iowa Economic Development Authority's Community Attraction and Tourism Grant. Copy filed.
5. To approve items to be auctioned per Personal Property Disposition Policy. Copy filed.
6. To receive for signatures a Resolution Thanking and Commending Ashley Christensen for her years of service with Woodbury County.

**WOODBURY COUNTY, IOWA
RESOLUTION #13,814
A RESOLUTION THANKING AND COMMENDING
ASHLEY CHRISTENSEN
FOR HER SERVICE TO WOODBURY COUNTY**

WHEREAS, Ashley Christensen has capably served Woodbury County as a member of the Board of Adjustment for five years from 2020 to 2024; and

WHEREAS, the service given by Ashley Christensen has been characterized as exemplary by her dedication to the best interests of the citizens of Woodbury County; and

WHEREAS, Ashley Christensen has contributed to the betterment of the county by hearing and deciding on matters related to the county zoning, including variances and conditional uses; and

WHEREAS, notable actions made by the Board of Adjustment during Ashley Christensen's tenure include the review and recommendation of numerous developments, public and private infrastructure improvements, and various county ordinances to improve the quality of life for residents and businesses throughout Woodbury County; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of the Board hereby thanks and commends Ashley Christensen for her years of service to Woodbury County; and

BE IT FURTHER RESOLVED that it is the wish of all those signing below that the future hold only the best for this very deserving person, Ashley Christensen.

BE IT SO RESOLVED this 17th day of December 2024.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 7a. To approve the appointment of Adrian Torres-Gomez, PT Youth Worker - Temp, Juvenile Detention Dept., effective 12-19-2024, \$22.05/hour. Job Vacancy Posted on 11/13/2024. Entry Level Salary: \$22.05/hour. Copy filed.

- 7b. To approve the request of Mark Nahra to remain on County Health single plan and County Dental Insurance with spouse plan. Copy filed.
- 7c. To approve the renewal of 2025 Innovative Benefit Consultants plan. Copy filed.
- 7d. To approve the Investment Advisory Agreement with Creative Planning. Copy filed.

Carried 5-0.

- 8. Motion by Taylor second by Ung to move the Woodbury County Board of Supervisors meeting on 12/31/24 from 4:30 p.m. to 9:30 a.m. Carried 5-0. Copy filed.
- 9. A public hearing was held at 4:35 p.m. for the sale of parcel #894704127021, 5201 Hamilton Blvd. The Chairperson called on anyone wishing to be heard.

Motion by Ung second by Nelson to close the public hearing. Carried 5-0.

Motion by Ung second by Radig to approve and authorize the Chairperson to sing a Resolution for the sale of parcel #894704127021, 5201 Hamilton Blvd., to Paul Riffey, 5203 Hamilton Blvd., Sioux City, for \$234.00 plus recording fees. Carried 5-0.

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF WOODBURY COUNTY, IOWA
RESOLUTION #13,815**

BE IT RESOLVED by the Board of Supervisors of Woodbury County, Iowa, that the offer at public auction of:

By Paul Riffey _____ in the sum of **Two Hundred Thirty-Four and 00/100 (\$234.00)**-----
-----dollars.

For the following described real estate, To Wit:

Parcel #894704127021
Lot Sixty (60) Buckwalter Manor Second Addition to Sioux City, Woodbury County, Iowa
(5201 Hamilton Blvd.)

Now and included in and forming a part of the City of Sioux City, Iowa, the same is hereby accepted: said Amount being a sum LESS than the amount of the general taxes, interests, costs and penalties against the said Real Estate.

BE IT RESOLVED that payment is due by close of business on the day of passage of this resolution or this sale is null and void and this resolution shall be rescinded.

BE IT RESOLVED that per Code of Iowa Section 569.8(3 & 4), a parcel the County holds by tax deed shall not be assessed or taxed until transferred and upon transfer of a parcel so acquired gives the purchaser free title as to previously levied or set taxes. Therefore, the County Treasurer is requested to abate any taxes previously levied or set on this parcel(s).

BE IT FURTHER RESOLVED that the Chairman of this Board be and he is hereby authorized to execute a Quit Claim Deed for the said premises to the said purchaser.

SO DATED this 17th Day of December, 2024.
WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

10. Motion by Bittinger second by Taylor to approve a letter of support for the SRTS RAISE grant application. Carried 5-0. Copy filed.
- 11a. Bid letting was held for Briese Farm rental for 2025, 2026, and 2027 for cash rent of 41 acres. The bids are as follows:

Kyle & Kelsi Schneckloth	\$16,400/year
Bruce Willems	\$12,915/year
- Motion by Taylor second by Ung to award the bid for Briese Farm rental to Kyle & Kelsi Schneckloth for \$16,400/year. Carried 5-0. Copy filed.
- 11b. Motion by Radig second by Ung to approve the final voucher for project ER-C097(145)—58-97 with L.A. Carlson Contracting. Carried 5-0. Copy filed.
- 11c. Motion by Radig second by Ung to approve the plans for project #BRS-C097(151)—60-97. Carried 5-0. Copy filed.
12. Motion by Bittinger second by Ung to approve the expense of \$12,849 from the Gaming to cover the cost of replacing the boiler at the Browns Lake Shower/Restroom/Tornado shelter. Carried 5-0. Copy filed.
13. Motion by Radig second by Bittinger to reallocate \$18,447.98 from ARPA 10 and \$19.36 from ARPA 15 to create ARPA 27 to purchase 5 tasers in the amount of \$18,466.80 and to balance small variance on ARPA 09 (\$.04) and ARPA 16 (\$.50). Carried 5-0. Copy filed.
14. Reports on committee meetings were heard.
15. Doyle Turner, Merville, expressed concerns about the Law Enforcement Authority.
16. Board Concerns were heard.

The Board adjourned the regular meeting until December 31, 2024.

Meeting sign in sheet. Copy filed.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: December 31st, 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
Luesebrink, Daniel	Sheriff's Office	12-02-2024	Sergeant	\$43.12/hour	27%=\$9.26/hour	P	Promotion
Martin, James	Secondary Roads	12-23-2024	District 4 Foreman	\$3,148.36/bi-weekly	38%=\$869.96/bi-weekly	P	Promotion. Job Vacancy Posted 11/27/2024.
Gill, Patrick	Auditor	01-01-2025	County Auditor			S	End of Elected Term.
Skaff, Michelle	Auditor	01-01-2025	% Deputy			S	Separation to Assume Elected Office.
Taylor, Jeremy	Board of Supervisors	01-02-2025	Board Member			S	End of Elected Term.
Radig, Keith	Board of Supervisors	01-02-2025	Board Member			S	End of Elected Term.
Campbell, Shona	Auditor	01-02-2025	% Deputy	\$94,860.21/year	82%=\$42,735.41/year	P	Per Auditor: Promoted to 85% Deputy
Skaff, Michelle	Auditor	01-02-2025	County Auditor	\$111,600.24/year	18%=\$16,740.03/year	A	Elected Official
Dietrich, David	Board of Supervisors	01-02-2025	Board Member	\$41,967.12/year		A	Elected Official
Carper, Kent	Board of Supervisors	01-02-2025	Board Member	\$41,967.12/year		A	Elected Official
Nunez-Diaz, Stefani	Juvenile Detention	01-06-2025	PT Youth Worker – Temp	\$22.05/hour		A	Job Vacancy Posted on 11/13/2024. Entry Level Salary: \$22.05/hour
Bainbridge, John	Secondary Roads	02-28-2025	Motor Grader Operator			S	Retired

APPROVED BY BOARD DATE:

MELISSA THOMAS, HR DIRECTOR:

HUMAN RESOURCES DEPARTMENT

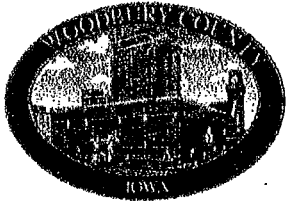
WOODBURY COUNTY, IOWA

DATE: December 31st, 2024

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Secondary Roads	Equipment Operator	CWA Roads: \$27.04/hour		
Secondary Roads	Motor Grader Operator	CWA Roads: \$27.33/hour		

Chairman, Board of Supervisors



Woodbury County Secondary Roads Department

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

MEMORANDUM

TO: Board of Supervisors
Human Resources Department

FROM: Laura Sievers, PE, Woodbury County Engineer

DATE: December 19, 2024

SUBJECT: Immediate Hiring for District 3 Correctionville Equipment Operator and District 4 Oto Motor Grader Operator

With the promotion of Jim Martin from the Equipment Operator position in Correctionville to the District 4 Foreman in Oto, a vacancy has been created. This will leave the district catastrophically shorthanded if not promptly filled, especially as we approach the unpredictable snow season.

Additionally, the retirement of John Bainbridge from the Motor Grader Operator position in Oto has created another vacancy, further impacting our operational capacity in District 4. John will have his last day of work on December 31, 2024. He will use vacation until it is depleted after that date. Filling this role is essential to maintaining efficiency and readiness during the snow season.

RECOMMENDATION:

It is my strong recommendation that we proceed with the hiring process immediately to fill both the Correctionville Equipment Operator and the Oto Motor Grader Operator positions. Prompt action will help ensure Secondary Roads remains adequately staffed and prepared to handle the emergency demands of the winter season.

Thank you for your attention and consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Laura Sievers".

Laura Sievers, P.E.
Woodbury County Engineer

Cc: Office file
HR file



Woodbury County Secondary Roads Department

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

December 19, 2024

Mr. James Martin
325 Elm Street
Pierson, Iowa 51048

Re: District 4 Foreman position

Dear Mr. James Martin:

Thank you for accepting the position of District 4 Foreman. I am confident that you are the best candidate for this role and will have much success in District 4 during your tenure.

As we discussed during the interview process, you touched on the possibility of a future transfer to the District 3 Foreman position, should it become available. While I cannot guarantee the policies of a future county engineer, I want to confirm that during my tenure as Woodbury County Engineer, you will have the first opportunity to transfer to the District 3 Foreman position if it becomes vacant. This would be considered an in-house transfer, with the pay and grade reflective of your achievements as District 4 Foreman. I would also recommend to my successor that this option be extended to you, given your long-standing dedication to District 3 throughout your career with Woodbury County.

That said, it is my sincere hope that you will find fulfillment in your leadership role in District 4. I firmly believe that your leadership will drive significant improvements in both road quality and staff development within District 4. I have sincerely enjoyed getting to know the team in District 4 and I believe you will also.

Once again, thank you for accepting this role. Please don't hesitate to reach out if there is anything you need to succeed in your new position.

Best wishes,

Laura Sievers, P.E.
Woodbury County Engineer

Cc: Office file
HR file

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: December 31, 2024

REQUEST TO DEAUTHORIZE COUNTY POSITION(S)

DEPARTMENT	POSITION	APPROVED	DISAPPROVED
County Sheriff	PT Courthouse Safety & Security Officers (3) -0.75 FTE		

Chairman, Board of Supervisors

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

Date: 12/23/2024 Weekly Agenda Date: 12/31/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas HR Director

WORDING FOR AGENDA ITEM:

Approval of a Maintenance Technician position in Building Services

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The maintenance technician position will replace the maintenance worker w/license position.

BACKGROUND:

The budgeted amount and FTE's have been correct, this will change the title of the position.

FINANCIAL IMPACT:

\$0

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 motion

ACTION REQUIRED / PROPOSED MOTION:

Motion to authorize a maintenance tech position and deauthorize a maintenance worker position.

RE: Blood Hero = 22 Gallons

From Melissa Thomas <melissathomas@woodburycountyiowa.gov>

Date Wed 12/18/2024 2:13 PM

To Dawn Norton <dnorton@woodburycountyiowa.gov>

Cc Katie Parker <kparker@woodburycountyiowa.gov>; Lisa Anderson <lisaanderson@woodburycountyiowa.gov>

We'll get it on the agenda!

From: Melissa Uhl <muhl@sioux-city.org>

Sent: Wednesday, December 18, 2024 1:47 PM

To: Dawn Norton <dnorton@woodburycountyiowa.gov>; Melissa Thomas <melissathomas@woodburycountyiowa.gov>

Subject: Blood Hero = 22 Gallons

Hi Dawn,

I wanted to congratulate you on reaching your 22nd blood donating milestone effective October 19, 2024. Twenty-two gallons and counting is truly amazing! I have added Melissa Thomas on this email to assist with your paid time off through the County. Thank you for your time and generosity!

Thanks again,

Melissa Uhl

City of Sioux City/Sioux Gateway Airport

Airport Admin Asst.

Ofc: 712.279.0169

www.flysux.com

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CERTIFICATE OF AWARD
FOUR (4) HOURS OF PAID TIME OFF
AWARDED TO
DAWN NORTON

**FOR THE GENEROUS DONATION OF 22 GALLON TO THE LIFESERVE BLOOD CENTER
(TIME OFF MUST BE REDEEMED WITHIN SIX MONTHS FROM THE DATE BELOW)**

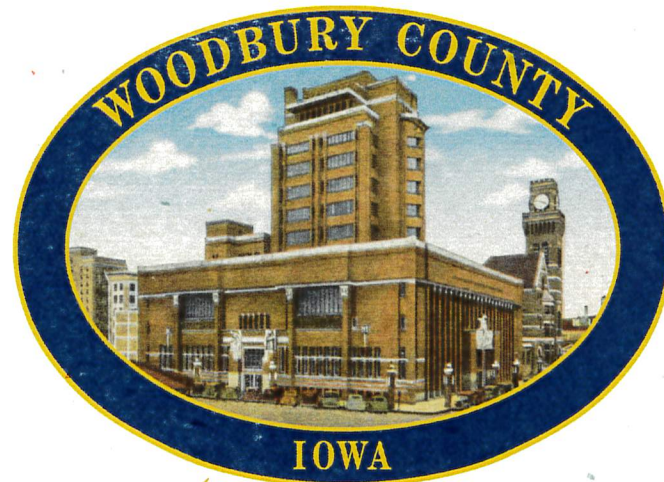
Matthew Ung, Board of Supervisors, Chairman

Keith Radig, Board of Supervisors

Jeremy Taylor, Board of Supervisors

Daniel Bittinger, Board of Supervisors

Mark Nelson, Board of Supervisors



December 18, 2024



Woodbury County Sheriff's Office

LAW ENFORCEMENT CENTER
P. O. BOX 3715 SIOUX CITY, IOWA 51102

Chad Sheehan, SHERIFF

PHONE: 712.279.6010
E-MAIL: csheehan@woodburycountyiowa.gov
FAX: 712.279.6522

Dec 26, 2024

To the Woodbury County Board of Supervisors & Human Resources Department,

The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to promote a sergeant, effective Dec 2, 2024. One sergeant will be retiring in March however he is using vacation time from Jan 1st until he is officially retired. We are requesting to promote early since he will no longer be working after Jan 1st. We request this be placed on the agenda for Tuesday Dec 31st, 2024, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad Sheehan", with a long horizontal flourish extending to the right.

Chad Sheehan, Sheriff

cc: file

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

Date: 12/26/2024 Weekly Agenda Date: 12/31/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Laura Sievers, PE, County Engineer

WORDING FOR AGENDA ITEM:

Consider a resolution authorizing the County Engineer to close county roads for construction, maintenance, and emergencies during 2025

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The County Engineer requests authorization to close roads as necessary for construction, maintenance, and emergencies during calendar year 2025.

BACKGROUND:

The Board of Supervisors has jurisdiction over the county road system. Long term and permanent closure of roads requires board approval. Temporary closure of county roads due to emergencies, maintenance work, and construction is sometimes necessary and may be required between board meetings. The Board can authorize the county engineer to close roads under these conditions. (Annual resolution)

FINANCIAL IMPACT:

There is no financial impact. This is an annual authorization to temporarily close county roads.

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 resolution officially authorizing the county engineer to close roads for emergencies, maintenance operations, and construction on behalf of the county board of supervisors in 2025.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the resolution authorizing the County Engineer to close roads for emergencies, maintenance operations, and construction on behalf of the county board of supervisors in 2025.

RESOLUTION NO. _____

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 31st day of December 2024.

WOODBURY COUNTY BOARD OF SUPERVISORS

ATTESTED:

BY:

Chair

Michelle Skaff, County Auditor

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

Date: 12/26/2024 Weekly Agenda Date: 12/31/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Laura Sievers, PE, County Engineer

WORDING FOR AGENDA ITEM:

Consider 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

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

The County Engineer requests authorization to accept work and certify its completion in compliance with approved plans and specifications on behalf of Woodbury County.

BACKGROUND:

Section 309.21 Code of Iowa: Supervision of construction and maintenance work. - All construction and maintenance work shall be performed under the direct and immediate supervision of the county engineer who shall be deemed responsible for the efficient, economical and good-faith performance of said work. This resolution is approved annually.

FINANCIAL IMPACT:

There is no financial impact. This is an annual authorization to complete project closure paperwork.

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 resolution officially authorizing the county engineer to certify completion of work on federal aid, state aid and farm to market construction work on behalf of the county.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the resolution authorizing the County Engineer to accept federal aid, state aid and farm to market construction work on behalf of the county during 2025.

RESOLUTION NO. _____

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 31st day of December 2024.

Board of Supervisors of Woodbury County, Iowa

Chair

ATTEST:

By _____
Michelle Skaff, Woodbury County Auditor

SEAL

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

Date: 12/26/2024 Weekly Agenda Date: 12/31/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Laura Sievers, PE, County Engineer

WORDING FOR AGENDA ITEM:

Consider award of bid for project number FM-C097(152)--55-97 and approve resolution to direct county engineer to sign contract and bond

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The county received bids through Iowa DOT for a HMA Resurfacing/Cold-in-Place Recycle project on D38, from K64 east 10.3 miles to IA 31.

BACKGROUND:

Woodbury County prepared plans for a resurfacing on D38 with HMA and granular shoulders. Bids were received and a recommendation is made for award. Due to fast changing material costs and in cooperation with DOT Office of Contracts, we asked to accelerate contract signing as shown in the resolution.

FINANCIAL IMPACT:

The project is paid for with Woodbury County farm to market funds totaling about \$3,762,607.60.

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 award the bid for project FM-C097(152)--55-97 to the low bidder and approve the resolution directing the county engineer to sign the contracts once proper paperwork is presented by the contractor.

ACTION REQUIRED / PROPOSED MOTION:

Motion that the board award the bid for project FM-C097(152)--55-97 to the low bidder and approve the resolution directing the county engineer to sign the contracts once a signed contract and bond are returned by the contractor for signature.

BID AWARD AND DESIGNATION AND AUTHORIZATION OF
COUNTY ENGINEER FOR ELECTRONIC SIGNATURE OF CONTRACT AND
BOND

RESOLUTION NO. _____

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-CO97(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 31st day of December, 2024.

Matthew Ung, Chairperson
Woodbury County Board of Supervisors

Attest:

Michelle Skaff
Woodbury County Auditor

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

Date: 12/26/2024 Weekly Agenda Date: 12/31/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Laura Sievers, PE, Woodbury County Engineer

WORDING FOR AGENDA ITEM:

Consider a resolution for the K64 Snowmobile Trail

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The county engineer has prepared a resolution for the Powder Players Inc. Snowmobile Club. This resolution supports that application.

BACKGROUND:

The county road department is supportive of the snowmobile trail use in the Woodbury County right-of-way as designated by Chapter 321G.9, Code of Iowa. The Powder Players Inc. Snowmobile Club is a family oriented, non-profit, Snowmobile Club located in Northwest Iowa. They have provided proof of insurance to the County Engineers office and have been approved in Plymouth County and O'Brien County.

FINANCIAL IMPACT:

There is not a financial impact to Woodbury County.

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:

I recommend that the Board sign the resolution approving the snowmobile trail in Woodbury County right-of-way as requested by the Powder Players Inc. Snowmobile Club.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the resolution approving the County Road K-64 and 140th Street Snowmobile Trail.

WOODBURY COUNTY
County Road K-64 and 140th Street SNOWMOBILE TRAIL

RESOLUTION NO. _____

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 140th 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 31st day of December, 2024.

Matthew Ung, Chairperson
Woodbury County Board of Supervisors

Attest:

Michelle Skaff
Woodbury County Auditor

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

Date: 12/26/24

Weekly Agenda Date: 12/31/24

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Dan Heissel

WORDING FOR AGENDA ITEM:

Septic System Failure at Rangers Residence at Little Sioux Park - Emergency Replacement

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

This septic system failed due to a tank collapsing and the leach field failing to take effluent.

BACKGROUND:

This septic system is over 35 years old at the Rangers residence in the park at Little Sioux Park. It consisted of a separate tank for grey water that was fiberglass and collapsing. The second line was for waste and it went to a culvert style cistern that is failing. The leach field is plugged and needs to be replaced as well. None of the existing equipment can be reused as it is all out of code. We needed to replace asap and that is what is happening. Mike Barkey is replacing the system and Ivy from department of Public Health will inspect the system when complete. Permits to do the work have been filled out and turned in.

Issues we are running into are the area is mainly sand and walls keep collapsing so more digging needs to be done to bench this so tanks, transfer station and pipes can be installed. This extra time and digging is going to cost us more than normal.

FINANCIAL IMPACT:

The cost of the septic system is \$18,342 and is an unexpected expense that we have not budgeted for and I do not have the funds in my budget to cover this cost.

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:

To fund this project out of Gaming Funds available to the supervisors.

ACTION REQUIRED / PROPOSED MOTION:

To approve funds to pay for the emergency replacement of the septic system at Little Sioux Park Rangers residence in the amount of \$18,342

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

Date: 12/23/2024 Weekly Agenda Date: 12/31/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Daniel Bittinger II

WORDING FOR AGENDA ITEM:

Sky Ranch Behavioral Services (SRBS) Request for Grant Partnership

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Sky Ranch Behavioral Services is requesting Woodbury County as the main applicant for a Juvenile Diversion opportunity through Iowa Grants where funds would flow through to them, the service provider.

BACKGROUND:

SRBS has historically provided services to the juvenile justice population in Woodbury County. A new opportunity to fund diversion services is available that requires a local unit of government be the main applicant, with non-profits being eligible to receive pass through dollars for program delivery. This will expand school based early diversion services via Sky Ranch SHIELD.

FINANCIAL IMPACT:

\$5,000 funding to Woodbury County if requested for administrative pass-through.

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

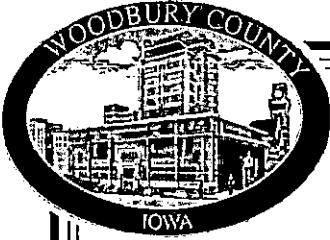
RECOMMENDATION:

The application is due January 14, 2025 and the term of the award is 4/1/25 to 9/30/26. The application is for \$125,000 over 18 months.

ACTION REQUIRED / PROPOSED MOTION:

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.

12/10/24
#665



WOODBURY COUNTY, IOWA

RESOLUTION NO. 13,810

A RESOLUTION THANKING AND COMMENDING

Mark Nahra

FOR HIS SERVICE TO WOODBURY COUNTY

WHEREAS, Mark Nahra has capably served Woodbury County as an employee of the Secondary Roads Department for 15 years from January 1, 2009 to February 14, 2025.

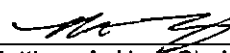
WHEREAS, the service given by Mark Nahra as a Woodbury County employee, has been characterized by his dedication to the best interests of the citizens of Woodbury County; and

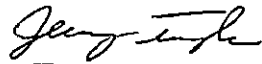
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of this Board thanks and commends Mark Nahra for his years of service to Woodbury County; and

BE IT FURTHER RESOLVED that it is the wish of all those signing below that the future hold only the best for this very deserving person, Mark Nahra.


BE IT SO RESOLVED this 10th day of December 2024.

WOODBURY COUNTY BOARD OF SUPERVISORS



Matthew A. Ung, Chairman


Jeremy J. Taylor, Member


Daniel A. Bittinger, Member


Keith W. Radig, Member


Mark E. Nelson, Member

Attest:

Patrick F. Gill, Woodbury County Auditor