



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS  
( APRIL 13, 2021) (WEEK 15 OF 2021)**

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

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

**Live telephonic access at: 712-224-6014**

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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held April 13, 2021 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. If you wish to speak on an item, please follow the seven participation guidelines adopted by the Board for speakers.

1. Anyone may address the Board on any agenda item after initial discussion by the Board.
2. Speakers will approach the microphone one at a time and be recognized by the Chair.
3. Speakers will give their name, their address, and then their statement.
4. Everyone will have an opportunity to speak. Therefore, please limit your remarks to **three minutes on any one item.**
5. At the beginning of the 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.
6. Any concerns or questions you may have which do not relate directly to a scheduled item on the agenda will also be heard under the first or final agenda item "Citizen Concerns."
7. For the benefit of all in attendance, please turn off all cell phones and other devices while in the Board Chambers.

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**AGENDA**

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

- |                           |             |
|---------------------------|-------------|
| 1. Citizen Concerns       | Information |
| 2. Approval of the agenda | Action      |

**Consent Agenda**

**Items 3 through 9 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.**

3. Approval of the minutes of the April 6, 2021 meeting
4. Approval of claims
5. Board Administration – Dennis Butler  
Approval of Farm Cash Rent Lease with Rick Bousquet, Bousquet Dairy, Inc.
6. Board Administration – Heather Satterwhite  
Approval of Notice of Property Sale Resolution for Parcel #894720382013 (aka 1510 Myrtle Street) for Tuesday, April 27 at 4:35 p.m.

7. a. Approval of resolution adopting and levying special assessment in the Little Sioux Inter-County Drainage District of Monona, Woodbury and Harrison Counties, Iowa
- b. Approval of resolution adopting and levying special assessment in the Mc Candles Inter-County Drainage District of Monona and Woodbury Counties, Iowa
- c. Approval of resolution adopting and levying special assessment in the Sandhill-Lakeport Inter-County Drainage District of Monona and Woodbury Counties, Iowa
  
8. Human Resources – Melissa Thomas
  - a. Approval of Memorandum of Personnel Transactions
  - b. Authorization to Initiate Hiring Process
  - c. Approval of the tentative agreement reached between Woodbury County and The Communication Workers of America, (CWA) representing Civilian Officers.
  
9. Board Administration – Karen James
  - a. Approval of lifting tax suspensions for petitioners who failed to re-certify their income or income does not qualify for continued tax suspension
  - b. Approval of resolution for a tax suspension for D.B.

### End Consent Agenda

- |                  |                                                                                                                                                               |  |             |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------|
| <b>4:35 p.m.</b> | 10. Board Administration – Heather Satterwhite                                                                                                                |  |             |
| (Set time)       | Public hearing and sale of property parcel #894711203003 (aka 4534 Polk Street)                                                                               |  | Action      |
|                  | 11. Weed Commissioner – Jered Jepsen & County Engineer – Mark Nahra                                                                                           |  | Action      |
|                  | Approval of the weed destruction order resolution for 2021                                                                                                    |  |             |
| <b>4:45 p.m.</b> | 12. County Auditor – Patrick Gill                                                                                                                             |  |             |
| (Set time)       | Public hearing and receive the proposals and submit to the County Commissioner of Elections for review and recommendation                                     |  | Action      |
|                  | 13. Secondary Roads – Mark Nahra                                                                                                                              |  |             |
|                  | a. Approve the FY 2022 Woodbury County Secondary Road Department Budget                                                                                       |  | Action      |
|                  | b. Approve the FY 2022 Woodbury County Secondary Road Department Five Year Construction Program                                                               |  | Action      |
|                  | c. Approve the contract for Pavement Markings – 2021 with Vogel Traffic Services for \$109,375                                                                |  | Action      |
|                  | 14. Board of Supervisors                                                                                                                                      |  |             |
|                  | a. Approval to appoint County Treasurer to fill the position of retired Michael Clayton                                                                       |  | Action      |
|                  | b. Discussion and approve when to swear in new County Treasurer                                                                                               |  | Action      |
|                  | 15. Board Administration – Dennis Butler & County Attorney                                                                                                    |  |             |
|                  | a. Approval of Woodbury County Nonprofit Funding Request and Assurances Document                                                                              |  | Action      |
|                  | b. Approval to require nonprofits to complete the Woodbury County Funding Request and Assurances Document and gain Board approval prior to release of funding |  | Action      |
|                  | 16. Reports on Committee Meetings                                                                                                                             |  | Information |

17. Citizen Concerns

Information

18. Board Concerns

Information

## ADJOURNMENT

*Subject to Additions/Deletions*

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## CALENDAR OF EVENTS

- WED., APR. 14 8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- THU. APR. 15 4:00 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- FRI., APR. 16 12:00 p.m.** SHIP Board Meeting, ZOOM
- WED., APR. 21 6:30 p.m.** Woodbury County Solid Waste Agency (Sanitary Landfill) Executive Committee Meeting, Public Safety Center, Climbing Hill
- THU., APR. 22 11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
- 12:00 p.m.** SIMPCO Board of Directors Meeting, Zoom
- MON. APR., 26 6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom
- TUE., APR., 27 2:00 p.m.** Decat Board Meeting, Western Hills AEA, Room F
- WED., APR. 28 2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- MON., MAY 3 6:00 p.m.** Board of Adjustment meeting, First Floor Boardroom
- WED., MAY 5 9:00 a.m.** Loess Hills Alliance Protection Committee Meeting, Pisgah, Iowa
- 10:30 a.m.** Loess Hills Alliance Stewardship Meeting
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- 1:00 p.m.** Loess Hills Alliance Executive Meeting
- 3:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- THU., MAY 6 10:00 a.m.** COAD Meeting, The Security Institute
- WED., MAY 12 8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- 6:30 p.m.** 911 Service Board Meeting, Public Safety Center, Climbing Hill
- 8:00 p.m.** County's Mayor Association Meeting, Public Safety Center, Climbing Hill
- THU., MAY 13 12:00 p.m.** SIMPCO Board of Directors, 1122 Pierce St.
- 4:00 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park

**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.*

**APRIL 6, 2021, FOURTEENTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, April 6, 2021 at 4:30 p.m. Board members present were Radig, Ung, Monson, De Witt, and Wright. Staff members present were Melissa Thomas, HR Director, Joshua Widman, Board Attorney, Dennis Butler, Budget/Tax Analyst, 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. There were no citizen concerns.
2. Motion by Ung second by Monson to approve the agenda for April 6, 2021 moving Secondary Roads items to follow the consent agenda. Carried 5-0. Copy Filed.

Motion by De Witt second by Radig to approve the following items by consent:

3. To approve minutes of the March 30, 2021 meeting. Copy filed.
4. To approve the claims totaling \$494,593.60. Copy filed.
5. To receive for signatures a Resolution naming depositories for the County Treasurer.

**RESOLUTION NAMING DEPOSITORIES  
RESOLUTION #13,150**

**BE IT RESOLVED** by the Woodbury County Board of Supervisors in Woodbury County, Iowa: That we do hereby designate the following named banks to be depositories of the Woodbury County funds in amounts not to exceed the amount named opposite each of said designated depositories and Michael Clayton, Woodbury County Treasurer is hereby authorized to deposit the Woodbury County funds in amounts not to exceed in the aggregate the amounts named for said banks as follows, to wit:

NAME OF DEPOSITORY	LOCATION	MAXIMUM DEPOSIT	MAXIMUM DEPOSIT
		In the effect Prior resolution	under the resolution
U.S. Bank	Sioux City, Iowa	\$50,000,000	\$50,000,000
Security National Bank	Sioux City, Iowa	100,000,000	100,000,000
Wells Fargo Bank	Sioux City, Iowa	50,000,000	50,000,000
PeoplesBank	Sioux City, Iowa	50,000,000	5,000,000
First National Bank	Sioux City, Iowa	50,000,000	50,000,000
Primebank	Sioux City, Iowa	50,000,000	50,000,000
Great Southern Bank	Sioux City, Iowa	5,000,000	5,000,000
First National Bank	Correctionville, Iowa	1,000,000	1,000,000
Pioneer Bank	Sergeant Bluff, Iowa	10,000,000	10,000,000
Sloan State Bank	Sloan, Iowa	5,000,000	5,000,000
Valley Bank & Trust	Danbury, Iowa	1,500,000	1,500,000
BankFirst	Hornick, Iowa	5,000,000	5,000,000



First National Bank	Correctionville, Iowa	5,000,000	5,000,000
United Bank of Iowa	Moville, Iowa	5,000,000	5,000,000
United Bank of Iowa	Anthon, Iowa	5,000,000	5,000,000
Liberty National Bank	Sioux City, Iowa	25,000,000	25,000,000
First American Bank	Sioux City, Iowa	10,000,000	10,000,000
Central Bank	Sioux City, Iowa	10,000,000	10,000,000
Kingsley State Bank	Sergeant Bluff, Iowa	1,000,000	1,000,000
First State Bank	Danbury, Iowa	5,000,000	\$5,000,000

**SO RESOLVED** this 6th day of 2021  
 WOODBURY COUNTY BOARD OF SUPERVISORS  
 Copy filed.

- 6. To approve the underground utility permit for Frontier Communications. Copy filed.
- 7a. To receive the appointment of Nathan A. Bauer, 821 Glen Dr., Moville, IA, to fill the vacancy for City Council, City of Moville, recently held by Michael Ofert, until the next City Election. Copy filed.
- 7b. To receive the appointment of Ted Bromander, to fill the vacancy for Soil & Water Conservation Commissioner, until the next General Election. Copy filed.

Carried 5-0.

12a. Bid letting was held for gravel excavation. The bids are as follows:

Holly Brown Const., Ponca, NE	\$ 42,085.00
Cockburn Enterprises, Correctionville, IA	\$ 68,145.00
L A Carlson, Hinton, IA	\$ 71,135.00
Barcon, Sioux City, IA	\$ 73,975.00
Lieber Construction, North Sioux City, SD	\$ 82,718.82
Niewohner, Onawa, IA	\$136,500.00

Motion by De Witt second by Radig to receive the bids and return them to the County Engineer for recommendation. Carried 5-0. Copy filed.

12b. Motion by Radig second by De Witt to award the bid for gravel excavation to Holly Brown Const., Ponca, NE for \$42,085.00. Carried 5-0. Copy filed.

9a. Bid letting was held at 4:40 p.m. for County Farm Cash Lease. The bids are as follows:

Kyle Schneckloth, Cushing, IA	\$325/acre	\$66,137.50
Bruce Willems, Correctionville, IA	\$345/acre	\$70,207.50
Bousquet Dairy	\$350.51/acre	\$71,328.75
Whisky Creek	\$346/acre	\$70,411.00

Motion by Radig second by Monson to receive the bids. Carried 5-0 . Copy filed.

- 9b. Motion by Radig second by De Witt to award the bid for County Farm Cash Lease to Bousquet Dairy for \$350.51/acre for a total of \$71,328.75. Carried 5-0. Copy filed.

The Board recessed for a meeting of the Wolf Creek Drainage District.

The Supervisors meeting was called back to order.

- 10a. The Board conducted interviews for the County Treasurer vacancy with candidates: Tina Bertrand, Mike Headid, and Kolby De Witt.
- 10b. The Board discussed the selection process to fill the County Treasurer vacancy.
11. Motion by Monson second by Ung to approve the Tyler Contract amendment. Carried 5-0. Copy filed.
13. Motion by De Witt second by Monson to ask the County Attorney to draft an agreement to allow funding for Not-for-Profit Organizations activities of public purpose. Carried 5-0. Copy filed.
14. The Board heard reports on committee meetings.
15. There were no citizen concerns.
16. Board concerns were heard.

The Board adjourned the regular meeting until April 13, 2021.

Meeting sign in sheet. Copy filed.

# FARM LEASE CASH RENT

THIS LEASE ("Lease") is made between Woodbury County, Iowa, Board of Supervisors ("Landlord"), and Bousquet Dairy, Inc., Rick Bousquet president ("Tenant") whose address is 408 Dairy Lane, South Sioux City, NE 68776.

THE PARTIES AGREE AS FOLLOWS:

**1. PREMISES AND TERM.** Landlord leases to Tenant the following real estate situated in Woodbury County, Iowa (the "Real Estate"):

Northwest Quarter Southwest Quarter (NW  $\frac{1}{4}$  SW  $\frac{1}{4}$ ) and Southwest Quarter Southwest Quarter (SW  $\frac{1}{4}$  SW  $\frac{1}{4}$ ), Section Fourteen (14), Township Eighty-eight (88), Range Forty-seven (47); Southwest Quarter Northwest Quarter (SW  $\frac{1}{4}$  NW  $\frac{1}{4}$ ) Section Twenty-three (23), Township Eighty-eight (88), range Forty-seven (47); Southwest of road East Half Northwest Quarter (E  $\frac{1}{2}$  NW  $\frac{1}{4}$ ) Section Twenty-three (23) Township Eighty-eight (88), range Forty-seven (47), Woodbury County, Iowa, contains approximately 200 acres and also the Northwest Quarter Northwest Quarter (NW  $\frac{1}{4}$  NW  $\frac{1}{4}$ ) Section Twenty-three (23), Township Eighty-eight (88), Range Forty-seven (47), Woodbury County, Iowa (approximately 40 acres total, however, excluding there from the County facility and grounds known as Prairie Hills); approximate 240 acres; of this 203.5 acres is being tilled; the rest is in roads, ditches, and county facilities.

Said Real Estate containing 203.5 tillable acres, more or less, with possession by Tenant for a term of 1 crop year to commence on the 7<sup>th</sup> day of April, 2021, and end on the 31<sup>st</sup> day of December, 2021. At the expiration of this lease Tenant will yield possession to Landlord in as good condition as when the Real Estate was entered upon by the Tenant.

**2. RENT.** Tenant shall pay to Landlord as rent for the Real Estate (the "Rent"):

Total cash Rent of \$71,328.79 payable as follows:

One-half (1/2) of the total Rent equaling \$35,664.40 due at lease signing (no later than April 12, 2021), and the remaining One-half (1/2) equaling \$35,664.39 due on December 1, 2021. All Rent is to be paid in person or by mail to Landlord at the Woodbury County Board of Supervisors' Office at 620 Douglas St., Sioux City, IA 51101. Rent must be in Landlord's possession on or before the due date. All sums past due under this Lease shall draw interest at ten percent per annum, payable from the date they become due.

**3. PROPER HUSBANDRY; HARVESTING OF CROPS; CARE OF SOIL, TREES, SHRUBS AND GRASS.** Tenant shall farm the Real Estate in a manner consistent with good husbandry, seek to obtain the best crop production that the soil and crop season will permit, properly care for all growing crops in a manner consistent with good husbandry, and harvest all crops on a timely basis. In the event Tenant fails to do so, Landlord reserves the right, personally or by designated agents, to enter upon the Real Estate and properly care for and harvest all growing crops, charging the cost of the care and harvest to the Tenant, as part of the Rent. Tenant shall timely control all weeds, including noxious weeds, weeds in the fence rows, along driveways and around buildings throughout the premises. Tenant shall comply with all terms of the conservation plan and any other required environmental plans for the leased premises. Tenant shall do what is reasonably necessary to control

soil erosion including, but not limited to, the maintenance of existing watercourses, waterways, ditches, drainage areas, terraces and tile drains, and abstain from any practice which will cause damage to the Real Estate.

Upon request from the Landlord, Tenant shall by August 15 of each lease year provide to the Landlord a written listing showing all crops planted, including the acres of each crop planted, fertilizers, herbicides and insecticides applied showing the place of application, the name and address of the applicator, the type of application and the quantity of such items applied on the lease premises during such year.

Tenant shall distribute upon the poorest tillable soil on the Real Estate, unless directed otherwise by Landlord, all of the manure and compost from the farming operation suitable to be used. Tenant shall not remove from the Real Estate, nor burn, any straw, stalks, stubble, or similar plant materials, all of which are recognized as the property of Landlord. Tenant may use these materials, however, upon the Real Estate for the farming operations. Tenant shall protect all trees, vines and shrubbery upon the Real Estate from injury by Tenant's cropping operation or livestock. Tenant shall not keep livestock on the property without Landlord's written consent. Landlord may withhold consent for any reason.

Tenant shall maintain accurate yield records for the real estate, and upon request, during or after lease term, shall disclose to Landlord, all yield base information required for participation in government programs, if applicable.

**4. LANDLORD'S STORAGE SPACE.** Tenant may elect to rent storage space in Landlord's grain bins. Tenant must notify Landlord by July 1, 2021 if Tenant desires to rent storage space. Rental of the storage space, if desired, will be accomplished by a separate agreement.

**5. ENVIRONMENTAL. Tenant.** Tenant shall comply with all applicable environmental laws concerning application, storage and handling of chemicals (including, without limitation, herbicides and insecticides) and fertilizers. Tenant shall apply any chemicals used for weed or insect control at levels not to exceed the manufacturer's recommendation for the soil types involved. Farm chemicals may not be stored on the premises for more than one year. Farm chemicals for use on other properties may not be stored on this property. Chemicals stored on the premises shall be stored in clearly marked, tightly closed containers. No chemicals or chemical containers will be disposed of on the premises. Application of chemicals for agricultural purposes per manufacturer's recommendation shall not be construed to constitute disposal.

Tenant shall employ all means appropriate to ensure that well or ground water contamination does not occur, and shall be responsible to follow all applicator's licensing requirements. Tenant shall properly post all fields (when posting is required) whenever chemicals are applied by ground or air. Tenant shall haul and spread all manure on appropriate fields at times and in quantities consistent with environmental protection requirements. Tenant shall not dispose of waste oil, tires, batteries, paint, other chemicals or containers anywhere on the premises. Solid waste may not be disposed of

on the premises. Dead livestock may not be buried on the premises. Tenant shall not use waste oil as a means to suppress dust on any roads on or near the premises.

Tenant shall immediately notify Landlord of any chemical discharge, leak, or spill which occurs on premises. Tenant shall assume liability and shall indemnify and hold Landlord harmless for any claim or violation of standards which results from Tenant's use of the premises. Tenant shall assume defense of all claims, except claims resulting from Landlord's negligence, in which case each party shall be responsible for that party's defense of any claim. After termination, Tenant shall remain liable for violations which occurred during the term of this Lease.

**6. TERMINATION OF LEASE.** Landlord intends to terminate Lease at the expiration of its term. The tenancy shall not continue because of an absence of notice in the event there is a default in the performance of this Lease. All notices of termination of this Lease shall be as provided by law (Iowa Code § 562.7).

**7. POSSESSION AND CONDITION AT END OF TERM.** At the termination of this Lease, Tenant will relinquish possession of the Real Estate to the Landlord. If Tenant fails to do so Tenant agrees to pay Landlord \$150 per day, as liquidated damages until possession is delivered to Landlord. At the time of delivery of the Real Estate to Landlord, Tenant shall assure that the Real Estate is in good order and condition, and substantially the same as it was when received by Tenant at the commencement of this Lease, excusable or insurable loss by fire, unavoidable accidents and ordinary wear, excepted.

**8. LANDLORD'S RIGHT OF ENTRY AND INSPECTION.** In the event notice of termination of this Lease has been properly served, Landlord may enter upon the Real Estate or authorize someone else to enter upon the Real Estate to conduct any normal tillage or fertilizer operation after Tenant has completed the harvesting of crops even if this is prior to the date of termination of the lease. Landlord may enter upon the Real Estate at any reasonable time for the purpose of viewing or seeding or making repairs, or for other reasonable purposes.

**9. VIOLATION OF TERMS OF LEASE.** If Tenant or Landlord violates the terms of this Lease, the other may pursue the legal and equitable remedies to which each is entitled. Tenant's failure to pay any Rent when due shall cause all unpaid Rent to become immediately due and payable, without any notice to or demand upon Tenant.

**10. REPAIRS.** Tenant shall maintain the fences on the leased premises in good and proper repair. Landlord shall furnish necessary materials for repairs that Landlord deems necessary within a reasonable time after being notified of the need for repairs. Tenant shall haul the materials to the repair site without charge to Landlord.

**11. EXPENSES INCURRED WITHOUT CONSENT OF LANDLORD.** No expense shall be incurred for or on account of the Landlord without first obtaining Landlord's written authorization. Tenant shall take no actions that might cause a mechanic's lien to be imposed upon the Real Estate.

**12. NO AGENCY.** Tenant is not an agent of the Landlord.

**13. ATTORNEY FEES AND COURT COSTS.** If Landlord prevails in a proceeding to enforce any of the terms of this Lease, Landlord shall be entitled to recover its court costs and reasonable attorneys' fees from the Tenant.

**14. CHANGE IN LEASE TERMS.** This Lease contains the entire agreement between the parties. The conduct of either party, by act or omission, shall not be construed as a material alteration of this Lease until such provision is reduced to writing and executed by both parties as addendum to this Lease.

**15. CONSTRUCTION.** Words and phrases herein, including the acknowledgment, are construed as in the singular or plural and as the appropriate gender, according to the context.

**16. NOTICES.** The notices contemplated in this Lease shall be made in writing and shall either be delivered in person, or be mailed in the U.S. mail, certified mail to the recipient's last known mailing address, except for the notice of termination set forth in Section 6, which shall be governed by the Code of Iowa.

**17. ASSIGNMENT.** Tenant shall not assign this Lease or sublet the Real Estate or any portion thereof without prior written authorization of Landlord. Landlord retains the right to assign this lease.

DATED: \_\_\_\_\_, 2021.

TENANT:

LANDLORD:

\_\_\_\_\_  
Bousquet Dairy, Inc.  
Rick Bousquet, president  
408 Dairy Lane  
South Sioux City, NE  
(712)223-0557

\_\_\_\_\_  
Rocky De Witt, Chairman  
Woodbury County Board of Supervisors

STATE OF IOWA:     }  
                              }ss.  
WOODBURY COUNTY}

This instrument was acknowledged before me on \_\_\_\_\_, 2021, by Rick Bousquet, president, Bousquet Dairy, Inc.

\_\_\_\_\_  
Notary Public for State of Iowa

This instrument was acknowledged before me on \_\_\_\_\_, 2021, by Rocky De Witt,  
Chairperson of Board of Supervisors, Woodbury County, Iowa.

\_\_\_\_\_,  
Notary Public for Woodbury County,  
State of Iowa

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

**Bousquet Dairy, Inc.**  
408 Dairy Lane  
South Sioux City, NE 68776

**BankFirst**  
South Sioux City, NE 68776  
76-165/1049

12780

4/8/2021

Woodbury County

\$ \*\*35,664.40

-Five Thousand Six Hundred Sixty-Four and 40/100\*\*\*\*\*

DOLLARS

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Woodbury County



*Rick Bousquet*

MP



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# RESOLUTION #

## NOTICE OF PROPERTY SALE

### Parcels #894720382013

**WHEREAS** Woodbury County, Iowa was the owner under a tax deed of a certain parcel of real estate described as:

**All that part of the west one-half (W ½) of the vacated east/west alley as it abuts Lot Ten (10), Block Thirty-Three (33), North Sioux City Addition, City of Sioux City, Woodbury County, Iowa  
(1510 Myrtle Street)**

**NOW THEREFORE,**

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

1. That a public hearing on the aforesaid proposal shall be held on the **27<sup>th</sup> Day of April, 2021 at 4:35 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **27<sup>th</sup> Day of April, 2021**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$232.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 13<sup>th</sup> Day of April, 2021.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

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Patrick F. Gill  
Woodbury County Auditor  
and Recorder

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Rocky L. De Witt, Chairman

REQUEST FOR MINIMUM BID

Name: Saul Leon Date: 9-9-20

Address: 1512 Myrtle St. S.C. IA 51103 Phone: 712-389-1377

Address or approximate address/location of property interested in:

1510 Myrtle

GIS PIN # 894720382013

*\*This portion to be completed by Board Administration \**

Legal Description:

North Sioux City PT of W&V Vac Elw alley abutting Lot 10 Block 33

Tax Sale #/Date: 813/2016 Parcel # \_\_\_\_\_

Tax Deeded to Woodbury County on: 3/22/2021

Current Assessed Value: Land 216 Building 0 Total 216

Approximate Delinquent Real Estate Taxes: \_\_\_\_\_

Approximate Delinquent Special Assessment Taxes: \_\_\_\_\_

Total \$901.00

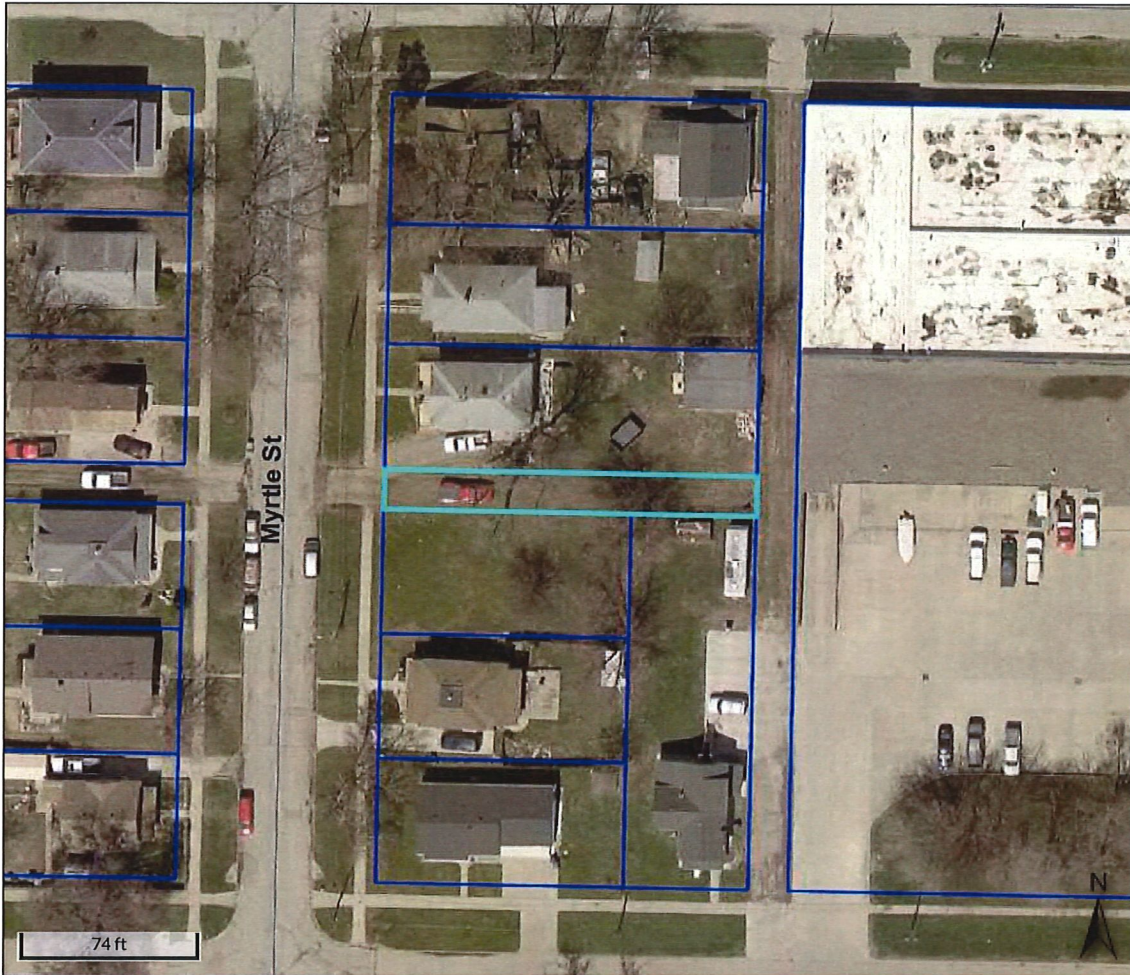
\*Cost of Services: \$130

Inspection to: Matthew Ung Date: 9-9-20

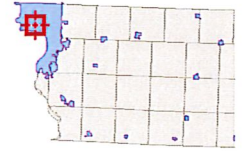
Minimum Bid Set by Supervisor: \$100 plus \$30 for cost of services  
Total: \$230

Date and Time Set for Auction: \_\_\_\_\_

\* Includes: Abstractors costs; Sheriff's costs; publishing costs; and mailing costs.



Overview



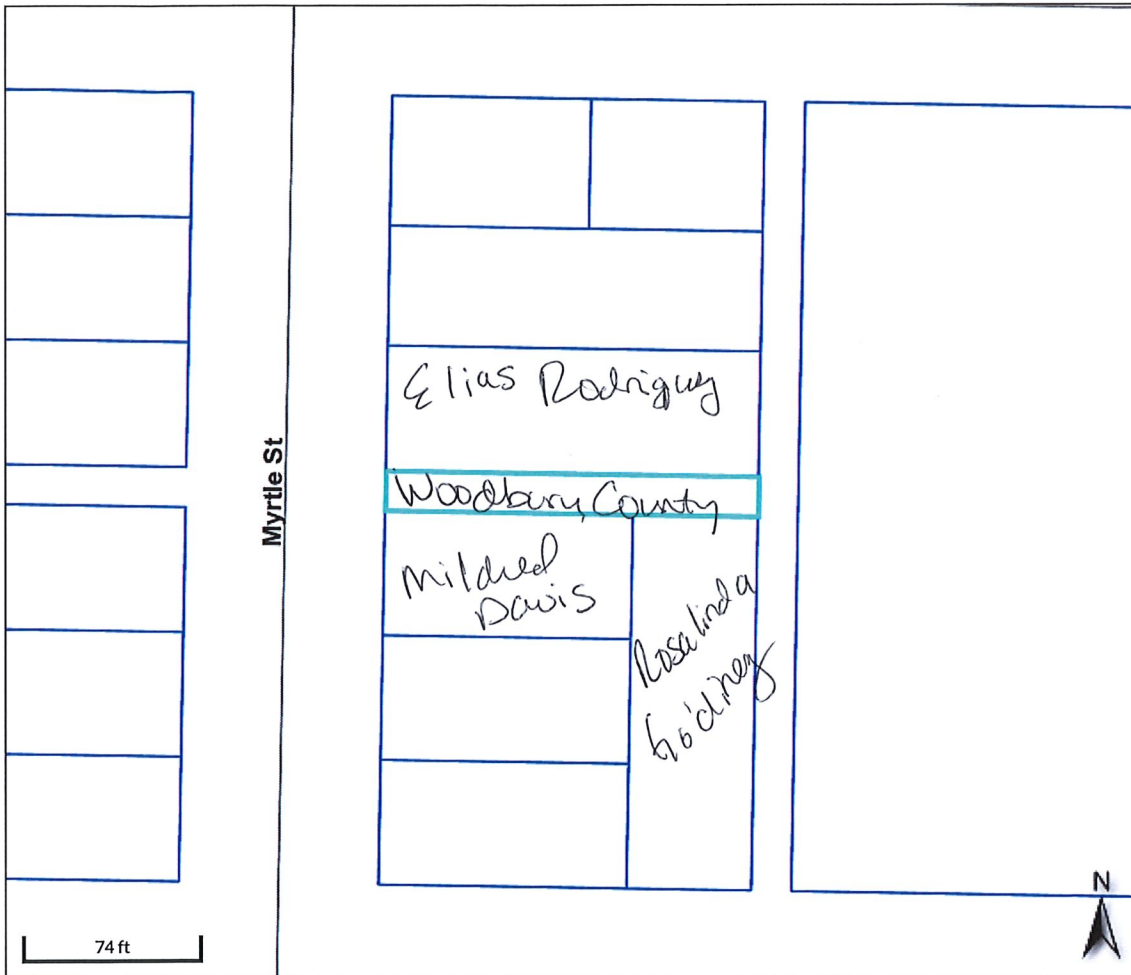
Legend

- Roads
- ▭ Corp Boundaries
- ▭ Townships
- ▭ Parcels

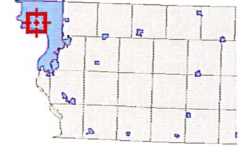
Parcel ID	894720382013	Alternate ID	57691	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS ST
Property Address	1510 MYRTLE ST	Acreage	n/a		SIOUX CITY, 51101
	SIOUX CITY				
District	0087				
Brief Tax Description	NORTH SIOUX CITY PT OF W 1/2 VAC E/W ALLEY ABUTTING LOT 10 BLK 33				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 4/8/2021  
 Last Data Uploaded: 4/7/2021 7:12:05 PM

Developed by  **Schneider**  
 GEOSPATIAL



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

Parcel ID	894720382013	Alternate ID	57691	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS ST
Property Address	1510 MYRTLE ST	Acreage	n/a		SIOUX CITY, 51101
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	<b>(Note: Not to be used on legal documents)</b>				

Date created: 4/8/2021  
 Last Data Uploaded: 4/7/2021 7:12:05 PM

Developed by  Schneider  
 GEOSPATIAL



**MONONA COUNTY DRAINAGE OFFICE  
%COURTHOUSE – 610 IOWA AVENUE  
ONAWA, IOWA 51040  
(712) 433-2630**

April 6, 2021

Patrick Gill, Woodbury County Auditor  
Woodbury County Auditor's Office  
620 Douglas Street, Rm 103  
Sioux City, IA 51101-1248

Dear Mr. Gill:

Enclosed are levy resolutions on all inter-county drainage districts with Monona County approved by the Monona County Board of Supervisors on April 6, 2021. Please have your Board of Supervisors approve said resolutions, make copies for your records, and send back the originals to the Monona County Drainage Office, %Courthouse, 610 Iowa Avenue, Onawa, Iowa 51040.

The levy rates for the Woodbury County Inter-County Drainage Districts with Monona County for the year 2021-2022 are as follows:

DRAINAGE DISTRICT	LEVY RATIO		WOODBURY PRODUCT UNITS	ASSESSMENT TOTAL
Little Sioux (65%)	.078803	X	615,134.80	\$ 48,474.
McCandless Inter-Co (105%)	.102315	X	73,817.65	\$ 7,553.
Sandhill-Lakeport (50%)	.072944	X	221,477.87	\$ 16,155.

If the product units on the above do not agree with your records please have Diane send me the corrections.

Thank you!

Sincerely,

  
\_\_\_\_\_  
Lisa Jones,  
Monona County Drainage Clerk

Encl.

**\*PLEASE give a copy of the signed paperwork to Diane Swoboda Peterson**

2021 APR -7 AM 11:31  
PATRICK F. GILL  
WOODBURY COUNTY  
AUDITOR RECORDER  
COMM OF ELECTIONS

The Board of Supervisors of Monona County, Iowa met Tuesday, April 6, 2021 at 10:00 a.m., in the Board Room of the Courthouse in Onawa, Monona County, Iowa.

The meeting was called to order by Chairman Brouillette and, upon roll being called, the following Board members were

Present: Brouillette, Fox and Phillips.

Absent: None.

\*\*\*\*\*

Supervisor Brouillette introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE LITTLE SIOUX INTER-COUNTY DRAINAGE DISTRICT OF MONONA, WOODBURY AND HARRISON COUNTIES, IOWA.**

Supervisor Phillips seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: Brouillette, Fox and Phillips

NAYS: None.

Whereupon, the Chairman declared the Resolution duly adopted as follows:

\*\*\*\*\*

The Board of Supervisors of Harrison County, Iowa, met \_\_\_\_\_, 2021 at \_:00, \_\_.m. in the Board Room of the Courthouse at Logan, Harrison County, Iowa.

The meeting was called to order by Chairman \_\_\_\_\_, and upon roll being called, the following Board members were

Present: \_\_\_\_\_

Absent: None

\*\*\*\*\*

Supervisor \_\_\_\_\_ introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE LITTLE SIOUX INTER-COUNTY DRAINAGE DISTRICT OF MONONA, WOODBURY AND HARRISON COUNTIES, IOWA.**

Supervisor \_\_\_\_\_ seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: \_\_\_\_\_

NAYS: None

Whereupon, the Chairman declared the Resolution duly adopted as follows:

\*\*\*\*\*

**WOODBURY COUNTY, IOWA  
RESOLUTION # \_\_\_\_\_**



The Board of Supervisors of Woodbury County, Iowa, met \_\_\_\_\_, 2021 at \_:00 \_m. in the Board Room of the Courthouse at Sioux City, Woodbury County, Iowa.

The meeting was called to order by Chairman \_\_\_\_\_, and upon roll being called, the following Board members were

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

\*\*\*\*\*

Supervisor \_\_\_\_\_ introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE LITTLE SIOUX INTER-COUNTY DRAINAGE DISTRICT OF MONONA, WOODBURY AND HARRISON COUNTIES, IOWA.**

Supervisor \_\_\_\_\_ seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the Chairman declared the Resolution duly adopted as follows:

**RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT  
IN THE LITTLE SIOUX INTER-COUNTY DRAINAGE DISTRICT**

WHEREAS, the Board of Trustees of the Little Sioux Inter-County Drainage District, in session on the 6th day of April, 2021, requested that the Board of Supervisors levy a special assessment of Sixty-five (65%) Percent of the Original Assessment on all tracts of land, lots, public roads, and railroads in the Little Sioux Inter-County Drainage District to procure funds from which to pay the costs and expenses of repair and maintenance incurred.

NOW, THEREFORE, BE IT RESOLVED by the Joint Board of Supervisors of Monona, Woodbury and Harrison Counties, Iowa, acting as a Drainage Board for the Little Sioux Inter-County Drainage District, that there be and is hereby levied upon all tracts of land, lots, public roads, and railroads in the Little Sioux Inter-County Drainage District of Monona, Woodbury and Harrison Counties, Iowa, a special assessment in the amount of Sixty-five (65%) Percent of the Original Assessment, and the Auditors of Monona, Woodbury and Harrison Counties, Iowa, be directed and ordered to spread such levy upon said lands, to be collected under \$468.55 in semi-annual installments in the same manner

as general property taxes are collected pursuant to \$445.36 in the year 2021-2022.

PASSED and APPROVED this 6th day of April, 2021, Board of Supervisors, Monona County, Iowa.

Lam Bouvette  
CHAIRMAN

ATTEST: Risa Jones  
MONONA COUNTY DRAINAGE CLERK

\*\*\*\*\*

PASSED and APPROVED this \_\_\_ day of \_\_\_\_\_, 2021, Board of Supervisors, Harrison County, Iowa.

\_\_\_\_\_  
CHAIRMAN

ATTEST: \_\_\_\_\_  
HARRISON COUNTY DRAINAGE CLERK

\*\*\*\*\*

PASSED and APPROVED this \_\_\_ day of \_\_\_\_\_, 2021, Board of Supervisors, Woodbury County, Iowa.

\_\_\_\_\_  
CHAIRMAN

ATTEST: \_\_\_\_\_  
WOODBURY COUNTY AUDITOR



The Board of Supervisors of Monona County, Iowa met Tuesday, April 6, 2021 at 10:00 a.m., in the Board Room of the Courthouse in Onawa, Monona County, Iowa.

The meeting was called to order by Chairman Brouillette, and, upon roll being called, the following Board members were

Present: Brouillette, Fox and Phillips.

Absent: None.

\*\*\*\*\*

Supervisor Brouillette introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE MCCANDLESS INTER-COUNTY DRAINAGE DISTRICT OF MONONA AND WOODBURY COUNTIES, IOWA.**

Supervisor Phillips seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: Brouillette, Fox and Phillips.

NAYS: None.

Whereupon, the Chairman declared the Resolution duly adopted.

\*\*\*\*\*

**WOODBURY COUNTY, IOWA  
RESOLUTION # \_\_\_\_\_**



The Board of Supervisors of Woodbury County, Iowa, met \_\_\_\_\_, \_\_\_\_\_, 2021 at \_\_:\_\_.m. in the Board Room of the Courthouse in Sioux City, Woodbury County, Iowa.

The meeting was called to order by Chairman \_\_\_\_\_, and upon roll being called, the following Board members were present

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

\*\*\*\*\*

Supervisor \_\_\_\_\_ introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE MCCANDLESS INTER-COUNTY DRAINAGE DISTRICT OF MONONA AND WOODBURY COUNTIES, IOWA.**

Supervisor \_\_\_\_\_ seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the Chairman declared the Resolution duly adopted as follows:

**RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT  
IN THE MCCANDLESS INTERCOUNTY DRAINAGE DISTRICT**

**WHEREAS**, the Board of Trustees of the McCandless Inter-County Drainage District, in session on the 17th day of March, 2021, requested that the Board of Supervisors levy a special assessment of One Hundred Five Percent (105%) of the Original Assessment on all tracts of land, lots, public roads, and railroads in the McCandless Inter-County Drainage District to procure funds from which to pay the costs and expenses of repair and maintenance incurred.

**NOW, THEREFORE, BE IT RESOLVED** by the Joint Board of Supervisors of Monona and Woodbury Counties, Iowa, acting as a Drainage Board for the McCandless Inter-County Drainage District, that there be and is hereby levied upon all tracts of land, lots, public roads, and railroads in the McCandless Inter-County Drainage District of Monona and Woodbury Counties, Iowa, a special assessment in the amount of One Hundred Five Percent (105%) of the Original Assessment, and the Auditors of Monona and Woodbury Counties, Iowa, be directed and ordered to spread such levy upon said lands, to be collected under \$468.55 in semi-annual installments in the same manner as general property taxes are collected pursuant to \$445.36 in the year 2021-2022.

PASSED and APPROVED this 6th day of April, 2021, Board of Supervisors, Monona County, Iowa.

  
CHAIRMAN

ATTEST:   
DRAINAGE CLERK

PASSED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2021, Board of Supervisors, Woodbury County, Iowa.

\_\_\_\_\_  
CHAIRMAN

ATTEST:   
WOODBURY COUNTY AUDITOR

The Board of Supervisors of Monona County, Iowa met Tuesday, April 6, 2021 at 10:00 a.m., in the Board Room of the Courthouse in Onawa, Monona County, Iowa.

The meeting was called to order by Chairman Brouillette, and, upon roll being called, the following Board members were

Present: Brouillette, Fox and Phillips.

Absent: None.

\*\*\*\*\*

Supervisor Fox introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE SANDHILL-LAKEPORT INTER-COUNTY DRAINAGE DISTRICT OF MONONA AND WOODBURY COUNTIES, IOWA.**

Supervisor Phillips seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: Brouillette, Fox and Phillips.

NAYS: None.

Whereupon, the Chairman declared the Resolution duly adopted.

\*\*\*\*\*

**WOODBURY COUNTY, IOWA  
RESOLUTION # \_\_\_\_\_**



The Board of Supervisors of Woodbury County, Iowa, met \_\_\_\_\_, \_\_, 2021 at \_:\_ .m. in the Board Room of the Courthouse in Sioux City, Woodbury County, Iowa.

The meeting was called to order by Chairman \_\_\_\_\_, and upon roll being called, the following Board members were

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

\*\*\*\*\*

Supervisor \_\_\_\_\_ introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE SANDHILL-LAKEPORT INTER-COUNTY DRAINAGE DISTRICT OF MONONA AND WOODBURY COUNTIES, IOWA.**

Supervisor \_\_\_\_\_ seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_


Whereupon, the Chairman declared the Resolution duly adopted as follows:

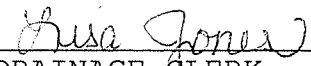
**RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT  
IN THE SANDHILL-LAKEPORT DRAINAGE DISTRICT**

WHEREAS, the Board of Trustees of the Sandhill-Lakeport Inter-County Drainage District, in session on the 8th day of March, 2021, requested that the Board of Supervisors levy a special assessment of Fifty Percent (50%) of the Original Assessment on all tracts of land, lots, public roads, and railroads in the Sandhill-Lakeport Inter-County Drainage District to procure funds from which to pay the costs and expenses of repair and maintenance incurred.

NOW, THEREFORE, BE IT RESOLVED by the Joint Board of Supervisors of Monona and Woodbury Counties, Iowa, acting as a Drainage Board for the Sandhill-Lakeport Inter-County Drainage District, that there be and is hereby levied upon all tracts of land, lots, public roads, and railroads in the Sandhill-Lakeport Inter-County Drainage District of Monona and Woodbury Counties, Iowa, a special assessment in the amount of Fifty Percent (50%) of the Original Assessment, and the Auditors of Monona and Woodbury Counties, Iowa, be directed and ordered to spread such levy upon said lands, to be collected under \$468.55 in semi-annual installments in the same manner as general property taxes are collected pursuant to \$445.36 in the year 2021-2022.

PASSED and APPROVED this 6th day of April, 2021, Board of Supervisors, Monona County, Iowa.

  
CHAIRMAN

ATTEST:   
DRAINAGE CLERK

PASSED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2021, Board of Supervisors, Woodbury County, Iowa.

\_\_\_\_\_  
CHAIRMAN

ATTEST:   
WOODBURY COUNTY AUDITOR

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** April 13, 2021

**\* 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
Ward, Sabrina	County Sheriff	3-14-21	Civilian Jailer	\$24.56/hour	15%=\$3.27/hr	R	Per CWA Civilian Officers Contract agreement, from Class 2 to Senior Class due to 4 years of employment and Bachelor's Degree.
Rodriguez Gomez, Temothy	County Sheriff	3-30-21	Civilian Jailer	\$24.56/hour	10.8%=\$2.41/hr	R	Per CWA Civilian Officers Contract agreement, from Class 1 to Senior Class due to 6 years of employment and Associates Degree.
Pettigrew, Georgeann	County Treasurer	4-12-21	Clerk II			S	Separation.
Javorsky, Tyler	County Sheriff	4-19-21	Civilian Jailer	\$20.46/hour		A	Job Vacancy Posted 3-3-21. Entry Level Salary: \$20.46/hour.
Warrior, Erin	County Sheriff	4-30-21	Civilian Jailer			S	Resignation.

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

**MELISSA THOMAS, HR DIRECTOR:** Melissa Thomas HR Director

**HUMAN RESOURCES DEPARTMENT  
WOODBURY COUNTY, IOWA**

**DATE: April 13, 2021**

**AUTHORIZATION TO INITIATE HIRING PROCESS**

<b>DEPARTMENT</b>	<b>POSITION</b>	<b>ENTRY LEVEL</b>	<b>APPROVED</b>	<b>DISAPPROVED</b>
County Sheriff	(2) Civilian Jailers	CWA: \$20.46/hour		
County Treasurer	Clerk II	AFSCME Courthouse: \$17.30/hour		

\_\_\_\_\_  
Chairman, Board of Supervisors





## 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](mailto:csheehan@woodburycountyiowa.gov)  
FAX: 712.279.6522

April 7, 2021

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 begin the hiring process for one (1) Correctional Officer position, effective April 14th, 2021. We request this be placed on the agenda for Tuesday April 13th, 2021, 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 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](mailto:csheehan@woodburycountyiowa.gov)  
FAX: 712.279.6522

April 7, 2021

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 begin the hiring process for one (1) Correctional Officer position, effective April 14th, 2021. We request this be placed on the agenda for Tuesday April 13th, 2021, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

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

Chad Sheehan, Sheriff

cc: file



**Lisa Anderson**

---

**From:** Diana Christensen  
**Sent:** Wednesday, April 7, 2021 9:00 AM  
**To:** Melissa Thomas; Lisa Anderson  
**Subject:** Opening in Treasurer office

*To The Board of Supervisors*

*The Woodbury Co Treasurer's office would like the authorization to hire a Clerk II universal clerk for the Treasurer's office. Please place this on the agenda for the April 6, 2021 Woodbury County Board of Supervisors meeting.*

*Thank you*

*Diana Christensen  
Chief Deputy  
Woodbury County Treasurer Dept.*

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

Date: 04/08/2021 Weekly Agenda Date: 04/13/2021

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

**WORDING FOR AGENDA ITEM:**

Approval of the tentative agreement reached between Woodbury County and The Communication Workers of America, (CWA) representing Civilian Officers.

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

A tentative agreement has been reached with CWA regarding the contract between Woodbury County and Civilian Officers' CWA 7177.

**BACKGROUND:**

The agreement is for a duration of 3 years with fourth year wage re-opener.

**FINANCIAL IMPACT:**

See back up material.

**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 ratify the tentative agreement reached with CWA regarding the contract between Woodbury County and Civilian Officers' CWA 7177.

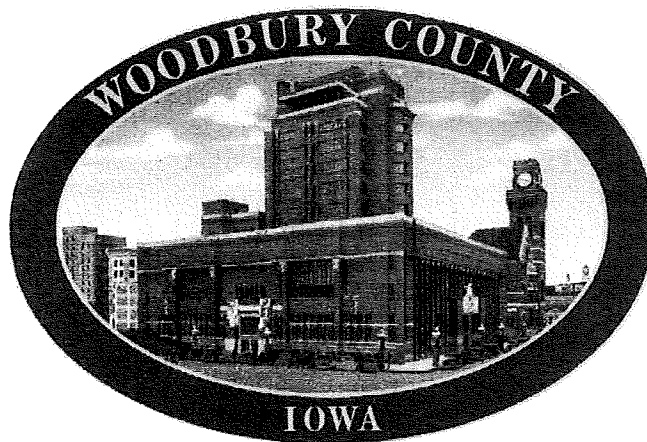
**Tentative Agreement**  
**March 31, 2021**

MASTER CONTRACT BETWEEN  
WOODBURY COUNTY, IOWA

AND

THE COMMUNICATIONS WORKERS OF  
AMERICA, AFL-CIO

CIVILIAN OFFICERS' CWA 7177



2021-2025

**ARTICLE V**  
**Check-Off**

~~Section 1— The Employer will make monthly deductions from the wages of each employee covered by this Agreement who has provided the Employer with a written authorization therefore for monthly Union dues and initiation fees in the amount certified in such authorizations and remit such moneys to the Headquarters of the Union, Communications Workers of America, AFL-CIO not later than the fifteenth (15) day of the succeeding month. Any such authorization may be revoked by an employee at any time upon thirty (30) days' written notice to the County and to the Union and shall automatically be canceled upon termination of employment. The Union agrees to indemnify and hold the Employer harmless against any claim or liability arising out of the operation of this Article.~~

**ARTICLE XIV**  
**Insurance**

**A. — Medial and Hospital Insurance**

~~Section 1— The Employer shall pay the full cost of the employee's personal premium for Hospital and Medical Care Insurance with the exception that the employee shall pay 20% of all increases in premium which become effective after July 1, 2008.~~

~~Section 2— The employee may elect to cover the employee's family, and the Employer will pay one hundred percent (100%) of the premium for said family coverage with the exception that the employee shall pay 20% of all increases in premium which become effective July 1, 2008.~~

~~Section 3— Coverage of an employee will commence at such times as may be set out in the policy, and an employee will be covered only in accordance with and to the extent provided under the terms of the policy.~~

~~Section 4— The Hospital and Medical Care Insurance provided herein shall be a comprehensive plan of insurance which shall contain the following deductibles and maximum out-of-pocket provisions:~~

~~An employee's actual out-of-pocket expense per calendar year shall be limited as follows:~~

~~Deductible — The first \$250 of covered expenses for single coverage  
————— The first \$500 of covered expenses for family coverage~~

~~Coinsurance: not more than 80/20 of covered expenses up to the relevant out-of-pocket maximum. Including the single deductible the maximum out-of-pocket for single coverage will be \$750 and including the family deductible the maximum out-of-pocket for a family will be \$1250~~

~~The plan will provide for an Office co-pay of \$20 per visit.~~

~~Preventive healthcare benefits will be paid in accordance with existing federal guidelines. Preventive benefits will include yearly routine physicals, including mammogram, pap smear, prostate exam, blood tests and other routine tests which can be done in the doctor's office.~~

**B. — Life Insurance**

~~Section 1— The Employer shall, at no cost to the employee, maintain a life insurance policy for each employee in the face amount of not less than Ten Thousand Dollars (\$10,000.00).~~

~~Section 2—The employee may, to the extent permitted by the insurance company and in accordance with the requirements of the insurance company, purchase additional life insurance at the employee's cost, which shall be deducted from the employee's wages.~~

~~Section 3—Coverage of an employee will commence at such times as may be set out in the policy, and an employee will be covered only in accordance with and to the extent provided under the terms of the policy.~~

### **C. — Long Term Disability**

~~The Board will provide a long term disability insurance plan to all regular full time employees and regular part time employees, to the extent permitted by the policy. This long term disability insurance plan shall have a calendar day waiting period not more than 90 days and shall pay benefits at sixty six and two thirds (66 2/3) percent of the employee's weekly gross pay, excluding overtime, up to a maximum monthly benefit of \$2,500.00. The Board shall pay the full premium for this disability insurance.~~

### **D. — Dental Insurance**

~~Section 1—Employer will pay the cost of dental insurance for each employee.~~

~~Section 2—Employees may pay the premium to add spouse and/or children to the dental plan.~~

~~Section 3—The dental plan will provide the following general coverage:~~

~~Deductible — Single \$25  
————— Family \$75~~

~~Diagnostic and Preventive Services ————— 100% (Deductible does not apply)  
Routine and Restorative Services ————— 80% (After deductible)  
Major Restorative Care ————— 50% (After deductible)~~

~~Contract Maximum per member per year ————— \$1500.00~~

~~Pretreatment: Some services provided under the Routine and Restorative and/or Major Restorative Care require your dentist to submit a proposed treatment plan before beginning treatment.~~

~~Section 4—The Employer reserves the right to unilaterally change carrier or self insure while maintaining the basic benefits outlined in Section 3.~~

### **E. — Flex Benefit Plan**

~~The Board will provide the employees with access to a Flex Benefit Plan. Employees will be able to use pre-tax dollars for any use sanctioned by federal law. Current uses include but are not necessarily limited to deductibles, coinsurance and premium payments for group insurance, vision care, glasses and dependent care. This plan is subject to revision if federal laws governing flex benefits are revised.~~

**ARTICLE XXI**  
**Duration and Signature**

*Section 1* – This Agreement shall be effective July 1, 2021, and shall continue through June 30, 2025, for all articles, provisions, and appendices.

*Section 2* – **Effective the first full pay period in July 2021, wages for each employee will be increased by 2.75% for Civilian, Court Security Officers and 2.75% for Sergeants. Effective the first full pay period in July 2022, wages for each Civilian and Court Security Officers will be increased by 2.75%. Sergeants will be increased by 2.75 %. Effective the first full pay period in July 2023, wages for each Civilian and Court Security Officers will be increased by 2.75% Sergeants will be increased by 2.75%. For the 2024-2025 year the parties agree to a wage reopener.** This Agreement shall continue in effect from year to year thereafter unless one of the parties Seeks modification thereof. The party seeking modification of the Agreement shall cause a written notice to be served on the other party by September 1st of the year prior to the time when modification is desired. The notification in writing is jurisdictional, but after said notice is timely served by any party, either party may thereafter offer any modification of the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly-authorized representatives this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

WOODBURY COUNTY, IOWA

COMMUNICATIONS WORKERS  
OF AMERICA  
(Civilians)

By: \_\_\_\_\_  
Chairman, Board of Supervisors

By: \_\_\_\_\_  
CWA Representative

By: \_\_\_\_\_  
CWA Local 7177 President

By: \_\_\_\_\_  
Bargaining Committee

By: \_\_\_\_\_  
Bargaining Committee

By: \_\_\_\_\_  
Bargaining Committee

By: \_\_\_\_\_  
Bargaining Committee

## Article 9

*Section 12* – Total compensatory time may be accumulated to a maximum of one hundred sixty (160) hours. Total compensatory time is calculated by adding regular compensatory time and what has been called holiday compensatory time (Section 8 above). After an employee has accumulated one hundred sixty (160) hours of total compensatory time, all overtime work shall be compensated in cash. **Compensatory time in excess of 84 hours must be used by February 10<sup>th</sup> or any time in excess of 84 hours will be paid in cash prior to March 1<sup>st</sup>**

## **ARTICLE XVI** **Shift Differential**

### **A. Shift Differential**

*Section 1* – Any employee whose regular shift begins after 1:30 p.m. and ends before 11:00 p.m. (mid-shift employees), in addition to their regular compensation, shall be paid a shift differential of fifty cents (\$.50) per hour for each such regular hour worked.

*Section 2* – Any employee whose regular shift begins after 9:00 p.m. and ends before 7:00 a.m. (night-shift employees), in addition to regular compensation, shall receive a shift differential of forty cents (\$.40) per hour for each such regular hour worked.

*Section 3* – Any employee assigned to 12 hour shifts whose regular shift begins after 6:00 p.m. and ends before 6:00 a.m., in addition to their regular compensation, shall be paid a shift differential of fifty cents (\$.50) per hour for each such regular hour worked.

*Section 4* – Any employee who is assigned to the power shift, in addition to regular compensation, shall be paid a shift differential with an equal number of hours compensated under Section 1 and Section 2 of this Article.

*Section 5* – This shift differential shall not change the basic hourly rate of pay for computing overtime, callback, or court appearance pay and shall not be paid as additional compensation for overtime, callback, or court appearances.

**Remove Article V, VII, XIV, XVI (except Section A, Article XVI shall be Shift Differential), XVII**

**Any Article/Sections not addressed in this TA shall remain the same (current contract).**

*Bonnie Winther*

*Chris C. White*

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

Date: 4/8/21 Weekly Agenda Date: 4/13/21

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Karen James, Administrative Assistant

**WORDING FOR AGENDA ITEM:**

Approval of lifting tax suspensions for petitioners who failed to re-certify their income or income does not qualify for continued tax suspension

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Annually, the Board of Supervisors requires those receiving tax suspensions to re-certify their income. Those petitioners who fail to re-certify their income by the deadline or if their income does not qualify for continued tax suspension, will be turned over to the Board of Supervisors for action on lifting the tax suspension.

**BACKGROUND:**

**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:**

To lift the tax suspension of the petitioners that are listed on the attachment.

**ACTION REQUIRED / PROPOSED MOTION:**

Approval of lifting tax suspensions for petitioners who failed to re-certify their income or income does not qualify for continued tax suspension.



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

Date: 4/8/21 Weekly Agenda Date: 4/13/21

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Karen James - Admin. Assistant

**WORDING FOR AGENDA ITEM:**

Approval of resolution for a tax suspension for D.B.

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

D.B. is requesting a tax suspension.

**BACKGROUND:**

D.B. was approved for a tax suspension on August 6, 2019. Annual tax suspension re-certify letters went out to D.B. starting in May 2020. D.B. failed to re-certify the income by the deadline of August 1. Board lifted the tax suspension on August 11, 2020.

**FINANCIAL 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:**

Consider this request for a tax suspension for D.B. If the Board approves this request, the suspension resolution requires the chairman's signature.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the resolution for a tax suspension for D.B.

# RESOLUTION #

## NOTICE OF PROPERTY SALE

### Parcels #894711203003

WHEREAS Woodbury County, Iowa was the owner under a tax deed of a certain parcel of real estate described as:

**Lot Four (4) in Block Seven (7) of Leeds Addition, City of Sioux City, Woodbury County, Iowa  
(4534 Polk Street)**

NOW THEREFORE,

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

1. That a public hearing on the aforesaid proposal shall be held on the **13<sup>th</sup> Day of April 2021 at 4:35 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **13<sup>th</sup> Day of April, 2021**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$316.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 30<sup>th</sup> Day of March, 2021.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

---

Patrick F. Gill  
Woodbury County Auditor  
and Recorder

---

Rocky L. De Witt, Chairman

Andi Mann - 4538 Polk St. 51108  
**REQUEST FOR MINIMUM BID**

Name: Cody Moody Date: 9-14-20

Address: 8078 Whitening Dr. Frisco, TX 75034 Phone: 972-415-6024  
W 712-251-1859

Address or approximate address/location of property interested in: 4534 Polk St. 712-253-8108

GIS PIN # 894711203003

*\*This portion to be completed by Board Administration \**

**Legal Description:**

Leeds Lot 4 BIK 7

Tax Sale #/Date: 1283/2007 Parcel # \_\_\_\_\_

Tax Deeded to Woodbury County on: 3/4/21

Current Assessed Value: Land 9,936 Building 0 Total 9,936

Approximate Delinquent Real Estate Taxes: \_\_\_\_\_

Approximate Delinquent Special Assessment Taxes: Total \$67,019.00

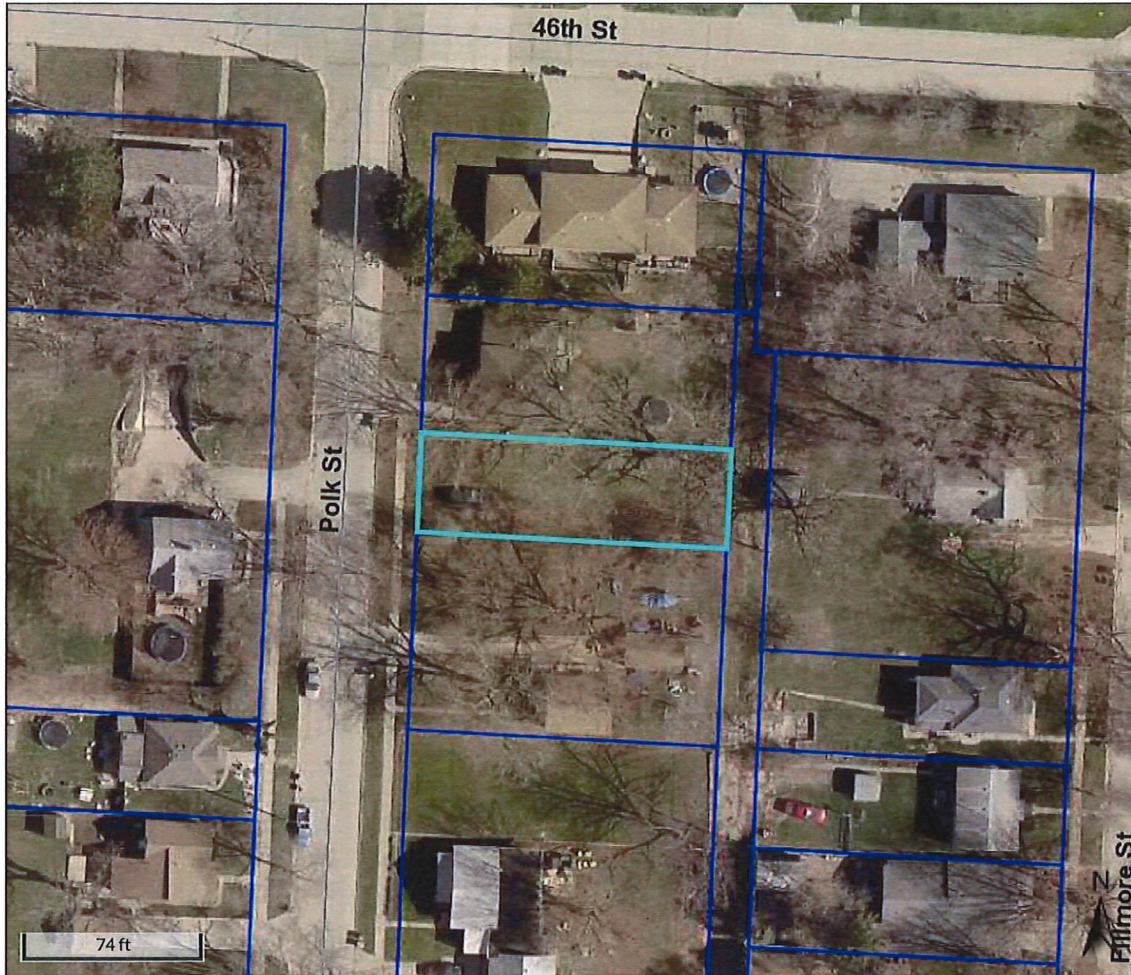
\*Cost of Services: \$116

Inspection to: Matthew Ung Date: 9-14-20

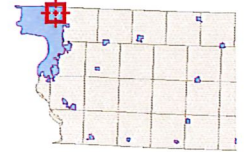
Minimum Bid Set by Supervisor: \$200 plus costs of \$116. Total: \$316

Date and Time Set for Auction: Tuesday, April 13<sup>th</sup> @ 4:35

\* Includes: Abstractors costs; Sheriff's costs; publishing costs; and mailing costs.



Overview



Legend

- Roads
-  Corp Boundaries
-  Townships
-  Parcels

Parcel ID	894711203003	Alternate ID	304140	Owner Address	WOODBURY COUNTY IA
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS ST
Property Address	4534 POLK ST	Acreage	n/a		SIOUX CITY, 51101
	SIOUX CITY				
District	0087				
Brief Tax Description	LEEDS LOT 4 BLK 7				
	<b>(Note: Not to be used on legal documents)</b>				

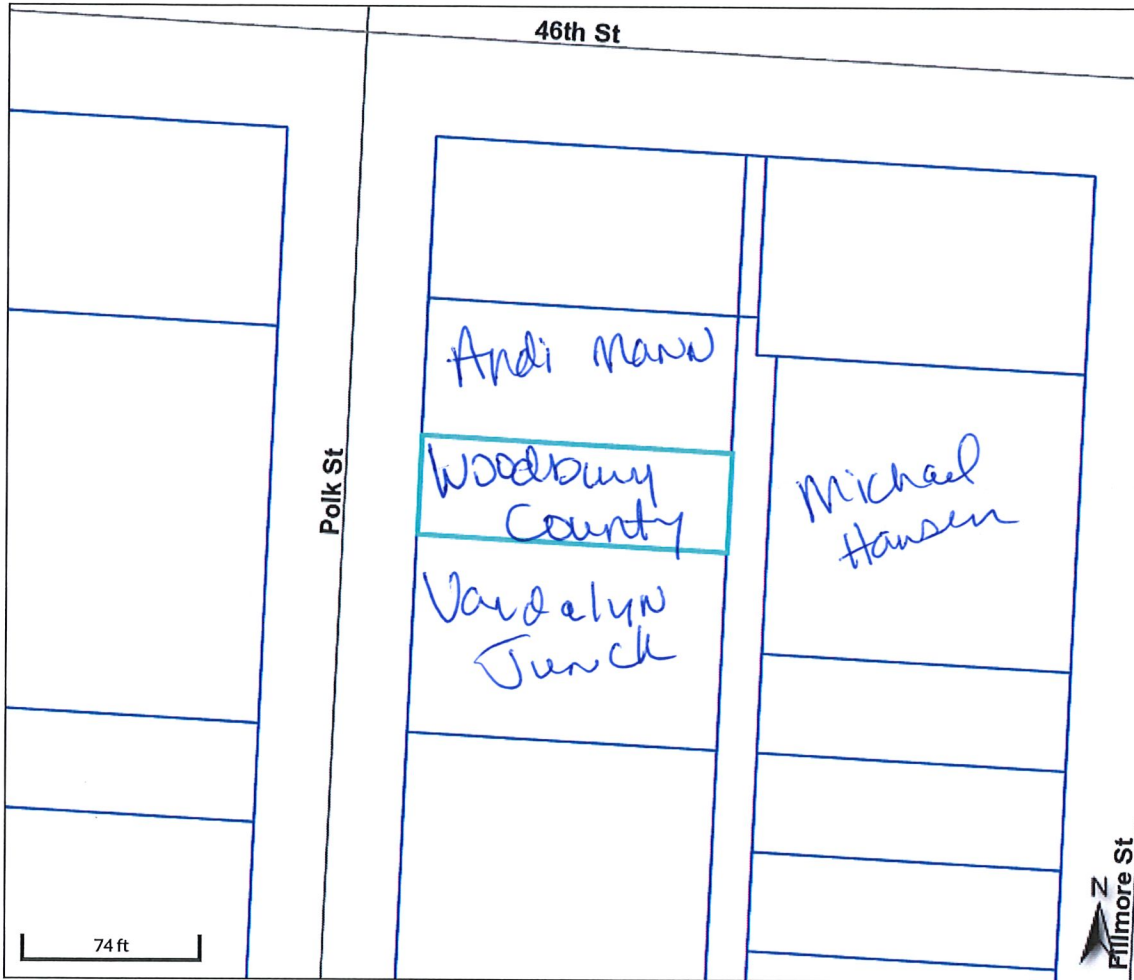
Date created: 3/25/2021  
 Last Data Uploaded: 3/24/2021 7:04:31 PM

Developed by  Schneider  
 GEOSPATIAL

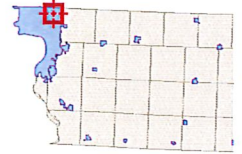




# Beacon™ Woodbury County, IA / Sioux City



### Overview



### Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

Parcel ID 894711203003  
 Sec/Twp/Rng n/a  
 Property Address 4534 POLK ST  
 SIOUX CITY

Alternate ID 304140  
 Class R  
 Acreage n/a

Owner Address WOODBURY COUNTY IA  
 620 DOUGLAS ST  
 SIOUX CITY, 51101

District 0087  
 Brief Tax Description LEEDS LOT 4 BLK 7

(Note: Not to be used on legal documents)

Date created: 3/25/2021  
 Last Data Uploaded: 3/24/2021 7:04:31 PM

Developed by Schneider  
 GEOSPATIAL

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

Date: 4/8/2021 Weekly Agenda Date: 4/13/2021

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Jered Jepsen, County Weed Commissioner and Mark Nabra, County Engineer

**WORDING FOR AGENDA ITEM:**

Consideration of annual weed destruction order

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Annually the Board of Supervisors passes a weed destruction order at the recommendation of the county weed commissioner.

**BACKGROUND:**

According to Chapter 317 of the Code of Iowa, annually the Board of Supervisors must prescribe and order a program of weed destruction. This order will be published in official county newspapers to make landowners aware of their responsibility.

**FINANCIAL IMPACT:**

The Board provides an annual budget for weed eradication and appoints a weed commissioner to oversee the program. The resolution publication fees run approximately \$200 per year.

**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 weed commissioner and county engineer recommend approval of the weed destruction order.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the weed destruction order for 2021.

WOODBURY COUNTY, IOWA  
RESOLUTION NO. \_\_\_\_\_  
WEED DESTRUCTION ORDER

WHEREAS, it is the responsibility of each of Iowa County's Board of Supervisors to enforce the provisions of Chapter 317 of the Code of Iowa as amended with regard to the destruction of weeds, and

WHEREAS, under Chapter 317 of the Code of Iowa as amended each county Board of Supervisors must prescribe and order a program of weed destruction to be followed by landowners, tenants, and other persons in possession or control of land, and

WHEREAS, it has been determined by the Woodbury County Board of Supervisors that a program of weed destruction for the year 2021 is necessary,

NOW THEREFORE,

BE IT RESOLVED by the Board of Supervisors of Woodbury County, Iowa that each landowner, tenant or other person in possession or control of private land shall on or before the dates stated below, destroy the below-listed noxious weeds on their land by spraying them with a suitable herbicide in a strength sufficient to kill such weeds.

1. May 3, 2021 – for Palmer amaranth annual.
2. May 10, 2021 - for musk, thistle, sow thistle, bull thistle, leafy spurge, perennial pepper grass, sour dock perennial, smooth dock perennial, and sheep sorrel perennial.
3. June 1, 2021 - for Canada thistle, Russian knapweed, buckhorn perennial, wild mustard annual, horse nettle, and teasel biennial.
4. June 7, 2021 - for field bindweed, wild carrot biennial, and quack grass.
5. June 14, 2021 - for butterprint annual, puncture vine annual, and cocklebur annual.
6. July 1, 2021 - for wild sunflower annual and poison hemlock.
7. October 4, 2021 - all thistles in the rosette stage.

BE IT FURTHER RESOLVED AND ORDERED that any person using county road Right-of-Way for haying or grazing are responsible for following the labeled restrictions listed on the following products used by Woodbury County Weed Commissioner: Grazon P&D, Streamline, Perspective, Method 240SL, and MSN 60.

BE IT FURTHER RESOLVED AND ORDERED that all weeds on county trunk and local roads and between the fence lines of such roads, whether they be noxious weeds or other weeds, shall be eradicated or otherwise destroyed, to prevent seed production, by the owner of the land adjoining the road on or before June 11, 2021.

BE IT FURTHER RESOLVED that weeds that are not destroyed in compliance with the above order may be destroyed by the Weed Commissioner, and the costs of destruction by the Weed Commissioner, including the cost of serving notice, plus a penalty of twenty-five percent of total costs shall be assessed against the property upon which the weeds were destroyed, in the case of private lands, or against the adjoining land, in the case of weeds on county roads. Landowners are to contact Weed Commissioner and notify him if there are areas that should not be sprayed with herbicides.

SO RESOLVED this \_\_\_\_\_ day of April, 2021

WOODBURY COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Rocky De Witt, Chairperson

ATTEST:

\_\_\_\_\_  
Patrick F. Gill,  
Woodbury County Auditor

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

Date: 4/7/2021

Weekly Agenda Date: 4/13/21

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Patrick Gill, County Auditor & Recorder

**WORDING FOR AGENDA ITEM:**

Public Hearing to Purchase Electronic Poll Books

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

On March 30th, 2021, the Woodbury County Commissioner of Elections issued a Request For Proposal to supply electronic poll books for Woodbury County. The Secretary of State no longer supports the program we are currently using. Three entities and one who has expressed interest in doing business in Iowa were notified and a bidding opportunity was published on our website and in the county newspapers.

**BACKGROUND:**

The Iowa Secretary of State's office has notified users of their Electronic Poll Book software that after the 2020 General Election they would no longer support their application. Our current laptops and printers are also no longer supported by their manufacturers.



**FINANCIAL IMPACT:**

This project has been included in prior year capital improvement allocations.

**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:**

Hold the required public hearing and receive the proposals and submit to the County Commissioner of Elections for review and recommendation.

**ACTION REQUIRED / PROPOSED MOTION:**

Move receive the proposals and submit to the County Commissioner of Elections for review and recommendation.

**Request for Proposal(RFP)  
Electronic Poll Book Equipment, Software  
and Services Woodbury County, Iowa  
03/30/21**

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# 1. Introduction

Woodbury County invites your company (Vendor) to submit a proposal for electronic poll book equipment along with associated software and services to support elections administered by the Office of the Woodbury County Auditor/Commissioner of Elections.

This Request for Proposal (RFP) should not be construed as an order, offer, request to contract, or commitment by Woodbury County for this equipment or these services. Vendor shall submit its proposal according to the instructions in this RFP. Equipment proposals are to be submitted in a sealed envelope marked as: ELECTRONIC POLL BOOK EQUIPMENT PROPOSAL and with VENDOR'S Name.

# 2. Schedule

The following schedule has been outlined for this request for proposal. The schedule is subject to change at Woodbury County's discretion:

- March 30, 2021: RFP is released to Vendors. (Electronically and by US Mail)
- April 9, 2021; Any questions about the meaning, the intent or the specifications must be submitted by the Vendor in writing to:

Patrick Gill, Commissioner of Elections  
(712)-279-6465  
Woodbury County Courthouse  
620 Douglas Street, Room 103  
Sioux City, IA 51101

- April 12, 2021: 4:30 PM CT is the deadline to submit completed proposals to Woodbury County Auditor
- April 13, 2021: 4:30 PM-Board of Supervisors convene their business meeting
- April 13, 2021: 4:45 PM-Public Hearing to consider purchase of electronic poll book equipment.
- April 13, 2021: 4:46 PM-Opening of proposals for electronic poll book equipment
- April 20, 2021: Selection of the proposed electronic poll book equipment vendor

Electronic or faxed proposals are prohibited.

### 3. Proposals for Electronic Poll Book Equipment, Software and Services

Proposals must be received no later than 4:30PM Central Time on April 12, 2021 and be enclosed in a sealed envelope addressed as follows:

Patrick Gill, Commissioner of Elections  
Woodbury County Courthouse  
620 Douglas Street, Room 103  
Sioux City, IA 51101

Central Point of Contact. All communication from the date of issuance of this RFP through the selection of a vendor is restricted to requests for clarification or additional information deemed necessary by any vendor to present a proper proposal must be made in writing to the central point of contact, Woodbury County Commissioner of Elections Patrick Gill. Mr. Gill will respond in writing and provide his response to all vendors.

Late proposals will not be opened or considered and will be returned to Vendor. Woodbury County is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the County, or any other means of delivery employed by Vendor. All terms of the proposal shall be held firm for a period of ninety days. Submitted proposals become property of Woodbury County.

Woodbury County reserves the right to withdraw or amend this RFP at any time when, in the sole discretion of Woodbury County, such action is in the best interests of Woodbury County. Woodbury County further reserves the right to waive irregularities and informalities in a proposal received or in the proposal process, to accept other than the lowest cost proposal(s) and to reject any or all proposals.

The ONLY official position of the County is that which is stated in writing and issued by the Auditor's Office or the Election Division of the Auditor's Office. No other means of communication, whether written or oral, shall be construed as a formal or official response statement. It is the Vendor's responsibility to seek clarification of any ambiguities or other issues regarding this RFP that are not fully understood.

Proposers must submit eight (8) copies of its proposal. A completed Attachment A (Cost Quotation) must be delivered in a separate envelope attached to the proposal package. Proposals shall remain the property of Woodbury County and will not be returned. Woodbury County reserves the right to distribute, use, copy, or issue the proposals as necessary based on its criteria and/or need. By submitting its proposal to Woodbury County, Vendor agrees to accept Woodbury County's determination of confidentiality and acknowledges that material for which confidential treatment is not granted may be disclosed after the award has been announced.

Woodbury County will abide by current Iowa statutes regarding open records.

Vendors will be required to sign a Non-Collusion agreement form.

## 4. Overview of Woodbury County

The following statistics are presented to give the Vendor a general understanding of the size and complexity of managing elections in Woodbury County.

### Population Data (2010 Census)

County: 102,172

### Voter Registration Data (Active & Inactive) February 9, 2021

County Total: 63,254

### General Election Stats

Year	#Voters	#Reg.	Turnout %
2014 (Gov.)	30,588	62,139	49
2016 (Pres.)	44,167	63,051	70
2018 (Gov.)	35,635	62,697	57
2020 (Pres.)	45,700	65,508	70

### Voter Distribution – General Elections

Election	Total Voters	Voters at Polls	Polls % of total	Absentee Voters	Absentee % of Total
2014 (Gov.)	30,588	15,958	52	14,630	48
2016 (Pres.)	44,167	24,099	55	20,068	45
2018 (Gov.)	35,635	19,427	55	16,208	45
2020 (Pres.)	45,700	17,916	39	27,784	61

### Miscellaneous Data

Number of Precincts: 44

Number of US Congressional Districts: 1 (US Rep District 4)

Number of State Senate Districts: 3 (3, 7, & 9)

Number of State House Districts: 5 (5,6,13, 14, & 17)

Number of State Judicial Districts: 1 (3rd District)

Number of County Supervisor Districts: 5

Number of School Districts: 7

Number of Community College Director Districts: 9 (WIT)

Number of Cities: 14

Number of Townships That Elect Officers: 23

## 5. Overview of Woodbury County Election Office

The staff of Woodbury County Election Division has extensive experience in creating election databases and ballot layouts. Woodbury County intends to continue using internal staff to operate all aspects of the proposed software with vendor support.

System and software currently owned and operated by Woodbury County Election Office:

Precinct Optical Scan Units: (45) ES&S DS200

ADA Marking Device: (47) ES & S Express Vote

Absentee ES&S DS850 High Speed Counter

Software: (1) Unity version 3.4.0.1

## 6. Vendor Requirements

Vendor must be the proprietary owner or authorized dealer/reseller of all equipment and software presented in this proposal. Vendor must have and maintain staff qualified to provide technical support for all hardware and software presented in this proposal.

Any Vendor who is an authorized dealer, but not the proprietary owner of said equipment and software shall, to the best extent possible, explain their relationship to the proprietary owner as it relates to the Vendor's ability to do the following:

- Acquire and distribute updates to hardware and software.
- Acquire parts for equipment maintenance.
- Effect changes to system software based on customer needs.
- Acquire additional equipment on short notice to support unforeseen needs.

Vendor must provide a minimum of three references, consisting of current clients that purchase similar products or services from Vendor. Provide title, address and phone number of each contact person.

## 7. Equipment Requirements

All electronic poll book equipment must be proven to have been successfully implemented for use in the state of Iowa. Vendors are encouraged to elaborate on the functionality and benefits of the equipment they are proposing.

At a minimum, the proposal shall include the following:

- Costs for electronic poll books and associated equipment (memory devices, equipment cases), with any price breaks based on volume.
- The number of backup equipment needed shall be part of the proposal as a recommendation from the Vendor.
- The ownership or custody of any backup equipment, along with proposed costs or service fees shall be part of the Vendor's recommendation.

Woodbury County is seeking creative solutions to additional equipment needs generated every two years for General Elections. Vendors are encouraged to provide more than one solution to choose from.

In addition, the Vendor is encouraged to provide answers to the following questions

- What is the life expectancy of the proposed equipment?
- Based on the real-world use of the proposed equipment in other jurisdictions, what component has failed the most?
- Based on the real-world use of the proposed equipment in other jurisdictions, out of the 44 Woodbury County precincts, how many precincts could expect to experience an equipment failure on Election Day.
- What measures are used to avoid equipment tampering?
- What method is most commonly used to transport the electronic poll books to the polling place?

## 8. Software Requirements

It must be demonstrated that all electronic poll book software proposed has been successfully implemented and compliant with Iowa law. Vendors are encouraged to elaborate on the functionality and benefits of the software they are proposing.

Due to the numerous districts and associated ballot styles that Woodbury County must manage, the Vendor should include in the proposal a description of all administrative reports and other tools or procedures available to ensure proper setup of an election database.

The Vendor should explain how the software will meet the needs of the media, political campaigns and the public by providing reports quickly and in multiple formats. If the software can export data for import and analysis in MS Excel, this ability should be highlighted.

Vendor shall either provide hardware specifications for a server or include server pricing.

At a minimum, the proposal shall include pricing for the following:

- Operating system required to support software.
- Recommended specifications.
- Sample of administrative reports/exports.
- Sample of election day reports/exports.

In addition, the Vendor is required to provide answers to the following questions:

- What are the security requirements for multi-user access to the proposed electronic poll book software?
- What measures have been taken to avoid system tampering (encryption, etc.) Is there another company's software incorporated into the product?
- What is the procedure to upload voter credits?

Pricing for software requirements must be included on Attachment A.



## 9. Delivery of New Equipment

Delivery of new equipment shall take place in time for use in the 2021 City Primary Election. Exact dates will be established during contract negotiations.

## 10. Training

Training for Woodbury County Elections Staff shall take place as soon as practicable. A Training Plan shall be included with this proposal.

## 11. Taxes

Woodbury County is not liable for taxes or for amounts representing taxes from which Woodbury County is exempt. Woodbury County's Federal Tax ID# 42-6005221.

## 12. Software Ownership/Custody Options

The Vendor shall propose options for software licensing that will meet the following requirements:

- Allows the county year-round access to full version of the software proposed.
- Allows for ownership by the county of computer equipment necessary to run the software.

## 13. Monetary Penalties

Vendors are hereby notified that Woodbury County, after selecting a Vendor, will seek to include monetary penalties into the contract during the negotiations. These penalties will be designed to keep deliverables on-time for use in the 2021 City Primary Election, including any software changes or upgrades agreed upon during negotiations.

## 14. Service and Support

At a minimum, the proposal shall include the following:

- Physical location of service stations/repair depots.
- Physical location of warehouses/storage facilities where backup equipment is stored.
- Organizational chart of the service and technical support division.
- Experience levels and qualifications of key technical support staff.
- Service plan for annual preventative maintenance and software and firmware updates.

The cost of a service plan shall be included in the proposal but separate from the cost of equipment and software. The cost of annual software licensing may be included as part of the service plan.

In addition, the Vendor should indicate which parts/components, if any, can be serviced in-house

by Woodbury County (cleaned and/or replaced).

## 15. Product Demonstrations

Vendors may or may not be required to present a demonstration of the Vendor's equipment and software, depending on any demonstrations recently presented.

## 16. Vendor Interviews

Woodbury County may request an additional interview with a vendor if questions remain after proposal reviews and product demonstrations. Vendors are also welcomed to request an interview to provide additional information or to clarify an answer.

## 17. Short-Term Plans

The Vendor is encouraged to share company, product or services changes expected in the short term that may impact Woodbury County's decision in selecting a proposal, such as an upgrade that has not yet been used in Iowa.

## 18. Company Vision

Because technology changes rapidly, Woodbury County would like to give the Vendor an opportunity to share its vision for the future of elections. The Vendor is welcome to highlight industry innovations that they are leading or participating in.

## 19. Selection Criteria

Iowa Code Section 47.5 requires that when competitive bidding procedures are used, the purchase of goods or services shall be made from the lowest responsible bidder which meets the specifications or description of the services needed. Proposals will be evaluated based on the most competitive offer considering quality of products and services offered, cost, responsiveness to the RFP requirements and the Vendors' ability to understand and meet the needs of Woodbury County. The major criteria that will be used to evaluate proposals will include, but are not limited to, the following:

- Overall suitability of the equipment, software and services to the needs of Woodbury County.
- Current ability of software. Emphasis will be placed on the software's ability to generate reports sufficient to confirm correct database setup.
- Future ability to customize software.
- Overall cost of proposal.
- Product service plan and cost.
- Adaptability of the electronic poll book to satellite voting and vote center environments.

- Vendor's commitment and experience in successfully supporting election operations for other jurisdictions.
- Value-added proposals.
- Exportability

These factors will be weighed in any manner deemed appropriate to select a proposal that is in the best interest of Woodbury County.

Woodbury County may interview some or all the Vendors to determine each Vendor's commitment to the proposed relationship and the quality of services offered. However, Woodbury County reserves the right to enter into a contract without further evaluation. Therefore, it is important that proposals be as complete as possible.

Woodbury County reserves the right to accept a proposal other than the lowest priced proposal or to reject, in whole or in part, any or all proposals for any reason.

## 20. Limitation of Woodbury County's Liability for this RFP

Issuance of this RFP and any actions taken hereunder shall not create a duty on the part of Woodbury County to pay any costs incurred by Vendor relating to, or resulting from, this RFP. This includes, but is not limited to, the preparation or submission of proposals, or responses to inquiries from Woodbury County related to this RFP or Vendor's proposal; or anticipation of a contract or otherwise with respect to this RFP or Vendor's proposal.

## 21. Agreement Terms and Conditions

The RFP will be incorporated by reference and made a part of the final contract. If an acceptable agreement is not reached within thirty (30) days of vendor selection, Woodbury County reserves the right to disqualify the Vendor and reevaluate the remaining proposals.

## 22. Desirable Features and Support Elements

- An electronic poll book that is easily adaptable to the Satellite Voting environment.
- Helpdesk support for software and hardware.

## 23. Vendor's Liability Insurance

A. During the contract/agreement, the contracted party will carry and maintain, at the contracted party's expense, the following insurance:

1. Commercial General Liability Insurance Policy, including but not limited to, insurance for premises construction operations (when applicable), contractual liability,

completed operations with respect to liability arising out of the ownership, use, occupancy or maintenance of the premises and all areas appurtenant thereto, to afford protection with respect to bodily injury, personal injury, death or property damage of not less than Five Million Dollars (\$5,000,000) per occurrence combined single limit/Five Million Dollars (\$5,000,000) general aggregate.

2. Comprehensive Automobile Liability Insurance Policy with limits for each occurrence of not less than One Million Dollars (\$1,000,000) Combined Single Limit with respect to bodily injury, property damage or death. Automobile Liability Insurance (to include owned, non-owned, and hired vehicles): \$1,000,000 per occurrence

3. Workers Compensation Insurance Policy or similar insurance in form and amounts required by law.

B. Should the bid require design elements (i.e. architectural, engineering, or professional system designs), the outside party may be required to carry professional errors and omissions coverage with a limit for each claim of not less than Five Million Dollars (\$5,000,000). If any of the foregoing insurance coverages are required to remain in force after final payment and are reasonably available, an additional certificate evidencing continuation of such coverage shall be submitted with the final Application for Payment as required by contract. The contracted party may be required to carry network security (cyber) coverage with a limit for each claim of not less than Five Million Dollars (\$5,000,000).

C. Coverage must be maintained by a financially stable carrier with a minimum AM Best rating of A-. It will be the outside party's responsibility to provide proof of its carrier's rating.

D. The contracted party shall agree to the following:

1. Woodbury County will be named as an additional insured with respect to all casualty insurance policies.

2. Certificate of insurance will be submitted to the County Risk Management Specialist prior to commencement of the contract/agreement and shall include a thirty-day notice of cancellation provision.

3. If the contracted party fails to perform any of its obligations under the County's Insurance and Policy Requirements, Woodbury County reserves the right to either purchase the required insurance coverage and assess the cost directly to the outside party, or to declare the contracted party's bid invalid.

4. Hold Harmless Agreement- The contracted party shall indemnify and hold harmless Woodbury County, its agents and employees, from and against all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense:

a. is attributable to bodily injury, sickness, disease or death, or to the damage to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and

b. is caused in whole or in part by any negligent act or omission of the contracted party or its subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether it is caused in part by a party indemnified hereunder.

c. Each contract/agreement shall contain the following language (when applicable): Contractor/Permittee/Licensee agrees that for all work done in the county road rights of way, easements and county property, it shall be solely responsible for work zone safety and shall hold the County harmless and agree to indemnify the County for all claims that arise from its work in the right of way, and further, it agrees that it will adhere to the Manual on Uniform Traffic Control Devices during the project.

# PUBLIC HEARING

## NOTICE OF PROPOSED PUBLIC IMPROVEMENTS

Notice is hereby given in accordance with the Code of Iowa, by the Board of Supervisors of Woodbury County, State of Iowa that said Board proposes to consider bids for an electronic poll book system for use by said county located at the Woodbury County Courthouse at 620 Douglas St., Sioux City, IA.

Proposed plans, specifications and bid documents are available for inspection on the county website [www.woodburycountyiowa.gov](http://www.woodburycountyiowa.gov) (click on the link Bidding Opportunities) or on file at the Woodbury County Courthouse, Elections Room 103, 620 Douglas St., Sioux City, IA 51101, or upon request by email at [pgill@woodburycountyiowa.gov](mailto:pgill@woodburycountyiowa.gov).

A public hearing/bid opening will be held at which time all interested persons may appear and file objections or comments to the proposed plans, specifications, and proposed cost of the project. The hearing and bid opening are set for Tuesday April 13, 2021, at 4:45pm and 4:46 pm respectively, in the Board of Supervisors Meeting Room, basement, in the Woodbury County Courthouse, 620 Douglas St., Sioux City, IA.

Published upon order of the Woodbury County Board of Supervisors, Rocky DeWitt, Chair, Sioux City, IA, and dated this day of March 30, 2021.

# NOTICE TO BIDDERS

The Woodbury County Board of Supervisors gives notice that sealed bids will be received for furnishing Woodbury County with an electronic poll book system at the courthouse building, 620 Douglas St., Sioux City, IA 51101. The bidder must be familiar with the specifications and requirements of the bid proposal and the bidder offers to furnish those services to the County as required in its bid proposal.

Proposed plans, specifications and bid documents are available for inspection on the county website [www.woodburycountyiowa.gov](http://www.woodburycountyiowa.gov) (click on the link Bidding Opportunities) or on file at the Woodbury County Courthouse, Elections Room 103, 620 Douglas St., Sioux City, IA 51101, or upon request by email at [pgill@woodburycountyiowa.gov](mailto:pgill@woodburycountyiowa.gov). This published notice is an abbreviation of the bid specifications.

Sealed bid proposals must be received no later than 4:30pm CT on April 12, 2021 at the Woodbury County Courthouse, Election Office, 620 Douglas St., Sioux City, IA 51101. Each bid is to be submitted in a sealed envelope clearly marked "**Bid for Equipment**". All bids must be hand-delivered or mailed to the above address and it is the sole responsibility of the bidder to ensure that the bid is received by Woodbury County at the specified date and time.

NO FAXED OR EMAILED BIDS WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.

Any bid submitted after the specified date and/or time shall be rejected.

Upon signing the contract, a Performance Bond in the amount equal to 100% of the total amount of the accepted proposal price shall be required and submitted before work commences. The Performance Bond is to remain in force until the project is completed to the satisfaction of Woodbury County.

The public hearing and bid opening are set for Tuesday, April 13, 2021, at 4:45pm and 4:46 pm respectively, during the regular meeting of the Board of Supervisors, Woodbury County Courthouse, 620 Douglas St., Sioux City, IA. No bidder may withdraw his bid for at least ninety (90) calendar days after the scheduled opening of the bids.

The award of contract shall follow later following an examination of the bids for accuracy and possible product demonstrations. Upon signing of the contract, a Certificate of Insurance naming Woodbury County as an additional insured shall be required and submitted before work commences and remain in effect until the project is complete and accepted.

Published upon order of the Woodbury County Board of Supervisors, Rocky De Witt, Chair, Sioux City, IA, and dated this

WOODBURY COUNTY STATE OF IOWA  
Patrick Gill, County Auditor

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

Date: 4/8/2021 Weekly Agenda Date: 4/13/2021

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

**WORDING FOR AGENDA ITEM:**

Consider approval of Iowa DOT Budget for FY 2022

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Annually the Board of Supervisors, in consultation with the county engineer, is required to file a budget for secondary road fund expenditures with the Iowa Department of Transportation.

**BACKGROUND:**

The Board of Supervisors approved the county budget on March 9, 2021. The secondary road budget was approved as part of this process. The fiscal year budget is required by the Code of Iowa to be submitted to the Iowa DOT for approval.

**FINANCIAL IMPACT:**

This budget reports to the Iowa DOT planned expenditures and income for the secondary road department.

**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 approval of the FY 2022 Woodbury County Secondary Road Department Budget to be submitted to the Iowa DOT.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the FY 2022 Woodbury County Secondary Road Department Budget.



Iowa Department of Transportation  
**SECONDARY ROADS BUDGET**

County: **Woodbury County**  
Fiscal Year: **2022**  
Version: **Original**

**COUNTY CERTIFICATION**

This Secondary Road Budget was adopted by the Board of Supervisors on \_\_\_\_\_

Date

**ATTESTED**

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Board of Supervisors

\_\_\_\_\_  
Date

**IOWA DOT BUDGET APPROVALS**

Recommended Approval: \_\_\_\_\_

OLS Reviewer

\_\_\_\_\_  
Date

Approval: \_\_\_\_\_

Director of Local Systems

\_\_\_\_\_  
Date

## SECONDARY ROADS BUDGET

		Actual Receipts Prior Years		Estimated Receipts	
		2 <sup>nd</sup> Prior	1 <sup>st</sup> Prior	Current	Next
		FY 2019	FY 2020	FY 2021	FY 2022
1. County Auditor's Beginning Balance		\$5,393,811.81	\$4,428,922.04	\$2,799,887.90	\$1,584,093.95
Receipts from Property Tax Levies	<b>1.26103</b> Dollars on all taxable property in county except on property within cities and towns. (Max. \$3.00375)	\$1,176,584.20	\$1,450,000.00	\$1,500,000.00	\$1,610,000.00
	<b>0.00000</b> Dollars on all taxable property in the county. (Max. \$0.16875)				
2A. Local Option Sales Tax		\$2,216,318.82	\$2,052,597.88	\$2,100,000.00	\$2,050,000.00
3. Regular Road Use Tax Received	(Doesn't include transfer of local R.U.T. to FM account for const. on FM routes)	\$5,293,223.88	\$5,493,629.00	\$5,340,640.00	\$5,322,088.00
3b. Amount for 306.4(a3)	(Senate File 451 - FM Ext. in City <=500)	\$55,857.00	\$65,401.22	\$59,753.05	\$60,223.55
3c. Time 21		\$778,622.39	\$709,616.21	\$704,033.00	\$694,159.00
4. RISE Funds		\$0.00	\$0.00	\$0.00	\$0.00
5. FA Bridge Replacement Funds		\$131,828.98	\$0.00	\$0.00	\$0.00
5a. SWAP Bridge Replacement Funds		\$0.00	\$0.00	\$750,000.00	\$750,000.00
6. Proposed transfer of FM funds to Local Secondary Fund.(Section 309.10)		\$0.00	\$0.00	\$0.00	\$0.00
7.Tax Refunds (-) and/or Credits (+).(Section 309.10 - Code of Iowa)		\$6,355.32	\$0.00	\$664,000.00	\$0.00
8. Miscellaneous Receipts  <i>Donations, sale of used materials, Special Assessments, etc</i> <i>Itemized for 2022</i>	fema		\$107,699.36		\$300,000.00
	gravelPits	\$5,740.00	\$13,530.00		\$14,725.00
	licensesAndPermits	\$30,940.00	\$23,110.00		\$33,000.00
	Reimbursements				\$120,000.00
	Street Improvement (City of Salix)	\$5,031.03	\$5,031.03		\$5,031.00
	All Other	\$26,726.92	\$14,737.53		\$11,307.00
9. Total Miscellaneous Receipts		\$68,437.95	\$164,107.92	\$0.00	\$484,063.00
10. TOTAL RECEIPTS		\$15,121,040.35	\$14,364,274.27	\$13,918,313.95	\$12,554,627.50
11. Road Use Tax Funds or other local funds not transferred to Secondary Roads to be transferred to FM fund for construction.		0	0	\$0.00	\$0.00

## SECONDARY ROADS BUDGET

	Actual Expenditures Prior Years		Estimated Expenditures	
	Prior 2	Prior 1	Current	Next
	FY 2019	FY 2020	FY 2021	FY 2022
<b>70X * Administration and Engineering</b>				
700 Administration Expenditures	\$248,330.08	\$258,221.97	\$313,496.00	\$322,056.00
701 Engineering Expenditures	\$797,447.84	\$916,237.08	\$875,953.00	\$896,501.00
<b>TOTAL ADMINISTRATION AND ENGINEERING</b>	<b>\$1,045,777.92</b>	<b>\$1,174,459.05</b>	<b>\$1,189,449.00</b>	<b>\$1,218,557.00</b>
<b>020* Construction</b>				
Adjusted Construction Program Expenditures (300) on FM and Local Sec. Roads <i>(With other than FM funds ---See Accomplishment Year projects)</i>	\$1,537,020.08	\$2,425,462.59	\$2,000,000.00	\$1,800,000.00
<b>71X* Roadway Maintenance</b>				
710 Bridges and Culverts (420, 430)	\$355,797.69	\$277,326.34	\$411,891.00	\$415,000.00
711 Roads (4250, 460, 480)	\$3,576,427.96	\$3,570,575.17	\$4,297,263.00	\$3,450,000.00
712 Snow and Ice Control (520)	\$570,391.57	\$507,983.00	\$468,340.00	\$490,000.00
713 Traffic Controls (590)	\$263,055.21	\$306,474.96	\$339,666.00	\$300,000.00
714 Road Clearing (490)	\$318,337.24	\$403,879.74	\$290,152.00	\$330,000.00
<b>TOTAL ROADWAY MAINTENANCE</b>	<b>\$5,084,009.67</b>	<b>\$5,066,239.21</b>	<b>\$5,807,312.00</b>	<b>\$4,985,000.00</b>
<b>72X * General Roadway</b>				
720 New Equipment (610)	\$869,048.00	\$860,786.00	\$1,155,000.00	\$1,042,000.00
721 Equipment Operations (620, 630, 650)	\$1,901,160.51	\$1,784,759.38	\$1,880,459.00	\$1,899,460.00
722 Tools, Materials and Supplies (655, 660, 670, 680, 690)	\$102,800.85	\$102,242.60	\$147,000.00	\$150,000.00
723 Real Estate and Buildings (800)	\$152,301.28	\$150,437.54	\$155,000.00	\$155,000.00
<b>TOTAL GENERAL ROADWAY</b>	<b>\$3,025,310.64</b>	<b>\$2,898,225.52</b>	<b>\$3,337,459.00</b>	<b>\$3,246,460.00</b>
<b>TOTAL EXPENDITURES (70X + 020 + 71X + 72X)</b>	<b>\$10,692,118.31</b>	<b>\$11,564,386.37</b>	<b>\$12,334,220.00</b>	<b>\$11,250,017.00</b>
County Auditor's balance at end of fiscal year	\$4,428,922.04	\$2,799,887.90	\$1,584,093.95	\$1,304,610.50
<b>TOTAL</b> (Must equal receipts) [Does not include transfer of Road Use Tax to FM Fund]	\$15,121,040.35	\$14,364,274.27	\$13,918,313.95	\$12,554,627.50

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

Date: 4/8/2021 Weekly Agenda Date: 4/13/2021

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

**WORDING FOR AGENDA ITEM:**

Consider approval of FY 2022 Woodbury County Five Year Construction Program

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Annually the Board of Supervisors, in consultation with the county engineer, is required to file a five year construction program for the secondary road department.

**BACKGROUND:**

The county construction program lays out projects for fiscal years 2022 through 2026. The projects include federal aid, farm to market and locally funded road construction, paving, bridge and culvert projects.

**FINANCIAL IMPACT:**

This program reports to the Iowa DOT planned projects for the secondary road department.

**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 approval of the FY 2022 Woodbury County Secondary Road Department Five Year Construction Program to be submitted to the Iowa DOT.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the FY 2022 Woodbury County Secondary Road Department Five Year Construction Program.

# SECONDARY ROADS FIVE YEAR PROGRAM

Iowa Department of Transportation  
SECONDARY ROADS FIVE YEAR PROGRAM

County: **Woodbury County**  
Fiscal Year: **2022**  
Version: **Original**

## COUNTY CERTIFICATION

The detailed construction program for the secondary road system was adopted by the Board of Supervisors on \_\_\_\_\_

Date

## ATTESTED

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Board of Supervisors

\_\_\_\_\_  
Date

## IOWA DOT PROGRAM APPROVALS

Recommended Approval: \_\_\_\_\_

OLS Reviewer

\_\_\_\_\_  
Date

Approval: \_\_\_\_\_

Director of Local Systems

\_\_\_\_\_  
Date

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## SECONDARY ROADS FIVE YEAR PROGRAM

Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	Accomp	Priority Years				Total
						Year	1st	2nd	3rd	4th	
						FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
FM-C097()-55-97 Grundy Aveue - K64 Extension PCC Rehabilitation 44969	PCC Rehabilitation on Grundy Avenue from 300th St. to Old Highway 141/Route D25  Project to be tied to STBG- SWAP-C097(142). 9 / 86 / 45	220 0.600 miles  352210	Previous	\$0 367 PCC Paving  FM	Local						\$600
					FM	600					
					Special						
					FA						
					SWAP						
L-B(0102)--73-97 Bridge O102 Replacement 24852	On 260TH ST, Over STREAM, from Jewell Ave E 0.2 miles in S28 T87N R44W  28 / 87 / 44	25 0.000 miles 352210	Previous	\$0 320 Bridges Local	Local	280					\$280
					FM						
					Special						
					FA						
					SWAP						
L-Gravel--73-97 Granular Resurfacing 32611	On Countywide, NA, from Various locations countywide  Granular Surfacing in all districts	0 0.000 miles	Previous	\$0 361 Granular Local	Local	300	300	300	300	300	\$1,500
					FM						
					Special						
					FA						
					SWAP						
L-B(B64)--73-97 Bridge B64 Replacement 25005	On 130TH ST, Over STREAM, from Knox Ave E 0.5 miles in Section 20 T89N R43W  20 / 89 / 43	10 0.000 miles 354810	Previous	\$0 320 Bridges Local	Local	220					\$220
					FM						
					Special						
					FA						
					SWAP						

## SECONDARY ROADS FIVE YEAR PROGRAM

Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	Accomp	Priority Years				Total	
						Year	1st	2nd	3rd	4th		
						FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
L-B(E66)--73-97 E66 Bridge Replacement 36174	On 120TH ST, Over BIG WHISKEY CREEK, from Dallas Avenue East 0.5 Miles on N LINE Section 13 T89N R46W. Replace existing bridge 13 / 89 / 46	40 0.000 miles 355250	Previous	\$0 320 Bridges Local	Local	500						\$500
					FM							
					Special							
					FA							
					SWAP							
L-B(K103)--73-97 Bridge K103 Replacement 36171	On 210TH ST, Over WRIGHT CREEK, from County Rte L36 E 0.4 miles in Section 36 T88N R43W Replace existing bridge 36 / 88 / 43	20 0.000 miles 353391	Previous	\$0 320 Bridges Local	Local	500						\$500
					FM							
					Special							
					FA							
					SWAP							
BRS-SWAP-C097()-FF-97 110th Street Bridge A24 18344	D12 Over Pierson Creek 0.75 miles east of Mason Avenue in section 9, T89N, R42W  9 / 89 / 42	160 0.000 miles 354580	Previous	\$0 320 Bridges SWAP	Local						\$1,000	
					FM							
					Special							
					FA							
					SWAP	1,000						
BRS-SWAP-C097(E-6)-FF-97 Bridge E-6 Replacement 44954	On D 12, Over CREEK, from Barker Avenue E 0.05 miles in Section 7 T89N R46W  7 / 89 / 46	1180 0.000 miles 355190	Previous	\$0 320 Bridges SWAP	Local						\$450	
					FM							
					Special							
					FA							
					SWAP	450						

## SECONDARY ROADS FIVE YEAR PROGRAM

Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	Accomp	Priority Years				Total
						Year	1st	2nd	3rd	4th	
						FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
STBG-SWAP-C097(K25)--FG-97 Port Neal Road Improvement 32763	On K25, from Relocated Port Neal Road South 1.8 Miles to Gelita Plant Entrance, Sec 7 and 18 T87 R47  17 / 87 / 47	1700  1.800 miles	Previous	\$0  367 PCC Paving SWAP	Local						\$2,887
					FM	762					
					Special						
					FA						
				SWAP	2,125						
STBG-SWAP-C097(142)--FG-97 K64 PCC Rehabilitation 36085	On K64, from Intersection of IA 141 North 3.0 miles to 300th Street then east on 300th 0.6 Miles to County Route D25  K 64 Pavement Rehabilitation	350  3.600 miles	Previous	\$0  367 PCC Paving SWAP	Local						\$1,800
					FM	600					
					Special						
					FA						
				SWAP	1,200						
L-B(J178)--73-97 Jewell Ave J178 21789	On JEWELL AVE, Over WOLF CREEK, from 170th Street South 0.3 miles in S8 T88N R44W  Estimated 100' x 30' CCS 8 / 88 / 44	20  0.000 miles 353490	Previous	\$0  320 Bridges Local	Local		420				\$420
					FM						
					Special						
					FA						
				SWAP							
L-B(U138)--73-97 Bridge U138 29450	On K 67, Over WOLF CREEK, from 280th Street S 0.7 miles in section 1 T86N R45W  1 / 86 / 45	50  0.000 miles 350910	Previous	\$0  320 Bridges Local	Local		900				\$900
					FM						
					Special						
					FA						
				SWAP							



## SECONDARY ROADS FIVE YEAR PROGRAM

Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	Accomp	Priority Years				Total
						Year	1st	2nd	3rd	4th	
						FY	FY	FY	FY	FY	
						2022	2023	2024	2025	2026	
LFM-(D50)--7X-97 D50 PCC Paving Project 12832	D50: From Hwy 31 to L27  PCC Paving 19 / 87 / 43	40 2,340 miles	Previous	\$0 367 PCC Paving Local	Local						\$1,575
					FM		1,200				
					Special		375				
					FA						
					SWAP						
BROS-SWAP-C097(E-299-1)- FE-97 Bridge E-299-1 14259	On CORRECTIONVILLE RD, Over WHISKEY CREEK, from Charles Ave. E 0.1 miles in Section 35 T89N R46W  Bridge Replacement 35 / 89 / 46	150 0.000 miles 355450	Previous	\$0 320 Bridges SWAP	Local						\$1,000
					FM						
					Special						
					FA						
					SWAP		1,000				
FM-C097(D38)--55-97 D38 HMA Resurfacing  32655	On D38, from County Route K64 East 10.3 Miles to IA Hwy 31  HMA Resurfacing on D38 from Merville Blacktop to Hwy 31 1 / 87 / 45	410 10,317 miles	Previous	\$0 366 HMA Paving  FM	Local						\$2,000
					FM			2,000			
					Special						
					FA						
					SWAP						
L-B(K20)--73-97 Bridge K20 Replacement 25004	On 180TH ST, Over STREAM, from IA Hwy 31 0.1 miles in Section 11 T88N R43W  11 / 88 / 43	30 0.000 miles 353240	Previous	\$0 320 Bridges Local	Local			480			\$480
					FM						
					Special						
					FA						
					SWAP						

## SECONDARY ROADS FIVE YEAR PROGRAM

Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	Accomp	Priority Years				Total
						Year	1st	2nd	3rd	4th	
						FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
L-B(K19)-73-97 K19 Bridge Replacement 38730	On MICHIGAN AVE, Over STREAM, from County Road D22 S 1.6 miles in Section 10 T88N R43W  10 / 88 / 43	26 0.000 miles 353170	Previous	\$0 320 Bridges Local	Local			280			\$280
					FM						
					Special						
					FA						
					SWAP						
L-B(U155)-73-97 U155 Bridge Replacement 38731	On 325TH ST, Over STREAM, from County Route K67 E 0.1 miles in Section 25 T86N R45W Bridge replacement project - locally funded 25 / 86 / 45	47 0.000 miles 351030	Previous	\$0 320 Bridges Local	Local			350			\$350
					FM						
					Special						
					FA						
					SWAP						
L-C(X116)-73-97 Culvert X116 replacement 35167	On 335TH ST, Over Unnamed stream, from Osceola Ave E 0.5 miles in Section 31 T86N R42W  31 / 86 / 42	10 0.000 miles	Previous	\$0 332 Box Culverts Local	Local			250			\$250
					FM						
					Special						
					FA						
					SWAP						
L-B(B110)-73-97 Bridge B110 replacement 35164	On 150TH ST, Over STREAM, from Jewell Ave E 0.3 miles in section 31 T89N R43W  31 / 89 / 43	20 0.000 miles 354900	Previous	\$0 320 Bridges Local	Local			550			\$550
					FM						
					Special						
					FA						
					SWAP						

## SECONDARY ROADS FIVE YEAR PROGRAM

Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	Accomp	Priority Years				Total
						Year	1st	2nd	3rd	4th	
						FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
BRS-SWAP-C097(D15)--FF-97 Bridge D15 replacement project 44999	Bridge Replacement Project D15 over Muddy Creek, 0.8 miles east of Eastland Ave. in section 8 T89N R45W  8 / 89 / 45	490 0.150 miles 355116	Previous	\$0 320 Bridges SWAP	Local						\$750
					FM						
					Special						
					FA						
					SWAP			750			
FM-C097(D25)--55-97 Old Hwy 141 Resurfacing 35161	On D25, from K67 Intersection Easterly 6.825 Miles to Hwy 141 intersection	450 6.825 miles	Previous	\$0 366 HMA Paving FM	Local						\$1,200
					FM			1,200			
					Special						
					FA						
					SWAP						
L-B(M299)--73-97 Taylor Ave Bridge M299 35165	On TAYLOR AVE, Over STREAM, from 230th St N 0.8 miles in Section 2 T87N R42W  2 / 87 / 42	5 0.000 miles 351220	Previous	\$0 320 Bridges Local	Local				550		\$550
					FM						
					Special						
					FA						
					SWAP						
L-B(N191)--73-97 Mason Avenue Bridge 37716	On MASON AVE, Over MILLER CREEK, from 270th Street South 0.25 Miles on N LINE S34 T87 R43 Bridge Replacement of N-191 120' CCS estimated 34 / 87 / 43	15 0.000 miles 351840	Previous	\$0 320 Bridges Local	Local				500		\$500
					FM						
					Special						
					FA						
					SWAP						

## SECONDARY ROADS FIVE YEAR PROGRAM

Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	Accomp	Priority Years				Total
						Year	1st	2nd	3rd	4th	
						FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
L-B(B213)--73-97 Bridge B213 Replacement  36086	On LENOX AVE, Over STREAM, from 120th Street South 0.80 Miles, in SW S13 T89 R43  Replace bridge with RCB culvert 13 / 89 / 43	15 0.000 miles  354770	Previous	\$0  332 Box Culverts  Local	Local				220		\$220
					FM						
					Special						
					FA						
					SWAP						
L-C097(OLPR)--73-97 Old Lakeport Road Microsurfacing 44953	Microsurfacing on Old Lakeport Road Dead End  Planned micro surfacing of existing roadway with minor patching. 17 / 88 / 47	0.150 miles	Previous	\$0  364 Bituminous Seal Coat  Local	Local				50		\$50
					FM						
					Special						
					FA						
					SWAP						
BROS-SWAP-C097(D42)--SE- 97 120th Street Bridge Replacement D42 32653	On 120TH ST, Over MUDDY CREEK, from Eastland Ave east 0.8 Miles on NLINE S17 T89 R45  Replace existing Bridge D42 17 / 89 / 45	60 0.000 miles  355137	Previous	\$0  320 Bridges  SWAP	Local						\$600
					FM						
					Special						
					FA						
					SWAP				600		
STBG-SWAP-C097(K-42)--FG- 97 Dallas Avenue - K42 PCC Rehabilitation 45042	On Dallas Ave/K42, from K45 north approx 5 miles to the east intersection of D53/280th St.and K42.  5 / 86 / 46	210 5.000 miles	Previous	\$0  367 PCC Paving  SWAP	Local						\$3,000
					FM				1,500		
					Special						
					FA						
					SWAP				1,500		

## SECONDARY ROADS FIVE YEAR PROGRAM

Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	Accomp	Priority Years				Total
						Year	1st	2nd	3rd	4th	
						FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
FM-C097(K-14-10)-55-97 K-14-10 Bridge replacement 38732	On D 22, Over ROCK CREEK, from Lucas Ave E 0.2 miles Section 35 T89 R43  35 / 89 / 43	240 0.000 miles 353155	Previous	\$0 320 Bridges FM	Local						\$350
					FM					350	
					Special						
					FA						
					SWAP						
L-B(A225)-73-97 Mason Ave Bridge A225 35166	On MASON AVE, Over STREAM, from 120th St N 0.4 miles in Section 8 T89N R42W  8 / 89 / 42	10 0.000 miles 354570	Previous	\$0 320 Bridges Local	Local					550	\$550
					FM						
					Special						
					FA						
					SWAP						
L-C097(X237)-73-97 X-237 Bridge Replacement 45059	Replace bridge X-237 on Taylor Avenue 0.7 miles north of 290th Street  2 / 86 / 42	25 0.100 miles 349960	Previous	\$0 320 Bridges Local	Local					400	\$400
					FM						
					Special						
					FA						
					SWAP						
L-B(K23)-73-97 Bridge K23 Replacement 18347	On 180TH ST, Over ROCK CREEK, from Lucas Ave. E 1.6 miles in Section 8 T88N R43W  8 / 88 / 43	25 0.000 miles 353260	Previous	\$0 320 Bridges Local	Local					430	\$430
					FM						
					Special						
					FA						
					SWAP						

## SECONDARY ROADS FIVE YEAR PROGRAM

						Accomp	Priority Years				
						Year	1st	2nd	3rd	4th	
Project Number	Location	AADT	Status	Day Labor							Total
Project Name	Description of Work	Length	FM	Type of Work		FY	FY	FY	FY	FY	
Project ID	Section / Township / Range	Federal ID	Transfer	Project Type	Fund	2022	2023	2024	2025	2026	
BRS-SWAP-C097(P280)-FF-97 Bridge P280 replacement 47210	On K 64, Over WEST FORK LITTLE SIOUX, from D54 N 0.75 miles to 230th Street S16 T87 R45  16 / 87 / 45	550 0.000 miles 352394	New	\$0 320 Bridges SWAP	Local						\$1,800
					FM						
					Special						
					FA						
					SWAP				1,800		
BROS-SWAP-C097(B249-1)- FE-97 B249-1 Bridge Replacement 36173	On L25, Over STREAM, from 120th Street north 0.50 Miles, on W LINE S7 T89N R42W  Replace corp line bridge 7 / 89 / 42	270 0.000 miles 354551	Previous	\$0 320 Bridges SWAP	Local						\$1,000
					FM						
					Special						
					FA						
					SWAP				1,000		

**SECONDARY ROADS FIVE YEAR PROGRAM**

<b>Fund</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
SWAP	\$4,775,000	\$1,000,000	\$750,000	\$2,100,000	\$2,800,000
FM	\$1,962,000	\$1,200,000	\$2,000,000	\$2,700,000	\$350,000
Local	\$1,800,000	\$1,620,000	\$2,210,000	\$1,620,000	\$1,680,000
Special	\$0	\$375,000	\$0	\$0	\$0

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

Date: 4/6/2021 Weekly Agenda Date: 4/13/2021

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

**WORDING FOR AGENDA ITEM:**

Approve contract for county pavement markings for 2021

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The county engineer has reviewed bids for the application of pavement markings on various paved roads. The project was awarded and the contract for the work has been returned for approval.

**BACKGROUND:**

Annually the county reapplies paint to 33-50% of its paved road system. The proposed project will be completed during the 2021 construction season.

**FINANCIAL IMPACT:**

The project is 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:**

I recommend that the Board approve the contract for Pavement Markings - 2021 with Vogel Traffic Services for \$109,375.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the contract for Pavement Markings - 2021 with Vogel Traffic Services for \$109,375.





WOODBURY COUNTY, IOWA
CONTRACT

Kind of Work Pavement Marking

Project No. Pavement Marking 2021 County Woodbury

THIS AGREEMENT made and entered by and between Woodbury County, Iowa, by its Board of Supervisors consisting of the following members: Rocky De Witt, Matthew Ung, Keith Radig, Justin Wright and Mark Monson Contracting Authority, and Vogel Traffic Services of Orange City, Iowa, Contractor.

WITNESSETH: That the Contractor, for and in consideration of One Hundred Nine Thousand Three Hundred Seventy Five and 00/100 (\$109,375.00) 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. Includes project name 'Project: Pavement Marking 2021' and a list of 5 items (Centerline Yellow, Edge line Solid White, Stop Bars, Special Marking Old Lake Port & K45, Special Marking Project 255th) with their respective quantities and prices. Total bid is 109,375.00.

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 March 9, 2021

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. Pavement Marking 2021 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 Finish Date, Number of Working Days. Late Finish Date is August 31, 2021.

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, 20

Approved:

By [Signature] Contractor: Vogel Traffic Services

By Contracting Authority: Woodbury County Board Chairperson

Date

Date

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

Date: April 8, 2021 Weekly Agenda Date: April 13, 2021

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Dennis Butler/County Attorney

**WORDING FOR AGENDA ITEM:**

- a.) Approval of Woodbury County Nonprofit Funding Request and Assurances Document
- b.) Discussion and Action on Process for Review/Approval of Nonprofit Funding Requests

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

This proposed attached form addresses the issues raised at the 4/6/21 BOS meeting concerning nonprofit funding requests.

**BACKGROUND:**

Before the BOS can provide funding to a nonprofit organization, the BOS must determine the public purpose for the expenditure and provide a mechanism to retain oversight of any County funds expended. The attached funding request and assurances document should assist the Board in meeting those requirements.

**FINANCIAL 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:**

Approve the attached form if it meets the approval of the Board.  
Require nonprofits to complete the form and receive approval by the Board prior to receiving funding.

**ACTION REQUIRED / PROPOSED MOTION:**

- a.) Motion to Approve the Woodbury County Nonprofit Funding Request and Assurances document
- b.) Motion to Require Nonprofits to Complete the Woodbury County Funding Request and Assurances document and gain Board approval prior to release of funding.

# Woodbury County Nonprofit Funding Request

Organization Name: \_\_\_\_\_

Are you a registered not-for-profit organization? Yes \_\_\_\_\_ No \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Program or Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Dollar Amount Requested: \_\_\_\_\_ County Fiscal Year \_\_\_\_\_

Total Program/project Cost: \_\_\_\_\_

Will County funding be leveraged with matching funds from another source? Yes \_\_\_\_\_ No \_\_\_\_\_

Summary of Funding Request and Project Goals and Objectives: \_\_\_\_\_

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Describe the Public Purpose(s) that will be served by the funding: \_\_\_\_\_

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Provide an Itemized Program/Project Budget Showing How the Funds will be expended: \_\_\_\_\_

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\*\*\*Attach additional pages if needed to fully answer any of the questions on this application\*\*\*

## ASSURANCES FOR WOODBURY COUNTY FUNDING

### This signed page must accompany your funding request

The applicant hereby agrees and acknowledges that:

- (1) If awarded funds, the applicant will conduct operations in accordance with Title VI and the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, as amended, which prohibits discrimination against any employee, applicant for employment, or any person participating in a sponsored program on the basis of race, creed, color, national origin, religion, sex, age, sexual orientation, or physical or mental disability, and require compensation for employment at no less than the minimum wage requirements and will provide safe and sanitary working conditions;
- (2) The applicant will expend funds received from Woodbury County solely for public purposes on the program or project described in the funding request;
- (3) All unexpended funds received pursuant to this request shall be returned to Woodbury County;
- (4) This funding request and assurances document has been approved by the legally authorized governing body of the applicant, if applicable;
- (5) The facts, figures, and information contained in this funding request, including all attachments, are true and correct;
- (6) Failure to comply with the rules for this program and this assurances agreement will result in the penalty of funding forfeiture and funds received during the applicable fiscal year shall be returned to Woodbury County;
- (7) At any time, the Board of Supervisors may require a representative from your organization to attend a public meeting to report progress toward completion of your program or project; and
- (8) Applicant will, upon request by Woodbury County, provide an accounting of all expenditures of Woodbury County funds and further provide any other documentation deemed necessary by Woodbury County to provide oversight for the funds. Failure to timely comply with requests from the County under this paragraph will result in suspension of funding.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature of Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Executive Director (if applicable)

\_\_\_\_\_  
Date