



## Woodbury County Law Enforcement Center Authority

620 Douglas St., Room 104

Sioux City, Iowa 51101

712 – 279-6525

Ron Wieck - Chair

Dan Moore - Commissioner

Rocky DeWitt - Commissioner

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### Agenda

April 28, 2021 9:55 a.m.

First Floor Boardroom, County Courthouse

**9:55 a.m.** Call Meeting to Order

1. Approval of the agenda
2. Approval of the minutes of the April 22, 2021 meeting

**10:00 a.m.** 3. Public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost for the construction of the Woodbury County Law Enforcement Center Site Development Package  
(Set time)

- a. Approval of resolution adopting plans, specifications, form of contract and estimate of costs
  - b. Consideration of construction bids
  - c. Approval of resolution making award of construction contract
  - d. Approval of resolution approving construction contract and bond for the construction of the Woodbury County Law Enforcement Center Site Development Package
4. Commissioners concerns

**ADJOURNMENT**

# *Woodbury County Law Enforcement Center Authority*

## **Minutes**

April 22, 2021 11:00 a.m.

First Floor Boardroom, County Courthouse

Attendance:

Members: Dan Moore, Ron Wieck, Rocky De Witt,

Staff: Heather Satterwhite, Dennis Butler, Kenny Schmitz

Meeting was called to order at 11:00 a.m.

1. Motion by De Witt, second by Moore to change time on item #3 to 10:00 a.m. Carried 3-0
2. Motion by De Witt, second by Moore to approve agenda. Carried 3-0
3. Motion by De Witt, second by Moore to approve the minutes of the April 20, 2021 meeting. Carried 3-0
4. Motion by De Witt, second by Moore to approve the resolution setting the date for a public hearing on Wednesday, April 28<sup>th</sup>, 2021 for the plans, specifications, for of contract and estimate of costs for the Woodbury County Law Enforcement Center Site Development Package. Carried 3-0
5. Motion by De Witt, second by Moore to delay the site development bid award till after the public hearing on Wednesday, April 28<sup>th</sup>, 2021. Carried 3-0

Motion by De Witt, second by Moore to adjourn the meeting.

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Dan Moore, Secretary



**Ahlers & Cooney, P.C.**  
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April 23, 2021

VIA E-MAIL AND UPS OVERNIGHT DELIVERY

Woodbury County Law Enforcement Center Authority  
c/o Dennis Butler  
Woodbury County Finance/Budget Director  
Woodbury County Courthouse  
620 Douglas Street, Room 104  
Sioux City, Iowa 51101

RE: Woodbury County Law Enforcement Center Site Development Package  
**Proceedings for Hearing on Plans, Specifications, Form of Contract, Etc.**

Dear Dennis:

The proceedings to be used on the date fixed for the hearing on the proposed plans, specifications, contract, and estimated total cost of the above referenced public improvement, as well as the final approval of the execution of the contract and contractor's bond(s), are enclosed.

Before bids are awarded, the Council must hold a hearing on the proposed plans, specifications, form of contract, and estimated total cost of the above referenced public improvement. Iowa Code § 26.12 provides that any interested person may appear and file objections to the proposed plans, specifications, contract or estimated cost of the public improvement at the public hearing. After hearing all objections the governing body must, by resolution, enter its decision on the plans, specifications, contract, and estimated cost. The enclosed proceedings have been prepared on the basis that the hearing will be held and the decision made before bids are awarded.

The enclosed proceedings have also been prepared based on the assumption that no written objections will be filed and/or that no oral objections will be made by any interested person. If, however, written objections are received and/or oral objections heard, then after considering all objections filed and/or made, if the Council decides such objections are without merit, the Council should proceed to pass the resolution adopting the plans, specifications, form of contract, and estimate of costs. The meeting minutes should be changed by inserting a summary of the written or oral objections made at the hearing.

April 23, 2021

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If any questions arise concerning the sufficiency of the bids or the action to be taken in respect to them, the Council can adjourn the consideration of the bids within the period specified in the specifications and meet at a later date to make the award. The contract must be awarded to the lowest responsive, responsible bidder, or all bids must be rejected and a date set for a new letting.

After the resolutions have been acted on, please forward a certified copy of the proceedings to our office along with a copy of the agenda and the report from the bid opening.

If you have any questions concerning the above procedure or any matters which may arise in connection with the hearing or bids, please contact me.

Very truly yours,

AHLERS & COONEY, P.C.

*/s/ Maria Brownell*

Maria E. Brownell

MEB:as

Enclosures

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## **ITEMS TO INCLUDE ON AGENDA**

### **WOODBURY COUNTY LAW ENFORCEMENT CENTER AUTHORITY**

Public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost for the construction of the Woodbury County Law Enforcement Center Site Development Package.

- Resolution adopting plans, specifications, form of contract and estimate of costs.
- Consideration of construction bids.
- Resolution making award of construction contract.

NOTICE MUST BE GIVEN PURSUANT TO CHAPTER 21, CODE  
OF IOWA, AND THE LOCAL RULES OF THE AUTHORITY

April 28, 2021

The Board of Commissioners of the Woodbury County Law Enforcement Center Authority met in \_\_\_\_\_ session, in the First Floor Supervisors' Board Room, Woodbury County Courthouse, 620 Douglas St., Room 105, Sioux City, Iowa, at 10:00 A.M., on the above date. There were present the following named Commissioners:

\_\_\_\_\_

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

Vacant: \_\_\_\_\_

\* \* \* \* \*

This being the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost for the construction of certain public improvements described in general as the Woodbury County Law Enforcement Center Site Development Package, the Chairperson called for any oral objections to the adoption of the plans, specifications, form of contract and estimate of cost. No oral objections were offered, and the Secretary of the Board of Commissioners reported that no written objections thereto had been filed.

Commissioner \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE WOODBURY COUNTY LAW ENFORCEMENT CENTER SITE DEVELOPMENT PACKAGE", and moved that the same be adopted. Commissioner \_\_\_\_\_ seconded the motion to adopt. The roll was called, and the vote was:

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

\_\_\_\_\_

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

Whereupon, the Resolution duly adopted as follows:

RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE WOODBURY COUNTY LAW ENFORCEMENT CENTER SITE DEVELOPMENT PACKAGE

WHEREAS, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, plans, specifications, form of contract and estimate of cost were filed with the Secretary of the Board of Commissioners for the construction of certain public improvements described in general as the Woodbury County Law Enforcement Center Site Development Package; and

WHEREAS, notice of hearing on plans, specifications, form of contract and estimate of cost for the public improvements was published as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WOODBURY COUNTY LAW ENFORCEMENT CENTER AUTHORITY:

Section 1. That the plans, specifications, form of contract and estimate of cost are hereby approved as the plans, specifications, form of contract and estimate of cost for the public improvements, as described in the preamble of this Resolution.



PASSED AND APPROVED this 28th day of April, 2021.

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Chairperson, Board of Commissioners

ATTEST:

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Secretary, Board of Commissioners

Whereupon, there was received and filed the Secretary of the Board of Commissioners or his designee's report of the bids received on April \_\_\_\_, 2021, at \_\_\_\_\_ A.M., and publicly opened pursuant to the resolution of the Authority and notice duly posted for construction of certain public improvements described in general as the Woodbury County Law Enforcement Center Site Development Package, in accordance with the plans and specifications now adopted, as attached following:

(Attach copy of report of bids received)

Commissioner \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT FOR THE WOODBURY COUNTY LAW ENFORCEMENT CENTER SITE DEVELOPMENT PACKAGE", and moved:

- that the Resolution be adopted.
- ADJOURN to permit the Engineer to review and make recommendation on said bids, therefore defer action on the Resolution to the meeting to be held at \_\_\_\_\_ .M. on \_\_\_\_\_, 2021, at this place.

Commissioner \_\_\_\_\_ seconded the motion to adopt. The roll was called, and the vote was:

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

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

Whereupon, the Resolution was duly adopted as follows:

RESOLUTION MAKING AWARD OF CONSTRUCTION  
CONTRACT FOR THE WOODBURY COUNTY LAW  
ENFORCEMENT CENTER SITE DEVELOPMENT PACKAGE

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WOODBURY COUNTY LAW ENFORCEMENT CENTER AUTHORITY:

Section 1. That the following bid for the construction of certain public improvements described in general as the Woodbury County Law Enforcement Center Site Development Package, described in the plans and specifications heretofore adopted by this Authority on April 28, 2021, be and is hereby accepted, the same being the lowest responsive, responsible bid received for such work, as follows:

Contractor: \_\_\_\_\_ of \_\_\_\_\_

Amount of bid: \_\_\_\_\_

Portion of project: All construction work

Section 2. That the Chairperson and Secretary are hereby directed to execute the contract with the contractor for the construction of the public improvements, such contract not to be binding on the Authority until approved by this Board of Commissioners.

PASSED AND APPROVED this 28th day of April, 2021.

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Chairperson, Board of Commissioners

ATTEST:

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Secretary, Board of Commissioners

CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF WOODBURY )

I, the undersigned Secretary of the Board of Commissioners of the Woodbury County Law Enforcement Center Authority (“Authority”), do hereby certify that attached is a true and complete copy of the portion of the records of the Authority showing proceedings of the Board of Commissioners, and the same is a true and complete copy of the action taken by the Board of Commissioners with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Board of Commissioners and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board of Commissioners (a copy of the face sheet of the agenda being attached hereto) pursuant to the local rules of the Board of Commissioners and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the Authority or the right of the individual named therein as officers to their respective positions.

WITNESS my hand and the seal of the Board of Commissioners hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Secretary, Woodbury County Law Enforcement  
Center Authority

**ITEM TO INCLUDE ON AGENDA**

**WOODBURY COUNTY LAW ENFORCEMENT CENTER AUTHORITY**

- Resolution approving construction contract and bond for the construction of the Woodbury County Law Enforcement Center Site Development Package.

NOTICE MUST BE GIVEN PURSUANT TO CHAPTER 21, CODE  
OF IOWA, AND THE LOCAL RULES OF THE AUTHORITY.

\_\_\_\_\_, 2021

The Board of Commissioners of the Woodbury County Law Enforcement Center Authority met in \_\_\_\_\_ session, in the First Floor Supervisors' Board Room, Woodbury County Courthouse, 620 Douglas St., Room 105, Sioux City, Iowa, at 10:00 A.M., on the above date. There were present the following named Commissioners:

\_\_\_\_\_

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

Vacant: \_\_\_\_\_

\* \* \* \* \*

Commissioner \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND FOR THE WOODBURY COUNTY LAW ENFORCEMENT CENTER SITE DEVELOPMENT PACKAGE", and moved its adoption. Commissioner \_\_\_\_\_ seconded the motion to adopt. The roll was called, and the vote was:

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

\_\_\_\_\_

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

Whereupon, the Resolution was duly adopted as follows:

RESOLUTION APPROVING CONSTRUCTION CONTRACT  
AND BOND FOR THE WOODBURY COUNTY LAW  
ENFORCEMENT CENTER SITE DEVELOPMENT PACKAGE

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WOODBURY  
COUNTY LAW ENFORCEMENT CENTER AUTHORITY:

That the construction contract and bond executed and insurance coverage for the construction of certain public improvements described in general as the Woodbury County Law Enforcement Center Site Development Package, and as described in detail in the plans and specifications heretofore approved, and which have been signed by the Chairperson and Secretary of the Board of Commissioners on behalf of the Authority be and the same are hereby approved as follows:

Contractor: \_\_\_\_\_ of \_\_\_\_\_

Amount of bid: \_\_\_\_\_

Bond surety: \_\_\_\_\_

Date of bond: \_\_\_\_\_

Portion of project: All construction work



PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Chairperson, Board of Commissioners

ATTEST:

\_\_\_\_\_  
Secretary, Board of Commissioners

CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF WOODBURY )

I, the undersigned Secretary of the Board of Commissioners of the Woodbury County Law Enforcement Center Authority (“Authority”), do hereby certify that attached is a true and complete copy of the portion of the records of the Authority showing proceedings of the Board of Commissioners, and the same is a true and complete copy of the action taken by the Board of Commissioners with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Board of Commissioners and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board of Commissioners (a copy of the face sheet of the agenda being attached hereto) pursuant to the local rules of the Board of Commissioners and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the Authority or the right of the individual named therein as officers to their respective positions.

WITNESS my hand and the seal of the Board of Commissioners hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Secretary, Woodbury County Law Enforcement  
Center Authority