



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS  
(NOVEMBER 15) (WEEK 46 OF 2022)**

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**

|   |  |   |  |   |
|---|--|---|--|---|
| Rocky L. DeWitt<br>253-0421<br><a href="mailto:rdewitt@woodburycountyiowa.gov">rdewitt@woodburycountyiowa.gov</a> | Keith W. Radig<br>560-6542<br><a href="mailto:kradig@woodburycountyiowa.gov">kradig@woodburycountyiowa.gov</a> | Jeremy Taylor<br>259-7910<br><a href="mailto:jtaylor@woodburycountyiowa.gov">jtaylor@woodburycountyiowa.gov</a> | Matthew A. Ung<br>490-7852<br><a href="mailto:matthewung@woodburycountyiowa.gov">matthewung@woodburycountyiowa.gov</a> | Justin Wright<br>899-9044<br><a href="mailto:jwright@woodburycountyiowa.gov">jwright@woodburycountyiowa.gov</a> |
|---|--|---|--|---|

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held November 15, 2022 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 7 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 November 8, 2022 meeting
4. Approval of claims
5. Human Resources – Melissa Thomas  
Approval of Memorandum of Personnel Transactions
6. County Treasurer – Tina Bertrand  
Approve refund payment request for parcel #47968666608 in the amount of \$125.00

7. 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. Approve the resolution for a tax suspension for D.B.

### **End Consent Agenda**

- |                                |  |                      |
|--------------------------------|--|----------------------|
|                                | 8. Canvass the results of the November 8 <sup>th</sup> General Election  | Action               |
|                                | 9. Veteran Affairs – Loni Kuhlmann<br>Approve title/job description change and grade change for Lisa Robinson  | Action               |
| <b>4:40 p.m.</b><br>(Set time) | 10. Board Administration – Dennis Butler <ol style="list-style-type: none"> <li>a. Public hearing on the issuance of the conduit revenue bonds for Siouxland Mental Health Center Project</li> <li>b. Approval of resolution relating to the holding of a public hearing and authorizing and providing for the issuance of not to exceed \$4,000,000 Mental Health Center Revenue Bonds (Siouxland Mental Health Center Project), the execution and delivery of documents related to the issuance, the approval of the use of a private placement request and the placement of the bonds.</li> </ol> | Action<br><br>Action |
|                                | 11. Board Administration – Dennis Butler & Deputy County Auditor – Michelle Skaff<br>Approve applying fiscal year wage increases for wage plan salaried individuals to the biweekly amount for FY 24 and forward   | Action               |
|                                | 12. Board Administration – Dennis Butler<br>Approval of county contribution to ISAC for the Soil Compaction Project  | Action               |
|                                | 13. Communication Center – Wendi Hess & WCICC-IT – John Malloy<br>Approve the Amendment No. 2 to the Intergovernmental Agreement creating the Woodbury County Information and Communications Commissions   | Action               |
|                                | 14. Secondary Roads – Mark Nahra <ol style="list-style-type: none"> <li>a. Receive bids for project L-PCC(K45)—7X-97 and return them to the county engineer for review and recommendation</li> <li>b. Award bid if low quote is clearly determined by bid results</li> </ol>   | Action<br><br>Action |
|                                | 15. Reports on Committee Meetings  | Information          |
|                                | 16. Citizen Concerns   | Information          |
|                                | 17. Board Concerns   | Information          |

### **ADJOURNMENT**

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

- WED., NOV. 16**    **12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202  
                         **1:00 p.m.** Regional Workforce Development Meeting, 2508 4<sup>th</sup> Street, Sioux City
- THU., NOV. 17**    **10:00 a.m.** Siouxland Regional Transit System Meeting, Hybrid  
                         **11:15 a.m.** Western Iowa Community Improvement Regional Housing Trust Fund, Hybrid  
                         **4:00 p.m.** Conservation Board meeting, Dorothy Pecaut Nature Center  
                         **4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., NOV. 18**    **12:00 p.m.** Siouxland Human Investment Partnership Board Meeting Northwest AEA, Room G
- TUE., NOV. 22**    **2:00 p.m.** Decat Board Meeting, Western Hills AEA, Room F
- WED., NOV. 23**    **2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- THU., NOV. 24**    **11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
- MON., NOV. 28**    **6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom
- THU., DEC. 1**     **10:00 a.m.** COAD Meeting, The Security Institute
- FRI., DEC. 2**      **9:00 a.m.** SIMPCO Tri-State Legislative Forum, 4647 Stone Ave – Dr. Robert Student Center
- MON., DEC. 5**     **6:00 p.m.** Board of Adjustment meeting, First Floor Boardroom
- WED., DEC. 7**     **10:00 a.m.** Loess Hills Alliance Stewardship Meeting, Pisgah, Iowa  
                         **11:00 a.m.** Loess Hills Alliance Executive Meeting  
                         **1:00 p.m.** Loess Hills Alliance Full Board Meeting
- THU., DEC. 8**     **1:30 p.m.** SIMPCO – Community and Economic Development, Hybrid  
                         **4:00 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WED., DEC. 14**    **7:30 a.m.** SIMPCO – Executive-Finance Committee Meeting, Hybrid  
                         **8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom  
                         **12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- THU., DEC. 15**    **4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue  
                         **5:00 p.m.** SIMPCO Board of Directors, Country Club, 4001 Jackson Street
- FRI., DEC.16**     **12:00 p.m.** Siouxland Human Investment Partnership Board Meeting Northwest AEA, Room G
- WED., DEC. 21**    **12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202

**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.*

## NOVEMBER 8, 2022 FORTY-FIFTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, November 8, 2022 at 4:30 p.m. Board members present were De Witt, Taylor, Ung (by phone), Radig, and Wright. Staff members present were Karen James, Board Administrative Assistant, Dennis Butler, Budget and Finance Director, Joshua Widman, Assistant County Attorney, Melissa Thomas, Human Resources Director, and Michelle Skaff, Deputy Auditor/Clerk to the Board.

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

1. There were no citizen concerns.
2. Motion by Radig second by De Witt to approve the agenda for November 8, 2022. Carried 5-0. Copy filed.  
  
Motion by Taylor second by Radig to approve the following items by consent:
  3. To approve minutes of the November 1, 2022 meeting. Copy filed.
  4. To approve the claims totaling \$728,865.72. Copy filed.
  5. To approve estimate of \$3,575 from Gaming Funds for the cost of the holiday luncheon. Copy filed.
  - 6a. To approve the property tax refund for Bryan Mesz, parcel #894628100006, 1620 140<sup>th</sup> St., in the amount of \$1,567.00. Copy filed.
  - 6b. To approve the property tax refund for CoreLogic Tax Services LLC, parcel #894720135005, 1225 W 26<sup>th</sup> St., in the amount of \$1,389.00. Copy filed.
  7. To approve the appointment of Charity Allen, P/T Youth Worker, Juvenile Detention Dept., effective 11-09-22, \$20.89/hour. Job Vacancy Posted 2-23-22. Entry Level Salary: \$20.89/hour.; and the reclassification of Adair Perez-Ariza, Clerk II, County Treasurer Dept., effective 11-28-22, \$19.07/hour, 4.6%=\$.85/hr. Per AFSCME Courthouse Contract agreement, from Grade 3/Step 1 to Grade 3/Step 2. Copy filed.

Carried 5-0.

8. Motion by Taylor second by De Witt to approve the website development proposal agreement with Neapolitan Labs LLC as the website provider for the Woodbury County website. Carried 5-0. Copy filed.
- 10a. Motion by Radig second by De Witt to approve the final voucher for project #FM-CO97(136)—55-97 with Knife River LLC. Carried 5-0. Copy filed.
- 10b. Motion by Radig second by De Witt to approve the final voucher for project #FM-CO97(132)--55-97 with Dixon Construction. Carried 5-0. Copy filed.
11. Reports on Committee Meetings were heard.
12. There were no citizen concerns.
13. Board concerns were heard.
- 9a. A public hearing was held at 4:40 p.m. for Zoning Ordinance Text Amendment to the Zoning Ordinance for the temporary sale of food, beverage, goods, and services during future RAGBRAI events along the route in unincorporated Woodbury County. The Chairperson called on anyone wishing to be heard.

Motion by Taylor second by De Witt to close the public hearing. Carried 5-0.

- 9b. Motion by Taylor second by Radig to approve the second reading of the Zoning Ordinance Text Amendment to the Zoning Ordinance for the temporary sale of food, beverage, goods, and services during future RAGBRAI events along the route in unincorporated Woodbury County. Carried 5-0. Copy filed.
- 9c. Motion by Taylor second by Radig to waive the third reading of the Zoning Ordinance Text Amendment to the Zoning Ordinance for the temporary sale of food, beverage, goods, and services during future RAGBRAI events along the route in unincorporated Woodbury County. Carried 5-0. Copy filed.
- 9d. Motion by Taylor second by De Witt to adopt the Ordinance #69, Zoning Ordinance Text Amendment to the Zoning Ordinance for the temporary sale of food, beverage, goods, and services during future RAGBRAI events along the route in unincorporated Woodbury County. Carried 5-0.

The Board adjourned the regular meeting until November 15, 2022.

Meeting sign in sheet. Copy filed.

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** November 15, 2022

**\* 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  |
|---------------------|--------------------|----------------|--------------------|------------------|-----------------|---|--|
| Pickering, Steven   | County Sheriff     | 11-28-22       | Civilian Jailer    | \$25.26/hour     | 4%=\$.98/hour   | R | Per CWA Civilian Officers Contract agreement, from Class 2 to Class 1.                   |
| Trowbridge, Michael | Juvenile Detention | 11-28-22       | P/T Youth Worker   | \$21.72/hour     | 3.9%=\$.83/hour | R | Per AFSCME Juvenile Detention Contract agreement, from Grade 1/Step 1 to Grade 1/Step 2. |
| Mogensen, Richard   | Secondary Roads    | 11-28-22       | Equipment Operator | \$26.92/hour     | 3%=\$.81/hour   | E | Per CWA Secondary Roads Contract agreement, End of Probation Salary Increase.            |
| Kamradt, Kari       | County Sheriff     | 11-28-22       | Civilian Jailer    | \$23.33/hour     |                 | A | Job Vacancy Posted 9-21-22. Entry Level Salary: \$23.33/hour.                            |
|                     |                    |                |                    |                  |                 |   |  |
|                     |                    |                |                    |                  |                 |   |  |
|                     |                    |                |                    |                  |                 |   |  |

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

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

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

Date: 11/3/22 Weekly Agenda Date: 11/15/22

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Tina Bertrand, County Treasurer

**WORDING FOR AGENDA ITEM:**

Refund request for parcel 47968666608

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Refund overpayment on parcel #47968666608 in the amount of \$125.00

**BACKGROUND:**

The customer paid for the full year taxes on parcel #47968666608, a mobile home, on 8/15/22. The mobile home was sold on 10/13/22. Pursuant to Iowa Code 435.24 (3) when an owner of a home who sells the home between July 1 & December 31 and obtains a tax clearance statement is responsible only for the September tax payment and is not required to pay taxes for subsequent tax periods.

**FINANCIAL IMPACT:**

\$125.00 for advanced payment of March 2023 taxes. This amount will be collected from the new owner.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

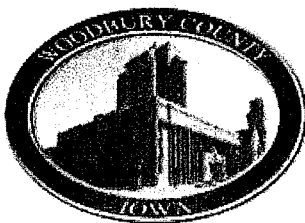
Yes  No

**RECOMMENDATION:**

Recommend refund payment in the amount of \$125.00 for parcel #47968666608 pending verification that the payment is not returned as NSF.

**ACTION REQUIRED / PROPOSED MOTION:**

Refund payment in the amount of \$125.00 for parcel #47968666608 pending verification that the payment is not returned as NSF.



**TINA M. BERTRAND**  
Treasurer of Woodbury County  
Property Tax  
822 Douglas St Ste 102  
Sioux City IA 51101  
712-279-6495

November 3, 2022

Re: Property Tax Refund Requests

Dear Board of Supervisors,

Please accept this correspondence as a request to approve the following refunds for overpayment of property taxes due to sale of mobile home. Pursuant to Iowa Code 435.24 (3) when an owner of a home who sells the home between July 1 & December 31 and obtains a tax clearance statement is responsible only for the September tax payment and is not required to pay taxes for subsequent tax periods. The refund will be processed upon confirmation that funds were not returned as non-sufficient.

| Name        | Parcel #    | Amount to Refund |
|-------------|-------------|------------------|
| Kellie Bock | 47968666608 | \$125.00         |
|             |             |                  |

Sincerely,

Tina M. Bertrand  
Woodbury County Treasurer





# WOODBURY COUNTY TREASURER

www.woodburycountyiowa.gov  
822 Douglas St. Room 102  
Sioux City, IA 51101

Mail to:  
Woodbury County Treasurer  
822 Douglas St., Room 102  
Sioux City, Iowa 51101

## Request for Property Tax Refund

We hereby request a refund of property tax paid for the following parcels:

|          |             |        |        |
|----------|-------------|--------|--------|
| PARCEL # | 47968666608 | Amount | 125.00 |
| PARCEL # | _____       | Amount | _____  |
| PARCEL # | _____       | Amount | _____  |
| PARCEL # | _____       | Amount | _____  |

**REASON FOR REFUND:**

- Over Payment made on \_\_\_\_\_
- Sold Property on 10/13/22
- Duplicate Payment made on \_\_\_\_\_
- Other: \_\_\_\_\_

**REFUND REQUESTED BY:**

Name(s): Kellie Bock  
(Refund to be issued to name above, Please Print Clearly)

Mailing Address: 15657 N 4th St

City: Bennington State: NE Zip: 68007

Phone Number: (712) 420-5629 Email: kbock96@gmail.com

Printed Name: Kellie Bock Date: 10/24/22

Signature: Kellie Bock

|                         |                |
|-------------------------|----------------|
| Office use Only:        |                |
| Notes: _____            |                |
| _____                   |                |
| Clerk: _____            | Date: _____    |
| Refund issued on: _____ | Check #: _____ |

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

Date: 11/9/2022 Weekly Agenda Date: 11/15/2022

**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: 11/9/2022 Weekly Agenda Date: 11/15/2022

**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 April 13, 2021. Annual tax suspension re-certify letters went out to D.B. starting in January, 2022. D.B. failed to re-certify the income by the deadline of April 1. Board lifted the tax suspension on April 12, 2022.

**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.

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

Date: 11/9/2022 Weekly Agenda Date: 11/15/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Loni Kuhlmann

**WORDING FOR AGENDA ITEM:**

Title/Job Description Change and Grade Change for Lisa Robinson

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Position put before the Board of Commissioners and was approved by majority to change Lisa Robinson's title and grade change

**BACKGROUND:**

Working on the title and grade change for the past year to complete, after gathering and placing together the items the Commissioners approved the changes put in place, this was due to the amount of different items that Lisa Robinson does per the old job description and continues to do.

**FINANCIAL IMPACT:**

This will go from a Grade 3 Step 5 to a Grade 4 Step 5, would recommend back pay from the start date of 11/9/2021 as the process was started.

**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 approve the new job description/title, pay grade and retro pay that is fitted for the actions and items that Lisa Robinson does for the Veteran Affairs Office.

**ACTION REQUIRED / PROPOSED MOTION:**

Approved by the Board of Supervisors

**WOODBURY COUNTY  
POSITION DESCRIPTION**

**Name:** \_\_\_\_\_  
**Title:** County VA Service Admin. Asst.  
**Effective Date:** December 2021

**Department:** County Veteran Affairs  
**FLSA Designation:** Non-Exempt  
**Reports to:** County Veteran Affairs  
Executive Director

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**Purpose:**

Responsible for assisting the office of Veterans' Affairs in the efficient accomplishment of a variety of secretarial and clerical duties; including typing; filing; basic bookkeeping work and departmental receptionist duties; under the direct authority of the Executive Director of Veterans' Affairs.

**Essential Functions and Responsibilities:**

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Responsible for the effective accomplishment of a variety of general office and clerical duties, including typing; filing; correspondence; basic recordkeeping; and preparation of documents relating to Veterans' Affairs; following established policies and procedures.
- Maintains records and files related to veterans' history, benefits, and expenditures on behalf of veterans.
- Type correspondence and other related work as assigned.
- Prepares reports as required.
- Maintains confidentiality at all times.
- Records and maintains books on all individual wartime veterans for the Veterans' Affairs office, including medication expenses, provision expenses, utilities, etc.
- Responsible for operation of the office in the absence of the Director, following established policies and procedures.
- Records and maintains documentation of all assistance rendered to clients and prepares quarterly reports for approval by Commission Members and the Board of Supervisors.
- Maintain office supplies as needed, handle special projects, and carry out other assigned work as instructed.
- Interviews and takes applications for clients who are applying for assistance of basic living needs, evaluates qualifications and needs of client, and administers assistance per commission guidelines, under the supervision of the Executive Director.
- Attendance is required.

**Non-Essential Functions and Responsibilities:**

- Reads and interprets legal descriptions.
- Assists all professional and support staff as needed.
- Performs various other duties related to scope of responsibility, as assigned by the Executive Director of Veterans' Affairs.

**Minimum Education and Experience Required to Performing Essential Functions:**

- Must possess High school diploma or equivalent
- Knowledge of general office equipment and procedures
- Computer skills (including computer using Word and Excel).
- Keyboarding skill test from Iowa Workforce Development with a 40 wpm net score, within the last 12 months.
- Basic knowledge of Veterans' Administration procedures
- Basic bookkeeping knowledge
- Ability to tactfully and courteously communicate with others in clearly spoken English
- Maintain a positive and helpful attitude while helping all customers
- Candidate for hire must successfully pass a background check, a physical examination, and drug screening test prior to employment

**Mental and Physical Competencies Required to Perform Essential Functions:**

**Language Ability**

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English. Ability to communicate Woodbury County policies to non-managerial groups in person and in writing

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems.

**Behavior Skills**

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices.

**Reasoning Ability**

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardizes situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Cognitive Demands**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the general public by means of clearly spoken English.

**Equipment Used**

Computer for data entry, spreadsheets and word processing, calculator (10 key), copier/scanner, possess knowledge of general office equipment and procedures. Type **rapidly and accurately with at least 40 words per minute (net score), accurate proofreading**

**Physical Demands**

Typical office environment involving sitting, walking, occasional bending, lifting and carrying paper and related light objects generally weighing 25 lbs or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word.

**Environmental Adaptability**

Work is performed in a typical office environment and has no unusual exposure to environmental issues.

**Special Requirements**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Candidate for hire must successfully pass a background check, a physical examination, and drug screening test prior to employment.

Keyboarding skill test from Iowa Workforce Development with a 40 wpm net score, within the last 12 months.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I understand my attendance is required. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

**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.

MINUTES TO CONDUCT  
HEARING AND RESOLUTION  
TO ISSUE CONDUIT BONDS

Sioux City, Iowa

November 15, 2022

The Board of Supervisors of Woodbury County, Iowa (the "Board"), met in regular session on the 15<sup>th</sup> day of November, 2022 at 4:30 p.m., in the Basement of the Woodbury County Courthouse, 620 Douglas Street, Sioux City, Iowa. The meeting was called to order by the Chairperson and the roll being called, there were present the Chairperson and the following named Supervisors:

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

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

**\*\*\* Other Business \*\*\***

**PUBLIC HEARING**

The Board investigated and found that notice of intention to issue revenue bonds or notes on behalf of Siouxland Mental Health Services, Inc. d/b/a Siouxland Mental Health Center (the "Borrower") in an aggregate principal amount not to exceed \$4,000,000 had, as directed by the Board, been duly given according to law.

This being the time and place specified in the notice for the public hearing on the proposal to issue such Bonds, the Chairperson announced that no written or oral objections had been placed on file and no petition had been filed. Whereupon, the Chairperson called for any written or oral objections, and there being none, the Chairperson closed the public hearing.

**MOTION TO APPROVE RESOLUTION**

After due consideration and discussion, Supervisor \_\_\_\_\_ introduced the following resolution and moved its adoption, seconded by Supervisor \_\_\_\_\_; and after due consideration thereof by the Board, the Chairperson put the question on the motion and upon the roll being called, the following named Board Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_



Whereupon, the Chairperson declared said motion duly carried and the resolution adopted as follows:

**• • Other Business • •**

At the conclusion of the meeting, and upon motion and vote, the Board of Supervisors adjourned.

\_\_\_\_\_  
Chairperson

Attest:

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

RESOLUTION \_\_\_\_\_

RESOLUTION RELATING TO THE HOLDING OF A PUBLIC HEARING AND AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF NOT TO EXCEED \$4,000,000 AGGREGATE PRINCIPAL AMOUNT OF MENTAL HEALTH CENTER REVENUE BONDS (SIOUXLAND MENTAL HEALTH CENTER PROJECT) IN ONE OR MORE SERIES, FOR THE PURPOSE OF LENDING THE PROCEEDS THEREOF TO THE BORROWER; THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT, AN INDENTURE OF TRUST, A BOND PLACEMENT AGREEMENT; THE APPROVAL OF A PRIVATE PLACEMENT REQUEST; THE PLACEMENT OF THE BONDS; AND THE EXECUTION OF OTHER DOCUMENTS RELATED THERETO.

WHEREAS, the County of Woodbury, State of Iowa (the "Issuer"), is a county and political subdivision authorized and empowered by the provisions of Chapter 419 of the Code of Iowa, 2022, as amended (the "Act"), to issue revenue bonds or notes for a project located within, or within eight miles of, the Issuer for the purpose of financing the cost of acquiring, by construction or purchase, land, buildings, improvements and equipment, or any interest therein, suitable for the use of any facility for an organization described in Section 501(c)(3) of the Internal Revenue Code (the "Code") which is exempt from federal income tax under Section 501(a) of the Code (a "Tax Exempt Organization"), to refund any bonds issued pursuant to the Act, and to retire any existing indebtedness on a facility for a Tax Exempt Organization; and

WHEREAS, Issuer has been requested by Siouxland Health Services, Inc. (the "Borrower"), a Tax Exempt Organization, to issue its Mental Health Center Revenue Bonds (Siouxland Mental Health Center Project), Series 2022 (the "Bonds"), in one or more series, in an aggregate principal amount not to exceed \$4,000,000 for the following purposes: (1) to finance all or a portion of the costs of acquiring, constructing, improving, equipping and furnishing a mental health clinic facility (the "Project") to be located at 4265 Sergeant Road, Sioux City, Iowa 51106; and (2) to pay for certain costs of issuance of the Bonds; and

WHEREAS, it is proposed to finance the foregoing through the issuance of the Bonds and to loan the proceeds from the sale of the Bonds to the Borrower pursuant to a Loan Agreement (the "Loan Agreement") pursuant to which loan payments will be made by the Borrower in amounts sufficient to pay the principal of and interest and premium, if any, on the Bonds, as and when the same shall be due; and

WHEREAS, the Bonds, if issued, shall be limited obligations of the Issuer, and shall not constitute nor give rise to a pecuniary liability of the Issuer or a charge against its general credit or taxing powers, and the principal of and interest and premium, if any, on the Bonds shall be

payable solely out of the revenues derived from the aforementioned Loan Agreement or otherwise as provided therein; and

WHEREAS, pursuant to published notice of intention, this Board has conducted a public hearing, as required by Section 419.9 of the Act and Section 147(f) of the Code, and this Board deems it necessary and advisable to proceed with the issuance of the Bonds and the loan of the proceeds of the Bonds to the Borrower; and

WHEREAS, the Borrower has arranged for the placement of the Bonds by UMB Bank, n.a. (the "Placement Agent"), such placement to be made pursuant to one or more placement agreements (together the "Bond Placement Agreement") setting forth the original purchasers, the final maturities, interest rates and terms of the Bonds.

NOW, THEREFORE, IT IS RESOLVED by the Board of the Issuer, as follows:

Section 1. That, in order to finance a portion of the costs of the Project, and to pay a portion of the costs of issuance of the Bonds, the Bonds be and the same are hereby authorized and ordered to be issued pursuant to the Indenture of Trust (the "Indenture") by and between the Issuer and UMB Bank, n.a., a national banking association (the "Trustee"), in substantially the form as has been presented to and considered by this Board and containing substantially the terms and provisions set forth therein, and the forms, terms and provisions of the Bonds and the Indenture are hereby approved, with such changes therein as shall be approved by the officers of the Issuer executing the same, and with changes, modifications, additions and deletions thereto as may be made in connection with the placement of the Bonds, and the Chairperson and the County Auditor are hereby authorized and directed to execute and deliver the Indenture, and the Chairperson and the County Auditor are further authorized and directed to execute and deliver the Bonds as provided in the Indenture, including the use of facsimile signatures as therein provided. It is the intent hereof that the Bonds be issued in an aggregate principal amount not to exceed \$4,000,000. The Bonds shall bear interest at rates which result in a yield on the Bonds of each series of not to exceed 7.00% per annum and shall mature on the dates and in the amounts and shall be subject to mandatory sinking fund redemption on such dates and in such amounts as shall be finally determined by the Borrower and the Placement Agent. The execution and delivery of the Indenture by the Chairperson and the County Auditor shall constitute approval by this Board and the Issuer of the final terms and provisions of the Bonds, including the final principal amount thereof, the interest rates thereon, the dates and amounts of maturities thereof and the redemption provisions relating thereto.

Section 2. That the Issuer loan the proceeds of the Bonds to the Borrower for the purposes set out in the preamble hereof, such loan of the proceeds of the Bonds to be pursuant to the Loan Agreement by and between the Issuer and the Borrower, in substantially the form as has been presented to and considered by this Board and containing substantially the terms and provisions set forth therein, and the form, terms and provisions of the Loan Agreement are

hereby approved, with such changes therein as shall be approved by the officers of the Issuer executing the same, and with changes, modifications, additions and deletions thereto as may be made in connection with the marketing of the Bonds, and the Chairperson and the County Auditor are hereby authorized and directed to execute and deliver the Loan Agreement.

Section 3. That the Chairperson and the County Auditor are authorized to execute and deliver the Bond Placement Agreement in substantially the form as submitted to and on file with the Issuer with such changes therein as determined at the time of the placement of the Bonds and agreed by the parties, all of which shall be deemed to be approved by the Issuer upon the execution and delivery thereof by the Chairperson and the County Auditor.

Section 4. That the use by the Placement Agent of a preliminary Private Placement Request and final Private Placement Request in connection with the placement of the Bonds in form approved by counsel to the Issuer is hereby approved.

Section 5. That it is hereby found, determined and declared that the Bonds will be special limited obligations of the Issuer. The principal of and interest and premium, if any, shall be payable solely and only from the revenues derived from the Loan Agreement and the debt obligations of the Borrower delivered pursuant thereto; and no part of the cost of financing the Project will be payable out of the general funds or other contributions of the Issuer (except the proceeds of the Bonds and any subsequent issues of bonds permitted under the Loan Agreement and the Indenture). The Bonds shall never constitute the debt or indebtedness of the Issuer within the meaning of any constitutional or statutory provision or limitation, and shall not constitute nor give rise to a pecuniary liability of the Issuer or a charge against its general credit or taxing powers. No holder of the Bonds shall ever have the right to compel any exercise of the taxing power of the Issuer to pay the Bonds.

Section 6. That the Issuer hereby finds, determines and declares, pursuant to Section 419.5 of the Act, that based upon information provided by the Placement Agent and the Borrower, the amount necessary in each year to pay the principal of, premium, if any, and interest on the Bonds proposed to be issued is set forth in the Loan Agreement and the debt obligations of the Borrower delivered pursuant thereto as a formula which will insure that the Borrower is obligated to pay amounts sufficient to pay the principal of, premium, if any, and interest on the Bonds and the payment of such amounts by the Borrower to the Trustee pursuant to the Loan Agreement is hereby authorized, approved and confirmed.

Section 7. That the Chairperson and County Auditor are hereby authorized and directed to execute and deliver any and all documents and do any and all things deemed necessary to effect the issuance and sale of the Bonds and the execution and delivery of the Loan Agreement, the Indenture and the Bond Placement Agreement, and to carry out the intent and purposes of this Resolution, including the preamble hereto; are hereby authorized and directed and the execution by the Chairperson and, if required, the County Auditor, of the Bonds, the

Indenture, the Loan Agreement and the Bond Placement Agreement with the approval of the Issuer's counsel shall constitute conclusive evidence of their approval and this Board's approval thereof and of any and all changes, modifications, additions or deletions therein from the respective forms thereof now before this meeting.

Section 8. For the sole purpose of qualifying the Bonds as "qualified tax-exempt obligations" pursuant to Section 265(b) of the Internal Revenue Code, the Issuer designates the Bonds in an amount not to exceed \$4,000,000 (or such other amount so that together with the amount of any other tax-exempt obligations issued in calendar year 2022, such amount does not exceed \$10 million) as qualified tax-exempt obligations and represents that the reasonably anticipated amount of "tax-exempt obligations" (including the Bonds) which will be issued by the Issuer during the current calendar year 2022 will not exceed \$10 million. The foregoing designation may be modified by the Issuer's closing certificate delivered at the time of issuance of the Bonds.

Section 9. That the provisions of this Resolution are hereby declared to be separable and if any action, phrase or provision shall for any reason be declared to be invalid, such declaration shall not affect the validity of the remainder of the sections, phrases and provisions.

Section 10. All resolutions or parts thereof in conflict herewith are repealed, to the extent of such conflict.

Section 11. That this Resolution shall become effective immediately upon its passage and approval.

Passed and approved November 15, 2022.

COUNTY OF WOODBURY, IOWA

\_\_\_\_\_  
Chairperson

Attest:

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

**\*\* \*Other Business\* \*\***

On motion and vote, the meeting adjourned.

STATE OF IOWA                                    )  
  )  
COUNTY OF WOODBURY                        )                    SS

I, the undersigned, being first duly sworn, do hereby certify that I am the duly appointed, qualified and acting County Auditor of the aforementioned County and that as such I have in my possession, or have access to, the complete corporate records of said County and of this Board and its officers; that I have carefully compared the transcript hereto attached with the aforesaid corporate records; and that said transcript hereto attached is a true, correct and complete copy of the all the corporate records in relation to the adoption of a Resolution authorizing the issuance and sale of Mental Health Center Revenue Bonds (Siouxland Mental Health Project), in an aggregate principal amount not to exceed \$4,000,000.

WITNESS my hand hereto affixed this \_\_ day of November, 2022.

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

(Seal)

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

Date: 11/09/22

Weekly Agenda Date: 11/15/22

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Dennis Butler & Michelle Skaff

**WORDING FOR AGENDA ITEM:**

Discussion to approve applying fiscal year wage increases for wage plan salaried individuals to the biweekly amount for FY24 and forward.

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

This item proposes to apply the approved wage increase to the biweekly pay for salaried individuals governed by the Board from FY24 and forward.

**BACKGROUND:**

FY23 brought to the Board's attention the effect of 27 pays for salaried staff. Applying the wage increase to the annual salary during a 27 pay period year can result in a lower biweekly salary dependent on the approved wage increase. In order to prevent this problem for FY23, the board agreed to apply the wage increase to the biweekly amount. This item proposes to continue to use the method of of applying the approved wage increase to the biweekly pay for wage plan salaried individuals governed by the Board.



**FINANCIAL IMPACT:**

If this method is not applied for FY24, applying the wage increase to the FY23 fiscal salary instead of the biweekly amount will increase the FY24 budget by approximately 1 pay check per salaried person.

**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 by second by to approve applying fiscal year wage increases for wage plan salaried individuals to the biweekly amount for FY24 and forward.

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

Date: 11/9/2022 Weekly Agenda Date: 11/15/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Dennis Butler - Finance/Budget Director

**WORDING FOR AGENDA ITEM:**

Approval of county contribution to ISAC for the Soil Compaction Project

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

ISAC have agreed to contract with Iowa State regarding procedures & standards for minimizing soil compaction on agricultural lands during utility construction on wet soils .

**BACKGROUND:**

The analysis will investigate the methods to determine field soil wetness & establish a relationship between field soil water, precipitation from real-time data, & degree of soil bearing capacity for minimizing heavy-load induced rutting. The findings will be published in scientific journals and presented at extension meetings & professional conferences.

**FINANCIAL IMPACT:**

\$600

**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 county contribution of \$600 from Gaming Funds for the Soil Compaction Program.

**ACTION REQUIRED / PROPOSED MOTION:**

Approve county contribution of \$600 from Gaming Funds for the Soil Compaction Program.

**2022 ISAC Executive Committee**

**PRESIDENT**

Richard Crouch  
Mills County Supervisor

**1ST VICE PRESIDENT**

Brian Gardner  
Linn County Sheriff

**2ND VICE PRESIDENT**

Barry Anderson  
Clay County Supervisor

**3RD VICE PRESIDENT**

John Werden  
Carroll County Attorney

**2022 ISAC Board of Directors**

**ASSESSOR**

Carissa Sisson  
Franklin County

**AUDITOR**

Ryan Dokter  
Sioux County

**COMMUNITY SERVICES**

Danelle Bruce  
Mills County

**CONSERVATION**

Matt Cosgrove  
Webster County

**EMERGENCY MANAGEMENT**

AJ Mumm  
Polk County

**ENGINEER**

Brad Skinner  
Appanoose County

**ENVIRONMENTAL HEALTH**

Shane Walter  
Sioux County

**INFORMATION TECHNOLOGY**

Micah Van Maanen  
Sioux County

**PLANNING AND ZONING**

Brian McDonough  
Polk County

**PUBLIC HEALTH**

Kevin Grieme  
Woodbury County

**RECORDER**

Mary Ward  
Cass County

**SUPERVISOR**

Tim Neil  
Bremer County

**TREASURER**

Linda Zuercher  
Clayton County

**VETERANS AFFAIRS**

Elizabeth Ledvina  
Tama County

**PAST PRESIDENTS**

Carla Becker  
Delaware County Auditor

Burlin Matthews  
Clay County Supervisor

Joan McCalman  
Linn County Recorder

**NACo BOARD MEMBER**

Grant Veeder  
Black Hawk County Auditor

**NACo BOARD REPRESENTATIVE**

Richard Crouch  
Mills County Supervisor

**ISAC Executive Director**

William R. Peterson

October 4, 2022

To: Iowa County Boards of Supervisors

From: William R. Peterson, Executive Director

Re: Procedures and Standards for Minimizing Soil Compaction on Agricultural Lands During Utility Construction on Wet Soils

The Iowa State Association of Counties (ISAC) and Iowa State Association of County Supervisors Association (ISACS) have been requested to contract for an analysis that will allow for the development of procedures and standards to assist in the mitigation of soil compaction on agricultural lands caused by utility construction occurring on wet soils. The Principal Investigator for this analysis will be Dr. Mehari Tekeste, Association Professor, Agricultural and Biosystems Engineering at Iowa State University in Ames, Iowa.

The analysis will investigate the methods to determine field soil wetness and establish a relationship between in-situ (field) soil water, precipitation from real-time data, and degree of soil bearing capacity for minimizing heavy-load induced rutting. Soil samples will be collected from the previous Dakota Access Pipeline impacted soils and four other locations with different drainage classes on sites where new construction activities will be carried out.

The specific objectives of the study are as follows:

1. Determine in-situ (field) soil moisture and wetness at various soil consistency from field sampled soils at top and subsoil layers. The soil cone penetrometer will be measured at the sampling sites to document the in-situ degree of soil compaction before construction activities.
2. Measure soil testing on mechanical and physical properties according to ASTM International and the American Society of Agricultural and Biological Engineers (ASABE) standards for establishing the degree of soil consistency (plastic limit, liquid limit) and proctor density levels.
3. Mathematically estimate the rainfall event that creates soil wetness and weak soil bearing capacity for excessive rutting and estimate the number of days allowing the soil to regain its load-bearing support with less soil rutting.

The findings from this research will be published in scientific journals and presented at organized extension meetings and professional conferences. The outcome of the results will assist in developing inspection standards for utility construction activities on wet soil conditions, and later after feedback from field technicians, the findings can be incorporated into state regulations for minimizing soil compaction and protection of agricultural lands (for example Iowa Utilities Board (IUB) Code on Chapter-9 6.8).

The ISAC and ISACS Executive Committees have agreed to contract with Iowa State for the analysis and request voluntary contributions from Iowa's 99 counties to pay for the project. The cost of the project is \$51,098. There are currently three companies planning construction of carbon sequestration pipelines. These pipelines will cross a total of 70 counties in Iowa; however, the finding of this research will benefit agricultural landowners in all future utility construction activities. In anticipation that not all counties will agree to the voluntary participation, the Executive Committees have recommended that all counties contribute \$600. Counties making a voluntary contribution should send their contributions by November 15, 2022 to:

Iowa State Association of Counties  
Soil Compaction Project  
5500 Westown Parkway, Suite 190  
West Des Moines, Iowa 50266

All funds for this project will be accounted for separately.

I have attached a copy of the research proposal for your review. If you have questions, please do not hesitate to contact me at [bpeterson@iowacounties.org](mailto:bpeterson@iowacounties.org) or cell phone at 515.240.1562.

*Richard Crouch*

Richard Crouch  
ISAC President  
Mills County Supervisor

*Tim Neil*

Tim Neil  
ISACS President  
Bremer County Supervisor

*William R. Peterson*

William R. Peterson  
ISAC Executive Director

## Procedure for Determining Soil Wetness during Construction of Underground Utilities to Minimize Excessive Soil Compaction on Farm Soils

**Principal Investigator (PI): Mehari Tekeste**, Associate Professor, Agricultural and Biosystems Engineering, Iowa State University, 2331 Elings Hall, Ames, Iowa, 50011.; 515-686-7102; [mtekeste@iastate.edu](mailto:mtekeste@iastate.edu); and **CO-PI: Mark Hanna**, Retired Professor, Agricultural and Biosystems Engineering, Iowa State University

### I. Brief Project Justification and Rationale:

ISU investigated the impacts of pipeline construction activities on soil and corn-soybean yield from Dakota Access, LLC (DAPL) project, where a 30-inches diameter pipe was installed over 1,886 km (1172 miles) to transfer crude oil in the USA from North Dakota to Illinois. At the ISU experimental study site along the DAPL with a dominant soil series of Clarion loam, the pipe was buried at 1.2 m deep from the top soil surface after earth machinery work, consisting of topsoil (20-inches) removal and separation of the subsoil from topsoil. Heavy-axle load machinery operation in the Right-of-Way (ROW) on wet soil conditions (21.5% dry basis) resulted in a mean soil bulk density of 1.67 Mg/m<sup>3</sup> (at 96% of Proctor compaction density) in year-one after pipeline installation. After subsoil tillage to remediate the excessive soil compaction induced from the machinery trafficking during construction, the magnitude of soil compaction exceeded root-limiting soil compaction (2.0 MPa (290 pounds per square inch (PSI)) at the subsoil layer, as shown in Figure 1. Soybean-corn yield measured at the study site showed percent losses of soybean by 18% (year-one; 2017) and 22% (year-three; 2019); and percent losses of corn by 11% (year two; 2018) and 19% (year four; 2020). Detailed results on soil and crop data from the pipeline study at ISU are available in our published articles (Tekeste et al., 2019 & 2020, Ebrahim et al., 2022). Based on our six-year study on soybean-corn rotation farms impacted by the DAPL pipeline construction activities and our previous study on soil compaction from agricultural machinery, measurement of the soil wetness in relationship to the equipment size and soil types and limiting heavy-machinery traffic intensity at low soil bearing capacity is very important. Working on wet soil conditions and soil mixing were identified as the major factors affecting the soil health properties during construction. From the DAPL project along the 347 miles pipeline installed in Iowa, approximately 57 tons per mile of topsoil was removed and backfilled to the ROW. With the new proposed total pipeline mileage of 1580 miles from Summit Carbon Solutions and Navigator CO<sub>2</sub> in Iowa, approximately *ninety thousand tonnages* of topsoil could be removed.

Future construction utility activities, including pipeline, solar and wind projects, on high-productive soils in the Corn-Soybean belt of the USA farms should have methods to quantitatively determine the degree of soil wetness that field technicians or inspectors could use for limiting or delaying heavy-machinery traffic. The IUB code chapter-9 6.8 does not address the wet soil working conditions, a crucial management strategy to minimize excessive soil compaction. Due to the limited scientific study on the relationship between soil wetness of agricultural soils impacted by construction utilities activities and its impacts on restoring the farmlands along the pipeline lanes to normal food production, further research is needed to determine the field methods for measuring wet soil conditions, and define its relationship to soil

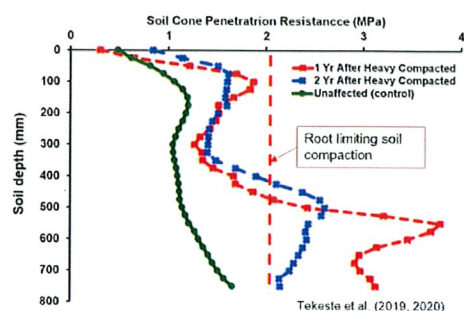


Figure-1 Soil penetration resistance after deep tillage (500-800 mm) applied in 2016

bearing capacity. The study's outcome will benefit state regulator institutions and constructors working on agricultural farms with heavy machinery for construction utilities installation for generating decision support to reduce excessive soil compaction.

**II. Brief Description of Proposed Research:**

The proposed study will investigate the methods to determine field soil wetness and establish a relationship between in-situ soil water, precipitation from real-time data, and degree of soil bearing capacity for minimizing heavy-load induced rutting. Soil samples will be collected from the previous DAPL impacted soils and four other locations with different drainage classes on sites where new construction activities will be carried out.

*Specifically, the objectives of the study are;*

- (1) Determine in-situ (field) soil moisture and wetness at various soil consistency from field sampled soils at top and subsoil layers. Measurement of soil cone penetrometer will be done at the sampling sites to document the in-situ degree of soil compaction before construction activities.
- (2) Measure soil testing on mechanical and physical properties according to ASTM and ASABE standards for establishing the degree of soil consistency (plastic limit and liquid limit) and proctor density levels.
- (3) Mathematically estimate the rainfall event that creates soil wetness and weak soil bearing capacity for excessive rutting, and estimate the number of days allowing the soil to regain its loading bearing support with less soil rutting.

**Statement of Communication and Outreach Strategies**

The findings from this research will be published in scientific reporting and presented at organized extension meetings and professional conferences. The outcome of the results will assist inspection of construction utilities activities on wet soil conditions, and later after feedback from field technicians, the findings can be incorporated to state regulations in minimizing soil compaction (for example IUB Code on Chapter-9 6.8).

**III. Proposed budget:**

The budget for professional & scientific (faculty, technician and students) (salary & fringe benefits) materials and supplies, soil analysis services and travel is estimated \$51,098.

**IV. Proposed Project Period:**

- a. Meeting for Reviewing Project Deliverables (Sept-9, 2022)
- b. Field Soil Sampling (Oct-15, 2022)
- c. Soil testing (Jan-30, 2022)
- d. Data analysis (rainfall, soil properties, and mathematical modeling) (April-15, 2023)
- e. Reporting (June 15, 2023)

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

Date: 11/07/2022 Weekly Agenda Date: 11/15/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** John Malloy, WCICC-IT CIO

**WORDING FOR AGENDA ITEM:**

Approval of Amendment No. 2 to the Intergovernmental Agreement creating the Woodbury County Information and Communications Commission

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Approval of Amendment No. 2 to the Intergovernmental Agreement creating the Woodbury County Information and Communications Commission.

**BACKGROUND:**

The 28E agreement establishing WCICC (the County/City shared Information Technology & 911 Communication Center) was reviewed over the past month. The result of the review was to provide the following modification: To remove residency requirements for WCICC employees.

**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:**

The WCICC Commission recommends that the Amendment No. 2 to the Intergovernmental Agreement creating the Woodbury County Information and Communications Commission be approved by the Woodbury County Board of Supervisors.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the Amendment No. 2 to the Intergovernmental Agreement creating the Woodbury County Information and Communications Commission.

**AMENDMENT NO. 2  
TO THE INTERGOVERNMENTAL AGREEMENT  
CREATING THE WOODBURY COUNTY INFORMATION  
AND COMMUNICATION COMMISSION**

**Preamble**

This Amendment No. 2 to the Intergovernmental Agreement creating the Woodbury County Information and Communications Commission is made by and between the City of Sioux City, Iowa (herein “City”), and Woodbury County, Iowa (herein “County”) effective the \_\_\_\_ day of November, 2022.

**WHEREAS**, The City and County entered into an Intergovernmental Agreement creating the Woodbury County Information and Communications Commission effective 1<sup>st</sup> day of July 2007, and subsequent Amendment No. 1 on August 24, 2015; and

**WHEREAS**, The City and County wish to further amend the Intergovernmental Agreement.

**NOW, THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION**, the City and County agree as follows:

**AMENDMENT**

The Intergovernmental Agreement, effective the 1<sup>st</sup> day of July, 2007, is further amended as follows:

**Division II - Information Technology Functions**

**Article IIA - Powers**

The Commission shall have the power to enact policies for the operation of the consolidated Information Technology and shall have the power to hear complaints from citizens regarding said operations.

The Commission may employ such Information Technology employees, including consultants, as it may deem necessary to carry out the purpose of this Agreement consistent with the approved budget. For administrative purposes IT employees shall be city employees. There shall be no residency requirement for IT employees.

**Division III - Communications Functions**

**Article IIIA - Powers**

The Commission shall have the power to establish a proposed budget, enact general policies for the operation of the communications activity, and shall have power to hear complaints from citizens regarding said operations.

The Commission shall enter into an agreement with a criminal justice agency to provide day-to-day supervision of the Woodbury County Communications Center and consolidated automated criminal information system.

All communications employees employed by the Commission shall be city employees for the purpose of wages and benefits and employee organization rights but shall be under the control and supervision of the Woodbury County Communications and Criminal Information Committee. There shall be no residency requirement for communications employees.

**IN WITNESS WHEREOF**, the parties have executed this Amendment No. 2 by their duly authorized representatives effective as of the date above first written.

Woodbury County, Iowa

City of Sioux City Iowa

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

By: \_\_\_\_\_  
Robert E. Scott  
Mayor

Attest:

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

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

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

Title: Lisa L. McCardle  
City Clerk

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

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



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

Date: 11/9/2022 Weekly Agenda Date: 11/15/2022

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

**WORDING FOR AGENDA ITEM:**

Receive bids for project number M-PCC(K45)--7X-97

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Plans have been completed for a PCC Repair project on Dallas Avenue/County Route K42 between 270th Street and 260th Street. Bids are due at the Board meeting on 11/15/2022.

**BACKGROUND:**

The project will replace approximately 2100 feet of existing 6" PCC paving with new 8" paving. The current paving has failed to the point where spot patching is no longer possible. The county engineer will be amending the construction program to fund this project. Work will be done in the spring.

**FINANCIAL IMPACT:**

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

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

- 1) I recommend that the Board receive bids for project L-PCC(K45)--7X-97 and return them to the county engineer for review and recommendation.
- 2) If quotes show a clear low quote, the engineer may recommend award at the Board meeting

**ACTION REQUIRED / PROPOSED MOTION:**

- 1) Motion to receive bids for project L-PCC(K45)--7X-97 and return them to the county engineer for review and recommendation.
- 2) Motion to award bid if low quote is clearly determined by bid results.