



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(SEPTEMBER 21 2021) (WEEK 38 OF 2021)**

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

Agenda and Minutes available at:
www.woodburycountyiowa.gov

Live telephonic access at: 712-224-6014

Rocky L. DeWitt 253-0421 rdewitt@woodburycountyiowa.gov	Keith W. Radig 560-6542 kradig@woodburycountyiowa.gov	Mark A. Monson 204-1015 mmonson@woodburycountyiowa.gov	Matthew A. Ung 490-7852 matthewung@woodburycountyiowa.gov	Justin Wright 899-9044 jwright@woodburycountyiowa.gov
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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held September 21, 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.

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

3. a. Approval of the minutes of the September 14, 2021 meeting
b. Approval of the minutes of the September 13, 2021 special meeting
4. Approval of claims
5. Human Resources – Melissa Thomas
 - a. Approval of Memorandum of Personnel Transactions
 - b. Authorization to Initiate Hiring Process
6. Secondary Roads – Mark Nahra
Approve the underground utility permit for MidAmerican Energy

End Consent Agenda

7. Secondary Roads – Mark Nahra
Approve the contract for gravel production with West Branch Construction, LLC for \$129,353.00 Action

8. Reports on Committee Meetings Information

9. Citizen Concerns Information

10. Board Concerns Information

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

WED., SEP. 22	2:30 p.m.	Rolling Hills Community Services Region Governance Board Meeting
THU., SEP. 23	11:00 a.m.	Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
MON., SEP. 27	6:00 p.m.	Zoning Commission Meeting, First Floor Boardroom
TUE., SEP. 28	2:00 p.m.	Decat Board Meeting, Western Hills AEA, Room F
MON., OCT. 4	6:00 p.m.	Board of Adjustment meeting, First Floor Boardroom
WED., OCT. 6	3:45 p.m.	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
	12:00 p.m.	District Board of Health Meeting, 1014 Nebraska St.
THU., OCT. 7	10:00 a.m.	COAD Meeting, The Security Institute
WED., OCT. 13	8:05 a.m.	Woodbury County Information Communication Commission, First Floor Boardroom
	10:00 a.m.	STARComm Board Meeting, The Security Institute, WIT Campus
THU., OCT. 14	12:00 p.m.	SIMPCO Board of Directors Meeting, Expo Center Conference Room 1
	4:00 p.m.	Conservation Board Meeting, Southwood Conservation Area
FRI., OCT. 15	12:00 p.m.	Siouxland Human Investment Partnership Board Meeting Northwest AEA, Room G
WED., OCT. 20	12:00 p.m.	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
	10:00 a.m.	Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook St.
THU., OCT. 21	4:30 p.m.	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
MON., OCT. 25	6:00 p.m.	Zoning Commission Meeting, First Floor Boardroom
TUE., OCT. 26	2:00 p.m.	Decat Board Meeting, Western Hills AEA, Room F
WED., OCT. 27	2:30 p.m.	Rolling Hills Community Services Region Governance Board Meeting
THU., OCT. 28	11:00 a.m.	Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce

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.

SEPTEMBER 14, 2021, THIRTY-SEVENTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, September 14, 2021 at 4:30 p.m. Board members present were Monson, Ung, De Witt, and Radig; Wright was absent. Staff members present were Karen James, Board Administrative Assistant, Melissa Thomas, Human Resources Director, Dennis Butler, Finance Director, Joshua Widman, Assistant County Attorney, 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 De Witt second by Radig to approve the agenda for September 14, 2021. Carried 4-0. Copy filed.

Motion by Monson second by Radig to approve the following items by consent:

3. To approve minutes of the September 7, 2021 meeting. Copy filed.
4. To approve the claims totaling \$313,141.21. Copy filed.
5. To receive the Juvenile Detention's August population report. Copy filed.
6. To approve and authorize the Chairperson to sign a Resolution setting the public hearing and sale date for parcel #894720386012, 1423 Center St.

**RESOLUTION #13,343
NOTICE OF PROPERTY SALE**

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

The North Twenty-Five Feet (N 25 ft) of the East One-Half (E ½) of Lot One (1), Block Thirty-eight (38), North Sioux City Addition, City of Sioux City, Woodbury County, Iowa (1423 Center 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 **28th Day of September, 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 **28th Day of September, 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 \$140.00** 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 14th Day of September, 2021.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 7. To approve and authorize the Chairperson to sign a Resolution approving petition for suspension of taxes for Won Hong Heffner, 205 S Alice St, parcel #894735108008.

**WOODBURY COUNTY, IOWA
RESOLUTION #13,344
RESOLUTION APPROVING PETITION FOR SUSPENSION OF TAXES**

WHEREAS, Won Hong Heffner, is the titleholder of property located at 205 S. Alice St., Sioux City, IA, Woodbury County, Iowa, and legally described as follows:

Parcel #894735108008

EVERETT PARK N ½ LOT 14 & 15 EX TRI TCT NW COR & EX TCT TO CITY

WHEREAS, Won Hong Heffner is the titleholder of the aforementioned property have petitioned the Board of Supervisors for a suspension of taxes pursuant to the 2017 Iowa Code section 427.9, and

WHEREAS, the Board of Supervisors recognizes from documents provided that the petitioner is unable to provide to the public revenue; and

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby grants the request for a suspension of taxes, and hereby directs the Woodbury County Treasurer to so record the approval of this tax suspension for this property.

SO RESOLVED this 14th day of September, 2021.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 8. To approve the underground utility permit for Frontier Communications. Copy filed.

Carried 4-0.
- 9a. Motion by De Witt second by Monson to approve the signing of the MOUs changing the floating holiday for AFSCME Courthouse and AFSCME Assistant County Attorneys bargaining units to December 23, 2021. Carried 4-0. Copy filed.
- 9b. Motion by De Witt second by Radig to approve the moving of the 2021 floating holiday to December 23, 2012 for wage plan employees. Carried 4-0. Copy filed.
- 10a. Bid letting was held for clear and grub of Little Sioux Park gravel pit. The bids are as follows:

West Branch Construction, Harlan, IA	\$129,353.00
Cockburn Enterprize, Anthon, IA	\$166,000.00
L A Carlson, Hinton, IA	\$347,600.00

Motion by Radig second by De Witt to receive the bids and refer them to the County Engineer for recommendation. Carried 4-0. Copy filed.
- 10b. Motion by Radig second by De Witt to award the bid for clear and grub of Little Sioux Park gravel pit to West Branch Construction for \$129,353.00. Carried 4-0. Copy filed.
- 11. Motion by Monson second by Radig to approve the Dissemination Agent Agreement in regard to filing requirement for the \$8,820,000 General Obligation Urban Renewal County Road Improvement Bonds, Series 2021. Carried 4-0. Copy filed.
- 12. The Board heard reports on committee meetings.

13. There were no citizen concerns.

14. Board concerns were heard.

The Board adjourned the regular meeting until September 21, 2021.

Meeting sign in sheet. Copy filed.

SEPTEMBER 13, 2021, SPEICAL MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Monday, September 13, 2021 at 3:30 p.m. Board members present were Monson, Ung, and De Witt; Radig and Wright were absent. Staff members present were Melissa Thomas, Human Resources Director and Patrick Gill, Auditor/Clerk to the Board.

The meeting was called to order.

1. Motion by De Witt second by Monson to go into closed session per Iowa Code Section 21.5(1)(i). Carried 3-0 on a roll-call vote.

Motion by Monson second by De Witt to go out of closed session per Iowa Code Section 21.5(1)(i). Carried 3-0 on roll-call vote.

The Board adjourned the meeting.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: September 21, 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
Fitch, Anthony	County Sheriff	9-14-21	Civilian Jailer	\$28.16/hour	-10%= -\$2.99/hr.	T	Position Transfer from Sergeant to Master Civilian Jailer.
Amick, James	Secondary Roads	9-20-21	District Foreman	\$76,461.35/year	2%= \$1,580.36/yr.	R	Per Wage Plan Matrix, 5 year Salary Increase.
Ingram, Michael	Juvenile Detention	9-22-21	F/T Youth Worker	\$25.63/hour	0%	P	Promotion from Part-time to Full-time Youth Worker.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: *Melissa Thomas*

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: September 21, 2021

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Juvenile Detention	P/T Youth Worker	AFSCME Juvenile Detention: \$20.38/hour		

Chairman, Board of Supervisors

Lisa Anderson

From: Ryan Weber
Sent: Wednesday, September 15, 2021 11:42 AM
To: Melissa Thomas; Lisa Anderson; Jill Gilmore
Subject: boar approval

I am requesting approval to hire (1) part time male to replace M.I. due to his promotion.

Ryan M. Weber

Director

Woodbury County Juvenile Detention Center

rweber@woodburycountyiowa.gov

Phone: (712) 279-6622

Fax: (712) 234-2900

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

Date: 09/16/2021 Weekly Agenda Date: 9/21/2021

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

WORDING FOR AGENDA ITEM:

Consideration of a utility permit for installation of underground primary electric line in county right of way in Oto Township

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

MidAmerican Energy has applied for a permit to allow the installation of a new underground electric service line in county right of way near the city of Oto.

BACKGROUND:

Work in county ROW requires a permit approved by the Board of Supervisors per section 318.8 of the Code of Iowa. The county engineer has reviewed the locations and recommends that the work be allowed.

FINANCIAL IMPACT:

No financial impact to the county.

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

Yes No

RECOMMENDATION:

Recommend approval of the permit for the MidAmerican Energy.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the underground utility permit for MidAmerican Energy and to direct the chair to sign the permits.

PERMIT FOR USE OF COUNTY ROAD/HIGHWAY RIGHT-OF-WAY FOR OVERHEAD AND/OR BURIED UTILITIES ACCOMMODATION

REQUEST BY APPLICANT:

Name MID AMERICAN ENERGY Highway HWY 31
Address 100 WATER ST Township 86
City of OTO

Office Phone 712-233-4821 Local Phone 712-301-3342 Section: 1/4 of 1/4 Sec
Type of Utility Installation UNDERGROUND PRIMARY ELECTRIC T 86 N, R 43 W Section: 6
Plans Prepared By CODY PALMETER-DESIGN TECH. Copy Enclosed Yes No
Map Showing Location Enclosed Yes No
Utility Location is cross right-of-way parallel to right-of-way
 overhead underground

Proposed Method of Installation

tunnel suspend on poles cased
 jack & bore suspend on towers trench
 open cut plow

Estimated Starting Date 10-1-21 Estimated Restoration Date 10-1-21

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on the reverse side hereof, and special provisions listed below or attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof. Applicant is to complete in triplicate and send all copies including plans and maps to Woodbury County Engineer, 759 E. Frontage Road, Merville, IA 51039. One executed copy will be returned to the Applicant. Ph: 712-873-3215

By Cody Palmetter
(Signature of Authorized Utility Representative)

Title ELECTRICAL DISTRIBUTION DESIGN TECH.

Date 09-10-21

PERMIT APPROVAL BY PERMITTING AUTHORITY

The foregoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated herein and on the reverse side hereof and all attachments hereto.

By _____
(Signature of Woodbury County Board Chairman)

Title _____

Date _____

By _____
(Signature of Woodbury County Engineer)

Title _____

Date _____

Other Special Provisions:

Permit Provisions and Conditions of Issuance


1. The County and/or the County Board of Supervisors will not be charged with any responsibility for damages to the Applicant's property occasioned by any construction or maintenance operations on said county roads, including new or additional right-of-way acquired in connection therewith, subsequent to the building of the Applicant's facilities. The Board will endeavor to give the Applicant sufficient notice of any proposed construction or maintenance work, on either existing or newly acquired right-of-way that is likely to expose, cover up, or disturb any facilities belonging to the Applicant, in order that the Applicant may arrange to protect the facilities. The Board will inform contractors, and others working on the job of the location of the facilities so that reasonable care may be taken to avoid damaging the facilities, however the County and the Board of Supervisors will assume no responsibility for failure to give such notice.



Length: 100.5 feet
 Area: 0 acres

Clear

864306377001

 STICKNEY BRIAN (Deed)
 100 WATER ST
 Value \$123,730

[View: Parcel Report](#) | [Soil Report](#) | [Pictometry Imagery](#) | [Google Maps opens in a new tab](#)

As shown by red line. Bore will be customers property, to MEC pole depth shall be no less than 48"

100.5

Alternate ID 623250
 Class C
 Acreage n/a

Owner Address STICKNEY BRIAN
 3190 LENOX AVE
 SMITHLAND, IA 51056

0067
 LOTS 4-9 INCL BLK 2 E OF HWY 31 BEING PART OF ABND ICRR STATION GROUND
 (Note: Not to be used on legal documents)

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

Date: 09/16/2021 Weekly Agenda Date: 09/21/2021

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

WORDING FOR AGENDA ITEM:

Approve contract for Clearing and Grubbing at Little Sioux Park Gravel Pit

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The county engineer received bids for clearing and grubbing at the Little Sioux Park Gravel Pit south of Correctionville. Contract is returned for approval.

BACKGROUND:

The bid was awarded to West Branch Construction, LLC by the Board on September 14, 2021.

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 gravel production with West Branch Construction.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the contract for gravel production with West Branch Construction, LLC for \$129,353.00.

TABULATION OF BIDS
PCC Patching

PROJECT NO. Little Sioux Clear and Grub 2021
LETTING: TUESDAY, SEPTEMBER 14, 2021

NOTE: IN CASE OF MATHEMATICAL ERROR, UNIT PRICE SHALL GOVERN

Little Sioux gravel pit in Woodbury County

**	**	*	*	*	*	*
**	**	* West Branch Construction LLC	* Cockburn Enterprize Inc	* L.A. carlson	*	**
**	** Engineer's Estimate	* 1420 Highway 44	* 2406 Lucas Ave.	* 25164 Hillside Dr	*	**
**	**	* Harlan, Iowa 51537	* Anthon, Iowa 51004	* Hinton, Iowa 51024	*	**
**	**	*	*	*	*	**
**	**	*	*	*	*	**

ITEM NO	ITEM	QUANTITIES	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	
1	Clear and Grub 48 Acres	48	Ac	\$ 3,500.00	\$ 168,000.00	\$ 2,346.00	\$ 112,608.00	\$ 3,000.00	\$ 144,000.00	\$ 6,200.00	\$ 297,600.00	\$ -	\$ -
2	Mobilization	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 16,745.00	\$ 16,745.00	\$ 22,000.00	\$ 22,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -

SUMMARY OF BIDS

1	West Branch Construction	\$129,353.00
2	Cockburn Enterprize	\$166,000.00
3	L.A. Carlson	\$347,600.00

TOTAL \$ 183,000.00 \$ 129,353.00 \$ 166,000.00 \$ 347,600.00 : \$ -

Enginner's \$183,000.00 Contract Awarded to West Branch Construction for \$129,353.00