

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

Date: 11/26/2025 Weekly Agenda Date: 12/02/2025

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Kenny Schmitz

**WORDING FOR AGENDA ITEM:**

LEC Demolition Project (407 7th Street) - Set Dates Times, Places, to "Open", & "Receive" Competitive Bid Submissions.  
Set Date, Time, & Place to "Award" Contract.

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☐

**EXECUTIVE SUMMARY:**

Pursuant to Iowa Code Chapter 26 Building Services hereby requests to set the dates, times, & places to "Open", "Receive", & "Award" LEC Demolition Project (407 7th Street) bid submissions/ contract.

**BACKGROUND:**

11/18/2025- Bord Sets Public Hearing Date & Public Notice  
11/18/2025- Board Approves Form of Contract, Plans, & Specifications  
9/02/2025- Board Approves CMBA Architectural Contract  
1/21/2025- Board Approves Olsson Engineering Survey, Utilities, & Planning Agreement

**FINANCIAL IMPACT:**

To Be Determined by the Competitive Bid Process

**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:**

Motion to Approve Setting December 9th, 3:00 pm at the Woodbury County Courthouse Board of Supervisors Board Office to Open Competitive Bid Submissions  
Motion to Approve County Auditor, Auditor's representative and/or Building Services Director to Open Bid Submissions  
Motion to Receive Bid Submissions & Award Contract on 12/09/2025 4:40pm

**ACTION REQUIRED / PROPOSED MOTION:**

A. Motion to set date to open bid submissions on 12/09/2025 at 3:00 pm Woodbury County Courthouse Board Office  
B. Motion to Authorize County Auditor, Auditor's representative, and/or Building Services Director to open bid submissions  
C. Motion to "Receive" bid submissions & "Award" Contract 12/09/2025 4:40 pm Woodbury County Courthouse Board Meeting