



## NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (APRIL 8, 2025) (WEEK 15 OF 2025)

Live streaming at:

<https://www.youtube.com/user/woodburycountyiowa>

Agenda and Minutes available at:

[www.woodburycountyiowa.gov](http://www.woodburycountyiowa.gov)

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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held April 8, 2025, 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. Members of the public wishing to speak on an item must follow the participation rules adopted by the Board of Supervisors.

1. Please silence cell phones and other devices while in the Boardroom.
2. The Chair may recognize speakers on agenda items after initial discussion by the Board.
3. Speakers will approach the microphone one at a time and give their name and address before their statement.
4. Speakers will limit their remarks to three minutes on any one item and address their remarks to the Board.
5. At the beginning of 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. The Chair may also request delegates provide statements on behalf of multiple speakers.
6. Any concerns or questions which do not relate to a scheduled item on the agenda will be heard under the item "Citizen Concerns." Please note the Board is legally prohibited from taking action on or engaging in deliberation on concerns not listed on the agenda, and in such cases the Chair will request further discussion take place after properly noticed.
7. Public comment by electronic or telephonic means is prohibited except for a particular agenda item when approved by the Chair 24 hours before a meeting or by a majority of the board during a meeting for a subsequent meeting.

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### **AGENDA**

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

1. Approval of the agenda

Action

#### **Consent Agenda**

**Items 2 through 5 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.**

2. Approval of the minutes of the April 1, 2025, meeting  
Approval of the minutes of the April 1, 2025, proposed property tax levy special meeting  
Approval of the minutes of the April 1, 2025, closed session
3. Approval of claims
4. Human Resources – Melissa Thomas
  - a. Approval of Memorandum of Personnel Transactions
  - b. Presentation of awards certificate to Virgil Bremer

5. Secondary Roads – Laura Sievers
  - a. Approval of permit to work in the county right of way for Flock Safety
  - b. Approval of resolution for the annual weed destruction order

### **End of Consent Agenda**

- |   |   |        |
|---|---|--------|
| <b>4:35 p.m.</b><br>(Set time)                        | 6. Board Administration – Heather Van Sickle  |        |
|   | Public hearing and sale of property parcel #894730282003 (aka 1814 W. 4 <sup>th</sup> St.)                | Action |
|   | 7. Building Services – Kenny Schmitz  |        |
|   | a. Authorization to temporarily relocate state clerk employees to the courthouse<br>3 <sup>rd</sup> floor | Action |
|   | b. Approval of project quotes in the amount of \$80,723.08  | Action |
|   | 8. Secondary Roads – Laura Sievers  |        |
|   | Approval of revisions to Woodbury County Entrance Permit and Policy                                       | Action |
|   | 9. <b>Budget Review Discussion for FY 26</b>  |        |
|   | a. <b>Board of Supervisors – Daniel Bittinger</b>   |        |
|   | Approval of the transfer of Courthouse Maintenance Fund balance to<br>General Reserves for FY 26          | Action |
|   | b. <b>Board of Supervisors – Daniel Bittinger &amp; Mark Nelson</b>                                       |        |
|   | Approval of additional hiring freezes for FY 26   | Action |
| c. <b>Miscellaneous Review and Action – All Funds</b> | Action  |        |
| 10. Reports on Committee Meetings                     | Information   |        |
| 11. Citizen Concerns                                  | Information   |        |
| 12. Board Concerns                                    | Information   |        |

### **ADJOURNMENT**

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

<b>MON., APR 7</b>	<b>6:00 p.m.</b>	Board of Adjustment meeting, Courthouse Basement Boardroom
<b>WED., APR 9</b>	<b>7:30 a.m.</b>	SIMPCO Executive Finance Committee Meeting, 6401 Gordon Dr.
	<b>8:05 a.m.</b>	Woodbury County Information Communication Commission, First Floor Boardroom
	<b>10:00 a.m.</b>	STARComm Board Meeting, The Security Institute, WIT Campus
<b>THU., APR 10</b>	<b>12:00 p.m.</b>	SIMPCO Board of Directors Meeting, 6401 Gordon Drive
	<b>4:00 p.m.</b>	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
<b>WED., APR 16</b>	<b>12:00 p.m.</b>	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
	<b>12:00 p.m.</b>	District Board of Health Meeting, 1014 Nebraska St.
<b>THU., APR 17</b>	<b>4:30 p.m.</b>	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
<b>FRI., APR 18</b>	<b>11:00 a.m.</b>	Siouxland Human Investment Partnership Board Meeting, Public Museum
<b>WED., APR 23</b>	<b>1:00 p.m.</b>	Region IV Hazardous Materials Response Commission, 6401 Gordon Dr.
	<b>2:30 p.m.</b>	Rolling Hills Community Services Region Governance Board Meeting
<b>MON., APR 28</b>	<b>6:00 p.m.</b>	Zoning Commission Meeting, Courthouse Basement Boardroom
<b>MON., MAY 5</b>	<b>6:00 p.m.</b>	Board of Adjustment meeting, Courthouse Basement Boardroom
<b>WED., MAY 7</b>	<b>7:30 a.m.</b>	SIMPCO Executive/Finance Committee, 6401 Gordon Drive
	<b>4:45 p.m.</b>	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
<b>THU., MAY 8</b>	<b>12:00 p.m.</b>	SIMPCO Board of Directors, 6401 Gordon Drive.
	<b>4:00 p.m.</b>	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
<b>WED., MAY 14</b>	<b>7:30 a.m.</b>	SIMPCO Executive Finance Committee Meeting, 6401 Gordon Dr.
	<b>8:05 a.m.</b>	Woodbury County Information Communication Commission, First Floor Boardroom
	<b>12:00 p.m.</b>	District Board of Health Meeting, 1014 Nebraska St.
	<b>6:30 p.m.</b>	911 Service Board Meeting, Public Safety Center, Climbing Hill
<b>THU., MAY 15</b>	<b>12:00 p.m.</b>	SIMPCO Regional Policy and Legislative Committee Meeting, 6401 Gordon Dr.

**Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**

*Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.*

## **APRIL 8, 2025, FIFTEENTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, April 8, 2025, at 4:30 p.m. Board members present were Ung, Carper, Dietrich, Nelson, and Bittinger II. Staff members present were Joshua Widman, Assistant County Attorney, Karen James, Board Administrative Assistant, Ryan Ericson, Budget and Finance Director, and Michelle Skaff, 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. Motion by second by to approve the agenda for April 8, 2025. Carried. Copy filed.  
Motion by second by to approve the following items by consent:
2. To approve minutes of the April 1, 2025 meeting. Copy filed.  
To approve minutes of the April 1, 2025 closed session meeting. Copy filed.  
To approve minutes of the April 1, 2025 Special meeting. Copy filed.
3. To approve the claims totaling \$645,265.35. Copy filed.
- 4a. To approve an application for a 12-month Class C Retail Alcohol Licenses, with Outdoor Service Sales privileges, for Anthon Golf Course, effective 04/01/25 through 03/31/26. Copy filed.
- 4b. To approve an application for a 12-month Class C Retail Alcohol Licenses, with Outdoor Service Sales privileges, for Scarecrow Farm, effective 06/01/25 through 05/31/26. Copy filed.
5. To waive the nepotism policy for a potential Secondary Roads Dept. employee. Copy filed.
- 6a. To approve the reclassification of Matthew Metzgar, Assistant County Attorney, County Attorney Dept., effective 04-14-2025, \$116,303.00/year, 4%=\$4,053.00/year. Per AFSCME Attorney: Move from Step 7 to Step 8. Anniversary Date: 4/18/25.; and the resignation of Melody Ress, Civilian Jailer, County Sheriff Dept., effective 04-24-2025. Resignation. Copy filed.
- 6b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Civilian Jailer, County Sheriff Dept. CWA Civilian: \$24.57/hour. Copy filed.
7. To approve and authorize the Chairperson to sign a Resolution approving petition for suspension of taxes for Cheryl Zabel, parcel #894716457007, 2815 Jennings St.

### **WOODBURY COUNTY, IOWA RESOLUTION #13,873 RESOLUTION APPROVING PETITION FOR SUSPENSION OF TAXES**

**WHEREAS**, Cheryl A. Zabel, as titleholder of a property located 2815 Jennings Street, Sioux City, Iowa, Woodbury County, Iowa, and legally described as follows:

**Parcel #894716457007**

**PEIRCES ADDITION LOT 5 BLK 7**

**WHEREAS**, Cheryl A. Zabel of the aforementioned property has 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 1st day of April 2025.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

Carried.

- 8a. A public hearing was held at 4:35 p.m. for Community Development Block Grant Application. The Chairperson called on anyone wishing to be heard.

Christina Eggink-Postma, Crittenton Center, provided information on the grant and discussed grant requirements and reviewed the scope of the project.

Motion by Nelson second by Bittinger to close the public hearing. Carried 5-0.

- 8b. Motion by Bittinger second by Nelson to approve the Community Development and Housing Needs Assessment draft with response of "high" to all questions. Carried 5-0. Copy filed.

- 8c. Motion by Bittinger second by Nelson to approve and authorize the Chairperson to sign a Resolution authorizing application of a Community Development Block Grant (CDBG) application; authorizing the Board of Supervisors Chairperson and County Auditor to sign the application and related materials; designate a contact person on behalf of Woodbury County. Carried 5-0.

**RESOLUTION #13,874**

**A RESOLUTION AUTHORIZING APPLICATION OF A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION; AUTHORIZING THE BOARD OF SUPERVISORS CHAIRPERSON AND COUNTY AUDITOR TO SIGN THE APPLICATION AND RELATED MATERIALS; DESIGNATE A CONTACT PERSON ON BEHALF OF WOODBURY COUNTY**

WHEREAS, Florence Crittenton Home of Sioux City, IA DBA Crittenton Center, a local non-profit service organization in Woodbury County has established a need for improvements to their child welfare emergency shelter (Transitional Therapeutic Home – TTH) located at 3901 Green Ave, Sioux City, IA 51106; and

WHEREAS, Crittenton Center is the only child welfare emergency shelter in Woodbury County, serving children and youth from Woodbury County and across the state; and

WHEREAS, Woodbury County has the ability to apply for CDBG financial assistance through the Iowa Economic Development Authority (IEDA) on behalf of Crittenton Center, and supports Crittenton Centers' efforts to make improvements and renovations to the Transitional Therapeutic Home;

NOW THEREFORE LET IT BE RESOLVED BY THE WOODBURY COUNTY BOARD OF SUPERVISORS, that

- 1) Submittal of a CDBG application, on behalf of Crittenton Center is authorized;
- 2) Board Chairperson Daniel Bittinger II and Vice-Chairperson Mark Nelson are hereby authorized to sign and execute said grant application and related correspondence for Woodbury County;
- 3) Daniel Bittinger II shall be the designated contact person for Woodbury County.

PASSED AND APPROVED the 1<sup>st</sup> day of April, 2025.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

9. Motion by Nelson second by Dietrich to approve a Tower Site Lease Amendment Agreement. Carried 5-0. Copy filed.

10. Motion by Bittinger second by Nelson to receive the Woodbury County Zoning Commission's recommendation following their review of minimum dimensions for single-family dwellings in Section 4.11 of the Zoning Ordinance. Carried 5-0. Copy filed.
- 11a. Motion by Bittinger second by Nelson to approve the new Mechanic Foreman position and bring back for further discussion on wages. Carried 5-0. Copy filed.
- 11b. Motion by Nelson second by Dietrich to approve and authorize the Chairperson to sign a Resolution bid award and designation and authorization of County Engineer for electronic signature of contract and bond. Carried 5-0.

**BID AWARD AND DESIGNATION AND AUTHORIZATION OF COUNTY  
ENGINEER FOR ELECTRONIC SIGNATURE OF  
CONTRACT AND BOND  
RESOLUTION #13,875**

**WHEREAS**, the Board of Supervisors has received bids for the project captioned herein, and,

**WHEREAS**, the board has considered the bids and concurs with the Iowa DOT and the County Engineer's recommendation to award the contract to the lowest responsible bidder, and:

**WHEREAS**, time is of the essence in locking in material prices in a rapidly changing cost environment currently being experienced by contractors and road agencies across the state, the Board is directing the County Engineer to electronically sign the contracts and bonds for the following project upon presentation of completed documents meeting contract requirements for the following project:

**BRS-C097(151)--60-97**

**Bridge Replacement on County Route D12/110th St. over Muddy Creek, 0.8 miles east of Eastland Ave. in section  
8 T89N R45W**

**NOW, THEREFORE, BE IT RESOLVED** by the Woodbury County Board of Supervisors hereby awards the bid and directs the County Engineer is directed to electronically sign the contracts and bonds for the above captioned project upon presentation of final contract documents.

**Passed and approved this 1<sup>st</sup> day of April, 2025.**

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 12a1. Motion by Nelson second by Bittinger to de-fund for FY26 but not de-authorize the position of Part Time Equipment Operator in the Secondary Roads Department. Carried 5-0. Copy filed.

Motion by Bittinger second by Nelson to de-fund for FY26 but not de-authorize the position of Human Resources Clerk in the Human Resources Department. Carried 5-0. Copy filed.

Motion by Nelson second by Dietrich to de-fund for FY26 but not de-authorize the position of paramedic in the Emergency Services Department. Carried 5-0. Copy filed.

Motion by Bittinger second by Nelson to de-fund for FY26 but not de-authorize the position of Clerk II in the Treasurer Department. Carried 5-0. Copy filed.

- 12b. The board conducted a miscellaneous review of the budget.
13. Reports on committee meetings were heard.
14. Robin Schiro, Elk Point, addressed the board regarding the budget review.
15. Board Concerns were heard.

The Board adjourned the regular meeting until April 15, 2025.

Meeting sign in sheet. Copy filed.

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: April 8<sup>th</sup>, 2025

**\* PERSONNEL ACTION CODE:**

A- Appointment

T - Transfer

P - Promotion

D - Demotion

R-Reclassification

E- End of Probation

S - Separation

O – Other

**TO: WOODBURY COUNTY BOARD OF SUPERVISORS**

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Lieber, Jesse	Juvenile Detention	04-14-2025	Assistant Director	\$2916.89/ bi-weekly	4%=\$112.19/ bi-weekly	R	Per Wage Matrix: 3 year Increase. Anniversary Date: 4/25/25
Riedemann, Carter	Secondary Roads	04-21-2025	Equipment Operator	\$27.04/hour		A	Job Vacancy Posted 2/24/2025. Entry Level Salary \$27.04/hr
Jochum, Theresa	Rolling Hills	06-30-2025	Coordinator of Disability Services			S	Retired

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

MELISSA THOMAS, HR DIRECTOR: \_\_\_\_\_

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

Date: 4/03/2025 Weekly Agenda Date: 04/08/2025

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

**WORDING FOR AGENDA ITEM:**

Presentation of Award Certificate to Virgil Bremer.

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☐

Public Hearing ☐

Other: Informational ☒

Attachments ☒

**EXECUTIVE SUMMARY:**

Presentation of Award Certificate for 4 hours of Paid Time Off to Virgil Bremer.

**BACKGROUND:**

On 6-16-15 the Board of Supervisors approved the participation of Woodbury County employees in the City of Sioux City Blood Drives and to provide the same incentive of four hours of paid time off to employees who reach gallon milestones. Recipients of this award have been kind enough to donate to the blood bank for the benefit of others.

**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:**

**ACTION REQUIRED / PROPOSED MOTION:**

**CERTIFICATE OF AWARD**  
**FOUR (4) HOURS OF PAID TIME OFF**  
**AWARDED TO**  
**VIRGIL BREMER**

**FOR THE GENEROUS DONATION OF 2 GALLONS TO THE LIFESERVE BLOOD CENTER  
(TIME OFF MUST BE REDEEMED WITHIN SIX MONTHS FROM THE DATE BELOW)**

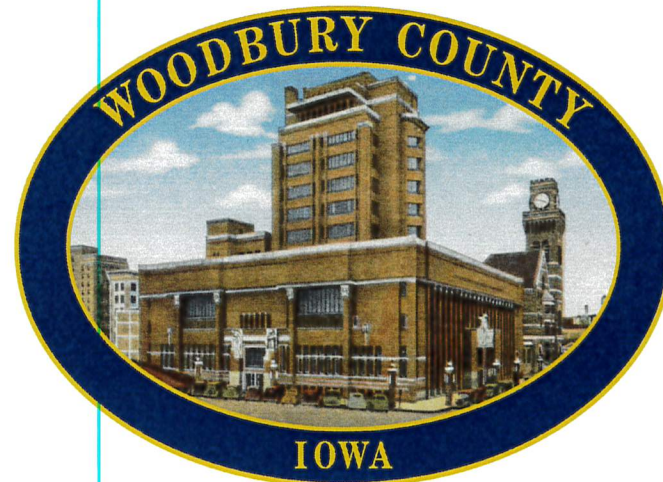
*Daniel Bittinger*, Board of Supervisors, Chairman

*Kent Carper*, Board of Supervisors

*David Dietrich*, Board of Supervisors

*Mark Nelson*, Board of Supervisors

*Matthew Ung*, Board of Supervisors



*April 8, 2025*

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

Date: 04/03/2025 Weekly Agenda Date: 04/08/2025

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Laura Sievers, PE, Woodbury County Engineer

**WORDING FOR AGENDA ITEM:**

Consideration of permit to work in the county right of way for Flock Safety

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

Flock Group will place two automatic license plate readers in Woodbury County right-of-way

**BACKGROUND:**

Work in county ROW requires permit by Board of Supervisors per section 318.8 of the Code of Iowa. I have reviewed both sites. Deputy Ward with Sgt Bluff PD is working with Flock to add these solar powered automatic license plate readers within County ROW.

**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:**

Recommend the Board to review this request in consultation with the County Attorney and Sheriff

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the permit to work in the right of way for Flock Safety and to direct the chair to sign the permit.





## Woodbury County Secondary Roads Department

759 E. Frontage Road • Merville, Iowa 51039  
Telephone (712) 279-6484 • (712) 873-3215 • Fax (712) 873-3235

### WOODBURY COUNTY SECONDARY ROAD DEPARTMENT PERMIT & AGREEMENT TO PERFORM WORK WITHIN WOODBURY COUNTY RIGHT OF WAY

Name of Permittee: Flock Group Inc dba Flock Safety Phone No.: 678-785-9342

Mailing Address: 1170 Howell Mill Rd NW Suite 210 Atlanta, GA 30318

Township: \_\_\_\_\_ Section: \_\_\_\_\_

Woodbury County, State of Iowa, and Flock Group Inc dba Flock Safety (hereinafter referred to as property owner, organization or authorized representative) do hereby enter into the following permit and agreement:

1. Woodbury County hereby consents to and grants permission to the property owner, organization or authorized representative, to conduct the following described construction or activities within the right-of-way:

Place two solar-powered automatic license plate reader (ALPR) cameras on new 12' Flock poles in the County ROW in the interest of public safety.

2. In consideration of Woodbury County granting said permission and consent, the property owner, organization or authorized representative hereby promises and agrees to the following:

A. The applicant shall carry on the construction, repair and maintenance with serious regard to the safety of the traveling public and adjacent property owners.

B. The property owner, organization or authorized representative, at his/her own expense, shall provide all safety measures and warning devices necessary to protect the traveling public such as but not limited to, signs, lights, and barricades during the day and at night if the roadway will be obstructed. Traffic protection shall be in accordance with Part VI of the current Manual on Uniform Traffic Control Devices for Streets and Highways. The Department will loan the required signs to the applicant who shall be responsible for placing the signs and covering or removing when not in use, removal after the work has been completed, and return of the Department owned signs to the Department maintenance facility from which obtained. The applicant shall be responsible for correctly using signs as needed while work is in progress. Flagging operations are the responsibility of the applicant.

C. In placing any drainage structure, no natural drainage course will be altered or blocked.

D. The finished project shall be left in a satisfactory condition subject to the approval of the County Engineer. The traveled portion of the roadway shall not be damaged or disturbed. The property owner, organization or authorized representative assumes all liability and agrees to reimburse Woodbury County for any damage to the roadway or ditch caused by placement of this structure. Permittee is to call County Engineer for upon completion for final inspection.

E. The property owner, organization or authorized representative shall notify all appropriate telephone and utility companies in advance of any excavation and shall check for underground electric or telephone lines.

F. Woodbury County will not assume any of the cost of the construction of the said improvement or structure nor will Woodbury County assume any future costs for maintenance or replacement of said improvement or structure. If in the best interest of Woodbury County, the said improvement or structure may be removed by the County, or may be caused to be removed, without any obligation by Woodbury County to pay damages or cost of replacement.

G. Property owner, organization or authorized representative will reseed and mulch the disturbed areas. Property owner, organization or authorized representative will be responsible for seed, mulch, and labor unless otherwise provided in section L.



H. The property owner, organization, or authorized representative hereby agrees to hold Woodbury County and the Woodbury County Secondary Road Department, its employees and agents harmless against any and all claims for damages and personal injury arising out of work performed or actions taken by the applicant related to the construction or maintenance of the facility. The applicant further agrees to reimburse the County or the Department for any expenditures that the County or Department may have to make on said highway rights of way on account of said applicant's construction or maintenance activity or other activities or lack thereof. The applicant shall also save Woodbury County and the Woodbury County Secondary Road Department harmless of any damage or losses that may be sustained by the traveling public on account of such construction, repair or maintenance operations, or other activities.

I. **FAILURE TO CONFORM TO OR TO ACQUIRE A PERMIT IS A VIOLATION OF SECTION 318.8, 2009 CODE OF IOWA.** This permit is subject to any laws now in effect or any laws that may be hereafter enacted and all applicable rules and regulations of local, state and federal agencies. This permit is subject to all the rules and regulations of Woodbury County and the Woodbury County Secondary Road Department.

J. This permit is subject to revocation by the Department at any time and at no cost to the Department, when in the judgment of the Department it is necessary in the improvement or maintenance of the highway or for other reasonable cause.

K. All proposed work covered by this permit shall be at the applicant's expense. The applicant shall reimburse the Woodbury County Secondary Road Department for any materials removed from the highway right of way described as follows:

Installation of a new Flock pole only requires a 1' sq hole to be dug; minimal disturbance

No materials should be removed during installation.

L. Woodbury County agrees to provide the following contribution toward completion of this project:

M. All work done by property owner, organization or authorized representative pursuant to this agreement shall be completed prior to the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

*Carla Womick*

Carla Womick, Permitting Manager

Signature of Property Owner or Authorized Representative

Woodbury County Engineer

Chair, Woodbury County Board of Supervisors

FLOCK SAFETY EQUIPMENT INSTALLATION

CASE NUMBER: 01004441  
PERMITTING JURISDICTION:  
Woodbury County (County of),  
Right-of-Way

Woodbury County (County of), Right-of-Way  
ON BEHALF OF  
IA - Sergeant Bluff PD

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CONTACT LIST

**PERMITTING**  
carla.womick@flocksafety.com

**PROJECT MANAGER**  
matt.triana@flocksafety.com

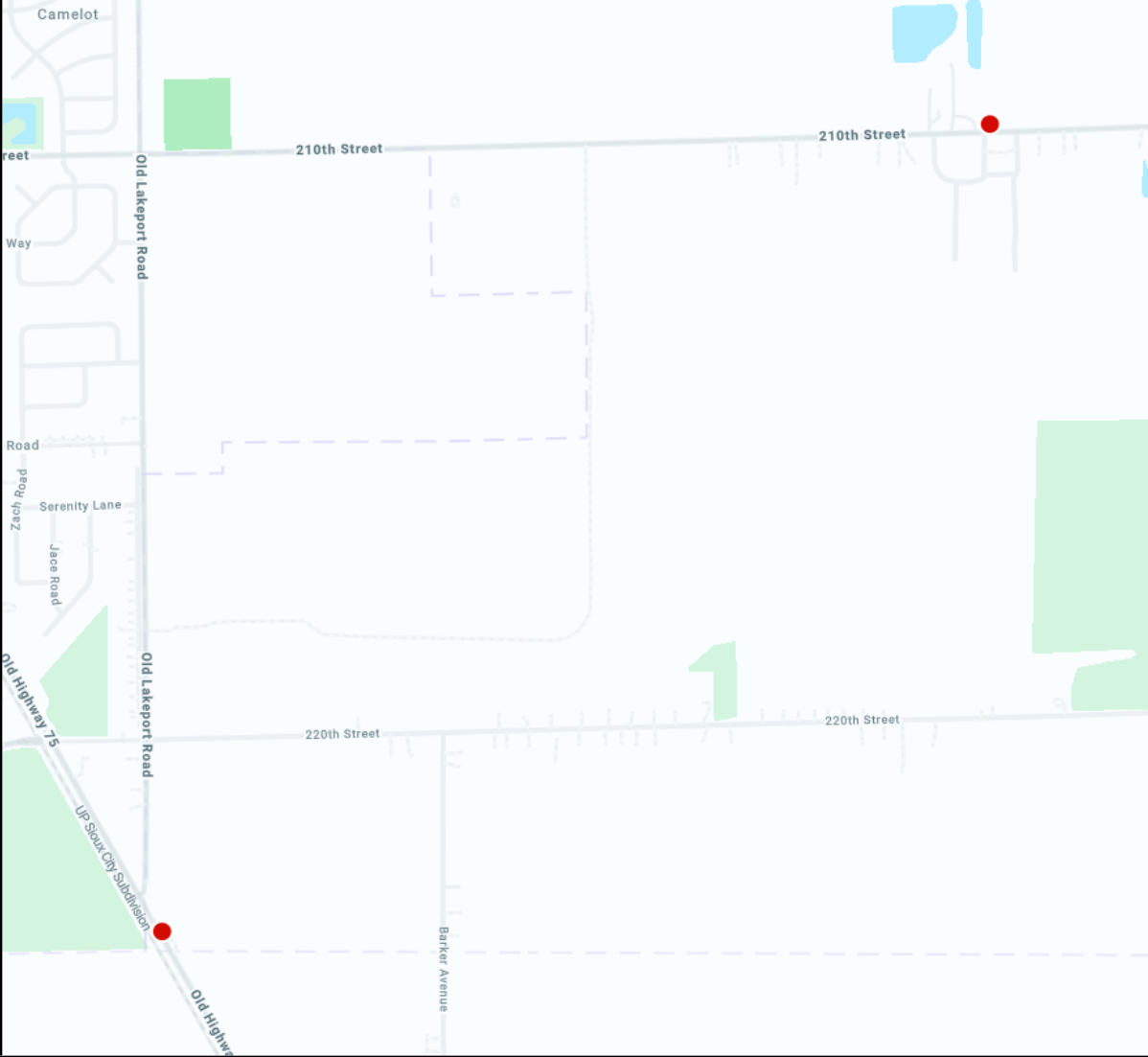
SEE APPROVED PERMIT FOR LISTED INSPECTOR\*

DRAWING INDEX

T.01	COVER SHEET & LOCATION MAPS
GN.01	GENERAL NOTES
A.01 - A.02	PLAN DRAWINGS
SPEC.01 - SPEC.03	EQUIPMENT & FOUNDATION DETAILS



Know what's below.  
Call before you dig.



IA - Sergeant Bluff PD  
01004441

Flock Safety  
1170 HOWELL MILL ROAD SUITE 210  
ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
0	03/27/2025	FLK	PRELIM

I HEREBY CERTIFY THIS DOCUMENT WAS PREPARED BY MYSELF OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ENGINEER UNDER THE LAWS OF THE STATE OF IOWA

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FLOCK SAFETY EQUIPMENT INSTALLATION  
CASE NUMBER: 01004441  
PERMITTING JURISDICTION: Woodbury County (County of), Right-of-Way

COVER SHEET & LOCATION MAPS	
SHEET: T.01	REV: 0

GENERAL & CONSTRUCTION NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH STATE AND LOCAL AGENCY SPECIFICATIONS UNLESS SPECIFICALLY STATED OR SHOWN OTHERWISE HEREIN.
2. ALL WORK SHALL CONFORM TO ALL APPLICABLE ELECTRICAL CODES EXCEPT WHEN STATE DEPARTMENT OF TRANSPORTATION AND LOCAL AGENCY STANDARDS SUPERSEDE.
3. CONTRACTOR SHALL ENSURE ALL PROPOSED EQUIPMENT INSTALLED IS IN ACCORDANCE WITH NESC REQUIREMENTS AND CLEARANCES.
4. ALL CONSTRUCTION AND/OR MAINTENANCE ON THE IOWA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY SHALL CONFORM TO THE FEDERAL MANUAL ON UNIFORM TRAFFIC DEVICES, THE IOWA DEPARTMENT OF TRANSPORTATION ROADWAY AND TRAFFIC DESIGN STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, PLANS PREPARATION MANUAL AND DRAINAGE MANUAL.
5. THE PERMITTING AGENCY RESERVES THE RIGHT TO MAKE ADJUSTMENTS TO ANY PERMITTED METHODS OF INSTALLATION, SCOPE OF WORK AND RESTORATION THAT MAY BE REQUIRED TO POSITIVELY SUPPORT LIFE, SAFETY AND ENVIRONMENTAL WELL BEING OF ALL USERS OF THE TRANSPORTATION SYSTEM.
6. SHOULD A CONFLICT ARISE BETWEEN THE DETAILS SHOWN IN THE PLANS AND THE DEPARTMENT OF TRANSPORTATION STANDARDS, THE ENGINEER/PERMITTEE SHALL IMMEDIATELY CONFER WITH THE DEPARTMENT'S ENGINEER IN ORDER TO RESOLVE THE DISCREP. ANY, IN NO CASE WILL ANYTHING LESS THAN THE DEPARTMENTS MINIMUM STANDARDS BE ALLOWED.
7. FLOCK SAFETY SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES 48 HOURS PRIOR TO CONSTRUCTION.
- 7.1. INSTALLS INVOLVING FLOCK SAFETY PROVIDED POLES, A MINIMUM OF 2' SEPARATION SHALL BE MAINTAINED FROM ALL EXISTING UTILITIES AND STORM DRAIN STRUCTURES.
8. THE PERMITTED WORK SCHEDULE IS DEFINED AS MONDAY THROUGH FRIDAY 7:00AM TO 5:30PM UNLESS OTHERWISE NOTED WITHIN THE PERMIT. ANY WORK DESIRED OUTSIDE OF THIS PERIOD MUST BE REQUESTED IN ADVANCE AND APPROVED BEFORE WORKING THE ALTERNATE SCHEDULE.
9. FLOCK SAFETY SHALL BE RESPONSIBLE TO APPLY AND OBTAIN AN APPROVED TRAFFIC CONTROL PLAN IN ACCORDANCE WITH MUTCD AND LOCAL STANDARDS AS REQUIRED.
10. WORK INVOLVING TEMPORARY LANE CLOSURES ARE TO BE DONE BETWEEN THE HOURS OF 8:00AM AND 5:00PM. MONDAY THROUGH FRIDAY UNLESS OTHERWISE STATED BY THE DEPARTMENT OF TRANSPORTATION.
11. CONTRACTOR SHALL PROVIDE SAFE ACCESS PER CURRENT GENERAL STANDARDS FOR ALL PEDESTRIAN TRAFFIC REGULATIONS ON ALL EXCAVATIONS OPENED IN THE TRAFFIC ZONE CONTROL AREA.
12. NO PEDESTRIAN PATHWAY IS TO BE REMOVED, BLOCKED, OR DISTURBED WITHOUT HAVING A SUFFICIENT DESIGNATED TEMPORARY PEDESTRIAN PATHWAY WITH ALL APPROPRIATE PEDESTRIAN MAINTENANCE OF TRAFFIC SIGNS IN PLACE PRIOR TO PATHWAY BEING AFFECTED.
- 12.1. ALL TEMPORARY PEDESTRIAN PATHWAYS MUST BE FIRM AND UNYIELDING.
13. CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTY IN THE VICINITY OF THE CONSTRUCTION.
14. NO WORK SHALL BE PERFORMED DURING THE WEEKS OF ANY STATE OR FEDERAL HOLIDAYS UNLESS OTHERWISE APPROVED BY THE IOWA DEPARTMENT OF TRANSPORTATION.
15. ALL WORK ZONES ARE TO BE SET UP AND MAINTAINED BY SOMEONE WHO HAS THE IOWA DEPARTMENT OF TRANSPORTATION INTERMEDIATE TRAFFIC CONTROL LEVEL TRAINING OR EQUIVALENT.
16. THE PERMITTING AGENCY RETAINS THE RIGHT TO MAKE ALTERATIONS TO THE PERMIT, ATTACHED SKETCH OR CHARACTER OF WORK AS MAY BE CONSIDERED NECESSARY OR DESIRABLE DURING THE PROGRESS OF THE WORK FOR SATISFACTORY COMPLETION OF THE PROPOSED CONSTRUCTION.
17. THE PERMITTEE SHALL NOTIFY THE PERMITTING AGENCY OF DATE OF COMPLETION, REQUEST A FINAL INSPECTION AND A NOTICE OF FINAL ACCEPTANCE.
18. IF THE PROPOSED CANNOT BE INSTALLED PER THE APPROVED PERMITTED PLAN AND BY GENERAL SPECIFICATIONS, A REVISED PLAN MUST BE PROVIDED TO THE DEPARTMENT FOR REVIEW AND APPROVAL PRIOR TO THE INSTALLATION OF PRODUCTS OR MATERIALS AT THE GIVEN LOCATIONS WHERE CONFLICTS OCCUR.
19. CONTRACTOR SHALL RESTORE RIGHT-OF-WAY TO EQUAL OR BETTER CONDITION UPON COMPLETION OF WORK AND TO THE SATISFACTION OF THE STATE DEPARTMENT OF TRANSPORTATION AND LOCAL AGENCY AT NO ADDITIONAL COMPENSATION.
- 19.1. RESTORATION MAY INCLUDE BUT IS NOT LIMITED TO GRADING AND SODDING IN ANY DISTURBED AREA.
- 19.2. ANY SIDEWALK DISTURBED WILL BE REPLACED BY SECTION WITHIN 72 HOURS TO THE STATE DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.
20. IT WILL BE THE RESPONSIBILITY OF THE PERMITTEE TO REPAIR ANY DAMAGE TO GENERAL FACILITIES AND/OR PRIVATE PROPERTY CAUSED BY CONSTRUCTION OF THE PROJECT.
21. ALL ROADWAY PAVEMENT, CURBS, GUTTERS AND STORM WATER COLLECTORS WILL BE KEPT FREE OF MUD AND OTHER DEBRIS AT ALL TIMES DURING CONSTRUCTION.
22. NO STOCKPILING, STORING OR SEMI PERMANENT USE OF THE RIGHT OF WAY IS AUTHORIZED UNLESS SPECIFICALLY IDENTIFIED WITHIN THE PERMIT.
23. THE CONTRACTOR SHALL HAVE AN AUTHORIZED PERSON AVAILABLE AT/OR NEAR THE WORK SITE TO ADDRESS EMERGENCY ISSUES ASSOCIATED WITH THE PROJECT.
- ADA COMPLIANCE NOTES
1. ALL SIDEWALK CONSTRUCTION SHALL BE IN ACCORDANCE WITH ADA TITLE II AND ALL STATE DEPARTMENT OF TRANSPORTATION AND LOCAL STANDARDS. USE STATE DEPARTMENT OF TRANSPORTATION CURRENT EDITION STANDARDS FOR PEDESTRIAN CONTROL PLANS FOR CLOSURE OF SIDEWALK.
2. MINIMUM SIDEWALK CLEAR PEDESTRIAN ACCESS ROUTE (PAR) IS 48" WIDE.
3. NO OBSTRUCTION IS PERMITTED ALONG THE WIDTH OF THE SIDEWALK UP TO 7'-0" IN HEIGHT.

DRAWINGS

1. THE WORK SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE FOLLOWING ATTACHED DRAWINGS THAT ARE HEREBY MADE A PART OF THE STATEMENT OF WORK, BY THIS REFERENCE.

SPECIFICATIONS

1. THE WORK SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE SPECIFICATIONS CONTAINED IN THAT CERTAIN "MASTER AGREEMENT, OUTSIDE PLANT MAINTENANCE CONSTRUCTION SERVICES," PROVIDED THAT SUCH AN AGREEMENT EXISTS BETWEEN FLOCK SAFETY AND CONTRACTOR. IN THE ABSENCE OF SUCH AN AGREEMENT, THE SPECIFICATIONS CONTAINED IN AN AGREEMENT TO BE EXECUTED BY THE PARTIES PRIOR TO THE COMMENCEMENT OF WORK SHALL GOVERN.

MATERIALS

1. INSTALLER SHALL RECEIVE FLOCK SAFETY MATERIALS AT A FLOCK SAFETY LEASED WAREHOUSE FACILITY OR AT THE LOCAL TSO LOCATED AT (CONTACT 24 HOURS IN ADVANCE): 1170 HOWELL MILL RD NW, ATLANTA, GA 30318.
- 1.1. ALL UNUSED AND REQUESTED SALVAGED MATERIAL TO BE RETURNED TO SAME ADDRESS.
2. THE RECEIPT OF ALL MATERIALS SHALL BE CONSTRUED AS CONCLUSIVE EVIDENCE THAT THE CONTRACTOR HAS MADE ALL NECESSARY EXAMINATION AND INSPECTIONS, AND IS SATISFIED AS TO THE QUALITY AND QUANTITY OF MATERIALS RECEIVED.
3. ANY AND ALL MATERIALS THAT MAY BECOME LOST, STOLEN OR DAMAGED SHALL BE REPLACED BY THE CONTRACTOR AT THE CONTRACTOR'S SOLE EXPENSE, AND ANY DELAY INCURRED SHALL NOT BE CAUSE FOR AN EXTENSION IN TIME

SAFETY AND PRECAUTIONS

1. ALL PERSONNEL ARE REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS SET FORTH IN THE FLOCK SAFETY REQUIREMENTS, RAILROAD SAFETY CODE AND GOVERNING JURISDICTION.
2. THE WORK UNDER THIS INSTALLATION WILL BE CONSTRUCTED ALONG RIGHTS OF WAY THAT MAY CONTAIN EXISTING AND OPERATIONAL UTILITIES. THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR LOCATING EXISTING UTILITIES AND FOR COMPLIANCE WITH THE REQUIREMENTS OF ANY STATEWIDE AND / OR LOCAL AREA IN ADVANCE OF ANY EXCAVATION, BORING OR PLACING WORK AND THE CONTRACTOR SHALL LOCATE AND EXPOSE BY HAND ALL EXISTING SUBSURFACE PLANT. ANY DAMAGE CAUSED BY THE CONTRACTOR SHALL BE REPAIRED BY THE CONTRACTOR AT THE CONTRACTOR'S SOLE EXPENSE AND ANY DELAY INCURRED SHALL NOT BE CAUSE FOR AN EXTENSION IN THE TIME OF THE CONTRACT.
3. INSTALLER SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF PUBLIC AND PRIVATE PROPERTIES. INSTALLER SHALL PROTECT, SHORE, BRACE, SUPPORT AND MAINTAIN ALL UNDERGROUND PIPES, CONDUITS, DRAINS AND OTHER SUBSURFACE STRUCTURES UNCOVERED OR OTHERWISE AFFECTED BY THE WORK.
4. INSTALLER SHALL BE RESPONSIBLE FOR ALL DAMAGE TO STREETS, ROADS, HIGHWAYS, SHOULDERS, DITCHES, EMBANKMENTS, CULVERTS, BRIDGES OR OTHER PUBLIC OR PRIVATE PROPERTY OR FACILITY, REGARDLESS OF LOCATION OR CHARACTER, WHICH MAY BE CAUSED BY THE WORK, OR BY MOVING, HAULING, OR OTHERWISE TRANSPORTING EQUIPMENT, MATERIALS OR WORKERS TO OR FROM WORK OR ANY SITE THEREOF, WHETHER BY THE CONTRACTOR OR SUBCONTRACTORS.

STAKING AND SCHEDULING

1. ALL STAKING WILL BE PROVIDED BY FLOCK SAFETY. REQUIRED RIGHT OF WAY CLEARING SHALL BE COMPLETED PRIOR TO STAKING: THEREFORE, THE INSTALLER SHALL COORDINATE ALL CLEARING AND PLACING OPERATIONS WITH THE FLOCK SAFETY PROJECT SUPERVISOR TO AVOID DELAYS AND INTERFERENCE.
2. FLOCK SAFETY WILL PROVIDE RAILROAD, FLAGMEN AND SIGNALMEN AS REQUIRED; HOWEVER, THE CONTRACTOR SHALL BE REQUIRED TO COORDINATE ITS NEEDS FOR SUCH SIGNALMEN AND FLAGMEN WITH FLOCK SAFETY.
3. IN ADDITION TO THE SCHEDULING REQUIREMENTS IN THE GENERAL PROVISIONS, UPON REQUEST THE CONTRACTOR SHALL ALSO SUBMIT TO THE FLOCK SAFETY PROJECT SUPERVISOR, DAILY CREW ASSIGNMENT REPORTS SPECIFYING CREW AND CREW COMPOSITION AND WORK LOCATION.

PERMITS

1. FLOCK SAFETY HAS OBTAINED OR WILL OBTAIN PERMITS FROM DEPARTMENTS AND/OR AGENCIES OF CITIES, COUNTIES, STATES, FEDERAL GOVERNMENT, RAILROAD OR OTHER ENTITIES, WHICH PROVIDE FOR THE PLACING OF PIPES AND/OR CABLE UNDER DITCH, TRACKS AND ROADS AND PLACING PIPES AND/OR CABLE ALONG AND WITHIN PUBLIC OR PRIVATE ROAD RIGHTS OF WAY AND RAILROAD RIGHTS.
2. CONTRACTOR SHALL OBTAIN ADDITIONAL PERMITS, IF REQUIRED, FOR EQUIPMENT ACCESS OR MOVEMENT ON PUBLIC ROADS AND RAILROADS. COPIES OF SUCH PERMITS SHALL BE FURNISHED TO FLOCK SAFETY. ALL TRAFFIC CONTROL, IF APPLICABLE, SHALL BE IN ACCORDANCE WITH LOCAL, STATE, COUNTY, OR PERMITTING AGENCY LAWS, REGULATIONS, AND REQUIREMENTS, AND WILL BE THE CONTRACTOR'S RESPONSIBILITY. TRAFFIC CONTROL PLANS PROVIDED BY CURRENT IOWA DEPARTMENT OF TRANSPORTATION DESIGN STANDARDS.
- SCOPE OF WORK
1. THIS PROJECT SHALL CONSIST OF THE FOLLOWING OPERATIONS: THE WORK PACKAGE IS FOR THE INSTALLATION OF FLOCK SAFETY ALPR CAMERAS WHICH INCLUDES BUT IS NOT LIMITED TO: FLOCK SAFETY PROVIDED POLES, POLE MOUNTED SOLAR PANELS, AND EXTERNAL BATTERY PACKAGES.

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IA - Sergeant Bluff PD

01004441

Flock Safety  
1170 HOWELL MILL ROAD SUITE 210  
ATLANTA, GA 30318

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0	03/27/2025	FLK	PRELIM

I HEREBY CERTIFY THIS DOCUMENT WAS PREPARED BY MYSELF OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ENGINEER UNDER THE LAWS OF THE STATE OF IOWA

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FLOCK SAFETY EQUIPMENT INSTALLATION

CASE NUMBER: 01004441  
PERMITTING JURISDICTION: Woodbury County (County of), Right-of-Way

COVER SHEET & LOCATION MAPS

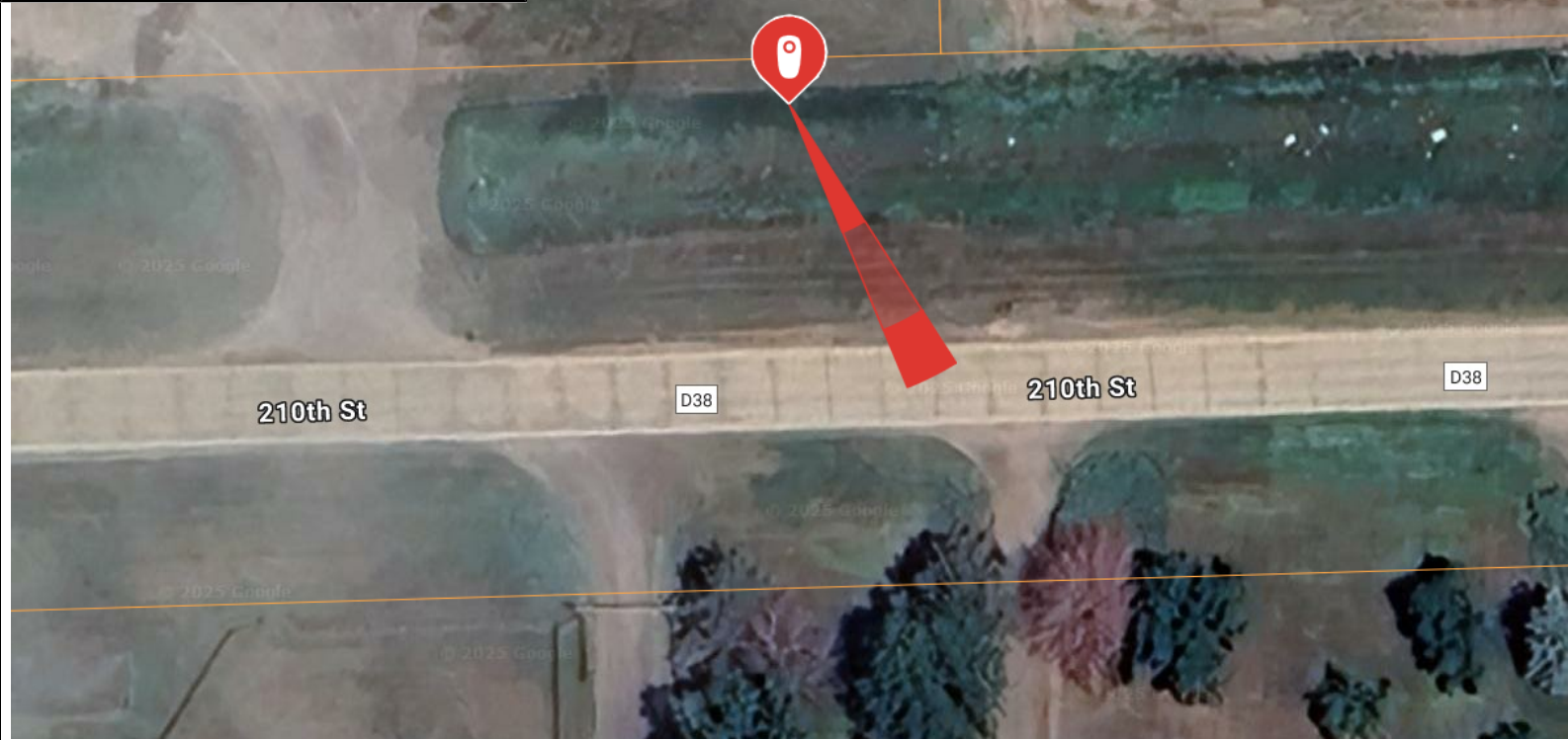
SHEET: <b>GN.01</b>	REV: <b>0</b>
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FLOCK LOCATION DETAILS

LOCATION NAME: F#006 210th St @ Maupin Ln EB  
GEOGRAPHIC COORDINATES:  
42.401444991915454,-96.31294376877422



STREET NAME/SR #	SPEED LIMIT	TRAFFIC VOLUME	EOP DISTANCE
1489 210th St	25	5000	5.9 ft
Corresponding Spec Sheet		Spec.01-03	



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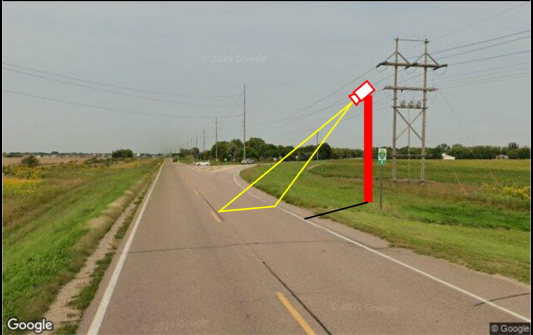
COVER SHEET & LOCATION MAPS

SHEET: A.01	REV: 0
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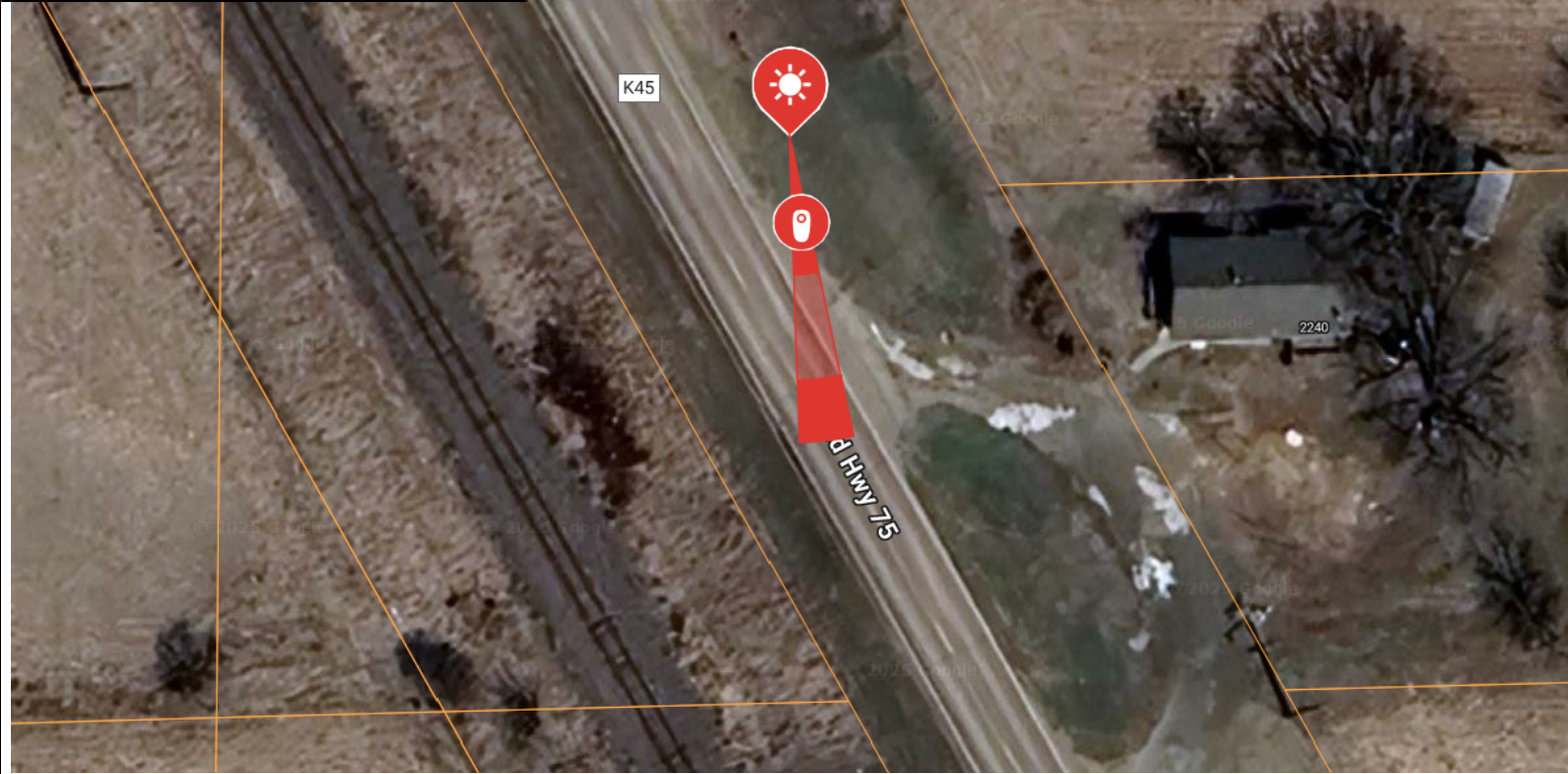


FLOCK LOCATION DETAILS

LOCATION NAME: P#004 Old Highway 75 @ 220th St SB  
GEOGRAPHIC COORDINATES:  
42.381336665203015,-96.34011991228509



STREET NAME/SR #	SPEED LIMIT	TRAFFIC VOLUME	EOP DISTANCE
2230 Old Highway 75	0		0 ft



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1170 HOWELL MILL ROAD SUITE 210  
ATLANTA, GA 30318

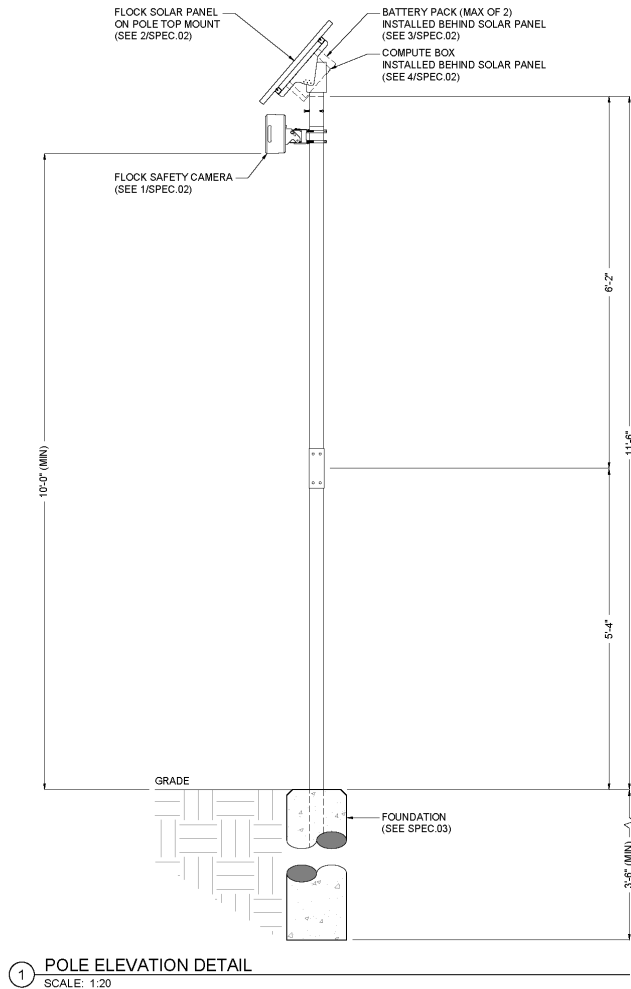
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FLOCK SAFETY EQUIPMENT INSTALLATION  
CASE NUMBER: 01004441  
PERMITTING JURISDICTION: Woodbury County (County of), Right-of-Way

COVER SHEET & LOCATION MAPS	
SHEET: A.02	REV: 0



#### DESIGN NOTES

- POLE AND FOUNDATIONS ARE DESIGNED IN ACCORDANCE WITH THE FOLLOWING CODES:
  - 2009/2012/2015/2018/2021 INTERNATIONAL BUILDING CODE
  - AASHTO LRFD SPECIFICATIONS FOR STRUCTURAL SUPPORT FOR HIGHWAY SIGNS, LUMIN, TRAFFIC SIGNALS, 2015 EDITION.
- POLE ANALYSIS AND FOUNDATION DESIGN ARE BASED ON THE FOLLOWING CRITERIA:
  - DESIGN WIND SPEED (Vult): (SEE SECTION 2.6)
  - RISK CATEGORY: II
  - EXPOSURE CATEGORY: C
  - TOPOGRAPHIC CATEGORY: 1
  - SEISMIC DESIGN CRITERIA:
    - SOIL SITE CLASS: D (ASSUMED)
    - SPECTRAL RESPONSE,  $S_s$ : 1.000g (MAXIMUM)
    - SPECTRAL RESPONSE,  $S_1$ : 0.400g (MAXIMUM)
    - SEISMIC DESIGN CATEGORY: B
  - STRUCTURE BASE REACTIONS ARE CALCULATED AS FOLLOWS:

DESIGN WIND SPEED (MPH)	MOMENT (K-FT)	SHEAR (KIP)	AXIAL (KIP)
115	2.70	0.280	0.160
125	3.20	0.330	0.160
135 (MAX)	3.70	0.380	0.160

- SHOULD ANY OF THE SITE-SPECIFIC PARAMETERS BE HIGHER THAN WHAT IS NOTED ABOVE, THE EOR SHALL BE CONTACTED TO PROVIDE A REVISED DESIGN.
- CONTRACTOR IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS PRIOR TO INSTALLATION.
- FOUNDATION TO CONSIST OF CONCRETE SURROUNDING THE PROPOSED POLE WITH A MINIMUM OF 3,000-PSI COMPRESSIVE STRENGTH.

#### GENERAL & CONSTRUCTION NOTES

- CONTRACTOR SHALL CONTACT DESIGNATED AGENCY TO LOCATE ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION.
- CONTRACTOR SHALL APPLY AND OBTAIN AN APPROVED TRAFFIC CONTROL PLAN IN ACCORDANCE WITH MUTCD AND LOCAL JURISDICTION STANDARDS.
- CONTRACTOR SHALL RESTORE ALL DISTURBED AREAS TO ORIGINAL SITE CONDITION TO THE SATISFACTION OF STATE DEPARTMENT OF TRANSPORTATION AND LOCAL JURISDICTION.
- ALL WORK SHALL CONFORM TO APPLICABLE ELECTRICAL CODES EXCEPT WHEN STATE DEPARTMENT OF TRANSPORTATION OR LOCAL JURISDICTION STANDARDS SUPERSEDE.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH SPECIFICATIONS DEFINED BY THE STATE DEPARTMENT OF TRANSPORTATION OR LOCAL JURISDICTION, UNLESS SPECIFICALLY STATED OR SHOWN OTHERWISE HEREIN.

#### ADA COMPLIANCE NOTES

- ALL SIDEWALK CONSTRUCTION SHALL BE IN ACCORDANCE WITH ADA TITLE II, STATE DEPARTMENT OF TRANSPORTATION, AND LOCAL JURISDICTION STANDARDS.
- STATE DEPARTMENT OF TRANSPORTATION CURRENT EDITION STANDARDS SHALL BE USED FOR PEDESTRIAN CONTROL PLANS WHEN CLOSURE OF SIDEWALK IS REQUIRED FOR CONSTRUCTION.
- MINIMUM CLEAR PEDESTRIAN ACCESS ROUTE (PAR) SHALL BE 48" WIDE.
- NO OBSTRUCTION IS PERMITTED ALONG THE WIDTH OF THE SIDEWALK, UP TO AN ELEVATION OD 7'-0" ABOVE GRADE.

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Flock Safety  
1170 HOWELL MILL ROAD SUITE 210  
ATLANTA, GA 30318

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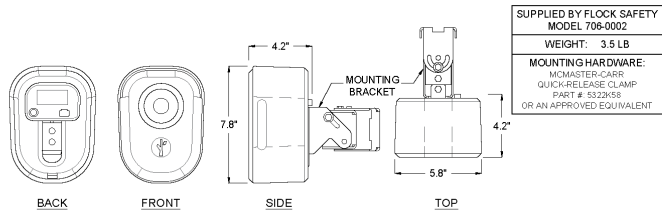
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FLOCK SAFETY EQUIPMENT INSTALLATION

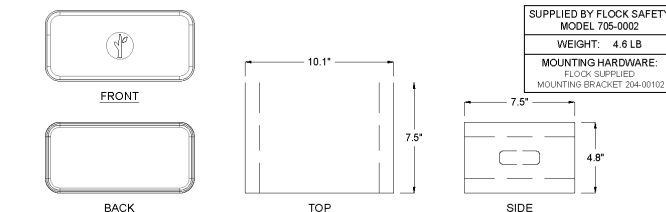
CASE NUMBER: 01004441  
PERMITTING JURISDICTION: Woodbury County (County of), Right-of-Way

COVER SHEET & LOCATION MAPS

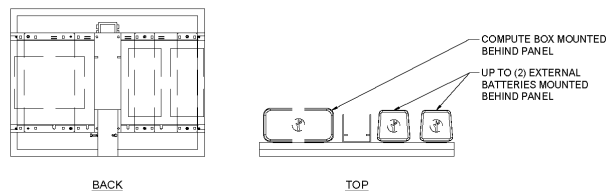
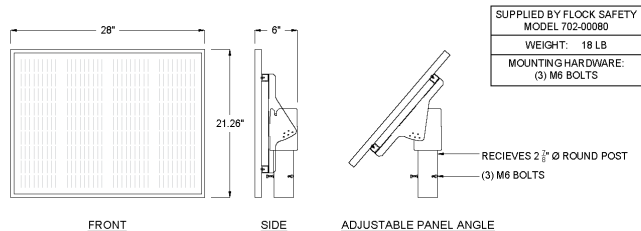
SHEET: **SPEC.01** REV: **0**



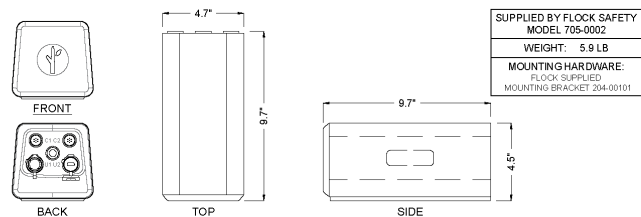
1 FLOCK SAFETY CAMERA  
SCALE: N/A



4 FLOCK COMPUTE BOX  
SCALE: N/A



2 65 WATT SOLAR PANEL AND MOUNT ASSEMBLY (TOP MOUNTED)  
SCALE: N/A



3 FLOCK EXTERNAL BATTERY  
SCALE: N/A

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ATLANTA, GA 30318

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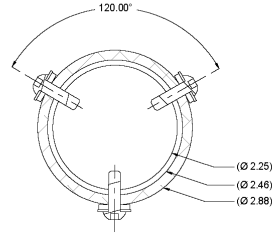
FLOCK SAFETY EQUIPMENT INSTALLATION  
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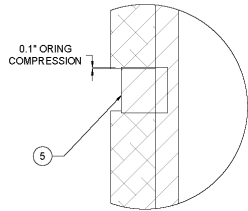
SHEET: SPEC.02  
REV: 0

ITEM NO.	DESCRIPTION	QTY.
1	2.5" SCH 40 2.875OD 74.000L	1
2	2.5 SCH 40 2.875OD 94.000L	1
3	BUT TORX 0.250-20 TAMPER-RESISTANT	6
4	INSERT SLEEVE STYLE 7 TAPPED	1
5	ORING	1
6	WASHER	6
7	CONCRETE FOOTING	1
8	HBOLT 0.2500-20	1

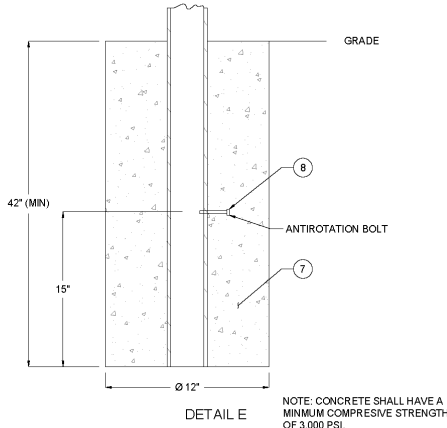
PROVELI STYLE 7 COUPLER ASSEMBLY  
PART #: 1020-01  
MATERIAL: VARIES  
WEIGHT: 168.42 LBS  
DATE: 09/27/2023  
DO NOT SCALE DRAWINGS (NTS)



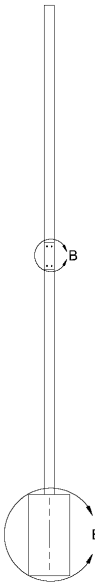
SECTION C-C



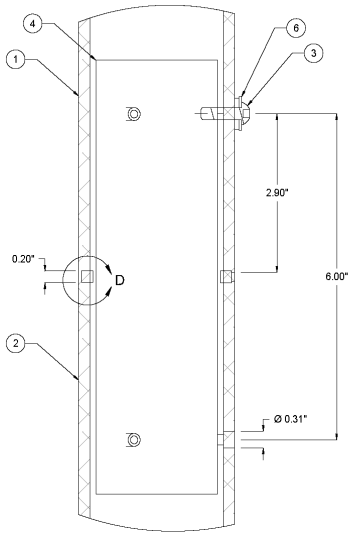
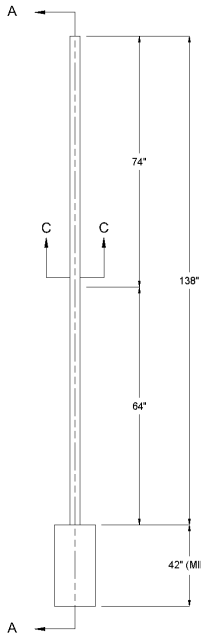
DETAIL D



DETAIL E



SECTION A-A



DETAIL B

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01004441

Flock Safety  
1170 HOWELL MILL ROAD SUITE 210  
ATLANTA, GA 30318

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FLOCK SAFETY EQUIPMENT INSTALLATION

CASE NUMBER: 01004441  
PERMITTING JURISDICTION: Woodbury County (County of), Right-of-Way

COVER SHEET & LOCATION MAPS

SHEET:  
SPEC.03

REV:  
0



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

Date: 04/03/2025 Weekly Agenda Date: 04/8/2025

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

Jered Jepsen, County Weed Commissioner and Laura Sievers, County Engineer

**WORDING FOR AGENDA ITEM:**

Consideration of annual weed destruction order

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☒

Approve Motion ☐

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

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

**BACKGROUND:**

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

**FINANCIAL IMPACT:**

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

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

Yes ☐ No ☒

**RECOMMENDATION:**

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

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the weed destruction order for 2025.

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

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

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

WHEREAS, it has been determined by the Woodbury County Board of Supervisors that a program of weed destruction for the year 2025 is necessary,

NOW THEREFORE,

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

1. May 1, 2025 – for Palmer amaranth annual.
2. May 5, 2025 - for musk, thistle, sow thistle, bull thistle, leafy spurge, perennial pepper grass, sour dock perennial, smooth dock perennial, and sheep sorrel perennial.
3. June 2, 2025 - for Canada thistle, Russian knapweed, buckhorn perennial, wild mustard annual, horse nettle, and teasel biennial.
4. June 9, 2025 - for field bindweed, wild carrot biennial, and quack grass.
5. June 16, 2025 - for butterprint annual, puncture vine annual, and cocklebur annual.
6. July 1, 2025 - for wild sunflower annual and poison hemlock.
7. October 1, 2025 - all thistles in the rosette stage.

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

BE IT FURTHER RESOLVED AND ORDERED that all weeds on county trunk and local roads and between the fence lines of such roads, whether they be noxious weeds or other weeds, shall be eradicated or otherwise destroyed, to prevent seed production, by the owner of the land adjoining the road on or before June 6, 2025.

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

SO RESOLVED this 8th day of April, 2025

WOODBURY COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Daniel A. Bittinger, II, Chairperson

ATTEST:

\_\_\_\_\_  
Michelle K. Skaff  
Woodbury County Auditor

# RESOLUTION #

## NOTICE OF PROPERTY SALE

**Parcels #894730282003**

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

**Lot Five (5) Block Thirteen (13) of Hornicks Addition to Sioux City in the County of Woodbury and State of Iowa  
(1814 W. 4<sup>th</sup> 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 **8<sup>th</sup> Day of April, 2025 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 **8<sup>th</sup> Day of April, 2025**, 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 \$1,154.00** 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 25<sup>th</sup> Day of March, 2025.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

---

Michelle K. Skaff  
Woodbury County Auditor  
and Recorder

---

Daniel A. Bittinger II, Chairman

REQUEST FOR MINIMUM BID

Name: Lissette Ochoa Date: 11/6/23  
Address: 11 Penrose Dr. M. Sioux City Phone: 712-635-1364

Address or approximate address/location of property interested in:

1814 W. 4<sup>th</sup> St.

GIS PIN # 894730282003

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

Legal Description:

Lot 5 Block 13 of Hornicks  
Addition to Sioux City, Woodbury County,  
Iowa

Tax Sale #/Date: #996 6/17/2019 Parcel # 260160

Tax Deeded to Woodbury County on: 10/31/24

Current Assessed Value: Land \$7,600 Building Ø Total \$7,600

Approximate Delinquent Real Estate Taxes: \$23,659 (including interest)

Approximate Delinquent Special Assessment Taxes: \$6,528 (including interest)

\*Cost of Services: \$154

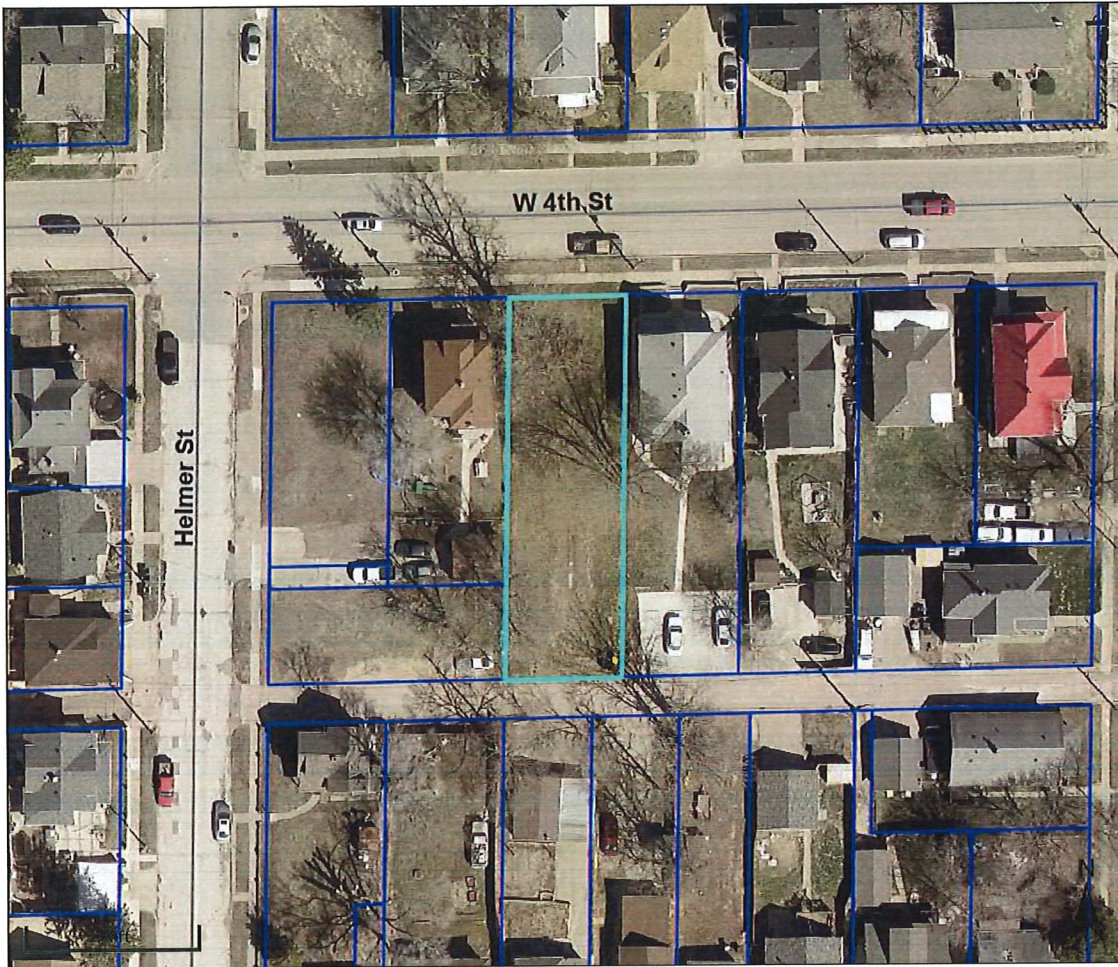
Inspection to: Matthew Ung Date: 11/6/23

Minimum Bid Set by Supervisor: \$1,000 plus \$154 for costs. Total: \$1,154

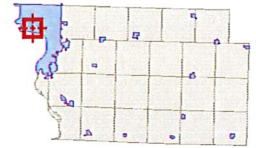
Date and Time Set for Auction: Tuesday, April 8<sup>th</sup> @ 4:35 p.m.

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





Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

Parcel ID	894730282003	Alternate ID	260160	Owner Address	WOODBURY COUNTY IOWA
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS ST
Property Address	1814 W 4TH ST	Acreage	n/a		SIOUX CITY, IA 51101
	SIOUX CITY				
District	0087				
Brief Tax Description	HORNICKS LOT 5 BLK 13				
	(Note: Not to be used on legal documents)				

Date created: 3/20/2025  
Last Data Uploaded: 3/19/2025 10:10:24 PM

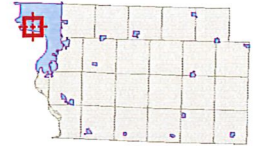
Developed by  **SCHNEIDER**  
GEOSPATIAL



# Beacon™ Woodbury County, IA / Sioux City



## Overview



## Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

Parcel ID	894730282003	Alternate ID	260160	Owner Address	WOODBURY COUNTY IOWA
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS ST
Property Address	1814 W 4TH ST	Acreage	n/a		SIOUX CITY, IA 51101
	SIOUX CITY				
District	0087				
Brief Tax Description	HORNICKS LOT 5 BLK 13				
	(Note: Not to be used on legal documents)				

Date created: 3/20/2025  
Last Data Uploaded: 3/19/2025 10:10:24 PM

Developed by  **SCHNEIDER**  
GEOSPATIAL

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

Date: 4/02/2025

Weekly Agenda Date: 4/08/2025

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

**WORDING FOR AGENDA ITEM:**

Courthouse Clerks Office Project- Ceiling Repair Project Competitive Quotes

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

Building Services has received multiple competitive quotes for project work relating to the Courthouse Clerks Office Ceiling. Temporary relocation of the State Clerks employees to the 3rd floor of the Courthouse will be necessary. The Office space will require the removal and/or relocation of cubicals, office furniture, files, and equipment.

**BACKGROUND:**

February 18th, 2025- Board Approves 2025 CIP Courthouse Clerks Project (\$78,833.00)

The First Floor Clerks Office has been effected for several months by aggregate salts dropping down from the ceiling above the office area. The current building demolition across the street from the Courthouse has substantially increased the amount of talcum powder-like material (salts) that is falling. Previously the material was a nuisance but the situation is now to a level that needs to be addressed sooner than later. The material if allowed to continue could eventually be detrimental to items such as printers and/or desktop computers if it infiltrated interior components. This is also an annoyance to office staff. Project may require relocation of Clerks Office employees to other areas for several weeks.

The Clerks Office Ceiling was originally inteneded and was scheduled to be a 2026 CIP Project. Plaster ceiling salting occurs due to plaster being impacted as a result of high humidity or water. Plaster is made up of aggregate and limestone. In humid conditions the aggregate will release its salts. The salts form on the exterior of the plaster as a talcum powder like substance. Project repairs may include the following:  
Staff relocation.  
Removing portions of ceiling to access steam, condensate, and waste lines present.  
Identification of any lead or asbestos containing products.  
Replacing leaking heating steam lines, and condensate lines in crawlspace above ceiling.  
Repairing and/or insulating all domestic plumbing lines in crawlspace above ceiling.  
Repairing office space ceiling plaster in approximately 6 locations.  
Removing office space ceiling salts throughout.  
Priming and repainting office space ceiling throughout.

**FINANCIAL IMPACT:**

2025 CIP- \$78,833.00  
2025 Building Services Courthouse Operating Budget 000-9101-000-42601 - \$1,890.08  
  
Data Wiring; NCP - \$303.08  
Abatement; Environmental Services- \$1,800  
Plumbing; Morningside Plumbing- \$10,750  
Plastering; Scott's Quality Plastering & Stucco LLC- \$56,770  
Painting; Sioux City Tree Co./ Pro Painting- \$11,100  
  
\$80,723.08

**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:**

Authorization to move State Clerks temporarily to the 3rd floor (old County Atty. space) and approval of quotes in the amount of \$80,723.08

Data Wiring; NCP - \$303.08  
Abatement Environmental Services- \$1,800  
Plumbing; Morningside Plumbing- \$10,750  
Plastering; Scott's Quality Plastering & Stucco LLC- \$56,770  
Painting; Sioux City Tree Co./ Pro Painting- \$11,100

**ACTION REQUIRED / PROPOSED MOTION:**

Authorization to temporarily relocate State Clerks employees to the Courthouse 3rd Floor.  
Motion to approve Project Quotes in the amount of \$80,723.08



2602 S. 13<sup>th</sup> St.  
Norfolk, NE 68701  
Ph: 1-402-371-7593  
Fx: 1-402-371-0242



# Environmental Services, Inc

## Proposal

**Proposal Submitted To:** Ryan, Woodbury Cty. Courthouse  
**Phone:** 1-712-202-3191  
**Date:** 03/12/2025  
**Address:** 620 Douglas St., Sioux City, IA 51101

**Job Name & Location:**

Clerks Office TSI  
620 Douglas St.  
Sioux City, IA 51101

**We hereby submit specifications and estimates for:**

ESI will remove and dispose of tested ACM from the property located at **620 Douglas St., Sioux City, IA 51101**. The work will be performed during normal work week hours. ESI will be responsible for the removal, transportation and disposal at an approved asbestos landfill and will follow the latest Federal, State, and Local Agency requirements governing worker safety, removal, and air quality standards for asbestos abatement. Following is the Abatement Scope.

**Asbestos Abatement:** Will include the removal of TSI from the ceiling of the clerk's office.

**State Notification:** Depending on the scope of each project, the state where it takes place may require 10 business days of notice prior to ANY work. In the State of Iowa, a notification fee will also be required to be paid to cover any state inspection/processing fees. **\$100.00**

**Air Clearance:** Depending on the nature of this project, air clearances may be required prior to being able to reoccupy the space. **This cost does vary and will be billed at that cost by a 3<sup>rd</sup> party inspector.**

All work will be completed following EPA/OSHA work practices. Any ACM removed by ESI will be disposed of according to federal and state guidelines. All areas of work will have final air and/or visual clearances, as required - completed by a third party.

**We propose** hereby to furnish material and labor-complete in accordance with above specifications, for the sum of:

**Amount of Dollars.....(excluding air clearances/notification).....(\$1,800.00)**

**If the amounts of ACM differ from what was surveyed, the billing will be adjusted accordingly.**

2602 S. 13<sup>th</sup> St.  
Norfolk, NE 68701  
Ph: 1-402-371-7593  
Fx: 1-402-371-0242



# Environmental Services, Inc

## Contract of Services

**Payment to be made as follows:** 25% Service Deposit due before project begins with remainder to be assessed upon completion.

**Service Deposit For This Project: \$450.00**

All work is guaranteed to be as specified. All work to be performed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire tornado, and other necessary insurance. Our workers are fully covered by workman's compensation insurance.

**Note: This proposal may be withdrawn by us if not accepted within 90 days.**

**If this property is to be DEMOLISHED; any items that the owner wishes to keep must be removed BEFORE ABATEMENT BEGINS. Once abatement has begun, NO UNLICENSED PERSON MAY ENTER the area unless an air clearance has been completed at owner's cost which does vary and will be billed at that cost by a 3<sup>rd</sup> party inspector.**

**Upon signing this document, all property contained within the workspace of ESI shall be considered as waste, and will be removed and disposed of as Environmental Services, Inc. sees fit.**

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**This proposal may be withdrawn by us if not accepted within 90 days.**

**Date of Acceptance:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

*Environmental & Demolition Abatement Services  
Indoor Air Quality: Assessments \* Surveys \* Sampling \* Testing \* Reports*



1621 East Commercial \* Algona, IA 50511 \* Office: 515-295-6888  
siteservicesabate@gmail.com

March 7, 2025

Woodbury County  
620 Douglas St.  
Sioux City, IA 51101

Attention: Ryan Chytka

Re: Asbestos Removal: Woodbury County Courthouse  
620 Douglas St.  
Sioux City, IA 51101

**PROPOSAL**

**1. DESCRIPTION:** Clean Asbestos Containing Debris from above Clerk's Office at the above address. Dispose of the ACM in the landfill accepting the waste from this location. All procedures will be in accordance with DNR, EPA & state OSHA guidelines. Site Services, Inc. will do OSHA air monitoring during each phase of abatement.

**2. SITE SERVICES, INC. RESPONSIBILITIES:** Provide tools, equipment, labor, materials and services applicable to the work. **Site Services, Inc. not responsible for any ceiling damage during the cleaning process.**

**3. QUANTITY OF MATERIALS:** Affected area as seen at job walk.

**4. OWNERS RESPONSIBILITIES:** Provide uninterrupted access to the work area for the duration of the project, access to water and 110v electricity. Remove all movable items from work area. Pay for any 3<sup>rd</sup> party air monitoring.

**5. CONTRACT CLOSEOUT:** Final visual inspection: Site Services, Inc.

**6. FINANCIAL ARRANGEMENTS:** Upon Completion

**Proposal good for 30 days:**

**Total Lump Sum Bid: \$ 8,890.00**

**Submitted by:** Brent Clegg, President  
Site Services, Inc.

**Accepted by:**  
**Date:**



# MORNINGSIDE PLUMBING

COMMERCIAL & RESIDENTIAL

**600 Market  
P O Box 4547  
Sioux City IA 51104**

**712-274-1738  
712-274-2162 fax**

**TO: Woodbury County Courthouse  
620 Douglas St  
Sioux City IA 51101**

**Date February 14 2025**

**Job: Radiant Line and water line repair**

*We are pleased to submit the following bid to do:*

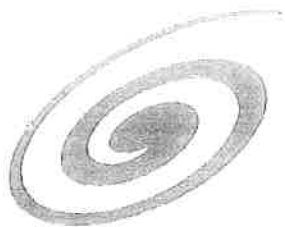
1. Pull a permit for the job.
2. Replace section in the line that are in rough condition
3. All work should be able to be done in the crawl space between the 1<sup>st</sup> and 2<sup>nd</sup> floor
4. If the full line needs to be replaced we can go over that at the time of the work
5. This is priced for 4 sections to be spot repaired
6. Any additional spot repairs will be done on a time and material basis

Notes on for this quote:

1. This would be a quote for normal business hours if it needs to be done over nights or on weekend price will increase
2. Because of locations of the lines this will require us to have 3 people on site for safety
3. If lines need to be completely replaced it will be done on a time and material basis
4. If holes in the floor or plaster will be needed, we will go over it with the maintenance man before we proceed.
5. The boiler will be down during the time of this work. This will include shutting down the system and start up.

Normal notes:

1. Morningside Plumbing, Inc. is not liable for the material, fixtures, etc. furnished by others or their warranties
2. **DUE TO THE INSTABILITY IN MATERIAL PRICES. THE BID PRICE MIGHT CHANGE. ALSO DUE TO THE INSTABILITY OF MATERIAL AVAILABILITY, SOME ITEMS MIGHT NOT BE READILY AVAILABLE**



# MORNINGSIDE PLUMBING

COMMERCIAL & RESIDENTIAL

**600 Market  
P O Box 4547  
Sioux City IA 51104**

**712-274-1738  
712-274-2162 fax**

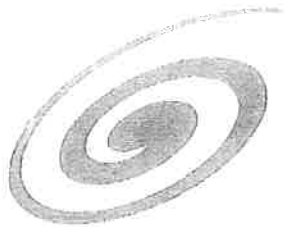
3. This price is only good for the minimum number of trips, any additional trips will incur extra costs.
4. Changes to the scope of the estimate can change the price.
5. Payment is to be:
  - a. You will be billed as the work is done until completion
  - b. All invoices are due on receipt within ten days.
  - c. All past due invoices are subject to finance charges.
  - d. A signed contract for work to be done must be returned or faxed to start work
6. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance
7. All agreements contingent upon strikes, accidents, or delays beyond our control.
8. This proposal may be withdrawn if not accepted within 20 days or if the work takes place over 365 days.
9. Morningside Plumbing, Inc. reserves the right to initiate a mechanical lien on any and all unpaid invoices for the amount of the original debt, interest, collections and attorney fees along with any filing fees and court cost.
10. **Persons or companies furnishing labor or materials for the improvement of real property may enforce a lien upon the improved property if they are not paid for their contributions, even if the parties have no direct contractual relationship with the owner. The state construction registry provides a listing of all persons or companies furnishing labor or materials who have posted a lien or who may post a lien upon the improved property.**
11. **The state construction registry can be found at [www.sos.iowa.gov/mnlr](http://www.sos.iowa.gov/mnlr), and the toll-free telephone number for the state construction registry is 888-767-8683.**

We propose hereby to furnish material and labor – complete in accordance with above specifications for the sum of.....BASE BID: Material, labor, and applicable tax.

.....\$ 10,750.00

## **Acceptance of Proposal---**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above



# MORNINGSIDE PLUMBING

COMMERCIAL & RESIDENTIAL

**600 Market**  
**P O Box 4547**  
**Sioux City IA 51104**

**712-274-1738**  
**712-274-2162 fax**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

Thank you,

Troy Pelchat



## Proposal

### Quality Plumbing Co.

1018 W 7th

Sioux City, IA 51103

(712) 252-3535

Fax (712) 252 -2065

Date: 3/7/2024

Name:

Woodbury County

Work to be performed at:

Courthouse

We hereby propose to furnish the materials and perform labor necessary for the completion of:

Make repairs in four different location where there are leaks showing through the ceiling. Repairs will be made on water, waste, and steam lines. Price is figured at normal working hours. Price includes scissor lift, plywood for the lift to drive on, and plastic for covering the floor in the areas we are working. Cut holes in the plaster as needed. Price excludes plaster repairs and paint. Any other repairs that are needed will be done time and material.

For the total sum of: \$15,500.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner with payments to be made as follows: AS JOB PROGRESSES.

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary Insurance upon above work. Work-men's Compensation and Public Liability Insurance on above work to be taken out by Quality Plumbing Co Inc.

Respectfully submitted: Quality Plumbing Co. Per: *Dana Ryder*

### Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

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

Note: This proposal may be withdrawn by us if not accepted within 30 days, if there is any increase in material cost of more than 2% there will be an increase of cost at time of purchase and charged as a change order item.

# ESTIMATE



## Prepared For

Ryan Chytka  
(712) 279-6539

### Scott's Quality Plastering & Stucco LLC

2201 N 67th Street  
Lincoln, NE 68505  
Phone: (402) 601-9144  
Email: scottsqqualityplastering@outlook.com  
Web: scottsqquality.com

Estimate # 1312

Date 02/14/2025

### Description

### Total

Woodbury County Courthouse Plaster Repairs	\$56,770.00
--	-------------

Price to set scaffold, cover adjacent surfaces to protect from plaster splatters.  
Scrape loose paint, seal edges of paint with oil-based primer, skim and sand smooth.

Remove loose damaged finish plaster repair using Sheetrock 45 joint setting compound, sand smooth,  
at ceiling where water damaged.

Along South and West exterior walls at top of windows remove and rebuild unsound decorative  
molding plaster as needed, scrape out plaster cracks in decorative plaster as needed, fill and  
sand smooth.

<b>Subtotal</b>	<b>\$56,770.00</b>
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<b>Total</b>	<b>\$56,770.00</b>
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**Notes:**

Proposal assumes office space is vacant and plaster areas are accessible by scaffolding.

Proposal does not include plaster repairs for openings cut for plumbing repairs due to the unseen extent of demolition.

Blinds at top of windows will need to be removed and replaced by others for plaster repairs.

Approximately 5 weeks duration for quoted repairs.

**Prepared For**

Woodbury County Courthouse  
 620 Douglas St  
 Sioux City , Iowa 51101  
 (712) 202-3191  
 (712) 279-6539

**Sioux City Tree Co./ Pro Painting**

3311 S Clinton St  
 Sioux City, Iowa 51106  
 Phone: (605) 691-6370  
 Email: siouxcitytreeco@gmail.com  
 Web: www.sioxcitytreeco.com

Estimate # 1224  
 Date 02/20/2025  
 Business / Tax # 84-5140341

Description	Total
Interior Painting	\$7,100.00
- paint entire ceiling in large office after plaster repairs	
- stain block if needed from water damage	
- prime entire ceiling	
- paint entire ceiling two coats	
Primer must be approved for plaster	
Paint color to be match by Sioux City Pro Painting	
Paint color to be approved after match before start date	
All paint, labor and materials included	
Art repair	\$4,000.00
- Art to be repainted to match other art on pillars	
- one pillar only	
Artist will be Gerald Cournoyer Sr.	
- All paint, labor and materials included	

<b>Subtotal</b>	\$11,100.00
<hr/>	
<b>Total</b>	<b>\$11,100.00</b>

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Woodbury County Courthouse













By signing this document, the customer agrees to the services and conditions outlined in this document.



# ESTIMATE

DATE: 03/03/25

Justin Engelhardt 712-253-1179  
Tori Engelhardt 712-253-2553  
voluntasconstruction@yahoo.com  
2422 Nebraska St  
Sioux City, IA 51104

To: Woodbury County Clerk  
Attn: Ryan Chytka

Project Address:  
620 Douglas St  
Sioux City, IA

## Painting ceiling

Once ceiling repairs and pipe repairs have been made:

- Prime any repairs
- Paint ceiling and multi-stage crown with 2 coats of Sherwin Williams in eggshell
  - o Color match to existing color
  - o Caulk as needed

**Labor and materials      \$9,800**

- **We will do our best to work around the workstations without disrupting the employees.**
  - o **Please have employees remove non-essential items from their desks and be prepared to relocate their computers temporarily.**
- **Any unforeseen repairs will be an additional charge.**





Masters Paint & Coatings LLC  
 712-587-8503  
 2211 Levitt Ave.  
 Sioux City, IA 51103

Prepared For  
 Ryan Chytka  
 Woodbury County Building  
 Services  
 620 Douglas  
 Sioux City, IA 51101

Estimate Date  
 02/20/2025

Estimate Number  
 00033252

Description	Rate	Qty	Line Total
Scope of work for clerks office ceiling	\$5,250.00 +7.0	1	\$5,250.00
Prep to include: Cover all flooring and equipment. Tape and mask off light fixtures and sprinkler heads Caulk in all conduit that runs along and through ceiling. NO Prime new plaster with mist primer.	\$0.00	1	\$0.00
Paint to include: Spray ceilings and decorative trim around ceiling with Sherwin Williams Par Mar 200 (low voc) to match existing color, two coats.	\$0.00	1	\$0.00
Remove all tape/masking and coverings.	\$0.00	1	\$0.00
	\$0.00	1	\$0.00
Subtotal			5,250.00
7.0 (7%)			367.50
Estimate Total (USD)			\$5,617.50

#### Notes

Please make all checks payable to Masters Paint & Coatings LLC

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

Date: 04/03/2025 Weekly Agenda Date: 04/08/2025

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Laura Sievers, PE, Woodbury County Engineer

**WORDING FOR AGENDA ITEM:**

Consideration of revisions to Woodbury County Entrance Permit and Policy

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

The entrance permit and policy is to be updated to reflect budget constraints

**BACKGROUND:**

The entrance permit is now available as a fillable form. The biggest changes is a fee is added to the permit process and that Secondary Roads will not build entrances or refurbish entrances. The policy is updated to reflect the updated permit.

**FINANCIAL IMPACT:**

With the entrances being constructed by local contractors and not Secondary Roads, there will be costs savings and additional 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:**

Recommend the Board to approve the new entrance permit and policy

**ACTION REQUIRED / PROPOSED MOTION:**

Motion for the Board Chair to approve the new entrance permit and policy.

# Woodbury County Entrance Permit

Owner/Applicant Name		Address		
Phone Number	Cell Number	City	State	Zip
Email Address				
Applicant Signature			Date	
Contractor's Name		Address		
Phone Number	Cell Number	City	State	Zip
Email Address				
Road Name	Section No.	Township (N)	Range (W)	
New Residence (Width)	New Field Entrance (Width)	Widening Existing (New width)		
Comments				Payment Included Yes    No

## Woodbury County Secondary Roads only

This permit expires on	Sight Distance Left	Sight Distance Right	Permit Number
Road Name	Section No.	GPS Coordinates	
Location is approved as requested (circle one) Yes      No		Location is moved to	
Required Culvert Size	Culvert Length	Side Slope	Top Width
Remarks			

Site Reviewer Signature

Date

Woodbury County Engineer Signature

Date

Acceptance of Work Signature

Date

Any property owner desiring an access to any county road shall make written application on the prescribed form available through the County Engineers Office. All entrances shall be constructed in a manner to acceptable standards. This permit shall expire one year after date of approval by Woodbury County, if proposed driveway or entrance construction is not completed within that time.

# WOODBURY COUNTY SECONDARY ROAD DEPARTMENT POLICY AND PROCEDURE MEMORANDUM #1

PPM Origination Date: 2011

Revisions: 1/2012, 4/2025

SUBJECT: Secondary Road Driveways and Entrances PPM #1

## I. PURPOSE:

This policy outlines the application for new and modified entrance permits. The purpose of this policy is to establish rules for control of access to Secondary Roads throughout Woodbury County and to formalize the requirements for the location and establishment of driveways, field entrances, streets (private or public) and subdivision streets requested by property owners. This policy is to assure that adequate standards are maintained to assure safe road access for persons entering and exiting Secondary Roads while providing safe road use for traffic already on the road. For this policy, any access to a Secondary Road will be noted as an entrance.

## II. CODE OF IOWA: Section 318.8.

*A person shall not excavate, fill, or make a physical change within a highway right-of-way without obtaining a permit from the applicable highway authority. At the request of a permittee, a modification may be granted in the discretion of the highway authority. Work performed under the permit shall be performed in conformity with the specifications prescribed by the highway authority. If the work does not conform to permit specifications, the person shall be notified to make the conforming changes. If after twenty days the changes have not been made, the highway authority may make the necessary changes and immediately send a statement of the cost to the responsible person. If within thirty days after sending the statement the cost is not paid, the highway authority may institute legal proceedings to collect the cost of correction. A violation of the permit specifications shall be considered a violation of section 318.3. A public utility subject to section 306A.3 is exempt from this section.*

## III. ENTRANCE REQUIREMENTS:

- Residents seeking an entrance permit to construct new or modify an existing entrance must follow this policy and have an approved permit before work commences.
- Must give sufficient time to the County Engineers office for a review of the application.
- Rock provided by the County for entrance maintenance, must be kept within the right-of-way and can not be used or moved to private property.

IV. CONTRACTOR REQUIREMENTS:

- Contractors must be preapproved by the Woodbury County Engineer.
- Contractor must provide a Certificate of Insurance, annually.
- Proper traffic control measures must be followed.
- Work is not permitted on: Sundays, Holidays, between Sunset and Sunrise.
- Drainage must be always maintained.
- Work may include drainage and shaping of ditch as part of the entrance requirements.
- Call Iowa One Call at (800) 292-8989.

V. PREAPPROVED CONTRACTORS:

Call the County Engineers office to become a preapproved contractor and for the list of preapproved contractors contact information.

VI. MATERIALS:

- Corrugated metal culverts must be purchased through Woodbury County Engineers office. Cost will be determined by the current prices.
- New reinforced concrete culverts must be Iowa DOT approved. Documentation and proof of culvert must accompany the entrance permit.

VII. GENERAL REQUIREMENTS:

- Entrance side slopes 6:1 or flatter on all paved roads and 3:1 or flatter on granular and dirt roads. Vertical headwalls are not permitted.
- Minimum setback of 125 feet from County Road intersections.
- Can not be directly connected to an intersection.
- Minimum sight distance requirements:

Road Speed Limit	Single Lot Access	Paved Road Single Access	Minor Subdivision Road	Major Subdivision Road	Commercial Business Drive/Road
25 mph	150 feet	200 feet	250 feet	325 feet	325 feet
30 mph	200 feet	250 feet	325 feet	400 feet	400 feet
35 mph	250 feet	350 feet	400 feet	475 feet	475 feet
40 mph	325 feet	425 feet	475 feet	550 feet	550 feet
45 mph	400 feet	500 feet	550 feet	650 feet	650 feet
50 mph	475 feet	550 feet	650 feet	725 feet	725 feet
55 mph	550 feet	600 feet	725 feet	800 feet	850 feet

Speed limit has been established by the Woodbury County Board of Supervisors or by Code of Iowa, Section 321.285.

- Entrances will not be approved unless they meet the minimum sight distance requirements above. Exceptions may be granted if, due to road alignment, proximity to an intersection or other geometric feature prevents traffic from driving the legal speed limit of the road. The County Engineer will be the final judge in such cases and a driveway may not be approved if it cannot be safely located.
- One driveway per rural residential lot under 10 acres in size.

- Circle driveways (two separate driveways in the ditch connected by a continuous lane or driveway on private property) are not allowed on rural residential properties.
- On paved roads, entrance shall be rock surfaced from the edge of shoulder to the right-of-way line.
- Must be separated by at least 50 feet to allow drainage of the road surface.

#### VIII. NEW ENTRANCE REQUIREMENTS:

- Will be removed by the County or Contractor.
- Property owner will be charged all equipment and labor costs for the removal.
- Minimum setback of 125 feet from the end of a bridge.

#### IX. ENTRANCE WIDENING REQUIREMENTS:

- Existing culvert will be reviewed for adequate sizing and structural soundness.
- Property owner will be responsible for required upgrades to existing culvert and extension including necessary band.

#### X. PAVED ENTRANCE REQUIREMENTS:

- Maintenance is the responsibility of the landowner, applicant, and/or homeowners association.
- If determined to be a safety concern, the County will remove the pavement, and the property owner will be charged all equipment and labor costs for the removal.

#### XI. AGRICULTURAL ENTRANCE REQUIREMENTS:

- Farm property may be served by a single entrance for the residence, plus a second entrance to allow access to farm buildings or grain bins.
- Two field entrances may be allowed per forty (40) acre field.

#### XII. UNAUTHORIZED ENTRANCES:

- Will be removed by the County or Contractor.
- Property owner will be charged all equipment and labor costs for the removal.

#### XIII. INCORRECT ENTRANCES:

- Permit holder will be informed of deficiencies.
- All deficiencies must meet specifications within 30 calendar days of notice, or the entrance will be removed, and the permit holder will be charged equipment and labor costs.

#### XIV. DRIVEWAY REMOVALS:

- Will be at the expense of the landowner.
- Drainage must not be affected by removal.
- Work on ROW permit must be completed, and no fee will be charged.



XV. WOODBURY COUNTY SECONDARY ROADS:

- Will determine the size and length of the culvert for acceptable entrance permits.
- Will provide corrugated metal pipe.
- Will provide equipment and operator during normal Secondary Roads hours to load corrugated metal pipe onto transport vehicle for approved entrance permit.
- Responsible for continuing maintenance on approved entrances. The maintaining of rock on the entrance within the County right-of-way will be added when the Engineer dictates the need and funds are available.
- Exceptions for special access needs may be granted by the County Engineer.

XVI. FEES:

- Culvert costs must be paid before an approved permit will be issued.
- An entrance permit fee of twenty dollars (\$20.00).

Recommended:

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Laura Sievers, P.E., Woodbury County Engineer

Approved:

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Daniel A. Bittinger II, Chairman, Board of Supervisors

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

Date: 04/04/2025 Weekly Agenda Date: 04/08/2025

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Supervisor Daniel Bittinger

**WORDING FOR AGENDA ITEM:**

Transfer of Courthouse Maintenance Fund Balance to General Reserves for FY26

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☐

**EXECUTIVE SUMMARY:**

**BACKGROUND:**

The courthouse maintenance fund was establish in 2024 to build a specific fund for courthouse repairs above and beyond the current established maintenance budget.

**FINANCIAL IMPACT:**

Help to reduce General Basic deficit

**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 transfer \$\_\_\_\_\_ from the courthouse maintenance fund to general reserves for FY26

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to transfer \$\_\_\_\_\_ from the courthouse maintenance fund to general reserves for FY26

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

Date: 04/04/2025 Weekly Agenda Date: 04/08/2025

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Supervisors Bittinger & Nelson

**WORDING FOR AGENDA ITEM:**

Approval of Addtional Hiring Freezes for FY26

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☐

**EXECUTIVE SUMMARY:**

**BACKGROUND:**

Additional open employee positions may need to be de-funded but not de-authorized for FY26 budget.

-Conservation Department: see backup of 12 positons that can be de-funded for FY26 budget.

-Other departments: more information will be presented at the Board of Supervisor meeting by Supervisor Nelson

**FINANCIAL IMPACT:**

Any unspent payroll will go back to general reserves for FY26

**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 to de-fund but not de-authorize the postion of \_\_\_\_\_ in the department of \_\_\_\_\_ for the FY26 budget.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve to de-fund but not de-authorize the postion of \_\_\_\_\_ in the department of \_\_\_\_\_ for the FY26 budget.

## WCCB SEASONAL STAFF

Budget Year Code	Account	Account Name	Full Name	Budget Amount
<b>BIGELOW PARK-BROWN'S LAKE/SNYDER BEND PARK:</b>				
FY25/26 PY Budget	0001-22-6110-000-10101	TEMPORARY EMPLOYEES	Vacancy: Summer Ranger	\$ 19,967.86
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Summer Ranger	\$ 1,238.01
FY25/26 PY Budget	0001-22-6110-000-11001	FICA - CNTY CONTRIBUTION	Vacancy: Summer Ranger	\$ 289.53
FY25/26 PY Budget	0001-22-6110-000-10101	TEMPORARY EMPLOYEES	Vacancy: Maintenance	\$ 8,735.79
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Maintenance	\$ 541.62
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Maintenance	\$ 126.67
FY25/26 PY Budget	0001-22-6110-000-10101	TEMPORARY EMPLOYEES	Vacancy: Security Guard	\$ 1,919.95
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Security Guard	\$ 119.04
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Security Guard	\$ 27.84
FY25/26 PY Budget	0001-22-6110-000-10101	TEMPORARY EMPLOYEES	Vacancy: Security Guard	\$ 1,919.95
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Security Guard	\$ 119.04
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Security Guard	\$ 27.84
				<b>\$ 35,033.14</b>
<b>LITTLE SIOUX PARK:</b>				
FY25/26 PY Budget	0001-22-6110-000-10101	TEMPORARY EMPLOYEES	Vacancy: Summer Ranger	\$ 19,967.86
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Summer Ranger	\$ 1,238.01
FY25/26 PY Budget	0001-22-6110-000-11001	FICA - CNTY CONTRIBUTION	Vacancy: Summer Ranger	\$ 289.53
FY25/26 PY Budget	0001-22-6110-000-10101	TEMPORARY EMPLOYEES	Vacancy: Maintenance	\$ 8,735.79
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Maintenance	\$ 541.62
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Maintenance	\$ 126.67
FY25/26 PY Budget	0001-22-6110-000-10101	TEMPORARY EMPLOYEES	Vacancy: Security Guard	\$ 1,919.95
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Security Guard	\$ 119.04
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FY25/26 PY Budget	0001-22-6110-000-10101	TEMPORARY EMPLOYEES	Vacancy: Security Guard	\$ 1,919.95
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Security Guard	\$ 119.04
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Security Guard	\$ 27.84
				<b>\$ 35,033.14</b>
<b>SOUTHWOOD CONSERVATION AREA:</b>				
FY25/26 PY Budget	0001-22-6110-000-10101	TEMPORARY EMPLOYEES	Vacancy: Summer Ranger	\$ 19,967.86
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Summer Ranger	\$ 1,238.01
FY25/26 PY Budget	0001-22-6110-000-11001	FICA - CNTY CONTRIBUTION	Vacancy: Summer Ranger	\$ 289.53
FY25/26 PY Budget	0001-22-6110-000-10101	TEMPORARY EMPLOYEES	Vacancy: Maintenance	\$ 8,735.79
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Maintenance	\$ 541.62
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Maintenance	\$ 126.67
FY25/26 PY Budget	0001-22-6110-000-10101	TEMPORARY EMPLOYEES	Vacancy: Security Guard	\$ 1,919.95
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Security Guard	\$ 27.84
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Security Guard	\$ 119.04
FY25/26 PY Budget	0001-22-6110-000-10101	TEMPORARY EMPLOYEES	Vacancy: Security Guard	\$ 1,919.95
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Security Guard	\$ 27.84
FY25/26 PY Budget	0001-22-6110-000-11000	FICA - CNTY CONTRIBUTION	Vacancy: Security Guard	\$ 119.04
				<b>\$ 35,033.14</b>

**TOTAL \$ 105,099.42**