



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (MAY 13, 2025) (WEEK 20 OF 2025)

Live streaming at:

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

Agenda and Minutes available at:

www.woodburycountyiowa.gov

Daniel A. Bittinger II
389-4405

dbittinger@woodburycountyiowa.gov

Kent T. Carper
570-7681

kcarper@woodburycountyiowa.gov

David L. Dietrich
870-9224

ddietrich@woodburycountyiowa.gov

Mark E. Nelson
540-1259

mnelson@woodburycountyiowa.gov

Matthew A. Ung
490-7852

matthewung@woodburycountyiowa.gov

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held May 13, 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.

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

2. Approval of the minutes of May 6, 2025, meeting
3. Approval of claims
4. County Auditor – Michelle Skaff
 - a. Approval of Liquor License Application for Correctionville Golf Club, Correctionville
 - b. Approval of Liquor License Application for Oscar Carl Vineyard, Sioux City, IA.
5. Human Resources – Melissa Thomas
 - a. Approval of the Memorandum of Personnel Transactions
 - b. Authorization to Initiate Hiring Process

6. Secondary Roads – Laura Sievers

Consideration of permit to work in the county right of way on Garner Ave.

7. County Treasurer – Tina Bertrand

Approve property tax refund request for parcel #894710306022 in the amount of \$821.00

End of Consent Agenda

8. Movable Community Development Association Inc. – Stee Maxwell

Discussion and consideration of financial support for the Movable area childcare center

Action

9. Secondary Roads – Laura Sievers

Approval to accept the quotes for the new equipment and approve the Engineer to sign purchase agreements

Action

10. County Treasurer – Tina Bertrand

Approval to proceed for appraisal services for parcel #884333400002

Action

11. Board of Supervisors – Daniel Bittinger

Approval of funding request for Woodbury County Family Treatment Court

Action

12. Reports on Committee Meetings

Information

13. Citizen Concerns

Information

14. Board Concerns

Information

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

WED., MAY 14	7:30 a.m.	SIMPCO Executive Finance Committee Meeting, 6401 Gordon Dr.
	8:05 a.m.	Woodbury County Information Communication Commission, First Floor Boardroom
	12:00 p.m.	District Board of Health Meeting, 1014 Nebraska St.
	6:30 p.m.	911 Service Board Meeting, Public Safety Center, Climbing Hill
THU., MAY 15	12:00 p.m.	SIMPCO Regional Policy and Legislative Committee Meeting, 6401 Gordon Dr.
	4:30 p.m.	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
FRI., MAY 16	11:00 p.m.	Siouxland Human Investment Partnership Board Meeting, 2540 Glenn Ave.
WED., MAY 21	12:00 p.m.	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
THU., MAY 22	10:00 a.m.	Siouxland Regional Transit System Board of Directors Meeting, 6401 Gordon Dr.
	11:15 a.m.	Western Iowa Community Improvement Regional Housing Trust Fund, 6401 Gordon Dr.
WED., MAY 28	2:30 p.m.	Rolling Hills Community Services Region Governance Board Meeting
	5:00 p.m.	Zoning Commission Meeting, Courthouse Basement Boardroom
MON., JUN 2	5:00 p.m.	Board of Adjustment meeting, Courthouse Basement Boardroom
WED., JUN 4	7:30 a.m.	SIMPCO Executive/Finance Committee, 6401 Gordon Drive
	4:45 p.m.	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
WED., JUN 11	7:30 a.m.	SIMPCO Executive Finance Committee Meeting, 6401 Gordon Drive
	8:05 a.m.	Woodbury County Information Communication Commission, First Floor Boardroom
	12:00 p.m.	District Board of Health Meeting, 1014 Nebraska St.
THU., JUN 12	4:00 p.m.	Conservation Board Meeting, Dorothy Pecaute Nature Center, Stone Park
FRI., JUN 13		Hungry Canyons Alliance, Tour of Grade Control Sites, Denison

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.

MAY 6, 2025, NINETEENTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, May 6, 2025, at 4:30 p.m. Board members present were Carper, Nelson, Bittering II, and Dietrich; Ung was absent. Staff members present were Joshua Widman, Assistant County Attorney, Karen James, Board Administrative Assistant, Melissa Thomas, Human Resources Director, 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 Bittering second by Carper to approve the agenda for May 6, 2025. Carried 4-0. Copy filed.

Motion by Bittering second by Nelson to approve the following items by consent:
2. To approve minutes of the April 29, 2025 meeting. Copy filed.
3. To approve the claims totaling \$644,751.38. Copy filed.
- 4a. To approve the reclassification of Andrew Britton, Youth Worker, Juvenile Detention Dept., effective 05-12-25, \$23.72/hour, 3%=\$0.79/hr. Per AFSCME Juvenile: Move from Step 2 to Step 3. Anniversary Date 05-29-25; the reclassification of Todd Clark, Civilian Jailer, County Sheriff Dept., effective 05-12-2025, \$33.24/hour, 11%=\$3.46/hr. Per CWA Civilian: Move from Senior to Master. Anniversary Date: 05-30-25.; the transfer of Tyler Javorsky, Court Security Officer, County Sheriff Dept., effective 05-12-25, \$25.57/hour, 0%. Transfer Position from Correctional Office to Court Security Officer.; and the reclassification of Scott Fox, Equipment Operator, Secondary Roads Dept., effective 05-12-2025, \$27.88/hour, 3%=\$0.84/hr. Per CWA Roads: End of Probationary Period. Move to Step 1. Anniversary Date: 05-27-25. Copy filed.
- 4b. 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.
5. To approve to set public hearing for Tuesday, May 20, 2025 at 4:35 p.m. for the Crittenton Center Community Development Block Grant application. Copy filed.
6. To approve to schedule June 10, 2025 at 4:40 p.m., June 17, 2025 at 4:40 p.m., and June 24, 2025 at 4:40 p.m. for 3 public hearings on a proposed zoning ordinance map amendment (rezone) of 12.32-acres located on Parcel #864629351012, Section 29, T86N R46W (Sloan Township) from Agricultural Preservation (AP) to the General Industrial (GI) Zoning District. Copy filed.

Carried 4-0.

- 7a. Aaron Lincoln, Sergeant Bluff City Administrator, addressed the board regarding the speed limit on Woodbury County K-29.

Motion by Nelson second by Dietrich to receive for signatures a resolution Speed Limit Woodbury County K-29. Carried 4-0.

SPEED LIMIT RESOLUTION WOODBURY COUNTY K-29 RESOLUTION #13,880

WHEREAS: The Board of Supervisors of Woodbury County is empowered under the authority of sections 321.255 and 321.285, subsection 4 of the Code of Iowa.

WHEREAS: The City of Sergeant Bluff has reached an opinion concerning the reasonable and proper speed for the road listed herein,

NOW, THEREFORE BE IT RESOLVED, by the Woodbury County Board of Supervisors, that the following speed limit be established, and appropriate signs erected at the locations described as follows:

- 1) Beginning at the intersection of Woodbury County Roads K-45 and K-29, a speed limit of 35 miles per hour is established.
- 2) Continuing north, the joint jurisdiction between the City of Sergeant Bluff and the Woodbury County Board of Supervisors concludes 0.03 miles south of the intersection of Warrior Road and K-29.

Speed limit shall be effective when appropriate signs giving notice of the speed limits are erected.

Passed and approved this 6th day of May 2025
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 7b. Motion by Bittinger second by Nelson to receive for signatures a resolution Speed Limit Woodbury County K-45. Carried 4-0.

**SPEED LIMIT RESOLUTION
WOODBURY COUNTY K-45
RESOLUTION #13,881**

WHEREAS: The Board of Supervisors of Woodbury County is empowered under the authority of sections 321.255 and 321.285, subsection 4 of the Code of Iowa.

WHEREAS: The Woodbury County Engineer has reached an opinion concerning the reasonable and proper speed for the road listed herein,

NOW, THEREFORE BE IT RESOLVED, by the Woodbury County Board of Supervisors, that the following speed limit be established after the construction of the Southbridge Interchange, and appropriate signs erected at the locations described as follows:

- 1) Beginning 2000-feet south of the intersection of Woodbury County Roads K-45 and 235th Street, a speed limit of 45 miles per hour is established.
- 2) Continuing north, to the existing 45 miles per hour speed limit within the City of Sergeant Bluff.

Speed limit shall be effective when appropriate signs giving notice of the speed limits are erected.

Passed and approved this 6th day of May 2025
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

8. Information was presented by Rob Wick, Iowa Economic Development Authority, about the remaining unmet needs of Siouxland communities after the 2024 flooding. Copy filed.
9. Reports on committee meetings were heard.
10. There were no citizen concerns.
11. Board Concerns were heard.

The Board adjourned the regular meeting until May 13, 2025.

Meeting sign in sheet. Copy filed.

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

Date: 5/5/25 Weekly Agenda Date: 5/13/25

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: County Auditor - Michelle Skaff

WORDING FOR AGENDA ITEM:

Consideration and approval for liquor license for Correctionville Golf Club, Correctionville, Iowa

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

i/a

BACKGROUND:

i/a

FINANCIAL IMPACT:

Unknown at this time

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

Yes ☐ No ☒

RECOMMENDATION:

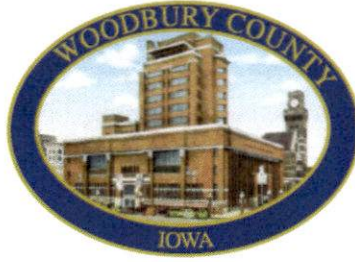
Approve Motion

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve an application for a 12-month Class C Retail Alcohol License, with Outdoor Service Sales privileges, for Correctionville Golf Club, effective 06/02/25 through 06/01/26.

Approved by Board of Supervisors April 5, 2016.

**Office Of The
AUDITOR/RECORDER
Woodbury County**
Michelle K. Skaff, Ph.D.
Auditor/Recorder/
Commissioner of Elections



Courthouse – Room 103
620 Douglas
Sioux City, IA 51101

Phone: (712) 279-6702
Fax (712) 279-6629
miskaff@woodburycountyiowa.gov

To: Board of Supervisors

From: Michelle K Skaff, Auditor & Recorder

A handwritten signature in black ink, appearing to be "MK Skaff", is written over the "From:" line.

Date: May 5, 2025

Subject: Liquor License Application for the Correctionville Golf Club, Correctionville, Iowa.

Please approve and receive for signature, an application for a 12-month, Class C Retail Liquor License, with Outdoor Service, for the Correctionville Golf Club, Correctionville, Iowa. The license would be effective 06/02/25 through 06/01/26.



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
CORRECTIONVILLE GOLF CLUB INC	CORRECTIONVILLE GOLF CLUB INC	(712) 372-4916		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1300 Hackberry St		Correctionville		51016
MAILING ADDRESS	CITY	STATE	ZIP	
1300 Hackberry St	Correctionville	Iowa	51016	

Contact Person

NAME	PHONE	EMAIL
AMANDA HEILMAN	(712) 372-4916	cvillegolfclub@gmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0048337	Class C Retail Alcohol License	12 Month	Submitted to Local Authority
TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS	
June 2, 2025	June 1, 2026		
SUB-PERMITS			
Class C Retail Alcohol License			



State of Iowa

Alcoholic Beverages Division

PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
NICKEY (NICK) HEATH	CORRECTIONVILLE	Iowa	510161023	PRESIDENT	0.58	Yes
ADAM KELLY	CORRECTIONVILLE	Iowa	510168023	VICE-PRESIDENT	0.58	Yes
KATIE EDWARDS	CORRECTIONVILLE	Iowa	510161006	SEC./TREASURER	0.01	Yes

Insurance Company Information

INSURANCE COMPANY

Grinnell Mutual

POLICY EFFECTIVE DATE

June 2, 2025

POLICY EXPIRATION DATE

June 2, 2026

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE



ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa

State of Iowa

Alcoholic Beverages Division

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

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

Date: 05/07/25 Weekly Agenda Date: 05/13/25

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: County Auditor - Michelle Skaff

WORDING FOR AGENDA ITEM:

Consideration and approval for liquor license for Oscar Carl Vineyard Sioux City, IA

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

n/a

BACKGROUND:

n/a

FINANCIAL IMPACT:

Unknown at this time

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

Yes ☐ No ☒

RECOMMENDATION:

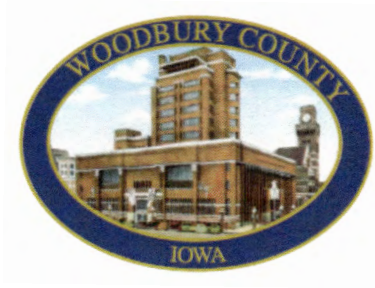
Approve Motion

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve an application for a 12-month Class C Retail Alcohol License, with Outdoor Service Sales privileges, for Oscar Carl Vineyard, effective 06/02/25 through 06/01/26.

Approved by Board of Supervisors April 5, 2016.

**Office Of The
AUDITOR/RECORDER
Woodbury County**
Michelle K. Skaff, Ph.D.
Auditor/Recorder/
Commissioner of Elections



Courthouse – Room 103
620 Douglas
Sioux City, IA 51101

Phone: (712) 279-6702
Fax (712) 279-6629
miskaff@woodburycountyiowa.gov

To: Board of Supervisors

From: Michelle K Skaff, Auditor & Recorder

MKS

Date: May 7, 2025

Subject: Liquor License Application for the Oscar Carl Vineyard, Sioux City, Iowa.

Please approve an application for a 12-month Class C Retail Alcohol permit with privileges of, Outdoor Service for the Oscar Carl Vineyard, effective 06/02/25



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
ROOM FOR MORE ENTERPRISES, INC.	Oscar Carl Vineyard	(712) 898-3400		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1473 Buchanan Avenue		Sioux City	Woodbury	51106
MAILING ADDRESS	CITY	STATE	ZIP	
1473 Buchanan Avenue	Sioux City	Iowa	51106	

Contact Person

NAME	PHONE	EMAIL
Melanie Olsen	(712) 898-3400	melanie.olsen@oscarcarlvineyard.com

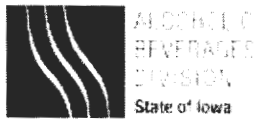
License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0049726	Class C Retail Alcohol License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
June 2, 2025	June 1, 2026	

SUB-PERMITS

Class C Retail Alcohol License



State of Iowa

Alcoholic Beverages Division

PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Roy Olsen	Sioux City	Iowa	51106	Vice-President/Treasurer	50.00	Yes
Melanie Olsen	Sioux City	Iowa	51106	President/Secretary	50.00	Yes

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

Founders Insurance Company

June 2, 2025

June 2, 2026

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: May 13th 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
Palsma, Kurtus	Secondary Roads	05-19-2025	Engineering Aide - Temp	\$19.50/hour		A	Job Vacancy Posted on 02/12/2025. Temporary – Not to Exceed 120 Days.
Resendiz, Rosario	Juvenile Detention	05-26-2025	Youth Worker	\$22.93/hour	4%=\$0.88/hr	R	Per AFSCME Juvenile- Move from Step 1 to Step 2. Anniversary Date: 6/5/25
East, Noah	Sheriff's Office	05-26-2025	Civilian Jailer	\$25.57/hour	4%=\$1.00/hr	R	Per CWA Civilian- Move from 3 rd Class to 2 nd Class. Anniversary Date: 6/6/25

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: _____

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: May 13th 2025

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Secondary Roads	Mechanic Foreman	Wage Plan: \$2945.31/ bi-weekly		
Treasurer	Senior Clerk (5)	AFSCME Courthouse: \$21.15 - \$26.66 / hour		
Treasurer	Clerk III (2)	AFSCME Courthouse: \$23.31 - \$28.72 / hour		

Chairman, Board of Supervisors

WOODBURY COUNTY TREASURER'S OFFICE



Tina M. Bertrand, Treasurer

822 Douglas St, Room 102

Sioux City, IA 51101

Motor Vehicle: 712-279-6500

Property Tax: 712-279-6495

DNR: 712-279-6492

Fax: 712-279-6493

May 7, 2025

Melissa Thomas
Woodbury County
Human Resources Director
620 Douglas St
Sioux City, IA 51101

Melissa,

Please accept this as a written request for authorization to hire the newly approved positions. Our goal is to complete the in-house application process in a time to have new appointments approved for July 1, 2025.

If you have any questions, please contact us at 712-279-6500.

Thank you for your help in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Tina M. Bertrand".

Tina M. Bertrand
Woodbury County Treasurer

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

Date: 05/08/2025 Weekly Agenda Date: 05/12/2025

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 on Garner Ave.

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

On Garner Ave., the landowner has requested a permit to work in the 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 the site with the Foreman and recommend the work be permitted.

FINANCIAL IMPACT:

No 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?

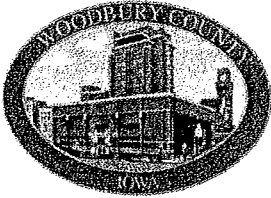
Yes ☐ No ☐

RECOMMENDATION:

Approve the permit to work in the right of way.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the permit to work in the right of way on Garner Ave. 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

COUNTY ENGINEER
Mark J. Nahra, P.E.
mnahra@sioux-city.org

ASSISTANT TO THE COUNTY ENGINEER
Benjamin T. Kusler, E.I.T.
bkusler@sioux-city.org

SECRETARY
Tish Brice
tbrice@sioux-city.org

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

Name of Permittee: BRAD Catania Phone No.: 712-441-0103

Mailing Address: 1243 Garner Ave., Merville, IA 51039

Township: 89. Section: 13. Banner twtnshp

Woodbury County, State of Iowa, and BRAD Catania (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:

Removed fence, Grade Dirt Ridge and Replace fence.
South Side of my Driveway.

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:

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 _____, 20 .

Entered into this _____ day of _____, 20 .

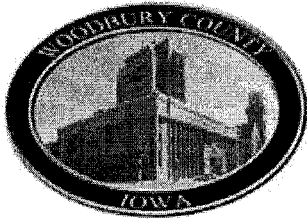


Signature of Property Owner or Authorized Representative

4-28-25

Woodbury County Engineer

Chair, Woodbury County Board of Supervisors



Tina M. Bertrand
Woodbury County Treasurer
822 Douglas St Ste 102
Sioux City IA 51101
712-279-6495

May 8, 2025

RE: Request for Refund

Dear Board of Supervisors,

The following property owner has requested this refund:

Beverly Smith	8947 10 306 022	(4017 Teton Trace)	\$821.00
---------------	-----------------	--------------------	----------

Please approve this customer to be issued a refund check in the amount listed above. The customer forgot to cancel her scheduled payments on-line after selling the property in November 2024. The refund will be processed upon confirmation the payment(s) is not returned as non-sufficient. If you have any questions or problems with this request, please feel free to contact me.

Thank you for your time,

A handwritten signature in cursive script, reading "Janet L. Trimpe".

Janet L. Trimpe
Woodbury County Tax Deputy
jtrimpe@woodburycountyiowa.gov
712-279-6495 (option #2 for tax)



WOODBURY COUNTY TREASURER

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

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

Request for Property Tax Refund

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

PARCEL #	894710306022	Amount	\$821.00
PARCEL #		Amount	
PARCEL #		Amount	
PARCEL #		Amount	

REASON FOR REFUND:

- ☐ Over Payment made on _____
- ☒ Sold Property on 11-08-2024
- ☐ Duplicate Payment made on _____
- ☐ Other: _____

REFUND REQUESTED BY:

Name(s): Beverly Jean Smith
(Refund to be issued to name above, Please Print Clearly)

Mailing Address: 612 Grand Avenue Apartment Q3
City: Creston State: Iowa Zip: 50801

Phone Number: (641) 202 - 2275 Email: renacheers@yahoo.com

Printed Name: Rena Cheers, POA Date: 05-02-2025

Signature: Rena Cheers POA

Office use Only:

Notes: _____

Clerk: _____ Date: _____

Refund issued on: _____ Check #: _____

Property Tax: (712)279-6495
Fax: (712) 279-6493

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

Date: 5/12/25 Weekly Agenda Date: 5/13/25

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: MCDAI

WORDING FOR AGENDA ITEM:

Discussion and Consideration of Financial Support for the Movable Area Childcare Center

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

The need for working families to have reputable childcare options in our rural communities is paramount and MCDAI and the Crittenton Center are working towards a childcare center for 50+ children

BACKGROUND:

MCDAI is a non-profit working to further economic interests in the county. MCDAI has been working on the creation of a childcare center for over 3 years. We have recently teamed up with the Crittenton Center to help in the organization and management of the facility. Presently childcare is scarce and its relative inaccessibility is a hindrance to community and economic growth across the county.

FINANCIAL IMPACT:

\$250,000

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:

MCDAI is asking for \$250,000 from the Woodbury County BOS to add to the already \$260,000+ currently fundraised. Every dollar raised before the MRHD Grant due June 30th will allow us to leverage a dollar for dollar match from MRHD. This would help us meet our goal of \$950,000 for construction and operating costs. The facility would be serving 50+ children and creating up to 15 full time jobs.

ACTION REQUIRED / PROPOSED MOTION:

Move to approve \$250,000 to give to MCDAI for the construction of a new Childcare Facility

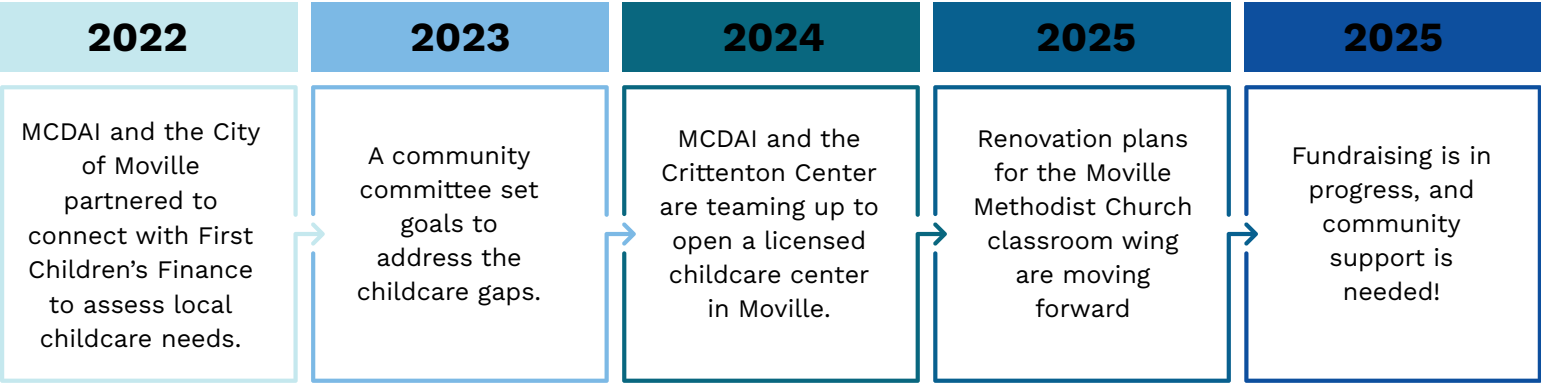
growing together, building tomorrow

Together, we're creating a childcare solution that meets the needs of our families, supports our workforce, and invests in Movable's future.



CULTIVATING POSSIBILITY

The Movable Community Development Association, Inc. (MCDAI) values community input and actively seeks it through an annual survey to guide priorities and planning. This feedback ensures our initiatives align with the evolving needs of Movable residents.



NEEDS THAT NURTURE A VISION

GROWING NEED

From 2017 to 2022, there was a 34% increase in families with all parents in the labor force.

DIFFICULTY FINDING CARE

Nearly 75% of parents with children (0-12 years) struggled to find childcare.

IMPACT ON JOBS

74% missed work due to provider issues.
55% left work early.
35% arrived late.



SEEDS OF SUPPORT

Join us in building a brighter future for the Menville area. Your gift helps create a licensed childcare center that supports working families and nurtures the next generation.



\$100,000 - LEGACY LEADER

\$75,000 - PLAYGROUND PATRON

\$50,000 - CLASSROOM CHAMPION

\$25,000 - CHILDCARE HERO

\$10,000 - DISCOVERY MAKER

\$5,000 - LEARNING LEADER

Donations to MCDAI are tax exempt.

**CAMPAIGN SPONSORS ARE NEEDED TO BRING THIS
PROJECT TO FRUITION IN OUR COMMUNITY.**

PROJECT COST

\$950,000

*Targeting community donations
as well as grant opportunities.*

Proposed Floor Plan



growing together,
**building
tomorrow**

Together, we're creating a childcare solution that meets the needs of our families, supports our workforce, and invests in Menville's future.

**Contact a committee member today
to be part of a much needed
addition to our community.**

Robin Beck 712-870-1158

Stee Maxwell 712-870-1206

Becky Thomas 712-870-2040



COMPREHENSIVE PROJECT BUDGET SUMMARY

Moville Childcare Remodeling Project

3/15/2025

CONSTRUCTION COSTS	SD 2		SD 2	SD1
	Quantity	Unit	Unit Cost	Enter date
Building General Construction	4,660	sf	\$40.00	\$186,400
Mechanical, Electrical, Plumbing	4,660	sf	\$45.00	\$209,700
			SUBTOTAL	\$396,100
Site Development	fencing, playground develop			\$35,000
Signage	1	ea	\$3,500	\$3,500
Door Canopy	1	ea	\$5,000	\$5,000
Windows	1	ea	\$45,000	\$45,000
Roof Replacement	1	ea	\$70,000	\$70,000
HVAC	1	ea	\$120,000	\$120,000
Contingency				\$25,000
			SUBTOTAL	\$699,600
	TOTAL CONSTRUCTION W/O CONTINGENCY			\$734,600
Design Contingency	3.00%			\$ 22,038
Bid Contingency/Inflation to Bid	3.00%			\$ 22,038
Construction Contingency	3.00%			\$ 22,038
	TOTAL CONSTRUCTION W/ CONTINGENCY			\$800,714

DEVELOPMENT COSTS		SD1
Land Survey		\$0
Soil Tests		\$0
Construction Period Testing		\$0
Furnishings		\$50,000
Equipment		\$25,000
Telephone and Data Equipment		
Audio Visual Equipment		
Security Equipment		
Interior Signs		
Fire Alarm System	\$2.50 x 12,000 sf	\$30,000
Civil Engineering Fees & Reimbursables		\$0
Landscape Architect Fees		\$0
Landscape Architect Reimbursables		\$0
FF&E Consulting		\$0
Pre-Construction/CM Management Fees	%	\$0
Commissioning	%	\$0
A/E Fees	Architectural, Mechanical, Electrical	\$32,500
Additional Services	Structural Engineering	\$2,500
Reimbursable Expenses		\$0
MidAmerican Rebate		\$0
Landscaping and Irrigation		\$0
Hazardous Material Abatement		\$0
Builder's Risk Insurance		\$0
Moving		\$0
Fundraising	%	\$0
Ground Breaking/Dedication Events		\$0
Other		\$0
	SUBTOTAL	\$140,000
Contingency	5.00%	\$ 7,000
	TOTAL DEVELOPMENT	\$ 147,000

18.4%

	SD1
TOTAL PROJECT COST	\$ 947,714
TOTAL PROJECT BUDGET	\$ 950,000
VARIANCE	2,286

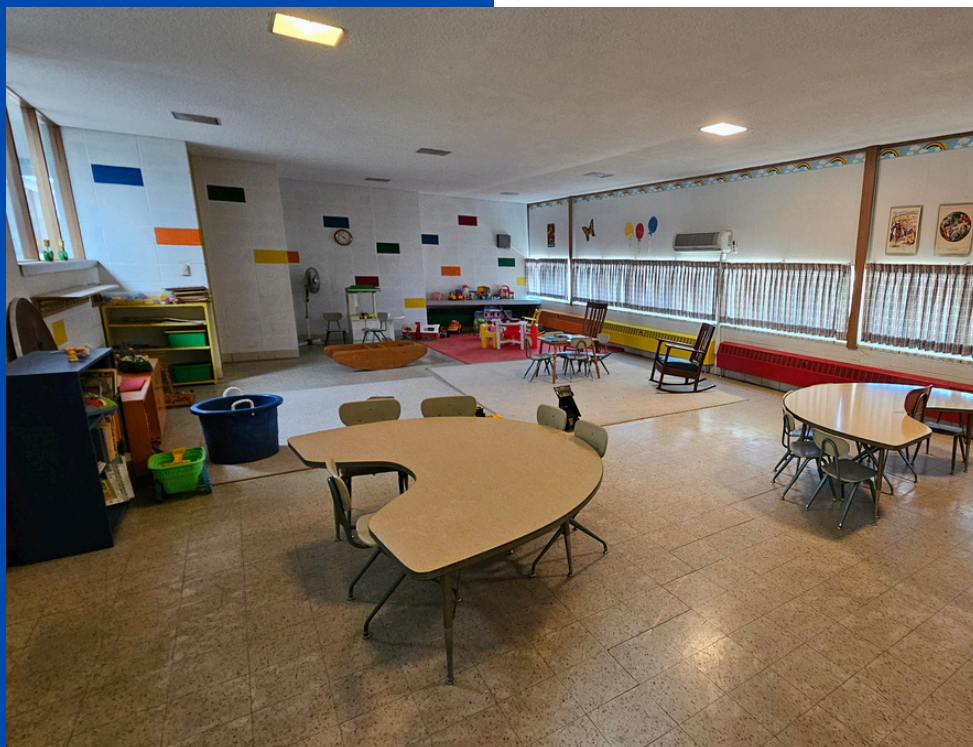
MOVILLE AREA CHILDCARE CENTER



FUTURE HOME OF
MOVILLE AREA CHILDCARE CENTER



RENDERING OF FUTURE MOVILLE AREA
CHILDCARE CENTER



growing together, building tomorrow

Together, we're creating a childcare solution that meets the needs of our families, supports our workforce, and invests in the Moville Area's future.

MCDAI

Moville Community Development Association Inc.

"The mission of the Moville Community Development Association Incorporated (MCDAI) is to create, maintain, and implement a business climate that fosters a strong economic community and develop a strategic plan that will result in business retention and attraction."

- A 501(c)(3) non-profit organization incorporated in 1961
- Board of Directors – volunteer community leaders
- Over six decades of community-driven economic development



TIMELINE

2022

MCDAI and the City of Menville partnered to connect with First Children's Finance to assess local childcare needs.

2023

A community committee set goals to address the childcare gaps.

2024

MCDAI and the Crittenton Center are teaming up to open a licensed childcare center in Menville.

2025

Renovation plans for the Menville Methodist Church classroom wing are moving forward

2025

Fundraising is in progress, and community support is needed!

OPERATIONAL TARGET - 2026

PARENT TESTIMONIALS

“Our daycare closed and I called 28 places around Menville, Kingsley, and Lawton before finding a place that wasn’t full and met our family’s needs. Daycare challenges have been a factor in our family planning.”

Kourtney Koskovich, Teacher

“Moving back to my home town was exciting but came with a major challenge. Finding daycare in Menville proved to be much harder than I expected. After many phone calls, we ended up finding an in-home daycare in another town which added an additional commute that we hoped to avoid.

Abigail Steele, Teacher

PARENT TESTIMONIALS

“As a working parent living in Merville, over the last nine years I’ve found it extremely challenging to secure reliable, consistent childcare, as the only options available are in-home daycares with limited capacity and variable hours. A dedicated daycare center would provide more structured care, greater availability, and peace of mind for families needing dependable support during work hours.”

Cinda Krause, Nurse

“I was always told to make sure the first thing you do when you find out you’re pregnant is to line up daycare.

So that’s what I did. I found a spot fairly quickly in Merville and only ended up on one waiting list, which I left my name on just in case. Seven months go by...two weeks before going back to work, the daycare provider reached out, letting me know she was closing down 30 days after I started back to work. I think I called every daycare in town and no one could get me in except one place and they closed at 4:30. I work in Sioux City until 5:00. We ultimately ended up at a center and it has been the best thing for my children! Nothing would make me happier than being able to continue at a center in our town of Merville.”

Kaylea Simmons

CHILDCARE MARKET ANALYSIS

GROWING NEED

FROM 2017 TO 2022,
THERE WAS A 34%
INCREASE IN FAMILIES
WITH ALL PARENTS IN
THE LABOR FORCE.

DIFFICULTY FINDING CARE

NEARLY 75% OF
PARENTS WITH
CHILDREN (0-12 YEARS)
STRUGGLED TO FIND
CHILDCARE.

IMPACT ON JOBS

74% MISSED WORK
DUE TO PROVIDER
ISSUES.
55% LEFT WORK EARLY.
35% ARRIVED LATE.

SITE SELECTION

- Consulted with Crittenton Center
- Researched New Build vs Revitalization
- Selected underutilized facility
- Prime Location – Hwy 20 & Hwy 140
- Benefit to multiple Woodbury County communities – Merville, Correctionville, Pierson, Anthon, Climbing Hill

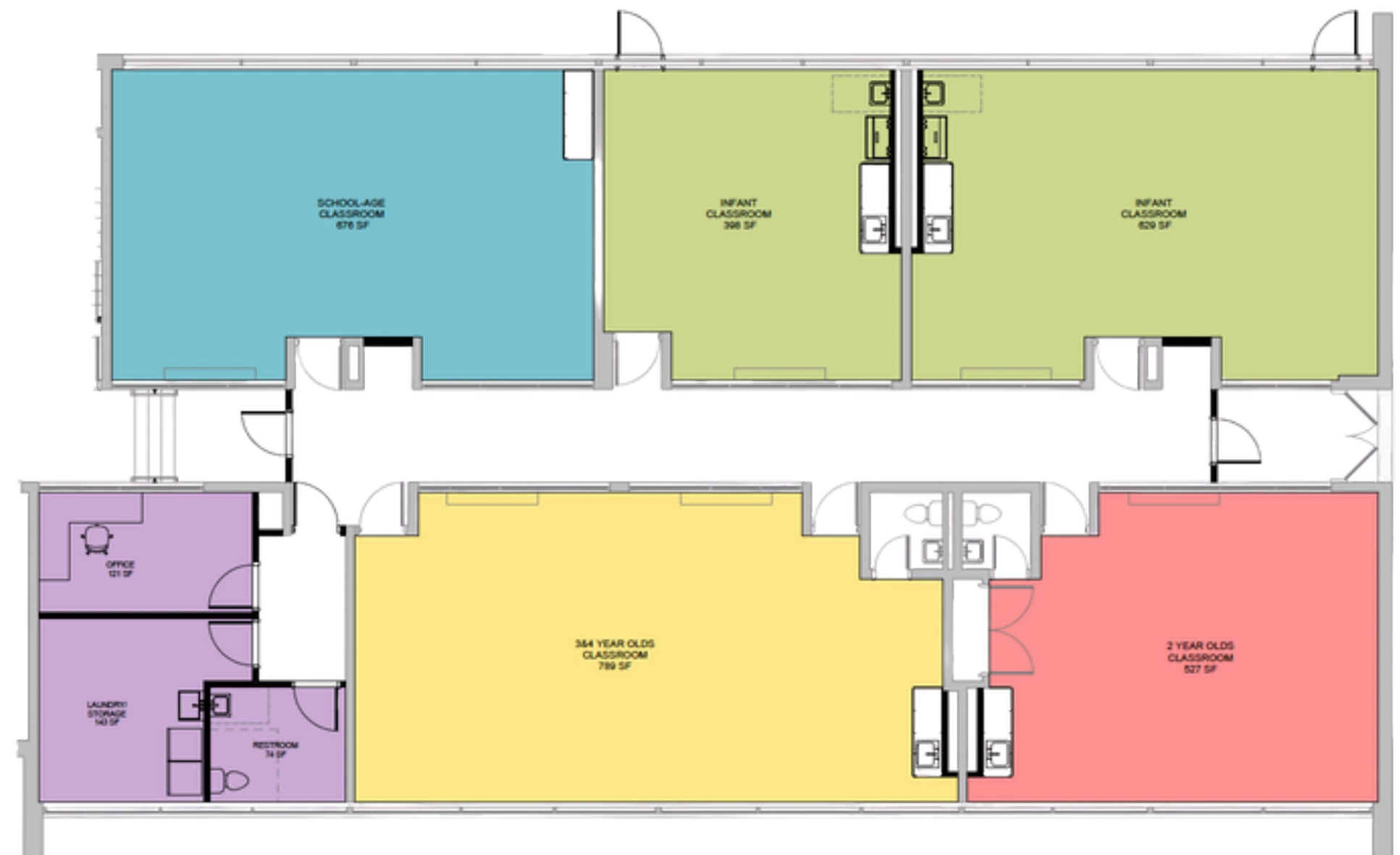


MOVILLE AREA CHILDCARE CENTER / PROPOSED CAPACITY

Licensed Capacity: 50+ Children

Facility Coverage Plan

- Serving Infants through Age 12



A close-up photograph of children's hands working with red dough on a white surface. One hand is holding a yellow star-shaped cookie cutter, pressing it into the dough. Another hand is visible nearby. In the background, other colorful dough pieces and a pink container are partially visible.

COMMUNITY SUPPORT / PARTNERSHIPS

- MCDAI – Project Facilitator & Fundraising Coordinator
 - Movable Methodist Church – Underutilized Facility and Key Location
 - City of Movable – Financial Support & Public Works Assistance
 - Woodbury Central School – Transportation and Food Service
 - Crittenton Center – Project Consultant and Proposed Operator
 - CMBA – Local Architect
-



EMPLOYMENT & ECONOMIC IMPACT

15 Full-Time Equivalent (FTE) Positions

- Direct Child Care Staff: 11 FTE
- Nutritionists: 2 FTE
- Administration: 2 FTE
- Opportunity for establishing a High School Child Development Associate® (CDA) Credential™ Career and Technical Education (CTE) program at Woodbury Central Community School District.

The increased availability to childcare will set the stage for business growth in rural Woodbury County.

PROJECT SCOPE AND BUDGET

Renovation of Existing Building

- Window & Roof Replacements
- HVAC updates

Compliance & Safety Requirements

- Playground
- Childcare Video Surveillance System
- Fire Alarm System
- Emergency Exit Classroom Doors

Childcare Center Furnishings

- Age-appropriate equipment, furniture, and classroom materials



FUNDRAISING TO DATE

Total Project Cost: \$950,000

Funds Raised To Date – \$260,500

- MCDAI: \$60,000
- City of Menville: \$20,000
- Menville United Methodist Church: \$70,000
- Menville Chamber of Commerce: \$5,000
- Private Fundraising to Date: \$105,000

2025 Fundraising Underway

- Woodbury County Board of Supervisors – Presenting 5/13/25
- Continue Private Fundraising Efforts
- Pursuing Various Grants, including Dollar Matching Opportunities

WOODBURY COUNTY BOS

FUNDING REQUEST

- Request: \$250,000
- Childcare Impact: >50 Childcare Openings in Rural Woodbury County
- Public & Private Partnership: MCDAI, Methodist Church, City of Merville, Merville Chamber, Crittenton Center & CMBA
- Economic Impact: 15 Full Time Employees
- Betterment of County: Support Working families in Merville, Correctionville, Anthon, Pierson & Climbing Hill
- Location: 1 Minute from Highway 20 & Highway 140
- Target Opening Date: Fall 2026



THANK YOU FOR YOUR CONSIDERATION

ROBIN BECK 712-870-1158
STEE MAXWELL 712-870-1206
BECKY THOMAS 712-870-2040



Child Care Market Analysis & Strategic Plan for Child Care Moline, Iowa

Key Findings from the Child Care Market Analysis

Finding 1: There Has Been an Increase in the Number of Families that have Young Children and All Parents in the Labor Force

According to the US Census Bureau in 2017 there were 114 families in the Moline area (51039 zip-code) with children ages 0 to 5 and had all parents in the labor force. In 2022 there were 153 families in the area with children ages 0 to 5 and had all parents in the labor force.

Finding 2: Parents are Having Difficulty Finding Child Care

According to a recent survey, 74% of parents with children ages 0 to 5 that had looked for care in the last 12 months experienced some level of difficulty—either somewhat difficult (22%) or very difficult (52%). And among those that looked for care for ages 5 to 12, 73% indicated they experienced some level of difficulty—either somewhat difficult (40%) or very difficult (33%).

Finding 3: Parents Indicate Child Care Challenges are Affecting their Job

Over the last 12 months, parents have experienced child care challenges that have in turn affected their job. The top adverse effects experienced by parents were: missed a day of work because the provider was closed, on vacation, or not available (74%), had to leave work early (55%), and arrived late to work (35%).

Finding 4: Parents Want Regulated Child Care that is Available Year-Round

Through the child care needs surveys completed as part of this project, 70% of parents indicated they prefer a child care arrangement that is regulated by Iowa Department of Health and Human Services (HHS) either a registered child development home or a licensed center. In addition, 80% of parents with children age 0 to 5 (not in Kindergarten) and 61% of parents with children age 5 to 12 prefer to use child care year-round.

Finding 5: There is a Shortage of Regulated Child Care Spaces, Especially for School Age Care

The *Child Care Gap Analysis* completed as part of this project shows there is a shortage of 30 spaces year-round for ages 0 to 2, a shortage of 17 spaces year-round for ages 3 and 4, and a shortage of 142 spaces for ages 5 to 11 during the school year, and shortage of 156 spaces for ages 5 to 11 during the summer.

About this Project

For working parents, choosing child care may be one of the most critical decisions they make. According to longitudinal research, the child care environment will have lasting effects on their child. When there are not enough spaces in a community, finding any care is a challenge; and options for quality child care that meets the needs and preferences of families can be even more challenging.

In 2023, City of Moline commissioned this study to better understand the supply and demand for child care and to gain insight to challenges experienced by parents in the Moline area. After that, a series of strategic planning sessions were held to develop goals and strategies to address the challenges identified through the child care market analysis. This document is a summary of two reports, *Child Care Market Analysis* and *Strategic Plan for Child Care*.



Child Care Market Analysis & Strategic Plan for Child Care Summary Merville, Iowa

Finding 6: Median Income of Families with Children is Higher than the Child Care Assistance Threshold

The median income for families with children under the age of 18 in the 51039–zip code is \$102,955. According to the poverty threshold that went into effect January 2024, to initially qualify for the Iowa Child Care Assistance program, the annual income for a household of 3 cannot exceed \$41,312, and for a household of 4 it cannot exceed \$49,920.

Finding 7: Child Care Providers are Full and Most are Not Interested in Expanding

Three (3) of 8 providers that participated in a recent survey indicated that in the last 12 months they had to limit enrollments, while 5 of the 8 programs indicated they had to turn families away or put them on a waitlist. Three (3) home-based providers also indicated they would expand their program to serve more children if the opportunity were presented, however all 3 were home-based and had challenges that may prohibit them from expanding.

Goals and Strategies from the Strategic Plan for Child Care

The following goals and strategies were developed for addressing child care within Merville:

GOAL 1: Open an Iowa Department of Health and Human Services licensed child care center in Merville that is licensed for a minimum of 48 children ages 0 to 12.

Strategy 1–Merville Community Development Association, Inc. (MCDAI) will remodel or build a facility to become an Iowa Department of Health and Human Services licensed child care center in Merville.

Strategy 2– Identify an entity to operate an Iowa Department of Health and Human Services (HHS) licensed child care program in the new child care center building owned by Merville Community Development Association, Inc. (MCDAI).

GOAL 2: Facilitate partnerships between the operator of the new child care center and local business and community organizations.

Strategy 1– Explore options for partnerships between the new child care center and local businesses and organizations.

Strategy 2– Explore the feasibility of establishing a High School Child Development Associate® (CDA) Credential™ Career and Technical Education (CTE) program at Woodbury Central Community School District.

First Children's Finance, a national nonprofit organization, believes access to quality early care and education is essential for all communities, and that early care and education is the foundation of individual success and the engine of regional economic growth. First Children's Finance provides financing, training, and business-development assistance to child care businesses. First Children's Finance also provides consulting and planning assistance to communities, government agencies, intermediaries, and regional child care organizations. For more information on these and other topics, contact InfoA@FirstChildrensFinance.org.

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

Date: 05/08/2025 Weekly Agenda Date: 05/13/2025

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

WORDING FOR AGENDA ITEM:

Secondary Road Department new equipment for FY 2026

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☐

EXECUTIVE SUMMARY:

The Secondary Road Department has determined the needs for new equipment. The equipment needs and costs are presented.

BACKGROUND:

Quotes received include 2 motor graders for \$687,200, wheel loader for \$260,750, compact loader with trailer for \$104,350, 2 pickups for \$95,643.60, and two snowplow trucks for \$574,516. The price includes trade-ins. The new equipment budget is \$1,584,000 and as discussed previously, adding the dust palliative savings of \$150,000 to the new equipment budget. The costs is within budget.

FINANCIAL IMPACT:

The equipment will be paid for with Woodbury County Secondary Road funds.

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

Yes ☐ No ☒

RECOMMENDATION:

Recommend the Board accept the new equipment requests and quotes for Secondary Roads

ACTION REQUIRED / PROPOSED MOTION:

Motion that the Board accept the quotes for the new equipment and approve the Engineer to sign purchase agreements.

Secondary Roads New Equipment

	FY 2026	FY 2025
John Deere 772G 6WD Motor Grader	\$346,100.00	\$378,995.00 John Deere 772G 6WD Motor Grader
John Deere 772G 6WD Motor Grader	\$341,100.00	Only ordered one motor grader
John Deere 644 G-Tier Wheel Loader	\$260,750.00	\$284,550.00 Hitachi ZWZ20-7
John Deere 331 P-Tier Compact Loader with trailer	\$104,350.00	\$100,977.00 John Deere 331 P-Tier Compact Loader with trailer
2025 Chevrolet Silverado 2500 Custom	\$47,571.80	\$51,680.00 2024 Chevrolet Silverado 2500 Custom
2025 Chevrolet Silverado 2500 Custom	\$48,071.80	Only ordered one pickup truck
2025 Western Star 47X	\$160,283.00	\$254,032.00 Volvo truck and snow equipment
Dump body	\$126,975.00	
2025 Western Star 47X	\$160,283.00	\$195,021.00 Ordered a single axle truck as the second truck
Dump body	\$126,975.00	
TOTAL:	\$1,722,459.60	\$1,265,255.00
* Cost includes trade in		
FY 2026 TOTAL NEW EQUIPMENT BUDGET:	\$1,584,000.00	
FY 2026 BUDGET SHORTFALL:	(\$138,459.60)	
DUST PALLATIVE FY 2026 BUDGET:	\$150,000.00	
FY 2026 BUDGET :	\$11,540.40	

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

Date: _____ Weekly Agenda Date: _____

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: _____

WORDING FOR AGENDA ITEM:

ACTION REQUIRED:

Approve Ordinance	Approve Resolution	Approve Motion
Public Hearing	Other: Informational	Attachments

EXECUTIVE SUMMARY:

BACKGROUND:

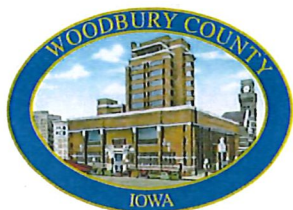
FINANCIAL IMPACT:

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:



Woodbury County Board of Supervisors

Courthouse • Room 104
620 Douglas Street • Sioux City, Iowa 51101
Telephone (712) 279-6525 • Fax (712) 279-6577

MEMBERS

DANIEL A. BITTINGER II
SIOUX CITY

KENT T. CARPER
SIOUX CITY

DAVID L. DIETRICH
HORNICK

MARK E. NELSON
CORRECTIONVILLE

MATTHEW A. UNG
SIOUX CITY

FINANCE/BUDGET DIRECTOR
RYAN ERICSON

ADMINISTRATIVE ASSISTANT
KAREN JAMES

EXECUTIVE SECRETARY/ PUBLIC BIDDER
HEATHER SATTERWHITE

May 13, 2025

Via: Email

Tim Holcomb
Holcomb Appraisal
2113 S Paxton St
Sioux City, IA 51106

Re: Notice to Proceed
Appraisal Services

Please consider this letter as notification of Woodbury County's authorization to proceed with the **appraisal services** for:

1. The property located at 2209 Mason Ave, Anthon Iowa 51004.
2. Parcel number #884333400002
3. Appraisal service fee of \$600
4. Duration – two weeks from date of notice to proceed
5. Additional terms and conditions pursuant to the Iowa Department of Homeland Security and Emergency Management
 - a. **Appendix II to Part 200, Title 2 (Oct. 7, 2024) - attached**
 - b. Appraisal value is to be based on pre-flood occurrence date of June 23, 2024

Please confirm your agreement with this letter by countersigning below and returning via email.

We look forward to working with you on this matter. If you have any questions, please feel free to contact Supervisor Nelson, Treasurer Bertrand or myself

Sincerely,

Concurrence:
Holcomb Appraisal

Daniel A. Bittinger II
Chairman

This content is from the eCFR and is authoritative but unofficial.

Title 2 — Grants and Agreements

Subtitle A — Office of Management and Budget Guidance for Federal Financial Assistance

Chapter II — Office of Management and Budget Guidance

Part 200 — Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Authority: 31 U.S.C. 503; 31 U.S.C. 6101-6106; 31 U.S.C. 6307; 31 U.S.C. 7501-7507.

Source: 89 FR 30136, Apr. 22, 2024, unless otherwise noted.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be

prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- (G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- (H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- (J) See § 200.323.

(K) See § 200.216.

(L) See § 200.322.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]

7d
3/26/19

PURPOSE

2019 MAY 7 PM 4 23
The purpose of this procurement policy is to ensure that sound business judgement is utilized in all procurement transactions and that supplies, equipment, construction and services are obtained efficiently and economically and in compliance with applicable federal and state law and executive orders and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition. These procedures will ensure that all solicitations incorporate clear and accurate descriptions of the technical requirements for the goods or services being procured. Chapter 26, Chapter 309 and Section 331.341 of the Iowa Code will be followed on all applicable purchases. All other appropriate sections of the Iowa Code shall also apply.

APPLICATION

This policy applies to the procurement of all supplies, equipment, and construction and services of and for Woodbury County, Iowa that include any federal program funding. In regards to any such federal programs, all procurement will be done in accordance with 2 CFR; Part 200. Chapter 26 and Section 331.341 of the Iowa Code will be followed on all applicable purchases. All other appropriate sections of the Iowa Code shall also apply. When federal requirements conflict with local or state requirements, the federal requirement, or most restrictive requirement will be followed.

POLICY

METHODS OF PROCUREMENT

Procurement under grants shall be made by one of the following methods, as described herein: (a) small purchase procedures; (b) sealed bids (formal advertising); (c) competitive proposals; (d) noncompetitive proposals.

A. Micro-Purchase Procedures 200.320(a)

- i. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold - \$10,000 (200.67)
- ii. To the extent practicable, must distribute micro-purchases equitably among qualified suppliers
- iii. May be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable

B. Small Purchase Procedures 200.320(b)

- i. Are those relatively simple and informal procurement methods for securing services, supplies, or other property that does not cost more than the simplified acquisition threshold - \$250,000 (200.88)
- ii. Price or rate quotations are to be obtained from an "adequate number" of qualified sources

C. Sealed Bidding (formal advertising) 200.320(c)

- i. Lowest priced, responsive, responsible, bidder WINS
- ii. The preferred method for construction when sealed bidding is "feasible", which is when certain conditions are present
- iii. Bids must be solicited from an "adequate number of known suppliers", providing them sufficient response time before date for the opening of bids
- iv. Bids will be opened at the time and place prescribed in the invitation for bids
- v. Must publicly advertise the invitation for bids
- vi. Bids must be opened publicly

- vii. Other procedural requirements at 200.320(c)(2)
- D. Competitive Proposals 200.320(d)
 - i. Used when conditions are not appropriate for the use of sealed bids
 - ii. The appropriate method when more than one source is expected to submit an offer and either a fixed-price or cost-reimbursement type contract is awarded
 - iii. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with *price* and other factors considered
 - iv. Requests for proposals **must be publicized** and identify all evaluation factors and their relative importance
 - v. Proposals must be solicited from an adequate number of qualified sources
 - vi. Must have written method for conducting technical evaluations of the proposals received and for selection of the contract
- E. Noncompetitive Proposals 200.320(f)
 - i. Procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - a. **One Source:** the item is available only from a single source
 - b. **Exigency/Emergency:** an exigency or emergency will not permit a delay resulting from competitive solicitation
 - c. **Awarding Agency Approval:** the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity
 - d. **Inadequate Competition:** after the solicitation of a number of sources, competition is determined inadequate

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS (200.321)

- A. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- B. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (a) through (e).

CONTRACT PRICING (200.323)

- A. The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.
- B. Woodbury County, Iowa shall perform some form of cost/price analysis for every procurement action, including contract modifications, amendments, or change orders. Woodbury County, Iowa shall make an independent estimate prior to receiving a bid or proposal.

- C. Woodbury County, Iowa shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. In determining a fair and reasonable profit, Woodbury County, Iowa must consider the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance and the industry profit rates in the surrounding geographical area.

PROCUREMENT RECORDS

Woodbury County, Iowa shall maintain records sufficient to detail the significant history of a procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(200.324)

(a) Woodbury County, Iowa must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.

(b) Woodbury County, Iowa must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

- (1) Woodbury County, Iowa's procurement procedures or operation fails to comply with the procurement standards in this Part;
- (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
- (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

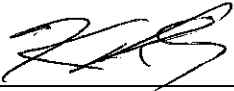
(c) Woodbury County, Iowa is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this Part.

- (1) Woodbury County, Iowa may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;
- (2) Woodbury County, Iowa may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from Woodbury County, Iowa that it is complying with these standards. Woodbury County, Iowa must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

AWARDED CONTRACTS

- A. Woodbury County, Iowa will not award a contract to a party listed as debarred, suspended, or otherwise excluded in the System for Award Management (SAM). www.sam.gov (200.213)
- B. Contracts awarded shall contain the applicable contract provisions described in 2 CFR 200.326 and Appendix II to Part 200.
- C. Woodbury County, Iowa will maintain written standards of conduct covering conflicts of interest and must provide for disciplinary action to be applied for violations of such standards as defined in 2 CFR 200.318 (c) (1).

Passed and adopted this 26th day of March, 2019.



Keith Radig, Chairman
Woodbury County Board of Supervisors

Attest: 

Patrick Gill
Woodbury County Auditor

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

Date: 5/8/2025 Weekly Agenda Date: 5/13/25

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Daniel A. Bittinger II

WORDING FOR AGENDA ITEM:

Funding Request for Woodbury County Family Treatment Court

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

SHIP, the non-profit/fiscal agent for the Woodbury Family Treatment Court (WFTC), is seeking a partnership with the Board of Supervisors to support needs of families and incentivize behavior change.

BACKGROUND:

WFTC began in 2008, with a federal regional partnership grant to support the model development. In 2013, FTCs were incorporated into the Judicial Budget (providing the financial support of the coordinator position). FTC model incentivizes positive behavior change and the Woodbury County FTC is currently looking at community supports and partnerships to continue to build and enhance this element.

FINANCIAL IMPACT:

Previous financial support for incentives has included: Decatorganization funds allocated by the Service Area Manager of the Department of Health and Human Services, as well as a separate allocation from the Woodbury County Attorneys Office. There is uncertainty as to future allocations from these agencies.

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:

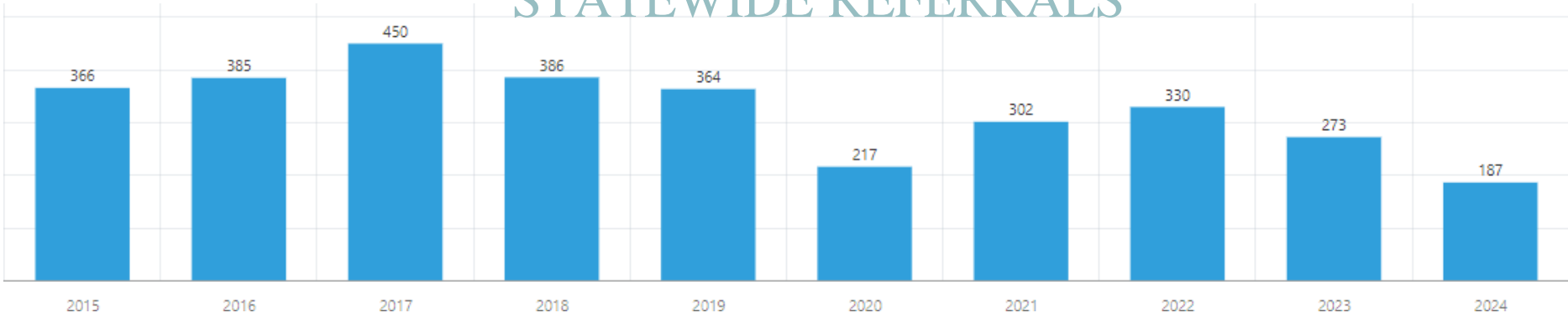
SHIP recommends the board of supervisors support the efforts of Woodbury County Family Treatment Court.

ACTION REQUIRED / PROPOSED MOTION:

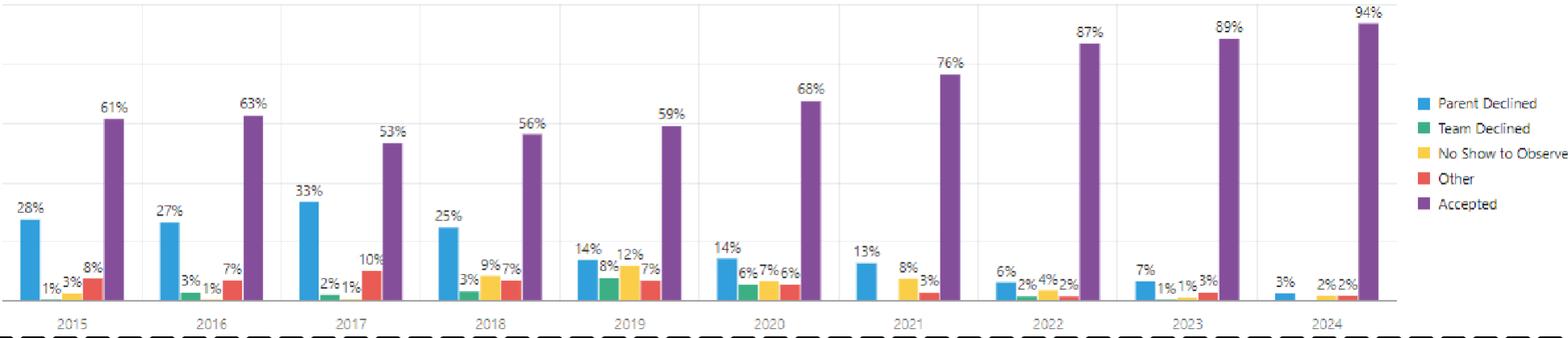
SHIP requests funds in the amount of \$5,000 to support Family Treatment Court programming and activities.

FAMILY TREATMENT COURT

STATEWIDE REFERRALS



STATEWIDE REFERRALS OUTCOMES



CINA OUTCOMES

Referrals do not end up participating in the program are used as the **comparison group**. **Comparison data** is shown below in **green**.

Location	Reunification	Reunification	Guardianship	Guardianship	TPR	TPR
Black Hawk	50%	54%	7%	9%	43%	35%
Buena Vista	77%	79%	5%	3%	18%	18%
Cass/Audubon	68%	36%	8%	14%	23%	50%
Cerro Gordo	60%	46%	0%	7%	39%	46%
Johnson	81%	77%	13%	0%	3%	15%
Linn	70%	78%	10%	4%	18%	17%
Polk	66%	50%	5%	10%	28%	38%
Scott	47%	41%	16%	19%	35%	40%
Warren	69%	64%	8%	22%	20%	14%
Webster	66%	48%	4%	6%	29%	39%
Wapello	76%	54%	8%	10%	15%	33%
Woodbury	68%	53%	4%	10%	24%	29%
Statewide	68%	53%	7%	10%	24%	34%

PARTICIPANT OUTCOMES



Estimates show FTCs have generated **\$17.7 million dollars** in cost avoidance for the state from 2007 – 2020.

An approximate average of **\$11,769.51 per family**.

1,995 families have been served through FTCs	2,254 parents/Caregivers have been served through FTCs	4,021 Children have been served through FTCs
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