



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (JULY 8, 2025) (WEEK 28 OF 2025)

Live streaming at:

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

Agenda and Minutes available at:

www.woodburycountyiowa.gov

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

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 4 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 July 1, 2025, meeting
3. Approval of claims
4. Human Resources – Melissa Thomas
 - a. Approval of Memorandum of Personnel Transactions
 - b. Approval to authorize two additional temporary full-time civilian jailer's positions to cover employee deployments

End of Consent Agenda

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| 5. Emergency Services – Drew Baier | |
| Open and accept bids for a new rescue truck | Action |
| 6. Conservation – Daniel Heissel | |
| Approval of funds in the amount of \$275,000 from funds made up of CIP and LOST Funds to fund the one mile of road replacement at Little Sioux Park | Action |
| 7. Reports on Committee Meetings | Information |
| 8. Citizen Concerns | Information |
| 9. Board Concerns | Information |

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

MON., JUL 7	5:00 p.m.	Board of Adjustment meeting, Courthouse Basement Boardroom
WED., JUL 9	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.
	6:30 p.m.	911 Service Board Meeting, Public Safety Center, Climbing Hill
THU., JUL 10	4:00 p.m.	Conservation Board Meeting, Little Sioux Park
WED., JUL 16	12:00 p.m.	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
	1:30 p.m.	Region IV LEPC Meetings, SIMPCO, 6401 Gordon Dr.
THU., JUL 17	4:30 p.m.	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
FRI., JUL 18	12:00 p.m.	Siouxland Human Investment Partnership Board Meeting, 2540 Glenn Ave.
WED., JUL 23	2:30 p.m.	Rolling Hills Community Services Region Governance Board Meeting
MON., JUL 28	5:00 p.m.	Zoning Commission Meeting, Courthouse Basement Boardroom
THU., JUL 24		Western Iowa Community Improvement Regional Housing Trust Fund Board of Directors, 6401 Gordon, Dr.
MON., AUG 4	5:00 p.m.	Board of Adjustment meeting, Courthouse Basement Boardroom
WED., AUG 6	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., AUG 13	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., AUG 14	12:00 p.m.	SIMPCO Board of Directors, 6401 Gordon Drive.
	4:00 p.m.	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park

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.

JULY 1, 2025, TWENTY-SEVENTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, July 1, 2025, at 3:00 p.m. Board members present were Carper, Bittinger II, Ung (by phone), and Nelson, Dietrich was absent. Staff members present were Karen James, Board Administrative Assistant, Melissa Thomas, Human Resources Director, Ryan Ericson, Budget and Finance Director, James Loomis, County Attorney and Michelle Skaff, Auditor/Clerk to the Board.

Motion by Bittinger second by Nelson to go into joint closed session with LEC Authority {Iowa Code Section 21.5 (1) (c)}. Carried 4-0 on roll-call vote.

Motion by Bittinger second by Nelson to go out of closed session with LEC Authority {Iowa Code Section 21.5 (1) (c)}. Carried 4-0 on roll-call vote.

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

1. Motion by Bittinger second by Nelson to approve the agenda for July 1, 2025. Carried 4-0. Copy filed.

Motion by Bittinger second by Nelson to approve the following items by consent:

2. To approve minutes of the June 24, 2025 meeting. Copy filed.
3. To approve the claims totaling \$1,282,902.28. Copy filed.
4. To approve the reclassification of Trevor Brass, Assistant County Attorney, County Attorney Dept., effective 07-07-2025, \$118,048/year, 4%=\$4,114.00/year. Per AFSCME Attorney: Move from Step 7 to Step 8. Anniversary Date 07/15/25; the reclassification of William Brooks, Deputy, Sheriff's Dept., effective 07-07-2025, \$41.62/hour, 10%=\$3.76/hour. Per CWA Deputy: Move from Senior to Master. Anniversary Date 07/18/25; and the appointment of Jason Ritchie, Mechanic Foreman, Secondary Roads Dept., effective 07-14-2025, \$3,452.53/bi-weekly. Job Vacancy posted on 5/14/25. Entry Level Salary \$3,452.53 bi-weekly. Copy filed.
5. To approve the disposition of the unused AMZ Pothole Patcher machine. Copy filed.
6. To approve items to be auctioned per Personal Property Disposition Policy. Copy filed.
7. To approve and authorize the Chairperson to sign a notice of property sale resolution for parcel #894726113008 (aka 1001 Helen St) for Tuesday, July 15th at 4:35 pm.

WOODBURY COUNTY, IOWA
RESOLUTION #13,927
PARCEL #894726113008

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

Lots Four (4), Five (5), and Six (6) in Block Twenty-Five (25), Booge and Taylor's Addition to Sioux City, Iowa and that part of the north/south alley abutting Lots 4, 5, 6, Block 25, Booge and Taylor's Addition, Sioux City, Woodbury County, Iowa and vacated obsolete Tenth Street, abutting Lot 6, Block 25, Booge and Taylor's Addition to Sioux City, Woodbury County, Iowa (1001 Helen 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 **15th Day of July, 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 **15th Day of July, 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 \$476.00** 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 1st Day of July, 2025.

WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 8a. To approve reappointing John Mansfield to the Veteran Affairs Commission. Copy filed.
- 8b. To approve the appointment of Phillip Hinds to the Veteran Affairs Commission. Copy filed.
- 8c. To approve the appointment of Greg Jochum and Bruce Sorensen to the Commission to Assess Damages – Category A – Owner/Operators of Agricultural. Copy filed.
- 8d. To approve the appointment of Mark Vos to the Commission to Assess Damages – Category C – Licensed Real Estate Salesman or Real Estate Broker. Copy filed.
- 8e. To approve the appointment of Dennis Reyman to the Commission to Assess Damages – Category D – Persons Having Knowledge of Property Values in the County by Reason of Their Occupation. Copy filed.

Carried 4-0.

9. Motion by Nelson second by Bittinger to approve to fund a mental health speaker for first responders in the amount of \$5,000 from Opioid funds. Carried 4-0. Copy filed.
10. Motion by Ung second by Bittinger to approve the revision of the Woodbury County Employee Handbook Vacation Policy. Carried 4-0. Copy filed.
- 12a. Motion by Bittinger second by Carper to receive the report/recommendation from the Woodbury County Zoning Commission concerning zoning ordinance text amendments for nuclear energy facilities, nuclear waste storage, related uses, and amendments to reorganize the ordinance. Carried 4-0. Copy filed.
- 12b. Motion by Bittinger second by Carper to set the dates and times for 3 public hearings for Zoning Ordinance Text Amendments concerning nuclear energy facilities, nuclear waste storage, related uses, and the reorganization of the ordinance for the following dates: Tuesday, July 22, 2025, 4:40 PM, Tuesday, July 29, 2025, 4:40 PM, Tuesday, August 5, 2025, 4:40 PM. Carried 4-0. Copy filed.
- 12c. Motion by Nelson second by Carper to receive the report/recommendation from the Woodbury County Zoning Commission concerning zoning ordinance text amendments to bring the Woodbury County Zoning Ordinance into compliance with Iowa Code 331.301 (27) as it pertains to accessory dwellings in the AP, AE, NR, and SR Zoning Districts. Carried 4-0. Copy filed.

- 12d. Motion by Bittinger second by Nelson to set the dates and times for 3 public hearings for Zoning Ordinance Text Amendments to bring the Woodbury County Zoning Ordinance into compliance with Iowa Code 331.301 (27) as it pertains to accessory dwellings in the AP, AE, NR, and SR Zoning Districts for the following dates: Tuesday, July 22, 2025, 4:45 PM, Tuesday, July 29, 2025, 4:45 PM, Tuesday, August 5, 2025, 4:45 PM. Carried 4-0. Copy filed.
- 11a. A public hearing was held at 4:45 p.m. to conduct the 3rd and final public hearing for a Zoning Ordinance Text Amendment to revise the Land Use Summary Table of Allowed Uses (Section 3.03.4), to classify "Borrow pits for earth materials" as a conditional use within the Agricultural Estates (AE) Zoning District.

Motion by Nelson second by Bittinger to close the public hearing. Carried 4-0. Copy filed.
- 11b. Motion by Bittinger second by Carper to approve the 3rd Reading as the Final Reading of the Zoning Ordinance Text Amendment. Carried 4-0. Copy filed.
- 11c. Motion by Bittinger second by Carper to adopt the Zoning Ordinance Text Amendment to revise the Land Use Summary Table of Allowed Uses (Section 3.03.4), to classify "Borrow pits for earth materials" as a conditional use within the Agricultural Estates (AE) Zoning District. Carried 4-0. Copy filed.
- 13. Motion by Bittinger second by Nelson to approve the Resolution and Letter of Support for the Competitive Highway Bridge Program (CHBP) Grant Project. Carried 4-0.

RESOLUTION #13,928
IN SUPPORT OF THE JOINT CHBP GRANT AGREEMENT
&
LETTER OF SUPPORT FOR THE
COMPETITIVE HIGHWAY BRIDGE PROGRAM (CHBP) GRANT PROJECT

Whereas, Woodbury County, Iowa bridge FHWA number(s): 053490 and 053510, have been identified as being part of a joint Competitive Highway Bridge Program (CHBP) Grant Project, and

Whereas, Iowa bridge FHWA number(s) 053490 and 053510 have been included in a Bundle, as detailed in Exhibit B, and

Whereas, we accept the Contracting Authority for the bundle as detailed in Exhibit B, and acknowledge the roles and responsibilities of each party as detailed in Section 3 and 4, and

Whereas, it is desired by and in the interest of Woodbury County to participate fully in the CHBP project activities as a Sub-recipient and provide all requisite information necessary to bring to completion all project phases through final completion, and

Whereas, we are in support of the Iowa DOT providing Primary Recipient roles and duties, and

Whereas, we understand and accept the Sub-recipient roles and responsibilities as defined in the "28E Cooperative Agreement for a Competitive Highway Bridge Program (CHBP) Grant Project", including its referenced Exhibits, and

Whereas, each County as shown in Section 4, paragraph A shall be responsible for all matching funds and accept any costs exceeding the funds requested in the CHBP Grant application for their respective structure, and

Whereas, it is the intent of Woodbury County, upon award of CHBP funds, to enter into a Federal-aid Agreement with the Iowa Department of Transportation (DOT).

THEREFORE, BE IT RESOLVED that the Board of Supervisors of Woodbury County, Iowa hereby approves and directs the Chair to sign this Letter of Support for the Bridge Competitive Highway Bridge Program (CHBP) Grant Project and the 28E Cooperative Agreement for a Competitive Highway Bridge Program (CHBP) Grant Project, and to provide all pertinent correspondence and project information to:

Attn: Nicole Stinn, P.E.
Secondary Roads Engineer
Iowa DOT Local
Systems Bureau 800
Lincoln Way
Ames, IA 50010

Adopted this 1st day of July, 2025

WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

14. Motion by Bittinger second by Nelson to receive document from EMS Director Baier. Carried 4-0. Copy filed.

Motion by Nelson second by Carper to approve to award the bid to Tahnee Mara Inc. of Merville for \$42,516.00. Carried 4-0. Copy filed.

15. Motion by Bittinger second by Carper to table approval of funds in the amount of \$275,000 from funds made up of CIP and LOST funds to fund the one mile of road replacement at Little Sioux Park. Carried 4-0. Copy filed.
16. Reports on committee meeting were heard.
17. Auditor Skaff advised that there will be a special election on August 26th to fill the State Senator vacant position.
18. Board concerns were heard.

The Board adjourned the regular meeting until July 08, 2025.

Meeting sign in sheet. Copy filed.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: July 8, 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
Sege, Tamara	Veteran Affairs	7-09-25	Temporary Regular P/T Clerk II	\$19.82/hour		A	Job Vacancy Posted 5-28-25. Entry Level Wage: \$19.82/hour.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas HR Director

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

Date: 07/02/2025 Weekly Agenda Date: 07/08/2025

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Sheriff Sheehan

WORDING FOR AGENDA ITEM:

Approval to authorize two additional temporary full time civilian jailers positions to cover employee deployments

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☐

EXECUTIVE SUMMARY:

This authorization will substitute for two employees that will be serving our country for a 12 month period.

BACKGROUND:

Due to the length of these two deployments, two temp full-time positions are required for staffing purposes.

FINANCIAL IMPACT:

There will be no 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:

Approve the motion

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the authorization of two temporary full-time civilian jailer positions in the Sheriff's Office.

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

Date: 07/02/2025 Weekly Agenda Date: 07/08/2025

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Drew Baier, Emergency Services Director

WORDING FOR AGENDA ITEM:

Open and accept bids for a new rescue truck.

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Give Direction ☐

Other: Informational ☐

Attachments ☐

EXECUTIVE SUMMARY:

Emergency Services is requesting the board to accept the bids for a new rescue truck. The funds were approved in the FY26 CIP request.

BACKGROUND:

Emergency Services primary mission is to assist the rural ambulance services by providing Advance Life Support and EMS services 24/7/365. To carry out our mission, the department uses two vehicles on a rotating bases to respond with. The current unit (204) is a 2016 crew cab Dodge Ram 4x4 with 195,683 miles.

FINANCIAL IMPACT:

The funding for the project has been allocated through FY 26 CIP funds. The cost to replace the unit is estimated at \$90,300.00. This figure includes the cost of components to complete the unit i.e. warning lights, slide out tray, cap (topper), radio, decals. and cab insert.

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:

For the Woodbury County Board of Supervisors to approve acceptance of the bids and allow the purchase process to continue. This action would allow bid reviews to be verified that the required specifications were met before awarding the purchase of a new rescue truck.

ACTION REQUIRED / PROPOSED MOTION:

For the Woodbury County Board of Supervisors to make a motion to accept the bids.

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

Date: 06/25/25

Weekly Agenda Date: 07/08/25

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Dan Heissel

WORDING FOR AGENDA ITEM:

Little Sioux Park Road Replacement - CIP Project

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☐

EXECUTIVE SUMMARY:

Little Sioux Park road is in need of replacement and we had originally put in for 1.8 miles to be replaced and got a cheaper bid of \$536,331.05 because Henningsen the contractor was doing D35 by Anthon and gave us good pricing and removed the \$100,000 mobilization fee for our project since they are already here. We are asking the Supervisors to split this project in half and do over two or more years and fund 1 mile this year out of the CIP account and possibly LOST Funds in the amount of \$275,000. If we dont take advantage of them being here our project will cost more in the future because we would be charged the \$100,000 mobilization fee.

BACKGROUND:

Originally requested 1 million for road replacement in my CIP I submitted and after working with Secondary Roads Engineer who worked with Henningsen the contractor we got a bid of \$536,331.05 to do the 1.8 mile of road with in the park with asphalt. Supervisor Dietrich suggetsed splitting this in half and doing over two over two years that way the worst part would be replaced. So if we paved a mile of it the cost would be close to \$275,000 to do.

FINANCIAL IMPACT:

Conservation does not have the funds to do, we are currently paying off a 1.1million dollar loan for the road at Browns Lake. This loan lasts another 7 years, we dont have the funds to pay for another loan and need help to fix this road that is in need of replacement. I have been asking for 8 years in CIP and I know the previous Director had been asking for a few years. Financial impact would be as follows after talking to budget director who suggested using \$104,000 of LOST funds and put with the \$171,000 that is left in CIP funds for a total of \$275,000 to fund half of the original request and do 1 Mile of the road.

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:

Supervisors fund 1 mile of road replacement at Little Sioux Park by using Lost Funds in the amount of \$104,000 and the remaing \$171,000 of CIP funds for a total of \$275,000.

ACTION REQUIRED / PROPOSED MOTION:

To approve funds in the amount of \$275,000 from funds made up of CIP and LOST funds to fund the 1 mile of road replacement at Little Sioux Park.