



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (DECEMBER 30 2025) (WEEK 53 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 December 30, 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 December 23, 2025
3. Approval of claims
4. Human Resources – Melissa Thomas
Approval of Memorandum of Personnel Transactions

End of Consent Agenda

5. County Auditor – Michelle Skaff
Approval of Cott Systems RECORDhub Services Contract

Action

- 4:35 p.m.** 6. Board Administration – Heather Satterwhite
(Set time) Public hearing and sale of property parcel #894722477001 (aka 1724 Rock Street) Action
7. Secondary Roads – Laura Sievers
Approve Secondary Roads to move forward with FY 2027 equipment Action
8. Reports on Committee Meetings Information
9. Citizen Concerns Information
10. Board Concerns Information

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

- | | | |
|---------------------|-------------------|---|
| MON., JAN 5 | 5:00 p.m. | Board of Adjustment meeting, Courthouse Basement Boardroom |
| WED., JAN 7 | 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., JAN 14 | 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., JAN 15 | 12:00 p.m. | SIMPCO Board of Directors, 6401 Gordon Drive. |
| | 4:00 p.m. | Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park |
| | 4:30 p.m. | Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue |
| FRI., JAN 16 | 12:00 p.m. | Siouxland Human Investment Partnership Board Meeting, 2540 Glenn Ave. |
| SAT., JAN 17 | 7:30 a.m. | SIMPCO Executive Finance Committee Meeting, 6401 Gordon Drive |
| WED., JAN 21 | 12:00 p.m. | Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202 |
| THU., JAN 22 | 10:00 a.m. | Siouxland Regional Transit System Board of Directors Meeting, 6401 Gordon Drive |
| | 11:15 a.m. | WICIRHTF Board of Directors Meeting, 6401 Gordon Drive |
| MON., JAN 26 | 5:00 p.m. | Zoning Commission Meeting, Courthouse Basement Boardroom |
| MON., FEB 2 | 5:00 p.m. | Board of Adjustment meeting, Courthouse Basement Boardroom |
| WED., FEB 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. |

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.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: December 30, 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
Jorgensen, Nicholas	Juvenile Detention	01-05-2025	Youth Worker – PT Temp	\$22.71/hour		A	Job Vacancy Posted on 11/19/25. Entry Level Salary \$22.71/hr

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas, HR Director

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

Date: 12/18/2025 Weekly Agenda Date: 12/30/2025

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Michelle Skaff, Auditor & Recorder

WORDING FOR AGENDA ITEM:

Cott Systems RECORDhub Services Contract

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☐

EXECUTIVE SUMMARY:

Signature required on RECORDhub Services contract

BACKGROUND:

Need to move our current Cott hosted on-line index & transfer book program to an ADA compliant site in the Cott System called RECORDhub Services.

FINANCIAL IMPACT:

0

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

Yes ☒ No ☐

RECOMMENDATION:

Motion to approve and sign the contract

ACTION REQUIRED / PROPOSED MOTION:

Approve and sign the contract

RECORD hub

.....

Contract for

RECORDhub Services

Woodbury County, Iowa

Michelle Skaff, County Recorder, Auditor

December 16, 2025

RECORDhub SERVICE ADDENDUM

This **RECORDhub Service Addendum** ("Addendum") is by and between Valsoft Corporation Inc., dba Cott Systems ("Cott") and Woodbury County, Iowa ("Customer"). This Addendum is being "Executed" (signed) under the Terms and Conditions of Cott's **Master Agreement for Products and Services**.

RECORDhub offers online search access to the indexing systems of participating recording jurisdictions where copies of publicly recorded index data and images ("Data") are available through subscriptions utilizing a user profile with various access options ("Service"). The Service provides the Customer's external internet search users ("Users") with the ability to connect and subscribe to a software search application which stores the Customer's records on a shared infrastructure through the internet, ("Cloud"). The Cloud based Service provides secure public internet access to Data of the Customer's choosing. Each recording jurisdiction has their own fee schedule that adheres to their State, and their local statutes. Incorporating Data from many jurisdictions allows Users to receive both the convenience and the value of substantial amounts of Data in one location, combined with one centralized accounting for subscription and search activity.

TERMS AND CONDITIONS

1. **Term.** This Addendum will begin when it is signed ("Executed") by Customer and be binding for the full period the Service is active ("Term").
2. **Anti-Virus Protection.** Customer is required to have current anti-virus protection on all servers and stations that update the Service with Data.
3. **Data Presented.** Customer acknowledges and agrees that Customer is responsible for complying with all applicable laws regulating the disclosure of private, sensitive or personal information within the Data. Cott exercises no control over, and specifically rejects any responsibility for the form, content, accuracy, completeness or quality of the Customer's Data passing through, obtained through or resident on the Service. Customer is responsible for determining which records, fields, data, images or portions thereof, are available for searching or viewing. Customer will be responsible for implementing and carrying out such standards, and Customer is responsible for any Data input errors. Data available consists of records that the Customer has indicated are available for general public viewing via the service. These steps are performed and controlled by the Customer at each individual recording jurisdiction and are not within the control of Cott. Customer will permit Cott to include in the viewable portion of the search site customary terms of use applying to Customer's Users, and any provisions reasonably required by Cott as needed. Cott acknowledges Data or search results from the Service are not an official record.
4. **Users.** Use of the Service will be subject to Terms of Use and other conditions set forth on the site. Customer will address support queries from Users as it relates to Data content or explanation of search. Customer is required to designate a primary support contact in their office with whom Cott Customer Support personnel may interact. Cott will support site access queries from Users specifically with subscriptions as it relates to access and delivery of Data, Cott is NOT responsible for addressing queries from Users about searching data or interpreting any Data. Cott is responsible for establishing,

managing and monitoring accounts with such Users and will require all Users to agree to and abide by terms of use containing terms reasonably acceptable to Cott in connection with the use of Customer's system. Cott and Customer agree that Users are not permitted to copy Data in a bulk scraping fashion using a software program (aka data mining). Cott cannot control or eliminate such activity though does take reasonable steps to monitor against and block such activity to protect internet bandwidth capacity and the Customer's Data.

5. **Ownership of Service and Data.** Nothing in this Addendum shall be construed to grant Customer any ownership right in the Service, domain name for RECORDhub or written materials ("Documentation"). Cott and Customer agree that Cott is the owner of the Service. Customer is the owner of the Customer's Data stored by the Service. Cott will have sole authority regarding the design, look and feel of the RECORDhub site. Customer grants Cott the right and license to use, publish and display Customer's name, mark or other symbol of office on or in association with the Service and any advertising or associated marketing materials. Customer grants Cott a worldwide right and license to use, reproduce, distribute, transmit and publicly display Data in connection with the RECORDhub Service and operation of the Service. The Service is hosted on behalf of the Customer by Cott.
6. **Disclaimer of Warranty. RECORDHUB AND THE DATA ARE PROVIDED ON AN "AS IS, AS AVAILABLE" BASIS. COTT DISCLAIMS ANY AND ALL RESPONSIBILITY OR LIABILITY FOR THE ACCURACY, CONTENT, DISCLOSURE, COMPLETENESS, LEGALITY OR RELIABILITY OF DATA DISPLAYED AS A RESULT OF THE USE OF THE SERVICE. EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICE, OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE FUNCTIONALITY, PERFORMANCE, RELIABILITY, COMPLETENESS, TIMELINESS, SECURITY OR RESULTS OF USE THEREOF. WITHOUT LIMITING THE FOREGOING, EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS WARRANTS THAT THE SERVICE, OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE OPERATION THEREOF ARE OR WILL BE COMPLETE, ACCURATE, ERROR-FREE, UNINTERRUPTED OR SECURE OR MEETS OR WILL MEET CUSTOMER'S REQUIREMENTS.**
7. **Service Availability.** Excluding certain conditions such as those listed below, Cott commits to provide 99.5% uptime for the Service during each calendar quarter of the Term, excluding regularly scheduled maintenance times. Conditions that are not covered under Service Availability include: a) Connectivity provided by User's internet service provider; b) Uptime/reliability of User's network; c) Uptime of User's hardware; d) Scheduled outages or Maintenance; e) Unexpected interruption due to an unauthorized third party intrusion; f) Any problems with network providers, such as: network applications, equipment, omissions of network provider, local provider service interruptions. The above conditions are provided as examples and do not represent all possible conditions.
8. **Service Maintenance.** Regular maintenance of the Service by Cott is required. The maintenance time will be communicated to Users and is completed during non-working hours, typically scheduled to occur at night and/or on the weekend. Cott also reserves the right to interrupt the Service for

unscheduled maintenance when necessary and only interrupt the Service during normal work hours when absolutely necessary.

9. **Service Updates.** Updates to maintain and optimize the performance of the Customer's land records software will be scheduled by Cott. These updates may also include software enhancements. The Customer will accept and receive all updates in order to continue using the RECORDhub Service.
10. **Security and Data Protection.** Cott implements numerous security and data protection procedures within Cott's data center to protect Customer's Data. These procedures include: a) Active/passive firewall configuration to prevent unapproved port access; b) Use of core configuration to reduce server security attack surface; c) Host Intrusion Detection System (HIDS) to monitor suspicious activity; and, d) Backup strategies storing multiple copies of Customer's Data on varied technology solutions at different locations. While Cott is diligent in using multiple procedures to prevent unauthorized access to protected Data, Customer acknowledges that it is virtually impossible to eliminate this risk one-hundred percent (100%) of the time due to the public nature of the internet.
11. **Defect Warranty.** Cott warrants that the Service will perform as intended. Should Customer identify a deficiency, Customer shall give Cott prompt notice. If Cott determines that the Service is not performing as intended, Cott will remedy the deficiency. Cott will be afforded a commercially reasonable period of time to remedy the error and will not be considered in breach if Cott commences to cure, and diligently proceeds towards the remedy of, the deficiency within such period. The foregoing are Customer's sole and exclusive remedies for breach of this warranty. This warranty is expressly contingent upon proper use and application of the Service at all times. The warranty does not apply if malfunctions or errors are caused by defects in User's associated equipment, non-Cott software, networks, or a deficiency in Customer's internet link.
12. **Training.** Cott will make available through the Service online user help instructions and documentation as deemed applicable by Cott in connection with the Service.
13. **Fees.** Any applicable fees for the initial setup will be paid to Cott by Customer. Cost of the Service ("Fees") during the Term are specified on the Order Summary page. Ongoing monthly Fees will begin on the first (1st) of the month following the date the Service is active ("Go-Live Date") and then will be subsequently invoiced in advance of services rendered.
14. **Termination.** In the event of any Service termination, no refunds to Users will be made. Customer is entitled to receive payment for Services through date of service termination.

X Customer Acknowledgement: _____ **Date:** _____

The Terms and Conditions, attached hereto, govern the provision of products or services by Cott under the Master Agreement and any Addendum executed by Cott and Customer. Cott and Customer have executed this Addendum to be effective as of the date it is signed by both Cott and the Customer.

Master Agreement for Products and Services

2/18/2025

(Date Signed)

Woodbury County, Iowa

(County, Parish, Town)

VALSOFT CORP, INC. dba COTT SYSTEMS

CUSTOMER

(Signature)

(Date)

David J. Scheine

(Print Name)

Chief Executive Officer

(Print Title)

(Attest)

(Signature)

(Date)

(Print Name)

(Print Title)

(Attest)

Customer acknowledgement also required on additional

Please digitally sign and initial; or print, sign, and initial original copy.

Once contract is signed, please fax or email the **entire** contract to Cott.

To: Cott Systems | ATTN: Finance Dept. | 1.866.540.1072 | contracts@cottsystems.com

RECORDhub ORDER SUMMARY

1. **RECORDhub Gateway.** (no eCommerce).
2. **Software Applications.** Hosted Online Index Books.
3. **Implementation, Setup Fees.** Included. **\$0.**
4. **Customer Support.** Cott Customer Support is included with the Service.
5. **Term.** Contract term to be coterminous with Online Index Books System term.

EXHIBIT FOR RECORDhub SUBSCRIPTIONS AND RATES

Subscription Plan	Subscription Fee	Document Viewing	Image Prints or Downloads (per document)	Search Results Prints or Downloads	Time Spent Searching
Complementary Public Access Subscription					
Complimentary	\$0	Unlimited	\$0	Unlimited	Unlimited
Free Secure Subscription For Government Users					
Unlimited Government	\$0	Unlimited	\$0	Unlimited	Unlimited

PLEASE NOTE: The pricing in this offer is valid through 2/16/2026. After this date, this offer will be priced at the current rate.

X Customer Acknowledgement: _____ Date: _____

RESOLUTION

NOTICE OF PROPERTY SALE

Parcels #894722477001

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

**Lots two hundred three (203) to two hundred nine (209), both inclusive, Kendon, an addition to Sioux City, in the County of Woodbury and State of Iowa
(1724 Rock 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 **30th Day of December, 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 **30th Day of December, 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 \$30,177.00** 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 16th Day of December, 2025.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Michelle K. Skaff, Ph.D.
Woodbury County Auditor
and Recorder

Daniel A. Bittinger II, Chairman

REQUEST FOR MINIMUM BID

Name: Larrell Satterwhite/Dustin Berg Date: 9/3/24

Address: 4900 Hamilton Blvd/3012 14th St. Phone:

Address or approximate address/location of property interested in:

1724 Rock St. - commercial property

GIS PIN # 894720477001

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

Legal Description:

Lots two hundred three (203 to two
hundred nine (209) both inclusive,
Kendon, an Addition to Sioux City, in the
County of Woodbury and State of Iowa

Tax Sale #/Date: #987 6/17/19 Parcel # 284131

Tax Deeded to Woodbury County on 12/05/25

Current Assessed Value: Land \$81,200 Building ① Total \$81,200

Approximate Delinquent Real Estate Taxes: \$159,110

Approximate Delinquent Special Assessment Taxes: \$22,848

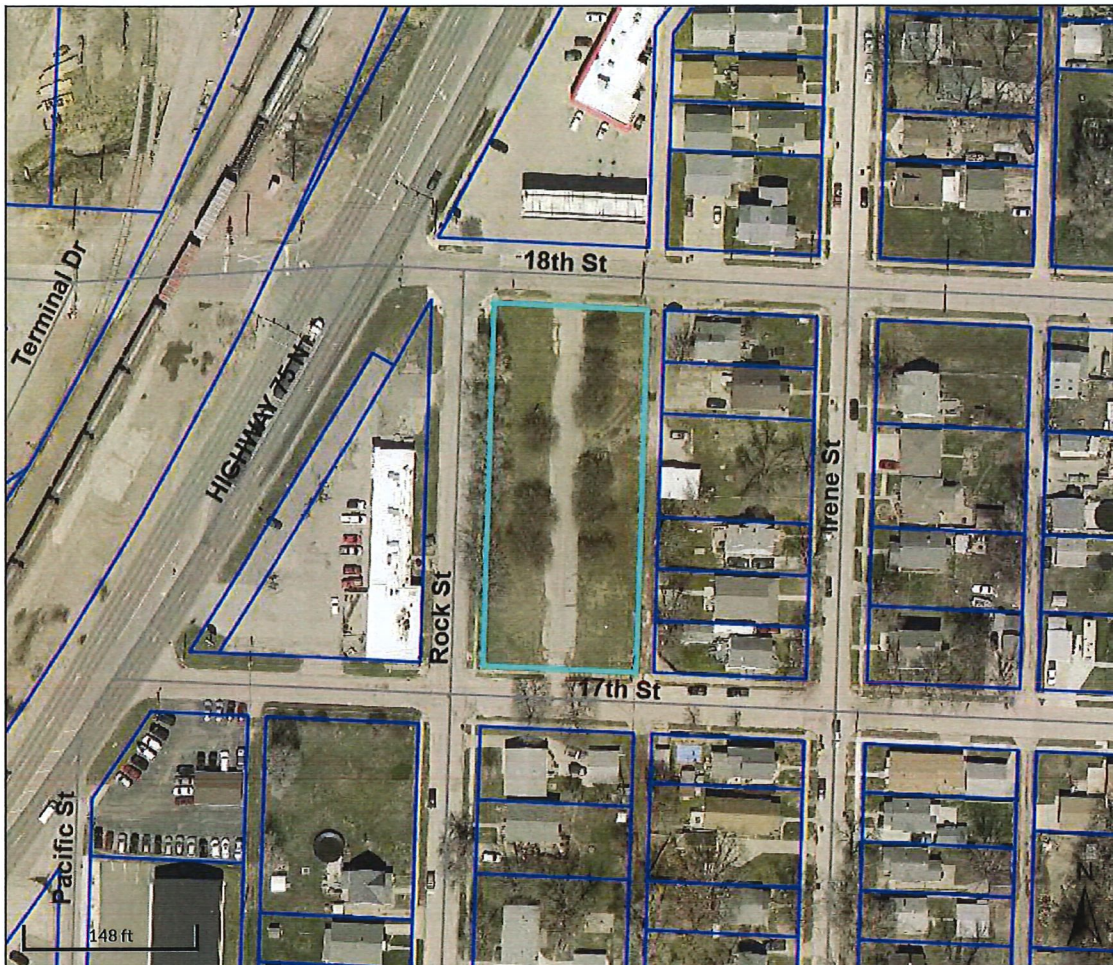
*Cost of Services: \$177

Inspection to: Dan Bittinger Date: 3/3/25

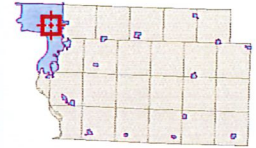
Minimum Bid Set by Supervisor: \$30,000 Dan Bittinger
plus \$177 for costs. Total: \$30,177

Date and Time Set for Auction: Tuesday, December 30th @ 4:30 PM.

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



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

Parcel ID	894722477001	Alternate ID	284131	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	n/a	Class	C		620 DOUGLAS ST
Property Address	1724 ROCK ST	Acreage	n/a		SIOUX CITY, 51101
	SIOUX CITY				
District	0087				
Brief Tax Description	KENDON LOTS 203-209 BOTH IN CL				
	(Note: Not to be used on legal documents)				

Date created: 12/11/2025
Last Data Uploaded: 12/11/2025 1:03:59 AM

Developed by  **SCHNEIDER**
GEOSPATIAL

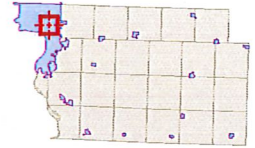


Beacon™

Woodbury County, IA / Sioux City



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

Parcel ID 894722477001
Sec/Twp/Rng n/a
Property Address 1724 ROCK ST
SIOUX CITY

Alternate ID 284131
Class C
Acreage n/a

Owner Address WOODBURY COUNTY
620 DOUGLAS ST
SIOUX CITY, 51101

District 0087

Brief Tax Description KENDON LOTS 203-209 BOTH IN CL
(Note: Not to be used on legal documents)

Date created: 12/11/2025

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Developed by SCHNEIDER
GEOSPATIAL

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

Date: 12/23/2025 Weekly Agenda Date: 12/30/2025

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

WORDING FOR AGENDA ITEM:

Consider approval of Secondary Roads FY 2027 Equipment

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

To purchase equipment within the Fiscal Year of 2027, equipment needs to be ordered soon

BACKGROUND:

The proposed purchased equipment includes a motor grader, mechanics truck, two pickup trucks, skid loader with trailer, 6 tandems, 6 tandem trailers, and two mowers.

FINANCIAL IMPACT:

FY 2027 Secondary Roads New Equipment \$3,115,040.60

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 that the board approve Secondary Roads to move forward with FY 2027 equipment

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve for Secondary Roads to move forward with FY 2027 equipment

Fiscal Year 2026 - 2027

John Deere 772G 6WD Motor Grader	\$380,000.00
Maintainer Mechanics Truck	\$190,883.00
2026 Chevrolet Silverado 1/2 ton D1	\$60,310.00
John Deere 331 P-Tier Skid Loader D3	\$84,850.00
102 x 26 TBWB26 22k BP Trailer D3	\$22,810.00
2026 Chevrolet Chassis 1 ton for tool truck D2	\$57,508.60
2026 Western Star 47X	\$167,095.00
Dump body	\$136,910.00
2026 Western Star 47X	\$167,095.00
Dump body	\$136,910.00
2026 Western Star 47X	\$167,095.00
Dump body	\$136,910.00
2026 Western Star 47X	\$167,095.00
Dump body	\$136,910.00
2026 Western Star 47X	\$167,095.00
Dump body	\$136,910.00
2026 Western Star 47X	\$167,095.00
Dump body	\$136,910.00
6 Tandem Pup Trailer	\$450,000.00
District 3 Mower	\$31,000.00
District 2 Lawn Mower	\$13,649.00

TOTAL NEW EQUIPMENT BUDGET: \$3,115,040.60