



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (JULY 28, 2026) (WEEK 31 OF 2026)

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 28, 2026, 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 will recognize the agenda item presenter before asking for public comments or board discussion.
3. Members of the public will approach the microphone one at a time and give their name and city of residence before their statement.
4. Members of the public who comment 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

3:00 p.m. Joint Closed Session with the LEC Authority {Iowa Code Section 21.5 (1) (c)} **Dennis Butler Meeting Room**

3:45 p.m. Closed Session {Iowa Code Section 21.5 (1) (c)} **Dennis Butler Meeting Room**

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

1. Approval of 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 July 21, 2026

3. Approval of claims

4. County Treasurer - Tina Bertrand
 - a. Approval of refund request for Parcel #894719377006 in the amount of \$461.00
 - b. Approval of refund request for Parcel #894719377026 in the amount of \$593.00
5. Human Resources – Melissa Thomas
 - a. Approval of Memorandum of Personnel Transactions
 - b. Authorization to Initiate Hiring Process
6. Board Administration – Heather Satterwhite
Approval of Notice of Property Sale Resolution for Parcel #894728129008 (aka 1213 - 15 Nebraska Street) for Tuesday, August 11th at 4:35 p.m.
7. Board Administration – Karen James
Approval of resolution naming depositories for the County Auditor

End of Consent Agenda

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| <ol style="list-style-type: none"> 8 . Secondary Roads – Laura Sievers <ol style="list-style-type: none"> a. Approval to accept the quote for District 3 Skid Steer Track Loader to Ziegler Caterpillar in the amount of \$126,470 b. Approve the final Federal Aid Agreement for two Competitive Highway Bridge Program (CHBP) Grant Projects south and west of Bronson c. Approve TSIP application and resolution for Portable Temporary Traffic Signals d. Approve the disposition of unused equipment: 2007 Sterling L8500, 2004 John Deere 6615 with Mower, Portable Office/Lab Trailer, and 2016 Chevrolet Silverado 1500 9. Reports on Committee Meetings 10. Citizen Concerns 11. Board Concerns | <div>Action</div> <div>Action</div> <div>Action</div> <div>Action</div> <div>Information</div> <div>Information</div> <div>Information</div> |
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ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

MON., JULY 27	5:00 p.m.	Zoning Commission Meeting, Courthouse Basement Boardroom
MON., AUG 3	5:00 p.m.	Board of Adjustment meeting, Courthouse Basement Boardroom
WED., AUG 5	11:00 a.m.	Loess Hills Alliance Stewardship Meeting, Pisgah, Iowa
	1:00 p.m.	Loess Hills Alliance Executive Meeting
	4:45 p.m.	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
WED., AUG 12	7:30 a.m.	SIMPCO Executive Finance Committee, 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., AUG 13	12:00 p.m.	SIMPCO Board of Directors, 6401 Gordon Drive.
	4:00 p.m.	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
WED., AUG 19	12:00 p.m.	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
	1:00 p.m.	SIMPCO Hazardous Materials Response Commission, 6401 Gordon Drive
THU., AUG 20	4:30 p.m.	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
FRI., AUG 21	12:00 p.m.	Siouxland Human Investment Partnership Board Meeting, 607 – 4 th Street.
MON., AUG 24	5:00 p.m.	Zoning Commission Meeting, Courthouse Basement Boardroom

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 21, 2026, THIRTIETH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, July 21, 2026, at 4:30 p.m. Board members present were Bittinger II, Ung, Carper, and Nelson; Dietrich was absent. Staff members present were Karen James, Board Administrative Assistant, Joshua Widman, Assistant County Attorney, Ryan Ericson, Budget and Finance Director, Melissa Thomas, HR 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 Nelson second by Bittinger to approve the July 21, 2026, agenda. Carried 4-0. Copy filed.
Motion by Nelson second by Carper to approve the following items by consent.
2. To approve minutes of the July 14, 2026 meeting. Copy filed.
3. To approve the claims totaling \$792,431.48. Copy filed.
- 4a. To approve the permit to work in the right of way for Mitchell Parker. Copy filed.
- 4b. To approve the easement agreement for the City of Merville. Copy filed.
- 5a. To receive the Auditor's Quarterly report ending June 30, 2026. Copy filed.
- 5b. To receive the County Recorder's Report of Fees collected ending June 30, 2026. Copy filed.
6. To approve and authorize the Chairperson to sign a Resolution setting the public hearing and sale date of parcel commonly known as 401 7th St.

RESOLUTION #14,068 NOTICE OF PROPERTY SALE WOODBURY COUNTY, IOWA

WHEREAS Woodbury County, Iowa is the owner of a certain parcel of real estate described as:

Lots 1,2,3,4,5, & 6; and the vacated East/West alley lying between Lots 3 & 4 all in Block 38, Sioux City East Addition to Sioux City, Woodbury County, Iowa.

(Said parcel commonly known as 401 7th Street, Sioux City, Iowa.)

NOW THEREFORE,

BE IT RESOLVED by the Board of Supervisors of Woodbury County, Iowa as follows:

1. That pursuant to Iowa Code Section 331.361, a public hearing on this property sale proposal shall be held on the **4th Day of August, 2026 at 4:35 p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate in a directed sale to **City of Sioux City**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to **City of Sioux City** for **\$1.00 and other good and valuable consideration** as set forth in the "Letter of Understanding – Current Law Enforcement Center 407 7th Street, Sioux City, Iowa 51101" between the City of Sioux City and the Woodbury County Board of Supervisors dated February 16, 2021.
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 21st Day of July, 2026.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

7. To receive the Treasurer's Semi-Annual Report for period ending June 30, 2026. Copy filed.
8. To approve the other of Nolan Pauley, Civilian Jailer, County Sheriff Dept., effective 07-20-2026, \$27.21/hour, 0%. Change Status from FT-Temp to Regular FT; and the reclassification of Carlos Juarez, Civilian Jailer, County Sheriff Dept., effective 07-20-2026, \$33.14/hour, 18%=\$4.95/hr. Per CWA Civilian – 3 Years of Service + BS Move to Senior. Anniversary Date: 7/24/26. Copy filed.

Carried 4-0.

9. Motion by Nelson second by Ung to receive quotes from EMS Director Baier. Carried 4-0. Copy filed.

Mickey Sauser, President of EMS Association; Daem Lauters, Sergeant Bluff Assistant Fire Chief; Cy Gaul, Sergeant Bluff Fire and Rescue; and Nick Lars, Bronson and Lawton Ambulance, presented information on the Opioid related EMS calls in Woodbury County and the importance of the LifePak Heart monitors.

Motion by Nelson second by Ung to receive a letter from Nick Poesse, Anthon Ambulance, regarding the importance of the LifePak monitors. Carried 4-0. Copy filed.

Motion by Ung second by Bittinger to approve to the use of Opioid fund to Fund 75% the new LifePak Heart Monitors with the balance coming from County Gaming Funds up to \$200,000. Carried 4-0. Copy filed.

10. Motion by Nelson second by Ung to approve and authorize the Chairperson to sign a Resolution in support of the Joint CHBP Grant Agreement & Letter of Support for the Competitive Highway Bridge Program (CHBP) Grant Project. Carried 4-0.

RESOLUTION #14,069

**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: 353380, has been identified as being part of a joint Competitive Highway Bridge Program (CHBP) Grant Project, and

Whereas, Iowa bridge FHWA number 353380 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 Sections 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 Fiscal Year 2026 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 Competitive Highway Bridge Program (CHBP) Grant Project and the 28E Cooperative Agreement for a Fiscal Year 2026 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 21st day of July, 2026.

WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 11a. Motion by Nelson second by Ung to receive for signatures a Resolution establishing a 5% interest rate for payment of drainage warrants. Carried 4-0.

WOODBURY COUNTY, IOWA
RESOLUTION #14,070
RESOLUTION ESTABLISHING THE INTEREST RATE PAID ON DRAINAGE WARRANTS

WHEREAS, the Woodbury County Board of Supervisors has the authority to establish the interest rate on drainage warrants pursuant to Iowa Code Chapter 468.

NOW, THEREFORE, BE IT RESOLVED, by the Woodbury County Board of Supervisors that the interest rate for Drainage Warrants is hereby set at 5% APR for Fiscal Year 2027.

SO RESOLVED this 21st day of July 2026.
WOODBURY COUNTY BOARD OF SUPERVISORS

DATED this 21st day of July 2026
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 11b. Motion by Nelson second by Bittinger to approve and authorize the Chairperson to sign a Resolution Anthon Central Drainage District levying special assessment and certificate to the County Auditor of Woodbury County, Iowa. Carried 4-0.

RESOLUTION #14,071
ANTHON CENTRAL DRAINAGE DISTRICT
RESOLUTION LEVYING SPEICAL ASSESSMENT AND CERTIFICATE
TO THE COUNTY AUDITOR OF WOODBURY COUNTY, IOWA

WHEREAS, the Woodbury County Board of Supervisors is the governing body of the Anthon Central Drainage District of Woodbury County, Iowa; and

WHEREAS, said Board, as Trustees, has determined that it is necessary to levy a special tax and/or assessment on all tracts of land, lots, railroad companies and public highways within the boundaries of the said Drainage District.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors as the governing body of the Anthon Central Drainage District, that a special tax and/or assessment in the sum of \$ 0.00 be levied against all the tracts of land, lots, railroad companies and public highways within said Drainage District, same to be in the same ratio and upon the same classification as heretofore established, adopted and confirmed.

BE IT FURTHER RESOLVED that the said levy and/or assessment be and the same is hereby certified to the Woodbury County Auditor who is hereby directed to effect said levy and/or assessment against all of the said lands, etc., in the same ratio and upon the same classification as heretofore adopted, established and confirmed and enter same upon the tax list of Woodbury County for collection with the first half of the current year real estate taxes.

DATED this 21st day of July, 2026.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 11c. Motion by Nelson second by Bittinger to approve and authorize the Chairperson to sign a Resolution Bennett-McDonald Drainage District levying special assessment and certificate to the County Auditor of Woodbury County, Iowa. Carried 4-0.

RESOLUTION #14,072
BENNETT-MCDONALD DRAINAGE DISTRICT
RESOLUTION LEVYING SPEICAL ASSESSMENT AND CERTIFICATE
TO THE COUNTY AUDITOR OF WOODBURY COUNTY, IOWA

WHEREAS, the Woodbury County Board of Supervisors is the governing body of the Bennett-McDonald Drainage District of Woodbury County, Iowa; and

WHEREAS, said Board, as Trustees, has determined that it is necessary to levy a special tax and/or assessment on all tracts of land, lots, railroad companies and public highways within the boundaries of the said Drainage District.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors as the governing body of the Bennett-McDonald Drainage District, that a special tax and/or assessment in the sum of \$ 0.00 be levied against all the tracts of land, lots, railroad companies and public highways within said Drainage District, same to be in the same ratio and upon the same classification as heretofore established, adopted and confirmed.

BE IT FURTHER RESOLVED that the said levy and/or assessment be and the same is hereby certified to the Woodbury County Auditor who is hereby directed to effect said levy and/or assessment against all of the said lands, etc., in the same ratio and upon the same classification as heretofore adopted, established and confirmed and enter same upon the tax list of Woodbury County for collection with the first half of the current year real estate taxes.

DATED this 21st day of July, 2026.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 11d. Motion by Nelson second by Bittinger to approve and authorize the Chairperson to sign a Resolution Maple River Drainage District levying special assessment and certificate to the County Auditor of Woodbury County, Iowa. Carried 4-0.

RESOLUTION #14,073
MAPLE RIVER DRAINAGE DISTRICT
RESOLUTION LEVYING SPEICAL ASSESSMENT AND CERTIFICATE
TO THE COUNTY AUDITOR OF WOODBURY COUNTY, IOWA

WHEREAS, the Woodbury County Board of Supervisors is the governing body of the Maple River Drainage District of Woodbury County, Iowa; and

WHEREAS, said Board, as Trustees, has determined that it is necessary to levy a special tax and/or assessment on all tracts of land, lots, railroad companies and public highways within the boundaries of the said Drainage District.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors as the governing body of the Maple River Drainage District, that a special tax and/or assessment in the sum of \$ 0.00 be levied against all the tracts of land, lots, railroad companies and public highways within said Drainage District, same to be in the same ratio and upon the same classification as heretofore established, adopted and confirmed.

BE IT FURTHER RESOLVED that the said levy and/or assessment be and the same is hereby certified to the Woodbury County Auditor who is hereby directed to effect said levy and/or assessment against all of the said lands, etc., in the same ratio and upon the same classification as heretofore adopted, established and confirmed and enter same upon the tax list of Woodbury County for collection with the first half of the current year real estate taxes.

DATED this 21st day of July, 2026.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 11e. Motion by Nelson second by Bittinger to approve and authorize the Chairperson to sign a Resolution Orton Slough Drainage District levying special assessment and certificate to the County Auditor of Woodbury County, Iowa. Carried 4-0.

RESOLUTION #14,074
ORTON SLOUGH DRAINAGE DISTRICT
RESOLUTION LEVYING SPEICAL ASSESSMENT AND CERTIFICATE
TO THE COUNTY AUDITOR OF WOODBURY COUNTY, IOWA

WHEREAS, the Woodbury County Board of Supervisors is the governing body of the Orton Slough Drainage District of Woodbury County, Iowa; and

WHEREAS, said Board, as Trustees, has determined that it is necessary to levy a special tax and/or assessment on all tracts of land, lots, railroad companies and public highways within the boundaries of the said Drainage District.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors as the governing body of the Orton Slough Drainage District, that a special tax and/or assessment in the sum of \$ 100.00 be levied against all the tracts of land, lots, railroad companies and public highways within said Drainage District, same to be in the same ratio and upon the same classification as heretofore established, adopted and confirmed.

BE IT FURTHER RESOLVED that the said levy and/or assessment be and the same is hereby certified to the Woodbury County Auditor who is hereby directed to effect said levy and/or assessment against all of the said lands, etc., in the same ratio and upon the same classification as heretofore adopted, established and confirmed and enter same upon the tax list of Woodbury County for collection with the first half of the current year real estate taxes.

DATED this 21st day of July, 2026.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 11f. Motion by Nelson second by Bittinger to approve and authorize the Chairperson to sign a Resolution Poverty Hollow Drainage District levying special assessment and certificate to the County Auditor of Woodbury County, Iowa. Carried 4-0.

RESOLUTION #14,075
POVERTY HOLLOW DRAINAGE DISTRICT
RESOLUTION LEVYING SPEICAL ASSESSMENT AND CERTIFICATE

TO THE COUNTY AUDITOR OF WOODBURY COUNTY, IOWA

WHEREAS, the Woodbury County Board of Supervisors is the governing body of the Poverty Hollow Drainage District of Woodbury County, Iowa; and

WHEREAS, said Board, as Trustees, has determined that it is necessary to levy a special tax and/or assessment on all tracts of land, lots, railroad companies and public highways within the boundaries of the said Drainage District.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors as the governing body of the Poverty Hollow Drainage District, that a special tax and/or assessment in the sum of \$ 0.00 be levied against all the tracts of land, lots, railroad companies and public highways within said Drainage District, same to be in the same ratio and upon the same classification as heretofore established, adopted and confirmed.

BE IT FURTHER RESOLVED that the said levy and/or assessment be and the same is hereby certified to the Woodbury County Auditor who is hereby directed to effect said levy and/or assessment against all of the said lands, etc., in the same ratio and upon the same classification as heretofore adopted, established and confirmed and enter same upon the tax list of Woodbury County for collection with the first half of the current year real estate taxes.

DATED this 21st day of July, 2026.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 11g. Motion by Nelson second by Bittinger to approve and authorize the Chairperson to sign a Resolution Smithland Drainage District levying special assessment and certificate to the County Auditor of Woodbury County, Iowa. Carried 4-0.

RESOLUTION #14,076

SMITHLAND DRAINAGE DISTRICT

**RESOLUTION LEVYING SPEICAL ASSESSMENT AND CERTIFICATE
TO THE COUNTY AUDITOR OF WOODBURY COUNTY, IOWA**

WHEREAS, the Woodbury County Board of Supervisors is the governing body of the Smithland Drainage District of Woodbury County, Iowa; and

WHEREAS, said Board, as Trustees, has determined that it is necessary to levy a special tax and/or assessment on all tracts of land, lots, railroad companies, and public highways within the boundaries of the said Drainage District.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors as the governing body of the Smithland Drainage District, that a special tax and/or assessment in the sum of \$ 0.00 be levied against all the tracts of land, lots, railroad companies, and public highways within said Drainage District and same to be in the same ratio and upon the same classification as heretofore established, adopted and confirmed.

BE IT FURTHER RESOLVED that the said levy and/or assessment be and the same is hereby certified to the Woodbury County Auditor who is hereby directed to effect said levy and/or assessment against all of the said lands, etc., in the same ratio and upon the same classification as heretofore adopted, established and confirmed and enter same upon the tax list of Woodbury County for collection with the first half of the current year real estate taxes.

DATED this 21st day of July, 2026.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 11h. Motion by Nelson second by Bittinger to approve and authorize the Chairperson to sign a Resolution Smokey Hollow Drainage District levying special assessment and certificate to the County Auditor of Woodbury County, Iowa. Carried 4-0.

RESOLUTION #14,077
SMOKEY HOLLOW DRAINAGE DISTRICT
RESOLUTION LEVYING SPEICAL ASSESSMENT AND CERTIFICATE
TO THE COUNTY AUDITOR OF WOODBURY COUNTY, IOWA

WHEREAS, the Woodbury County Board of Supervisors is the governing body of the Smokey Hollow Drainage District of Woodbury County, Iowa; and

WHEREAS, said Board, as Trustees, has determined that it is necessary to levy a special tax and/or assessment on all tracts of land, lots, railroad companies and public highways within the boundaries of the said Drainage District.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors as the governing body of the Smokey Hollow Drainage District, that a special tax and/or assessment in the sum of \$ 0.00 be levied against all the tracts of land, lots, railroad companies and public highways within said Drainage District, same to be in the same ratio and upon the same classification as heretofore established, adopted and confirmed.

BE IT FURTHER RESOLVED that the said levy and/or assessment be and the same is hereby certified to the Woodbury County Auditor who is hereby directed to effect said levy and/or assessment against all of the said lands, etc., in the same ratio and upon the same classification as heretofore adopted, established and confirmed and enter same upon the tax list of Woodbury County for collection with the first half of the current year real estate taxes.

DATED this 21st day of July, 2026.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 11i. Motion by Nelson second by Bittinger to approve and authorize the Chairperson to sign a Resolution Weber Creek Drainage District levying special assessment and certificate to the County Auditor of Woodbury County, Iowa. Carried 4-0.

RESOLUTION #14,078
WEBER CREEK DRAINAGE DISTRICT
RESOLUTION LEVYING SPEICAL ASSESSMENT AND CERTIFICATE
TO THE COUNTY AUDITOR OF WOODBURY COUNTY, IOWA

WHEREAS, the Woodbury County Board of Supervisors is the governing body of the Weber Creek Drainage District of Woodbury County, Iowa; and

WHEREAS, said Board, as Trustees, has determined that it is necessary to levy a special tax and/or assessment on all tracts of land, lots, railroad companies and public highways within the boundaries of the said Drainage District.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors as the governing body of the Weber Creek Drainage District, that a special tax and/or assessment in the sum of \$ 0.00 be levied against all the tracts of land, lots, railroad companies and public highways within said Drainage District, same to be in the same ratio and upon the same classification as heretofore established, adopted and confirmed.

BE IT FURTHER RESOLVED that the said levy and/or assessment be and the same is hereby certified to the Woodbury County Auditor who is hereby directed to effect said levy and/or assessment against all of the said lands, etc., in the same ratio and upon the same classification as heretofore adopted, established and confirmed and enter same upon the tax list of Woodbury County for collection with the first half of the current year real estate taxes.

DATED this 21st day of July, 2026.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 11j. Motion by Nelson second by Bittinger to approve and authorize the Chairperson to sign a Resolution Wolf Creek Drainage District levying special assessment and certificate to the County Auditor of Woodbury County, Iowa. Carried 4-0.

RESOLUTION #14,079
WOLF CREEK DRAINAGE DISTRICT
RESOLUTION LEVYING SPEICAL ASSESSMENT AND CERTIFICATE
TO THE COUNTY AUDITOR OF WOODBURY COUNTY, IOWA

WHEREAS, the Woodbury County Board of Supervisors is the governing body of the Wolf Creek Drainage District of Woodbury County, Iowa; and

WHEREAS, said Board, as Trustees, has determined that it is necessary to levy a special tax and/or assessment on all tracts of land, lots, railroad companies and public highways within the boundaries of the said Drainage District.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors as the governing body of the Wolf Creek Drainage District, that a special tax and/or assessment in the sum of \$ 13,200.00 be levied against all the tracts of land, lots, railroad companies and public highways within said Drainage District, same to be in the same ratio and upon the same classification as heretofore established, adopted and confirmed.

BE IT FURTHER RESOLVED that the said levy and/or assessment be and the same is hereby certified to the Woodbury County Auditor who is hereby directed to effect said levy and/or assessment against all of the said lands, etc., in the same ratio and upon the same classification as heretofore adopted, established and confirmed and enter same upon the tax list of Woodbury County for collection with the first half of the current year real estate taxes.

DATED this 21st day of July, 2026.
 WOODBURY COUNTY BOARD OF SUPERVISORS
 Copy filed.

- 11k. Motion by Nelson second by Bittinger to approve and authorize the Chairperson to sign a Resolution Wolf Creek Pump Drainage District levying special assessment and certificate to the County Auditor of Woodbury County, Iowa. Carried 4-0.

RESOLUTION #14,080
WOLF CREEK PUMP DRAINAGE DISTRICT
RESOLUTION LEVYING SPEICAL ASSESSMENT AND CERTIFICATE
TO THE COUNTY AUDITOR OF WOODBURY COUNTY, IOWA

WHEREAS, the Woodbury County Board of Supervisors is the governing body of the Wolf Creek Pump of Woodbury County, Iowa; and

WHEREAS, said Board, as Trustees, has determined that it is necessary to levy a special tax and/or assessment on all tracts of land, lots, railroad companies, and public highways within the boundaries of the said Pumping District.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors as the governing body of the Wolf Creek Pump, that a special tax and/or assessment in the sum of \$ 0.00 be levied against all the tracts of land, lots, railroad companies, and public highways within said Pumping District and same to be in the same ratio and upon the same classification as heretofore established, adopted and confirmed.

BE IT FURTHER RESOLVED that the said levy and/or assessment be and the same is hereby certified to the Woodbury County Auditor who is hereby directed to effect said levy and/or assessment against all of the said lands, etc., in the same ratio and upon the same classification as heretofore adopted, established and confirmed and enter same upon the tax list of Woodbury County for collection with the first half of the current year real estate taxes.

DATED this 21st day of July, 2026.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 11l. Motion by Nelson second by Bittering to approve and authorize the Chairperson to sign a Resolution Wolf Creek Pumping District #2 levying special assessment and certificate to the County Auditor of Woodbury County, Iowa. Carried 4-0.

RESOLUTION #14,081
WOLF CREEK PUMPING DISTRICT #2
RESOLUTION LEVYING SPEICAL ASSESSMENT AND CERTIFICATE
TO THE COUNTY AUDITOR OF WOODBURY COUNTY, IOWA

WHEREAS, the Woodbury County Board of Supervisors is the governing body of the Wolf Creek Pumping District #2 of Woodbury County, Iowa; and

WHEREAS, said Board, as Trustees, has determined that it is necessary to levy a special tax and/or assessment on all tracts of land, lots, railroad companies, and public highways within the boundaries of the said Pumping District.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors as the governing body of the Wolf Creek Pumping District #2, that a special tax and/or assessment in the sum of \$ 0.00 be levied against all the tracts of land, lots, railroad companies, and public highways within said Pumping District and same to be in the same ratio and upon the same classification as heretofore established, adopted and confirmed.

BE IT FURTHER RESOLVED that the said levy and/or assessment be and the same is hereby certified to the Woodbury County Auditor who is hereby directed to effect said levy and/or assessment against all of the said lands, etc., in the same ratio and upon the same classification as heretofore adopted, established and confirmed and enter same upon the tax list of Woodbury County for collection with the first half of the current year real estate taxes.

DATED this 21st day of July, 2026.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 11m. Motion by Nelson second by Bittering to approve and authorize the Chairperson to sign a Resolution Wolf Creek Pumping District #3 levying special assessment and certificate to the County Auditor of Woodbury County, Iowa. Carried 4-0.

RESOLUTION #14,082
WOLF CREEK PUMPING DISTRICT #3
RESOLUTION LEVYING SPEICAL ASSESSMENT AND CERTIFICATE
TO THE COUNTY AUDITOR OF WOODBURY COUNTY, IOWA

WHEREAS, the Woodbury County Board of Supervisors is the governing body of the Wolf Creek Pumping District #3 of Woodbury County, Iowa; and

WHEREAS, said Board, as Trustees, has determined that it is necessary to levy a special tax and/or assessment on all tracts of land, lots, railroad companies, and public highways within the boundaries of the said Pumping District.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Woodbury County Board of Supervisors as the governing body of the Wolf Creek Pumping District #3, that a special tax and/or assessment in the sum of \$ 0.00 be levied against all the tracts of land, lots, railroad companies, and public highways within said Pumping District and same to be in the same ratio and upon the same classification as heretofore established, adopted and confirmed.

BE IT FURTHER RESOLVED that the said levy and/or assessment be and the same is hereby certified to the Woodbury County Auditor who is hereby directed to effect said levy and/or assessment against all of the said lands, etc., in the same ratio and upon the same classification as heretofore adopted, established and confirmed and enter same upon the tax list of Woodbury County for collection with the first half of the current year real estate taxes.

DATED this 21st day of July, 2026.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

12. Reports on committee meetings were heard.
13. John Van Eldick, 40th/Correctionville Rd, expressed concerns about dust control and road conditions in his area.

Jose Montez, President of NW Iowa Building Trades expressed concerns about damage to signs on private property.

Motion by Nelson second by Carper to receive a document showing photos pf damaged property from Mr. Montez. Carried 4-0. Copy filed.

Lynette Ross, Lawton, addressed the board regarding the Salix Data Center protest as she described was a civil protest.

14. Board concerns were heard.

The Board adjourned the regular meeting until July 28, 2026.

Meeting sign in sheet. Copy filed.

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 7/22/2026 Weekly Agenda Date: 7/28/2026

Elected Official / Department Head / Citizen: Tina Bertrand/Janet Trimpe

Wording for Agenda Item:

Refund Request for Closing Siouxland

Action Required:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Hold Public Hearing ☐

Informational ☐

Attachments ☒

Set Time:

Reviewed by County Attorney's Office: ☐

Background & Financial Impact:

Closing Siouxland paid two parcels and they are requesting a refund on the amount they paid.
8947 19 377 006 (1620 Casselman St) \$461.00 8947 19 377 026 (1620 1/2 Casselman St
\$593.00 The above 2 parcels are each divided into 21 different parcels for the 2025 year.

Recommendation:

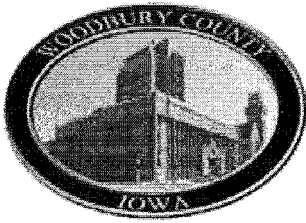
Please approve the requested refunds for Closing Siouxland as they were paid in error.

Attachments:

[Attachment 1](#) 

[Attachment 2](#) 

Approved by Board of Supervisors on March 17, 2026



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

7-22-26

Re: Refund of Payments

Dear Board of Supervisors,

Closing Siouxland paid the below payments in advance on the following parcels and they are requesting a refund since the original parcels have been split into 21 different parcels.

8947 19 377 006 (1620 Casselman St)	\$461.00
8947 19 377 026 (1620 ½ Casselman St)	\$593.00

Please approve the above refunds requested since they were paid in error.

If you have any questions, please feel free to contact me.

Thank you for your time,

A handwritten signature in cursive script, appearing to read "Janet L. Trimpe".

Janet L Trimpe
Woodbury County Tax Deputy
jtrimpe@woodburycountyiowa.gov
Phone #712-224-6024



WOODBURY COUNTY TREASURER

www.woodburycountyiowa.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 #	<u>894719377006</u>	Amount	<u>\$461</u>
PARCEL #	<u>894719377026</u>	Amount	<u>\$593</u>
PARCEL #	_____	Amount	_____
PARCEL #	_____	Amount	_____

REASON FOR REFUND:

- ☒ Over Payment made on 10/21/26 ☐ Sold Property on _____
- ☐ Duplicate Payment made on _____
- ☐ Other: _____

REFUND REQUESTED BY:

Name(s): Closing Siouxland Inc.

(Refund to be issued to name above, Please Print Clearly)

Mailing Address: 2400 4th St.

City: Sioux City State: IA Zip: 51101

Phone Number: (712) 224-3669

Email: Mike@ClosingSiouxland

Printed Name: Michael Laughlin

Date: 7/21/26

Signature: *Michael Laughlin*

Office use Only:

Notes: _____

Clerk: _____

Date: _____

Refund issued on: _____

Check #: _____

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

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

* PERSONNEL ACTION CODE:

A - Appointment
T - Transfer
P - Promotion
D - Demotion

R - Reclassification
E - End of Probation
S - Separation
O - Other

DATE: July 28, 2026

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Gardner, April	Juvenile Detention	08-03-2026	Case Manager	\$78,052.97/year	6.5%=\$4,763.80/yr	R	Per AFSCME Juvenile MOU- 6.5% Increase at 6 Years. Anniversary Date: 8/3/26
Evans, Melissa	Treasurer	08-03-2026	Clerk II	\$22.42/hour	5%=\$1.06/hr	R	Per AFSCME Courthouse- Move to Step 3. Anniversary Date: 8/5/26
Kirkpatrick, Adam	Sheriff's Office	08-03-2026	Deputy	\$37.51/hour	16%=\$5.24/hr	R	Per CWA Deputy - Move to 1 st Class. Anniversary Date: 8/12/26
Larned, Phoenix	Sheriff's Office	08-03-2026	Deputy	\$37.51/hour	16%=\$5.24/hr	R	Per CWA Deputy - Move to 1 st Class. Anniversary Date: 8/13/26

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas, HR Director

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: July 28th, 2026

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Treasurer	Clerk II	AFSCME Courthouse: \$20.41/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

7/22/26

Melissa Thomas
Human Resources Director
620 Douglas Street
Sioux City, IA 51101

Melissa,

Please accept this letter as a formal request to initiate the hiring process for a Treasurer's Office Clerk II position. This position was not frozen for FY27. We have had a Senior Clerk position vacant for approximately fifteen (15) weeks and have been unable to identify a candidate with the qualifications necessary to meet the essential duties of that role. Hiring at the Clerk II level is needed to maintain adequate staffing and ensure continued delivery of essential services to our community.

If you have any questions, please contact me at 712-279-6498.

Sincerely,

A handwritten signature in cursive script that reads "Tina M. Bertrand". The signature is written in dark ink and is positioned above the printed name and title.

Tina M. Bertrand

Woodbury County Treasurer

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 7/23/2026 Weekly Agenda Date: 7/28/2026

Elected Official / Department Head / Citizen: Heather Satterwhite - Public Bidder

Wording for Agenda Item:

Approval of Notice of Property Sale Resolution for Parcel #894728129008 (aka 1213 - 15 Nebraska Street) for Tuesday, August 11th at 4:35 p.m.

Action Required:

Approve Ordinance ☐

Approve Resolution ☒

Approve Motion ☒

Hold Public Hearing ☐

Informational ☐

Attachments ☒

Set Time:

Reviewed by County Attorney's Office: ☐

Background & Financial Impact:

Woodbury County is the owner of the Tax Sale Deed and requests to hold a public hearing/public auction on Tuesday, August 11th at 4:35 p.m. The minimum bid set on this property, including cost of services, is \$3,146.00

Recommendation:

Approve Notice of Property Sale Resolution for Parcel #894728129008 (aka 1213 - 15 Nebraska Street) for Tuesday, August 11th at 4:35 p.m.

Attachments:

[Resolution/Min Bid Information](#) 

Approved by Board of Supervisors on March 17, 2026

RESOLUTION

NOTICE OF PROPERTY SALE

Parcels #894728129008

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

**Lot Ten (10) Block Seventy (70) Sioux City East Addition, City of Sioux City, Woodbury County, Iowa
(1213 – 15 Nebraska 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 **11th Day of August, 2026 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 **11th Day of August, 2026**, 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 \$3,146.00** 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 28th Day of July, 2026.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

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

Mark E. Nelson, Chairman

REQUEST FOR MINIMUM BID

Name: Muluebrhan Kahsay Date: 7-9-25
Address: 2015 Peachtree Ct. S.E. IA 51104 Phone: 703-981-2910

Address or approximate address/location of property interested in:

1213-15 Nebraska St.

GIS PIN # 894728129008

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

Legal Description:

Sioux City East Lot 10 Block 70

Tax Sale #/Date: 0840/2024 Parcel # _____

Tax Deeded to Woodbury County on: 6/23/26

Current Assessed Value: Land 31,515 Building 8,700 Total 40,215

Approximate Delinquent Real Estate Taxes: _____

Total \$51,052.00

Approximate Delinquent Special Assessment Taxes: _____

*Cost of Services: \$146

Inspection to: Dan Bittinger Date: 7-9-25

Minimum Bid Set by Supervisor: \$3,000 Dan Bittinger

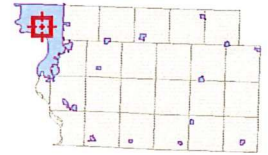
Plus \$146
Total: \$3,146

Date and Time Set for Auction: Tuesday, August 11th 4:35 p.m.

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



Overview



Legend

-  Corp Boundaries
-  Townships

Parcel ID	894728129008	Alternate ID	27420	Owner Address	WOODBURY COUNTY IOWA
Sec/Twp/Rng	n/a	Class	C		620 DOUGLAS ST
Property Address	1213-15 NEBRASKA ST	Acreage	n/a		SIOUX CITY, IA 51101
	SIOUX CITY				
District	0087				
Brief Tax Description	SIOUX CITY EAST LOT 10 BLK 70				
	(Note: Not to be used on legal documents)				

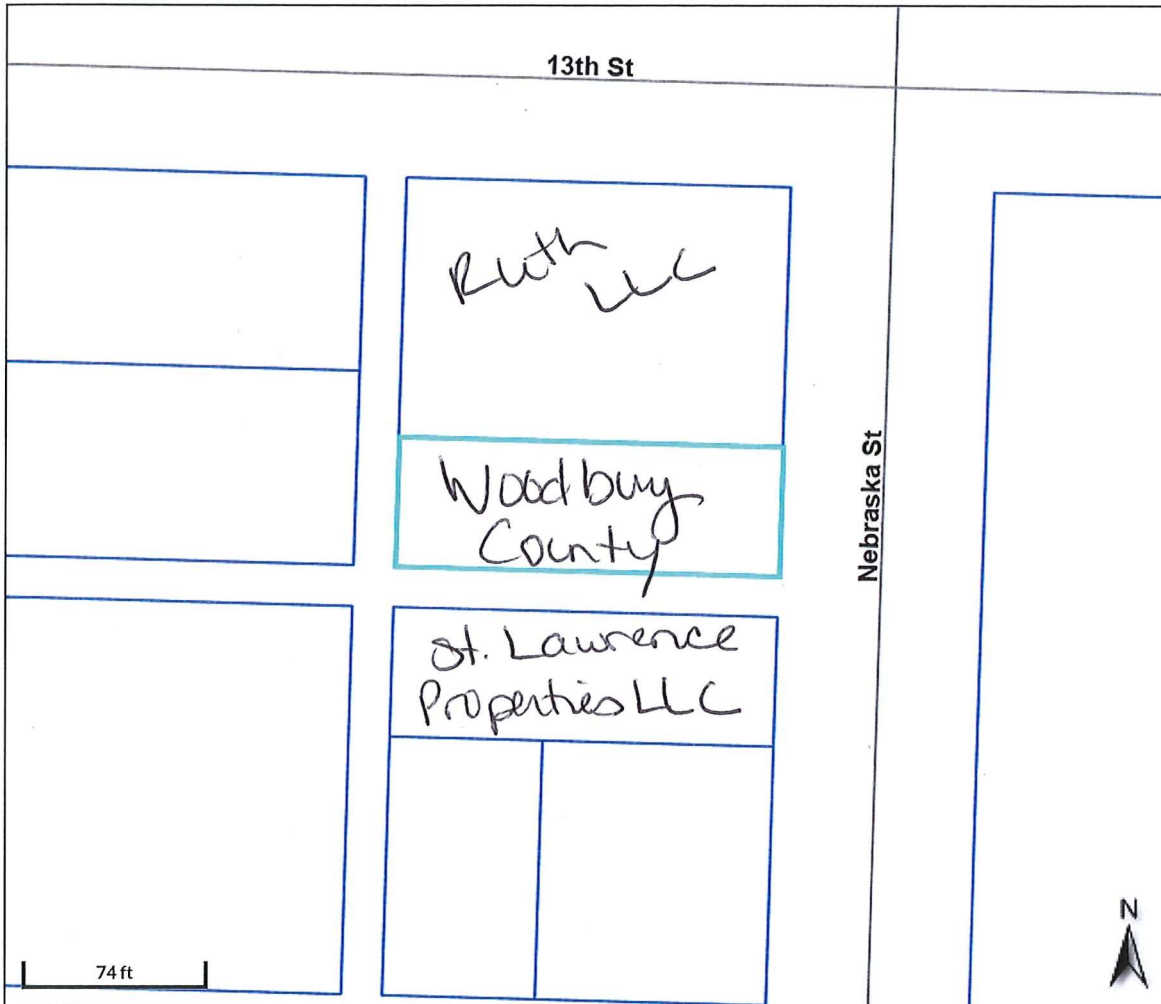
Date created: 7/23/2026
Last Data Uploaded: 7/22/2026 10:18:40 PM

Developed by  **SCHNEIDER**
GEOSPATIAL

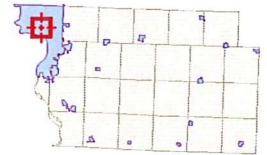


Beacon™

Woodbury County, IA / Sioux City



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

Parcel ID 894728129008
Sec/Twp/Rng n/a
Property Address 1213-15 NEBRASKA ST
SIOUX CITY

Alternate ID 27420
Class C
Acreage n/a

Owner Address WOODBURY COUNTY IOWA
620 DOUGLAS ST
SIOUX CITY, IA 51101

District 0087
Brief Tax Description SIOUX CITY EAST LOT 10 BLK 70
(Note: Not to be used on legal documents)

Date created: 7/23/2026
Last Data Uploaded: 7/22/2026 10:18:40 PM

Developed by SCHNEIDER
GEOSPATIAL

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 7/23/2026 Weekly Agenda Date: 7/28/2026

Elected Official / Department Head / Citizen: Karen James - Administrative Assistant

Wording for Agenda Item:

Approval of resolution naming depositories for County Auditor

Action Required:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Hold Public Hearing ☐

Informational ☐

Attachments ☒

Set Time:

Reviewed by County Attorney's Office: ☐

Background & Financial Impact:

Routinely every July a memo is sent to the County Auditor, County Treasurer, County Sheriff and the Director of the Conservation Department asking them if there are any changes on their resolutions for depositories. The County Auditor is requesting changes this fiscal year.

Recommendation:

Approve resolutions naming depositories

Attachments:

[Attachment 1](#) 

Approved by Board of Supervisors on March 17, 2026

RESOLUTION NAMING DEPOSITORIES # _____

BE IT RESOLVED by the Woodbury County Board of Supervisors in Woodbury County, Iowa: That we do hereby designate the following named banks to be depositories of the Woodbury County funds in amounts not to exceed the amount named opposite each of said designated depositories and Michelle K. Skaff, Woodbury County Auditor is hereby authorized to deposit the Woodbury County funds in amounts not to exceed in the aggregate the amounts named for said banks as follows, to wit:

NAME OF DEPOSITORY	LOCATION	MAXIMUM DEPOSIT In the effect Prior resolution	MAXIMUM DEPOSIT under the resolution
Security National Bank	Sioux City, Iowa	\$ 750,000	\$1,000,000

SO RESOLVED this 28th day of July, 2026

WOODBURY COUNTY BOARD OF SUPERVISORS

Mark E. Nelson, Chairman

Daniel A. Bittinger, II, Member

Michelle K. Skaff, Ph.D
County Auditor/Recorder

Kent T. Carper, Member

David L. Dietrich, Member

Matthew A. Ung, Member

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 7/23/2026 Weekly Agenda Date: 7/28/2026

Elected Official / Department Head / Citizen: Laura Sievers, PE, Woodbury County Engineer

Wording for Agenda Item:

District 3 Skid Steer Track Loader Quote

Action Required:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Hold Public Hearing ☐

Informational ☐

Attachments ☒

Set Time:

Reviewed by County Attorney's Office: ☐

Background & Financial Impact:

Quotes were received from Ziegler Caterpillar and Murphy Tractor & Equipment Co. (John Deere), both located in Sioux City. The John Deere 335P quote did not satisfy the County's minimum performance specifications, it was not considered for award. The Caterpillar 275 XE was the only quote that met all the minimum specifications and operational requirements. Therefore, it is my recommendation that the Woodbury County Board of Supervisors award the purchase of a Skid Steer Track Loader to Ziegler Caterpillar in the amount of \$126,470.

Recommendation:

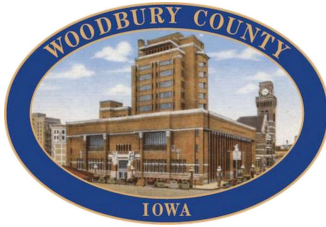
Motion to accept the quote for a Skid Steer Track Loader to Ziegler Caterpillar in the amount of \$126,470

Attachments:

[Quote D3 Skid Steer Track Loader](#) 

[Summary D3 Skid Steer Track Loader](#) 

Approved by Board of Supervisors on March 17, 2026



Woodbury County Secondary Roads Department

759 E. Frontage Road · Merville, Iowa 51039

Telephone (712) 279-6484 · (712) 873-3215 · Fax (712) 873-3235

REQUEST FOR QUOTE: Skid Steer Track Loader by July 2, 2026, 9:00 AM

Woodbury County Secondary Roads District 3, Correctionville, is requesting quotes for the purchase of one new Skid Steer Track Loader to be used with a Denis Cimaf DAF-180D.

Minimum Specifications

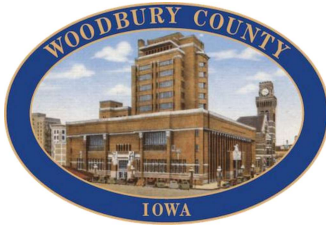
- Gross Power: 134 HP or higher
- Hydraulic High Flow: 40 gpm or higher
- Hydraulic High Flow Pressure: 4,450 psi or higher
- Hydraulic heavy-duty flat-faced 1-inch and ¾-inch couplers
- 92-inch cutting edge bucket and removable tooth bar
- Heavy-duty forks with walk through carriage
- Ride control, suspension seat
- Enclosed cab with heat and air conditioning
- Cold weather starting package
- Polycarbonate cab door suitable for forestry applications
- Three cameras consisting of two side-view cameras and one rear-view camera
- Reversing cooling fan
- Rear counterweight 415 pounds or greater

Additional Information

- Unit shall be new and unused.
- Provider shall include complete machine specifications with the quote.
- Provider shall identify warranty coverage and warranty duration.
- Provider shall deliver the quoted machine on or before October 1, 2026. Otherwise, Provider shall furnish, at no cost, a comparable skid steer track loader meeting the operational needs of the County until the purchased machine is delivered and accepted.
- Provider shall include all freight and delivery charges in the quoted price.
- Woodbury County reserves the right to request a no-cost 7-day equipment demo.

Award of Quote

- The quote will be awarded by the Woodbury County Board of Supervisors to the lowest responsive and responsible Provider whose quote meets the specifications and requirements.
- Woodbury County reserves the right to:
- Reject any or all quotes and accept the quote determined to be in the best interest.
- Waive informalities and minor irregularities in the quote process.
- Request clarification of any quote submitted.
- Award the purchase based on equipment performance, delivery schedule, warranty, service support, and total cost to the County.



Woodbury County Secondary Roads Department

759 E. Frontage Road · Merville, Iowa 51039

Telephone (712) 279-6484 · (712) 873-3215 · Fax (712) 873-3235

To: Board of Supervisors
From: Laura Sievers, P.E., Woodbury County Engineer
Date: July 23, 2026
Subject: Summary of FY 2027 Skid Steer Quotes

Woodbury County Secondary Roads requested quotes for a District 3 Skid Steer Track Loader to be used with the Department's Denis Cimaf DAF-180D forestry mulching attachment. Quotes were due on July 2, 2026. Quotes were received from Ziegler Caterpillar and Murphy Tractor & Equipment Co. (John Deere), both located in Sioux City.

The District Foremen and I evaluated each quote for compliance with the minimum specifications contained in the Request for Quote. Following extensive troubleshooting of our existing skid steer and in consultation with a Denis Cimaf technician, we developed the minimum performance and equipment specifications necessary to properly operate the forestry mulching attachment. The Caterpillar (CAT) 275 XE met all advertised minimum specifications. The John Deere (JD) 335P did not meet the advertised minimum specifications for:

- Gross engine horsepower
- Hydraulic high-flow pressure
- 92-inch bucket with removable tooth bar

Of these items, the bucket was not a significant factor in our evaluation. The primary concerns were the lower gross engine horsepower and lower hydraulic high-flow pressure of the JD 335P machine. In our review it was also noted that the JD 335P engine torque is substantially lower than that of the CAT 275 XE. Based on our experience with our existing JD 331P machine and the recommendations of the Denis Cimaf technician, these performance differences are critical to the successful operation of the forestry mulching attachment. In his experienced opinion, the technician also stated that the CAT 275 XE has a better cooling system than the JD 335P, which is an issue with our existing machine.

Because the John Deere 335P quote did not satisfy the County's minimum performance specifications, it was not considered for award. The Caterpillar 275 XE was the only quoted machine that met all advertised minimum specifications and operational requirements. Therefore, it is my recommendation that the Woodbury County Board of Supervisors award the purchase of a Skid Steer Track Loader to Ziegler Caterpillar in the amount of \$126,470.

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 7/22/2026 Weekly Agenda Date: 7/28/2026

Elected Official / Department Head / Citizen: Laura Sievers, PE, Woodbury County Engineer

Wording for Agenda Item:

Federal Aid Agreement for the two CHBP Grant Projects south and west of Bronson

Action Required:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Hold Public Hearing ☐

Informational ☐

Attachments ☒

Set Time:

Reviewed by County Attorney's Office: ☐

Background & Financial Impact:

Two Woodbury County bridges south and west of Bronson have been approved as being part of a joint Competitive Highway Bridge Program (CHBP) Grant Project. The bridges are vital to the county and the community because they provide agricultural, industrial, and local traffic access on this Farm to Market route. The County shall receive reimbursement for costs of authorized and approved eligible project activities from CHBP funds at a ratio of 80% of the eligible construction costs incurred after the effective date of this Agreement, up to a maximum of: \$979,271 for BRS-CHBP-C097(158)--GB-97 \$979,271 for BRS-CHBP-C097(159)--GB-97

Recommendation:

Motion to approve the final Agreement for the Competitive Highway Bridge Program (CHBP) Grant Project

Attachments:

[CHBP 158 and 159](#) 

Approved by Board of Supervisors on March 17, 2026

**IOWA DEPARTMENT OF TRANSPORTATION
Federal-aid Agreement
for a Competitive Highway Bridge Program (CHBP) Project**

Recipient: Woodbury County

Project No: BRS-CHBP-C097(158)--GB-97
BRS-CHBP-C097(159)--GB-97

Iowa DOT Agreement No: 3-26-CHBP-018

CFDA No. and Title: 20.205 Highway Planning and Construction

This is an agreement between Woodbury County, Iowa (hereinafter referred to as the RECIPIENT) and the Iowa Department of Transportation (hereinafter referred to as the DEPARTMENT). Iowa Code Sections 306A.7 and 307.44 provide for the RECIPIENT and the DEPARTMENT to enter into agreements with each other for the purpose of financing transportation improvement projects on streets and highways in Iowa with Federal funds.

The DEPARTMENT, in conjunction with various counties and cities in Iowa, submitted a grant application (Agreement No. 2025-16-064) for Competitive Highway Bridge Program (CHBP) funding, dated March 5, 2025, in accordance with Iowa Code Section 28E. The DEPARTMENT was subsequently awarded CHBP funding for Federal Fiscal Year 2025.

The Federal Fiscal Year 2025 Competitive Highway Bridge Program (CHBP) funding was made available by Division F, Section 126, of the Consolidated Appropriations Act, 2024 (Pub. L. 118-42), and a Full-year Continuing Appropriations and Extension Act, 2025 (Pub. L. 119-4), which appropriated \$250 million to be awarded by the United States Department of Transportation for a competitive highway bridge program. Federal funds are available for replacement or rehabilitation of specific bridges, which were included in the grant application and made a part of Iowa's \$30,309,344 Grant Award. The highway bridge replacement or rehabilitation projects included in the grant application demonstrate cost savings by the bundling of multiple highway bridge projects on a single construction contract.

In addition, the Bridge Formula Program (BFP) and the Surface Transportation Block Grant (STBG) Program make Federal funds available for replacement or rehabilitation of highway bridges on public roads on and off the Federal-aid System. A portion of BFP or STBG funds have been set aside for this purpose and designated as Highway Bridge Program (HBP) funds. In the event Highway Infrastructure Program (HIP) funding is available, it may be included for this same purpose.

Pursuant to the terms of this Agreement, applicable statutes, and administrative rules, the DEPARTMENT agrees to provide CHBP and HBP funding to the RECIPIENT for the authorized and approved costs for eligible items associated with the project.

Under this Agreement, the parties further agree as follows:

1. The RECIPIENT shall be the lead local governmental agency for carrying out the provisions of this Agreement.
2. All notices required under this Agreement shall be made in writing to the appropriate contact person. The DEPARTMENT's contact person shall be the Local Systems Federal Grant Engineer, Jacob Page. The RECIPIENT's contact person shall be the Woodbury County Engineer, Laura Sievers.
3. The RECIPIENT shall be responsible for the project development, construction inspection, and completion of the following "tied" bridge projects:
 - A. FHWA Structure Number: 053490
 - B. Location: On D 25, Over SMALL NATURAL STREAM, Sec. 24, T-88N, R-47W
 - C. Project number: BRS-CHBP-C097(158)--GB-97
 - D. Preliminary Estimated Total Cost: \$1,496,000

And;

A. FHWA Structure Number: 053510

B. Location: On D 25, Over ELLIOT CREEK, Sec. 31, T-88N, R-46W

C. Project number: BRS-CHBP-C097(159)--GB-97

D. Preliminary Estimated Total Cost: \$1,496,000

4. The eligible project construction limits shall include the bridge plus grading and/or paving to reach "touchdown points" as determined by the DEPARTMENT (refer to Local Systems Instructional Memorandum [1.100](#)). Within the eligible project construction limits, eligible project activities will be limited to construction.
5. Costs associated with work outside the eligible project construction limits, routine maintenance activities, operations, and monitoring expenses are not eligible. In addition, administrative costs, and fees or interest associated with bonds or loans are not eligible.
6. The RECIPIENT shall let the project(s) for bids through the DEPARTMENT.
7. The RECIPIENT shall receive reimbursement for costs of authorized and approved eligible project activities from CHBP funds at a ratio of 80% of the eligible construction costs incurred after the effective date of this Agreement, up to a maximum of

\$979,271 for BRS-CHBP-C097(158)--GB-97

\$979,271 for BRS-CHBP-C097(159)--GB-97
8. Upon expending the allocated CHBP funds and the required 20% Farm to Market (FM) or local match funds, up to 100% of the remaining eligible construction costs (if applicable), incurred after the effective date of this Agreement, may be reimbursed with up to 80% Federal-aid HBP funds and 20% HBP Federal-aid Swap match funds. Reimbursed costs will be limited to HBP funds that are made available to the RECIPIENT at the time this Agreement is fully executed.
9. The RECIPIENT shall pay for all project costs not reimbursed with CHBP funds, County HBP funds, County Bridge Construction funds, City HBP funds, STBG funds, or Farm to Market funds.
10. The project(s) shall be let to contract by September 30, 2028. If not, this Agreement shall become null and void. The project(s) shall be paid in full by September 30, 2033, or the amount not paid will be de-obligated.
11. Responsibility for compliance with the Federal and State laws, regulations, policies, or procedures required by this Agreement are not assignable without the prior written consent of the DEPARTMENT.
12. Exhibit 1, General Agreement Provisions for use of Federal Highway Funds on Non-primary Projects, which is attached hereto and by this reference is incorporated into this Agreement.
13. If any part of this Agreement is found to be void and unenforceable, the remaining provisions of this Agreement shall remain in effect.
14. It is the intent of both (all) parties that no third party beneficiaries be created by this Agreement.
15. This Agreement and attached Exhibit 1 constitute the entire agreement between the DEPARTMENT and the RECIPIENT concerning this project. Representations made before the signing of this Agreement are not binding, and neither party has relied upon conflicting representations in entering into this Agreement. Any change or alteration to the terms of this Agreement shall be made in the form of an addendum to this agreement. The addendum shall become effective only upon written approval of the DEPARTMENT and the RECIPIENT.

IN WITNESS WHEREOF, each of the parties hereto has executed Agreement No. 3-26-CHBP-018 as of the date shown opposite its signature below.

County Signature Block

This Agreement was approved by official action of the Woodbury County Board of Supervisors in official session on the ____ day of _____, 20__.

County Auditor

Chair, County Board of Supervisors

IOWA DEPARTMENT OF TRANSPORTATION

Transportation Development Division

By _____ Date _____, 20__
Nicole Moore, P.E.
Director, Local Systems

EXHIBIT 1

General Agreement Provisions for use of Federal Highway Funds on Non-primary Projects

Unless otherwise specified in this agreement, the RECIPIENT shall be responsible for the following:

1. General Requirements

- a. The RECIPIENT shall take the necessary actions to comply with applicable State and Federal laws and regulations. To assist the RECIPIENT, the DEPARTMENT has provided guidance in the Federal-aid Project Development Guide (Guide) and the Instructional Memorandums to Local Public Agencies (I.M.s) that are referenced by the Guide. Both are available on-line at: https://www.iowadot.gov/local_systems/publications/im/lpa_ims.htm. The RECIPIENT shall follow the applicable procedures and guidelines contained in the Guide and I.M.s in effect at the time project activities are conducted.
- b. In accordance with Title VI of the Civil Rights Act of 1964 and associated subsequent nondiscrimination laws, regulations, and executive orders, the RECIPIENT shall not discriminate against any person on the basis of race, color, national origin, sex, age, or disability. In accordance with Iowa Code Chapter 216, the RECIPIENT shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, national origin, religion, pregnancy, or disability. The RECIPIENT agrees to comply with the requirements outlined in [I.M. 1.070](#), Title VI and Nondiscrimination Requirements, which includes the requirement to provide a copy of the Subrecipient's Title VI Plan or Agreement and Standard DOT Title VI Assurances to the DEPARTMENT.
- c. The RECIPIENT shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the associated Code of Federal Regulations (CFR) that implement these laws, and the guidance provided in [I.M. 1.080](#), ADA Requirements. When bicycle and/or pedestrian facilities are constructed, reconstructed, or altered, the RECIPIENT shall make such facilities compliant with the ADA and Section 504, which includes following the requirements set forth in Chapter 12A for sidewalks and Chapter 12B for Bicycle Facilities of the [Iowa DOT Design Manual](#).
- d. To the extent allowable by law, the RECIPIENT agrees to indemnify, defend, and hold the DEPARTMENT harmless from any claim, action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the DEPARTMENT's application review and approval process, plan and construction reviews, and funding participation.
- e. As required by the 2 CFR 200.501 "Audit Requirements," a non-Federal entity expending \$750,000 or more in Federal awards in a year shall have a single or program-specific audit conducted for that year in accordance with the provision of that part. Auditee responsibilities are addressed in Subpart F of 2 CFR 200. The Federal funds provided by this agreement shall be reported on the appropriate Schedule of Expenditures of Federal Awards (SEFA) using the Catalog of Federal Domestic Assistance (CFDA) number and title as shown on the first page of this agreement. If the RECIPIENT will pay initial project costs and request reimbursement from the DEPARTMENT, the RECIPIENT shall report this project on its SEFA. If the DEPARTMENT will pay initial project costs and then credit those accounts from which initial costs were paid, the DEPARTMENT will report this project on its SEFA. When the DEPARTMENT will pay initial project costs and credit those accounts from which initial costs were paid, the RECIPIENT shall not report this project on its SEFA.
- f. The RECIPIENT shall supply the DEPARTMENT with all information required by the Federal Funding Accountability and Transparency Act of 2006 and 2 CFR Part 170.
- g. The RECIPIENT shall comply with the following Disadvantaged Business Enterprise (DBE) requirements:
 - i. The RECIPIENT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The RECIPIENT shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.
 - ii. The RECIPIENT shall comply with the requirements of [I.M. 5.010](#), DBE Guidelines.

- iii. The DEPARTMENT's [DBE program](#), as required by 49 CFR Part 26 and as approved by the Federal Highway Administration (FHWA), is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the RECIPIENT of its failure to carry out its approved program, the DEPARTMENT may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
- h. Termination of funds. Notwithstanding anything in this agreement to the contrary, and subject to the limitations set forth below, the DEPARTMENT shall have the right to terminate this agreement without penalty and without any advance notice as a result of any of the following: 1) The Federal government, legislature or governor fail in the sole opinion of the DEPARTMENT to appropriate funds sufficient to allow the DEPARTMENT to either meet its obligations under this agreement or to operate as required and to fulfill its obligations under this agreement; or 2) If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the DEPARTMENT to make any payment hereunder are insufficient or unavailable for any other reason as determined by the DEPARTMENT in its sole discretion; or 3) If the DEPARTMENT's authorization to conduct its business or engage in activities or operations related to the subject matter of this agreement is withdrawn or materially altered or modified. The DEPARTMENT shall provide the RECIPIENT with written notice of termination pursuant to this section.

2. Programming and Federal Authorization

- a. The RECIPIENT shall be responsible for including the project in the appropriate Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP). The RECIPIENT shall also ensure that the appropriate RPA or MPO, through their TIP submittal to the DEPARTMENT, includes the project in the Statewide Transportation Improvement Program (STIP). If the project is not included in the appropriate fiscal year of the STIP, Federal funds cannot be authorized.
- b. The RECIPIENT must show federal aid funding activity to receive the programmed amount authorized for the project. If there is no funding activity for nine or more months after the previous funding activity, the remaining unused programmed amount will be de-obligated from the project and there will be no further federal aid reimbursement issued for the project. If the RECIPIENT knows in advance that funding activity will not occur for nine months or more, the DEPARTMENT's Contract Administrator needs to be notified to determine if programming or authorization of funds can be adjusted or other options can be explored.
- c. Upon receipt of Federal Highway Administration (FHWA) authorization a Federal Award Identification Number (FAIN) will be assigned to this project by the FHWA based on a methodology that incorporates identifying information about the federal award such as the federal funding program code and the federal project number. This FAIN will be used to identify this project and award on the federal government's listing of financial assistance awards consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA) at usaspending.gov.
- d. A period of performance for this federal funding award will be established at the time of FHWA authorization. The start date of the period of performance will be the FHWA authorization date. The project end date (PED) will be determined according to the methodology in [I.M. 1.200](#), Federal Funds Management. Costs incurred before the start date or after the PED of the period of performance will not be eligible for reimbursement.

3. Design

- a. The RECIPIENT shall be responsible for the design of the project, including all necessary plans, specifications, and estimates (PS&E). The project shall be designed in accordance with the design guidelines provided or referenced by the DEPARTMENT in the Guide and applicable I.M.s.

4. Environmental Requirements and other Agreements or Permits

- a. The RECIPIENT shall take the appropriate actions and prepare the necessary documents to fulfill the FHWA requirements for project environmental studies including historical/cultural reviews and location approval. The RECIPIENT shall complete any mitigation agreed upon in the FHWA approval document. These procedures are set forth in [I.M. 3.020](#), Concept Statement Instructions; [4.020](#), NEPA Process; [4.110](#) Threatened and Endangered Species; and [4.120](#), Cultural Resource Regulations.

- b. If farmland is to be acquired, whether for use as project right-of-way or permanent easement, the RECIPIENT shall follow the procedures in I.M. [4.170](#), Farmland Protection Policy Act.
- c. The RECIPIENT shall obtain project permits and approvals, when necessary, from the Iowa Department of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, the DEPARTMENT, or other agencies as required. The RECIPIENT shall follow the procedures in I.M. [4.130](#), 404 Permit Process; [4.140](#), Storm Water Permits; [4.150](#) Iowa DNR Floodplain Permits and Regulations; [4.190](#), Highway Improvements in the Vicinity of Airports or Heliports; and [4.160](#), Asbestos Inspection, Removal, and Notification Requirements.
- d. In all contracts entered into by the RECIPIENT, and all subcontracts, in connection with this project that exceed \$100,000, the RECIPIENT shall comply with the requirements of Section 114 of the Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all their regulations and guidelines. In such contracts, the RECIPIENT shall stipulate that any facility to be utilized in performance of or to benefit from this agreement is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities or is under consideration to be listed.

5. Right-of-Way, Railroads and Utilities

- a. The RECIPIENT shall acquire the project right-of-way, whether by lease, easement, or fee title, and shall provide relocation assistance benefits and payments in accordance with the procedures set forth in [I.M. 3.600](#), Right-of-Way Acquisition, and the DEPARTMENT's Right of Way Bureau [Local Public Agency Manual](#). The RECIPIENT shall contact the DEPARTMENT for assistance, as necessary, to ensure compliance with the required procedures, even though no Federal funds are used for right-of-way activities. Acquisition activities may begin prior to FHWA Environmental Concurrence. However, such acquisitions cannot affect the National Environmental Policy Act (NEPA) decision making process.
- b. If a railroad crossing or railroad tracks are within or adjacent to the project limits, the RECIPIENT shall obtain agreements, easements, or permits as needed from the railroad. The RECIPIENT shall follow the procedures in [I.M. 3.670](#), Work on Railroad Right-of-Way and [I.M. 3.680](#), Federal-aid Projects Involving Railroads.
- c. The RECIPIENT shall comply with the DEPARTMENT'S [Policy for Accommodating Utilities on the County and City Non-Primary Federal-aid Road System](#) for projects on non-primary Federal-aid highways. For projects connecting to or involving some work inside the right-of-way for a primary highway, the RECIPIENT shall follow the DEPARTMENT's [Policy for Accommodating and Adjustment of Utilities on Primary Road System](#). The RECIPIENT should also use the procedures outlined in [I.M. 3.640](#), Utility Accommodation and Coordination, as a guide to coordinating with utilities.

6. Contract Procurement

The following provisions apply only to projects involving physical construction or improvements to transportation facilities:

- a. The project plans, specifications, and cost estimate (PS&E) shall be prepared and certified by a professional engineer, architect, or landscape architect, as applicable, licensed in the State of Iowa.
- b. For projects let through the DEPARTMENT, the RECIPIENT shall be responsible for the following:
 - i. Prepare and submit the PS&E and other contract documents to the DEPARTMENT for review and approval in accordance with [I.M. 3.700](#), Check and Final Plans and [I.M. 3.500](#), Bridge or Culvert Plans, as applicable.
 - ii. The contract documents shall use the DEPARTMENT's Standard Specifications for Highway and Bridge Construction. Prior to their use in the PS&E, specifications developed by the RECIPIENT for individual construction items shall be approved by the DEPARTMENT.
 - iii. Follow the procedures in [I.M. 5.030](#), Iowa DOT Letting Process, to analyze the bids received, make a decision to either award a contract to the lowest responsive bidder or reject all bids, and if a contract is awarded, execute the contract documents in Doc Express.

- c. For projects that are let locally by the RECIPIENT, the RECIPIENT shall follow the procedures in [I.M. 5.120](#), Local Letting Process - Federal-aid.
- d. The RECIPIENT shall forward a completed Project Development Certification ([Form 730002](#)) to the DEPARTMENT in accordance with [I.M. 3.710](#), Project Development Certification Instructions. The project shall not receive FHWA Authorization for construction or be advertised for bids until after the DEPARTMENT has reviewed and approved the Project Development Certification.
- e. If the RECIPIENT is a city, the RECIPIENT shall comply with the public hearing requirements of the Iowa Code section 26.12.
- f. The RECIPIENT shall not provide the contractor with notice to proceed until after receiving notice in Doc Express that the Iowa DOT has concurred in the contract execution.

7. Construction

- a. A full-time employee of the RECIPIENT shall serve as the person in responsible charge of the construction project. For cities that do not have any full-time employees, the mayor or city clerk will serve as the person in responsible charge, with assistance from the DEPARTMENT.
- b. Traffic control devices, signing, or pavement markings installed within the limits of this project shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" per 761 IAC Chapter 130. The safety of the general public shall be assured through the use of proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as necessary.
- c. For projects let through the DEPARTMENT, the project shall be constructed under the DEPARTMENT's Standard Specifications for Highway and Bridge Construction and the RECIPIENT shall comply with the procedures and responsibilities for materials testing according to the DEPARTMENT's Materials I.M.s. Available on-line at: <http://www.iowadot.gov/erl/current/IM/navigation/nav.htm>.
- d. For projects let locally, the RECIPIENT shall provide materials testing and certifications as required by the approved specifications.
- e. If the DEPARTMENT provides any materials testing services to the RECIPIENT, the DEPARTMENT will bill the RECIPIENT for such testing services according to its normal policy as per [Materials I.M. 103](#), Inspection Services Provided to Counties, Cities, and Other State Agencies.
- f. The RECIPIENT shall follow the procedures in [I.M. 6.000](#), Construction Inspection, and the DEPARTMENT's Construction Manual, as applicable, for conducting construction inspection activities.

8. Reimbursements

- a. After costs have been incurred, the RECIPIENT shall submit to the DEPARTMENT periodic itemized claims for reimbursement for eligible project costs. Requests for reimbursement shall be made at least once every six months, but not more than bi-weekly. The RECIPIENT shall follow [I.M. 6.020](#) Payment and Reimbursement Processes for requesting reimbursement.
- b. To ensure proper accounting of costs, reimbursement requests for costs incurred prior to June 30 shall be submitted to the DEPARTMENT by August 1.
- c. Reimbursement claims shall include a certification that all eligible project costs, for which reimbursement is requested, have been reviewed by an official or governing board of the RECIPIENT, are reasonable and proper, have been paid in full, and were completed in substantial compliance with the terms of this agreement.
- d. Reimbursement claims shall be submitted on forms identified by the DEPARTMENT along with all required supporting documentation. The DEPARTMENT will reimburse the RECIPIENT for properly documented and certified claims for eligible project costs. The DEPARTMENT may withhold up to 5% of the Federal share of construction costs or 5% of the total Federal funds available for the project, whichever is less. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final audit or review, the DEPARTMENT determines the RECIPIENT has been overpaid, the

RECIPIENT shall reimburse the overpaid amount to the DEPARTMENT. After the final audit or review is complete and after the RECIPIENT has provided all required paperwork, the DEPARTMENT will release the Federal funds withheld.

- e. The total funds collected by the RECIPIENT for this project shall not exceed the total project costs. The total funds collected shall include any Federal or State funds received, any special assessments made by the RECIPIENT (exclusive of any associated interest or penalties) pursuant to Iowa Code Chapter 384 (cities) or Chapter 311 (counties), proceeds from the sale of excess right-of-way, and any other revenues generated by the project. The total project costs shall include all costs that can be directly attributed to the project. In the event that the total funds collected by the RECIPIENT do exceed the total project costs, the RECIPIENT shall either:
 - i. In the case of special assessments, refund to the assessed property owners the excess special assessments collected (including interest and penalties associated with the amount of the excess), or
 - ii. Refund to the DEPARTMENT all funds collected in excess of the total project costs (including interest and penalties associated with the amount of the excess) within 60 days of the receipt of any excess funds. In return, the DEPARTMENT will either credit reimbursement billings to the FHWA or credit the appropriate State fund account in the amount of refunds received from the RECIPIENT.

9. Project Close-out

- a. Within 30 days of completion of construction or other activities authorized by this agreement, the RECIPIENT shall provide written notification to the DEPARTMENT. The RECIPIENT shall follow and request a final audit, in accordance with the procedures in [I.M. 6.110](#), Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects. Failure to comply with the procedures will result in loss of federal funds remaining to be reimbursed and the repayment of funds already reimbursed. The RECIPIENT may be suspended from receiving federal funds on future projects.
- b. The RECIPIENT shall provide a certification by a professional engineer, architect, or landscape architect as applicable, licensed in the State of Iowa, indicating the construction was completed in substantial compliance with the project plans and specifications.
- c. Final reimbursement of Federal funds shall be made only after the DEPARTMENT accepts the project as complete.
- d. The RECIPIENT shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The RECIPIENT shall also make these materials available at all reasonable times for inspection by the DEPARTMENT, FHWA, or any authorized representatives of the Federal Government. Copies of these materials shall be furnished by the RECIPIENT if requested. Such documents shall be retained for at least 3 years from the date of FHWA approval of the final closure document. Upon receipt of FHWA approval of the final closure document, the DEPARTMENT will notify the RECIPIENT of the record retention date.
- e. The RECIPIENT shall maintain, or cause to be maintained, the completed improvement in a manner acceptable to the DEPARTMENT and the FHWA.

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 7/23/2026 Weekly Agenda Date: 7/28/2026

Elected Official / Department Head / Citizen: Laura Sievers, PE, Woodbury County Engineer

Wording for Agenda Item:

TSIP application for Portable Temporary Traffic Signals

Action Required:

Approve Ordinance ☐

Approve Resolution ☒

Approve Motion ☒

Hold Public Hearing ☐

Informational ☐

Attachments ☒

Set Time:

Reviewed by County Attorney's Office: ☐

Background & Financial Impact:

The application directly supports the goals of the Iowa Traffic Safety Improvement Program (TSIP) by reducing worker exposure to traffic hazards, improving temporary traffic control, and enhancing safety for both highway workers and the traveling public. The project will purchase a Portable Temporary Traffic Signal System equipped with radar vehicle detection, solar-powered battery charging, wireless remote operation, motion sensors, and an enclosed transport trailer. The system is fully MUTCD compliant and allows operators to remotely monitor and adjust signal timing when necessary while maintaining safe and efficient traffic flow through one-lane work zones. There would be zero costs. All costs would be reimbursable if the application shows regional cooperation and I propose to work with Plymouth County and share the equipment with them. A 28E agreement can be created if Woodbury County is awarded the funds.

Recommendation:

Approve TSIP application and resolution for Portable Temporary Traffic Signals

Attachments:

[Form TSIP Portable Signals](#) 

[Resolution TSIP Portable Signals](#) 

[Narrative TSIP Portable Signals](#) 

Approved by Board of Supervisors on March 17, 2026



Application for TRAFFIC CONTROL DEVICE TSIP FUNDS

GENERAL INFORMATION

 DATE: 07/23/2026

 Location / Title of Project Portable Temporary Traffic Signals

 Applicant Woodbury County

 Contact Person Laura Sievers Title Woodbury Co Engineer

 Complete Mailing Address 759 E. Frontage Road
Moville, Iowa 51039

 Phone (712) 279-6484 E-Mail lsievers@woodburycountyiowa.gov

(Area Code)

If more than one highway authority is involved in this project, please indicate and fill in the information below (use additional sheets if necessary).

Co-Applicant(s) _____

Contact Person _____ Title _____

Complete Mailing Address _____

Phone _____ E-Mail _____

(Area Code)

PLEASE COMPLETE THE FOLLOWING PROJECT INFORMATION:
Funding Amount

 Total Safety Cost \$ 61,400

 Total Project Cost \$ 61,400
Safety Funds Requested \$ 61,400
Additional Project Safety Documentation (when available):

- ☐ Project information sheet(s) or "Risk Score">50% from County/City's Local Road Safety Plan
- ☐ FHWA SS4A Safety Action Plan or similar comprehensive transportation safety plan
- ☐ Iowa DOT TEAP Study or similar analysis and concept
- ☐ Project intersection or segment with High or Medium PCR Level (PCR-All or PCR-Severe) from the Iowa DOT Potential for Crash Reduction (PCR) web-based map tool <https://pcr.iowadot.gov/>

Potential for Crash Reduction (PCR) Information

Intersection ID (1234567890) or Segment ID (1234)	Intersection or Segment	PCR Level High	PCR Level Medium	PCR- All value	PCR- Severe value
		☐	☐		
		☐	☐		

APPLICATION CERTIFICATION FOR PUBLIC AGENCY

To the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of all physical and financial resources. This application has been duly authorized by the participating public agency(ies). I understand the attached resolution(s), where applicable, binds the participating public agency(ies) to assume responsibility for any additional funds, if required, to complete the project. In addition, the participating public agency(ies) agrees to maintain any new or improved public streets or roadways for a minimum of five years.

I understand that, although this information is sufficient to secure a commitment of funds, a firm contract between the applicant and the Department of Transportation is required prior to the authorization of funds.

Representing the Woodbury County Board of Supervisors

Signed: _____
Signature Date Signed

Printed Name

Attest: _____
Signature Date Signed

Printed Name

TRAFFIC SAFETY IMPROVEMENT PROGRAM GRANT APPLICATION

PORTABLE TRAFFIC SIGNAL IMPROVEMENT

RESOLUTION NO. _____

WHEREAS, the Iowa Department of Transportation Traffic Safety Improvement Program operates under the provisions of Iowa Administrative Code 761—Chapter 164; and

WHEREAS, the Traffic Safety Improvement Program provides funding to cities, counties, and the Iowa Department of Transportation for roadway safety improvements, research, studies, and public information initiatives; and

WHEREAS, the Woodbury County Engineer has determined that the purchase of portable temporary traffic control signals would improve the safety of roadway workers and the traveling public during maintenance and construction operations in Woodbury County; and

WHEREAS, Woodbury County desires to submit an application for funding through the Iowa Department of Transportation Traffic Safety Improvement Program.

NOW, THEREFORE, BE IT RESOLVED by the Woodbury County Board of Supervisors that the Board hereby authorizes and supports the submission of the attached application for Traffic Safety Improvement Program funding for the purchase of portable temporary traffic control signals.

Passed and approved this _____ day of _____, 2026, by the Woodbury County Board of Supervisors.

Mark Nelson, Board Chair

Daniel Bittinger II, Member

Kent Carper, Member

David Dietrich, Member

Matthew Ung, Member

Recommended:

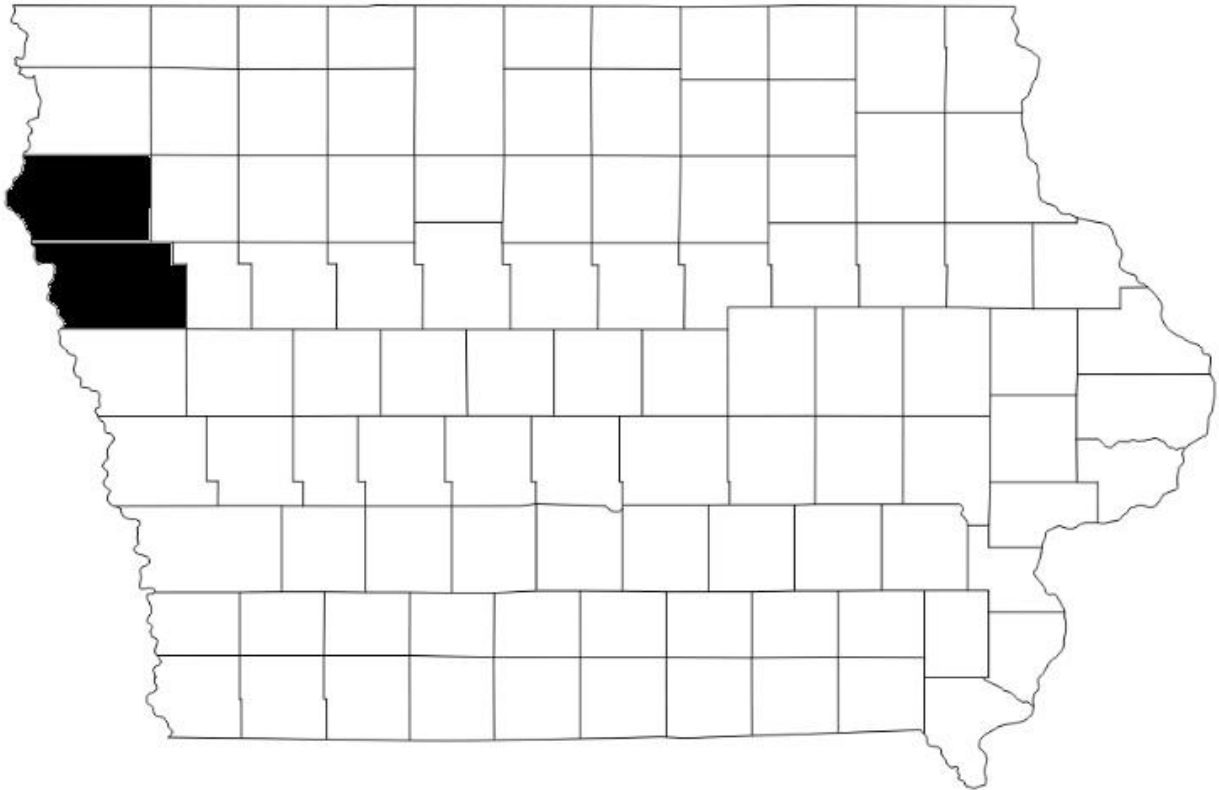
ATTEST:

Laura Sievers, PE Woodbury County Engineer

Michelle K. Skaff, Woodbury County Auditor

PROJECT

The Woodbury County and Plymouth County Secondary Roads Departments are jointly applying for funding through the Iowa Department of Transportation Traffic Safety Improvement Program (TSIP) to purchase a portable temporary traffic signal system for use during roadway maintenance and construction operations.



The primary purpose of this project is to reduce the exposure of county employees to moving traffic during temporary one-lane road closures. Currently, neither county owns portable traffic signals and must rely on flaggers to safely alternate traffic during pavement patching, bridge repairs, culvert replacements, shoulder repairs, emergency maintenance, and other activities. These operations require employees to stand adjacent to live traffic for extended periods, placing them at risk of serious injury or death from distracted, impaired, or errant motorists.

Together, Woodbury County and Plymouth County maintain over 700 miles of paved roads, 2,000 miles of unpaved roads, and 700 bridges. Throughout each construction season, the counties complete numerous roadway maintenance, pavement preservation, bridge replacement, culvert replacement, and emergency repair projects requiring temporary one-lane traffic control. It is estimated that portable temporary traffic signals could replace traditional flagging operations on

over 50 work zones annually in each county, eliminating hundreds of hours of employee exposure to live traffic each construction season.

Traditional flagging operations require a minimum of two employees to remain in close proximity to moving traffic while maintaining constant communication and situational awareness. Although flaggers are trained and follow the requirements of the Manual on Uniform Traffic Control Devices (MUTCD), the greatest risk remains the unpredictable actions of motorists. Portable temporary traffic signals remove workers from this hazardous environment while providing motorists with consistent, highly visible, and automated traffic control that is familiar and easy to understand.

The project will purchase a Portable Temporary Traffic Signal System equipped with radar vehicle detection, solar-powered battery charging, wireless remote operation, motion sensors, and an enclosed transport trailer. The system is fully MUTCD compliant and allows operators to remotely monitor and adjust signal timing when necessary while maintaining safe and efficient traffic flow through one-lane work zones.



Implementation of this equipment will significantly improve work zone safety by:

- Eliminating the need for employees to serve as flaggers adjacent to live traffic.
- Reducing the potential for crashes involving county employees.
- Providing motorists with consistent and automated traffic control.
- Reducing the potential for human error associated with manual flagging operations.
- Allowing one-lane traffic operations to remain safely open during overnight or multi-day construction activities when appropriate.
- Allowing employees to focus on roadway repairs rather than traffic control.
- Improving traffic flow and reducing unnecessary delays for the traveling public.

This project also represents an outstanding example of regional cooperation and responsible stewardship of public funds. Rather than each county independently purchasing portable traffic control equipment, Woodbury County and Plymouth County have entered into a cooperative partnership to share the portable traffic signal system. Woodbury County, located just south of Plymouth, will purchase, maintain, and store the equipment while coordinating its availability for use by both counties based on construction schedules and operational needs.

This collaborative approach maximizes the value of the State's investment by increasing equipment utilization, eliminating duplicate purchases, reducing costs to local taxpayers, and extending the

safety benefits across two county secondary road departments. The shared ownership model ensures the equipment will be used on a greater number of projects each year, providing measurable safety improvements throughout northwest Iowa.

The proposed project directly supports the goals of the Iowa Traffic Safety Improvement Program by reducing worker exposure to traffic hazards, improving temporary traffic control, and enhancing safety for both highway workers and the traveling public. Because the portable signal system will be used repeatedly on roadway, bridge, culvert, and pavement maintenance projects for many years, the safety benefits will continue long after the initial purchase. The anticipated reduction of hundreds of employee exposure hours each year represents a substantial and ongoing improvement in work zone safety.

Woodbury County and Plymouth County greatly appreciate the Iowa Department of Transportation's consideration of this application. This project represents a cost-effective, long-term investment that will improve work zone safety, strengthen regional cooperation, and provide lasting benefits to the traveling public. Every hour a county employee is removed from standing alongside live traffic is an opportunity to prevent serious injury or fatality. By investing in portable temporary traffic signals, the Iowa DOT will help protect the men and women who maintain our transportation system while providing safer, more efficient work zones for the traveling public throughout northwest Iowa.

COST

Woodbury County is asking for \$61,400 to purchase a portable traffic light system from Horizon Signal.

TIME SCHEDULE

Application due date	August 15, 2026
Award notification	January 15, 2027
Funding available	July 1, 2027
Purchase of traffic signal	July 7, 2027
Usage of traffic signal	July 14, 2027

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 7/23/2026 Weekly Agenda Date: 7/28/2026

Elected Official / Department Head / Citizen: Laura Sievers, PE, Woodbury County Engineer

Wording for Agenda Item:

Disposition of unused equipment: 2007 Sterling L8500, 2004 John Deere 6615 with Mower, Portable Office/Lab Trailer, and 2016 Chevrolet Silverado 1500.

Action Required:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Hold Public Hearing ☐

Informational ☐

Attachments ☒

Set Time:

Reviewed by County Attorney's Office: ☐

Background & Financial Impact:

Disposition of the following equipment - 2007 Sterling L8500 with a minimum bid of \$25,000, 2004 John Deere 6615 with Mower with a minimum bid of \$20,000, Portable Office/Lab Trailer with a minimum bid of \$10,000, and 2016 Chevrolet Silverado 1500 with a minimum bid of \$15,000. Items will be offered first at a sealed bid auction. If they are not sold at that time, Secondary Roads will continue to have them at 759 E. Frontage Road, Merville, Iowa parking lot. If they are not sold there, the items will be placed on Purplewave or a similar type site.

Recommendation:

Motion to approve the disposition of a 2007 Sterling L8500, 2004 John Deere 6615 with Mower, Portable Office/Lab Trailer, and 2016 Chevrolet Silverado 1500.

Attachments:

[Disposition 503](#) 

[Disposition 40](#) 

[Disposition 108](#) 

[Disposition 104](#) 

Approved by Board of Supervisors on March 17, 2026

Woodbury County Personal Property Disposition Form



DATE: 5/15/2026



NAME: Laura Sievers



DEPARTMENT: Secondary Roads



AUTHORIZED REPRESENTATIVE: Auditor

PHONE: 712-279-6484

Fill in the fields below (* REQUIRED):

Item Description*	Sterling L8500 Single Axle Truck Chassis
Estimated Value*	\$ 25,000.00
Current Location*	Secondary Roads
County Asset Number	503
Serial/VIN Number	2FZAAWCS77AX98662
Year	2006
Make/Model	Sterling
Auction Reserve	\$ 100.00
Notes	Will be sold on Movable lot or https://www.purplewave.com/

For Office Use Only:

GovDeals ID #	
Sale Price	
Date	

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Fill in the fields below (* REQUIRED):

Item Description*	John Deere 6615 Brush Mower
Estimated Value*	\$ 20,000.00
Current Location*	Secondary Roads
County Asset Number	40
Serial/VIN Number	L06615D384925
Year	2004
Make/Model	John Deere 6615 Tractor and Mower
Auction Reserve	\$ 100.00
Notes	Will be sold on Movable lot https://www.purplewave.com/

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Fill in the fields below (* REQUIRED):

Item Description*	Lab Trailer
Estimated Value*	\$ 10,000.00
Current Location*	Secondary Roads
County Asset Number	108
Serial/VIN Number	306473
Year	1997
Make/Model	Northland Truck Equipment Corporation Miller 1030 Trailer
Auction Reserve	\$ 100.00
Notes	Will be sold on Movable lot or https://www.purplewave.com/

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Fill in the fields below (* REQUIRED):

Item Description*	2016 Chevrolet Silverado 1500
Estimated Value*	\$ 15,000.00
Current Location*	Secondary Roads
County Asset Number	104
Serial/VIN Number	1GCVKNEH1GZ100254
Year	2016
Make/Model	Chevrolet Silverado 1500
Auction Reserve	\$ 100.00
Notes	Will be sold on Movable lot or https://www.purplewave.com/

For Office Use Only:

GovDeals ID #	
Sale Price	
Date	