



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(MARCH 19) (WEEK 12 OF 2024)

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 March 19, 2024, at 4:30 p.m. in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

This is a formal meeting during which the Board may take official action on various items of business. Members of the public wishing to speak on an item must follow the participation rules adopted by the Board of Supervisors.

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

AGENDA

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

- 1. Approval of the agenda Action
Consent Agenda

Items 2 through 6 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.

- 2. Approval of the minutes of the March 12, 2024 meeting
3. Approval of claims
4. County Treasurer – Tina Bertrand
Approve property tax refund request for parcel #874735307009 in the amount of \$515.00
5. Board Administration – Karen James
a. Approval of lifting tax suspension for M.C.
b. Approval of lifting tax suspensions for petitioners who failed to re-certify their income or income does not qualify for continued tax suspension

6. Human Resources – Melissa Thomas  
Approval of Memorandum of Personnel Transaction

### **End Consent Agenda**

7. Building Services – Kenny Schmitz  
Approval of low quote for Law Enforcement Center conditioned air/refrigerant compressor replacement - action pending receipt of bids Action
  
8. Board of Supervisors – Matthew Ung & Mark Nelson  
Approval to reallocate \$471,000 from the ARPA standard allowance to the LEC Authority, due to change orders submitted by the general contractor, Hausman Construction Action
  
9. Reports on Committee Meetings Information
  
10. Citizen Concerns Information
  
11. Board Concerns Information

### **ADJOURNMENT**

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

- WED., MAR. 20** 12:00 p.m. Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202  
1:00 p.m. Regional Workforce Development Meeting, 2508 4<sup>th</sup> Street, Sioux City
- THU., MAR. 21** 10:00 a.m. StarComm, Security Institute, WIT  
4:30 p.m. Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., MAR. 22** 9:00 a.m. Hungry Canyons Alliance Quarterly Meeting, Atlantic, Iowa
- MON., MAR. 25** 6:00 p.m. Zoning Commission Meeting, First Floor Boardroom
- WED., MAR. 27** 2:30 p.m. Rolling Hills Community Services Region Governance Board Meeting
- THU., MAR. 28** 11:00 a.m. Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
- MON., APR. 1** 6:00 p.m. Board of Adjustment meeting, First Floor Boardroom
- WED., APR. 3** 4:45 p.m. Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., APR. 10** 7:30 a.m. SIMPCO Executive-Finance Committee Meeting, 6401 Gordon Drive  
8:05 a.m. Woodbury County Information Communication Commission, First Floor Boardroom  
10:00 a.m. STARComm Board Meeting, The Security Institute, WIT Campus  
12:00 p.m. District Board of Health Meeting, 1014 Nebraska St.
- THU., APR. 11** 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., APR. 17** 12:00 p.m. Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., APR. 18** 4:30 p.m. Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., APR. 19** 12:00 p.m. Siouxland Human Investment Partnership Board Meeting, 2540 Glenn Ave.

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

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

**MARCH 12, 2024, ELEVENTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, March 5, 2024, at 3:00 p.m. Board members present were Nelson, Ung, and Bittinger II; Radig, and Taylor were absent. Staff members present were Karen James, Board Administrative Assistant, Melissa Thomas, Human Resources Director, Joshua Widman, Assistant County Attorney, Dennis Butler, Budget and Finance Director, and Michelle Skaff, Deputy Auditor/Clerk to the Board.

Motion by Ung second by Bittinger to go into closed session per Iowa Code Section 21.5(1)(c). Carried 3-0 on roll-call vote.

Motion by Ung second by Bittinger to go out of closed session per Iowa Code Section 21.5(1)(c). Carried 3-0 on roll-call vote.

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

1. Motion by Ung second by Nelson to approve the agenda for March 12, 2024. Carried 3-0. Copy filed.

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

2. To approve minutes of the March 5, 2024 meeting. Copy filed.

To approve minutes of the February 29, 2024 special meeting. Copy filed.

3. To approve the claims totaling \$559,171.59. Copy filed.

4. To approve the property tax refund for City of Sioux City, parcel #894734235021, in the amount of \$6,090.00. Copy filed.

- 5a. To approve and authorize the Chairperson to sign a Resolution approving the petition for suspension of taxes for Tracee Smith, 1009 S. Cecelia St., parcel #894735308011.

**WOODBURY COUNTY, IOWA**  
**RESOLUTION #13,707**  
**RESOLUTION APPROVING PETITION FOR SUSPENSION OF TAXES**

**WHEREAS**, Tracee Smith, as titleholder of a property located 1009 S. Cecelia St., Sioux City, Woodbury County, Iowa, and legally described as follows:

**Parcel #894735308011**

**Holmans Lot 3 Block 10**

**WHEREAS**, Tracee Smith of the aforementioned property has petitioned the Board of Supervisors for a suspension of taxes pursuant to the 2017 Iowa Code section 427.9, and

**WHEREAS**, the Board of Supervisors recognizes from documents provided that the petitioner is unable to provide to the public revenue; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Woodbury County Board of Supervisors hereby grants the request for a suspension of taxes, and hereby directs the Woodbury County Treasurer to so record the approval of this tax suspension for this property.

**SO RESOLVED** this 12th day of March 2024.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 5b. To receive for signatures a Resolution Thanking and Commending Lisa Anderson for her years of service with Woodbury County.

**WOODBURY COUNTY, IOWA  
 RESOLUTION #13,708  
 A RESOLUTION THANKING AND COMMENDING  
 LISA ANDERSON  
 FOR HER SERVICE TO WOODBURY COUNTY**

**WHEREAS**, Lisa Anderson has capably served Woodbury County as an employee of the Human Resources Department for 16 years from December 01, 2008 to April 12, 2024.

**WHEREAS**, the service given by Lisa Anderson as a Woodbury County employee, has been characterized by her dedication to the best interests of the citizens of Woodbury County; and

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA** that the undersigned members of this Board thanks and commends Lisa Anderson for her years of service to Woodbury County; and

**BE IT FURTHER RESOLVED** that it is the wish of all those signing below that the future hold only the best for this very deserving person, Lisa Anderson.

**BE IT SO RESOLVED** this 12th day of March 2024.  
 WOODBURY COUNTY BOARD OF SUPERVISORS  
 Copy filed.

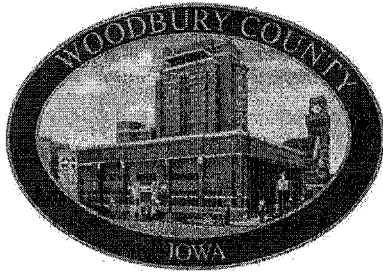
- 6a. To approve the reclassification of Ryan Chytka, Environmental Project Supervisor, Building Services Dept., effective 03-18-24, \$3,401.87/bi-weekly, 6.5%=\$207.62/bi-weekly. Correction from 3% to 6.5% Increase.; the separation of Scott Mitchell, Director, Emergency Services Dept., effective 3-22-24. Resignation.; and the separation of Lisa Anderson, Secretary III, Human Resources Dept., effective 4-12-24. Retirement. Copy filed.
- 6b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Director, Emergency Services Dept. Wage Plan: \$70,473-\$92,157/year.; and Secretary III, Human Resources Dept. Wage Plan Comparability with AFSCME Courthouse: \$22.63-\$27.88/hour. Copy filed.
- 6c. To approve the request of Lisa Anderson and spouse to remain on the County Health and Dental insurances.
- 7. To approve the permit to work in the right of way for Ingios/David White. Copy filed.

Carried 3-0.

- 8. Motion by Ung second by Nelson to waive the nepotism policy for hiring C.P. as a correctional officer. Carried 3-0. Copy filed.
- 9. Reports on committee meetings were heard.
- 10. Kevin Nelson, Salix Mayor, address the board reference an upcoming meeting with the Farmer's Drainage District.
- 11. Board concerns were heard.

The Board adjourned the regular meeting until March 19, 2024.

Meeting sign in sheet. Copy filed.



**Tina M Bertrand**  
Treasurer of Woodbury County  
Property Tax  
822 Douglas Street Suite 102  
Sioux City, IA 51101  
712-279-6495

March 14, 2024

RE: Refund of Payment on 8747 35 307 009

Dear Board of Supervisors,

We have received a request for refund on 8747 35 307 009 (408 Tipton St-Salix). The owner, Brenda Smith-Hansen requested a refund for \$515.00 on this parcel. Payments were posted to this parcel on March 4<sup>th</sup> and March 5<sup>th</sup> in error, so she is requesting that the second payment be refunded to her.

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

Thank you for your time,

A handwritten signature in cursive script that reads "Janet L. Trimpe".

Janet L. Trimpe  
Woodbury County Tax Deputy  
[jtrimpe@woodburycountyiowa.gov](mailto:jtrimpe@woodburycountyiowa.gov)  
712-224-6024

**WOODBURY COUNTY, IOWA  
BOARD ADMINISTRATION  
MEMORANDUM**

TO: Board of Supervisors  
FROM: Karen James, Administrative Assistant  
DATE: March 13, 2024  
RE: Lifting of Tax Suspensions

Please lift the tax suspension for M.C. as this property has been sold.

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

Date: \_\_\_\_\_ Weekly Agenda Date: \_\_\_\_\_

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

**WORDING FOR AGENDA ITEM:**

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

**BACKGROUND:**

**FINANCIAL IMPACT:**

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

Yes  No

**RECOMMENDATION:**

**ACTION REQUIRED / PROPOSED MOTION:**



# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** March 19, 2024

**\* PERSONNEL ACTION CODE:**

- |                 |                      |
|-----------------|----------------------|
| A - Appointment | R - Reclassification |
| T - Transfer    | E - End of Probation |
| P - Promotion   | S - Separation       |
| D - Demotion    | O - Other            |

**TO: WOODBURY COUNTY BOARD OF SUPERVISORS**

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Welte, Allen Robert	Emergency Services	3-18-24	Interim Director	\$2602.40/ bi-weekly		T	Transfer to Interim Director
Donaghu, Justin	County Sheriff	4-01-24	Court Security Officer	\$32.12/hour	11.5%=\$3.35/hour	R	Per CWA Civilian Officers Contract agreement, from Senior to Master Class.
Lewis, Sage	County Sheriff	4-01-24	Deputy Sheriff	\$38.30/hour	9.9%=\$3.46/hour	R	Per CWA Deputy Sheriffs Contract agreement, from Senior to Master Deputy.
Jones, Kathryn	Juvenile Detention	4-01-24	P/T Youth Worker	\$26.94/hour	17%=\$3.91/hour	R	Per AFSCME Juvenile Detention Contract agreement, from Grade 1/Step 3 to Grade 1/Step 4.

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

**MELISSA THOMAS, HR DIRECTOR:** *Melissa Thomas HR Director*

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

Date: 3/14/2024

Weekly Agenda Date: 3/19/2024

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

**WORDING FOR AGENDA ITEM:**

Law Enforcement Center- Conditioned Air/ Refrigerant Compressor Replacement

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Circumstances beyond Building Services control, now requires immediate planning and replacement of an air conditioning compressor at the current LEC located at 407 7th Street.  
The new LEC located at 3701 28th Street will not be substantially complete as forecast due to actions, inactions, and errors of other parties.  
The delay will now be the cause of a rippling effect. Building Services has now refocused it's operations view as if the current facility will need to maintain operations for an extended, undetermined period of time verse having already been discontinued.  
The impact has not yet been fully vetted on the facility as a whole to establish an identifiable list that will attribute to necessary costs.

**BACKGROUND:**

In the fall of 2023 the Law Enforcement Center experienced two air-conditioning compressor failures.  
One compressor has now been repaired. The remaining compressor and system refrigerant will require replacement.

**FINANCIAL IMPACT:**

As of 3/14/2024 quoted costs are being sought however are unknown:  
ESTIMATED BALLPARK COST prior to quotes (compressor, refrigerant, & labor) = \$50,000.00

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

Yes  No

**RECOMMENDATION:**

Motion to approve low quote

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve low quote

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

Date: 3/14/24 Weekly Agenda Date: 3/19/24

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Supervisors Matthew Ung & Mark Nelson

**WORDING FOR AGENDA ITEM:**

Approval to reallocate \$471,000 from the ARPA standard allowance to the LEC Authority, due to change orders submitted by the general contractor, Hausmann Construction

**ACTION REQUIRED:**

- |                                            |                                               |                                                    |
|--------------------------------------------|-----------------------------------------------|----------------------------------------------------|
| Approve Ordinance <input type="checkbox"/> | Approve Resolution <input type="checkbox"/>   | Approve Motion <input checked="" type="checkbox"/> |
| Give Direction <input type="checkbox"/>    | Other: Informational <input type="checkbox"/> | Attachments <input type="checkbox"/>               |

**EXECUTIVE SUMMARY:**

See below.

**BACKGROUND:**

February 15, 2022: The Board of Supervisors allocated all \$10 million of the the standard allowance from American Rescue Plan Act to backfill the increased construction cost of the Law Enforcement Center.  
September 15, 2023: The Board unallocated \$941,000 of the standard allowance due to other funding for FF&E.  
November 14, 2023: The Board reallocated \$470,000 back to the LEC Authority.

**FINANCIAL IMPACT:**

See above.

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

Yes  No

**RECOMMENDATION:**

See below.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to reallocate \$471,000 from the ARPA standard allowance to the LEC Authority, due to change orders submitted by general contractor Hausmann Construction