



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(NOVEMBER 12) (WEEK 46 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 November 12, 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 4 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.

2. Approval of the minutes of the November 5, 2024 meeting
3. Approval of claims
4. Human Resources – Melissa Thomas
 - a. Approval of Memorandum of Personnel Transactions
 - b. Authorization to Initiate Hiring Process
 - c. Approval to overlap two employees in one budgeted position in the Sheriff's Office

End Consent Agenda

- | | |
|--|-------------|
| 5. Deputy County Auditor – Steve Hofmeyer
First Tier Canvass of the 2024 General Election | Action |
| 6. Reports on Committee Meetings | Information |
| 7. Citizen Concerns | Information |
| 8. Board Concerns | Information |

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

- WED., NOV 13** 7:30 p.m. SIMPCO Executive-Finance Committee Meeting, 6401 Gordon Drive
- 8:05 a.m. Woodbury County Information Communication Commission, First Floor Boardroom
- 12:00 p.m. District Board of Health Meeting, 1014 Nebraska St.
- THU., NOV 14** 12:00 p.m. SIMPCO Board of Directors, 6401 Gordon Drive.
- 5:00 p.m. Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WED., NOV 20** 12:00 p.m. Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., NOV 21** 9:30 a.m. Siouxland Regional Transit System Meeting, 6401 Gordon Drive
- 11:15 a.m. Western Iowa Community Improvement Regional Housing Trust Fund, 6401 Gordon Drive
- 4:30 p.m. Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., NOV 22** 9:00 a.m. Hungry Canyons Alliance, 17501 Eastern Hills Drive, Council Bluffs, IA
- MON., NOV 25** 6:00 p.m. Zoning Commission Meeting, Courthouse Basement Boardroom
- WED., NOV 27** 2:30 p.m. Rolling Hills Community Services Region Governance Board Meeting
- THU., NOV 28** 11:00 a.m. Siouxland Regional Transit Systems (SRTS) Board Meeting, 6401 Gordon Dr.
- SAT., NOV 30** 1:30 p.m. SIMPCO – Community & Economic Development, 6401 Gordon Drive
- MON., DEC 2** 6:00 p.m. Board of Adjustment meeting, Courthouse Basement Boardroom
- WED., DEC 4** 10:00 a.m. Loess Hills Alliance Stewardship Meeting, Pisgah, Iowa
- 11:00 a.m. Loess Hills Alliance Executive Meeting
- 1:00 p.m. Loess Hills Alliance Full Board Meeting
- 4:45 p.m. Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- FRI., DEC 6** 8:30 a.m. SIMPCO Tri-State Legislative Forum, 6401 Gordon Drive, Sioux City
- WED., DEC 11** 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., DEC 12** 12:00 p.m. SIMPCO Board of Directors, 6401 Gordon Drive.
- 4:00 p.m. Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park

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

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

NOVEMBER 5, 2024, FORTY-FIFTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, November 5, 2024, at 4:30 p.m. Board members present were Ung, Radig, Bittinger II, Nelson, and Taylor. Staff members present were Karen James, Board Administrative Assistant, Melissa Thomas, Human Resources Director, and Michelle Skaff, Deputy 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 Radig second by Ung to approve the agenda for November 5, 2024. Carried 5-0. Copy filed.
2. Motion by Ung second by Radig to approve the following items by consent:
 2. To approve minutes of the October 29, 2024, meeting. Copy filed.
 3. To approve the claims totaling \$897,058.89. Copy filed.
 4. To approve the reclassification of Cathia Wise, Lead Custodian, Building Services Dept., effective 10-28-2024, \$23.26/hour, 12%=\$2.53/hour. In House Vacancy Posted on 10/9/2024. Enty Level: Grade 2 Step 5: \$22.76 + \$.50 Asbestos.; the promotion of Donald Armstrong, % Deputy Captain, County Sheriff Dept., effective 10-28-2024, \$146,679.25/year, 2%=\$3,492.37/year. Promotion from Lieutenant to Captain.; the promotion of Nathan Sands, % Deputy Lieutenant, County Sheriff Dept., effective 10-28-2024, \$139,694.53/year, 56%=\$50,004.93/year. Promotion from Sergeant to Lieutenant.; and the promotion of Michael Simoni, Deputy Sergeant, County Sheriff Dept., effective 10-28-2024, \$43.12/hour, 9%=\$3.48/hour. Promotion from Master to Sergeant. Copy filed.
 5. To approve the property tax refund request for Lamoyne Christiansen, parcel #884705383020, in the amount of \$68.00. Copy filed.
 6. To approve the permit to work in the right of way for Mitch Parker. Copy filed.

Carried 5-0.

The Board recessed for a meeting of the Bennett McDonald Levee & Wolf Creek Drainage Districts Trustees meeting.

The Supervisors meeting was called back to order.

8. Motion by Radig second by Ung to approve the contract for the L-B(K19)—73-97 bridge replacement project with Dixon Construction for \$355,091.40. Carried 5-0. Copy filed.
9. Motion by Ung second by Nelson to approve the standardized MOU template, authorize the Human Resource Director to distribute it to the five county bargaining unions which can be improved by the employee handbook's 10/29 revision regarding sick leave payment upon retirement, and to replace all MOUs on the same agenda for county approval after all five MOUs have been signed by all five bargaining units, for consistency. Carried 5-0. Copy filed.
10. Motion by Bittinger second by Ung to direct the Zoning Commission to review the minimum dimension size for single family dwellings not limited to the regulations in Section 4.11 of the Woodbury County Zoning Ordinance. Carried 5-0. Copy filed.
11. Reports on committee meetings were heard.
12. There were no citizen concerns
13. Board Concerns were heard.

The Board adjourned the regular meeting until November 12, 2024.

Meeting sign in sheet. Copy filed.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: November 12th, 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
De La Roca, Juan	Juvenile Detention	11-01-2024	PT Youth Worker - Temp			S	Termination
Shay, Donna	Building Services	11-13-2024	Custodian	\$17.29/hour		A	Job Vacancy Posted on 9/18/2024. Entry Level Salary: \$17.29/hour
Matney, Nicholas	Attorney's Office	11-14-2024	Attorney	\$114,584.00/year		A	Job Vacancy Posted on 10/15/2024. Entry Level Salary: \$114,584.00/yr
Lambert, Eva	Building Services	11-22-2024	Custodian			S	Retired

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: _____

**HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA**

DATE: November 12th, 2024

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Juvenile Detention	Youth Worker – PT (Temporary)	AFSCME Juvenile: \$22.05/hour		

Chairman, Board of Supervisors

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

Date: 11/7/2024 Weekly Agenda Date: 11/12/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas HR Director

WORDING FOR AGENDA ITEM:

Approval to overlap two employees in one budgeted position in the Sheriff's Office

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Normally each budgeted position accounts for one employee.

BACKGROUND:

Due to training issues, a promotion has taken place prior to the retirement of a Captain in the Sheriff's office.

FINANCIAL IMPACT:

The financial impact will be absorbed by extra funds in the Sheriff's budget.

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

Yes No

RECOMMENDATION:

Approve the motion

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the overlap of staff in the captain position of the Sheriff's Office