

## MINUTES OF SIOUX COUNTY BOARD OF SUPERVISORS

### MEETING HELD ON NOVEMBER 29, 2022

- 1) The Board of Supervisors of Sioux County, Iowa, met pursuant to adjournment at 9:00 a.m. with Chairman Jerry Muilenburg presiding. Members present were Jerry Muilenburg, John Degen, Mark Sybesma, Al Bloemendaal, and Carl Vande Weerd.
- 2) Minutes of the meeting held on November 15, 2022 were submitted. Motion by Bloemendaal and supported by Vande Weerd to approve the minutes as submitted. Motion carried unanimously.
- 3) Ryan Dokter, Sioux County Auditor, submitted the costs for the November 8, 2022 General Election which totaled \$49,629.45. Dokter reported that these costs are in line with the costs from the 2018 General Election. The Board received the report for information.
- 4) Motion by Vande Weerd and supported by Degen to approve the claims for November 29, 2022 as presented by the County Auditor. Motion carried unanimously.
- 5) Motion by Sybesma and supported by Degen to appoint Micah Schouten as Welcome Township Trustee to fill a vacancy. Motion carried unanimously.
- 6) Motion by Sybesma and supported by Bloemendaal to approve the service contract for FY2023 with the Family Crisis Center. Motion carried unanimously.
- 7) Committee Reports:
  - **Vande Weerd** – 1) Updated the Board on the progress of the new Public Health building. 2) Reported that a conversation was had with the Clerk of Court, Deb Fischer regarding the scanning of court records being stored in the courthouse. The Supreme Court needs to give approval for the digitizing of those records. 3) Informed the Board that a district 3 supervisors meeting will be held at the Storm Lake Pizza Ranch on November 30.
  - **Muilenburg** – 1) Reported on the recent Airport Board meeting. The agency approved their 5-year plan and set a salary for the airport manager. 2) Reported on the Safety Committee meeting regarding a seatbelt policy for county employees. 3) Attended a Workforce Development meeting in Storm Lake and a point of discussion was the merging of the north central region. The Chairman instructed the County Auditor to place this on the agenda for the December 6 meeting.
- 8) Michelle Monsma, Sioux County HR Director,
  - Initiated discussion regarding the process for filling the County Auditor position and the interview process. The Board provided direction that the personnel committee of the Board, HR Director, County Treasurer, and Deputy Auditor will determine whom to interview and conduct the interviews. This group will make a recommendation to the full Board for making the appointment. All applicants have requested that their applications be kept private.
  - Reviewed a proposal to form a policy for employees donating leave to other employees. Monsma first wanted to see if the Board desired such a policy and if so, what parameters they would like changed in the proposed policy.

Supervisor Vande Weerd stated that he would prefer to limit the use of the donated leave to 480 hours as a one-time only use rather than the ability to use it on a 12-month rolling basis.

Supervisor Bloemendaal would like to have department heads provide their input on the policy. Monsma stated that policy development works better if the Board has agreed to some parameters before department heads provide input, rather than the other way around.

The Board was agreeable to having a leave donation policy but preferred that the county providing seed money to the leave donation bank be removed, and to put the policy on the December 6 agenda for further discussion and approval.

- 9) Joel Sikkema, Sioux County Engineer, on behalf of the Safety Committee presented a seatbelt policy for discussion and approval from the Board. Sikkema reported that this policy is a result of our insurance carrier requiring a policy in place or the county could face a higher premium. Work was done on this policy to carve out some exceptions for Conservation, Law Enforcement, and Secondary Roads. Sikkema recommended the Board pass the policy subject to final revisions by the County Attorney, due to the fact that the insurance renewal takes place in January and having a policy in place is necessary sooner rather than later. Motion by Bloemendaal and supported by Vande Weerd to approve the seatbelt policy subject to final revisions of the County Attorney. Motion carried unanimously.

10) Joel Sikkema, Sioux County Engineer,

- Requested Board approval for a STBG funding agreement for project STP-S-C084(177)—5E-84, which is the B40 PCC overlay. Motion by Bloemendaal and supported by Degen to approve the STBG funding agreement. Motion carried unanimously.
- Reviewed three culvert replacements that were replaced in the 2022 construction year.
- Reported that a timber bridge rebuild on Dogwood Avenue is about 95% complete.
- Reported that approximately 100,000 tons of gravel has been crushed at the Chatsworth Pit.
- Informed the Board that he has two open positions currently, the first is an Operator position at the Sioux Center shop and the other is the Engineering Technician position in the Orange City office.
- Discussed some items in the works which are a motor grader purchase proposal and budgeting for equipment and building updates in the FY24 budget.

11) Tom Kunstle, Sioux County Attorney,

- Reported that he met with the County Engineer and Zoning Director regarding the West Branch RNG pipe line project and will discuss this with the Board at the December 6 meeting.
- Reported that several dispositions have been held recently and have been working a case on for a sexual assault 2<sup>nd</sup> offense, which if convicted carries a life sentence without parole and is a class A felony.
- Requested permission to contact a contractor for the proposed workstation remodel project in his office. Supervisor Vande Weerd stated that he will contact Roger Buys as Roger is overseeing the other remodel projects for the county. The walls in the Attorney's office need to be inspected in the event work is needed on them. The workstations and walls could be addressed at the same time that way.

**12) Motion by Bloemendaal and supported by Degen to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 10:30 a.m. until Tuesday, December 6, 2022.**

/s/Jerry Muilenburg, Chairman  
Sioux County Board of Supervisors

ATTEST: /s/Ryan Dokter  
Sioux County Auditor