



## Woodbury County Law Enforcement Center Authority

620 Douglas St., Room 104

Sioux City, Iowa 51101

712 – 279-6525

Dan Moore - Chair

Tony Wingert - Secretary

David Dietrich - Treasurer

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### Agenda

Tuesday, April 7, 2026, 2:00 p.m.

Basement Boardroom, Woodbury County Courthouse

**2:00 p.m.** Call the Meeting to Order

Reminder: Please silence all cell phones and electronic devices. When speaking, Please come to the podium, state your name, and speak loudly and clearly. Thank you

1. Approval of the agenda
2. Approval of the minutes of the March 10, 2026, meeting
3. Approval of claims
4. Financial Report – Ryan Ericson
5. Building Service’s Facility Report – Kenny Schmitz
6. Information and update on LEC project – Shane Albrecht
7. Discussion and Action on proposal from RCE for retro commissioning – Shane Albrecht
8. Public concerns that do not relate to a scheduled item on the agenda
9. Authority Board Members concerns
10. Joint Closed Session with the Woodbury County Board of Supervisors and Fredrikson & Byron Law Firm {Iowa Code Section 21.5 (1) (c)}
11. Adjourn

# Woodbury County Law Enforcement Center Authority

## Minutes

March 10, 2026, 2:00 p.m.

Board of Supervisors Meeting Room, County Courthouse

Attendance:

Members: Dan Moore, David Dietrich, Tony Wingert

Staff: Karen James, Administrative Assistant, Shane Albrecht, Baker Group, Jodie McDougal, Attorney, Kenny Schmitz, Building Services Director, Ryan Ericson, Finance Director

1. Motion by Dietrich, second by Wingert to approve the agenda. Carried 3-0
2. Motion by Wingert, second by Dietrich to approve the minutes of February 17, 2026, meeting. Carried 3-0
3. Motion by Wingert, second by Dietrich to approve the claims totaling \$32,405.51. Carried 3-0
4. Ryan Ericson, Finance Director, gave an update on the LEC Financial Report.
5. Kenny Schmitz, Building Services Director, gave an update on the facility report.
6. Shane Albrecht, Baker Group, gave an update on the LEC project.
7. There were no public concerns.
8. Commissioner Wingert had a question regarding the licensing agreement with Accurate Controls that expire in August 2026; does it need to go to the Board to extend the license or to the Authority. Kenny Schmitz, Building Service Director, will check into this.
9. Motion by Moore, second by Wingert to go into closed session per Iowa Code 21.5 (1) (c) with the Woodbury County Board of Supervisors and Fredrikson & Byron Law Firm. Carried 3-0 on a roll- call vote.  
  
Motion by Wingert, second by Dietrich to go out of closed session per Iowa Code 21.5(1) (c) with the Woodbury County Board of Supervisors and Fredrikson & Byron Law Firm. Carried 3-0 on a roll-call vote.
10. Motion by Moore, second by Dietrich to adjourn the meeting.

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Tony Wingert, Secretary



Woodbury County

# Expense Approval Report

By Segment (Select Below)

Post Dates 4/7/2026 - 4/7/2026

Vendor Name	Account Number	Payable Number	Description (Item)	Post Date	Amount
<b>Office: 45 - Law Enforcement Authority</b>					
Baker Group	4750-45-9111-000-61002	318795	4750-Jail Project-Managment	04/07/2026	7,101.70
Baker Group	4753-45-9111-000-61002	318827	4753-Jail-Project-Management	04/07/2026	717.50
<b>Office 45 - Law Enforcement Authority Total:</b>					<b>7,819.20</b>
<b>Grand Total:</b>					<b>7,819.20</b>

## Report Summary

### Fund Summary

Fund	Expense Amount	Payment Amount
4750 - Justice Center Taxable Bonds	7,101.70	0.00
4753 - Justice Center Miscellaneous Revenue	717.50	0.00
<b>Grand Total:</b>	<b>7,819.20</b>	<b>0.00</b>

### Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
4750-45-9111-000-61002	Project Management	7,101.70	0.00
4753-45-9111-000-61002	Project Management	717.50	0.00
<b>Grand Total:</b>		<b>7,819.20</b>	<b>0.00</b>

### Project Account Summary

Project Account Key	Expense Amount	Payment Amount
4750-9111-PROJECT MANAGEMENT	7,101.70	0.00
4753-LOAN-PROJECT MANAGEMENT	717.50	0.00
<b>Grand Total:</b>	<b>7,819.20</b>	<b>0.00</b>

**Woodbury County Law Enforcement Center Funds**

**Period Recap  
March 2026**

<b><u>Fund</u></b>	<b><u>Fund #</u></b>	<b><u>Beginning Fund Balance</u></b>	<b><u>Period Revenue</u></b>	<b><u>Period Expenditures</u></b>	<b><u>Ending Fund Balance</u></b>
Justice Center - Taxable Bonds	4750 *	2,910,899.25	-	15,292.53	2,895,606.72
Justice Center -ARPA02 (Standard Deduction)	0005	complete			complete
Justice Center - ARPA12 Projects	0005	complete			complete
Justice Center - Miscellaneous Revenues	4753 *	424,543.60	-	17,112.98	407,430.62
Justice Center - Debt Service	4754 *	-	-	-	-
Justice Center Maintenance - 20%	4756 *	1,830,920.58	2,132.39	-	1,833,052.97
Totals of All Justice Center Funds		5,166,363.43	2,132.39	32,405.51	5,136,090.31

\* Fund Numbers are an internal designation. All funds are part of a pooled cash account. Total Funds available to the LEC is:

\$ 5,136,090.31

**Revenues & Expenditures for this Reporting Period**

**Revenues** for the period covered:

Lease payment from Woodbury County	-
Lease payment from Woodbury County	-
Interest earned on Justice Center Taxable Bonds	-
Interest earned on Justice Center Misc	-
Interest earned on Justice Center Maintenance Fund	2,132.39
<b>Total Revenues</b>	<b><u>2,132.39</u></b>

**Disbursements:**

**Debt Service Payments:**

Principal	-
Fees	-
Interest	-
	<u>-</u>

**Taxable Bonds:**

CW Suter	15,292.53
	-
	-
	<u>15,292.53</u>

**Miscellaneous Fund:**

Fredrikson	17,112.98
	-
	-
	<u>17,112.98</u>

**Maintenance Fund:**

<u>-</u>
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**Total Disbursed**

<b><u>32,405.51</u></b>
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April 3, 2026

Dan Moore and Kenny Schmitz  
LEC Authority Chair and County Director of Building Services  
Woodbury County Law Enforcement Center Authority  
620 Douglas Street  
Sioux City, Iowa, 51101



RESOURCE  
CONSULTING  
ENGINEERS

PROJECT: Woodbury County Law Enforcement Center – Retro-commissioning RFP and Oversight  
Sioux City, Iowa

Dear Dan and Kenny,

We are pleased to present you with this proposal to provide professional engineering services for the above-referenced project. Our proposed scope of services includes the following:

#### Project Description and Estimated Schedule

The project consists of the development of a Request For Proposal (RFP) and associated documentation for retro-commissioning services for the Woodbury County Law Enforcement Center (LEC) Building, along with oversight of, and support for, the commissioning team performing this work. We expect the retro-commissioning process to begin during the summer of 2026 and to be completed sometime during the winter of 2026/2027. This process will be focused on confirming proper operation of the systems serving the LEC facility and confirming corrective work has been completed to provide reliable operation for the building moving forward.

#### Retro-commissioning RFP Development Services

1. Mechanical engineering services
  - a. Review of all existing documentation and issues to develop list of deviations from record documents
  - b. Development of Request for Proposal document, including supplemental materials
    - i. Supplemental materials to include drawing markups, updated schedules, sequence of operations information, etc., as necessary to communicate deviations from record documents clearly for commissioning agent
2. Deliverables
  - a. Request for Proposal and necessary supplemental documentation

#### Proposal Phase Services

1. Assist in distributing RFP to selected commissioning agents (electronic distribution)
2. Attend pre-proposal meeting
3. Respond to questions and prepare addenda to RFP as required

#### Retro-commissioning Phase Services

1. Attend commissioning kick-off meeting
2. Provide additional information not included in RFP, such as submittals, additional commentary, etc.
3. Attend commissioning meetings as necessary throughout the process (typically virtually)
4. Complete site visits as necessary
  - a. Proposal assumes three (3) site visits for one or two Resource team members
5. Review issues identified by Commissioning Agent and provide recommendations/responses as appropriate

6. Provide recommendations for modifications as necessary based on findings of Commissioning Agent

#### Assumptions

1. Record drawings from original Engineer-of-Record will be used as primary source of documentation for building.

#### Additional Services Available

The following services are not included in this proposal but can be added to our scope for an additional fee via an amendment to this agreement.

1. Mechanical, Electrical, Plumbing, or Fire-Protection Engineering Design Services
2. Energy modeling
3. Life cycle cost analysis

#### Excluded Services

1. Services, consultations, and/or field trips exceeding those indicated above

#### Estimated Project Schedule

1. RFP deliverable: 04/30/2026
2. Pre-proposal meeting: 05/12/2026
3. Proposals received: 05/26/2026

This schedule assumes we receive approval to proceed on or before April 10, 2026. If the approval occurs after this date, the schedule will need to be adjusted.

#### Compensation

We propose to perform the services defined above for a fixed fee of \$25,000.


We do not anticipate asking for any reimbursable expenses.

This proposal is valid for 60 days and modification may be required if there are changes to the schedule or scope of work.

Thank you for the invitation to submit this proposal and your trust in Resource Consulting Engineers, LLC. Upon approval this letter will be attached to our standard agreement, applicable AIA agreement, or another mutually agreed upon form of agreement. We look forward to working together on this project. If there are any questions, please contact me.

Respectfully,

Resource Consulting Engineers, LLC



Corey Metzger, PE  
Principal