



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(NOVEMBER 26) (WEEK 48 OF 2024)

Live streaming at:
https://www.youtube.com/user/woodburycountyiowa

Agenda and Minutes available at:
www.woodburycountyiowa.gov

Daniel A. Bittinger II
389-4405
dbittinger@woodburycountyiowa.gov

Mark E. Nelson
540-1259
mnelson@woodburycountyiowa.gov

Keith W. Radig
560-6542
kradig@woodburycountyiowa.gov

Jeremy J. Taylor
259-7910
jtaylor@woodburycountyiowa.gov

Matthew A. Ung
490-7852
matthewung@woodburycountyiowa.gov

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held November 26, 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

3:15 p.m. Closed Session Interview {Iowa Code Section 21.5 (1) (i)}

3:45 p.m. Closed Session Interview {Iowa Code Section 21.5 (1) (i)}

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 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 the November 19, 2024 meeting
3. Approval of claims
4. Human Resources – Melissa Thomas
a. Approval of Memorandum of Personnel Transactions
b. Authorization to Initiate Hiring Process

5. Chief Deputy Treasurer – Charli Weaver
  - a. Approve property tax refund request for parcel #884726201004 in the amount of \$2,115.00
  - b. Approve property tax refund request for parcel #894720428007 in the amount of \$1,923.00
  - c. Approve property tax refund request for parcel #894532405017 in the amount of \$2,039.00
  - d. Approve property tax refund request for parcel #894728254007 in the amount of \$1,381.00
  
6. Secondary Roads – Laura Sievers
 

Approval of utility permit for underground fiber optic utility in county right of way for FiberComm
  
7. Board of Supervisors – Matthew Ung
 

Authorize the Chairman to sign Amendment 1 to Contract 22-HQJP-016 with Ag Processing, Inc and Iowa Economic Development Authority

**End Consent Agenda**

8. Secondary Roads – Mark Nahra
  - a. Approval of plans for project number BROS-6012(602)—5F-97 Action
  - b. Approval of a federal aid project agreement with Iowa DOT for project Action  
     numbered BRS-C097(151)—60-97
  
9. Board of Supervisors – Jeremy Taylor
 

Information concerning plaque for Dennis D. Butler Boardroom Information
  
10. Board of Supervisors – Matthew Ung
 

Discussion of appointment of a Woodbury County representative to the Northwest Information  
 Iowa Regional Housing Authority
  
11. Deputy County Auditor – Michelle Skaff
 

Approval of the Annual Urban Renewal Report for FY 23-24 Action
  
12. Reports on Committee Meetings Information
  
13. Citizen Concerns Information
  
14. Board Concerns Information

**ADJOURNMENT**

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

- 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 7:30 a.m.** SIMPCO Executive/Finance Committee, 6401 Gordon Drive
- 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
- WED., DEC 18 12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., DEC 19 4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., DEC 20 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.*

**NOVEMBER 19, 2024, FORTY-SEVENTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, November 19, 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 Taylor second by Ung to approve the agenda for November 19, 2024. Carried 5-0. Copy filed.  
Motion by Ung second by Radig to approve the following items by consent:
2. To approve minutes of the November 12, 2024, meeting. Copy filed.
3. To approve the claims totaling \$1,869,832.28. Copy filed.
- 4a. To approve the reclassification of Corey Jorgensen, Maintenance Technician, Building Services Dept., effective 11-25-2024, \$24.13/hour, 5%=\$1.21/hr. Per AFSCME – From Step 3 to Step 4. Anniversary Date: 11/27/24.; the reclassification of Adair Perez-Ariza, Clerk II - MV, County Treasurer Dept., effective 11-25-2024, \$22.30/hour, 5%=\$1.16/hr. Per AFSCME – From Step 3 to Step 4. Anniversary Date: 12/3/24.; and the reclassification of Michael Trowbridge, Youth Worker, Juvenile Detention Dept., effective 11-25-2024, \$27.74/hour, 17%=\$4.02/hr. Per AFSCME Juvenile – From Step 3 to Step 4. Anniversary Date: 12/8/24. Copy filed.
- 4b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Custodian, Building Services Dept. AFSCME Courthouse: \$17.29/hour. Copy filed.
5. To approve up to \$4,300 from Gaming Funds for the cost of the holiday luncheon on Tuesday, December 10, 2024. Copy filed.
- 6a. To receive the appointment of Ryan Panowicz to the Sergeant Bluff Council position vacated by Carol Clark. Copy filed.
- 6b. To receive the appointment of Christopher Pepin, 1568 300<sup>th</sup> St., Salix, as Lakeport Township Trustee, previously held by Terry Small, until the next regular/general election. Copy filed.
7. To approve the permit to work in the right of way for James Oberreuter. Copy filed.

Carried 5-0..

8. Motion by Bittinger second by Taylor to move \$60,000 from WCICC-IT LEC Networking Project to Data Center Remodel Project. Carried 5-0. Copy filed.
9. The 2<sup>nd</sup> tier canvass for the General Election held on November 5, 2024 was held.

It was reported by Steve Hofmeyer, Deputy Commissioner of Elections, as follows:

Lawton-Bronson School – Public Measure WA

Yes	Received Nine Hundred and Twenty Two (922) votes
No	Received One Thousand and Thirty One (1,031) votes
Total	One Thousand Nine Hundred and Fifty Three (1,953) votes

We therefore declare:

Lawton-Bronson School – Public Measure WA to not be passed.

Westwood School – Public Measure WC

Yes	Received Nine Hundred and Twenty Six (926) votes
No	Received Eight Hundred and Ninety (890) votes
Total	One Thousand Eight Hundred and Sixteen (1,816) votes

We therefore declare:  
Westwood School – Public Measure WC to not be passed.

Motion by Taylor second by Ung to receive for signatures the canvass of the 2024 General Election. Carried 5-0. Copy filed.

10. Information was presented by Diane Swoboda Peterson, Deputy Recorder, on recording fee proposal for Iowa Spring Legislative session. Copy filed.

11. Motion by Nelson second by Bittinger receive a document regarding support for Camp High Hopes. Carried 5-0. Copy filed.

Motion by Radig second by Taylor to approve Camp High Hopes' for support in the amount of \$5,000 from gaming for the Multi-Purpose Adaptive Rec Center Project to help to unlock IEDA-Cat grant funds. Carried 5-0. Copy filed.

12. Information was presented by Matthew Ung, Supervisor, and Melissa Thomas, Human Resources Director, to increase the salary of the Building Services Director due to revised job description detailing increased duties related to the new Law Enforcement Center. Copy filed.

Doyle Turner, Merville and Tina Bertrand, County Treasurer, expressed support for the proposed wage increase.

13. Motion by Ung second by Taylor to approve the Safety Action Plan Pledge. Carried 5-0. Copy filed.

14. Motion by Ung second Nelson by to receive for signatures a letter for support for maintaining navigational support on the Missouri River north of Blencoe. Carried 5-0. Copy filed.

15. Reports on committee meetings were heard.

16. There were no citizen concerns.

17. Board Concerns were heard.

The Board adjourned the regular meeting until November 26, 2024.

Meeting sign in sheet. Copy filed.

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** November 26th, 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
Schmitz, Kenny	Building Services	11-25-2024	Building Services Director	\$125,000/annually \$4,807.69/ bi-weekly	8%	R	Per BOS Recommendation 11/19/2024
Fox, Scott	Secondary Roads	11-27-2024	Equipment Operator	\$27.04/hour		A	Job Vacancy Posted 10/3/2024. Entry Level Salary: \$27.04/hr

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

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

**HUMAN RESOURCES DEPARTMENT  
WOODBURY COUNTY, IOWA**

**DATE: November 26th, 2024**

**AUTHORIZATION TO INITIATE HIRING PROCESS**

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Treasurer	Clerk II	AFSCME Courthouse: \$19.24/hour		
Auditor	Clerk III	AFSCME Courthouse: \$25.06/hour		
Human Resources	Secretary - PT	AFSCME Courthouse: \$30.72/hour		
Secondary Roads	District Foreman	Wage Plan: \$2,945.31- \$3,148.36/ bi- weekly		

\_\_\_\_\_  
Chairman, Board of Supervisors

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

Date: 11/14/2024 Weekly Agenda Date: 11/26/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Charli Weaver, Chief Deputy

**WORDING FOR AGENDA ITEM:**

Refund request for parcel 884726201004

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Refund duplicate payment made on parcel #884726201004 in the amount of \$2,115.00

**BACKGROUND:**

The customer made two payments on parcel #884726201004, One on September 8, 2024 and one on October 20, 2024. Both payments were made online via E-Check. The second payment was made in error.

**FINANCIAL IMPACT:**

None

**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

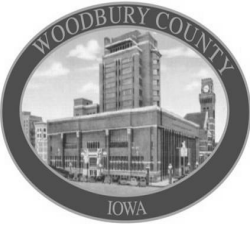
**RECOMMENDATION:**

Refund payment in the amount of \$2,115.00 pending verification that payment is not returned as NSF.

**ACTION REQUIRED / PROPOSED MOTION:**

Recommend refund pending payment not returned as NSF.





# 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>884726201004-0039</u>	Amount	<u>2115.00</u>
PARCEL #	_____	Amount	_____
PARCEL #	_____	Amount	_____
PARCEL #	_____	Amount	_____

**REASON FOR REFUND:**

Over Payment made on \_\_\_\_\_  Sold Property on \_\_\_\_\_

Duplicate Payment made on 10/20/24

Other: \_\_\_\_\_

**REFUND REQUESTED BY:**

Name(s): Cindy Erwin Speed  
(Refund to be issued to name above, Please Print Clearly)

Mailing Address: 2009 Carroll Ave

City: Sergeant Bluff State: Iowa Zip: 51054

Phone Number: 712-253-4518 Email: Dcspeed2009@gmail.com

Printed Name: Cindy Erwin Speed Date: 11/14/24

Signature: \_\_\_\_\_ *Cindy Speed*

<b>Office use Only:</b>	
Notes: _____	
_____	
Clerk: _____	Date: _____
Refund issued on: _____	Check #: _____



**TINA M. BERTRAND**  
Treasurer of Woodbury County  
Property Tax  
822 Douglas St Ste 102  
Sioux City IA 51101  
712-279-6495

November 14, 2024

Re: Property Tax Refund Requests

Dear Board of Supervisors,

Please accept this correspondence as a request to approve the following refunds for overpayments upon confirmation that funds were received and not returned.

Name	Parcel #	Amount to Refund
Lereta LLC	894532405017	\$2,039.00
Rent Sux	894720428007	\$1,923.00
Cindy Speed	884726201004	\$2,115.00

Sincerely,

*Charli Weaver*

Charli Weaver  
Chief Deputy  
Woodbury County Treasurer

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

Date: 11/14/2024 Weekly Agenda Date: 11/26/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Charli Weaver, Chief Deputy

**WORDING FOR AGENDA ITEM:**

Refund request for parcel 894720428007

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Refund payment made in error on parcel #89472042007 in the amount of \$1,923.00. Property sold 11/08/2023.

**BACKGROUND:**

The customer requesting the refund sold this property on 11/08/2023, so they were not responsible for the September 2024 payment. Payment was made in error.

**FINANCIAL IMPACT:**

First half of taxes plus penalty will now be due. Current owner will receive a delinquent notice.

**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:**

Refund payment in the amount of \$1,923.00 pending verification that payment is not returned as NSF.

**ACTION REQUIRED / PROPOSED MOTION:**

Recommend refund pending payment not returned as NSF.



# 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>894720428007</u>	Amount	<u>\$ 1,923.<sup>00</sup></u>
PARCEL #	_____	Amount	_____
PARCEL #	_____	Amount	_____
PARCEL #	_____	Amount	_____

REASON FOR REFUND:

- Over Payment made on 9-30-24
- Sold Property on 11-8-23
- Duplicate Payment made on \_\_\_\_\_
- Other: \_\_\_\_\_

REFUND REQUESTED BY:

Name(s): RentSUX  
(Refund to be issued to name above, Please Print Clearly)

Mailing Address: 513 Jackson St.

City: Sioux City State: IOWA Zip: 51101

Phone Number: (712) 224-7373 Email: Accounting@Rentsux.net

Printed Name: Jamie Friedel Date: 11-14-24

Signature: *Jamie Friedel*

Office use Only:  
Notes: \_\_\_\_\_  
\_\_\_\_\_

Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Refund issued on: \_\_\_\_\_ Check #: \_\_\_\_\_



**TINA M. BERTRAND**  
Treasurer of Woodbury County  
Property Tax  
822 Douglas St Ste 102  
Sioux City IA 51101  
712-279-6495

November 14, 2024

Re: Property Tax Refund Requests

Dear Board of Supervisors,

Please accept this correspondence as a request to approve the following refunds for overpayments upon confirmation that funds were received and not returned.

Name	Parcel #	Amount to Refund
Lereta LLC	894532405017	\$2,039.00
Rent Sux	894720428007	\$1,923.00
Cindy Speed	884726201004	\$2,115.00

Sincerely,

*Charli Weaver*

Charli Weaver  
Chief Deputy  
Woodbury County Treasurer

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

Date: 11/14/2024 Weekly Agenda Date: 11/26/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Charli Weaver, Chief Deputy

**WORDING FOR AGENDA ITEM:**

Refund request for parcel 894532405017

**ACTION REQUIRED:**

- Approve Ordinance  Approve Resolution  Approve Motion   
Give Direction  Other: Informational  Attachments

**EXECUTIVE SUMMARY:**

Refund payment made in error on parcel #894532405017 in the amount of \$2,039.00. Escrow company paid the wrong parcel.

**BACKGROUND:**

Lereta LLC is requesting the refund on an escrow payment they made on the wrong parcel.

**FINANCIAL IMPACT:**

First half of taxes plus penalty will now be due. Current owner will receive a delinquent notice.

**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:**

Refund payment in the amount of \$2,039.00 pending verification that payment is not returned as NSF.

**ACTION REQUIRED / PROPOSED MOTION:**

Recommend refund pending payment not returned as NSF.





**TINA M. BERTRAND**  
Treasurer of Woodbury County  
Property Tax  
822 Douglas St Ste 102  
Sioux City IA 51101  
712-279-6495

November 14, 2024

Re: Property Tax Refund Requests

Dear Board of Supervisors,

Please accept this correspondence as a request to approve the following refunds for overpayments upon confirmation that funds were received and not returned.

Name	Parcel #	Amount to Refund
Lereta LLC	894532405017	\$2,039.00
Rent Sux	894720428007	\$1,923.00
Cindy Speed	884726201004	\$2,115.00

Sincerely,

*Charli Weaver*

Charli Weaver  
Chief Deputy  
Woodbury County Treasurer



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

Date: 11/21/20224 Weekly Agenda Date: 11/26/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Charli Weaver, Chief Deputy

**WORDING FOR AGENDA ITEM:**

Refund request for parcel 894728254007

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Refund payment made on parcel #89472854007 in the amount of \$1,381.00. Payment was intended to be a subsequent payment, but owner of the parcel came in on 11/19/2024 and paid off the tax sale.

**BACKGROUND:**

The investor is requesting a refund of the payment they made on 11/20/2024. The payment was intended to be a subsequent payment, but the owner had already paid off the tax sale on 11/19/2024.

**FINANCIAL IMPACT:**

None

**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:**

Refund payment in the amount of \$1,381.00 pending verification that payment is not returned as NSF.

**ACTION REQUIRED / PROPOSED MOTION:**

Recommend refund pending payment not returned as NSF.



**TINA M. BERTRAND**  
Treasurer of Woodbury County  
Property Tax  
822 Douglas St Ste 102  
Sioux City IA 51101  
712-279-6495

November 21, 2024

Re: Property Tax Refund Requests

Dear Board of Supervisors,

Please accept this correspondence as a request to approve the following refunds for overpayments upon confirmation that funds were received and not returned.

Name	Parcel #	Amount to Refund
Forrest Holdings Inc	894728254007	\$1,381.00

Sincerely,

*Charli Weaver*

Charli Weaver  
Chief Deputy  
Woodbury County Treasurer

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

Date: 11/21/2024 Weekly Agenda Date: 11/26/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Laura Sievers, Woodbury County Engineer

**WORDING FOR AGENDA ITEM:**

Consideration of utility permit for underground fiber optic utility in county ROW

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

FiberComm has applied for a permit to allow for a new underground fiber line installation on Port Neal Road in Liberty township.

**BACKGROUND:**

Work in County ROW requires a permit approved by the Board of Supervisors per section 318.8 of the Code of Iowa. The County Engineer has reviewed the plans and recommends the work be allowed.

**FINANCIAL IMPACT:**

No financial impact to the County.

**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:**

Recommend approval of the permit for FiberComm.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the underground utility permit for FiberComm and to direct the chair to sign the permit.

**PERMIT FOR USE OF COUNTY ROAD/HIGHWAY RIGHT-OF-WAY  
FOR OVERHEAD AND/OR BURIED UTILITIES ACCOMMODATION**

**REQUEST BY APPLICANT:**

Name FiberComm Highway Port Neal Rd.  
 Address 1605 9<sup>th</sup> St., Sioux City, IA, 51101 Township Liberty  
 City of \_\_\_\_\_  
 Office Phone 712-224-2020 Local Phone \_\_\_\_\_ Section: Sections 17,19,20  
 Sec Type of Utility Installation Underground Fiber Optic Utilities T 87 N, R 47 W  
 Plans Prepared By Tom Hunter Copy Enclosed X Yes \_\_\_\_\_ No \_\_\_\_\_  
 Map Showing Location Enclosed X Yes \_\_\_\_\_ No \_\_\_\_\_  
 Utility Location is X cross right-of-way X parallel to right-of-way  
 \_\_\_\_\_ overhead X underground

**Proposed Method of Installation**

\_\_\_\_\_ tunnel \_\_\_\_\_ suspend on poles \_\_\_\_\_ cased  
 \_\_\_\_\_ jack & bore \_\_\_\_\_ suspend on towers \_\_\_\_\_ trench  
 \_\_\_\_\_ open cut X plow & horizontal boring

Estimated Starting Date early December 2024 Estimated Restoration Date mid-late December 2024

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on the reverse side hereof, and special provisions listed below or attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof. Applicant is to complete in triplicate and send all copies including plans and maps to Woodbury County Engineer, 759 E. Frontage Road, Merville, IA 51039. One executed copy will be returned to the Applicant.

By  Title Fiber Engineer  
 (Signature of Authorized Utility Representative)  
 Date 11/20/24

**PERMIT APPROVAL BY PERMITTING AUTHORITY**

The forgoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated herein and on the reverse side hereof and all attachments hereto.

By \_\_\_\_\_ Title \_\_\_\_\_  
(Signature of Woodbury County Board Chairman)

Date \_\_\_\_\_

By \_\_\_\_\_  
(Signature of Woodbury County Engineer)

Title \_\_\_\_\_

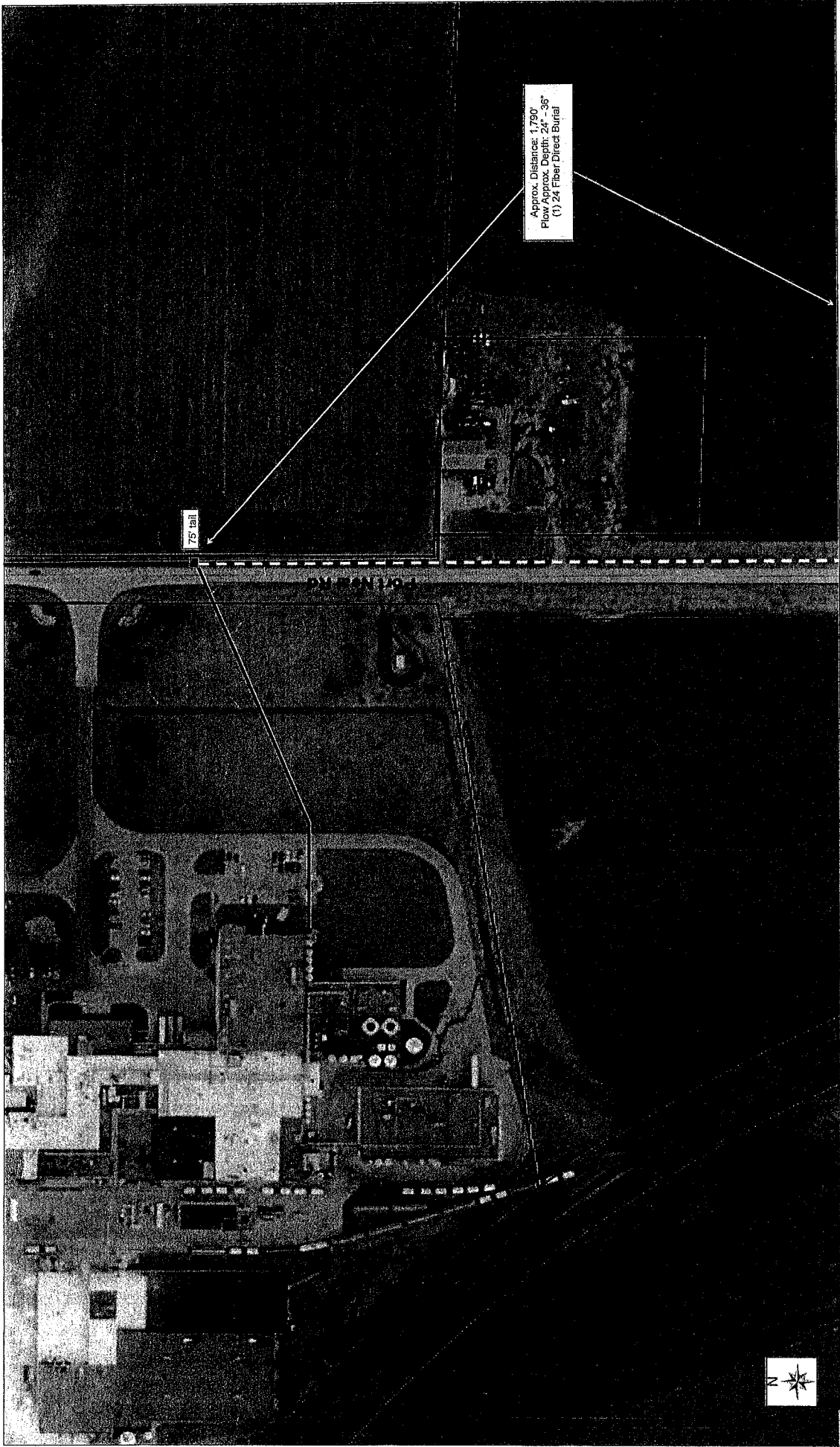
Date \_\_\_\_\_

Other Special Provisions:

**Permit Provisions and Conditions of Issuance**

- The County and/or the County Board of Supervisors will not be charged with any responsibility for damages to the Applicant's property occasioned by any construction or maintenance operations on said county roads, including new or additional right-of-way acquired in connection therewith, subsequent to the building of the Applicant's facilities. The Board will endeavor to give the Applicant sufficient notice of any proposed construction or maintenance work, on either existing or newly acquired right-of-way that is likely to expose, cover up, or disturb any facilities belonging to the Applicant, in order that the Applicant may arrange to protect the facilities. The Board will inform contractors, and others working on the job of the location of the facilities so that reasonable care may be taken to avoid damaging the facilities, however the County and the Board of Supervisors will assume no responsibility for failure to give such notice.

2. The Applicant shall take all reasonable precaution during the construction of said facilities to protect and safeguard the lives and property of the adjacent property owners and the traveling public and shall save the County and the Board of Supervisors harmless of any damages or losses that may be sustained by adjacent property owners and the traveling public on account of such construction operations.
3. Operations in the construction and maintenance of said facilities shall be carried on in such a way as to not interfere with, or interrupt traffic on said roads. However, should the performance of work called for in this permit in any way interfere with or obstruct traffic on said roads, the Applicant shall provide the necessary flagmen as required by the Statutes when one-way traffic is involved and/or otherwise mark said work so as to protect the traveling public.
4. The Applicant shall hold the County and the Board of Supervisors harmless from any damages that may result to said highway because of the construction or maintenance of said facilities and shall reimburse the County or the Board of Supervisors for any expenditures that the County or the Board of Supervisors may have to make on said roads on account of replacement of surfacing gravel and bridge and culvert repairs.
5. Applicant shall lay, construct, operate and maintain said facilities so as not to interfere with natural drainage of the road and so as not to interfere with the construction or maintenance of said roads. When buried cable or wire lines are to be placed lengthwise with the roadway, they shall be placed in the County road shoulder or ditch near the toe of the fore-slope and parallel to centerline of roadbed at a depth of three (3) to four (4) feet by using specially designed plows or by trenching, whichever is appropriate. Plow slots and trenches shall be repacked as necessary to restore the disturbed area to its original condition. For buried line crossings of roadways not paved, an open trench may be dug and the lines placed therein, and the trench back-filled over the lines. Buried line crossings on paved roadways, lines may be placed through the sub-grade by jacking, or by boring a hole just large enough to take the lines; or if the County Engineer approves, a tunnel may be dug through and the cable or wire lines placed therein. All backfill of tunnels and trenches shall be thoroughly compacted in layers of 6" or less in depth. Back-filling of trenches within the right-of-way by not under the traveled roadway shall be tamped sufficiently to avoid settlement. When crossing an existing roadway, all buried facilities shall be placed a minimum of three (3) to four (4) below the bottom of the existing adjacent ditches. Overhead lines, where practical, shall be placed adjacent to and with two (2) feet of the Road/Highway Right-of-Way Line.
6. The Applicant will at any time subsequent to placing the facilities, and at the Applicant's expense, relay, replace, alter, change, reconstruct, or relocate its overhead and/or buried facilities and appurtenances thereto as may become necessary to conform to new grades, alignment, or widening right-of-way, resulting from maintenance or construction operations by the County Board of Supervisors irrespective of whether or not additional right-of-way is acquired in connection with such road improvements. The Applicant agrees to do this within ninety (90) days written notice from the Board of Supervisors, and without cost to the County. If the Applicant is unable to comply within said ninety (90) days, the Board of Supervisors may cause the work to be done and the Applicant will pay the cost thereof upon receipt of statement.
7. All work shall be done in a workmanlike manner; the surrounding ground, slopes, and ditch bottoms shall be reshaped to conform to the area and left in a neat condition satisfactory to the County Engineer. All areas where sod has been damaged or destroyed shall be re-seeded.
8. The Applicant shall notify the County Board of Supervisors at least forty-eight (48) hours in advance of the Applicant's intention of starting work covered by this permit on the road right-of-way. Said notice shall be in writing to the County Engineer.
9. Applicant, its' successors, grantees and assigns shall and hereby agrees to assume all responsibility, risks and liabilities for all accidents and damages that may occur to persons and/or property on account of the work done under this permit, and to this end, indemnify and hold the County and all authorized representatives thereof harmless from any and all claims, damages, losses, and expense including judgements, costs and including attorney's fees, for personal injuries (including death) or property damage arising or resulting from the activities of the Applicant in connection herewith, now and at all times in the future.
10. It is understood that this permit is issued only insofar as Woodbury County has jurisdiction and does not presume to release the Applicant from fulfilling any existing statutes relating to the installation, construction and operation of said facilities.
11. It is further understood that the facilities covered by this permit shall be constructed or installed within one (1) year after the date of approval of this permit, unless otherwise extended in writing by Woodbury County.
12. Engagement in the operations as herein applied for by the Applicant shall be considered and constitute an acceptance of all the terms and conditions herein set forth.



75' Vert

Approx. Distance: 1,790  
Plow Approx. Depth: 24" - 36"  
(1) 24 Fiber Direct Burial



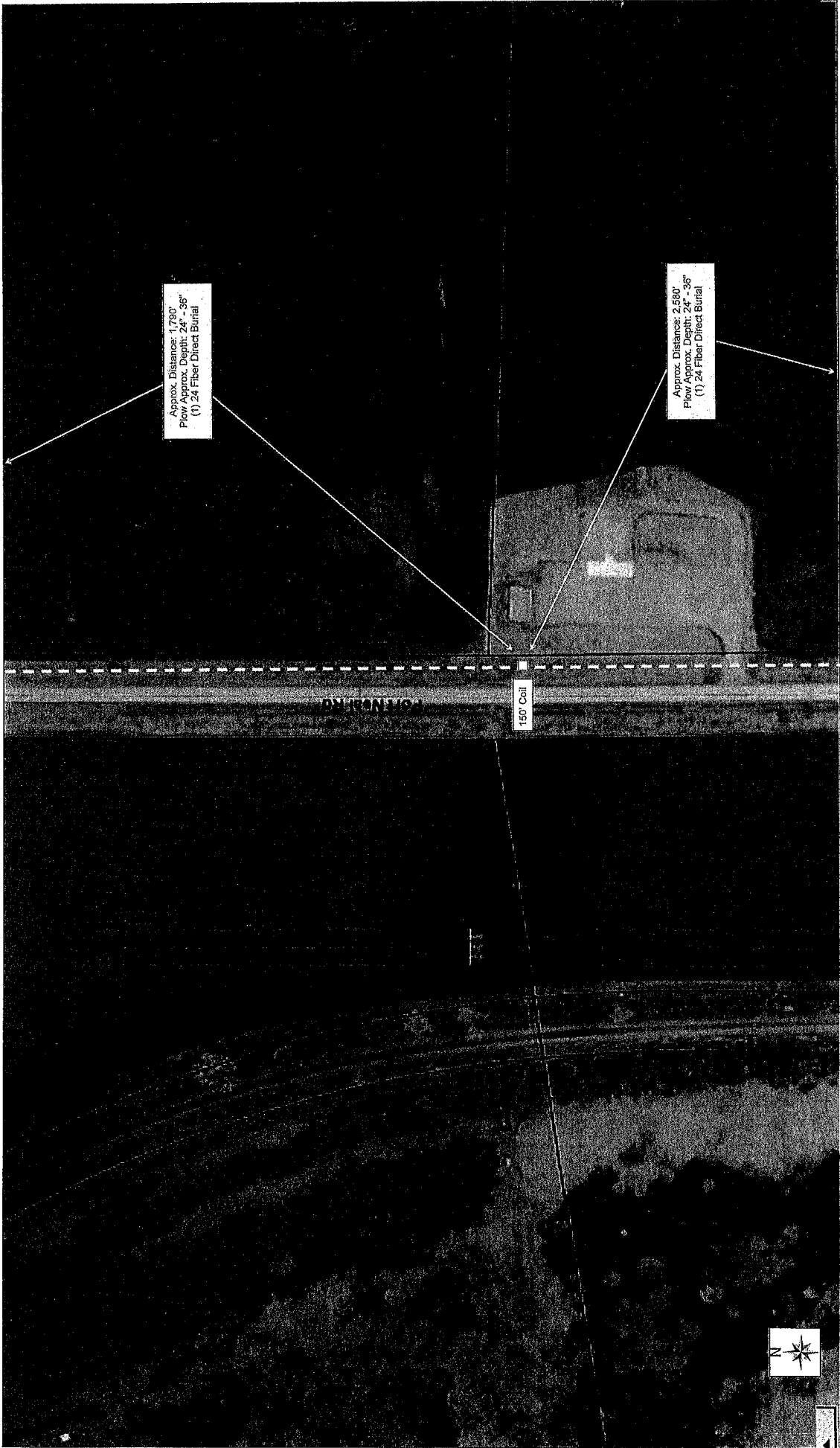
712-224-2020  
1605 9th St.  
Sioux City, IA 51101



PROJECT: Proposed Fiber Optic Construction to CF Industries North Admin. Bldg.

DATE: Nov 2024 CONTACT: Tom Hunter, [thunter@fibercomm.net](mailto:thunter@fibercomm.net) SCALE: Not to Scale PAGE: 1 of 6

- Existing Facilities
- Existing Vault
  - Proposed New Facilities
  - Proposed New Vault



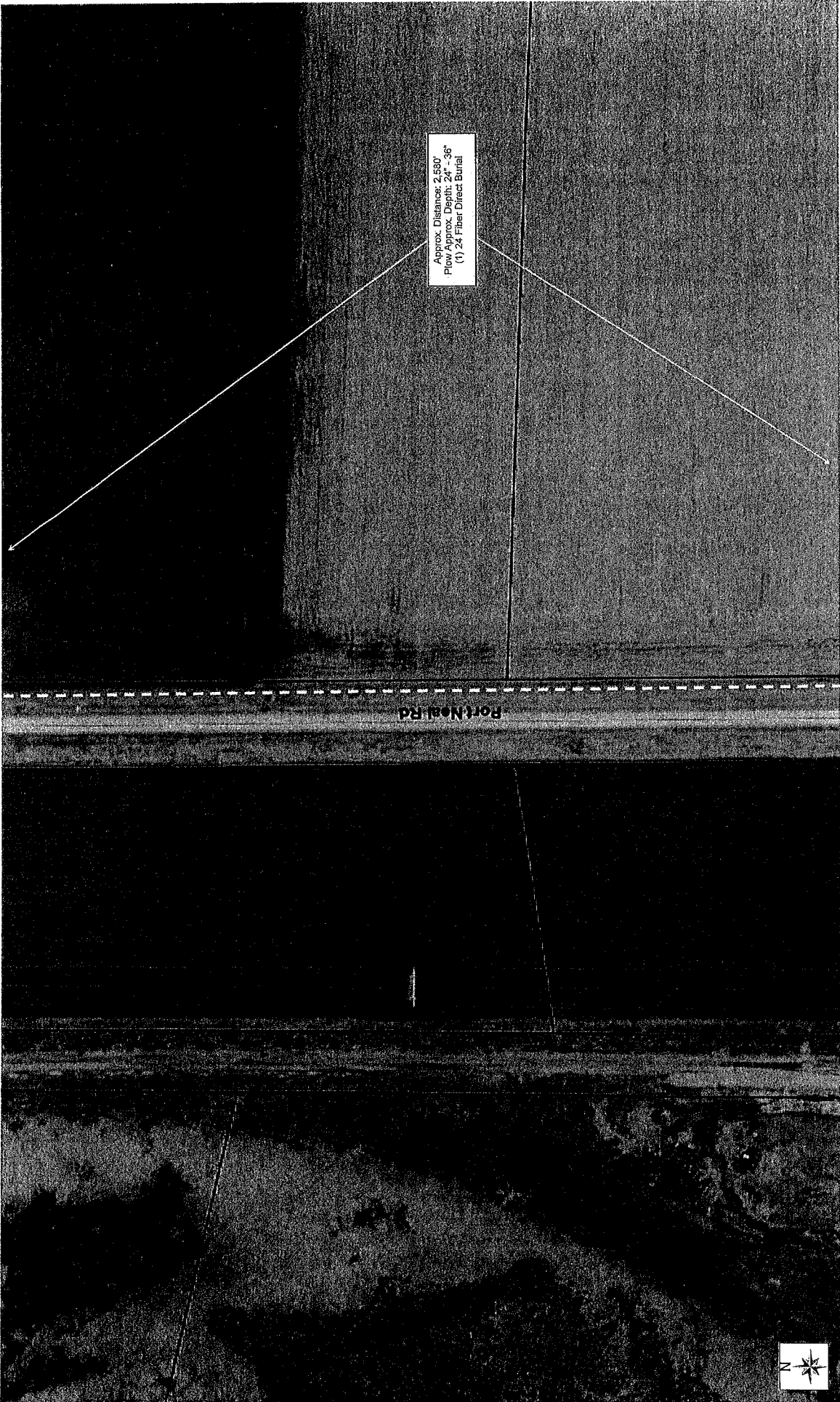
712-224-2020  
1605 9th St.  
Sioux City, IA 51101



PROJECT: Proposed Fiber Optic Construction to CF Industries North Admin. Bldg.  
DATE: Nov 2024 CONTACT: Tom Hunter, [thunter@fibercomm.net](mailto:thunter@fibercomm.net) SCALE: Not to Scale

PAGE: 2 of 6

- Existing Facilities
- Existing Vault
  - Proposed New Facilities
  - Proposed New Vault



Approx. Distance: 2,580'  
Flow Approx. Depth: 24" - 36"  
(1) 24 Fiber Direct Burial

Port Neal Rd



712-224-2020  
1605 9th St.  
Sioux City, IA 51101



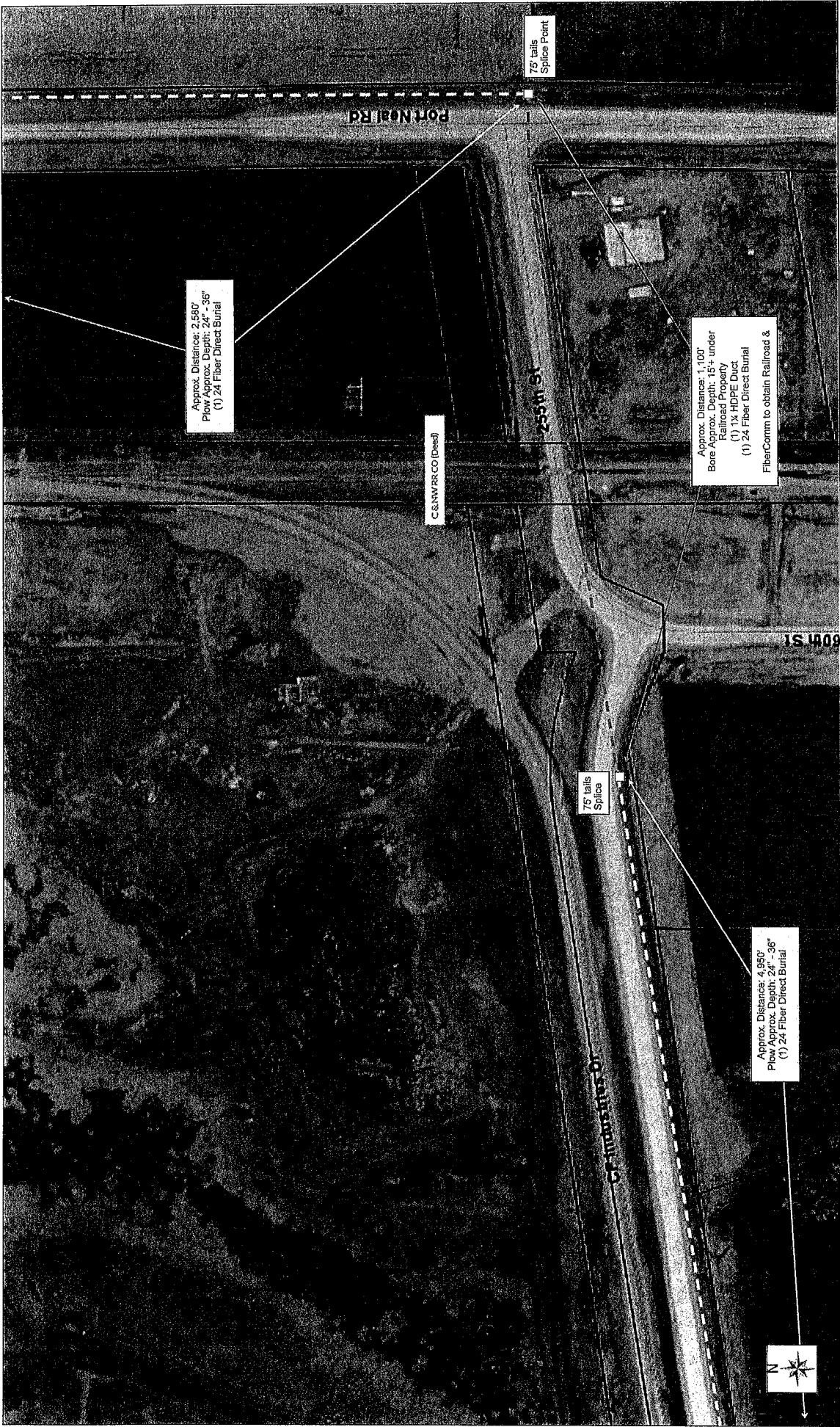
PROJECT: Proposed Fiber Optic Construction to CF Industries North Admin. Bldg.

DATE: Nov 2024 CONTACT: Tom Hunter, [thunter@fibercomm.net](mailto:thunter@fibercomm.net) SCALE: Not to Scale

PAGE: 3 of 6

- Existing Facilities
- Existing Vault
  - Proposed New Facilities
  - Proposed New Vault






Approx. Distance: 2,550'  
Plow Approx. Depth: 24" - 36"  
(1) 24 Fiber Direct Burial

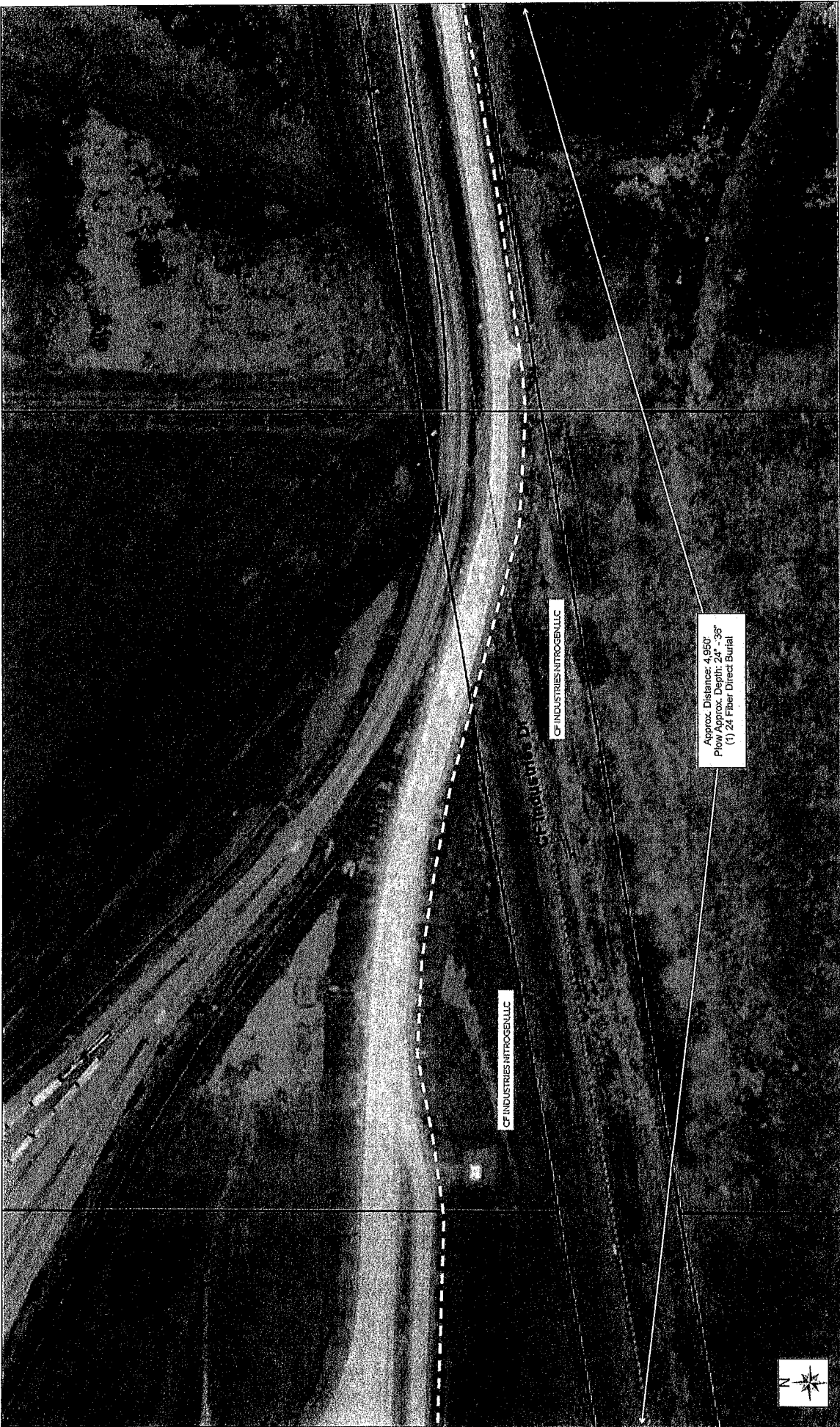
C&MWRRCO (West)

Approx. Distance: 1,100'  
Bore Approx. Depth: 19" - under  
Plow Approx. Depth: 24" - 36"  
(1) 1X HDPE Duct  
(1) 24 Fiber Direct Burial  
FiberComm to obtain Railroad &  
FiberComm

Approx. Distance: 4,950'  
Plow Approx. Depth: 24" - 36"  
(1) 24 Fiber Direct Burial



 <p>712-224-2020 1605 9th St. Sioux City, IA 51101</p>	<p><b>PROJECT:</b> Proposed Fiber Optic Construction to CF Industries North Admin. Bldg. <b>DATE:</b> Nov 2024 <b>CONTACT:</b> Tom Hunter, <a href="mailto:thunter@fibercomm.net">thunter@fibercomm.net</a> <b>SCALE:</b> Not to Scale <b>PAGE:</b> 4 of 6</p>	<p><b>Existing Facilities</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Existing Vault</li> <li><input type="checkbox"/> Proposed New Facilities</li> <li><input type="checkbox"/> Proposed New Vault</li> </ul>
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712-224-2020  
1605 9th St.  
Sioux City, IA 51101



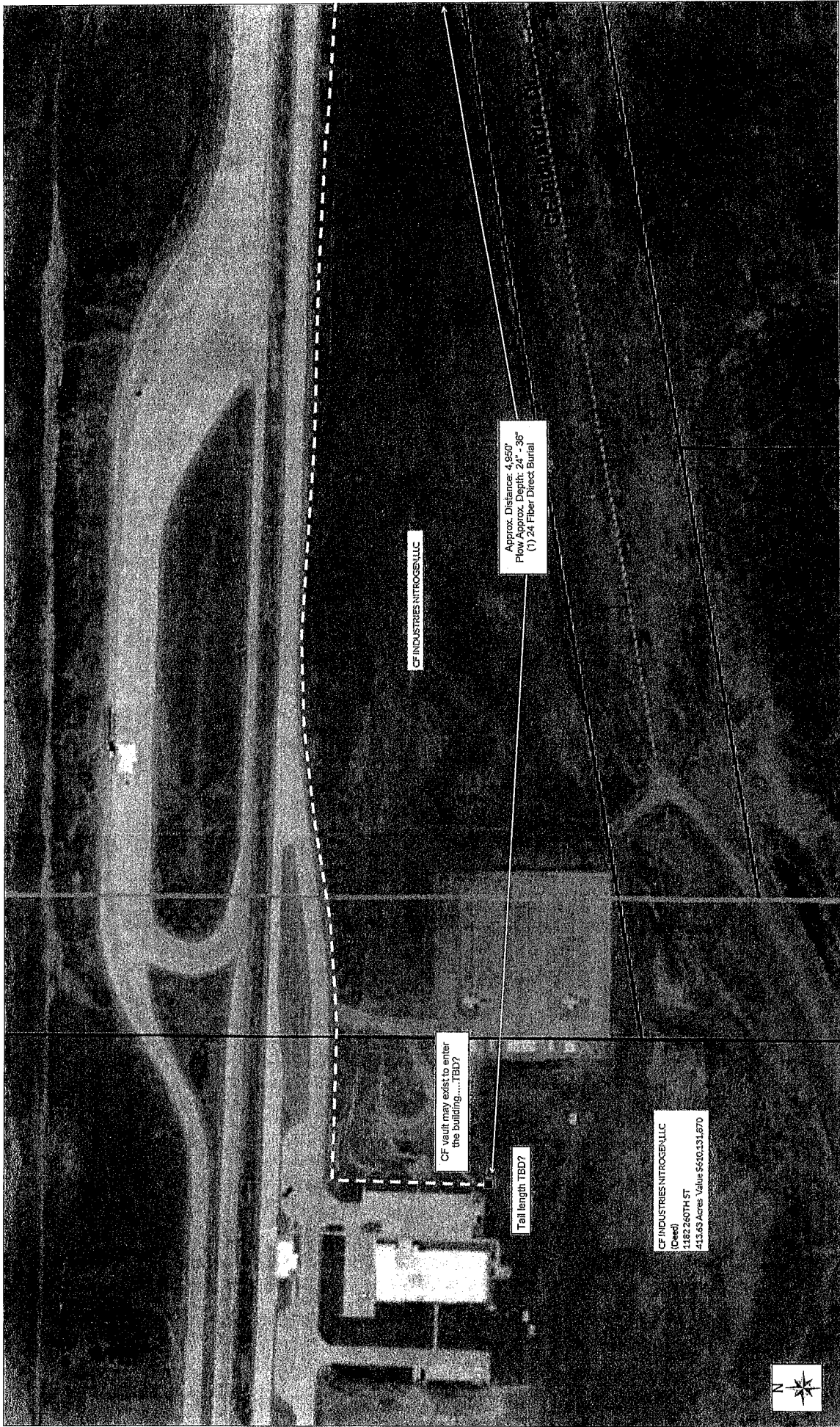
**PROJECT:** Proposed Fiber Optic Construction to CF Industries North Admin. Bldg.

**DATE:** Nov 2024 **CONTACT:** Tom Hunter, [thunter@fibercomm.net](mailto:thunter@fibercomm.net)

**SCALE:** Not to Scale

**PAGE:** 5 of 6

- Existing Facilities**
- Existing Vault
  - Proposed New Facilities
  - Proposed New Vault



CF INDUSTRIES NITROGEN, LLC


Approx. Distance: 4,950'  
 Plow Approx. Depth: 24" - 36"  
 (\*) 24 Fiber Direct Burial

CF vault may exist to enter  
 the building.....TBD?

Tail length TBD?

CF INDUSTRIES NITROGEN, LLC  
 (Client)  
 11832 260TH ST  
 412.63 Acres Valeris S-610.131.870



 <p>712-224-2020          1605 9th St.          Sioux City, IA 51101</p>	<p><b>PROJECT:</b> Proposed Fiber Optic Construction to CF Industries North Admin. Bldg.  <b>DATE:</b> Nov 2024 <b>CONTACT:</b> Tom Hunter, <a href="mailto:thunter@fibercomm.net">thunter@fibercomm.net</a> <b>SCALE:</b> Not to Scale <b>PAGE:</b> 6 of 6</p>	<p><b>Existing Facilities</b>  <input checked="" type="checkbox"/> Existing Vault  <input type="checkbox"/> Proposed New Facilities  <input type="checkbox"/> Proposed New Vault</p>
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**CONTRACT AMENDMENT**

RECIPIENT: **Ag Processing Inc a cooperative**  
CONTRACT NUMBER: **22-HQJP-016**  
AMENDMENT NUMBER: **One**  
APPROVAL DATE: **November 15, 2024**

THIS CONTRACT AMENDMENT is made by and between the **IOWA ECONOMIC DEVELOPMENT AUTHORITY** (hereafter "**IEDA**"), 1963 Bell Ave, Suite 200, Des Moines, Iowa 50315, an agency of the State of Iowa, **Ag Processing Inc a cooperative ("Recipient")**, 12700 West Dodge Rd., Omaha, NE 68154 and the **Woodbury County ("Community")** 620 Douglas Street, 6<sup>th</sup> Floor Court House, Sioux City, IA 51101.

WHEREAS, the **Recipient** has requested an extension of the Project Completion Date.

WHEREAS, the **IEDA BOARD** approved the request, and

NOW, THEREFORE, the Contract referenced above is amended as follows:

1. **REVISION OF JOB OBLIGATIONS (EXHIBIT D)**. Exhibit D is hereby amended to reflect the amended Project Completion and Maintenance Period Completion Dates. Details of the changes are reflected in the attached revised Exhibit D which is hereby incorporated by this reference and made part of this Contract Amendment.

Except as otherwise revised herein, the terms, provisions, and conditions of Contract Number **22-HQJP-016** and related exhibits shall remain unchanged and are in full force and effect.

**FOR RECIPIENT:**

**FOR IEDA:**



Kyle Droescher (Nov 20, 2024 13:41 CST)

\_\_\_\_\_  
SIGNATURE

**Kyle Droescher**  
\_\_\_\_\_

PRINT/TYPE NAME, TITLE

**11/20/2024**  
\_\_\_\_\_

Date

\_\_\_\_\_  
Debi Durham, Director

\_\_\_\_\_  
Date

**FOR THE COMMUNITY:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT/TYPE NAME, TITLE

\_\_\_\_\_  
Date

## EXHIBIT D – JOB OBLIGATIONS

Revised on 11/15/2024

**Recipient:** Ag Processing Inc a cooperative  
**Community:** Woodbury County  
**Contract Number:** 22-HQJP-016

This Project has been awarded Project Completion Assistance and Tax Incentives from the High Quality Jobs Program (HQJP) – Tax Credit Component. The chart below outline the contractual job obligations related to this Project.

Data in the “Employment Base” column has been verified by IEDA and reflects the employment characteristics of the facility receiving funding before this award was made. Jobs to be retained as a part of this Project must be included in these calculations.

Data in the “Jobs To Be Created” column outlines the new full-time jobs (including their wage characteristics) that must be added to the employment base and, if applicable, statewide employment base as a result of this award.

At the Project Completion Date and through the Maintenance Period Completion Date, the Recipient must achieve, at a minimum, the numbers found in the “Total Job Obligations” column.

HQJP JOB OBLIGATIONS		Employment Base	Jobs To Be Created	Total Job Obligations
Project Completion Date:	November 30, 2024 <span style="color: red;">November 30, 2025</span>			
Maintenance Period Completion Date:	November 30, 2026 <span style="color: red;">November 30, 2027</span>			
<b>Total employment at project location</b>		128	2	130
<b>Average wage of total employment at project location</b>		\$28.31		
<b>Qualifying Laborshed Wage threshold requirement (per hr)</b>		\$20.56		
<b>Number of jobs at or above qualifying wage</b>		119	2	121
<b>Average Wage of jobs at or above qualifying wage</b>		\$29.02		

**Notes re: Job Obligations**

1. When determining the number of jobs at or above the qualifying wage, wages will include only the regular hourly rate that serves as the base level of compensation. The wage will not include nonregular forms of compensation such as bonuses, unusual overtime pay, commissions, stock options, pension, retirement or death benefits, unemployment benefits or other insurance, or other fringe benefits.
2. Employment Base includes 0 “Retained Jobs”.

If the Recipient uses or proposes to use a non-standard work week (8 hours a day, 5 days a week, 52 weeks a year including holidays, vacation and other paid leave), check the box below and describe that alternative schedule. The alternative schedule must meet the requirements of 261 IAC 173.2. If the box is not checked or if no alternative schedule is provided, IEDA will consider “*Full-time Equivalent (FTE) Job*” to mean the employment of one person for 8 hours per day for a 5-day, 40-hour workweek for 52 weeks per year, including paid holidays, vacations and other paid leave.

- The Recipient shall use an alternative work week for purposes of its employees described in the Contract. The alternative work week is as follows: [description].

**Sufficient Benefits Deductible Requirements**

Recipient shall provide Sufficient Benefits with a maximum deductible of \$1,700 for single coverage or \$3,750 for family coverage.

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

Date: 11/21/2024 Weekly Agenda Date: 11/26/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Mark J. Nahra, Woodbury County Engineer

**WORDING FOR AGENDA ITEM:**

Consider approval of plans for project number BROS-6012(602)--5F-97

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Plans have been completed for a bridge replacement on Minnesota Ave, between 110th St and 120th St. The project is proposed for a February 2025 letting

**BACKGROUND:**

A new 90' x 30'-6: continuous concrete slab bridge will replace the existing 63' x 20' foot wide bridge built in 1981. Construction is anticipated in the 2025 construction season.

**FINANCIAL IMPACT:**

The projects are paid for with Federal Funds.

**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:**

I recommend that the Board approve the plans for project number BROS-6012(602)--5F-97.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the plans for project number BROS-6012(602)--5F-97.



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

Date: 11/21/2024 Weekly Agenda Date: 11/26/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Mark J. Nahra, County Engineer

**WORDING FOR AGENDA ITEM:**

Consider approval of a federal aid project agreement with Iowa DOT for project numbered BRS-C097 (151)--60-97

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Iowa DOT has prepared an agreement for federal aid participation for replacement of the bridge on D12/110th Street over Muddy Creek, east of Eastland Avenue.

**BACKGROUND:**

Woodbury County has developed a bridge replacement project to construct a new continuous concrete slab bridge on county road D12. The existing structure is posted one truck at a time on the bridge due to the deteriorated condition of the existing structure. The project is proposed for construction during the 2025 construction season.

**FINANCIAL IMPACT:**

The estimated project cost for the right of way acquisition is \$1,078,543. The construction costs will be paid by a combination of federal aid bridge funds and SWAP funds. The bridge program covers 100% of the project cost.

**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:**

Recommend that the board approve the project agreement

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the project agreement for project BRS-C097(151)--60-97 and direct the chair to sign said agreement.



**IOWA DEPARTMENT OF TRANSPORTATION  
Federal-aid Agreement  
for a County Highway Bridge Program Project**

RECIPIENT: Woodbury County

Project No: BRS-C097(151)--60-97

Iowa DOT Agreement No: 3-24-HBP-SWAP-016

CFDA No. and Title: 20.205 Highway Planning and Construction

This is an agreement between the 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 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 the County Highway Bridge Program (HBP). 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 761 Iowa Administrative Code (IAC) Chapter 161, the DEPARTMENT agrees to provide County 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 will be the Local Systems Project Development Engineer, Jenifer Bates, and the Local Systems Western Region Field Engineer, Heloisa Murphy. The RECIPIENT's contact person shall be the County Engineer.
3. The RECIPIENT shall be responsible for the development and completion of the following bridge project:
  - A. FHWA Structure Number: 355116
  - B. Location: On County Route D12/110th St. over Muddy Creek, 0.8 miles east of Eastland Ave. in section 8
  - C. Preliminary Estimated Total Eligible Construction Costs: \$1,078,543
4. The eligible project construction limits shall include the bridge plus grading and/or paving to reach a "touchdown point" determined by the DEPARTMENT. Within the eligible project construction limits, eligible project activities will be limited to actual construction costs.
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, engineering, inspection, legal, right of way, utility relocations, activities necessary to comply with Federal and State environmental or permit requirements, and fees or interest associated with bonds or loans are not eligible.
6. 100% of the eligible construction project costs incurred after the effective date of this agreement shall be paid from County HBP funds. The RECIPIENT shall pay 100% of the non-eligible project costs. Reimbursed costs will be limited to County HBP funds that are made available to counties through the HBP Funds outlined in 761 Iowa Administrative Code, Chapter 161 and Local Systems Instructional Memorandum ([I.M.\) 1.100](#) in place at the time of this agreement being fully executed.
7. The RECIPIENT shall pay for all project costs not reimbursed with Highway Bridge Program funds.

8. The RECIPIENT shall let the project for bids through the DEPARTMENT.
9. If any part of this agreement is found to be void and unenforceable, the remaining provisions of this agreement shall remain in effect.
10. It is the intent of both parties that no third-party beneficiaries be created by this agreement.
11. Responsibility for compliance with the Federal and State laws, regulations, policies, or procedures required by this agreement is not assignable without the prior written consent of the DEPARTMENT.
12. The project shall be let to contract within 3 years of the date this agreement is approved by the DEPARTMENT. If not, this agreement may become null and void, unless the RECIPIENT submits a written request for extension to the DEPARTMENT at least 30 days prior to the 3-year deadline. If approved, this agreement may be extended for a period of time as determined by the DEPARTMENT, but not less than 6 months.
13. This agreement and the 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 this Agreement as of the date shown opposite its signature below.

RECIPIENT: Woodbury County

This agreement was approved by official action of the Woodbury County Board of Supervisors in official session on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
Chair, Board of Supervisors

IOWA DEPARTMENT OF TRANSPORTATION  
Transportation Development Division

By \_\_\_\_\_  
Heloisa Murphy, P.E.  
Local Systems Field Engineer  
Western Region

Date \_\_\_\_\_, \_\_\_\_\_

## 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](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, gender identity, 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](http://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.
- 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 BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 11/19/2024 Weekly Agenda Date: 11.26/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Supervisor J. Taylor

**WORDING FOR AGENDA ITEM:**

Information Concerning Plaque for Dennis D. Butler Board Room

**ACTION REQUIRED:**

- Approve Ordinance       Approve Resolution       Approve Motion   
Public Hearing       Other: Informational       Attachments

**EXECUTIVE SUMMARY:**

After the Board of Supervisors designated the Dennis D. Butler Board Room, Building Services Director Kenny Schmitz gave us this rendering. It is an excellent, moving, and fitting reminder of Dennis.

**BACKGROUND:**

See attached rendering.

**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:**

Information only.



**IN HONOR OF  
DENNIS D. BUTLER  
WE DEDICATE THIS ROOM**



**A MAN OF FINANCIAL SAVVY AND BOUNTIFUL COMMUNICATION  
WHO TURNED CHALLENGES INTO OPPORTUNITIES.**

**DENNIS SHOWED EFFUSIVE FIDELITY TOWARD  
WOODBURY COUNTY WITH HIS WORK FOR 47 YEARS (1977-2024).  
WE ARE FOREVER GRATEFUL FOR THE TIME WE HAD WITH HIM,  
AND FOR THE LEGACY OF LONG-TERM SUCCESS  
THAT WE FORGED TOGETHER.**

***“WE HAVE A LOT TO BE PROUD OF HERE”***

# Northwest Iowa Regional Housing Authority

2016 Highway Blvd. ▲ P.O. Box 446 ▲ Spencer, IA 51301  
Phone 712-262-7460 ▲ Fax 712-262-8299 ▲ Email [verify@nwirha.org](mailto:verify@nwirha.org)



November 14, 2024

Woodbury County  
620 Douglas St RM 103  
Sioux City, IA 51103

Dear Chairperson:

The term of Patrick Gill has ended due to resignation. That leaves the County without a representative on the NWIRHA board. Your county along with other counties and municipalities in Northwest Iowa formed Northwest Iowa Regional Housing Authority (NWIRHA).

Its mission is to enable very low-income families to obtain decent, safe, sanitary and affordable housing. This is accomplished through the U.S. Department of Housing and Urban Development under the Section 8 Voucher Program. The program helps qualified families pay rent. Eligible families select their own rental units and pay rent based on the income of the family. The Housing Authority pays an amount determined by the payment standard for the family. NWIRHA also has a home ownership program that allows qualified very low-income families to purchase a home.

We encourage you to appoint a representative to our Board and let your county's voice be heard. For your convenience, I have enclosed a resolution to appoint a representative along with the Oath of Office for the position. NWIRHA does pay mileage at the standard IRS rate, which currently is \$0.67 or your representative may attend via Zoom. Meetings are held at 1:00 on the third Wednesday of each month and usually last for approximately one hour.

We look forward to hearing from you and your representative. If you have any questions, please contact me or simply return the enclosed forms after execution.

Sincerely,

A handwritten signature in cursive script that reads "Angela Prange".

Angela Prange  
NWIRHA

Enclosures

RECEIVED

NOV 19 2024

WOODBURY COUNTY  
BOARD OF SUPERVISORS

**CERTIFICATE OF APPOINTMENT OF REPRESENTATIVE  
OF THE HOUSING AUTHORITY OF  
WOODBURY COUNTY, IOWA**

**WHEREAS**, the Board of Supervisors of Woodbury County, Iowa, held a duly authorized regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; and

**WHEREAS**, at said meeting at said meeting it was duly noted that a noted that a resolution "Declaring the Need for a Housing Authority in Woodbury County, Iowa" had been previously passed and adopted;

**AND WHEREAS**, a resolution has been passed and adopted entitled "Resolution Approving and Authorizing the Execution of a Certain Joint Exercise of Powers Agreement for the purpose of Creating a Multi-County Housing Authority".

**NOW, THEREFORE**, Pursuant to the provision of Chapter 28E, Code of Iowa, and by virtue of our office as Board of Supervisors, we hereby appoint the one (1) person hereinafter named to serve as Representative of the Northwest Iowa Regional Housing Authority, representing Woodbury County, Iowa, and to serve for the number of years appearing after the person's name, respectively, from the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ to the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name of Representative: \_\_\_\_\_ Number of years: \_\_\_\_\_

**IN WITNESS WHEREOF**, I have hereunto signed my name, as Chairperson of the Board of Supervisors of Woodbury County, Iowa, and caused the official corporate seal of said Woodbury County, Iowa to be attached hereto this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Chairman of the Board  
Board of Supervisors  
Woodbury County, Iowa

\_\_\_\_\_  
County Auditor

**CERTIFICATE OF APPOINTMENT  
OF COUNTY REPRESENTATIVE TO  
REGIONAL HOUSING AUTHORITY**

**WHEREAS,** The County of Woodbury has adopted a Resolution Declaring the need for a Housing Authority in the County of Woodbury, Iowa, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**WHEREAS,** The County of Woodbury has signed the Joint Exercise of Powers Agreement for the purpose of Creating a Multi-County Housing Authority, and;

**WHEREAS,** The County of Woodbury's representative's term has expired as the County's representative on the governing body of the Northwest Iowa Regional Housing Authority.

**NOW, THEREFORE, PURSUANT TO THE PROVISION OF** Chapter 28E, Code of Iowa, and by virtue of our office as Board of Supervisors, we hereby appoint \_\_\_\_\_ for a term of \_\_\_\_\_ year(s) beginning on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**IN WITNESS WHEREOF,** I have hereunto signed my name as Chairperson of the Board of Supervisors of Woodbury County, Iowa and caused the official corporate seal of said County of Woodbury, Iowa to be attached hereto this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Chairman of the Board  
Board of Supervisors  
Woodbury County, Iowa

\_\_\_\_\_  
County Auditor



# Northwest Iowa Regional Housing Authority

## Board Contact Information

*Please update the contact information we have for you:*

**Representing:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### BOARD PACKETS:

- Yes, I would like my board packet emailed to me along with other notices.
- No, I prefer to have my board packet mailed to me along with other notices.
- 

### COMMITTEES:

I would be interest in serving on the following committee:

- Property Committee
- Personnel Committee
- Finance Committee
- Client Grievance Committee