



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(JULY 21, 2020) (WEEK 30 OF 2020)**

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

Agenda and Minutes available at:
www.woodburycountyiowa.gov

Live telephonic access at: 712-224-6014

Rocky L. De Witt 253-0421 rdewitt@woodburycountyiowa.gov	Marty J. Pottebaum 251-1799 mpottebaum@woodburycountyiowa.gov	Keith W. Radig 560-6542 kradig@woodburycountyiowa.gov	Matthew A. Ung 490-7852 matthewung@woodburycountyiowa.gov	Justin Wright 899-9044 jwright@woodburycountyiowa.gov
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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held July 21, 2020 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. If you wish to speak on an item, please follow the seven participation guidelines adopted by the Board.

1. Anyone may address the Board on any agenda item after initial discussion by the Board.
2. Speakers will approach the microphone one at a time and be recognized by the Chair.
3. Speakers will give their name, their address, and then their statement.
4. Everyone will have an opportunity to speak. Therefore, your remarks may be limited to three minutes on any one item.
5. At the beginning of the 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.
6. Any concerns or questions you may have which do not relate directly to a scheduled item on the agenda will also be heard under the first or final agenda item "Citizen Concerns."
7. For the benefit of all in attendance, please silence cell phones and other devices while in the Board Chambers.

AGENDA

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

- | | |
|---------------------------|-------------|
| 1. Citizen Concerns | Information |
| 2. Approval of the agenda | Action |

Consent Agenda

Items 3 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.

3. Approval of the minutes of the July 14, 2020 meeting
4. Approval of claims
5. Human Resources – Melissa Thomas
Approval of Memorandum of Personnel Transactions
6. Board Administration – Karen James
Approval of lifting tax suspension for A.M.

7. Board of Supervisors – Matthew Ung
Approval of Revised 2020 Committee Assignments

End Consent Agenda

8. Siouxland Initiative
Request from Siouxland Initiative for economic development for additional air services provided to the Sioux City Airport Action

9. Board Administration – Dennis Butler
 - a. Approval of Conflict Waiver
 - b. Approval of resolution to consider and approve a 28E Agreement between Woodbury County, Iowa and the Woodbury County Law Enforcement Center Authority for the payment of certain architectural design fees for the Law Enforcement Center Action

10. Secondary Roads – Mark Nahra
 - a. Approval of contract with Habitat Restoration Services, LLC Action
 - b. Award bids for PCC Crushing – 2020 to Schmillen Construction for \$177,654.00 Action
 - c. Award bids for Pavement Markings – 2020 to Iowa Plains Signing for \$171,960.00 Action

- 4:45 p.m.** 11. Board Administration – Dennis Butler
(Set time)
 - a. Public hearing on the proposal to enter into a Lease Agreement with the Woodbury County Law Enforcement Center Authority Action
 - b. Approval of resolution approving and authorizing execution of a Lease Agreement with the Woodbury County Law Enforcement Center Authority Action

12. Community & Economic Development – David Gleiser
 - a. Rural Comprehensive Planning Project Update Information
 - b. Update on financial support to Merville, Salix, and Sergeant Bluff for planning and design related services Information
 - c. Update on Rural Workforce Housing Project Information

13. Reports on Committee Meetings Information

14. Citizen Concerns Information

15. Board Concerns Information

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

- WED., JULY 22 2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- THU., JULY 23 11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
- MON., JULY 27 6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom
- TUE., JULY 28 2:00 p.m.** Decat Board Meeting, Western Hills AEA, Room F
- MON., AUG. 3 6:00 p.m.** Board of Adjustment meeting, First Floor Boardroom
- TUE., AUG. 4 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., AUG. 5 9:00 a.m.** Loess Hills Alliance Protection Committee Meeting, Pisgah, Iowa
- 10:30 a.m.** Loess Hills Alliance Stewardship Meeting
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- 1:00 p.m.** Loess Hills Alliance Executive Meeting
- THU., AUG. 6 10:00 a.m.** COAD Meeting, The Security Institute
- WED., AUG. 12 8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- THU., AUG. 13 12:00 p.m.** SIMPCO Board of Directors, 1122 Pierce St.
- 4:30 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WED., AUG. 19 12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- 10:00 a.m.** Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook St.
- THU., AUG. 20 4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue

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.

JULY 14, 2020, TWENTY-NINETH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, July 14, 2020 at 4:15 p.m. Board members present were Pottebaum, Radig, De Witt, Ung, and Wright. Staff members present were Karen James, Board Administrative Assistant, Dennis Butler, Budget/Tax Analyst, Melissa Thomas, HR Director, and Michelle Skaff, Deputy Auditor/Clerk to the Board.

The Canvass was held for the Board of Supervisors District 2 Special Election held on July 7, 2020.

It was reported by Steve Hofmeyer, Deputy Elections.

There were 7 provisional ballots of which all 7 were rejected because the voters had already submitted an absentee ballot. There were 14 after-election ballots of which 13 were accepted and added to the tally. 1 was rejected due to a late postmark.

County Supervisor District 2

Tim Kacena	Received Four Thousand Two Hundred Forty (4,240) votes
Justin Wright	Received Four Thousand Eight Hundred Forty-Eight (4,848) votes
Scattering	Received Twenty (20) votes
Total	Nine Thousand One Hundred Eight (9,108) votes

We therefore declare:

Justin Wright duly elected for the office of County Supervisor District 2 for the residue of the term to end on December 31, 2022.

Motion by Ung second by De Witt to receive for signatures the canvass of the Board of Supervisors District 2 Special Election held on July 7, 2020. Carried 4-0 Copy filed.

The Oath of Office was administered to Justin Wright, Board of Supervisors, by Chief District Court Judge Hoffmeyer.

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

1. There were no citizen concerns.
2. Motion by De Witt second by Ung to approve the agenda for July 14, 2020, Carried 5-0. Copy Filed.

Motion by De Witt second by Ung to approve the following items by consent:

3. To approve minutes of the July 7, 2020 meeting. Copy filed.
4. To approve the claims totaling \$914,260.22. Copy filed.
- 5a. To approve and authorize the Chairperson to sign a Resolution approving abatement of taxes for Woodbury-Monona Drainage District #2, parcel #864515300003.

WOODBURY COUNTY, IOWA
RESOLUTION #13,032
RESOLUTION APPROVING ABATEMENT OF TAXES

WHEREAS, Woodbury-Monona Drainage District #2 is the titleholder of property parcel #864515300003 located in Woodbury County, Iowa and legally described as follows:

WILLOW TOWNSHIP W 40 FT SW ¼ SW ¼ 15-86-45

WHEREAS, the above-stated property has taxes payable including special assessments and the property is owned by Woodbury-Monona Drainage District #2.

WHEREAS, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

WHEREAS, the Board of Supervisors sees that good cause exists for the abatement of these taxes and;

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above parcel according to Code of Iowa, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

SO RESOLVED this 14th day of July, 2020.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 5b. To approve and authorize the Chairperson to sign a Resolution approving abatement of taxes for Lake Forest MHC LLC, Vin #04510323D, 1991 Cutlass Mobile Home.

WOODBURY COUNTY, IOWA
RESOLUTION #13,033
RESOLUTION APPROVING ABATEMENT OF TAXES

WHEREAS, Lake Forest MHC LLC is the titleholder of a mobile home VIN 04510323D located in Woodbury County, Iowa and legally described as follows:

VIN# 04510323D 1991 Cutlass Mobile Home

WHEREAS, the above-stated mobile home has taxes payable including special assessments and the mobile home is owned by Lake Forest MHC LLC.

WHEREAS, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

WHEREAS, the Board of Supervisors sees that good cause exists for the abatement of these taxes and;

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above parcel according to Code of Iowa, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

SO RESOLVED this 14th day of July, 2020.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 5c. To approve and authorize the Chairperson to sign a Resolution approving abatement of taxes for Marcy Hutchinson, Vin #48520241DAB (1991 Sun Haven Mobile Home) and parcel #884730301943.

WOODBURY COUNTY, IOWA
RESOLUTION #13,034
RESOLUTION APPROVING ABATEMENT OF TAXES

WHEREAS, Marcy Hutchinson is the titleholder of a mobile home VIN 48520241DAB and Parcel 884730301943 located in Woodbury County, Iowa and legally described as follows:

VIN 48520241DAB 1991 Sun Haven Mobile Home

Parcel 884730301943 Sergeant Bluff City B/LL Lot 230 LOC on P641374 Rail Addition Lots 2 & 3 Estates West Mobile Home Park

WHEREAS, the above-stated mobile home has taxes payable including special assessments and the mobile home is owned by Marcy Hutchinson

WHEREAS, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

WHEREAS, the Board of Supervisors sees that good cause exists for the abatement of these taxes and;

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above parcel according to Code of Iowa, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

SO, RESOLVED this 14th day of July, 2020.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 6. To receive Articles of Agreement for Western Iowa Workforce Development Region. Copy filed.
- 7a. To approve the separation of Derrik Kerns, Temporary Summer Laborer, Secondary Roads Dept., effective 06-30-20. End of Temporary Work.; the reclassification of Rodney Schroeder, Civilian Jailer, County Sheriff Dept., effective 07-13-20, \$22.15/hour, 4%=\$.86/hour. Per CWA Civilian Officers Contract agreement, from Class 2 to Class 1.; the appointment of Justin Wright, Board Member, Board of Supervisors Dept., effective 7-14-20, \$36,049.35/year. Elected Official.; the appointment of Trevor Brass, Asst. County Attorney, County Attorney Dept., effective 7-15-20, \$64,612/year. Job Vacancy Posted 5-20-20. Entry Level Salary: \$61,508-\$71,131/year.; the appointment of Brent Jensen, P/T Courthouse Safety & Security Officer, County Sheriff Dept., effective 7-15-20, \$19.01/hour. Job Vacancy Posted 6-24-20. Entry Level Salary: \$17.30-\$19.01/hour.; the appointment of Timothy Jordan, P/T Youth Worker, Juvenile Detention Dept., effective 7-15-20, \$19.83/hour. Job Vacancy Posted 5-13-20. Entry Level Salary: \$19.83/hr.; the separation of Joshua Taylor, Civilian Jailer, County Sheriff Dept., effective 7-19-20. Resignation.; and the reclassification of Gabriel Williams, P/T Youth Worker, Juvenile Detention Dept., effective 07-19-20, \$21.33/hour, 3%=\$.71/hour. Per AFSCME Juvenile Detention Contract agreement, from Grade 1/Step 2 to Grade 1/Step 3. Copy filed.
- 7b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for P/T Assistant County Attorney, County Attorney Dept. Wage Plan: \$29.57/hour and for Civilian Jailer, County Sheriff Dept. CWA: \$20.46/hour. Copy filed.
- 7c. To approve the purchase of Cyber Insurance for FY 20/21. Copy filed.

Carried 5-0.

- 8. Motion by Radig second by Ung to replace the existing Quality Assurance Questionnaire with an edit to increase the threshold to \$500,000. Carried 5-0. Copy filed.

Ernie Colt, Shane Albrecht and Lawrence Goldberg spoke in reference to the Quality Assurance Questionnaire.
- 9. Motion by Ung second by Radig to remove approval of a conflict waiver and resolution from the agenda. Carried 5-0. Copy filed.

10a. Bid letting was held for PCC Crushing – 2020. The bids are as follows:

Schmillen Construction, Marcus, IA	\$177,654.00
CAP Recycling, Sioux City, IA	\$194,900.00
Peterson Contractors, Inc., Reinbeck, IA	\$363,840.00

Motion by Radig second by Ung to return the bids to the County Engineer for review and recommendation. Carried 5-0. Copy filed.

10c. Bid letting was held for Pavement Markings – 2020. The bids are as follows:

Iowa Plains Signing, Slater, IA	\$171,960.00
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Motion by De Witt second by Ung to return the bids to the County Engineer for review and recommendation. Carried 5-0. Copy filed.

11a. Motion by De Witt second by Ung to approve Ordinance #51 adoption of Zoning District Designation Amendment to the Woodbury County Zoning Ordinance for Applicant, Gayle D. Weed. Carried 5-0. Copy filed.

11b. Motion by Ung second by De Witt to approve Ordinance #52 adoption of Zoning District Designation Amendment to the Woodbury County Zoning Ordinance for Applicant, Brian D. Peterson. Carried 5-0. Copy filed.

Gary Walters, Gayle Weed addressed the Board with concerns about the adoption of the Ordinance for applicant Brian D. Peterson.

11c. Motion by Ung second by De Witt to approve Ordinance #53 adoption of Zoning District Designation Amendment to the Woodbury County Zoning Ordinance for Applicant, Chad Swanger. Carried 5-0. Copy filed.

11d. Motion by Radig second by De Witt to approve and authorize the Chairperson to sign a Resolution of final plat for the Teri Addition Minor Subdivision. Carried 5-0. Copy filed.

**BOARD OF SUPERVISORS
RESOLUTION #13,035
FINAL PLAT FOR THE TERI ADDITION MINOR SUBDIVISION**

WHEREAS, THE OWNERS AND PROPRIETORS DID ON THE 22ND DAY OF JUNE, 2020, FILE WITH THE WOODBURY COUNTY ZONING COMMISSION A CERTAIN PLAT DESIGNATED AS TERI ADDITION, WOODBURY COUNTY, IOWA; AND

WHEREAS, IT APPEARS THAT SAID PLAT CONFORMS WITH ALL OF THE PROVISIONS OF THE CODE OF THE STATE OF IOWA AND ORDINANCES OF WOODBURY COUNTY, IOWA, WITH REFERENCE TO THE FILING OF SAME; AND

WHEREAS, THE ZONING COMMISSION OF WOODBURY COUNTY, IOWA HAS RECOMMENDED THE ACCEPTANCE AND APPROVAL OF SAID PLAT; AND

WHEREAS, THE COUNTY ENGINEER OF WOODBURY COUNTY, IOWA HAS RECOMMENDED THE ACCEPTANCE AND APPROVAL OF SAID PLAT.

NOW THEREFORE, BE, AND IT IS HEREBY RESOLVED BY THE WOODBURY COUNTY BOARD OF SUPERVISORS, WOODBURY COUNTY, STATE OF IOWA, THAT THE PLAT OF CLEMZ ADDITION, WOODBURY COUNTY, IOWA BE, AND THE SAME IS HEREBY ACCEPTED AND APPROVED, AND THE CHAIRMAN AND SECRETARY OF THE WOODBURY COUNTY BOARD OF SUPERVISORS, WOODBURY COUNTY, STATE OF IOWA, ARE HEREBY DIRECTED TO FURNISH TO THE OWNERS AND PROPRIETORS A CERTIFIED COPY OF THIS RESOLUTION AS REQUIRED BY LAW.

PASSED AND APPROVED THIS 14TH DAY JULY, 2020.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

11e. Motion by Radig second by Ung to receive the proposed plat for the Walnut View Minor Subdivision. Carried 5-0. Copy filed.

Motion by Radig second by Ung to receive a letter from The Siouxland Initiative in support of the Walnut View Subdivision. Carried 5-0. Copy filed.

Motion by Ung second by De Witt to approve and authorize the Chairperson to sign a Resolution of final plat for the Walnut View Minor Subdivision. Carried 4-1, Pottebaum opposed.

Dan Peterson and Brian Peterson, spoke in support of the Resolution for the Walnut View Minor Subdivision.

Gary Walters and Greg Trucke spoke in opposition of the Resolution for the Walnut View Minor Subdivision.

**BOARD OF SUPERVISORS
RESOLUTION #13,036
FINAL PLAT FOR THE WALNUT VIEW MINOR SUBDIVISION**

WHEREAS, THE OWNERS AND PROPRIETORS DID ON THE 22ND OF JUNE 2020, FILE WITH THE WOODBURY COUNTY ZONING COMMISSION A CERTAIN PLAT DESIGNATED AS WALNUT VIEW, A MINOR SUBDIVISION TO WOODBURY COUNTY, IOWA: AND

WHEREAS, IT APPEARS THAT SAID PLAT CONFORMS WITH ALL OF THE PROVISIONS OF THE CODE OF THE STATE OF IOWA AND ORDINANCES OF WOODBURY COUNTY, IOWA, WITH REFERENCE TO THE FILING OF SAME; AND

WHEREAS THE ZONING COMMISSION OF WOODBURY COUNTY, IOWA HAS RECOMMENDED THE ACCEPTANCE AND APPROVAL OF SAID PLAT; AND

WHEREAS THE COUNTY ENGINEER OF WOODBURY COUNTY, IOWA HAS RECOMMENDED THE ACCEPTANCE AND APPROVAL OF SAID PLAT.

NOW THEREFORE, BE, AND IT IS HEREBY RESOLVED BY THE WOODBURY COUNTY BOARD OF SUPERVISORS, WOODBURY COUNTY, STATE OF IOWA, THAT THE PLAT OF WALNUT VIEW, A MINOR SUBDIVISION TO WOODBURY COUNTY, IOWA BE AND THE SAME IS HEREBY ACCEPTED AND APPROVED, AND THE CHAIRMAN AND SECRETARY OF THE WOODBURY COUNTY BOARD OF SUPERVISORS, WOODBURY COUNTY, STATE OF IOWA, ARE HEREBY DIRECTED TO FURNISH TO THE OWNER AND PROPRIETOR A CERTIFIED COPY OF THIS RESOLUTION AS REQUIRED BY LAW.

PASSED AND APPROVED THIS 14th DAY OF JULY 2020.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

- 12. Motion by De Witt second by Ung to approve the amended ExecuTime Advanced Scheduling quotation. Carried 5-0. Copy filed.
- 13. The Board heard reports on committee meetings.
- 14. There were no citizen concerns.
- 15. Board concerns were heard.

The Board adjourned the regular meeting until July 21, 2020.

Meeting sign in sheet. Copy filed.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: July 21, 2020

* PERSONNEL ACTION CODE:

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

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Widman, Joshua	County Attorney	7-26-20	Asst. County Attorney	\$103,450/year	6.7%=\$6,557/year	R	Per Wage Plan comparability with AFSCME Asst. County Attorney Contract, from Step 11 to Step 12.
Verzani, Matthew	County Attorney	7-27-20	Asst. County Attorney	\$93,633/year	3.6%=\$3,263/year	R	Per AFSCME Asst. County Attorney Contract agreement, from Step 9 to Step 10.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas HR Director

2020 LIAISON ASSIGNMENTS

(REVISED JULY 21)



**Chairman Matthew Ung
Vice-Chairman Keith Radig
Supervisor Marty Pottebaum
Supervisor Rocky De Witt
Supervisor Justin Wright**

Liaisons act as a two-way conduit of information both to implement board policy and to keep the board informed concerning each department. While each supervisor is assumed to have an “open door policy,” the proper procedure for dealing with concerns is to channel them through the appropriate supervisor. In this way, supervisors can divide their time and focus most productively.

Departments

Building Services	Ung, Wright
Community & Economic Development (and Siouxland Chamber of Commerce)	Ung, Radig
Conservation	Pottebaum
Court Administration	Ung
Department Head Meetings	Chair & Vice-Chair
Department of Human Services	De Witt
Emergency Services	Pottebaum, Wright
Human Resources	Ung
Juvenile Court Services	Pottebaum
Juvenile Detention	Wright
Rolling Hills Region (and related committees)	De Witt
Secondary Roads	De Witt, Pottebaum
Union Relations	Ung
Veterans Affairs	De Witt, Wright

County Boards, Commissions, and Committees

BY IOWA CODE

Board of Adjustment	Radig
Conservation Board	Pottebaum
DECAT (Decategorization) Board	Radig
E911 Board	De Witt
Emergency Management Commission	Pottebaum (Alternate: Ung)
Soil and Water Conservation District	Pottebaum
Third Judicial Department of Corrections	Pottebaum
Zoning Commission	Wright, Radig

BY AGREEMENT

Community Action Agency of Siouxland Board of Directors	Wright
Siouxland Economic Development Corporation	De Witt
Siouxland Tri-State Area Radio Communications (STARCOMM)	De Witt
Woodbury County Law Enforcement Center Authority	De Witt

CHAPTER 28E

Area Solid Waste Board (Landfill)	Wright, Pottebaum
Hazardous Materials Commission	De Witt
Hungry Canyons Alliance	De Witt
Loess Hills Alliance	Pottebaum (Alternate: De Witt)
Loess Hills Development and Conservation Authority	Pottebaum
Loess Hills Scenic Byway	Pottebaum
Regional Workforce Investment Board	Radig
Officials Council & Regional Workforce Investment Board	Radig
Security Institute Commission	De Witt, Pottebaum
Siouxland Interstate Metropolitan Planning Council Board	Radig
<i>Comprehensive Economic Development Strategy</i>	"
<i>Housing Trust Fund</i>	"
<i>Metropolitan Planning Organization Policy Board</i>	"
<i>Rural Planning Association</i>	"
<i>Finance Committee</i>	"
<i>Legislative Committee</i>	"
<i>Siouxland Regional Transit System Board</i>	"
Siouxland District Board of Health	Ung
Siouxland Human Investment Partnership	Radig
Woodbury County Information & Communication Commission (WCICC)	Ung, De Witt
Western Iowa Tourism	Ung, Pottebaum

SPECIAL PURPOSE

Courthouse Advisory Committee for Historical Preservation	Ung, Radig
Courthouse & Public Building Security Committee	Radig
Health & Wellness Committee	Ung
Policy Review Committee	Ung, Radig

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

#8

Date: 7/17/20 Weekly Agenda Date: 7/21/20

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Siouxland Initiative

WORDING FOR AGENDA ITEM:

Request from Siouxland Initiative for economic development for additional air services provided to the Sioux City Airport

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

A request for funding is being requested from Siouxland Initiative for expanding air service to the Sioux City Airport in the amount of \$30,000 over 18 months.

BACKGROUND:

There is a need for air service to Denver. This request is very similar to the process of attaining air service to Dallas. The funding will come from gaming revenues. When the property in Correctionville is sold and funds returned to L.O.S.T., the L.O.S.T. Fund will reimburse the gaming revenue fund.

FINANCIAL IMPACT:

Gaming Revenues: FY 21 \$15,000
FY 22 \$15,000

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

Yes No

RECOMMENDATION:

Approve the request for funding to Siouxland Initiative for expansion of air services to Denver, Colorado.

ACTION REQUIRED / PROPOSED MOTION:

Motion by _____, second by _____ to approve the request of funds payable to Siouxland Initiative for additional air service provided to the Sioux City Airport.

Dennis Butler

From: Barbara Sloniker <bsloniker@siouxlandchamber.com>
Sent: Friday, July 17, 2020 9:57 AM
To: Dennis Butler
Subject: air service

Dennis-

This is a request from The Siouxland Initiative for \$30,000 over 18 months, beginning October 1, 2020, for economic development for additional air service.

Barbara M. Sloniker

Executive Vice President
Siouxland Chamber of Commerce/The Siouxland Initiative
101 Pierce Street
Sioux City, Iowa 51101
712.490.3278 cell
712.255.7903 ext. 216
bsloniker@siouxlandchamber.com



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Maria E. Brownell

515.246.0322

mbrownell@ahlerslaw.com

July 9, 2020

Via email only

Woodbury County Board of Supervisors
c/o Mr. Michael Clayton
Woodbury County Treasurer
Trosper Hoyt
822 Douglas St. Room 102
Sioux City, IA 51101

Re: Woodbury County, Iowa - Conflict Waiver

Dear Board of Supervisors:

Our firm concurrently represents the Woodbury County Board of Supervisors ("County") and the Woodbury County Law Enforcement Center Authority ("Authority"). Recently, we were asked by both parties to act as scrivener in the drafting of a 28E agreement to address payment by the County of certain up-front architectural design services associated with the Law Enforcement Center, which will be reimbursed by the Authority after issuance of revenue bonds for the project.

We do not believe such representation as scrivener of the parties' agreement presents a direct conflict of interest, but it is our duty to inform you of the nature of the concurrent representation. For the County we provide legal services on a variety of matters, including financing. Our firm is currently representing the Authority in connection with the financing of the Law Enforcement Center project along with other general project-related questions. This firm is not representing the County related to the 28E agreement, described above, and it is the firm's understanding that the County Attorney will review the 28E on behalf of the County.

While this transaction does not fall within the scope of our representation of the County, such representation could be perceived as a concurrent conflict of interest under the ethical standards governing the practice of law in Iowa. We do not believe this is an actual conflict of interest, but from a legal perspective, a concurrent conflict of interest exists under Iowa rules if (1) the representation of one client will be directly adverse to another client; or (2) there is a significant risk that the representation of one or more clients will be materially limited by the lawyer's responsibilities to another client, a former client, or a third person or by a personal interest of the lawyer. We know that the second condition stated above does not apply to this situation, as noted above, but our firm's representation of the Authority related to

July 8, 2020

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drafting this 28E Agreement concerning financing of the project will technically be directly adverse to the County.

The state's ethical rules allow a law firm to concurrently represent two adverse parties if (1) the lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client; (2) the representation is not prohibited by law; (3) the representation does not involve the assertion of a claim by one client against another represented by the lawyer in the same litigation or other proceeding before a tribunal; and (4) each affected client gives informed consent, confirmed in writing. We believe confidently that our attorneys will be able to provide competent and diligent representation to each of their affected clients as the matters being addressed are totally unrelated, the representation is not prohibited by law, and there will not be an assertion of a claim as described. The purpose of this letter is to seek the written consent of the County in order to proceed. We are requesting the same from the Authority.

Please feel free to contact me with any questions or concerns. If you consent to the concurrent representation, please so indicate below and return a copy of this fully executed letter to my attention. Thank you.

Very truly yours,

AHLERS & COONEY, P.C.

Maria E. Brownell

Maria E. Brownell

MEB:gc

cc: Dennis Butler (via email)
Karen James (via email)

July 8, 2020

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The Woodbury County Board of Supervisors hereby waives and consents to any actual, potential, or perceived conflict of interest associated with Ahlers & Cooney, P.C.'s representation of the Woodbury County Board of Supervisors and the Woodbury County Law Enforcement Center Authority with respect to the above referenced transactions.

Dated this ___ day of _____, 2020.

WOODBURY COUNTY BOARD OF SUPERVISORS:

Chair

Attest:

County Auditor

01743090-1\99520-322

ITEMS TO INCLUDE ON AGENDA FOR JULY 21, 2020

WOODBURY COUNTY, IOWA

- Resolution to consider and approve a 28E Agreement between Woodbury County, Iowa and the Woodbury County Law Enforcement Center Authority for the payment of certain architectural design fees for the Law Enforcement Center.

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE
CHAPTER 21 AND THE LOCAL RULES OF THE COUNTY.

July 14, 2020

The Board of Supervisors of Woodbury County, State of Iowa, met in _____ session, in the Board Room, Woodbury County Courthouse, 620 Douglas Street, Sioux City, Iowa, at _____ .M., on the above date. There were present Chairperson _____, in the chair, and the following named Board Members:

Absent: _____

Vacant: _____

* * * * *

Board Member _____ introduced the following Resolution entitled "A RESOLUTION APPROVING A 28E AGREEMENT WITH THE WOODBURY COUNTY LAW ENFORCEMENT CENTER AUTHORITY CONCERNING THE PAYMENT OF COSTS FOR CERTAIN ARCHITECTURAL SERVICES" and moved that it be adopted. Commissioner _____ seconded the motion to adopt, and the roll being called thereon, the vote was as follows:

AYES: _____

NAYS: _____

Whereupon, the Chairperson declared the Resolution duly adopted as follows:

A RESOLUTION APPROVING A 28E AGREEMENT WITH
THE WOODBURY COUNTY LAW ENFORCEMENT CENTER
AUTHORITY CONCERNING THE PAYMENT OF COSTS
FOR CERTAIN ARCHITECTURAL SERVICES

WHEREAS, the Woodbury County Law Enforcement Center Authority (the "Authority") was created pursuant to Iowa Code Section 346.27, by its incorporating units, Woodbury County, Iowa (the "County") and Sioux City, Iowa, for purposes of constructing and owning a new law enforcement center ("Project"); and

WHEREAS, the Authority intends to finance the entire cost of the Project, including architectural fees for the design, by issuing revenue bonds; and

WHEREAS, certain design fees for the Project will become due prior to the issuance of said bonds; and

WHEREAS, the Board of Supervisors for the County and the Board of Commissioners of the Authority have determined it to be in the best interests of their respective constituencies and incorporating units to cooperate in the payment of the design fees for the Project; and

WHEREAS, the parties desire to enter into a contract under Chapter 28E in order to define their respective rights and obligations in connection with payment associated with certain design fees for the Project.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF
WOODBURY COUNTY, IOWA:

The Board Chair is hereby authorized and directed to execute the proposed 28E Agreement with the Authority and such 28E Agreement shall be filed with the Iowa Secretary of State pursuant to Iowa Code § 28E.8.

PASSED AND APPROVED this ___ day of _____, 2020.

Chairperson

ATTEST:

County Auditor

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF WOODBURY)

I, the undersigned County Auditor of Woodbury County, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the County showing proceedings of the Board, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective County offices as indicated therein, that no Board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the County or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Board hereto affixed this _____ day of _____, 2020.

County Auditor, Woodbury County, Iowa

**28E AGREEMENT BETWEEN
WOODBURY COUNTY, IOWA
AND THE
WOODBURY COUNTY LAW ENFORCEMENT CENTER AUTHORITY
FOR CERTAIN ARCHITECTURE FEES RELATED TO THE WOODBURY
COUNTY LAW ENFORCEMENT CENTER**

This 28E Agreement for Architecture Fees for the Woodbury County Law Enforcement Center (“Agreement”) is made and entered into pursuant to the provisions of Chapter 28E as of this ____ of _____, 2020, by and between WOODBURY COUNTY, IOWA, a political subdivision, organized and existing under and by virtue of the laws and Constitution of the State of Iowa (“County”) and the WOODBURY COUNTY LAW ENFORCEMENT CENTER AUTHORITY, a body corporate, organized and existing under and by virtue of Iowa Code Section 346.27, (“Authority”). The County and the Authority are herein referred to as the “Parties” to this Agreement.

WHEREAS, the Authority was created pursuant to Iowa Code Section 346.27, by its incorporating units, Woodbury County, Iowa and Sioux City, Iowa, for purposes of constructing and owning a law enforcement center (“Project”); and

WHEREAS, the Authority intends to finance the entire cost of the Project, including architectural fees for the design, by issuing revenue bonds; and

WHEREAS, the design fees for the Project will become due prior to the issuance of said bonds; and

WHEREAS, the Board of Supervisors of the County and the Board of Commissioners of the Authority have determined it to be in the best interests of their respective constituencies and incorporating units to cooperate in the payment of certain design fees for the Project not to exceed \$350,000; and

WHEREAS, the Parties desire to enter into a contract under Chapter 28E in order to define their respective rights and obligations in connection with payment associated with the design fees for the Project.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the County and the Authority hereby agree as follows:

Section 1. Purpose. The purpose of this Agreement is to provide for the joint exercise of the respective powers of the parties in connection with financing certain design costs of the Project not to exceed \$350,000, which is a public improvement project of mutual benefit to the constituents and incorporating units of both Parties.

Section 2. Agreement – Manner of Financing. In order to effectuate the purpose hereunder and to facilitate the design and construction of the Project, the Parties

agree as follows:

A. County's Obligations – The County shall pay the Authority for the cost of certain architectural design services for the Project in an amount not to exceed \$350,000. The payment shall be financed in cash from such funds as may be legally available including cash on hand and such other funds as the Board of Supervisors may at its sole discretion determine and provide.

B. Authority's Obligations – The Authority shall use said payment from the County to pay the Project architect for the performance of such design services as the Board of Commissioners deems reasonable and necessary. The Authority shall accept payment from the County for the sole purpose of paying the Project architect fees due under the design services contract for the Project. The Authority shall reimburse the County for 100% of its payment(s), not to exceed \$350,000. The Authority's reimbursement to the County shall be made within a reasonable time after the proceeds from the Authority's revenue bonds for the Project become available.

Section 3. Agreement – Method of Approval. The Parties shall approve this Agreement by resolution adopted by action of their respective governing bodies, which resolution shall authorize the Chairperson and County Auditor of the County and the Chairperson and Secretary of the Authority to execute this Agreement.

Section 4. Agreement – Filing with Secretary of State. When this Agreement has been executed by the Parties, it shall be electronically filed with the Secretary of State of the State of Iowa in accordance with the provisions of Iowa Code Section 28E.8.

Section 5. Duration. This Agreement shall be in effect as of the date of the filing of the Agreement with the Secretary of State and shall continue indefinitely until and unless terminated by the action of any party to this Agreement as provided herein. This Agreement may also be terminated by either party for any reason, at any time, by providing the other party with written notice of such party's desire to terminate this Agreement. Upon such notice, this Agreement shall automatically terminate 60 days after such notice is provided.

Section 6. No Entity. No separate entity is created hereby.

Section 7. Designated Administrator. The parties agree that Dennis Butler shall be designated as the sole administrator of this Agreement for purposes of the filing requirements outlined by Iowa Code Section 28E.8. Each party shall otherwise separately administer its own activities.

Section 8. Notices. Any notice, demand or other communication under this Agreement shall be made in writing as follows:

Woodbury County Board of Supervisors
Attn: Chairperson

Woodbury County Law Enforcement
Center Authority
Attn: Chairperson

Section 9. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Iowa now or hereinafter applicable hereto.

Section 10. Entire Agreement. This Agreement contains the entire Agreement between the parties hereto and may not be changed except by an amendment in writing signed by the parties hereto.

Section 11. No Third-Party Beneficiaries. Nothing in this Agreement shall be construed to confer any right upon any third party, and the parties hereto specifically acknowledge, agree and declare that no person is intended to be a third-party beneficiary to this Agreement.

IN WITNESS WHEREOF, the County has caused this Agreement to be duly executed in its name and behalf by the Chairperson of the Board of Supervisors and its seal to be hereunto duly affixed and attested by its Auditor, and the Authority has caused this Agreement to be duly executed in its name and behalf by its Chairperson and attested by its Board Secretary, all on or as of the day first above written.

[Remainder of page intentionally left blank; Signature pages follow]

(SEAL)

WOODBURY COUNTY, IOWA

Chairperson

ATTEST:

County Auditor

STATE OF IOWA)
) SS
COUNTY OF WOODBURY)

On this ____ day of _____, 2020, before me a Notary Public in and for said State, personally appeared the Chairperson of the Board of Supervisors of Woodbury County and the Woodbury County Auditor, to me personally known, who being duly sworn, did say that they are the Chair and Auditor, respectively, of Woodbury County, Iowa, an Iowa county created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said County, and that said instrument was signed and sealed on behalf of said County by authority and resolution of its Board of Supervisors, and said Chairperson and Auditor acknowledged said instrument to be the free act and deed of said County by it voluntarily executed.

Notary Public in and for the State of Iowa

WOODBURY COUNTY LAW
ENFORCMENT CENTER
AUTHORITY

(SEAL)

Chairperson

ATTEST:

Secretary

STATE OF IOWA)
) SS
COUNTY OF WOODBURY)

On this _____ day of _____, 2020, before me a Notary Public in and for said State, personally appeared the Chairperson of the Board of Commissioners of the Woodbury County Law Enforcement Center Authority and the Board Secretary, to me personally known, who being duly sworn, did say that they are the Chair and Secretary, respectively, of said Board, created and existing under Iowa Code Section 346.27 , and that the seal affixed to the foregoing instrument is the seal of said Authority, and that said instrument was signed and sealed on behalf of said Authority by authority and resolution of its Board of Commissioners, and said Chair and Secretary acknowledged said instrument to be the free act and deed of said County by it voluntarily executed.

Notary Public in and for the State of Iowa

[ATTACH RESOLUTION OF BOARD OF SUPERVISORS APPROVING AGREEMENT]

[ATTACH RESOLUTION OF THE WOODBURY COUNTY LAW ENFORCEMENT
CENTER AUTHORITY APPROVING AGREEMENT]

01743099-1\18799-028

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

Date: 7/15/2020 Weekly Agenda Date: 7/21/2020

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

WORDING FOR AGENDA ITEM:

Approve contract for right of way

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

A contract for acquisition of right of way has been negotiated with Habitat Restoration Services, LLC for additional easement to assist in improving a level C road to Level A status.

BACKGROUND:

The board of supervisors approved upgrading the east 400-500 ft. of 130th Street in section 17 of Concord Twp. from Level C, minimum maintenance road, to Level A, normal road maintenance as part of an effort by the landowner to build a new family home on their property that is only accessible from 130th Street. The additional right of way will allow the county to improve the road.

FINANCIAL IMPACT:

The landowner is being given a credit toward the cost of road improvements in exchange for the road right of way of \$830. The landowner is subject to the cost of road improvements to accomodate their new home under Woodbrury County Secondary Road PPM #3.

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 contract Habitat Restoration Services, LLC.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the contract with Habitat Restoration Services, LLC. and direct the chair to sign the contract.

CONTRACT

THIS AGREEMENT made and entered into on this 13th day of July, 2020, BY AND BETWEEN:

Habitat Restoration Services, LLC

Party of the first part, and **WOODBURY COUNTY** by its **BOARD OF SUPERVISORS**, party of the second part.

WITNESSETH:

In consideration of the herein stipulated sum of one dollar and other valuable consideration, receipt of which is hereby acknowledged, the party of the first part hereby agrees to furnish to the second party a permanent right of way easement, for use as a public highway, to the real estate situated in the County of Woodbury, State of Iowa, to-wit:

1) That portion of Parcel A of Outlot 4, Part of the SE 1/4 of SW 1/4 of section 17, Township 89 north, Range 46 west of the Fifth PM lying south of the right of 130th Street, but north of dedicated right of way acquired June 1978. The property contains 0.10 acres of net acquired right of way and shown on the attached plat.

ADDITIONS AS NOTED:

Woodbury County will credit Habitat Restoration Services, LLC a total of \$830.00 toward the cost of the Level C Road upgrade requested by the party of the first part.

It is hereby agreed that possession of the premises is the essence of this contract and that party of the second part may take immediate possession of the premises upon the signing of this contract, for the purposes above set forth, and first party further agrees to convey aforementioned property to the second party for the consideration hereinafter named.

Party of the second part agrees to purchase the above described real estate or take easement thereto for road purpose and to pay therefore upon delivery of warranty deed, or easement, showing merchantable title.

LAND TO BE ACQUIRED	ACRES	UNIT RATE	DOLLARS
PERMANENT EASEMENT: Parcel	0.10	\$ 8,300.00	\$ 830.00 (credit)
MISCELLANEOUS:	No damages		
TOTAL \$			\$ 830.00 (credit)

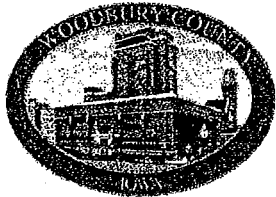
Should the acreage acquired for highway or fencing be more or less than shown above, same is to be paid for at the agreed unit prices, any and all verbal agreements are merged in this written contract. Should the highway as finally located require none of the real estate described, this contract becomes null and void. Party of the first part consents to the establishment of the proposed road and relinquishes all claims for damages.

Landowner(s) of Record

Chairperson Board of Supervisors

ATTEST: _____
Woodbury County Auditor

Date



Woodbury County Secondary Roads Department

759 E. Frontage Road • Merville, Iowa 51039
Telephone (712) 279-6484 • (712) 873-3215 • Fax (712) 873-3235

COUNTY ENGINEER
Mark J. Nahra, P.E.
mnahra@sioux-city.org

ASSISTANT TO THE COUNTY ENGINEER
Benjamin T. Kusler, E.I.T.
bkusler@sioux-city.org

SECRETARY
Tish Brice
tbrice@sioux-city.org

PPM #3, 2013
Rev.

WOODBURY COUNTY SECONDARY ROAD DEPARTMENT POLICY AND PROCEDURE MEMORANDUM

SUBJECT: Road Improvements for Residential and Commercial Development

Background:

Woodbury County has widely varying terrain within its borders. While constructed to the design standard at the time of their improvement, many county roads were built to a lower design speed and geometry than required by current road design standards. Due to vertical and horizontal alignments that do not meet stopping sight distance requirements for the statutory or established speed limit on many county roads, locations for driveways meeting minimum sight distance requirements may be difficult to find along some property frontages. Due to platting or property boundaries, a safe field or driveway access may not be available at a convenient location for a property owner.

Policy:

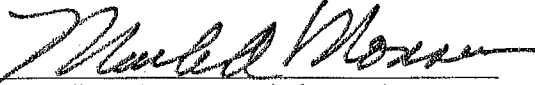
Following an unsuccessful field or driveway access application, a landowner may request that the county engineer conduct a survey to see whether the road could be regraded to allow an entrance to be sited. Upon receiving a request, the county engineer will schedule a survey at the convenience of the Secondary Road Department and will review the survey to determine whether the road can be regraded to allow the construction of a field entrance or driveway at the desired location. The county engineer will design road improvements to meet current design standards to an alignment and grade that provide stopping sight distance that meets or exceeds the statutory or established speed limit for the road. The county engineer will prepare a cost estimate for the work and provide it to the requesting landowner.

The landowner will be responsible for 100% of the cost of the road improvement as determined by the county engineer. If the landowner finds the estimate acceptable, the county engineer will prepare a construction agreement for signature by the landowner. The county engineer will also sign the agreement and bring it to the Board of Supervisors for approval. Full payment for the road improvement will be required upon completion of the work unless prior arrangements are made with the county engineer and approved by the Board of Supervisors.

The county engineer will be the final judge of the feasibility of making road improvements in these cases and a driveway and road improvement request may not be approved if it is cost prohibitive or cannot be safely constructed and located.

This policy has been reviewed and approved by the Woodbury County Board of Supervisors on this 4th day of August, 2015.

APPROVED:



Chairman-Woodbury County Board of Supervisors



Mark J. Nahra, Woodbury County Engineer

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

#10b

Date: 7/16/2020 Weekly Agenda Date: 7/21/2020

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

WORDING FOR AGENDA ITEM:

Consider award recommendation for PCC Crushing for 2020

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

The county received quotes for crushing stockpiles of broken PCC concrete from four stockpiles on county property for Woodbury County on July 14th. The county engineer is recommending award.

BACKGROUND:

The road department allows contractors and others to drop clean, broken PCC concrete at county properties in all four corners of the county. Periodically we take quotations to crush this material to a road aggregate gradation for use on county gravel roads.

FINANCIAL IMPACT:

The project is paid for with local Woodbury County secondary road 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 award bids for PCC Crushing - 2020 to Schmillen Construction.

ACTION REQUIRED / PROPOSED MOTION:

Motion to award bids for PCC Crushing - 2020 to Schmillen Construction for \$177,654.00.

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

#10c

Date: 7/16/2020 Weekly Agenda Date: 7/21/2020

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

WORDING FOR AGENDA ITEM:

Award bids for county pavement markings for 2020

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

The county engineer has reviewed bids for the application of pavement markings on various paved roads in Woodbury County and is making a recommendation for award.

BACKGROUND:

Annually the county reapplies paint to 33-50% of its paved road system. The proposed project will be completed during the 2020 construction season. Prices were read higher than normal this year. We have checked the market and found that area wide, pavement marking prices are higher than last year. This is attributed to higher labor costs and fewer contractors in the market.

FINANCIAL IMPACT:

The project is paid for with local Woodbury County secondary road funds. Next year we are going to try some new letting tactics to help lower our prices, such as giving a longer completion window for completing the project.

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 award bids for Pavement Markings - 2020 to Iowa Plains Signing for \$171,960.

ACTION REQUIRED / PROPOSED MOTION:

Motion to award bids for Pavement Markings - 2020 to Iowa Plains Signing for \$171,960.

July 16, 2020

Via E-mail Only

Woodbury County, Iowa
c/o Mr. Michael Clayton
Woodbury County Treasurer
Trosper Hoyt
822 Douglas St. Room 102
Sioux City, Iowa 51101

Re: Woodbury County, Iowa - Resolution Approving Lease

Dear Michael:

Enclosed please find suggested proceedings to be acted upon by the Board of Supervisors on the date fixed for the hearing on the proposal to enter into a Lease Agreement with the Woodbury County Law Enforcement Center Authority.

The proceedings are prepared to show as a first step the holding of a public hearing for the receiving of any oral or written objections from any resident or property owner to the proposed action of the Board of Supervisors. A summary of objections received or made, if any, should be attached to the proceedings. After all objections have been received and considered, if the Board of Supervisors decides not to abandon the lease, a form of resolution follows that should be introduced and adopted, entitled Resolution Approving and Authorizing Execution of a Lease Agreement with the Woodbury County Law Enforcement Center Authority.

Please note the following:

- These proceedings assume the Notice of Public Hearing previously sent was published according to the instructions in the letter or e-mail accompanying that notice. Please fax or scan a copy of the newspaper's publication of the notice to us on the day it is published (if convenient).
- We assume you will work with the Authority to ensure execution of the Lease Agreement by both parties. The execution version was e-mailed on July 10, 2020.
- Please be sure to send us a signed copy of the Lease Agreement for our file.

- Please return the Transcript Documentation included with this letter to us within 2 weeks of the public hearing.

If you have any questions, please do not hesitate to contact our office.

Ahlers & Cooney, P.C.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason L. Comisky".

Jason L. Comisky
FOR THE FIRM

JLC:ks

Enclosures

cc: Dennis Butler (via email)
Karen James (via email)

ITEMS TO INCLUDE ON AGENDA FOR JULY 21, 2020

WOODBURY COUNTY, IOWA

Woodbury County, Iowa.

- Public hearing on the proposal to enter into a Lease Agreement with the Woodbury County Law Enforcement Center Authority.
- Resolution approving and authorizing execution of a Lease Agreement with the Woodbury County Law Enforcement Center Authority.

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE
CHAPTER 21 AND THE LOCAL RULES OF THE COUNTY.

July 21, 2020

The Board of Supervisors of Woodbury County, State of Iowa, met in _____ session, in the Board Room, Woodbury County Courthouse, 620 Douglas Street, Sioux City, Iowa, at _____ .M., on the above date. There were present Chairperson _____, in the chair, and the following named Board Members:

Absent: _____

* * * * *

The Chairperson announced that this was the time and place for the public hearing and meeting on the matter of the proposal to approve and authorize execution of a Lease Agreement by and between Woodbury County, Iowa and the Woodbury County Law Enforcement Center Authority, and that notice of the proposed action by the Board to enter into said Lease Agreement had been published.

The Chairperson then asked the Auditor whether any written objections had been filed by any County resident or property owner to the proposed action. The Auditor advised the Chairperson and the Board that _____ written objections had been filed. The Chairperson then called for oral objections and _____ were made. Whereupon, the Chairperson declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

The Board then considered the proposed action and the extent of objections thereto.

Board Member _____ introduced the following resolution entitled "RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A LEASE AGREEMENT WITH THE WOODBURY COUNTY LAW ENFORCEMENT CENTER AUTHORITY", and moved that the resolution be adopted. Board Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Resolution was duly adopted as follows:

RESOLUTION APPROVING AND AUTHORIZING
EXECUTION OF A LEASE AGREEMENT WITH THE
WOODBURY COUNTY LAW ENFORCEMENT CENTER
AUTHORITY

WHEREAS, it is deemed necessary and advisable that Woodbury County, State of Iowa, (the "County") should provide for the authorization of a Lease Agreement with the Woodbury County Law Enforcement Center Authority (the "Authority") for the purpose of construction and operation of a new law enforcement center facility as hereinafter described; and

WHEREAS, Iowa Code Section 346.27 provides that the Authority shall have and exercise certain public and essential governmental powers and functions including the right to lease all or any part of a building to an incorporating unit upon rental terms agreed upon between the Authority and the incorporating unit; and

WHEREAS, the Authority and County have negotiated the form of a proposed Lease Agreement (the "Lease") by and between the Authority and the County, which would obligate the Authority to construct certain improvements to be operated by the County as a law enforcement center facility (more particularly described in the Lease) on certain real property located within Sioux City, Iowa as defined and legally described in the Lease, consisting of the construction of an approximately 213,000 square foot building, together with all related site improvements, under the terms and following satisfaction of the conditions set forth in the Lease

and would obligate the County to make certain payments to the Authority as outlined in the proposed Lease, under the terms and following satisfaction of the conditions set forth in the Lease; and

WHEREAS, pursuant to notice published as required by law, this Board has held a public meeting and hearing upon the proposal to approve and authorize execution of the Lease and has considered the extent of objections received from residents or property owners as to said proposed Lease; and, accordingly the following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA:

Section 1. That the performance by the County of its obligations under the Lease, under the terms set forth in the Lease, be and is hereby declared to be an appropriate and necessary undertaking of the County pursuant to Section 346.27, Code of Iowa.

Section 2. That the form and content of the Lease, the provisions of which are incorporated herein by reference, be and the same hereby are in all respects authorized, approved and confirmed, and the Chairperson and the County Auditor be and they hereby are authorized, empowered and directed to execute, attest, seal and deliver the Lease for and on behalf of the County in substantially the form and content now before this meeting, but with such changes, modifications, additions or deletions therein as shall be approved by such officers, and that from and after the execution and delivery of the Lease, the Chairperson and the County Auditor are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Lease as executed.

PASSED AND APPROVED this 21st day of July, 2020.

Chairperson

ATTEST:

County Auditor

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF WOODBURY)

I, the undersigned County Auditor of Woodbury County, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the County showing proceedings of the Board, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective County offices as indicated therein, that no Board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the County or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Board hereto affixed this _____ day of _____, 2020.

County Auditor, Woodbury County, Iowa

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

#12a

Date: 7/10/20 Weekly Agenda Date: 7/21/20

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: David Gleiser, CED Director

WORDING FOR AGENDA ITEM:

Rural Comprehensive Planning Project Update

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

The Board will receive an update on its Rural Comprehensive Planning Project, which has sought to provide 11 rural cities with new comprehensive plans.

BACKGROUND:

In July 2016, the Board approved a contract with Simmering-Cory, Inc. (SCI) in the amount of \$112,530 to have 11 comprehensive plans completed within 36-months. In January 2019, the Board amended its contract with SCI to extend the project completion date out an additional 12 months. On June 30, 2020, SCI submitted their final invoice along with hard and electronic copies of the 11 completed plans. The final invoice also reflected a \$5,500 discount.

FINANCIAL IMPACT:

Originally budgeted \$112,530 (Local Option Sales Tax)
Actually expended \$107,030 (Local Option Sales Tax) = \$5,500 (4.8% under total budget)

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

Yes No

RECOMMENDATION:

None, receive the update.

ACTION REQUIRED / PROPOSED MOTION:

No action or motion required.

AGREEMENT FOR COMPREHENSIVE PLAN SERVICES

ARTICLE I. This AGREEMENT made and entered into this 12th day of July, 2016, by and between Woodbury County hereinafter called the COUNTY, and Simmering-Cory, Inc., hereinafter called SCI, WITNESSETH:

WHEREAS, the COUNTY intends to hire a planning consultant to prepare Comprehensive Plans for eleven cities in Woodbury County, Iowa. These plans will create a framework for the development of future public policy, particularly in the area of land use, infrastructure, and economic development, hereinafter called the PROJECT; and

WHEREAS, the COUNTY desires to employ SCI to assist with completion of individual Comprehensive Plans for eleven cities within Woodbury County, Iowa.

NOW THEREFORE, in consideration of these premises and of the mutual covenants herein set forth, the parties hereto agree as follows:

ARTICLE II. COMPREHENSIVE PLAN DEVELOPMENT.

SCI agrees to complete a Comprehensive Plan document for each of the following cities as outlined in the proposal submitted to the COUNTY by SCI and attached to this agreement as Addendum A. The eleven cities included in the PROJECT are as follows:

- | | |
|-------------------|-------------|
| - Anthon | - Lawton |
| - Bronson | - Oto |
| - Correctionville | - Pierson |
| - Cushing | - Sloan |
| - Danbury | - Smithland |
| - Hornick | |

SCI agrees to furnish and perform various professional services for each of the eleven participating cities in the PROJECT, as follows:

- Hold a kick-off meeting with Woodbury County Rural Economic Development staff and representatives from each of the cities participating in the PROJECT by no later than July 31st, 2016 to inform the cities of the planning process; develop an agreed upon order of when each city will begin the planning process; and establish a reasonable and agreed upon timeline to conduct and finalize the planning process.
- For each participating city, hold a fact finding session with the Mayor, City Council, city staff, and other key stakeholders.
- For each participating city, attend and lead a joint work session with the City Council and, if applicable, the Planning and Zoning Commission.

- For each participating city, attend and lead a community meeting and visioning session to receive input from community stakeholders.
- Gather available documents from each participating city including but not limited to Comprehensive Plans, maps, facility reports, and photographs of the community.
- Compile information and data related to infrastructure, transportation, housing stock, and demographics for each participating city.
- Submit a draft plan to each participating city for review.
- Provide proceedings to, and assist each participating city in the adoption of their final Comprehensive Plan.
- Provide for each participating city a digital copy (in PDF format), one unbound paper copy, and ten bound copies of their final Comprehensive Plan.
- Hold a one-year follow-up meeting with each participating city post adoption of their Comprehensive Plan to review each city's progress and identify any potential updates to their Comprehensive Plan.

The COUNTY and each participating city agrees to fulfill and take certain action required to carry out the work and services necessary for completion of the PROJECT as outlined in the resolutions approving the acceptance of comprehensive services from the COUNTY and attached to this agreement as Addendum B., including the following items:

- Each participating city agrees to provide copies of all existing planning documents currently available, including past Comprehensive Plans, Capital Improvement Plans, Urban Renewal and Urban Revitalization Plans, City Codes, and other relevant information and documents as requested.
- The COUNTY agrees to provide a copy of all existing planning documents currently available, including the Woodbury County General Development Plan, and other relevant information and documents as requested.
- Each participating city agrees to provide meeting space for community input sessions.
- Each participating city agrees to assist SCI with promoting and disseminating information regarding the date, time, and location of their community input session.
- Each participating city agrees to take City Council action to formally adopt their Comprehensive Plan.

ARTICLE III. COMPENSATION. The COUNTY shall compensate SCI for services outlined under ARTICLE II in an amount of a fixed fee of \$10,230 per city, and the entire PROJECT shall

not exceed \$112,530. In no case will billings exceed this amount without prior authorization by COUNTY.

Should the COUNTY wish to expand the scope of services during the term of the contract, such services will be billed by an agreed upon amount as listed in the proposal (Addendum A.) in an amendment to the original agreement for services.

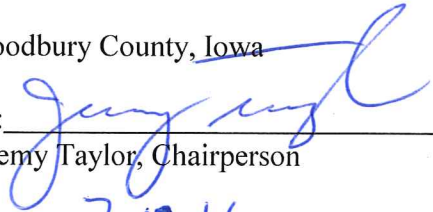
It is further understood and agreed by both parties, that the payment of fees shall be based on the percentage of the PROJECT complete, per city, with invoices to be sent out monthly. SCI will provide a detailed progress report with each billing showing the percentage complete of each Comprehensive Plan.

ARTICLE IV. PROJECT SCHEDULE. The project shall be completed within a 36-month timeframe (with the exception of the one-year follow-up meetings which may occur outside of the 36-month timeframe) following the date of this agreement.

Any extension of the project schedule shall be done through written amendment to this agreement.


ARTICLE V. TERMINATION. The COUNTY and/or SCI shall have the right to terminate this contract upon providing a 90-day notice in writing. Upon cancellation, the COUNTY will be responsible only for those costs incurred by SCI to the date of termination.

Woodbury County, Iowa

By: 
Jeremy Taylor, Chairperson

Date: 7-13-16

Attest:

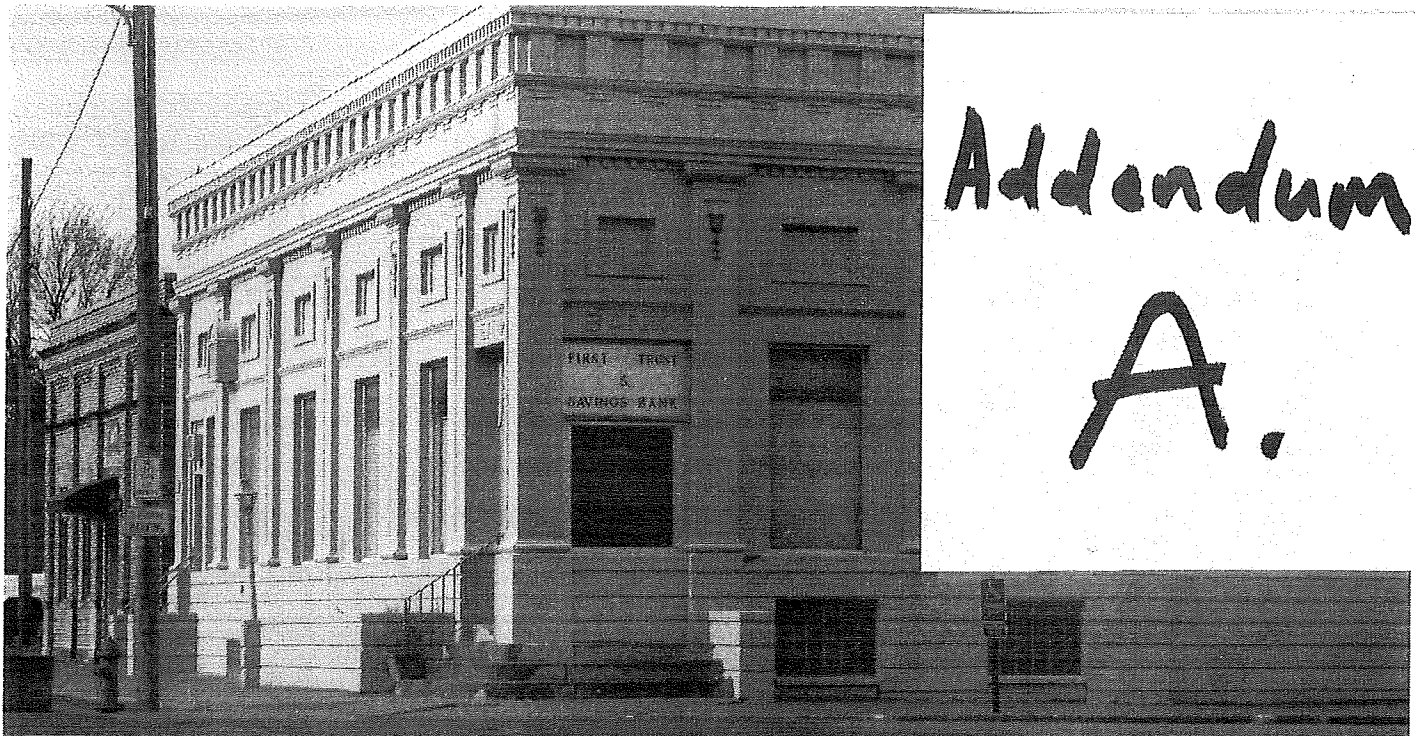
By:  - Deputy
Patrick Gill, Woodbury County Auditor

Simmering-Cory, Inc.

By: 

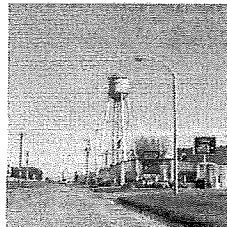
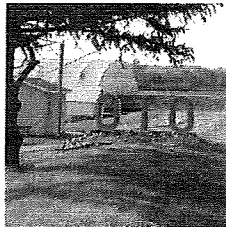
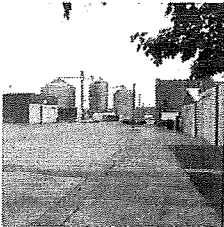
Date: July 7, 2016

Addendum A.



WOODBURY COUNTY, IOWA

Professional Services Proposal for Comprehensive Plan Development

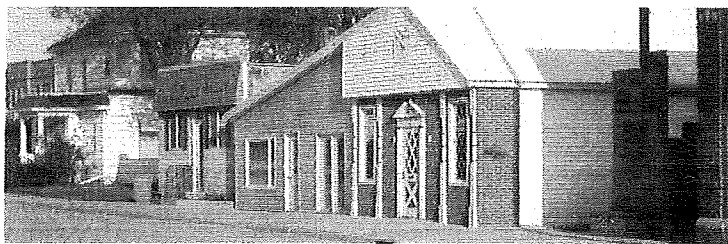


PROPOSAL FOR:

David Gleiser
Economic Development Director
Woodbury County
620 Douglas Street
Sioux City, Iowa 51101
dgleiser@woodburycountyiowa.gov

FROM:

Justin Yarosevich
City Planner
Simmering-Cory Inc.
610 Buddy Holly Place
Clear Lake, IA 50428
641.355.4072
justin.yarosevich@simmeringcory.com



Simmering-Cory INC.

610 Buddy Holly Place • P.O. Box 1161
Clear Lake, Iowa 50428 • Phone 641-357-7595 • Fax 641-357-7561

ISG

Bill Goldy
Associate Principal + Senior Planner
ISG
508 East Locust Street
Des Moines, IA 50309
bill.goldy@is-grp.com



PLANNING

Inventory + Analysis

Feasibility Studies

Community +
Stakeholder Engagement

Conceptual Design

Cost Estimating

Resource Planning

Budgeting

Surveying

Environmental
Assessments

Bond Referendum
Planning

Project Marketing

DESIGN

Master Planning

Engineering

Landscape Architecture

Architecture

Plan + 3D Renderings

Construction Documents

Bidding

Permitting

CONSTRUCTION

Code + Compliance

Administration

Post-Construction

Assistance

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Qualifications + Relevant Experience	Pages 9-11
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Compensation	Page 15
Details + References.....	Page 16







June 3, 2016

David Gleiser
Economic Development Director
Woodbury County
620 Douglas Street
Sioux City, Iowa 51101
dgleiser@woodburycountyiowa.gov

RE: Professional Services Proposal for Comprehensive Plan Development
Woodbury County, Iowa

David,

We are pleased to propose our services assisting with the development of Comprehensive Plans for the rural communities in Woodbury County, Iowa. Focused on the best interest of our municipal partners, we will provide a quality product that will serve as a community-true planning document guiding future development of the County's cities and towns. Our collaborative team approach provides extensive knowledge of the region as well as a working history with the communities in Woodbury County. In addition, our project team's local government experience will help us better serve each community as we develop plans useful and beneficial for community leaders.

As an engineering and planning firm with offices in Iowa and Minnesota, ISG will partner with Simmering-Cory (SCI) to provide planning expertise throughout each community's comprehensive plan development. Based in Clear Lake, Iowa and with staff located in Storm Lake, Iowa, SCI's history serving Iowa communities is highlighted in our successful project experiences with the following communities:

- Anthon Codification Services, CDBG Grant Services
- Correctionville Urban Renewal Planning Services, Codification Services
- Cushing CDBG Grant Services
- Lawton Urban Renewal Planning Services, Codification Services
- Oto CDBG Grant Services
- Pierson CDBG Grant Services, Codification Services
- Sloan CDBG Grant Services, Codification Services

Although it is not included in the proposed scope of services for this project, our team has also worked with the City of Merville on Urban Renewal Planning Services, while ISG has recently completed a Comprehensive Plan for the City. We pride ourselves on providing responsive services for medium to smaller sized communities in the State of Iowa and are eager to offer Woodbury County the same quality results.

The proposed project, as outlined in your Request for Proposals, is a perfect opportunity to apply small city understanding while guiding the selected communities' comprehensive planning development. Driving our team's project approach is the belief that a Comprehensive Plan is a more productive planning tool if it is regularly reviewed and updated. Therefore, we have included follow-up services free of cost for each community within this proposal.

We look forward to the opportunity to provide exceptional planning services and thank you for your consideration. Please feel free to contact us if you have any questions or if there is any additional information that we can provide.

Sincerely,

Justin Yarosevich
City Planner
Simmering-Cory, Inc.

Bill Goldy
Associate Principal + Senior Planner
ISG

508 East Locust Street + Des Moines, IA 50309

515.243.9143 + www.is-grp.com

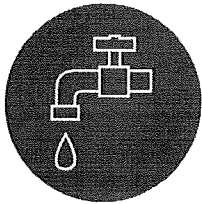
ARCHITECTURE + ENGINEERING + ENVIRONMENTAL + PLANNING



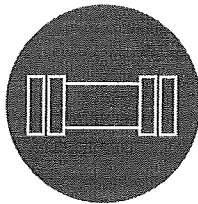
Simmering-Cory, Inc.



For nearly 30 years, Simmering-Cory, Inc. (SCI) has provided a variety of community development planning, technical assistance, and grant writing/administration services to cities and counties in Iowa. We have extensive knowledge of a variety of funding sources available to help finance a broad range of capital improvement projects for our clients. Our work has led to funding for nearly 500 projects, primarily for:



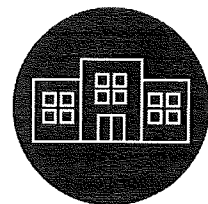
SANITARY SEWER + WATER SYSTEMS



STORMWATER DRAINAGE IMPROVEMENTS



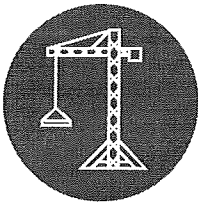
DOWNTOWN REVITALIZATION ACTIVITIES



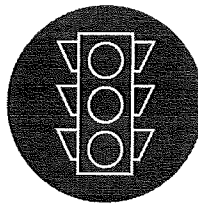
A VARIETY OF COMMUNITY FACILITY BUILDINGS



HOUSING RELATED ASSISTANCE PROGRAMS



ACQUISITION + DEMOLITION ACTIVITIES



STREET EXTENSIONS + IMPROVEMENTS



RECREATIONAL FACILITIES, SWIMMING POOLS, AND TRAILS

SCI HAS PARTNERED WITH NEARLY 250 CITIES + COUNTIES

Planning and implementing a variety of Urban Renewal + Urban Revitalization Projects

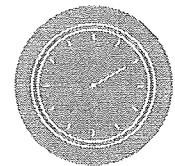
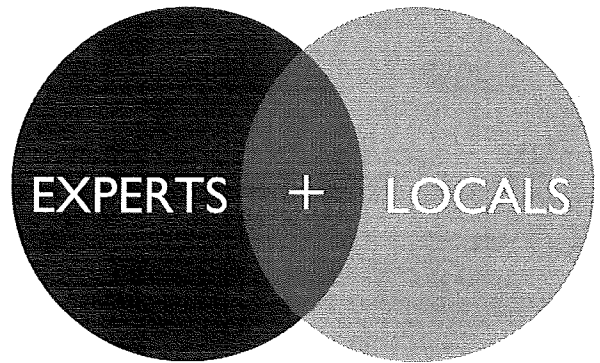
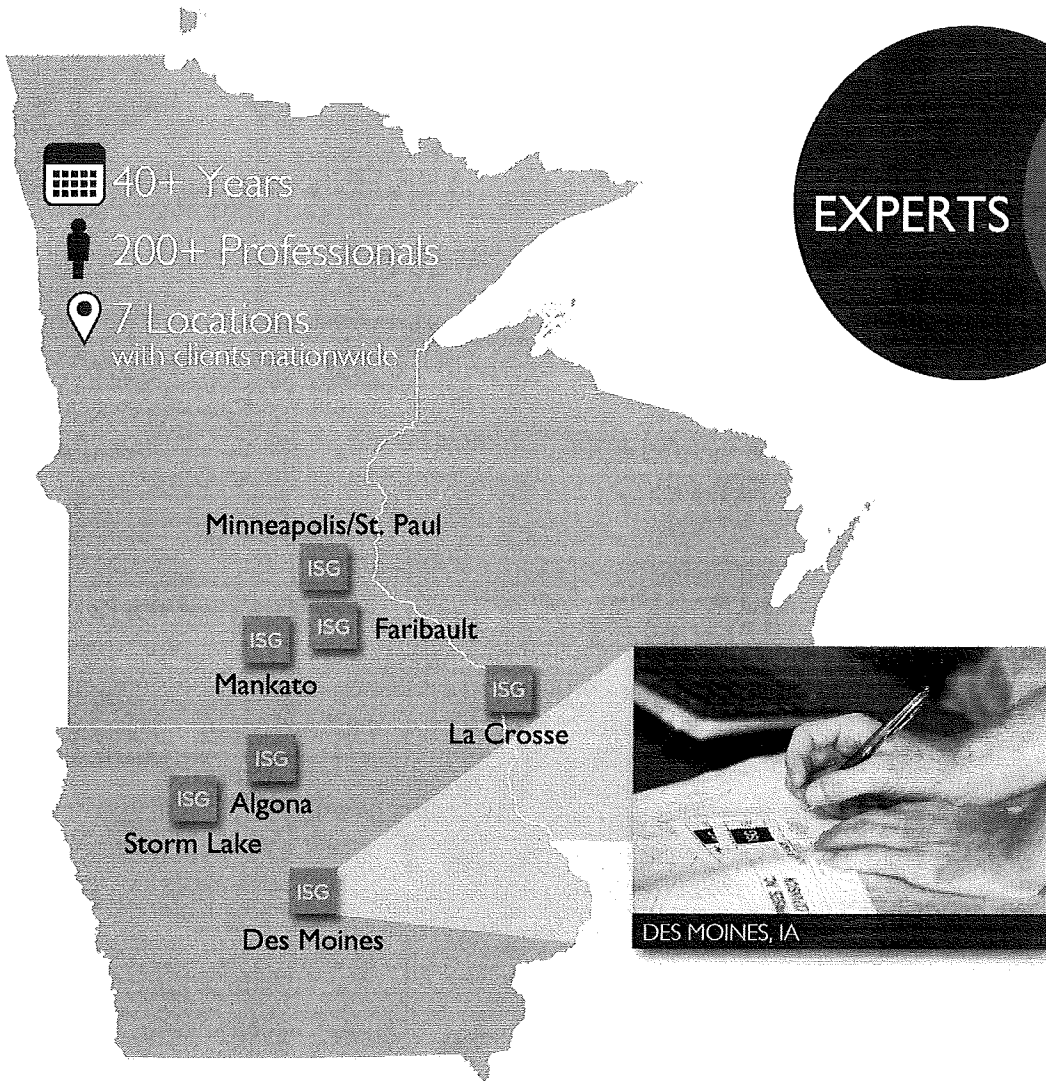
Our assistance on these projects includes preparation of the Urban Renewal or Urban Revitalization Plans or Amendments necessary to establish an Urban Renewal or Urban Revitalization District in compliance with the requirements of the Iowa Code.

Preparation of these plans is a necessary step in order for cities to have the ability to utilize tax increment financing or offer tax abatement.

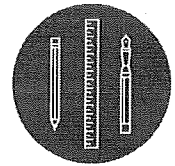
These economic development tools can provide local governments with the incentives needed to encourage growth and development and to stimulate private investment in new development.



ISG - True Expertise + Working Ingenuity



RESPONSIVE



CREATIVE



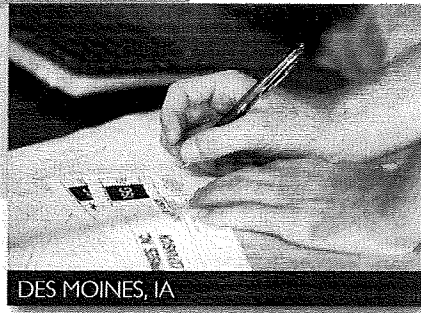
INGENIOUS



EAGER



ACCOUNTABLE



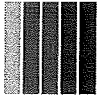
ISG has a rich history, that extends over 40 years, of building trusting relationships with clients, stakeholders, and the community. As a multi-disciplinary firm that serves numerous markets, ISG fosters strong collaboration between all the firm's disciplines providing clients a diverse knowledge base, high level of creativity, and broad perspective. This true and responsive expertise ensures superior project completion allowing for valuable, enduring relationships that benefit clients along with their communities now and into the future.

EXPERTISE

ARCHITECTURE
ENGINEERING
ENVIRONMENTAL
PLANNING

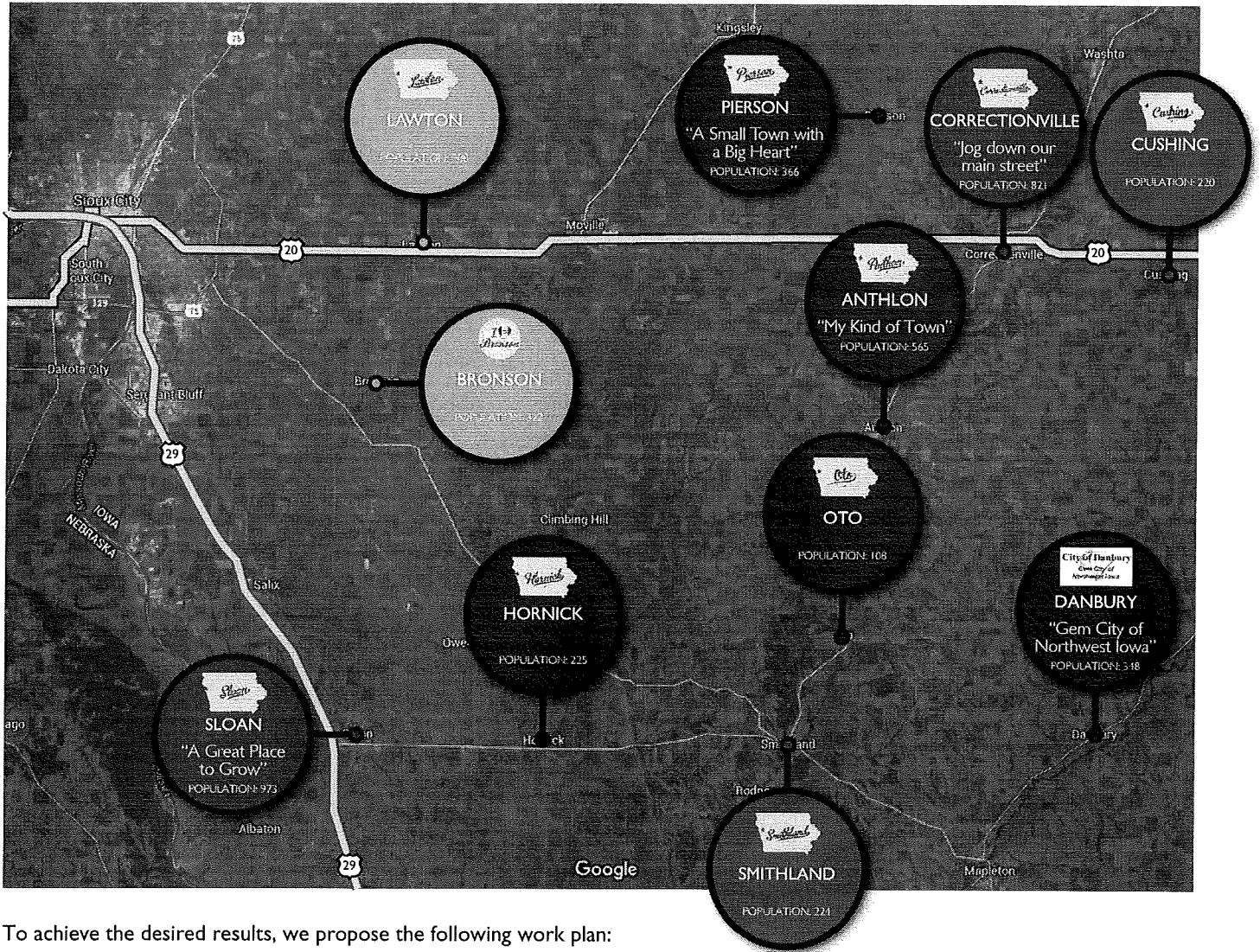
WORK

AGRICULTURE	ENERGY	INDUSTRIAL
CIVIC + CULTURE	GOVERNMENT	MINING
COMMERCIAL	HEALTHCARE	PUBLIC WORKS
EDUCATION	HOUSING	SPORTS + RECREATION



Proposed Work Plan

Simmering-Cory, Inc. (SCI) and ISG propose to develop a Comprehensive Plan for each of the following communities in Woodbury County, Iowa by June 30, 2018 (assuming a start in early July 2016).



To achieve the desired results, we propose the following work plan:

KICK-OFF MEETING	Participants Economic development staff from Woodbury County in addition to mayors and city clerks from project communities.
	Goals Introductions between project team and communities
	Review goals of project and timelines
	Begin to schedule meetings
	Gather existing data (comprehensive plans, maps, other documents)



Proposed Work Plan

Individual City Comprehensive Plan Development

We are proposing that plan development for each community will follow the general program schedule detailed below.

STEP 1

Community Level - Kick-off Meeting

SCI and ISG will meet with community leaders, including the Mayor, City Council, City staff, and other key stakeholders to begin developing clear goals and expectations for the project. The project team will gather existing comp plans, maps, and other documents as well as take initial community pictures that would be utilized in the comp plans. Dates for the work session and community meeting will also be set at this meeting.

STEP 2

City Council + Planning and Zoning Commission Work Session

SCI will attend a joint work session with the City Council and Planning and Zoning Commission on a night to be identified during the initial meeting, preferably on a regularly scheduled City Council meeting night.

STEP 3

Community Meeting + Vision Session

SCI will attend a community meeting to receive feedback from all community stakeholders and take initial community pictures that will be utilized in the comprehensive plans. ISG is not required to participate in this task, but will implement goals and objectives learned by SCI into the utility infrastructure and transportation sections in the final comp plan.

STEP 4

Draft Plan Development

SCI and ISG staff will work on the development of a draft plan based on the information received and data gathered. Goals and objectives will be developed, shared, and reviewed with the Mayor and City staff, who will have the opportunity to review and provide feedback on segments of the draft, as the plan is developed.

STEP 5

Preliminary Review of Draft Plan with Mayor + City Clerk

SCI and ISG will attend a meeting with the Mayor and City Clerk to review a draft of the plan.

STEP 6

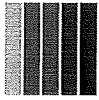
Plan Approval

SCI and ISG will present the final Comprehensive Plan to the City Council and Planning and Zoning Commission. If acceptable, the team will then seek the City Council's official approval.

STEP 7

One-Year Follow-Up Meeting

As a no cost service, SCI and ISG staff will return to a City Council meeting approximately one year after the adoption of the Comprehensive Plan to review community progress and determine potential changes that would benefit the City.



Proposed Work Plan

Always looking to add value to our partner's projects, each City's comprehensive plan prepared by SCI and ISG will include the following major sections.

- 1** Executive Summary
- 2** Introduction + Planning Framework
- 3** Community Profile + Analysis
- 4** Community Vision
- 5** Housing
- 6** Public Infrastructure + Utilities
- 7** Land Use + Zoning Ordinances
- 8** Community Facilities + Services
- 9** Economic Development
- 10** Transportation
- 11** Community Image + Community Marketing*
- 12** Implementation + Administration
- 13** Updates*

*Not included as a requirement in the RFP but highly recommended by the project team.



1 Executive Summary

Provides a concise summary of the overall plan including the Community Vision, goals, and objectives.



2 Introduction + Planning Framework

Provides an overview of the purpose and scope of the Comprehensive Plan, the process and methodology used to develop the plan, and the history of the community.



3 Community Profile + Analysis

Outlines community demographics and trending for the following areas: population, housing, income, and educational levels. The project team will also look at the City organization in terms of financial history and trends to identify any opportunities and challenges that exist.



4 Community Vision

Outlines the City's vision for the future including a Community Vision Statement. Each community will also have a series of goals and objectives that can lead to achievement of the Community Vision Statement. The goals and objectives will also tie to the main components of the plan including Housing, Public Infrastructure, Land Use, Community Facilities, Community Image, and Transportation.



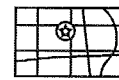
5 Housing Section

Focuses on housing opportunities and challenges in each community. The plan will look at the current housing stock including age, condition, and characteristics. The project team will also examine the current housing market to include sales, foreclosures, and new construction. Based on the findings, a set of goals and objectives will be developed that tie back to the Community Vision Statement.



6 Public Infrastructure + Utilities

Focuses on the community's public infrastructure and utilities. The plan will include an inventory of the existing public infrastructure and information about capacity and any limitations that currently exist. Utilities to be reviewed include water, sanitary sewer, electricity, natural gas, telecommunications, and storm water. Based on the findings, a set of goals and objectives will be developed that tie back to the Community Vision Statement.



7 Land Use + Zoning Ordinances

Focuses on the City's land use and zoning ordinances. The project team will review existing ordinances and annexation policies to identify potential goals and objectives. Outcomes in this section will include a current land use map (if one is not available) and a future land use plan based on input from city staff and the community. A preliminary opinion of probable cost will be established to address current deficiencies and future needs, and preliminary recommendations of potential funding sources will be provided. ISG will also provide applicable section exhibits. Based on the findings, a set of goals and objectives will be developed that tie back to the Community Vision Statement.



8 Community Facilities + Services

Reviews existing community facilities and services including education, protective services, social services, parks and recreation, arts and culture, and historic preservation. Based on the findings, a set of goals and objectives will be developed that tie back to the Community Vision Statement.



Proposed Work Plan



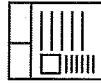
9 Economic Development

Assesses past and current labor force conditions and trends in employment. The project team will look at commuting patterns and opportunities for new business development and growth. Based on the findings, a set of goals and objectives will be developed that tie back to the Community Vision Statement.



10 Transportation

This section of the plan will assess transportation features within the community, including roads, streets, sidewalks, trails, railroads, airports, and community gateways. The project team will develop a transportation connectivity plan for each community that ties with the City's future land use plan. In addition to the preliminary opinion of probable costs for the existing network, ISG will address preliminary costs for new infrastructure identified during the planning process. Based on the findings, a set of goals and objectives will be developed that tie back to the Community Vision Statement.



11 Community Imaging + Marketing

Focuses on the community's image and how it can market itself to current and prospective residents and businesses. The plan will include identification of the community's strengths and weaknesses as well as current and future efforts to enhance the City's image. Based on the findings, a set of goals and objectives will be developed that tie back to the Community Vision Statement.



12 Implementation + Administration

Identifies best practices for implementation of the goals and objectives developed throughout the comprehensive plan process to support a successful realization of the Community Vision Statement.



13 Updates

Initially held in reserve but will be utilized for future updates including the proposed annual review that will be performed approximately one year after the completion of the initial plan.



SCI and ISG believe that a Comprehensive Plan is only an effective document when it is used and updated.

Many times we see plans developed and then shelved away, unused. Based on our city government experience, we understand it can be difficult to keep the Comprehensive Plan up-to-date and relevant. Therefore, we are proposing the addition of Step 7, One-Year Follow-Up meeting. This step will be a one-year follow up with each community at no cost to the City or Woodbury County.

During this follow up session, SCI and ISG staff will walk through any changes and updates to the goals and implementation strategies developed in the Comprehensive Plan. Additionally, we will work with the City to discuss potential resources that can assist them in accomplishing the goals and implementation strategies identified in the plan, including any updates. Cities will also be given an opportunity to add new goals and implementation strategies to their Comprehensive Plan.

A two to three-page update will be developed as a result of this discussion. Additional engineering or consulting services would be discussed prior to implementation and will incur additional costs should the City elect to proceed.

Bringing a unique perspective and background to your project with individuals who have been in the trenches working with citizens and elected officials, we recognize City challenges and have the expertise to provide custom solutions that will support each community in developing their own individual comprehensive plan.

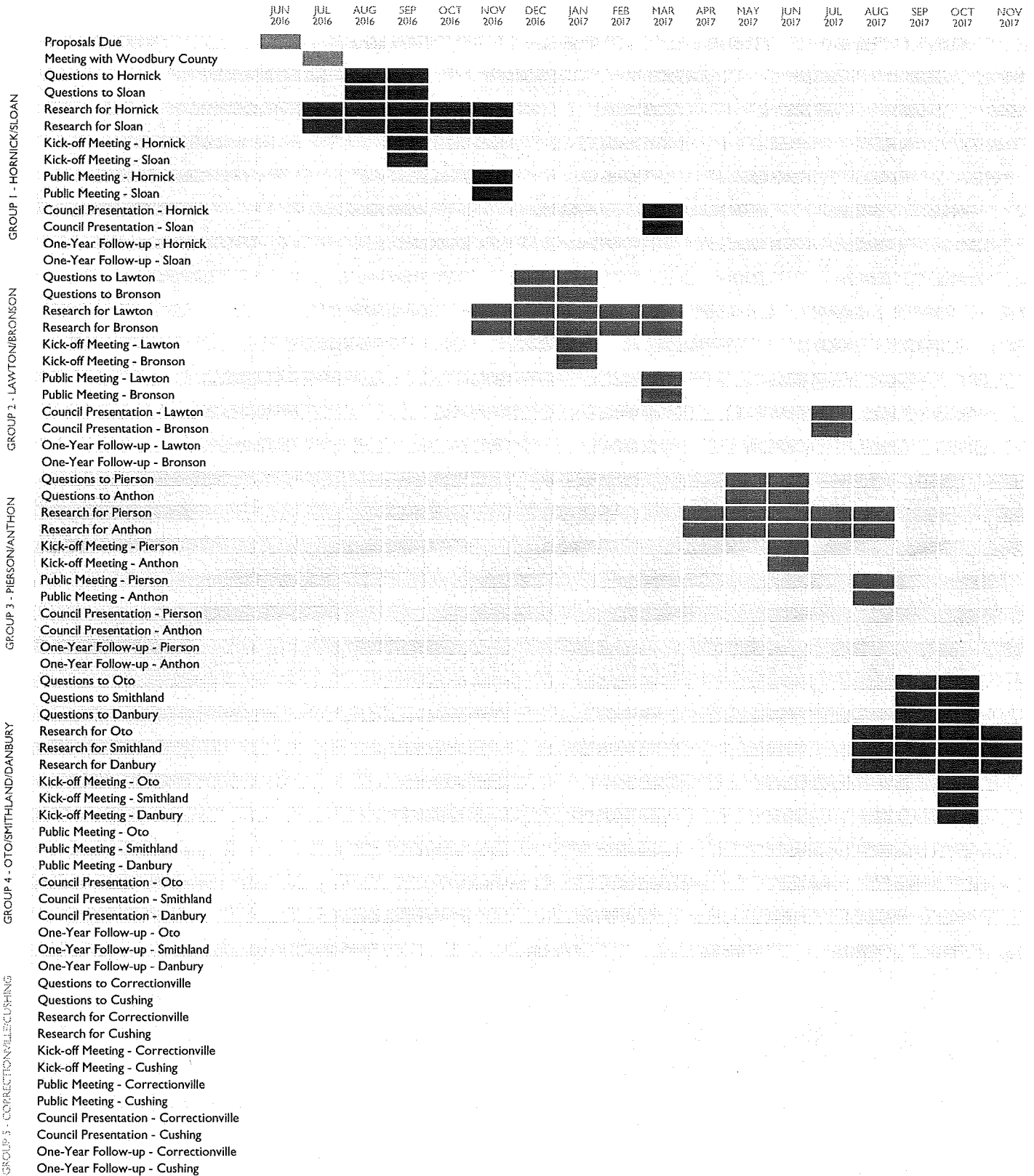


COMMUNITY ENGAGEMENT

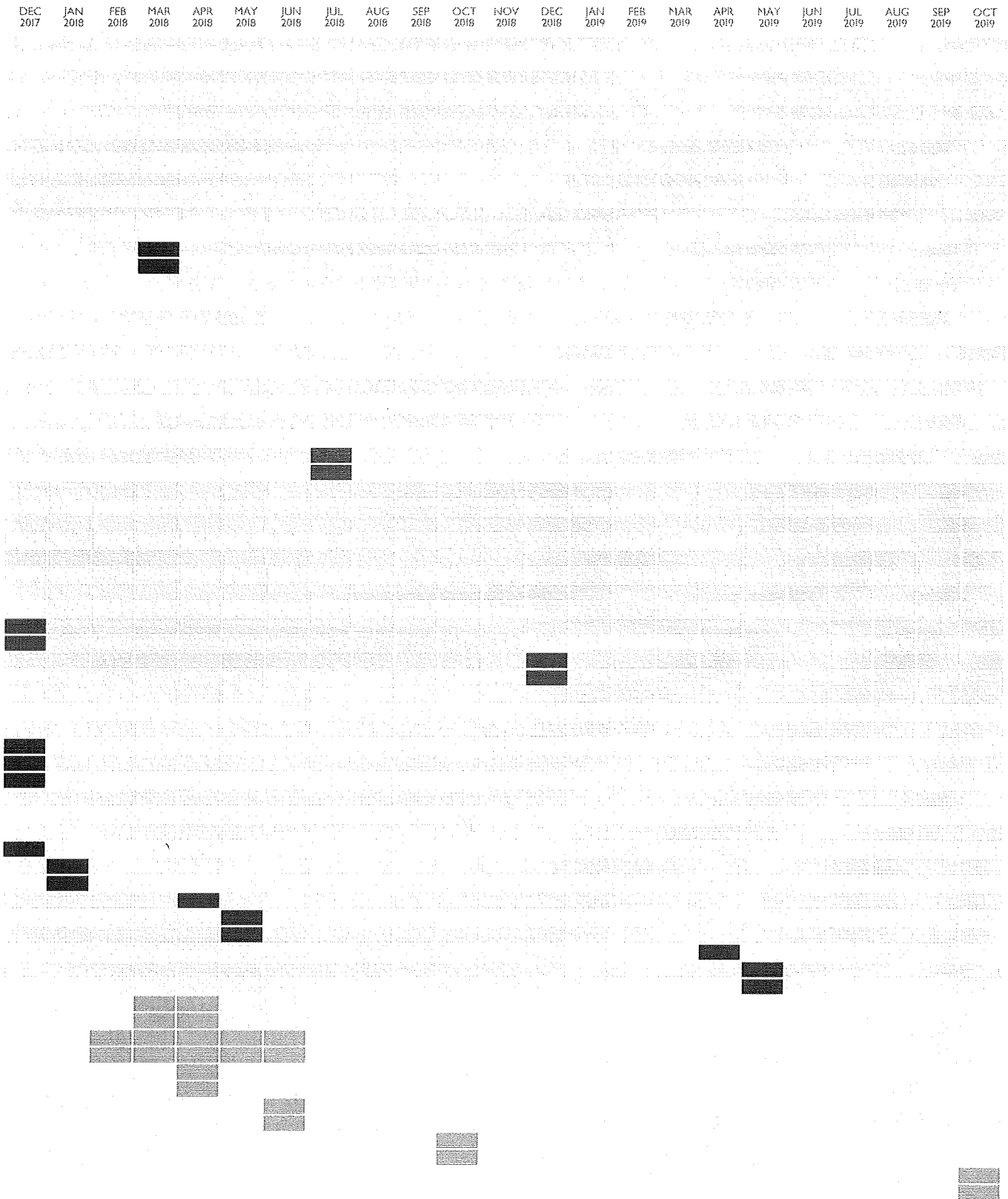
Our experience as local government officials helps us understand the challenges that communities face. Developing and maintaining community support can be difficult with limited resources. We feel that community image, pride, and marketing are key elements to the success of implementing the goals and objectives of the Comprehensive Plan. Our team will work hard to engage members of each community and facilitate the completion of each unique comprehensive plan.



Project Timeline



Simmering-Cory, Inc. and ISG anticipate the following timeline for achieving the individual Community Comprehensive Plans. The proposed timeline is flexible and can be adapted to meet the needs of the cities.

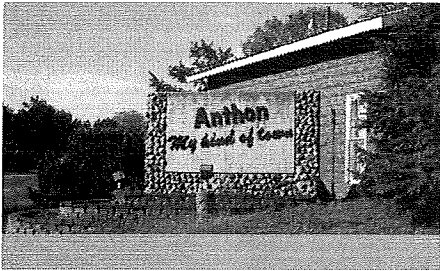




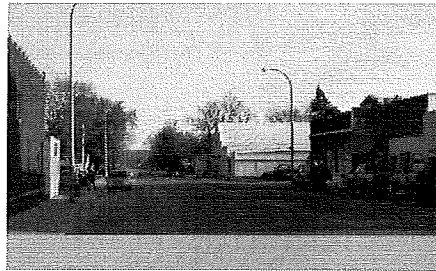
Qualifications + Relevant Experience

Simmering-Cory, Inc. (SCI), along with our project partner ISG, believe in Iowa's small communities and their contributions to a vibrant Iowa economy. While we work with communities of all sizes, a large majority of our work is in rural Iowa communities, including many in Northwest Iowa.

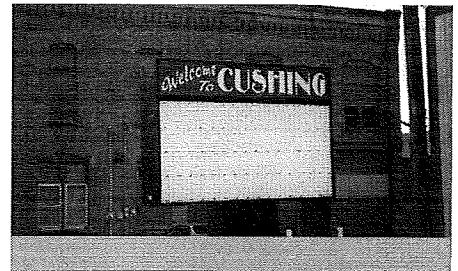
With a main office in Clear Lake, Iowa and additional staff based out of Storm Lake, SCI is familiar with the communities in Woodbury County and have a working relationship with a number of the cities involved in this project. These relationships allow us to utilize our existing knowledge to help develop an effective Comprehensive Plan. Some of our recent work experience with the participating communities includes:



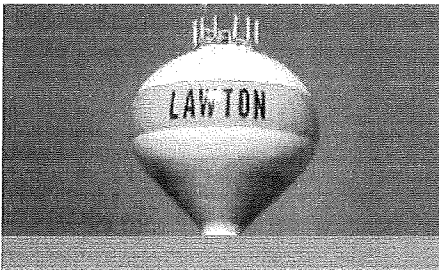
CODIFICATION SERVICE,
CDBG GRANT SERVICES
City of Anthon



URBAN RENEWAL
PLANNING SERVICES,
CODIFICATION SERVICES
City of Correctionville



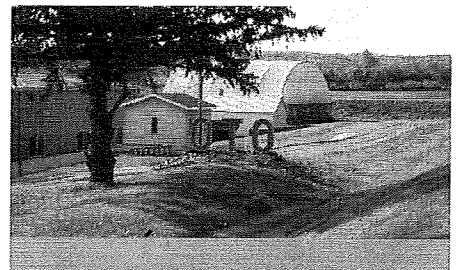
CDBG GRANT SERVICES
City of Cushing



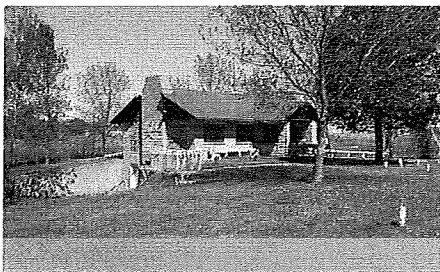
URBAN RENEWAL
PLANNING SERVICES,
CODIFICATION SERVICES
City of Lawton



CDBG GRANT SERVICES,
CODIFICATION SERVICES
City of Sloan



CDBG GRANT SERVICES
City of Oto



CDBG GRANT SERVICES,
CODIFICATION SERVICES
City of Pierson



Qualifications + Relevant Experience



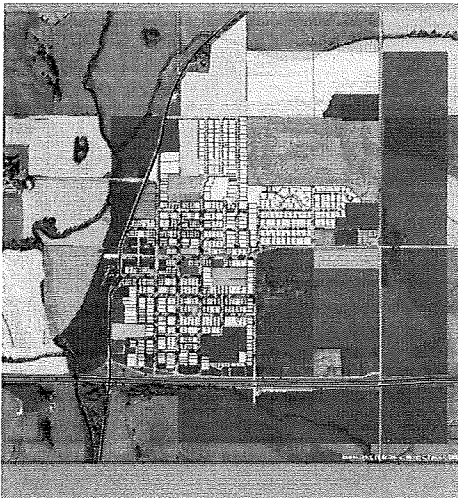
WASTEWATER TREATMENT PLANT

City of Sloan, IA

Sloan, IA

Due to the City's aging plant which had been struggling to meet IDNR requirements, ISG recommended a new system consisting of a covered two-cell aerated lagoon with a polishing reactor and UV disinfection. In addition, a sewage grinder was included in the inlet structure for the lagoon. ISG designed the covered aerated lagoon to handle the increased loading from Infiltration and Inflow (I/I), and retain heat during winter months, which decreases the footprint needed for the nitrification process in the polishing reactor. This proved especially valuable for the City since there was a limited footprint available for the facility.

Addressing the plant's specific needs, the covered aerated lagoon system now allows the City to attain the level of treatment required by IDNR stream standards and accommodate the excess I/I.



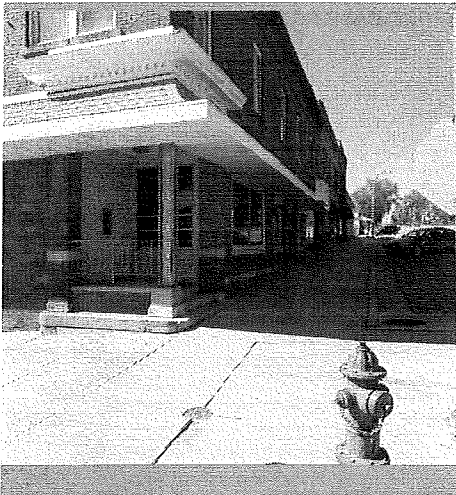
COMPREHENSIVE PLAN

City of Merville

Merville, IA

While the City had grown, the Comprehensive Plan for Merville had not been updated for nearly 20 years. Providing assistance with a complete update to the Comprehensive Plan while concurrently preparing a Capital Improvement Plan allowed the City to prepare for anticipated future growth with a common vision.

An open house was held to solicit public input and a survey was conducted to assist in prioritizing needs from residents and community stakeholders. The Comprehensive Plan included an analysis of current conditions and demographics including parks, recreation and natural resources, existing and future housing needs, land use, infrastructure, economic development opportunities, plus ordinance and policy review. The Capital Improvements Plan outlines anticipated capital expenditures for the next five years, including water, wastewater, storm sewer, and street infrastructure, public buildings, and other major capital expenditures.



CAPITAL IMPROVEMENT PLAN

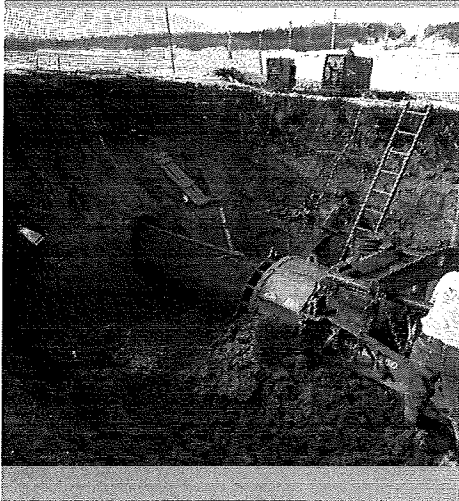
City of Pierson

Pierson, IA

The City of Pierson was in need of a medium-range (5-year) Capital Improvement Plan (CIP) to prepare for future capital expenditures. ISG worked alongside City staff and stakeholders to gather appropriate information on proposed projects which included water/wastewater, street reconstruction, public buildings, parks and recreation, and other infrastructure. A weighted scoring criteria was developed to determine priorities and various financing alternatives were researched and presented, along with estimates of funds necessary to complete projects. The CIP also addressed improvements that would require utility rate adjustments and included recommended actions for proceeding with various options. This process allowed adequate time for the City to budget and also submit applications for potential loan and grant opportunities. ISG also provided creative and effective project alternatives to reduce project expenditures creating an effective CIP and City reference report.



Qualifications + Relevant Experience



SANITARY SEWER

City of Correctionville

Correctionville, IA

As the City of Correctionville's appointed City Engineer, ISG was called on to assist with an expedited project. A developer had contacted the City to request a sanitary sewer extension so a new commercial business could be opened on-time.

An 8-inch sanitary sewer was extended across US Highway 20 through a steel jack and bore installation. The store was able to open on time and the sanitary sewer main was extended through the property in order to accommodate future development for the City.



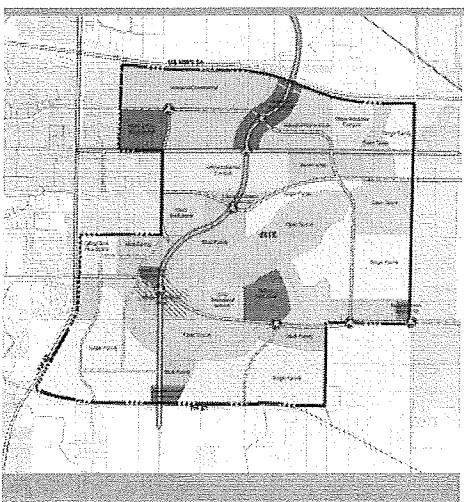
COMPREHENSIVE PLAN

City of Winthrop

Winthrop, MN

ISG prepared the City of Winthrop's first Comprehensive Plan, beginning the project process by first examining a wide variety of elements to proactively lay planning groundwork for the future of the community. The plan addresses community sustainability, outlines land use planning utilizing local trends, smart growth, and other initiatives, details how the community can encourage the participation and good will of its citizens, and offers strategies to develop and maintain community leadership.

The City's primary goal was to outline the true cost of development and redevelopment, with the additional vision to detail infrastructure preservation and improvement solutions within the downtown area. The plan provides a foundation for practices, actions, and initiatives that will help Winthrop function efficiently and effectively for years to come.



GEMISD ALTERNATIVE URBAN AREAWIDE REVIEW

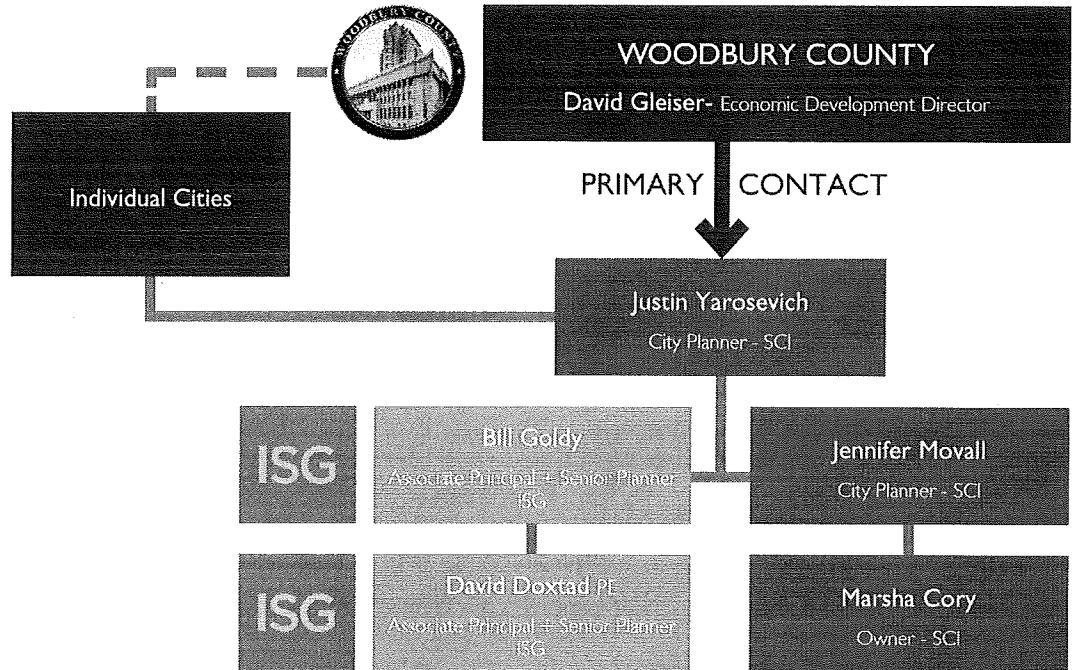
City of Mankato

Mankato, MN

In response to growing interest in the area, ISG was consulted by the City of Mankato to complete a land use planning and environmental review on approximately 2,800 acres between TH-22 and the City of Eagle Lake as part of two Alternative Urban Area-wide Reviews (AUAR). Major public improvements including an interchange on Hwy 14 and other road extensions, addition of community and neighborhood parks, trail connections, and the preservation of significant natural resources and open space were all encompassed in the review. ISG met with local, county, and state agencies to develop land use concepts and assumptions for the area, also holding interviews with local citizens, landowners, and stakeholders to collect insight and information on the area and discuss potential environmental impacts. Through the AUAR process, ISG has provided land use planning, infrastructure review, environmental review, wetland inventory, land cover classification, and sanitary, water and stormwater planning. Currently, ISG is providing updates to the initial AUAR as part of our extended services.



Key Personnel



PROPOSED PROJECT TEAM

Our project team will be led by Justin Yarosevich from Simmering-Cory, Inc. Justin will be responsible for communication between the consultant and Woodbury County, Iowa as well as ensuring that the project remains on schedule. ISG's Bill Goldy will work closely with Justin to coordinate engineering and GIS needs, as well as other technical resources needed throughout the project.

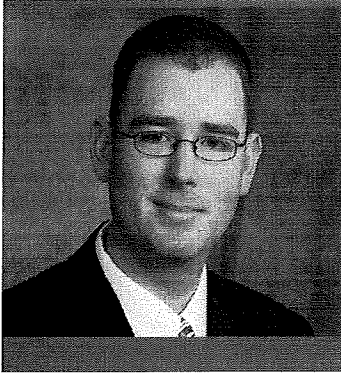
Jennifer Movall and Justin Yarosevich will work directly with the individual communities to facilitate the community meetings and visioning sessions as well as Council and Planning and Zoning work sessions. Each community will have one main liaison who will work directly with them to achieve their desired results.

SOLUTION DRIVEN COMMUNICATION PROCESS





Key Personnel



JUSTIN YAROSEVICH

City Planner

Building stronger Iowa cities and brighter community futures.

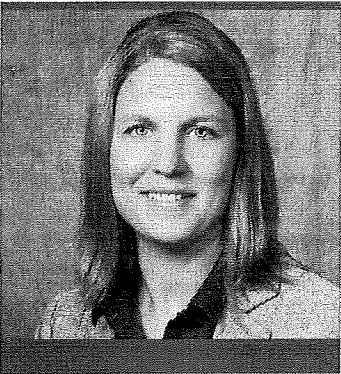
Justin has over 17 years of experience in local government management where he served as a City Clerk/Assistant City Manager. In that position, he handled project management duties as well as worked with various City departments, citizens, and community groups to achieve desired results within budget. As a City Planner, Justin utilizes his past municipal experience, communication, marketing skills, and high energy approach to provide clients with superior results specific to their needs.

His experience as the City's Public Information Officer and his facilitation skills will be critical to helping achieve the community input necessary for a relevant comprehensive plan. Justin was also instrumental in the development of the City of Storm Lake's Comprehensive Plan in 2013.



EDUCATION

Bachelor of Arts in Accounting, Buena Vista University - Storm Lake, IA



JENNIFER MOVALL

City Planner

Crafting dependable financial solutions with a working knowledge of local governments.

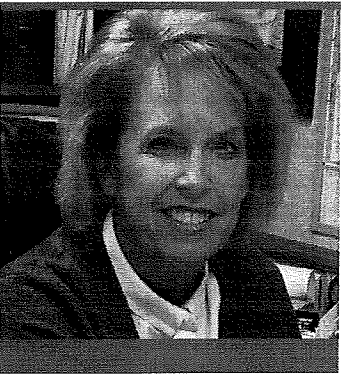
Jennifer has over eight years of local government experience as a Finance Director for the City of Storm Lake where she oversaw the day to day finances of the City as well as handled grant administration and project finances. She has experience developing both short-term and long-term funding solutions and is familiar with the administration of a number of state and federal funding sources for community projects.

Jennifer works on a wide variety of projects including, grant writing and administration, new code development, Urban Renewal Plan Development, blight determinations, and other consulting services. Her knowledge of local government finance will be a critical asset in the development of the community profile section of each plan.



EDUCATION

Bachelor of Arts in Business Administration, Wayne State College - Wayne, NE



MARSHA CORY

Owner

Leading with experience, local understanding, and a commitment to excellence.

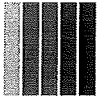
After working as Deputy Director for the North Iowa Area Council of Governments, Marsha and her business partner started Simmering-Cory in 1985. Over the last 30 years, Marsha has gained a wide variety of experience working for local governments and assisting them in the implementation of infrastructure improvement projects, city code updates, urban renewal plans and amendments, and general city planning strategies.

With experience helping Iowa cities with planning needs including the development of Urban Renewal, Urban Revitalization, and general planning strategies, Marsha will assist the project team, providing quality control throughout the project.



EDUCATION

Bachelor of Science in Industrial Administration, Iowa State University - Ames, IA



Key Personnel



BILL GOLDY

Associate Principal + Senior Planner

Protecting community investments while helping them plan for a stronger future.

As a former city administrator, Bill focuses on the real world issues faced by ISG's municipal clients while seeking to identify funding options, including helping partners secure grants and loans for major infrastructure projects. From State Revolving Loan (SRF), to Community Development Block Grants, and a variety of additional programs that provide funding encouraging economic development, Bill targets the best solutions to meet each community's specific needs.

Bill's strengths include working closely with city staff, councils, and boards to help gain vital project consensus, which in turn supports communities in their efforts to better serve constituents. In addition to his funding expertise and municipal experience, Bill also proudly served in the United States Navy as an Aviation electronics Technician stationed with a P-3 squadron, an experience that taught him leadership and accountability.



EDUCATION

Bachelor of Science in Urban and Regional Studies; Minor in Geography, Mankato State University - Mankato, MN



DAVID DOXTAD PE

Associate Principal + Civil Engineer

Leading public works projects with technical expertise and broad industry knowledge.

David's exceptional leadership skills and ability to build strong community relationships make him an invaluable partner for ISG's municipal clients. As the City Engineer of record for Correctionville, Cushing, Pierson, and Merville, Iowa, David brings a broad perspective that integrates budgets, planning, and prioritization to help communities overcome challenges they face each day.

As a municipal project manager, David is driven to deliver high-quality projects. David works on a variety of projects including street, infrastructure, and utility extension projects for various industrial, municipal, commercial and residential projects. David has developed an extensive portfolio of work including studies, as well as planning and design for infrastructure improvement projects for transportation and utilities. He provides communities with development of preliminary engineering reports for acquisition of grants and loans, construction of final plans and specifications, and construction administration.



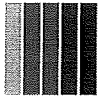
EDUCATION

Bachelor of Science, Civil Engineering, Iowa State University - Ames, IA



LICENSED CIVIL ENGINEER

IA Registration #22543



Compensation

Based on discussions with the County, we have prepared the following fixed fees for compensation of our services. The fixed fee includes all reimbursable expenses such as mileage, travel time, copies, etc. The following hourly rates have been used to determine compensation for the project:

- Simmering | Cory: \$50 per hour
- ISG: \$65 per hour

If requested, our project team is willing to provide additional services beyond the scope identified in the proposal. Additional services will be provided at an hourly rate and mileage reimbursed at the IRS rate of \$0.54 per mile for additional meeting attendance outside the scope of services.

FEE BREAK DOWN - PER CITY					
TASK	SCI HOURS	SCI FEE	ISG HOURS	ISG FEE	TOTAL FEE
Initial Kick-off	2	NO CHARGE	2	NO CHARGE	\$0
City Council/P+Z Meeting	4	\$200	0	\$0	\$200
Community Meeting	8	\$400	0	\$0	\$400
Executive Summary	2	\$100	0	\$0	\$100
Introduction	4	\$200	0	\$0	\$400
Community Profile	12	\$600	0	\$0	\$600
Community Vision	8	\$400	0	\$0	\$400
Housing	16	\$800	4	\$260	\$1,060
Public Utilities	4	\$200	20	\$1,300	\$1,500
Zoning	24	\$1,200	8	\$520	\$1,720
Community Facilities	16	\$800	8	\$520	\$1,320
Economic Development	16	\$800	4	\$260	\$1,060
Transportation	4	\$200	16	\$1,040	\$1,240
Implementation	4	\$200	0	\$0	\$200
Plan Approval	2	\$100	2	\$130	\$230
One-Year Follow-up	2	NO CHARGE	2	NO CHARGE	\$0
Total Per City	124	\$6,200	62	\$4,030	\$10,230

GRAND TOTAL FOR ALL 11 CITIES \$112,530

HOURLY BILLING RATES

Should the County or an individual City wish to expand the scope of services during the term of the contract period for related tasks, these services will be billed by an agreed upon amount identified in a new written agreement, amendment to the original agreement for services, or by hourly rates as follows:

Simmering-Cory, Inc.		ISG	
Marsha Cory Owner	\$60.00/Hour	Bill Goldy Associate Principal + Senior Planner	\$65.00/Hour
Justin Yarosevich City Planner	\$50.00/Hour	David Doxtad Associate Principal + Civil Engineer	\$65.00/Hour
Jennifer Movall City Planner	\$50.00/Hour		
Administrative Staff	\$25.00/Hour		



Details + References

REFERENCES

JIM FISCHER City Mayor
 City of Merville
 21 Main Street, Box 402
 Merville, IA 51039
 712.873.3545
 jandfisher@wiatel.net

PROJECTS: City of Merville Comprehensive Plan

SUSAN FITCH City Clerk
 City of Correctionville
 312 Driftwood Street, PO Box 46
 Correctionville, IA 51016
 712.372.4791
 cville@ruralwaves.us

PROJECTS: City of Correctionville Sanitary Sewer

SAM KOOIKER City Manager
 City of Cherokee
 416 West Main Street
 Cherokee, Iowa 51012
 712.225.5749
 samk@cherokeeiowa.net

PROJECTS: City of Winthrop Comprehensive Plan

JEANETTE BEEKMAN City Clerk
 City of Pierson
 514 2nd Street
 Pierson, IA 51048
 712.375.5015
 cityclerk@frontiernet.net

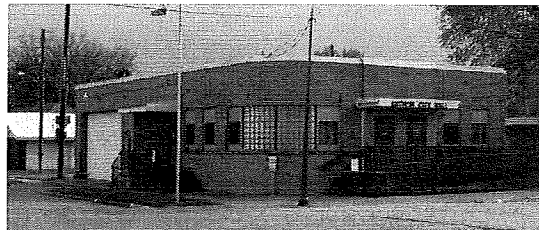
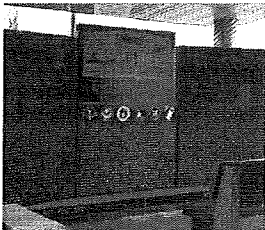
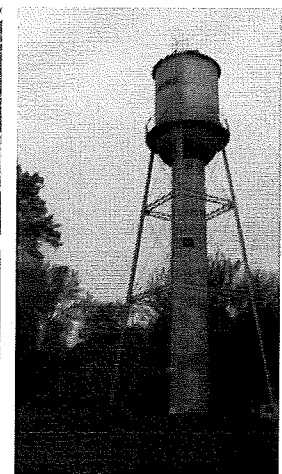
PROJECTS: City of Pierson Capital Improvement Plan

AUTHORIZED INDIVIDUAL

The authorized individual who is able to negotiate and contractually bind the company during the period of evaluation is Justin Yarosevich, City Planner, Simmering-Cory, Inc. He can be contacted at 641.355.4072 or justin.yarosevich@simmeringcory.com.

PROPOSAL DURATION

This proposal, as presented here, is effective and binding for a period of 90 days from the June 3, 2016 proposal due date. Simmering-Cory, Inc. will honor the details of the proposal as outlined here until September 2, 2016.



COPYRIGHT RELEASE

Simmering-Cory, Inc. and ISG hereby provide a limited copyright release to Woodbury County, Iowa for the sole purpose of making copies of this proposal and any supplemental materials provided within the proposal for the use of the County or the Cities involved in the project for the purpose of reviewing and evaluating the proposals in preparation for making a selection.

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Storm Lake, IA
Algona, IA
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Minneapolis/St. Paul, MN
Faribault, MN
La Crosse, WI

www.is-grp.com

Simmering-Cory INC.

610 Buddy Holly Place • PO Box 141
Clear Lake, Iowa 50428 • Phone 641-357-7595 • Fax 641-357-7561

Addendum B.

ANTHON, IOWA
RESOLUTION NO. 2016-03-390

**A RESOLUTION APPROVING THE ACCEPTANCE OF
COMPREHENSIVE PLANNING SERVICES FROM WOODBURY COUNTY, IOWA.**

WHEREAS, the City of Anthon is a duly recognized political subdivision of the State of Iowa acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of Anthon, Iowa; and

WHEREAS, it is an essential governmental function of the City Council to create a framework for the development of public policy, particularly in the area of land use, infrastructure, housing, and economic development; and

WHEREAS, it is within the purview of the City Council to develop a Comprehensive Plan to establish consensus amongst its residents, city staff, and elected officials on issues related to growth; and

WHEREAS, a Comprehensive Plan shall provide recommendations that are designed to promote quality development that is congruent with the vision of the community; and

WHEREAS, a Comprehensive Plan shall be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion; and

WHEREAS, a Comprehensive Plan shall include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions; and

WHEREAS, a Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in the City of Anthon; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department are devoted to promoting and facilitating economic and community development in rural Woodbury County; and

WHEREAS, the Rural Economic Development Department's overarching objective is to provide support for growth and prosperity, and to enhance the overall quality of life in Woodbury County; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department seek to assist the City of Anthon with obtaining a Comprehensive Plan; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department plan to solicit Requests for Proposals for the purpose of assisting interested rural cities in Woodbury County in developing a Comprehensive Plan; and

WHEREAS, the City of Anthon desires to create a Comprehensive Plan, the City Council agrees to the terms as set out below.


IT IS HEREBY RESOLVED by the City Council of Anthon, Iowa, as follows:

A formal Comprehensive Plan shall be drafted, which shall be presented, at a later date, to the City Council for public hearing and vote thereon for adoption. The process for the development of the Comprehensive Plan and the City's responsibilities are as listed below:

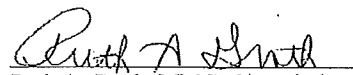
- a. Subject to appropriation and a Request for Proposals process, Woodbury County (County) will enter into an Agreement with a qualified and competent Consultant to develop a Comprehensive Plan (Plan) for the City of Anthon (City). The Consultant's fee for services will be paid for by the County.
- b. The Rural Economic Development Director, City Mayor, City Clerk and relevant City Staff, and the Consultant will meet to review the project schedule, schedule meetings and begin the process of data acquisition for the City. Key-sections of the Plan shall include: Executive Summary, Introduction, Community Profile & Analysis, Community Vision, Housing, Public Infrastructure & Utilities, Land Use & Zoning Ordinances, Community Facilities & Services, Economic Development, Transportation, and Implementation & Administration.
- c. The City shall provide all available existing documentation to the Consultant and will make City Staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.
- d. The Consultant will conduct meetings with appropriate elected and appointed officials. These meetings shall include the City Council, Planning & Zoning Commission (if applicable), and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the planning process.
- e. The Consultant and City Staff will schedule and conduct public meetings and topic-specific focus groups as necessary. Citizen participation is paramount to the development of the Comprehensive Plan. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community shall be engaged in the planning process and be solicited for input on the Plan.
- f. The Consultant will identify issues/needs, and develop goals, objectives and implementation strategies.
- g. The Consultant will prepare draft topical document sections for City Staff review.
- h. The Consultant will make periodic reports to the City Councils and Rural Economic Development Director.

- i. The Consultant will deliver presentations at public hearings to secure adoption of the Plan by the City.

SO RESOLVED this 7th day of March 2016.


Allan Pithan, Mayor

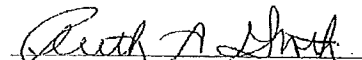
Attest:


Ruth A. Groth, MMC, City Clerk

SEAL

CLERK'S CERTIFICATE

I hereby certify that the above is a true and correct copy of the resolution duly adopted by the City Council of Anthon, Iowa, on the 7th day of March 2016. I further certify that Boggs moved for adoption of said resolution and Clausen seconded said motion.


Ruth A. Groth, MMC, City Clerk

Bronson, IOWA
RESOLUTION NO. #6-2016

**A RESOLUTION APPROVING THE ACCEPTANCE OF
COMPREHENSIVE PLANNING SERVICES FROM WOODBURY COUNTY, IOWA.**

WHEREAS, the City of Bronson is a duly recognized political subdivision of the State of Iowa acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of Bronson, Iowa; and

WHEREAS, it is an essential governmental function of the City Council to create a framework for the development of public policy, particularly in the area of land use, infrastructure, housing, and economic development; and

WHEREAS, it is within the purview of the City Council to develop a Comprehensive Plan to establish consensus amongst its residents, city staff, and elected officials on issues related to growth; and

WHEREAS, a Comprehensive Plan shall provide recommendations that are designed to promote quality development that is congruent with the vision of the community; and

WHEREAS, a Comprehensive Plan shall be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion; and

WHEREAS, a Comprehensive Plan shall include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions; and

WHEREAS, a Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in the City of Bronson; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department are devoted to promoting and facilitating economic and community development in rural Woodbury County; and

WHEREAS, the Rural Economic Development Department's overarching objective is to provide support for growth and prosperity, and to enhance the overall quality of life in Woodbury County; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department seek to assist the City of Bronson with obtaining a Comprehensive Plan; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department plan to solicit Requests for Proposals for the purpose of assisting interested rural cities in Woodbury County in developing a Comprehensive Plan; and

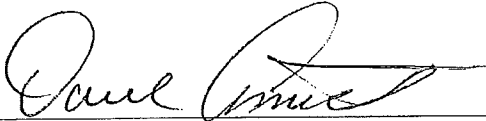
WHEREAS, the City of Bronson desires to create a Comprehensive Plan, the City Council agrees to the terms as set out below.

IT IS HEREBY RESOLVED by the City Council of Bronson, Iowa, as follows:

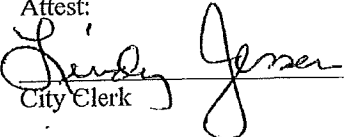
A formal Comprehensive Plan shall be drafted, which shall be presented, at a later date, to the City Council for public hearing and vote thereon for adoption. The process for the development of the Comprehensive Plan and the City's responsibilities are as listed below:

- a. Subject to appropriation and a Request for Proposals process, Woodbury County (County) will enter into an Agreement with a qualified and competent Consultant to develop a Comprehensive Plan (Plan) for the City of **Bronson** (City). The Consultant's fee for services will be paid for by the County.
- b. The Rural Economic Development Director, City Mayor, City Clerk and relevant City Staff, and the Consultant will meet to review the project schedule, schedule meetings and begin the process of data acquisition for the City. Key-sections of the Plan shall include: Executive Summary, Introduction, Community Profile & Analysis, Community Vision, Housing, Public Infrastructure & Utilities, Land Use & Zoning Ordinances, Community Facilities & Services, Economic Development, Transportation, and Implementation & Administration.
- c. The City shall provide all available existing documentation to the Consultant and will make City Staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.
- d. The Consultant will conduct meetings with appropriate elected and appointed officials. These meetings shall include the City Council, Planning & Zoning Commission (if applicable), and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the planning process.
- e. The Consultant and City Staff will schedule and conduct public meetings and topic-specific focus groups as necessary. Citizen participation is paramount to the development of the Comprehensive Plan. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community shall be engaged in the planning process and be solicited for input on the Plan.
- f. The Consultant will identify issues/needs, and develop goals, objectives and implementation strategies.
- g. The Consultant will prepare draft topical document sections for City Staff review.
- h. The Consultant will make periodic reports to the City Councils and Rural Economic Development Director.
- i. The Consultant will deliver presentations at public hearings to secure adoption of the Plan by the City.

SO RESOLVED this 8th day of March 2016.



Mayor

Attest:


City Clerk

CORRECTIONVILLE, IOWA
RESOLUTION NO-2016-15

A RESOLUTION APPROVING THE ACCEPTANCE OF
COMPREHENSIVE PLANNING SERVICES FROM WOODBURY COUNTY, IOWA.

WHEREAS, the City of Correctionville is a duly recognized political subdivision of the State of Iowa acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of Correctionville, Iowa; and

WHEREAS, it is an essential governmental function of the City Council to create a framework for the development of public policy, particularly in the area of land use, infrastructure, housing, and economic development; and

WHEREAS, it is within the purview of the City Council to develop a Comprehensive Plan to establish consensus amongst its residents, city staff, and elected officials on issues related to growth; and

WHEREAS, a Comprehensive Plan shall provide recommendations that are designed to promote quality development that is congruent with the vision of the community; and

WHEREAS, a Comprehensive Plan shall be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion; and

WHEREAS, a Comprehensive Plan shall include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions; and

WHEREAS, a Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in the City of Correctionville; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department are devoted to promoting and facilitating economic and community development in rural Woodbury County; and

WHEREAS, the Rural Economic Development Department's overarching objective is to provide support for growth and prosperity, and to enhance the overall quality of life in Woodbury County; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department seek to assist the City of Correctionville with obtaining a Comprehensive Plan; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department plan to solicit Requests for Proposals for the purpose of assisting interested rural cities in Woodbury County in developing a Comprehensive Plan; and

WHEREAS, the City of Correctionville desires to create a Comprehensive Plan, the City Council agrees to the terms as set out below.

IT IS HEREBY RESOLVED by the City Council of Correctionville, Iowa, as follows:

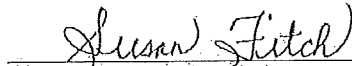
A formal Comprehensive Plan shall be drafted, which shall be presented, at a later date, to the City Council for public hearing and vote thereon for adoption. The process for the development of the Comprehensive Plan and the City's responsibilities are as listed below:

- a. Subject to appropriation and a Request for Proposals process, Woodbury County (County) will enter into an Agreement with a qualified and competent Consultant to develop a Comprehensive Plan (Plan) for the City of Correctionville (City). The Consultant's fee for services will be paid for by the County.
- b. The Rural Economic Development Director, City Mayor, City Clerk and relevant City Staff, and the Consultant will meet to review the project schedule, schedule meetings and begin the process of data acquisition for the City. Key-sections of the Plan shall include: Executive Summary, Introduction, Community Profile & Analysis, Community Vision, Housing, Public Infrastructure & Utilities, Land Use & Zoning Ordinances, Community Facilities & Services, Economic Development, Transportation, and Implementation & Administration.
- c. The City shall provide all available existing documentation to the Consultant and will make City Staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.
- d. The Consultant will conduct meetings with appropriate elected and appointed officials. These meetings shall include the City Council, Planning & Zoning Commission (if applicable), and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the planning process.
- e. The Consultant and City Staff will schedule and conduct public meetings and topic-specific focus groups as necessary. Citizen participation is paramount to the development of the Comprehensive Plan. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community shall be engaged in the planning process and be solicited for input on the Plan.
- f. The Consultant will identify issues/needs, and develop goals, objectives and implementation strategies.
- g. The Consultant will prepare draft topical document sections for City Staff review.
- h. The Consultant will make periodic reports to the City Councils and Rural Economic Development Director.
- i. The Consultant will deliver presentations at public hearings to secure adoption of the Plan by the City.

SO RESOLVED this 17 day of March 2016.


NATHAN HEILMAN, Mayor

Attest:


SUSAN FITCH, City Clerk

CUSHING, IOWA
RESOLUTION NO. 2016:05

**A RESOLUTION APPROVING THE ACCEPTANCE OF
COMPREHENSIVE PLANNING SERVICES FROM WOODBURY COUNTY, IOWA.**

WHEREAS, the City of Cushing is a duly recognized political subdivision of the State of Iowa acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of Cushing, Iowa; and

WHEREAS, it is an essential governmental function of the City Council to create a framework for the development of public policy, particularly in the area of land use, infrastructure, housing, and economic development; and

WHEREAS, it is within the purview of the City Council to develop a Comprehensive Plan to establish consensus amongst its residents, city staff, and elected officials on issues related to growth; and

WHEREAS, a Comprehensive Plan shall provide recommendations that are designed to promote quality development that is congruent with the vision of the community; and

WHEREAS, a Comprehensive Plan shall be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion; and

WHEREAS, a Comprehensive Plan shall include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions; and

WHEREAS, a Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in the City of Cushing; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department are devoted to promoting and facilitating economic and community development in rural Woodbury County; and

WHEREAS, the Rural Economic Development Department's overarching objective is to provide support for growth and prosperity, and to enhance the overall quality of life in Woodbury County; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department seek to assist the City of Cushing with obtaining a Comprehensive Plan; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department plan to solicit Requests for Proposals for the purpose of assisting interested rural cities in Woodbury County in developing a Comprehensive Plan; and

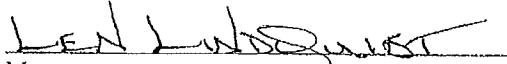
WHEREAS, the City of Cushing desires to create a Comprehensive Plan, the City Council agrees to the terms as set out below.

IT IS HEREBY RESOLVED by the City Council of Cushing, Iowa, as follows:

A formal Comprehensive Plan shall be drafted, which shall be presented, at a later date, to the City Council for public hearing and vote thereon for adoption. The process for the development of the Comprehensive Plan and the City's responsibilities are as listed below:

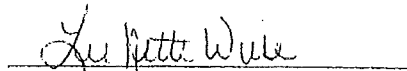
- a. Subject to appropriation and a Request for Proposals process, Woodbury County (County) will enter into an Agreement with a qualified and competent Consultant to develop a Comprehensive Plan (Plan) for the City of Cushing (City). The Consultant's fee for services will be paid for by the County.
- b. The Rural Economic Development Director, City Mayor, City Clerk and relevant City Staff, and the Consultant will meet to review the project schedule, schedule meetings and begin the process of data acquisition for the City. Key-sections of the Plan shall include: Executive Summary, Introduction, Community Profile & Analysis, Community Vision, Housing, Public Infrastructure & Utilities, Land Use & Zoning Ordinances, Community Facilities & Services, Economic Development, Transportation, and Implementation & Administration.
- c. The City shall provide all available existing documentation to the Consultant and will make City Staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.
- d. The Consultant will conduct meetings with appropriate elected and appointed officials. These meetings shall include the City Council, Planning & Zoning Commission (if applicable), and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the planning process.
- e. The Consultant and City Staff will schedule and conduct public meetings and topic-specific focus groups as necessary. Citizen participation is paramount to the development of the Comprehensive Plan. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community shall be engaged in the planning process and be solicited for input on the Plan.
- f. The Consultant will identify issues/needs, and develop goals, objectives and implementation strategies.
- g. The Consultant will prepare draft topical document sections for City Staff review.
- h. The Consultant will make periodic reports to the City Councils and Rural Economic Development Director.
- i. The Consultant will deliver presentations at public hearings to secure adoption of the Plan by the City.

.SO RESOLVED this 1st day of March, 2016.



Mayor

Attest:



City Clerk

Danbury, IOWA
RESOLUTION NO. 2016-002

**A RESOLUTION APPROVING THE ACCEPTANCE OF
COMPREHENSIVE PLANNING SERVICES FROM WOODBURY COUNTY, IOWA.**

WHEREAS, the City of Danbury is a duly recognized political subdivision of the State of Iowa acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of Danbury, Iowa; and

WHEREAS, it is an essential governmental function of the City Council to create a framework for the development of public policy, particularly in the area of land use, infrastructure, housing, and economic development; and

WHEREAS, it is within the purview of the City Council to develop a Comprehensive Plan to establish consensus amongst its residents, city staff, and elected officials on issues related to growth; and

WHEREAS, a Comprehensive Plan shall provide recommendations that are designed to promote quality development that is congruent with the vision of the community; and

WHEREAS, a Comprehensive Plan shall be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion; and

WHEREAS, a Comprehensive Plan shall include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions; and

WHEREAS, a Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in the City of Danbury; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department are devoted to promoting and facilitating economic and community development in rural Woodbury County; and

WHEREAS, the Rural Economic Development Department's overarching objective is to provide support for growth and prosperity, and to enhance the overall quality of life in Woodbury County; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department seek to assist the City of Danbury with obtaining a Comprehensive Plan; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department plan to solicit Requests for Proposals for the purpose of assisting interested rural cities in Woodbury County in developing a Comprehensive Plan; and

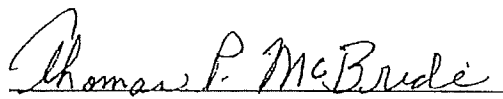
WHEREAS, the City of Danbury desires to create a Comprehensive Plan, the City Council agrees to the terms as set out below.

IT IS HEREBY RESOLVED by the City Council of Danbury Iowa, as follows:

A formal Comprehensive Plan shall be drafted, which shall be presented, at a later date, to the City Council for public hearing and vote thereon for adoption. The process for the development of the Comprehensive Plan and the City's responsibilities are as listed below:

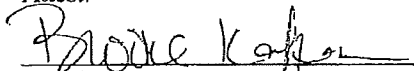
- a. Subject to appropriation and a Request for Proposals process, Woodbury County (County) will enter into an Agreement with a qualified and competent Consultant to develop a Comprehensive Plan (Plan) for the City of Dubuque (City). The Consultant's fee for services will be paid for by the County.
- b. The Rural Economic Development Director, City Mayor, City Clerk and relevant City Staff, and the Consultant will meet to review the project schedule, schedule meetings and begin the process of data acquisition for the City. Key-sections of the Plan shall include: Executive Summary, Introduction, Community Profile & Analysis, Community Vision, Housing, Public Infrastructure & Utilities, Land Use & Zoning Ordinances, Community Facilities & Services, Economic Development, Transportation, and Implementation & Administration.
- c. The City shall provide all available existing documentation to the Consultant and will make City Staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.
- d. The Consultant will conduct meetings with appropriate elected and appointed officials. These meetings shall include the City Council, Planning & Zoning Commission (if applicable), and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the planning process.
- e. The Consultant and City Staff will schedule and conduct public meetings and topic-specific focus groups as necessary. Citizen participation is paramount to the development of the Comprehensive Plan. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community shall be engaged in the planning process and be solicited for input on the Plan.
- f. The Consultant will identify issues/needs, and develop goals, objectives and implementation strategies.
- g. The Consultant will prepare draft topical document sections for City Staff review.
- h. The Consultant will make periodic reports to the City Councils and Rural Economic Development Director.
- i. The Consultant will deliver presentations at public hearings to secure adoption of the Plan by the City.

SO RESOLVED this 22 day of March 2016.



Mayor

Attest:



City Clerk

Hornick, IOWA
RESOLUTION NO. 2016-03

**A RESOLUTION APPROVING THE ACCEPTANCE OF
COMPREHENSIVE PLANNING SERVICES FROM WOODBURY COUNTY, IOWA.**

WHEREAS, the City of Hornick is a duly recognized political subdivision of the State of Iowa acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of Hornick, Iowa; and

WHEREAS, it is an essential governmental function of the City Council to create a framework for the development of public policy, particularly in the area of land use, infrastructure, housing, and economic development; and

WHEREAS, it is within the purview of the City Council to develop a Comprehensive Plan to establish consensus amongst its residents, city staff, and elected officials on issues related to growth; and

WHEREAS, a Comprehensive Plan shall provide recommendations that are designed to promote quality development that is congruent with the vision of the community; and

WHEREAS, a Comprehensive Plan shall be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion; and

WHEREAS, a Comprehensive Plan shall include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions; and

WHEREAS, a Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in the City of Hornick; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department are devoted to promoting and facilitating economic and community development in rural Woodbury County; and

WHEREAS, the Rural Economic Development Department's overarching objective is to provide support for growth and prosperity, and to enhance the overall quality of life in Woodbury County; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department seek to assist the City of Hornick with obtaining a Comprehensive Plan; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department plan to solicit Requests for Proposals for the purpose of assisting interested rural cities in Woodbury County in developing a Comprehensive Plan; and

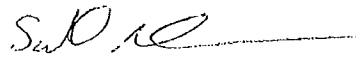
WHEREAS, the City of Hornick desires to create a Comprehensive Plan, the City Council agrees to the terms as set out below.

IT IS HEREBY RESOLVED by the City Council of Hornick, Iowa, as follows:

A formal Comprehensive Plan shall be drafted, which shall be presented, at a later date, to the City Council for public hearing and vote thereon for adoption. The process for the development of the Comprehensive Plan and the City's responsibilities are as listed below:


- a. Subject to appropriation and a Request for Proposals process, Woodbury County (County) will enter into an Agreement with a qualified and competent Consultant to develop a Comprehensive Plan (Plan) for the City of ~~Hornum~~ (City). The Consultant's fee for services will be paid for by the County.
- b. The Rural Economic Development Director, City Mayor, City Clerk and relevant City Staff, and the Consultant will meet to review the project schedule, schedule meetings and begin the process of data acquisition for the City. Key-sections of the Plan shall include: Executive Summary, Introduction, Community Profile & Analysis, Community Vision, Housing, Public Infrastructure & Utilities, Land Use & Zoning Ordinances, Community Facilities & Services, Economic Development, Transportation, and Implementation & Administration.
- c. The City shall provide all available existing documentation to the Consultant and will make City Staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.
- d. The Consultant will conduct meetings with appropriate elected and appointed officials. These meetings shall include the City Council, Planning & Zoning Commission (if applicable), and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the planning process.
- e. The Consultant and City Staff will schedule and conduct public meetings and topic-specific focus groups as necessary. Citizen participation is paramount to the development of the Comprehensive Plan. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community shall be engaged in the planning process and be solicited for input on the Plan.
- f. The Consultant will identify issues/needs, and develop goals, objectives and implementation strategies.
- g. The Consultant will prepare draft topical document sections for City Staff review.
- h. The Consultant will make periodic reports to the City Councils and Rural Economic Development Director.
- i. The Consultant will deliver presentations at public hearings to secure adoption of the Plan by the City.

SO RESOLVED this 30 day of March 2016.



Mayor

Attest:



City Clerk

LAWTON, IOWA
RESOLUTION NO. 2016-11

**A RESOLUTION APPROVING THE ACCEPTANCE OF
COMPREHENSIVE PLANNING SERVICES FROM WOODBURY COUNTY, IOWA.**

WHEREAS, the City of Lawton is a duly recognized political subdivision of the State of Iowa acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of Lawton, Iowa; and

WHEREAS, it is an essential governmental function of the City Council to create a framework for the development of public policy, particularly in the area of land use, infrastructure, housing, and economic development; and

WHEREAS, it is within the purview of the City Council to develop a Comprehensive Plan to establish consensus amongst its residents, city staff, and elected officials on issues related to growth; and

WHEREAS, a Comprehensive Plan shall provide recommendations that are designed to promote quality development that is congruent with the vision of the community; and

WHEREAS, a Comprehensive Plan shall be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion; and

WHEREAS, a Comprehensive Plan shall include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions; and

WHEREAS, a Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in the City of Lawton; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department are devoted to promoting and facilitating economic and community development in rural Woodbury County; and

WHEREAS, the Rural Economic Development Department's overarching objective is to provide support for growth and prosperity, and to enhance the overall quality of life in Woodbury County; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department seek to assist the City of Lawton with obtaining a Comprehensive Plan; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department plan to solicit Requests for Proposals for the purpose of assisting interested rural cities in Woodbury County in developing a Comprehensive Plan; and

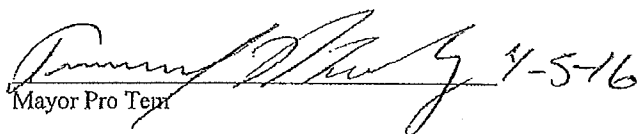
WHEREAS, the City of Lawton desires to create a Comprehensive Plan, the City Council agrees to the terms as set out below.

IT IS HEREBY RESOLVED by the City Council of Lawton, Iowa, as follows:

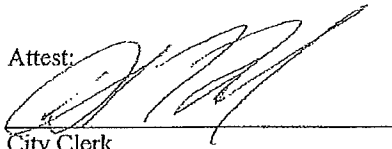
A formal Comprehensive Plan shall be drafted, which shall be presented, at a later date, to the City Council for public hearing and vote thereon for adoption. The process for the development of the Comprehensive Plan and the City's responsibilities are as listed below:

- a. Subject to appropriation and a Request for Proposals process, Woodbury County (County) will enter into an Agreement with a qualified and competent Consultant to develop a Comprehensive Plan (Plan) for the City of Lawton (City). The Consultant's fee for services will be paid for by the County.
- b. The Rural Economic Development Director, City Mayor, City Clerk and relevant City Staff, and the Consultant will meet to review the project schedule, schedule meetings and begin the process of data acquisition for the City. Key-sections of the Plan shall include: Executive Summary, Introduction, Community Profile & Analysis, Community Vision, Housing, Public Infrastructure & Utilities, Land Use & Zoning Ordinances, Community Facilities & Services, Economic Development, Transportation, and Implementation & Administration.
- c. The City shall provide all available existing documentation to the Consultant and will make City Staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.
- d. The Consultant will conduct meetings with appropriate elected and appointed officials. These meetings shall include the City Council, Planning & Zoning Commission (if applicable), and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the planning process.
- e. The Consultant and City Staff will schedule and conduct public meetings and topic-specific focus groups as necessary. Citizen participation is paramount to the development of the Comprehensive Plan. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community shall be engaged in the planning process and be solicited for input on the Plan.
- f. The Consultant will identify issues/needs, and develop goals, objectives and implementation strategies.
- g. The Consultant will prepare draft topical document sections for City Staff review.
- h. The Consultant will make periodic reports to the City Councils and Rural Economic Development Director.
- i. The Consultant will deliver presentations at public hearings to secure adoption of the Plan by the city.
- j. The city of Lawton may withdraw from the Comprehensive Plan development project for 60 days after being provided a copy of the winning proposal and further may take no action in furtherance of the project until a copy of the winning proposal has been provided.

SO RESOLVED this 5th day of April 2016.


Mayor Pro Tem

Attest:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

City Clerk

Oto, IOWA
RESOLUTION NO. 2016-307

**A RESOLUTION APPROVING THE ACCEPTANCE OF
COMPREHENSIVE PLANNING SERVICES FROM WOODBURY COUNTY, IOWA.**

WHEREAS, the City of Oto is a duly recognized political subdivision of the State of Iowa acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of Oto, Iowa; and

WHEREAS, it is an essential governmental function of the City Council to create a framework for the development of public policy, particularly in the area of land use, infrastructure, housing, and economic development; and

WHEREAS, it is within the purview of the City Council to develop a Comprehensive Plan to establish consensus amongst its residents, city staff, and elected officials on issues related to growth; and

WHEREAS, a Comprehensive Plan shall provide recommendations that are designed to promote quality development that is congruent with the vision of the community; and

WHEREAS, a Comprehensive Plan shall be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion; and

WHEREAS, a Comprehensive Plan shall include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions; and

WHEREAS, a Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in the City of Oto; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department are devoted to promoting and facilitating economic and community development in rural Woodbury County; and

WHEREAS, the Rural Economic Development Department's overarching objective is to provide support for growth and prosperity, and to enhance the overall quality of life in Woodbury County; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department seek to assist the City of Oto with obtaining a Comprehensive Plan; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department plan to solicit Requests for Proposals for the purpose of assisting interested rural cities in Woodbury County in developing a Comprehensive Plan; and

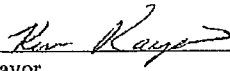
WHEREAS, the City of Oto desires to create a Comprehensive Plan, the City Council agrees to the terms as set out below.

IT IS HEREBY RESOLVED by the City Council of Oto, Iowa, as follows:

A formal Comprehensive Plan shall be drafted, which shall be presented, at a later date, to the City Council for public hearing and vote thereon for adoption. The process for the development of the Comprehensive Plan and the City's responsibilities are as listed below:

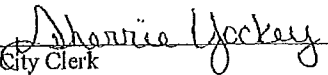
- a. Subject to appropriation and a Request for Proposals process, Woodbury County (County) will enter into an Agreement with a qualified and competent Consultant to develop a Comprehensive Plan (Plan) for the City of _____ (City). The Consultant's fee for services will be paid for by the County.
- b. The Rural Economic Development Director, City Mayor, City Clerk and relevant City Staff, and the Consultant will meet to review the project schedule, schedule meetings and begin the process of data acquisition for the City. Key-sections of the Plan shall include: Executive Summary, Introduction, Community Profile & Analysis, Community Vision, Housing, Public Infrastructure & Utilities, Land Use & Zoning Ordinances, Community Facilities & Services, Economic Development, Transportation, and Implementation & Administration.
- c. The City shall provide all available existing documentation to the Consultant and will make City Staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.
- d. The Consultant will conduct meetings with appropriate elected and appointed officials. These meetings shall include the City Council, Planning & Zoning Commission (if applicable), and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the planning process.
- e. The Consultant and City Staff will schedule and conduct public meetings and topic-specific focus groups as necessary. Citizen participation is paramount to the development of the Comprehensive Plan. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community shall be engaged in the planning process and be solicited for input on the Plan.
- f. The Consultant will identify issues/needs, and develop goals, objectives and implementation strategies.
- g. The Consultant will prepare draft topical document sections for City Staff review.
- h. The Consultant will make periodic reports to the City Councils and Rural Economic Development Director.
- i. The Consultant will deliver presentations at public hearings to secure adoption of the Plan by the City.

SO RESOLVED this 7th day of March 2016.



Mayor

Attest:



City Clerk

Pierson, IOWA
RESOLUTION NO. 2014-4

**A RESOLUTION APPROVING THE ACCEPTANCE OF
COMPREHENSIVE PLANNING SERVICES FROM WOODBURY COUNTY, IOWA.**

WHEREAS, the City of Pierson is a duly recognized political subdivision of the State of Iowa acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of Pierson, Iowa; and

WHEREAS, it is an essential governmental function of the City Council to create a framework for the development of public policy, particularly in the area of land use, infrastructure, housing, and economic development; and

WHEREAS, it is within the purview of the City Council to develop a Comprehensive Plan to establish consensus amongst its residents, city staff, and elected officials on issues related to growth; and

WHEREAS, a Comprehensive Plan shall provide recommendations that are designed to promote quality development that is congruent with the vision of the community; and

WHEREAS, a Comprehensive Plan shall be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion; and

WHEREAS, a Comprehensive Plan shall include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions; and

WHEREAS, a Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in the City of Pierson; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department are devoted to promoting and facilitating economic and community development in rural Woodbury County; and

WHEREAS, the Rural Economic Development Department's overarching objective is to provide support for growth and prosperity, and to enhance the overall quality of life in Woodbury County; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department seek to assist the City of Pierson with obtaining a Comprehensive Plan; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department plan to solicit Requests for Proposals for the purpose of assisting interested rural cities in Woodbury County in developing a Comprehensive Plan; and

WHEREAS, the City of Pierson desires to create a Comprehensive Plan, the City Council agrees to the terms as set out below.

IT IS HEREBY RESOLVED by the City Council of Pierson, Iowa, as follows:

A formal Comprehensive Plan shall be drafted, which shall be presented, at a later date, to the City Council for public hearing and vote thereon for adoption. The process for the development of the Comprehensive Plan and the City's responsibilities are as listed below:

- a. Subject to appropriation and a Request for Proposals process, Woodbury County (County) will enter into an Agreement with a qualified and competent Consultant to develop a Comprehensive Plan (Plan) for the City of Waukegan (City). The Consultant's fee for services will be paid for by the County.
- b. The Rural Economic Development Director, City Mayor, City Clerk and relevant City Staff, and the Consultant will meet to review the project schedule, schedule meetings and begin the process of data acquisition for the City. Key-sections of the Plan shall include: Executive Summary, Introduction, Community Profile & Analysis, Community Vision, Housing, Public Infrastructure & Utilities, Land Use & Zoning Ordinances, Community Facilities & Services, Economic Development, Transportation, and Implementation & Administration.
- c. The City shall provide all available existing documentation to the Consultant and will make City Staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.
- d. The Consultant will conduct meetings with appropriate elected and appointed officials. These meetings shall include the City Council, Planning & Zoning Commission (if applicable), and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the planning process.
- e. The Consultant and City Staff will schedule and conduct public meetings and topic-specific focus groups as necessary. Citizen participation is paramount to the development of the Comprehensive Plan. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community shall be engaged in the planning process and be solicited for input on the Plan.
- f. The Consultant will identify issues/needs, and develop goals, objectives and implementation strategies.
- g. The Consultant will prepare draft topical document sections for City Staff review.
- h. The Consultant will make periodic reports to the City Councils and Rural Economic Development Director.
- i. The Consultant will deliver presentations at public hearings to secure adoption of the Plan by the City.

SO RESOLVED this 21 day of March 2016.


Mayor

Attest:


City Clerk

SLOAN, IOWA
RESOLUTION NO. 2016-08

**A RESOLUTION APPROVING THE ACCEPTANCE OF
COMPREHENSIVE PLANNING SERVICES FROM WOODBURY COUNTY, IOWA.**

WHEREAS, the City of SLOAN is a duly recognized political subdivision of the State of Iowa acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of SLOAN, Iowa; and

WHEREAS, it is an essential governmental function of the City Council to create a framework for the development of public policy, particularly in the area of land use, infrastructure, housing, and economic development; and

WHEREAS, it is within the purview of the City Council to develop a Comprehensive Plan to establish consensus amongst its residents, city staff, and elected officials on issues related to growth; and

WHEREAS, a Comprehensive Plan shall provide recommendations that are designed to promote quality development that is congruent with the vision of the community; and

WHEREAS, a Comprehensive Plan shall be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion; and

WHEREAS, a Comprehensive Plan shall include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions; and

WHEREAS, a Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in the City of SLOAN; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department are devoted to promoting and facilitating economic and community development in rural Woodbury County; and

WHEREAS, the Rural Economic Development Department's overarching objective is to provide support for growth and prosperity, and to enhance the overall quality of life in Woodbury County; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department seek to assist the City of SLOAN with obtaining a Comprehensive Plan; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department plan to solicit Requests for Proposals for the purpose of assisting interested rural cities in Woodbury County in developing a Comprehensive Plan; and


WHEREAS, the City of SLOAN desires to create a Comprehensive Plan, the City Council agrees to the terms as set out below.

IT IS HEREBY RESOLVED by the City Council of SLOAN, Iowa, as follows:

A formal Comprehensive Plan shall be drafted, which shall be presented, at a later date, to the City Council for public hearing and vote thereon for adoption. The process for the development of the Comprehensive Plan and the City's responsibilities are as listed below:

- a. Subject to appropriation and a Request for Proposals process, Woodbury County (County) will enter into an Agreement with a qualified and competent Consultant to develop a Comprehensive Plan (Plan) for the City of SLOAN(City). The Consultant's fee for services will be paid for by the County.
- b. The Rural Economic Development Director, City Mayor, City Clerk and relevant City Staff, and the Consultant will meet to review the project schedule, schedule meetings and begin the process of data acquisition for the City. Key-sections of the Plan shall include: Executive Summary, Introduction, Community Profile & Analysis, Community Vision, Housing, Public Infrastructure & Utilities, Land Use & Zoning Ordinances, Community Facilities & Services, Economic Development, Transportation, and Implementation & Administration.
- c. The City shall provide all available existing documentation to the Consultant and will make City Staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.
- d. The Consultant will conduct meetings with appropriate elected and appointed officials. These meetings shall include the City Council, Planning & Zoning Commission (if applicable), and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the planning process.
- e. The Consultant and City Staff will schedule and conduct public meetings and topic-specific focus groups as necessary. Citizen participation is paramount to the development of the Comprehensive Plan. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community shall be engaged in the planning process and be solicited for input on the Plan.
- f. The Consultant will identify issues/needs, and develop goals, objectives and implementation strategies.
- g. The Consultant will prepare draft topical document sections for City Staff review.
- h. The Consultant will make periodic reports to the City Councils and Rural Economic Development Director.
- i. The Consultant will deliver presentations at public hearings to secure adoption of the Plan by the City.

SO RESOLVED this 31 day of March 2016.


Mayor

Attest:

City Clerk

Smithland, IOWA
RESOLUTION NO. 2016-02

**A RESOLUTION APPROVING THE ACCEPTANCE OF
COMPREHENSIVE PLANNING SERVICES FROM WOODBURY COUNTY, IOWA.**

WHEREAS, the City of Smithland is a duly recognized political subdivision of the State of Iowa acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of Smithland Iowa; and

WHEREAS, it is an essential governmental function of the City Council to create a framework for the development of public policy, particularly in the area of land use, infrastructure, housing, and economic development; and

WHEREAS, it is within the purview of the City Council to develop a Comprehensive Plan to establish consensus amongst its residents, city staff, and elected officials on issues related to growth; and

WHEREAS, a Comprehensive Plan shall provide recommendations that are designed to promote quality development that is congruent with the vision of the community; and

WHEREAS, a Comprehensive Plan shall be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion; and

WHEREAS, a Comprehensive Plan shall include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions; and

WHEREAS, a Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in the City of Smithland and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department are devoted to promoting and facilitating economic and community development in rural Woodbury County; and

WHEREAS, the Rural Economic Development Department's overarching objective is to provide support for growth and prosperity, and to enhance the overall quality of life in Woodbury County; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department seek to assist the City of Smithland with obtaining a Comprehensive Plan; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department plan to solicit Requests for Proposals for the purpose of assisting interested rural cities in Woodbury County in developing a Comprehensive Plan; and

WHEREAS, the City of Smithland desires to create a Comprehensive Plan, the City Council agrees to the terms as set out below.

IT IS HEREBY RESOLVED by the City Council of Smithland, Iowa, as follows:

A formal Comprehensive Plan shall be drafted, which shall be presented, at a later date, to the City Council for public hearing and vote thereon for adoption. The process for the development of the Comprehensive Plan and the City's responsibilities are as listed below:

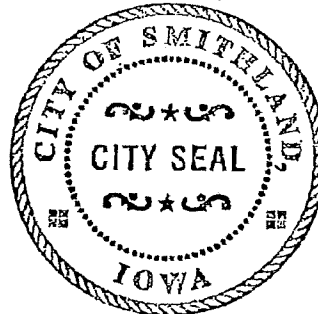
- a. Subject to appropriation and a Request for Proposals process, Woodbury County (County) will enter into an Agreement with a qualified and competent Consultant to develop a Comprehensive Plan (Plan) for the City of Smithland (City). The Consultant's fee for services will be paid for by the County.
- b. The Rural Economic Development Director, City Mayor, City Clerk and relevant City Staff, and the Consultant will meet to review the project schedule, schedule meetings and begin the process of data acquisition for the City. Key-sections of the Plan shall include: Executive Summary, Introduction, Community Profile & Analysis, Community Vision, Housing, Public Infrastructure & Utilities, Land Use & Zoning Ordinances, Community Facilities & Services, Economic Development, Transportation, and Implementation & Administration.
- c. The City shall provide all available existing documentation to the Consultant and will make City Staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.
- d. The Consultant will conduct meetings with appropriate elected and appointed officials. These meetings shall include the City Council, Planning & Zoning Commission (if applicable), and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the planning process.
- e. The Consultant and City Staff will schedule and conduct public meetings and topic-specific focus groups as necessary. Citizen participation is paramount to the development of the Comprehensive Plan. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community shall be engaged in the planning process and be solicited for input on the Plan.
- f. The Consultant will identify issues/needs, and develop goals, objectives and implementation strategies.
- g. The Consultant will prepare draft topical document sections for City Staff review.
- h. The Consultant will make periodic reports to the City Councils and Rural Economic Development Director.
- i. The Consultant will deliver presentations at public hearings to secure adoption of the Plan by the City.

SO RESOLVED this 3rd day of March 2016.

Elizabeth Peterson
Mayor

Attest:

Chelly Faber
City Clerk



AMENDMENT No. 1

Amendment No. 1 to the Agreement for Comprehensive Plan Services dated July 12, 2016 between Woodbury County hereinafter called COUNTY, and Simmering-Cory, Inc., hereinafter called SCI, WITNESSETH:

WHEREAS, the COUNTY and SCI entered into an agreement on July 12, 2016 for SCI to provide COUNTY with services related to the development of Comprehensive Plans for eleven rural cities in Woodbury County. The scope and terms of the PROJECT are set forth in the original agreement. The term "PROJECT" in this amendment shall have the same meaning as set forth in the original agreement.

WHEREAS, the original agreement between the two parties set forth a 36-month completion timeframe for the PROJECT.

WHEREAS, the original agreement between the two parties set forth a not-to-exceed cost of \$112,530 for the PROJECT, as outlined in the original agreement.

WHEREAS, the COUNTY and SCI now agree that additional time is needed to complete the work for which SCI was retained originally, namely the PROJECT.

NOW THEREFORE, in consideration of these premises and of the mutual covenants herein set forth, the parties hereto agree as follows:

This amendment hereby amends and changes the completion date for the PROJECT to July 1, 2020.

This amendment does NOT alter or change the scope of services or compensation for the PROJECT as outlined in the original agreement.

No other changes to the original agreement are made by this amendment.

Woodbury County, Iowa

By:  _____

_____, Chairperson

Date: 1/22/19

Attest:

By:  _____

Simmering-Cory

By:  _____

Justin Yarosevich, President

Date: 12.20.2018

David Gleiser

From: Justin Yarosevich <justin@sc-ic.com>
Sent: Tuesday, June 30, 2020 8:09 AM
To: David Gleiser
Cc: Jennifer Movall
Subject: Woodbury County Comprehensive Plans
Attachments: FINAL Woodbury County Comp Plan Invoice June 2020.pdf

David –

I am sending to you today a box with all the remaining comprehensive plans in it and a CD with the digital plans for your files. The box is shipping UPS and should be delivered tomorrow. I added your email to the notifications in UPS.

All of the cities have their copies and a few of them are still in the process of adopting the Comprehensive Plans. I will forward to you adopting resolutions as we receive them.

I want to apologize again for the length of time that it took us to complete these plans, I understand it was not the ideal timing and we certainly appreciate your understanding and willingness to work with us on this project.

This has been a fun project and we certainly have gotten to know the cities, their elected officials, staff, and residents. There are a lot of great people in Woodbury County and you and the County are doing good things. If there was one common thing we heard through all the Cities is their appreciation for your work and efforts on their behalf. Thanks for letting us be a part of this process.

Finally, I have attached a final invoice to this email for your review and consideration. You will see that the invoice reflects a \$6,000 discount on the project. Jennifer and I believe in what the County is doing and the betterment of the Cities in Woodbury County through this process and want to give something back to the County to encourage continued future development within the County.

Again thanks for the opportunity to work with you and the rural cities on this project.

Justin

Justin Yarosevich
Simmering-Cory | Iowa Codification
641-355-4072(o) | 712-299-2256(c) | justin@sc-ic.com
MAIL TO: P.O. Box 244, Storm Lake, Iowa 50588

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

Date: 7/10/20 Weekly Agenda Date: 7/21/20

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: David Gleiser, CED Director

WORDING FOR AGENDA ITEM:

Update on Financial Support to Merville, Salix, and Sgt. Bluff for Planning and Design Related Services

ACTION REQUIRED:

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

EXECUTIVE SUMMARY:

The Board will receive an update on the county's financial support to the cities of Merville, Salix, and Sgt. Bluff for planning and design related services.

BACKGROUND:

In July 2016, based on the recommendation of the Rural Woodbury County Development Committee, the Board provided Merville, Salix, and Sgt. Bluff with a like-dollar amount that was being provided to the 11 other cities that were participating in the Rural Comprehensive Planning Project. In total, the Board approved \$30,690 (\$10,230 each) for this project, and \$28,460 was expended.

FINANCIAL IMPACT:

Originally budgeted \$30,690 (Local Option Sales Tax)
Actually expended \$28,460 (Local Option Sales Tax) = \$2,230 (7.2% under total budget)

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

Yes No

RECOMMENDATION:

None, receive the update.

ACTION REQUIRED / PROPOSED MOTION:

No action or motion required.



PLEASE REMIT PAYMENT TO:
I+S GROUP, INC.
P.O. BOX 458
STORM LAKE, IA. 50588
712-732-7746

**PLEASE PUT INVOICE
NUMBER ON CHECK
TO ASSURE PROPER CREDIT**

City of Merville
21 Main Street
PO Box 420
Merville, IA 51039

Invoice number 38812
Date 10/22/2016

Project 16-19707 MOVILLE - ZONING
DISTRICTS AND COMP PLAN UPDATES

Updates to zoning districts and Comprehensive Plan

Description	Total Billed	Prior Billed	Current Billed
Zoning and Comp Plan Updates	1,775.72	0.00	1,775.72
Total	1,775.72	0.00	1,775.72

Invoice total 1,775.72

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
38812	10/22/2016	1,775.72	1,775.72				
	Total	1,775.72	1,775.72	0.00	0.00	0.00	0.00

*Payment Terms: Net 30 days from invoice date. Thank you.
Past due balances are subject to late fees in the amount of 1.5% per month.*



PLEASE REMIT PAYMENT TO:

I+S GROUP, INC.

~~P.O. BOX 458~~ 115 E Hickory St, Ste. 300
~~STORM LAKE, IA 50588~~ Mankato, MN 56001

712-732-7746

PLEASE PUT INVOICE
NUMBER ON CHECK
TO ASSURE PROPER CREDIT

City of Merville
21 Main Street
PO Box 420
Merville, IA 51039

Invoice number 39063
Date 11/19/2016

Project 16-19707 MOVILLE - ZONING
DISTRICTS AND COMP PLAN UPDATES

Updates to zoning districts and Comprehensive Plan

Description	Total Billed	Prior Billed	Current Billed
Zoning and Comp Plan Updates	2,051.72	1,775.72	276.00
Total	2,051.72	1,775.72	276.00

Invoice total 276.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
38812	10/22/2016	1,775.72		1,775.72			
39063	11/19/2016	276.00	276.00				
Total		2,051.72	276.00	1,775.72	0.00	0.00	0.00

Payment Terms: Net 30 days from invoice date. Thank you.
Past due balances are subject to late fees in the amount of 1.5% per month.

CH



**PLEASE REMIT PAYMENT TO:
I+S GROUP, INC.
115 E. Hickory St., Suite 300
Mankato, MN 56001**

712-732-7745

**PLEASE PUT INVOICE
NUMBER ON CHECK
TO ASSURE PROPER CREDIT**

City of Merville
21 Main Street
PO Box 420
Merville, IA 51039

Invoice number 39753
Date 12/24/2016

Project **16-19707 MOVILLE - ZONING
DISTRICTS AND COMP PLAN UPDATES**

Updates to zoning districts and Comprehensive Plan

Description	Total Billed	Prior Billed	Current Billed
Zoning and Comp Plan Updates	5,325.92	2,051.72	3,274.20
Total	5,325.92	2,051.72	3,274.20

Invoice total **3,274.20**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
38812	10/22/2016	1,775.72			1,775.72		
39063	11/19/2016	276.00		276.00			
39753	12/24/2016	3,274.20	3,274.20				
	Total	5,325.92	3,274.20	276.00	1,775.72	0.00	0.00

*Payment Terms: Net 30 days from invoice date. Thank you.
Past due balances are subject to late fees in the amount of 1.5% per month.*



**PLEASE REMIT PAYMENT TO:
I+S GROUP, INC.
115 E. Hickory St., Suite 300
Mankato, MN 56001**

712-732-7745

City of Merville
21 Main Street
PO Box 420
Merville, IA 51039

**PLEASE PUT INVOICE
NUMBER ON CHECK
TO ASSURE PROPER CREDIT**

Invoice number 40364
Date 01/28/2017

Project 16-19707 MOVILLE - ZONING
DISTRICTS AND COMP PLAN UPDATES

Updates to zoning districts and Comprehensive Plan

Description	Total Billed	Prior Billed	Current Billed
Zoning and Comp Plan Updates	7,821.92	5,325.92	2,496.00
Total	7,821.92	5,325.92	2,496.00

Invoice total **2,496.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
39063	11/19/2016	276.00					
39753	12/24/2016	3,274.20			276.00		
40364	01/28/2017	2,496.00	2,496.00	3,274.20			
Total		6,046.20	2,496.00	3,274.20	276.00	0.00	0.00

*Payment Terms: Net 30 days from invoice date. Thank you.
Past due balances are subject to late fees in the amount of 1.5% per month.*



I+S Group, Inc.
115 E Hickory Street, Suite 300
Mankato, MN 56001
507-387-6651

City of Merville
21 Main Street
PO Box 420
Merville, IA 51039

Invoice number 40982
Date 02/25/2017

Project **16-19707 MOVILLE - ZONING
DISTRICTS AND COMP PLAN UPDATES**

Updates to zoning districts and Comprehensive Plan

Description	Total Billed	Prior Billed	Current Billed
Zoning and Comp Plan Updates	9,331.92	7,821.92	1,510.00
Total	9,331.92	7,821.92	1,510.00

Invoice total **1,510.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
40982	02/25/2017	1,510.00	1,510.00				
	Total	1,510.00	1,510.00	0.00	0.00	0.00	0.00

*Payment Terms: Net 30 days from invoice date. Thank you.
Past due balances are subject to late fees in the amount of 1.5% per month.*



I+S Group, Inc.
115 E Hickory Street, Suite 300
Mankato, MN 56001
507-387-6651

City of Merville
21 Main Street
PO Box 420
Merville, IA 51039

Invoice number 41354
Date 03/25/2017

Project **16-19707 MOVILLE - ZONING
DISTRICTS AND COMP PLAN UPDATES**

Updates to zoning districts and Comprehensive Plan

Description	Total Billed	Prior Billed	Current Billed
Zoning and Comp Plan Updates	11,372.67	9,331.92	2,040.75
Total	11,372.67	9,331.92	2,040.75

Invoice total **2,040.75**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
41354	03/25/2017	2,040.75	2,040.75				
	Total	2,040.75	2,040.75	0.00	0.00	0.00	0.00

pd. 898.08

*Payment Terms: Net 30 days from invoice date. Thank you.
Past due balances are subject to late fees in the amount of 1.5% per month.*

Simmering-Cory | Iowa Codification
114 E. 5th Street, Storm Lake, IA 50588
P.O. Box 244, Storm Lake, IA 50588
Tel 641-357-7595 | Fax 515-724-7868



INVOICE 2017-IC-0076

3.15.2017

BILL TO

City of Salix
PO Box 240
Salix, Iowa 51052

INSTRUCTIONS

Please note the change in address above.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Down Payment Code Update Project	1,500.00	\$1,500.00

1st installment

TOTAL DUE **\$1,500.00**

Thank you for your business!

Simmering-Cory | Iowa Codification
114 E. 5th Street, Storm Lake, IA 50588
P.O. Box 244, Storm Lake, IA 50588
Tel 641-357-7595 | Fax 515-724-7868



INVOICE 2017-IC-0373 10-31-2017

BILL TO

City of Salix
PO Box 240
Salix, Iowa 51052

INSTRUCTIONS

Please note the change in address above.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Draft Payment Code Update Project	1,500.00	\$1,500.00
TOTAL DUE			\$1,500.00

Thank you for your business!

001-620-6490

I & S Group, Inc.

115 E Hickory Street, Suite 300
Mankato, MN 56001
507-387-6651

City of Salix
317 Tipton Street
PO Box 240
Salix, IA 51052

Invoice number 53462
Date 11/30/2018

Project **18-22234 SALIX ZONING ORDINANCE
UPDATE - SALIX, IA**

Progress billing for professional services provided through date of invoice.

Description	Total Billed	Prior Billed	Current Billed
Zoning Ordinance Updates	2,000.00	0.00	2,000.00
Total	2,000.00	0.00	2,000.00

Invoice total **2,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
53462	11/30/2018	2,000.00	2,000.00				
	Total	2,000.00	2,000.00	0.00	0.00	0.00	0.00

*Payment Terms: Net 30 days from invoice date. Thank you.
Past due balances are subject to late fees in the amount of 1.5% per month.*

If you have a question regarding your invoice, please e-mail AR@is-grp.com

I+S GROUP

www.is-grp.com

Architecture
Engineering
Environmental
Planning

ISG

I & S Group, Inc.
115 E Hickory Street, Suite 300
Mankato, MN 56001
507-387-6651

City of Salix
EMAIL
PO Box 240
Salix, IA 51052

Invoice number 56217
Date 04/30/2019

Project **18-22234 SALIX ZONING ORDINANCE
UPDATE - SALIX, IA**

Progress billing for professional services provided through date of invoice.

Description	Total Billed	Prior Billed	Current Billed
Zoning Ordinance Updates	4,000.00	2,000.00	2,000.00
Total	4,000.00	2,000.00	2,000.00

Invoice total **2,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
56217	04/30/2019	2,000.00	2,000.00				
	Total	2,000.00	2,000.00	0.00	0.00	0.00	0.00

Payment Terms: Net 30 days from invoice date. Thank you.
Past due balances are subject to late fees in the amount of 1.5% per month.

If you have a question regarding your invoice, please e-mail AR@is-grp.com

001-540-6490



I & S Group, Inc.
 115 E. Hickory St. Suite 300
 Mankato, MN 56001
 507-387-6651
 www.ISGInc.com

City of Salix
 EMAIL
 PO Box 240
 Salix, IA 51052

Invoice Number 58693
 Date 07/31/2019

Project 18-22234 Salix Zoning Ordinance Update - Salix, IA

Progress billing for professional services provided through date of invoice

Description	Current Billed
Zoning Ordinance Updates	\$350.00
	\$350.00

Invoice Amount \$350.00

*Payment Terms: Net 30 days from invoice date. Thank you.
 Past due balances are subject to late fees in the amount of 1.5% per month.
 If you have a question regarding your invoice, please e-mail AR@is-grp.com*



I & S Group, Inc.
 115 E. Hickory St. Suite 300
 Mankato, MN 56001
 507-387-6651
 www.ISGInc.com

City of Salix
 EMAIL
 PO Box 240
 Salix, IA 51052

Invoice Number 60728
 Date 10/31/2019

**Project 18-22234 Salix Zoning
 Ordinance Update - Salix, IA**

Progress billing for professional services provided through date of invoice

Description	Current Billed
Zoning Ordinance Updates	\$250.00
	\$250.00
Invoice Amount	\$250.00

*Payment Terms: Net 30 days from invoice date. Thank you.
 Past due balances are subject to late fees in the amount of 1.5% per month.
 If you have a question regarding your invoice, please e-mail ar@ISGInc.com*



I & S Group, Inc.
 115 E. Hickory St. Suite 300
 Mankato, MN 56001
 507-387-6651
 www.ISGInc.com

City of Salix
 EMAIL
 PO Box 240
 Salix, IA 51052

Invoice Number 62694
 Date 01/31/2020

**Project 18-22234 Salix Zoning
 Ordinance Update - Salix, IA**

Progress billing for professional services provided through date of invoice

Description	Current Billed
Zoning Ordinance Updates	\$325.00
	\$325.00
Invoice Amount	\$325.00

*Payment Terms: Net 30 days from invoice date. Thank you.
 Past due balances are subject to late fees in the amount of 1.5% per month.
 If you have a question regarding your invoice, please e-mail ar@ISGInc.com*



I & S Group, Inc.
 115 E. Hickory St. Suite 300
 Mankato, MN 56001
 507-387-6651
 www.ISGInc.com

City of Salix
 EMAIL
 PO Box 240
 Salix, IA 51052

Invoice Number 65243
 Date 05/31/2020

**Project 18-22234 Salix Zoning
 Ordinance Update - Salix, IA**

Progress billing for professional services provided through date of invoice

Description	Current Billed
Zoning Ordinance Updates	\$75.00
	\$75.00
Invoice Amount	\$75.00

*Payment Terms: Net 30 days from invoice date. Thank you.
 Past due balances are subject to late fees in the amount of 1.5% per month.
 If you have a question regarding your invoice, please e-mail ar@ISGInc.com*

DRC
01-09-18
Batch


McCLURETM
ENGINEERING CO.
1360 NW 121st Street
Clive, IA 50325

City of Sergeant Bluff
401 4th Street
Sergeant Bluff, IA 51054

November 30, 2017
Project No: 060417001-00
Invoice No: 17622
Due Date: December 30, 2017

Project 060417001-00 SBL - Storm Water Study
Professional Services from October 29, 2017 to November 25, 2017

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Storm Water Study	19,600.00	15.00	2,940.00	360.00	2,580.00
Hydraulic Model	13,400.00	85.00	11,390.00	5,625.00	5,765.00
Total Fee	33,000.00		14,330.00	5,985.00	8,345.00
Total Fee					8,345.00
Total Due this Invoice					\$8,345.00

Outstanding Invoices

Number	Date	Balance
17299	10/31/2017	3,000.00
Total		3,000.00

2017 Storm Drainage Study

RECEIVED

DEC 07 2017

CITY OF SGT. BLUFF

ACCT # 340-150-6467

AMOUNT \$8,345.00

APPROVED BY *[Signature]*

MC
01-23-18
Buhert


MCCLURE™
ENGINEERING CO.
1360 NW 121st Street
Clive, IA 50325

City of Sergeant Bluff
401 4th Street
Sergeant Bluff, IA 51054

December 31, 2017
Project No: 060417001-00
Invoice No: 17797
Due Date: January 30, 2018

Project 060417001-00 SBL - Storm Water Study
Professional Services from November 26, 2017 to December 30, 2017

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Storm Water Study	19,600.00	25.00	4,900.00	2,940.00	1,960.00
Hydraulic Model	13,400.00	85.00	11,390.00	11,390.00	0.00
Total Fee	33,000.00		16,290.00	14,330.00	1,960.00
Total Fee					1,960.00
Total Due this Invoice					\$1,960.00

Outstanding Invoices

Number	Date	Balance
17299	10/31/2017	3,000.00
17622	11/30/2017	8,345.00
Total		11,345.00

2017 storm Drainage Study

RECEIVED

JAN 11 2018

CITY OF SGT. BLUFF

ACCT # 340-750-6407
AMOUNT \$1,960.00
APPROVED BY AAZ

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

#12c

Date: 7/15/20 Weekly Agenda Date: 7/21/20

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: David Gleiser, CED Director

WORDING FOR AGENDA ITEM:

Update on Rural Workforce Housing Project

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The Board will receive an update on the status of a rural Workforce Housing project in Woodbury County.

BACKGROUND:

In late February 2020, Dir. Gleiser began working with Jim Johnson of Healthy Efficient Homes, LLC. on an application to IEDA via it's Disaster Workforce Housing Program. The goal was to locate 20 in-fill lots throughout the county's rural cities and construct new homes on these lots. After months of work, the project was narrowed to 3 cities (Anthon, Correctionville, and Salix) and 8 lots. Due to the lack of available funding, the application was modified/approved to 2 new houses in 2 cities (Correctionville & Salix).

FINANCIAL IMPACT:

0

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:

None, receive the update.

ACTION REQUIRED / PROPOSED MOTION:

No action or motion required.

RESOLUTION 2020-21

**RESOLUTION OF SUPPORT FOR A WORKFORCE HOUSING TAX INCENTIVE PROGRAM
APPLICATION TO THE IOWA ECONOMIC DEVELOPMENT AUTHORITY**

WHEREAS, the City of Correctionville has received a request for support from James Johnson with Healthy Efficient Homes, LLC, for an application to the Iowa Economic Development Authority Workforce Housing Tax Incentive Program; and

WHEREAS, the project will consist of the construction of five (5) single-family housing units in Correctionville; and

WHEREAS, the application requires a resolution of support from the community where the project will be located, which this resolution is intended to satisfy; and

WHEREAS, the application also requires documentation of a local match of a minimum of \$1,000 per housing unit; and

WHEREAS, the City of Correctionville funds the Correctionville Economic Development Corporation's (CEDCORP) "New Residential Construction Grant Program" whereby any individual who constructs a new house in Correctionville is eligible to receive a \$5,000 cash grant from CEDCORP towards the cost of construction of that individual's house, and the City of Correctionville will continue to pledge a minimum of \$25,000 (\$5,000 per house) to CEDCORP toward the "New Residential Construction Grant Program" for each eligible new house to serve as the community's required local match.

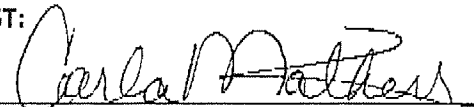
NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Correctionville, Iowa, does hereby express its support for the Healthy Efficient Homes, LLC application to the Iowa Economic Development Authority and its Workforce Housing Tax Incentive Program for the housing project in Correctionville.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized and directed to sign any forms required by the Administrative Rules of the Iowa Economic Development Authority to apply, administer, modify, and close out the Project as described above.

PASSED AND APPROVED THIS 11th DAY OF MAY 2020.


Nathan Hellman, Mayor

ATTEST:


Carla Mathers, City Clerk

RESOLUTION 2020-11

**RESOLUTION OF SUPPORT FOR A WORKFORCE HOUSING TAX INCENTIVE PROGRAM
APPLICATION TO THE IOWA ECONOMIC DEVELOPMENT AUTHORITY**

WHEREAS, the City of Salix has received a request for support from James Johnson with Healthy Efficient Homes, LLC, for an application to the Iowa Economic Development Authority Workforce Housing Tax Incentive Program; and

WHEREAS, the project will consist of the construction of one (1) single-family housing unit in Salix; and

WHEREAS, the application requires a resolution of support from the community where the project will be located, which this resolution is intended to satisfy; and

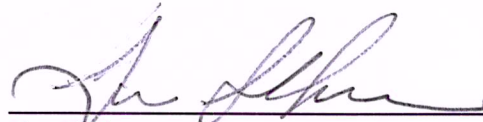
WHEREAS, the application also requires documentation of a local match of a minimum of \$1,000 per housing unit; and

WHEREAS, the City of Salix shall satisfy the local match requirement by contributing \$4,000 for the one (1) housing unit in the project by entering into a land purchase agreement with Healthy Efficient Homes, LLC, for the sale of real property addressed: 206 Travis Street, Salix IA 51052, in the amount of \$1,000.00 subject to approval by the City Council of the City of Salix, Iowa after published notice and public hearing as required by Iowa Code § 364.7..

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Salix, Iowa, does hereby express its support for the Healthy Efficient Homes, LLC application to the Iowa Economic Development Authority and its Workforce Housing Tax Incentive Program for the housing project in Salix.

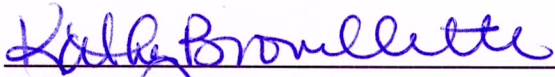
BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized and directed to sign any forms required by the Administrative Rules of the Iowa Economic Development Authority to apply, administer, modify, and close out the Project as described above.

PASSED AND APPROVED THIS 13th DAY OF MAY 2020.



Tim Skidmore, Mayor

ATTEST:



Kathy Brouillette, City Clerk

