



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS  
( FEBRUARY 15) (WEEK 7 OF 2022)**

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

Agenda and Minutes available at:  
[www.woodburycountyiowa.gov](http://www.woodburycountyiowa.gov)

**Live telephonic access at: 712-224-6014**

Rocky L. DeWitt 253-0421 <a href="mailto:rdewitt@woodburycountyiowa.gov">rdewitt@woodburycountyiowa.gov</a>	Keith W. Radig 560-6542 <a href="mailto:kradig@woodburycountyiowa.gov">kradig@woodburycountyiowa.gov</a>	Jeremy Taylor 259-7910 <a href="mailto:jtaylor@woodburycountyiowa.gov">jtaylor@woodburycountyiowa.gov</a>	Matthew A. Ung 490-7852 <a href="mailto:matthewung@woodburycountyiowa.gov">matthewung@woodburycountyiowa.gov</a>	Justin Wright 899-9044 <a href="mailto:jwright@woodburycountyiowa.gov">jwright@woodburycountyiowa.gov</a>
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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held February 15, 2022 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 for speakers.

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, please limit your remarks 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 turn off all cell phones and other devices while in the Board Chambers.

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**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 8 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 February 8, 2022 meeting
4. Approval of claims
5. County Auditor – Patrick Gill
  - a. Canvass of the Little Sioux Intercounty Drainage District Trustee Election
  - b. Canvass of the Sandhill-Lakeport Drainage District Trustee Election
  - c. Canvass of the McCandless Intercounty Drainage District Trustee Election

6. Board Administration – Heather Satterwhite
  - a. Approval of Notice of Property Sale Resolution for Parcel #894730278008 (aka 1825 W. 4<sup>th</sup> Street) for Tuesday, March 1<sup>st</sup> at 4:35 p.m.
  - b. Approval of Notice of Property Sale Resolution for Parcel #894720384016 (aka 1309 W. 14<sup>th</sup> Street) for Tuesday, March 1<sup>st</sup> at 4:37 p.m.
  - c. Approval of Notice of Property Sale Resolution for Parcel #894735116006 (aka 3200 Leech Ave.) for Tuesday, March 1<sup>st</sup> at 4:39 p.m.
  
7. Human Resources – Melissa Thomas
  - a. Approval of Memorandum of Personnel Transactions
  - b. Authorization to Initiate Hiring Process
  
8. Secondary Roads – Mark Nahra
 

Approve the underground utility permit for the Iowa DOT and to direct the chair to sign the permits Action

### End Consent Agenda

- |                                |  |
|--------------------------------|--|
| <b>4:35 p.m.</b><br>(Set time) | <ol style="list-style-type: none"> <li>9. Community &amp; Economic Development – David Gleiser           <ol style="list-style-type: none"> <li>a. Public hearing on proposed amendment to the Grow Woodbury County Urban Renewal Area <span style="float: right;">Action</span></li> <li>b. Approve the resolution to amend the urban renewal plan for the Grow Woodbury County Urban Renewal Area <span style="float: right;">Action</span></li> <li>c. Approve the resolution setting a date of meeting at which is proposed to approve development agreement with Ag Processing Inc., including tax increment payments for Tuesday, March 1, 2022 at 4:45 p.m. <span style="float: right;">Action</span></li> </ol> </li> </ol>  |
| <b>4:37 p.m.</b><br>(Set time) | <ol style="list-style-type: none"> <li>d. Public hearing on proposed Zoning Ordinance Text Amendment to Sub-Sections 2.01.4 and 2.01.5 <span style="float: right;">Action</span></li> <li>e. Adopt the ordinance by waiving a 3<sup>rd</sup> reading and move to conduct the 2<sup>nd</sup> and final reading today <span style="float: right;">Action</span></li> </ol>   |
|                                | <ol style="list-style-type: none"> <li>10. County Auditor – Patrick Gill &amp; Deputy Auditor – Michelle Skaff           <p>Approval to activate Socrata Open Finance and place the link on the home page of the county website for public access <span style="float: right;">Action</span></p> </li> <br/> <li>11. City Assessor – John Lawson           <p>Discussion of exemption applications for a historical property tax exemption under Iowa Code 427.16 <span style="float: right;">Information</span></p> </li> <br/> <li>12. Secondary Roads – Mark Nahra           <ol style="list-style-type: none"> <li>a. Approve the certificate of completion of the 2021 PCC Patching project with Ten Point Construction for \$54,552.00 <span style="float: right;">Action</span></li> <li>b. Approve the certificate of completion of the 2021 HMA Rout and Seal project with Sioux Commercial Sweeping for \$62,700.00 <span style="float: right;">Action</span></li> <li>c. Approve the plans for project number BRS-SWAP-C097(146)—FF-97 <span style="float: right;">Action</span></li> <li>d. Approve the plans for project number BRS-SWAP-C097(148)—FE-97 <span style="float: right;">Action</span></li> <li>e. Approve the federal aid project agreement for projects BRS-SWAP-C097 (148) --FE-97 and direct the chair to sign said agreement <span style="float: right;">Action</span></li> </ol> </li> </ol> |

**13. Budget Review Discussion for FY 2023**

- a. Board of Supervisors – Matthew Ung & Jeremy Taylor  
Approve to authorize up to \$215,000 in State & Local Fiscal Recovery Funds to provide a one-time retention incentive of \$860 per full-time union employee Action
  
- b. Board of Supervisors – Matthew Ung
  - 1. Approval to allocate \$1,291,264 from ARPA State & Local Fiscal Recovery Funds to Siouxland District Health Department, under the eligible use category of Public Health & Economic Impacts and the Public Health staff response to COVID-19, Action
  - 2. Approval to reduce by \$1,291,264 the FY 2023 county allocation to SDHD Action
  - 3. Approval to rescind the Jan. 18, 2022 motion which split proceeds of the sale of the county farm for FY 23 and FY 24, and to instead retain all proceeds in general basic reserves and within a restricted reserve account purposed for FY 24 budget review sessions Action
  
- c. Board Administration – Dennis Butler
  - 1. Approve the use of Gaming Revenues, \$175,341, in the Rural Basic Fund to reduce the tax rate Action
  - 2. Approve the use of L.O.S.T. Revenues, \$100,000 in the Rural Basic Fund to reduce the tax rate Action
  - 3. Proposed uses of ARPA Funds for FY 23
  - 4. Approval to set the public hearing for the maximum property tax dollars regarding the General Fund and Rural Fund to be held March 8, 2022 at 4:40 p.m. Action
  
- 14. Reports on Committee Meetings Information
  
- 15. Citizen Concerns Information
  
- 16. Board Concerns Information

**ADJOURNMENT**

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

<b>WED., FEB. 16</b>	<b>12:00 p.m.</b>	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
	<b>1:00 p.m.</b>	Regional Iowa Workforce Development Meeting, 2508 4 <sup>th</sup> Street, Sioux City
	<b>10:00 a.m.</b>	Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook St.
<b>THU., FEB. 17</b>	<b>4:30 p.m.</b>	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
<b>FRI., FEB. 18</b>	<b>12:00 p.m.</b>	Siouxland Human Investment Partnership Board Meeting Northwest AEA, Room G
<b>TUE., FEB. 22</b>	<b>2:00 p.m.</b>	Decat Board Meeting, Western Hills AEA, Room F
<b>WED., FEB. 23</b>	<b>2:30 p.m.</b>	Rolling Hills Community Services Region Governance Board Meeting
<b>THU., FEB. 24</b>	<b>11:00 a.m.</b>	Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
<b>MON., FEB. 28</b>	<b>6:00 p.m.</b>	Zoning Commission Meeting, First Floor Boardroom
<b>WED., MAR. 2</b>	<b>10:00 a.m.</b>	Loess Hills Alliance Stewardship Meeting, Pisgah, Iowa
	<b>11:00 a.m.</b>	Loess Hills Alliance Executive Meeting
	<b>1:00 p.m.</b>	Loess Hills Alliance Full Board Meeting
	<b>4:45 p.m.</b>	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
<b>THU., MAR. 3</b>	<b>10:00 a.m.</b>	COAD Meeting, The Security Institute
	<b>1:30 p.m.</b>	SIMPCO MPO Policy Board - Hybrid
<b>FRI., MAR. 4</b>	<b>9:00 a.m.</b>	Hungry Canyons Alliance
<b>MON., MAR. 7</b>	<b>6:00 p.m.</b>	Board of Adjustment meeting, First Floor Boardroom
<b>WED., MAR. 9</b>	<b>7:30 a.m.</b>	SIMPCO Executive-Finance Committee - Hybrid
	<b>8:05 a.m.</b>	Woodbury County Information Communication Commission, First Floor Boardroom
	<b>12:00 p.m.</b>	District Board of Health Meeting, 1014 Nebraska St.
	<b>6:30 p.m.</b>	911 Service Board Meeting, Public Safety Center, Climbing Hill
	<b>8:00 p.m.</b>	County's Mayor Association Meeting, Public Safety Center, Climbing Hill
<b>THU., MAR. 10</b>	<b>12:00 p.m.</b>	SIMPCO Board of Directors, 1122 Pierce St.
	<b>4:00 p.m.</b>	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
<b>WED., MAR. 16</b>	<b>12:00 p.m.</b>	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
	<b>10:00 a.m.</b>	Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook St.
<b>THU., MAR. 17</b>	<b>4:30 p.m.</b>	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
<b>FRI., MAR. 18</b>	<b>12:00 p.m.</b>	Siouxland Human Investment Partnership Board Meeting Northwest AEA, Room G

**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.*



## **FEBRUARY 8, 2022, SIXTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, February 8, 2022 at 3:15 p.m. Board members present were Taylor, Ung, Radig, Wright, and De Witt. Staff members present were Karen James, Board Administrative Assistant, Dennis Butler, Budget Tax/Analyst, Joshua Widman, Assistant County Attorney, Melissa Thomas, Human Services Director, and Patrick Gill, Auditor/Clerk to the Board.

1. Motion by Ung second by Taylor to go into closed session per Iowa Code Section 21.5(j). Carried 5-0 on roll-call vote.

Motion by Taylor second by Radig to go out of closed session per Iowa Code Section 21.5(j). Carried 5-0 on roll-call vote.

Motion by Taylor second by Radig to follow the recommendation of the consultant regarding the sale of county property. Carried 5-0

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

- 8a. A public hearing was held at 4:05 p.m. to amend the text in Sub-Section 2.01.4 and 2.01.5 of the Woodbury County Zoning Ordinance. The Chairperson called on anyone wishing to be heard.

Motion by Taylor second by Radig to close the public hearing. Carried 5-0.

- 8b. Motion by Taylor second by De Witt to approve the ordinance to amend Sub-Sections 2.01.4 and 2.01.5 in the County Zoning Ordinance with the removal of term limits included in the proposed language. Carried 3-2; Radig and Wright opposed. Copy filed.

- 8c. Motion by Radig second by De Witt to conduct the first reading of the ordinance. Carried 5-0.

- 8d. Motion by Radig second by Taylor to approve the Rules of Procedure of the Woodbury County Zoning Commission and Board of Adjustment. Carried 5-0. Copy filed.

2. Woodbury County employees Mike Simoni, Todd Harlow, Tom Handke, Chuck Jorgensen, Randy Uhl, Kenny Schmitz, Nate Sands, Sage Lewis, Blake Stahlecker, Jorma Schwedler, Terry Boyle, Dan Young, Charles Clark, and Kyle Sanderson; Corey Davis, Secondary Roads bargaining unit representative; Jen Pellant, Western Iowa Labor Federation; William Burrows, Sioux City; and Maria Rundquist, Sioux City, addressed the Board asking for wage reopeners for existing collective bargaining agreements.

3. Motion by Radig second by Taylor to approve the agenda for January 8, 2022. Carried 5-0. Copy filed.

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

4. To approve minutes of the February 1, 2022 meeting. Copy filed.
5. To approve the claims totaling \$745,611.23. Copy filed.
6. To approve and authorize the Chairperson to sign a Resolution approving abatement of taxes for Ronald Butler & Deborah Butler, parcel #894432131918, 30 S 5<sup>th</sup> St., Lot 12, Merville, IA.

### **WOODBURY COUNTY, IOWA RESOLUTION #13,391 RESOLUTION APPROVING ABATEMENT OF TAXES**

**WHEREAS**, Ronald Butler & Deborah Butler are the titleholders of property parcel #894432131918 located in Woodbury County, Iowa and legally described as follows:

**Parcel #894432131918**

**B/LL LOC ON P#622995 UNPLATTED LANDS 689' E & W X 230' N & S S OF BLK 3 HALLS ADDITION 32-89-44 LOT 12**

**WHEREAS**, the above-stated property has a penalty of \$45.00 owing and the parcel is owned by Ronald Butler & Deborah Butler and

**WHEREAS**, A clerical error was discovered on the above building on leased land parcel; and

**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, 427.3 for the penalty of \$45.00 owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

**SO RESOLVED** this 8th day of February, 2022.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

- 7a. To approve the appointment of Gene Hacker, P/T Courthouse Safety & Security Officer, County Sheriff Dept., effective 02-09-22, \$22.80/hour. Job Vacancy Posted 01-26-22. Entry Level Salary: \$17.78-\$19.53/hour.; the appointment of Eric Robley, Equipment Operator, Secondary Roads Dept., effective 02-09-22, \$24.55/hour. Job Vacancy Posted 11-23-21. Entry Level Salary: \$24.55/hour.; the appointment of Kenneth Meyers, Jr., Civilian Jailer, County Sheriff Dept., effective 02-14-22, \$21.02/hour. Job Vacancy Posted 12-08-21. Entry Level Salary: \$21.02/hour.; the separation of Minh Trinh, Civilian Jailer, County Sheriff Dept., effective 02-19-22. Resignation.; and the reclassification of Randi Uhl, Clerk II, County Treasurer Dept., effective 02-21-22, \$19.53/hour, 5%=\$.93/hour. Per AFSCME Courthouse Contract agreement, from Grade 3/Step 2 to Grade 3/Step 3. Copy filed.
- 7b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Civilian Jailer, County Sheriff Dept. CWA: \$21.02/hour. Copy filed.

Carried 5-0.

- 9a. Motion by Taylor second by Radig to approve the revised auction agreement with Stalcup Ag Service. Carried 5-0. Copy filed.
- 9b. Motion by Taylor second by Radig to re-affirm the Rolling Hills Community Services Region employees' employment, that Woodbury County is record of employer for purposes of all costs related to employee, is reimbursed by the Region. Carried 5-0.
- 10a. Motion by Radig second by Taylor to approve the certificate of completion for project #L-B(M66)--73-97 with Godbersen Smith Construction, Ida Grove, IA, for \$261,771.85. Carried 5-0. Copy filed.
- 10b. Information was presented by Mark Nahra, County Engineer, on gravel mining and land development in county gravel pits north of Little Sioux Park. Copy filed.
11. Motion by Taylor second by Radig to reduce the Board Administration budget by another \$14,000.00. Carried 5-0.
12. The Board heard reports on committee meetings.
13. There were no citizen concerns.
14. Board concerns were heard.

The Board adjourned the regular meeting until February 15, 2022.

Meeting sign in sheet. Copy filed.

**MONONA COUNTY BOARD OF SUPERVISORS MEETING  
JANUARY 18, 2022**

The Monona County Board of Supervisors met Tuesday, January 18, 2022 at 10:00 a.m. in the Board Room of the Courthouse in Onawa, Monona County, Iowa for the purpose of canvassing the vote cast at the Drainage District Trustee Elections held on January 15, 2022. Monona County Supervisors present: Bo Fox, Tom Brouillette, and Vince Phillips. Absent: None. Also present: Lisa Jones, Drainage Clerk/Deputy Auditor; and Tony Smith and John Straight, Harrison County Supervisors.

The Board of Canvassers found the following Drainage District Trustees elected:

**KENNEBEC DRAINAGE DISTRICT**

Trustee Leana Shull

**LITTLE SIOUX INTER-COUNTY DRAINAGE DISTRICT**

Trustee, Division II Robert Pekarek

**MCCANDLESS INTER-COUNTY DRAINAGE DISTRICT**

Trustee, Division III James Alexander

**NAGEL DRAINAGE DISTRICT**

Trustee Matthew Maynard

**NEW FARMERS DRAINAGE DISTRICT**

Trustee Karen Haveman

**SANDHILL-LAKEPORT INTER-COUNTY DRAINAGE DISTRICT**

Trustee, Division II John Stensland

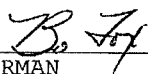
**SOLDIER VALLEY DRAINAGE DISTRICT**

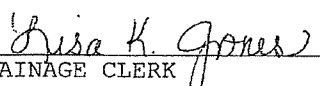
Trustee, Division III Paul Moorhead

**UPPER SOLDIER DRAINAGE DISTRICT**

Trustee, Division III Gary Pohlman

It was moved, seconded and carried to adjourn the meeting of the Board of Canvassers. Motion carried.

  
\_\_\_\_\_  
CHAIRMAN

ATTEST:   
DRAINAGE CLERK

LITTLE SIOUX INTERCOUNTY  
DRAINAGE DISTRICT TRUSTEE ELECTION  
JANUARY 15, 2022

In testimony whereof, we have hereunto set our hands and caused this to be  
attested to and sealed by the County Auditor of Monona County this 18th day of January,  
2022.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Supervisors,  
Woodbury County, Iowa and  
Ex-Officio Board of County  
Canvassers

\_\_\_\_\_  
\_\_\_\_\_

Board of Supervisors,  
Harrison County, Iowa and  
Ex-Officio Board of County  
Canvassers

*Bo Fox*  
\_\_\_\_\_  
*Tom Broudlitz*  
\_\_\_\_\_  
*Wit Pildzi*  
\_\_\_\_\_

Board of Supervisors,  
Monona County, Iowa and  
Ex-Officio Board of County  
Canvassers

ATTEST: *Krisa Jones*  
\_\_\_\_\_  
Clerk, Board of Supervisors

**ABSTRACT OF ELECTION**

(Section 50.24, Code of Iowa, 1973, as amended)

IT IS HEREBY CERTIFIED THAT, on the 18th day of January, 2022,

The undersigned Tom Brouillette, Bo Fox and Vince Phillips,

Monona County Board of Supervisors

**(NAMES AND TITLE OF OFFICE OF THE CANVASSERS)**

met as a Board of Canvassers, as provided by law, in the Board Room of the Monona County Courthouse in Onawa, Monona County, Iowa, and canvassed the election returns from the Little Sioux Inter-County Drainage District, for votes cast at the election held therein on the 15<sup>th</sup> day of January, 2022, for each office on the ballot submitted by said Drainage District, the result of said canvass being as follows:

FOR THE OFFICE OF TRUSTEE, DIV. II, LITTLE SIOUX INTERCOUNTY DD (One (1) to be elected)  
(Number)  
There were Eight (8) ballots cast, of which  
ROBERT PEKAREK had Eight (8) votes  
had \_\_\_\_\_ votes  
and ROBERT PEKAREK was elected.

FOR THE OFFICE OF \_\_\_\_\_ to be elected)  
(Number)  
There were \_\_\_\_\_ ballots cast, of which  
\_\_\_\_\_ had \_\_\_\_\_ votes  
\_\_\_\_\_ had \_\_\_\_\_ votes  
and \_\_\_\_\_ was/were elected.

FOR THE OFFICE OF \_\_\_\_\_ to be elected)  
(Number)  
There were \_\_\_\_\_ ballots cast, of which  
\_\_\_\_\_ had \_\_\_\_\_ votes  
\_\_\_\_\_ had \_\_\_\_\_ votes  
and \_\_\_\_\_ was/were elected.

FOR THE OFFICE OF \_\_\_\_\_ to be elected)  
(Number)  
There were \_\_\_\_\_ ballots cast, of which  
\_\_\_\_\_ had \_\_\_\_\_ votes  
\_\_\_\_\_ had \_\_\_\_\_ votes  
and \_\_\_\_\_ was/were elected.

FOR THE OFFICE OF \_\_\_\_\_ to be elected) (Number)

There were \_\_\_\_\_ ballots cast, of which \_\_\_\_\_ had \_\_\_\_\_ votes \_\_\_\_\_ had \_\_\_\_\_ votes and \_\_\_\_\_ was/were elected.

FOR THE OFFICE OF \_\_\_\_\_ to be elected) (Number)

There were \_\_\_\_\_ ballots cast, of which \_\_\_\_\_ had \_\_\_\_\_ votes \_\_\_\_\_ had \_\_\_\_\_ votes and \_\_\_\_\_ was/were elected.

FOR THE SPECIAL PROPOSITION: \_\_\_\_\_

There were \_\_\_\_\_ ballots cast, of which \_\_\_\_\_ votes were for the proposition, and \_\_\_\_\_ votes were against the proposition.

FOR THE SPECIAL PROPOSITION: \_\_\_\_\_

There were \_\_\_\_\_ ballots cast, of which \_\_\_\_\_ votes were for the proposition, and \_\_\_\_\_ votes were against the proposition.

WITNESS our signatures, this 18th day of January, 2022.

*Tom Brouillette*  
Tom Brouillette, Monona County Supervisor

*Bo Fox*  
Bo Fox, Monona County Supervisor

*Vince Phillips*  
Vince Phillips, Monona County Supervisor  
(Canvassers)

ABSTRACT OF VOTES

For \_\_\_\_\_ Trustee \_\_\_\_\_ Offices \_\_\_\_\_ and \_\_\_\_\_ Questions \_\_\_\_\_ of \_\_\_\_\_ Little Sioux Drainage District \_\_\_\_\_ COUNTY/SCHOOL/CITY \_\_\_\_\_ cast in the several voting precincts there-of at \_\_\_\_\_

the Drainage District Election held in \_\_\_\_\_ January 15, 2022. **FILED** Filed in my office on the 18th day of January, 2022. PEGGY A. ROLPH MONONA CO. AUDITOR

*Dina Jones*  
County Commissioners of Elections

Section 50.24. CANVASS BY BOARD OF SUPERVISORS. The county board of supervisors shall meet at nine o'clock on the morning of the first Monday after the day of each election to which this chapter is applicable, unless the law authorizing the election specifies another date for the canvass, and shall open and canvass the tally lists. The board shall prepare abstracts stating, in words written at length, the number of votes cast in the county, or in that portion of the county in which the election was held, for each office or each question on the ballot for the election. The abstract shall further indicate the name of each person who received votes for each office on the ballot, and the number of votes each person named received for that office, and the number of votes for and against each question submitted to the voters at the election.

The County Board of Supervisors shall canvass the vote for County Board of Education and Area Vocational Schools or Area Community Colleges on the last Monday in September. (See Sections 273.7 and 280A.15.)

**SANDHILL-LAKEPORT  
DRAINAGE DISTRICT TRUSTEE ELECTION  
JANUARY 15, 2022**

In testimony whereof, we have hereunto set our hands and caused this to be attested to and sealed by the County Auditor of Monona County this 18th day of January, 2022.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Supervisors,  
Woodbury County, Iowa and  
Ex-Officio Board of County  
Canvassers

*Bo Fox*  
\_\_\_\_\_  
*Tom Brouillette*  
\_\_\_\_\_  
*Uit Puller*  
\_\_\_\_\_

Board of Supervisors,  
Monona County, Iowa and  
Ex-Officio Board of County  
Canvassers

ATTEST: *Lisa Jones*  
\_\_\_\_\_  
Clerk, Board of Supervisors

**ABSTRACT OF ELECTION**

(Section 50.24, Code of Iowa, 1973, as amended)

IT IS HEREBY CERTIFIED THAT, on the 18th day of January, 2022,

The undersigned Tom Brouillette, Bo Fox and Vince Phillips,

Monona County Board of Supervisors

**(NAMES AND TITLE OF OFFICE OF THE CANVASSERS)**

met as a Board of Canvassers, as provided by law, in the Board Room of the Monona County Courthouse in Onawa, Monona County, Iowa, and canvassed the election returns from the Sandhill-Lakeport Drainage District, for votes cast at the election held therein on the 16th day of January, 2021, for each office on the ballot submitted by said Drainage District, the result of said canvass being as follows:

FOR THE OFFICE OF TRUSTEE, DIV. II, SANDHILL-LAKEPORT D.D. One (1) to be elected)  
(Number)  
There were Seven (7) ballots cast, of which  
JOHN STENSLAND had Seven(7) votes  
had \_\_\_\_\_ votes  
JOHN STENSLAND was elected.

FOR THE OFFICE OF \_\_\_\_\_ to be elected)  
(Number)  
There were \_\_\_\_\_ ballots cast, of which  
\_\_\_\_\_ had \_\_\_\_\_ votes  
\_\_\_\_\_ had \_\_\_\_\_ votes  
and \_\_\_\_\_ was/were elected.

FOR THE OFFICE OF \_\_\_\_\_ to be elected)  
(Number)  
There were \_\_\_\_\_ ballots cast, of which  
\_\_\_\_\_ had \_\_\_\_\_ votes  
\_\_\_\_\_ had \_\_\_\_\_ votes  
and \_\_\_\_\_ was/were elected.

FOR THE OFFICE OF \_\_\_\_\_ to be elected)  
(Number)  
There were \_\_\_\_\_ ballots cast, of which  
\_\_\_\_\_ had \_\_\_\_\_ votes  
\_\_\_\_\_ had \_\_\_\_\_ votes  
and \_\_\_\_\_ was/were elected.



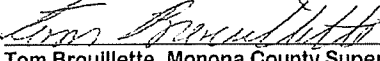
FOR THE OFFICE OF \_\_\_\_\_ to be elected)  
 (Number)  
 There were \_\_\_\_\_ ballots cast, of which  
 \_\_\_\_\_ had \_\_\_\_\_ votes  
 \_\_\_\_\_ had \_\_\_\_\_ votes  
 and \_\_\_\_\_ was/were elected.

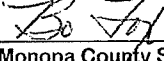
FOR THE OFFICE OF \_\_\_\_\_ to be elected)  
 (Number)  
 There were \_\_\_\_\_ ballots cast, of which  
 \_\_\_\_\_ had \_\_\_\_\_ votes  
 \_\_\_\_\_ had \_\_\_\_\_ votes  
 and \_\_\_\_\_ was/were elected.

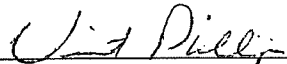
FOR THE SPECIAL PROPOSITION: \_\_\_\_\_  
 There were \_\_\_\_\_ ballots cast, of which  
 \_\_\_\_\_ votes were for the proposition, and  
 \_\_\_\_\_ votes were against the proposition.

FOR THE SPECIAL PROPOSITION: \_\_\_\_\_  
 There were \_\_\_\_\_ ballots cast, of which  
 \_\_\_\_\_ votes were for the proposition, and  
 \_\_\_\_\_ votes were against the proposition.

WITNESS our signatures, this 18th day of January, 2022.

  
 Tom Brouillette, Monona County Supervisor

  
 Bo Fox, Monona County Supervisor

  
 Vince Phillips, Monona County Supervisor  
 (Canvassers)

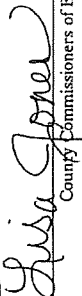
**ABSTRACT OF VOTES**

For \_\_\_\_\_ Trustee \_\_\_\_\_ Offices  
 and \_\_\_\_\_ Questions  
 of \_\_\_\_\_ Sandhill-Lakeport Drainage District  
 COUNTY/SCHOOL/CITY

cast in the several voting precincts there-of at

the Drainage District Election held at \_\_\_\_\_  
 January 15, 2022.

**FILED**  
 Filed in my office of \_\_\_\_\_ on January 18, 2022  
**PEGGY A. ROLPH**  
 MONONA CO. AUDITOR

  
 Lisa Jones  
 County Commissioners of Elections

Section 50.24. CANVASS BY BOARD OF SUPERVISORS. The county board of supervisors shall meet at nine o'clock on the morning of the first Monday after the day of each election to which this chapter is applicable, unless the law authorizing the election specifies another date for the canvass, and shall open and canvass the tally lists. The board shall prepare abstracts stating, in words written at length, the number of votes cast in the county, or in that portion of the county in which the election was held, for each office or on each question on the ballot for the election. The abstract shall further indicate the name of each person who received votes for each office on the ballot, and the number of votes each person named received for that office, and the number of votes for and against each question submitted to the voters at the election.

The County Board of Supervisors shall canvass the vote for County Board of Education and Area Vocational Schools or Area Community Colleges on the last Monday in September. (See Sections 273.7 and 280A.15.)

MCCANDLESS INTERCOUNTY  
DRAINAGE DISTRICT TRUSTEE ELECTION  
JANUARY 15, 2022

In testimony whereof, we have hereunto set our hands and caused this to be  
attested to and sealed by the County Auditor of Monona County this 18th day of January,  
2022.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Supervisors,  
Woodbury County, Iowa and  
Ex-Officio Board of County  
Canvassers

*Bo Fox*  
\_\_\_\_\_  
*Tom Brouillette*  
\_\_\_\_\_  
*Uit Pille*  
\_\_\_\_\_

Board of Supervisors,  
Monona County, Iowa and  
Ex-Officio Board of County  
Canvassers

ATTEST: *Lisa Jones*  
\_\_\_\_\_  
Clerk, Board of Supervisors

**ABSTRACT OF ELECTION**

(Section 50.24, Code of Iowa, 1973, as amended)

IT IS HEREBY CERTIFIED THAT, on the 18th day of January, 2022,

The undersigned Tom Brouillette, Bo Fox and Vince Phillips,

Monona County Board of Supervisors

**(NAMES AND TITLE OF OFFICE OF THE CANVASSERS)**

met as a Board of Canvassers, as provided by law, in the Board Room of the Monona County Courthouse in Onawa, Monona County, Iowa, and canvassed the election returns from the McCandless Inter-County Drainage District, for votes cast at the election held therein on the

1  
15th day of January, 2022, for each office on the ballot submitted by said Drainage

District, the result of said canvass being as follows:

FOR THE OFFICE OF TRUSTEE, DIV. III, McCANDLESS INTER-COUNTY DD One (1) to be elected)

(Number)

There were Eleven (11) ballots cast, of which

JAMES ALEXANDER had Eleven (11) votes

\_\_\_\_\_ had \_\_\_\_\_ votes

and JAMES ALEXANDER was elected.

FOR THE OFFICE OF \_\_\_\_\_ to be elected)

(Number)

There were \_\_\_\_\_ ballots cast, of which

\_\_\_\_\_ had \_\_\_\_\_ votes

\_\_\_\_\_ had \_\_\_\_\_ votes

and \_\_\_\_\_ was/were elected.

FOR THE OFFICE OF \_\_\_\_\_ to be elected)

(Number)

There were \_\_\_\_\_ ballots cast, of which

\_\_\_\_\_ had \_\_\_\_\_ votes

\_\_\_\_\_ had \_\_\_\_\_ votes

and \_\_\_\_\_ was/were elected.

FOR THE OFFICE OF \_\_\_\_\_ to be elected  
 (Number)  
 There were \_\_\_\_\_ ballots cast, of which  
 \_\_\_\_\_ had \_\_\_\_\_ votes  
 \_\_\_\_\_ had \_\_\_\_\_ votes  
 and \_\_\_\_\_ was/were elected.

FOR THE OFFICE OF \_\_\_\_\_ to be elected  
 (Number)  
 There were \_\_\_\_\_ ballots cast, of which  
 \_\_\_\_\_ had \_\_\_\_\_ votes  
 \_\_\_\_\_ had \_\_\_\_\_ votes  
 and \_\_\_\_\_ was/were elected.

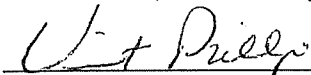
FOR THE SPECIAL PROPOSITION: \_\_\_\_\_  
 There were \_\_\_\_\_ ballots cast, of which  
 \_\_\_\_\_ votes were for the proposition, and  
 \_\_\_\_\_ votes were against the proposition.

FOR THE SPECIAL PROPOSITION: \_\_\_\_\_  
 There were \_\_\_\_\_ ballots cast, of which  
 \_\_\_\_\_ votes were for the proposition, and  
 \_\_\_\_\_ votes were against the proposition.

WITNESS our signatures, this 18th day of January, 2022.

  
 Tom Brouillette, Monona County Supervisor

  
 Bo Fox, Monona County Supervisor

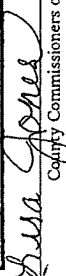
  
 Vince Phillips, Monona County Supervisor  
 (Canvassers)

**ABSTRACT OF VOTES**

For \_\_\_\_\_ Trustee \_\_\_\_\_ Offices  
 and \_\_\_\_\_ Questions  
 of \_\_\_\_\_ Intercounty Drainage District  
 COUNTY/SCHOOL/CITY

cast in the several voting precincts there-of at

the Drainage District Election held therein  
 January 15, 2022.  
**FILED**  
 Filed in my office on this 18th day of  
 JAN 18 2022  
 PEGGY A. ROLPH  
 MONONA CO. AUDITOR

  
 County Commissioners of Elections

Section 90.94. CANVASS BY BOARD OF SUPERVISORS. The county board of supervisors shall meet at nine o'clock on the morning of the first Monday after the day of each election to which this chapter is applicable, unless the law authorizing the election specifies another date for the canvass, and shall open and canvass the tally lists. The board shall prepare abstracts stating, in words written at length, the number of votes cast in the county, or in that portion of the county in which the election was held, for each office or on each question on the ballot for the election. The abstract shall further indicate the name of each person who received votes for each office named received for that office, and the number of votes for and against each question submitted to the voters at the election.

The County Board of Supervisors shall canvass the vote for County Board of Education and Area Vocational Schools or Area Community Colleges on the last Monday in September. (See Sections 973.7 and 280A.15.)

# RESOLUTION #

## NOTICE OF PROPERTY SALE

Parcel #894730278008

WHEREAS Woodbury County, Iowa was the owner under a tax deed of a certain parcel of real estate described as:

**All of Lot Eight (8) except the North Sixty-Two Feet (N 62') thereof, in Block Two (2) of Hornick's Addition to Sioux City, Woodbury County, Iowa (1825 W. 4<sup>th</sup> Street)**

NOW THEREFORE,

BE IT RESOLVED by the Board of Supervisors of Woodbury County, Iowa as follows:

1. That a public hearing on the aforesaid proposal shall be held on the **1<sup>st</sup> Day of March, 2022 at 4:35 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **1<sup>st</sup> Day of March, 2022**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$190.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 15<sup>th</sup> Day of February, 2022.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

---

Patrick F. Gill  
Woodbury County Auditor  
and Recorder

---

Keith W. Radig, Chairman

**REQUEST FOR MINIMUM BID**

Name: Kent Meyer Date: 7-22-21

Address: P.O. Box 2025, Sioux City, IA 51104 Phone: 301-6298

Address or approximate address/location of property interested in:  
1825 W 4<sup>th</sup> St.

GIS PIN # 894730278008

*\*This portion to be completed by Board Administration \**

**Legal Description:**

Ex N 62 ft Lot 8 Block 2 Hornicks Addition

Tax Sale #/Date: 1039/2011 Parcel # \_\_\_\_\_

Tax Deeded to Woodbury County on: 1/12/2022

Current Assessed Value: Land 216 Building 0 Total 216

Approximate Delinquent Real Estate Taxes: \_\_\_\_\_

Total \$100,637.00

Approximate Delinquent Special Assessment Taxes: \_\_\_\_\_

\*Cost of Services: \$133

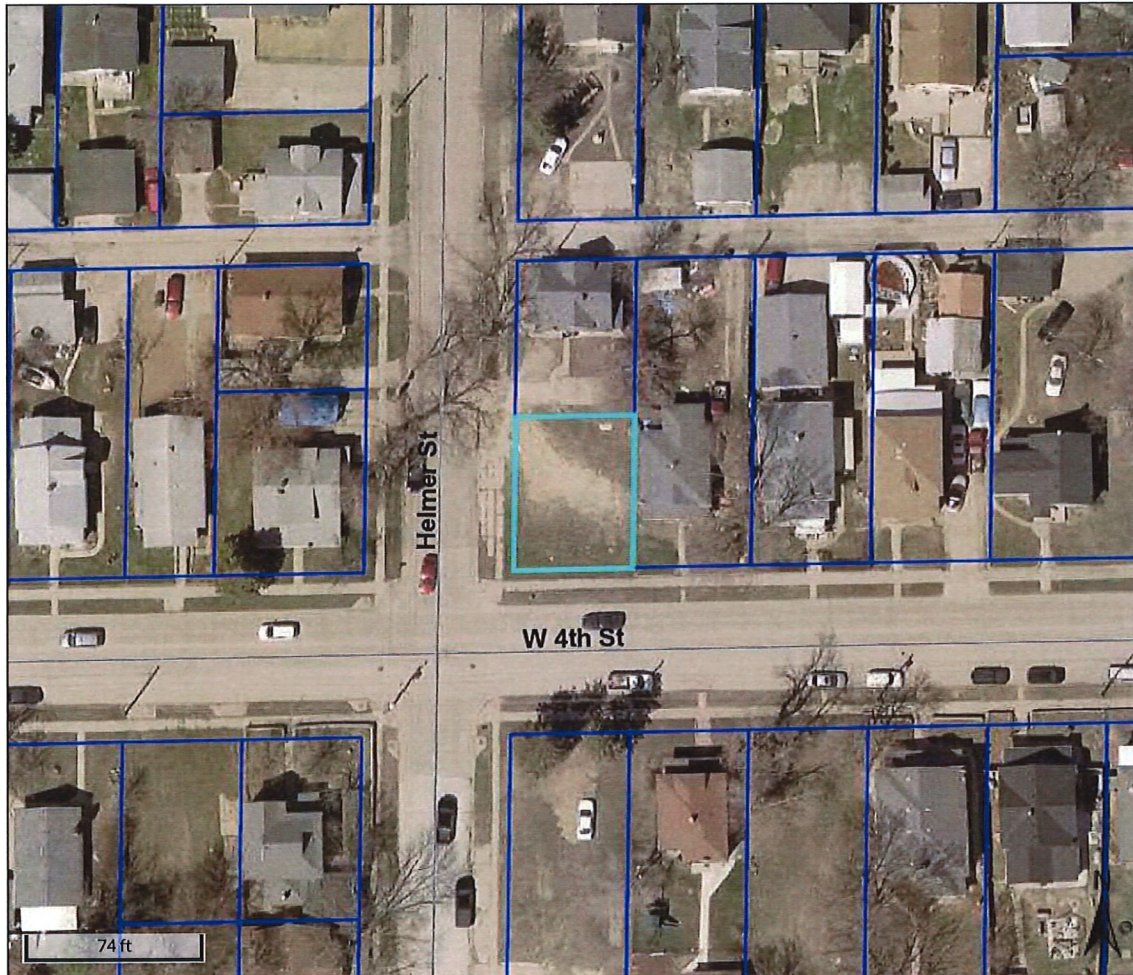
Inspection to: Rocky DeWitt Date: 7-22-21

Minimum Bid Set by Supervisor: \$5700 PLUS FEES IF ANY plus \$133 Total: \$1907

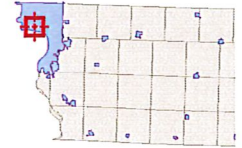
Date and Time Set for Auction: Tuesday, March 1<sup>st</sup> @ 4:35

\* Includes: Abstractors costs; Sheriff's costs; publishing costs; and mailing costs.





Overview



**Legend**

- Roads
- ▭ Corp Boundaries
- ▭ Townships
- ▭ Parcels

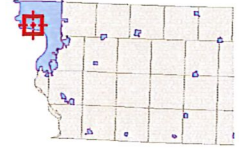
Parcel ID	894730278008	Alternate ID	259500	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS
Property Address	1825 W 4TH ST	Acreage	n/a		SIOUX CITY, IA 51101
	SIOUX CITY				
District	0087				
Brief Tax Description	HORNICKS EX N 62 FT LOT 8 BLK 2				
	<b>(Note: Not to be used on legal documents)</b>				

Date created: 2/10/2022  
 Last Data Uploaded: 2/9/2022 7:30:41 PM

Developed by  Schneider  
 GEOSPATIAL



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

Parcel ID 894730278008  
 Sec/Twp/Rng n/a  
 Property Address 1825 W 4TH ST  
 SIOUX CITY

Alternate ID 259500  
 Class R  
 Acreage n/a

Owner Address WOODBURY COUNTY  
 620 DOUGLAS  
 SIOUX CITY, IA 51101

District 0087  
 Brief Tax Description HORNICKS EX N 62 FT LOT 8 BLK 2  
 (Note: Not to be used on legal documents)

Date created: 2/10/2022  
 Last Data Uploaded: 2/9/2022 7:30:41 PM



# RESOLUTION #

## NOTICE OF PROPERTY SALE

**Parcel #894720384016**

WHEREAS Woodbury County, Iowa was the owner under a tax deed of a certain parcel of real estate described as:

**West 35 feet East 110 feet South ½ Lot 5 Block 36, West 35 feet East 110 feet Lot 6 Block 36 of North Sioux City Addition, City of Sioux City, Woodbury County, Iowa (1309 W 14<sup>th</sup> Street)**

NOW THEREFORE,

BE IT RESOLVED by the Board of Supervisors of Woodbury County, Iowa as follows:

1. That a public hearing on the aforesaid proposal shall be held on the **1<sup>st</sup> Day of March, 2022 at 4:37 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **1<sup>st</sup> Day of March, 2022**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$250.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 15<sup>th</sup> Day of February, 2022.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Patrick F. Gill  
Woodbury County Auditor  
and Recorder

\_\_\_\_\_  
Keith W. Radig, Chairman

REQUEST FOR MINIMUM BID

Name: Yesenia martinez Date: 11/8/22

Address: — Phone: —

Address or approximate address/location of property interested in:  
1309 W. 14<sup>th</sup> St.

GIS PIN # 894720384016

*\*This portion to be completed by Board Administration \**

Legal Description:  
West 35 feet East 110 feet South 1/2  
Lot S, Block 36, West 35 feet East 110  
feet Lot L, Block 36 of North Sioux City  
Addition, City of Sioux City, Woodbury County,  
Iowa

Tax Sale #/Date: #32 6/17/1991 Parcel # 088230

Tax Deeded to Woodbury County on: 12/30/1993

Current Assessed Value: Land \$200 Building 0 Total \$200

Approximate Delinquent Real Estate Taxes: W/A

Approximate Delinquent Special Assessment Taxes: W/A

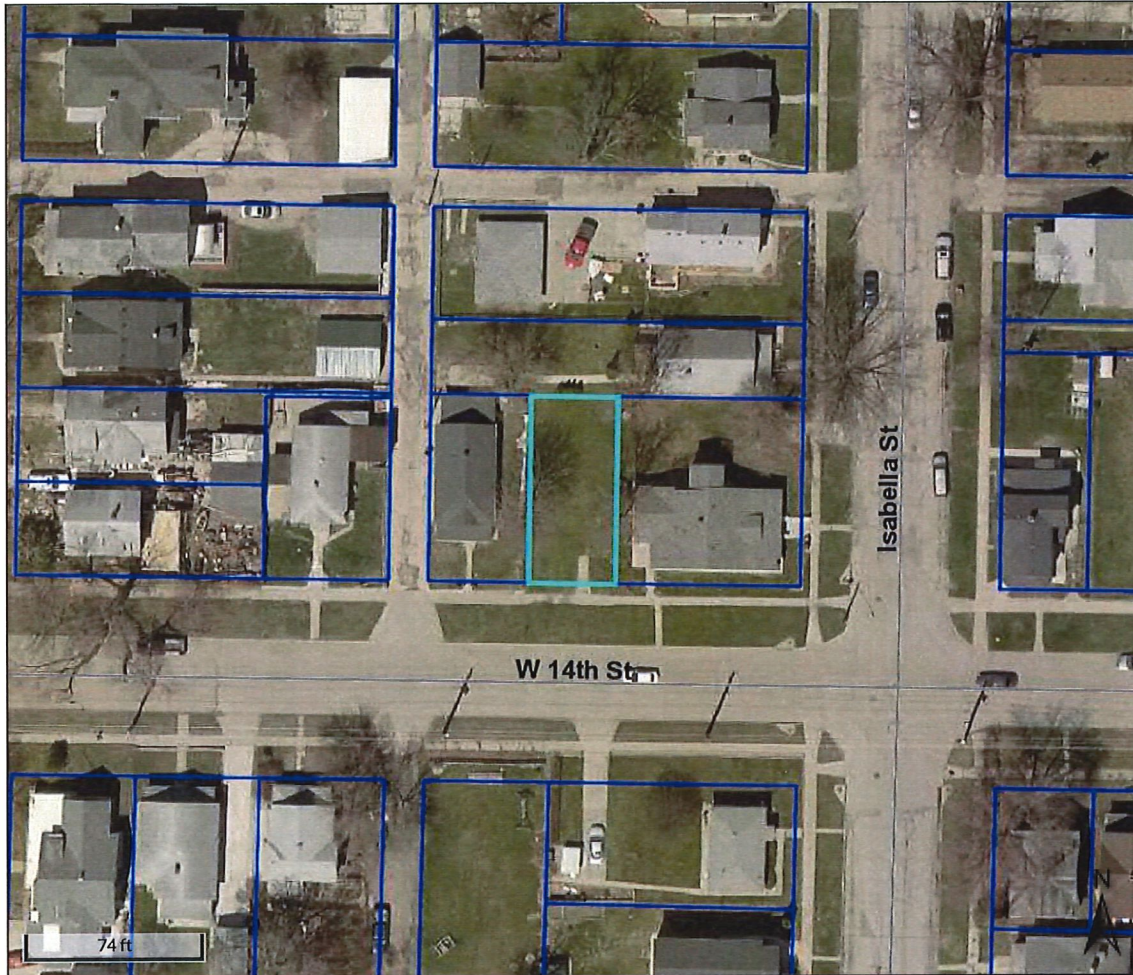
\*Cost of Services: W/A

Inspection to: Keith Radig Date: 11/8/22

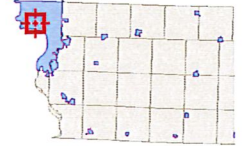
Minimum Bid Set by Supervisor: \$250.00

Date and Time Set for Auction: —

\* Includes: Abstractors costs; Sheriff's costs; publishing costs; and mailing costs.



Overview



Legend

-  Roads
-  Corp Boundaries
-  Townships
-  Parcels

Parcel ID	894720384016	Alternate ID	58230	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS ST
Property Address	1309 W 14TH ST	Acreage	n/a		SIOUX CITY, IA 51101
	SIOUX CITY				
District	0087				
Brief Tax Description	NORTH SIOUX CITY W 35 FTE 110 FTS 1/2 LOT 5 & W 35 FTE 110 FT LOT 6 BLK 36				
	<b>(Note: Not to be used on legal documents)</b>				

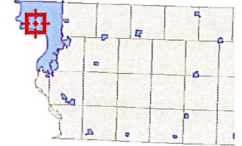
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Developed by  **Schneider**  
 GEOSPATIAL





Overview



Legend

- Roads
- ▭ Corp Boundaries
- ▭ Townships
- ▭ Parcels

Parcel ID	894720384016	Alternate ID	58230	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS ST
Property Address	1309 W 14TH ST	Acreage	n/a		SIOUX CITY, IA 51101
	SIOUX CITY				
District	0087				
Brief Tax Description	NORTH SIOUX CITY W 35 FTE 110 FT S 1/2 LOT 5 & W 35 FTE 110 FT LOT 6 BLK 36				
	(Note: Not to be used on legal documents)				

Date created: 1/18/2022  
 Last Data Uploaded: 1/17/2022 7:20:16 PM

Developed by Schneider  
 GEOSPATIAL

# RESOLUTION #

## NOTICE OF PROPERTY SALE

**Parcel #894735116006**

**WHEREAS** Woodbury County, Iowa was the owner under a tax deed of a certain parcel of real estate described as:

**Lots Eight (8), Nine (9), Ten (10), and Eleven (11) in Block Three (3) of Hedges Table Addition, City of Sioux City, Woodbury County, Iowa (3200 Leech Ave.)**

**NOW THEREFORE,**

**BE IT RESOLVED** by the Board of Supervisors of Woodbury County, Iowa as follows:

1. That a public hearing on the aforesaid proposal shall be held on the **1<sup>st</sup> Day of March, 2022 at 4:39 o'clock p.m.** in the basement of the Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a public auction to be held on the **1<sup>st</sup> Day of March, 2022**, immediately following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest bidder at or above a **total minimum bid of \$300.00** plus recording fees.
4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 15<sup>th</sup> Day of February, 2022.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

---

Patrick F. Gill  
Woodbury County Auditor  
and Recorder

---

Keith W. Radig, Chairman

REQUEST FOR MINIMUM BID

Name: Travis Cloud Date: 7/8/21  
Address: 416 S. Cecelia Phone: 712-454-0042

Address or approximate address/location of property interested in:

3200 Leech Ave

GIS PIN # 894735116006

*\*This portion to be completed by Board Administration \**

Legal Description:

Lots 8-11 in Block 3 Hedges Table  
Addition to Sioux City, Woodbury County, Iowa

Tax Sale #/Date: #102 6/21/1990 Parcel # 211005

Tax Deeded to Woodbury County on: 6/15/1993

Current Assessed Value: Land \$10,400 Building Ø Total \$10,400

Approximate Delinquent Real Estate Taxes: N/A

Approximate Delinquent Special Assessment Taxes: N/A

\*Cost of Services: N/A

Inspection to: Rocky DeWitt Date: 7/8/21

Minimum Bid Set by Supervisor: \$300<sup>00</sup> PLUS FEES, IF ANY

Date and Time Set for Auction: \_\_\_\_\_

\* Includes: Abstractors costs; Sheriff's costs; publishing costs; and mailing costs.

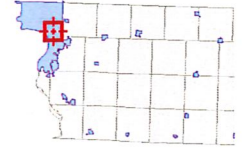




# Beacon™ Woodbury County, IA / Sioux City



Overview



Legend

- Roads
- Corp Boundaries
- Townships
- Parcels

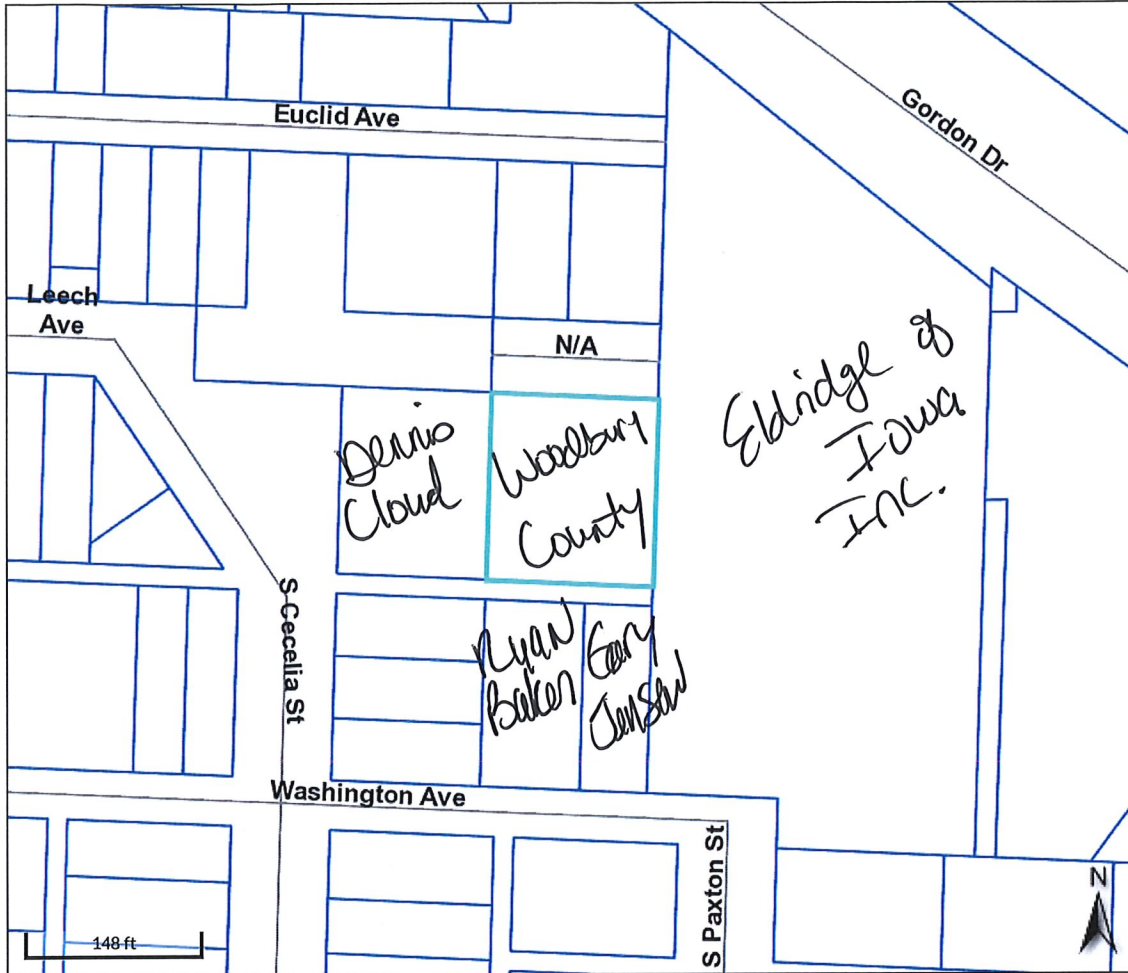
Parcel ID	894735116006	Alternate ID	211005	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS ST
Property Address	3200 LEECH AVE	Acreage	n/a		SIOUX CITY, IA 51101
	SIOUX CITY				
District	0087				
Brief Tax Description	HEDGES TABLE LOTS 8-11 BLK 3				
	<b>(Note: Not to be used on legal documents)</b>				

Date created: 7/8/2021  
 Last Data Uploaded: 7/7/2021 7:07:52 PM

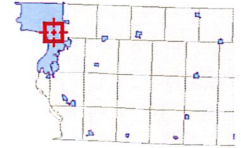
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 GEOSPATIAL



# Beacon™ Woodbury County, IA / Sioux City



### Overview



### Legend

- Roads
- ▭ Corp Boundaries
- ▭ Townships
- ▭ Parcels

Parcel ID	894735116006	Alternate ID	211005	Owner Address	WOODBURY COUNTY
Sec/Twp/Rng	n/a	Class	R		620 DOUGLAS ST
Property Address	3200 LEECH AVE	Acreage	n/a		SIOUX CITY, IA 51101
	SIOUX CITY				
District	0087				
Brief Tax Description	HEDGES TABLE LOTS 8-11 BLK 3				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 7/8/2021  
 Last Data Uploaded: 7/7/2021 7:07:52 PM

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# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** February 15, 2022

**\* PERSONNEL ACTION CODE:**

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

**TO: WOODBURY COUNTY BOARD OF SUPERVISORS**

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Amick, Devan	County Sheriff	2-21-22	Civilian Jailer	\$21.88/hour	4%=\$.86/hour	R	Per CWA Civilian Officers Contract agreement, from Class 3 to Class 2.
Johnson, Dustin	County Treasurer	2-21-22	Clerk II	\$22.80/hour	10.5%=\$2.20/hour	R	Per AFSCME Courthouse Contract agreement, from Grade 3/Step 4 to Grade 3/Step 5.

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

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

**HUMAN RESOURCES DEPARTMENT  
WOODBURY COUNTY, IOWA**

**DATE: February 15, 2022**

**AUTHORIZATION TO INITIATE HIRING PROCESS**

<b>DEPARTMENT</b>	<b>POSITION</b>	<b>ENTRY LEVEL</b>	<b>APPROVED</b>	<b>DISAPPROVED</b>
Secondary Roads	(3) Temporary Engineering Aides	Wage Plan: \$16.00 - \$18.00/hour		
Secondary Roads	(5) Temporary Summer Laborers	Wage Plan: \$15.00 - \$17.00/hour		

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

---

**From:** Mark Nahra  
**Sent:** Wednesday, February 9, 2022 8:59 AM  
**To:** Melissa Thomas  
**Cc:** Lisa Anderson; Colin Ryan; Ben Kusler  
**Subject:** Summer hires

Melissa,

I would like to put out the job posting for summer maintenance and engineering aides. I have budgeted 5 maintenance and 3 engineering positions. I would like to advertise as soon as possible so we catch the college kids when they are home for spring break. This year we budgeted \$15-17 per hour for the maintenance aide and \$16-18 per hour for the engineering aide.

Mark J. Nahra, P.E.  
Woodbury County Engineer  
759 E. Frontage Road  
Merville, IA 51039  
Phone: 712-873-3215 or 712-279-6484  
Fax: 712-873-3235  
Email: [mnahra@woodburycountyiowa.gov](mailto:mnahra@woodburycountyiowa.gov)

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

Date: 11/18/2021 Weekly Agenda Date: 11/23/2021

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

**WORDING FOR AGENDA ITEM:**

Consideration of a utility permit for installation of water and sewer lines in county right of way

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The Iowa DOT has applied for a permit to allow the installation of a new water and sewer lines in county right of way on 158th Street east of Sioux City.

**BACKGROUND:**

Work in county ROW requires a permit approved by the Board of Supervisors per section 318.8 of the Code of Iowa. The county engineer has reviewed the locations and recommends that the work be allowed. The water and sewer lines will serve the new Iowa DOT District 3 office and maintenance facility.

**FINANCIAL IMPACT:**

No financial impact to the county.

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

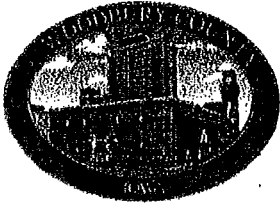
Yes  No

**RECOMMENDATION:**

Recommend approval of the permit for the Iowa DOT

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the underground utility permit for the Iowa DOT and to direct the chair to sign the permits.



# 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. Nagra, P.E.  
mnagra@woodburycountyowa.gov

ASSISTANT TO THE COUNTY ENGINEER  
Benjamin T. Kusler, E.I.T.  
bkusler@woodburycountyowa.gov

SECRETARY  
Tish Brice  
tbrice@woodburycountyowa.gov

## WOODBURY COUNTY SECONDARY ROAD DEPARTMENT PERMIT & AGREEMENT TO PERFORM WORK WITHIN WOODBURY COUNTY RIGHT OF WAY

Name of Permittee: Iowa Department of Transportation Phone No.: 515-239-1627

Mailing Address: 800 Lincoln Way, Ames, IA 50010

Township: Concord Section: 31

Woodbury County, State of Iowa, and Iowa Department of Transportation (hereinafter referred to as property owner, organization or authorized representative) do hereby enter into the following permit and agreement:

1. Woodbury County hereby consents to and grants permission to the property owner, organization or authorized representative, to conduct the following described construction or activities within the right-of-way:

Grading for drainage, access, and installation of utilities

2. In consideration of Woodbury County granting said permission and consent, the property owner, organization or authorized representative hereby promises and agrees to the following:

A. The applicant shall carry on the construction, repair and maintenance with serious regard to the safety of the traveling public and adjacent property owners.

B. The property owner, organization or authorized representative, at his/her own expense, shall provide all safety measures and warning devices necessary to protect the traveling public such as but not limited to, signs, lights, and barricades during the day and at night if the roadway will be obstructed. Traffic protection shall be in accordance with Part VI of the current Manual on Uniform Traffic Control Devices for Streets and Highways. The Department will loan the required signs to the applicant who shall be responsible for placing the signs and covering or removing when not in use, removal after the work has been completed, and return of the Department owned signs to the Department maintenance facility from which obtained. The applicant shall be responsible for correctly using signs as needed while work is in progress. Flagging operations are the responsibility of the applicant.

C. In placing any drainage structure, no natural drainage course will be altered or blocked.

D. The finished project shall be left in a satisfactory condition subject to the approval of the County Engineer. The traveled portion of the roadway shall not be damaged or disturbed. The property owner, organization or authorized representative assumes all liability and agrees to reimburse Woodbury County for any damage to the roadway or ditch caused by placement of this structure. Permittee is to call County Engineer for upon completion for final inspection.

E. The property owner, organization or authorized representative shall notify all appropriate telephone and utility companies in advance of any excavation and shall check for underground electric or telephone lines.

F. Woodbury County will not assume any of the cost of the construction of the said improvement or structure nor will Woodbury County assume any future costs for maintenance or replacement of said improvement or structure. If in the best interest of Woodbury County, the said improvement or structure may be removed by the County, or may be caused to be removed, without any obligation by Woodbury County to pay damages or cost of replacement.

G. Property owner, organization or authorized representative will reseed and mulch the disturbed areas. Property owner, organization or authorized representative will be responsible for seed, mulch, and labor unless otherwise provided in section L.

H. The property owner, organization, or authorized representative hereby agrees to hold Woodbury County and the Woodbury County Secondary Road Department, its employees and agents harmless against any and all claims for damages and personal injury arising out of work performed or actions taken by the applicant related to the construction or maintenance of the facility. The applicant further agrees to reimburse the County or the Department for any expenditures that the County or Department may have to make on said highway rights of way on account of said applicant's construction or maintenance activity or other activities or lack thereof. The applicant shall also save Woodbury County and the Woodbury County Secondary Road Department harmless of any damage or losses that may be sustained by the traveling public on account of such construction, repair or maintenance operations, or other activities.

I. **FAILURE TO CONFORM TO OR TO ACQUIRE A PERMIT IS A VIOLATION OF SECTION 318.8, 2009 CODE OF IOWA.** This permit is subject to any laws now in effect or any laws that may be hereafter enacted and all applicable rules and regulations of local, state and federal agencies. This permit is subject to all the rules and regulations of Woodbury County and the Woodbury County Secondary Road Department.

J. This permit is subject to revocation by the Department at any time and at no cost to the Department, when in the judgment of the Department it is necessary in the improvement or maintenance of the highway or for other reasonable cause.

K. All proposed work covered by this permit shall be at the applicant's expense. The applicant shall reimburse the Woodbury County Secondary Road Department for any materials removed from the highway right of way described as follows:

\_\_\_\_\_  
\_\_\_\_\_

L. Woodbury County agrees to provide the following contribution toward completion of this project:

\_\_\_\_\_  
\_\_\_\_\_

M. All work done by property owner, organization or authorized representative pursuant to this agreement shall be completed prior to the 31st day of December, 2021.

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Michael G. Harvey Director, Support Services Bureau, Iowa Department of Transportation  
Signature of Property Owner or Authorized Representative

\_\_\_\_\_  
Woodbury County Engineer

\_\_\_\_\_  
Chair, Woodbury County Board of Supervisors

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

**REQUEST BY APPLICANT:**

Name Iowa Department of Transportation Highway 158th Street/Buchanan Ave.  
Township Concord  
Address Not yet Assigned City of ---

---

Office Phone 515-239-1627 Local Phone \_\_\_\_\_ Section: SE 1/4 of 1/4 Sec 31  
Type of Utility Installation Water & sewer services T 89 N, R 46 W  
Plans Prepared By DGR Engineering Copy Enclosed X Yes \_\_\_\_\_ No \_\_\_\_\_  
Map Showing Location Enclosed X Yes \_\_\_\_\_ No \_\_\_\_\_  
Utility Location is X (Buch.) cross right-of-way \_\_\_\_\_ parallel to right-of-way  
\_\_\_\_\_ overhead \_\_\_\_\_ underground

**Proposed Method of Installation**

_____ tunnel	_____ suspend on poles	_____ cased
<u>X(Buch.)</u> jack & bore	_____ suspend on towers	_____ trench
_____ open cut	_____ plow	

Estimated Starting Date April 2022 Estimated Restoration Date \_\_\_\_\_

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

By Michael G. Harvey Title Director, Support Services Bureau  
(Signature of Authorized Utility Representative)

Date January, 22, 2022

**PERMIT APPROVAL BY PERMITTING AUTHORITY**

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

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Other Special Provisions:

**Permit Provisions and Conditions of Issuance**

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

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

Date: 2/9/22 Weekly Agenda Date: 2/15/22

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

**WORDING FOR AGENDA ITEM:**

Public Hearing on Proposed Amendment to the Grow Woodbury County Urban Renewal Area

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The Board will hold a public hearing to meet the statutory requirements of Chapter 403 of the Code of Iowa in order to amend the urban renewal plan for Grow Woodbury County Urban Renewal Area and authorize the development agreement with Ag Processing Inc.

**BACKGROUND:**

The proposed amendment is necessary to help facilitate the \$70 million expansion announced by AGP in November 2021. On 11/19/21, the Board approved a "Resolution Expressing Intent to Provide Economic Development Support to Ag Processing Inc" for this expansion. The County's support for the project will come in the form of \$1 million in tax increment financing rebate payments made to AGP over 5-years, and up to \$10,000 in administrative fees.

**FINANCIAL IMPACT:**

Up to \$1,010,000 in tax increment financing (TIF) revenue.  
\$1,000,000 in TIF rebate payments to AGP over 5-years, and up to \$10,000 in administrative fees.

**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:**

Open and close the public hearing.

**ACTION REQUIRED / PROPOSED MOTION:**

Motions to open and close the public hearing.



WOODBURY COUNTY, IOWA  
URBAN RENEWAL PLAN AMENDMENT  
GROW WOODBURY COUNTY URBAN RENEWAL AREA

February, 2022

The Urban Renewal Plan (the “Plan”) for the Grow Woodbury County Urban Renewal Area (the “Urban Renewal Area”) is being amended for the purposes of identifying a new urban renewal project to be undertaken in the Urban Renewal Area.

**1) Identification of Projects.** By virtue of this amendment, the list of authorized urban renewal projects in the Plan is hereby amended to include the following project descriptions:

**A.**

**Name of Project:** Ag Processing Inc. Development Project

**Name of Urban Renewal Area:** Grow Woodbury County Urban Renewal Area

**Date of Board Approval of Project:** February 15, 2022

**Description of the Project and Project Site:** Ag Processing Inc. (the “Cooperative”) has proposed to undertake the expansion of an existing soybean processing facility (the “Project”) on certain real property (the “Property”) situated at 2753 Port Neal Circle, Sergeant Bluff, Iowa for use in its business operations in the Urban Renewal Area.

The costs incurred by the County in providing tax increment financing assistance to Cooperative will include legal and administrative fees (the “Admin Fees”) associated with the initiation, authorization and carrying out of the County’s participation therein in an amount not to exceed \$10,000.

**Description of Public Infrastructure to be Constructed by the County in Connection with the Project:** It is not anticipated that the County will undertake any public infrastructure improvements in connection with the Project.

**Description of Properties to be Acquired in Connection with the Project:** It is not anticipated that the County will acquire real property in connection with the Project.

**Description of Use of TIF:** The County intends to enter into a development agreement (the “Agreement”) with the Cooperative with respect to the construction and use of the Project and to provide annual appropriation economic development payments (the “Payments”) to the Cooperative thereunder. The Payments will be funded with incremental property tax revenues to be derived from the Property. It is anticipated that the County’s total commitment of incremental property tax revenues with respect to the Project will not exceed \$1,000,000, plus the Admin Fees.

**2) Required Financial Information.** The following information is provided in accordance with the requirements of Section 403.17 of the Code of Iowa:

Constitutional debt limit of the County:	<u>\$ 404,863,722</u>
Outstanding general obligation debt of the County:	<u>\$ _____</u>
Proposed debt to be incurred under this February 15, 2022 Amendment*:	<u>\$1,010,000</u>

\*It is anticipated that some or all of the debt incurred hereunder will be subject to annual appropriation by the Board of Supervisors.

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

Date: 2/10/22 Weekly Agenda Date: 2/15/22

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

**WORDING FOR AGENDA ITEM:**

Resolution to Approve Urban Renewal Plan Amendment for the Grow Woodbury County Urban Renewal Area

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

This item requests the Board to approve a resolution to approve an urban renewal plan amendment to the Grow Woodbury County Urban Renewal Area.

**BACKGROUND:**

The proposed resolution is necessary to help facilitate the \$70 million expansion announced by AGP in November 2021. On 11/19/21, the Board approved a "Resolution Expressing Intent to Provide Economic Development Support to Ag Processing Inc" for this expansion. The County's support for the project will come in the form of \$1 million in tax increment financing rebate payments made to AGP over 5-years, and up to \$10,000 in administrative fees.

**FINANCIAL IMPACT:**

Up to \$1,010,000 in tax increment financing (TIF) revenue.

\$1,000,000 in TIF rebate payments to AGP over 5-years, and up to \$10,000 in administrative fees.

**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 resolution to amend the urban renewal plan for the Grow Woodbury County Urban Renewal Area.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the resolution to amend the urban renewal plan for the Grow Woodbury County Urban Renewal Area.

HEARING AND APPROVAL OF 2022  
AMENDMENT TO THE GROW  
WOODBURY COUNTY URBAN  
RENEWAL AREA

424093-24

Sioux City, Iowa

February 15, 2022

The Board of Supervisors of Woodbury County, Iowa, met on February 15, 2022, at \_\_\_\_\_ o'clock, \_\_.m., at the \_\_\_\_\_, Sioux City, Iowa, for the purpose of conducting a public hearing on a proposed urban renewal plan amendment. The Chairperson presided and the roll being called the following members of the Board were present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

The Board of Supervisors investigated and found that notice of the intention of the Board to conduct a public hearing on the urban renewal plan amendment had been published according to law and as directed by the Board and that this is the time and place at which the Board shall receive oral or written objections from any resident or property owner of the County. All written objections, statements, and evidence heretofore filed were reported to the Board, and all oral objections, statements, and all other exhibits presented were considered.

The following named persons presented oral objections, statements, or evidence as summarized below; filed written objections or statements, copies of which are attached hereto; or presented other exhibits, copies of which are attached hereto:

(Here list all persons presenting written or oral statements or evidence and summarize each presentation.)

There being no further objections, comments, or evidence offered, the Chairperson announced the hearing closed.

Board Member \_\_\_\_\_ moved the adoption of a resolution entitled "A Resolution to Approve Urban Renewal Plan Amendment for the Grow Woodbury County Urban Renewal Area," seconded by Board Member \_\_\_\_\_. After due

consideration, the Chairperson put the question on the motion and the roll being called, the following named Board Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Chairperson declared the resolution duly adopted and signed approval thereto.

RESOLUTION NO. \_\_\_\_\_

A Resolution to Approve Urban Renewal Plan Amendment for the Grow Woodbury County Urban Renewal Area

WHEREAS, as a preliminary step to exercising the authority conferred upon Iowa counties by Chapter 403 of the Code of Iowa (the “Urban Renewal Law”), a county must adopt a resolution finding that one or more slums, blighted or economic development areas exist in the county and that the rehabilitation, conservation, redevelopment, development or a combination thereof, of such area or areas is necessary in the interest of the public health, safety or welfare of the residents of the county; and

WHEREAS, the Board of Supervisors of Woodbury County, Iowa (the “Board”), by prior resolution established the Grow Woodbury County Urban Renewal Area (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of projects and initiatives to be undertaken therein; and

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which would facilitate the undertaking of a new urban renewal project in the Urban Renewal Area consisting of providing tax increment financing support to Ag Processing Inc. (the “Cooperative”) in connection with the expansion of a soybean processing facility for use in the Cooperative’s business operations in the Urban Renewal Area,; and

WHEREAS, notice of a public hearing by the Board of Supervisors of Woodbury County, Iowa, on the proposed Amendment was heretofore given in strict compliance with the provisions of Chapter 403 of the Code of Iowa, and the Board has conducted said hearing on February 15, 2022; and

WHEREAS, copies of the Amendment, notice of public hearing and notice of a consultation meeting with respect to the Amendment were mailed to the Westwood Community School District; the consultation meeting was held on the 28th day of January, 2022; and responses to any comments or recommendations received following the consultation meeting were made as required by law;

NOW, THEREFORE, It Is Resolved by the Board of Supervisors Woodbury County, Iowa, as follows:

Section 1. The Amendment, attached hereto and made a part hereof, is hereby in all respects approved.

Section 2. It is hereby determined by this Board of Supervisors as follows:

A. The Projects proposed under the Amendment conform to the general plan for the development of the County;

B. The Projects proposed under the Amendment are necessary and appropriate to facilitate the proper growth and development of the County in accordance with sound planning standards and local community objectives.

C. It is not anticipated that families will be displaced as a result of the County's undertakings under the Amendment. Should such issues arise with future projects, then the County will ensure that a feasible method exists to carry out any relocations without undue hardship to the displaced and into safe, decent, affordable and sanitary housing.

Section 3. All resolutions or parts thereof in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved February 15, 2022.

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Chairperson

Attest:

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County Auditor

**(Attach copy of the urban renewal plan amendment to this resolution.)**

••••

Upon motion and vote, the meeting adjourned.

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Chairperson, Board of Supervisors

Attest:

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County Auditor

STATE OF IOWA

SS:

COUNTY OF WOODBURY

I, the undersigned, Auditor of Woodbury County, do hereby certify that as such I have in my possession or have access to the complete records of the County and of its officers; and that I have carefully compared the transcript hereto attached with the aforesaid records and that the attached is a true, correct and complete copy of the records relating to the action taken by the Board preliminary to and in connection with approving the urban renewal plan amendment for the Grow Woodbury County Urban Renewal Area in Woodbury County, Iowa.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2022.

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



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

Date: 2/10/22 Weekly Agenda Date: 2/15/22

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

**WORDING FOR AGENDA ITEM:**

Resolution Setting a Date to Approve a Development Agreement with Ag Processing Inc., Including Tax Increment Payments

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

This item requests the Board to approve a resolution to set the date for a public hearing to approve a development agreement with Ag Processing Inc. (AGP), including tax increment payments.

**BACKGROUND:**

The proposed development agreement is necessary to help facilitate the \$70 million expansion announced by AGP in November 2021. On 2/15/22, the Board held a public hearing and approved an amendment to the urban renewal plan for the Grow Woodbury County Urban Renewal Area for this expansion. This action is required to approve the development agreement and finalize the county's support for the project.

**FINANCIAL IMPACT:**

Up to \$1,010,000 in tax increment financing (TIF) revenue.

\$1,000,000 in TIF rebate payments to AGP over 5-years, and up to \$10,000 in administrative fees.

**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 "Resolution Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with Ag Processing Inc., Including Tax Increment Payments" for Tuesday, March 1st, at 4:45 PM.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the "Resolution Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with Ag Processing Inc., Including Tax Increment Payments" for Tuesday, March 1st, at 4:45 PM.

SET DATE FOR HEARING ON  
DEVELOPMENT AGREEMENT AND  
TAX INCREMENT PAYMENTS

(Ag Processing Inc.)

424093-24

Sioux City, Iowa

February 15, 2022

A meeting of the Board of Supervisors of Woodbury County, Iowa, was held at \_\_\_\_\_  
o'clock \_\_\_\_m., on February 15, 2022, at the \_\_\_\_\_, Sioux City, Iowa, pursuant  
to the rules of the Board.

The Chairperson presided and the roll was called, showing members present and absent as  
follows:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

Supervisor \_\_\_\_\_ introduced the resolution next hereinafter set out  
and moved its adoption, seconded by Supervisor \_\_\_\_\_; and after due  
consideration thereof by the Board of Supervisors, the Chairperson put the question upon the  
adoption of said resolution, and the roll being called, the following named Supervisors voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Chairperson declared said resolution duly adopted, as follows:

RESOLUTION NO. \_\_\_\_\_

Resolution Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with Ag Processing Inc., Including Tax Increment Payments

WHEREAS, Woodbury County, Iowa (the “County”), pursuant to and in strict compliance with all laws applicable to the County, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an urban renewal plan for the Grow Woodbury County Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Board of Supervisors has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the County for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the County proposes to enter into a certain development agreement (the “Development Agreement”) with Ag Processing Inc. (the “Cooperative”) in connection with the expansion of a soybean processing facility for use in the Cooperative’s business operations on certain real property (the “Property”) situated at 2753 Port Neal Circle, Sergeant Bluff, Iowa in the Urban Renewal Area; and

WHEREAS, the Development Agreement would provide financial incentives to the Cooperative including certain incremental property tax payments in an amount not to exceed \$1,000,000 (the “Payments”) under the authority of Section 403.9(1) of the Code of Iowa;

WHEREAS, it is necessary to set a date for a public hearing on the Development Agreement and the TIF Payments, pursuant to Section 403.9 of the Code of Iowa;

NOW THEREFORE, IT IS RESOLVED by the Board of Supervisors of Woodbury County, Iowa, as follows:

Section 1. This Board of Supervisors shall meet on March 1, 2022, at \_\_\_\_\_ o’clock \_\_\_\_m., at the \_\_\_\_\_, Sioux City, Iowa, at which time and place proceedings will be instituted and action taken to approve the Development Agreement and to authorize the Payments.

Section 2. The County Auditor is hereby directed to give notice of the proposed action, the time when and place where said meeting will be held, by publication at least once not less than four (4) days and not more than twenty (20) days before the date of said meeting in a legal newspaper of general circulation in the Woodbury County. Said notice shall be in substantially the following form:

**NOTICE OF MEETING FOR APPROVAL OF DEVELOPMENT  
AGREEMENT WITH AG PROCESSING INC. AND AUTHORIZATION OF  
TAX INCREMENT PAYMENTS**

The Board of Supervisors of Woodbury County, Iowa (the "County"), will meet at the \_\_\_\_\_, in Sioux City, Iowa, on March 1, 2022, at \_\_\_\_\_ o'clock \_\_\_\_m., at which time and place proceedings will be instituted and action taken to approve a Development Agreement (the "Agreement") between the County and Ag Processing Inc. (the "Cooperative"), in connection with the expansion of a soybean processing facility for use in the Cooperative's business operations on certain real property (the "Property") situated at 2753 Port Neal Circle, Sergeant Bluff, Iowa in the Grow Woodbury County Urban Renewal Area (the "Urban Renewal Area").

The Agreement will provide for certain financial incentives in the form of incremental property tax payments to the Cooperative in a total amount not exceeding \$1,000,000 as authorized by Section 403.9 of the Code of Iowa.

The commitment of the County to make incremental property tax payments to the Cooperative under the Agreement will not be a general obligation of the County, but such payments will be payable solely and only from incremental property tax revenues generated within the Urban Renewal Area. Some or all of the payments under the Agreement may be subject to annual appropriation by the Board of Supervisors.

At the meeting, the Board of Supervisors will receive oral or written objections from any resident or property owner of the County. Thereafter, the Board may, at the meeting or at an adjournment thereof, take additional action to approve the Agreement or may abandon the proposal.

This notice is given by order of the Board of Supervisors of Woodbury County, Iowa, in accordance with Section 403.9 of the Code of Iowa.

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

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved February 15, 2022.

---

Chairperson, Board of Supervisors

Attest:

---

County Auditor

••••

On motion and vote the meeting adjourned.

---

Chairperson, Board of Supervisors

Attest:

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County Auditor

STATE OF IOWA  
COUNTY OF WOODBURY            SS:

I, the undersigned, County Auditor of Woodbury County, Iowa do hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Supervisors of the County relating to the adoption of a resolution to fix a date of meeting at which it is proposed to take action to approve a Development Agreement.

I do further certify that the notice of hearing, to which the printed slip attached to the publisher's original affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the County.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2022.

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

**(Attach here the publisher's original affidavit with clipping of the notice as published.)**

**(PLEASE NOTE: Do not sign and date this certificate until you have checked a copy of the published notice and have verified that it was published on the date indicated in the publisher's affidavit.)**

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

Date: 2/10/22 Weekly Agenda Date: 2/15/22

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

**WORDING FOR AGENDA ITEM:**

Proposed Zoning Ordinance Text Amendment to Sub-Sections 2.01.4 and 2.01.5  
Public Hearing, Adoption of Ordinance, Waive 3rd Reading, Conduct 2nd and Final Reading

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The Board will hold a public hearing to discuss a proposed text amendment to sub-sections 2.01.4 and 2.01.5 of the Woodbury Zoning Ordinance. Following the public hearing, the Board may: defer consideration of the matter for further study; or reject the proposed amendment; or adopt the ordinance amending the text.

**BACKGROUND:**

HF2512, an Act relating to county zoning procedures, and including effective date and applicability provisions, was signed into law on 6/1/20. The proposed amendment will repeal and replace sub-sections 2.01.4 and 2.01.5 of the County Zoning Ordinance with revised language pertaining to the establishment, appointment and membership, rules of procedure, and powers and duties of both the Planning and Zoning Commission and the Board of Adjustment. The revised language ensures our County Zoning Ordinance comports with our State Code.

**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:**

Open and close the public hearing.

Adopt the ordinance by waiving a 3rd reading and move to conduct the 2nd and final reading today.

**ACTION REQUIRED / PROPOSED MOTION:**

Motions to open and close the public hearing.

Motion to adopt the ordinance by waiving a 3rd reading and move to conduct the 2nd and final reading today.

WOODBURY COUNTY, IOWA

ORDINANCE NO. \_\_\_\_

AN ORDINANCE AMENDING THE TEXT OF THE WOODBURY COUNTY ZONING ORDINANCE TO REPEAL AND REPLACE SUB-SECTION 2.01.4 ENTITLED "PLANNING AND ZONING COMMISSION" AND SUB-SECTION 2.01.5 ENTITLED "BOARD OF ADJUSTMENT" WITH REVISED LANGUAGE PERTAINING TO THE ESTABLISHMENT, APPOINTMENT AND MEMBERSHIP, RULES OF PROCEDURE, AND POWERS AND DUTIES OF BOTH THE PLANNING AND ZONING COMMISSION AND THE BOARD OF ADJUSTMENT.

NOW, THEREFORE, BE IT ENACTED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA THAT THE BELOW ZONING ORDINANCE LANGUAGE AMENDMENT BE MADE:

Amendment #1 –

Beginning on page 5: remove Sub-Section 2.01.4: Planning and Zoning Commission and replace with the following:

4. Planning and Zoning Commission

- A. Establishment. Pursuant to Chapter 335 of the Code of Iowa, a County Zoning Commission, consisting of five members, as previously established, is hereby continued.
- B. Appointment and Membership.
  - (1) The members of the Zoning Commission shall be appointed by the Board of Supervisors for terms of five years. Terms of the Commissioners shall be staggered so that no more than two memberships expire on December 31 of any year. Vacancies shall be filled in the same manner for the remainder of an unexpired term.
  - (2) Members of the Zoning Commission shall consist of eligible electors, as defined by Iowa Code section 39.3, who reside within the area regulated by the County Zoning Ordinance and shall not be officers or employees of any agency or department of the County. Iowa law requires all appointive boards, commissions, committees, and councils of a political subdivision to be gender balanced by using a fair and unbiased method of selecting the best qualified applicants. The Board of Supervisors may appoint any qualified applicant, regardless of gender, after making a three-month good faith effort to appoint a gender balanced Commission.
  - (3) Members of the Zoning Commission shall serve without compensation but may be reimbursed for the actual expenses incurred while performing their official duties, which shall be subject to the approval of the Board of Supervisors.
  - (4) Any member of the Zoning Commission may be removed for cause by the Board of Supervisors following a public hearing on written charges. Cause for removal may be found by the Board of Supervisors in any action or condition which it determines to be detrimental to the proper functioning of the Commission, including conflicts of interest, violations of laws or regulations pertaining to the role of the Commission, failing to carry out the duties of a member of the Commission, including failure to attend 50% or more regular meetings in any twelve month period, or other conduct which casts doubt upon the integrity or effectiveness of the member.
- C. Rules of Procedure. The Commission shall organize itself and shall adopt and maintain, subject to the approval of the Board of Supervisors, Rules of Procedure in conformance with the provisions of this ordinance and the Iowa Code to govern the conduct of its business.



- D. Powers and Duties. The Zoning Commission shall have the following powers and it shall be its duty:
- (1) To recommend the boundaries of the various districts and appropriate regulations and restrictions to be enforced in the districts within the area regulated by the County Zoning Ordinance.
  - (2) To, with due diligence, prepare a preliminary report and hold public hearings on the preliminary report before submitting the Commission's final report to the Board of Supervisors as provided in the County Zoning Ordinance and Subdivision Regulations.
  - (3) To recommend to the Board of Supervisors amendments, supplements, changes or modifications to the text or Zoning District Map of the County Zoning Ordinance. The Commission's report and any recommendations may include a proposed ordinance or amendments to an ordinance.
  - (4) To recommend to the Board of Supervisors, the adoption of a comprehensive plan pursuant to Iowa Code Section 335.5, or amendments thereto.
  - (5) To contract with professional consultants, regional planning commissions, the economic development authority, or the federal government, for local planning assistance, with the approval of the Board of Supervisors.

Amendment #2 –

Beginning on page 7: remove Sub-Section 2.01.5: Board of Adjustment and replace with the following:

5. Board of Adjustment.

- A. Establishment. Pursuant to Chapter 335 of the Code of Iowa, a County Board of Adjustment, consisting of five members, as previously established, is hereby continued.
- B. Appointment and Membership.
- (1) The members of the Board of Adjustment shall be appointed by the Board of Supervisors for terms of five years. Terms of the Board shall be staggered so that no more than two memberships expire on December 31 of any year. Vacancies shall be filled in the same manner for the remainder of an unexpired term.
  - (2) Members of the Board of Adjustment shall consist of eligible electors, as defined by Iowa Code section 39.3, who reside within the area regulated by the County Zoning Ordinance and shall not be officers or employees of any agency or department of the County. Iowa law requires all appointive boards, commissions, committees, and councils of a political subdivision to be gender balanced by using a fair and unbiased method of selecting the best qualified applicants. The Board of Supervisors may appoint any qualified applicant, regardless of gender, after making a three-month good faith effort to appoint a gender balanced Board.
  - (3) Members of the Board of Adjustment shall serve without compensation but may be reimbursed for the actual expenses incurred while performing their official duties, which shall be subject to the approval of the Board of Supervisors.
  - (4) Any member of the Board of Adjustment may be removed for cause by the Board of Supervisors following a public hearing on written charges. Cause for removal may be found by the Board of Supervisors in any action or condition which it determines to be detrimental to the proper functioning of the Board, including conflicts of interest, violations of laws or regulations pertaining to the role of the Board, failing to carry out the duties of a

member of the Board, including failure to attend 50% or more regular meetings in any twelve-month period, or other conduct which casts doubt upon the integrity or effectiveness of the member.

- C. Rules of Procedure. The Board of Adjustment shall organize itself and shall adopt and maintain, subject to the approval of the Board of Supervisors, rules of procedure in conformance with the provisions of this ordinance and the Iowa Code to govern the conduct of its business.
- D. Powers and Duties. The Board of Adjustment shall have the following powers and it shall be its duty:
  - (1) To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by an administrative official in the enforcement of Iowa Code Chapter 335, or of any ordinance adopted pursuant thereto.
  - (2) To hear and decide special exceptions to the terms of the ordinance upon which such Board is required to pass under such ordinance.
  - (3) To authorize upon appeal, in specific cases, such variance from the terms of the ordinance as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of the ordinance will result in unnecessary hardship, and so that the spirit of the ordinance shall be observed, and substantial justice done.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2022.

**THE WOODBURY COUNTY, IOWA BOARD OF SUPERVISORS:**

\_\_\_\_\_  
Keith Radig, Chairman

\_\_\_\_\_  
Jeremy Taylor, Vice Chairman

\_\_\_\_\_  
Rocky De Witt

\_\_\_\_\_  
Matthew A. Ung

\_\_\_\_\_  
Justin Wright

ATTEST

\_\_\_\_\_  
Patrick F. Gill, Auditor

<p><u>Adoption Timeline:</u> Public Hearing and 1st Reading: Public Hearing and 2nd Reading: Public Hearing and 3rd Reading: Adopted: Effective:</p>
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**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 02/10/2022 Weekly Agenda Date: 02/15/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Pat Gill/County Auditor; Michelle Skaff/Deputy Auditor

**WORDING FOR AGENDA ITEM:**

Present and request approval of public access to Socrata Open Finance.

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

This site will allow our finances to be more transparent to the public.

**BACKGROUND:**

Our original Tyler project agreement includes the funding for Socrata Open Finance which give the public access to finance information. This site pulls data from InCode to allow the public to see finance information such as budgets, expenses, revenue, and payroll expense information.

**FINANCIAL IMPACT:**

None

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

Yes  No

**RECOMMENDATION:**

Approve motion.

**ACTION REQUIRED / PROPOSED MOTION:**

Approve motion to activate Socrata Open Finance and place the link on the home page of the county website for public access.

## Karen James

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**From:** John Lawson  
**Sent:** Monday, February 7, 2022 2:18 PM  
**To:** Karen James  
**Subject:** Information for the Board Meeting  
**Attachments:** 427.16 Historic Property Tax Exemption.pdf; 2022Historic Property.pdf; 2022HistoricExemption2.pdf; Approval From NPS 33468 Montgomery Ward Sioux City (002).pdf; NPS approval doc (002).pdf; NPS approval doc.pdf; STC17-97-052 Award Letter.pdf

Chairman Radig,

I received two exemption applications for a historical property tax exemption under Iowa Code 427.16. According to that section of the Code, "The board of supervisors shall annually designate real property in the county for a historic property tax exemption." I spoke with Ms. James, and she had never heard of such an exemption.

The Code also states, "Before the board may designate real property for the exemption, the board shall establish priorities for which an exemption may be granted. The priorities shall be based upon financial assistance or property tax relief the owner is receiving for the property or for which the property is eligible. A public hearing shall be held with notice given as provided in section 73A.2 at which the proposed priority list shall be presented. However, a public hearing is not required if the proposed priorities are the same as those established for the previous year. After the public hearing, the board shall adopt by resolution the proposed priority list or another priority list."

Again, I do not know if this is something the Board wants to get into, as the two properties already will receive Historical Tax Credits from the State of Iowa. I have asked to be included on the Board meeting for February 15<sup>th</sup>, to let you know about the issue. If you would like to discuss this issue before the meeting, feel free to contact me.

John Lawson

John C. Lawson, ICA  
Sioux City Assessor  
620 Douglas Street  
Sioux City, IA 51101  
712-279-6535

**427.16 Historic property — rehabilitation tax exemption — application.**

1. The board of supervisors shall annually designate real property in the county for a historic property tax exemption.

2. Application for the exemption shall be filed with the assessor, not later than February 1 of the assessment year, on forms provided by the department of revenue. The exemption application shall include an approved application for certified substantial rehabilitation from the state historic preservation officer and documentation of additional property tax relief or financial assistance currently allowed for the real property. Upon receipt of the application, the assessor shall certify whether or not the property is eligible to receive the exemption and shall forward the application to the board.

3. Before the board may designate real property for the exemption, the board shall establish priorities for which an exemption may be granted. The priorities shall be based upon financial assistance or property tax relief the owner is receiving for the property or for which the property is eligible. A public hearing shall be held with notice given as provided in [section 73A.2](#) at which the proposed priority list shall be presented. However, a public hearing is not required if the proposed priorities are the same as those established for the previous year. After the public hearing, the board shall adopt by resolution the proposed priority list or another priority list.

4. After receipt from the assessor of an exemption application with an accompanying approved application from the state historic preservation officer, and the establishment of a priority list, the board shall grant a tax exemption under [this section](#) using the adopted priority list. The board shall notify an owner in writing of a denial of the exemption under [this section](#) and an explanation of the denial.

5. Real property designated for the tax exemption shall be designated by April 15 of the assessment year in which the fiscal year begins for which the exemption is granted. Notification shall be sent to the county auditor and the applicant.

6. The owner shall apply for an exemption and the exemption may be approved for a period of not more than four years.

7. For purposes of [this section](#) “*historic property*” means any of the following:

a. Property in Iowa listed on the national register of historic places.

b. A historical site as defined in [section 303.2](#).

c. Property located in an area of historical significance as defined in [section 303.20](#).

d. Property located in an area designated as an area of historic significance under [section 303.34](#).

e. Property designated a historic building or site as approved by a county or municipal landmark ordinance.

8. For purposes of [this section](#), “*substantial rehabilitation*” means qualified expenditures which exceed the greater of the adjusted basis of the building or five thousand dollars.

9. For purposes of [this section](#), “*adjusted basis*” means the acquisition cost of the property to the taxpayer; less the value of the land; less depreciation taken or one-half the current assessed valuation of the property, whichever is greater; plus the cost of additions or improvements to the property since its acquisition.

10. For purposes of [this section](#), “*qualified expenditures*” means costs incurred to preserve or to maintain a building as a historic property according to the secretary of the interior’s standards for rehabilitation and guidelines for rehabilitating historic buildings.

11. The assessor shall determine the base year valuation of the historic property upon receipt of the approved application and shall make a notation on each statement of assessment that the exemption of the historic property shall be based upon the certification from the state historic preservation officer. An assessor shall make an annual report to the county auditor of all substantial rehabilitations of historic property made in the county which receive a tax exemption under [this section](#) and shall submit a copy or summary of the record to the state historic preservation officer.

12. A tax exemption granted under [this section](#) is valid if the property continues to be certified by the state historic preservation officer. If the property is sold or transferred, the

buyer or transferee is not required to refile for the tax exemption for the year in which the property is purchased or transferred.

13. The valuation for purposes of computing the assessed valuation of property under [this section](#) following the four-year exemption period is as follows:

a. For the first year after the expiration of the four-year exemption period, the valuation is the base year valuation plus twenty-five percent of the adjustment in value.

b. For the second year after the expiration of the four-year exemption period, the valuation is the base year valuation plus fifty percent of the adjustment in value.

c. For the third year after the expiration of the four-year exemption period, the valuation is the base year valuation plus seventy-five percent of the adjustment in value.

d. For the fourth year after the expiration of the four-year exemption period, the valuation is based upon the current fair cash value.

14. An additional application for a tax exemption under [this section](#) for substantial rehabilitation shall not affect [subsection 11](#) and under [subsection 13](#) the increase in assessed value of the historic property following a four-year tax exemption period.

15. The department of cultural affairs shall adopt rules pursuant to [chapter 17A](#) to administer [this section](#).

[90 Acts, ch 1160, §1; 2001 Acts, ch 150, §15, 26; 2003 Acts, ch 145, §286](#)

This application must be filed or postmarked with your city or county assessor by February 1 of the assessment year. Contact information for all assessors can be found at the Iowa State Association of Assessors website: (www.iowa-assessors.org).

**Property Information – Please Print**

Parcel number: 894728312004  
Owner: 413 Pierce LLC  
Property location address: 413 Piere Street  
City: Sioux City State: IA ZIP: 51101  
Property owner mailing address: 2430 S. 73rd St Suite 200  
City: Omaha State: NE ZIP: 68132  
Phone: 402-960-6787 Email: julie@j-dev.com

**Applicant Information – Please Print**

Name: J Development Company  
Applicant mailing address: 2430 S. 73rd Street Suite 200  
City: Omaha State: NE ZIP: \_\_\_\_\_  
Phone: 402-960-6787 Email: julie@j-dev.com  
Existing Property Class: Industrial:  Multiresidential:   
Agricultural:  Residential:  Commercial:

Additional property tax relief or financial assistance allowed:

No  Yes  (If yes, attach documentation)

Completion Date: 2/25/21 Cost: \$ 6,485,577

Attach any plans or blueprints. Included:  On file:

Include documents previously filed and approved by State Historical Office.

Included:  On file:

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and, to the best of my knowledge and belief, it is true, correct, and complete.

Applicant signature: Julie Stamm Date: Feb 1, 2022

**ASSESSOR USE ONLY**

Application received: \_\_\_\_\_ Priority assigned 1 2 3 4

District: \_\_\_\_\_ Parcel number: \_\_\_\_\_

I hereby certify that the above property is eligible to receive the tax exemption as provided by Iowa Code section 427.16.

Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

**Annual report of exemptions must be sent to County Auditor by July 1 each year.**

## **Historic Property Rehabilitation Tax Exemption Instructions**

**Historical property** - means any of the following:

- Property in Iowa listed on the National Register of Historic Places
- A historical site as defined in Iowa Code section 303.2
- Property located in an area of historical significance as defined in Iowa Code section 303.20
- Property located in an area designated as an area of historic significance under Iowa Code section 303.34
- Property designated a historic building or site as approved by a county or municipal landmark ordinance

The exemption application shall include an approved application for certified substantial rehabilitation from the state historic preservation officer and documentation of additional property tax relief or financial assistance currently allowed for the real property.

A property may receive the exemption for not more than four years.

The board of supervisors shall annually designate real property in the county for a historic property tax exemption.

A tax exemption granted under this section is valid if the property continues to be certified by the state historic preservation officer. If the property is sold or transferred, the buyer or transferee is not required to refile for the tax exemption for the year in which the property is purchased or transferred.



This application must be filed or postmarked with your city or county assessor by February 1 of the assessment year. Contact information for all assessors can be found at the Iowa State Association of Assessors website: (www.iowa-assessors.org).

**Property Information – Please Print**

Parcel number: 894728 33 0001  
Owner: Motor Mart Landowner LLC  
Property location address: 520 Nebraska Street  
City: Sioux City State: IA ZIP: 51101  
Property owner mailing address: 2430 S. 73rd St Ste 200  
City: Omaha State: NE ZIP: 68124  
Phone: 402-960-6787 Email: julie@j-dev.com

**Applicant Information – Please Print**

Name: J. Development Company  
Applicant mailing address: 2430 S. 73rd St Suite 200  
City: Omaha State: NE ZIP: 68124  
Phone: 402-960-6787 Email: julie@j-dev.com  
Existing Property Class: Industrial:  Multiresidential:   
Agricultural:  Residential:  Commercial:

Additional property tax relief or financial assistance allowed:

No  Yes  (If yes, attach documentation)

Completion Date: 10-30-2020 Cost: \$ 15,450,815

Attach any plans or blueprints. Included:  On file:

Include documents previously filed and approved by State Historical Office.

Included:  On file:

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and, to the best of my knowledge and belief, it is true, correct, and complete.

Applicant signature: [Signature] Date: Jan 31, 2022

**ASSESSOR USE ONLY**

Application received: \_\_\_\_\_ Priority assigned 1 2 3 4

District: \_\_\_\_\_ Parcel number: \_\_\_\_\_

I hereby certify that the above property is eligible to receive the tax exemption as provided by Iowa Code section 427.16.

Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

**Annual report of exemptions must be sent to County Auditor by July 1 each year.**

## Historic Property Rehabilitation Tax Exemption Instructions

**Historical property** - means any of the following:

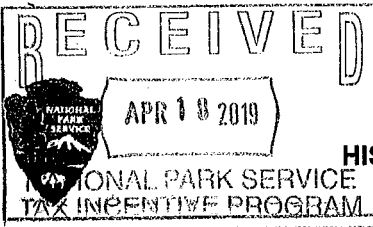
- Property in Iowa listed on the National Register of Historic Places
- A historical site as defined in Iowa Code section 303.2
- Property located in an area of historical significance as defined in Iowa Code section 303.20
- Property located in an area designated as an area of historic significance under Iowa Code section 303.34
- Property designated a historic building or site as approved by a county or municipal landmark ordinance

The exemption application shall include an approved application for certified substantial rehabilitation from the state historic preservation officer and documentation of additional property tax relief or financial assistance currently allowed for the real property.

A property may receive the exemption for not more than four years.

The board of supervisors shall annually designate real property in the county for a historic property tax exemption.

A tax exemption granted under this section is valid if the property continues to be certified by the state historic preservation officer. If the property is sold or transferred, the buyer or transferee is not required to refile for the tax exemption for the year in which the property is purchased or transferred.



RECEIVED

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

FEB 27 2019

OMB Approved  
No. 1024-0009  
Form 10-168  
Rev. 2014

HISTORIC PRESERVATION CERTIFICATION APPLICATION  
AMENDMENT / ADVISORY DETERMINATION

by SHPO

NPS Project Number  
33468

Instructions: This page must bear the applicant's original signature and must be dated.

1. Property name Montgomery Ward Building IA SHPO Project Number STC16-97-061  
Property address 413-17 Pierce Street, Sioux City, IA 51101

2. This form  Includes additional information requested by NPS for an application currently on hold.  
 updates applicant or contact information.  
 amends a previously submitted  Part 1  Part 2  Part 3 application.  
 requests an advisory determination that phase \_\_\_\_\_ of \_\_\_\_\_ phases of this rehabilitation project meets the Secretary of the Interior's Standards for Rehabilitation. Phase completion date \_\_\_\_\_  
 Estimated rehabilitation costs of phase (QRE) \_\_\_\_\_

Summarize information here; continue on following page if necessary.

Response to conditions from SHPO and NPS are attached.

3. Project Contact (if different from applicant)  
 Name Nick Ramage Company J Development Company  
 Street 2430 S. 73rd St. Suite 200 City Omaha State NE  
 Zip 68124 Telephone (402) 210-8913 Email Address Nick@j-dev.com

4. Applicant  
 I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that [check one or both boxes, as applicable] (1)  I am the owner of the above-described property within the meaning of "owner" set forth in 36 CFR § 67.2 (2011), and/or (2)  If I am not the fee simple owner of the above-described property, the fee simple owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner, a copy of which (i) either is attached to this application form and incorporated herein, or has been previously submitted, and (ii) meets the requirements of 36 CFR § 67.3(a)(1) (2011). For purposes of this attestation, the singular shall include the plural wherever appropriate. I understand that knowing and willful falsification of factual representations in this application may subject me to fines and imprisonment under 18 U.S.C. § 1001, which, under certain circumstances, provides for imprisonment of up to 8 years.

Name Jim Royer Signature *Jim Royer*  
 Applicant Entity 413 Pierce Street LLC  
 Street 2430 S 73rd Street Suite 200 City Omaha  
 Zip 68124 Telephone (402) 960-6788 Email Address jroyer@j-dev.com

Applicant, SSN, or TIN has changed since previously submitted application.

NPS Official Use Only

The National Park Service has reviewed this amendment to the Historic Preservation Certification Application and has determined that the amendment:

- meets the Secretary of the Interior's Standards for Rehabilitation.  
 will meet the Secretary of the Interior's Standard for Rehabilitation if the attached conditions are met.  
 does not meet the Secretary of the Interior's Standards for Rehabilitation.  
 updates the information on file and does not affect the certification.

Advisory Determinations:

- The National Park Service has determined that the work completed in this phase is consistent with the Secretary of the Interior's Standards for Rehabilitation. This determination is advisory only. A formal certification of rehabilitation can be issued only after all rehabilitation work and any associated site work or new construction have been completed. This approval could be superseded if it is found that the overall rehabilitation does not meet the Secretary's Standards. A copy of this form will be provided to the Internal Revenue Service.

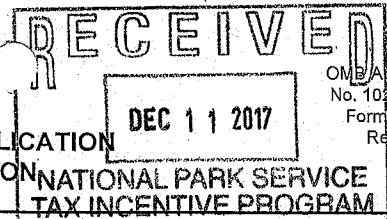
Date 5/13/2019 National Park Service Authorized Signature *Angele C Sheerer*  
Angele C Sheerer



UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

COPY

HISTORIC PRESERVATION CERTIFICATION APPLICATION  
PART 2 - DESCRIPTION OF REHABILITATION



OMB Approved  
No. 1024-0009  
Form 10-168  
Rev. 2014

NPS Project Number  
STC17-97-052 37590

Instructions: This page must bear the applicant's original signature and must be dated. The National Park Service certification decision is based on the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form takes precedence. A copy of this form will be provided to the Internal Revenue Service.

1. Property Name Motor Mart Building

Street 520 Nebraska Street

City Sioux City County Woodbury State IA Zip 51102

Name of Historic District NA

Listed individually in the National Register of Historic Places; date of listing 4/22/1993

Located in a Registered Historic District; name of district \_\_\_\_\_

Part 1 - Evaluation of Significance submitted? Date submitted 4/26/2017 Date of certification 5/24/2017

2. Project Data

Date of building 1912 Estimated rehabilitation costs (QRE) \$13,685,530

Number of buildings in project 1 Floor area before / after rehabilitation 129,921 / 129,921 sq ft

Start date (estimated) 11/15/2017 Use(s) before / after rehabilitation Office / Hous/Reta

Completion date (estimated) 03/01/2019 Number of housing units before / after rehabilitation 0 / 78

Number of phases in project 1 Number of low-moderate income housing units before / after rehabilitation 0 / 0

3. Project Contact (if different from applicant)

Name Dale McKinney Company M Plus Architects

Street 117 Pierce Street Suite 110 City Sioux City State IA

Zip 51101 Telephone (712) 252-4014 Email Address dalem@mplusarch.com

4. Applicant

I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that [check one or both boxes, as applicable] (1)  I am the owner of the above-described property within the meaning of "owner" set forth in 36 CFR § 67.2 (2011), and/or (2)  if I am not the fee simple owner of the above-described property, the fee simple owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner, a copy of which (i) either is attached to this application form and incorporated herein, or has been previously submitted, and (ii) meets the requirements of 36 CFR § 67.3(a)(1) (2011). For purposes of this attestation, the singular shall include the plural wherever appropriate. I understand that knowing and willful falsification of factual representations in this application may subject me to fines and imprisonment under 18 U.S.C. § 1001, which, under certain circumstances, provides for imprisonment of up to 8 years.

Name Jim Royer Signature Jim Royer Date 06/29/2017

Applicant Entity J Development Company SSN \_\_\_\_\_ or TIN 87-0718521

Street 2430 S 73rd St. Suite 200 City Omaha State NE

Zip 68124 Telephone (402) 960-6788 Email Address jroyer@j-dev.com

Applicant, SSN, or TIN has changed since previously submitted application.

NPS Official Use Only

The National Park Service has reviewed the Historic Preservation Certification Application - Part 2 for the above-named property and has determined that:

the rehabilitation described herein is consistent with the historic character of the property and, where applicable, with the district in which it is located and that the project meets the Secretary of the Interior's Standards for Rehabilitation. This letter is a preliminary determination only, since a formal certification of rehabilitation can be issued only to the owner of a "certified historic structure" after rehabilitation work is complete.

the rehabilitation or proposed rehabilitation will meet the Secretary of the Interior's Standards for Rehabilitation if the attached conditions are met.

the rehabilitation described herein is not consistent with the historic character of the property or the district in which it is located and that the project does not meet the Secretary of the Interior's Standards for Rehabilitation.

Date 12/18/17 National Park Service Authorized Signature Donna Sumner

NPS conditions or comments attached

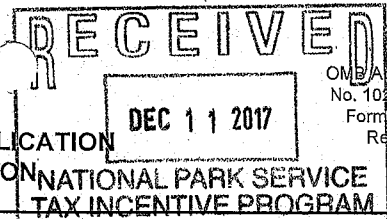




UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

COPY

HISTORIC PRESERVATION CERTIFICATION APPLICATION  
PART 2 - DESCRIPTION OF REHABILITATION



OMB Approved  
No. 1024-0009  
Form 10-168  
Rev. 2014

NPS Project Number  
STC17-97-052 37590

Instructions: This page must bear the applicant's original signature and must be dated. The National Park Service certification decision is based on the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form takes precedence. A copy of this form will be provided to the Internal Revenue Service.

1. Property Name Motor Mart Building

Street 520 Nebraska Street

City Sioux City County Woodbury State IA Zip 51102

Name of Historic District NA

Listed individually in the National Register of Historic Places; date of listing 4/22/1993

Located in a Registered Historic District; name of district \_\_\_\_\_

Part 1 - Evaluation of Significance submitted? Date submitted 4/26/2017 Date of certification 5/24/2017

2. Project Data

Date of building 1912 Estimated rehabilitation costs (QRE) \$13,685,530

Number of buildings in project 1 Floor area before / after rehabilitation 129,921 / 129,921 sq ft

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Completion date (estimated) 03/01/2019 Number of housing units before / after rehabilitation 0 / 78

Number of phases in project 1 Number of low-moderate income housing units before / after rehabilitation 0 / 0

3. Project Contact (if different from applicant)

Name Dale McKinney Company M Plus Architects

Street 117 Pierce Street Suite 110 City Sioux City State IA

Zip 51101 Telephone (712) 252-4014 Email Address dalem@mplusarch.com

4. Applicant

I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that [check one or both boxes, as applicable] (1)  I am the owner of the above-described property within the meaning of "owner" set forth in 36 CFR § 67.2 (2011), and/or (2)  if I am not the fee simple owner of the above-described property, the fee simple owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner, a copy of which (i) either is attached to this application form and incorporated herein, or has been previously submitted, and (ii) meets the requirements of 36 CFR § 67.3(a)(1) (2011). For purposes of this attestation, the singular shall include the plural wherever appropriate. I understand that knowing and willful falsification of factual representations in this application may subject me to fines and imprisonment under 18 U.S.C. § 1001, which, under certain circumstances, provides for imprisonment of up to 8 years.

Name Jim Royer Signature Jim Royer Date 06/29/2017

Applicant Entity J Development Company SSN \_\_\_\_\_ or TIN 87-0718521

Street 2430 S 73rd St. Suite 200 City Omaha State NE

Zip 68124 Telephone (402) 960-6788 Email Address jroyer@j-dev.com

Applicant, SSN, or TIN has changed since previously submitted application.

NPS Official Use Only

The National Park Service has reviewed the Historic Preservation Certification Application - Part 2 for the above-named property and has determined that:

the rehabilitation described herein is consistent with the historic character of the property and, where applicable, with the district in which it is located and that the project meets the Secretary of the Interior's Standards for Rehabilitation. This letter is a preliminary determination only, since a formal certification of rehabilitation can be issued only to the owner of a "certified historic structure" after rehabilitation work is complete.

the rehabilitation or proposed rehabilitation will meet the Secretary of the Interior's Standards for Rehabilitation if the attached conditions are met.

the rehabilitation described herein is not consistent with the historic character of the property or the district in which it is located and that the project does not meet the Secretary of the Interior's Standards for Rehabilitation.

Date 12/18/17 National Park Service Authorized Signature Donna Sumner

NPS conditions or comments attached

IOWA ECONOMIC DEVELOPMENT AUTHORITY

1963 Bell Avenue, Suite 200 | Des Moines, Iowa 50315 USA | Phone: 515.348.6200

iowaeda.com



July 08, 2020

Ryan Spellman  
2430 S 73rd Street, #200  
Omaha, Nebraska 68124

SUBJECT: State Historic Preservation and Cultural and Entertainment District Tax Credit registration  
Motor Mart Historic Rehabilitation Project (STC17-97-052)

Dear Mr. Spellman:

The Iowa Economic Development Authority (IEDA) has registered Motor Mart Historic Rehabilitation Project, STC17-97-052 for benefits under the State Historic Preservation and Cultural and Entertainment District Tax Credit, under Iowa Code chapter 404A, subject to availability of funds.

Motor Mart, LLC is eligible to enter a contract with IEDA for the successful completion of all requirements of the program. Please note that Motor Mart, LLC cannot claim or receive any state historic tax credits until the organization enters into a contract with IEDA and all requirements of the contract and the requirements of Iowa Code chapter 404A are met.

IEDA estimates that Motor Mart, LLC will be eligible to receive up to \$4,022,145 in state historic tax credits for Motor Mart Historic Rehabilitation Project, STC17-97-052. IEDA's estimate is a preliminary determination only; Actual credits awarded could be less than this amount. This estimate includes allowable cost overruns under Iowa Code section 404A.3.

The amount of the state historic tax credits actually issued for Motor Mart Historic Rehabilitation Project, STC17-97-052 will be determined only after: (1) IEDA verifies that the applicant has satisfied all requirements of the contract, Iowa Code chapter 404A, and the administrative rules adopted by IEDA regarding the Program and (2) IEDA verifies the amount of the final qualified rehabilitation expenditures.

**This approval remains subject to the requirements of the Program as set forth in Iowa Code Chapter 404A and Iowa Administrative Code 223, Chapter 48 (State Historic Preservation and Cultural and Entertainment District Tax Credits).** Failure to comply with all applicable laws, rules, contracts, or other legal standards may result in a reduction, revocation, or recapture of the state historic tax credit award. It is the applicant's responsibility to claim the credit on the required State of Iowa Income Tax Return under the authority of the Iowa Department of Revenue. Amounts claimed on the tax return are subject to examination.

This letter shall not constitute a contract. This letter is not a representation that your project will receive the tax credits estimated in this notice or that the estimated qualified rehabilitation expenditures identified in your application will ultimately qualify for the state historic tax credit. If you should have any questions about the State Historic Preservation and Cultural and Entertainment District Tax Credit program or the registration for the above referenced project, please contact Dan Hansen, IEDA Project Manager, at 515.348.6212 or via email at [daniel.hansen@iowaeda.com](mailto:daniel.hansen@iowaeda.com).

IEDA looks forward to working with you on your project.

Sincerely,

  
Deborah V. Durham  
Director

*Congratulations!*

cc: Iowa House Representatives in Districts 5 and 6 and 13 and 14  
Iowa Senate Representatives in Districts 3 and 7  
File: IowaGrants.gov



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

Date: 2/10/2022 Weekly Agenda Date: 2/15/2022

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

**WORDING FOR AGENDA ITEM:**

Consider approval of completion certificate for the 2021 PCC Patching Project

**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 approved a contract with Ten Point Construction on 9/28/2021 to repair various paved county roads.

**BACKGROUND:**

The project was completed December 6, 2021. The work was done within compliance with county standards. The total contract amount for the project was \$54,552.00.

**FINANCIAL IMPACT:**

The projects are 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 the Board approve, accept and certify the completed project.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the certificate of completion of the 2021 PCC Patching project with Ten Point Construction for \$54,552.00

CERTIFICATION AS TO COMPLETION OF WORK  
AND FINAL ACCEPTANCE BY THE BOARD OF SUPERVISORS  
WOODBURY COUNTY, IOWA

PROJECT NO. PCC Patching 2021

This is certifying that work covered by contract entered into with  
**Ten Point Construction**  
of Denison, Iowa under the date **September 28 of, 2021**

PCC Patching on various routes

Contract Amount: **\$54,552.00**

in Woodbury County was completed in accordance with the plans and specifications  
therefore, and in a satisfactory manner on **December 6, 2021**

February 15, 2021 By \_\_\_\_\_  
Date County Engineer

Approved: Board of Supervisors  
Woodbury County, Iowa

February 15, 2021 By \_\_\_\_\_  
Date Chairperson



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

Date: 2/10/2022 Weekly Agenda Date: 2/15/2022

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

**WORDING FOR AGENDA ITEM:**

Consider approval of completion certificate for the 2021 HMA Rout and Seal Project

**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 approved a contract with Sioux Commercial Sweeping on 10/5/2021 to repair various paved county roads.

**BACKGROUND:**

The project was completed November 18, 2021. The work was done within compliance with county standards. The contract price for the project was \$62,700.00.

**FINANCIAL IMPACT:**

The projects are 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 the Board approve, accept and certify the completed project.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the certificate of completion of the 2021 HMA Rout and Seal project with Sioux Commercial Sweeping for \$62,700.00

CERTIFICATION AS TO COMPLETION OF WORK  
AND FINAL ACCEPTANCE BY THE BOARD OF SUPERVISORS  
WOODBURY COUNTY, IOWA

PROJECT NO. HMA Rout and Seal 2021

This is certifying that work covered by contract entered into with

**Sioux Commercial Sweeping Inc**

**of Sioux Center, Iowa under the date October 5 of, 2021**

HMA Rout and Seal on various routes

Contract Amount: **\$62,700.00**

in Woodbury County was completed in accordance with the plans and specifications  
therefore, and in a satisfactory manner on **November 18, 2021**

February 15, 2021 By \_\_\_\_\_  
Date County Engineer

Approved: Board of Supervisors  
Woodbury County, Iowa

February 15, 2021 By \_\_\_\_\_  
Date Chairperson

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

Date: 02/10/2022 Weekly Agenda Date: 02/15/2022

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

**WORDING FOR AGENDA ITEM:**

Consider approval of plans for project number BRS-SWAP-C097(146)--FF-97

**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:**

Plans have been completed for a project which will replace the E-6 bridge on D12 east of Sioux City and Barker Avenue.

**BACKGROUND:**

The bridge project is just east of the intersection of D12/110th Street and Barker Avenue. A short span concrete slab bridge will be replaced with a twin barrel, reinforced concrete box culvert.

**FINANCIAL IMPACT:**

The projects are paid for with federal aid replacement funds (SWAP).

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

Yes  No

**RECOMMENDATION:**

I recommend that the Board approve the plans for project number BRS-SWAP-C097(146)--FF-97 .

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the plans for project number BRS-SWAP-C097(146)--FF-97 .

**SECTION 404 PERMIT AND CONDITIONS**

CONSTRUCT THIS PROJECT ACCORDING TO THE REQUIREMENTS OF THE U.S. ARMY CORPS OF ENGINEERS NATIONWIDE PERMIT NO 14 CEUVR-ED-2021-1410. A COPY OF THIS PERMIT IS AVAILABLE FROM THE IOWA DOT WEBSITE (<http://enrpermits.iowadot.gov/>) THE US ARMY CORPS OF ENGINEERS RESERVES THE RIGHT TO VISIT THE SITE WITHOUT PRIOR NOTICE.

**Project Development Division**

PLANS OF PROPOSED IMPROVEMENT ON THE

**FARM-TO-MARKET SYSTEM  
WOODBURY COUNTY  
BRIDGE REPLACEMENT RCB CULVERT  
PROJECT NO: BRS-SWAP-CO97(146)--FF-97**

**UTILITY CONTACTS**

WESTERN IOWA TELEPHONE, 202 CEDAR STREET  
LAWTON, IA 51030 - 712-870-1288 - PHIL ROBINSON

WOODBURY COUNTY REC, 1495 HUMBOLT AVE  
MOVILLE, IA 51039 - 712-870-1031 - NATE BAUER

**TRAFFIC CONTROL PLAN**

THIS ROAD WILL BE CLOSED TO THROUGH TRAFFIC DURING CONSTRUCTION. LOCAL TRAFFIC TO ADJACENT PROPERTIES WILL BE MAINTAINED AS PROVIDED FOR IN ARTICLE 1107.08 OF THE CURRENT STANDARD SPECIFICATIONS. TRAFFIC CONTROL DEVICES, PROCEDURES, LAYOUTS, AND SIGNING INSTALLED WITHIN THE LIMITS OF THIS PROJECT SHALL CONFORM TO THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS" AS ADOPTED BY THE DEPARTMENT PER 761 OF THE IOWA ADMINISTRATIVE CODE (IAC) CHAPTER 130.

ALL SAFETY CLOSURES SHALL BE FURNISHED, ERECTED, MAINTAINED AND REMOVED BY THE CONTRACTOR.

MAINTENANCE OF SIGNS, BARRICADES AND SAFETY CLOSURES AS STATED IN ARTICLE 1107.09 SHALL APPLY ON THIS PROJECT.

ROAD CLOSURES ON THIS PROJECT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE IN ACCORDANCE WITH ROAD STANDARD TC-252. GUARDRAIL INSTALLATION MUST BE COMPLETE BEFORE THE ROAD IS OPENED TO TRAFFIC.

WOODBURY COUNTY WILL BE RESPONSIBLE FOR DETOUR ROUTE

REFER TO THE PROPOSAL FORM FOR LIST OF APPLICABLE SPECIFICATIONS.

ON D12, OVER OVER CREEK, FROM BARKER AVE.  
EAST 0.05 MILES IN SECTION 7, T89N, R46W

REFER TO SHEET 2 FOR LOCATION MAP

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mark J. Nahra  
Printed or Typed Name

My license renewal date is December 31, 2022  
Pages or sheets covered by this seal:

Pages 1, thru 12

Approved \_\_\_\_\_

Board of Supervisors

2019 AADT 200 V.P.D.

Project Number: BR-SWAP-CO97(146)--FF-97

**INDEX OF SHEETS**

No.	Description
1	TITLE SHEET
2	LOCATION MAP
3	ESTIMATE OF QUANTITIES AND REFERENCE INFORMATION
4	GENERAL NOTES
5	TABULATIONS
6	PLAN VIEW
7	PROFILE VIEW
8	SITUATION PLAN
9-12	ROADWAY CROSS SECTIONS

**ROAD STANDARD PLANS**

The following Standard Plans shall be considered applicable to construction work on this project.

Identification	Date	Identification	Date	Identification	Date
EW-101	10-17-17	TC-252	04-21-20		
EW-401	10-20-15				
EW-402	04-18-17				
PM-110	04-21-20				
PV-101	04-19-22				

**RCB STANDARD PLANS**

(May be obtained at Woodbury County Engineer Office)

Standard	Date Issued	Date Revised	Standard	Date Issued	Date Revised
TWRCB G1-20	JULY, 2020		TWRCB 30-3-20	JULY, 2020	
TWRCB G2-20	JULY, 2020		TWRCB 30-4-20	JULY, 2020	
TWRCB G3-20	JULY, 2020		TWRCB 30-5-20	JULY, 2020	
TWRCB 12-8-20	JULY, 2020		TWRCB 30-6-20	JULY, 2020	
TWRCB 30-1-20	JULY, 2020				
TWRCB 30-2-20	JULY, 2020				





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

Date: 02/10/2022 Weekly Agenda Date: 02/15/2022

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

**WORDING FOR AGENDA ITEM:**

Consider approval of plans for project number BRS-SWAP-C097(148)--FF-97

**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:**

Plans have been completed for a project which will replace the E-229-1 bridge on Correctionville Road east of Charles Avenue.

**BACKGROUND:**

The bridge project is just east of the intersection of Correctionville Road and Charles Avenue. A structurally deficient, 20 foot wide concrete bridge will be replaced with a 30 foot wide, three span, pretensioned prestressed concrete beam bridge.

**FINANCIAL IMPACT:**

The projects are paid for with federal aid replacement funds (SWAP).

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

Yes  No

**RECOMMENDATION:**

I recommend that the Board approve the plans for project number BRS-SWAP-C097(148)--FE-97 .

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the plans for project number BRS-SWAP-C097(148)--FE-97 .

LETTING DATE  
MAY 17, 2022

BRIDGE AND APPROACHES - PPCB  
PROJ NO. BROS-SWAP-C097(148)--FE-97

WOODBURY COUNTY

PLANS OF PROPOSED IMPROVEMENTS ON THE

# FARM TO MARKET SYSTEM WOODBURY COUNTY

PROJECT NO. BROS-SWAP-C097(148)--FE-97  
BRIDGE AND APPROACHES - PPCB  
ON CORRECTIONVILLE RD., OVER  
WHISKEY CREEK FROM CHARLES AVE.  
E 0.1 MILES IN SECTION 35 T89N R46W

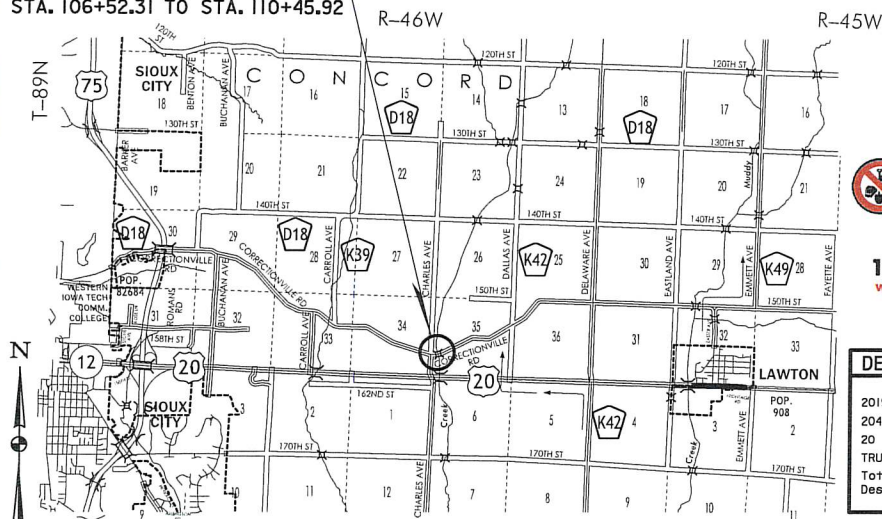
REFER TO THE PROPOSAL FOR LIST OF APPLICABLE SPECIFICATIONS.

THIS PROJECT SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE REQUIREMENTS OF U.S. ARMY CORPS OF ENGINEERS NATIONWIDE PERMIT NO. 14. A COPY OF THIS PERMIT IS AVAILABLE FROM THE IOWA DOT OFFICE OF CONTRACTS UPON REQUEST. THE U.S. ARMY CORPS OF ENGINEERS RESERVES THE RIGHT TO VISIT THE SITE WITHOUT PRIOR NOTICE.

**LEGEND**

INTERSTATE HIGHWAY	
PRIMARY HIGHWAY-DIVIDED	
PRIMARY HIGHWAY	
PORTLAND CEMENT CONCRETE ROAD	
ASPHALT ROAD	
BITUMINOUS ROAD	
GRAVEL ROAD	
EARTHEN ROAD	
INTERSTATE HIGHWAY	
UNITED STATES HIGHWAY	
STATE HIGHWAY	
COUNTY HIGHWAY	
RAILROAD	
PIPELINE	
AIRPORT	
HIDROLOGY	
BRIDGE	
STATE BOUNDARY	
COUNTY BOUNDARY	
CORPORATE BOUNDARY	
TOWNSHIP LINE	
SECTION LINE	
ROAD NAMES	
UNINCORPORATED PLACE	

PROJECT LOCATION  
FHWA NO. 355450  
STA. 106+52.31 TO STA. 110+45.92



LOCATION MAP  
(NOT TO SCALE)

**IOWA ONE CALL**  
1-800-292-8989  
www.iowaonecall.com

**DESIGN DATA RURAL**

2019 AADT	210	V.P.D.
2049 AADT	510	V.P.D.
20 DHV		V.P.H.
TRUCKS	-	%
Total Design ESALs	-	

**STANDARD ROAD PLANS**  
STANDARD ROAD PLANS ARE LISTED ON SHEET 30

**INDEX OF SEALS**

SHEET NO.	NAME	TYPE
I	JONATHAN E. PETERSON	HYDRAULIC DESIGN
I	JONATHAN E. PETERSON	STRUCTURAL DESIGN
I	JONATHAN E. PETERSON	CIVIL DESIGN

**APPROVAL**

MARK NAHRA, P.E. (WOODBURY COUNTY ENGINEER)	DATE
ROCKY L. DEWITT	
KEITH W. RADIG	
JEREMY J. TAYLOR	
MATTHEW A. LUNG	
JUSTIN WRIGHT	
BOARD OF SUPERVISORS	
REVISIONS	

TOTAL SHEETS	36
PROJECT NUMBER	BROS-SWAP-C097(148)--FE-97
FHWA STRUCTURE NUMBER	355450

**INDEX OF SHEETS**

NO.	DESCRIPTION
1	TITLE SHEET
2	QUANTITIES
3	EST. REF. INFO.
4	GENERAL NOTES
5	SITUATION PLAN
6	PLAN AND PROFILE
7	RIGHT OF WAY LAYOUT
8	STAKING DIAGRAM
9-10	PIER DETAILS
11	ABUTMENT DETAILS
12	ABUTMENT WING DETAILS
13	BRIDGE DECK CROSS SECTION
14	LONGITUDINAL SECTION
15	CONC. & STEEL REINF. LAYOUT
16	REINF. BAR LIST QUANTITIES
17	SLAB ELEVATIONS
18	DECK THICKNESS DETAILS
19	DECK HAUNCH DETAILS
20-22	BEAM DETAILS
23	INT. DIAPHRAGM DETAILS
24-25	BARRIER RAIL DETAILS
26	BRIDGE WING ARMORING
27	SUBDRAIN DETAILS
28	ABUT. BACKFILL DETAILS
29-30	TABULATIONS
31	BORING LOGS
32-36	ROADWAY CROSS SECTIONS

ALL WORKING DRAWINGS THAT REQUIRE REVIEW BY THE CONTRACTING AUTHORITY SHALL BE SUBMITTED THROUGH THE PRIME CONTRACTOR AND SHALL BE REVIEWED BY HGM ASSOCIATES, INC.

THE PRIME CONTRACTOR SHALL CONTACT THE INDIVIDUAL LISTED BELOW TO OBTAIN THE WORKING DRAWING SUBMITTAL PROCEDURES:

ADDRESS: JONATHAN E. PETERSON  
HGM ASSOCIATES INC.  
402-346-7559  
5022 SOUTH 114TH ST., SUITE 200  
OMAHA, NEBRASKA 68137-2330  
email: jpeterson@hgmonline.com

**CIVIL, STRUCTURAL AND HYDRAULIC DESIGN**

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

Signature: *Jonathan E. Peterson* Date: 2-7-2022  
Printed or Typed Name: Jonathan E. Peterson

My license renewal date is December 31, 2022

Pages or sheets covered by this seal: SHEETS 1 THRU 36

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

Date: 2/10/2022 Weekly Agenda Date: 2/15/2022

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

**WORDING FOR AGENDA ITEM:**

Consider approval of a federal aid replacement fund project agreement for project numbered BRS-SWAP-C097(148)--FE-97

**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:**

Woodbury County is receiving BRS-SWAP funding for the replacement of a county bridge on Correctionville Road, east of Charles Avenue. A funding agreement is presented for board approval.

**BACKGROUND:**

The Board is required to sign a project agreement with the Iowa DOT for projects involving funds awarded through the Iowa DOT. The funding is provided for bridge replacement projects. The project is to replace bridge E-229-1, about 0.1 miles east of Charles Avenue on Correctionville Road. The bridge will be constructed in the 2022 construction season.

**FINANCIAL IMPACT:**

STBG-SWAP program funding is providing \$1,000,000 based on the estimated project cost. The balance of the project cost, if necessary, would be funded through the Woodbury County farm to market fund.

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

Yes  No

**RECOMMENDATION:**

Recommend that the board approve the BRS-SWAP project agreement with the Iowa DOT for the above captioned project and direct the chair to sign the agreement.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the federal aid project agreement for projects BRS-SWAP-C097(148)--FE-97 and direct the chair to sign said agreement.



**IOWA DEPARTMENT OF TRANSPORTATION  
AGREEMENT FOR COUNTY BRIDGE FEDERAL-AID SWAP FUNDING**

COUNTY: Woodbury

PROJECT NO.: BROS-SWAP-C097(148)—FE-97

AGREEMENT NO.: 3-22-HBP-SWAP-001

This is an agreement between the County of Woodbury, Iowa (hereinafter referred to as the Recipient) and the Iowa Department of Transportation (hereinafter referred to as the Department), for funding through the Federal-aid Swap County Highway Bridge Program (HBP) under 761 Iowa Administrative Code (IAC) Chapter 161.

The parties agree as follows:

1. The Recipient shall be the lead local governmental agency for carrying out this agreement.
2. All notices required under this agreement shall be in writing to the Department and the Recipient's contact person. The Department's contact persons shall be the Local Systems Project Development Engineer, Christy VanBuskirk, and Western Region Local Systems Field Engineer, Zachary A. Gunsolley. The Recipient's contact person shall be the County Engineer.
3. The Recipient shall be responsible for the development and completion of the following bridge project:
  - A. FHWA Structure Number: 355450
  - B. Location: On Correctionville Road over Whiskey Creek from Charles Avenue E. .1 miles.
  - C. Preliminary Estimated Total Eligible Costs: \$1,000,000
4. The eligible project construction limits shall include the bridge plus grading and paving to reach a "touchdown point" determined by the Department. Eligible project costs include only costs associated with construction within the eligible project construction limits.
5. Costs associated with work outside the eligible project construction limits, routine maintenance activities, operations, and monitoring expenses are not eligible. In addition, administrative costs, engineering, inspection, legal, right of way, utility relocations, activities necessary to comply with Federal and State environment or permit requirements, and fees or interest associated with bonds or loans are not eligible.
6. 100% of the eligible construction project costs incurred after the effective date of this agreement shall be paid from Federal-aid Swap County HBP funds. The Recipient shall pay 100% of the non-eligible project costs. Reimbursed costs will be limited to Federal-aid Swap County HBP funds that are made available to counties through the HBP Funds outlined in 761 Iowa Administrative Code, Chapter 161 and Local Systems Instructional Memorandum (I.M.) 1.100.
7. The Recipient shall conduct project development and implementation in compliance with applicable laws, ordinances, and administrative rules. For projects which also include Farm-to-Market funds, the Recipient shall follow all administrative and contracting procedures required for Farm-to-Market projects.
8. The project shall be let to contract within 3 years of the date this agreement is approved by the Department. If not, the Recipient may be in default, for which the Department may revoke funding commitments. This agreement may be extended for a period of 6 months upon receipt of a written request from the Recipient at least 30 days prior to the 3-year deadline.
9. The Recipient shall pay for all project costs not reimbursed with Federal-aid Swap County HBP funds.
10. If any part of this agreement is found to be void and unenforceable then the remaining provisions of this agreement shall remain in effect.
11. This agreement is not assignable without the prior written consent of the Department.



- 12. It is the intent of both parties that no third party beneficiary be created by this agreement.
- 13. This agreement and the attached Exhibit 1 constitute the entire agreement between the Department and the Recipient. No representations, promises, or warranties have been made by either party that are not fully expressed in this agreement. Any change or alteration to the terms of this agreement must be made in the form of an addendum to this agreement which shall be effective only upon written acceptance of the Department and the Recipient.

---

**IN WITNESS WHEREOF**, each of the parties hereto has executed this agreement as of the date shown opposite its signature below.

---

**County Signature Block**

This agreement was approved by official action of the Woodbury County Board of Supervisors in official session on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

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

---

**IOWA DEPARTMENT OF TRANSPORTATION  
Highway Administration**

By \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_\_  
Zachary A. Gunsolley, P.E.  
Local Systems Field Engineer  
Western Region

**EXHIBIT 1**  
**General Agreement Provisions for use of Federal-aid Swap Funds on Non-primary Projects**

Unless otherwise specified in this agreement, the Recipient shall be responsible for the following:

**1. General Requirements.**

- a. The Recipient shall take the necessary actions to comply with applicable State and Federal laws and regulations. To assist the Recipient, the Department has provided guidance in the Instructional Memorandums to Local Public Agencies (I.M.s), available on-line at: [https://iowadot.gov/local\\_systems/publications/im/lpa\\_ims](https://iowadot.gov/local_systems/publications/im/lpa_ims). The Recipient shall follow the applicable procedures and guidelines contained in the I.M.s in effect at the time project activities are conducted.
- b. In accordance with Iowa Code Chapter 216 and associated subsequent nondiscrimination laws and regulations, the Recipient shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability.
- c. The Recipient shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the associated Code of Federal Regulations (CFR) that implement these laws, and the guidance provided in I.M. 1.080, ADA Requirements. When pedestrian facilities are constructed, reconstructed, or altered, the Recipient shall make such facilities compliant with the ADA and Section 504.
- d. The Recipient agrees to indemnify, defend, and hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and acceptance process, plan and construction reviews, and funding participation.
- e. Termination of funds. Notwithstanding anything in this agreement to the contrary, and subject to the limitations set forth below, the Department shall have the right to terminate this agreement without penalty and without any advance notice as a result of any of the following: 1) The Federal government, legislature or governor fail in the sole opinion of the Department to appropriate funds sufficient to allow the Department to either meet its obligations under this agreement or to operate as required and to fulfill its obligations under this agreement; or 2) If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the Department to make any payment hereunder are insufficient or unavailable for any other reason as determined by the Department in its sole discretion; or 3) If the Department's authorization to conduct its business or engage in activities or operations related to the subject matter of this agreement is withdrawn or materially altered or modified. The Department shall provide the Recipient with written notice of termination pursuant to this section.

**2. Programming**

- a. The Recipient shall be responsible for including the project in the appropriate Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP). The Recipient shall also ensure that the appropriate RPA or MPO, through their TIP submittal to the Department, includes the project in the Statewide Transportation Improvement Program (STIP). If the project is not included in the appropriate fiscal year of the STIP, funds cannot be obligated.
- b. Before beginning any work for which funding reimbursement will be requested, the Recipient shall submit a written request for acceptance to the Department. The Department will notify the Recipient when acceptance is granted. The cost of work performed prior to acceptance will not be reimbursed. The turning in of plans for letting by the Department's administering bureau shall be considered acceptance for construction. The Department will notify the Recipient when acceptance is granted.

**3. Design and Consultant Services**

- a. The Recipient shall be responsible for the design of the project, including all necessary plans, specifications, and estimates (PS&E). The project shall be designed in accordance with the design guidelines provided or referenced by the Department in the Guide and applicable I.M.s.

**4. Environmental Requirements and other Agreements or Permits.**

- a. The Recipient shall obtain project permits and approvals, when necessary, from the Iowa Department of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, the Department, or other agencies as required. The Recipient shall follow the applicable procedures in the Instructional Memorandums to Local Public Agencies Table of Contents, Chapter 4 – Environmental Regulations.

**5. Right-of-Way, Railroads, and Utilities.**

- a. The Recipient shall acquire the project right-of-way, whether by lease, easement, or fee title, and shall provide relocation assistance benefits and payments in accordance with the procedures set forth in I.M. 3.600, Right-of-Way Acquisition, and the Department's Right of Way Bureau Local Public Agency Manual. The Recipient shall contact the Department for assistance, as necessary, to ensure compliance with the required procedures.
- b. If a railroad crossing or railroad tracks are within or adjacent to the project limits, the Recipient shall obtain agreements, easements, or permits as needed from the railroad. The Recipient shall follow the procedures in I.M. 3.670, Work on Railroad Right-of-Way.
- c. The Recipient shall obtain agreements from utility companies as needed. The Recipient shall comply with the "Policy for Accommodating Utilities on the County and City a Non-Primary Federal-aid Road System" for projects on non-primary Federal-aid highways. For projects connecting to or involving some work inside the right-of-way for a primary highway, the Recipient shall follow the Department's "Policy for Accommodating and Adjustment of Utilities on the Primary Road System" The Recipient should also use the procedures outlined in I.M. 3.640, Utility Accommodation and Coordination, as a guide to coordinating with utilities.

**6. Contract Procurement.**

- a. The following provisions apply only to projects involving physical construction or improvements to transportation facilities:
- b. The project plans, specifications, and cost estimate (PS&E) shall be prepared and certified by a professional engineer or architect, as applicable, licensed in the State of Iowa.
- c. The Recipient shall be responsible for the following:
  - i. Prepare and submit the PS&E and other contract documents to the Department for review and acceptance in accordance with I.M. 3.700, Check and Final Plans and I.M. 3.500, Bridge or Culvert Plans, as applicable.
  - ii. The contract documents shall use the Department's Standard Specifications for Highway and Bridge Construction. Prior to their use in the PS&E, specifications developed by the Recipient for individual construction items shall be approved by the Department.
  - iii. Follow the procedures in I.M. 5.030, Iowa DOT Letting Process, to analyze the bids received; make a decision to either award a contract to the lowest responsive bidder or reject all bids; and if a contract is awarded, execute the contract documents and return to Department.

Note: The Department may not be able to allow a project to be let in the scheduled letting due to possible issues with cash flow availability.

- d. The Recipient shall forward a completed Project Development Certification (Form 730002) to the Department in accordance with I.M. 5.050, Project Development Certification Instructions. The project will not be turned in for bid letting until the Department has reviewed and accepted the Project Development Certification.
- e. If the Recipient is a city, the Recipient shall comply with the public hearing requirements of the Iowa Code section 26.12.



- f. The Recipient shall not provide the contractor with notice to proceed until after receiving written notice that the Department has concurred in the contract award.

## 7. Construction.

- a. The Recipient shall follow the procedures in I.M. 6.000, Construction Inspection, and the Department's Construction Manual, as applicable, for conducting construction inspection activities. The Recipient's engineer shall at all times be responsible for inspection of the project.
- b. A full-time employee of the Recipient shall serve as the person in responsible charge of the project. For cities that do not have any full time employees, the mayor or city clerk will serve as the person in responsible charge, with assistance from the Department.
- c. Traffic control devices, signing, or pavement markings installed within the limits of this project shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" per 761 IAC Chapter 130. Proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as needed.
- d. The project shall be constructed under the Department's Standard Specifications for Highway and Bridge Construction and the Recipient shall comply with the procedures and responsibilities for materials testing according to the Department's Materials I.M.s. Available on-line at: <https://www.iowadot.gov/erl/index.html>.
- e. If the Department provides any materials testing services to the Recipient, the Department will bill the Recipient for such testing services according to its normal policy as per Materials I.M. 103.

## 8. Reimbursements.

- a. The Recipient will be initially responsible for all project costs. After costs have been incurred, the Recipient shall submit to the Department periodic itemized claims for reimbursement for eligible project costs. Requests for reimbursement shall be made at least semi-annually but not more than bi-weekly.
- b. To ensure proper accounting of costs, reimbursement requests for costs incurred prior to June 30 shall be submitted to the Department by August 1, if possible, but no later than August 15.
- c. Reimbursement claims shall include a certification that all eligible project costs, for which reimbursement is requested, have been reviewed by an official or governing board of the Recipient, are reasonable and proper, have been paid in full, and were completed in substantial compliance with the terms of this agreement.
- d. The Department will reimburse the Recipient for properly documented and certified claims for eligible project costs. The Department may withhold up to 5% of the total funds available for the project. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final review or audit selected by the Administering Bureau, the Department determines the Recipient has been overpaid, the Recipient shall reimburse the overpaid amount to the Department. After the final review is complete and after the Recipient has provided all required paperwork, the Department will release the funds withheld.
- e. The total funds collected by the Recipient for this project shall not exceed the total project costs. The total funds collected shall include any funds received; for example, Federal funds not received through FHWA, any special assessments made by the Recipient (exclusive of any associated interest or penalties) pursuant to Iowa Code Chapter 384 (cities) or Chapter 311 (counties), proceeds from the sale of excess right-of-way, and any other revenues generated by the project. The total project costs shall include all costs that can be directly attributed to the project. In the event that the total funds collected by the Recipient do exceed the total project costs, the Recipient shall either:
  - i. in the case of special assessments, refund to the assessed property owners the excess special assessments collected (including interest and penalties associated with the amount of the excess), or
  - ii. refund to the Department all funds collected in excess of the total project costs (including interest and penalties associated with the amount of the excess) within 60 days of the receipt of any excess funds.

**9. Project Close-out.**

- a. Acceptance of the completed construction shall be with the concurrence of the Department. Within 30 days of completion of construction or other activities authorized by this agreement, the Recipient shall provide written notification to the Department. The Recipient shall follow and request a final review, in accordance with the procedures in I.M. 6.110, Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects. Failure to comply with the procedures may result in loss of funds and the ability to let future projects through the Department; reimbursed funds shall be returned and a possible suspension may be placed on the Recipient from receiving funds from the Department on future projects until the Recipient has demonstrated responsible management of funds on roadway projects.
- b. For construction projects, the Recipient shall provide a certification by a professional engineer, architect, or landscape architect as applicable, licensed in the State of Iowa, indicating the construction was completed in substantial compliance with the project plans and specifications.
- c. Final reimbursement of funds shall be made only after the Department accepts the project as complete.
- d. The Recipient shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The Recipient shall also make this documentation available at all reasonable times for review by the Department. Copies of this documentation shall be furnished by the Recipient if requested. Such documentation shall be retained for at least 3 years from the date of the Department's signature of the Department's Final Payment Form (Form 830436) or the bottom part of the Certificate of Completion and Final Acceptance of Agreement Work (Form 640003).
- e. The Recipient shall maintain, or cause to be maintained, the completed improvement in a manner acceptable to the Department.

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

Date: 2/9/2022

Weekly Agenda Date: 2/15/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Supervisors J. Taylor & M. Ung

**WORDING FOR AGENDA ITEM:**

Provide One-Time Retention Incentive of \$860 per Full-Time Unionized County Employees, Utilizing State & Local Fiscal Recovery Funds (SLFRF)

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

This item provides parity between our hardworking bargained-for (union) and wage plan (non-union) employees. This item is not intended to be an end-all-be-all, but does represent a compromise between we two supervisors (Matthew and Jeremy).

Our basis for this use of SLFRF is retention incentive, keeping in mind that the FY23 budget currently provides a 4% increase for non-union employees while our several unions are locked into signed contracts that generally provide 2.25-2.75%. This retention incentive imperfectly (but practically) arrives at an average one-time payment of \$860, which effectively raises average union compensation by approximately 1.5%, so that there is parity between both groups at 4%. While this is lower than current inflation, it is by no means the lowest, and is higher than the City of Sioux City.

The date of this discussion is the same date the county must act to publish the FY23 budget, therefore, the timing of the unions' request to reopen several contracts is untenable. And for the general public's information, it also does not follow the September deadlines to appeal for reopening (either in 2021 or 2022) currently in the signed contracts.

**BACKGROUND:**

Woodbury County has approximately 240 full-time union employees with an average annual base compensation of approximately \$57,300. This item is seeking an average increase of approximately 1.5% to get all our employees to the same 4%. It is completely voluntary by the Board of Supervisors. This covers important workers ranging from jailers and secondary roads motor graders, and others at the heart of essential county services.

This timing of this retention payment is discretionary but we suggest the month of April. Eligibility is for any union full-time employee. It excludes elected officials, part-time employees, wage plan employees, and any county employees of record who are already subject to compensation decisions by other entities, such as Regional Health employees already receiving 4%.

With an attempt to strike a balance between inflationary pressures and hardworking families impacted by the reality of property taxes, the Board of Supervisors approved a 4% increase for non-union employees. Despite pressures otherwise, 4% is in line with what other counties have done--including the 10 that make up the Rolling Hills Mental Health Region--and is toward the higher end of what we have seen some governmental entities do. Non-union employees are discussed annually whereas the union groups follow a process that they sign and agree to sometimes for multiple years.

Over the last several weeks, the point is well taken that there was not an understanding of inflationary pressures while bargaining and this is not lost on us. At the same time, we would urge understanding of the difficult job it is to balance keeping a flat tax rate while providing high-quality services. We hear from seniors on a fixed income, families with single working parents, and try to balance being a border county with small businesses and others who are also dealing with inflation but may not be receiving raises at all. We also are unaware of any governmental entity voluntarily opening up a potential 6 union contracts for negotiations which can have well over a \$1 million tax impact--especially during the last week we can make increases to a budget.

This Board does care as hopefully demonstrated by measures to provide a brand new Sheriff's training center, a new county jail facility, union contracts which in the last 8 years have never gone to arbitration, insurance for our valued law enforcement families for life should a hero fall in the line of duty, military differential pay, and other measures to take care of employees.

**FINANCIAL IMPACT:**

This has no impact to property taxpayers but is an allowable use of State and Local Government Recovery Funds, and has been reviewed by Assistant County Attorney Joshua Widman.

Payroll reports indicate this appropriation will cost approximately \$206,400, and because this is an approximation, the Board should authorize up to \$215,000 for this purpose.

While nothing obligates the Board of Supervisors to use these funds in such a way--and care must be used in using one-time money for ongoing expenses--this money provides a bridge to help until the next time that the contract is re-opened. After seeing how this goes, it is something that the Board could potentially consider in a future year.

Of the four eligible use categories, this falls under "Public Health and Economic Impacts," with p. 27-28 of the Final Rule Overview stating:

"Under the increased flexibility of the final rule, SLFRF funding may be used to support a broader set of uses to restore and support public sector employment. Eligible uses include....providing worker retention incentives.

Providing worker retention incentives, including reasonable increases in compensation to persuade employees to remain with the employer as compared to other employment options. Retention incentives must be entirely additive to an employee's regular compensation, narrowly tailored to need, and should not exceed incentives traditionally offered by the recipient or compensation that alternative employers may offer to compete for the employees."

We believe that attempting to equalize the unionized wages for the next year to the same 4% increase level provided to non-unionized wages comports with "should not exceed incentives traditionally offered by the recipient."

**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:**

(see below)

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to authorize up to \$215,000 in State & Local Fiscal Recovery Funds to provide a one-time retention incentive of \$860 per full-time union employee.

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

Date: 2/10/2022

Weekly Agenda Date: 2/15/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Supervisor Matthew Ung

**WORDING FOR AGENDA ITEM:**

Approval to allocate \$1,291,264 from ARPA State & Local Fiscal Recovery Funds to Siouxland District Health Department, under the eligible use category of Public Health & Economic Impacts and the Public Health staff response to COVID-19, and to reduce the county allocation by the same amount

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

An extensive process has been completed to answer the question: "What percentage of our health department employees' time is estimated to be spent on COVID-19 response?" The answer is important because the ARPA Final Rule allows this percentage of each public health employee's total compensation package (including benefits) to be paid with State & Local Fiscal Recovery Funds (SLFRF) dedicated to responding to COVID-19. The proposal is to approve this resulting allocation for known FY23 compensation.

Appreciation goes to Siouxland District Health Department (SDHD) Director Kevin Grieme, along with Tyler Brock and Deb Lemmon, Michelle Skaff from the Auditor's Office, and Joshua Widman from the Attorney's Office, for their expedited help in arriving at this proposal.

Absent no other action, SLFRF funds being allocated to SDHD would increase their reserves which is not an allowable use, therefore a secondary action should be taken to offset this by reducing the county's allocation.

The text attachment contains an excerpt of 2 pages from the U.S. Treasury's ARPA Final Rule Overview, followed by the 7 relevant pages of the Final Rule's full text.

**BACKGROUND:**

This item specifically identifies SDHD employees as "public health staff directly engaged in public health matters and related supervisory personnel," and the Final Rule Overview highlights this criteria:

"Recipients can use a variety of methods to assess the share of an employees' time spent responding to COVID-19, including using reasonable estimates—such as estimating the share of time based on discussions with staff and applying that share to all employees in that position. For administrative convenience, recipients can consider public health and safety employees entirely devoted to responding to COVID-19 (and their payroll and benefits fully covered by SLFRF) if the employee, or his or her operating unit or division, is "primarily dedicated" to responding to COVID-19. Primarily dedicated means that more than half of the employee, unit, or division's time is dedicated to responding to COVID-19. Recipients must periodically reassess their determination and maintain records to support their assessment, although recipients do not need to track staff hours."

- 1) The report attachment identifies every employee, but replaces their name with their position title. The columns of quarterly percentages (of work time dedicated to responding to COVID-19) are averaged.
- 2) Because SLFRF cannot be used to cover expenses already covered by other federal sources such as grants, the next column shows the grant percentage. Regardless of the percentage of work time dedicated to responding to COVID-19, the maximum payable by SLFRF is anything not covered by an existing grant. Therefore, if 75% of an employee's wage is grant-funded, then only 25% may be paid with SLFRF, even if 90% of their work time is dedicated to responding to COVID-19.
- 3) The exact grant funding levels will not be known until June 2022, therefore it is the recommendation of Supervisor Ung and Director Grieme that the maximum percentage be proactively limited to 80%.
- 4) Because SLFRF is intended to be used on prospective expenses, any former SDHD employees were excluded from the calculation, even if they spent considerable time responding to COVID-19.
- 5) For purposes of the report and to be conservative, any SDHD employees with less than 5% of their average time spent responding to COVID-19 are also excluded from the calculation.
- 6) The resulting total is below.



**FINANCIAL IMPACT:**

\$1,291,264 should be allocated from SLFRF. This will result in a \$1,291,264 local taxpayer savings for FY2023.

**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:**

It is important for the general public to note that NOT all ARPA/State & Local Fiscal Recovery Funds deal directly with the health impact of COVID-19. Only one category of the four eligible uses--this category--directly responds to the health effects of COVID-19.

However, this is one example where we can all confidently say that "Covid funds are being spent on Covid."

**ACTION REQUIRED / PROPOSED MOTION:**

Motion by Ung, second by \_\_\_\_\_, to allocate \$1,291,264 from ARPA State & Local Fiscal Recovery Funds to Siouxland District Health Department, under the eligible use category of Public Health & Economic Impacts and the Public Health staff response to COVID-19.

Motion by Ung, second by \_\_\_\_\_, to reduce by \$1,291,264 the FY2023 county allocation to SDHD.

Position Title	Apr-June 2020	July-Sept 2020	Oct - Dec 2020	Jan - Mar 2021	Apr-June 2021	July-Sept 2021	Oct-Dec 2021	Jan-22	Average %	Amt covered by grants	FY23 percent for calculation	FY23 Wages & Benefits	Share Funded by SLFRF
District Health Promotion Specialist	0	0	0	20	20	0	0	0	5%	65%	5%	77,659.38	3,882.97
District Health Direct Care Worker	0	0	0	0	0	0	0	0	0%	100%	na		
District Health Dietician	0	0	0	0	0	0	0	0	0%	99%	na		
District Health Clinic Intake Manager	0	0	25	25	0	0	0	0	6%	80%	6%	76,801.62	4,608.10
District Health Nurses Travel	50	25	50	75	75	50	50	40	52%	35%	65%	100,985.17	65,640.36
District Health Environmental Specialist	100	25	25	10	10	0	0	0	21%	0%	21%	100,962.18	21,202.06
District Health Deputy Director	95	80	95	95	95	50	75	75	83%	30%	70%	135,784.97	95,049.48
District Health Operations Supervisor	0	0	0	40	40	10	10	10	14%	0%	14%	86,345.36	12,088.35
District Health Director of Environmental Services	95	80	95	75	75	25	10	10	58%	0%	80%	117,372.15	93,897.72
District Health Administrative Clerk Steno I	50	25	50	25	25	10	30	10	28%	0%	28%	69,064.61	19,338.09
District Health Administrative Clerk Steno I	0	0	0	0	0	0	0	0	0%	100%	na		
District Health Program Aide	75	0	50	0	0	0	0	0	16%	100%	na		
District Health Promotion Specialist	100	50	80	80	80	25	0	0	52%	1%	80%	100,829.48	80,663.58
District Health Director of Nursing	0	0	25	25	25	10	0	0	11%	0%	11%	117,166.57	12,888.32
District Health WIC Support Staff	0	0	0	0	0	0	0	0	0%	100%	na		
District Health Program Aide	75	0	50	0	0	0	0	0	16%	100%	na		
District Health Director	95	80	95	95	75	50	50	25	71%	0%	80%	175,937.50	140,750.00
District Health Family Referral Specialist	50	50	25	20	20	0	0	0	21%	100%	na		
District Health Program Aide	100	75	50	35	35	10	10	10	41%	0%	41%	66,395.00	27,221.95
District Health Nurses Travel	100	80	80	75	75	40	30	25	63%	1%	80%	100,859.89	80,687.91
District Health Microbiologist	90	75	75	50	50	50	75	50	64%	0%	80%	83,488.09	66,790.47
District Health Administrative Secretary	75	75	25	10	10	10	30	40	34%	15%	34%	74,909.96	25,469.39
District Health Administrative Assistant	10	10	10	10	10	0	0	0	6%	0%	6%	93,057.04	5,583.42
District Health Dietician	0	0	0	0	0	0	0	0	0%	99%	na		
District Health Hopes Supervisor	10	0	10	0	0	0	0	0	3%	100%	na		
District Health ER Preparedness Grant Coord	90	75	75	50	50	50	75	50	64%	100%	na		
District Health WIC Support Staff	0	0	0	0	0	0	0	0	0%	100%	na		
District Health Business Manager	50	50	50	50	50	25	10	10	37%	0%	37%	95,125.94	35,196.60
District Health Promo & Plan Coord	95	80	95	95	95	25	20	10	64%	0%	80%	105,292.95	84,234.36
District Health Program Aide	75	75	25	10	10	10	10	10	28%	86%	14%	71,260.35	9,976.45
District Health Family Support Workers	50	50	25	0	0	0	0	0	16%	100%	na		
District Health Cust/Courier	0	0	0	25	25	5	5	5	8%	0%	8%	59,824.24	4,785.94
District Health Breastfeeding Peer Counselor	0	0	0	25	25	0	0	0	6%	100%	na		
District Health WIC Support Staff	0	0	10	0	0	0	0	0	1%	100%	na		
District Health Lab Coordinator	90	75	75	50	50	50	75	50	64%	0%	80%	105,444.67	84,355.74
District Health Family Support Workers	50	50	25	20	20	0	0	0	21%	100%	na		
District Health Environmental Specialist	100	25	25	10	10	0	0	0	21%	0%	21%	100,886.86	21,186.24
District Health Dental Hygienist	100	75	50	25	25	0	0	0	34%	100%	na		
District Health Administrative Secretary	50	10	10	0	0	0	0	0	9%	23%	9%	66,823.67	6,014.13
District Health Environmental Specialist	50	10	0	0	0	0	0	0	8%	0%	8%	99,377.69	7,950.22
District Health Family Support Workers	50	50	25	0	0	0	0	0	16%	100%	na		
District Health Environmental Specialist	100	25	25	10	10	0	0	0	21%	0%	21%	93,955.21	19,730.59
District Health Nurses Travel	100	80	80	75	75	40	30	40	65%	0%	80%	100,958.77	80,767.02
District Health Quality Assurance Coord	100	80	95	95	75	50	50	25	71%	0%	80%	100,152.62	80,122.10

District Health Environmental Specialist	100	25	25	0	0	0	0	0	19%	0%	19%	100,993.91	19,188.84
District Health Claims Secretary	75	50	50	50	50	20	10	10	39%	10%	39%	84,385.00	32,910.15
District Health Nurses Travel	0	0	0	25	25	10	10	10	10%	80%	10%	87,418.84	8,741.88
District Health Environmental Specialist	100	25	25	10	10	0	0	0	21%	0%	21%	100,545.75	21,114.61
District Health ER Preparedness Grant Coord	50	50	25	20	20	0	0	0	21%	100%	na		
District Health Dietician	0	0	0	0	0	0	0	0	0%	99%	na		
District Health Family Support Workers	0	0	0	0	0	0	0	0	0%	100%	na		
District Health Administrative Secretary	25	25	50	10	10	10	30	40	25%	15%	25%	76,908.12	19,227.03
District Health Program Aide	50	50	25	0	0	0	0	0	16%	100%	na		
District Health MCAH Program Coord	25	25	10	25	25	0	0	0	14%	100%	na		
District Health Homemaker Manager II	100	50	75	25	25	10	10	10	38%	100%	na		



## PUBLIC SECTOR CAPACITY

Recipients may use SLFRF funding to restore and bolster public sector capacity, which supports government’s ability to deliver critical COVID-19 services. There are three main categories of eligible uses to bolster public sector capacity and workforce: Public Safety, Public Health, and Human Services Staff; Government Employment and Rehiring Public Sector Staff; and Effective Service Delivery.

### Public Safety, Public Health, and Human Services Staff

SLFRF funding may be used for payroll and covered benefits for public safety, public health, health care, human services and similar employees of a recipient government, for the portion of the employee’s time spent responding to COVID-19. Recipients should follow the steps below.

**1. Identify eligible public safety, public health, and human services staff.** Public safety staff include:

- ✓ Police officers (including state police officers)
- ✓ Sheriffs and deputy sheriffs
- ✓ Firefighters
- ✓ Emergency medical responders
- ✓ Correctional and detention officers
- ✓ Dispatchers and supervisor personnel that directly support public safety staff

Public health staff include:

- ✓ Employees involved in providing medical and other physical or mental health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions
- ✓ Laboratory technicians, medical examiners, morgue staff, and other support services essential for patient care
- ✓ Employees of public health departments directly engaged in public health matters and related supervisory personnel

Human services staff include:

- ✓ Employees providing or administering social services and public benefits
- ✓ Child welfare services employees
- ✓ Child, elder, or family care employees

**2. Assess portion of time spent on COVID-19 response for eligible staff.**

Recipients can use a variety of methods to assess the share of an employees’ time spent responding to COVID-19, including using reasonable estimates—such as estimating the share of time based on discussions with staff and applying that share to all employees in that position.

For administrative convenience, recipients can consider public health and safety employees entirely devoted to responding to COVID-19 (and their payroll and benefits fully covered by SLFRF) if the



employee, or his or her operating unit or division, is “primarily dedicated” to responding to COVID-19. Primarily dedicated means that more than half of the employee, unit, or division’s time is dedicated to responding to COVID-19.

Recipients must periodically reassess their determination and maintain records to support their assessment, although recipients do not need to track staff hours.

3. **Use SLFRF funding for payroll and covered benefits for the portion of eligible staff time spent on COVID-19 response.** SLFRF funding may be used for payroll and covered benefits for the portion of the employees’ time spent on COVID-19 response, as calculated above, through the period of performance.

### **Government Employment and Rehiring Public Sector Staff**

Under the increased flexibility of the final rule, SLFRF funding may be used to support a broader set of uses to restore and support public sector employment. Eligible uses include hiring up to a pre-pandemic baseline that is adjusted for historic underinvestment in the public sector, providing additional funds for employees who experienced pay cuts or were furloughed, avoiding layoffs, providing worker retention incentives, and paying for ancillary administrative costs related to hiring, support, and retention.

- **Restoring pre-pandemic employment.** Recipients have two options to restore pre-pandemic employment, depending on the recipient’s needs.
  - *If the recipient simply wants to hire back employees for pre-pandemic positions:* Recipients may use SLFRF funds to hire employees for the same positions that existed on January 27, 2020 but that were unfilled or eliminated as of March 3, 2021. Recipients may use SLFRF funds to cover payroll and covered benefits for such positions through the period of performance.
  - *If the recipient wants to hire above the pre-pandemic baseline and/or would like to have flexibility in positions:* Recipients may use SLFRF funds to pay for payroll and covered benefits associated with the recipient increasing its number of budgeted FTEs up to 7.5 percent above its pre-pandemic baseline. Specifically, recipients should undergo the following steps:
    - a. Identify the recipient’s budgeted FTE level on January 27, 2020. This includes all budgeted positions, filled and unfilled. This is called the *pre-pandemic baseline*.
    - b. Multiply the pre-pandemic baseline by 1.075. This is called the *adjusted pre-pandemic baseline*.
    - c. Identify the recipient’s budgeted FTE level on March 3, 2021, which is the beginning of the period of performance for SLFRF funds. Recipients may, but are not required to, exclude the number of FTEs dedicated to responding to the COVID-19 public health emergency. This is called the *actual number of FTEs*.
    - d. Subtract the *actual number of FTEs* from the *adjusted pre-pandemic baseline* to calculate the number of FTEs that can be covered by SLFRF funds. Recipients do not have to hire for the same roles that existed pre-pandemic.

*Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule*

a. PUBLIC SECTOR CAPACITY AND WORKFORCE

*Public Safety, Public Health, and Human Services Staff*

*Summary of Interim Final Rule:* Under the interim final rule, funds may be used for payroll and covered benefits<sup>241</sup> for *public safety, public health, health care, human services, and similar employees*<sup>242</sup> of a recipient government, for the portion of the employee’s time that is spent responding to COVID-19. For administrative convenience, the recipient may consider *public health and safety* employees to be entirely devoted to responding to COVID-19, and therefore their full payroll and covered benefits eligible to be covered, if the employee, or his or her operating unit or division, is “primarily dedicated” to responding to COVID-19, meaning that more than half of the employee, unit, or division’s time is dedicated to responding to COVID-19. Recipients may consider other presumptions for assessing the extent to which an employee, division, or operating unit is responding to COVID-19. Recipients must periodically reassess their determination and maintain records to support their assessment, such as payroll records, attestations from supervisors or staff, or regular work product or correspondence; recipients need not track staff hours. The interim final rule also posed a question on how long recipients should be able to use funds for staff responding to COVID-19 and what other measures or presumptions

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<sup>241</sup> In general, if an employee’s wages and salaries are an eligible use of SLFRF funds, recipients may treat the employee’s covered benefits as an eligible use of SLFRF funds. For purposes of SLFRF funds, covered benefits include costs of all types of leave (vacation, family-related, sick, military, bereavement, sabbatical, jury duty), employee insurance (health, life, dental, vision), retirement (pensions, 401(k)), unemployment benefit plans (federal and state), workers compensation insurance, and Federal Insurance Contributions Act (FICA) taxes (which includes Social Security and Medicare taxes). As described further in the section Deposits into Pension Funds in Restrictions on Use, that limitation on use does not apply to pension contributions that are part of regular payroll contributions for employees whose wages and salaries are an eligible use of SLFRF funds.

<sup>242</sup> Note that the interim final rule adapted prior guidance issued for CRF that described these four categories of employees; however, when listing the specific occupations or types of employees in each of these categories, the guidance collapses health care and public health into one category titled “public health.” Therefore, the presumption described around public health employees also covers health care employees.

might Treasury consider to assess the extent to which public sector staff are engaged in COVID-19 response in an easily administrable manner.

Treasury also provided further guidance on the types of employees covered by this category of eligible use, specifically: “Public safety employees would include police officers (including state police officers), sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel. Public health employees<sup>243</sup> would include employees involved in providing medical and other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other support services essential for patient care (e.g., laboratory technicians, medical examiner, or morgue staff) as well as employees of public health departments directly engaged in matters related to public health and related supervisory personnel. Human services staff include employees providing or administering social services; public benefits; child welfare services; and child, elder, or family care, as well as others.”

*Public Comment: Measuring Time Spent on COVID-19 Response:* Treasury received public comments on several components of this eligible use category. Many commenters argued that it poses an administrative burden to identify the extent to which staff are responding to COVID-19 and to maintain records to support that assessment. Largely citing administrative burden in assessing eligibility, several commenters recommended revisions to the administrative convenience that the full payroll and covered benefits for public health and safety staff “primarily dedicated” to responding to COVID-19 may be paid with SLFRF funds. Some commenters recommended presuming that all public health and safety staff are primarily

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<sup>243</sup> Note that this category encompasses both public health and health care employees; both are treated as public health employees for the purposes of this eligible use category.

dedicated to COVID-19 response, while others proposed that public health and safety workers who primarily serve QCTs or low- and moderate-income areas be presumed to be primarily dedicated to COVID-19 response, given the disproportionate impacts of the pandemic in those communities. Similarly, Tribal communities recommended that their public health staff be presumed eligible due to the disproportionate impact of the pandemic on their communities. Some commenters proposed that they be able to use the administrative convenience for staff outside of public health and safety that are responding to COVID-19 (i.e., to be able to pay the full payroll and covered benefits for any staff “primarily dedicated” to COVID-19 response).

*Treasury Response:* In the final rule, Treasury is maintaining the approach in the interim final rule, including elaborations issued in further guidance, but providing additional clarification on its application, including methods to apply the approach to minimize administrative burden. Treasury notes that recipients may assess the extent to which staff are dedicated to responding to COVID-19 through a variety of means, including establishing presumptions or assessing public health and safety staff at the division or operating unit level. For example, a recipient could consider the amount of time spent by employees in its public health department’s epidemiology division in responding to COVID-19 and, if a majority of its employees are dedicated to responding to COVID-19, determine that the entire division is primarily dedicated to responding to COVID-19. Treasury also clarifies that recipients may use reasonable estimates to establish administrable presumptions; for example, a recipient could estimate, based on discussions with staff, the general share of time that employees in a specific role or type of position spend on COVID-19 related tasks and apply that share of time to all employees in that position.

Recipients are generally required to be able to support uses of SLFRF funds as eligible, including, in this instance, maintenance of records to support an assessment that public health



and safety staff are primarily dedicated to responding to COVID-19. As noted above, recipients may use reasonable estimates to implement this provision. Recipients should maintain records on how they developed these estimates and need not track staff hours. Treasury notes that records retained can include payroll records (e.g., the number and type of staff in various positions), attestations from supervisors or staff (e.g., self-attestation of share of time spent on COVID-19), or regular work product or correspondence (e.g., calendars, e-mail correspondence, documents, and other electronic records). Treasury anticipates that these types of records are generally retained in many government settings; recipients should also consult the Award Terms and Conditions for SLFRF funds for requirements on length of record retention. For example, a recipient could establish a reasonable presumption about the share of time that an employee, division, or operating unit is responding to COVID-19 and simply retain those employees' electronic records as a record to support their assessment.

*Public Comment: Public Health and Safety Staff Primarily Dedicated to COVID-19*

*Response:* Some commenters recommended expanding the administrative convenience for public health and safety staff primarily dedicated to COVID-19 response to further types of staff, to all public health and safety staff, or to public health and safety staff serving underserved areas.

*Treasury Response:* The interim final rule recognized that COVID-19 response continues to require substantial staff resources and provides an administrative convenience to make it relatively simpler to identify the eligibility of the types of workers – public health and safety workers – generally most involved in COVID-19 response. At the same time, many public health and safety workers perform roles unrelated to COVID-19; coverage of all roles would be overbroad compared to the workers responding to COVID-19 in actuality. For this reason, the final rule maintains the interim final rule's approach to permitting SLFRF funds to be used for

public health and safety staff primarily dedicated to responding to COVID-19. Finally, to the extent that a greater proportion of public health and safety staff time is needed to respond to COVID-19 in disproportionately impacted communities, the “primarily dedicated” approach recognizes this increased need.

*Public Comment: Eligible Types of COVID-19 Response:* Some public commenters also sought further clarification on how to identify eligible types of “COVID-19 response.” For example, commenters requested clarification on delineating COVID-19 response from general public health response and defining COVID-19 response for public safety employees.

*Treasury Response:* Treasury is clarifying that “responding to” COVID-19 entails work needed to respond to the public health or negative economic impacts of the pandemic, apart from the typical pre-pandemic job duties or workload of an employee in a comparable role, if one existed. For example, responding to COVID-19 for a public safety worker may entail working in an emergency operations center to coordinate pandemic-related supply distribution, responding to an increased volume of 911 calls, or implementing COVID-19 prevention and mitigation protocols in a carceral setting.

*Public Comment: Eligible Employees:* Some commenters requested clarification on the types of eligible employees or expansion of eligible employees to include additional types of staff, including in behavioral health; administrative, management, or financial management positions; social services; morgue staff; and nonprofit staff supporting projects to undertake eligible uses of funds under SLFRF.

*Treasury Response:* Treasury provided further guidance on eligible types of employees following the interim final rule, which expressly included social services and morgue staff, and incorporates that guidance into the final rule. In addition, Treasury is clarifying that public health

“employees involved in providing medical and other health services to patients and supervisory personnel” includes behavioral health services as well as physical health services.

Treasury also is clarifying that this provision only addresses employees of the recipient government responding to COVID-19. For discussion of eligible expenses to administer SLFRF, including eligible costs for subrecipients performing eligible activities on behalf of a recipient government, see section Administrative Expenses in Program Administration Provisions.

Finally, Treasury is clarifying that indirect costs for administrative, management, and financial management personnel to support public health and safety staff responding to COVID-19 are not permissible under this provision, given the relatively greater challenge of differentiating the marginal increase in staff time and workload due to pandemic response for indirect versus direct costs.

*Public Comment: Time Period:* Finally, some commenters made recommendations on the time period during which this eligible use should be available. Some commenters recommended eligibility begin before March 3, 2021, the period when Treasury’s interim final rule permitted recipients to begin to incur costs using SLFRF funds; for discussion of this topic, see section Timeline for Use of SLFRF Funds in Program Administration Provisions. As noted above, Treasury also posed a question in the interim final rule asking for how long Treasury should maintain the administrative convenience that SLFRF funds may be used for the full payroll and covered benefits of public health and safety staff primarily dedicated to COVID-19 response. Several commenters recommended that Treasury maintain this approach throughout the program or through December 31, 2024. Other commenters requested clarification on whether eligibility for this use of funds was tied to the length of the state of emergency or whether a jurisdiction has an active state of emergency.

*Treasury Response:* In the final rule, Treasury is clarifying that recipients will be permitted to fund the full payroll and covered benefits of public health and safety staff primarily dedicated to COVID-19 response throughout the period of performance for the SLFRF program, though recipients should periodically reassess their determination of primarily dedicated staff, including as the public health emergency and response evolves.

*Government Employment and Rehiring Public Sector Staff*

The interim final rule permitted use of funds for costs associated with rehiring state, local, and Tribal government staff in order to bolster the government's ability to effectively administer services. Specifically, recipients may pay for payroll, covered benefits, and other costs associated with the recipient increasing the number of its employees up to the pre-pandemic baseline, or the number of employees that the recipient government employed on January 27, 2020.

*Public Comment:* Many commenters requested greater flexibility and additional clarification on the provision's requirements, including the pre-pandemic baseline and re-hiring process. Some commenters requested that the final rule allow for hiring above the pre-pandemic baseline given historic underinvestment in the public sector workforce. Commenters suggested a number of adjustments to the pre-pandemic baseline, including adjusting based on population or revenue growth, while some recommended allowing recipients to set their own hiring levels. Others requested clarification on the definition of the baseline and the re-hiring process, including whether the pre-pandemic baseline referred to budgeted or filled positions and whether new hires had to fill the same roles as the previous hires. Commenters also asked whether recipients need to show if the reduction in number of employees was due to the pandemic in

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

Date: 2/11/2022 Weekly Agenda Date: 2/15/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Supervisor Matthew Ung

**WORDING FOR AGENDA ITEM:**

Rescind the Jan. 18, 2022 motion which split proceeds of the sale of the county farm equally for FY23 and FY24, and to instead retain all proceeds in general basic reserves and within a restricted reserve account purposed for FY24 budget review sessions

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

The Board should rescind the below motion as other funding sources now negate the need for sale proceeds of the county farm be applied to the FY23 budget year.

**BACKGROUND:**

Minutes from January 18, 2022:  
"Motion by Taylor second by Radig to approve proceeds go to Debt Service obligations for FY23 & FY24. Carried 5-0."

**FINANCIAL IMPACT:**

The proceeds from the county farm are of course unknown at this time, but they should be retained in the general funds in a restricted reserve account purposed to ensure a flat/lower tax rate in FY24.

**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:**

The goal of the 1-18-22 motion was to hold tax rates to the current levels by equally offsetting tax askings in FY23 & FY24. If the previous two items have been approved, then this use of funds is not necessary for FY23, and should instead be used for any budget shortfall in FY24 or even FY25, which promise to be challenging budget years as well.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion by Ung, second by \_\_\_\_\_, to rescind the Jan. 18, 2022 motion which split proceeds of the sale of the county farm for FY23 and FY24, and to instead retain all proceeds in general basic reserves and within a restricted reserve account purposed for FY24 budget review sessions.

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

Date: 2/10/2022

Weekly Agenda Date: 2/15/2022

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Dennis Butler - Budget/Finance

**WORDING FOR AGENDA ITEM:**

Approval on recommendations to the proposed FY23 county budget with the same tax rate for FY23 compared to FY22

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Every effort was made to keep the tax rate for FY23 the same as FY22. These recommendations will accomplish that goal.

**BACKGROUND:**

The board has already made adjustments of \$1,173,889 during the budget hearing process. In addition, recommendations are now presented to accomplish the goal of a flat tax rate for FY23.

**FINANCIAL IMPACT:**

1. Use Gaming Revenues in the Rural Basic Fund - \$175,341.
2. Use L.O.S.T. Revenues in the Rural Basic Fund - \$100,000.

**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 two recommendations listed in the Financial Impact Section.

**ACTION REQUIRED / PROPOSED MOTION:**

- a. Motion by \_\_\_\_, second by \_\_\_\_, to approve the use of Gaming Revenues, \$175,341, in the Rural Basic Fund to reduce the tax rate.
- b. Motion by \_\_\_\_, second by \_\_\_\_, to approve the use of L.O.S.T. Revenues, \$100,000, in the Rural Basic Fund to reduce the tax rate.



Tax Rates & Tax Generated  
As of February 4, 2022

Tax Askings as of February 4, 2022

<u>Tax Fund</u>	<u>Same Tax Rate Tax Asking Total For FY 22</u>	<u>Additional Tax Generated to meet Current Proposed Budgets</u>	<u>Total Taxes Needed to Fund Proposed Budget Needs</u>		
General Basic Fund	17,881,111	1,547,989	19,429,100	Reduce D.H. Allocation	1,291,264
General Supplemental Fund	12,147,317	(109,813)	12,037,504		
Total General Fund	30,028,428	1,438,176	31,466,604	-----	4.79% Increase Taxes
County Services (Mental Health)	2,179,682	(2,179,682)	0		
Debt Service Fund	3,081,248	2,841,042	5,922,290		
Total County Wide (Cities) Asking	35,289,358	2,099,536	37,388,894	-----	5.95% Increase
Rural Basic Fund	3,320,368	121,142	3,441,510		
				Gaming Revenues	175,341
				L.O.S.T Revenues	100,000
				3.65% Increase in Taxes	
Total Townships Asking	38,609,726	2,220,678	40,830,404	-----	5.75 % Overall Increase

Tax Askings as of February 4, 2022

<u>Tax Fund</u>	<u>Same Tax Rate as FY 22 as For FY 23</u>	<u>Additional Tax Rate Proposed Budgets</u>	<u>Tax Rate Needed to Fund Proposed Budget Needs</u>
General Basic Fund	3.65946	0.12244	3.78190
General Supplemental Fund	2.48601	(0.14289)	2.34312
Total General Fund	6.14547	(0.02045)	6.12502
County Services (Mental Health)	0.44608	(0.44608)	0.00000
Debt Service Fund	0.57362	0.46223	1.03585
Total County Wide (Cities) Asking	7.16517	(0.00430)	7.16087
Rural Basic Fund	2.46608	0.00000	2.46608
Total Townships Asking	9.63125	(0.00430)	9.62695

**Suggested Budget changes to keep at the same Tax Rate as FY 22**

G.B. - Reduce District Health Allocations	1,291,264
R.B. -Use Unobligated Revenues from Gaming	175,341
R.B. -Use Unobligated Revenues from L.O.S.T. Revenues	100,000
	<hr/>
Total	<u><u>1,566,605</u></u>

**Proposed Uses of ARPA Funds for FY 23**

Following ARPA Guidelines the following is being recommended:

1.	<b>Gaming Allocation</b>		
	A. Meals on Wheels		<b>12,760</b>
2.	<b>L.O.S.T.</b>		
	A. SIMPCO Housing	10,235	
	B. Sioux City Regional Convention Tourism	20,000	
	C. Western Iowa Tourism	<u>10,235</u>	<b>40,470</b>

These funds will revert to un-obligated funds