



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (NOVEMBER 8) (WEEK 45 OF 2022)

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

Agenda and Minutes available at: www.woodburycountyiowa.gov

Live telephonic access at: 712-224-6014

Rocky L. DeWitt 253-0421 rdewitt@woodburycountyiowa.gov Keith W. Radig 560-6542 kradig@woodburycountyiowa.gov Jeremy Taylor 259-7910 jtaylor@woodburycountyiowa.gov Matthew A. Ung 490-7852 matthewung@woodburycountyiowa.gov Justin Wright 899-9044 jwright@woodburycountyiowa.gov

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held November 8, 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.

AGENDA

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

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

Consent Agenda

Items 3 through 7 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.

- 3. Approval of the minutes of the November 1, 2022 meeting
4. Approval of claims
5. Board Administration – Heather Van Sickle Approve estimate of \$3,575 from Gaming Funds for the cost of the holiday luncheon
6. County Treasurer – Tina Bertrand
a. Approve property tax refund request for parcel #894628100006 in the amount of \$1,567.00
b. Approve property tax refund request for parcel #894720135005 in the amount of \$1,389.00

7. Human Resources – Melissa Thomas  
Approval of Memorandum of Personnel Transactions

### **End Consent Agenda**

8. Community & Economic Development – Daniel Priestley & WCICC-IT John Malloy  
Authorize the Board of Supervisors Chairman to sign website development proposal agreement with Neapolitan Labs LLC as the website provider for the Woodbury County website Action
- 4:40 p.m.** 9. Community & Economic Development – Daniel Priestley  
(Set time)
- a. Conduct the 2<sup>nd</sup> public hearing on the Zoning Ordinance Text Amendment for the temporary sales of food, beverages, goods, and services during future RAGBRAI events along the route in unincorporated Woodbury County Action
  - b. Approve the 2<sup>nd</sup> reading of the ordinance as the final reading Action
  - c. Waive the 3<sup>rd</sup> reading of the ordinance Action
  - d. Adopt the Zoning Ordinance Text Amendment Action
10. Secondary Roads – Mark Nahra
- a. Approve the final voucher for project FM-CO97(136)—55-97 with Knife River LLC Action
  - b. Approve the final voucher for project FM-CO97(132)—55-97 with Dixon Construction Action
11. Reports on Committee Meetings Information
12. Citizen Concerns Information
13. Board Concerns Information

### **ADJOURNMENT**

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

- MON., NOV. 7**    **6:00 p.m.**    Board of Adjustment meeting, First Floor Boardroom
- WED., NOV. 9**    **7:30 a.m.**    SIMPCO Executive- Finance Committee Meeting -Hybrid
- 8:05 a.m.**    Woodbury County Information Communication Commission, First Floor Boardroom
- 12:00 p.m.**    District Board of Health Meeting, 1014 Nebraska St.
- 6:30 p.m.**    911 Service Board Meeting, Public Safety Center, Climbing Hill
- 8:00 p.m.**    County's Mayor Association Meeting, Public Safety Center, Climbing Hill
- WED., NOV. 16** **12:00 p.m.**    Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- 1:00 p.m.**    Regional Workforce Development Meeting, 2508 4<sup>th</sup> Street, Sioux City
- THU., NOV. 17** **10:00 a.m.**    Siouxland Regional Transit System Meeting, Hybrid
- 11:15 a.m.**    Western Iowa Community Improvement Regional Housing Trust Fund, Hybrid
- 4:00 p.m.**    Conservation Board meeting, Dorothy Pecaut Nature Center
- 4:30 p.m.**    Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., NOV. 18**    **12:00 p.m.**    Siouxland Human Investment Partnership Board Meeting Northwest AEA, Room G
- TUE., NOV. 22**    **2:00 p.m.**    Decat Board Meeting, Western Hills AEA, Room F
- WED., NOV. 23**    **2:30 p.m.**    Rolling Hills Community Services Region Governance Board Meeting
- THU., NOV. 24**    **11:00 a.m.**    Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St.
- MON., NOV. 28**    **6:00 p.m.**    Zoning Commission Meeting, First Floor Boardroom
- THU., DEC. 1**    **10:00 a.m.**    COAD Meeting, The Security Institute
- FRI., DEC. 2**    **9:00 a.m.**    SIMPCO Tri-State Legislative Forum, 4647 Stone Ave – Dr. Robert Student Center
- MON., DEC. 5**    **6:00 p.m.**    Board of Adjustment meeting, First Floor Boardroom
- WED., DEC. 7**    **10:00 a.m.**    Loess Hills Alliance Stewardship Meeting, Pisgah, Iowa
- 11:00 a.m.**    Loess Hills Alliance Executive Meeting
- 1:00 p.m.**    Loess Hills Alliance Full Board Meeting
- THU., DEC. 8**    **1:30 p.m.**    SIMPCO – Community and Economic Development, Hybrid
- 4:00 p.m.**    Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WED., DEC. 14**    **8:05 a.m.**    Woodbury County Information Communication Commission, First Floor Boardroom
- 12:00 p.m.**    District Board of Health Meeting, 1014 Nebraska St.
- THU., DEC. 15**    **5:00 p.m.**    SIMPCO Board of Directors, Country Club, 4001 Jackson Street

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

*Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.*

## NOVEMBER 1, 2022 FORTY-FOURTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, November 1, 2022 at 4:30 p.m. Board members present were De Witt, Taylor, Ung (by phone), Radig, and Wright. Staff members present were Karen James, Board Administrative Assistant, Dennis Butler, Budget and Finance Director, Joshua Widman, Assistant County Attorney, Melissa Thomas, Human Resources Director, and Patrick Gill, Auditor/Clerk to the Board.

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

1. There were no citizen concerns.
2. Motion by Radig second by De Witt to approve the agenda for November 1, 2022. Carried 5-0. Copy filed.

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

3. To approve minutes of the October 25, 2022 meeting. Copy filed.
4. To approve the claims totaling \$537,871.48. Copy filed.
- 5a. To approve the property tax refund for NAI United Management, parcel #894720463018, 1400-70 Hamilton Blvd., in the amount of \$270.00. Copy filed.
- 5b. To approve the property tax refund for Clayton & Carol Lofgren, parcel #894735411003, 1110 S Newton, in the amount of \$2,146.00. Copy filed.
6. To approve the reclassification of Jordan Schultz, Civilian Jailer, County Sheriff Dept., effective 10-31-22, \$28.00/hour, 15%=\$3.72/hr. Per CWA Civilian Officers Contract agreement, from Class 2 to Senior Class due to 4 years employment and Bachelor's Degree. Copy filed.

Carried 5-0.

7. Motion by Radig second by De Witt to utilize/re-direct \$15,000 from the Prairie Hills demolition project funds to boardroom carpet replacement. Carried 5-0. Copy filed.
10. The Board received an update on Explore Sioux City from Kristi Franz, Explore Sioux City Executive Director. Copy filed.
- 8a. Motion by Radig second by Taylor to receive the final report and Zoning Commission recommendation to approve Zoning Ordinance Text Amendment to the Zoning Ordinance for the temporary sale of food, beverages, goods, and services during future RAGBRAI events along the route in unincorporated Woodbury County. Carried 5-0. Copy filed.
- 8b. A public hearing was held at 4:40 p.m. for Zoning Ordinance Text Amendment to the Zoning Ordinance for the temporary sale of food, beverage, goods, and services during future RAGBRAI events along the route in unincorporated Woodbury County. The Chairperson called on anyone wishing to be heard.  
  
Motion by Taylor second by De Witt to close the public hearing. Carried 5-0.
- 8c. Motion by Radig second by De Witt to approve the first reading of the Zoning Ordinance Text Amendment to the Zoning Ordinance for the temporary sale of food, beverage, goods, and services during future RAGBRAI events along the route in unincorporated Woodbury County. Carried 5-0. Copy filed.
- 9a. A public hearing was held at 4:45 p.m. for Zoning Ordinance Map Amendment to rezone from Agricultural Preservation (AP) to General Commercial (GC) Zoning District for Curtis Epling of Midwest Auto Properties, LLC, 5-acre property, parcel #884701200009. The Chairperson called on anyone wishing to be heard.

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



- 9b. Motion by Taylor second by Ung to approve the second reading of the Zoning Ordinance Map Amendment to rezone from Agricultural Preservation to General Commercial Zoning District for Curtis Epling of Midwest Auto Properties, LLC, 5-acre property, parcel #884701200009. Carried 5-0. Copy filed.
- 9c. Motion by Radig second by De Witt to waive the third reading of the Zoning Ordinance Map Amendment to rezone from Agricultural Preservation to General Commercial Zoning District for Curtis Epling of Midwest Auto Properties, LLC, 5-acre property, parcel #884701200009. Carried 5-0. Copy filed.
- 9d. Motion by Radig second by De Witt to adopt the Ordinance #68, Zoning Ordinance Map Amendment with the condition that pavement agreements be signed for 162<sup>nd</sup> Street and Charles Avenue. Carried 5-0.
11. Information was presented on participation in the Iowa Homeowner Assistance Fund by Tina Bertrand, County Treasurer. Copy filed.
12. Information was presented for the purchase of two bullet resistant vests, four safety restraint wraps, and a training dummy by Chad Sheehan, County Sheriff. Copy filed.
13. Motion by Radig second by De Witt to approve to send a letter to MHRD informing them of our nomination of Keith Radig as ex-officio board member from Woodbury County. Carried 5-0. Copy filed.
14. Reports on Committee Meetings were heard.
15. There were no citizen concerns.
16. Board concerns were heard.

The Board adjourned the regular meeting until November 08, 2022.

Meeting sign in sheet. Copy filed.

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

Date: 11/3/2022 Weekly Agenda Date: 11/8/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Heather Van Sickle - Executive Secretary

**WORDING FOR AGENDA ITEM:**

Approval of funds for the holiday luncheon on Tuesday, December 6, 2022

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Every year the Board of Supervisors hosts a holiday luncheon for county employees.

**BACKGROUND:**

Every year the Board of Supervisors hosts a holiday luncheon for county employees.

**FINANCIAL IMPACT:**

Central Catering quote is estimated at \$3,575.00, including mileage.

**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 estimate of \$3,575 from Gaming Funds for the cost of the holiday luncheon.

**ACTION REQUIRED / PROPOSED MOTION:**

Approve estimate of \$3,575 from Gaming Funds for the cost of the holiday luncheon.

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

Date: 10/31/22 Weekly Agenda Date: 11/08/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Tina Bertrand, County Treasurer

**WORDING FOR AGENDA ITEM:**

Refund request for parcels 894628100006 and 894720135005

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Refund duplicate payment made on parcel #894628100006 in the amount of \$1,567.00 and parcel #894720135005 in the amount of \$1,389.00

**BACKGROUND:**

The customer and the mortgage company each made a payment on parcel #894628100006, both on 9/20/22. The mortgage company made a payment on parcel #894720135005 in error. The tax payment was then paid by the property owner on 9/27/2022.

**FINANCIAL IMPACT:**

None

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

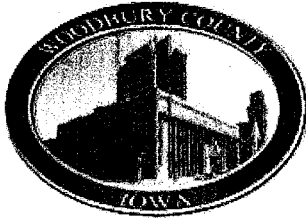
Yes  No

**RECOMMENDATION:**

Refund payment in the amount of \$1,567.00 for parcel #894628100006 and refund payment in the amount of \$1,389.00 for parcel #894720135005 pending verification that neither payment is returned as NSF.

**ACTION REQUIRED / PROPOSED MOTION:**

Recommend refund pending payment not returned as NSF.



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

October 31, 2022

Re: Property Tax Refund Requests

Dear Board of Supervisors,

Please accept this correspondence as a request to approve the following refunds for overpayment of property taxes upon confirmation that funds were received and not returned as non-sufficient.

Name	Parcel #	Amount to Refund
Bryan Mesz	894628100006	\$1,567.00
CoreLogic Tax Services LLC	894720135005	\$1,389.00

Sincerely,

Tina M. Bertrand  
Woodbury County Treasurer



# WOODBURY COUNTY TREASURER

www.woodburycountyia.gov  
822 Douglas St. Room 102  
Sioux City, IA 51101

Mail to:  
Woodbury County Treasurer  
822 Douglas St., Room 102  
Sioux City, Iowa 51101

## Request for Property Tax Refund

We hereby request a refund of property tax paid for the following parcels:

PARCEL #	894628100006	Amount	\$1,567.00
PARCEL #	_____	Amount	_____
PARCEL #	_____	Amount	_____
PARCEL #	_____	Amount	_____

**REASON FOR REFUND:**

- Over Payment made on \_\_\_\_\_
- Sold Property on \_\_\_\_\_
- Duplicate Payment made on 09/20/2022
- Other: \_\_\_\_\_

**REFUND REQUESTED BY:**

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

Mailing Address: 1620 140th St

City: Sioux City State: IA Zip: 51106

Phone Number: ( 712 ) 389 - 1773

Email: brymesz@gmail.com

Printed Name: Bryan Mesz

Date: 10/11/2022

Signature: Bryan R Mesz

Office use Only:	
Notes: _____	
_____	
Clerk: _____	Date: _____
Refund issued on: _____	Check #: _____



Woodbury County  
 822 Douglas St. Suite 102  
 Sioux City, IA 51101

# Charge History

2021 Charges as of 10/31/2022

MESZ BRYAN & CHRISTA MESZ  
 1620 140TH ST  
 SIOUX CITY, IA 51106

<b>Parcel Number:</b>	894628100006	<b>Situs:</b>	1620 140TH ST
<b>Owner:</b>	MESZ BRYAN & CHRISTA MESZ	<b>Legal:</b>	PT N1/2 NW1/4 COM NW COR NW1/4 THEC E 772.63' TO POB;THEC E 660.65' S 174.71' E 56.32' S 128.29' SWLY 110.86' W 220.13' W 439.86' & N 376.83'

Year	Bill Number	Action	Details	Date	First Half	Second Half	Running Balance
2021	050658	Tax Posted		07/27/2022	1,567.00	1,567.00	3,134.00
		Tax Payment	Bryan Mesz	09/21/2022	0.00	-1,567.00	1,567.00
		Tax Payment	CoreLogic Tax Services-IOWA BA	09/21/2022	-1,567.00	0.00	0.00



***CoreLogic Tax Services, LLC***

October 26, 2022

Attn: Tax Dept  
Woodbury County  
822 Douglas Suite # 102  
Sioux City, IA 51101

Re: Case Number: 85149115  
Situs Address: 1225 W. 26th Street, Sioux City, IA 51103  
Property ID Number: 894720135005  
Tax Year/Installment: 2022 / 1  
Amount Disbursed: \$1,389.00

Dear Tax Collector:

CoreLogic Tax Services, LLC has confirmed that an overpayment has been made on the property in the amount of \$1,389.00 described above by our customer US Bancorp.

CoreLogic Tax Services, LLC is requesting these funds paid in excess be returned to CoreLogic, Attn. Recoveries Dept., PO Box 9205, Coppell, TX 75019-9214. Please find attached documentation supporting our payment.

We sincerely apologize for this error and thank you for your prompt attention. If you have any questions, please feel free to contact us toll-free 1-877-442-2797, referencing the file number listed above. Our normal business hours are Monday through Friday, 8:00 a.m. to 4:00 p.m. Central Standard Time.

Sincerely,  
CoreLogic Tax Services, LLC  
Email Address: [recoveries.tax@corelogic.com](mailto:recoveries.tax@corelogic.com)



Woodbury County  
 822 Douglas St. Suite 102  
 Sioux City, IA 51101

# Charge History

2021 Charges as of 10/31/2022

RANN RONALD C RANN BARBARA A  
 2940 CHESTNUT AVE  
 SIOUX CITY, IA 51104

<b>Parcel Number:</b>	894720135005	<b>Situs:</b>	1225 W 26TH ST
<b>Owner:</b>	RANN RONALD C RANN BARBARA A	<b>Legal:</b>	CRESCENT PARK LOT 9, 10, & S 10 FT LOT 11 BLK 11

Year	Bill Number	Action	Details	Date	First Half	Second Half	Running Balance
2021	022039	Tax Posted		07/27/2022	1,389.00	1,389.00	2,778.00
		Tax Payment	CORELOGIC/US BANK HOME MORTGAGE	09/16/2022	-1,389.00	0.00	1,389.00
		Tax Payment	RANN RONALD C RANN BARBARA A	09/27/2022	0.00	-1,389.00	0.00



# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** November 8, 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
Allen, Charity	Juvenile Detention	11-09-22	P/T Youth Worker	\$20.89/hour		A	Job Vacancy Posted 2-23-22. Entry Level Salary: \$20.89/hour.
Perez-Ariza, Adair	County Treasurer	11-28-22	Clerk II	\$19.07/hour	4.6%=\$.85/hr	R	Per AFSCME Courthouse Contract agreement, from Grade 3/Step 1 to Grade 3/Step 2.

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

**MELISSA THOMAS, HR DIRECTOR:**

*Melissa Thomas HR Director*

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

Date: 11/3/22 Weekly Agenda Date: 11/8/22

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Daniel Priestley and John Malloy

**WORDING FOR AGENDA ITEM:**

Approve motion to authorize the Board of Supervisors Chairman to sign website development proposal agreement with Neapolitian Labs LLC as the website provider for the Woodbury County website.

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The Woodbury County Website Selection Committee recommends Neapolitian Labs LLC as the website vendor to implement and host the Woodbury County website.

**BACKGROUND:**

On September 6, 2022, a Request for Qualification (RFQ) was issued asking potential vendors to submit responses demonstrating their qualifications for website development by September 20, 2022. On October 18, 2022, the Website Selection Committee announced the selection of Neapolitian Labs as the recommended vendor to host the Woodbury County Website. Neapolitian Labs has proposed a launch by January 12, 2023 with the latest launch date to be on January 26, 2023.

**FINANCIAL IMPACT:**

The first-year cost is \$40,000. The annual website hosting and support cost is \$5,000. The total first-year cost (\$40,000) will be divided into two equal invoices, to be paid by Woodbury County. The first invoice (\$20,000) will be submitted following proposal acceptance. A final invoice for the balance (\$20,000) will be submitted following the project launch, on or before January 26, 2023.

**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 to authorize the Board of Supervisors Chairman to sign website development proposal agreement with Neapolitian Labs LLC as the website provider for the Woodbury County website.

**ACTION REQUIRED / PROPOSED MOTION:**

Approve motion to authorize the Board of Supervisors Chairman to sign website development proposal agreement with Neapolitian Labs LLC as the website provider for the Woodbury County website.

# Woodbury County, Iowa

## Website Development Proposal

November 2, 2022

### PREPARED BY

**Brian McMillin**

President

**Stephanie Hernandez**

Sales Director

Neapolitan Labs LLC

### PREPARED FOR

**John Malloy**

Director of Information Technology

**Daniel Priestley**

Zoning Coordinator

Woodbury County, Iowa

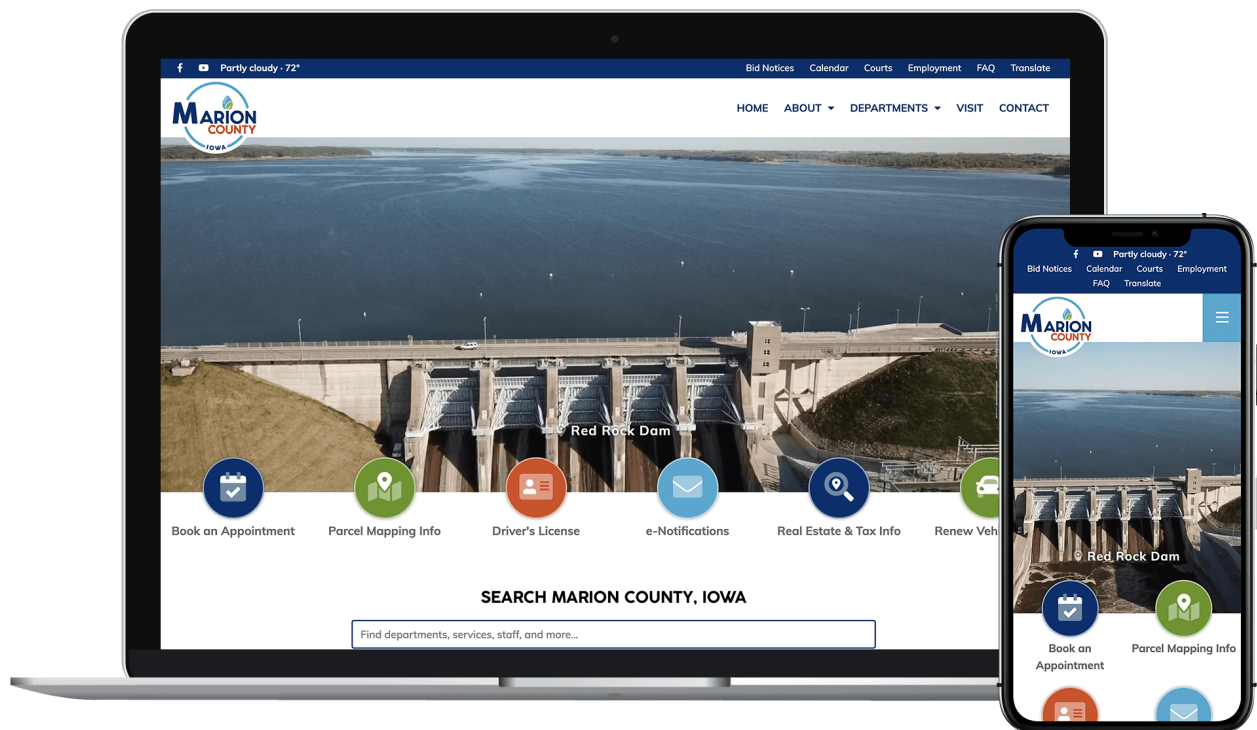
## Overview

Neapolitan Labs will develop and implement a new, mobile-optimized, user-friendly website built for the citizens of Woodbury County. The website will be powered by the proprietary and easy-to-use *Mint Chip Lab* platform.

## Key Features & Functionality

### Fully Responsive Designs

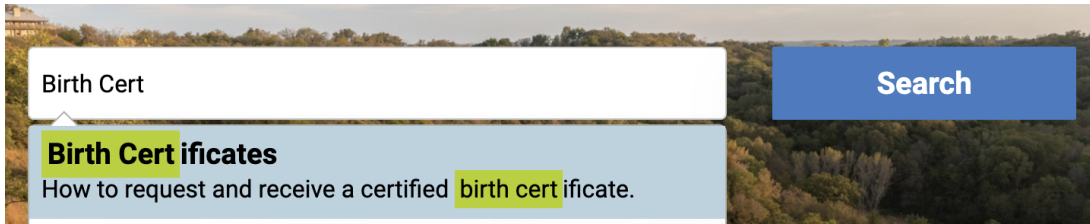
The Woodbury County website will be built for every device break-point, from high-resolution 4K monitors to the most dated smartphones. No technology, plugins, or features will be utilized that limit compatibility with modern browsers or devices. High-resolution photos can be set to rotate in the featured homepage spot or HD videos can be curated to appear behind welcome messages when users arrive on the website.



Marion County's website is built for all devices, including desktops and smartphones.

## Site Search

Search will be a prominent part of the website, either on the homepage or reached via the header, to let visitors quickly find the content they are looking for. The Mint Chip Lab platform is built to allow easy assignment of search keywords to pieces of content, from election results to department landing pages to township section corners. Search terms will be tracked via Google Analytics.



*Birth certificates search excerpt from Pottawattamie County.*

## Departments

Each department in Woodbury County will have a consistent landing page highlighting key content:

- Basic department details (name, hours, location, phone numbers, key staff members)
- Introduction of department responsibilities and key services
- Highlighted links (including local site content, external website links)
- Social media profiles will be presented in a consistent manner
- Contact form directed to the specified departmental contact or contacts to generate an email without exposing direct department emails

Departments will be able to create additional pages within their sections, such as *Tax Information*, *Birth Certificates*, or *Sales Reports*. Site administrators will be able to customize the placement of these sections within their lists of services and/or highlighted links. Sections of heightened importance can be promoted on the website homepage when applicable. No duplicate editing or maintenance processes will be required. Finally, users will be able to easily navigate through each department, not having to use the back button to proceed through department sections.



*Example display of department services from Marion County, Iowa.*

## Department Content

Neapolitan Labs will meet individually with each department to identify content to be added to their section of the website. Information from the existing website can be transferred to the new site in the most user-friendly format possible and/or other content from other county websites could be adopted/adapted to meet Woodbury County needs. Neapolitan Labs has built features for section corners, agriculture reports, sheriff sales, frequently asked questions, and more.

## Alerts

An Alerts module will be implemented to allow users with appropriate access to add an alert to the top of all pages on the website. These alerts could inform of closures, elections, and snow or flood events and are programmable to display indefinitely or for a defined length of time. All alerts can be set up to take users to a webpage, press release, or other links to find more details.

**CLICK HERE FOR ONLINE REGISTRATION!**



[CALENDAR](#)
[DIRECTORY](#)
[PARENT/STUDENT PORTAL](#)
[PAYMENTS](#)
[RESOURCES & FORMS](#)
[TEACHER PORTAL](#)  
[HOME](#)
[DISTRICT](#)
[CORNING ELEMENTARY](#)
[ENARSON ELEMENTARY](#)
[MIDDLE SCHOOL](#)
[HIGH SCHOOL](#)

*Sample standard alert box from Southwest Valley Schools.*

## Calendar

Upcoming meetings, elections, and other county events will be a part of the website.

### 📅 Events for October 2022



November >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>October 1</b> Hannen Lake Chili Cook-Off 12:30 pm to 3:00pm Hannen Lake Park
October 2	October 3	<b>October 4</b> Board of Supervisors Meeting 9:00 am Benton County Service Center	October 5	October 6	October 7	October 8
October 9	<b>October 10</b> Conservation Board Meeting 5:30 pm Benton County Nature Center	<b>October 11</b> Board of Supervisors Meeting 9:00 am Benton County Service Center	October 12	October 13	<b>October 14</b> Rodgers Fall Family Fest Rodgers Park - Enclosed Shelter	<b>October 15</b> Rodgers Fall Family Fest Rodgers Park - Enclosed Shelter

*Calendar module from Benton County*

## Agendas and Minutes

The *Agendas and Minutes* module will be implemented, allowing for easy posting of Board of Supervisor meeting information. Agendas and/or minutes can be uploaded individually and directly to the website as PDF files or as formatted text, as noted below. All minutes from the current website will be transferred to the new site, retaining their current styles but in a new, user-friendly list.

<b>May 2, 2022</b> · 8:30am	<a href="#">Agenda</a> 	<a href="#">Minutes</a> 	<a href="#">Video</a> 
<b>Apr 25, 2022</b> · 8:30am	<a href="#">Agenda</a> 	<a href="#">Minutes</a> 	<a href="#">Video</a> 
<b>Apr 18, 2022</b> · 8:30am	<a href="#">Agenda</a> 	<a href="#">Minutes</a> 	<a href="#">Video</a> 
<b>Apr 11, 2022</b> · 8:30am	<a href="#">Agenda</a> 	<a href="#">Minutes</a> 	<a href="#">Video</a> 
<b>Apr 4, 2022</b> · 8:30am	<a href="#">Agenda</a> 	<a href="#">Minutes</a> 	<a href="#">Video</a> 
<b>Mar 28, 2022</b> · 8:30am	<a href="#">Agenda</a> 	<a href="#">Minutes</a> 	<a href="#">Video</a> 

*Example listings of agendas and minutes from Worth County.*

Neapolitan Labs will work with Woodbury County to retain their current process of posting minutes in HTML format for easy searchability and readability, especially on mobile devices. A powerful minutes search will be implemented for website visitors to search meetings by topic(s).

Minutes for additional boards and commissions can also be added to the website if desired for boards like Conservation and Zoning. Links to packets and/or videos can be added as desired, and email notifications can be set up so users (internal and/or external) can receive a notification with a link each time a new agenda or minutes are added.

## Bid Notices

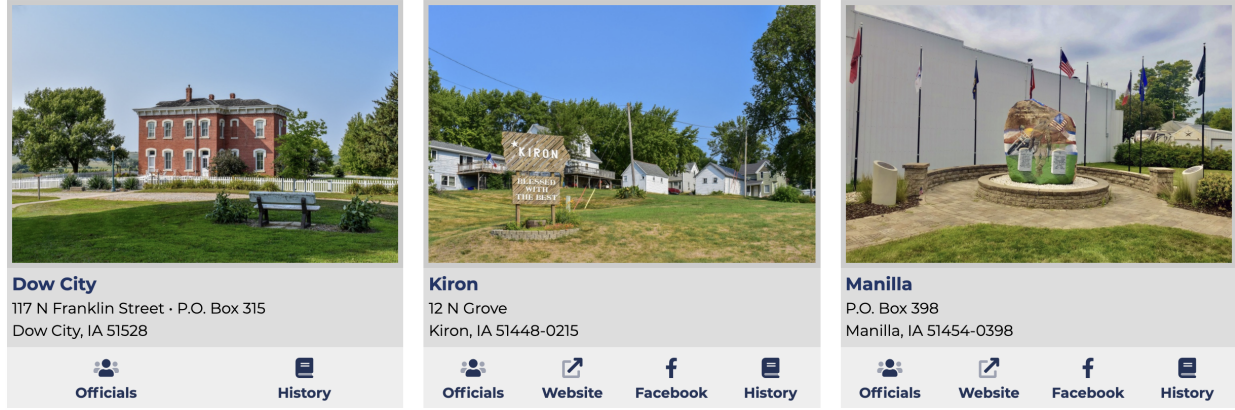
A section will be introduced to list bid notices for county projects. Notices can be assigned a deadline date and automatically removed from the website once the date has passed. If desired, contractors can be required to insert basic information (e.g. business name and address) before downloading plans or information. A deadline can be assigned for all bid notices and they will not appear on the website after the deadline.

## Boards & Commissions

The *Committee Information* page will be maintained, with a fresh landing page that is searchable for users looking for specific committee information. Like the current website, each committee will have a dedicated landing page with information, members, and space for agendas and minute uploads.

## Community Information

If desired, a *Communities* page will be built to provide a directory of Woodbury County's cities. A photo and basic information will be included for each community, with links to view elected officials and the community's website or Facebook page, if applicable.



Excerpt of community listings from the Crawford County website.

## Contacts

The *Department Directory* will be enhanced to include key contacts and email addresses. Information will be produced from the *Department* and *Staff* modules in Neapolitan Labs so no duplicative work is required.

## Education

If desired, an *Education* page will be created to highlight the county's school districts, including links to the current elected officials (via the *Elections* website) and school district website.

### Public School Districts



Excerpt of school listings from the Marion County website.



## Elections

Neapolitan Labs will ensure tight integration with the existing Elections website, ensuring news articles are cross-posted and quick links and instant search are available to drive users directly to the section(s) of the Elections website they are looking for.

## Frequently Asked Questions

A FAQ module will be installed to allow departments to post and maintain lists of frequently asked questions (and answers.) The FAQs will dynamically display within each department section plus be findable via the website search and an overall page of sitewide FAQs.

Search Frequently Asked Questions



### Q. Can an independent vote in a primary election?

**A. Yes and No.** In Iowa, you must be a member of a political party (in 2020: Republican and Democrat) to vote in a primary election. However, anyone can change parties on Election Day and vote. For independents to vote they must declare a political party.

Searchable FAQ excerpt from the Clinton County Elections website.

## Job Opportunities

Neapolitan Labs will integrate with Government Jobs / NEOGOV to show any active employment opportunities directly on the Woodbury County website.

When a job posting has expired or is taken down from Government Jobs, it will be automatically removed from the County website. Users will be able to click through to the Government Jobs site to read full details and/or apply.

### Front Office Manager

Conservation · Mt. Crescent Ski Area; 17026 Snowhill Lane, Honey Creek, IA 51501

Seasonal · Posted 10/13/2022 · Closes 10/24/2022

Apply Online 

Current job openings excerpt from the Pottawattamie County website.

## News and Announcements

The homepage will include real estate for news and announcements to be posted. This provides an avenue for County staff to communicate updates to the public in a consistent fashion, including countywide announcements like weather-related closures or news around absentee ballot requests, non-discrimination notices, or openings on citizen boards or commissions. Job openings, sheriff sales, and bid notices could also be highlighted in this section.

## Notifications

Neapolitan Labs will work with Woodbury County to build and implement a notifications system that allows residents to subscribe to receive alerts on specific topics. Examples include board meeting minutes and agendas, road closures, and job openings. Email messages will be delivered through SendGrid. The sign-up and management process will be simple, without requiring visitors to create a log-in. They will be able to easily update their settings via a link included at the bottom of each email sent. Current subscribers to minutes agendas and minutes can be imported, and the new notifications process should save the Auditor department a step each week.



Hello,

The agenda for the next Board of Supervisors meeting has been posted to the [Adams County website](#).

[Agenda - Monday, October 24, 2022 at 9:00 am](#)

Please contact us if you have any questions.

Thanks,  
Adams County Auditor's Office

**Auditor's Office**  
500 Ninth St.  
Corning, Iowa 50841  
Phone: 641-322-3340

*An email is sent to subscribers each time a new board agenda is posted in Adams County.*

Department heads will be able to tie notifications to website updates (e.g. adding meeting minutes, posting news) or send notifications to their lists via a new *Emails* module in Mint Chip Lab, built for Woodbury County. Lists will be customizable and can grow following launch. There are no costs or limitations to emails sent via this notifications tool.

### **Translate**

Google Translate will be integrated into the website header allowing users to convert content to Spanish (or other languages) with the click of a button.

## **Technology**

### **Mint Chip Lab**

The website will be powered by *Mint Chip Lab*, the proprietary content management system developed and maintained by Neapolitan Labs. Since its inception in 2004, Neapolitan Labs has focused on the development and implementation of content management systems to make website updates easy and efficient even for non-technical users. The *Mint Chip Lab* platform was officially launched in 2017, built to incorporate all of the best features built for clients over the past 15 years.

Modules will be customized and/or built to meet Woodbury County's needs. Information is stored in databases where content is dynamically retrieved and presented on the website. All long-form content is maintained via the well-respected, WYSIWYG CKEditor. The platform is regularly updated and upgraded to improve user experience. Granular permissions can be assigned to each user to restrict updates to specific modules or content within their specific site sections.

▼ Physical Address

Location Name

Location Subtitle   
*e.g. Second Floor*

Address

City

State

Zip

Office Hours

Individual department management excerpt from Pottawattamie County.

4/27/22 · 8:30am

Board Of Health · Agenda · Minutes

4/25/22 · 8:30am

Board Of Supervisors · Agenda · Minutes · Video

4/18/22 · 8:30am

Board Of Supervisors · Agenda · Minutes · Video

Meeting agendas, minutes, packets, and/or video management excerpt from Worth County.

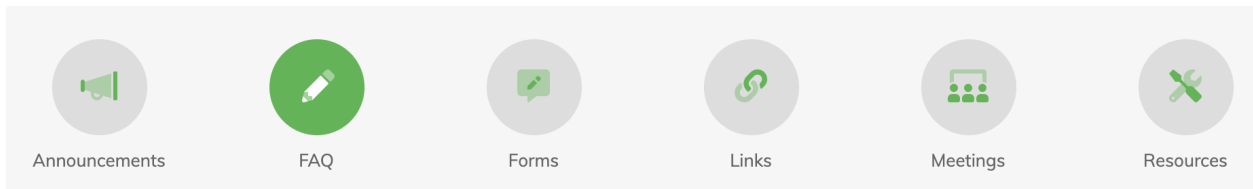
Copy

At this time, some in-person events are beginning to take place as originally planned. However, if you are sick or feeling you are getting sick, the event planners ask that you please stay home. The CDC recommends that people in high-risk groups consult with their healthcare provider about attending any large gatherings. If you do choose to attend an in-person event, please keep in mind the CDC's recommendations on how to keep yourself and others healthy and safe:

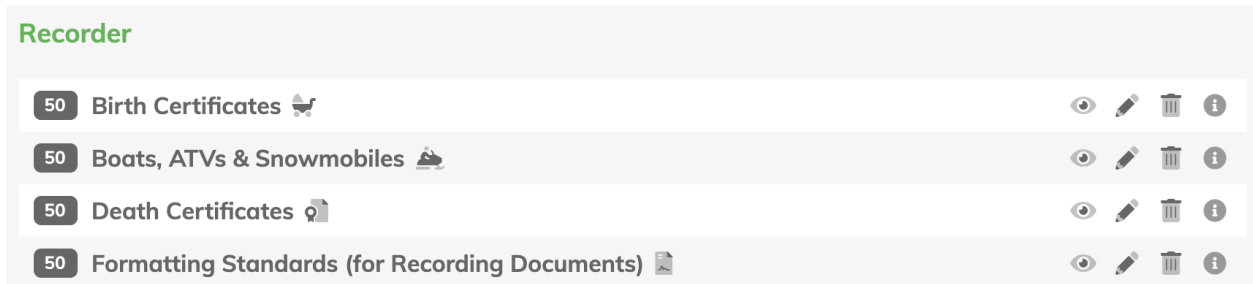
- Cover your mouth and nose with a cloth face covering when you go out in public
- Practice social distancing and stay at least 6 feet away from others
- Avoid close contact with people who are sick

body p

Rich text editing capabilities excerpt from Council Bluffs Convention & Visitors Bureau.



Sample modules within Mint Chip Lab.



List of department services excerpt from Pottawattamie County.

### Accessibility

The website will be developed to be compliant with core 508 accessibility standards, using Monsido. While all core code and images will be fully compliant, the County will be responsible for verifying PDFs uploaded to the website meet accessibility standards. An accessibility statement and contact information for accessibility questions is recommended for the website footer.

### Hosting

Neapolitan Labs will utilize its proprietary *Mint Chip Lab* platform for the Woodbury County website. This requires external hosting via Amazon Web Services for security, maintenance, and efficiency reasons. Neapolitan Labs directly monitors the security and health of all of its hosted client websites, including the Woodbury County website, which will be part of an independent hosting instance. *Mint Chip Lab* and Neapolitan Labs client websites are powered by PHP code with mySQL databases storing the majority of website content.

### **CDN and Virus Protection**

Cloudflare will be utilized to both protect the website from bots and DDoS attacks and improve site performance. SiteLock protection, including automatic malware scanning and removal, will be installed immediately after the hosting account is established during the development process. The entire site and accompanying database are backed up daily. Access to Mint Chip Lab is restricted to Woodbury County employees with login credentials, with password rules and 2-factor authentication policies set to meet County IT requirements.

While Neapolitan Labs retains rights to its *Mint Chip Lab* platform, Woodbury County is the owner of all website content and can request exports of database information and design files at any time.

### **Search Engine Optimization**

The website will be built with readable URLs such as [woodburycountyiowa.gov/supervisors](http://woodburycountyiowa.gov/supervisors) to meet search engine best practices. Page titles and META tags will be customizable via *Mint Chip Lab* for all pages throughout the website. Existing sites powered by *Mint Chip Lab* have received very high scores in Google's benchmarks, as site security, page speed, and mobile-friendly design standards have become increasingly important in search algorithms.

## **Web Tools**

Mint Chip Lab incorporates a number of tools for site maintenance and accuracy. All content editor sections are powered by the well-respected and well-documented CKEditor, which has built-in spell-check capabilities. An orphaned files and images report allows for lists to be generated on-demand of files and images which have been uploaded to Mint Chip Lab but are not linked anywhere within the website.

## **Analytics**

Google Analytics will be integrated so the Client can continue to monitor website users, visits, and page views. Custom code will be added to track PDF downloads, for the most complete look at website usage. Regular email reports will be established for delivery to IT department staff and/or department heads as desired.

## **Site Transition**

Neapolitan Labs will collaborate with the Client to ensure a smooth transition from the current to the new website, from both a user perspective and search engine optimization. The most important element of this transition will be ensuring all current website URLs are mapped to the equivalent URLs on the new website as part of the Redirects module within Mint Chip Lab. Following the launch, an automated site map will be established and submitted to Google so the search engine is aware of the updated website content and structure.

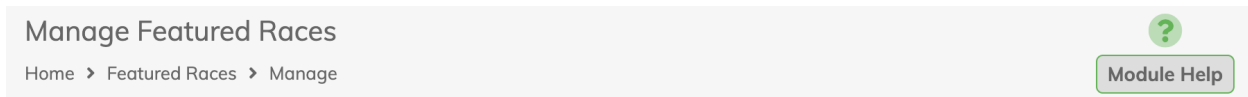
## **Additional Features**

Neapolitan Labs is committed to providing solutions and executing any features outlined in the RFQ submitted to Woodbury County on September 15, 2022. A copy of the RFQ is attached to the end of this proposal as Addendum A.

## Training & Services

### User Training

Each department should assign one or more employees to be trained on the *Mint Chip Lab* platform. Neapolitan Labs will provide individual department training prior to the website launch. Documentation for key features is built into the *Mint Chip Lab* platform.



*Module help links are built into Mint Chip Lab.*

### Super User Training

Woodbury County should assign one or more super users to have access to manage and maintain the full website. A detailed training session will be provided to cover all *Mint Chip Lab* modules prior to the website launch.

### Content Transfer

Neapolitan Labs will meet with Woodbury County departments to review current website information, along with anything that needs to be added to the new website. All information needed for the website launch will be imported by Neapolitan Labs to minimize county time requirements for the project. This could include archived board minutes, past election history, and more.

### Recurring Training

As part of the annual hosting and support agreement, Neapolitan Labs will host webinar training with new hires or website support staff upon request.

**The *Mint Chip Lab* platform is built with users in mind. While Neapolitan Labs is committed to ample in-person and webinar trainings, many users find themselves comfortable making website updates with minimal formal training time.**



## Neapolitan Labs Advantages

### Research-Driven, Customized Design

Neapolitan Labs expects to create a best-in-class website for Woodbury County. A data-driven approach will be taken to the design and development, ensuring the entire website is easy to navigate on all devices. Websites from counties across Iowa and the Midwest will be reviewed by the Neapolitan Labs team with distinctive features highlighted to consider for inclusion with the new site. Frequent communication and regular in-person meetings and discussions will help ensure the new website meets the needs of all project stakeholders.

### Powerful, Flexible Content Management System

The website will be powered by the aforementioned *Mint Chip Lab* platform, which makes website management as efficient and easy as possible. The platform is database-driven, with customized tables established for each client and function, from the site's proposed community listing to the standardized set of information needed for each department page. The easy-to-use platform is designed to allow complete customization of the website front-end, yielding a "best-of-both-worlds" situation for clients. A choice doesn't have to be made between modern design and a reliable content management system.

### Experience with County Governments

Neapolitan Labs powers the primary websites for 16 Iowa counties, including Pottawattamie, and hosts election-specific websites for more than 25 Iowa counties. Neapolitan Labs is committed to meeting individually with department heads in Woodbury County as part of this project to ensure all needs are met leading up to the new website launch.

### Synergy with Elections Website

Because Neapolitan Labs will power the Woodbury County Elections website, relevant information can be displayed on both sites by being updated in a single place (e.g. the directory of appointed and elected officials). Additionally, the Auditor's Office would have a single point of access to update content on both sites, e.g. *minutes* on the primary site and election results on the standalone site.

### Support

Neapolitan Labs is Iowa-based and committed to providing great support to its clients. A ticketing system in *Mint Chip Lab* allows users to ask questions directly while they are logged in and working on website updates. Staff is available by phone and email and after hours in case of emergency support is needed.

## Start Date and Timeline

With quick approval, Neapolitan Labs expects to build and launch the new Woodbury County website over an accelerated timeline, with launch targeted for Thursday, January 12, 2023.

Major project milestones include:

- **Week 2 > Kickoff Meeting** will be scheduled as quickly as possible with project stakeholders to review best-in-class county websites and review all content on the existing websites. Combined with input from Woodbury County, Neapolitan Labs expects to leave the meeting with a preliminary site map and game plan for new website development.
- **Week 4 > Department Meetings** will be held, as Neapolitan Labs meets 1:1 with each key Woodbury County department with a presence on the new website. We'll review content to transfer from the existing site and new content that can be gathered to add to the new site.

Additionally, **Design Mockups** will be shared with project stakeholders to showcase concepts based upon findings from the kickoff meeting. Neapolitan Labs will gather feedback and create up to two design revisions to meet County needs.

Simultaneous to design work and department meetings, Neapolitan Labs will be establishing needed functionality within *Mint Chip Lab* to power the website.

- **Weeks 5-8 >** Neapolitan Labs will lead the **Content Transfer** process, moving all relevant information from the current website to the new website, along with any additional information provided by officials and department heads, such as interactive forms.
- **Weeks 9-11 > Design Preview and Training** A fully interactive site will be built for desktop and mobile devices based upon the agreed-upon designs completed, with the website available for review. Project stakeholders and department heads will be provided with access information and *Mint Chip Lab* training to prepare for launch.
- **Week 12 > Website Launch.** Neapolitan Labs will work with Woodbury County to launch the updated website. Team members will be available for extended support hours during the week of website launch to address any issues and/or provide guidance on *Mint Chip Lab* questions that may arise once the website is launched.

## Costs

Neapolitan Labs prices the entire website development package, as outlined above, and first-year secure hosting and support, at **\$40,000**. Beginning at the launch anniversary, the annual website hosting and support cost is **\$5,000**.

Development, Design, and Deployment		
Mint Chip Lab	<ul style="list-style-type: none"> <li>Provisioning of all features and modules, from <i>Departments</i> to <i>Images</i> to <i>Staff</i>.</li> <li>Creation of new modules specific to <i>Woodbury County</i> including searchable minutes.</li> </ul>	\$10,000
Website Design	<ul style="list-style-type: none"> <li>Mockups and interactive previews</li> <li>Up to 3 rounds of revisions</li> <li>Fully-responsive design</li> </ul>	\$10,000
Website Development	<ul style="list-style-type: none"> <li>Custom website development based upon selected design</li> <li>Import of relevant content</li> <li>Website transition</li> </ul>	\$15,000
Hosting and Security		
Server and Services	<ul style="list-style-type: none"> <li>Private hosting instance</li> <li>SSL certificate</li> <li>CloudFlare CDN, WAF</li> <li>SiteLock virus/malware protection</li> <li>Monsido accessibility/broken links</li> </ul>	\$5,000
Training		
Mint Chip Lab Training	<ul style="list-style-type: none"> <li>Super user training</li> <li>In-person training</li> <li>Mint Chip Lab Documentation</li> </ul>	Included
<b>Total First-Year Cost</b>		<b>\$40,000</b>

## Hosting and Support

As part of this agreement, Neapolitan Labs will continue to adhere to the hosting standards specified earlier in this proposal. In addition:

- Website support directed to Neapolitan Labs will receive a response within 24 hours. At a minimum, the response from Neapolitan Labs will acknowledge the email and provide a timeline for addressing the issue(s) and/or question(s) contained within the email. Neapolitan Labs will provide phone and email contact information for urgent after-hours support.
- In cases where a technical website issue has been identified, and the website does not function as expected or previously promised, a firm timeline will be presented and the required development work will be completed at no cost. With this agreement, ten hours of annual website updates and development to the front-end website and/or Mint Chip Lab modules are provided at no cost.
- In scenarios where new features or functionality are requested which require significant development work, Neapolitan Labs will provide a statement of work including cost and a firm deadline for completion. Development work will proceed if approved by the client.

A website review will be scheduled annually, where Neapolitan Labs will present key website metrics from heat maps and analytics.

The annual cost for website hosting and support, as outlined above, is **\$5,000**.

Annual Hosting and Support		
Server and Security	<ul style="list-style-type: none"><li>• Private hosting instance</li><li>• SSL certificate</li><li>• CloudFlare CDN, WAF</li><li>• SiteLock virus/malware protection</li></ul>	
Website Development	<ul style="list-style-type: none"><li>• Up to 10 hours</li></ul>	
Support	<ul style="list-style-type: none"><li>• 24 hours standard response</li><li>• 24/7 emergency support</li><li>• On-demand training</li><li>• Extended hours on Election Days</li></ul>	
<b>Annual Cost</b>		<b>\$5,000</b>

## Terms & Conditions

### Payment Terms

The total first-year cost (\$40,000) will be divided into two equal invoices, to be paid by Woodbury County. The first invoice (\$20,000) will be submitted following proposal acceptance. A final invoice for the balance (\$20,000) will be submitted following the project launch, on or before January 26, 2023.

### Launch Timeline

Neapolitan Labs has proposed an aggressive timeline that includes launch by January 12, 2023. With multiple county holidays and year-end deadlines between the proposal date and the planned project finish, a 'latest launch date' has been established. The latest launch date for a fully functional website that contains all features from this proposal and the accompanying RFQ will be January 26, 2023. If the website is launched after this date, a \$1,000 credit will be applied to the final invoice for each week the launch is delayed.

## Proposal Acceptance

With signature, Client agrees to the cost and payment terms, and the developer will adhere to stated project solutions and turnaround times.

---

Keith Radig, Chair  
Board of Supervisors  
Woodbury County, Iowa

---

Date

---

Brian McMillin, President  
Neapolitan Labs

---

Date

**Woodbury County, Iowa**  
**Website Development, Design, Maintenance & Hosting Project**  
**Request for Qualifications**

**Submitted by:**

Neapolitan Labs  
Brian McMillin, President  
500 Locust Street, Suite 125, Des Moines, IA 50309  
<https://www.neapolitanlabs.com>  
[brian@neapolitanlabs.com](mailto:brian@neapolitanlabs.com)  
515-999-5221

**Thursday, September 15, 2022**

---

Applicant Authorized Signature

---

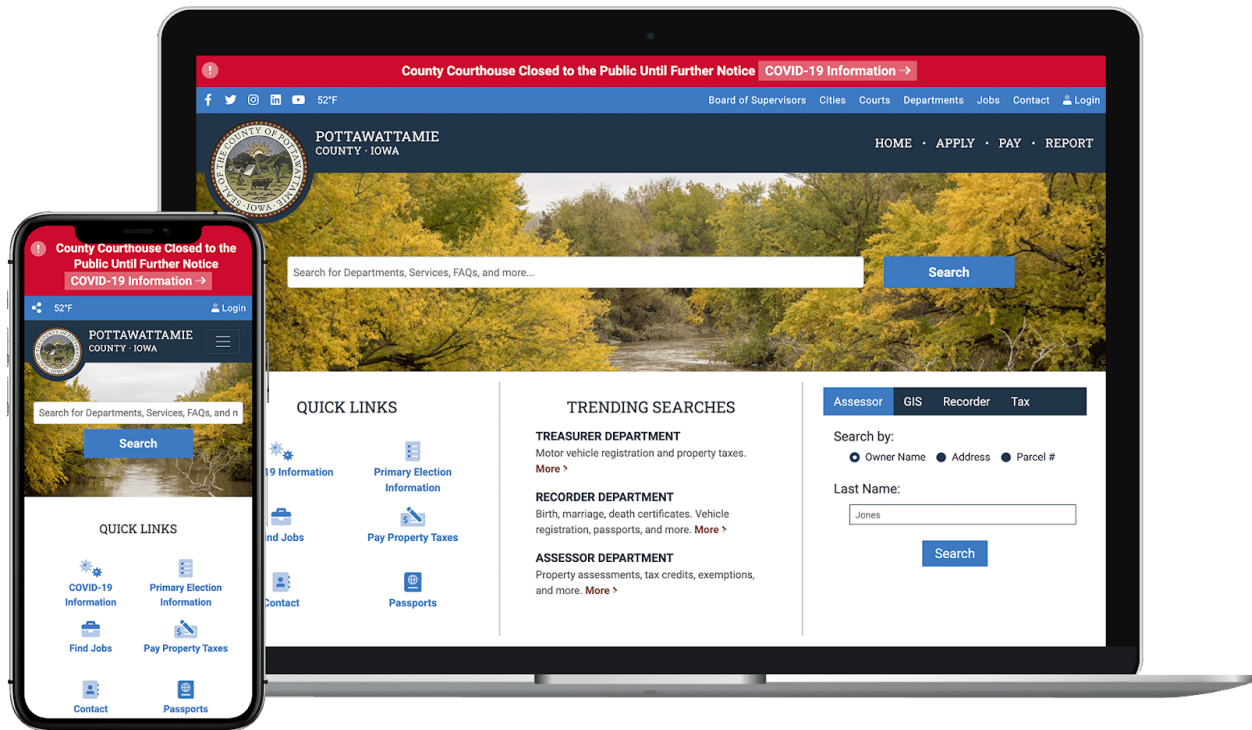
Date

## Introduction

In Iowa, Neapolitan Labs currently powers 15 countywide websites, 24 elections-specific websites including for Woodbury County, and sites for public health and sheriff's offices. In addition, Neapolitan Labs is contracted with 3 additional Iowa counties to build and launch new websites by the end of 2022.

Neapolitan Labs has identified its experience working with Pottawattamie County as the best comparison to highlight as part of this RFQ response. The County is similar in both size and population. However, following the list of team members, additional County website projects are included for reference.

## Featured Project: Pottawattamie County, Iowa



### Website URL:

<https://www.pottcounty-ia.gov>

### Description of the project including size and scope:

Neapolitan Labs signed its first website development contract in Pottawattamie County in 2015, working with the Council Bluffs Convention & Visitors Bureau, building a site that has won three statewide Iowa Tourism awards. Experience with the city organization led to an

opportunity to create an award-winning tourism website, which was followed up by an Elections-specific website created for the Auditor's Office.

In late 2019, Neapolitan Labs embarked on a project to rebuild the countywide website, which it continues to power and support to this day. New websites have since been built for the Conservation and Public Health departments, and a new project was completed in 2022 to provide a digital directory of nearly 150 years of scanned index books for the Recorder.

-----

The primary Pottawattamie County website was built over a 5-month timeframe, with the launch in May 2020. It included a number of new features including a prominent homepage search tool, interactive quick link icons, a dynamically-generated list of trending topics, and a "Things to Know" section that consolidates news, job openings, and bid notices into a single rotating display area.

The site's department pages feature visual icons for users to click through to learn about services and resources. These icons can be configured to link to informational pages on the website, external links such as statewide websites, interactive forms, and/or uploaded documents in PDF format. Department-specific social media links can be incorporated into department page headers, and all external links are configured to open in a new window.

The site is fully-responsive and website visitors can be confident they'll find the same information on mobile devices as they do on desktop computers. Other website features include a *Watch Live* button that appears in the site header when Board of Supervisor meetings are being streamed and integrations with third parties like Neogov to display job listings without dual-work.

When vaccines were rolled out in late 2020, Neapolitan Labs worked with the Public Health department to create an online sign-up solution, which included QR codes and text and email confirmations and reminders. Other site enhancements have been pushed out since launch such as a new page with at-a-glance department *Hours* and a notifications feature that allows the Board of Supervisor secretary to quickly email subscribers when a new agenda is posted.

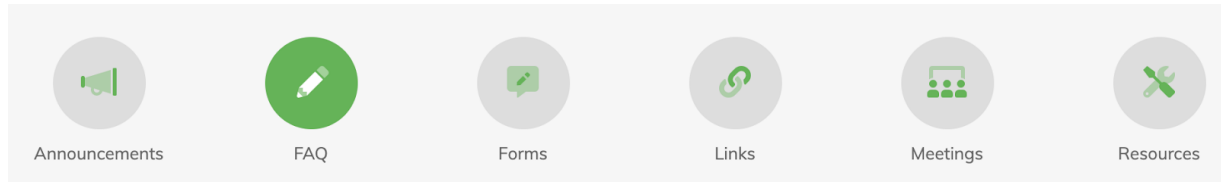
-----

In addition to front-end development, Neapolitan Labs refined its proprietary *Mint Chip Lab* platform to be optimized for county government. The secure system provides super users access to manage nearly every element of the website while regular users can be restricted to updating content only using specific modules or for specific departments.

*Mint Chip Lab* is easy to use, making website updates efficient even for non-technical users. Behind the scenes, information is stored in databases where content is dynamically retrieved



and presented on the website. All long-form content includes the capability for rich text editing. The platform is regularly updated and upgraded to improve user experience.



Example Mint Chip Lab modules

**Role of the firm(s)**

Neapolitan Labs was integral in the website development from start to finish. After a contract was signed, in-person meetings were held to kick off the website development project and share design mockups. Neapolitan Labs led multiple 1:1 meetings with department heads and elected officials to confirm their section content and design, and in-person training sessions to give super users and departmental web editors interactive tutorials to use the proprietary *Mint Chip Lab* platform.

**Any sub-consultants utilized:**

While Neapolitan Labs does not utilize sub-consultants for the website development process, a handful of trusted third parties are used for website services, including the Pottawattamie County project. Those are Amazon Web Services for hosting, SendGrid for email notifications, Twilio for text notifications, FontAwesome for visual icons, SiteLock for website security, and Monsido for accessibility compliance monitoring.

**Project start and completion dates (planned and actual)**

The project kickoff meeting was held in November 2019 with an original project launch planned for the week of March 16, 2020. The project was ultimately delayed by two months, launching in May 2020. It was the first county website project completed by Neapolitan Labs on the new *Mint Chip Lab* platform with more time than expected required to build the new website and set up users with proper management access. The launch also coincided with the start of the COVID-19 pandemic.

**Include hosting capability for large scale government websites, examples of sites developed for mobile platform (e.g. tablets and smartphones), sites that function as a hub for social media activities, and social apps that provide additional value for residents, where applicable:**

Neapolitan Labs hosted the Pottawattamie County website through a virtual private server installation, separate from clients. In the summer of 2022, County websites are being moved to Amazon Web Services, a process that started with the move of the Elections site in May.

From day one, the site was built to be fully responsive and tested on multiple browsers and devices to ensure content and function translated properly from desktop to tablet to mobile.

While social media is a small part of the Pottawattamie County website, a social icon is included in the header that links to a directory of county and department links. The county maintains a presence on YouTube and LinkedIn while several individual departments have profiles on Facebook, Twitter, and/or Instagram.

The Woodbury County Elections website is hosted on Amazon Web Services, and the proposed countywide website will have the same underlying technology with the same emphasis on full device compatibility.

**Reference Information 1:**

Name: David Bayer, Chief Information Officer  
Phone Number: (712) 328-4882  
Email: [david.bayer@pottcounty-ia.gov](mailto:david.bayer@pottcounty-ia.gov)  
Website: Pottawattamie County

**Reference Information 2:**

Name: Melvyn Houser, Auditor  
Phone Number: (712) 328-5700  
Email: [melvyn.houser@pottcounty-ia.gov](mailto:melvyn.houser@pottcounty-ia.gov)  
Website: Pottawattamie County

**Reference Information 3:**

Name: Andrew Moats, Deputy Recorder  
Phone Number: (712) 328-5612  
Email: [andrew.moats@pottcounty-ia.gov](mailto:andrew.moats@pottcounty-ia.gov)  
Website: Pottawattamie County

**Initial project budget and final completion costs:**

The core website development project was approved at a cost of \$35,000. Final completion costs were just over \$40,000, inclusive of the buildout of an Intranet website and new features not part of the original agreement.

## Experience and Qualifications of Key Personnel and Sub-consultants

**Describe your approach to overall team formation and coordination of team members. Discuss the experience and qualifications of the specific project team members in providing the services outlined in this RFQ (particularly the Project Manager, and the managers of the key disciplines) including any sub-consultant experience:**

Neapolitan Labs was founded as Web Development by Brian McMillin, LLC, in Mt. Vernon, Iowa, in 2004. In 2016, the new Neapolitan Labs name was adopted and the team grew with the additions of Chief Business Officer, Lead Developer, and Graphic Designer. Since 2016, Neapolitan Labs has continued to grow with more than 15 team members supporting more than 150 websites and apps for counties, cities, organizations, and small businesses.

Neapolitan Labs is committed to developing modern, responsive websites that are easy to use. Iowa counties are especially a focus area for Neapolitan Labs, whose client portfolio includes 15 of the state’s 99 counties, with 3 additional county websites currently in development. Neapolitan Labs team members have spent time inside every county client’s courthouse kicking off each project, meeting individually with department heads and officials, and providing training before or after the website launch.

In addition to the four key team members highlighted below, Neapolitan Labs has additional design, content, and technology specialists who will be involved in the Woodbury County website development project.

**Team member:**

Brian McMillin, President

**Experience and qualifications (Length of Time with the Firm):**

Brian has developed more than 100 websites for businesses and organizations for nearly 20 years, all as part of Neapolitan Labs. Holding a bachelor’s degree from Cornell College, he has extensive background in web development, search engine optimization, and social media strategy, including over 10 years working in a digital strategy role at a major national media company. He’s involved in every county project participating during key milestone meetings and ensuring a successful website launch.

**Team member:**

Caleb Lewis, Lead Developer

**Experience and qualifications (Length of Time with the Firm):**

Caleb is the lead developer for the proprietary Mint Chip Lab platform which powers Iowa county websites. He's responsible for building any content management solutions unique to each client, plus adapting features from past county projects to meet the needs of our newest clients. Caleb has worked on all 41 countywide or department websites Neapolitan Labs has launched to date. He has been with the company since 2016.

**Team member:**

Ashley English, Managing Director of Client Success

**Experience and qualifications (Length of Time with the Firm):**

Ashley joined Neapolitan Labs in 2020 with a background in content writing and marketing. As managing director of client success, Ashley ensures that all desired content is added or transferred to the Mint Chip Lab platform by the Neapolitan Labs content team during the website development process. She also assists with any content writing needed, including META tags for search engine optimization. Ashley has served in a project manager role during website development projects with several of our county clients, including Cedar County, Lucas County, and Lyon County, and she has worked on the content side of the development process with the majority of our county clients.

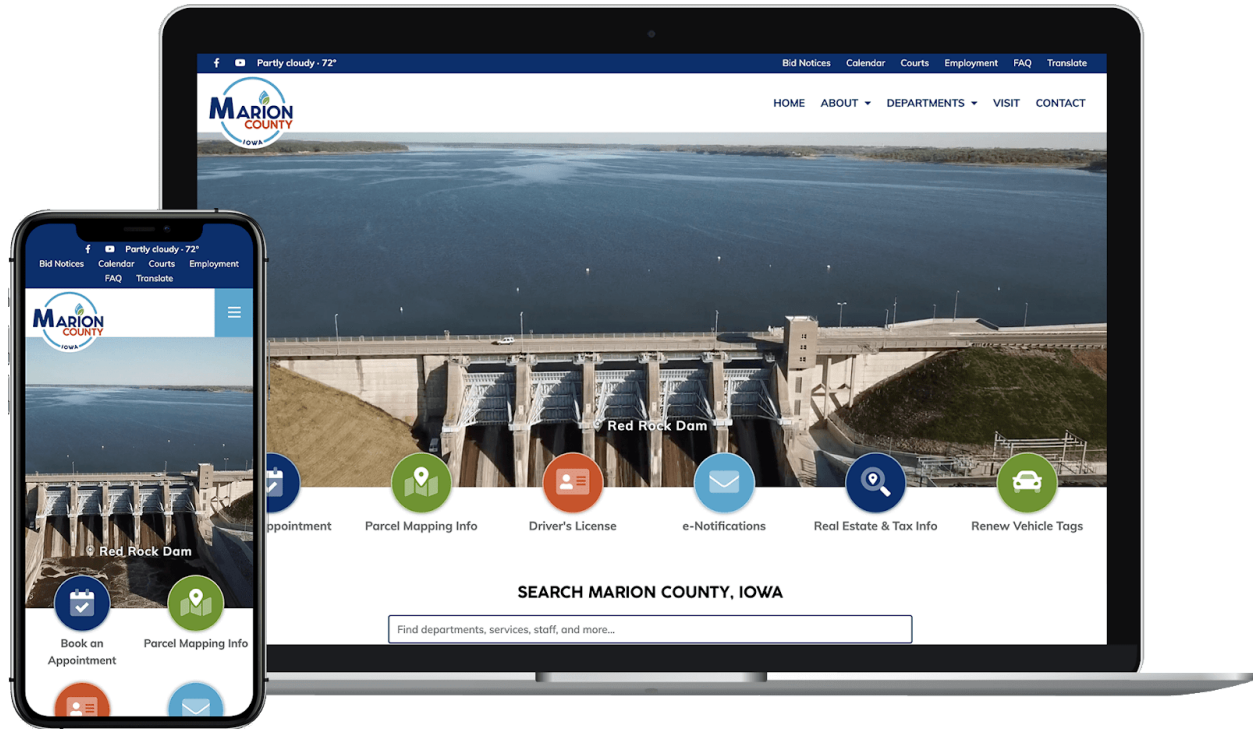
**Team member:**

Kimber Box, Senior Project Manager

**Experience and qualifications (Length of Time with the Firm):**

As senior project manager, Kimber meets with county staff in kick-off and 1:1 department meetings to understand what features and content are needed to develop the new website. She keeps track of deadlines to ensure we hit our target due dates. Kimber's strong graphic design background makes her the perfect lead for the website redesign process. She has worked with Neapolitan Labs since 2017 and served as project manager on the majority of our county website development projects, including Pottawattamie County, Marion County, and Worth County. Her homepage designs can be seen across our county websites.

## Additional Project: Marion County, Iowa



### Website URL:

<https://www.marioncountyiowa.gov>

### Description of the project including size and scope:

Neapolitan Labs worked with Marion County's IT Director and 19 departments to transition a dated, desktop-only website into a fully-responsive, easy-to-update website. Launched on schedule in June 2021, the colorful homepage features an array of appealing drone video clips, much-used quick links, and the same search technology that is a central feature of the Pottawattamie County website.

Since the countywide website launch, Neapolitan Labs has completed additional projects for the county government highlighting tourism and economic development.

### Role of the firm(s)

As with Pottawattamie County, Neapolitan Labs was committed to in-person, regular communication and support via the website development process. New features like the visual scrolling news items on the homepage and online employment application were built for Marion County and powered by the same *Mint Chip Lab* technology.

Marion County was the first county to feature e-Notifications, an easy-to-use system that allows the public to sign up to be notified when agendas, minutes, job openings, and news articles are posted to the website.

**Project start and completion dates:**

The Marion County website was built over a 14-week process, launching in May 2021.

**Initial project budget and final completion costs:**

The project was budgeted and completed at a cost of \$25,000.

**Project References****Reference Information 1:**

Name: Andrew De Haan, IT Director  
Phone Number: (641) 828-2231 ext. 105  
Email: [adehaan@marioncountyiowa.gov](mailto:adehaan@marioncountyiowa.gov)  
Website: Marion County

**Reference Information 2:**

Name: Jake Grandia, Auditor  
Phone Number: (641) 828-2217  
Email: [jgrandia@marioncountyiowa.gov](mailto:jgrandia@marioncountyiowa.gov)  
Website: Marion County

**Reference Information 3:**

Name: Michaela Bigaouette, Treasurer  
Phone Number: (641) 828-2202  
Email: [mbigaouette@marioncountyiowa.gov](mailto:mbigaouette@marioncountyiowa.gov)  
Website: Marion County

## Additional Project: Worth County, Iowa



### Website URL:

<https://worthcountyiowa.gov>

### Description of the project including size and scope:

Neapolitan Labs has built countywide websites for counties as large as Pottawattamie and as small as Worth (population 7,443.) While accommodating a smaller budget, Neapolitan Labs was still able to build a robust, fully-responsive website that serves the county's 17 departments. The homepage features the familiar drone video and quick link icons, while the site search was moved into the top bar to be accessible from every page on the site.

### Role of the firm(s)

Neapolitan Labs worked closely with the Worth County IT and Auditor departments to develop a new website for the County. During that process, the Neapolitan Labs team met with each county department to transfer desired content to the new website.

As with other county projects, the design was created to be fully-responsive and user-friendly, powered by *Mint Chip Lab*. Neapolitan Labs was responsible for converting the approved design into an interactive experience that serves users across devices.



**Project start and completion dates:**

The project started and launched on schedule, with a kickoff meeting held on April 7, 2022, and the site launch on June 21, 2022.

**Initial project budget and final completion costs:**

The project was budgeted and completed at a cost of \$15,000. The lower cost is reflective of fewer departments, less content to be transferred, and all in-person meetings held in a single day at the Worth County Courthouse.

**Project References****Reference Information 1:**

Name: Joel Rohne, IT Director\*

Phone Number:

Email: [jrohne@iowacounties.org](mailto:jrohne@iowacounties.org)

Website: Worth County

\* now Technology Service Bureau Program Manager at the Iowa State Association of Counties

**Reference Information 2:**

Name: Jacki Backhaus, Auditor

Phone Number: (641) 324-2316

Email: [auditor@worthcounty.org](mailto:auditor@worthcounty.org)

Website: Worth County



## Project Approach

### **Describe your firm's project management approach and team organization for the provision of the services outlined in this RFQ.**

Neapolitan Labs wants to make the website development experience as easy as possible for Woodbury County. Once a formal proposal is approved, a kickoff meeting is scheduled where Neapolitan Labs meets in person with Woodbury County staff to discuss design and layout ideas and confirm the project timeline and deadlines.

Our senior project manager, Kimber Box, will serve as a dedicated point of contact for the project, sending invites for meetings and communicating lists of follow-ups to Woodbury County department heads and officials. Key project milestones include completion of design mockups, content transfer, and a rollout of an interactive preview website, available for internal review before public launch.

### **Describe your firm's plan for accomplishing the objectives listed above for this project and provide a proposed timeline.**

The foundation for a successful project is a successful kickoff meeting to confirm all parties are aligned with the Woodbury County website development project. Following the meeting, 1:1 department meetings are held to ensure they understand the project goals and deadlines and have sufficient time to gather any content needed to be a part of the new website. Neapolitan Labs will regularly follow up with its county contacts when deadlines are approaching to ensure the project stays on track.

Behind the scenes, Neapolitan Labs team members will be focused on the development of the front-end site and provisioning and/or building *Mint Chip Lab* modules and features to support the new website. Ashley English, the managing director of client success, manages a team of content and design specialists to bring content to the new website.

By powering websites for 15 Iowa counties, Neapolitan Labs is very familiar with county government and county government websites. A library of features can be easily adapted or repurposed including streamlined text and functionality for everything from a transfer tax calculator, utilized by County Recorders, to pages for passports, weapons permits, and other services commonly offered by county departments.

The timeline presented in the RFQ is ambitious. Neapolitan Labs was able to launch a new Adair County website in less than a week, but that county is much smaller than Woodbury and the previous site had less content to be transferred. While Neapolitan Labs believes a 2022 launch is doable, a launch in early 2023 is preferred. The typical county website development timeline is 12 weeks from project kickoff to website launch.

**Detail the current capacity of key team individuals and the firm's capabilities to complete the services outlined herein.**

Neapolitan Labs is actively working with 3 Iowa counties to build new websites, with anticipated launch dates of October 7 (Adams County), October 28 (Boone County), and December 9 (Des Moines County.)

With more than 15 team members, Neapolitan Labs has the resources needed to manage all aspects of the website development process in late 2022 and early 2023 if needed.

## Additional Notes

In reviewing the RFP, the following project goals and requirements may not have been specifically addressed in the above narrative:

- **Easy Maintenance and Training:** Department users will have the ability to maintain and update their sections of the website on a 24/7 basis. Super users will have the same access to maintain sitewide content. Training will be provided by Neapolitan Labs prior to and after the website launch with virtual trainings provided on-demand for new employees or county employees new to the website management process.
- **Accessibility:** The website will be developed to be compliant with core 508 accessibility standards, using the WAVE compliance test and Monsido platform. All core code and images will be fully compliant, the County may be responsible for verifying content that is added to the website after launch (e.g. PDFs) meet accessibility standards. An accessibility statement and contact information for accessibility questions will be incorporated into the website footer.
- **Hosting Services:** Neapolitan Labs will host the Woodbury County website, and the accompanying *Mint Chip Lab* platform, with a dedicated set of resources and IP address using Amazon Web Services. Neapolitan Labs guarantees 99.9% uptime.

Cloudflare will be utilized to optimize site load times via its CDN and provide DDoS protection, web application firewall, and bot management. Neapolitan Labs' enterprise agreement with SiteLock allows for daily backups and scanning for viruses and malware plus regular scanning for XSS/SQL injection vulnerabilities.

- **Organized, Engaging Content:** As built for all Iowa county clients, the powerful search will help website visitors find the information they are looking for. The use of icons on the homepage and department pages makes it easy for users to navigate if they're browsing content from a specific department. The Neapolitan Labs team will work with department heads to organize their website content in a way that works best for county staff and the public.

- **Integration with Elections Website:** While not referenced as a requirement in the RFQ, Neapolitan Labs currently powers the standalone elections website for Woodbury County, online at [elections.woodburycountyiowa.gov](https://elections.woodburycountyiowa.gov). While the design is more basic than what is envisioned for the countywide website, it is fully responsive and powered by the same *Mint Chip Lab* platform.

Working with Neapolitan Labs for a county website will allow for easy integration into the countywide website for search, quick links, and alerts leading up to elections.

## Appendix

### Current Clients

Neapolitan Labs powers the following governments for Iowa counties:

#### County Government Websites

- Adair
- Benton
- Cedar
- Chickasaw
- Clinton
- Crawford
- Jones
- Lucas
- Lyon
- Mahaska
- Marion
- Pottawattamie
- Poweshiek
- Wapello
- Worth

#### *In Development*

- Adams
- Boone
- Des Moines

#### County Public Health Websites

- Des Moines (Board of Health)
- Pottawattamie

#### County Sheriff Website

- Marshall

#### County Election Websites

- Allamakee
- Benton
- Black Hawk
- Buena Vista
- Cedar
- Chickasaw
- Clayton
- Clinton
- Delaware
- Des Moines
- Franklin
- Jasper
- Jones
- Louisa
- Lucas
- Mahaska
- Marshall
- Pottawattamie
- Poweshiek
- Ringgold
- Wapello
- Wayne
- Woodbury
- Worth

In addition, Neapolitan Labs built sites for Southwest Iowa Region Mental Health & Disability Services, County Social Services, and Rolling Hills Community Services.

### Searchable Minutes

While active Neapolitan Labs websites include minutes uploaded in PDF format, Neapolitan Labs will work with Woodbury County to retain their current process of posting minutes in HTML format for easy searchability and readability, especially on mobile devices. A powerful minutes search will be implemented for website visitors to search meetings by topic(s).

**Cover Letter**

Dear Dan,

September 15, 2022

It is with great gratitude that we provide you with our Neapolitan Labs proposal for Woodbury County's website. We are confident you will find our solutions to your requests to be streamlined, modern, unique to your county, and above all easy to use for both county employees and residents.

We are committed to providing you with an exceptional website that is powered by a content management system that is extremely easy to use. We will partner with your County's departments, via 1:1, in-person meetings, to ensure the website allows them to easily and effectively communicate information to residents and visitors. We've enjoyed meeting with you, Pat, and Matthew to share about our website solution and look forward to the prospect of working with your colleagues in the county.

Neapolitan Labs currently powers websites for 15 Iowa counties, with three additional in development. We have a great library of ideas that can be leveraged and repurposed to improve the Woodbury County website, from instant search results to reorganized information about resources and services provided by the Supervisors, Auditor, Recorder, Sheriff, and other offices and departments.

Woodbury County's website is an extension of county business, but also an extension of the community. While design, function, and ease of use are important, we believe nothing is more important than data compliance and security. You will find that our platforms are built on proprietary technology using PHP as our main language. We have experience powering .GOV domains and provide further protection via SiteLock and Cloudflare to meet IT requirements.

We understand you have the ability to choose any company as your web developer and those you receive proposals from should at a minimum be able to fulfill your requirements and requests. However, while development work is commoditized, Neapolitan Labs stands apart from the competition because of our exceptional service, local history and roots, and the availability to meet with someone regularly for formal updates or informal coffee chats. We are invested in Iowa, and we want to build something that we all can be proud of today, tomorrow, and years from now.

Please feel free to ask any and all questions you may have while reviewing our proposal. Our goal with the proposal is to make you feel as comfortable and knowledgeable about what we are offering as possible. Thank you for your time and consideration!



Brian McMillin, President and Founder  
(515) 999-5221



Kimber Box, Senior Project Manager  
(641) 680-1422

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

Date: 11/3/22

Weekly Agenda Date: 11/8/22 4:40

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Daniel Priestley, CED Zoning Co

**WORDING FOR AGENDA ITEM:**

a. Conduct the 2nd Public Hearing on the Zoning Ordinance Text Amendment for the temporary sales of food, beverages, goods, and services during future RAGBRAI events along the route in unincorporated Woodbury County. b. Approve the 2nd Reading of the Ordinance as the final reading. c. Waive the 3rd Reading of the Ordinance. d. Adopt the Zoning Ordinance Text Amendment.

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The Board of Supervisors will hold a public hearing at 4:40 PM to discuss a proposed Zoning Ordinance Text Amendment to address the temporary sales of food, beverages, goods, and services during future RAGBRAI events along the RAGBRAI route in unincorporated Woodbury County. Following the public hearing, the Board may defer consideration of the proposal for further study; or reject the proposal; or proceed to adopt an ordinance approving the amendment to the text of the Zoning Ordinance.

**BACKGROUND:**

On October 11, 2022, the Woodbury County Board of Supervisors approved a motion to direct the Woodbury County Zoning Commission to initiate a review process and provide a recommendation of a Zoning Ordinance Text Amendment to the Woodbury County Zoning Ordinance to address the temporary sales of food, beverages, goods, and services during future RAGBRAI events along the RAGBRAI route in unincorporated Woodbury County.

On Monday, October 24, 2022, following a public hearing, the Woodbury County Zoning Commission voted 4-0 to recommend approval of the Zoning Ordinance Text Amendment to the Woodbury County Board of Supervisors. Staff also recommends approval of the Zoning Ordinance Text Amendment.

**SUMMARY OF ZONING ORDINANCE TEXT AMENDMENT:**

Amendment to the Woodbury County Zoning Ordinance to amend portions of: the Table of Contents; Section 3.03.4 entitled: Land Use Summary Table of Allowed Uses in each Zoning District; portions of Section 6.02 entitled Definitions; and to add a new section proposed and referenced as Section 5.07 entitled Special Event – RAGBRAI and Special Event – RAGBRAI with Alcohol to the Woodbury County Zoning ordinance. The purpose of this Amendment is to assist county officials to control the public health and safety issues created by the infusion of a large number of people in the county by establishing regulations for vendors in the unincorporated areas of Woodbury County during the Des Moines Register's Annual Great Bicycle Ride Across Iowa (RAGBRAI).

**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. (Set Time: 4:40 PM)

Conduct and approve the 2nd Reading of the Ordinance.

Waive the 3rd Reading of the Ordinance.

Adopt the Zoning Ordinance Map Amendment

If needed, a third public hearing/reading of the ordinance has been scheduled for Tuesday, 11/15/22 at 4:45 PM, respectively.

**ACTION REQUIRED / PROPOSED MOTION:**

- a. Conduct the 2nd Public Hearing on the Zoning Ordinance Text Amendment for the temporary sales of food, beverages, goods, and services during future RAGBRAI events along the route in unincorporated Woodbury County.
- b. Approve the 2nd Reading of the Ordinance as the final reading.
- c. Waive the 3rd Reading of the Ordinance.
- d. Adopt the Zoning Ordinance Text Amendment.



WOODBURY COUNTY  
COMMUNITY & ECONOMIC DEVELOPMENT

620 DOUGLAS STREET – SIOUX CITY, IA 51101

Dan Priestley · Zoning Coordinator · dpriestley@woodburycountyiowa.gov  
Dawn Norton · Sr. Clerk · dnorton@woodburycountyiowa.gov  
Telephone (712) 279-6609 Fax (712) 279-6530

## RAGBRAI ZONING ORDINANCE TEXT AMENDMENT PROPOSAL FINAL REPORT 10/24/22

### BOARD OF SUPERVISORS DIRECTION

On October 11, 2022, the Woodbury County Board of Supervisors approved a motion to direct the Woodbury County Zoning Commission to initiate a review process and provide a recommendation of a Zoning Ordinance Text Amendment to the Woodbury County Zoning Ordinance to address the temporary sales of food, beverages, goods, and services during future RAGBRAI events along the RAGBRAI route in unincorporated Woodbury County.

### SUMMARY OF ZONING ORDINANCE TEXT AMENDMENT:

Amendment to the Woodbury County Zoning Ordinance to amend portions of: the Table of Contents; Section 3.03.4 entitled: *Land Use Summary Table of Allowed Uses in each Zoning District*; portions of Section 6.02 entitled *Definitions*; and to add a new section proposed and referenced as Section 5.07 entitled *Special Event – RAGBRAI and Special Event – RAGBRAI with Alcohol* to the Woodbury County Zoning ordinance. The purpose of this Amendment is to assist county officials to control the public health and safety issues created by the infusion of a large number of people in the county by establishing regulations for vendors in the unincorporated areas of Woodbury County during the Des Moines Register's Annual Great Bicycle Ride Across Iowa (RAGBRAI).

### ZONING COMMISSION RECOMMENDATION AND STAFF RECOMMENDATION

On Monday, October 24, 2022, following a public hearing, the Woodbury County Zoning Commission voted 4-0 to recommend approval of the Zoning Ordinance Text Amendment to the Woodbury County Board of Supervisors. Staff also recommends approval of the Zoning Ordinance Text Amendment.

**Zoning Commission Public Notice Date:** October 15, 2022

**Zoning Commission Public Hearing Date:** October 24, 2022

**Board of Supervisors Public Notice Date:** October 27, 2022

**Board of Supervisors Public Hearing Dates and Set Times:** November 1 at 4:40 PM; November 8 at 4:40 PM; November 15 at 4:45 PM. Pursuant to Iowa Code Section 331.302, the second and third public hearings may be waived by the Board of Supervisors.



## Minutes - Woodbury County Zoning Commission Special Meeting – October 24, 2022

The Zoning Commission (ZC) meeting convened on the 24<sup>th</sup> of October at 6:00 PM in the first-floor boardroom in the Woodbury County Courthouse. The meeting was also made available via teleconference.

ZC Members Present: Tom Bride, Barb Parker, Jeff O'Tool, Corey Meister  
County Staff Present: Dan Priestley, Dawn Norton, Michael Montino, Mark Nahra  
Public Present: Deb Main, Gayle Palmquist, Kristi Franz

### Call to Order

Vice-Chair Tom Bride formally called the meeting to order at 6:00 PM.

### Public Comment on Matters Not on the Agenda

None.

### Approval of Previous Meeting Minutes – October 5, (Special Meeting) 2022

O'Tool motioned. Second: Parker 4-0.

### Public Hearing: Zoning Ordinance Text Amendment for RAGBRAI Special Events

On October 11, 2022, the Woodbury County Board of Supervisors approved a motion to direct the Woodbury County Zoning Commission to initiate a review process and provide a recommendation of a Zoning Ordinance Text Amendment to the Woodbury County Zoning Ordinance to address the temporary sales of food, beverages, goods, and services during future RAGBRAI events along the RAGBRAI route in unincorporated Woodbury County. The Amendment to the Woodbury County Zoning Ordinance is to amend portions of the Table of Contents; Section 3.03.4 entitled: *Land Use Summary Table of Allowed Uses in each Zoning District*; portions of Section 6.02 entitled *Definitions*; and to add a new section proposed and referenced as Section 5.07 entitled *Special Event – RAGBRAI and Special Event – RAGBRAI with Alcohol* to the Woodbury County Zoning ordinance. The purpose of the Amendment is to assist county officials to control the public health and safety issues created by the infusion of a large number of people in the county by establishing regulation for vendors in the unincorporated areas of Woodbury County during the Des Moines Register's Annual Great Bicycle Ride Across Iowa (RAGBRAI). This amendment would apply to the day before, during and day after scheduled RAGBRAI event. No sales of goods, services, or food would be permitted within the right-of-way. If an organization chooses to include alcohol sales, a Conditional Use Permit application would need to be submitted along with a site plan and presented to the Zoning Commission for review and the Board of Adjustment for approval. Kristi Franz from Explore Sioux City spoke of the organization's support of this amendment. Motion to close public hearing: Meister. Second: Parker. Approved 4-0. Motion to recommend approval to the Board of Supervisors: O'Tool. Second: Meister. Motion approved 4-0.

### Information/Discussion: Permitting Process for Hazardous Liquid Pipelines

Priestley reported that the Woodbury County Board of Supervisors directed staff and the Woodbury County Zoning Commission on October 11, 2022 to initiate a review process and recommendation of a Zoning Ordinance Text Amendment to the Woodbury County Zoning Ordinance to address the permitting of Hazardous Liquid Pipelines. Priestley discussed research about the safety of pipelines including the initial response setback for a carbon leak/rupture as being 330 feet as cited in the Emergency Response Guide which is a guide available to first responders. Priestley also discussed consultation and planning zones as possible options for an ordinance. Woodbury County Engineer Mark Nahra also addressed the Commission offering information about possible setbacks. Woodbury County Emergency Manager Michael Montino addressed the Commission by offering information about the numerous variables involved in factoring the siting pipelines. He indicated that the acquisition of more data would be required. Montino recommended the hiring of an independent expert to review and consult on the positive and negative aspects of the pipeline including positioning, safety, and other areas of concern. Deb Main addressed the Commission offering concerns about protecting the public from the effects of CO2 pipelines. Gayle Palmquist also addressed the Commission and discussed communication of information to the Commission members as well safety concerns that she has found in various studies. O'Tool suggested possibly looking at the pipeline issue regionally and examining other county actions. Meister inquired about the location of shut off valves being 20 miles vs. a shorter distance. Bride stated that the Commission will continue to review and research the pipeline further.

### Public Comment on Matters Not on the Agenda

None

### Commissioner Comment of Inquiry

None

### Staff Update

Priestley stated RAGBRAI Ordinance will go before the Board of Supervisors in approximately a week, three Public Hearings will be read.

### Adjourn

Motion by Meister. Second: O'Tool. 4-0. The meeting adjourned at 7:00 PM.

**\*\*\* Proof of Publication \*\*\***

STATE OF IOWA  
COUNTY OF WOODBURY

The undersigned, of said County, being duly sworn, on oath states the undersigned is an employee of the Sioux City Journal printed and published by Journal Communications, in Sioux City in said County and issued daily and Sunday

Woodbury County Planning & Zoning  
Accounts Payable  
620 DOUGLAS STREET 6TH FLOOR  
SIOUX CITY IA 51101

ORDER NUMBER 52699

Subscribed and sworn before me in Sioux City, in said County,  
this 17 day of October, 2022

*Timothy J. Simpson*

*Michelle Graham* Notary Public

In and for Woodbury County.



Section: Legal  
Category: 015 Attorneys & Legals  
PUBLISHED ON: 10/15/2022

TOTAL AD COST: 30.15  
FILED ON: 10/17/2022

NOTICE OF PUBLIC HEARING  
WOODBURY COUNTY ZONING ORDINANCE  
TEXT AMENDMENT  
WOODBURY COUNTY PLANNING AND  
ZONING COMMISSION

The Woodbury County Planning and Zoning Commission will hold a public hearing on the following item of business, hereafter described in detail, on Monday, October 24, 2022 at 6:00 PM or as soon as possible thereafter as the matter may be considered. Said hearing shall be held at the Woodbury County Courthouse, 620 Douglas Street, Sioux City, Iowa, in the Board of Supervisors Meeting Room, Number 104. Public access to the conversation will also be made available during the meeting by telephone. Persons wanting to participate in the public hearing may attend in person or call: 712-454-1133 and enter the Conference ID: 516 721 135# during the meeting to listen or comment. It is recommended to attend in person as there is the possibility for technical difficulties with phone and computer systems. Copies of said item may now be examined in the Auditor's office in said Courthouse between the hours of 8:00 AM to 4:30 PM Monday through Friday by any interested persons. All persons who wish to be heard in respect to this matter should appear at or participate in the aforesaid hearing.

Item One (1)  
SUMMARY OF ZONING ORDINANCE TEXT AMENDMENT: Amendment to the Woodbury County Zoning Ordinance to amend portions of: the Table of Contents; Section 3.03-4 entitled: Land Use Summary Table of Allowed Uses in each Zoning District; portions of Section 6.02 entitled Definitions; and to add a new section proposed and referenced as Section 5.07 entitled Special Event - RAGBRAI and Special Event - RAGBRAI with Alcohol to the Woodbury County Zoning ordinance. The purpose of this Amendment is to assist county officials to control the public health and safety issues created by the infusion of a large number of people in the county by establishing regulations for vendors in the unincorporated areas of Woodbury County during the Des Moines Register's Annual Great Bicycle Ride Across Iowa (RAGBRAI).

**Board of Supervisors Public Hearings Notice - Published in the Sioux City Journal on Thursday, October 27, 2022.**

STATE OF IOWA, CITY OF SIoux CITY

NOTICE REGARDING PUBLIC HEARINGS  
WOODBURY COUNTY ZONING  
ORDINANCE TEXT AMENDMENT  
WOODBURY COUNTY  
BOARD OF SUPERVISORS

The Woodbury County Board of Supervisors will hold public hearings on the following item of business, hereafter described in detail, on Tuesday, November 1, 2022 at 4:40 PM, Tuesday, November 9, 2022 at 4:40 PM and Tuesday, November 15, 2022 at 4:45 PM or as soon as possible thereafter as the matter may be considered. Pursuant to Iowa Code Section 331.302, the second and third public hearings may be waived by the Board of Supervisors.

Said hearings shall be held at the Woodbury County Courthouse, 620 Douglas Street, Sioux City, Iowa, in the Board of Supervisors meeting room in the basement of the courthouse. Persons wanting to participate in the public hearings may attend in person during the meetings to comment.

Copies of said item may now be examined in the Auditor's office in said Courthouse between the hours of 8:00 AM to 4:30 PM Monday through Friday by any interested persons.

All persons who wish to be heard in respect to this matter should appear at or participate in the aforesaid hearing.

Item One (1)  
SUMMARY OF ZONING ORDINANCE TEXT AMENDMENT: Amendment to the Woodbury County Zoning Ordinance to amend portions of: the Table of Contents; Section 3.03.4 entitled: Land Use Summary Table of Allowed Uses in each Zoning District; portions of Section 6.02 entitled Definitions; and to add a new section proposed and referenced as Section 5.07 entitled Special Event - RAGBRAI and Special Event - RAGBRAI with Alcohol to the Woodbury County Zoning ordinance. The purpose of this Amendment is to assist county officials to control the public health and safety issues created by the infusion of a large number of people in the county by establishing regulations for vendors in the unincorporated areas of Woodbury County during the Des Moines Register's Annual Great Bicycle Ride Across Iowa (RAGBRAI).

IN THE JUDICIAL COURT FOR

ORDINANCE NO. \_\_\_\_\_

WOODBURY COUNTY, IOWA

AN ORDINANCE AMENDING THE TEXT OF THE WOODBURY COUNTY ZONING ORDINANCE TO AMEND PORTIONS OF: THE *TABLE OF CONTENTS*; SECTION 3.03.4 ENTITLED: *LAND USE SUMMARY TABLE OF ALLOWED USES IN EACH ZONING DISTRICT*; PORTIONS OF SECTION 6.02 ENTITLED *DEFINITIONS*; AND TO ADD A NEW SECTION REFERENCED AS SECTION 5.07 ENTITLED *SPECIAL EVENT – RAGBRAI AND SPECIAL EVENT – RAGBRAI WITH ALCOHOL* TO THE WOODBURY COUNTY ZONING ORDINANCE; AND

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

Amendment #1 –

On page iii: To add the following to the *Table of Contents, Article 5 Supplemental Requirements*:

Add Section 5.07: Special Event – RAGBRAI and Special Event – RAGBRAI with Alcohol....81

Amendment #2 –

On pages 32, 33, 34, 35, 36, 37, 38, and 39: To add the following use category within the zoning ordinance Section 3.03.4 *Land Use Summary Table of Allowed Uses in each Zoning District*:

Add the term “TU Temporary use” to the top portion of the “Land Use Summary Table of Allowed Uses in each Zoning District” between the “ok Principal allowed use” and “Conditional use” categories.

Amendment #3 –

On page 36: To add the following line-item use language within zoning ordinance Section 3.03.4 *Land Use Summary Table of Allowed Uses in each Zoning District*:

“Special Event – RAGBRAI”. With placement of the letters “TU” within the AP (Agricultural Preservation), AE (Agricultural Estates), GC (General Commercial), HC (Highway Commercial), LI (Limited Industrial), and GI (General Industrial) zoning districts columns of the table related to this line-item use.

Amendment #4 –

On page 36: To add the following line-item use language within zoning ordinance Section 3.03.4 *Land Use Summary Table of Allowed Uses in each Zoning District*:

“Special Event – RAGBRAI, with alcohol”. With placement of the letter “C” within the AP (Agricultural Preservation), AE (Agricultural Estates), GC (General Commercial), HC (Highway Commercial), LI (Limited Industrial), and GI (General Industrial) zoning districts columns of the table related to this line item use.

#### Amendment #5 –

On page 93: To repeal and replace the definition of “Use, Allowed” in Section 6.02.172 from “Use, Allowed. A principal, conditional or accessory use that may be established in conformance with the regulations of the zoning district in which it is located.” to:

“Use, Allowed. A principal, conditional, accessory or temporary use that may be established in conformance with the regulations of the zoning district in which it is located.”

#### Amendment #6 –

On page 81: To add the following section within the zoning ordinance entitled Section 5.07: *Special Event – RAGBRAI and Special Event – RAGBRAI with Alcohol*.

#### **Section 5.07: Special Event – RAGBRAI and Special Event – RAGBRAI with Alcohol**

1. **Purpose.** The purpose of this Ordinance is to assist county officials to control the public health and safety issues created by the infusion of a large number of people in the county by establishing regulations for vendors in the unincorporated areas of Woodbury County during the Des Moines Register’s Annual Great Bicycle Ride Across Iowa (RAGBRAI).
2. **Definitions.**
  - A. RAGBRAI. The term RAGBRAI is an acronym for the Des Moines Register’s Annual Great Bicycle Ride Across Iowa event.
  - B. Use, Temporary. A use permitted within a designated zoning district and established for a fixed period of time with the intent of terminating such use upon the expiration of the time period. In the case of RAGBRAI, when held in Woodbury County, Iowa, the temporary use shall be limited to a period of time starting no more than one day prior to the start of the official event date in Woodbury County and terminating no more than one day after the completion date of RAGBRAI in Woodbury County.
3. **Special Event – RAGBRAI.** The sale of food, beverages (excluding alcohol products), goods, and services during the designated timeframe of RAGBRAI when hosted in Woodbury County, Iowa is a temporary use and shall be limited to a period of time starting no more than one day prior to the start of the official event date in Woodbury County and terminating no more than one day after the end of said event. The temporary use shall only be conducted from private property and shall not be conducted from the right-of-way. Temporary uses for RAGBRAI may not be appropriate in every zoning district. Refer to the Section 3.03.4: Land Use Summary Table of Allowed Uses in each Zoning District for the appropriate zoning district. The sale of alcohol products is prohibited unless a Conditional Use Permit is obtained from the Woodbury County Board of Adjustment.
4. **Special Event – RAGBRAI with alcohol. Conditional Use Permit required.** If a property owner desires to offer alcohol as part of the Special Event – RAGBRAI, a conditional use permit application shall be submitted to the Community and Economic Development office as per the subsections 2.02.9 and 5.07 of the Zoning Ordinance. The application must come accompanied with a temporary site plan that shall show the location of all existing buildings, existing parking, proposed temporary tents, canopies, structures, and fences, proposed temporary parking, and other features as required by the Zoning Director.
5. **Documentation.** The property owner shall be responsible for obtaining and complying with all necessary federal, state and local permits including, but not limited to liquor licensing and submit all appropriate documentation to the Zoning Director for review and the Planning and Zoning Commission and Board of Adjustment if a conditional use permit is required.

Adopted by the Woodbury County Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**THE WOODBURY COUNTY BOARD OF SUPERVISORS**

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

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

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

Attest:

\_\_\_\_\_  
Matthew Ung

\_\_\_\_\_  
Patrick Gill, Woodbury County Auditor

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

Adoption Timeline:

Date of Public Hearing and First Reading \_\_\_\_\_

Date of Public Hearing and Second Reading \_\_\_\_\_

Date of Public Hearing and Third Reading \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Published/Effective Date \_\_\_\_\_

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

Date: 11/03/2022 Weekly Agenda Date: 11/08/2022

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

**WORDING FOR AGENDA ITEM:**

Consider approval of final voucher for project FM-CO97(136)--55-97

**ACTION REQUIRED:**

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

**EXECUTIVE SUMMARY:**

Final voucher requires signature by the board of supervisors chairperson.

**BACKGROUND:**

The project included HMA paving on D38 from Bronson to K64. The project was bid at the Iowa DOT on December 17, 2019 and was completed August 20, 2020. Iowa DOT specifications require all construction items used have certification supplied to the county before final payment is made, the final material certifications have been received from Knife River LLC.

**FINANCIAL IMPACT:**

This project is funded Farm to Market 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:**

Recommend that the board approve the final voucher for project FM-CO97(136)--55-97 with Knife River LLC.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion that the board approve the final voucher for project FM-CO97(136)--55-97 with Knife River LLC.

# FINAL

Contract 036459

 **Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

FM-C097(136)--55-97  
HMA Resurfacing  
WOODBURY COUNTY ENGINEER

Voucher No. 9

DATE LAST VOUCHER 09-23-21  
MO. DAY YR.

THIS VOUCHER - - -  
MO. DAY YR.

DAYS WORKED			RET. %
TO DATE	LAST VOUCH.	AUTH.	
0.0	35.0	3.000	

Contractor No. 92944 **KNIFE RIVER MIDWEST LLC BISMARK, ND**

ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING		RURAL NON-PARTICIPATING		URBAN PARTICIPATING		URBAN NON-PARTICIPATING	
0010	343.000	343.000	Cubic Yd	410		000	518400		000		000		
	EXCAVATION, CL 10, RDWY+BORROW					TOTAL TO DATE							
0020	2400.000	5185.460	Ton	410		000	5185460		000		000		
	GRANULAR SHLD, TYPE B					TOTAL TO DATE							
0030	90295.820	90295.820	Sq Yard	441		000	94307778		000		000		
	PAV'T, SCARIFICATION					TOTAL TO DATE							
0040	160.000	160.000	Sq Yard	441		000	160000		000		000		
	BRIDGE APPROACH, TWO LANE					TOTAL TO DATE							
0050	8100.000	8100.000	Ton	442		000	9019290		000		000		
	HMA ST INTERMEDIATE, 1/2"					TOTAL TO DATE							
0060	7400.000	7400.000	Ton	442		000	7810080		000		000		
	HMA ST SURF, 1/2", NO FRIC					TOTAL TO DATE							
0070	930.000	930.000	Ton	442		000	976500		000		000		
	ASPH BINDER, PG 58-34S					TOTAL TO DATE							
0080	2901.380	2901.380	Lump Sum	442		000	2901380		000		000		
	HMA PAV'T SAMPLE					TOTAL TO DATE							
0090	8000.000	8000.000	Each	442		000	-9269270		000		000		
	PAY ADJ I/D-HMA MIXTURE LABORATORY VOI DS					TOTAL TO DATE							

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. DATE \_\_\_\_\_ PROJECT ENGINEER CERTIFICATION
2. DATE \_\_\_\_\_ CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.
3. DATE \_\_\_\_\_ DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.       Project records not reviewed. Recommend payment based on the project engineers certification.  
 Project approved for payment.      based on the project engineers certification.

**CLAIMANT'S CERTIFICATION (Required for Final Payment Only)**

Dan Lewis the General Manager Estimating  
for Knife River Midwest (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

10/31/22      Dan Lewis  
DATE      SIGNED CLAIMANT (CONTRACTOR)

CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.



Contract 036459



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

FM-C097(136)--55-97  
 HMA Resurfacing  
 WOODBURY COUNTY ENGINEER

Voucher No. 9

DATE LAST VOUCHER 09-23-21  
 MO. DAY YR.

THIS VOUCHER - - -  
 MO. DAY YR.

DAYS WORKED			RET. %
TO DATE	LAST VOUCH.	AUTH.	
	<u>0.0</u>	<u>35.0</u>	<u>3.000</u>

Contractor No. 92944 KNIFE RIVER MIDWEST LLC BISMARCK, ND

ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING		RURAL NON-PARTICIPATING		URBAN PARTICIPATING		URBAN NON-PARTICIPATING	
0100	8000.000	8000.000	Each	442			000	22844	120		000		000
	PAY ADJ I/D-HMA MIXTURE FIELD VOIDS					TOTAL TO DATE							
0110	13500.000	13500.000	Each	444			000	9400	000		000		000
	PAY ADJ I/D-HMA PAV'T SMOOTHNESS					TOTAL TO DATE							
0120	90295.820	90295.820	Sq Yard	444			000	89988	972		000		000
	COLD IN-PLACE RECYCLED ASPH PAV'T					TOTAL TO DATE							
0130	393.000	393.000	Ton	444			000	276	940		000		000
	ASPH STABILIZING AGENT (FOAMED ASPH)					TOTAL TO DATE							
0140	146.670	146.670	Sq Yard	410			000	146	667		000		000
	RMVL OF PAV'T					TOTAL TO DATE							
0150	2.000	2.000	Each	410			000	2000			000		000
	SAFETY CLOSURE					TOTAL TO DATE							
0160	1302.000	1302.000	Station	442			000	1297	270		000		000
	PAINTED PAV'T MARK, WATERBORNE/SOLVENT					TOTAL TO DATE							
0170	6773.580	6773.580	Lump Sum	401			000	6773	580		000		000
	TRAFFIC CONTROL					TOTAL TO DATE							
0180	70.000	70.000	Each	401			000	45000			000		000
	FLAGGER					TOTAL TO DATE							

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

- DATE \_\_\_\_\_ PROJECT ENGINEER CERTIFICATION
- DATE \_\_\_\_\_ CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.
- DATE \_\_\_\_\_ DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  Project records not reviewed. Recommend payment based on the project engineers certification.  
 Project approved for payment.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

Dan Lewis the General Manager Estimating  
 for Knife River Midwest (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

10/31/22  
 DATE

Dan Lewis  
 SIGNED CLAIMANT (CONTRACTOR)

Contract 036459



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

FM-C097(136)--55-97  
 HMA Resurfacing  
 WOODBURY COUNTY ENGINEER

Voucher No. 9

DATE LAST VOUCHER 09-23-21  
 MO. DAY YR.

THIS VOUCHER - - -  
 MO. DAY YR.

DAYS WORKED			RET. %	Contractor No. 92944 KNIFE RIVER MIDWEST LLC BISMARK, ND									
TO DATE	LAST VOUCH.	AUTH.		ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	TOTAL TO DATE	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING
0.0	35.0	3.000		35.000	35.000	Each	401	000	000	22000		000	000
				PILOT CAR									
				TOTAL TO DATE									
0200	113696.850	113696.850		113696.850	Lump Sum	401	000	000	113696850		000	000	000
				MOBILIZATION									
				TOTAL TO DATE									
7001	2785.460	2785.460		2785.460	Ton	410	000	000	000		000	000	000
				APPLIES TO ITEM 0020 GRANULAR SHLD, TYPE B									
				TOTAL TO DATE									
8001	1.000	1.000		1.000		401	000	000	1000		000	000	000
				(EACH ITEM) RECONSTRUCTION OF PAVING NOT CHES									
				TOTAL TO DATE									
8002	60.000	60.000		60.000		401	000	000	53777		000	000	000
				8 INCH PORTLAND CEMENT CONCRETE PATCH									
				TOTAL TO DATE									
8999	1.000	1.000		1.000	Lump Sum	401	000	000	000		000	000	000
				STOCKPILED MATERIALS									
				TOTAL TO DATE									
				Compl. Last Voucher									
				TOTAL TO DATE									
				Compl. Last Voucher									
				TOTAL TO DATE									
				Compl. Last Voucher									
				TOTAL TO DATE									

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

- DATE PROJECT ENGINEER CERTIFICATION
- DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.
- DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  Project records not reviewed. Recommend payment based on the project engineers certification.  
 Project approved for payment.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

Dan Lewis the General Manager Estimating  
 for Knife River Midwest (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

10/31/22 Dan Lewis  
 DATE SIGNED CLAIMANT (CONTRACTOR)

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

Date: 11/03/2022 Weekly Agenda Date: 11/08/2022

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

**WORDING FOR AGENDA ITEM:**

Consider approval of final voucher for project FM-CO97(132)--55-97

**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:**

Final voucher requires signature by the board of supervisors chairperson.

**BACKGROUND:**

The project includes replacement of a bridge on 150th Street NW of Lawton and PCC paving on each approach. The project was bid at the Iowa DOT on June 19, 2018 and was completed April 20, 2020. Iowa DOT specifications require all construction items used have certification supplied to the county before final payment is made, the final material certifications have been received from Dixon Construction

**FINANCIAL IMPACT:**

This project is funded Farm to Market 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:**

Recommend that the board approve the final voucher for project FM-CO97(132)--55-97 with Dixon Construction.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion that the board approve the final voucher for project FM-CO97(132)--55-97 with Dixon Construction.

Contract 035303

Voucher No. 20

# FINAL



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

FM-C097(132)--55-97  
 Bridge - New / Replacement  
 WOODBURY COUNTY ENGINEER

DATE LAST VOUCHER 09 -14 -21  
 MO. DAY YR.

THIS VOUCHER - -  
 MO. DAY YR.

DAYS WORKED			RET. %	Contractor No. 12005 DIXON CONSTRUCTION CO CORRECTIONVILLE, IA										
TO DATE	LAST VOUCH.	AUTH.		ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	TOTAL TO DATE	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING
	108.5	105.0	3.000											
				0010	0.500	0.500	Acre	410		000	500	000	000	
					CLEAR+GRUBB									
				0020	3054.000	3054.000	Cubic Yd	410		000	3054000	000	000	
					EXCAVATION, CL 10, RDWY+BORROW									
				0030	201.000	201.000	Cubic Yd	410		000	201000	000	000	
					EXCAVATION, CL 12, BOULDER/ROCK FRAGMENT									
				0040	1538.000	1538.000	Cubic Yd	410		000	1538000	000	000	
					EXCAVATION, CL 10, CHANNEL									
				0050	365.000	365.535	Cubic Yd	410		000	365000	000	000	
					MODIFIED SUBBASE, PLACE ONLY									
				0060	639.000	639.000	Ton	410		000	723890	000	000	
					GRANULAR SHLD, TYPE B									
				0070	391.100	391.100	Sq Yard	441		000	391100	000	000	
					BRIDGE APPROACH, TWO LANE									
				0080	2464.760	2230.203	Sq Yard	441		000	2230203	000	000	
					STD/S-F PCC PAV'T, CL C CL 3, 9"									
				0090	47000.000	47000.000	Lump Sum	430		000	47000000	000	000	
					RMVL OF EXISTING BRIDGE									

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. \_\_\_\_\_  
 DATE PROJECT ENGINEER CERTIFICATION

2. \_\_\_\_\_  
 DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.

3. \_\_\_\_\_  
 DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  Project records not reviewed. Recommend payment based on the project engineers certification.

**CLAIMANT'S CERTIFICATION (Required for Final Payment Only)**

\_\_\_\_\_, the \_\_\_\_\_  
 for \_\_\_\_\_ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

\_\_\_\_\_  
 DATE SIGNED CLAIMANT (CONTRACTOR)

CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.

Contract 035303



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

FM-C097(132)--55-97  
 Bridge - New / Replacement  
 WOODBURY COUNTY ENGINEER

Voucher No. 20

DATE LAST VOUCHER 09 -14 -21  
 MO. DAY YR.

THIS VOUCHER - -  
 MO. DAY YR.

DAYS WORKED			RET. %
TO DATE	LAST VOUCH.	AUTH.	
	<u>108.5</u>	<u>105.0</u>	<u>3.000</u>

Contractor No. 12005 DIXON CONSTRUCTION CO CORRECTIONVILLE, IA

ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING
0100	<u>535.000</u>	<u>567.000</u>	Cubic Yd	<u>430</u>		<u>000</u>	<u>567000</u>	<u>000</u>	<u>000</u>
	EXCAVATION, CL 20					TOTAL TO DATE			
0110	<u>292.000</u>	<u>292.000</u>	Cubic Yd	<u>430</u>		<u>000</u>	<u>292000</u>	<u>000</u>	<u>000</u>
	STRUCT CONC (BRIDGE)					TOTAL TO DATE			
0120	<u>124.000</u>	<u>124.000</u>	Pound	<u>430</u>		<u>000</u>	<u>124000</u>	<u>000</u>	<u>000</u>
	REINFORC STEEL					TOTAL TO DATE			
0130	<u>72396.000</u>	<u>72396.000</u>	Pound	<u>430</u>		<u>000</u>	<u>72396000</u>	<u>000</u>	<u>000</u>
	REINFORC STEEL, EPOXY COATED					TOTAL TO DATE			
0140	<u>262.000</u>	<u>262.000</u>	Linn Ft	<u>430</u>		<u>000</u>	<u>262000</u>	<u>000</u>	<u>000</u>
	CONC OPEN RAIL, TL-4					TOTAL TO DATE			
0150	<u>900.000</u>	<u>900.000</u>	Linn Ft	<u>430</u>		<u>000</u>	<u>900000</u>	<u>000</u>	<u>000</u>
	PILE, STEEL, HP 10X42					TOTAL TO DATE			
0160	<u>1815.000</u>	<u>1815.000</u>	Linn Ft	<u>430</u>		<u>000</u>	<u>1815000</u>	<u>000</u>	<u>000</u>
	PILE, STEEL, HP 12X53					TOTAL TO DATE			
0170	<u>495.000</u>	<u>495.000</u>	Linn Ft	<u>430</u>		<u>000</u>	<u>495000</u>	<u>000</u>	<u>000</u>
	CONC ENCASE STEEL H PILE, HP 12X53(P10 A)					TOTAL TO DATE			
0180	<u>4.000</u>	<u>4.000</u>	Each	<u>419</u>		<u>000</u>	<u>4000</u>	<u>000</u>	<u>000</u>
	STEEL BEAM G'RAIL BAR TRANS SECT, BA-2 21					TOTAL TO DATE			

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.  
 SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

- DATE \_\_\_\_\_ PROJECT ENGINEER CERTIFICATION
- DATE \_\_\_\_\_ CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.
- DATE \_\_\_\_\_ DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  Project records not reviewed. Recommend payment based on the project engineers certification.  
 Project approved for payment.

**CLAIMANT'S CERTIFICATION (Required for Final Payment Only)**

I, \_\_\_\_\_ the \_\_\_\_\_

for \_\_\_\_\_ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE \_\_\_\_\_ SIGNED CLAIMANT (CONTRACTOR)

Contract 035303



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

FM-C097(132)--55-97  
 Bridge - New / Replacement  
 WOODBURY COUNTY ENGINEER

Voucher No. 20

DATE LAST VOUCHER 09 -14 -21  
 MO. DAY YR.

THIS VOUCHER - -  
 MO. DAY YR.

DAYS WORKED			RET. %	Contractor No. 12005 DIXON CONSTRUCTION CO CORRECTIONVILLE, IA											
TO DATE	LAST VOUCH.	AUTH.		QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING			
	108.5	105.0	3.000	ITEM DESCRIPTION											
0190	4.000	4.000	Each	419	STEEL BEAM G'RAIL END ANCHOR, BOLTED	000	4000	000	000						
					TOTAL TO DATE										
0200	4.000	4.000	Each	419	STEEL BEAM G'RAIL TNGNT END TERM, BA-2 25	000	4000	000	000						
					TOTAL TO DATE										
0210	1083.000	1083.000	Sq Yard	410	ENGINEER FABRIC	000	1083000	000	000						
					TOTAL TO DATE										
0220	1464.000	1464.000	Ton	410	REVTMENT, CLASS E	000	1142940	000	000						
					TOTAL TO DATE										
0230	2352.400	2356.933	Sq Yard	410	RMVL+CRUSH OF PAV'T	000	2352378	000	000						
					TOTAL TO DATE		2356 933								
0240	2.000	2.000	Each	410	SAFETY CLOSURE	000	2000	000	000						
					TOTAL TO DATE										
0250	4.000	4.000	Each	491	FIELD FENCE BRACE PANEL	000	000	000	000						
					TOTAL TO DATE										
0260	556.000	556.000	Linn Ft	491	RMVL/REINSTALL FENCE, FIELD	000	000	000	000						
					TOTAL TO DATE										
0270	26.300	26.300	Station	442	PAINTED PAV'T MARK, WATERBORNE/SOLVENT	000	26000	000	000						
					TOTAL TO DATE										

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.  
 SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. \_\_\_\_\_  
 DATE PROJECT ENGINEER CERTIFICATION

2. \_\_\_\_\_  
 DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.

3. \_\_\_\_\_  
 DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  Project records not reviewed. Recommend payment based on the project engineers certification.

**CLAIMANT'S CERTIFICATION (Required for Final Payment Only)**

I, \_\_\_\_\_ the \_\_\_\_\_  
 for \_\_\_\_\_ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE \_\_\_\_\_ SIGNED CLAIMANT (CONTRACTOR)

CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.

Contract 035303



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

FM-C097(132)--55-97  
 Bridge - New / Replacement  
 WOODBURY COUNTY ENGINEER

Voucher No. 20

DATE LAST VOUCHER 09 -14 -21  
 MO. DAY YR.

THIS VOUCHER - -  
 MO. DAY YR.

DAYS WORKED			RET. %	Contractor No. 12005 DIXON CONSTRUCTION CO CORRECTIONVILLE, IA									
TO DATE	LAST VOUCH.	AUTH.		QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING	
108.5	105.0	3.000		5700.000	5700.000	Lump Sum	401	000	5700000	000	000		
ITEM DESCRIPTION: TRAFFIC CONTROL													
TOTAL TO DATE													
107000.000	107000.000	Lump Sum	401	107000.000	107000.000	Lump Sum	401	000	107000000	000	000		
ITEM DESCRIPTION: MOBILIZATION													
TOTAL TO DATE													
0.500	0.500	Acre	448	0.500	0.500	Acre	448	000	1650	000	000		
ITEM DESCRIPTION: MULCH													
TOTAL TO DATE													
0.500	0.500	Acre	448	0.500	0.500	Acre	448	000	1650	000	000		
ITEM DESCRIPTION: SEED+FERTILIZE (RURAL)													
TOTAL TO DATE													
1194.000	1194.000	Linr Ft	448	1194.000	1194.000	Linr Ft	448	000	445000	000	000		
ITEM DESCRIPTION: SILT FENCE													
TOTAL TO DATE													
32.000	32.000	Cubic Yd	430	32.000	32.000	Cubic Yd	430	000	000	000	000		
ITEM DESCRIPTION: APPLIES TO ITEM 0100 EXCAVATION, CL 20													
TOTAL TO DATE													
0.535	0.535	Cubic Yd	410	0.535	0.535	Cubic Yd	410	000	000	000	000		
ITEM DESCRIPTION: APPLIES TO ITEM 0050 MODIFIED SUBBASE, PLACE ONLY													
TOTAL TO DATE													
-234.557	-234.557	Sq Yard	441	-234.557	-234.557	Sq Yard	441	000	000	000	000		
ITEM DESCRIPTION: APPLIES TO ITEM 0080 STD/S-F PCC PAV'T, CL C CL 3, 9"													
TOTAL TO DATE													
4.533	4.533	Sq Yard	410	4.533	4.533	Sq Yard	410	000	000	000	000		
ITEM DESCRIPTION: APPLIES TO ITEM 0230 RMVL+CRUSH OF PAV'T													
TOTAL TO DATE													

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

**CLAIMANT'S CERTIFICATION (Required for Final Payment Only)**

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. DATE PROJECT ENGINEER CERTIFICATION \_\_\_\_\_

2. DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL \_\_\_\_\_  
 IDOT is not involved in this Farm to Market project.

3. DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL \_\_\_\_\_  
 Project records reviewed.  Project records not reviewed. Recommend payment based on the project engineers certification.

I, \_\_\_\_\_ the \_\_\_\_\_ for \_\_\_\_\_ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE \_\_\_\_\_ SIGNED CLAIMANT (CONTRACTOR) \_\_\_\_\_

Contract 035303



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

FM-C097(132)--55-97  
 Bridge - New / Replacement  
 WOODBURY COUNTY ENGINEER

Voucher No. 20

DATE LAST VOUCHER 09 -14 -21  
 MO. DAY YR.

THIS VOUCHER - -  
 MO. DAY YR.

DAYS WORKED			RET. %
TO DATE	LAST VOUCH.	AUTH.	
	<u>108.5</u>	<u>105.0</u>	<u>3.000</u>

Contractor No. 12005 DIXON CONSTRUCTION CO CORRECTIONVILLE, IA

ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING		RURAL NON-PARTICIPATING		URBAN PARTICIPATING		URBAN NON-PARTICIPATING	
8001	<u>230.000</u>	<u>230.000</u>		<u>430</u>		<u>000</u>	<u>230000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL												
8002	<u>2808.400</u>	<u>2808.400</u>		<u>430</u>		<u>000</u>	<u>2752400</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	SUBGRADE STABILIZATION MATERIAL												
8003	<u>1.200</u>	<u>1.200</u>		<u>430</u>		<u>000</u>	<u>1200</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	MULCHING, MECHANICALLY BONDED FIBER MATRIX												
8004	<u>1.200</u>	<u>1.200</u>		<u>430</u>		<u>000</u>	<u>1200</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	STABILIZING CROP-SEEDING AND FERTILIZING												
8005	<u>77.640</u>	<u>77.640</u>		<u>430</u>		<u>000</u>	<u>77640</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	HEATING OF STRUCTURAL CONCRETE												
8006	<u>347.440</u>	<u>347.440</u>		<u>430</u>		<u>000</u>	<u>347440</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	PROTECTION OF STRUCTURAL CONCRETE												
8007	<u>303.310</u>	<u>303.310</u>		<u>430</u>		<u>000</u>	<u>303310</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	GRANULAR MATERIAL												
8008	<u>550.000</u>	<u>550.000</u>		<u>430</u>		<u>000</u>	<u>550000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	REMOVAL OF FENCE, BARBED WIRE												
8009	<u>723.890</u>	<u>723.890</u>		<u>430</u>		<u>000</u>	<u>723890</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>
	SUPPLIER SURCHARGE CONTRACT LINE ITEM 0060 GRANULAR SHOULDERS												

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

- DATE PROJECT ENGINEER CERTIFICATION
- DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.
- DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  Project records not reviewed. Recommend payment based on the project engineers certification.

**CLAIMANT'S CERTIFICATION (Required for Final Payment Only)**

\_\_\_\_\_ the \_\_\_\_\_

for \_\_\_\_\_ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE SIGNED CLAIMANT (CONTRACTOR)



Contract 035303



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

FM-C097(132)--55-97  
 Bridge - New / Replacement  
 WOODBURY COUNTY ENGINEER

Voucher No. 20

DATE LAST VOUCHER 09 -14 -21  
 MO. DAY YR.

THIS VOUCHER - -  
 MO. DAY YR.

DAYS WORKED		RET. %		Contractor No. 12005 DIXON CONSTRUCTION CO CORRECTIONVILLE, IA												
TO DATE	LAST VOUCH.	AUTH.		QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING	TOTAL TO DATE	TOTAL TO DATE	TOTAL TO DATE	TOTAL TO DATE
108.5	105.0	3.000		498.960	498.960		430		000	498960	000	000				
				SUPPLIER SURCHARGE, CONTRACT LINE 0220 REVETMENT CLASS E												
				3.500	3.500		430		000	3500	000	000				
				LIQUIDATED DAMAGES												
				1.000	1.000	Lump Sum	401		000	000	000	000				
				STOCKPILED MATERIALS												
				TOTAL TO DATE												
				TOTAL TO DATE												
				TOTAL TO DATE												
				TOTAL TO DATE												
				TOTAL TO DATE												
				TOTAL TO DATE												
				TOTAL TO DATE												
				TOTAL TO DATE												
				TOTAL TO DATE												

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

- DATE PROJECT ENGINEER CERTIFICATION
- DATE CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.
- DATE DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  Project records not reviewed. Recommend payment based on the project engineers certification.

**CLAIMANT'S CERTIFICATION (Required for Final Payment Only)**

Dave Dixon the President

for Dixon Construction (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

10/31/2022 David H. Dixon  
 DATE SIGNED CLAIMANT (CONTRACTOR)

CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.

*u*