



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (DECEMBER 5) (WEEK 48 OF 2023)

Live streaming at:

<https://www.youtube.com/user/woodburycountyiowa>

Agenda and Minutes available at:

www.woodburycountyiowa.gov

Daniel A. Bittinger II
389-4405

dbittinger@woodburycountyiowa.gov

Mark Nelson
540-1259

mnelson@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

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held December 5, 2023, at **4:30 p.m.** in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

This is a formal meeting during which the Board may take official action on various items of business. Members of the public wishing to speak on an item must follow the participation rules adopted by the Board of Supervisors.

1. Please silence cell phones and other devices while in the Boardroom.
2. The Chair may recognize speakers on agenda items after initial discussion by the Board.
3. Speakers will approach the microphone one at a time and give their name and address before their statement.
4. Speakers will limit their remarks to three minutes on any one item and address their remarks to the Board.
5. At the beginning of discussion on any item, the Chair may request statements in favor of an action be heard first followed by statements in opposition to the action. The Chair may also request delegates provide statements on behalf of multiple speakers.
6. Any concerns or questions which do not relate to a scheduled item on the agenda will be heard under the item "Citizen Concerns." Please note the Board is legally prohibited from taking action on or engaging in deliberation on concerns not listed on the agenda, and in such cases the Chair will request further discussion take place after properly noticed.
7. Public comment by electronic or telephonic means is prohibited except for a particular agenda item when approved by the Chair 24 hours before a meeting or by a majority of the board during a meeting for a subsequent meeting.

AGENDA

3:00 p.m. Joint Closed Session with LEC Authority {Iowa Code Section 21.5 (1) (c)} – **First Floor Boardroom**

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

1. Approval of the agenda Action

Consent Agenda

Items 2 through 6 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.

2. Approval of the minutes of the November 28, 2023 meeting
3. Approval of claims
4. Board Administration – Karen James
Approval of resolution approving petition for suspension of taxes through the redemption process for D.T.

5. Human Resources – Melissa Thomas
 - a. Approval of Memorandum of Personnel Transactions
 - b. Authorization to Initiate Hiring Process
6. County Treasurer – Tina Bertrand
 - a. Approve property tax refund request for parcel #894715351003 in the amount of \$2,371.00
 - b. Approval of resolution for tax abatement for Lake Forest MHC LLC
 - c. Approval of resolution for tax abatement for Yes Communities
 - d. Approval of resolution for tax abatement for V.R.

End Consent Agenda

- | | |
|---|----------------------|
| <ol style="list-style-type: none"> 7. Secondary Roads – Mark Nahra
Approve the selection of HNTB for preparation of RURAL and INFRA grant applications and to direct the county engineer to negotiate a contract for Board approval | Action |
| <ol style="list-style-type: none"> 8. Board of Supervisors – Matthew Ung <ol style="list-style-type: none"> a. Accept the resignation of Jeremy Taylor as Vice-Chairperson for the remainder of the 2023 session b. Appoint Mark Nelson as Vice-Chairperson replacement for the remainder of the 2023 session | Action

Action |
| <ol style="list-style-type: none"> 9. Board of Supervisors – Matthew Ung & Daniel Bittinger
Public response to resolution submitted to the board by the County Auditor during citizen concerns of the November 28th meeting | Information |
| <ol style="list-style-type: none"> 10. Board of Supervisors – Matthew Ung
Approval to set a roundtable meeting with Iowa's regional legislators for December 15th at 3:30 p.m. | Action |
| <ol style="list-style-type: none"> 11. Reports on Committee Meetings | Information |
| <ol style="list-style-type: none"> 12. Citizen Concerns | Information |
| <ol style="list-style-type: none"> 13. Board Concerns | Information |

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

MON., DEC. 4	6:00 p.m.	Board of Adjustment meeting, First Floor Boardroom
WED., DEC. 6	10:00 a.m.	Loess Hills Alliance Stewardship Committee Meeting, Pisgah, Iowa
	11:00 a.m.	Loess Hills Alliance Executive Meeting
	1:00 p.m.	Loess Hills Alliance Full Board Meeting
	4:45 p.m.	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
WED., DEC. 13	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.
THU., DEC. 14	12:00 p.m.	SIMPCO Board of Directors, 1122 Pierce St.
	4:00 p.m.	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
FRI., DEC. 15	12:00 p.m.	Siouxland Human Investment Partnership Board Meeting, 2540 Glenn Ave.
WED., DEC. 20	12:00 p.m.	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
THU., DEC. 21	1:30 p.m.	SIMPCO Community & Economic Development, Hybrid
	4:30 p.m.	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
WED., DEC. 27	2:30 p.m.	Rolling Hills Community Services Region Governance Board Meeting
THU., DEC. 28	11:00 a.m.	Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
WED., JAN. 3	4:45 p.m.	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.

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

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

NOVEMBER 28, 2023, FORTY-EIGHTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, November 28, 2023, at 4:30 p.m. Board members present were Nelson, Ung, Bittinger II, Radig, and Taylor. Staff members present were Karen James, Board Administrative Assistant, Dennis Butler, Finance and Budget Director, Melissa Thomas, Human Resources Director, and Michelle Skaff, Deputy Auditor/Clerk to the Board.

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

1. Motion by Ung second by Nelson to approve the agenda for November 28, 2023. Carried 5-0. Copy filed.

Motion by Ung second by Taylor to approve the following items by consent:

2. To approve minutes of the November 21, 2023 meeting. Copy filed.
3. To approve the claims totaling \$520,811.44. Copy filed.
- 4a. To approve the separation of Easton Voigt, Civilian Jailer, County Sheriff Dept., effective 12-06-23. Resignation.; the reclassification of Michelle Mann, Civilian Jailer, County Sheriff Dept., effective 12-11-23, \$32.12/hour, 11.5%=\$3.35/hour. Per CWA Civilian Officers Contract agreement, from Senior Class to Master Class; the reclassification of Daniel Priestley, Zoning Coordinator, Community and Economic Development Dept., effective 12-11-23, \$2762.66/bi-weekly, 6.5%=\$168.61/bi-weekly. Per Wage Plan Matrix, 6 year salary increase.; the reclassification of Juan De La Roca Sis, P/T Youth Worker, Juvenile Detention Dept., effective 12-11-23, \$22.26/hour, 4%=\$.85/hour. Per AFSCME Juvenile Detention Contract agreement, from Grade 1/Step 1 to Grade 1/Step 2.; and the reclassification of Marquesha Farris, P/T Youth Worker, Juvenile Detention Dept., effective 12-11-23, \$22.26/hour, 4%=\$.85/hr. Per AFSCME Juvenile Detention Contract agreement, from Grade 1/Step 1 to Grade 1/Step 2. Copy filed.
- 4b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Civilian Jailer, County Sheriff Dept. CWA: \$23.97/hour. Copy filed.

Carried 5-0.

5. Motion by Taylor second by Ung to receive for signatures a Resolution Proclamation Shop Rural Weekend in Woodbury County, Iowa. Carried 5-0.

Melissa Nelson, Correctionville, Marissa Molland, Merville, Kari Cassens, Merville, and Steve Maxwell, Merville, addressed the board regarding the proclamation.

WOODBURY COUNTY, IOWA RESOLUTION #13,683 PROCLAMATION SHOP RURAL WEEKEND IN WOODBURY COUNTY, IOWA

WHEREAS, the vibrant communities of Woodbury County, Iowa, are enriched by the unique character and contributions of our local businesses; and

WHEREAS, the heart of our county lies in the rural landscapes that showcase the resilience, craftsmanship, and entrepreneurship of our dedicated community members; and

WHEREAS, recognizing the importance of supporting our local economy, we celebrate the diverse array of businesses that define the rural charm of Woodbury County; and

WHEREAS, the spirit of community thrives when we come together to uplift and sustain the businesses that form a major component of our county's economic vitality; and

WHEREAS, by promoting and participating in local commerce, we foster a sense of pride, camaraderie, and

prosperity that resonates throughout Woodbury County; and

WHEREAS, we acknowledge the Shop Rural Weekend as an opportunity for residents and visitors alike to explore the treasures of our local shops, markets, and establishments;

NOW, THEREFORE, on behalf of the Woodbury County Board of Supervisors and the citizens of Woodbury County, I do hereby proclaim December 1-3, 2023 as "Shop Rural Weekend." I encourage all residents to embrace this occasion by patronizing the businesses that contribute to the unique character and economic strength of our county.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

6. Motion by Taylor second by Nelson to approve up to \$6,000.00 from CIP funds to improve the configuration and technology of the Auditor's Conference Room to be paid from gaming. Carried 5-0. Copy filed.
7. Motion by Ung second by Bittinger to approve memo to all elected officials and department heads to hold the line on operating budgets requests at 0 percent for FY25. Carried 5-0.
8. Reports on committee meetings were heard.
9. Leo Jochum, Salix, Kevin Nelson, Salix Mayor, and Doyle Turner, 2738th 200th St, addressed the board regarding concerns about the proposed Salix Drainage District.

Pat Gill, County Auditor, presented a proposed resolution to the board to request the Iowa Attorney General to investigate election activities and if warranted file a petition for removal of Jeremy Taylor from the office of Woodbury County Supervisor.

Motion by Ung second by Radig to receive a copy of the proposed resolution from Auditor Gill. Carried 4-0, Taylor abstained. Copy filed.

Doyle Turner, 2738 200th St, and Craig Levine, Sioux City, addressed the board regarding Jeremy Taylor.

10. Board concerns were heard.

Jim Fisher, Merville mayor, addressed the board regarding the Merville frontage road.

The Board adjourned the regular meeting until December 5, 2023.

Meeting sign in sheet. Copy filed.

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: December 5, 2023

*** PERSONNEL ACTION CODE:**

A - Appointment

T - Transfer

P - Promotion

D - Demotion

R-Reclassification

E- End of Probation

S - Separation

O - Other

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Ashcraft, Greg	County Sheriff	11-28-23	Civilian Jailer			S	Resignation.
Ryder, Dylan	County Sheriff	12-09-23	Civilian Jailer			S	Resignation.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas HR Director

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: December 5, 2023

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Sheriff	(2) Civilian Jailers	CWA: \$23.97/hour		

Chairman, Board of Supervisors



Woodbury County Sheriff's Office

LAW ENFORCEMENT CENTER
P. O. BOX 3715 SIOUX CITY, IOWA 51102

Chad Sheehan, SHERIFF

PHONE: 712.279.6010
E-MAIL: csheehan@woodburycountyiowa.gov
FAX: 712.279.6522

November 27th, 2023

To the Woodbury County Board of Supervisors & Human Resources Department,

The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to begin the hiring process for one (1) Correctional Officer position, effective December 6th, 2023. We request this be placed on the agenda for Tuesday December 5th, 2023, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad Sheehan".

Chad Sheehan, Sheriff

cc: file



Woodbury County Sheriff's Office

LAW ENFORCEMENT CENTER
P. O. BOX 3715 SIOUX CITY, IOWA 51102

Chad Sheehan, SHERIFF

PHONE: 712.279.6010
E-MAIL: csheehan@woodburycountyiowa.gov
FAX: 712.279.6522

November 27th, 2023

To the Woodbury County Board of Supervisors & Human Resources Department,

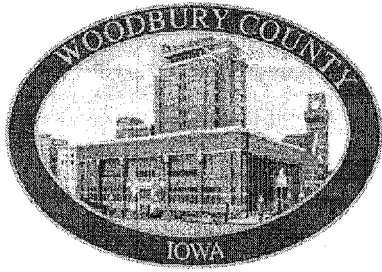
The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to begin the hiring process for one (1) Correctional Officer position, effective December 6th, 2023. We request this be placed on the agenda for Tuesday December 5th, 2023, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad Sheehan", with a long horizontal flourish extending to the right.

Chad Sheehan, Sheriff

cc: file



Tina M Bertrand

Treasurer of Woodbury County
Property Tax
822 Douglas Street Suite 102
Sioux City, IA 51101
712-279-6495

November 28, 2023

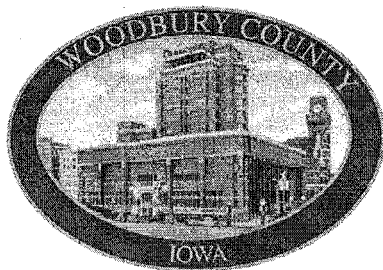
RE: Refund to ACC LLC

Dear Board of Supervisors,

I am requesting permission to refund an overpayment done by ACC LLC on parcel 8947 15 351 003. This parcel is owned by Adam Smith for 3100 Norman Dr. Both the owner and the tax sale certificate investor made a payment on the same day. The owner paid in our office and the investor paid on-line. Please give me the authority to refund the tax investor \$2371.00 because of the double payment.

Thank you for your time,

Janet L. Trimpe
Woodbury County Tax Deputy



Tina M Bertrand
Treasurer of Woodbury County
Property Tax
822 Douglas Street Suite 102
Sioux City, IA 51101
712-279-6495

November 22, 2023

RE: Abatement of Taxes

Dear Board of Supervisors,

The following mobile homes need taxes abated:

1988 Champion-VIN 0581123406	owned by Lake Forest MHC LLC	\$96.00
was located 3700 28 th St Lot #295---junking certificate issued 9-12-23		
1981 Sharlo-VIN 8379	owned by Yes Communities	\$75.00
was located 5309 Hwy 75 N Lot 20---junking certificate issued 10-31-23		
1999 Belaire-VIN NEB99B01379	owned by Vanessa Roman	\$125.00
was located 5309 Hwy 75 N Lot 273B—moved home to South Dakota		

Thank you for your time,

A handwritten signature in cursive script that reads "Janet L. Trimpe".

Janet L. Trimpe
Woodbury County Tax Deputy

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

Date: 11/22/2023 Weekly Agenda Date: 12/5/2023

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

WORDING FOR AGENDA ITEM:

Request for tax abatements on mobile homes

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Give Direction ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

Request for tax abatements

BACKGROUND:

1988 Champion-junking certificate issued	\$96.00
1981 Sharlo-junking certificate issued	\$75.00
1999 Belaire-moved out of state	\$125.00

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:

Board of Supervisors to abate taxes

ACTION REQUIRED / PROPOSED MOTION:

Board of Supervisors to abate taxes

WOODBURY COUNTY, IOWA

RESOLUTION #

RESOLUTION APPROVING ABATEMENT OF TAXES

WHEREAS, Lake Forest MHC LLC is the titleholder of a mobile home

VIN # 0581123406 located in Woodbury County, Iowa and legally described as follows:

VIN # 0581123406 Year/Model 1988 Champion

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

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

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

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

SO RESOLVED this 5th day of December, 2023.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick Gill
Woodbury County Auditor/Recorder

Matthew Ung, Chairman

WOODBURY COUNTY, IOWA

RESOLUTION #

RESOLUTION APPROVING ABATEMENT OF TAXES

WHEREAS, Yes Communities is the titleholder of a mobile home

VIN # 8379 located in Woodbury County, Iowa and legally described as follows:

VIN # 8379 Year/Model 1981 Sharlo

WHEREAS, the above-stated mobile home has taxes payable including special assessments and the mobile home is owned by Yes Communities.

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

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

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

SO RESOLVED this 5th day of December, 2023.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick Gill
Woodbury County Auditor/Recorder

Matthew Ung, Chairman

WOODBURY COUNTY, IOWA

RESOLUTION #

RESOLUTION APPROVING ABATEMENT OF TAXES

WHEREAS, Vanessa Roman is the titleholder of a mobile home

VIN # NEB99B01379 located in Woodbury County, Iowa and legally described as follows:

VIN # NEB99B01379 Year/Model 1999 Belaire

WHEREAS, the above-stated mobile home has taxes payable including special assessments and the mobile home is owned by Vanessa Roman.

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

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

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

SO RESOLVED this 5th day of December, 2023.

ATTEST:

WOODBURY COUNTY BOARD OF SUPERVISORS

Patrick Gill
Woodbury County Auditor/Recorder

Matthew Ung, Chairman

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

Date: 11/28/2023 Weekly Agenda Date: 12/5/2023

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

WORDING FOR AGENDA ITEM:

Consider selection of HNTB for federal grant application preparation

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

The county engineer requested proposals from consultants to assist the county in the preparation of grant applications for RURAL and INFRA grants to assist in funding the Southbridge Interchange.

BACKGROUND:

Under the IIJA, new competitive grant programs are available as direct allocations to counties to assist with funding large infrastructure projects. The county engineer has recommended that the county apply for grant funding under the RURAL and INFRA programs. To assist with the grant preparation, a consulting firm was sought. HNTB offered a proposal for preparation of grant applications.

FINANCIAL IMPACT:

The county will be responsible for the cost of grant preparation. The final cost for the project will be determined after a contract is negotiated with HNTB. The grant preparation is proposed to be funded by LOSST or gaming 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?

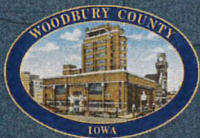
Yes ☐ No ☐

RECOMMENDATION:

Recommend that the Board approves the selection of HNTB for grant preparation work and that the Board direct the county engineer to negotiate a contract with the consultant.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the selection of HNTB for preparation of RURAL and INFRA grant applications and to direct the county engineer to negotiate a contract for Board approval.



Proposal for

INFRA AND RURAL GRANT APPLICATION PREPARATION SERVICES

Point of Contact:
Stephanie Hemberger, PE
Contract Manager
(515) 259-8405
shemberger@hntb.com

HNTB Corporation
THE HNTB COMPANIES
Infrastructure Solutions

601 East Locust Street
Suite 200
Des Moines, IA 50309

Telephone (515) 259-8400
www.hntb.com

November 8, 2023

Mark Nahra, PE
Woodbury County Engineer's Office
759 E. Frontage Road
Merville, IA 51039



RE: INFRA AND RURAL GRANT APPLICATION PREPARATION SERVICES

Dear members of the selection committee:

The Infrastructure Investment and Jobs Act (IIJA) provides an unprecedented level of funding for addressing critical transportation needs. The number of new and existing federal discretionary grant funding programs set to distribute part of \$1.2 trillion established under the IIJA poses a great opportunity for Woodbury County to leverage federal investment on its projects.

The progress initiated by Woodbury County on the I-29 Southbridge Interchange positions this project well for shovel-readiness and grant funding. As a knowledgeable and experienced leader in developing successful grant applications, and as the preliminary and final designer of your project in coordination with the Iowa Department of Transportation (DOT), HNTB is best positioned to demonstrate this project is worthy of grant funding in the eyes of the United States DOT (USDOT).

HNTB is best suited to achieve federal discretionary grant success for you on the I-29 Southbridge Interchange by providing:

- » **A streamlined grant delivery process in lock step with design until grant award.** With our expert grant writing team and **Stephanie Hemberger, PE** as your contract and project manager, our team will simplify coordination. Stephanie is the project manager of the I-29 Southbridge Interchange preliminary and final design, making her uniquely positioned to streamline communication between the design and grant application development, all the way to construction and grant fund obligation.
- » **A team with a proven track record of success.** Our HNTB grant writing team has a win rate of 35% for large projects and 23% for small projects compared to the industry average of 13% and 7%, respectively. We have hand-selected grant writing experts **Corey Fischer, AICP**, **Chris Kopp, AICP** and **Janelle Carey** for the I-29 Southbridge Interchange project based on their successful experience crafting competitive grant applications together.
- » **A deep understanding of current administration priorities – including potential policy changes – to create the most competitive grant application.** Our grant writing team brings extensive government relations capability with the ability to provide advanced warning of potential policy issues and changes affecting grant programs, schedules, and requirements. We will confirm the County maintains its competitiveness through the grant application and award process.

**HNTB HAS SECURED
MORE THAN**

\$15B

**IN TRANSPORTATION
GRANTS SINCE 2009.**

On the following pages, we provide details about how we can help you most effectively compete for funding through the IIJA. We appreciate your consideration of our proposal. If you have any questions, please contact Stephanie at (515) 259-8405 or shemberger@hntb.com.

Sincerely,

HNTB Corporation

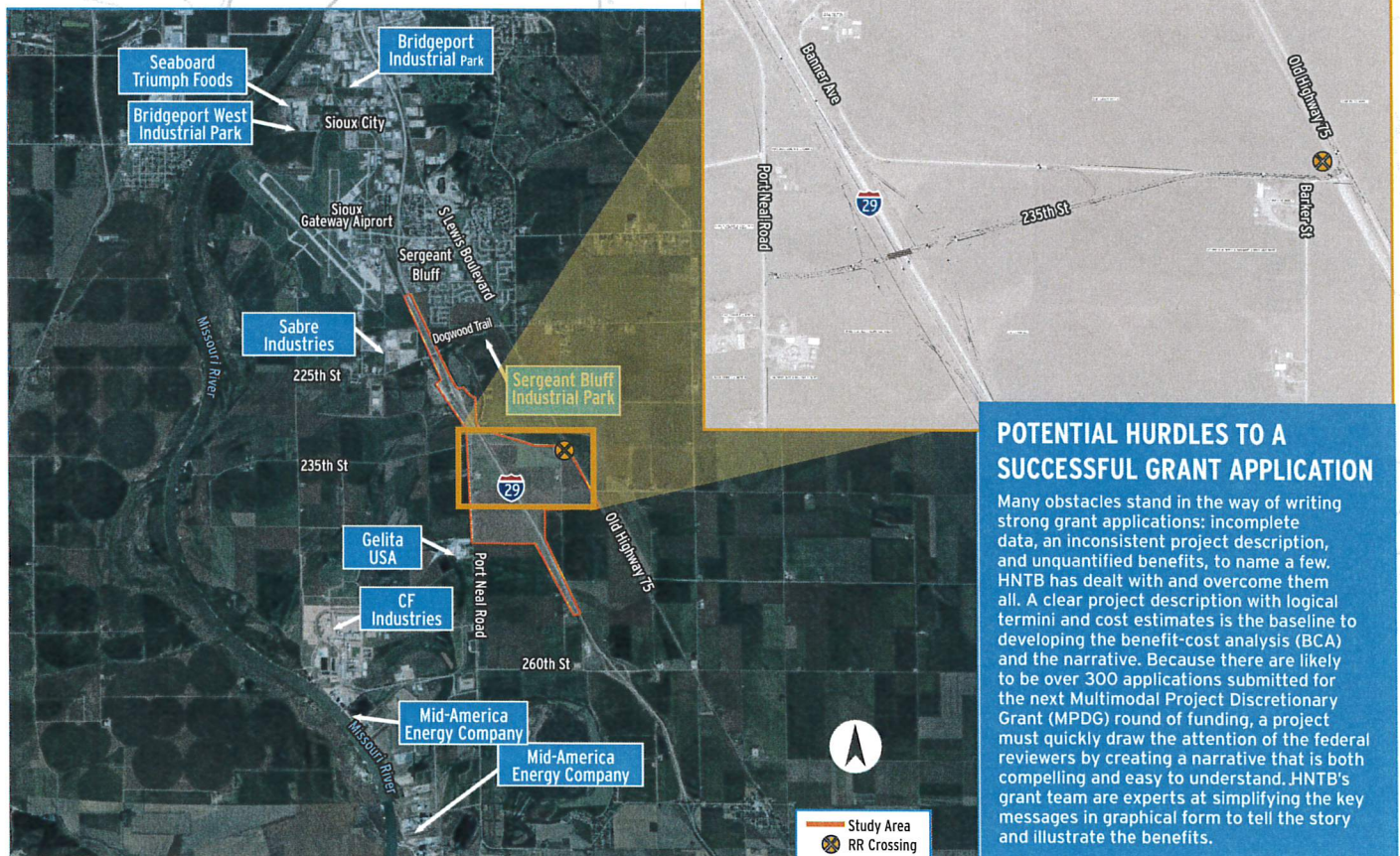
Stephanie Hemberger, PE
Contract Manager

2. PROJECT UNDERSTANDING AND APPROACH

PROJECT UNDERSTANDING

HNTB understands the importance of this interchange to not only Woodbury County, but the Cities of Sioux City and Sergeant Bluff, the Siouxland Interstate Metropolitan Planning Council, and the greater region. The I-29 Southbridge Interchange has been a vision of the region since 2005 and is foundation to the broader roadway network for freight and economic development in this part of

the state. Woodbury County and its partners have been underway laying significant groundwork for this interchange since it was envisioned, and the project, scheduled for letting in January 2026, is critical to providing connectivity in the transportation network surrounding the Southbridge Business Park, Sergeant Bluff Industrial Park, the Sioux Gateway Airport, increasing uses at Port Neal on the Missouri River, and more.



POTENTIAL HURDLES TO A SUCCESSFUL GRANT APPLICATION

Many obstacles stand in the way of writing strong grant applications: incomplete data, an inconsistent project description, and unquantified benefits, to name a few. HNTB has dealt with and overcome them all. A clear project description with logical termini and cost estimates is the baseline to developing the benefit-cost analysis (BCA) and the narrative. Because there are likely to be over 300 applications submitted for the next Multimodal Project Discretionary Grant (MPDG) round of funding, a project must quickly draw the attention of the federal reviewers by creating a narrative that is both compelling and easy to understand. HNTB's grant team are experts at simplifying the key messages in graphical form to tell the story and illustrate the benefits.

Understanding the project and data is vital to any successful grant development strategy. Zero time will be lost upon selection since HNTB has the latest design knowledge and data for the project to immediately start pre-grant activities. This is important given the critical nature of not only the compressed project design schedule, but also the anticipated Notice of Funding Opportunity (NOFO) schedule.

Our team's institutional project history and knowledge, combined with our proven multidisciplinary approach to grant application development, creates a synergy for crafting a compelling narrative satisfying each criterion in the NOFO. On the following pages, we outline our proven approach to developing grants and how this, combined with our integral understanding of the project that will continue throughout design, makes HNTB the best team to deliver successful grant applications on schedule.

TEAM QUALIFICATIONS

HNTB has assembled a core team of grant management and writing staff, supplemented with national experts that have worked at the USDOT and have maintained relationships at the highest levels. This gives Woodbury County the combined value of a dedicated team as well as people that understand the federal reviewer perspective when scoring grant applications.

HNTB'S APPROACH TO WINNING GRANTS

In collaboration with you, HNTB will build upon our winning approach for grant pursuit and management to boost your success rate. Our approach, as shown in [Figure 1](#), creates a thoughtful, rigorous step-by-step method.

1 IDENTIFY GRANTS EARLY

The county has identified INFRA and Rural grants as primary grant funding sources to apply for. Our team will conduct an early review of the prior year's NOFO - of which we bring experience - to identify potential application pitfalls early.

Further, HNTB can identify additional potential existing and future opportunities in order to maximize grant funding for the county. For example, this project may be a compelling candidate for RAISE and FRA grants. If of interest, HNTB will ensure the work done to complete an INFRA/Rural grant application can seamlessly transition to other grant opportunities.

2 ADVANCE PROJECTS TO SHOVEL READY

The I-29 Southbridge Interchange project has a distinct advantage over other projects. Due to the great work by Woodbury County and their partnership with Iowa DOT, the project has advanced beyond many factors the USDOT tends to identify as risks that could impact a project's delivery.

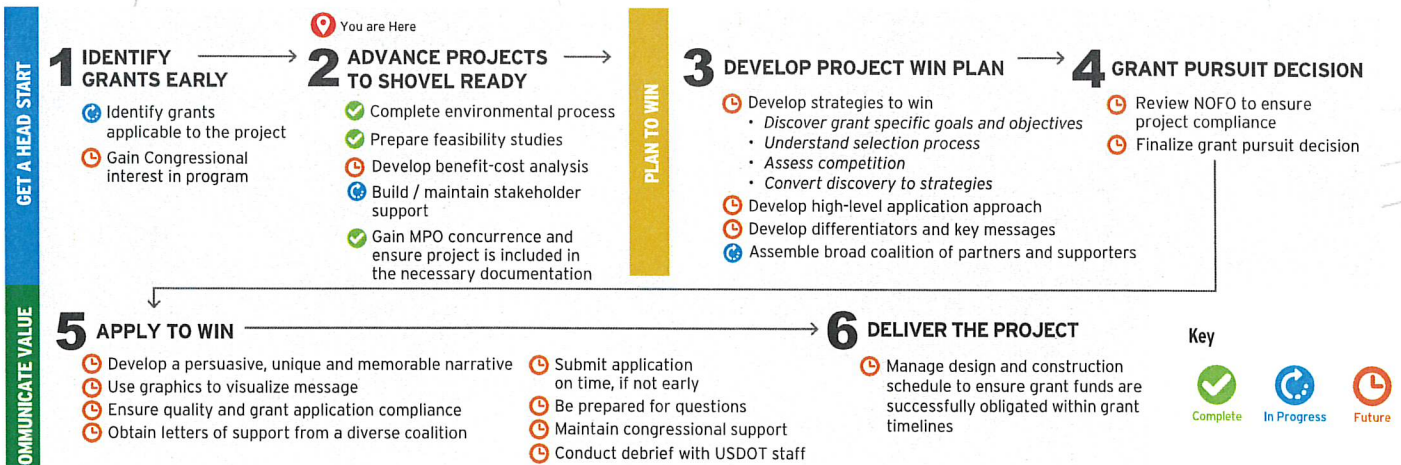


Figure 1. HNTB's approach to winning grants.

Pre-grant activities that help reduce risk include:

- » Preparing feasibility studies
- » Completing the environmental process
- » Developing a BCA
- » Continuing to build stakeholder support
- » Gaining metropolitan planning organization (MPO) concurrence

The project should continue to be advanced to shovel-ready status to the fullest extent possible. This will mitigate or eliminate budget, schedule, and environmental risks that could otherwise negatively affect reviewers' perceptions of the project.

PREPARE FEASIBILITY STUDIES AND COMPLETE ENVIRONMENTAL DOCUMENTATION

The county successfully laid the groundwork for this project with National Environmental Protection Agency (NEPA) documentation completed in 2020. The project received a countersigned Environmental Assessment (EA) in January 2020 and a Finding of No Significant Impact (FONSI) signed by the Federal Highway Administration (FHWA) in May 2020. The Interchange Justification Report (IJR) was signed by FHWA in February 2022. HNTB completed preliminary design in September of this year and is underway on right-of-way design and plans to be submitted before year end. The HNTB design team will continue to confirm the project design remains within the bounds of the approved NEPA and IJR documentation.

DEVELOP A BCA

In any grant, the BCA will provide reviewers with high confidence that a project's benefits will exceed its costs and make it a worthy use of federal funds. HNTB has extensive experience conducting BCA analyses and leveraging BCA insights to drive narrative development. We will establish the four key components of an effective BCA:

- » A well-defined project
- » Solidly researched, documented models
- » Conservative assumptions and sensitivity tests
- » A favorable benefit-cost ratio (BCR) greater than 1.5

We recommend conducting a preliminary "sketch" BCA well in advance of NOFO release, as one of the first activities out of the gate. This is a low-risk, high-reward way to confirm that the project presented as cost effective. This will also provide the opportunity to consider design elements that may strengthen the BCA.

Benefits can be quantified in a variety of ways, such as improved safety, increased time savings, reduced vehicle miles traveled and increased passenger throughput. Not all worthwhile projects, however, produce a positive BCR from these mechanisms alone. HNTB will use REMI, HEC- FIA and other economic estimating methodologies to inform a grant's narrative discussion about local job and income impacts.

Our team goes beyond the obvious to quantify impacts on industry, community, climate and equity that may extend beyond the project area and even have nationwide implications. Where benefits cannot be quantified, our team will describe them qualitatively.



RAILROAD CROSSING IMPROVEMENTS

HNTB looks for opportunities to strengthen grant applications. For example, the existing railroad crossing at 235th Street and Old US 75 (K-45) is entirely passive with no warning features. The preliminary design of this project includes adding gate arms and flashing beacons, in addition to realigning the intersection to improve horizontal and vertical geometry. This is one of many elements our team will highlight in a grant application.

BUILD/MAINTAIN STAKEHOLDER SUPPORT

The USDOT wants to know that a broad coalition of support has been achieved for a project far before the process of applying for a grant. The stories that can be told from the perspective of key stakeholders will have a significant impact on presenting a project with a compelling story. Now is the time to continue to get in front of the stakeholders to get their stories on how this project will impact their lives.

The county has gained significant stakeholder support since 2005, with project support by the City of Sioux City, the Siouxland Interstate Metropolitan Planning Council and the Iowa DOT, to name a few. It will be important to continue to maintain this stakeholder support and communicate the pending project benefit, but this accomplishes a key step to the grant application process. We will work with you to continue to build congressional understanding of the project now before it comes time for those representatives to provide support letters and advocate for the project in Washington, DC.

UPDATING THE STIP/TIP

Projects should show that they are programmed in local and statewide planning documents. This project is at an advantage to others in that this has been completed.

3 DEVELOP PROJECT WIN PLAN

DEVELOP STRATEGIES, APPROACH AND DIFFERENTIATORS

To win, HNTB will develop a comprehensive grant development plan. This plan will lay out each step to confirm the application will comply with every NOFO requirement. Members of our team are experienced in all USDOT program selection and merit criteria. The plan will identify a champion - someone who is embedded in Woodbury County and will help our team develop the win themes and messages, and who can help assemble a critical coalition of partners and

supporters. Along with a Woodbury County champion, we will define an application approach that aligns the county's goals with the NOFO requirements. From there, we will identify project differentiators and begin to define the key messages and themes to highlight in the application.

This will involve planning and developing a high level application approach, schedule, messaging and coalition building. There is a competitive advantage in this approach. Grant program requirements change little from year to year and the county can capitalize on this to gain more time to:

- » Spot and remedy project weaknesses
- » Obtain as many support letters as possible
- » Produce the most competitive application possible

ASSEMBLE A BROAD COALITION OF SUPPORT

Having a broad coalition of supporters is critical to receiving federal funding, and these supporters can advocate for the project by writing letters of support. In today's grant climate, it is common to see more than 50 letters of support for a project. These letters come from elected officials at all levels, community organizations, businesses, advocacy groups and residents. Coordinating the collection of support letters is a time-consuming process that cannot be overlooked. HNTB begins this process in advance of any NOFO release and will develop the list of stakeholders, create a support letter template, create a fact sheet of information for elected officials, and coordinate with all stakeholders to compile the letters. Before and after the application is turned in, we will encourage the congressional delegation supporting the project to make contact with USDOT and FHWA staff to voice their support and build name recognition for the project.

4 GRANT PURSUIT DECISION

When the NOFO is released, HNTB will review the content with Woodbury County and make a final determination to submit an application. The purpose of this analysis is to ensure the project is well defined and remains:

- » Fully aligned with the grant program goals and requirements as specified in the NOFO
- » At a point in the development process where it poses no or minimal risks in the eyes of federal reviewers
- » Settled in terms of funding streams, local share and amount of federal funds to be requested
- » Widely supported by communities, officials and leadership

MULTIPLE FUNDING OPPORTUNITIES

The I-29 Southbridge Interchange project is versatile enough to qualify for more than just INFRA and Rural funding. Due to the competitiveness of federal grant programs, it is important to consider seeking funding from multiple sources. HNTB will create content that can be reusable in additional grants, such as Rebuilding American Infrastructure with Sustainability and Equity (RAISE), so it is less of a burden when it comes time to apply.

5 APPLY TO WIN

Grant competition is tighter than ever, and federal agencies are overextended by the increase in discretionary grant applications. It is therefore critical to develop a clear, concise narrative and graphics to explain project objectives, scope, benefits and costs, and stakeholder roles. Our team will break down complex concepts and develop easy-to-understand messaging and visuals. This may be conveyed through eye-catching, simplified maps and infographics, explanatory one-pagers and letter of support templates that make it easy to approve.

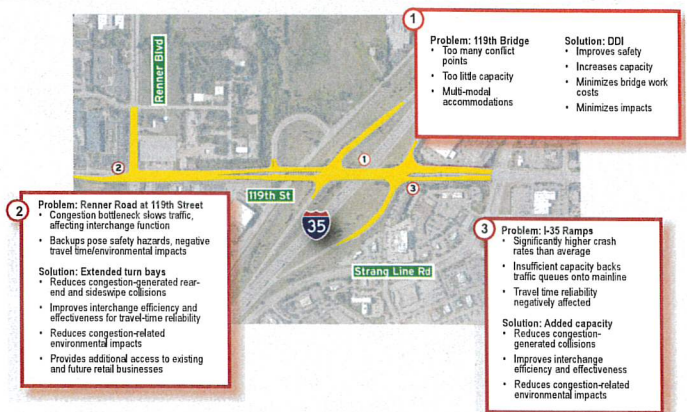


Figure 2. Example graphic from HNTB's successful I-35 and 119th Street interchange grant application for KDOT. HNTB's use of images to summarize issues and solutions can go a long way to helping the federal reviewer grasp the project.

HNTB will develop a compelling narrative to convey the project's strength and impact in a way that allows it to stand out among all other applications. The valuable lessons our team has learned about narrative development based on prior wins include:

- » Stress-test the project's concept and data
- » Write clearly and concisely (page limits are the maximum, not a goal)
- » Avoid hyperbole and back up any assertions
- » Speak to the history and community impacted
- » Articulate the project needs and the proposed solution clearly

Our team has extensive experience with the federal grant application process and knows how critical time management and advance preparation are to meeting submission deadlines and meeting all requirements. We will make sure requirements for each submittal are understood, discussed with Woodbury County and communicated early and throughout the submittal process. A proven application development schedule with built-in check points will be used to make sure

material development is on track. Potential production bottlenecks will be identified and resolved quickly. We have included a preliminary grant application development schedule on **page 14** of this proposal.

Lastly, HNTB will work with Woodbury County to maintain congressional interest in submitted projects and to help them effectively engage with the USDOT in support of its applications. In the event the application is not selected to receive federal assistance, the HNTB team will work with the county to conduct a debrief with federal decision makers to identify areas of improvement for the next application.

6 DELIVER THE PROJECT

The HNTB team has experts that can assist the county through the federal contracting process so that funds are obligated on the same schedule outlined in the grant narrative. The schedule included with any grant application is binding; therefore, it is critical project schedule risks be mitigated and any potential risks be disclosed prior to funding obligation. Upon grant award, HNTB will continue seamlessly throughout project delivery, proactively mitigating any schedule risk to ensure funds are ultimately obligated successfully.

TEAM EXPERIENCE

The HNTB grant support team maintains a repository of reference materials and templates from successful federal grant applications. Elements include examples and process documents for streamlining the development of critical application components and ensuring compliance with exacting NOFO requirements that, if not met, can cause a project to be rejected or downgraded during review. We understand how to select and position projects for USDOT discretionary grants and have a deep IIJA understanding.

RELEVANT COMPLETED PROJECTS

HNTB has successfully secured federal funding for a variety of projects around the nation. A sample of recent winning grant projects and those pending award are detailed below. The projects and applications were selected as they are similar features and purpose to this project. HNTB developed 'win messaging' that is compelling to federal reviewers based on the project description.

Project/Location/Year	Client	Grant Type	Total Grant Award	Relevancy
I-35 Santa Fe Forward, Olathe, KS (2023)	City of Olathe, Kansas DOT (KDOT)	MPDG	\$100 million (pending)	This project will improve the safety and efficiency of a critical piece of the National Highway Freight Network as well as a major regional interchange that serves various freight, light industrial, office, entertainment, and residential districts. The HNTB team developed a compelling application by demonstrating the project will relieve bottlenecks on the I-35 mainline, Santa Fe Interchange and supporting arterial roadway, and the Old US 56/Mahaffie Street junction, by reducing fatal and injury crashes by 42% which generated a favorable BCR and highly-ranked application.
US 412 Priority Improvements for Interstate Design, Statewide, OK (2023)	Oklahoma DOT (ODOT)	MPDG	\$83 million (pending)	The project upgrades multiple points on US 412 from at-grade intersections to interchanges to meet interstate standards. US 412 is congressionally mandated to become a new interstate. For purposes of developing a compelling narrative and generating a BCR over a 1.0, HNTB assisted in identifying the bundled delivery strategy for interchanges to be upgraded to bring US 412 into compliance with highway standards.
North Baton Rouge Mobility Reinvestment Program, Baton Rouge, LA (2022)	City of Baton Rouge, Parish of East Baton Rouge	MPDG	\$60 million	This project improves active transportation and freight connectivity in the historically disadvantaged community of North Baton Rouge. The multimodal improvements made throughout the corridor supported the Complete Streets rebuild to Florida Boulevard in the southern portion of the project area. Using quantifiable and qualitative data, the HNTB team developed a compelling narrative that illustrated the project connects major employment centers to the east and west that play a significant role in the region's supply chain.
I-39/90/94 Wisconsin River Bridges, Columbia County, WI (2022)	WisDOT	INFRA	\$80 million	This project includes reconstructing two new 0.3-mile bridges over the Wisconsin River and two county road overpass bridges. The HNTB team synthesized a significant amount of technical documentation and translated it to each NOFO criterion.
Oklahoma Road User Charge (RUC) Pilot Program, Statewide, OK (2021)	ODOT	STSFA	\$1.9 million	ODOT received funds to study alternative funding sources for transportation infrastructure. Funds also went toward developing a pilot program to evaluate the effectiveness of a RUC with a sample size of Oklahoma residents. The HNTB team helped convey the importance of investing in innovation in both urban and rural areas of the United States.

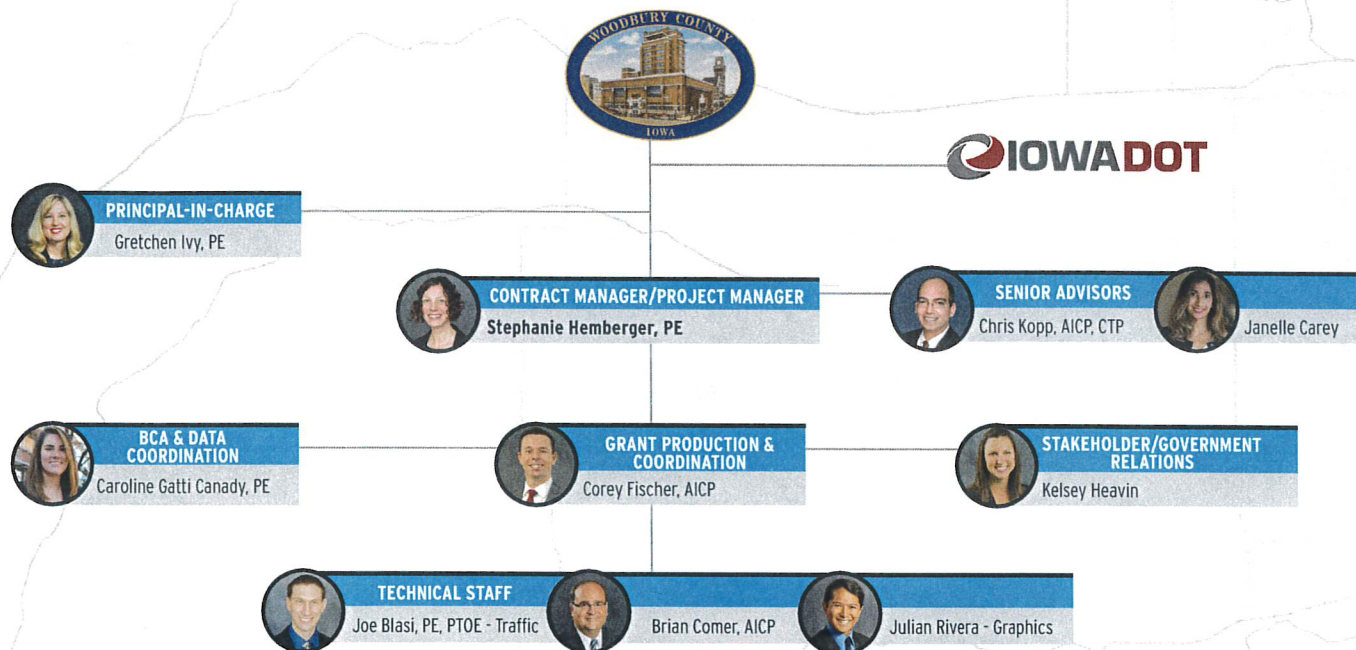
Project/Location/Year	Client	Grant Type	Total Grant Award	Relevancy
Washington Street Livability Project, Denver, CO (2021)	Denver DOT and Infrastructure (DOTI)	RAISE	\$14 million	The project is the primary corridor from industrial sites to the statewide freight corridor of I-25 within the disadvantaged neighborhood of Globeville. Overall, the BCA analysis reflected that traffic demand would increase due to the construction of the project – a disbenefit to the BCR. The HNTB team composed a compelling narrative about the east-west connectivity improvements to indicate how this project met the RAISE NOFO criteria. Washington Street lacked modern protective intersections, sidewalks, bike paths, and lighting. In addition, new roadway geometry will protect users and public infrastructure from damage caused by trucks.
Waukesha and Wauwatosa Safety Study, Waukesha, WI (2021)	WisDOT	CRISI	\$125 thousand	The proposed project is a study to develop safety solutions for trespassing and grade crossing incidents in two rail corridors. The purpose of the study is to identify potential infrastructure improvements and/or strategies to effectively reduce the risk of trespassing and casualties throughout the study corridors. The HNTB team demonstrated how important a comprehensive study was to developing solutions that could be implementable.
I-35 & 119th Street Interchange Reconfiguration, Olathe, KS (2019)	City of Olathe, KDOT	BUILD	\$10 million	The project constructed a new diverging diamond interchange and access management improvements. This project expanded upon improvements and investments already made in the project area, including the Johnson County Gateway project, which improved the I-35 mainline with additional northbound and southbound auxiliary lanes between the 119th Street interchange and the I-435 interchange. The HNTB team assisted in conveying how further federal investment would greatly benefit not only the local transportation network, but also the national transportation network.
Regional Truck Parking Information and Management System (2015)	Mid America Association of State Transportation Officials (MAASTO), KDOT	TIGER	\$32 million	This project improves freight safety and connectivity in the State of Kansas. The HNTB team wrote a compelling story about the benefits of monitoring truck parking conditions on important freight corridors (I-35, I-64, I-65, I-70, I-71, I-75, I-80, I-94 and I-135) to provide parking information to freight truck drivers and dispatchers via real-time roadside signage, state traveler information websites such as 511, and smartphone and in-cab applications.

GRANT TYPES:

1. Better Utilizing Investments to Leverage Development (BUILD)
2. Consolidated Rail Infrastructure and Safety Improvements (CRISI)
3. Infrastructure For Rebuilding America (INFRA)
4. Multimodal Project Discretionary Grant (MPDG)
5. Rebuilding American Infrastructure with Sustainability and Equity (RAISE)
6. Surface Transportation System Funding Alternatives (STSFA)
7. Transportation Investment Generating Economic Recovery (TIGER)

ORGANIZATIONAL CHART

Competing for discretionary federal grants is a complex undertaking. This historic legislation with dozens of funding opportunities across a broad spectrum of infrastructure disciplines requires an experienced team of technical and grant-writing experts. The HNTB team provides Woodbury County with a single point of contact between the project design and grant application development to access a full spectrum of experts to be successful. Only those resources required by each individual grant application will be employed.



SENIOR ADVISORS

HNTB has a rigorous company-wide process for QA/QC. Grant applications will be checked and re-checked by qualified staff to verify that all required components of grant applications are included in the submission and that they adhere to grant evaluation criteria and requirements. Most importantly, our senior reviewers will check for consistency of messaging, integration of grant requirements and readability before submitting to the DOT as well USDOT. In addition, HNTB will conduct a thorough technical editing of written content to verify that the grant application is formatted to meet submission guidelines. HNTB also has in-house graphics support to create vibrant graphics, visual renderings and maps to effectively feature the benefits of the project. HNTB has consistently delivered quality projects for our clients through our proven Quality Management System (QMS).

3. CONTRACT MANAGER

STEPHANIE HEMBERGER, PE *CONTRACT MANAGER, PROJECT MANAGER*

Stephanie joined HNTB in 2006 and currently serves as a project manager, leading the firm's Central States - Des Moines transportation design practice. She brings more than 17 years of diverse engineering experience, spanning all project phases from planning and conceptual design through final design and construction services for both state and municipal clients. Her experience includes project management, highway and municipal roadway design, transportation planning, traffic analysis, drainage design and plan production.

Education: MBA, Rockhurst University; BS, Civil Engineering, Iowa State University
Registrations: PE: IA #P23947, MO #2011000896
Years of Experience: 17
Office Address: 601 E. Locust Street, Suite 200, Des Moines, IA 50309
Availability: 25%
Current Workload: I-29 Southbridge Interchange Design
Time Commitment: 25%

RELEVANT EXPERIENCE

IOWA DOT, I-29 SOUTHBRIDGE INTERCHANGE, SIOUX CITY, IA - Project manager for preliminary through final design of a new diamond interchange on I-29 between Salix and Sergeant Bluff. The project, in coordination with Iowa DOT and Woodbury County, includes a new bridge over I-29, the extension/realignment of over 1 mile of 235th Street, and the realignment of an at-grade Union Pacific Railroad (UPRR) crossing to improve sight distance, implement an active grade crossing and improve freight accommodations. Old US 75 will be raised to improve railroad crossing geometry. The project includes preliminary bridge design, extensive geotechnical investigations due to poor soil conditions in the Missouri River Valley, an open drainage system/culvert design, all roadway and construction staging design, and public information and utility coordination support.

KDOT, I-235/I-135/K-96 WICHITA NORTH JUNCTION INTERCHANGE, WICHITA, KS - Deputy design manager following field check for the final design phases of the Wichita North Junction (WNJ) Interchange. The project will reconfigure the I-35/I-235/K-96 system-to-system interchange to address capacity and safety issues in the area. Over 97,000 vehicles (10% trucks) use the WNJ today, with 160,000 vehicles anticipated by the year 2050. The project includes significant construction staging considerations, interdisciplinary coordination, and stakeholder coordination with the City of Wichita, Sedgwick County, and other local stakeholders. The Phase 2B project included coordination with Union Pacific Railroad (UPRR) for a temporary track realignment in their yard for bridge pier construction. HNTB completed final letting plans to meet schedule for a \$21 million BUILD grant.

4. SUBCONSULTANTS

As a full-service firm, the HNTB team has the capability and availability to provide staff expertise in each of the required work categories identified in the RFP. As such, we do not anticipate the use of subconsultants on this project. However, HNTB has a long history of collaborating with partner agencies and firms to deliver successful projects should it be needed.

5. TECHNICAL TEAM

HNTB brings a competent team with subject matter experts ready and available to deliver this project. **The team will be led by project manager, Stephanie Hemberger, PE.**

GRETCHEN IVY, PE *PRINCIPAL-IN-CHARGE*

Gretchen is HNTB's Central States Office Leader. She has 25 years of experience in grant writing and innovative financing, transportation, freight and environmental planning, program management, policy development and delivery, including tolling and public private partnerships.

Education: MS, Civil Engineering, University of KS; BS, Civil Engineering, University of MO
Registrations: PE: KS #17222, TX #138190
Years of Experience: 25
Current Workload: Central States Office Leader
Time Commitment: 5%

MAASTO/KDOT, REGIONAL TRUCK PARKING TIGER GRANT APPLICATION, AWARD AND DEPLOYMENT OVERSIGHT (2015), STATEWIDE, KS, MN, MI, IA, IN, KY, WI, OH - Project manager for the MAASTO Truck Parking Information Management System (TPIMS) project. Led the development of its successful TIGER grant application, which resulted in a \$25 million award from the USDOT. The MAASTO partnership was the first regional initiative of its kind to receive TIGER grant funding. The grant supports a regional system of real-time truck parking availability information. HNTB provided planning, systems engineering, design, software development/deployment support, procurement support and marketing support for a regional system for KDOT as lead agency and eight MAASTO states, including Iowa. The project entailed the design and deployment of Intelligent Transportation System (ITS) infrastructure at public and private truck parking facilities. The goal was to monitor truck parking conditions on important freight corridors to provide parking information to freight truck drivers and dispatchers via real-time roadside signage, state traveler information websites such as 511, and smartphone and in-cab applications.

I-70 TIERED ENVIRONMENTAL STUDIES, KANSAS CITY TO ST. LOUIS, MO - Deputy project manager/major task lead for a range of NEPA and planning services for the I-70 Corridor. Her experience with the I-70 Corridor includes coordinating the tiered NEPA supplemental EIS to evaluate and clear dedicated truck lanes for the corridor; performing toll traffic and revenue studies; performing ITS, freight and technology studies; facilitating a Federal TIGER grant and Interstate System Reconstruction and Rehabilitation Pilot Program application; and developing a robust public and stakeholder engagement program that provided the state its first award-winning online public information meeting and reader-friendly environmental document.

CHRIS KOPP, AICP SENIOR ADVISOR

Chris brings experience managing a wide variety of planning studies, most recently helping states and regions develop transit system visions and secure federal discretionary funding. He has advised agencies as they explore strategic issues related to funding, governance and program implementation, and has prepared documentation for \$2 billion worth of federal discretionary grants.

Education: MS, Civil Engineering, Northwestern University; BA, Architecture, University of Cincinnati
Registrations: AICP #016227
Years of Experience: 27
Current Workload: Metra Systemwide Network Plan; Various Nationwide Grant Applications
Time Commitment: 15%

OHIO DOT (ODOT), BRENT SPENCE BRIDGE GRANT (2019), CINCINNATI, OH – Task lead for development of a BCA for a new bridge to supplement a functionally obsolete span carrying two interstate highways over the Ohio River. The project was awarded \$1.4 billion, the largest award in the first year of the BIL or IIJA. The project was also awarded \$250 million, one of the largest awards in the first year of the Mega program under the BIL/IIJA.

DOTI, WASHINGTON STREET LIVABILITY PROJECT GRANT (2021), DENVER, CO – Economics lead for the development of a BCA for a complete streets project in the Globeville area of Denver. The project was awarded a Rebuilding American Infrastructure with RAISE discretionary grant of \$14 million.

NMDOT, US 285 SAFETY AND RESILIENCE PROJECT BUILD GRANT APPLICATION (2019), NEW MEXICO – Task manager for the development of a BCA for safety upgrades to a rural highway serving the Permian Basin oil and gas development area. The project was awarded a BUILD grant of \$12.5 million.

CITY OF OAKLAND, WEST OAKLAND LINK, OAKLAND, CO – Subject matter expert and senior reviewer for the economic evaluation of a regional complete streets and active transportation project using the Cal-B/C BCA model developed by Caltrans.

MASSDOT, I-90/I-495 INTERCHANGE BUILD GRANT APPLICATION (2020), WESTBOROUGH, MA – Task manager for the development of a BCA for improvements at a major system interchange on the Massachusetts Turnpike to support a federal discretionary grant application. The project was awarded a BUILD grant of \$21.0 million.

LADOT, LA 1 PHASE 2 IMPROVEMENTS INFRA GRANT APPLICATION (2020), PORT FOURCHON, LA – Economics lead for the development of a grant application, BCA, and economic impact assessment for elevation of a roadway connecting the mainland with a major port serving the Gulf of Mexico oil and gas industry. The robust, defensible and well documented BCA results were unchallenged by USDOT reviewers and a key contributor to the project's success in the competitive federal grant program. The project was awarded an INFRA grant of \$135 million, the largest award in the annual funding round.

JANELLE CAREY SENIOR ADVISOR

Janelle is a member of HNTB's grant writing team with experience in pursuing federal funding through grant programs like BUILD, INFRA, Capital Investment Grant (CIG) and CRISI. Janelle is experienced in delivering strategy and deliverables for advocacy for federal discretionary applications, including messaging to D.C.

Education: MS, City Planning, San Diego State University; BA, History: Americas & Africa, University of California – Santa Cruz
Registrations: N/A
Years of Experience: 16
Current Workload: City of Denver Elevate Bond Program and Grants; Amtrak On-Call; UPRR On-Call; TxDOT Statewide Planning On-Call; Metra On-Call Planning
Time Commitment: 15%

CAPITAL METRO, TRUSS & DECK GIRDER REPLACEMENT, CRISI GRANT APPLICATION (2020), AUSTIN, TX – Responsible for leading the development and performing quality control and reviews on a winning CRISI application for a bridge replacement on a freight rail line in Central Texas. The approximately \$5 million dollar project benefits the short-line railroad provides shipment of materials and goods to a Class I carrier for regional or national movements.

WILLIAMSON COUNTY, COUNTY FLOOD MONITORING SYSTEM GRANT APPLICATION (2023), WILLIAMSON COUNTY, TX – Primarily responsible for quality control and reviews for a winning Texas General Land Office's (GLO) Community Development Block Grant Mitigation grant application for the funding of specific flood monitoring tools that will protect the traveling public during rain events. The \$9 million project will install 30 low water crossing flashers are proposed that will notify drivers when the roadway is flooded. Additionally, the flood monitoring tools will alert and notify first responders of high-risk situations to proactively minimize the risk of flooding.

NMDOT, BUILD GRANTS APPLICATION (2019), SANTA FE, NM – Working with NMDOT and private energy sector, Janelle secured \$12.5 million to fully fund a \$115 million of improvements to portions of US 285 with an abnormally high crash rate. Improvements are aimed at reducing facilities, repairing bridge structures and constructing stronger pavement for heavy and oversized truck traffic.

TXDOT, BUILD GRANT APPLICATIONS (2018), AUSTIN, TX – Working with TxDOT Legislative Affairs, Janelle helped lead a team that produced four grant applications for almost \$75 million of improvements to key Energy Sector Corridors in the Permian Basin. The projects included in the applications were prioritized based on a roadway improvement plan developed in partnership with local and regional governments and with input from citizens and private entities.

COREY FISCHER, AICP GRANT PRODUCTION & COORDINATION

Corey is an infrastructure planner whose planning experience includes grant writing, government relations, public engagement, traffic simulation modeling and NEPA compliance. Corey currently serves as HNTB's Central States - Kansas City office's government relations coordinator.

Education: MS, Urban and Regional Planning, University of Iowa; BS, Geospatial Sciences, Missouri State University
Registrations: AICP #258226

Years of Experience: 14

Current Workload: KDOT 18th Street Bridge Investment Program (BIP) Grant, KDOT Canal Route BIP Planning Grant, US 412 Planning and Environmental Linkages (PEL) Study

Time Commitment: 80%

KDOT, INTERCHANGE PROJECTS ON I-35 (2019, 2023), KS - Corey has experience successfully developing grant applications for interchange projects. He served as the lead author for the I-35 Santa Fe Forward Project that is currently pending a federal decision of award. This project will redesign the I-35 and Santa Fe interchange and address access management issues that affect the corridor's safety and performance. Also an author for the successful I-35 and 119th Street interchange project that won \$10 million to convert the interchange to a diverging diamond.

NORTH BATON ROUGE, INFRA GRANT (2022), BATON ROUGE, LA - Lead author for the \$46 million Federal INFRA grant application that would improve three distinct corridors to create comprehensive intermodal solutions in an area that is underserved and has a high percentage of zero vehicle households.

MAASTO/KDOT, REGIONAL TRUCK PARKING TIGER GRANT APPLICATION, AWARD AND DEPLOYMENT OVERSIGHT (2015), STATEWIDE, KS, MN, MI, IA, IN, KY, WI, OH - Public engagement specialist for this eight-state MAASTO project. He developed two white papers about stakeholder engagement best practices and communication and branding recommendations for all eight states. He also played a supporting role coordinating between stakeholder groups in preparation for workshops and other key milestones. A \$25 million TIGER grant was awarded to states to develop a system for informing commercial truck drivers of available parking.

CITY OF KANSAS CITY, I-670 LOOP LINK RAISE GRANT (2022), KANSAS CITY, MO - Lead author for the \$25 million RAISE grant application which seeks to put a deck park over I-670. The deck park will serve as a connection between the Central Business District and Crossroads Arts District and will foster greater access to job opportunities and transportation choices.

OKLAHOMA MPDG (2022), STATEWIDE, OK - Task leader for multiple Federal MPDG applications. The first grant sought \$50 million in rural funds to construct a bypass on US 81 near Chickasha. The second grant sought \$84 million dollars in INFRA and/or Mega grant dollars (all under MPDG umbrella) to convert a portion of US 412 into interstate designation.

ODOT, US 412 PRIORITY IMPROVEMENTS FOR INTERCHANGE DESIGN (2023), OKLAHOMA - Lead author for a 2023 MPDG grant seeking \$83 million in funding for a bundle of interchange projects along US 412. These interchanges must be constructed to bring US 412 up to interstate standards as part of a federal mandate in the latest infrastructure law.

CAROLINE GATTI CANADY, PE BCA/DATA COORDINATION

Caroline is a transportation planning and traffic engineer for HNTB's Denver office. She has experience in creating BCAs for grant awards taking into account the project scope.

Education: MS, Engineering Mgmt, University of KS; BS, Civil Engineering, University of KS
Registrations: PE: MO #2023027627; UAG (Small) FAA Part 107 Certificate

Years of Experience: 5

Current Workload: 18th Street BIP Grant Application; Cape Cod Bridge Program BIP Grant Application; DOTI Task Order 2

Time Commitment: 40%

KDOT, 18TH STREET EXPRESSWAY BIP GRANT APPLICATION (2023), WYANDOTTE COUNTY, KS - Engineer responsible for creating the BCA for BIP grant application. Using newly released FHWA BIP BCA standards, she input, tested and analyzed the benefits and costs for the project to show that the benefits of replacing the 18th Street Expressway Bridge will outweigh the costs. She was also responsible for the BCA technical memorandum and narrative as appendices to the final applications.

NORTH BATON ROUGE, OPPORTUNITY ACCESS PROGRAM OF PROJECTS INFRA GRANT APPLICATION (2022), BATON ROUGE, LA - Engineer responsible for creating the BCA for the INFRA grant application given the project scope. She input, tested and analyzed the benefits and costs for the project to show that the benefits of the Airline Highway North Project, Florida Boulevard Project and Scotlandville Parkway Mobility Network Project outweigh the costs.

MASSDOT, CAPE COD BRIDGE PROGRAM GRANT APPLICATIONS (2022), BARNSTABLE COUNTY, MA - Engineer responsible for creating the BCA for the MPDG 2023 grant application and the BIP 2023 grant application given the same project scope. Using HNTB BCA standards for the MPDG application, she input, tested and analyzed the benefits and costs for the project to show that the benefits of replacing the Sagamore Bridge would outweigh the costs. She is currently creating a similar application for the BIP NOFO using the new BIP BCA tool created by the FHWA.

CITY OF DENVER, DENVER RECONNECTING COMMUNITIES GRANT APPLICATION (2022), DENVER COUNTY, COLORADO - Engineer responsible for creating the BCA. Using HNTB BCA standards, she input, tested, and analyzed the benefits and costs for the project to show that the benefits of the four project components (pedestrian bridge, bridge connection, railroad crossing safety improvements, and site restoration and remediation) would outweigh the costs. The project BCR equated to 2.8. She was also responsible for the BCA technical memorandum and narrative as appendices to the final applications.

CALTRANS, EAST BAY GREENWAY GRANT APPLICATIONS (2023), ALAMEDA COUNTY, CALIFORNIA - Engineer responsible for creating the BCA for both the Reconnecting Communities Pilot Program grant application and the RAISE grant application given the same project scope. Using Caltrans BCA standards, she input, tested, and analyzed the benefits and costs for the project to show that the benefits of added bike paths would outweigh the costs. The project BCR equated to 2.8. She was also responsible for the BCA technical memorandum and narrative as appendices to the final applications. The grant was recommended for funding in June of 2023 for \$39.4 million.

KELSEY HEAVIN STAKEHOLDER/GOVERNMENT RELATIONS

Throughout her nearly 20 years of experience in public engagement, Kelsey has held roles of increasing responsibility in support of HNTB's Central States - Kansas City office's largest public involvement projects, as well as its government relations and office management initiatives. Her relevant experience includes developing website material, newsletters and fact sheets, coordinating advisory committees and public meetings, and documentation of public input and coordinating comment responses.

Education: MBA, Friends University; BA, Communications, University of KS
Registrations: N/A
Years of Experience: 19
Current Workload: KDOT 18th Street Grant
Time Commitment: 50%

I-35 AND 119TH STREET INTERCHANGE CONCEPT STUDY AND TIGER GRANT (2019), OLATHE, KS - Public involvement coordinator and grant writing support responsible for working with the City of Olathe to support community engagement activities, including coordination of a public meeting, community survey and database development. She also worked with the grant writing manager to help compile and submit the award-winning BUILD grant.

MAASTO/KDOT, REGIONAL TRUCK PARKING TIGER GRANT APPLICATION, AWARD AND DEPLOYMENT OVERSIGHT (2015), STATEWIDE, KS, MN, MI, IA, IN, KY, WI, OH - Public involvement coordinator and logistics administrator for work on this eight-state initiative, a recipient of more than \$32 million in federal TIGER grant aid. Her responsibilities included coordination of the development for a robust marketing campaign to promote the system and ongoing support with stakeholder relations. The project included the preliminary engineering (30% design) associated with the design and deployment of ITS infrastructure at public DOT rest areas and private truck parking facilities. The goal is to monitor truck parking conditions on important freight corridors to provide real-time parking information to freight truck drivers and dispatchers.

JOE BLASI, PE, PTOE TECHNICAL STAFF - TRAFFIC

Joe is a transportation planning engineer and project manager for HNTB's Central States - Kansas City office. He assists offices around the country as a firmwide expert in VISSIM simulation software, having presented at seven VISSIM user group conferences. His qualifications include micro- and mesoscopic simulation modeling and travel demand modeling using the latest versions of TransModeler, Synchro, SimTraffic, HCS, Sidra, TransCAD, VISUM, VISSIM and Dynameq, as well as ESRI GIS software. He has also successfully completed more than a dozen Interchange Access Justification Requests in 10 years.

Education: MS, Civil Engineering (Transportation), Washington University in St. Louis
Registrations: PE: MO #2009018690, IA #22765, AR #17285, TX #129234, LA #0045149; PTOE #3268
Years of Experience: 19
Current Workload: Hannibal Expressway Study, US 412 PEL, I-70 Corridor Study
Time Commitment: 15%

I-35 AND 119TH STREET INTERCHANGE CONCEPT STUDY AND TIGER GRANT (2019), OLATHE, KS - Served as technical advisor on this project studying alternatives for one of the busiest interchanges in Kansas and Missouri. Analyzed the operations of a DDI, single point urban interchange, a continuous flow interchange, and expanding the existing standard diamond interchange. HNTB also assisted with the grant writing requirements for the TIGER Grant. This project included analysis in VISSIM of potential improvements and benefits/cost calculations.

MODOT, TRAFFIC IMPACT ANALYSIS (TIA) GUIDANCE DEVELOPMENT, MO - Project manager who led the effort to develop TIA guidance for MoDOT to utilize when a TIA is performed both internally by MoDOT staff and by external partners. The deliverable was a TIA Guidance Manual that included best practices for traffic analysis tool selection, traffic forecasting and volume development, and guidelines for using traffic and safety analysis tools.

CITY OF BATON ROUGE, MOVEBR PROGRAM MANAGEMENT, EAST BATON ROUGE PARISH, LA - Task lead for the project prioritization effort in which 40 projects will be prioritized over a 10-year, \$800 million program. Tasks include developing an overall program strategy, developing a schedule and budget, traffic modeling, corridor planning, program monitoring and control, public involvement, environmental coordination and program financial management.

BRIAN COMER, AICP TECHNICAL STAFF

Brian serves as a senior planner and urban planning discipline leader in HNTB's Central States - Kansas City office. He offers extensive management experience and more than 25 years of experience with transit plans, land use studies, comprehensive plans, area plans, corridor management plans, freight plans, community facilitation and other aspects of community planning. He has assisted clients with NEPA analysis and documentation, transit planning, federal grant writing, BCA analysis and transit final design and construction.

Education: MSCRP, University of NE; BA, Political Science & History, Creighton University
Registrations: AICP #144133
Years of Experience: 27
Current Workload: ODOT RUC Pilot
Time Commitment: 10%

MAASTO/KDOT, REGIONAL TRUCK PARKING TIGER GRANT APPLICATION, AWARD AND DEPLOYMENT OVERSIGHT (2015), STATEWIDE, KS, MN, MI, IA, IN, KY, WI, OH - Deputy project manager for the MAASTO TPIMS project and led the development of the successful TIGER grant application, which resulted in a \$25 million award from the USDOT. The MAASTO partnership was the first regional initiative of its kind to receive TIGER grant funding. The grant supports a regional system of real-time truck parking availability information. HNTB provided planning, systems engineering, design, software development/deployment support, procurement support and marketing support for a regional system for KDOT as lead agency and eight MAASTO states. The project entails the design and deployment of ITS infrastructure at public (DOT rest areas) and private truck parking facilities. The goal is to monitor truck parking conditions on important freight corridors to provide parking information to freight truck drivers and dispatchers via real-time roadside signage, state traveler information websites such as 511, and smartphone and in-cab applications.

ODOT, ON-DEMAND PLANNING GRANT APPLICATIONS (2023), OK - Contract manager for the on-demand contract and grant assistance task lead for eight task orders for a wide variety of grants including BUILD, INFRA and Competitive Highway Bridge Program throughout Oklahoma.

JULIAN RIVERA TECHNICAL STAFF - GRAPHICS

Julian's educational and professional background provides experience in graphic design, illustration and communications. He is based in the HNTB Central States - Kansas City office and strives to find the best visual solutions to meet his client's needs. His expertise includes print work, motion graphics, video production and web design.

Education: BFA, Visual Communications (Graphic Design and Illustration)
Registrations: N/A
Years of Experience: 10
Current Workload: I-69 Express; 18th Street Expressway BIP Grant
Time Commitment: 50%

MAASTO/KDOT, REGIONAL TRUCK PARKING TIGER GRANT APPLICATION, AWARD AND DEPLOYMENT OVERSIGHT (2015), STATEWIDE, KS, MN, MI, IA, IN, KY, WI, OH - Graphic designer for America's first multi-state effort to improve freight network safety and efficiency by providing truckers, dispatchers and their companies with real-time parking information. Responsible for initial graphics/branding system creation and utilizing system across fact sheets, exhibits and presentations. Also responsible for video work including editing and production.

PUBLIC INVOLVEMENT MANAGEMENT APPLICATION (PIMA), NATIONWIDE - Graphic designer responsible for initial layout of program. PIMA software tool to help clients better manage their stakeholder outreach and further improve their project decision making in terms of responding to their customers' needs. As a result, PIMA transforms stakeholder engagement into an asset that can be managed to improve customer satisfaction with how they interact with a transportation agency - and by extension strengthen the agency's ability to undertake complex or difficult projects or initiatives.

KDOT, SOUTH LAWRENCE TRAFFICWAY, LAWRENCE, KS - Graphic designer responsible for kinetic identity creation that could be applied to fact sheet layout, exhibit creation for public meetings and other materials. KDOT is developing a preferred solution to upgrade the K-10 West Leg South Lawrence Trafficway to a four-lane access-controlled freeway from I-70 to Iowa Street/US 59. This means existing at-grade intersections will either be eliminated or changed to a grade separated interchange. KDOT has analyzed the entire west leg as a complete roadway system to determine how local roads function with K-10 and commuter destinations.

6. PROPOSED TIMELINE

Based on the RFP and senate passing a an appropriation package for transportation on November 1, 2023, HNTB proposes beginning preparation of the application by as early as December 18, 2023. It is expected the MPDG NOFO will be released in Q1 of federal fiscal year (FFY) 2024. The following proposed schedule, includes key milestones and deliverables, all to be completed by mid-February.

This schedule can be tailored to Woodbury County and Iowa DOT processes, as well as to information received at D.C./USDOT. This schedule assumes the MPDG NOFO release date is late Q1 of FY2024. Timing of deliverables can be adjusted accordingly to have them prepared 3-weeks in advance of the due date designated in the 2024 NOFO.

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
TASK - INITIATE GRANT DEVELOPMENT						
Kick Off Workshop						
Engage Stakeholders and Gain Congressional Interest						
Conduct Initial Research Including Topic-Specific Interviews with Client & Others						
Go/No-Go						
Summary of Kick-Off Discussion Next Steps						
Finalize Assignments (Research/Writing/Graphics)						
Setup Grants, Gov Work Site & Permissions						
Letters of Support & Instructions Development						
Letters of Support Recruitment						
TASK - DEVELOP BENEFIT-COST ANALYSIS (BCA)						
Identify/Assemble BCA Inputs & Analysis						
Prepare Initial BCA Analysis						
Prepare Initial Methodology Memo						
Conduct Preliminary QC Check of BCA Materials						
Submit BCA Materials to Client for Review/Comment						
Make Final BCA Revisions						
Conduct Final QC Check of BCA Materials						
TASK - DEVELOP APPLICATION						
Develop First Draft						
Submit Materials to Client for Review/Comment						
Identify/Create Needed New/Existing Graphics & Narrative						
Develop Second Draft & Full Graphics						
Submit Materials to Client for Review/Comment						
Make Final Revisions & Finalize Submittal Draft						
TASK - COORDINATE GRANT APPLICATION ACTIVITIES						
Weekly Team Calls						
Weekly Client Update Calls						
Grant Application Submission						

MPDG AWARDS

It is expected 2023 MPDG winners will be announced before the December congressional recess which will provide a glimpse into the administration's priorities for FFY2024.

7. LOCATION OF THE OFFICE

For this contract, we will perform the majority of work from our Des Moines location. Work under this contract will be supported by other Central States Office staff, primarily located in Kansas City, Missouri.

HNTB OFFICE LOCATIONS TO PERFORM WORK

- » 601 E Locust Street, Suite 200, Des Moines, IA 50309
- » 715 Kirk Drive, Kansas City, MO 64105

8. CONFLICT OF INTEREST

The HNTB team is not involved in any other work for a public agency, municipal or private client that would affect the work under this services agreement. We do not foresee any potential conflicts of interest.

9. REFERENCES

Project	Client	Client Contact Information
I-35 & 119th Street Interchange Reconfiguration Project BUILD Grant Application	City of Olathe, in cooperation with KDOT	Therese Vink, PE Assistant City Engineer, City of Olathe 1385 S Robinson Drive, Olathe, KS 66061 (913) 971-9032 tmersmann@olatheks.org
Regional Truck Parking Information and Management System TIGER Grant Application	MAASTO, KDOT	Cory Davis KDOT Director of Multimodal Transportation and Innovation 700 SW Harrison Street, Topeka, KS 66603 (785) 296-7984 cory.davis@ks.gov
North Baton Rouge Mobility Reinvestment Program	Parish of Baton Rouge	Fred Raiford Director, City-Parish of Baton Rouge 222 Saint Louis Street, Baton Rouge, LA 70802 (225) 726-8001

10. DBE STATEMENT

HNTB embraces a commitment to a diverse team and workforce. We regularly provide Minority, Woman-Owned and Disadvantaged Business Enterprise (M/W/DBE) firms with meaningful participation and promote their growth through active mentoring partnership programs. Although there is not a designated DBE goal for this contract, we are open to partnering with M/W/DBE firms on any assignment.

WHY HNTB?

Woodbury County, in coordination with the Iowa DOT, has set a great foundation for delivering the I-29 Southbridge interchange to its constituents to date through planning and preliminary design. As a result, the project is a strong competitor for receiving federal discretionary grant funding. As outlined in our proposal, the HNTB team is ready to continue its existing design partnership with Woodbury County, in coordination with the Iowa DOT, on the I-29 Southbridge interchange by providing the county:



A streamlined grant delivery process concurrent with design. As the preliminary and final designer with the same project manager for both design and grant application development, our team will simplify coordination for Woodbury County with Iowa DOT and other key stakeholders. Our team is also uniquely positioned to consider design elements that may strengthen a grant application and confirm schedule is maintained into construction until grant funds are obligated.



A proven grant writing team and approach. Our win rate on grant applications is one of the most competitive in the industry. Our team has an unparalleled track record with not only INFRA and Rural grant opportunities as requested by your RFP, but with additional funding sources as well such as RAISE and Federal Railroad Administration (FRA).



A deep understanding of administration priorities with the ability to adapt to changing NOFO requirements or scoring criteria. Our proactive grant application approach combined with our government relations capability will ensure your grant application remains most competitive even in a changing environment.

The HNTB team is appreciative of the opportunity to submit on your RFP. We look forward to the opportunity to create a synergy between remaining project delivery and maximizing grant funding capabilities for Woodbury County.

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

Date: 11/29/2023 Weekly Agenda Date: 12/5/2023

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Chairman Matthew Ung

WORDING FOR AGENDA ITEM:

Accept the resignation of Jeremy Taylor as Vice-Chair for the remainder of the 2023 session, and appoint Mark Nelson as Vice-Chair for the remainder of the 2023 session

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☐

EXECUTIVE SUMMARY:

Vice-Chair Jeremy Taylor stated during the November 28 meeting that he would resign from his appointment as Vice-Chair if that was desired by a majority of the board, and the board gave consensus.

BACKGROUND:

I do not anticipate that the Vice-Chair will need to preside over any of the three remaining board meetings during the 2023 session (Dec. 5, 12, and 19).

FINANCIAL IMPACT:

n/a

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:

n/a

ACTION REQUIRED / PROPOSED MOTION:

- a) Accept the resignation of Jeremy Taylor as Vice-Chairperson for the remainder of the 2023 session
- b) Appoint Mark Nelson as Vice-Chairperson replacement for the remainder of the 2023 session

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

Date: 11/30/2023 Weekly Agenda Date: 12/5/2023

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisors Matthew Ung & Daniel Bittinger II

WORDING FOR AGENDA ITEM:

Public response to resolution submitted to the board by the County Auditor during citizen concerns of the November 28 meeting

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☐

Public Hearing ☐

Other: Informational ☒

Attachments ☒

EXECUTIVE SUMMARY:

The Iowa Attorney General, Woodbury County Attorney, or five registered voters of Woodbury County can petition the court for removal of Jeremy Taylor without any prompting or action from anyone else.

BACKGROUND:

Attached:

- 1) "A RESOLUTION CALLING UPON THE IOWA ATTORNEY GENERAL TO FULLY INVESTIGATE THE ACTIVITIES OF WOODBURY COUNTY SUPERVISOR JEREMY TAYLOR AND HIS WIFE KIM PHOUNG TAYLOR..."
- 2) Iowa Code Chapter 66

FINANCIAL IMPACT:

"66.4 Bond for costs. If the petition for removal is filed by anyone other than the attorney general or the county attorney, the court shall require the petitioners to file a bond in such amount and with such surety or sureties as the court may require, said bond to be approved by the clerk, to cover the costs..."

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:

Like I said last Tuesday, the board majority has already provided public comment which is just as good as a proclamation at a board meeting. The conviction of Supervisor Taylor's wife is a national news story, and one of the largest cases of its kind in the country. The public is well aware of the board's position, and we will not stand in the way of any legal investigation(s).

ACTION REQUIRED / PROPOSED MOTION:

Using the same logic, no person writing a letter to the editor calling for Supervisor Taylor to be held accountable needs the board of supervisors to vote to "endorse" it just so they can put in their letter that we endorse it. The board has already spoken, now is the time for the public to use their own voice and speak on their own behalf.

RESOLUTION NO. _____

A RESOLUTION CALLING UPON THE IOWA ATTORNEY GENERAL TO FULLY INVESTIGATE THE ACTIVITIES OF WOODBURY COUNTY SUPERVISOR JEREMY TAYLOR AND HIS WIFE KIM PHOUNG TAYLOR DURING THE JUNE 2, 2020 PRIMARY ELECTION, THE JULY 7, 2020 BOARD OF SUPERVISORS DISTRICT 2 SPECIAL ELECTION AND THE NOVEMBER 3, 2020 GENERAL ELECTION

WHEREAS, Kim Phoung Taylor, the wife of Woodbury County Supervisor Jeremy Taylor was arrested January 12, 2023 by federal authorities for her role in an alleged voter fraud scheme during the 2020 Primary and General Elections and

WHEREAS, Woodbury County Supervisor Jeremy Taylor was named as an unindicted co-conspirator in the government's trial memorandum filed November 6, 2023 and

WHEREAS, it was stated in the government's trial memorandum filed November 6, 2023, former Woodbury County Supervisor Rocky De Witt and Woodbury County Sheriff Chad Sheehan as candidates during the 2020 Primary and General Elections were anticipated to testify that Jeremy Taylor said he had a "lock" on a substantial number of votes from the Vietnamese community in Sioux City and

WHEREAS, Woodbury County Auditor Patrick Gill testified he observed Jeremy Taylor and Kim Phoung Taylor, together, dropping off voting materials at a Woodbury County ballot drop box and

WHEREAS, on November 21, 2023, Kim Phoung Taylor was convicted in the United States District Court for the Northern District of Iowa Western Division of fifty-two counts of voter fraud and

WHEREAS, evidence exists that the same activity took place during the July 7, 2020 Board of Supervisors District 2 Special Election that was not investigated by federal authorities,

BE IT THEREFORE RESOLVED the Woodbury County Board of Supervisors, hereby request the Iowa Attorney General conduct a thorough investigation of the activities of Woodbury County Supervisor Jeremy Taylor and his wife Kim Phoung Taylor during the June 2, 2020 Primary Election, the July 7, 2020 Board of Supervisors District 2 Special Election, and the November 3, 2020 General Election and

BE IT FURTHER RESOLVED that, if warranted, the Woodbury County Board of Supervisors request the Iowa Attorney General file a petition for removal of Jeremy Taylor from the office of Woodbury County Supervisor.

SO RESOLVED this ___ day of _____, 2023.

Board Chair: _____

Attestation: _____

CHAPTER 66

REMOVAL FROM OFFICE

Referred to in [§2C.5](#), [2C.20](#), [68B.32D](#), [123.5](#), [123.13](#), [307A.8](#), [331.322](#), [331.756\(75\)](#)

See also [chapter 69](#)

66.1	Definitions.	66.16	Filing order — effect.
66.1A	Removal by court.	66.17	Notice to accused.
66.2	Jurisdiction.	66.18	Nature of action — when triable.
66.3	Who may file petition.	66.19	Temporary officer.
66.4	Bond for costs.	66.20	Judgment of removal.
66.5	Petition — other pleading.	66.21	Hearing on appeal.
66.6	Notice.	66.22	Effect of appeal.
66.7	Suspension from office.	66.23	Effect of dismissal.
66.8	Effect of suspension.	66.24	Want of probable cause.
66.9	Salary pending charge.	66.25	Reserved.
66.10	Governor to direct filing.	66.26	Appointive state officers.
66.11	Duty of county attorney.	66.27	Subpoenas — contempt.
66.12	Special prosecutor.	66.28	Witness fees.
66.13	Application for outside judge.	66.29	City elective officers.
66.14	Appointment of judge.	66.30	Ordinance.
66.15	Order by appointed judge.	66.31	County and city hospital trustees.

66.1 Definitions.

As used in [this chapter](#), unless the context otherwise requires, “book”, “list”, “record”, or “schedule” kept by a county auditor, assessor, treasurer, recorder, sheriff, or other county officer means the county system as defined in [section 445.1](#).

[2000 Acts, ch 1148, §1](#)

66.1A Removal by court.

Any appointive or elective officer, except such as may be removed only by impeachment, holding any public office in the state or in any division or municipality thereof, may be removed from office by the district court for any of the following reasons:

1. For willful or habitual neglect or refusal to perform the duties of the office.
2. For willful misconduct or maladministration in office.
3. For corruption.
4. For extortion.
5. Upon conviction of a felony.
6. For intoxication, or upon conviction of being intoxicated.
7. Upon conviction of violating the provisions of [chapter 68A](#).
8. For failure to pay a fine imposed pursuant to [section 39A.6](#) and not dismissed pursuant to [chapter 17A](#).

[S13, §1258-c; C24, 27, 31, 35, 39, §1091; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.1] C2001, §66.1A

[2021 Acts, ch 12, §68, 73](#)

Referred to in [§185.9](#), [388.3](#)

Impeachable officers, Iowa Constitution, Art. III, §20

66.2 Jurisdiction.

The jurisdiction of the proceeding provided for in [this chapter](#) shall be as follows:

1. As to state officers whose offices are located at the seat of government, the district court of Polk county.
2. As to state officers whose duties are confined to a district within the state, the district court of any county within such district.
3. As to county, municipal, or other officers, the district court of the county in which such officers' duties are to be performed.

[C24, 27, 31, 35, 39, §1092; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.2]

66.3 Who may file petition.

The petition for removal may be filed:

1. By the attorney general in all cases.
2. As to state officers, by not fewer than twenty-five electors of the state.
3. As to any other officer, by five registered voters of the district, county, or municipality where the duties of the office are to be performed.
4. As to district officers, by the county attorney of any county in the district.
5. As to all county and municipal officers, by the county attorney of the county where the duties of the office are to be performed.

[S13, §1258-d; C24, 27, 31, 35, 39, §1093; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.3]
2001 Acts, ch 56, §6

66.4 Bond for costs.

If the petition for removal is filed by anyone other than the attorney general or the county attorney, the court shall require the petitioners to file a bond in such amount and with such surety or sureties as the court may require, said bond to be approved by the clerk, to cover the costs of such removal suit, including attorney fees, if final judgment is not entered removing the officer charged.

[C35, §1093-e1; C39, §1093.1; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.4]

Referred to in §602.8102(20)

Presumption of approval of bond, §636.10

66.5 Petition — other pleading.

The petition shall be filed in the name of the state of Iowa. The accused shall be named as defendant, and the petition, unless filed by the attorney general, shall be verified. The petition shall state the charges against the accused and may be amended as in ordinary actions, and shall be filed in the office of the clerk of the district court of the county having jurisdiction. The petition shall be deemed denied but the accused may plead thereto.

[S13, §1258-d, -e; C24, 27, 31, 35, 39, §1094; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.5]

Amendments, R.C.P. 1.402(4), (5)

66.6 Notice.

Upon the filing of a petition, notice of such filing and of the time and place of hearing shall be served upon the accused in the manner required for the service of notice of the commencement of an ordinary action. Said time shall not be less than ten days nor more than twenty days after completed service of said notice.

[S13, §1258-f; C24, 27, 31, 35, 39, §1095; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.6]

Service of notice, chapter 617

Manner of service, R.C.P. 1.301 – 1.315

66.7 Suspension from office.

Upon presentation of the petition to the court, the court may suspend the accused from office, if in its judgment sufficient cause appear from the petition and affidavits which may be presented in support of the charges contained therein.

[S13, §1258-g; C24, 27, 31, 35, 39, §1096; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.7]

Referred to in §39A.6

66.8 Effect of suspension.

In case of suspension, the order shall be served upon the officer in question and it shall be unlawful for the officer to exercise or attempt to exercise any of the functions of that office until such suspension is revoked.

[C24, 27, 31, 35, 39, §1097; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.8]

Referred to in §39A.6

66.9 Salary pending charge.

An order of the district court suspending a public officer from the exercise of the office, after the filing of a petition for the removal from office of such officer, shall, from the date of

such order, automatically suspend the further payment to said officer of all official salary or compensation until said petition has been dismissed, or until said officer has been acquitted on any pending indictments charging misconduct in office.

[C35, §1097-e1; C39, §1097.1; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.9]

66.10 Governor to direct filing.

The governor shall direct the attorney general to file a petition for removal against any public officer whenever the governor has reasonable grounds for such direction. The attorney general shall comply with such direction and prosecute the action.

[S13, §1258-d, -e; C24, 27, 31, 35, 39, §1098; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.10]

[2019 Acts, ch 59, §27](#)

Referred to in [§66.11](#)

66.11 Duty of county attorney.

The county attorney of any county in which an action is instituted under [section 66.10](#) shall, at the request of the attorney general, appear and assist in the prosecution of such action. In all other cases instituted in that county, the county attorney shall appear and prosecute when the officer sought to be removed is other than that county attorney.

[S13, §1258-d; C24, 27, 31, 35, 39, §1099; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.11]

Referred to in [§331.756\(15\)](#)

66.12 Special prosecutor.

When the proceeding is brought to remove the county attorney, the court may appoint an attorney to appear in behalf of the state and prosecute such proceedings.

[S13, §1258-d; C24, 27, 31, 35, 39, §1100; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.12]

66.13 Application for outside judge.

At any time not less than five days prior to the time the accused is required to appear, a copy of the petition may be filed by either party in the office of the clerk of the supreme court, together with an application to the supreme court for the appointment of a judge outside the judicial district in which the trial is to be had to hear said petition.

[S13, §1258-f; C24, 27, 31, 35, 39, §1101; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.13]

66.14 Appointment of judge.

It shall be the duty of the chief justice of the supreme court, upon the filing of said copy and application, or in the chief justice's absence or inability to act, any justice thereof, to forthwith issue a written commission directing a district judge outside of such district to proceed to the county in which the complaint was filed, and hear the same. The clerk of the supreme court shall transmit a certified copy of said order to the clerk of the district court where the cause is pending.

[S13, §1258-f; C24, 27, 31, 35, 39, §1102; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.14]

Referred to in [§66.15](#)

66.15 Order by appointed judge.

Upon the receipt of a commission issued pursuant to [section 66.14](#), the judge shall immediately make an order fixing a time and place of hearing in the county in which the petition is filed. The hearing date shall be not less than ten days nor more than twenty days from the date of the order.

[S13, §1258-f; C24, 27, 31, 35, 39, §1103; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.15]

[2019 Acts, ch 59, §28](#)

Referred to in [§66.16](#), [66.17](#)

66.16 Filing order — effect.

The order for hearing issued pursuant to [section 66.15](#) shall be forwarded to the clerk of the district court of the county in which the hearing is to be had. The time and place for

the hearing specified in the order shall supersede the time and place specified in any notice already served.

[S13, §1258-f; C24, 27, 31, 35, 39, §1104; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.16]
[2019 Acts, ch 59, §29](#)

66.17 Notice to accused.

The clerk shall file the order issued pursuant to [section 66.15](#), and forthwith give the defendant, by mail, notice of the time and place of hearing.

[S13, §1258-f; C24, 27, 31, 35, 39, §1105; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.17]
[2019 Acts, ch 59, §30](#)
 Referred to in [§602.8102\(20\)](#)

66.18 Nature of action — when triable.

The proceeding shall be summary in its nature and shall be triable as an equitable action.

[S13, §1258-g; C24, 27, 31, 35, 39, §1106; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.18]
 Trial of equitable action, [chapter 624](#)

66.19 Temporary officer.

Upon a suspension, the board or person authorized to fill a vacancy in the office shall temporarily fill the office by appointment. In case of a suspension of a sheriff, the district court may designate an acting sheriff until a temporary sheriff is appointed. Orders of suspension and temporary appointment of county and township officers shall be certified to the county auditor for entry in the election book; those of city officers, certified to the clerk and entered upon the records; in case of other officers, to the person or body making the original appointment.

[C51, §404, 407, 410; R60, §635, 638, 641; C73, §752, 753, 758; C97, §1257; S13, §1258-g; C24, 27, 31, 35, 39, §1107; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.19]
[83 Acts, ch 186, §10032](#)
 Referred to in [§331.322, 331.505, 331.651](#)

66.20 Judgment of removal.

Judgment of removal, if rendered, shall be entered of record, and the vacancy forthwith filled as provided by law.

[S13, §1258-h; C24, 27, 31, 35, 39, §1108; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.20]
 Vacancies in office, [chapter 69](#)

66.21 Hearing on appeal.

In case of appeal, the supreme court shall fix the time of hearing and the filing of abstracts and arguments, and said cause shall be advanced and take precedence over all other causes upon the court calendar, and shall be heard at the next term after the appeal is taken, provided the abstract and arguments are filed in said court in time for said action to be heard.

[S13, §1258-i; C24, 27, 31, 35, 39, §1109; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.21]

66.22 Effect of appeal.

The taking of an appeal by the defendant and the filing of a supersedeas bond shall not operate to stay the proceedings of the district court, or restore said defendant to office pending such appeal.

[S13, §1258-i; C24, 27, 31, 35, 39, §1110; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.22]

66.23 Effect of dismissal.

If the petition for removal is dismissed, the defendant shall be reimbursed for the reasonable and necessary expenses incurred by the defendant in making a defense, including reasonable attorney's fees, as determined by the court. If the petition for removal is filed by the attorney general, the state shall pay the expenses. If the petition for removal is filed by the county attorney or special prosecutor, the expenses shall be paid by the political subdivision of the state represented by the county attorney or special prosecutor. The payment shall be

made out of any funds in the state treasury not otherwise appropriated, or out of the county treasury, or the general fund of the city or other subdivision of the state, as the case may be.

[S13, §1258-i; C24, 27, 31, 35, 39, §1111; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.23]
[83 Acts, ch 123, §47, 209](#)

66.24 Want of probable cause.

If the action is instituted upon complaint of citizens, and it appears to the court that there was no reasonable cause for filing the complaint, such expense may be taxed as costs against the complaining parties.

[S13, §1258-i; C24, 27, 31, 35, 39, §1112; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.24]

66.25 Reserved.

66.26 Appointive state officers.

Any appointive state officer may also be removed from office by a majority vote of the executive council for any of the following causes:

1. Habitual or willful neglect of duty.
2. Any disability preventing a proper discharge of the duties of the office.
3. Gross partiality.
4. Oppression.
5. Extortion.
6. Corruption.
7. Willful misconduct or maladministration in office.
8. Conviction of felony.
9. A failure to produce and fully account for all public funds and property in the officer's hands at any inspection or settlement.
10. Becoming ineligible to hold the office.

[S13, §1258-b; C24, 27, 31, 35, 39, §1114; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.26]

Referred to in [§46.5](#)

66.27 Subpoenas — contempt.

The executive council, in any investigation held by it, may issue subpoenas for witnesses and for the production of records, books, papers, and other evidence. If a witness, duly subpoenaed, refuses to appear, or refuses to testify, or otherwise refuses to comply with said subpoena, such fact shall be certified by such council to the district court or judge of the county where the hearing is being held and said court or judge shall proceed with said refusal as though the same had occurred in a legal proceeding before said court or judge.

[C24, 27, 31, 35, 39, §1115; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.27]

Contempts, [chapter 665](#)

66.28 Witness fees.

Witnesses, if in the employ of the state, shall not be entitled to any witness fees, but shall receive the mileage allowed witnesses in the district court. Other witnesses shall receive the fees and mileage allowed witnesses in district court. A sum sufficient to pay the fees and mileage is appropriated out of any unappropriated funds in the state treasury.

[C24, 27, 31, 35, 39, §1116; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.28]

[2019 Acts, ch 24, §12](#)

Witness fees, [§622.69 – 622.75](#)

66.29 City elective officers.

Any city officer elected by the people may be removed from office, after hearing on written charges filed with the council of such city for any cause which would be ground for an

equitable action for removal in the district court, but such removal can only be made by a two-thirds vote of the entire council.

[R60, §1087; C73, §516; C97, §1258; SS15, §1258; C24, 27, 31, 35, 39, §1117; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.29]

Referred to in [§66.30](#)

Removal of municipal officers, [§66.1A](#), 372.15

66.30 Ordinance.

The council may, by ordinance, provide as to the manner of preferring and hearing charges filed pursuant to [section 66.29](#). A person shall not be removed twice by the council from the same office for the same offense. Proceedings before the council shall not be a bar to proceedings in the district court as provided in [this chapter](#).

[R60, §1087; C73, §516; C97, §1258; S13, §1258-a; SS15, §1258; C24, 27, 31, 35, 39, §1118; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §66.30]

[2019 Acts, ch 59, §31](#)

66.31 County and city hospital trustees.

A county or city hospital board of trustees may include in their bylaws a process for removal of a trustee for which there is cause that would be grounds for an equitable action for removal in the district court. The process shall provide for a hearing on written charges filed with the board of trustees.

[2018 Acts, ch 1033, §1](#)

Removal from office, [§66.1A](#)

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

Date: 12/1/2023 Weekly Agenda Date: 12/05/2023

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Chairman Matthew Ung

WORDING FOR AGENDA ITEM:

Approval to set a roundtable meeting with Iowa's regional legislators

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☐

EXECUTIVE SUMMARY:

While the media and public are encouraged to attend, the purpose and focus of this roundtable with county supervisors and state legislators is for local and state policymakers to dialogue.

BACKGROUND:

With the 2024 legislative session approaching, our state legislators would benefit from hearing how our counties budget and function to provide essential services to our shared constituents. It would also benefit our supervisors to receive pertinent updates and have the opportunity to answer any questions from state legislators in a collaborative setting.

FINANCIAL IMPACT:

I will coordinate with department heads such as the county engineer, finance director, and potentially others in presenting concise legislative requests. In advance of the roundtable, we should also discuss ideas from board members and agree on a few priority items to list on an agenda.

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:

Prior to the roundtable, the Woodbury County Board will publish an agenda of topics which will include time for legislative updates. The meeting will be recorded by Woodbury County and made available.

ACTION REQUIRED / PROPOSED MOTION:

Set a public roundtable meeting in the basement boardroom of the Woodbury County Courthouse for December 15 at 3:30pm, and invite Iowa's area legislators and supervisors to attend the roundtable hosted by the Woodbury County Board of Supervisors.