



## NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (APRIL 1, 2025) (WEEK 14 OF 2025)

Live streaming at:

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

Agenda and Minutes available at:

[www.woodburycountyiowa.gov](http://www.woodburycountyiowa.gov)

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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held April 1, 2025, 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.

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### **AGENDA**

**3:15 p.m.** Closed session pursuant to Iowa Code Section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation

Authorize attorney to proceed as discussed

**3:30 p.m.** Closed session pursuant to Iowa Code Section 21.5(1)(c) to discuss strategy with counsel in matters where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

**Dennis Butler Meeting Room**

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

1. Approval of the agenda

Action

#### **Consent Agenda**

**Items 2 through 7 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.**

2. Approval of the minutes of the March 25, 2025, meeting



## CALENDAR OF EVENTS

<b>WED., APR 2</b>	<b>7:30 a.m.</b>	SIMPCO Executive/Finance Committee, 6401 Gordon Drive
	<b>4:45 p.m.</b>	Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
<b>THU., APR 3</b>	<b>12:00 p.m.</b>	SIMPCO Regional Policy & Legislative Committee Meeting, 6401 Gordon Dr.
<b>MON., APR 7</b>	<b>6:00 p.m.</b>	Board of Adjustment meeting, Courthouse Basement Boardroom
<b>WED., APR 9</b>	<b>7:30 a.m.</b>	SIMPCO Executive Finance Committee Meeting, 6401 Gordon Dr.
	<b>8:05 a.m.</b>	Woodbury County Information Communication Commission, First Floor Boardroom
	<b>10:00 a.m.</b>	STARComm Board Meeting, The Security Institute, WIT Campus
<b>THU., APR 10</b>	<b>12:00 p.m.</b>	SIMPCO Board of Directors Meeting, 6401 Gordon Drive
	<b>4:00 p.m.</b>	Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
<b>WED., APR 16</b>	<b>12:00 p.m.</b>	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
	<b>12:00 p.m.</b>	District Board of Health Meeting, 1014 Nebraska St.
<b>THU., APR 17</b>	<b>4:30 p.m.</b>	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
<b>FRI., APR 18</b>	<b>11:00 a.m.</b>	Siouxland Human Investment Partnership Board Meeting, Public Museum
<b>WED., APR 23</b>	<b>1:00 p.m.</b>	Region IV Hazardous Materials Response Commission, 6401 Gordon Dr.
	<b>2:30 p.m.</b>	Rolling Hills Community Services Region Governance Board Meeting
<b>MON., APR 28</b>	<b>6:00 p.m.</b>	Zoning Commission Meeting, Courthouse Basement Boardroom
<b>MON., MAY 5</b>	<b>6:00 p.m.</b>	Board of Adjustment meeting, Courthouse Basement Boardroom
<b>WED., MAY 7</b>	<b>7:30 a.m.</b>	SIMPCO Executive/Finance Committee, 6401 Gordon Drive
	<b>4:45 p.m.</b>	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.*

## **MARCH 25, 2025, THIRTEENTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, March 25, 2025, at 3:00 p.m. Board members present were Ung, Carper, Dietrich, Nelson, and Bittinger II. Staff members present were Joshua Widman, Assistant County Attorney, Karen James, Board Administrative Assistant, Melissa Thomas, Human Resources Director, Ryan Ericson, Budget and Finance Director, and Michelle Skaff, Auditor/Clerk to the Board.

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

Motion by Bittinger second by Nelson to go out of closed session per Iowa Code Section 21.5(1)(c). Carried 5-0 on roll-call vote.

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

1. Motion by Bittinger second by Nelson to approve the agenda for March 25, 2025. Carried 5-0. Copy filed.

Motion by Bittinger second by Nelson to approve the following items by consent:

2. To approve minutes of the March 18, 2025 meeting. Copy filed.
3. To approve the claims totaling \$516,668.48. Copy filed.
- 4a. To approve the transfer of Lisa Stewart, Finance Clerk III, County Auditor Dept., effective 04-07-2025, \$26.34/hour, 7%=\$1.67/hr. Transfer from Treasurer Clerk II to Auditor Clerk III.; and the appointment of Cole Thomas, Summer Laborer - Temp, Secondary Roads Dept., effective 05-05-2025, \$19.00/hour. Job Vacancy Posted on 2/12/2025. Entry Level Salary: \$19.00/hour. Copy filed.
- 4b. To approve the Woodbury County Child Abuse Prevention and Reporting Policy. Copy filed.
5. To receive the appointment of Victoria Eliason as Sloan Township clerk. Copy filed.
6. To approve and authorize the Chairperson to sign a Resolution setting the public hearing and sale date for parcel #894730282003, 1814 W. 4<sup>th</sup> St.

### **WOODBURY COUNTY, IOWA RESOLUTION #13,870 NOTICE OF PROPERTY SALE**

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

**Lot Five (5) Block Thirteen (13) of Hornicks Addition to Sioux City in the County of Woodbury and State of Iowa  
(1814 W. 4<sup>th</sup> Street)**

**NOW THEREFORE,**

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

1. That a public hearing on the aforesaid proposal shall be held on  
The **8<sup>th</sup> Day of April, 2025 at 4:35 o'clock p.m.** in the basement of the  
Woodbury County Courthouse.
2. That said Board proposes to sell the said parcel of real estate at a  
public auction to be held on the **8<sup>th</sup> Day of April, 2025**, immediately  
following the closing of the public hearing.
3. That said Board proposes to sell the said real estate to the highest



bidder at or above a **total minimum bid of \$1,154.00** plus recording fees.

4. That this resolution, preceded by the caption "Notice of Property Sale" and except for this subparagraph 4 be published as notice of the aforesaid proposal, hearing and sale.

Dated this 25<sup>th</sup> Day of March, 2025.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

7. To set public hearing for Tuesday, April 1, 2025 at 4:35 p.m. for the Crittenton Community Development Block Grant application. Copy filed.

Carried 5-0.

9. Motion by Bittinger second by Carper to approve \$280,000 in FY2026 CIP dollars to be expensed by WCICC-IT. Carried 5-0. Copy filed.

- 8a. A public hearing was held at 4:35 p.m. for the sale of parcel #894721355016, 410 18<sup>th</sup> St. The Chairperson called on anyone wishing to be heard.

Motion by Bittinger second by Nelson to close the public hearing. Carried 5-0.

Motion by Bittinger second by Dietrich to approve and authorize the Chairperson to sign a Resolution for the sale of parcel #894721355016, 410 18<sup>th</sup> St., to James Davidson Brady and Amber Brady, 1722 Douglas St., Sioux City, for \$20.00 plus recording fees. Carried 5-0.

**RESOLUTION OF THE BOARD OF SUPERVISORS  
OF WOODBURY COUNTY, IOWA  
RESOLUTION #13,871**

**BE IT RESOLVED** by the Board of Supervisors of Woodbury County, Iowa, that the offer at public auction of:

**By James Davidson Brady & Amber Brady** in the sum of **Twenty dollars and 00/100 (\$20.00)**-----dollars.

For the following described real estate, To Wit:

**Parcel #894721355016**

**East 54 Feet Lot One (1), East 54 Feet North One (1) Foot, Lot Two (2) Block Seven (7) of Rose Hill Addition, City of Sioux City, Woodbury County, Iowa  
(410 18<sup>th</sup> Street)**

Now and included in and forming a part of the City of Sioux City, Iowa, the same is hereby accepted: said Amount being a sum LESS than the amount of the general taxes, interests, costs and penalties against the said Real Estate.

**BE IT RESOLVED** that payment is due by close of business on the day of passage of this resolution or this sale is null and void and this resolution shall be rescinded.

**BE IT RESOLVED** that per Code of Iowa Section 569.8(3 & 4), a parcel the County holds by tax deed shall not be assessed or taxed until transferred and upon transfer of a parcel so acquired gives the purchaser free title as to previously levied or set taxes. Therefore, the County Treasurer is requested to abate any taxes previously levied or set on this parcel(s).

**BE IT FURTHER RESOLVED** that the Chairman of this Board be and he is hereby authorized to execute a Quit Claim Deed for the said premises to the said purchaser.

**SO DATED** this 25<sup>th</sup> Day of March, 2025.  
 WOODBURY COUNTY BOARD OF SUPERVISORS  
 Copy filed.

- 8b. A public hearing was held at 4:37 p.m. for the sale of parcel #894726105001, 2910 13<sup>th</sup> St. The Chairperson called on anyone wishing to be heard.

Motion by Bittinger second by Nelson to close the public hearing. Carried 5-0.

Motion by Bittinger second by Carper to approve and authorize the Chairperson to sign a Resolution for the sale of parcel #894726105001, 2910 13<sup>th</sup> St., to Dayton Bahmer and Tristen Heimgartner, 3123 McDonald St., Sioux City, for \$25,000.00 plus recording fees. Carried 5-0.

**RESOLUTION OF THE BOARD OF SUPERVISORS  
 OF WOODBURY COUNTY, IOWA  
 RESOLUTION #13,872**

**BE IT RESOLVED** by the Board of Supervisors of Woodbury County, Iowa, that the offer at public auction of:

**By Daytona Bahmer & Tristen Heimgartner** in the sum of **Twenty-Five Thousand dollars and 00/100 (\$25,000.00)**-----dollars.

For the following described real estate, To Wit:

**Parcel #894726105001**  
**Lots Seven (7) through Twelve (12), both inclusive, in Block Nine (9) of Booge and Taylor's Addition to Sioux City in the County of Woodbury and State of Iowa (2910 13<sup>th</sup> Street)**

Now and included in and forming a part of the City of Sioux City, Iowa, the same is hereby accepted: said Amount being a sum LESS than the amount of the general taxes, interests, costs and penalties against the said Real Estate.

**BE IT RESOLVED** that payment is due by close of business on the day of passage of this resolution or this sale is null and void and this resolution shall be rescinded.

**BE IT RESOLVED** that per Code of Iowa Section 569.8(3 & 4), a parcel the County holds by tax deed shall not be assessed or taxed until transferred and upon transfer of a parcel so acquired gives the purchaser free title as to previously levied or set taxes. Therefore, the County Treasurer is requested to abate any taxes previously levied or set on this parcel(s).

**BE IT FURTHER RESOLVED** that the Chairman of this Board be and he is hereby authorized to execute a Quit Claim Deed for the said premises to the said purchaser.

**SO DATED** this 25<sup>th</sup> Day of March, 2025.  
 WOODBURY COUNTY BOARD OF SUPERVISORS  
 Copy filed.

- 10a. Motion by Bittinger second by Nelson to approve the CMBA contract in the amount of \$15,000.00 for the Dorothy Pecaut Nature Center structural project. Carried 5-0. Copy filed.
- 10b. Motion by Bittinger second by Nelson to approve Concrete Raising Service quote dated 3/19/25 in the amount of \$48,000.00, General Contractor work \$8,250.00, and project contingency of \$12,000.00 for a total amount of \$68,250.00. Carried 5-0. Copy filed.

11. Motion by Bittinger second by Nelson to approve revised Policy and Procedure Memorandum #9 Dust Control Policy. Carried 5-0. Copy filed.

12a1. The board discussed a hiring freeze for unfilled positions. Copy filed.

Treasurer Tina Bertrand, County Attorney James Loomis, Sioux City Police Captain Ryan Bertrand, Conservation Director Dan Heissel, Sioux City Police Sergeant John Sanders, Building Services Director Kenny Schmitz, Sioux City Police Chief Rex Mueller, Woodbury County Sheriff Chad Sheehan, and Doyle Turner, Merville, addressed the board regarding concerns about a hiring freeze.

12a2. Motion by Bittinger second by Dietrich to table the FY26 funding request from the Siouxland Initiative (TDI) to be paid from L.O.S.T. funds for FY26. Carried 5-0. Copy filed.

12b. The board conducted a miscellaneous review of the budget.

14. Reports on committee meetings were heard.

15. There were no citizen concerns.

16. Board Concerns were heard.

The Board adjourned the regular meeting until April 1, 2025.

Meeting sign in sheet. Copy filed.

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

Date: 3/12/25 Weekly Agenda Date: 3/18/25

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** County Auditor - Michelle Skaff

**WORDING FOR AGENDA ITEM:**

Consideration and approval for liquor license for Anthon Golf Course, Anthon, Iowa

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other; Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

n/a

**BACKGROUND:**

n/a

**FINANCIAL IMPACT:**

Unknown at this time

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

Yes ☐ No ☒

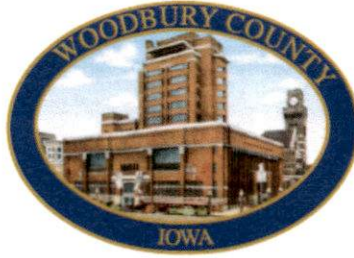
**RECOMMENDATION:**

Approve Motion

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve an application for a 12-month Class C Retail Alcohol License, with Outdoor Service Sales privileges, for Anthon Golf Course, effective 04/01/25 through 03/31/26.

**Office Of The  
AUDITOR/RECORDER  
Woodbury County**  
Michelle K. Skaff, Ph.D.  
Auditor/Recorder/  
Commissioner of Elections



Courthouse – Room 103  
620 Douglas  
Sioux City, IA 51101  
Phone: (712) 279-6702  
Fax (712) 279-6629  
[miskaff@woodburycountyiowa.gov](mailto:miskaff@woodburycountyiowa.gov)

To: Board of Supervisors

From: Michelle K Skaff, Auditor & Recorder *MKS*

Date: March 21, 2025

Subject: Liquor License Application for the Anthon Golf Course, Anthon, Iowa.

Please approve and receive for signature, an application for a 12-month, Class C Retail Alcohol License (LC) (Commercial), with Outdoor Service privileges, for the Anthon Golf Course, Anthon, Iowa. The license would be effective 04/01/25 through 03/31/26.



# State of Iowa

Alcoholic Beverages Division

## Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Anthon Golf Club Inc.	Anthon Golf Course	(712) 373-5774		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
2236 hwy 31 South		Anthon	Woodbury	51004
MAILING ADDRESS	CITY	STATE	ZIP	
2236 hwy 31 South	Anthon	Iowa	51004	

## Contact Person

NAME	PHONE	EMAIL
Anthony Collins	(712) 882-3971	anthongolfcourse@gmail.com

## License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0037482	Class C Retail Alcohol License	12 Month	Submitted to Local Authority
TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS	
Apr 1, 2025	Mar 31, 2026		
SUB-PERMITS			
Class C Retail Alcohol License			



# State of Iowa

Alcoholic Beverages Division

## PRIVILEGES

Outdoor Service

## Status of Business

### BUSINESS TYPE

Corporation

## Ownership

### • Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Patrick Maguire	Anthon	Iowa	51004	President	0.00	Yes

### • Companies

COMPANY NAME	FEDERAL ID	CITY	STATE	ZIP	% OF OWNERSHIP
Anthon Golf Club Inc	42-1406936	Anthon	Iowa	51004	100.00

## Insurance Company Information

INSURANCE COMPANY

Illinois Casualty Co

POLICY EFFECTIVE DATE

Apr 1, 2025

POLICY EXPIRATION DATE

Mar 31, 2026

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE  
DATE

OUTDOOR SERVICE EXPIRATION  
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE  
DATE

TEMP TRANSFER EXPIRATION  
DATE



ALCOHOLIC  
BEVERAGES  
DIVISION  
State of Iowa

# State of Iowa

Alcoholic Beverages Division



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

Date: 3/12/25 Weekly Agenda Date: 3/18/25

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: County Auditor - Michelle Skaff

**WORDING FOR AGENDA ITEM:**

Consideration and approval for liquor license for Scarecrow Farm, Lawton, Iowa

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

n/a

**BACKGROUND:**

n/a

**FINANCIAL IMPACT:**

Unknown at this time

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

Yes ☐ No ☒

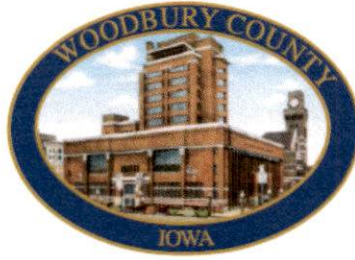
**RECOMMENDATION:**

Approve Motion

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve an application for a 12-month Class C Retail Alcohol License, with Outdoor Service Sales privileges, for Scarecrow Farm, effective 06/01/25 through 05/31/26.

**Office Of The  
AUDITOR/RECORDER  
Woodbury County**  
Michelle K. Skaff, Ph.D.  
Auditor/Recorder/  
Commissioner of Elections



Courthouse – Room 103  
620 Douglas  
Sioux City, IA 51101

Phone: (712) 279-6702  
Fax (712) 279-6629  
[miskaff@woodburycountyiowa.gov](mailto:miskaff@woodburycountyiowa.gov)

To: Board of Supervisors

From: Michelle K Skaff, Auditor & Recorder

*MKS*

Date: March 25, 2025

Subject: Liquor License Application for the Scarecrow Farm, Lawton, Iowa.

Please approve and receive for signature, an application for a 12-month, Special Class C Retail Liquor License, with Outdoor Service privileges, for the Scarecrow Farm, Lawton, Iowa. The license would be effective 06/01/25 through 05/31/26.



# State of Iowa

Alcoholic Beverages Division

## Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
TODD SHUMANSKY	SCARECROW FARM	(712) 944-5644		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1592 CHARLES AVE		LAWTON	WOODBURY	51030
MAILING ADDRESS	CITY	STATE	ZIP	
1592 CHARLES AVE	LAWTON	Iowa	51030	

## Contact Person

NAME	PHONE	EMAIL
TODD SHUMANSKY	(712) 253-3463	toddshumansky@gmail.com

## License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
BW0097628	Special Class C Retail Alcohol License	12 Month	Submitted to Local Authority
TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS	
June 1, 2025	May 31, 2026		
SUB-PERMITS			
Special Class C Retail Alcohol License			



# State of Iowa

Alcoholic Beverages Division

## PRIVILEGES

Outdoor Service

## Status of Business

### BUSINESS TYPE

Sole Proprietor

## Ownership

### • Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
TODD SHUMANSKY	SIOUX CITY	Iowa	511088007	owner	100.00	Yes

## Insurance Company Information

INSURANCE COMPANY

Illinois Casualty Co

POLICY EFFECTIVE DATE

June 1, 2025

POLICY EXPIRATION DATE

June 1, 2026

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE  
DATE

OUTDOOR SERVICE EXPIRATION  
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE  
DATE

TEMP TRANSFER EXPIRATION  
DATE

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

Date: March 27, 2025 Weekly Agenda Date: April 1, 2025

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Laura Sievers, Melissa Thomas

**WORDING FOR AGENDA ITEM:**

Waive the nepotism policy for a potential Secondary Roads department employee

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☐

**EXECUTIVE SUMMARY:**

I am requesting the Board approve waiving the nepotism policy for hiring C.R. as an equipment operator for Secondary Roads.

**BACKGROUND:**

The employee handbook Nepotism Policy 1.3 prohibits hiring immediate family members into the same department. This new employee would not be working in the same shed as his relative nor would he be supervised by that employee.

**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:**

Pass the motion

**ACTION REQUIRED / PROPOSED MOTION:**

Waive the nepotism policy for an employee in Secondary Roads

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** April 1<sup>st</sup>, 2025

**\* 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
Metzgar, Matthew	Attorney's Office	04-14-2025	Assistant County Attorney	\$116,303.00/year	4%=\$4,053.00/year	R	Per AFSCME Attorney: Move from Step 7 to Step 8. Anniversary Date: 4/18/25.
Ress, Melody	Sheriff's Office	04-24-2025	Civilian Jailer			S	Resignation

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

**MELISSA THOMAS, HR DIRECTOR:** \_\_\_\_\_

**HUMAN RESOURCES DEPARTMENT**  
**WOODBURY COUNTY, IOWA**

**DATE: April 1<sup>st</sup>, 2025**

**AUTHORIZATION TO INITIATE HIRING PROCESS**

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Sheriff's Office	Civilian Jailer	CWA Civilian: \$24.57/hour		

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Chairman, Board of Supervisors

**WOODBURY COUNTY, IOWA  
BOARD ADMINISTRATION  
MEMORANDUM**

**TO:** Board of Supervisors

**FROM:** Karen James, Board Administrative Assistant

**RE:** Consideration of a Petition for a Tax Suspension

**DATE:** March 26, 2025

Please consider this request for a tax suspension for C.Z. If the Board approves this request, the suspension resolution requires the chairman's signature.

Thank you.

kmj



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

Date: 03/28/2025

Weekly Agenda Date: 04/01/2025

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Supervisor Daniel Bittinger

**WORDING FOR AGENDA ITEM:**

Public hearing for the Community Development Block Grant Application by The Crittenton Center

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☒

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

The Crittenton Center is needing the Board of Supervisors to approve the resolution allowing the organization to apply for a Community Development Block Grant application through the state of Iowa.

**BACKGROUND:**

-See The Crittenton Center program overview of project, CDBG application, assessment draft and resolution.

-The Board of Supervisors will need to set the prioity level of 6 questions in the Communtiy Development and Housing Needs assessment draft.

**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:**

-Approval of Community Development and Housing Needs Assessment draft  
-Approval of resolution authorizing approval of the Community Development Block Grant application by The Crittenton Center

**ACTION REQUIRED / PROPOSED MOTION:**

-Approval of Community Development and Housing Needs Assessment draft  
-Approval of resolution authorizing approval of the Community Development Block Grant application by The Crittenton Center

## **PUBLIC HEARING REQUIREMENTS AND RESPONSES**

1. Conduct at least one public hearing on the proposed activities. **Upload a copy of the public notice and minutes with the application. The minutes of the hearing must reflect that the hearing included a review of the following:**

- a. **How the need for the activities was identified:**

- 1) The current physical facility, housing the Transitional Therapeutic Home (TTH) was built in the 1970s, previously serving as a nursing home, and therefore the physical design of the space is outdated and worn, presents challenges for addressing the trauma needs of youth, and limits the number of youth that can be served by the programs.
    - 2) The client mix of youth served by the TTH has been changing over the years, and TTH is now serving a younger and younger population.
    - 3) Children in and exiting foster care are at increased risk of homelessness, which carries additional risks including human trafficking
    - 4) Overall decline in shelter beds across the state of Iowa
    - 5) Children served by the child welfare system have experienced significant trauma
    - 6) Strategic Planning to address the above needs:
      1. Review of agency data and information
      2. Review of demographic trends including a decrease in average age of youth and an increase in average length of stay
      3. Review of past and emerging research regarding evidence-based programs and best practices to guide facility design to address youth trauma
      4. Researching and visiting other residential programs within Iowa and across the nation to secure information on best practices
      5. Input from youth accessing services, staff providing services, families and caregivers working with youth, and community members/agencies
      6. Administering the Collaborative Values Inventory (CVI) in the Fall 2024 to support the work for measuring and assessing community needs related to the proposed project. how the proposed activities will be funded and the sources of funds;

- b. **Funding of the proposed activities and the sources of funds:** The CDBG grant will be submitted requesting \$600,000 for the \$626,812 project. Other funding will be secured through donor and foundation dollars secured by Crittenton Center.

- c. **Date the CDBG application will be submitted:** The grant will be submitted on or before April 30, 2025.

- d. **Requested amount of federal funds:** \$600,000 in grant funds will be requested

- e. **Estimated portion of federal funds that will benefit low- and moderate-income persons:** As the project is for a homeless shelter for youth, the estimated portion of federal funds that will benefit low-to moderate income (LMI) individuals is 100%.
- f. **Location of proposed activities:** The proposed activities will occur at Crittenton Center's campus at 3901 Green Ave, Sioux City, IA 51106.
- g. **Plans to minimize displacement of persons and businesses resulting from funded activities:** Due to the nature of this project, no persons or businesses should be displaced as a result of funded activities.
- h. **Plans to assist persons actually displaced:** In the event that persons or businesses are displaced as a result of the recommended project, the entities involved in the project will adhere to the requirements of the Uniform Relocation and Acquisition Act of 1974, as amended.
- i. **The nature of the proposed activities.** The purpose of the proposed CDBG funding is for Crittenton Center to make renovations and improvements to the Transitional Therapeutic Home (child welfare emergency shelter) located at 3901 Green Ave, Sioux City, IA 51106. Renovations will include the addition of a shower/restroom space and updated flooring throughout the facility.

# 611111 - Crittenton Center - Transitional Therapeutic Home Remodel

## Application Details

Funding Opportunity: 32824-CDBG Community Facilities & Services

Funding Opportunity Due Date:

Program Area: CDBG

Status: Editing

Stage: Final Application

Initial Submit Date:

Initially Submitted By:

Last Submit Date:

Last Submitted By:

## Contact Information

### Primary Contact Information

First Name\*: Daniel      Albert      Bittinger II  
First Name   Middle Name   Last Name

Title: Woodbury County Supervisor

Email\*: [dbittinger@woodburycountyiowa.gov](mailto:dbittinger@woodburycountyiowa.gov)

Address\*: 2901 Sunset Circle

Sioux City Iowa 51104  
City      State/Province   Postal Code/Zip

Phone\*: 712-389-4405   Ext.  
Phone  
###-###-####

Fax: ###-###-####

### Organization Information

Name\*: Woodbury County Board of Supervisors

Organization Type\*: County Government

DUNS: ##-###-####

Tax Id:

Unique Entity Identifier (UEI):

Organization Website:

Address\*:

City **Iowa** Postal Code/Zip  
State/Province  
### ### ##### Ext.  
### ### #####

Phone\*:

Fax:

## Cover Sheet-General Information

### Cover Sheet-General Information

#### Authorized Official

**Name\*:** Daniel Bittinger II  
**Title\*:** Chairperson  
**Organization\*:** Woodbury County Board of Supervisors  
If you are an individual, please provide your First and Last Name.  
**Address\*:** 620 Douglas Sttreet  
  
**City/State/Zip\*:** **Sioux City Iowa 51101**  
City State Zip  
**Telephone Number\*:** 712-279-6525  
**E-Mail\*:** [dbittinger@woodburycountyiowa.gov](mailto:dbittinger@woodburycountyiowa.gov)  
Enter your business website URL (must include "https://").  
**Website\*:** <https://www.woodburycountyiowa.gov/supervisors/>

#### Fiscal Officer/Agent

Please enter the "Fiscal Officer" for your Organization.  
If you are an individual, please provide your First and Last Name.

**Name\*:** Dennis Butler  
**Title\*:** Finance/Budget Director  
**Organization:** Woodbury County Board of Supervisors  
**Address:** 620 Douglas Street  
  
**City/State/Zip:** **Sioux City Iowa 51101**  
City State Zip  
**Telephone Number\*:** 712-279-6525  
**E-Mail\*:** [dbutler@woodburycountyiowa.gov](mailto:dbutler@woodburycountyiowa.gov)  
**County(ies) Participating, Involved, or Affected by this Proposal\*:** Woodbury County

To find your district, click on the "Congressional Map" link. On the left hand side of the page, click on the drop-down list and click on "State of Iowa". Then, enter an address for the county/ies you serve in the Search bar. Click "Enter." This will provide you with your Congressional District, Iowa Senate District and Iowa House District.

**Congressional District(s) Involved or Affected by this Proposal\*:** 4th - Rep Randy Feenstra  
[Congressional Map](#)  
**Iowa Senate District(s) Involved or Affected by this Proposal\*:** 1  
[Iowa Senate Map](#)  
**Iowa House District(s) Involved or Affected by this Proposal\*:** 1  
[Iowa House Map](#)

## Project Information

## Contact Information

### Subrecipient:

**Crittenton Center**

Agency or Organization

**Kim Scorza, CEO**

Contact Name/Title

**600 4th Street Suite 100**

Address

**Sioux City Woodbury County 51101**

City County Zip

**712-255-4321** Fax

Phone

**420698246** [kscorza@crittentoncenter.org](mailto:kscorza@crittentoncenter.org)

UEI # E-mail

### Elected official:

Salutation **Daniel** **Bittinger** **II**

First Name Last Name Suffix

**Chairperson**

Title

**620 Douglas Street**

Address

**Sioux City Woodbury County 51101**

City County Zip

**712-279-6525** [dbittinger@woodburycountyiowa.gov](mailto:dbittinger@woodburycountyiowa.gov)

Phone E-mail Address

## Applicant Information

### Applicant:

**Woodbury County Board of Supervisors**

### City/County/COG:

**Sioux City Woodbury County Woodbury County Board of Supervisors**

City County COG

### Population:

**85727**

2CFR Chapter I Part 25 requires applicants to maintain an active SAM registration.

Don't have a UEI (Unique Entity Identifier)? Visit [www.SAM.gov](http://www.SAM.gov) for more information.

### UEI (Unique Entity Identifier)\*:

UEI (Unique Entity Identifier)

## Project Information

Provide the street address for City Hall for all area-wide benefit projects. Provide the street address for site-specific community facility projects.

### Project Address:

**3901 Green Ave**

Address

**Sioux City Woodbury County 51106-5346**

City County Zip +4

## Check all that apply:

### Applicant recieved CDBG Funds.:

**No**

If the applicant received CDBG funds,  
please indicate date received.:

### Applicant has received no prior funding.:

**Yes**

### Applicant will contract for administration.:

**No**

If the applicant will contract for  
administration, please identify entity:

### Applicant will administer grant:

**Yes**

If the applicant plans to administer the grant, please describe applicant's administrative capacity.:

The Woodbury County Board of Supervisors has extensive experience managing a wide variety of funding streams and budget priorities across the county, in both urban and rural settings. Additionally, the Board of Supervisors will be strongly supported by Kim Scorza, Crittenton Center CEO, and her leadership team, as outlined later in this application. Ms. Scorza has extensive experience managing federal, state, and local grants, including two Community Development Block Grants at Seasons Center for Behavioral Health in Spencer, Iowa.

Project Activity

Will any activites be conducted in a 100-year flood plain?\*: No

If your project is a storm water project, is the project in a regulated floodway?: [Download](#) a memo on regulated floodways (under the Environmental Compliance Section ). Click [here](#) to determine if your project is in a regulated floodway.

Will project activity include demolition of a standing structure?\*: No

If yes, is the structure occupied?:

Year structure was built:

Is this project identified in an Iowa Great Places agreement?\*:

No  
Projects included in an Iowa Great Places agreement within three years of submission of this applications entitles the applicant to additional consideration.

Will a delay in the contribution of local effort be necessary?\*: No

If yes, until what date?:

If the local funds for your project are from another outside agency (i.e. USDA\_RD or IDNR) and you anticipate a delay in the receipt of those funds, you may consider requesting a delay of local effort. This will allow you to draw CDBG funds for project costs until the local funds are secured. **A delay of local funds can be granted until a specified date (not to exceed two months following the project bid letting ) or until two-thirds of the grant amount has been drawn down, whichever comes first.**

Proposed end date: 06/30/2026  
(All contracts will be 36 months unless you anticipate a shorter schedule)

Budget

Budget Activity

Row	Activity	Activity Description	Performance Targets	CDBG Amount	Local Amount	Total Activity Amount	Total CDBG Award	Total Local Amount
Activity 1	6 - Homeless Shelters	Renovation/Remodel of youth homeless shelter	Renovation/Remodel of youth homeless shelter (Transitional Therapeutic Home), to include shower/restroom addition, updated flooring	\$600,000.00	\$26,812.00	\$626,812.00	\$600,000.00	\$26,812.00
Activity 2				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Activity 3				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Activity 4				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administration				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total				\$600,000.00	\$26,812.00	\$626,812.00	\$600,000.00	\$26,812.00

Sources of Local Funding

Row	Source of Local funding	Amount	Local Funds Secured?	Date Local Funds Will be Secured
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Source 1	Other	\$1,812.00	No	Donations - Secured by 5/31/2025
Source 2	Other	\$25,000.00	No	Telligen - Architect Fees - NOA 4/30/2025
Source 3		\$0.00		
Source 4		\$0.00		
<i>Total</i>		\$26,812.00		

## Cost Estimates

### Construction Cost Detail

Row	Item Description	Estimated Quantity (if applicable)	Estimated Cost
Item 1	Construction: addition of shower room/restrooms	\$400/sq ft x 96 sq ft	\$387,200.00
Item 2	Installation of LVT Flooring	\$6/sq. ft x 15,574 sq ft	\$93,444.00
Item 3	Site work necessary for addition		\$40,000.00
Item 4			\$0.00
<i>Total</i>			\$520,644.00

### Professional Fees and Permits

Description	Estimated Cost
Final Design	\$25,000.00
Construction Administration	\$81,168.00
Permits/Archaeological Survey	\$0.00
Legal and Bonding Fees	\$0.00
CDBG Administration	\$0.00
Other (Please specify below)	\$0.00
<i>Total</i>	\$106,168.00

### Related Construction Costs

Description	Related Construction Estimated Cost
Real Property/Easements/Acquisition	\$0.00
Contingencies	\$0.00
Other (Please specify below)	\$0.00
<i>Total</i>	\$0.00

### Other Narratives

If other Professional Fees and Permits, please describe:

If other related construction costs, please describe:

### Preparer

Date Prepared: 03/24/2025

Estimates Prepared by: Kim Scorza, Crittenton CEO; Nathan Kalaher, PIAN A

Address/Phone/E-mail: kscorza@crittentoncenter.org 712-255-4321 kscorza@crittentoncenter.org

## Demographic Data

### Project Beneficiaries

Number of individuals currently served\*: 120

Number of individuals to be served at project completion\*: 165

### LMI Benefit Chart

Row	Project Activity (as listed on the budget)	Total Persons Served	Total LMI Persons Served	LMI Benefit
Activity 1	6 - Homeless Shelters	165	165	100.00%
Activity 2				0.00%
Activity 3				0.00%
Activity 4				0.00%

### Source of LMI Benefit Information Provided Above (Check one)

Local Income Survey: No

Special Census: No

Limited Clientele (presumed 51%): Yes

HUD LMI % Based on 2011-2015 ACS Data:

No

Please use LM data available on our web site at <https://www.iowaeconomicdevelopment.com/userdocs/documents/ieda/CityLMI-MarginOfErrorBasedOn2011-2015AmericanCommunitySurveyData.xlsx>.

Other: No

If Other, please specify:

### Beneficiary Race/Ethnicity

White: 100  
Number of Persons

Black/African American: 33  
Number of Persons

Asian: 2  
Number of Persons

American Indian/Alaskan Native: 8  
Number of Persons

Native Hawaiian/Other Pacific Islander: 2  
Number of Persons

Other Multi-racial: 20  
Number of Persons

### Ethnicity

Hispanic: 25  
Number of Persons

Non-hispanic: 140  
Number of Persons

## Financial Information

### Stormwater Project

Is this a stormwater project?: No

\*\*If yes, complete the form below.\*\*

User Fees & Revenues

Row	Water Fees	Sewer Fees
If water or sewer service is not currently provided, please enter \$0		
Current average monthly residential bills	\$0.00	\$0.00
Projected average monthly bill with CDBG funds	\$0.00	\$0.00
Projected average montly bill without CDBG funds	\$0.00	\$0.00

Number of Users

Row	Water	Sewer
Number of residential users		
Number of non-residential users (i.e. schools, businesses, hospitals, etc.)		

Rate Increase

Month/Year of last water rate increase:

Month/Year of last sewer rate increase:

Bond & Debt Information

City only, do not include county/school district levies

Current Tax Levy: \$0.00  
/\$1,000 of assessed value

Bonding Capacity: \$0.00  
5% of assessed valuation

Current General Obligation Bond Indebtedness: \$0.00

Detail of Existing Debt

Row	Debt Type (Rev. Bond, GO Bond, Other)	Purpose	Issue Date	Issue Amount	Year of Retirement
Water Utility Debt 1				\$0.00	
Water Utility Debt 2				\$0.00	
Water Utility Debt 3				\$0.00	
Water Utility Debt 4				\$0.00	
	Subtotal				
Sewer Utility Debt 1				\$0.00	
Sewer Utility Debt 2				\$0.00	
Sewer Utility Debt 3				\$0.00	
Sewer Utility Debt 4				\$0.00	
	Subtotal				
All Other Debt 1				\$0.00	
All Other Debt 2				\$0.00	
All Other Debt 3				\$0.00	
All Other Debt 4				\$0.00	
	Subtotal				

Outstanding Debt

Total outstanding water utility debt (GO Bonds, Revenue Bonds and other debt):	\$0.00
Total outstanding sewer utility debt (GO Bonds, Revenue Bonds and other debt):	\$0.00

Operating Budget

Fiscal Year

Fiscal Year Start/End Date:	07/01/2024	06/30/2025
	Start	End

Cash Available

Cash Available	Year 1 (Current Fiscal Year)	Year 2 (Construction Begins)	Year 3	Year 4
Beginning cash balance	\$211,447.00	\$250,000.00	\$250,000.00	\$250,000.00
Operating Income				
1:	\$1,800,000.00	\$1,800,000.00	\$2,000,000.00	\$2,000,000.00
2:	\$4,872,967.00	\$5,000,000.00	\$5,000,000.00	\$5,000,000.00
3:	\$3,867,142.00	\$4,000,000.00	\$4,100,000.00	\$4,200,000.00
4:	\$0.00	\$0.00	\$0.00	\$0.00
Additional sources				
Proceeds from loans	\$435,000.00	\$250,000.00	\$0.00	\$0.00
Proceeds from grants	\$526,897.00	\$1,250,000.00	\$600,000.00	\$600,000.00
Donations	\$381,195.00	\$500,000.00	\$400,000.00	\$400,000.00
Interest income	\$4,000.00	\$6,500.00	\$6,500.00	\$6,500.00
Other (please specify below)	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$12,098,648.00	\$13,056,500.00	\$12,356,500.00	\$12,456,500.00

Cash Available (1 - 4)

Item 1:	Federal funding
Item 2:	State contract
Item 3:	Private Pay
Item 4:	

Cash Outflow

Cash Outflow	Year 1 (Current Fiscal Year)	Year 2 (Construction Begins)	Year 3	Year 4
Operating Expenses				
1.	\$8,466,216.00	\$9,200,000.00	\$9,300,000.00	\$9,450,000.00
2.	\$229,946.00	\$250,000.00	\$260,000.00	\$275,000.00
3.	\$449,559.00	\$475,000.00	\$500,000.00	\$515,000.00
4.	\$28,650.00	\$30,000.00	\$35,000.00	\$45,000.00
5.	\$400,154.00	\$450,000.00	\$460,000.00	\$475,000.00
6.	\$585,082.00	\$600,000.00	\$610,000.00	\$620,000.00
7.	\$0.00	\$0.00	\$0.00	\$0.00
8.	\$0.00	\$0.00	\$0.00	\$0.00

New Construction, equipment, & other capital investments	\$675,000.00	\$1,000,000.00	\$100,000.00	\$100,000.00
Loans (principal and interest)	\$127,000.00	\$250,000.00	\$125,000.00	\$125,000.00
Transfers to funded depreciation account	\$85,000.00	\$95,000.00	\$100,000.00	\$100,000.00
Transfers to other accounts	\$0.00	\$0.00	\$0.00	\$0.00
Other (Please specify below)	\$0.00	\$0.00	\$0.00	\$0.00
<i>Total</i>	\$11,046,607.00	\$12,350,000.00	\$11,490,000.00	\$11,705,000.00

#### Cash Outflows

Item 1:	Salary and related expenses
Item 2:	Professional Services
Item 3:	Occupancy
Item 4:	Client assistance
Item 5:	Travel, Vehicle, and Business Expenses
Item 6:	Program Expenses
Item 7:	
Item 8:	

#### Other Account Balances

Other Account Balances	Year 1 (Current Fiscal Year)	Year 2 (Construction Begins)	Year 3	Year 4
Funded Depreciation Account - for item like future equipment replacement, site development, and facility expansion or improvements	\$0.00	\$0.00	\$0.00	\$0.00
Reserve Account	\$380,000.00	\$400,000.00	\$410,000.00	\$425,000.00
Other accounts (Please specify below)	\$0.00	\$0.00	\$0.00	\$0.00
Investments (Please specify below)	\$0.00	\$0.00	\$0.00	\$0.00
<i>Total</i>	\$380,000.00	\$400,000.00	\$410,000.00	\$425,000.00

#### Grand Totals

Row	Grand Total Year 1	Grand Total Year 2	Grand Total Year 3	Grand Total Year 4
Grand Totals	\$1,432,041.00	\$1,106,500.00	\$1,276,500.00	\$1,176,500.00

#### Misc.

If other cash available, please describe:

If other cash outflow, please describe:

If other accounts balances, please describe:

If other investments, please describe:

If a Subrecipient, please provide name, address and phone.

Name: Kim Scorza, CEO - Crittenton Center  
Address: 600 4th Street, Suite 100 Sioux City IA 51101  
Phone: 712-255-4321

# Project Feasibility Narrative

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## Project Feasibility Narrative

Prepare a brief narrative describing the proposed project.

Describe the need for the project, including the existing conditions and problems that will be resolved?:

**Who the Proposed Project Will Serve.** Through our two programs located on our Child Welfare Campus, Transitional Therapeutic Home (TTH) and Supervised Apartment Living (SAL), we provide much-needed services for homeless youth who are faced with complex trauma, substance use disorders, behavioral disorders, and other mental health needs. As a recipient for current contracts for services by Iowa Health and Human Services (HHS), we are licensed by the Iowa Department of Inspections, Appeals and Licensing (DIAL) under the Iowa Code and Administrative Rules as a homeless shelter for children for our TTH program. Our TTH program provides emergency placement/shelter services for Iowa children ages 0-18 who can no longer safely remain in their homes due to abuse and/or neglect. These children may be brought in by the police or referred to by the Iowa Department of Health and Human Services, or the Iowa Juvenile Court System. Our SAL program is a foster care program in which young adults ages 16.5-21 live first in a group setting and then, as skills develop, live more independently in a housing setting of their choosing. In 2024, our TTH served 120 youth, and our SAL program served 22 youth. The proposed project will serve the Transitional Therapeutic Home (TTH) program. Youth served by the Supervised Apartment Living Program (SAL) are being transitioned to the Tiny Homes (located on the same campus as the TTH facility) and to apartments in the community.

**Existing Conditions and Problem.** The current physical facility housing the TTH program was built in the 1970s, previously serving as a nursing home, and therefore the physical design of the space is outdated and worn, presents challenges for addressing the trauma needs of youth, and limits the number of youth that can be served by the programs. Additionally, the client mix of youth served by the TTH has been changing over the years, and TTH is now serving a younger and younger population for longer periods of time. Over 29% of youth admitted to TTH in 2024 were ages 6 to 12, compared to only 21% in 2022. With the current limited availability of licensed foster homes equipped to care for our high-needs children, Crittenton anticipates this trend will continue. The current physical design of the facility is not conducive to serving this changing demographic of youth. We need to be able to have specialized living conditions for the varying age ranges of youth to effectively meet their developmental and emotional needs. Another service indicator that is changing is the average length of stay for youth, increasing from 58 days in 2019 to 105 days in 2023. This change is even more dramatic for youth younger than 14, increasing from 52 days to 155 days in the same time span. With youth staying longer in our care, and this being their “home” for longer periods of time, we are challenged and committed to ensuring the physical facility offers them a home and family atmosphere.

**Overcoming and Addressing the Conditions and Problem.** The purpose of the project is a redesign of the Crittenton Center’s Child Welfare Campus, located in Sioux City, IA (Woodbury County). The redesign envisioned and being planned includes renovation of physical facilities for the Transitional Therapeutic Home (TTH) program, including remodeling current interior spaces, the addition of a wing dedicated to restroom and shower facilities.

The Leadership Team and Board of Directors for Crittenton Center believe the strategic planning for the project and the proposed redesign and renovations will meet the needs of our vulnerable youth population, using a trauma-informed design approach. Trauma-informed design is about integrating the principles of trauma-informed care into physical design elements with the goal of creating physical spaces that promote safety, well-being and healing and more specifically for our program to create a home and family atmosphere. Additional information on the need for the the remodel is included in the attachments, along with preliminary floor plans.

Describe any community assessments, surveys or formal studies that identify the proposed project as a need for the community. Be sure to upload Attach relevant portions to document support for the project.:

**Community Assessment Planning-Crittenton Center:** The planning for the proposed project dates back to January 2022, when under the new leadership of Kim Scorza, CEO, Crittenton Center embarked on a journey to re-envision how emergency shelter services were provided to homeless youth. Further information on the development, data, and details of the Strategic Planning and community assessments is included in the attachments.

Captured within this four-year Strategic Plan were goals and objectives to increase and expand physical facilities for both the Transitional Therapeutic Home (TTH) and Supervised Apartment Living (SAL) programs. During the first three years of this plan, minor renovations were completed to improve the facilities for both programs, pre-planning was undertaken to look at larger renovations, and six tiny homes were erected and opened on the campus in 2024 through private donations.

**Community Assessment Planning-Woodbury County:** The proposed project further aligns with and supports the community development and housing needs assessment, *Woodbury County Comprehensive Plan for 2040*. (Full copy available upon request)

- **Goal H4: Access to housing.** Expand access to safe, high-quality housing for all residents in Woodbury County.
- **H4.2: Direct funding toward emergency shelters, housing, and social work services for homeless individuals living in the county.**
- **Measures of Progress:** Partner with and support community organizations.

**Overall Decline in Beds for Youth Across Iowa:** Unfortunately, since 2022, the State of Iowa has been experiencing a decline in the number of shelter beds available for youth in the state. Different variables have been and are contributing to this decline including but not limited to: decline in funding, lack of rate increases, workforce shortages in hiring direct care staff which are needed 24/7 and require specific staff/client ratios, youth presenting with more challenging behaviors and mental health conditions, limited funding to support staff needs for professional development and training and self-care due to the high stress associated with their job responsibilities, and limited funding to support building renovations or the erection of new building facilities. According to Iowa Health and Human Services in 2021, there were 142 shelter beds in Iowa; today that number has decreased to 103 beds. Additional data is included in the attachments.

**Foundation for Support:** Finally, it is noted that the Crittenton Center Board of Directors has created a foundation of support by allocating sufficient resources, both monetary and human, to ensure the promotion of change through data driven decision making is integrated into the culture of the Center.

Describe specific outcomes of the project including a description of the new or increased level of service that will result from the completion of the project. :

The proposed project will result in an increase in the square footage for the building from 17,000 to nearly 18,000. The expansion and redesign of the floor plan will influence how services are provided as summarized: A) Shower room to accommodate ten (10) youth at the same time while providing privacy and supervision, as well as four (4) ADA compliant restrooms; and B) 17,000 square feet of flooring that is stable, firm, and slip-resistant with level-transitions.

Key outcomes to be realized from the physical facility expansion and redesign are: A) Expanded square footage of facility; B) Safe and secure flooring; C) Specialized spaces for younger children as current restrooms are repurposed; D) New build out for restroom/shower facilities (968 square feet); E) Redesigned multi-purpose spaces to support specialized services for therapy, education/school, recreation/leisure/social, and meeting rooms through the repurposing existing shower rooms and restrooms that are non-functional.

**Increased Level of Service:** The overall goal of the project is to complete an extensive remodel and renovation of the building to expand and enhance services provided to youth accessing shelter services. New and improved level of services, resulting from the intentional planning for this project that will result from the completion of the project are: A) Bed capacity to serve 30 youth at a given time, targeting 165 youth annually; B) Enhancing positive youth development strategies that focus on forging positive relationships; strengthening academic, soft and technical skills; cultivating trustworthy, safe spaces; and offering youth opportunities to succeed in meaningful ways (Annie Casey Foundation); C) Youth are the center of care with a focus on individualized treatment and promoting opportunities for the “voice” of youth with planning and programming; D) Evidence-based programs and services are provided with a focus on providing a family atmosphere, with living spaces dedicated to separate spaces living spaces for younger and older youth; E) Resources and services are available on-site for education, behavioral health, and recreation/leisure; F) Youth and staff have access to designated spaces that provide confidentiality and privacy, and services are provided in healthy, productive, and healing interior and exterior environments; G) Woodbury and surrounding counties have expanded access to specialized services for youth experiencing homelessness or at-risk for homelessness.

Provide a chronological list of the planning process to date for the proposed project. Include meeting with potential partners and funding agencies:

February 2, 2022: Strategic Planning: 2022-20225-Goal B, Objective 1: Transitional Therapeutic Home (TTH)-Improve Physical Facility

April 18, 2023: Strategic Planning-Annual Review-Goal B, Objective 1: Transitional Therapeutic Home (TTH)-Improve Physical Facility

November 2023, September 2024, and January 2025: Toured other Properties in Sioux City

May 1, 2024: Initiated Board Facility Planning Meetings: Meeting Held - July 2024, September 2024, December 2024.

October 2024: Opening of Tiny Homes to serve kids in SAL and expand space available for TTH

November 6, 2024: Staff Meeting-Discussion to obtain staff input regarding facility redesign

January – February 2025: *My Dream Home* – Drawings and narrative by youth regarding their ideas for facility redesign

February 4, 2025: Preliminary meeting with Woodbury County Board of Supervisors to support CDBG application

March 2025: Pre-design and preliminary planning with PLaN Architecture

February-March 2025: Ongoing Meetings with staff regarding preliminary design

March 19, 2025: Approval of Grant Application by Crittenton Center Board of Directors

April 1, 2025: Meeting with Woodbury County Board of Supervisors – Public Hearing and Resolution

April 2025: Approval of Grant Application by Woodbury County Board of Supervisors

April 30, 2025: Submission of CDBG Application

#### Future Key Meetings and Activities:

**April 18, 2025 Strategic Planning -Annual Review-Goal B, Objective 1: Transitional Therapeutic Home (TTH)-Improve Physical Facility**

How has the number of beneficiaries been documented?:

The target population, or project beneficiaries, is runaway and homeless up to the age of 18 who are currently in the care and custody of the Iowa Department of Health and Human Services, Iowa Juvenile Court Services, and/or law enforcement. Youth will reside in the emergency shelter, Transitional Therapeutic Home (TTH) operated by Crittenton Center, as they experience homelessness or housing instability due to a behavioral health condition, sexual exploitation, and/or other types of abuse. The TTH is currently licensed for 27 beds. As Per our Child Welfare and Emergency Services (CWES) contract with Iowa HHS the shelter operates on a No Reject/No Eject Policy, meaning that we are required to accept all cases referred by HHS and JCS, recognizing HHS may approve exceptions in unique situations, and given there are available beds at our shelter. This ensures that no child in Iowa is left without a bed to sleep in and a place to call home while getting their physical, mental, emotional, spiritual, and educational needs met.

During calendar year 2024, 120 youth resided at the TTH. The average length of stay for youth was 76 days, ranging from 1 day to 408 days. Youth served ranged in age from 6.3 to 17.9 years old, with the average age of youth being 14.3 years old. A further breakdown of the ages of youth reveals that 40% of youth were under the age of 14 years old.

What is the timeline for project completion? Identify major milestones:

Crittenton Center Facility Planning Team is ready to move forward in an efficient and timely manner to complete the proposed project, targeting a twelve (12) month project timeline, beginning May 2025 and ending April 2026. Since key agency leaders have experience working with CDBG funding they understand the project must adhere to federal compliance requirements and recognize CDBG funding must be spent in responsible and appropriate manner as required and therefore a realist and detailed timeline is necessary to facilitate the completion of the project. Additionally, owning the current facility and having worked with a local architect to assist with creating preliminary design elements strengthens our readiness to begin the project. These design services were paid for by local funds.

The major milestones for the completion of the project are: **April 2025: Submit CDBG application to IEDA; June 2025: Notice of CDBG funding; June 2025: Receive State contract for CDBG funding; July 2025: Obtain environmental and historical clearances; July 2025: Obtain federal release of funds notification for CDBG; August 2025: Procure a contractor and bid letting; September 2025: Sign Construction contracts and begin renovation; March 2026: Complete renovations; April 2026: Open house and dedication; June 2026: Close-out CDBG.**

If applicable, has a specific site been determined for the project?: Yes

Will there be acquisition of property related to the project?: No

Who will own the property? If different, who will own the building?:

The site chosen for this project is located at 3901 Green Avenue, Sioux City, Iowa. This property is owned by the Crittenton Center and is operated under a license by the Iowa Department of Inspection, Appeals and Licensing as an emergency shelter for homeless youth. Current, licensing capacity is 27. With the addition of this project, we are increasing our licensed capacity to 30 beds in Summer 2025. It is anticipated that an additional 45 homeless youth will be served annually. Crittenton Center will own the property and the renovated building.

Is there documented citizen support for the project? (please upload supporting documentation): Yes

Describe the organization that will operate the facility or service. List key individuals who will be responsible for the day-to-day operations and provide specific information regarding their experience and ability.:

Founded in 1895, Crittenton Center (CC) has changed over the years to meet the ever-evolving needs of the community. Originally conceived as a maternity home for unwed mothers, the agency is now a multi-disciplinary, family-oriented, nonprofit (501(c)3) designed to give children and families the support they need to live healthy, safe, and successful self-sufficient lives. The agency's MISSION is SHELTERING – EDUCATING – EMPOWERING children, teens, and families.

Services are provided under two divisions: (1) Child Welfare and Well-Being Services Division and (2) Child and Family Development Services Division. The Child Welfare and Well-Being Services Division includes the Transitional Therapeutic Home



(TTH) (formerly known as the Emergency Youth Shelter) and Supervised Apartment Living (SAL) program. The Child and Family Development Services Division includes Childcare programs and Family Resource Center (FRC). Crittenton Center is based in Sioux City, Iowa, and can serve youth and their families from all the 99 counties in Iowa, however our focus is on primarily serving the western area of the state. In 2024, CC served 1,223 individuals with family-serving programs.

Crittenton Center has been operating an emergency youth shelter since the 1970's with a small break of 8 months in 2021 due to COVID-related challenges. When reopening in January 2022, Crittenton Center embarked on a journey to re-envision how emergency shelter services were provided to homeless youth and reopened, with a focus on trauma-informed care and the use of evidence-based programming and services. Since that time Crittenton Center has diversified and expanded funding through state and federal grants, donor relations, and fund development activities. Addressing workforce shortage challenges has resulted in improved staff recruitment and retention. As a result of these positive activities, the number of youth beds has increased from 20 to 27 for the Transitional Therapeutic Home (TTH) and from 12 to 14 for the Supervised Apartment Living Program. Crittenton Center will be adding 3 additional shelter beds in the Summer 2025 making it one of the largest youth emergency shelters in the State of Iowa. At a time when youth emergency shelters have been closing in Iowa, Crittenton Center has been able to expand and enhance services due to innovative funding and programming strategies.

In 2023-2024, Crittenton Center redesigned their logo and web page and have become active in the use of social media. The concept of Tiny Homes was moved from planning to serving youth (October 2024), and childcare and resource center services provided by Crittenton Center have expanded within Sioux City and to the communities of Le Mars (Plymouth County) and Orange City (Sioux County). Additionally, in 2022 the agency received COA (Council on Accreditation) accreditation. The proposed project to redesign the main facility housing programs to support homeless youth supports the on-going strategic thinking of Crittenton Center and is another initiative to be innovative with providing services to some of the most vulnerable children in Woodbury County and across the State of Iowa.

Key individuals who will be responsible for the day-to-day operations of the facility include: *Kim Scorza, CEO*. Ms. Scorza has been directly involved in the social work field for over 35 years in Iowa. She has experience managing grants and contracts ranging from \$100 to \$4 million including two CDBG at Seasons Center for Behavioral Health in Spencer, Iowa. *Beau Sudtelgte, VP for Finance and Administration* oversees the financial health and fiscal responsibilities of the agency, including managing multiple county, state, and federal grants and contracts. He has a BS in Business Administration, MA in Management, and Educational Doctorate in Interdisciplinary Leadership from Creighton University and 15 years of experience working in the field. He will oversee the procurement process, bid-letting, purchasing of equipment and supplies and other key fiscal responsibilities funded by this grant and provide necessary financial receipts and reports. *Erika Fuentes, VP for Children and Family Services*, oversees the programming for all services provided by the agency. She will ensure the design elements of this project are trauma-informed and evidence-based, as well as ensure it meets accreditation, licensure, and other contract requirements. *Christina Eggink-Postma, VP of Community Engagement and Development* has worked in the human services field for over 20 years and has extensive experience managing multiple federal, state, and local grants and agency compliance with state and federal regulations. She has prior experience working with two CDBG projects secured by Seasons Center for Behavioral Health in Spencer, Iowa. She will support the implementation of grant-related activities and related reporting. Additional information is included in the Attachments that further outlines Programs and Services, Accomplishments, Governance, and Staffing.

Specify the organization's legal status and date of incorporation. : Nonprofit 501(c)3 established 1895

If applicable, have any agreements been signed between the subrecipient and others? (Please explain):

To date, no agreements have been signed between the subrecipient and other agencies for the proposed project. Crittenton Center does currently hold subcontract agreements with other agencies that serve youth residing at the TTH, including Northwest Area Education Agency (AEA), Sioux City Community School District Preschool Initiative, Early Childhood Iowa, Department of Education – Child and Adult Care Food Program (CACFP), Iowa HHS Child Welfare Emergency Services (CWES) and Supervised Apartment Living (SAL), Variety Iowa-The Children's Charity, Child Care Assistance, SAMHSA-Mental Health Awareness Training grant and Grants to Benefit Homeless Individuals (GBHI), Children's Bureau-Regional Partnership Grant (RPG), Family and Youth Services Bureau-and Runaway and Homeless Youth (RHY) Program-Street Outreach Program (SOP).

## Project Impact Narrative

### Project Impact Narrative

What is the potential economic/community development impact of the project on the area?:

Youth homelessness is a serious concern. Research has revealed that youth who experience homelessness are at high risk of exposure to a range of physical and mental health problems, violence, substance use, early pregnancy, school dropout, and long-term chronic health conditions.

**Foster Care and Homelessness.** The connection between foster care and homelessness is well known among those working in the field. For young people living in and/or transitioning from foster and group care who had a prior episode of homelessness, a future episode of homelessness is likely. Many youths experiencing homelessness who have been in foster care consider their experience in the foster system as the beginning of their homelessness. Additional information on youth homelessness and the project impacts of supporting youth to end homelessness is included in the Attachments.

**Why is youth homelessness unique?** According to YouthCare.org, “Youth homelessness is different than adult homelessness; young people often couch-surf between friends and family and many do not identify as homeless. Young people experiencing homelessness are at higher risk of exploitation and trafficking on the streets: about one-fifth report being trafficked and over one-third experience violence or assault. Additionally, young people’s brains are still developing and don’t reach maturation until the age of 25. For this reason, the adult homeless system is often unsafe for young adults.”

**The Impact of Supporting Youth to End Homelessness.** To address homelessness, youth and young adults need stable housing, supportive relationships with caring adults, and access to supportive services to support education and future adult career planning.

As defined by the Annie E. Casey Foundation, “Unstable, unsafe housing situations sets youth on a pathway to greater trauma, risk and instability. Youth experiencing homelessness on their own are more likely than their peers in the general population to endure threats to their health, safety and well-being. These threats include missing school, resulting in higher rates of dropping out, poverty and involvement in the criminal justice system; struggling with mental health issues, including suicidal thoughts and suicide attempts; abusing alcohol or drugs; being physically assaulted; being sexually assaulted; being trafficked for sex or labor; and resorting to “survival crime,” including selling drugs, stealing and exchanging sex for basic needs.”

**Looking Ahead to Impact Youth Homelessness:** Helping youth avoid future homelessness is possible. We can target additional and coordinated investments toward what works, with the redesign of our TTH facility. By partnering with funders, collaborating with other community agencies, and including the voice of youth we can help young people enter adulthood with the stability, relationships and opportunities they want and need to be able to thrive in adulthood.

The Attachments include additional information to Crittenton Center’s approach to caring for homeless youth seeks to end youth homelessness and foster hope for the children and youth served.

Who will be the project beneficiaries?:

**Target Population to be Served.** The target population is runaway and homeless up to the age of 18 who are currently in the care and custody of the Iowa Department of Health and Human Services, Iowa Juvenile Court Services, and/or law enforcement. Youth who reside in the emergency shelter offered by Crittenton Center, are experiencing homelessness or housing instability due to a behavioral health condition, sexual exploitation, and/or other types of abuse. The project proposes to serve 165 youth at the shelter (Transitional Therapeutic Home-TTH) during the first year after completion of the project (May 2026-April 2026).

In 2024, 120 youth accessed services from the Transitional Therapeutic Home (TTH) shelter. As previously noted, youth ranged in age from 6.3 to 17.9 years of age, with an average age of 14.3 years old. The average length of stay was 74 days, ranging from 1 day to 408 days. During 2024, the shelter served youth from 34 of Iowa’s 99 counties, representing 31 youth from Woodbury County. As per Iowa Code, the shelter operates with a No Reject, No Eject policy, per our Child Welfare and Emergency Services (CWES) contract with Iowa HHS, meaning that we are required to accept all cases referred by HHS and JCS, recognizing HHS may approve exceptions in unique situations, and given there are available beds at our shelter. The shelter is licensed to serve 27 beds. There are currently no other shelters in Northwest Iowa that accept unaccompanied youth. It is anticipated that if we are awarded funding to improve the shelter, we could add more beds, increasing to a total of 30 beds, to meet the ever-increasing need. A review of past data (included in the Attachments) indicates that Crittenton Center will serve a similar population in the upcoming years.

**Low-to-Moderate Beneficiaries.** As a result of their homeless status and being in the care and custody of the State, 100% of the youth meet the criteria for low-to-moderate income beneficiaries of this project.

As stated by the Annie E. Casey Foundation, “Not all young people have the benefit of growing up in a safe and stable home. In fact: Across America, 1 in 30 youth between the ages of 13 to 24 and 1 in 10 young adults between the ages of 18 to 25 will experience homelessness over the course of a year. This scenario — which occurs during an important developmental period — can inject trauma into a young person’s life, limit their growth and carry costly community consequences.”

According to research, child and family serving agencies must work collaboratively with community agencies and local, regional, state, and federal funding sources to establish a set of investments, beyond providing just sheltered care for homeless youth. Programs and services must focus on positive youth development, including promoting basic needs, permanent connections, education and credentials, financial stability and youth leadership for young people who are experiencing homelessness and at risk for homelessness.

We are excited with this proposed project to further build upon and expand the services we provide to youth who live at our TTH through this partnership with Woodbury County and the CDBG funding; providing homeless youth with services beyond “just a roof over their head”. The redesign of our facility will provide us with opportunities to expand and enhance our services, further ensuring programs and services are trauma-informed and evidence-based and provide youth with welcoming and safe spaces, while providing them with services that will facilitate future permanency in their lives. Lastly, the funding will help us promote the short- and long-term goals of Woodbury County as defined in their *Woodbury County Comprehensive Plan for 2040*.

Have cooperative approaches/sharing with other area communities been considered?:

Crittenton Center is one of eight (8) homeless youth shelters in the state of Iowa, with one of the shelters (Story County) closing at the end of March 2025. Unfortunately, all other homeless shelters in western Iowa target the adult population and do not accept children from the ages of 0-18 without parents. Crittenton Center works closely with the Siouxland Coalition to End Homelessness to ensure services are coordinated across systems and providers locally in Northwest Iowa.

Crittenton Center does have positive working relationships with the other youth emergency shelters located in the following counties across Iowa: Pottawattamie, Webster, Polk, Cerro Gordo, Linn, and Wapello. Given the limited and decreasing number of youth shelters in Iowa, Crittenton Center and the other shelters work in cooperation to find beds for youth, when their respective shelter may be at capacity. We work to share programming information across shelters and brainstorm strategies to address challenges related to issues such as workforce shortages and retention, legislative mandates, declining funding and underfunded program services, and so forth. We share and update information when all the shelters in Iowa meet at regularly scheduled meetings and use traditional (emails, phone calls, special meetings) and social media (website and Facebook) to keep other shelters, referral sources, and community partners aware of our programs and services.

Why are CDBG funds essential to the project?:

As highlighted in the previous narrative, investing in the lives of children and adolescents is critical for helping our youth be prepared for and successful into adulthood. Declining funding, underfunded programs, and the unstable economy are some of the multiple variables that limit and challenge non-profit agencies like Crittenton Center with building and expanding programs and services. More specifically, our current funding sources require us to use funding to support costs and expenses related to the delivery of direct services for youth. Capital improvement projects such as our proposal for a large facility renovation are not allowable expenses for current funders.

Over the past several years, the closing of youth emergency shelters across the state of Iowa has created challenges for child welfare, juvenile justice, and law enforcement in finding placements for youth who do not have other living options. Crittenton Center Board of Directors and Leadership Team are committed to securing the necessary financial resources to begin this project as soon as possible so homeless youth in and around Woodbury County, and across the State of Iowa as appropriate, can have access to enhanced services in a facility that provides a more family-like atmosphere instead of the more institutional setting of the current outdated facility.

While Crittenton Center has secured and designated financial resources to support the proposed project, the \$600,000 requested with this application provides the remaining funds needed to start and complete the project. As a non-profit organization that has been able to grow services over the past several years, while other non-profit agencies have downsized services and/or had to close programs and services, we pride ourselves on being committed to seeking out and partnering with local, regional, State, and federal funding sources, such as this CDBG funding to leverage and maximize funding across funding sources.

How would the project affect current and future land use patterns?:

Updating the interior facility located at the Child Development Division campus will aid in the promotion and encouragement of growth in and around this neighborhood residential area in Sioux City (Woodbury County). From a pedestrian, transportation, and urban planning perspective, the decision to conduct an extensive renovation of this facility is a logical, sound, and effective choice for continuing to provide services to children who are homeless, versus relocating the facility to another site. The proposed project further supports the *Woodbury County Comprehensive Plan 2040* regarding Land Use and more specifically Goal LU3: Habitat conservation. Limit urban sprawl and maintain the rural character of Woodbury County.

LU3.1 Prioritize the rehabilitation of existing housing stock and infill development before building on previously undeveloped land.

Is the site within the city limits?:

Yes, the project site is located at 3901 Green Avenue, Sioux City, Iowa. This location is in the Greenville neighborhood. This is a residential neighborhood sharing property lines with a church, and one property owner.

Is the project appropriate for the community's size, including expected population trends?:

Yes. The project is appropriate in scale and size and based on homeless youth trends in western Iowa, as well as in the state of Iowa as Crittenton Center's homeless shelter and services provide care for any Iowa child/youth in need of safe shelter and care in a therapeutic environment. It was estimated that 137 youth were experiencing homelessness in Iowa during the 2024 Point in Time Count, with 19% of those youth being unsheltered (HUD). The representation of youth in the annual Point in Time Count is estimated to be extremely underrepresented, and youth/young adults often experience homelessness in hidden ways, such as couch surfing or as runaways from home or system placements (State Index on Youth Homelessness). In Iowa, the number of youth in emergency shelters has been steadily increasing since 2022 (Institute for Community Alliances). In the same period, several Iowa agencies have closed or chosen to reduce/eliminate their youth emergency shelter beds, with agencies announcing additional closures of youth emergency shelter beds this year, leaving an estimated 103 shelter beds across the state of Iowa down from FY21 when Iowa had 142 shelter beds. (DHHS Records Request Feb. 28, 2025).

Will the project have significant excess capacity?:

In a simple answer, No. Projections are that Crittenton Center will continue to be close to full capacity (targeting 23 beds for TTH) with two beds available for short-term stays (48 hours or less). However, with the proposed remodel and renovations will be designed to utilize the space in a more efficient manner to provide direct services to youth when living at the facility such as bedrooms, living space, restrooms/showers, recreations and leisure spaces, as well as staff offices, therapist rooms, and meeting rooms. Once the remodel is complete, we are anticipating adding three additional beds to better serve more Iowa children. Application for additional beds from Iowa Department of Inspection, Appeals, and Licensing (DIAL) will be completed by Summer 2025.

Were other options explored? Describe options considered and why they were rejected.:

Yes, other options were explored. Crittenton Center considered three primary options when considering the proposed project: *relocation, building new, and "doing nothing"*.

**Relocation:** The Leadership team explored options for relocating TTH/SAL services to another location in Sioux City (Woodbury County). Unfortunately, staff were challenged with finding an existing facility or building that would not require extensive renovation and remodeling to adequately meet the needs of youth served, such as bringing health and safety standards up to date to be in compliance with the licensing and accreditation regulations that are required for TTH. Crittenton Center also did not have the funds available to purchase additional property.

**NIMBY:** Unfortunately, our Transitional Therapeutic Home (TTH), has experienced neighborhood opposition, as defined by the phrase, *"Not in My Backyard"*. This phrase carries the connotation that such residents are not opposed to a program or service, just the development or location of the service in their neighborhood or community. Meeting and educating residents living within the neighborhood of our current facility has decreased the issue of *NIMBY*. However, in considering the relocation to another neighborhood or community, *NIMBY* would likely be an additional and ongoing issue.

**Building New:** Crittenton Center briefly considered building new from the ground up, but this option was quickly dismissed as a non-viable option due to factors such as high construction costs for new construction, displacement or disruption of services to youth during the new construction at this site, and unavailability of additional property adjacent to the current child welfare campus, to keep services centralized.

**Doing Nothing:** The only other option explored at this time, is the option of "doing nothing". This option is emphatically considered not feasible by the staff, Leadership, and Board of Crittenton Center for several reasons. First and foremost is the thought of not being able to serve the ever-increasing needs of the homeless youth and youth at-risk of homelessness from Woodbury County, much of Western Iowa, and across the State of Iowa, offering a program that is greatly needed for some of the most vulnerable and traumatized youth involved in the child welfare and juvenile justice systems in Iowa. Secondly, the staff at the TTH/SAL homes are expected to work within overcrowded workspaces and are further challenged with ensuring confidentiality, security, and safety for young people in their care as previously described in this application. Finally, without this extensive remodel and renovation Crittenton Center will not have the much needed efficient and therapeutic space to support the continued enhancement and growth of the services provided to homeless youth at a central location.

How does the project promote orderly, compact development?:

This project is an excellent example of the adaptive ongoing use of a youth residential facility in Sioux City (Woodbury County). The proposed renovations and remodel are compact in nature from the perspective that the project is essentially tied to the footprint of the existing building. Very limited new construction will change the overall footprint of the building. The Transitional Therapeutic Home (TTH) building will primarily be the creative interior and exterior remodel of an existing sound structure to create a beautiful and engaging environment for children to feel comfortable in.

## Survey Tabulation Results

Is the Survey Tabulation Results required?\*:

No

City and Township LMI Percentage based on 2011 - 2015 American Community Survey data:

The LMI percentage can be found at "City and Townshi-p LMI based on 2011 - 2015 American Community survey:" under the heading "Recipient Income Requirements and Census Information" at the following link:

[www.iowaeconomicdevelopment.com/userdocs/documents/ieda/CityLMI-MarginOfErrorBasedOn2011-2015AmericanCommunitySurveyData.xlsx](http://www.iowaeconomicdevelopment.com/userdocs/documents/ieda/CityLMI-MarginOfErrorBasedOn2011-2015AmericanCommunitySurveyData.xlsx).

Month and year the survey was conducted:

Description of the survey method used:

Total number of households in the project area:

Number of households in the project area that were contacted (include contacts with no answer):

The minimum number of households contacted MUST equal the number generated from the Sample Size Calculator. (<http://www.surveysystem.com/sscalc.htm>)

Number of usable responses:

Percent of households responding: 0.00  
This number MUST BE 100% TO BE VALID

How many persons were below the LMI income figure?:

How many persons were above the LMI income figure?:

Total number of persons responding:

Percent of persons below the LMI income figure: 0.00

Percent of persons above the LMI income figure: 0.00

Total number of persons in the project area: (For community-wide benefit projects, most current certified population figure.)

Total number of LMI Persons benefiting:

If respondents were asked other questions in addition to income, provide a breakdown of responses by number and percent of the total responding.:

## Community Development and Housing Needs Assessment

### *Community Development and Housing Needs Assessment*

Community Development and Housing Needs of LMI Persons:

Other Community Development and Housing Needs:

Planned or Potential Activities to Address Housing and Community Needs:

Date assessment was prepared:

Location where assessment was prepared:

Number of local residents participating:

## Required Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
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Documents Required to be submitted with this application



A PDF of the original newspaper publication and Affidavit of Publication evidencing the newspapers name and date published, OR Documentation the Public Notice has been posted in three (3) places within the community, and names of posted areas listed, signed and dated by municipality. ✓

Minutes of public hearing ✓

On March 14, 1991 HUD published in the Federal Register a final rule entitled, "Accountability in the Provision of HUD Assistance." This final rule implements Section 102 of the HUD Reform Act of 1989. Section 102 contains provisions to ensure greater accountability in the way in which HUD funds are made available. Subpart C of 24 CFR Part 12 requires applicants for state administered CDBG funds to make a number of disclosures if they meet a certain dollar threshold for the receipt of assistance that is covered by this rule. Who is Covered? All applicants for CDBG funds must complete and submit to CDFA with their applications, Parts I and II of the Disclosure Report. Some applicants will find that they have to complete the remaining parts of the Report. Full Disclosure Reports must be made by the following: \* Any applicant applying for more than \$200,000 of CDBG funds; or \* Any applicant applying for less than \$200,000 of CDBG funds, but has received or could receive other federal assistance which when added to the CDBG funds exceeds \$200,000.

Completed HUD Disclosure Form 2880 (Applicant/Recipient Disclosure/Update Form). ✓  
Download the form from <http://portal.hud.gov>

Map of proposed project site or service area ✓ Map of Proposed Project Site - 3901 Green Ave Sioux City IA 51101 [Map of Proposed Project Site - 3901 Green Ave Sioux City IA 51106.pdf](#) pdf 404 KB 03/24/2025 09:04 PM

Federal Assurances Signature Page. ✓  
Click here for the [form](#).

Documentation of commitments from other funding sources or documentation that applications have been submitted to other funding sources (i.e., USDA-RD, IDNR) ✓ Documentation of application to other funding sources and commitment from other funding sources. [Crittenton Center\\_Documentation of Application to and Commitment from other Funding Sources.pdf](#) pdf 1 MB 03/25/2025 10:31 PM

If LMI survey completed, please upload Income Survey form, including appropriate county income levels.

Other Documents as applicable to this project

Signed agreements between subrecipient and other parties (if applicable)

Floor plan of facility (N/A for storm sewer projects) Current floor plan and preliminary proposed renovation/remodel floor plan. [TTH\\_Shelter\\_Floor Plan\\_Current and Planned.pdf](#) pdf 529 KB 03/21/2025 01:17 AM

Documentation of non-profit legal status and date of incorporation Crittenton Center IRS Determination and Articles of Incorporation [Crittenton Center\\_Documentation of NonProfit and Articles of Incorporation.pdf](#) pdf 405 KB 03/21/2025 01:09 AM

Documentation of formal studies by outside agencies that support the project

Documentation of local planning/citizen support Documentation of Citizenship Support, including 17 Letters of Support, Letters by current and previous youth served, Social Media Engagement, and Youth Voice and Choice. [Crittenton Center\\_Citizen Support\\_Evidence of Citizen Support.pdf](#) pdf 10 MB 03/24/2025 09:18 PM

Floodplain Map Floodplain Map - 3901 Green Ave, Sioux City IA 51106 [FEMA Flood Map Service Center 3.6.2025.pdf](#) pdf 239 KB 03/21/2025 01:09 AM

## Other Attachments

Description	File Name	Type	Size	Upload Date
A narrative attachment providing additional information as referenced in the application for Project Impact and Project Feasibility.	<a href="#">Crittenton Center CDBG Narrative Attachment.pdf</a>	pdf	244 KB	03/25/2025 10:09 PM
Crittenton Center license with Department of Inspections, Appeals, and Licensing	<a href="#">Crittenton DIAL contract.pdf</a>	pdf	232 KB	03/25/2025 09:35 PM
Crittenton Center Strategic Plan At-A-Glance, SWOT Analysis, Sample data	<a href="#">Crittenton Center_Strategic Plan.pdf</a>	pdf	443 KB	03/26/2025 01:17 PM
Photos of the current youth homeless shelter at 3901 Green Ave, Sioux City, IA 51101	<a href="#">Crittenton Center_CDBG_Photos of Current Facility.pdf</a>	pdf	564 KB	03/24/2025 09:03 PM

## Citizen Participation Checklist

### Statutory Requirements (All CDBG Applications)

#### Part I ? Public Noticing Requirements

Public Notice met (Not less than 4 days and no more than 20 days)\*:

Published in a newspaper of general circulation\*:

Affidavit of Publication and copy of publication uploaded?\*:

Documentation that Public Notice was posted in three public places is uploaded (if applicable)\*:

Documentation includes dates and places posted\*:

Held prior to governing body's final action regarding the filing of the application\*:

Public Notice states:

Specific grounds for the public hearing\*:

Date of Public Hearing:

Time of Public Hearing:

Hearing Location:

City/Zip:

#### Part II ? Public Hearing Requirements

Minutes of public hearing are uploaded\*:

Was the need for the activities identified?\*:

Was the funding of the proposed activities and the sources of funds explained?\*:

Was the date the CDBG application will be submitted provided at the meeting?\*:

Was the amount of the requested federal funds provided at the meeting?\*:

Estimated portion of federal funds that will benefit low- and moderate-income persons was stated?\*:

Location of proposed activities stated?\*:

Were plans to minimize displacement of persons and businesses resulting fo funded activities discussed?\*:

Were plans to assist persons actually displaced discussed?\*:

Were the nature of the proposed activities discussed?\*:

## Minority Impact Statement

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### Minority Impact Statement

#### Question # 1

1. The proposed grant programs or policies could have a disproportionate or unique **POSITIVE IMPACT** on minority persons. \*: Yes

If YES, describe the positive impact expected from this project:

The proposed project will provide homeless children and youth with access to safe, trauma-informed living facilities.

Specifically, this project will have a positive impact on children and youth served at the Transitional Therapeutic Home. These children are ages 0-18 and have experienced abuse and/or neglect, have been removed from their family of origin, and are currently homeless. Forty-nine percent (49%) of child welfare youth have a mental health disorder (4x general population). Most racial minority groups are overrepresented in the child welfare system and experience homelessness at higher rates than White individuals.

Indicate the group(s) positively impacted. : Other,Person/s with a Disability

#### Question # 2

2. The proposed grant project programs or policies could have a disproportionate or unique **NEGATIVE IMPACT** on minority persons. \*: No

If YES, describe the negative impact expected from this project.:

If YES, present the rationale for the existence of the proposed program or policy.:

If YES, provide evidence of consultation with representatives of the minority groups impacted. :

Indicate the group(s) negatively impacted. :

#### Question # 3

3. The proposed grant project programs or policies are **NOT EXPECTED TO HAVE A DISPROPORTIONATE OR UNIQUE IMPACT** on minority persons. \*: Not Applicable



If YES, present the rationale for determining no impact:

Certification

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge.\*: No

Name of Person Submitting Certification. \*:

Title of Person Submitting Certification\*:

## Crittenton Center – CDBG Narrative Attachment

**As referenced in the application, the following attachment provides additional information on several key areas that further identify the need for the project, the design of the remodel, community assessments and strategic planning, the organization that will be operating the facility (Crittenton Center), and additional data on project beneficiaries.**

***Describe the need for the project, including the existing conditions and problems that will be resolved.***

***Statement of Need:*** The narrative below provides additional information beyond that previously presented as it relates to the needs faced by children and youth involved in the child welfare system, particularly those at an increased risk of homelessness.

Information from Iowa Health and Human Services (HHS) has raised awareness in Iowa regarding trauma and adverse childhood experiences (ACEs) and provides a framework for further understanding the need for specialized services for youth in our care. The impact of trauma associated with adverse childhood experiences can increase the risk for severe or persistent behavioral and physical health problems well into adulthood.

According to the American Academy of Pediatrics, up to 80% of children in foster care have significant mental health issues, compared to approximately 18-22% of the general population. Data from the National Youth in Transition Database (NYTD) outcomes survey shows that one in four young adults who were in foster care at age 17 experience at least one episode of homelessness by age 21.

In the most recent National Youth Transition Database (NYTD) survey of 21-year-olds, 27% of Iowa youth reported having been homeless in the previous two years. This is slightly lower than the overall national level of 29% of reported homelessness among former foster youth in 2018 (National Youth in Transition Database).

Four main summaries in an article, *The Intersection Between Youth Homelessness and Human Trafficking*, dated April 13, 2021, states “youth experiencing homelessness are more vulnerable to trafficking than others and interviews with these youth illustrate some common themes:

- Lack of basic needs, such as not having a safe place to sleep at night, often play a role in their trafficking experiences.
- Early trauma, such as homelessness and exploitation begin early, often well before age 18.
- Youth who have been in foster care also experience trafficking at higher rates than other youth experiencing homelessness.

- Youth experiencing homelessness who have also been victims of sex trafficking are more likely to have mental health and substance use issues, to have experienced physical and emotional abuse by parents or guardians, and to have a history of sexual abuse.”

A common mantra of Crittenton Center is *Better Care for Today’s Youth Means Better Outcomes for Tomorrow’s Adults*. We believe that caring for children is a long-term investment into the most important foundation...their lives! Building up for success means more than what kind of job you can get or how much money you can make. It means learning to love, having self-worth, wanting to take risks and adventure, finding joy in everything, and knowing it’s okay to make mistakes. We celebrate accomplishments, cheer on their journeys, and embrace them when they need love.

As community need for services for homeless youth and youth at-risk for homelessness continue to escalate, the capacity to meet these demands is hindered by lack of appropriate space to provide trauma-informed services to address the living, learning, social, and emotional needs of the youth in our care.

### ***Preliminary Design Remodel***

As previously noted, the current facility located at 3901 Green Ave in Sioux City, Iowa was originally designed as a nursing home. It consists of approximately 17,000 square feet with an entryway/lobby, front offices, a visitation room, two wings with bedrooms along each side, two (one-person) shower rooms, a kitchen, two living areas, and several additional rooms/offices that have served various purposes throughout the years. Due to space constraints and the need to provide case management, education, and therapy services on-site, several bedrooms are currently utilized as offices. A floor plan of the existing facility is attached.

The preliminary design for the proposed project includes installation of a 968 sq. ft. ten-person shower room where children can have private (through sturdy partitions) showers and dressing areas within one larger room where staff can monitor the usage but allow full privacy for the children. This multi-purpose shower room will be accessible and will feature fixtures that are industrial in strength but visually appealing for children not to feel like they are in an institution.

New flooring will be installed throughout the building as currently there are multiple flooring materials being used such as tile, carpet, linoleum, and cement. Flooring will assist youth and employees with mobility issues, ensuring safety when using wheelchairs, walkers, or crutches. Flooring will be visually appealing to promote a sense of home. LVT will be the chosen product as it is highly durable, easy to replace and comes in varying styles and colors.

Future planning for the facility includes the replacement of windows with hurricane-strength windows, the replacement of all doors, additional security features (alarms, fences, etc.), an

updated kitchen and exterior updates to make the facility more welcoming for youth. Crittenton Center is submitting applications to other funding streams (not CDBG) for these portions of the remodel, as it is anticipated the total remodel cost will be well over \$1,000,000. To date, Crittenton Center has secured nearly \$70,000 for these other portions of the remodel.

***Describe any community assessments, surveys, or formal studies that identify the proposed project as a need for the community. Be sure to upload relevant portions to document support for the project***

The narrative below provides additional information on the Strategic Planning and community assessments conducted that identified the proposed project as a need for the community.

***Strategic Planning:*** In February 2022, Crittenton Center engaged in an inclusive long-term strategic planning process, and since then annually conducts short-term planning, in support of our mission. The *purpose* and design of the strategic planning process is to establish the future strategic direction for Crittenton Center, supporting inclusive management-directed, organization-wide, long-term planning every four years.

The *Key Objectives* of the Strategic Planning process are:

- a. Review mission, values, mandates, and strategic direction.
- b. Review demographics of service population and community.
- c. Conduct assessment of strengths and weaknesses, including the review of community needs assessments conducted other agencies/entities.
- d. Establish measurable goals and objectives that support the fulfillment of agency mission and mandated responsibilities.
- e. Adopt strategies for meeting identified goals, including the need to redirect, eliminate, or expand services to respond to changing demographics and the needs of persons served; and
- f. Define the process for implementation of an annual plan, to operationalize the goals and objectives of the long-term plan in response to conditions and needs such as resource allocation, funding, regulatory changes, community needs, and unforeseen circumstances.

The following community opportunity and needs assessment documents are provided as attachments to this application: a) Crittenton Center Strategic Planning – At-A-Glance; b) Crittenton Center Community Perception Survey 2024 – Summary of Results; c) Crittenton Center: Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis 2024.

Captured within this four-year Strategic Plan were goals and objectives to increase and expand physical facilities for both the Transitional Therapeutic Home (TTH) and Supervised Apartment Living (SAL) programs.

Crittenton Center has an extensive Performance and Quality Improvement (PQI) Plan and Process, whereas key leaders and managers meet on a quarterly basis to review annual Strategic Plan Action Plans and established key agency indicators including but not limited to numbers served, demographics, referral and discharge, critical incidents, workforce and personnel, finance/budget, and community needs.

***Re-envisioning Process:*** The process of re-envisioning programs and services included the following key community needs assessment strategies:

- (1) Review of agency data and information revealed an increase in the number of youth served each year with TTH, increasing from 99 (2020) to 120 (2024);
- (2) Review of demographic data revealed emerging trends including an increase in the proportion of youth at TTH who are under age 14, from 34% in 2022 to 53% so far in 2025, and an increase in the average length of stay from 76 days to 118 days in the same period, which necessitated the need to rethink facility redesign;
- (3) Review of past and emerging research regarding evidence-based programs and best practices to guide facility redesign that is conducive to addressing youth trauma and providing youth with protective factors supporting resiliency and giving them the skills and tools to thrive for both the short and long-term;
- (4) Leadership doing research on and visiting other residential programs within Iowa and across the nation, securing information on evidence-based and best practices, including Teaching Families Model (TFM), Attachment, Regulation, and Competency (ARC), Motivational Interviewing, Cognitive Behavioral Therapy, Trauma-Focused Cognitive Behavioral Therapy, Mindfulness Cognitive Behavioral Therapy, Therapeutic Supervised Visitation, Dialectical Behavioral Therapy, and Play Therapy; examining facility design elements to support safety, healing, and the delivery of on-site support services to youth in residential care; and identify leaders and champions to facilitate ongoing networking to expand and enhance program services for this vulnerable population of youth;
- (5) Securing authentic input from youth accessing services, staff providing services, and community members/agencies, provided valuable information for envisioning and redesigning the facility. Refer to the following documents attached to this application
  - Space Considerations – Voice of Youth and Staff for Green Avenue
  - Letters from Community Entities
  - Letters from Other Social Service Providers
  - Letters from Woodbury County Law Enforcement Officers and Fire Rescue Personnel
- (6) Administering the Collaborative Values Inventory (CVI) in the Fall 2024 to support the work for measuring and assessing community needs related to the proposed project. The CVI Tool is a neutral and anonymous questionnaire that assesses the prevalence of shared ideas and values across groups of professional disciplines. There were 56 responses to this 46-item questionnaire that identifies underlying issues that might be raised throughout the collaborative's work conducted by Crittenton Center and community agencies. The CVI results support the need for Crittenton Center to continue to build

partnerships within the community to enhance program service to system-involved and homeless youth. A summary is included as an attachment to this application.

Due to the strategic and intentional planning by the Board of Directors, CEO, and Leadership Team, Crittenton Center has been able to not only maintain beds but increase the number of youth beds; increasing from 20 beds (2022) to 30 beds (Summer 2025). Refer to Attachments for Letter by Iowa Health and Human Services regarding a decline in the youth shelter beds in Iowa.

Additional documents are provided as attachments to this application to further illustrate data reviewed as part of the planning and reenvisioning process for the proposed application: Data Dashboard/Annual report information for numbers served, Youth Dream Pages, and CVI summary

***Describe the organization that will operate the facility or service. List key individuals who will be responsible for the day-to-day operations and provide specific information regarding their experience and ability.***

The below provides additional information on Crittenton Center, the organization that will operate the facility and services, as well as additional bio information on the individuals who will be responsible for the day-to-day operations.

***Programs and Services:*** The following narrative provides a brief overview of the current programs and services offered by Crittenton Center, highlighting experience with the target population:

- a. Childcare/Preschool Centers provide quality affordable preschool and care for children 0-12 in six locations in Siouxland, four of which are located in Woodbury County, preparing the little ones for success in school. The program also accepts emergency foster care placements for children with behavioral health conditions on a routine basis. Currently, we hold contracts with Wells Enterprises (Wells Blue Bunny) for employee childcare slots.
- b. Crittenton Center's Resource Center provides family development, education and support to parents that assists in generational change and prevents abuse, neglect, and abandonment.
- c. Supervised Apartment Living (SAL) Program supports homeless or near homeless foster-care youth ages 16.5-21 years with behavioral health conditions and with no safe family to live with. The program aims to support youth with completing their high school education and preparing them to live on their own through the development of life skills (budgeting, shopping, meal prep, vocational experiences, etc.)
- d. Transitional Therapeutic Home (TTH) is an emergency shelter for children birth to age 18 that provides a temporary safe place for youth with behavioral health conditions who have experienced severe trauma, abuse, and neglect and have no safe home to reside.

***Highlights of Key Accomplishments by Crittenton Center:***

**Crittenton Center – CDBG Narrative Attachment**

- Visionary and committed Board of Directors and Senior Leadership Team.
- History of providing Shelter/Residential Services, including “what works”, and therefore has a realistic awareness of the challenges related to recruiting and maintaining a high-quality workforce and strategies for working with youth with complex behavioral health needs.
- History of strong working relationships with the Iowa Health and Human Services (HHS), Juvenile Court Services (JCS), and law enforcement.
- Due to recent grant awards, minor renovations have occurred to enhance the physical facility of the current youth shelter, to make it a more trauma-informed physical space: redesign of some interior rooms to provide increased opportunities for family engagement, creating a therapeutic art room, adding special feature to make the entrance more welcoming, designated quiet spaces for children to decompress, and redesigning outdoor space to facilitate expanded recreation, social and leisure activities.
- Redesigning the model of care provided to youth and their families under two divisions: Child Welfare and Well-Being Services Division and Child and Family Development Services Division.
- In the Fall of 2022, the agency began implementing new evidenced based programs as part of the Child Welfare and Well-Being Services Division: (1) Attachment, Self-Regulation, and Competency (ARC), (2) Therapeutic Supervised Visitation, (3) Cognitive Behavioral Therapy (CBT) Modalities and (4) Motivational Interviewing. To meet the unique needs of youth and families served by project interventions, specialized CB therapies-Cognitive Behavioral Therapy (CBT), Trauma-Focused CBT (Complex Trauma), Mindfulness-Based Cognitive Therapy (Native Population), and the Teaching Family Model (TFM)-are being implemented. In 2024-2025, additional EBP are being implemented to support treatment street outreach services for working with homeless youth: (1) Youth Mental Health First Aid (MHFA); (2) SOAR (Stop, Observe, Act, and Report; and (3) Screening, Brief Intervention, and Referral to Treatment (SBIRT).
- Awarded a Child Welfare Emergency Services (CWES) contract from Iowa HHS in the Fall of 2021 to reopen the emergency youth shelter (Transitional Therapeutic Home-TTH), January 1, 2022.
- In February 2023, the agency received a four-year national accreditation with the Council on Accreditation (COA) for all program services.
- Awarded four federal grants (brief description provided in the following narrative) to enhance and expand program services to youth at risk and/or experiencing homelessness:

Administration for Children Youth and Families (ACYF), Children’s Bureau-Regional Partnership Grant: September 30, 2022 – September 29, 2027. This five-year grant was funded at \$600,000 per year. The purpose of the RPG project is to provide enhanced supervised contact in the congregate care setting of an emergency youth shelter with biological family, fictive kin, and/or foster families through the use of therapeutic supervised visits, mental health and/or substance abuse counseling and services, psychiatric care including medication management, care management, and assistance to families with referrals and services, and follow-up care.

SAMHSA-Mental Health Awareness Training (MHAT) grant: September 30, 2023 – September 2026. This three-year grant was funded at approximately \$200,000 per year. The purpose of the grant is to enhance partnerships and train individuals from child-family serving systems in western Iowa to recognize the signs and symptoms of mental disorders, how to safely de-escalate crisis situations involving individuals with a mental illness and to provide education on resources available in the community for youth with a mental health disorder.

SAMHSA-Grants for the Benefit of Homeless Individuals (Short Title: GBHI): September 30, 2024 – September 29, 2029. This five-year grant was funded at \$500,000 per year. The purpose of this funding is to provide comprehensive, coordinated, and evidence-based treatment and services for individuals, including youth, and families with substance use disorders (SUDs) or co-occurring mental health conditions and SUDs (CODs) who are experiencing homelessness.

Administration for Children and Families (ACF), Family and Youth Services Bureau (FYSB), Runaway and Homeless Youth Program (RHY): 2024 Street Outreach Program (SOP): September 30, 2024 – September 2027. This three-year grant was funded at \$150,000 per year. The Street Outreach Program (SOP) funding is intended to provide prevention and intervention services to reduce sexual abuse of youth who have left home due to family conflict or other crisis, youth who are experiencing homelessness, and youth living on the street, and connects youth to safe and stable housing and other resources.

- Working with local community partners in Le Mars (Plymouth County) and Orange City (Sioux County), expanded childcare services into these two respective communities. These centers are licensed to serve 217 and 329 children respectively.

***Governance and Leadership:*** Crittenton Center has a history of support from some of the most prominent community leaders in our area. An all-volunteer, 16-member *Board of Directors* provides invaluable support and guidance to Crittenton Center and are committed to providing some of the most vulnerable youth in Iowa with high quality services and support. The Senior Leadership Team offers a wealth of experience and expertise in providing services to children, individuals, and families in Siouxland, including working with the target population, facilitating new program start-up, and managing grant funded projects. Under the leadership of Kim Scorza, LMSW, MSW, Chief Executive Officer, current members of the Leadership Team include Beau Sudtelgte, Ed.D, PHR, SHRM-CP, Vice President for Finance and Administration; Erika Fuentes, Vice President for Children and Family Services, and Christina Eggink-Postma, Vice President of Community Engagement and Development.

***Bios of Leadership:*** Joining Crittenton Center in the Summer of 2021, *Kim Scorza, Chief Executive Officer*, has been directly involved in the social work field for over 35 years in northwest Iowa. She has experience managing grants and contracts ranging from \$100 to \$4 million including two CDBG at Seasons Center for Behavioral Health in Spencer, Iowa. She holds a Bachelor of Arts degree in Social Work from Northwestern College in Orange City, Iowa



and a Master of Social Work degree from the University of Iowa. Scorza is a Licensed Master Social Worker (LMSW) in the State of Iowa. She will assume overall responsibility for fiscal and program oversight of the grant and serve as the contact person. *Beau Sudtelgte, VP for Finance and Administration* has been employed at Crittenton Center since November 2022. He oversees the financial health and fiscal responsibilities of the agency, including managing multiple county, state, and federal grants, and contracts. He has a BS in Business Administration from Morningside (College) University, MA in Management from Briar Cliff University, and Educational Doctorate in Interdisciplinary Leadership from Creighton University and 15 years of experience working in the field. He will oversee the procurement process, bid-letting, purchasing of equipment, materials, and supplies and other key fiscal responsibilities funded by this grant and provide necessary financial receipts and reports. *Erika Fuentes, VP for Children and Family Services*, oversees the programming for both child/youth divisions operated by the agency: Child Welfare and Well-Being Services Division and Child and Family Development Services Division, ensuring services are trauma-informed with a focus on evidence-based interventions using an equity lens. She was instrumental in securing the COA accreditation and is a recognized leader and advocate for children's services in Siouxland and across the State. In March 2021, she was appointed to Iowa Governor, Kim Reynolds, Childcare Task Force. She will ensure the design elements of this project are trauma-informed and evidence-based, as well as ensure the design elements meet accreditation, licensure, and other contract requirements. *Christina Eggink-Postma VP of Community Engagement and Development* has been with Crittenton Center since March 2024. She has worked in the human services field for over 20 years and has extensive experience managing multiple federal, state, and local grants and agency compliance with state and federal regulations. She has prior experience working with two CDBG projects secured by Seasons Center for Behavioral Health in Spencer, Iowa. She will support the implementation of grant-related activities and related reporting.

***Employees and Volunteers:*** The professional workforce at Crittenton Center includes 236 dedicated and caring employees (as of March 17, 2025), growing from a workforce of just 84 employees in January of 2021, with turnover rate of just 3.59% during the past quarter (October 2024 – December 2024). These individuals have a wealth of education, experience, and passion for working with children, youth, and families within Siouxland, ensuring services are individualized, family-friendly, and culturally responsive. During 2024, over 1,000 hours of volunteer service were donated to the agency. Volunteer services included helping host agency events, securing, and delivering donated items to youth and families, assisting with agency facility updates and minor renovations, and providing education and training to clients and staff, to name a few.

#### ***What is the potential economic/community development impact of the project on the area?***

The below narrative provides additional information on Crittenton Center's approach to caring for homeless youth seeks to end youth homelessness and foster hope for the children and youth served.

As previously stated, our common mantra at the Crittenton Center is, ***Better Care for Today's Youth Means Better Outcomes for Tomorrow's Adults***. We believe that care for children is a

long-term investment into the most important foundation...their lives! Building up for success means more than what kind of job you can get or how much money you can make. It means learning to love, having self-worth, wanting to take risks and adventure, finding joy in everything, and knowing it's okay to make mistakes. We celebrate their accomplishments, cheer on their journeys, and embrace them when they need love.

Through our Transitional Therapeutic Home (TTH) youth homeless shelter, we provide much-needed services for youth who are faced with complex trauma, substance use disorders, behavioral disorders, and other mental health needs.

The mental, physical, and psychosocial needs of our youth are a top priority. We provide on-site education with certified teachers who host a curriculum, allowing students to explore, learn quickly, and take risks. When not in school, youth participate in activities and outings that are fun to attend and provide life-skill-building and emotional regulation. Those needing a little extra TLC are referred to local Behavioral and Mental Health Counseling service providers to assist with deeper complexities. As community need for services for homeless youth and youth at-risk for homelessness continue to escalate, the capacity to meet these demands is hindered by lack of appropriate space to provide trauma-informed services to address the living, learning, social, and emotional needs of the youth in our care.

#### **Who will be the project beneficiaries?**

As noted in the application, The target population is runaway and homeless up to the age of 18 who are currently in the care and custody of the Iowa Department of Health and Human Services, Iowa Juvenile Court Services, and/or law enforcement.

- a. Number of youth served increased each year: 95 in 2022 to 120 in 2024
- b. Proportion of young children (<14 years old) increased: 34% in 2022 to 40% in 2024
- c. Average length of stay increased each year: 76 days in 2022 and 105 days in 2023
- d. The number of youth homeless shelters in Iowa has been decreasing each year, with 16 youth shelters in 2021 and only seven (7) shelters remaining as of the end of March 2025.

## Community Development and Housing Needs Assessment

### **Community Development and Housing Needs Assessment – Woodbury County**

1. Community Development and Housing Needs of LMI Persons
  - a. Needs:
    - i. **A variety of housing options to maximize affordability and availability for residents of all income levels** (*Woodbury Plan 2040 - Chapter 1 page 37 Goal H2 in Implementation Plan*)
    - ii. **Access to safe, high-quality housing for all residents in Woodbury County.** (*Woodbury Plan 2040 - Chapter 1 page 37 Goal H4 in Implementation Plan*)
    - iii. **Homeownership** (*Woodbury Plan 2040 - Chapter 1 page 37 Goal H5 in Implementation Plan*)
    - iv. **Other Need identified at meeting.**
  - b. How these needs were determined and why they are necessary: The Woodbury County Board of Supervisors discussed the issue during a public hearing on **April 1, 2025**. Discussion included information from the Woodbury County Comprehensive Plan 2040, including:
    - i. About 23% of Woodbury County households across all income ranges were paying over 30% of household income toward housing costs in 2020. High housing costs above the 30% threshold leave few funds for food, healthcare, and basic household supplies.
    - ii. Renters are much more likely to pay disproportionately high costs compared to their income compared to homeowners.
    - iii. At the beginning of 2020, the total number of homeless individuals in the region had increased by 20% from the previous year, and the effects of the pandemic have most likely exacerbated this trend. There are insufficient beds for the number of homeless individuals.
    - iv. Woodbury has a countywide poverty rate of 12.4% in 2020
    - v. Woodbury County saw a 71% increase in housing costs between 2000 and 2020
    - vi. **MORE INFO here depending on meeting**
  - c. Prioritization for each (high, medium, low) or possible action to complete them
    - i. A variety of housing options to maximize affordability and availability for residents of all income levels: **HIGH/MEDIUM/LOW Priority**
    - ii. Access to safe, high-quality housing for all residents in Woodbury County. **HIGH/MEDIUM/LOW Priority**
    - iii. Homeownership **HIGH/MEDIUM/LOW Priority**

2. Other Community Development and Housing Needs (for non-LMI residents)

a. Needs:

- i. **Quality Housing that is safe, efficient, and reliable.** *(Woodbury Plan 2040 - Chapter 1 page 37 Goal H1 in Implementation Tool)*
- ii. **Preserve the rural character of the county** *(Woodbury Plan 2040 - Chapter 1 page 37 Goal H3 in Implementation Plan)*
- iii. **Economic Development – Goals ED1-6 on Woodbury Plan 2040 Implementation Plan)**
- iv. Need 4: Transportation *(Goals T1-4 Woodbury Plan 2040 Implementation Plan) – specifically Goal T2: Accessibility. Ensure equitable access to Woodbury County’s transportation system for all residents – T2.2: Consider the needs of all transportation users, especially those who have mobility limitations due to physical, intellectual, or developmental disability; age; income; or language barriers*
- v. Need 5: Public Infrastructure and Utilities *(Goals IU1-10 Woodbury Plan 2040 Implementation Plan)*
- vi. Need 6: Community Facilities and Services *(Goals CF1-5 Woodbury Plan 2040 Implementation Plan)*
- vii. Need 7: Land Use *(Goals LU1-9 Woodbury Plan 2040 Implementation Plan)*
- viii. Need 8: Disaster Response, Recovery, and Resiliency: *(Goals DR1-6 Woodbury Plan 2040 Implementation Plan)*
- ix. **Other Need identified at meeting.**

- b. How these needs were determined and why they are necessary: The Woodbury County Board of Supervisors discussed the issue during a public hearing on **April 1, 2025**. Discussion included information from the Woodbury County Comprehensive Plan 2040, including:

- i. Age Woodbury County’s housing stock: more than 53% of housing units were built prior to 1960, and roughly 76% of housing units were built prior to 1980. Older homes require maintenance and eventual replacement of aging materials and infrastructure.
- ii. Areas of concentrated poverty within Sioux City, where more than 20% of residents have income below the poverty level (Siouxland District Health, Health Needs Assessment, 2022-2024). Rural poverty: More than 1,000 rural Woodbury County residents were estimated in 2020 to be living in poverty.
- iii. A majority of job opportunities in the county are located in the Sioux City metro area, while rural residents living in small towns and unincorporated areas of the county must commute a long distance.

- iv. The rural nature of the county is seen as a strength by residents
- v. Woodbury County saw a 71% increase in housing costs between 2000 and 2020
- vi. MORE INFO here depending on meeting
- c. Prioritization for each (high, medium, low) or possible action to complete them
  - i. Need 1: Quality Housing that is safe, efficient, and reliable.  
HIGH/MEDIUM/LOW Priority
  - ii. Need 2: Preserve the rural character of the county HIGH/MEDIUM/LOW Priority
  - iii. Economic Development HIGH/MEDIUM/LOW Priority
  - iv. OTHER NEED? HIGH/MEDIUM/LOW Priority
- 3. Planned or Potential Activities to address the Needs identified in 1 and 2 above
  - a. A variety of housing options to maximize affordability and availability for residents of all income levels
    - i. Encourage flexibility in residential zoning to allow residents to meet housing needs with the construction of accessory dwelling units or home additions that can provide additional rental units and supplemental income, housing for extended family, or homecare arrangements for caretakers.
    - ii. Increase the quantity of high quality, affordable rental units by encouraging the development of a variety of multi-family housing options within incorporated cities that meet the diverse needs of residents of all ages.
    - iii. Increase the number of affordable housing units in Woodbury County.
    - iv. Encourage the development of upper story units above downtown store fronts to introduce additional housing variety in small towns.
  - b. Access to safe, high-quality housing for all residents in Woodbury County.
    - i. Direct funding toward the provision of high-quality, affordable housing options for vulnerable populations: low-income residents, seniors, and residents with disabilities.
    - ii. Direct funding toward emergency shelters, housing, and social work services for homeless individuals living in the county.
      - 1. Apply for CDBG funds to support renovation and remodeling at Crittenton Center's youth homeless shelter.
    - iii. Connect residents with funding opportunities that provide financial assistance for housing rehab.
  - c. Homeownership:
    - i. Connect residents with information and resources that aid in the
    - ii. purchase of homes, such as down payment assistance grants for first time or low-income residents, and low-cost financial counseling. Particular care should be taken to reach out to residents of color and immigrant

communities with these opportunities, providing resources, information, and support in residents' native language when applicable.

**d. Quality Housing that is safe, efficient, and reliable.**

- i. Provide rehabilitation assistance resources for homeowners living in historic or outdated structures.
- ii. Target outreach to minority and under-resourced communities to ensure that information and resources are equitably distributed.
- iii. Target outreach to homeowners that may be impacted by disasters, in need of septic system updates, lead abatement, or other immediate safety concerns.

**e. Preserve the rural character of the county**

- i. Limit density in rural areas outside of incorporated cities.
- ii. Protect agricultural land, wildlife habitat, and outdoor recreational land.
- iii. Prioritize new development to locate adjacent to existing town limits, and prioritize the rehabilitation of existing structures, infill development, and brownfield redevelopment.
  1. Apply for CDBG funds to support renovation and remodeling at Crittenton Center's existing youth homeless shelter.

**f. Economic development**

- i. Follow recommendations as outlined in the Woodbury County Comprehensive Plan 2040, including but not limited to coordinating with regional priorities, maintain core industries, encourage diversification of economy in support of small businesses, enhance quality of life and encourage healthy lifestyles, and ensure that economic opportunities are available to all residents, regardless of race, age, sex, religion, or ability.

Date assessment was prepared: April 1, 2025

Location where assessment was prepared: Woodbury County Courthouse, 620 Douglas St, Sioux City, IA 51101

Number of local residents participating: ##

RESOLUTION NO ###

A RESOLUTION AUTHORIZING APPLICATION OF A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION; AUTHORIZING THE BOARD OF SUPERVISORS CHAIRPERSON AND COUNTY AUDITOR TO SIGN THE APPLICATION AND RELATED MATERIALS; DESIGNATE A CONTACT PERSON ON BEHALF OF WOODBURY COUNTY:

WHEREAS, Florence Crittenton Home of Sioux City, IA DBA Crittenton Center, a local non-profit service organization in Woodbury County has established a need for improvements to their child welfare emergency shelter (Transitional Therapeutic Home – TTH) located at 3901 Green Ave, Sioux City, IA 51106; and

WHEREAS, Crittenton Center is the only child welfare emergency shelter in Woodbury County, serving children and youth from Woodbury County and across the state; and

WHEREAS, Woodbury County has the ability to apply for CDBG financial assistance through the Iowa Economic Development Authority (IEDA) on behalf of Crittenton Center, and supports Crittenton Centers' efforts to make improvements and renovations to the Transitional Therapeutic Home;

NOW THEREFORE LET IT BE RESOLVED BY THE WOODBURY COUNTY BOARD OF SUPERVISORS, that

- 1) Submittal of a CDBG application, on behalf of Crittenton Center is authorized;
- 2) Board Chairperson Daniel Bittinger II and OTHER are hereby authorized to sign and execute said grant application and related correspondence for Woodbury County;
- 3) NAME shall be the designated contact person for Woodbury County.

PASSED AND APPROVED April 1, 2025.

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Daniel Bittinger II, Chairperson

ATTEST:

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NAME, TITLE



**Woodbury County BOS – 2.4.2025**

**Community Development Block Grant (CDBG)**

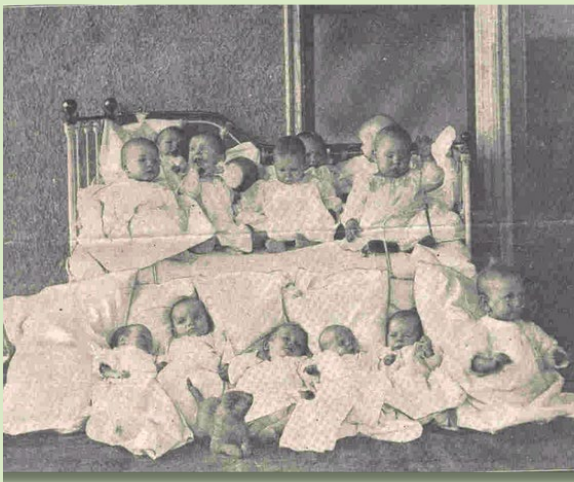


# About Crittenton Center

1895

## Where we started

Property purchased, Board of Directors organized, and the Babies' Home Society is established. The Society received its charter and became a member of the National Florence Crittenton Home Mission.



1914

## Maternal Health

Construction of the maternity hospital, adjacent to the Florence Crittenton Home completed. Services once again expanded to provide residential maternity care, labor/delivery services, and nurses trainings.



1979

## Shifting gears

Licensed as a co-ed emergency shelter service and expanded to serve children up to age 17. In-patient maternity services were discontinued due to the changing societal climate. The Parent Survival Program began serving families facing crisis.



TODAY...  
A robust non-profit  
organization continuing  
to meet the needs of  
children, individuals,  
and families.

Crittenton Center  
has TWO divisions

Child and Family  
Development



Child Welfare and  
Well-being



# CHILD AND FAMILY DEVELOPMENT

CHILD CARE, FAMILY RESOURCE CENTER, PRESCHOOL, AND AFTER-SCHOOL PROGRAMS

## DID YOU KNOW?



We provide child care services at four Sioux City locations, one Le Mars location, and one Orange City location. We use research and play-based curriculums in our classrooms and provide families with parenting education and wraparound supports through our Family Resource Center.



# CHILD WELFARE AND WELL-BEING

TRANSITIONAL THERAPEUTIC HOME AND SUPERVISED APARTMENT LIVING

## TRANSITIONAL THERAPEUTIC HOME

Emergency Shelter for youth ages 0-18 years.

## SUPERVISED APARTMENT LIVING

Independent Living Foster Care program for youth ages 16.5-21 years.

In 2024, Crittenton Center served 163 unique youth in these programs. 100% of these youth have experienced complex trauma, including substance abuse, child abuse, domestic violence, human trafficking, mental health challenges, and/or other adverse childhood experiences.

We are projecting to serve over 200 youth in 2025.



# Community Development Block Grant (CDBG)

**What it is:** Authorized under the Housing and Community Development Act, the main goal of the program is to “develop viable communities by providing decent housing and suitable living environments and expanding economic opportunities, principally for persons of low and moderate incomes.”

**What it's needed for:** Improvements to Crittenton Center's Transitional Therapeutic Home (TTH – Youth Emergency Shelter), located at 3901 Green Ave, Sioux City, IA

**Why Woodbury County:** CDBG applicants can be City, County, or COG

<https://www.iowaeda.com/cdbg/community-facilities/>



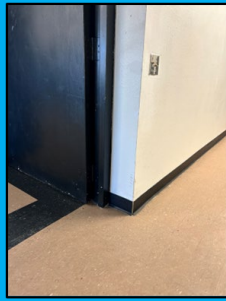
# Renovations Needed to the Transitional Therapeutic Home

- New flooring
- New windows
- Improved restrooms and shower space(s)
- Updated kitchen and laundry facilities
- Exterior updates

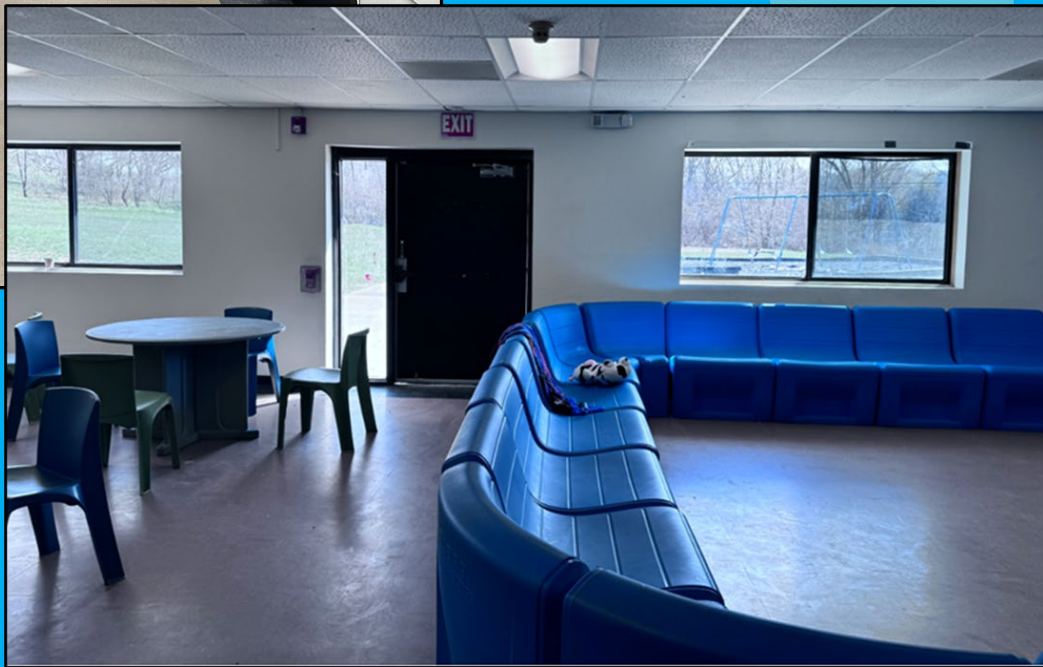


Exterior





# Living Areas and Bedrooms







## Shower Room and Bathrooms







Kitchen

# Community Development Block Grant (CDBG)

## What's Involved:

- Completion of application (Crittenton Center)
- Public Notice & Public Hearing
- Submission of Federal Assurances & HUD Disclosure Form
- Signed Agreement between Woodbury County and Crittenton Center (Subrecipient)
- Other attachments: Map of project site, Commitment from other funding sources or applications to other funding sources; Floor plan of facility, Documentation of non-profit legal status and date of incorporation; Documentation of formal studies by outside agencies that support the project; Floodplain map; Minority Impact Statement

# Community Development Block Grant (CDBG)

Proposed Renovation Timeframe: June 2025 – March 2026

Next Steps and Targeted Timeframes:

- Woodbury Co. BOS Informational meeting: February 4, 2025
- Public Notice and Public Hearing: March 2024
- Woodbury County BOS Approval and Submission of Application: March 2024



QUESTIONS?

# THANK YOU!



Kim Scorza, CEO | [kscorza@crittentoncenter.org](mailto:kscorza@crittentoncenter.org)

[www.crittentoncenter.org](http://www.crittentoncenter.org)

712.255.4321



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

Date: 3/26/2025 Weekly Agenda Date: 04/01/2025

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Travis Cipperley, Communications Center

**WORDING FOR AGENDA ITEM:**

Approval of Tower Site Lease Amendment Agreement

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

First Amendement to Site Lease Agreement with SiouxLAN Communications for rent reduction at the Western Iowa Tech prime tower site.

**BACKGROUND:**

Orginal lease dated September 8, 2008 was for space on the tower for Lessee equipment. That equipmnet is no longer on the tower. Lessee only occupies a 28 x 28 foot space at the base of the tower for fiber connection point. Rent reduction was approved by Executive Starcomm board that oversee the management of the tower site.

**FINANCIAL IMPACT:**

No impact since with the Starcomm budget having a reduction.

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

Yes ☐ No ☒

**RECOMMENDATION:**

Approve and sign the site lease ammendement with no alternative.

City of Sioux City legal department has approved and reviewed the lease amendment.

**ACTION REQUIRED / PROPOSED MOTION:**

**Market:** PCS  
**City, State:** Sioux City, IA BTA  
**Cell ID:** Site # -WIT - Lattice tower

PATRICK F GILL, AUDITOR AND RECORDER *E*  
WOODBURY COUNTY IOWA *cm*

**THIS LEASE IS THE PROPERTY OF:**

Woodbury County, Iowa  
620 Douglas Street, Suite 104  
Sioux City, Iowa 51101

**AND THE PROPERTY OF:**

SiouxLAN Communications  
1605 9<sup>th</sup> Street  
Sioux City, IA 51101  
Director - Jeff Zyzda

C/O Starcomm Public Safety Board  
121 Deer Run Trail Climbing Hill, IA 51015  
ATTN: Gary Brown  
Phone: (712) 816-2212  
Fax: (712) 876-2228

And

The City of Sioux City, Iowa  
405 6<sup>th</sup> Street, P.O. Box 447  
Sioux City, Iowa 51102

**SITE LEASE AGREEMENT**

THIS SITE LEASE AGREEMENT (hereinafter called "Lease"), is made and entered into as of this 22<sup>nd</sup> day of July, 2008, by and between Woodbury County, Iowa, whose address is 620 Douglas Street, Suite 104, Sioux City, Iowa 51101 under the direction of the Starcomm Public Safety Board, whose address is 121 Deer Run Trail, Climbing Hill, IA 51015 and the City of Sioux City, Iowa whose address is 405 6<sup>th</sup> Street, P.O. Box 447, Sioux City, IA 51102, hereinafter called "Lessors", and SiouxLAN Communications, having an address 1605 9<sup>th</sup> Street, Sioux City, IA 51101, hereinafter called "Lessee".

In consideration of the covenants and agreements hereinafter set forth, the parties hereto agree as follows:

**1. Leased Premises.** Lessors hereby Lease to the Lessee, for the period, at the rental, and upon the terms and conditions hereinafter set forth, the following Leased "Premises" located within the city limits of Sioux City, IA.

a. Space on the Woodbury County radio tower for cellular antennas as shown in Exhibit A, SiouxLAN Communications' Site Sketch and Plans.

b. Space for equipment in Woodbury County Compound, which is the fenced in area around the tower, including the building shelter, as shown in Exhibit A, SiouxLAN Communications' Site Sketch and Plans.

c. The legal description for the location of the above tower and equipment is:

All that part of the South One-Half (S ½) of the Northwest Quarter (NW ¼) of Section 36, Township 89 North, Range 47 West of the 5<sup>th</sup> Principal Meridian, Sioux City, Woodbury County, Iowa, described as follows:



Commencing at the Northeast corner of the SW ¼ of the NW ¼ of said Section 36; thence S 43°22'02"W for 60.00 feet to the point of beginning; thence S 46°37'58"E for 50.00 feet; thence S 43°22'02"W for 100.00 feet; thence N 46°37'58"W for 100.00 feet; thence N 43°22'02"E for 100.00 feet; thence S 46°37'58"E for 50.00 feet to the point of beginning. Said described lease contains 10,000.0 square feet.

NOTE: Basis of bearings established by reference to Plat of Survey and legal description as recorded on Roll 598 – Images 635 through 639 in the Woodbury County Recorder's Office, Sioux City, Iowa

(Property located in the vicinity of 4647 Stone Avenue)

**2. Access.** Lessors also grant to Lessee, access to the spaces described in paragraph one (1) above, seven days a week, 24 hours a day, throughout the term of this Lease, provided that, prior to Lessee or Lessee's contractors climbing the tower for antenna access, Lessee will give Lessors no less than 12 hours prior notice. To allow this access to climb the tower or Fenced Compound, Lessors will give Lessee a key to the lock on the Compound. Each time the Lessee's employee(s) access the location all the Lessee's employees will notify the Facility Manager, in writing, in person or if necessary over the phone by calling (712) 279-6960. These employees will be subject to criminal background checks. Security access to the sites compound will be provided by the Starcomm Director or Facility Manager. Each employee of Lessee who climbs the tower will have in their possession a card showing that they have completed the Qualified Climber/Rescue course offered through Comtrain or similar program approved by Lessors. Each employee of Lessee will follow all OSHA regulations while climbing any portion of the tower including wearing all required safety harnesses and will use the safety climbing cable while on the tower. There will never be fewer than 2 certified climbers on the site during any type of climbing on the tower. Lessee shall further abide by the terms set forth in Exhibit C.

**3. Initial Term and Commencement Date of Lease** . The "Initial Term" of this Lease shall be for a period of Five (5) years. The "Commencement Date" for the Initial Term of this Lease begins on the date Lessee acquires a valid building permit for all Lessee's equipment including the antennas and shelter.

**4. Renewal Terms.** Lessors hereby grant to Lessee the right, privilege and option to extend this Lease for four (4) additional "Renewal Terms" of Five (5) years; provided that the total length of all terms does not extend beyond the term of the Lease Agreement between Lessors and WIT; each with the consent and written approval from Lessors, from the end of the Initial Term, under the same terms, covenants and conditions as herein contained, provided that Lessee is not in default of any of the terms, covenants or conditions of this Lease at the conclusion of the Initial Term or any prior Renewal Term, respectively. This Lease shall automatically terminate unless Lessee gives written notice of the desire to extend or renew the Lease at least one hundred eighty (180) days prior to the end of the applicable term and obtains Lessors' consent to each requested extension.

**5. Termination.**

a. Both Lessors and Lessee shall have the right to terminate this Lease for cause, in the event the other party defaults on any material provision of this Lease, and in the event that such default is not cured within thirty (30) days after written notice thereof is provided to the other party. Said curative period shall be extended another thirty (30) days provided defaulting party has shown a good faith effort to cure default.

b. The parties agree that in the event that federal or state law requires the installation of back up power sources or supplies that the terms of this Lease will require an amendment to be negotiated between the parties. No additional equipment shall be placed upon the Premises by Lessees without the written

consent of Lessors including mandated equipment, and should the parties fail to reach agreement regarding the installation of any additional equipment including federally or state mandated back up power sources or supplies and fuel for those sources or supplies that this agreement shall terminate ninety (90) days from the date the impasse is reached.

c. This Lease may be terminated without further liability as set forth below:

1) by either party upon a default of any covenant or term hereof by the other party, which default is not cured within ninety (90) days of receipt of written notice of default except that the grace period for any monetary default is thirty (30) days from receipt of written notice and the grace period for lapse in insurance coverage is ten (10) days from the receipt of written notice; or

2) by Lessee if it does not obtain or maintain any license, permit or other approval necessary for the construction and operation of Lessee's facilities; or

3) by Lessee if Lessee is unable to occupy and utilize the tower site due to an action of the FCC, including without limitation, a take-back of channels, a change in frequencies, or a change in licensed coverage area; this will require ninety (90) days of the effective termination date by the FCC; or

4) by Lessee if Lessee determines that the tower site is not appropriate for its operations for economic or technological reasons, including, without limitation, signal interference; or

5) by Lessors if the Lessors determine the tower site is no longer suitable to be used by Lessors for their operation and the Lessors choose to remove the building; or

6) by Lessors after the expiration of the initial term of this Lease upon providing Lessee with written notice. Such notice, if given by Lessors, must be given not less than three hundred sixty-five (365) days prior to the date therein specified (this time is given for Lessee to find a new site, get zoning approval, construct a new site and move Lessee's shelter and antennas).

d. In the event of termination or expiration of this Lease, Lessee shall have a reasonable period of time (not exceeding ninety (90) days from the actual termination date) to remove all antennas, shelter, equipment, and other operating materials from the Premises, however all improvements to the tower and/or ancillary structures shall be left in place and in good repair by the Lessee. Upon expiration of this Lease, Lessee shall restore the Premises to reasonably good condition and repair, subject to ordinary wear and tear on the Premises, which is specifically excepted. Failure of Lessee to remove its equipment at the expiration or termination of this Lease will result in Lessors removing the equipment and payment of all charges occasioned by such removal will be the responsibility of the Lessee.

## **6. Initial Term Rent**

a. Lessee shall pay Woodbury County, Iowa, administrator of funds of Starcomm Public Safety Board, monthly "Rent" during each year of the Initial Term, based on the sum total of: All parties specifically agree that total Rent will not be less than \$ 1250.00 per month throughout the Initial Term of five (5) years, but total Rent may be higher than \$1250.00 per month if Lessee's equipment changes in technology type and/or increases in quantity or size, then a new monthly rate increasing the base rate shall be negotiated by the parties. Each month's Rent payment shall be due to Woodbury County, Iowa on or before the first day of each month. In addition Lessee shall be responsible for all utility service payments with the exception of telephone service at the site used exclusively by Lessors. Lessors shall provide Lessee with a W-9 or its equivalent in order for Lessee to set up Lessors as a payee in Lessee's rent payment system. In addition, Lessors shall receive their rent payment via Electronic Funds Transfer



(ETF). Lessors shall provide documentation to Lessee in order for the Lessee to set up Lessors for a payment of the rent via EFT.

**7. Renewal Term Rent.** Lessee shall pay Woodbury County, Iowa, administrator of funds of Starcomm Public Safety Board, "Rent" for each month of the Five (5) years for Renewal Terms as listed below in this paragraph. Each monthly Rent payment shall be due to Woodbury County, Iowa on or before the first day of each month.

a. First Renewal Term (years 6 through 10) Rent shall be increased by 10% over the highest amount paid at the end of the Initial Term.

b. Second Renewal Term (years 11 through 15) Rent shall be increased by 10% over the highest amount paid at the end of the first Renewal Term.

c. Third Renewal Term (years 16 through 20) Rent shall be increased by 10% over the highest amount paid at the end of the second Renewal Term.

d. Fourth Renewal Term (years 21 through 25 ) Rent shall be increased by 10% over the highest amount paid at the end of the third Renewal Term.

**8. Use and Non-Interference of Premises.** The Premises shall be used by Lessee only for the installation, operation, and maintenance of a communications system, including but not limited to cellular telephone, PCS Telephone, radio, paging and other narrow band and broad band radiowave transmission and reception and related purposes. Lessee shall not do or permit any activities upon the Premises, which would cause interference to Landlord or with Landlord's principle use of the Premises as a Lattice Tower in the City of Sioux City, Iowa at 4647 Stone Ave behind WIT Building "C". The Lessee shall further not do or permit any activities upon the premises which would cause interference to Western Iowa Tech (WIT). In addition, Lessors and Lessee shall not do or permit any activities upon the Premises, which would cause or permit physical, electronic, or other interference with the radio transmission facilities, equipment, or signal of WIT's own radio station currently designated as KWIT. The Lessee will only install its equipment outside the communications tower house. This is not an exclusive lease of the premises. Landlord (Lessors) retains the right to lease additional space to other Tenants (Lessees) provided that the additional Tenants (Lessees) do not utilize equipment that would interfere with the transmission signals of the Tenant (Lessee). Additionally, Landlord will continue to use the premises for their own business or public safety purposes.

**9. Insurance and Indemnification.**

At all times during the term of this Lease, Lessee shall at its expense carry and maintain for the mutual benefit of the Lessors:

a. General public liability insurance against the claims for personal injury, death or property damage occurring in or about the Leased Premises or resulting from the installation, operation or maintenance of the Lessee's business on the Leased Premises, such insurance to be in the amount of at least \$1,000,000.00 for all personal injuries and deaths resulting from any one accident, \$1,000,000.00 for property damage in any one accident, and a minimum aggregate coverage in the amount of \$3,000,000.00 with Lessors named as additional insureds. Damages incurred by Lessee shall be limited to the insurance proceeds and/or third party recovery. Lessors shall not be liable for any damages, costs or fees incurred by the Lessee.

b. A Standard Workmen's Compensation and Employer's Liability Insurance Policy in the amount equal to the limit of liability and in a form prescribed by the laws of the state in which the Leased Premises is located.

c. Any contract workers contracted by Lessee shall also carry insurance as set forth in a and b above.

d. Lessors shall not be held liable for any injury or damage to any third party or parties caused in any manner by this Lease or the Lessors use of the Premises.

**10. Damage or Destruction.** If the Premises are damaged, destroyed by fire, winds, flood or other natural or manmade cause, Lessors shall have the option to repair or replace the Premises at their sole expense, or to terminate this Lease effective on the date of such damage or destruction. In the event Lessors elect to terminate this Lease, Lessee shall have no further obligations hereunder. Lessors shall have up to sixty (60) days to decide on whether to repair or replace the Premises. Failure by Lessors to notify Lessee within sixty (60) days of Lessors' decision to repair or replace the Premises shall be deemed an election by Lessors to terminate this Lease. If Lessors elect to repair or replace the Premises, Lessee shall have the option of either abating the rent due until such repair or replacement is completed and the Premises are restored to a condition that the Lessee can resume full operations at the Premises; or until Lessee begins operating a mobile telecommunication base station on the Premises. The option to operate a mobile telecommunications base station on the Premises is subject to the Lessee obtaining written consent of the Lessors and to Lessee obtaining all required State and local permits.

**11. Taxes.** Lessors shall pay and be responsible for all taxes on the Premises, and Lessee shall pay and be responsible for all taxes due on Lessee's equipment and fixtures installed on the Premises.

**12. Notices.** Any notices required or permitted to be given hereunder shall be given in writing, and shall be deemed to have been given only upon receipt after mailing by certified or registered first class mail, postage prepaid, return receipt requested, and addressed to the parties as follows:

Lessors: Woodbury County, Iowa  
Board of Supervisors  
620 Douglas Street, Suite 104  
Sioux City, Iowa 51101  
Phone: 712-279-6525

Starcomm Public Safety Board  
121 Deer Run Trail  
Climbing Hill, IA 51015  
ATTN: Gary Brown  
Phone: (712) 816-2212  
Fax: (712) 876-2228

City Clerk  
City of Sioux City, Iowa  
405 6<sup>th</sup> Street, P.O. Box 447  
Sioux City, Iowa 51102

Lessee: SiouxLAN Communications  
1605 9<sup>th</sup> Street  
Sioux City, IA 51101  
Director – Jeff Zyzda



**13. Hazardous Materials.** At no time during the term hereof shall the Lessee store, place, leave or deposit at the Tower or the Premises any substance or material which, if known to be present on or at such property, would require cleanup, removal or some other remedial action under any federal, state or local law, including statutes, regulations, ordinances, codes, rules and other governmental restrictions and requirements relating to the discharge of air pollutants, water pollutants, processed waste water, solid wastes, or otherwise relating to environmental hazardous substances, including but not limited to the Federal Solid Waste Disposal Act, the Federal Clean Air Act, the Federal Clean Water Act, the Federal Resource Conservation and Recovery Act of 1976, the Federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980, and all acts amendatory thereto, regulations of the Environmental Protection Agency, regulations of the Nuclear Regulatory Agency, and regulation of any State Department of Natural Resources or State Environmental Protection Agency now or at any time hereinafter in effect. The Lessee agrees to and does hereby indemnify and save the Lessors and owners harmless from any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses relating in any way to Lessee's violation of this Section, and this indemnification obligation shall survive the expiration or termination of this Lease. Lessors acknowledge and agree that Lessee shall have no liability or responsibility whatsoever for any environmental violations or issues, at the tower or premises, existing prior to the date of Lessee's occupancy or otherwise not caused by Lessee.

**14. Miscellaneous Provisions.**

a. Lessors warrant that Lessors are the owners of the tower and owners and/or lessees of the tower site property and that Lessors have full right, power, and authority to execute this agreement and if necessary have obtained all necessary consents to sublease the Premises. Lessors covenant that Lessee, in paying Rent and performing the covenants by Lessee herein made, shall and may peacefully and quietly have, hold, and enjoy the Leased Premises.

b. Lessee shall obtain all necessary governmental and regulatory approvals required for Lessee's occupation and use of the Premises, including but not limited to zoning changes, and shall be responsible for the cost of obtaining such approvals. Lessors shall cooperate with Lessee in obtaining such approvals.

c. The provisions of this Lease shall bind and inure to the benefit of the parties hereto and their heirs, legal representatives, successors and assigns.

d. This Lease and the attached exhibits contain the entire agreement of the parties with respect to any matter mentioned herein and supersede any prior oral or written agreements.

e. This Lease may be amended in writing only, signed by the parties in interest at the time of such amendment.

f. This Lease shall be assignable intra-company by the Lessee, without the necessity of obtaining the Lessors' consent, to an affiliate, subsidiary or any related company that acquires at least 51% of the Lessee's assets through a merger. All third party assignments will require the Lessors' consent. Lessee shall notify Lessors in writing of the name and address of any assignee. This Lease may be assigned by Lessors without the consent of Lessee provided that the assignee shall occupy and use the Premises subject to this Lease.

g. No waiver by either party of any provision herein shall be deemed a waiver of any other provision or of any prior or subsequent breach of any provision herein.

h. If any term or provision of this Lease is held to be invalid or unenforceable, such invalidity or unenforceability shall not be construed to affect any other provision of this Lease and the remaining provisions shall be enforceable in accordance with their terms.

i. This agreement shall be governed by and construed in accordance with the laws of the State of IOWA.

j. If Lessee does not promptly vacate the Premises upon valid termination of this Lease, such holding over shall be treated as creating a month to month tenancy. This holdover will not be approved for more than ninety (90) days. Rent during the holdover will be 150% of the current rent. Further, if Lessee does not vacate the Premises as required, Lessee's equipment shall be removed by Lessors at Lessee's expense. Any bill for removal of Lessee's equipment by Lessors shall be paid in full within thirty (30) days of mailing.

k. Lessee may make reasonable alterations with prior approval from Lessors, additions or improvements to the Premises necessary for its antennas, communication shelter, power cables and telephone cables, so long as the structural integrity of the Premises is not affected. Lessee will bear the total cost of such alterations, additions or improvements, including regular maintenance, and the cost of removal and returning the Premises to the condition it was at the time of entering into the Lease (subject to the terms of paragraph 5(d) of this Lease).

l. Lessee shall be solely responsible for site maintenance, and shall arrange for all maintenance under separate contract for all such maintenance services. Lessee shall not expect or ask Lessors to do any special site maintenance for Lessee's antennas or shelter, unless Lessee enters into a separate maintenance contract with Lessors, which contract will be separate from the terms of this Lease (i.e.: in the event that some minor snow plowing is requested for Lessee's access to their shelter, Lessee will separately contract for that service under a separate document).

m. Lessee will bear any and all costs associated with temporary relocation of Lessee's equipment, if required, during repairs or painting of Lessors' building. Lessors will give Lessee at least thirty (30) days advance notice of scheduled repairs or painting of Lessors' building or tower which may affect Lessee's operation, so that Lessee can pre-plan for providing high-quality communications to Lessee's customers during any temporary relocation required by Lessors' repair or painting activities. Lessors are not required to provide notice of routine repairs, such as replacement of tower lights, which do not affect Lessee's operation. Lessors will provide Lessee notice of emergency repairs with at least twelve (12) hours prior notice unless it is impossible or impractical to do so and then the Lessee shall be provided with as much prior notice as possible under the emergency circumstances.

n. Lessee shall indemnify and hold Lessors harmless against all expenses, liabilities and claims of every kind, including reasonable attorney fees, made necessary by or on behalf of any person or entity arising out of:

- 1) A failure by Lessee to perform any of the terms and conditions of this Lease; or
- 2) Any injury or damage happening on or about the Leased Premises which is caused in whole or in part by Lessee's use of the Premises, any act or omission of Lessee or anyone for whose acts Lessee may be liable; or
- 3) Any injury or damage to any employee, agent, or customer of Lessee or Lessors on or about the Leased Premises; or
- 4) Failure of Lessee to comply with any applicable laws or governmental authority; or

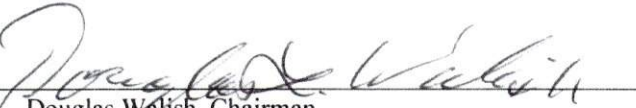
5) Any action brought by a third party for damages.

**15. Approval.** This Lease is subject to the consent to sublease by Western Iowa Tech (WIT), and subject to approval by Starcomm's Executive Board, the Woodbury County Board of Supervisors and the City Council of the City of Sioux City.

IN WITNESS WHEREOF, the parties have executed this Lease agreement as of the day and year first written above.

LESSORS:

Woodbury County, Iowa

By:   
Title: Douglas Walsh, Chairman  
Woodbury County Board of Supervisors

Attest:   
Patrick Gill, County Auditor

City of Sioux City, Iowa

By:   
Michael M. Hoban, Mayor

Attest:   
Lisa L. McCardle, City Clerk



LESSEE:

SiouxLAN Communications (Lessee)

By (Printed Name): Jeff Zyzda

Title: Director, SiouxLAN Communications Board

Signature: \_\_\_\_\_

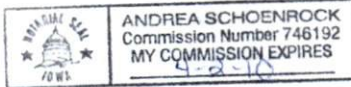
STATE OF Iowa )

COUNTY OF Woodbury )

ss:

The foregoing instrument was acknowledged before me this 22 day of July, 2008,  
by JEFF ZYZDA, the Director of SiouxLAN Communications Board.

\_\_\_\_\_  
Notary Public

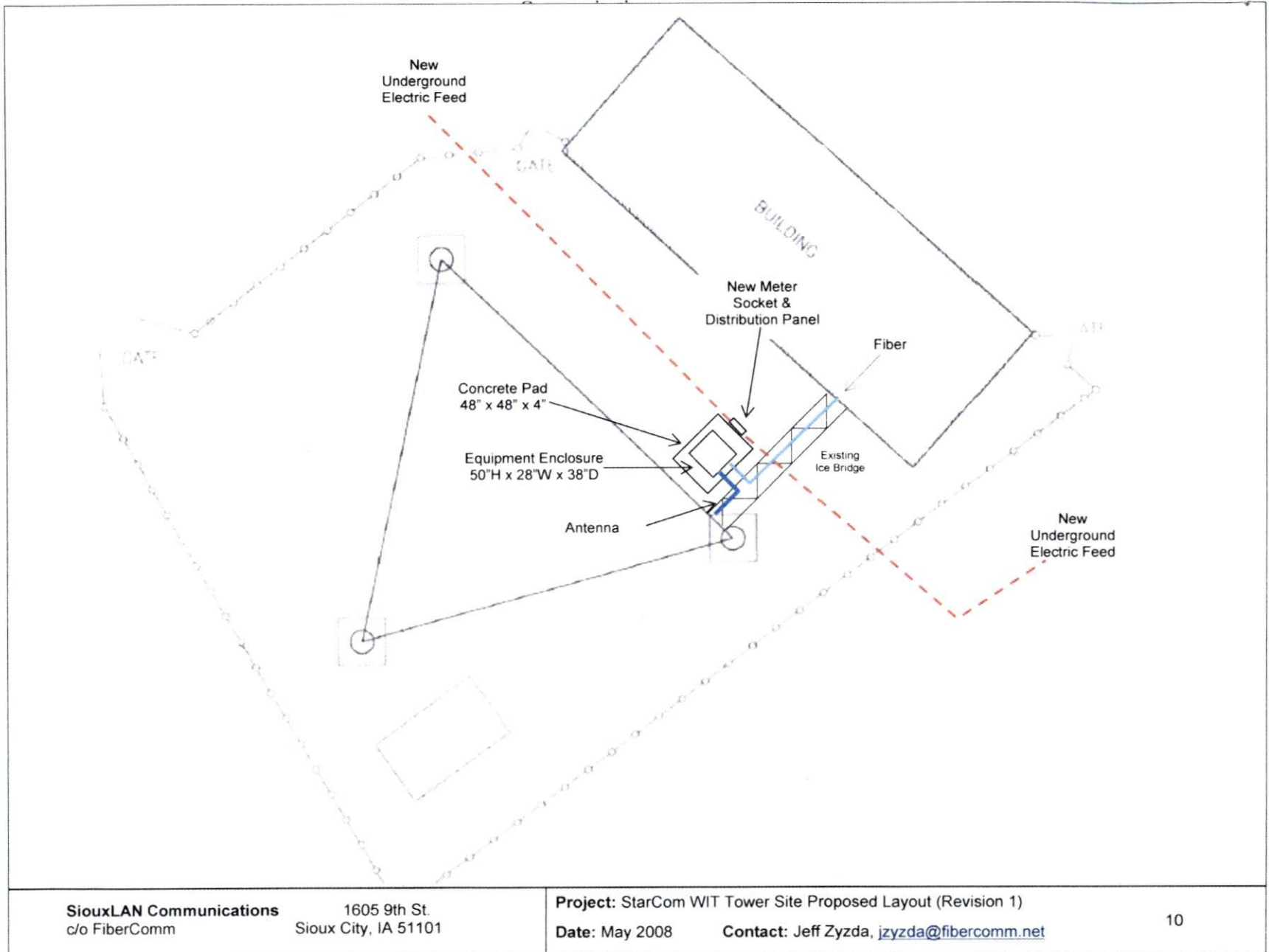




# Exhibit A

## "SiouxLAN Communications' Site Plan Documentation Sketch"

to the Lease between The Woodbury County Board of Supervisors C/O Starcomm Public Safety Board , City of Sioux City, Iowa and SiouxLAN



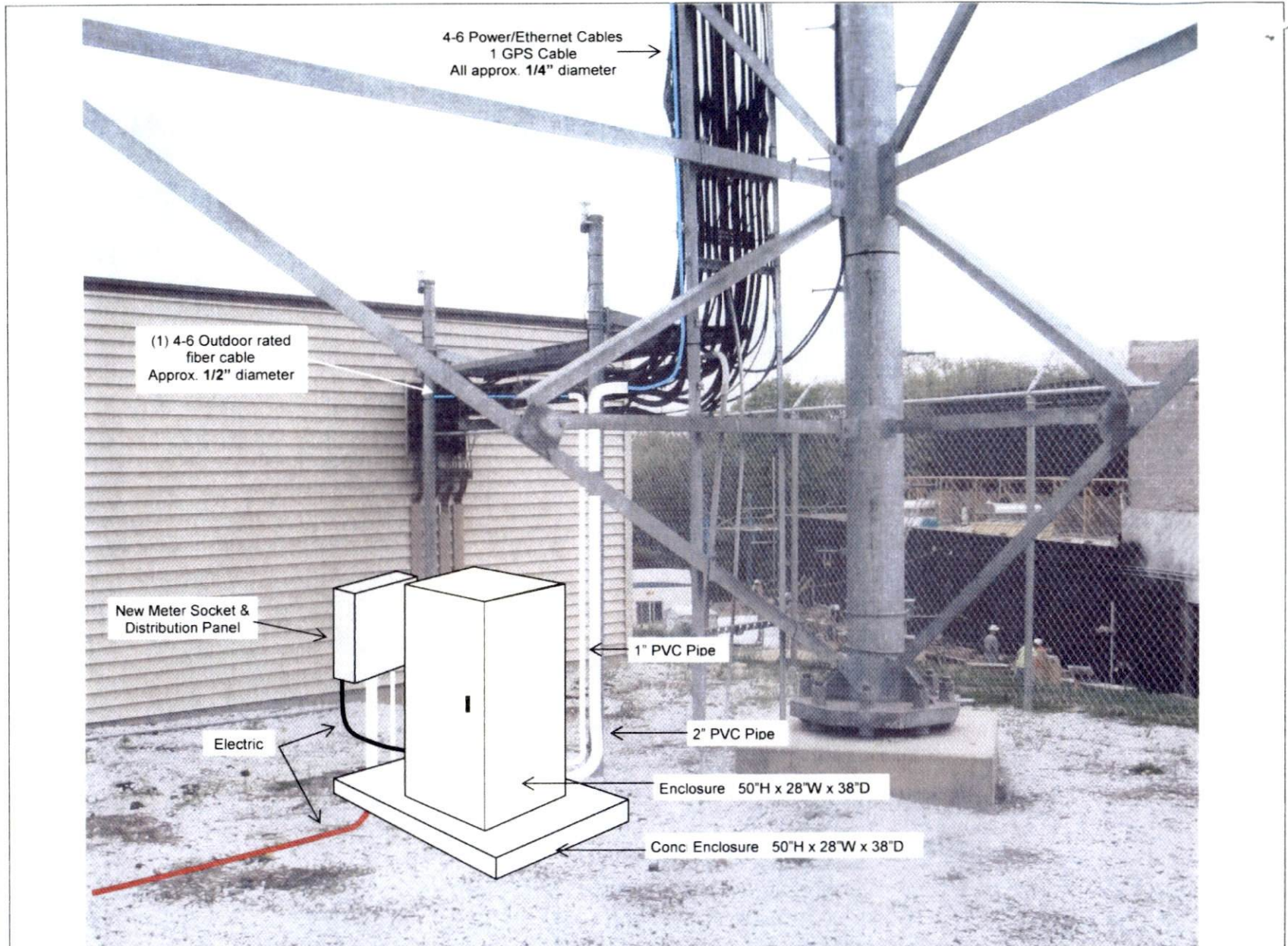
SiouxLAN Communications  
c/o FiberComm

1605 9th St.  
Sioux City, IA 51101

Project: StarCom WIT Tower Site Proposed Layout (Revision 1)

Date: May 2008

Contact: Jeff Zyzda, [jzyzda@fibercomm.net](mailto:jzyzda@fibercomm.net)

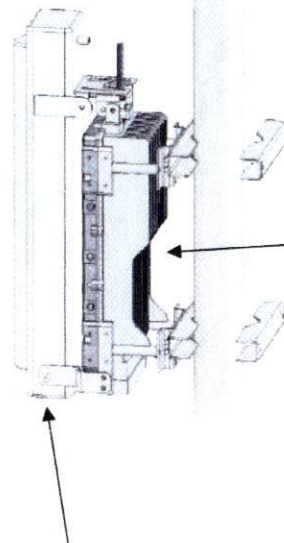








## Integrated BTS/Antenna



The 26 SD9860 is a high gain base station antenna designed for use in high density RF environments. The excellent radiation characteristics are the distinguishing features of these antennas.

## Expedience® Base Station

High performance  
flexible solution for  
wireless broadband access



Motorola's Expedience Base Station delivers flexible, high-speed connectivity for fixed and nomadic wireless broadband access. Performance in the field and on the bottom line.

## MOTOROLA EXPEDIENCE BASE STATION SPECIFICATIONS

Channel Bandwidth (2.5 GHz)	3/3.5/5/5.5/6 MHz
(3.x GHz)	3/3.5/5/5.5/6/7 MHz
Frequency Band (MHz)	
BTS-2500	2496-2690 MHz
BTS-3300	3300-3400 MHz
BTS-3500	3400-3500 MHz
BTS-3700	3600-3800 MHz
Modulation	OFDM - 4/16/64/ QAM
Operating Mode	Time Division Duplex (TDD)
RF Output Power	2 Watts (5 Watts with an accessory channel filter - BTS-2500 only)
RF Output Impedance	50 Ohms
RF Sensitivity	-96 dBm (2.6GHz, 6MHz channel, 4 QAM)
RF Input Impedance	50 Ohms
RF Interface	COAX "N" type female connector All ports lightning/ESD protected
Frequency Stability	2.5 ppm at -30°C to +60°C (0.003 ppm when locked to GPS)
Management Interfaces	RS-232 serial interface connector
Data Interface	IEEE 802.3 10base-T / Ethernet
Output Power Variation	±1 dB over 200 MHz band
Power Requirements	36 to 60 VDC
Average Power Consumption	100 Watts
Enclosure	Indoor / outdoor weather sealed
Operational Altitude	up to 12,000 ft (3,658m)
Temperature Range	-40°C to +60°C
Humidity Range	0% to 100%
Dimensions (Excluding antenna)	20.5 in (H) x 8.2 in (W) x 6.3 in (D) 52 cm (H) x 20.8 cm (W) x 15.9 cm (D)
Weight (Excluding antenna)	24.4 lb (11 kg)
Regulatory Approvals BTS-2500	FCC part 15 class A, FCC part 27 Industry Canada RSS-193 Type approvals in progress ETSI CE
BTS-3300/BTS-3500 BTS-3600/BTS-3700	

## Electrical Specification

Gain	17.5dB
3dB beam Pattern	60° x 7°
Bandwidth	2.5-2.7GHz
VSWR	1.4 : 1
Front to Back Ratio	40dB
Polarization	Vertical
Power Rating	25W
Impedance	50 ohms
Termination	Fixed N- female
Cross Pol. Discrimination	30dB

## Mechanical Specifications

Length	35.6 inches
Width	5.5 inches
Depth	4.7 inches
Weight	8.75lbs
Windage(at 125mph)	86lbs front face on
Mechanical Tilt	0-7 degrees
Mounting Pipe	4 inch pipe
Materials	

SiouxLAN Communications  
c/o FiberComm

1605 9th St.  
Sioux City, IA 51101

Project: StarCom WIT Tower - Base Station & Antenna Specifications (Revision 1)

Date: May 2008 Contact: Jeff Zyzda, [jzyzda@fibercomm.net](mailto:jzyzda@fibercomm.net)

## Equipment Enclosure

### Specifications



**OD-50DD**

50"H X 25"W X 34"D (19" or 23" Racking)

#### Weight

#### General

150 lbs. assembled  
205 Lbs. Shipping weight

#### Doors

Two - secured by three point locking system  
Locks via customer supplied padlocks  
sealed with 13/16" aluminum filled gaskets

#### Material

.125 ALUMIFLEX  
Finish: Flat aluminum  
RF properties: Non-ferrous

#### Vents

30 bottom louvers per door  
Twelve top louvers - In top cover-under ALUMISHIELD  
One removable filter panel per door  
Twelve fixed filter pads in top cover

#### Handles

Stainless steel

#### Exterior Screws

Stainless steel with NEMA washers & nylon locking nuts

#### Exterior Cabinet Dimensions

#### Main Body

Width: 25 1/2 inches  
Height: 50 1/4 inches  
Depth: 34 1/4 inches

#### Alumishield

Width: 28 1/16 inches  
Hang down height: 1 3/4 inches  
Depth: 36 11/16 inches

#### Handles

Protrude 1 7/8 inches

#### Total Space Occupied

Width: 28 1/16 inches  
Height: 50 1/2 inches  
Depth: 38 inches

#### NEMA

#### Ratings

Class 250 Type 4

#### Paint Tested

500 Hour salt spray  
500 hour immersion



**Exhibit B - "SiouxLAN Communications' List of Antenna's"**

to the Lease between The Woodbury County Board of Supervisors C/O Starcomm Public Safety Board ,  
City of Sioux City, Iowa and SiouxLAN Communications

Frequencies & Bandwidth:

Transmit: 2.5 to 2.686 GHz BRS/EBS spectrum (ERP) 17

Receive: 2.5 to 2.686 GHz BRS/EBS spectrum

Microwave Frequency Band: 5.8 unlicensed (ERP) +6 dbw

Power Output (ERP): Listed above

Antenna Information:

Quantity	Antenna make / model / size	Antenna CL Mounting Height	Antenna dimensions	Azimuth	Coax type / size	Mounting detail
Up to 6	Doradus SD9860NV 35.8" x 5.5"	190'	35.8" x 5.5"	60°	4' 1/2" Jumper	
1	RWS -SP2 2' Parabolic	190'	2' 60CM		LDF 4.5	
Up to 6	Motorola BTS 2500C 20.5 x 8.2" x 6.3"	190'				

### **Exhibit C - "List of Technical Standards"**

to the Lease between The Woodbury County Board of Supervisors C/O Starcomm Public Safety Board ,  
City of Sioux City, Iowa and SiouxLAN Communications

#### Technical Standards

##### **I. General**

All installation crews must have in their possession installation training issued to them prior to work beginning. Contractor must provide proof of climbing safety training and OHSA Safety training.

The following will not be permitted without the written consent of Starcomm:

Any equipment without FCC type acceptance.

Change in operating frequencies.

Open rack mounted receivers and transmitters.

Relocation of equipment after installation.

Tower structural study is required with our qualified contractor Sabre Communications

##### **II. Radio Frequency Interference Protective Devices**

30-76 MHz

Isolators-minimum of 30dB

TX cavity-minimum of 20dB rejection at 1MHz

130-174 MHz

Single Stage Isolators-minimum of 30dB

TX cavity-minimum of 25dB rejection at 1MHz

406-512 MHz

Single Stage Isolators-minimum of 30dB

TX cavity-minimum of 25dB rejection at 1 MHz

800-1000 MHz

Single Stage Isolators-minimum 30dB

TX cavity-minimum of 20dB rejection at 5 MHz

**\* Harmonic Filters are also required with single or dual stage isolators.**

##### **III. Antenna and mounts must be:**

Mounted only on approved side arms or other specified mount and only one per mount unless authorized by Starcomm.

All mounting hardware must be hot dipped galvanized or non-corroding metal.

Tagged with weatherproof labels showing manufacturer, model, frequency range, and owner.

Grounded at (1) tower mount (2) base of tower and (3) cable port entry. Grounding to follow R-56 standards.

Connections to be taped with stretch vinyl tape (Scotch #33 or equivalent) Skotchkoted (including pigtails).

Antennas with corroded or oxidized elements must be repaired or replaced.

Unless otherwise authorized by Starcomm, all antennas must be enclosed in fiberglass radomes.

Mounting pipes must be cut such that they do not extend into the antenna radiating element.

Any rusted, corroded or damaged hardware must be replaced.

##### **IV. Tower**

1) No welding or drilling of any Tower members will be permitted.

##### **V. Cable**

All antenna lines to be jacketed heliax or (equivalent), 1/2" or greater. Cable size must conform to agreement technical specifications.

No kinked or cracked cable.

Any cable fasteners exposed to weather must be nylon ultraviolet resistant type or stainless steel when installed on tower.

All transmit interconnecting cables/jumpers must be solid copper outer conductor (1/2" superflex or equivalent), not to exceed 8' in length where practical.

All used and unused lines must be tagged at both ends showing termination points.

Where no troughs or cable trays exist, all cable must be secured at not less than 3' intervals.

All transmission lines must be grounded immediately before making the bend under the waveguide bridge with professional grounding kits made specifically for this purpose.

All antenna cables must be secured to existing uni-strut or cable trays when provided, using metal clamps designed for 1-5/8", 1-1/4", 7/8" and 1/2"

Drip loops shall be incorporated in the runs to prevent water from trickling down the lines into the building.

#### **VI. Connectors**

Must have Teflon inserts, UHF or N type, including chassis/bulkhead connectors.

Must be properly fabricated (soldered if applicable) if field installed. Crimp connectors are not acceptable.

#### **VII. Receivers**

No RF pre-amps permitted in front end unless authorized in writing by Starcomm.

All chassis shields must be in place.

#### **VIII. Transmitters**

Must meet original manufacturer's specifications.

All chassis must be in place.

Must be tagged with Licensee's name, equipment model, serial number and operating frequencies.

All power amplifiers must be shielded.

Photocopy of FCC license must be enclosed in protective plastic cover and attached to front of transmitter cabinet.

#### **IX. Cabinets**

Must be grounded to building ground system.

All doors must be on and closed.

All unused holes larger than 1" must be covered with copper screen or solid metal plates.

#### **X. Installation Procedures**

Installation may take place only after Starcomm has approved of the date and time, and only during normal working hours, unless otherwise authorized in writing.

Licensee must provide an as-built sketch detailing actual location of equipment to Starcomm promptly upon completion of installation.

#### **XI. Miscellaneous**

All installations must be maintained in a neat and professional manner.

Doors to equipment and antenna spaces shall be closed and locked at all times.

Access to equipment and antennas shall be by authorized personnel only, and only for purposes of installation, maintenance, repair and removal.



## FIRST AMENDMENT TO SITE LEASE AGREEMENT

THIS FIRST AMENDMENT TO SITE LEASE AGREEMENT ("**First Amendment**") dated as of the later date below (the "Effective Date") is by and between Woodbury County Board of Supervisors, c/o Starcomm Public Safety Board and the City of Sioux City, Iowa, having a mailing address at 620 Douglas Street, Suite 104, Sioux City, IA 51101 (collectively, "**Lessors**") and SiouxLAN Communications, having a mailing address at 1605 9<sup>th</sup> Street, Sioux City, Iowa 51101 ("**Lessee**").

WHEREAS, Lessors and Lessee (or its affiliate or predecessor-in-interest) entered into a Site Lease Agreement dated September 8, 2008, whereby Lessors leased to Lessee certain Leased Premises, therein described, that are a portion of the property ("**Property**") located in the vicinity of 4647 Stone Avenue, Sioux City, IA 51106 (collectively, the "**Lease**"); and

WHEREAS, Lessee (or its affiliate or predecessor-in-interest) acknowledge that requested renewal extensions were not attained for the desired renewal terms of October 9, 2018 and October 9, 2023 pursuant to Section 4 of the Site Lease Agreement and the Parties agree the one hundred eighty (180) days' written notice provision for both renewal terms should be waived; and

WHEREAS, the current renewal term of the Lease will expire on October 8, 2028, and the parties mutually desire to amend the Lease to decrease the monthly payment amount, all on the terms and conditions contained herein; and

WHEREAS, Lessors and Lessee desire to adjust the Rent in conjunction with the modifications to the Lease contained herein; and

WHEREAS, Lessors and Lessee, in their mutual interest, wish to amend the Lease as set forth below accordingly.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessors and Lessee agree as follows:

1. **Modification of Rent.** Commencing on April 1, 2025 the current Rent payable under the Lease shall be One Hundred Dollars (\$100.00) per month and shall continue during the Term. In the event of any overpayment of Rent prior to or after the Effective Date, Lessee shall have the right to deduct from any future Rent payments an amount equal to the overpayment amount.

2. **Acknowledgement.** Lessors acknowledges that: 1) this First Amendment is entered into of the Lessors' free will and volition; 2) Lessors have read and understand this First Amendment and the underlying Lease and, prior to execution of this First Amendment, were free to consult with counsel of their choosing regarding Lessors' decision to enter into this First Amendment and to have counsel review the terms and conditions of this First Amendment; 3) Lessors have been advised and are informed that should Lessors not enter into this First Amendment, the underlying

Lease between Lessors and Lessee, including any termination or non-renewal provision therein, would remain in full force and effect.

3. **Other Terms and Conditions Remain.** In the event of any inconsistencies between the Lease and this First Amendment, the terms of this First Amendment shall control. Except as expressly set forth in this First Amendment, the Lease otherwise is unmodified and remains in full force and effect. Each reference in the Lease to itself shall be deemed also to refer to this First Amendment.

4. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Lease.

[NO MORE TEXT ON THIS PAGE - SIGNATURES TO FOLLOW ON NEXT PAGE]

**IN WITNESS WHEREOF**, the parties have caused this First Amendment to be effective as of the last date written below.

**LESSORS:**

Woodbury County Board of Supervisors,  
c/o Starcomm Public Safety Board

By: \_\_\_\_\_

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

Its: \_\_\_\_\_

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

**LESSORS:**

City of Sioux City, Iowa

By: \_\_\_\_\_

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

Its: \_\_\_\_\_

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

**LESSEE:**

ImOn Communications

By: Beau Streck

Its: Director of Business Development

By:  \_\_\_\_\_

Print Name: Beau Streck

Its: Director of Business Development

Date: 03/11/2025

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

Date: 3/27/25 Weekly Agenda Date: 4/1/25

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Daniel Priestley

**WORDING FOR AGENDA ITEM:**

Receive the Woodbury County Zoning Commission's recommendation following their review of minimum dimensions for single-family dwellings in Section 4.11 of the Zoning Ordinance.

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

The Woodbury County Zoning Commission's recommendation following their review of minimum dimensions for single-family dwellings in Section 4.11 of the Zoning Ordinance.

**BACKGROUND:**

The Woodbury County Zoning Commission conducted two public hearings to evaluate potential amendments to Section 4.11 of the Woodbury County Zoning Ordinance regarding dimensional size requirements for single-family dwellings, including manufactured and mobile homes. After reviewing public input, existing regulations, and legal considerations, the Commission voted 5-0 to recommend maintaining the current ordinance without county-wide changes due to insufficient public demand.

**FINANCIAL IMPACT:**

0

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

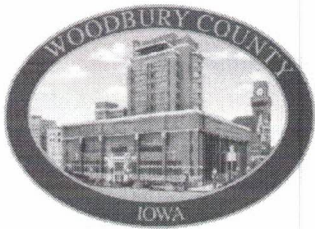
Yes ☐ No ☐

**RECOMMENDATION:**

Receive the Woodbury County Zoning Commission's recommendation following their review of minimum dimensions for single-family dwellings in Section 4.11 of the Zoning Ordinance.

**ACTION REQUIRED / PROPOSED MOTION:**

Receive the Woodbury County Zoning Commission's recommendation following their review of minimum dimensions for single-family dwellings in Section 4.11 of the Zoning Ordinance.



WOODBURY COUNTY  
**ZONING COMMISSION**

WOODBURY COUNTY COURTHOUSE  
620 DOUGLAS STREET  
SIOUX CITY, IA 51101

**To:** Woodbury County Board of Supervisors  
620 Douglas Street  
Sioux City, Iowa 51101

**From:** Christine Zellmer Zant, Chair  
Woodbury County Zoning Commission

**Date:** March 27, 2025

**Subject:** Zoning Commission Recommendation regarding Section 4.11 – Single-Family Detached Dwellings in the Zoning Ordinance

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### Overview

The Woodbury County Zoning Commission conducted two public hearings to evaluate potential amendments to Section 4.11 of the Woodbury County Zoning Ordinance regarding dimensional size requirements for single-family dwellings, including manufactured and mobile homes. After reviewing public input, existing regulations, and legal considerations, the Commission voted 5-0 to **recommend maintaining the current ordinance without county-wide changes due to insufficient public demand.**

### Public Hearings

1. **November 25, 2024:** The Commission reviewed Section 4.11, which has been in place since 2008 with a minimum main body dimension of 23 feet. Zoning Coordinator Priestley noted its alignment with state and federal laws and lack of controversy. No significant public input was received as no members of the public were in attendance.
2. **January 27, 2025:** The hearing focused on potential revisions to Section 4.11.1, including eliminating or modifying the 23-foot requirement. Property owners Jeanie and Ronnie Krueger requested flexibility to install a single-wide mobile home (narrower than 23 feet) for their grandson, citing affordability needs. The Commission requested for staff to consult with the county attorney's office concerning expansion of manufactured and mobile homes.

### Issues Raised

- **Affordability vs. Standards:** Commissioners weighed affordable housing needs against maintaining uniform community standards.



- **Structure Expansion:** The Kruegers proposed expanding a mobile home on-site. Concerns arose about compliance with a continuous perimeter foundation and federal/state regulations.

**Potential Solutions:** Options like variances (challenging due to hardship proof) and conditional use permits (still bound by size rules) were discussed.

- **Public Demand:** Minimal public support for change was noted, suggesting broader community input is needed.

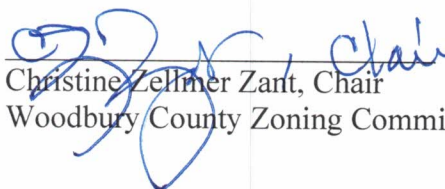
## Findings

- Public participation was limited to testimony from the Kruegers on January 27, 2025, who supported a distance of less than 23 feet. However, with no further public input either in favor of or against the proposed change during meetings on November 25, 2024, and January 27, 2027, there appears to be insufficient public demand to justify amending the ordinance.
- Per the Commission's request, the assistant county attorney reviewed potential structure expansion. It was indicated that Federal (24 C.F.R. § 3280.212, § 3282.8(j)) and state codes, alongside Section 4.11.4.C, require manufactured/mobile homes to comply with HUD certification and construction standards in the event of any expansion of the main body.
- Self-supported add-ons do not count as part of the main body and must not compromise the home's compliance with standards.

## Recommendation

Based on the information above, the Zoning Commission voted 5-0 to recommend that the Board of Supervisors retain Section 4.11 as is. Two hearings revealed no significant public demand for county-wide changes to the 23-foot minimum dimension. For cases like the Kruegers', compliance with federal and state expansion standards could potentially meet the requirement without amending the ordinance.

**Respectfully submitted,**

  
Christine Zellmer Zant, Chair  
Woodbury County Zoning Commission

Dated this 27 day of March, 2025

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

Date: 03/27/2025 Weekly Agenda Date: 04/01/2025

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

**WORDING FOR AGENDA ITEM:**

Consideration of revisions to Woodbury County Entrance Permit

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

The entrance permit is to be updated

**BACKGROUND:**

The entrance permit is now available as a fillable form. The biggest changes is a fee is added to the permit process and that Secondary Roads will not build entrances or refurbish entrances.

**FINANCIAL IMPACT:**

Costs savings and additional 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 the Board to approve the new entrance permit

**ACTION REQUIRED / PROPOSED MOTION:**

Motion for the Board Chair to approve the new entrance permit.

## Woodbury County Entrance Permit

Owner/Applicant Name		Address		
Phone Number	Cell Number	City	State	Zip
Email Address				
Applicant Signature				Date
Contractor's Name		Address		
Phone Number	Cell Number	City	State	Zip
Email Address				
Road Name	Section No.	Township (N)	Range (W)	
New Residence (Width)	New Field Entrance (Width)	Widening Existing (New width)		
Comments				

### Woodbury County Secondary Roads only

This permit expires on	Sight Distance Left	Sight Distance Right	Permit Number
Road Name	Section No.	GPS Coordinates	
Location is approved as requested		Location is moved to	
Required Culvert Size	Culvert Length	Side Slope	Top Width
Remarks			
Site Reviewer Signature			Date
Woodbury County Engineer			Date
Inspection and Acceptance of Work			Date

Any property owner desiring an access to any county road shall make written application on the prescribed form available through the County Engineers Office. This permit shall expire one year after date of approval by Woodbury County. If proposed driveway or entrance construction is not completed within that time. **A fee of \$50 is required with each entrance permit. Applicant is responsible for culvert costs and delivery.**



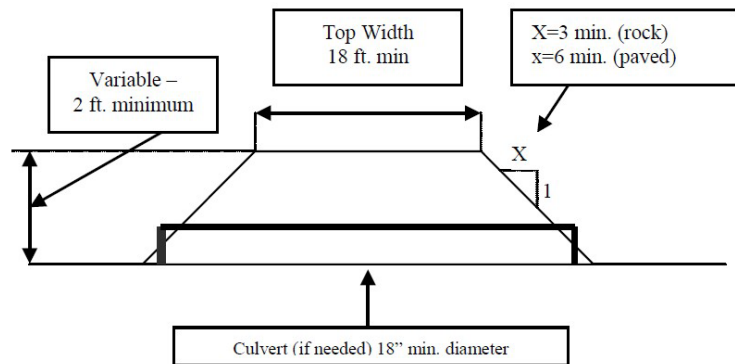
**Location and Review:** All field entrances and driveway applications shall be reviewed by the County Engineer or representatives for location, safety, and drainage. Each access shall be located to ensure a minimum sight distance of 550 feet. One access will be allowed for each parcel if less than 10 acres or unless it is divided by a non-crossable obstruction (streams, RR, etc.)

**Construction:** All field entrances and driveways shall be constructed in a manner to acceptable standards with privately owned equipment. Top width: 18 ft to 40 ft. Side slopes: 3:1 for non-paved county roads; 6:1 for paved county roads. Profile slope: 2% to 4% from shoulder; 10% maximum grade.

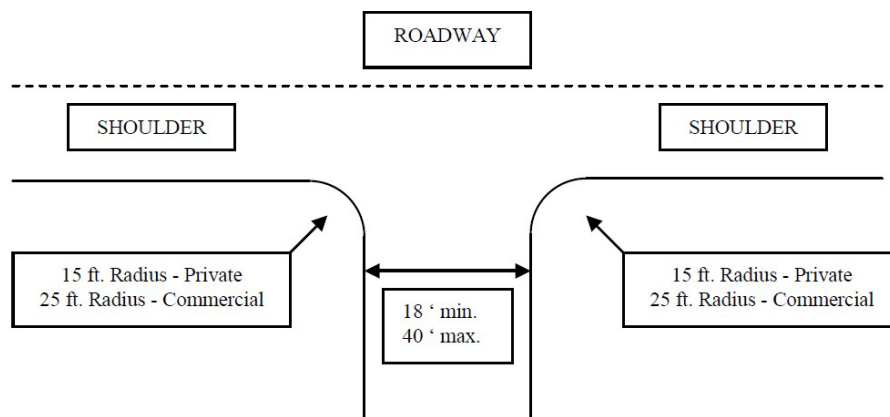
Field entrances and driveways should approach the roadway on an uphill grade. Field entrances and driveways approaching the roadway on a downhill grade shall be shaped to drain surface water before reaching the shoulder line of the roadway. This prevents runoff onto the road and helps with snow removal and maintenance. Maximum grade for a field entrance or driveway shall be 10%.

The Applicant must seed all disturbed areas upon completion of project. The County recommends a diverse seed mixture; for more information, please call the Woodbury County Engineers office.

## PROFILE PERPENDICULAR TO ROADWAY



## PLAN VIEW OF ROADWAY



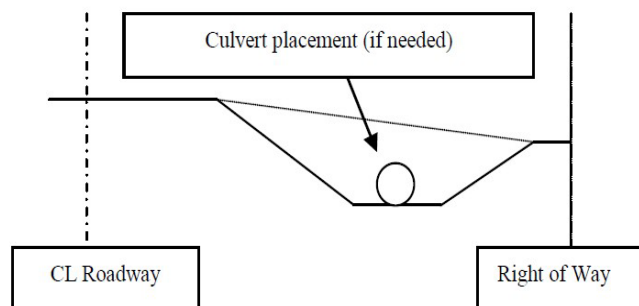
Fill for accesses shall be soils only. No broken concrete stones, bricks, tile, wood, or other rubble will be allowed. Driveways to be used as home drives shall be surfaced with 2" of Class A crushed rock.

**Pipe:** The County Engineer or representative will determine size and length of pipe required at the time of application review. Acceptable pipe materials are new corrugated metal pipe, which must be purchased from the County Engineers office, and reinforced concrete pipe, which meets the standard specifications of the Iowa DOT. Placement of the pipe is to be at the toe of the back slope.

**Cost:** Owner assumes all costs associated with the installation or reconstruction of a field entrance or driveway.

**Maintenance:** County will assume maintenance of the drainage structure, upon inspections and acceptance as dated on this permit. Owner assumes maintenance of the surface. County will return surface of entrance or drive to original condition, in the event of pipe maintenance. County will not rock beyond roadway shoulder line. Do not place sprinkler systems in the County right-of-way.

## PROFILE PARALLEL TO ROADWAY



**Surface Paving:** The owner is to call the Engineer's Office for inspection of culvert pipe two weeks prior to placing hard surface. The County will not replace or maintain paved surface for any reason.

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

Date: 03/27/2025 Weekly Agenda Date: 04/01/2025

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

**WORDING FOR AGENDA ITEM:**

Consideration of adding a Mechanic Foreman to the Secondary Road Staff

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

Secondary Roads needs a mechanic to get its outside labor and parts costs to a reasonable costs.

**BACKGROUND:**

As of the end of February, Secondary Roads has spent \$158,743.85 on outside labor to repair the Departments essential equipment. The parts in those repairs as of the end of February are at \$247,276.25. That puts those items 198% and 124% over budget in this fiscal year. In the last fiscal year, outside labor totaled was \$222,600.70 and parts totaled \$354,035.87.

**FINANCIAL IMPACT:**

None. Currently, Secondary Roads has an engineering technician position available. This position would be delayed and the Mechanic Foreman position would be in replacement.

**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 the Board to approve the Mechanic Foreman position

**ACTION REQUIRED / PROPOSED MOTION:**

Motion for the Board Chair to approve the new Mechanic Foreman position and direct Secondary Roads to initiate the advertising for this position

**WOODBURY COUNTY  
JOB DESCRIPTION**

**Name:** \_\_\_\_\_  
**Title:** Secondary Roads Mechanic Foreman  
**Effective Date:** March 2025

**Department:**  
**FLSA Designation:**  
**Reports to:**

**County Secondary Roads  
Exempt  
County Engineer**

---

**Purpose:**

Responsible and accountable for the safe, efficient and effective use, general maintenance, and significant repair of County Secondary Roads Equipment under the direct authority of the County Engineer and/or Assistant to the County Engineer/Engineering and Operations.

**Essential Functions and Responsibilities:**

**The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Responsible for the direction, control, and organization of all road equipment within the Department
- Coordinates equipment maintenance workflow and assigns all work within scope of responsibility
- Coordinates with District Foremen the utilization of personnel and equipment for equipment repairs
- Responsible for training of new employees on equipment maintenance and repairs
- Responsible for keeping accurate records of repair of equipment, tools, and buildings to provide input for improving services, specifications, and purchasing of supplies
- Employee is required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours
- Supervise and coordinate the activities of Secondary Road equipment to ensure efficient workflow; monitor work quality and ensure adherence to maintain a healthy equipment fleet
- Manage equipment repair timelines, ensuring that all tasks are completed on schedule and within quality expectations
- Lead regular equipment fleet meetings to discuss progress, address challenges, and promote open communication among staff; implement process improvement initiatives to enhance productivity
- Collaborate with County Engineer and District Foreman to align equipment operations with Secondary Road goals
- Diagnose equipment malfunctions to determine if parts or systems are worn, broken, improperly adjusted and need to be repaired or replaced; uses technical manuals to determine tolerances, assemblies and related standards
- Uses shop tools and equipment including but not exclusive of drills, grinders, micrometers, reamers, realignment, and grinding machines to make necessary repairs to valves, gears, inserts, pistons, pumps, generators, alternators, injectors, brakes, steering, suspension, radiators, tires, transmissions and related parts and systems
- Uses welder and cutting torch to modify equipment and fabricate parts; work on truck bodies; installs lights, radios, mirrors and related parts; repairs and replaces jacks, pumps, cylinders, chainsaws and related power-driven equipment owned and operated by Woodbury County
- Supervises the Secondary Road employees to ensure the proper servicing and repair of County vehicles and equipment, including the use of hand and mechanical tools
- Provides technical assistance to motor grader and equipment operators on operating, servicing, repairing, and preventative maintenance on their assigned equipment
- Using GPS program to maintain GPS sensors and modems installed on County equipment, coordinating any GPS issues with County's GPS vendor
- Maintains County equipment records; maintaining supplies and inventory for the Secondary Road Department; maintaining purchase orders, job materials supplies, parts pickup and delivery, SDS sheets for each shop
- Assists the County Engineer and District Foreman in preparing specifications for new equipment
- Responsible for ensuring all staff are using appropriate personal protective equipment, following proper procedures, and performing equipment repairs and maintenance tasks in a safe manner
- Operates all equipment and vehicles and hauls equipment including, but not limited to automobiles, pickups, single and tandem axle dump trucks, bulldozers, end loaders, excavators, motor graders, tractors, skid steers and mowers; some of which may be equipped with snow removal equipment
- Responsible for employee training and supervision of safety activities and operation of equipment
- Responsible for evaluations of equipment operators/employees for that district equipment operations
- Responsible for safety training and films for all Secondary Road equipment
- Under the direction of the County Engineer or designee, performs a variety of duties involving public relation and information duties with the public especially the traveling public, vendor mechanics and vendors

**Non- Essential Functions and Responsibilities:**

- Performs various other duties relating to scope of responsibility as assigned by County Engineer, Assistant to the County Engineer, and District Foreman

**Minimum Education and Experience Required to Perform Essential Functions:**

- Knowledge of heavy construction and maintenance equipment
- The ability to maintain effective working relationships with fellow employees, department staff and the public
- Ability to read and follow oral and written instructions both in repair work
- Able to work independently and supervise Secondary Roads employees with general equipment maintenance

**County Secondary Roads Mechanic Foreman Position Description 2025**

- Basic mathematics (addition, subtraction, multiplication, and division) in making cost estimates, keeping inventory, ordering parts and tracking maintenance costs
- Ability to understand and follow oral and written instructions to communicate these instructions to foremen and other county employees; ability to establish and maintain effective working relationships with employees
- Ideal candidate will possess a blend of technical expertise and leadership skills to drive operational success and foster a collaborative work atmosphere
- Possess effective leadership skills to effectively plan, assign, supervise and direct the work of others
- Ability to effectively utilize basic computer functions such as (Microsoft Office, web-based applications) and other programs as needed
- Must possess basic computer and general office equipment knowledge
- Ability to determine priorities and schedule and assign work to meet departmental objectives
- Knowledge and ability to interpret and enforce OSHA requirements and internal safety policies and procedures
- Knowledge of appropriate uses of various light and heavy equipment including, but not limited to motor grader, heavy truck, back-hoe, end-loader, scraper, snow removal equipment, skid steer, and bulldozer
- Ability to maintain accurate records for personnel functions, inventory and equipment
- Ability to meet stressful project deadlines and make abrupt changes in priorities
- Ability to establish and maintain effective work relationships using tact and courtesy with all levels of elected officials, employees, agencies, members of the public, outside contractors, Department of Transportation, and vendors
- Must possess effective communication skills including written, verbal and listening skills
- Must have the ability to use independent judgment and work under pressure, to work independently without direct supervision and must be capable of taking initiative in resolving problems and completing projects
- Must have the ability to follow oral and written instructions in detail, with accuracy
- Knowledge of State and County requirements for the maintenance, repair and upkeep of Secondary Roads equipment
- Knowledge of all types of heavy equipment and tools used in roads maintenance and applications to specific problems
- Knowledge of all safety practices and regulations relative to scope of responsibility
- Knowledge of the principles of supervision and effective human relations
- Ability to effectively communicate with others
- Ability to compute and effectively prepare a variety of equipment operating reports and forecasts
- Knowledge of computer applications for communication, inventory, and cost reporting
- Ability and knowledge in interpretation of blueprints, cross-sections, and various road or road structure specifications
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment
- High school diploma or equivalent with a Technical Degree in diesel mechanics and five years supervisory or management experience or equivalent experience in mechanics in lieu of a technical degree
- Must maintain an Iowa Commercial Driver's License (CDL Class A), with air brakes and tractor trailer certification

#### **Mental and Physical Competencies Required to Perform Essential Functions:**

##### **Language Ability**

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, equipment manuals, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English.

##### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

##### **Behavior Skills**

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices. Attendance is required.

##### **Cognitive Demands**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the public by means of clearly spoken English.

**Equipment Used**

Computer for data entry, spreadsheets and word processing, calculator, copier/scanner, possess knowledge of general office equipment and procedures. Possess knowledge of anything relating to County Systems such as time entry. Use of programs for equipment diagnostics.

**Physical Demands**

Typical environment involving crouching, crawling, stooping, pushing, pulling, sitting, walking, bending, lifting and carrying objects and negligible amount of force frequently or constantly to move objects 50-100 pounds. Extensions use of hands, fingers, legs, arms, in grasping objects and driving equipment. Climbs ladders and equipment to do necessary operations and repair work. Climbs into cabs of various equipment (trucks, motor graders, excavators, dozers, end loaders, tractors, mowers, etc.). Adequate eye, hand and foot coordination to safely perform the job functions. Ability to work outside and subject to temperature and climatic extremes. Field repair work is also subject to a variety of potentially dangerous conditions during the construction season, snow and ice removal during the winter, working around moving traffic, and construction equipment. Preparing and analyzing written data and to determining the accuracy and thoroughness of work. Hearing and observing general surrounds and activities of the equipment and exchanging ideas by means of the spoken word in clearly spoken English. Attendance required.

**Environmental Adaptability**

Work is performed in all environments and has exposure to all environmental issues. The employee is subject to adverse environmental conditions.

**Special Requirements**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Possession of an appropriate valid driver's license and insurance. Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment. The use of clearly spoken English for the skills and purposes of this job. Mechanic Foreman needs to live within 30 minutes of a shed. This position is subject to random drug and alcohol testing.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I understand my attendance is required. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee's Signature

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Date

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Department Head

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Date

**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.

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

Date: 03/27/2025 Weekly Agenda Date: 04/01/2025

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

**WORDING FOR AGENDA ITEM:**

Consider award of bid for project number BRS-C097(151)--60-97 and approve resolution to direct county engineer to sign contract and bond

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☒

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

**EXECUTIVE SUMMARY:**

The county received bids through Iowa DOT for a bridge replacement on County Route D12/110th St. over Muddy Creek, 0.8 miles east of Eastland Ave. in section 8 T89N R45W

**BACKGROUND:**

Woodbury County prepared plans for a bridge replacement on D 12. Bids were received through the Iowa DOT letting process and a recommendation is made for award.

**FINANCIAL IMPACT:**

The project is funded by federal aid 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 award the bid for project BRS-C097(151)--60-97 to the low bidder and approve the resolution directing the county engineer to sign the contracts once proper paperwork is presented by the contractor.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion that the board award the bid for project BRS-C097(151)--60-97 to the low bidder and approve the resolution directing the county engineer to sign the contracts once a signed contract and bond are returned by the contractor for signature.

BID AWARD AND DESIGNATION AND AUTHORIZATION OF COUNTY  
ENGINEER FOR ELECTRONIC SIGNATURE OF  
CONTRACT AND BOND

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

**WHEREAS**, the Board of Supervisors has received bids for the project captioned herein, and,

**WHEREAS**, the board has considered the bids and concurs with the Iowa DOT and the County Engineer's recommendation to award the contract to the lowest responsible bidder, and:

**WHEREAS**, time is of the essence in locking in material prices in a rapidly changing cost environment currently being experienced by contractors and road agencies across the state, the Board is directing the County Engineer to electronically sign the contracts and bonds for the following project upon presentation of completed documents meeting contract requirements for the following project:

**BRS-C097(151)--60-97**

**Bridge Replacement on County Route D12/110th St. over Muddy Creek, 0.8 miles  
east of Eastland Ave. in section 8 T89N R45W**

**NOW, THEREFORE, BE IT RESOLVED** by the Woodbury County Board of Supervisors hereby awards the bid and directs the County Engineer is directed to electronically sign the contracts and bonds for the above captioned project upon presentation of final contract documents.

**Passed and approved this 1<sup>st</sup> day of April, 2025.**

\_\_\_\_\_  
Daniel A. Bittinger II, Chairperson  
Woodbury County Board of Supervisors

**Attest:**

\_\_\_\_\_  
Michelle Skaff  
Woodbury County Auditor

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

Date: \_\_\_\_\_ Weekly Agenda Date: \_\_\_\_\_

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** \_\_\_\_\_

**WORDING FOR AGENDA ITEM:**

**ACTION REQUIRED:**

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☐

Public Hearing ☐

Other: Informational ☐

Attachments ☐

**EXECUTIVE SUMMARY:**

**BACKGROUND:**

**FINANCIAL IMPACT:**

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

Yes ☐ No ☐

**RECOMMENDATION:**

**ACTION REQUIRED / PROPOSED MOTION:**