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Worth county activity is based upon the philosophy of believing that it is our duty to the United States of America and to the State of Iowa to love it; to support its constitution; to obey its laws; to respect its flag and to defend it against all enemies!

### ***PREAMBLE***

We the people of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense blessings of liberty to ourselves and our posterity, do ordain and establish this constitution for the United States of America.

### ***PREAMBLE***

We the people of the state of Iowa, grateful to the Supreme Being for the blessings hitherto enjoyed, and felling our dependence on him for a continuation of those blessings, do ordain and establish a free and independent government by the name of the State of Iowa.

### ***THE PLEDGE OF ALLEGIANCE***

I pledge allegiance to the flag of the United States of America and to the republic for which it stands; one nation under god, indivisible, with liberty and justice for all.

### ***THE AMERICAN'S CREED***

I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed; democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable; established upon those principles sacrificed their lives and fortunes.

### ***COUNTY GOVERNMENT***

***BIG ENOUGH TO DO THE JOB, SMALL ENOUGH TO CARE***

**WORTH COUNTY CENSUS**

<b>TOWNSHIPS</b>	<b>FED 2010</b>	<b>FED 2000</b>	<b>FED 1990</b>	<b>FED 1980</b>	<b>FED 1970</b>	<b>FED 1960</b>
BARTON TOWNSHIP.....	188	205	213	285	334	442
BRISTOL TOWNSHIP.....	249	282	277	303	358	391
BROOKFIELD TOWNSHIP.....	235	282	266	347	379	489
DANVILLE TOWNSHIP.....	122	349	282	309	382	469
DEER CREEK TOWNSHIP...	180	189	183	262	272	381
FERTILE TOWNSHIP.....	437	242	384	408	427	541
GROVE TOWNSHIP.....	211	177	202	255	261	307
HARTLAND TOWNSHIP.....	262	239	277	311	318	438
KENSETT TOWNSHIP.....	207	226	218	298	324	394
LINCOLN TOWNSHIP.....	346	380	403	465	466	626
SILVER LAKE TOWNSHIP...	211	210	244	324	387	502
UNION TOWNSHIP.....	302	346	348	396	440	494
<b>RURAL TOTAL.....</b>	<b>2950</b>	<b>3,127</b>	<b>3,302</b>	<b>3,963</b>	<b>4,348</b>	<b>5,574</b>
<b>CITIES</b>						
NORTHWOOD.....	1,989	2,050	1,940	2,193	1,950	1,768
MANLY.....	1,323	1,342	1,349	1,496	1,294	1,425
KENSETT.....	266	280	298	360	361	409
GRAFTON.....	252	290	282	255	254	273
HANLONTOWN.....	226	229	193	213	182	193
FERTILE.....	370	360	382	372	394	386
JOICE.....	222	231	245	223	201	231
<b>CITY TOTALS.....</b>	<b>4,648</b>	<b>4,782</b>	<b>4,689</b>	<b>5,112</b>	<b>4,636</b>	<b>4,685</b>
<b>TOTAL FOR COUNTY...</b>	<b>7,598</b>	<b>7,909</b>	<b>7,991</b>	<b>9,075</b>	<b>8,984</b>	<b>10,259</b>
<b>STATE OF IOWA...</b>	<b>3,046,355</b>	<b>2,926,324</b>	<b>2,776,775</b>	<b>2,913,808</b>	<b>2,825,368</b>	<b>2,757,537</b>

**AREA**

WORTH COUNTY - 408 SQUARE MILES; 261,120 ACRES  
 STATE OF IOWA - 55,986 SQUARE MILES; 35,831,040 MILES

## ***WORTH COUNTY***

Worth county was established in 1851; became organized as an effective entity in 1858; and was named in honor of major general William J. Worth, who served in the Mexican War. Worth county is situated in the northern tier of counties within north central Iowa. It is bounded by Winnebago on the west; by Mitchell County on the east; by Cerro Gordo County on the south, and by Freeborn County, Minnesota on the north. It is comprised of congressional townships 98, 99, and 100 north of ranges 19, 20, 21 and 22 West. The townships along the northern border are fractional, so that the extent from north to south is only seventeen (17) miles, the extent from east to west is twenty-four (24) miles.

### ***GENERAL RULES AND INFORMATION***

County offices are open from 8:00 a.m. to 4:00 p.m., Monday through Friday and are closed Saturdays and holidays.

### ***SUPERVISORS MEETINGS***

The board of supervisors is required by law to hold their first meeting of each year on the second day in January, which is not a Saturday, Sunday or holiday, and shall hold all subsequent meetings of the year as scheduled by the board.

In addition to the above, the board meets in adjourned session each Monday if not a holiday, and whenever a special meeting is necessary for the purpose of transacting business.

An agenda is posted in the courthouse hallway and entryway each week listing the business items that will be acted upon at the following session.

### ***PAYMENT OF CLAIMS***

All claims against the county shall be allowed for approval of payment on the 2nd and 4th Monday of each month, and the claims that are to be considered for payment must be within and on file in the auditor's office by 4:00 p.m. the Tuesday preceding the approval day. Each claim must be itemized on forms furnished by the county. Each officer or department head, who submits a claim for payment must sign or initial that claim before board approval will be given.

### ***VITAL STATISTICS***

All marriage records, birth records, and death records are filed in the office of the recorder. Dissolutions are filed in the office of the clerk of the district court. The fees (set by the state) for marriage licenses are \$35.00, and a certified copy of birth, marriage, and death records are \$20.00.

## ***LICENSES***

All motor vehicles must be registered with the county treasurer of their respective counties and are due the first of month following birthday month and delinquent the following month. Penalty of 5 percent of license fee per month, minimum of \$5.00 attaches, and an additional 5 percent for each succeeding month until license is paid.

Motor vehicle fees retained by county: 2.6% of all registration fees, 40% of fee for each duplicate certificate of title, 20% of fee for each title issued and 6% for each lien recorded.

Three percent is used for maintenance of the motor vehicle department. One percent is retained by the state motor vehicle department as a reimbursement fund from which to make refunds.

The remainder of all motor vehicle receipts by the state treasurer is for the benefit of the road use tax fund.

Transfer of sale must be made within 30 days. A title penalty of \$10.00 is attached after that time.

Hunting and fishing licenses are issued by the county recorder.

Resident licenses: 7-day fishing \$13.50, season fishing \$19.00, hunting \$19.00, lifetime fishing \$52.50, lifetime hunting \$52.50.

Non-resident licenses: 7-day fishing \$32.00, season fishing \$41.00, hunting \$112.00.

Under 18 \$32.00.

Resident fur harvester - 16 or over \$22.50, under 16 - \$7.50.

Non-resident fur harvester - \$202.00.

Habitat stamp \$13.00, duck stamp \$10.00, trout stamp \$12.50. Deer and turkey hunting license and landowner-tenant deer license can also be obtained from recorder's office.

Owners are required to register their boats and snowmobiles, ATVS, and ORVS with the county recorder. Registration shall be in the county in which the owner lives. Snowmobiles, ATVS, and ORVS require annual registration and boats every 3 years.

Boat license - varies according to type and length of boat.

ATVS, ORVS, and snowmobile license expire December 31 of every year. Snowmobiles and ATVS, and ORVS are also titled as well as registered. Titles are \$11.50 and renewal registrations are \$17.75.

## ***COUNTY BOARD OF REVIEW***

The board of review shall be in session from May 1 to 31, both inclusive, each year and shall hold as many meetings as are necessary to discharge its duties. Said board shall return all books, records and papers to the assessor. If it has not completed its work prior to May 31, the department of review may authorize the board of review to continue in session for such period as is necessary to complete its work, but in no event shall the department of revenue approve a continuance extending beyond July 15.

Petitions to the board, in protest of their valuation shall be filed April 16th through May 5th. Reasons for protest must be confined to grounds as described in section 441.37 code of Iowa. A taxpayer who does not file a written petition complying with the above conditions, has waived the right to appeal to district court.

### **THE BOARD OF SUPERVISORS HAS NO AUTHORITY TO EQUALIZE ASSESSMENTS**

The director of revenue on or about August 15, 1977, and every two years, thereafter, shall

order the equalization of the levels of assessment of each class of property in the several assessing jurisdictions by adding to or deducting from the valuation of each class of property.

## ***TAXES***

Taxes become due July 1st and are payable in two installments-the first installment is delinquent October 1st and the second installment is delinquent April 1st. One percent per month penalty attaches on delinquent taxes.

## ***TAX SALE***

All real estate on which taxes have not been fully paid is advertised in May and sold at the annual tax sale on the third Monday in June. Prior to tax sale, an advertising fee of four dollars attaches to each descriptions; if sold three dollars for each certificate is added. Owners of property sold for taxes must redeem same within three years from date of sale and within one year from date of scavenger sale in order to prevent the certificate holder from acquiring a tax deed to the property. Redemptions are made at the treasurer's office. A fee of \$3.00 is charged to issuing such redemption certificate. Any person seeking to redeem real estate from tax purchase must show ownership by virtue of law or in equity. Notice of the right to redeem a tax certificate must be given ninety days before a tax deed can be issued.

For redemption under tax sale, four percent is added to the sum paid by the tax purchaser and all subsequent taxes paid by him under the sale. Also nine percent interest from time of payment until redeemed.

Property which has been previously advertised and offered for two years or more and remained unsold for want of bidders is sold at "scavenger sale" and purchased by the "public bidder" unless someone bids the total amount of delinquent taxes, interest, penalty and costs.

## ***TAX CREDITS & EXEMPTIONS***

Homestead tax credits: every home owner in the state of Iowa, who resides upon his homestead July 1st of the year, is entitled to a homestead tax credit on his taxes.

The amount of credit to which he is entitled depends upon the value of his homestead and dollars per thousand of credit allowed by the Iowa state tax commission.

No home owner can receive credit on his taxes on any value in excess of \$4,850. The Iowa state tax commission will refund the maximum valuation allowed multiplied by the dollars per thousand tax levy.

Under this law, a home owner is:

1. One who holds fee simple to the homestead.
2. A person occupying a homestead as a surviving spouse.
3. A person occupying property under contract purchase, if contract has been put on record in the office of the county recorder.
4. A person occupying a homestead under deed, which conveys a divided interest to other blood relatives or legally adopted children.

Under this homestead tax credit law; a dwelling house is defined as any building which is occupied wholly or in part by the owner as a home.

In rural districts, homesteads are now governed by the same rules that are applied to city dwellings.

A homestead may contain one or more continuous lots or tracts of ground with buildings upon it which is used in good faith as a homestead.

Effective January 1, 1983: provides for one time filing of homestead claim with your assessor. Applicant is required to notify the assessor in writing if the property is conveyed to another person or is no longer used by the applicant as a homestead. Failure to notify the assessor may result in the imposition of a civil penalty equal to one-half of a disallowed credit. If new application, it must be filed with your assessor on or before July 1 of calendar year. Deed or contract must be on record. This application is for taxes payable in the succeeding year.

Agricultural land tax credit: the agricultural land tax credit law provide for a refund of tax on each tract of agricultural land in a school district in which the general school fund rate of tax exceeds \$5.40 per thousand valuation. This credit is granted automatically, but since the appropriation from the state received for this purpose is inadequate to meet the amount of refund due, a proportionate amount is refunded. The computation shall be based upon the taxable value of the school district for the previous year, together with the budget for school district for the previous year. Agricultural land is defined as a tract of land of ten acres or more used in good faith for agricultural or horticultural purposes.

Military service exemptions: any veteran honorably discharged from the military service in the armed forces of the United States is eligible for the following exemption from taxation based upon valuation:

1. \$2,778 of assessed value for participation in World War I and must have been on active duty from April 6, 1917 to November 11, 1918.
2. \$1,852 of assessed value for participation in the Korean conflict and must have been on active duty between June 25, 1950 to January 31, 1955; both dates inclusive.
3. \$1,852 of assessed value for participation in the Viet Nam conflict and must have been on active duty between August 5, 1964 to June 30, 1973; both dates inclusive.

The property, to the same extent, of the wife of any veteran, in the event the husband does not otherwise claim such exemption as above provided, also the property to the same extent of the widow, remaining unmarried, or minor child or children of any of the persons entitled to exemptions, except that no more than one exemption shall be allowed in the name of any one veteran.

The above exemptions are to be made from any property and the exemption is to be allowed during the time such persons remain the owners of the property upon which exemption is granted, and such owner or owners shall be domiciled within the state of Iowa.

Effective January 1, 1983; provides for the one time filing of military claim with your assessor. Applicant is required to notify the assessor in writing, if property is conveyed to another person. Failure to notify the assessor may result in the imposition of a civil penalty equal to one-half of a disallowed credit. If new application, it must be filed with your assessor on or before July 1 of calendar years. Honorable discharge papers must be presented with first application. Applicant must be a resident of Iowa on or before July 1st of year in which exemption is claimed.

### ***TAX RELIEF FOR THE ELDERLY AND DISABLED***

Every resident of Iowa who was sixty-five (65) years of age or older on December 31, of the preceding year, or who is totally disabled, or the surviving spouse 55 years of age or older, and whose total household income is under \$12,000 is eligible to file a claim provided the claimant owned or rented his homestead in Iowa during the preceding calendar year. Filing instructions and forms can be obtained from the county treasurer or county assessor's office. All claims must be filed with your county treasurer by July 1st.

**BOARD OF SUPERVISORS**  
**324-3630**

Merlin Bartz, First District  
Term expires December 31, 2018; Population 2,526  
Precincts: Worth 1-1 and Worth 1-2

Mark Smeby, Second District  
Term expires December 31, 2020, Population 2,545 Precincts: Worth 2-1, Worth 2-2; Worth 2-3; Worth 2-4

Ken Abrams, Third District  
Term expires December 31, 2018, Population 2,527  
Precincts: Worth 3-1

Term: Four (4) Years; Bond: \$20,000.00

The Board of Supervisors is the Legislative body of the County, Consisting of three members, two serving a four year term concurrent with election In Gubernatorial Year; one serving term of four years running concurrent with Presidential elections.

The following are some of their important powers and duties:

- Approves appointments of county officials' assistants and of county officials
- Approves reports of county officials
- Establishes and vacates public highways.
- Allows claims against the county and orders same paid.
- Levies taxes to raise revenue for county purposes.
- Fills vacancies in county offices, except members of its own body and Clerk of Court.
- Appoints county engineer and approves his assistants.
- Constitutes a drainage board (as trustee) for the various drainage districts in the county.
- Makes official canvass of the voters of the county at all primary, general, school, cities and special elections held by the commissioner of elections.
- Approves all cigarette, beer and county license applications for permits outside cities and towns and makes recommendations for liquor licenses.
- Vacancies on the board of supervisors are filled by appointment by the county auditor, county recorder, and the county treasurer.
- Allows or disallows homestead credit claims and military service exemption claims.
- Refunds taxes on property erroneously assessed.
- Appoints boards and commissions.
- Supervises construction and maintenance of secondary road system.



**COUNTY AUDITOR AND COUNTY COMMISSIONER  
OF ELECTIONS  
324-2316**

Auditor and Commissioner of Elections- Jacki A. Backhaus  
Term: Expires December 31, 2020; Bond: \$20,000.00  
Deputy Auditor – Laurie A. Olsen  
Clerk – Shellie Johanns, Dedra Harris

The duties of the county auditor are of a widely different nature. The auditor is responsible for management and administration of three important positions, namely:

**COUNTY AUDITOR**

- Prepares the county budget and coordinates the preparation of 12 more budgets
- (7 cities, 2 schools, assessor and extension)
- Issues payroll to over 80 employees semi-monthly
- Files and records all claims against the county and issues warrants
- Submits withholding reports to proper agencies (monthly, quarterly and annually)
- Levy all taxes - city, school, assessor, extension, township and county
- Prepare tax list for the county treasurer - (enter tax values from the assessor's book - after budgets have been certified by the state, figure individual taxes on all property)
- Compiles and computes all tax credits (homestead, military, agricultural land) and makes reports on same to the state and local officials
- Compiles and prepares the county annual financial report
- Custodian of official bonds of all county officials, except those of supervisors and the auditor
- Keeps a record of highways established and vacated
- Keeps plat books showing names and owners of township land and city lots in the county - also cards with legal description. Enters all real estate deeds in the plat and transfer books
- Keeps records and accounts of county patients at state hospitals and area centers
- Keeps and records bonds and reports of county officers, township clerk and trustees
- Approves liquor and beer applications and issues cigarette permits to applicants outside of cities
- Issues auctioneer's license
- Maintains records of revenue received and disbursements made from all county funds
- Maintains federal revenue sharing records and submits report
- Receives state directive to adjust valuations on approximately 5,000 parcels
- Assesses property omitted by assessor and the county board of review
- In the event of vacancy in board of supervisors, auditor serves with recorder and treasurer in appointing successor

**CLERK TO BOARD OF SUPERVISORS**

- Keeps the minutes and prepares all publications and legal notices
- Presents proposed budgets to the board of supervisors; when approved, transmit information to state and local authorities
- Maintain records of 79 drainage districts and spread assessments when necessary and certifies the district for drainage assessments to the treasurer for collection

- Prepares the agendas for weekly board of supervisors meetings

### ***COUNTY COMMISSIONER OF ELECTIONS***

- Supervises and conducts all primary, general and special elections in 7 cities, 2 schools, county, state and federal contests.
- Maintains and updates voter registration lists
- Instructs election officials prior to primary and general elections at a school of instruction prior to elections
- Tabulate votes as they are returned to the office on election night and make total available to news media, etc.
- Acts as clerk of the official canvas of all elections and certify results to secretary of state and local entities
- Supervises all printing and delivering to election boards of all official election ballots and custodian of ballots and poll books returned from numerous voting precincts

### ***COUNTY TREASURER (324-2942)***

Treasurer – Jake Hanson

Term: Expires December 31, 2018; Bond: \$50,000.00

Deputy Treasurer – Kimberly Anderson

Deputy Treasurer – Stephanie Hengesteg

Deputy Treasurer – Amy Jorgensen

The county treasurer in the state of Iowa is a position with two entirely different areas of responsibility. Although the position is called county treasurer, he is also county director of motor vehicles.

- Custodian of all county funds
- Collects all property taxes for the county, state, schools, townships, cities, area schools, agricultural extension districts and special districts
- Collects special assessments for cities, drainage assessments and other special district assessments
- Remits checks each month on all monies collected for other taxing bodies
- Assesses omitted real estate property missed by the county assessor, county auditor and the county board of review
- Keeps a record of suspended tax, tax sale proceedings delinquent tax, special assessments, all other tax liens, and indexes same on current tax records
- Certifies to the state, apportions and adjusts the amount of money received for livestock, personal property, agricultural land replacement, homestead credits and military tax replacement claims.
- Publishes a delinquent real estate and special assessments tax list each year.
- Conducts the annual tax and public bidder sale of delinquent real estate each year, selling the same for delinquent tax, penalty and costs
- Implements the tax sale redemption action and issues treasurer's tax and deeds on tax and public bidder sale properties
- Reports and remits any taxes or collections for the state of Iowa each month

- Apportions property tax collected for all taxing bodies to their appropriate funds and semi-annually apportioning fines to the school fund on receipt of the report from the county auditor
- Receives and maintains a file of annual reports, affidavits of depository banks and elected board members of all school bases in the county.
- Makes a semi-annual report for publication of the amount of receipts and disbursements, the nature of receipts and disbursements, and files a copy with the county auditor.
- Makes a semi-annual settlement with the board of supervisors by having them count the cash in office, verify checking accounts and investments, and comparing his general ledger with the county auditor to verify balances
- Issues receipts for all funds collected, posts them to proper funds according to the amount of money collected and the source
- Pays all county warrants issued by the county auditor for payment of county obligations
- Reports to the county supervisors each month all receipts and disbursements
- Prepares his own office budget and submits it to the county auditor and board of supervisors for approval
- Furnishes property tax and rent relief claim forms, provided information needed in their preparation and helps to prepare them
- Assists in filling out and computing elderly credit forms for the disabled and elderly
- In event of vacancy in board of supervisors, treasurer serves with auditor and recorder in appointing successor

### ***MOTOR VEHICLE DEPARTMENT***

- Issues certificate of title on all motor vehicles and trailers that use the public highways and also receives applications, holds for five days and issues duplicate titles.
- notes all security interests on certificate of titles issued after application is received and releases all security interests on certificate of titles issued, after receipt of proper release forms.
- Collects fees and issues registrations (licenses), and duplicate registrations on motor vehicles owned by residents in his county and collects use tax on every vehicle titled in his office where money exchanges hands.
- Collects the semi-annual tax on mobile homes, and advertises for same. Daily report of motor vehicle titles, registrations, and all security interests, additional fees, duplicate registrations, duplicate plates, duplicate titles, and penalties issued during month and remits money to the state after deducting the county's share.
- Daily report of use tax collected. Makes monthly report to state of use tax collected, remits the money, after deducting the county's share.

### ***DRIVERS LICENSE***

Issue driver licenses, ID cards, and handicapped permits. The county receives \$3.75 per issuance. The balance is sent to the state dot at the end of each month.

**COUNTY RECORDER**  
**324-2734**

Recorder – Teresa Olson

Term: Expires December 31, 2018; Bond: \$20,000.00

Deputy Recorder – Jolene Hickle

Clerk – Callie Carlson

The duties of the county recorder are as follows:

- Records at length all instruments presented for the record, consisting of deeds, mortgages, contracts, assignments, releases, affidavits, power of attorney, land plats and military discharges
- Records corporation records, federal and state tax liens, bills of sale, partition fence agreements, land drainage records, livestock brands, farm names, condemnations, leases, pre-nuptial agreements, transfer fees paid to treasurer for auditor
- Files and indexes trade names, partnership agreements and personal property mortgages under the uniform commercial code
- Furnish certified copies of records on request
- Issues documentary stamp for real estate transfers
- Issues registrations for boats and snowmobiles and maintains records.
- Issues all hunting, fishing, trapping, licenses and maintains records.
- In the event of vacancy in board of supervisors, recorder serves with auditor and treasurer in appointing successor.
- Shall attest all releases and assignments.
- Shall, on request, furnish certified copies of instruments of record in the office.
- Issues and record state of Iowa real estate revenue stamps and makes monthly report to the Iowa department of revenue for same, which must be affixed to all deeds with consideration of \$500.00.
- In conjunction with the county auditor and clerk of court, draws grand jurors, petit jurors and talisman jurors.
- The recorder is required to see that all conveyances of property are accompanied by real estate transfer declaration of value forms which are completed in part by the recorder and then passed on to the assessor for additional information before being turned in to the Iowa department of revenue, property tax division.
- Shall report quarterly to the board of supervisors all fees collected and make quarterly settlement of same, paying to the county treasurer all fees collected.
- Shall collect real estate transfer fees on all instruments requiring them and pay same to the county treasurer at the end of each quarter.
- Maintain a fee book showing all fees collected for the general county fund.
- Custodian of marriage, birth, death, adoption records
- Issues and record marriage licenses.

***COUNTY ATTORNEY***  
***324-1291***

Attorney – Jeffrey Greve

Term: Expires December 31, 2018; Bond: \$20,000.00

Clerk – Pam Anderson

The county attorney is the chief law enforcement official for the county. He shall be qualified elector of the county and must be admitted to the practices of law in the courts of this state. The office of county attorney is different from other county officers in that it is created by the constitution of the state, while others are created by the legislature.

The duties of the county attorney include:

- Enforce state laws and county ordinances, the violations of which occur in the county
- Appear for the state and the county in all cases and proceedings in the courts of the county to which the state or the county is a party, except cases brought on change of venue from Another county, and appear in the appellate courts in all cases in which the county is a party
- Enforce all forfeited bonds and prosecute all proceedings necessary for the recovery of debts and other monies accruing to the state or to the county or to a school district in the county
- Commence, prosecute and defend all actions and proceedings in, which a county officer, in the officer's official capacity, or the county is interested, or a party
- Give advice or a written opinion to the board of supervisors, other county officers, school and township officers
- Recover military property; hear and decide objections to nominations; assist in the prosecution of violations of state laws when requested by the state department concerned
- Carry out duties relating to the hospitalization of persons for mental illness, and relating to the care, guidance and control of juveniles
- Conduct legal proceedings relating to condemnation of private property
- Prosecute complaints to establish paternity and compel support for children

***COUNTY SHERIFF***  
***324-2481***  
***1-800-458-1234***

Sheriff- Dan Fank

Term: Expires December 31, 2020; Bond: \$20,000.00

Deputy – Jesse Luther

Deputy – Andy Grunhovd

Deputy – Shayne Hoch

Deputy – John Smith

Deputy – Chad Wurtzel

Deputy – Zachary Schrupp

Northwood Deputy – Dennis Paulson

Northwood Deputy – Bryon Olson

Northwood Deputy – David Reyerson  
Northwood Deputy – Kevin Knudson

The sheriff is the principal peace officer of the county. Some of the general duties of the sheriff include investigations of all complaints, crimes, missing persons, homicides and suicides. He makes arrests, books, searches, fingerprints, and photographs all suspected criminals; makes search warrants investigations; controls civil disturbances, serves warrants, original notices writs, subpoenas, orders and general execution, recovers stolen vehicles and property; makes arson investigations, makes security checks of vacant building and testifies in court, bringing prisoners and records as required. The sheriff summons petit and grand jurors to all the county's court cases. He conducts twenty-four hour road and park patrol, assisting motorists, operating radar periodically, and issuing citations for all traffic violations. He also investigates and makes disposition of abandoned vehicles and animals loose on the highways. Escorting oversized vehicles, caravans, pedestrians, bicycles, and motor vehicles for charity promotions and funeral processions is another part of the sheriff's work. He delivers death messages, vital organs, and blood to hospitals, etc. When needed; transports convicts to the penitentiary and patients to the state hospital for the insane, and return fugitives from outside the state. As sheriff, he works with the FBI, all the branches of the United States Armed Forces, immigration, Civil Service Commission, DCI, the crime lab, and the state narcotic bureau, on all the different functions of the law, while always keeping radio communications open to surrounding counties, cities, state and the Iowa highway patrol; and furnishing assistance to other cities or law enforcement agencies when needed. The office of the sheriff also issues permits for explosives, concealed weapons; sorts and files county license holders, issues temporary duplicate licenses, and dispenses study material for license applicants; maintains files of criminal records, fingerprints and prisoners photographs; and also maintains individual daily activity records and monthly statistical reports of crimes, activities, working hours of personal, civil processes, jail population, costs of meals, etc. He, as a public servant, provides speakers whenever requested and receives tour groups to explain the facilities and equipment of this office and the jail and also the duties of the personnel under him.

The sheriff must see that the jail is maintained according to state guidelines and furnish food, clothing and all personal items to detainee while incarcerated.

The sheriff must call any person to his aid, and when necessary may summon the power of the county.

***COUNTY BOARD OF HEALTH  
THREE (3) YEAR TERM***

Dennis Bartz, Grafton	Expires 12/31/2019
Donna Rovang-Orton, Joice	Expires 12/31/2019
Scott Halbach, Northwood	Expires 12/31/2018
Stephanie Seemuth, M.D., Chairperson, Northwood	Expires 12/31/2017
Mark Smeby, Joice	Expires 12/31/2018

The local board of health is described in law in Iowa Code Chapter 137. It is described in rule in Iowa Administrative Code chapter 641.77. Law and rule define the structure, powers and duties of the local board of health. They have jurisdiction over public health matters within the county. County board members are appointed by the county board of supervisors. Each local board of health shall consist of at least five members. One of the members must be a physician licensed in the state of Iowa. They meet six (6) times a year, and at other times when it is deemed necessary. The Board of Health employs the public health administrator. The board of supervisors appoints the county board of health member.

## ***COUNTY PUBLIC HEALTH AGENCY***

**641-324-1741**

**1-800-765-1388**

Agency Administrator – Teresa Johnson

Back-up Administrator – Diane Myli

Finance Director – Kimberly Hennigar

Home Care Aide Director – Jessica Reyerson

Nurses - Shana Butler, Jill Schutz, Diane Myli, and Jessica Reyerson.

Home Care Aides – Edie Prazak, Tammy Patterson, Ashley Thompson, and Emily Eilertson

Transit Drivers – Edie Prazak, Laurie Springer, Jerry Bakken, Noelle Kramer and Jerry Hopperstad  
Certified as a Medicare provider.

Sanitarian – Chris Maiers, PeopleService

### **NURSES**

Public Health staff have special training to perform their job responsibilities. Education requirements are BSN, RN, LPN, and accounting. Licenses and continuing education are kept up to date. Staff are certified in CPR. Key responsibilities are listed below:

- Identify present and potential needs and resources related to the health of individuals, families and the community
- Shares in identifying present and potential needs and resources related to the agency's programs and the nurse's job responsibilities. Plans and helps provide comprehensive skilled nursing service to individuals and families in their homes under the supervision of a physician
- Help plan and participates in the development and operation of the public health agency
- Engage in surveys, studies and research
- Applies pertinent research findings
- Skilled nursing services provided in the home through 3<sup>rd</sup> party reimbursement or private pay
- Skilled nursing services provided in the office for monitoring of blood when on a blood thinner
- Skilled nursing to pregnant high risk moms
- Skilled nursing services provided in the jail and other community settings as needed
- Child and adult immunizations
- Audit school immunization records
- Preschool screenings
- Communicable Disease follow-up and investigation
- CPR training
- Care For Yourself program that assists women of low income in getting a mammogram and PAP test
- Prevention education in the schools and community to prevent substance abuse
- Prevention education in the schools on bullying
- Toe nail clinics in the office, surrounding communities, or in the home
- Emergency Preparedness activities and response
- Writing grants
- Running and dispatching the county transit buses through NIACOG
- Help plan and participate in community health programs

- Conduct community health needs assessment and health improvement plan
- Conduct quality improvement activities
- Submit reports to Iowa Department of Public Health

### **HOME CARE AIDES**

All of our Home Care Aides have the 75 hour Certified Nurse Assistance training with required annual trainings. Staff are certified in CPR. Key responsibilities are below:

- Provide personal care
- Provide light housekeeping
- Provide meal preparation
- Provide prescribed exercises
- Provide errands
- Provide simple dressing changes
- Educate parents on nurturing and parenting to families of 0-5 year olds

### **SANITARIAN**

The sanitarian runs the Grants to Counties program which provides for well water testing, well rehabilitation, or well plugging at no expense to the property owner. They are also involved with septic systems. They receive yearly education related to their responsibilities. Key responsibilities are below:

- Well water tests
- Well rehabilitation or plugging
- Septic investigations
- Issue septic and well permits
- Time of Transfer documents
- Submitting reports to Iowa Department of Public Health

### **TRANSIT DRIVERS**

Our transit drivers are required to have their CDL. They receive training related to their responsibilities. Key responsibilities are below:

- Provide rides to the citizens of Worth County to doctor appointments, shopping, work, errands or whatever their need is
- Provide rides to those outside of our county as staffing allows
- Follow NIACOG's rules and regulations
- Provide safe, efficient transportation

### ***CLERK OF DISTRICT COURT***

Judicial Clerk – Sandy Bice  
 Judicial Clerk - Patty Irons  
 Clerk of Court – Lori Hasfjord

- Keeps a court calendar of all civil court, criminal, juvenile and magistrate court
- Custodian of grand jury, petit jury and talisman jury boxes
- Custodian of grand jury indictments and investigations



- Enters and indexes judgments and liens
- Issues general, special and fee bill executions on judgments of record in her office
- Issues mittimus for persons to be delivered to state reception center
- Has charge of all court files in criminal, civil, juvenile and probate matters
- Custodian of all mental health records
- Custodian of dissolution and change of name records
- Records and dispenses child support and alimony payments
- Approves appearance bond of individuals released on bond
- Custodian of magistrate bond
- Custodian of insurance and fidelity bonds
- Approves bond of guardians, executors, administrators and trustees in probate proceedings
- Has power to appoint executors, administrators and guardians of minors
- Receives on deposit money due minors as heirs whose whereabouts are unknown
- Has authority to approve reports of executors, administrators and guardians except the final report
- Receives last will and testaments for safe keeping
- Custodian of, and records juvenile records
- Custodian of state hospital records
- Trustee for workmen's compensation
- Admits wills and administration proceedings to probate
- Small claim court actions, forcible entry and detainer and magistrate court
- Collects and distributes all funds in magistrate and traffic violations court
- In conjunction with the county auditor and county recorder, draws grand jurors, petit jurors and talisman jurors
- Traffic violation scheduled and non-scheduled fines are collected
- Invests non-public funds received for interest
- Approves bond and oath of receivers and issues letters of receivership
- Issues subpoenas and bench warrants. Collects bail bond monies
- Issues notice of delinquency to attorneys in civil and probate proceedings
- Custodian of involuntary mental and substance abuse proceedings and determines legal settlement and/or residency
- Custodian of child abuse reports
- Collects and disperses court costs in probate proceedings.
- Issues real estate change of title upon court order in probate and dissolutions.
- Custodian of all exhibits as result of jury trials.
- Certifies every two years names of members of the county bar registry to the clerk of the Supreme Court.
- Voluntary and involuntary mental health proceedings.
- Prepares a quarterly report of all offices fees and criminal fines collected and transmits to the state and county treasurer.
- Issues writ of attachment, certiorari, habeas corpus,
- Mandamus, possession, replevin and temporary writ of injunctions.
- Termination of parental rights.
- Maintains encumbrance book, mechanics' liens book and lis pendens docket.
- Custodian of naturalization records.
- Confession of judgment proceedings.
- Files a monthly statistical report to the Supreme Court administrator.

- Issues change of title to real estate at conclusion of probate proceedings.
- Issues notice to jury commission every two years.
- Publishes notice of magistrate appointing commission.
- Prepares monthly report of all fees collected and disperses to state, county and city.
- Summons jurors to report for jury trials.

***COUNTY COMPENSATION BOARD  
FOUR (4) YEAR TERM***

In Accordance With The Code Of Iowa, Section 331.905, (1) & (2) The Following Names Are The Appointees For The County Compensation Board: Officer And Appointee = Supervisor – Jerry Hopperstad & Randy Oswald Term Expires 06/30/2017); Treasurer -Gary Hengesteg, (Term Expires 06/30/2017; And Sheriff – Roger Harris, (Term Expires 06/30/2017); Recorder – Enos Loberg (Term Expires 06/30/19); Attorney – Joanne Steinmetz, (Term Expires 06/30/19); And Auditor – Dennis Meyer, (Term Expires 06/30/19).

The Board Annually Shall Review The Compensation Paid For Elected County Officers And Shall Prepare A Recommended Compensation Schedule. This Schedule Shall Be Submitted At The Public Hearing Of The County Budget To The Board Of Supervisors For Consideration Of Adoption Or Lowering Recommended Salaries.

***COMMISSION OF VETERAN AFFAIRS  
THREE (3) YEAR TERM***

Debra Herweyer	Expires 12/31/2017
Paul Ferley	Expires 12/31/2019
Philip Hackbart	Expires 12/31/2018

Bond: \$500.00

The board of supervisors appoints the commission of veteran affairs. The three members must be citizens of the United States and have an honorable discharge from one of the armed forces. Under the control of the board of supervisors, the commission shall disburse the commission of veteran affairs funds to those discharged members of the armed services seeking aid.

***WEED COMMISSIONER  
(ONE (1) YEAR TERM)***

VACANT

The board of supervisors shall appoint a person who is familiar with the various types of weeds and the recognized methods for their control and elimination. The commissioner serves at the discretion of the board of supervisors. He has full power to enter upon any land within the county for the purpose of destroying noxious weeds. Actual destruction shall not commence until 5 days after serving written notice on the landowner. A copy of said notice being filed with the county auditor. The commissioner has such other duties as specified in chapter 317 of the code of Iowa.

**COUNTY ASSESSOR**  
**324-1198**

Assessor – Jody Jones

Term: Six (6) Years – Expires 12/31/2021; Bond: \$20,000.00

Clerk - Joan Vorland, Judy Stevens, Cindy Thompson

The office of county assessor was created in 1947 by the 52nd session of the Iowa legislation. At the same time, the elective office of town and township assessor was abolished.

The county assessor must pass the state examination in order to be eligible for the appointment. The county assessor is appointed by the county conference board. This board sets salary.

The assessor is clerk of the county conference board, which is composed of the board of supervisors, the board of directors of the high school districts in the county, and the mayors of the several incorporated cities. This board is the controlling body. The assessor also has the responsibility to:

- Prepare the budget for all the expenses of his office, except that the county supervisors must furnish office space and usual facilities
- Has power to apply to the district court for an order for the producing of books in order to determine assessed values
- Receive all applications for forest & fruit reservations, homestead and military and personal property credits and must recommend their allowance or disallowance and present same to county auditor soon after July 1st
- Contract each year, all of the organizations which claim tax exemption, and makes recommendations on the allowance, by the board of review
- Audit all claims against the assessor's fund and approves same before payment is made
- Make up the assessor's books and records as prescribed by the state department of revenue for presentation to the board of review by May 1st of each year and after their action must make corrections and turn the books over to the county auditor as soon as possible after the board of review has concluded its hearings
- Must devote his entire time to the duties of the office and cannot hold another position.
- List and record measurements of all buildings, appraising each building for assessed value in Worth County
- Place valuation on each lot or tract of land of forty acres or less
- Measure trailer homes
- Record and balances all assessments for the various school districts
- Maintain records of changes of ownership and record of all sales of property
- He shall cause to be assessed in accordance with section 331.21, 1973 code of Iowa, all property, personal and real, in his county except such as is exempt from taxation or the assessment of which is otherwise provided by law
- Shall lay before the county board of review such information as we may possess which will aid such board in performing its duties in adjusting assessments to values required by law
- Shall on or before the first Monday of July make out and transmit to the Department of Revenue an abstract of the real and personal property assessment and reconciliation report of classes of property in the county and file a copy thereof with the county auditor
- Assist the county auditor in the preparation of the tax lists

**COUNTY BOARD OF REVIEW  
SIX (6) YEAR TERM**

Daniel Martinson, Joice	Expires 12/31/2021
Mike Romig, Manly	Expires 12/31/2019
Jerry Hopperstad, Northwood	Expires 12/31/2020

The county board of review is appointed by the conference board for a term of six years.

The board of review shall meet on the first of May in the office of the county assessor and shall sit from day to day until their duties are completed, and which shall not be later than the first day of June.

It shall adjust assessments by raising or lowering the assessments of any person, partnership, corporation or association as to any items of their assessments in such manner as to secure the listing of property of taxable value.

It shall also add to the assessment roll any taxable property not included therein, assessing the same in the name of the owner thereof. All meetings of the board of review are public.

Taxpayers who are not satisfied with the valuation of their property as may be listed by the assessor, may appear before the board and state their grievances. Failure of any taxpayer to appear before said board or to file written statement setting out his grievances will cause the taxpayer to lose his right of hearing or right to appeal to the district court.

**COUNTY MEDICAL EXAMINER**

Examiner - Pathology Associates of Mason City

Term: Two (2) Years; Bond: \$2,000.00 Expires: 12/31/2018

Appointed by the board of supervisors: shall be either a licensed doctor of medicine or licensed osteopathic physician of the county who shall investigate any death caused from violence, sudden or suspicious manner. Is paid on fee basis rather than a regular salary as determined by the board of supervisors. Authorizes post mortem examinations. On finding of the medical examiners inquest, shall order arrest of suspect, if present, or issue warrant of arrest, if absent.

Shall perform all duties of the sheriff when that office is vacant; where the sheriff is a party to a proceeding or action in a court of record; where the sheriff and deputy may be absent from the county, or when the sheriff may show partiality, prejudice, consanguinity or other interest.

In 1959, the Iowa general assembly abolished the office of the county coroner and established the office of the county medical examiner.

The intent of the medical examiner law is to protect the innocent as well as to bring to justice those guilty of crime against man. It is clear that the medical examiner will play an important role in shaping statistics on causes of death. It is, therefore, essential that serious consideration be given to problems of medical certification of medico-legal cases from the standpoint of the medical examiner as well as from the point of view of vital registration and statistics.

The medical examiner's systems differ from the coroner system in that the medical examiner shall be licensed in Iowa as an osteopathic physician and surgeon as defined by law and shall be in appointive rather than an elective officer.

## ***DEPARTMENT OF HUMAN SERVICES***

The department of human service provides an array of human service programs to residents of the community. Some of the programs and service include:

- Adoptions - conducts home studies for families wishing to adopt children.
- Aid to families with dependent children (ADC) - provides cash assistance to families with children who are deprived of support due to a parent's death, incapacity or absence.
- Alcohol/drug abuse - arranges counseling and community service for individuals and families misusing alcohol and other substances.
- Child abuse - investigates cases of suspected child abuse and neglect.
- Child support - obtains delinquent child support and alimony payments from separated and divorced parents.
- Food stamps- provides food coupons to low-income households.
- Foster care - provides foster homes and residential treatment for dependent and delinquent children.
- Handicapped - provides funding for sheltered workshops, work activity and other vocational rehabilitation services to the handicapped.
- Medicaid - pays for nursing home care and provides medical coverage to low-income elderly, blind, disabled, and families receiving ADC.
- Mental health - arranges counseling and community services for individuals and families experiencing mental illness, emotional distress and family crisis.
- Mental retardation - provides diagnosis, training and treatment programs for the mentally retarded.

Persons wishing further information concerning these and other programs should call or write their local human services office.

## ***COUNTY WELFARE SERVICES (THREE (3) YEAR TERM)***

Director: Sandra Mireles - 12/31/2019

The director of relief is appointed by the board of supervisors. He/she administers general relief and medical assistance to the indigent upon investigation of proof of need. Also, investigates and grants the state papers for state patients for care at university hospital, and investigates referrals and applications to some state institutions.

## ***COUNTY ENGINEER***

Engineer – Rich Brumm

Term: One (1) Year; Bond: \$5,000.00

Assistant - Al Venz

Technician – Russ Meyer

The county engineer is appointed by the board of supervisors. All surveys, plans and estimates for road, bridge and culvert work are prepared in this office. The county engineer has supervision of all construction and maintenance work on secondary roads. It is the duty of the engineer to work in strict cooperation with the board of supervisors in the planning and supervision of the construction and maintenance of secondary roads. All labor payrolls and claims for materials, equipment and supplies are certified by the engineer before presentation and final approval. Makes an annual report to the county and state of all expenditures for road funds. No one is eligible for this office who does not hold a professional engineer's license.

## ***ROADS***

The road system of the county is divided into two (2) classes, primary and secondary roads. The secondary road system is made up of farm-to-market roads and local secondary roads.

The primary road system is under the supervision of the state highway commission represented by a maintenance superintendent. Funds for the construction and maintenance of the primary road come from the automobile license fees, federal aid and the gas tax.

The secondary road system is under the supervision of the board of supervisors and the county engineer. Funds for these roads come from tax levies and secondary road fund and from the county's share of road use tax.

## ***FARM TO MARKET ROADS***

The county's farm-to-market system of roads comprises about 211.69 miles connecting the different towns of the county, and also connecting with roads leading into other counties. This system is under supervision of the county engineer and the board of supervisors for construction and maintenance.

GRADED AND SURFACED WITH CRUSHED ROCK....	60.890 MILES
PAVED ROADS.....	174.592 MILES
TOTAL.....	235.482 MILES

## ***LOCAL COUNTY OR TOWNSHIP ROADS*** ***LOCAL SECONDARY ROADS***

UNIMPROVED ROADS.....	.709 MILES
GRADED AND DRAINED ROADS.....	1.492 MILES
GRAVEL ROADS.....	414.608 MILES
LEGAL ROAD NOT OPEN TO TRAFFIC.....	6.792 MILES
PAVED.....	31.066 MILES
BITUMINOUS.....	3.170 MILES
TOTAL.....	457.837 MILES

WORTH COUNTY TOTAL RURAL SYSTEM MILEAGE	693.319 MILES
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PRIMARY SYSTEM TOTAL	57.869
TOTAL ROADS OPEN TO TRAFFIC WORTH COUNTY	
SECONDARY	451.045
FARM TO MARKET	235.482
PRIMARY	<u>57.869</u>
TOTAL	744.396

MILEAGE BASED ON IDOT MILEAGE SUMMARY AS OF JANUARY 1, 2003.

***COUNTY CONSERVATION BOARD  
FIVE (5) YEAR TERM  
324-1524***

Matthew Smith, President, Manly	Expires 12/31/2019
Jeff VanSteenburg, Vice President, Northwood	Expires 12/31/2017
Joseph Rosch, Northwood	Expires 12/31/2020
Troy Christiansen, Northwood	Expires 12/31/2018
Terri Reese, Northwood	Expires 12/31/2021

Executive Director – Jim Hanson

The purpose of the conservation board is to acquire, develop, maintain and make available to the inhabitants of the county, public parks, preserves, parkways, recreational center, county forests, wildlife and other conservation areas, and to promote and preserve the health and general welfare of the people, to encourage the orderly development and conservation of natural resources and to cultivate good citizenship by providing adequate programs of public recreation.

five (5) members appointed to five (5) year terms.

shall be selected on basis of interest in conservation matters.

shall serve without compensation except for actual expenses.

shall have custody, control and management of all real and personal property heretofore or hereafter acquired by the county for parks, preserves, parkways, recreation centers, county forests, county wildlife areas, and other county conservation recreation purposes.

is authorized and empowered to employ and fix the compensation of an executive officer who shall be responsible to the county conservation board for carrying out its policies.

***COUNTY  
EMERGENCY MANAGEMENT  
324-1535***

Coordinator – Ray Huftalin

Emergency management is a coordinated effort, involving local, state, and federal government agencies as well as volunteer organizations and businesses. Emergency management activities include services to individual citizens and public and private entities that result in minimizing the effects, and speeding the response and recovery from any human-made, natural, or technological emergency or disaster. Emergency management encompasses mitigation,

preparedness, response, and recovery activities. The primary goal of emergency management is to prevent injuries, save lives, and reduce property damage in your community.

***COUNTY IT/GIS  
324-3668***

Director – Joel Rohne

The primary purpose of the information technology department is to provide a reliable and secure technological infrastructure through the implementation, development, and support of computer hardware/software, telephone services, e-mail, web design and development, and system security. It is this department’s responsibility to envision and implement new technologies that will facilitate and enable future growth under the direction of the governing body of worth county. The goal of the geographical information systems is to provide an on-going accurate collection of computer hardware, software, and geographic data of worth county for capturing, managing, analyzing, and displaying all forms of geographically referenced information.

***COUNTY EMINENT DOMAIN COMPENSATION COMMISSION***

The board of supervisors shall appoint annually, not less than 28 residents of the county to serve as members of a compensation commission.

**REALTORS:**

- Myron Lupkes, Northwood
- Michael Romig, Manly
- Julie Robb, Northwood
- Arlyn McHenry, Northwood
- Lonnie Harris, Northwood
- Clara Helgeland, Northwood
- Dan Low, Northwood
- Chad Nelson, Northwood
- Erin Runde, Kensett

**OWNER OPERATORS OF AGRICULTURE PROPERTY:**

- Keith Braun, Northwood
- David Hengesteg, Northwood
- Steve Davidson, Northwood
- Roger Clagett, Kensett
- Earl Trenhaile, Manly
- Erling Myli, Kensett
- Chris Hagen, Joice

**OWNERS OF CITY OR TOWN PROPERTY:**

- Dick Bruns, Fertile
- David Bang, Fertile
- Gary Schotanus, Grafton
- Terry Steinmetz, Northwood
- Laura Sabby, Manly
- Jane Podgorniak, Northwood



Steve Wise, Manly  
Roger Rustad, Northwood

**PERSONS HAVING KNOWLEDGE OF PROPERTY VALUES:**

Arlyn Tenold, Joice  
Tyson Robb, Northwood

**VACANT**

Aaron Carman, Northwood

***WORTH COUNTY ENTERPRISE ZONE COMMISSION  
(THREE (3) YEAR TERM)***

Mike Romig, Manly, At Large, Chairperson.	Expires 12/31/2018
Ken Abrams, Northwood, Worth Co. Board of Supervisors	Expires 12/31/2018
Mark Smeby, Joice, Workforce Development Board of Directors	Expires 12/31/2019
Harold Brunsvold, Kensett, Worth County Planning and Zoning Commission	Expires 12/31/2018
Jean Torgeson, Manly, NIACC Board of Trustees	Expires 12/31/2019
Teresa Nicholson, Lake Mills, Economic Development, Secretary	Expires 12/31/2018
Joe Nydegger, Kensett, At-Large	Expires 12/31/2018
Amos Groe, Rural Lake Mills, At-Large	Expires 12/31/2018
, At-Large	Expires 12/31/2018

***POLICIES AND PROCEDURES***

There is hereby created a commission to act as agent for the County of Worth and for the purpose of the development and redevelopment of any and all sites of the worth county enterprise zone which shall be known as the worth county enterprise zone commission.

**COMMISSION RULES GENERALLY:**

A. COMMISSION COMPOSITION

***THE WORTH COUNTY ENTERPRISE ZONE COMMISSION SHALL CONSIST OF NINE (9) MEMBERS AND BE COMPRISED OF:***

One (1) representative of the Worth County board of supervisors, one (1) member with economic development expertise selected by the Iowa department of economic development, one (1) representative of the county planning and zoning board, one (1) member of the north Iowa area community college board of directors, one (1) representative of the local workforce development center. These five (5) members shall select the remaining four (4) members.

***TERM OF OFFICE:*** The nine (9) members of the enterprise zone commission shall serve a term of office of three (3) years of service in staggered terms for the commission members, starting with the following; three (3) members with one (1) year terms, three (3) members with two (2) year terms, three (3) members with three (3) year terms, reappointment shall consist of the full three (3) year term of service.

***FILLING VACANCIES:*** If any commissioner from among the at-large representatives shall leave the enterprise zone commission through resignation or otherwise, the remaining members shall appoint a successor. If any enterprise zone commissioner who is a member of a board, commission or the board of supervisors shall leave the commission, the members of said respective board, commission or board of supervisors shall appoint a successor.

***OFFICERS:*** The commission shall elect by a majority vote a chairperson and vice chairperson/secretary. The chairperson shall receive applications submitted and provide necessary administrative duties. The vice-chairperson/secretary shall be responsible for board minutes and facilitating meetings in the chairperson's absence.

***MEETINGS:*** The commission shall meet at least once per year utilizing Robert's Rules for the conduct of business. Additional meetings shall be held within 15 working days of receipt of a qualified application.

**B. POWERS AND DUTIES:**

The commission shall have full power and authority to receive and evaluate applications from qualified businesses seeking to participate within the enterprise zone. Criteria for evaluating eligible projects shall be as specified in chapter 59, "enterprise zones", Iowa Administrative Code more specifically 59.5(1) & (2). Upon review and approval of said application it shall then transmit the complete application to the Iowa Department of Economic Development for their review and concurrence.

Winn-Worth Betco shall provide staff support to the enterprise zone commission. All applications to the commission shall be submitted on application forms provided by the Iowa department of economic development. The staff shall verify compliance with eligibility requirements as the state herein prior to submission to the commission for their review and action.

**COUNTY ZONING COMMISSION  
(THREE (3) YEAR TERM)**

Jeff Gorball, Northwood	Expires 12/31/2018
Harold Brunsvold, Kensett	Expires 12/31/2017
Dana Thomas, Kensett	Expires 12/31/2017
David Quisley, Northwood	Expires 12/31/2018
Chris Hagen, Joice	Expires 12/31/2017

**ZONING BOARD OF ADJUSTMENT  
(FIVE (5) YEAR TERM)**

Marvin Bratrud, Kensett	Expires 12/31/2020
Donald Hagen, Northwood	Expires 12/31/2019
Brian Tweeten, Kensett	Expires 12/31/2017
David Quisley, Northwood	Expires 12/31/2018
Steve Butler, Northwood	Expires 12/31/2021

**ZONING ADMINISTRATIVE OFFICER  
FIVE (5) YEAR TERM**

Jayne Lupkes, Joice	Expires 12/31/2021
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The zoning commission is composed of five members who serve without compensation other than mileage; it is responsible for making recommendations on all matters relative to the ordinance on which the board of supervisors must act; and serve as a coordinating agency for planning matters affecting each individual community, as well as the entire region, to guide the unified development of the region.

The board of adjustment, composed of five members who serve without compensation other than mileage, is a quasi-judicial body within the zoning framework, for the purpose of assuring individuals equal and reasonable treatment under the zoning ordinance.

The administrative office is the executive branch of the zoning process. It is the duty to enforce the ordinance by checking proposed construction or used for compliance, and to take appropriate action on those who violate the ordinance.

All the persons proposing construction, re-construction, alterations, use or change of use, should first contact the administrative officer to determine the application of the ordinance to their proposals.

**FLOOD PLAIN ADMINISTRATOR**

Al Venz

**CIVIL SERVICE COMMISSION  
SIX (6) YEAR TERM**

Bob Linden, Northwood - Bd of Supervisors Appointee	Expires 12/31/2022
Dennis Walser, Northwood - Co Attorney Appointee	Expires 12/31/2018
Marty Martin, Northwood – Bd of Supervisors Appointee	Expires 12/31/2020

**COUNTY AGRICULTURAL EXTENSION DISTRICT  
OR COUNTY EXTENSION LAW**

Jayne Lupkes, Kensett  
Jim Jaspers, St Ansgar  
Andy Hill, Manly

Chairman  
Vice Chairman  
Secretary/Treasurer

**COUNTY AGRICULTURAL EXTENSION COUNCIL  
FOUR (4) YEAR TERM**

Jason Hackbart, Grafton	Expires 12/31/2018
Sarah Hagen, Hanlontown	Expires 12/31/2018
Jake Urbatsch, Northwood	Expires 12/31/2018
Curt Schaub, Grafton	Expires 12/31/2018
Jayne Lupkes, Kensett	Expires 12/31/2018
Karla Larson, Northwood	Expires 12/31/2020
Peter Julseth, Northwood	Expires 12/31/2020
Jessica Lutz, Manly	Expires 12/31/2020
Karen Beal, Joice	Expires 12/31/2020

This act relating to the establishment of county agricultural extension districts and to the organization of county agricultural extension council to cooperate with Iowa State University and United States Department of Agriculture to further the educational programs of agricultural, home economic and 4-H club work.

The county agricultural extension council shall consist of one resident qualified voter from each township elected to a four-year term. No member of the extension council who has been elected to serve a four-year term shall be eligible for election for more than one successive four-year term.

Programs of the extension district and to fix the time and place of holding elections in the various townships and also to annually prepare a budget as in accordance with the "local budget law" and to employ all necessary, qualified personnel.

**REPRESENTATIVE FOR CITIZEN'S ADVISORY BOARD - CHEROKEE MHI  
(THREE (3) YEAR TERM)**

Elsie Mechem

Expires 12/31/2019

**REPRESENTATIVE FOR CENTRAL SOCIAL SERVICES GOVERNING BOARD  
(ONE (1) YEAR TERM)**

Ken Abrams, Northwood  
Merlin Bartz, Grafton (Alternate)

***NORTH IOWA JUVENILE DETENTION SERVICES  
THREE (3) YEAR TERM***

Mark Smeby, Joice	Expires 12/31/2019
Merlin Bartz, Grafton, Alternate	Expires 12/31/2019

***WINN WORTH BETCO  
(THREE (3) YEAR TERM)***

Director - Teresa Nicholson	
Ken Abrams	Expires 12/31/2018

***WORTH COUNTY BAR***

John H Greve	Northwood
Douglas A Krull	Northwood
Jeff Greve	Northwood
Kristy Arzberger	Grafton

***COUNTY JUDICIAL MAGISTRATE APPOINTING COMMISSION***

Term - Six Years	Expires 12/31/2020
Loren Hoffman, (Supervisor Appointment)	Fertile
Edith Haenel, (Supervisor Appointment)	Kensett
John Greve	Northwood
Kristy Arzberger	Plymouth
Ron Miller, (Supervisor Appointment)	Joice
Honorable Judge DeDra Schroeder	

***INHERITANCE TAX APPRAISERS***

John Greve	Northwood
Mike Romig, Alternate	Northwood
Douglas Krull, Alternate	Northwood

***BOARD OF DIRECTORS - SECOND JUDICIAL DISTRICT  
DEPARTMENT OF CORRECTIONAL SERVICES  
(ONE (1) YEAR TERM)***

Ken Abrams	Northwood
Merlin Bartz, Alternate	Kensett

***ADVISORY ON BOARD OF HEALTH  
(TWO (2) YEAR TERM)***

Merlin Bartz

Expires 12/31/2018

***CENTRAL IOWA TOURISM REGION REPRESENTATIVE  
(FIVE (5) YEAR TERM)***

Jean Stowell, Northwood Delegate  
VACANT, Northwood Delegate

Expires 12/31/2018  
Expires 12/31/2015

***OFFICIAL NEWSPAPERS***

Northwood Anchor  
Manly Junction Signal

Northwood  
Manly

***IOWA WORKFORCE APPOINTEE  
(THREE (3) YEAR TERM)***

Mark Smeby Joice

Expires 12/31/2019

***PRIVATE INDUSTRY COUNCIL  
(THREE (3) YEAR TERM)***

Open

Expires 01/02/????

***NORTH IOWA COMMUNITY ACTION  
(THREE (3) YEAR TERM)***

Mark Smeby, Joice

Expires 12/31/2019

***NORTH IOWA REGIONAL HOUSING AUTHORITY  
(FIVE (5) YEAR TERM)***

Merlin Bartz, Grafton, Delegate  
Chris Hagen, Joice, Alternate

Expires 12/31/2020  
Expires 12/31/2018

***North Central Regional Emergency Response Commission (Hazmat)  
(NCRERC)  
THREE (3) YEAR TERM - EXPIRES 12/31/2019***

Mark Smeby, Joice	Delegate
Merlin Bartz, Grafton	Alternate

***NIACOG  
(ONE (1) YEAR TERM)***

Merlin Bartz	Delegate
Mark Smeby	Alternate
Joyce Russell	City Representative
Terry Steinmetz	Economic Interests
Tom Dakin	City Representative Alternate
Julie Robb	Alternate At Large

***TRANSPORTATION POLICY BOARD  
(ONE (1) YEAR TERM)***

Mark Smeby, Delegate	Expires 12/31/2017
Teresa Nicholson, (Worth County small city representative)	Expires 12/31/2017

***NORTH CENTRAL REGIONAL EMERGENCY  
PLANNING DISTRICT COMMITTEE  
(THREE (3) YEAR TERM)***

Mark Smeby, Joice	Expires 12/31/2017
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***NIACOG REVOLVING LOAN FUND COMMITTEE  
(ONE (1) YEAR TERM)***

Andy Helgeson, Northwood	Expires 12/31/2017
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***GRAND JURY - WORTH COUNTY***  
NONE DRAWN UNLESS THERE IS A NEED

***NORTH IOWA VOCATIONAL CENTER, INC.  
(TWO (2) YEAR TERM EXPIRES 12/31/2018)***

Merlin Bartz	Delegate	Grafton
Mark Smeby	Alternate	Joice

***REGIONAL II TRANSIT ADVISORY COMMITTEE  
(THREE (3) YEAR TERM EXPIRES 12/31/2019)***

Merlin Bartz	Delegate	Grafton
Mark Smeby	Alternate	Joice

***AIRPORT ZONING ORDINANCE  
BOARD OF ADJUSTMENT  
(THREE (3) YEAR TERM)***

Michael Dierenfeld	Expires 12/31/2019
Dennis Walser	Expires 12/31/2018

**NORTH CENTRAL IOWA DECATEGORYIZATION PROJECT  
GOVERNANCE BOARD**

Ken Abrams	Delegate	Northwood
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**HOMeward HOUSING TRUST FUND COMMITTEE**

Genie Foss  
Ken Abrams

**UPPER CEDAR WATERSHED MANAGEMENT IMPROVEMENT AUTHORITY  
BOARD OF DIRECTORS  
(FOUR (4) YEAR TERM EXPIRES MAY 2019)**

Ken Abrams	Director
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***CITY OFFICERS***

**FERTILE:** 50434; Mayor (Two (2) Year Term), Joyce C. Russell, 12/31/2017; Clerk, Wendy Lunning; Council Person (Four (4) Year Term), Holly Hanna, 12/31/2017; Cynthia Peters, 12/31/2019; Ronald W. Rachut, 12/31/2019; Tad Miller, 12/31/2017; Nick Bailey, 12/31/2017.

**GRAFTON:** 50440; Mayor (Two (2) Year Term), John Bork, 12/31/2017; Clerk, Renee Petersen; Council Person (Two (2) Year Term), Cory Hicken, 12/31/2017; Gregg Urbatsch, 12/31/2017; Tom Kruger, 12/31/2017; Michael Schaub, 12/31/2017; Randy Hulshizer,



12/31/2017.

**HANLONTOWN:** 50444; Mayor (Two (2) Year Term), Rick Scholbrock, 12/31/2017; Clerk, Wendy Lunning; Council Person (Two (2) Year Term), Janet Fellin, 12/31/2017; Shannon Ruiz, 12/31/2017; Jody Moretz, 12/31/2017; Jacob Jackson, 12/31/2017; David A. Fulton, 12/31/2017.

**JOICE:** 50446; Mayor (Four (4) Year Term), Mark Thoma, 12/31/2019; Clerk, Mardene Lien; Council Person (Four (4) Year Term), Allen Sterrenberg, 12/31/2017; Dan Martinson, 12/31/2017; Ron Miller, 12/31/2019, Chad Heagel, 12/31/2019; Jon Heintzman, 12/31/2019.

**KENSETT:** 50448; Mayor (Four (4) Year Term), Tom Dakin, 12/31/2017; Clerk, Lori McNally, Council Person (Four (4) Year Term), Kris Woltzen, 12/31/2019; Denise Ehlenfeldt, 12/31/2019; David Heiken, 12/31/2019; Corey Pulju, 12/31/2017; Robert Mogk, 12/31/2017.

**MANLY:** 50456; Mayor (Four (4) Year Term), Lon Badker, 12/31/2019; Clerk, Dee Dunbar, Council Person, (Four (4) Year Term), Regan Banks, 12/31/2017; Joseph Ryan, 12/31/2019; Amy Durgin, 12/31/2019; Steve Leake, 12/31/2017; Scott Heagel, 12/31/2019.

**NORTHWOOD:** 50459; Mayor (Four (4) Year Term), Roger Rustad, 12/31/2017; Clerk Amber Julseth; Council Person, (Four (4) Year Term), Douglas Helgeland, 12/31/2019; Daniel L. Reeder, 12/31/2019, Russ Meyer, 12/31/2017; Rhonda Taylor, 12/31/2017; David Tenold, 12/31/2019.

### ***TOWNSHIP OFFICERS***

Township trustees and clerks are elected biannually to four-year terms. The township trustees fill vacancies. Trustees and clerks are responsible for fire protection, maintenance of the cemeteries, settlement of fence disputes, and other assorted duties.

**BARTON:** Clerk – Pam Meyer, Northwood, 12/31/2018; Trustees - Curtis Bartz, Grafton, 12/31/2020; Joe Nydegger, Kensett, 12/31/2018; Dennis Meyer, Northwood, 12/31/2018.

**BRISTOL:** Clerk – Bruce Burdick, Lake Mills, 12/31/2018; Trustees - Arlyn Tenold, Joice, 12/31/2020; Eliot Evans, Joice, 12/31/2018; Daniel Martinson, 12/31/2018.

**BROOKFIELD:** Clerk – Kim Hengesteg, Northwood, 12/31/2018; Trustees – Bill Imlau, Northwood, 12/31/2020; Randy Hengesteg, Northwood, 12/31/2018; Dean Moretz, Kensett, 12/31/2018.

**DANVILLE:** Clerk - Brian J Tweeten, Kensett, 12/31/2018; Trustees – Brett Backhaus, Kensett, 12/31/2020; Justin Faber, Kensett, 12/31/2018; Joe Thompson, Manly, 12/31/2018.

**DEER CREEK:** Clerk – Kathy Arnold, Northwood, 12/31/2018; Trustees - Mark Davidson, Northwood, 12/31/2020; Steve Arnold, Northwood, 12/31/2018; Ron Davidson, Northwood, 12/31/2018.

**FERTILE:** Clerk – Dan Benson, Hanlontown, 12/31/2018; Trustees – Dwight Bruns, Hanlontown, 12/31/2020; Randy Oswald, Hanlontown, 12/31/2018; Andrew Hansen, Joice, 12/31/2018.

**GROVE:** Clerk – Judy Stevens, Northwood, 12/31/2018; Trustees – Lois Lawler, Northwood, 12/31/2020; Steve Thompto, Northwood, 12/31/2018; Daniel Hendrikson, Northwood, 12/31/2018.

**HARTLAND:** Clerk – Darrin Kliment, Northwood, 12/31/2018; Trustees – Doug Wallin, Northwood, 12/31/2020; Scott Severson, Northwood, 12/31/2018; Scott Madsen, Northwood, 12/31/2018.

**KENSETT:** Clerk – Barbara Butler, Kensett, 12/31/2018; Trustees – Larry Foley, Northwood, 12/31/2020; Ken Parcher, Northwood, 12/31/2018; Roger Harris, Northwood, 12/31/2018.

**LINCOLN:** Clerk – Brad Dietrich, Manly, 12/31/2018; Trustees – James Dobel, Manly, 12/31/2020; Dennis Dahl, Manly, 12/31/2018; Dennis Kruger, Manly, 12/31/2018.

**SILVER LAKE:** Clerk – Randy Holstad, Lake Mills, 12/31/2018; Trustees - Mike Thompson, Northwood, 12/31/2020; Larry Maher, Northwood, 12/31/2018; Bill Loberg, Northwood, 12/31/2018.

**UNION:** Clerk – William Borchardt, Plymouth, 12/31/2018; Trustees – Ronald Balek, Manly, 12/31/2020; Philip Hackbart, Kensett, 12/31/2018; Dale Schultz, Kensett, 12/31/2018.

***WORTH COUNTY COMMUNITY  
SCHOOL DISTRICT BOARD MEMBERS  
(WORTH COUNTY RESIDENTS)***

**CENTRAL SPRINGS:** Lori Meacham-Ginapp, 09/2019; Lynn Brady, 09/2017; Dave Luett, 09/2019; Kristina Nodtvedt, 09/2017; Amber Nuehring, 09/2019.

**NORTHWOOD-KENSETT:** Larry Hovey, 09/2019; Cindy Pangburn, 09/2019; John Anderson, 09/2019; Roger Harris, 09/2017; Susan Kliment, 09/2017.