

RESOLUTION NO. 2026-17

A RESOLUTION APPOINTING A CITY LIAISON AND DELEGATING ADMINISTRATIVE AUTHORITY FOR THE DALLAS COUNTY OUTDOOR WARNING SIREN REPLACEMENT PROGRAM

WHEREAS, the City of Minburn, Iowa (“City”) is participating in the Dallas County Outdoor Warning Siren Replacement Program administered by the Dallas County Emergency Management Commission (“DCEMA”) through the Federal Emergency Management Agency Hazard Mitigation Grant Program (“HMGP”); and

WHEREAS, successful completion of the project requires timely communication, coordination, decisions, documentation, and other administrative actions between the City and DCEMA; and

WHEREAS, the City Council desires to designate a single liaison with sufficient authority to coordinate the City’s participation and complete administrative actions necessary to keep the project compliant and on schedule.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINBURN, IOWA:

Section 1. Appointment.

Chris Helm, serving as City Clerk and Works Director, is hereby designated as the City’s primary liaison and authorized representative for the Dallas County Outdoor Warning Siren Replacement Program.

Section 2. Authority.

The designated liaison is authorized, on behalf of the City and consistent with the approved project, applicable grant requirements, and appropriations or other limitations established by the City Council, to:

- Serve as the City’s primary point of contact with DCEMA and coordinate City participation in the project;
- Provide or obtain project information, decisions, approvals, documentation, site access, and other coordination necessary for timely project completion;
- Coordinate with City departments, utilities, contractors, property owners, elected officials, and other affected parties;
- Execute memoranda of understanding, amendments, acknowledgments, certifications, equipment-transfer documents, and other administrative agreements with DCEMA necessary to administer and complete the project;

- Approve the removal, disposition, transfer, or disposal of existing outdoor warning sirens and associated equipment when required by the project, subject to applicable federal, state, grant, and City property-disposition requirements;
- Coordinate and approve site preparation, permitting, utility coordination, installation, testing, acceptance, and other administrative actions required for project completion; and
- Take other administrative actions reasonably necessary to fulfill the City's responsibilities under the project and its agreements with DCEMA.

Section 3. Limitations.

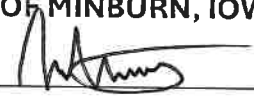
This delegation does not authorize the liaison to appropriate or expend City funds beyond amounts otherwise approved or budgeted by the City Council, materially expand the City's financial obligations, or take any action requiring City Council approval under applicable law.

Section 4. Continuity of Authority.

This designation shall remain effective for the duration of the project, including grant closeout and transfer of equipment ownership, unless modified or rescinded by subsequent action of the City Council. The City shall promptly notify DCEMA if the designated liaison changes.

PASSED AND APPROVED this 14th day of September, 2026.

CITY OF MINBURN, IOWA

By:  _____

Mayor – Joe Stuetelberg

ATTEST:

By:  _____

City Clerk – Chris Helm