

**761—101.4 (306) Collection of system modification requests and frequency of meetings.**

**101.4(1)** The department of transportation will collect applications for modifications to the farm-to-market road system. The board chair shall schedule meetings of the board. In general, the farm-to-market review board shall meet in conjunction with statewide meetings of the Iowa state association of counties and Iowa county engineers association to review accumulated applications for farm-to-market road system modifications. Applications must be filed no less than 30 days prior to each scheduled board meeting. Additional board meetings shall be called as determined by the chair.

**101.4(2)** The farm-to-market review board is required to follow the provisions of Iowa Code chapter 21 with regard to open meetings. The chair shall post a meeting agenda on the Iowa County Engineers Association Service Bureau Web site and send copies of the agenda to all counties.

**101.4(3)** Minutes of each meeting shall be kept; the chair shall be responsible for the minutes. Meetings may be recorded to facilitate the preparation of meeting minutes, but any recordings made shall not be retained after the minutes have been completed.

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