

The Board of Supervisors met on 6/13/17 at 10:00 a.m. in the Story County Administration Building. Members present: Marty Chitty, Lauris Olson, and Rick Sanders with Sanders presiding. (all audio of meetings available at storycountyiowa.gov). Sanders announced the interviews for commission vacancies will begin at 11:30 a.m.

PUBLIC COMMENT #1: Suzie Petra, Ames, expressed concerns about the expansion of confined animal feeding operations (CAFOs).

REQUEST TO THE STORY COUNTY HOUSING TRUST FUND FOR FUNDING THOSE STORY COUNTY MUNICIPALITIES WITH A POPULATION UNDER 2,000, INCLUDING CAMBRIDGE, COLLINS, COLO, GILBERT, KELLEY, MAXWELL, MCCALLSBURG, ROLAND, SHELDAHL, SLATER, AND ZEARING,

TOTALING \$4,580.33 A YEAR FOR TWO YEARS – Sanders provided history and clarifying information. Brenda Dryer, Director of Story County Community Outreach, Ames Economic Development Commission (AEDC), reported on meeting with communities, and letters of support. Eileen Gebbie, co-chair, Ames United Church of Christ, an A Mid-Iowa Organizing Strategy (AMOS) member institution, expressed appreciation for funding. Olson asked about additional documentation from the smaller cities. Jason Paull, Co-Chair First Christian Church, an AMOS member institution, stated the cities are working on the additional documentation. Olson moved, Chitty seconded the approval of the \$4580.33 a year for two years. Motion carried unanimously (MCU) on a roll call vote.

STORYTIME CHILDCARE CENTER – will report on 6/20/17.

MINUTES: 6/6/17 Minutes – Chitty moved, Olson seconded approval of minutes as presented. Roll call vote. (MCU)

CLAIMS: 6/15/17 Claims of \$1,029,107.13 (run date 6/9/17, 30 pages, on file in the Auditor's Office) and authorize the Auditor to issue checks in payments of these claims and payment requests from BooST School Ready Services (\$28,094.65), BooST Early Childhood Services (\$7,314.43), Case Management (\$137,104.66), CIDTF (\$2,029.36), Emergency Management (\$852.32), E911 Surcharge (\$2,371.66), County Assessor (\$14,254.53), and City Assessor (\$16,986.83). Olson asked to remove the claim for 4A Promotions for separate consideration as she will abstain from voting due to conflict of interest. Olson requested removing from the following claims for economic development for discussion during the related Additional Item: City of Collins, City of Gilbert, City of Huxley, City of Slater, AEDC, Nevada Economic Development Council, Story City Economic Development Corporation, and Roland Economic Development Corporation. Olson moved, Chitty seconded the approval of the claims with noted exceptions. Roll call vote. (MCU) Chitty moved approval of the 4A Promotions claim, Sanders seconded approval. Roll call vote. Chitty aye, Sanders aye, and Olson abstain. Motion carries.

Olson moved, Chitty seconded the approval of the Consent Agenda as presented.

1. FY18 Provider and Program Participation Agreement with Volunteer Center of Story County, effective 7/1/17-6/30/18 - Volunteer Center of Story County - Volunteer Management (not to exceed \$2,000.00) \$15.09/volunteer hour; Advocacy for Social Development - Youth Engagement (not to exceed \$1,000.00) \$15.35/staff hour
2. Acknowledgement of County Outreach and Special Projects Quarterly Report
3. Contract Renewal Between Solutions, Inc., and Information Technology (IT) for software maintenance, effective 7/1/17-6/30/18, for \$25,200.00
4. Engagement Letter with People Statements LLC for training on 11/15/17 and 11/16/17 for \$5,600.00
5. Maintenance Agreement between Keltek and Story County on the Body Camera Arbitrator Software, Server, Remote Support and Module Activation, effective 6/1/17-5/31/18 for \$19,592.00
6. FY18 Provider and Program Participation Agreement with Story Time Child Care, effective 7/1/17-6/30/18 - Story Time Child Care - Infant (not to exceed \$4,250.00) \$11.51/full day; Child Care - Children (not to exceed \$35,974.00) \$19.51/full day; Child Care - School Age (not to exceed \$425.00) \$0.32/partial day
7. Renewal of Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor Retail Permit for Ames Golf & Country Club, 5752 GW Carver Avenue, Ames, Iowa, effective 7/1/17-6/30/18
8. Change Order for \$14,621.00 with Woodruff Construction LLC for construction of Hickory Grove shower house
9. Cooperative Agreement #17CRDLWBGSH EA-0005 between Iowa Department of Natural Resources and Story County Conservation to restore the river bank and West Peterson Park for \$12,000.00
10. Agreement with Iowa Department of Transportation for Detour of Primary Highway onto County Road S27 (650th Avenue) from Polk County Line to State Highway 210 during closure of US Highway 65
11. Change Order between Ubben Tiling and Story County Conservation for tile repairs at Ketelsen Marsh for \$12,750.00
12. Cooperative Agreement between Prairie Rivers of Iowa and Story County Conservation for design and coordination of watershed signage, effective 7/1/17-11/30/17, for \$6,500.00
13. Utility Permit: #17-114

Roll call vote. (MCU)

VACATE A PORTION OF OLD BLOOMINGTON ROAD IN STORY COUNTY, IOWA – Darren Moon, Engineer, reported on Code of Iowa requirements and the process of vacation. He requested no action; he will return on 6/27/17. Sanders opened the public hearing at 10:15 a.m., and, hearing no one, he closed the public hearing at 10:15 a.m.

Sanders directed Moon to return with a formal resolution. Chitty moved, Olson seconded the formal resolution on 6/27/17. Roll call vote. (MCU)

PROPOSED PLANS, SPECIFICATIONS, AND FORM OF CONTRACT FOR PHASE I, TEDESCO ENVIRONMENTAL LEARNING CORRIDOR DEVELOPMENT, AUTHORIZATION TO RELEASE INVITATION FOR BIDS, AND SET BID OPENING DATE OF 7/11/17

– Mike Cox, Director, reported on design elements, phase 1 and to solicit bids for constructions, review of the design, cost opinion, expenses & revenues, and timeline; release bids after final review of the bid packet from Story County Attorney. Sanders opened the public hearing at 10:27 a.m., hearing none, closed the public hearing at 10:27 a.m. Olson moved, Chitty seconded the approval of the Proposed Plans, Specifications, and Form of Contract for Phase 1, Tedesco Environmental Learning Corridor Development, Authorization to Release Invitation for Bids, and Set Bid Opening Date of 7/11/17 pending Story County Attorney approval. Roll call vote. (MCU).

AWARDING THE LEADERSHIP NEVADA SCHOLARSHIP TO ERIN REWERTS AND PARTICIPATION DURING NORMAL SCHEDULED HOURS BE CONSIDERED WORK TIME – Sanders provided background

information. Alissa Wignall, Human Resources (HR) Director, reported on the application process. She recommended Erin Rewerts, and asked the Board for any questions. Sanders reiterated the intent of the Board regarding work hours. Chitty moved, Olson seconded the approval of awarding the Leadership Nevada Scholarship to Erin Rewerts; participation will be during normal scheduled hours and counted as hours worked. Roll call vote. (MCU)
RETIREE HEALTH INSURANCE CONTINUATION POLICY PURSUANT TO CODE OF IOWA §509A (WAIVING SEVEN-DAY REVIEW) – Alissa Wignall, HR Director, stated according to Code, retirement is a Consolidated Omnibus Budget Reconciliation Act (COBRA) qualifying event; a retiree can waive that and take retiree health insurances which offers coverage for a longer period. Information will go out with the COBRA form. Chitty moved, Olson seconded the approval of Retiree Health Insurance Continuation Policy Pursuant to *Code of Iowa* §509A, waiving seven-day review. Roll call vote. (MCU)

AUTHORIZATION FOR EMMONS AND OLIVIER (EOR) TO SUBCONTRACT SERVICES TO PRAIRIE RIVERS OF IOWA FOR THE WATERSHED ASSESSMENTS – Leanne Harter, County Outreach & Special Project Manager, reported on the request from EOR; Board approval for subcontracting is required under the agreement. Discussion took place. Olson moved, Chitty seconded the approval of the Authorization for Emmons and Olivier to Subcontract Services to Prairie Rivers of Iowa for the Watershed Assessments. Roll call vote. (MCU)

FY17 DISBURSEMENT ALLOCATION AS RECOMMENDED BY THE STORY COUNTY ECONOMIC DEVELOPMENT GROUP (SCEDG) – Jennifer Davies, Story County Economic Development Group (SCEDG) Chair and City of Slater Clerk, provided detail on the request. Olson asked for documentation about how the City of Ames funding is sent directly Ames EDC; documentation is hard to find. Sanders stated the new bylaws account for the funding structure. Olson moved, Chitty seconded the approval of the following claims: City of Collins, City of Gilbert, City of Huxley, City of Slater, AEDC, Nevada Economic Development Council, Story City Economic Development Corporation, and Roland Economic Development Corporation. Discussion took place regarding allocation disbursements. Roll call vote. (MCU) Chitty moved, Olson seconded the approval of the FY17 Disbursement Allocation as recommended by the Story County Economic Development Group (SCEDG). Roll call vote. (MCU)

AMENDMENTS TO THE BYLAWS AND PROGRAM GUIDELINES OF THE STORY COUNTY ECONOMIC DEVELOPMENT GROUP – Jennifer Davies, Story County Economic Development Group (SCEDG) Chair and City of Slater Clerk, reported changes and the review process. Sanders asked if approved by the SCEDG. Davies stated yes. Discussion took place. Brenda Dryer, AEDC, reported on the resolution to approve in April. Chitty moved, Olson seconded the approval of the Amendments to the Bylaws and Program Guidelines of the SCEDG. Roll call vote. (MCU)
KEIGLEY BRANCH WATERSHED MANAGEMENT AUTHORITY 28E AGREEMENT – Sanders requested postponement of consideration due to changes by the City of Ames. Chitty moved, Olson seconded, pending legal counsel approval, consideration at a later date. Roll call vote. (MCU)

HEARTLAND SENIOR SERVICES REQUEST TO CARRY FORWARD \$12,000.00 OF FY17 FUNDS TO FY18 FOR SERVICE COORDINATION AND OUTREACH SERVICES – Deb Schildroth, Director of External Operations & County Services, provided background information and detail on the request. Olson moved, Chitty seconded approval of the Heartland Senior Services request to carry forward FY17 funds of \$12,000 to FY18 for Service Coordination/Outreach Services. Roll call vote. (MCU)

RELOCATION ASSISTANCE FOR CRESTVIEW MOBILE HOME PARK RESIDENTS – Karla Webb, Director of Community Services, reported on background information, landowner to liquefy, and to re-open the relocation assistance, review of funding and application process, and reviewed the different options. Olson asked for a timeframe set for the process. Sanders agrees for a date certain as a resident being June 1, 2017, a dollar amount that applies to everyone for specific items, a community meeting at Belitsos' property for support entities to make it easy to access any services. Discussion took place. Olson asked about adding boarding animals to the list. Webb asked whether the applicants need to exhaust all community options first, as it slows down the process and makes it difficult for them to access services in the future. Olson moved, Chitty seconded the approval of Relocation Assistance for Crestview Mobile Home Park residents with residency on or before June 1, 2017, for \$3,000.00 per trailer, to waive requirements to exhaust all other options, a community meeting at Belitsos' property for support entities to make it easy to access any services with a list of approved items, and the list will be approved at a later date. Roll call vote. (MCU).

APPLICANT ERIC ADELMUND FOR VACANCIES ON ASSET – The Board asked questions. Sanders remarked only one vacancy and one application and to proceed. Chitty moved, Olson seconded approval of Eric Adelmund for the ASSET vacancy. Roll call vote. (MCU).

APPLICANT JERRY SIMMERMAKER FOR VACANCY ON THE VA COMMISSION – The Board asked questions.

APPLICANT LYNN LATHROP FOR VACANCY ON VA COMMISSION – The Board asked questions.

RESOLUTION #17-98, SPRUCE RIDGE, SECOND ADDITION RESIDENTIAL PARCEL SUBDIVISION - Emily Zandt, County Planner, reported on the application, location of property, surrounding land use, background information of property, review of the proposed subdivision, set-backs met, site photos, regulations, comments from the interagency review team, public notices; no comments received. The application fits with character of the area, Ames Urban Fringe area, and recommends approval with alternative 1. Chitty moved, Olson seconded the approval of Resolution #17-98, Spruce Ridge, Second Addition Residential Parcel Subdivision as presented. Roll call vote. (MCU).

WEEKLY LIVE, CALL-IN MINI-INTERVIEWS OF ONE TO TWO MINUTES EACH ON 1430KASI'S MEL IN THE MORNING PROGRAM FROM 7/1/17-6/30/18 FOR \$50 PER WK/\$2,600 PER YR (LEANNE HARTER) – Lauris Olson reported on background information, outreach to KASI, proposal, rotation of department heads, elected officials, smaller communities; what's going on, and talking about items in a timely manner. Sanders asked if Harter will coordinate. Olson stated yes. Sanders asked about the radio show already. Leanne Harter, County Outreach and Special Projects Manager, reported on KHOI's monthly talk show, and she finds a great response with this. Sanders asked about reaching out to departments and ask them before the Board commits to this, along with the structure of this. Discussion took place. Sanders asked for Olson to get more information and to return. Olson moved, died for a lack of a second.

PROPOSED ARCHITECTURAL DESIGN FOR STORY COUNTY ANIMAL CONTROL BUILDING – Jeff Harris, Roseland, Harris, Mackey Representative, reported on background information, review of process with staff at the animal control building, separate animals and functions, and a review of areas. Harris reported on a small addition to

the west for large animals. Sue McCaskey, Animal Control Director, reported on a couple changes, outside area now for larger animals and that new area is important and to keep the cost down and brought forth a good plan. Discussion took place. Olson moved, Chitty seconded the approval of the Proposed Architectural Design for Story County Animal Control Building and proceed with next steps. Roll call vote. (MCU).

ANIMAL CONTROL DEPARTMENTAL REPORT – Sue McCaskey, Director, reported on numbers; calls, adoptions, incomings, animals in the shelter, inspection, events and fundraisers/donations, the focus now is heat and humidity; welfare checks, plenty of water, shade for outside animals, don't leave animals in vehicles, and minimal activity.

FAÇADE IMPROVEMENT GRANT PROGRAM AND POSSIBLE PROGRAM MODIFICATIONS – Leanne Harter, County Outreach and Special Projects Manager, reported on background information. Sanders asked about the rules and the discussion the Board had. Olson stated to leave this rule the same; tie a tenant to a building, to help facilitate with a partnership, and maybe a tier system. Sanders stated the intent was to help communities bring their main streets back; a chicken and egg thing, the county only pays a percentage, the program is to be supportive, not more restrictive to these smaller communities. Discussion took place. Olson asked about a cap of funding. Sanders stated that's a conversation at budget time. Sanders requested the guidelines be reviewed after this discussion and brought back to a future meeting.

POSSIBLE POLLINATOR PLOTS AT FORMER COUNTY HOME SITE – Marty Chitty reported on an article he read for pollinator plots and talked with Harter. Leanne Harter, County Outreach and Special Projects Manager, reported on talking with IRVM, Nevada School District FFA Coordinator, to ask questions and start this conversation. Cindy Galbreath stated she has some questions for this ground; some prairie land and permanent vegetation, and a long term project. Sanders and Chitty requested additional information.

CENTRAL IOWA COMMUNITY SERVICES SUPPLEMENT TO THE COUNTY EMPLOYEE MANUALS FOR CICS-FUNDED POSITIONS – Karla Webb, Community Services Director, reported on approval by CICS, policy and guidelines are on behalf of the Region, this is just a guide; County manual trumps this manual, added a salary matrix; manage cost, Regional Attorney reviewed.

LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE

SUPERVISORS: Olson reported on reminder for staff to make sure that power points work for meetings before hand, a motor grader route change due to a safety issue, tour of Burke. Chitty reported on quadrant meetings, Crestview MH Park meetings, AEDC tours of the County with Brenda Dryer.

Olson moved, Chitty seconded to adjourn at 1:27 p.m. Roll call vote. (MCU)

Story County
Board of Supervisors Meeting
Tentative Agenda
6/13/17

1. CALL TO ORDER: 10:00 A.M.
2. PLEDGE OF ALLEGIANCE:
3. PUBLIC COMMENT #1:
This comment period is for the public to address topics on today's agenda
4. Consideration Of The Request To The Story County Housing Trust Fund For Funding Those Story County Municipalities With A Population Under 2,000, Including Cambridge, Collins, Colo, Gilbert, Kelley, Maxwell, McCallsburg, Roland, Sheldahl, Slater, And Zearing, Totaling \$4,580.33/Year For 2 Years - Eileen Gebbie And Jason Paull
Eileen Gebbie, Co-Chair, Ames United Church of Christ, an AMOS member institution & Jason Paull, Co-Chair First Christian Church, an AMOS member institution

Department Submitting BOS

Documents:

REQUEST.PDF

5. AGENCY REPORTS:
 - I. Storytime Childcare Center - Jayne Underhill, Director

Department Submitting Auditor

6. CONSIDERATION OF MINUTES:
 - I. 6/6/17 Minutes

Department Submitting Auditor

7. CONSIDERATION OF PERSONNEL ACTIONS:

8. CONSIDERATION OF CLAIMS:

- I. 6/15/17 Claims

Department Submitting Auditor

Documents:

CLAIMS 061517.PDF

9. CONSENT AGENDA:
(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes on the motion.)
 - I. Consideration Of FY 18 Provider And Program Participation Agreement With Volunteer

Center Of Story County Effective 7/1/17 - 6/30/18

Volunteer Center of Story County - Volunteer Management(Not to exceed \$2,000)
\$15.09/1 Volunteer Hour; Advocacy for Social Development - Youth Engagement(Not
to exceed \$1,000)\$15.35/1 Staff Hour

Department Submitting Board of Supervisors

Documents:

VOLUNTEER CENTER OF STORY COUNTY FY 18 CONTRACT.PDF

II. Acknowledgement Of County Outreach And Special Projects Quarterly Report

Department Submitting Auditor

Documents:

QTR RPRT.PDF

III. Consideration Of Contract Renewal Between Solutions, Inc., And Information
Technology For Software Maintenance, Effective 07/01/17 - 06/30/18, For \$25,200.00

Department Submitting Information Technology

Documents:

SOLUTIONS2018.PDF

IV. Consideration Of Engagement Letter With People Statements LLC For November 15th
And 16th, 2017 Training In The Amount Of \$5,600.

Department Submitting BOS

Documents:

PEOPLE STATEMENTS.PDF

V. Consideration Of Maintenance Agreement Between Keltek And Story County On The
Body Camera Arbitrator Software, Server, Remote Support And Module Activation
Effective 6/1/2017 To 5/31/2018 For \$19,592.00

Department Submitting Sheriff

Documents:

KELTEK MAINTENANCE.PDF

VI. Consideration Of FY18 Provider And Program Participation Agreement With Story Time
Child Care Effective 7/1/17 - 6/30/18

Story Time Child Care - Infant (Not to exceed \$4,250) \$11.51/1 Full Day; Child Care -
Children (Not to exceed \$35,974) \$19.51/1 Full Day; Child Care - School Age (Not to
exceed \$425) \$0.32/1 Partial Day

Department Submitting Board of Supervisors

Documents:

STORY TIME FY 18 CONTRACT.PDF

- VII. Consideration Of Renewal Of Iowa Retail Permit Application For Cigarette/Tobacco/Nicotine/Vapor Retail Permit For Ames Golf & Country Club, 5752 GW Carver Ave., Ames, Ia., Effective 7/1/17 - 6/30/18

Department Submitting Auditor

Documents:

RETAIL PERMIT.PDF

- VIII. Consideration Of Change Order For \$14,621 With Woodruff Construction LLC For Construction Of Hickory Grove Showerhouse

Department Submitting Conservation

Documents:

URGE MEMO WOODRUFF CHANGE ORDER.PDF
FEH.PDF

- IX. Consideration Of Cooperative Agreement #17CRDLWBGSH EA-0005 Between Iowa Department Of Natural Resources And Story County Conservation To Restore The River Bank And West Peterson Park For \$12,000.00

Department Submitting Conservation

Documents:

IDNR CONTRACT WEST PETERSON PARK RIVER BANK.PDF
URGE MEMO DNR AGREEMENT WPP.PDF

- X. Consideration Of Agreement With Iowa Department Of Transportation For Detour Of Primary Highway Onto County Road S27 (650th Avenue) From Polk County Line To IA Hwy 210 During Closure Of US 65

Department Submitting Engineer

Documents:

AGR US 65 DETOUR.PDF

- XI. Consideration Of Change Order Between Ubben Tiling And Story County Conservation For Tile Repairs At Ketelsen Marsh For \$12,750.00

Department Submitting Conservation

Documents:

MEMO.PDF
UBBEN.PDF

- XII. Consideration Of Cooperative Agreement Between Prairie Rivers Of Iowa And Story County Conservation For Design And Coordination Of Watershed Signage Effective 7/1/17-11/30/17 For \$6,500.00

Department Submitting Conservation

Documents:

PRI CONTRACTSTORYCOUNTYCONSERVATION.PDF
URGE MEMO PRAIRIE RIVERS AGREEMENT.PDF

- XIII. Consideration Of Utility Permit(S): #17-114

Department Submitting Engineer's Office

Documents:

UT 17 114.PDF

10. PUBLIC HEARING ITEMS:

- I. Consideration To Vacate A Portion Of Old Bloomington Road In Story County, IA - Darren Moon

Department Submitting Engineer

Documents:

OLD BLOONINGTON RD VACATION PUBLIC HEARING.PDF

- II. Consideration Of Proposed Plans, Specifications, And Form Of Contract For Phase I, Tedesco Environmental Learning Corridor Development, Authorization To Release Invitation For Bids, And Set Bid Opening Date Of 7/11/17 - Mike Cox

Department Submitting Conservation

Documents:

NOTICE OF PUBLIC HEARING.PDF
URGE MEMO TELC PHASE I PLANS.PDF

11. ADDITIONAL ITEMS:

- I. Discussion And Consideration Of Awarding The Leadership Nevada Scholarship To Erin Rewerts And Participation During Normal Scheduled Hours Be Considered Work Time - Alissa Wignall

Department Submitting BOS

Documents:

REWERTS.PDF

- II. Discussion And Consideration Of Retiree Health Insurance Continuation Policy Pursuant To Iowa Code 509A (7 Day Review Waived) - Alissa Wignall

Department Submitting BOS

Documents:

STORY COUNTY RETIREE POLICY IOWA CODE 509A.PDF

- III. Consideration Of Authorization For Emmons And Olivier (EOR) To Subcontract Services To Prairie Rivers Of Iowa For The Watershed Assessments - Leanne Harter

Department Submitting Board of Supervisors

Documents:

MEMO TO BOS FOR WATERSHED ASSESSMENTS SUBCONTRACT.PDF

- IV. Consideration Of FY17 Disbursement Allocation As Recommended By The Story County Economic Development Group (SCEDG) - Jennifer Davies

Department Submitting Auditor

Documents:

SCEDG2017.PDF

- V. Discussion And Consideration Of Amendments To The Bylaws And Program Guidelines Of The Story County Economic Development Group - Jennifer Davies And Leanne Harter

Department Submitting Board of Supervisors

Documents:

BYLAWS AMENDMENT MAY 2017.PDF
SCEDG PROGRAM AMENDED MAY 2017.PDF

- VI. Discussion And Consideration Of Keigley Branch Watershed Management Authority 28E Agreement - Leanne Harter

Department Submitting Board of Supervisors

Documents:

MEM TO BOS TO FOR KEIGLEY BRANCH WMA 28E AGREEMENT.PDF
DRAFT 28E AGREEMENT 52317.PDF

- VII. Discussion And Consideration Of Heartland Senior Services Request To Carry Forward

FY 2017 Funds For \$12,000 To FY 2018 For Service Coordination/Outreach Services -
Deb Schildroth And Nancy Carroll

Department Submitting Board of Supervisors

Documents:

HSS REQUEST.PDF

VIII. Discussion And Consideration Of Applicant Eric Adelmund For Vacancies On ASSET -
Deb Schildroth

Department Submitting Board of Supervisors

Documents:

ADELMUND APPLICATION.PDF

IX. Discussion And Consideration Of Applicant Jerry Simmermaker For Vacancy On The
VA Commission - Deb Schildroth

Department Submitting Board of Supervisors

Documents:

SIMMERMAKER APPLICATION.PDF

X. Discussion And Consideration Of Applicant Lynn Lathrop For Vacancy On VA
Commission - Deb Schildroth

Department Submitting Board of Supervisors

Documents:

LATHROP APPLICATION.PDF

XI. Discussion And Consideration Of Relocation Assistance For Crestview Mobile Home
Park Residents - Karla Webb

Department Submitting Story County Community Services

Documents:

CRESTVIEW MHP RELOCATION ASSISTANCE.PDF

XII. Discussion And Consideration Of Resolution #17-98, Spruce Ridge, Second Addition
Residential Parcel Subdivision - Emily Zandt

Department Submitting Planning and Development

Documents:

SUB06 17 SPRUCERIDGE 2 STAFFREPORT.PDF
APPLICATION AND PLAT FINAL.PDF
RESOLUTION 17 98 SPRUCE RIDGE SECOND ADDITION.PDF

- XIII. Discussion And Consideration Of Weekly Live, Call-In Mini-Interviews Of One To Two Minutes Each On 1430KASI's Mel In The Morning Program From 7/1/17-6/30/18 For \$50 Per Wk/\$2,600 Per Yr (Leanne Harter) - Lauris Olson

Department Submitting Board of Supervisors

Documents:

MINI INTERVIEW.PDF

- XIV. Discussion And Consideration Of Proposed Architectural Design For Story County Animal Control Building - Sue McCaskey & Jeff Harris

Department Submitting Animal Control

Documents:

AC.PDF

12. DEPARTMENTAL REPORTS:

- I. Animal Control Departmental Report - Sue McCaskey

Department Submitting Auditor

Documents:

QTR RPT.PDF

13. OTHER REPORTS:

- I. Discussion Of Facade Improvement Grant Program And Possible Program Modifications - Leanne Harter

Department Submitting Board of Supervisors

Documents:

STORYCOUNTYFACGRANT PROGRAMPOSSIBLECHANGES.PDF

- II. Discussion Of Possible Pollinator Plots At Former County Home Site - Leanne Harter

Department Submitting Board of Supervisors

Documents:

COUNTYHOMEMEMO.PDF

- III. Discussion Of Central Iowa Community Services Supplement To The County Employee

Manuals For CICS-Funded Positions - Karla Webb & Alissa Wignall

Department Submitting Story County Community Services

Documents:

CICS SUPPLEMENT TO THE COUNTY EMPLOYEE MANUAL FOR CICS FUNDED POSITIONS.PDF

14. PUBLIC FORUM #2:

Comments from the Public on Items not on this Agenda. The Board may not take any Action on the Comments due to the Requirements of the Open Meetings Law, but May Do So In the Future.

15. LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS:

16. ADJOURNMENT:

Story County strives to ensure that its programs and activities do not discriminate on the basis of race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the county's ADA coordinator at (515)382-7204.

Story County Meeting
Board of Supervisors
6/13/17

NAME

ADDRESS

Pam IASEVOLI

3108 S. DAKOTA AVE.

Emily Zandt

Planning + Development

Haley Weber

Planning + Development

Jerry Moore

PER

Austin Harrington

Ames Lrk

Jason Paul

Story Co Housing Trust Fund Task Force

Eileen Sebore

Story Co Housing TF Task Force

Burke Hays

Ames

Erin Rewerts

Comm. Serv. + Vet. Affairs

Karla Wehr

Comm. Services

Jennifer Davies

City of Slater / SCEDG

NATHAN EASTER

ISU Research Park

Dor Childreth

BUS

DARREN MOORE

ENG.

John Claus

LWV Ames SC

Erin Petra

2017 Rep Ames

Michael Cox

Conservation

Aissa Wignall

POS

Patrick Decker

May 10, 2017

Dear Supervisors Chitty, Olson, and Sanders:

Thank you for your generous funding of the Story County Housing Trust Fund (\$4,505.94 per year, for two years).

We expect our application to the Iowa Finance Authority (IFA) to be submitted by July. If all goes as expected, over \$200,000 in funds will be available to non-profits, developers, and municipalities across Story County for the creation of affordable housing through means requested by area stakeholders: rental "buy-downs," utilities assistance, and rehabilitation of existing housing stock. The process for accessing said monies will be determined by the inaugural Board of Directors on acceptance by the IFA.

When we met with you on Tuesday, April 4, 2017, you also suggested that we return with a proposal for the Supervisors to fund the similar allocations for those Story County municipalities with a population under 2,000. This would include Cambridge, Collins, Colo, Gilbert, Kelley, Maxwell, McCallsburg, Roland, Sheldahl, Slater, and Zearing. The total for those municipalities is \$4,580.33 (again, per year for two years). Please see the details below:

Municipalities in Story County under Population 2,000	Population	% of overall Story County Population (92,406)	Proportional contribution to the \$50k total required for the application to the IFA
Cambridge	825	0.008927992	\$446.40
Collins	487	0.005270221	\$263.51
Colo	869	0.009404151	\$470.21
Gilbert	1,082	0.011709196	\$585.46
Kelley	308	0.003333117	\$166.66
Maxwell	916	0.009912776	\$495.64
McCallsburg	330	0.003571197	\$178.56
Roland	1,289	0.013949311	\$697.47
Sheldahl	321	0.0034738	\$173.69
Slater	1,500	0.016232712	\$811.64
Zearing	538	0.005822133	\$291.11
			\$4,580.33 Total

APPROVED **DENIED**
Board Member Initials: RS
Meeting Date: 6-13-17
Follow-up action: _____

In order to obtain their funding, each municipality under 2000 residents will pass an ordinance requesting funds and provide a letter to the Board of Supervisors as a formal request for their portion of local match funding to be paid by the County. The Task Force, under advisement of Mayor Craig Henry of Huxley and other government professionals, has drafted a model ordinance for each municipality to use.

After discussion with the larger Story County Housing Trust Fund Task Force, we do hereby respectfully request those monies. We would be glad to make a brief (no more than ten minute) presentation at your meeting on Tuesday, June 13, 2017, if that would be helpful.

Thank you for suggesting and now considering our request.

Sincerely,



Eileen Gebbie, Co-Chair
Ames United Church of Christ,
an AMOS member institution



Jason Paull, Co-Chair
First Christian Church,
an AMOS member institution

**Story County
Housing Trust Fund
Task Force**

Erik Bunker
First National Bank

Amber Corierr
Ames City Council

Dan Culhane
*Ames Chamber of
Commerce*

Eileen Gebbie
*Ames United Church of
Christ, AMOS*

Craig Henry
City of Huxley

John Klaus
Ames Progressive Alliance

John Lott
*Benjamin Design
Collaborative*

Warren Madden
Iowa State University

Hope Metheny
Youth & Shelter Services

Trish O'Brien-Edwards
*Habitat for Humanity
of Central Iowa*

Lauris Olson
*Story County
Board of Supervisors*

Jason Paull
*First Christian Church,
AMOS*

Steve Ringlee
CPA & Entrepreneur

Dale VanderSchaaf
*Story County Community
Housing Corporation*

May 8, 2017

Dear Supervisors Chitty, Olson, and Sanders:

Thank you for your generous funding of the Story County Housing Trust Fund (\$4,505.94 per year, for two years). We expect our application to the Iowa Finance Authority to be submitted by July. If all goes as expected, over \$200,000 in funds will be available to non-profits, developers, and municipalities across Story County for the creation of affordable housing through means requested by area stakeholders: rental "buy-downs," utilities assistance, and rehabilitation of existing housing stock.

When we met with you on Tuesday, April 4, 2017, you suggested we return with a proposal for the Supervisors to fund the similar allocations for those Story County municipalities with a population under 2,000. This would include Cambridge, Collins, Colo, Gilbert, Kelley, Maxwell, McCallsburg, Roland, Sheldahl, Slater, and Zearing. The total for those municipalities is \$4,580.33 (again, per year for two years).

After discussion with the larger Story County Housing Trust Fund Task Force, we do hereby respectfully request those monies. We would be glad to make a brief (no more than ten minute) presentation at your meeting on Tuesday, June 13, 2017, if that would be helpful.

Thank you for suggesting and now considering our request.

Sincerely,



Eileen Gebbie, Co-Chair
Ames United Church of Christ,
an AMOS member institution



Jason Paull, Co-Chair
First Christian Church,
an AMOS member institution

**Story County
Housing Trust Fund
Task Force**

Erik Bunker
First National Bank

Amber Corrieri
Ames City Council

Dan Culhane
*Ames Chamber of
Commerce*

Eileen Gebbie
*Ames United Church of
Christ, AMOS*

Craig Henry
City of Huxley

John Klaus
Ames Progressive Alliance

John Lott
*Benjamin Design
Collaborative*

Warren Madden
Iowa State University

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*Story County
Board of Supervisors*

Jason Paull
*First Christian Church,
AMOS*

Steve Ringlee
CPA & Entrepreneur

Dale VanderSchaaf
*Story County Community
Housing Corporation*

From: Scott DeYoung <cambridge_mayor@outlook.com>

Date: June 12, 2017 at 11:53:09 AM CDT

To: Brenda Dryer <brenda@ameschamber.com>

Subject: Affordable housing and resolution

Brenda,

This email is to confirm that the Cambridge city council approved the resolution supporting the affordable housing group. Unfortunately the check has been ill and was out most of last week. I am out of town until Wednesday and am unable to get the resolution to you. Please know that it will be forwarded as soon as I am able to do so.

Thanks,

Mayor DeYoung

**Story County
Provider and Program Participation Agreement**

THIS AGREEMENT (the Agreement), entered into this First day of July, 2017 is by and between **Story County** and **Volunteer Center of Story County** (Provider).

The statements and intentions of the parties, to this Agreement, are as follows:

Story County is a governmental entity organized under the Code of Iowa, governed by the Board of Supervisors. Story County is interested in contracting with Provider to purchase Covered Services for the benefit of Story County Individuals.

Provider is interested in contracting with Story County to provide Covered Services for the benefit of Story County Individuals.

In consideration of the premises and promises contained herein, it is mutually agreed by and between Story County and Provider as follows:

**SECTION 1
Definitions**

Co-payment: The amount which may be charged to Story County Individual at the time services are rendered.

Subcontract: The act in which one party to the original contract enters into a contract with a third party to provide some or all of the services listed in the original contract.

**SECTION 2
Duties of Provider**

Section 2.1 Provision of Covered Services. Provider shall provide Covered Services to each Story County Individual who is eligible to receive such services to the extent designated in Attachment A, Service Definitions and Rates. The programs or services must conform to the standardized definitions used by the Analysis of Social Services Evaluation team (ASSET). Such services shall be rendered in compliance with applicable laws and regulations. Provider shall also provide Covered Services in a manner which: (a) documents the services provided, in conformance with Federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable), State and local laws and regulations, (b) protects the confidentiality of the Story County Individual's medical records, and (c) records and maintains specified program information and performance measures in Clear Impact Scorecard at <https://app.resultsscorecard.com> at the frequency defined through ASSET.

Section 2.2 Access to Books and Records. Unless otherwise required by applicable statutes or regulation, Provider shall allow Story County access to books and records, for purposes of appeals, utilization, grievance, claims payment review, individual medical records review or financial audits, during the term of this contract and seven (7) years following its termination. Provider shall provide records or copies of records as requested.

SECTION 3
Claims Submission and Payment

Section 3.1 Claims Submission. Provider agrees to submit all claims **and supporting documentation** for reimbursement **no later than forty-five (45) days** from the date Covered Services are rendered.

Section 3.2 Claims Payment. Story County will make monthly payments to the Provider based upon the reimbursement requests submitted by the Provider in accordance with Attachment A to this contract. The maximum total amount payable by Story County under this agreement is detailed on Attachment A, and no greater amount shall be paid.

Section 3.3 Compensation to Provider. Provider agrees to accept payment from Story County for Covered Services provided to Story County Individuals under this Agreement as payment in full, less any Co-payment or other amount which is due from Story County Individuals for such services. Compensation for Covered Services is included as Attachment A, Service Definitions and Rates.

For Providers accessing funding through the Story County ASSET process, an agency audit or IRS Form 990 shall be submitted within six months following the end of the agency's fiscal year. If an agency audit or IRS Form 990 is not submitted, Story County reserves the right to withhold payments until the audit and/or IRS Form 990 is submitted.

SECTION 4
Relationship Between the Parties

Section 4.1 Relationship Between Story County and Provider. The relationship between Story County and Provider is solely that of independent contractor and nothing in this Agreement shall be construed or deemed to create any other relationship including one of employment, agency or joint venture. Provider shall maintain Social Security, worker's compensation and all other employee benefits covering Providers employees as required by law.

SECTION 5
Hold Harmless, Indemnification and Liability Insurance

Section 5.1 Provider Hold Harmless and Indemnification. Provider shall defend, hold harmless and indemnify Story County against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Story County that arise out of acts or omission of Provider or Provider's employees, agents or representatives in the discharge of its responsibilities under this Agreement.

Section 5.2 Story County Hold Harmless and Indemnification. Story County shall defend, hold harmless and indemnify Provider against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Provider that arise out of acts or omission of Story County or Story County employees, agents or representatives in the discharge of its responsibilities under this Agreement.

Section 5.3 Provider Liability Insurance. Provider shall procure and maintain, at the Provider's own expense, insurance in amounts sufficient to provide coverage in the following areas, when

applicable: (1) comprehensive general liability; (2) comprehensive motor vehicle liability and (3) professional liability. Provider shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsement for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The County reserves the right to require complete, certified copies of all required insurance policies, at any time.

SECTION 6

Laws and Regulations

Section 6.1 Laws and Regulations. Provider warrants that it is, and during the term of this Agreement will continue to be, operating in full compliance with all applicable federal (including the Health Insurance Portability and Accountability Act, HIPAA) and state laws.

Section 6.2 Reports from State Authority or Agency. The Provider will be expected to comply fully with all rules and regulations imposed by a State licensing authority. All written or verbal communications or reports from a State authority or agency, including but not limited to summaries of inspection reports or complaints of abuse or neglect resulting in investigation(s), shall be provided to Story County immediately upon receipt of same by the Provider.

Section 6.3 Compliance with Civil Rights Laws. Provider agrees not to discriminate or differentiate in the treatment of any individual based on sex, race, color, age, religion, national origin or otherwise qualified handicapped individual. Provider agrees to ensure services are rendered to Story County Individuals in the same manner, and in accordance with the same standards and with the same availability, as offered to any other individual receiving services from Provider.

Section 6.4 Equal Opportunity Employer. Story County is an equal employment opportunity employer. Story County supports a policy which prohibits discrimination against any employee or applicant for employment on the basis of age, race, sex, color, national origin, religion, physical or mental disability, veteran or any other classification protected by law or ordinance. Provider agrees that it is in full compliance with Story County's Equal Employment Policy as expressed herein.

Section 6.5 Confidentiality of Records. Story County and Provider agree to maintain the confidentiality of all information regarding Covered Services provided to Story County Individuals under this Agreement in accordance with any applicable laws and regulations. Provider acknowledges that in receiving, storing, processing, or otherwise dealing with information from Story County about Individuals, it is fully bound by federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable) and state laws and regulations governing the confidentiality of medical records and mental health records.

SECTION 7

Term and Termination

Section 7.1 Term. The term of this Agreement shall be for a period of one (1) year, commencing on the date first above written.

Section 7.2 Termination of Agreement Without Cause. Either party may terminate this Agreement without cause upon ninety (90) days prior written notice of termination to the other party.

Section 7.3 Termination With Cause by Story County. Story County shall have the right to terminate this Agreement immediately by giving written notice to Provider upon the occurrence of any of the following events: (a) restriction, suspension or revocation of Provider's license, certification or accreditation; (b) Provider's loss of any liability insurance required under this Agreement; (c) chapter 7 bankruptcy files by the Provider, or (d) Provider's material breach of any of the terms or obligations of this Agreement.

Section 7.4 Termination With Cause by Provider. Provider shall have the right to terminate this Agreement immediately by giving written notice to Story County upon the occurrence of Story County's material breach of any of the terms or obligations of this Agreement.

Section 7.5 Information to Story County Individuals. Provider acknowledges the right of Story County to inform Story County Individuals of Provider's termination and agrees to cooperate with Story County in deciding on the form of such notification.

Section 7.6 Nonrenewal of Agreement. Either party may choose not to renew this agreement upon ninety (90) days written notice to the other party prior to the expiration of the contract.

SECTION 8 **Amendments**

Section 8.1 Amendment. This Agreement may be amended at any time by the mutual written agreement of the parties. In addition, Story County may amend this Agreement upon sixty (60) days advance notice to Provider and if Provider does not provide written objection to Story County within the sixty (60) day period, then the amendment shall be effective at the expiration of the sixty (60) day period.

Section 8.2 Regulatory Amendment. Story County may also amend this Agreement to comply with applicable statutes and regulations and shall give written notice to Provider of such amendment and its effective date. Such amendment will not require sixty (60) days advance written notice.

SECTION 9 **Other Terms and Conditions**

Section 9.1 Non-Exclusivity. This Agreement does not confer upon the Provider any exclusive right to provide services to Story County Individuals in Provider's geographical area. Story County reserves the right to contract with other providers. The parties agree that Provider may continue to contract with other organizations.

Section 9.2 Assignment. Provider may not assign any of its rights and responsibilities under this Agreement to any person or entity without the prior written approval of Story County.

Section 9.3 Subcontracting. Provider may not subcontract any of its rights and responsibilities under this Agreement to any person or entity without prior notification to Story County.

Section 9.4 Entire Agreement. This Agreement and attachments attached hereto constitute the entire agreement between Story County and Provider, and supersedes or replaces any prior agreements between Story County and Provider relating to its subject matter.

Section 9.5 Rights of Provider and Story County. Provider agrees that Story County may use Provider's name, address, telephone number, description of Provider and Provider's care and specialty services in any promotional activities. Otherwise, Provider and Story County shall not use each other's name, symbol or service mark without prior written approval of the other party.

Section 9.6 Invalidity. If any term, provision or condition of this Agreement shall be determined invalid by a court of law, such invalidity shall in no way effect the validity of any other term, provision or condition of this Agreement, and the remainder of the Agreement shall survive in full force and effect unless to do so would substantially impair the rights and obligations of the parties to this Agreement.

Section 9.7 No Waiver. The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach.

Section 9.8 Notices to Story County. Any notice, request, demand, waiver, consent, approval or other communication to Story County which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

Story County Board of Supervisor's Office
Story County Administration Building, 900 6th Street
Nevada, Iowa 50201
Attention: Deb Schildroth

Section 9.9 Notices to Provider. Any notice, request, demand, waiver, consent, approval or other communication to Provider which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

Volunteer Center of Story Co.
110 Crystal St.
Ames, IA 50010
Attention: Anne Owens

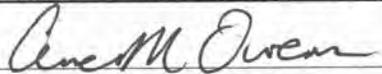
Section 9.10 Laws. This contract is governed by the laws of the State of Iowa with venue in Story County District Court.

This Agreement has been executed by the parties hereto, through their duly authorized officials.

COUNTY:

PROVIDER:

By: 

Volunteer Center of Story County
By: 

Print Name: Rick Sanders

Print Name: Anne M Owens

Print Title: Story County Board of Supervisors

Print Title: Executive Director

Date: 6-13-17

Date: 5-30-17

**ATTACHMENT A
SERVICE DEFINITIONS AND RATES
FISCAL YEAR: 2018**

Service Description	Unit of Service	Rate
Volunteer Management Not to Exceed \$2,000	1 Volunteer Hour	\$15.09
Advocacy for Social Development – Youth Engagement Not to Exceed \$1,000	1 Staff Hour	\$15.35



County Outreach and Special Projects Manager
Story County, Iowa
Administration Building
900 6th Street, Nevada, Iowa 50201

Ph. 515-382-7247 Email: lharter@storycountyiaowa.gov
www.storycountyiaowa.gov

L. Harter
APPROVED **DENIED**

Board Member Initials: LS

Meeting Date: 6-13-17

Follow-up action: _____

TO: Story County Board of Supervisors
FROM: Leanne Lawrie Harter, AICP, CFM
RE: Quarterly Report – County Outreach and Special Projects Manager
DATE: June 8, 2017

Below is a listing of projects and other areas with which I have been involved from April to date (June 8th). The list is organized based on the categories in the work program the Board adopted for the position. Also attached is a written update regarding the watershed assessments provided by Pat Conrad with EOR.

Please let me know if you have any questions!

Capital Improvements Plan

CIP StoryMap – I have been working to learn how to develop StoryMap in GIS. Matt Boeck and I will be spending some time in the next couple of weeks to set up the CIP StoryMap. Along with that, staff will be going out and taking pictures of the current year and upcoming fiscal year projects to include. I expect this to occur over the coming two-three weeks.

Communications Plan

- Our Story was published in April – the next publication will be released in July.
- National County Government Month
- 50th Anniversary Ground-breaking even
- Discussed “Quarterly media coffee talks” with Supervisor Olson and decided to not pursue task and look to a different strategy in the future.
- Website re-design has kicked off.

C2C Plan

- Executive Summary will be completed in June and presented to the Board along with the beginning of the annual review in July.
- Community Indicators have been developed as a set of metrics for the Board to use for the annual review. These will be presented in July for consideration.

Watershed Management Planning

Floodplain Management/CRS Program Coordination

- Flood Awareness Outreach Materials
- Review new Flood Insurance Rate Maps and methodologies – June 5th (comments due June 8th)
- Alliant Energy
- DD 20 Site Visit

PLEASE RECYCLE





County Outreach and Special Projects Manager

Story County, Iowa

Ph. 515-382-7247 Email: lharter@storycountyiowa.gov

www.storycountyiowa.gov

- CRS Repetitive Loss Data Review
- TCM (Tyler Content Management) initial training with Darla – will be following up in June after she completes work on other projects.
- IFSMA Lunch and Learn Committee
- Because Story County has been notified we will be receiving revised maps, staff delayed task of training to the development community until the defined timeframe for the new maps is released and staff has an idea of what potential changes will be brought forward to the applicable regulations.
- High Water Sign Initiative being brought to the BOS on June 20th
- Plats of Survey – 8 reviewed during April, May and to date (June 7, 2017)
- Development Review Cases – IART and/or Conceptual Review
 - BBNC Rezoning Request for a Storage Unit Facility
 - Orchard View Minor Subdivision IART Review
 - Spruce Ridge Second Addition Residential Parcel Subdivision
 - Manatts CUP
 - Joe Manatt CUP
 - Proposed Fireworks Retail
- Zoning Permits – Floodplain Verifications
 - 3706 Onion Creek
 - Jordan
 - Burr Oak
 - Midwest Farms Ag Exemption
 - Strum Ag Exemption
 - 51756 180th Street
 - Campbell

Miscellaneous

- Technical Assistance to Townships Program – information delivered in early April – as of the drafting of this report, no townships had participated in the program.
- Intern with Human Resources – Rachel Wilson has been an incredible asset and provides so much help to me. She has taken over the weekly taping of the Board's meeting and is helping me out in so many areas.
- Ordinance Development and Review Guidelines Manual – staff will be sending this to the County Attorney's Office for review and intends to bring it to the BOS in July
- Secondary Roads Shed RFP Release
- EOC Exercise on April 26th
- AEDC Contracts were both modified and approved by the Board in early June
- Technical Assistance to Communities ends in June
- RFP Manual – this will be coming to the Board in June
- Blood Drives were coordinated in early May and will again occur in later August.
- Cemetery Training was conducted June 2nd
- Discussions regarding pioneer cemeteries and prairie remnants
- Maxwell Comprehensive Plan assistance
- Wellness Committee
- Leadership Nevada 2017 planning sessions are well underway.





County Outreach and Special Projects Manager
Story County, Iowa

Ph. 515-382-7247 Email: lharter@storycountyiowa.gov
www.storycountyiowa.gov

- National Planning Conference Session – listing of the sessions attended in addition to presenting are found under trainings.

Urban Renewal Area Program

- Pre-Application Conference for URA
- Applications received for 2017 program June 6th – acknowledgement of the applications and proposed schedule will be on the June 20th Board agenda.
- The process to begin amending the URA Plan for the 2nd phase of the Tedesco Environmental Learning Corridor has kicked off and the consultation meeting is scheduled for June 13th at 9:00 am in the public meeting room.

Training Sessions

- Planning for Rural Transportation
- Naturally Resilient Communities
- Preventing Discharge of Pollutants on Active Construction Sites
- Addressing Cumulative Impacts or How to Avoid Dying by a Thousand Cuts
- Building on Strength through Collaborative Economic Development (NCP17)
- Planners and the Public Realm: Legal Rights and Planning Issues (NCP17)
- New Ruralism? Working for Us! (NCP17)
- Mystery, Intrigue and Proformas (NCP17)
- Best Practices for Using Tax Incentives (NCP17)
- Small Town Municipal Broadband Gabfest (NCP17)
- Ethics: Navigating the Grey Matter (NCP17)
- Meeting Water Needs: People and Environment (NCP17)
- Incentivizing the Sale of Healthy and Local Food (NCP17)
- Planning and Urban Water Management (NCP17)
- Learning from Don Draper: Presentation Skills (NCP17)
- Opening Keynote: Peter Leyden - The Reinvention of America (NCP17)
- Land Use and Zoning From STart to Finish (NCP17)

Please let me know if you have any questions or would like additional information.





June 7, 2017

To: Story County Board of Supervisors
From: Pat Conrad, Watershed Planner EOR
Re: June Update: Story County Watershed Assessment

Background

At their March 14th 2017 meeting, the Story County Board of Supervisors approved a scope of services from EOR to develop a County Wide Watershed Assessment. Subsequently a contact was executed and EOR began work on the project in April 2017.

Project Update

Preliminary work on project has focused mainly on the initial watershed assessment tasks. Specifically we have worked with local staff (Leanne Harter and Mike Cox) to prioritize streams and waterways throughout the County. Attached Map 1 represents this prioritization which will be used in later phases of the Watershed Assessment project as management recommendations are developed and areas for implementation are determined. A stream survey was conducted with the purpose of identify resource management issues and for locating future opportunities. Pictures 1 and 2 are examples of the stream survey findings.

In addition to the watershed assessment work, we have developed drafts of the Watershed Protection and Restoration Priority Maps. These are better viewed at a smaller scale so attached you will see examples for the Ballard Creek HUC-12 watershed. The intent is that a watershed based atlas will be developed to depict these areas. An interactive web-based version will also be developed. The first Protection Map illustrates the 2, 10, and 100 year floodplains, the natural land cover types within 175 feet of waterbodies and natural plant communities identified by Wildlands Ecological Services. The second Protection Map illustrates steeply sloped areas on natural land cover types within 175 feet of waterbodies. These are shown separately because in many cases they overlap. The restoration map identifies areas that are potentially contributing a disproportionate load of sediment and/or nutrients to the streams of the County. The areas include non-natural land cover types (row crop, pasture, developed, etc) and steep slopes. Also depicted are areas where wetlands could potentially be restored.

Upcoming Work

The next step in the project will be to finalize the watershed assessment mapping work and to work with Leanne and Mike to refine and finalize the Watershed Protection and Restoration Priority Maps.

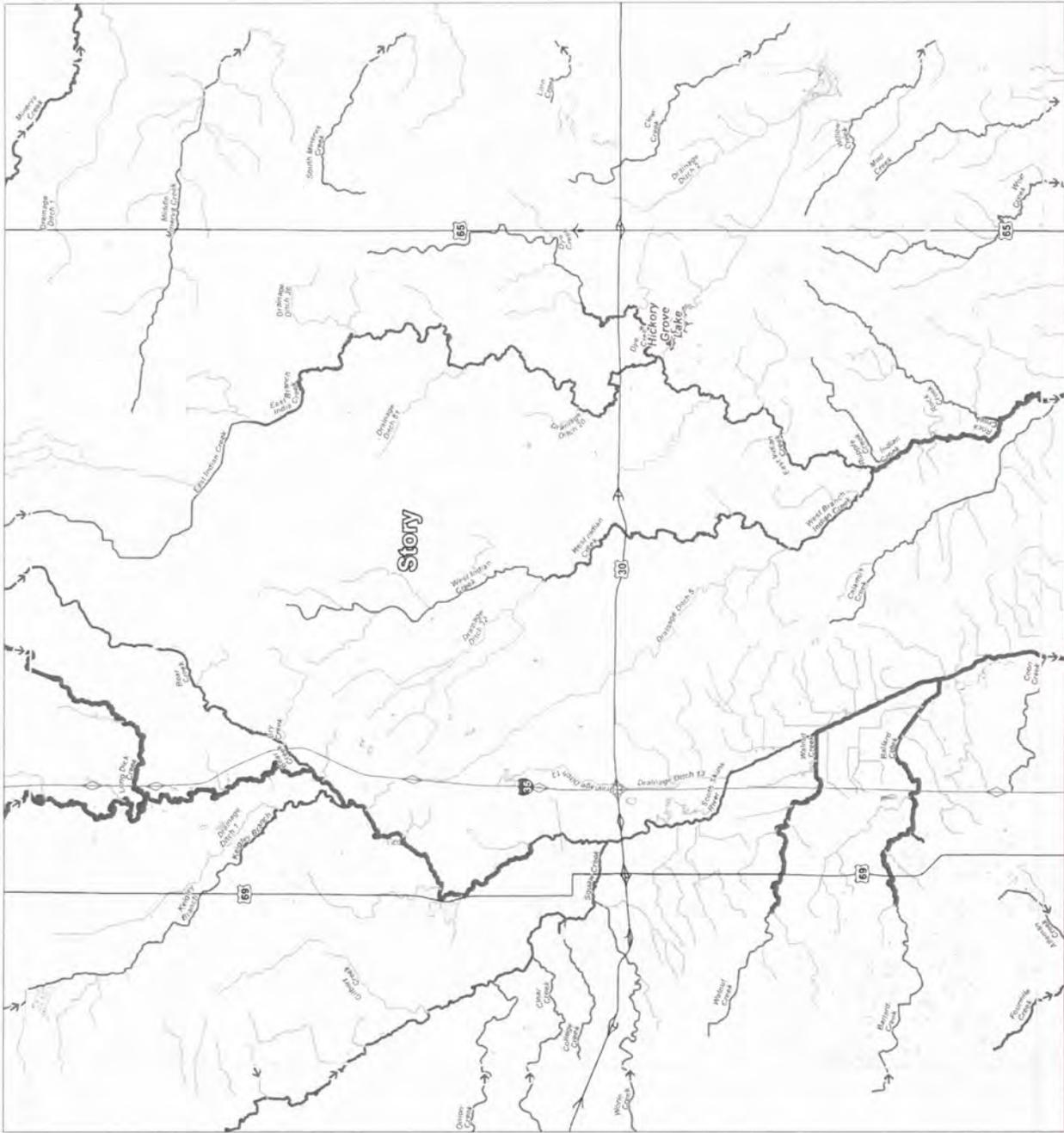
As we move in the final phases of the project we will be developing a series of watershed management recommendations for the County to consider. The recommendations will cover the following general areas:

- Water quality improvement practice – recommendations will be provided for various water quality focused conservations practices that can be used in agricultural areas within the County and also for developed areas.

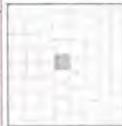
EOR is an Equal Opportunity Affirmative Action Employer

Emmons & Olivier Resources, Inc. 651 Hale Ave N Oakdale, MN 55128 T/ 651.770.8448 F/ 651.770.2552 www.eorinc.com

- County Operations – we are currently working with County staff to assess how watershed management practices (water quality improvement, flood retention, etc) can be incorporated into the daily/annual activities of the County.
- We are reviewing the County Floodplain and Land Development Regulations to determine if there are any incompatibilities or recommended improvements to be made.
- BMP Siting – we will begin running the Agricultural Conservation Practice Framework Toolbox for siting potential water quality improvement practices on agricultural areas. Concurrent with that effort we will be identifying opportunities in developed areas and within the stream riparian area.



**Story County
Resource
Prioritization**



- Legend**
- Resource Category**
 - High Priority
 - Medium Priority
 - Low Priority
 - Unassessable
 - Water Body**
 - Stream
 - Reservoir
 - Wetland
 - Shaded Wetland
 - Shaded Reservoir
 - Shaded Wetland/Reservoir
 - Other**
 - County Boundary
 - City Boundary
 - US Road
 - State Road
 - Local Road (Unimproved)



Picture 1: Cattle grazing within Gilbert Creek

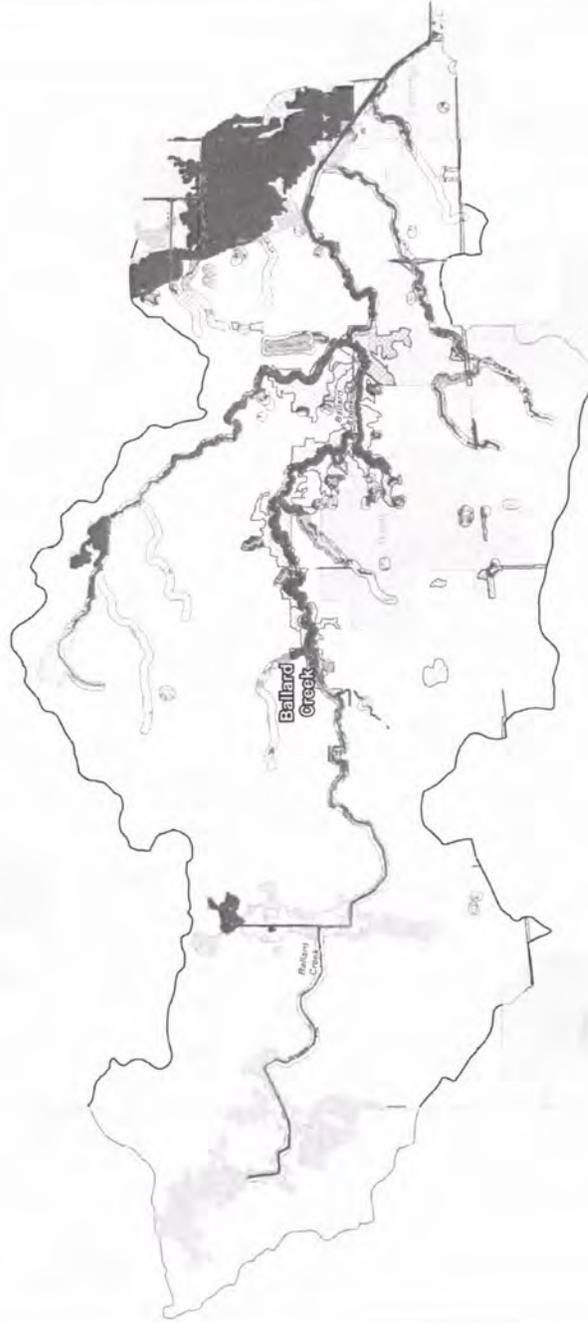


Picture 2: Calamus Creek Potential Saturated Buffer Opportunity

Floodplain Boundaries

- Floodplain Boundary 2 Year
- Floodplain Boundary 10 Year
- Floodplain Boundary 100 Year

Story



Legend

Stream Category: Priority, Secondary, Other

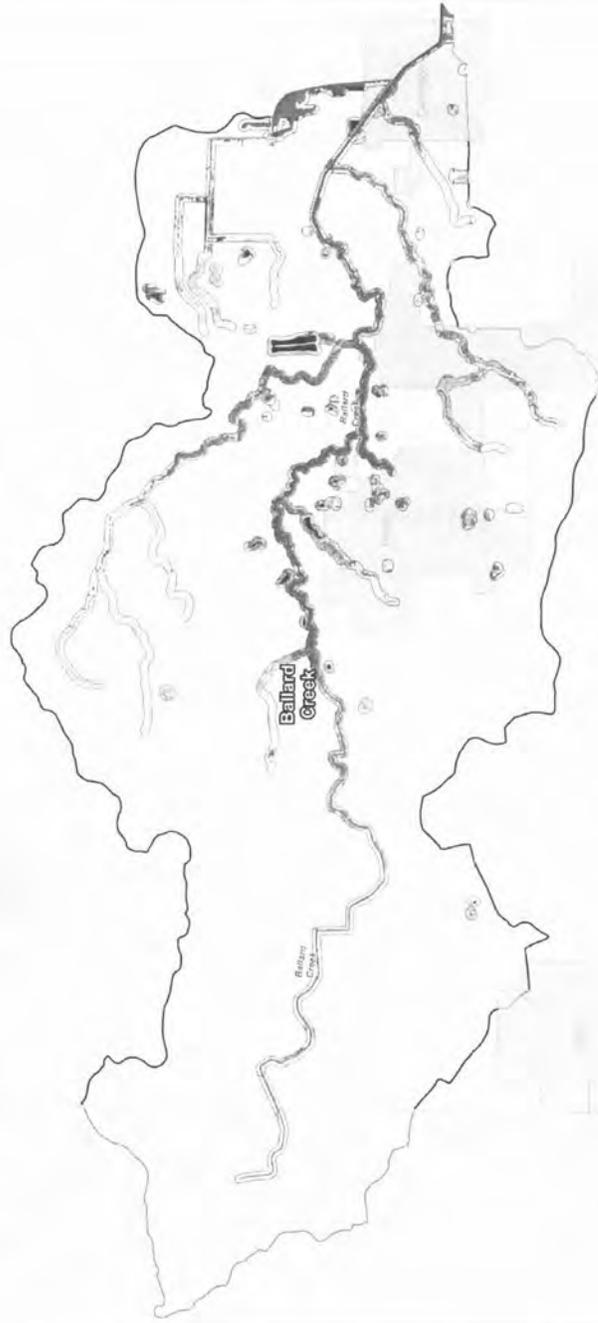
Natural Area Protection Sites: Protected Landbase, Land Cover (Deciduous Forest, Coniferous Forest, Wetland)

Other: Openland, Water, Wetland

Story County Floodplain Protection

0 0.5 1 Miles

Story



Legend

- Stream Category**
 - Primary
 - Secondary
 - Other
- Projected Landcover**
 - Grassland
 - Water
 - Wetland
 - Barren
 - Deciduous Forest
- Buffer Slope (Percent)**
 - Steeply Sloped (18-25)
 - Critical Slopes (25-40)
 - Projected Slopes (>40)



Story County
Nutrient Delivery
Protection

0 0.5 1 Miles

Story



Legend

Altered Landuse	Buffer Slope (Percent)	Stream Category
Cropland/Developed	Steep Slope (18-25)	Priority
	Critical Slopes (25-40)	Secondary
	Protected Slopes (>40)	Other

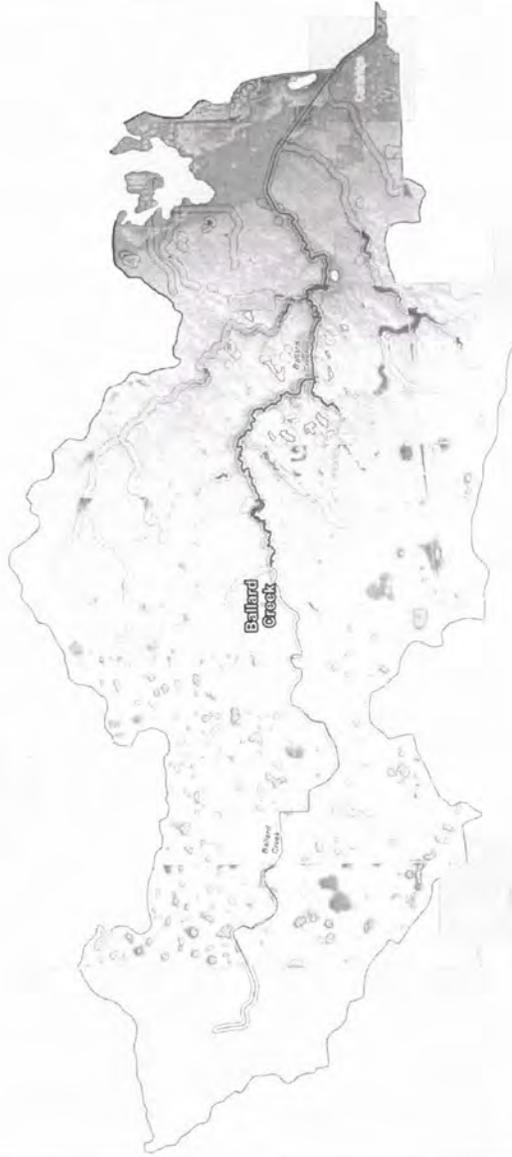
Story County

Restoration Opportunities-Steep Slopes

0 0.5 1 Miles



Story



Legend

- Story County
- Restorable Wetlands
- Restoration Opportunities

Scale: 0 0.5 1 Miles

Inset Map: Shows the location of Story County within the state of Iowa.

Legend (continued):

- Topography: Contour Lines (10, 20, 30, 40, 50, 60, 70, 80, 90, 100, 110, 120, 130, 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260, 270, 280, 290, 300, 310, 320, 330, 340, 350, 360, 370, 380, 390, 400, 410, 420, 430, 440, 450, 460, 470, 480, 490, 500, 510, 520, 530, 540, 550, 560, 570, 580, 590, 600, 610, 620, 630, 640, 650, 660, 670, 680, 690, 700, 710, 720, 730, 740, 750, 760, 770, 780, 790, 800, 810, 820, 830, 840, 850, 860, 870, 880, 890, 900, 910, 920, 930, 940, 950, 960, 970, 980, 990, 1000)
- Water: Blue
- Wetlands: Light Gray
- Restoration Opportunities: Dark Gray
- Other: White



"Solutions", Inc.
2311 West 18th Street, Spencer Iowa 51301
712-262-4520

Changes to the Technology Services Agreement and Statement of Work Agreement

May 25, 2017

Lucy Martin
Auditor
Story County
900 6th St
Nevada, IA 50201-2087

RE: Annual Support

Dear Lucy,

With this letter, we are sending our updated Statement of Work Agreements for technical support and our Licensed Code Support Agreement.

Even if you have not budgeted to pay these agreements until after the Fiscal Year, please sign and return these to us with a note of the date you wish to be invoiced. Do you want to be invoiced before or after the fiscal year?

New Offering for Document Locator Users:

Document Locator: As explained during the sales process, Document Locator allows users to do so much more with the application than was previously offered. The problem is, since this is a Microsoft Windows based application, it requires much more support than the old IBM i based application.

Covered application: We have had a number of user and IT request us to offer an annual maintenance fee to cover questions on Document Locator once it has been set up. This would not be on setting up new projects but those day-to-day questions that you run into when running the application.

The Offering: "Solutions", starting July 1, 2017, is offering annual support on Document Locator questions. The annual cost will have a base fee plus per license cost. Please let us know if interested and we will send you a modified Statement of Work.

Travel Costs:

Standard rates are as follows: Sixty-eight dollars (\$68) an hour to and from your offices. Fifty-four cents (53.5 cents) per mile round trip, plus expenses. Costs will still be split when multiple customers are seen on the same trip.

Discount Rates: Our discount rates are staying the same. Two hundred fifty dollars a day per technician, anywhere in the state. The difference from here forward, is as follows: Discounted travel is only available for Silver and Gold Managed Services.

Managed Services Customers at shorter distances: "Solutions" will always charge the lower amount for Managed Services Customers.

Technical Services through TechServ:

Three Managed Services Offerings continue.

Bronze, Silver and Gold

- Services offered in 2016-2017 will continue in 2017-2018
 - We are offering Pre-paid Hourly services (other than Image Services) to Silver & Gold Managed Services Customers or Hosted Database Clients only.
 - When you pre-purchase support services, you will be able to purchase them in \$5,000 dollar increments. The discount is taken at the time of the work being performed.
 - Silver and Gold Managed Services will continue to be provided 24 hour support.

Hourly Rates have not changed:

If you do not have managed services, only Level II, III and Level IV rates are available. Certain services will still require written approval (such as linking your personal cell phone to email). As stated previously, it is important that if you have a problem, that you have permission from your employer to call.

Level I-\$87, Level II-\$115, Level III-\$145 and Level IV-\$175

Customers without a Managed Services Agreement - Break/Fix

Break/fix services without Managed Services Agreements can only be handled as time permits. If you do not have a Managed Services agreement, you will not be taken directly through when you call. Without a Managed Services account you will need to make a services request through our dispatch desk at our 712-262-4520 number and we will have someone call you back.

Third Party sourced Software and Hardware: "Solutions" in 30 years of support, until the last couple of years, has always had the policy of installing or assisting in the installation of equipment purchased from third parties. This will continue with Servers, Personal Computers, Printers, and Scanners. Please note there will be exceptions. Some vendors will not support an installer if they have not sold the equipment.

When it comes to firewalls, routers, switches, edge software, and the risks associated with working with security equipment configured or installed by third parties, we will at times decline to agree to work with your network. We feel you will be best served by whomever you have purchased that equipment from.

If you have any questions, please give me a call at 712-262-4520 or e-mail me at gdavis@gmdsolutions.com.

Best Regards,



Gregory E. Davis

Gregory E. Davis

President "Solutions"



SOLUTIONS

"Solutions", Inc.
2311 West 18th Street, Spencer Iowa 51301
712-262-4520

Licensed Code Support Agreement

This Support Agreement ("**this Agreement**") is made and entered into this 1st day of July, 2017 by and between "**Solutions**", Inc. (hereinafter "**Vendor**"), a (Software Developer and Licensor) with principal offices at 2311 West 18th Street Spencer Iowa 51301-0857, and Story County hereinafter "**Customer**"), a (Local Government and its Offices) with principal offices at: 900 6th St, Nevada, IA 50201-2087

WHEREAS, Vendor is in the business of developing computer programs, certain of which computer programs have already been Licensed by the Customer; and,

WHEREAS, the Customer desires to retain the services of Vendor to maintain and service the computer programs licensed by the Customer from Vendor, such maintenance and service of the Vendor's computer programs to be accomplished by Vendor pursuant to the terms of the Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, Vendor and the Customer hereby agree as follows:

Section 1 - Definitions

For the purposes of this Agreement, the following definitions shall apply to the respective capitalized terms:

1.1 "**Licensed Program**" The computer software described in Exhibit A hereto, including any extracts from such software, derivative works of such software, or collective works constituting such software (such as subsequent Releases) to the extent offered to Customer under this Agreement or the License Agreement.

1.2 "**Custom Program**" Any program that has been requested by the Customer to be written or installed in addition to the Customer's Licensed Program described in Exhibit A hereto.

1.3 "**Non Maintained Program**" Any program no longer maintained and updated to Vendor's current Release by the Customer. This can also be any program no longer offered for License by Vendor.

1.4 "**Installation**" The preparation and the loading of new or revised Licensed Programs onto the Customer's existing hardware. Installation is not limited to on-site loading, but also includes Licensed Programs sent or delivered to the Customer by Vendor.

1.5 "**Error**" Any failure of the Licensed Program to conform in all material respects to the functional specifications for the Licensed Program. However, any nonconformity resulting from Customer's misuse or improper use of the Licensed Program or combining or merging the Licensed Program with any hardware or software not supplied by Vendor, or not authorized to be so combined or merged by Vendor, shall not be considered an Error.

1.6 "**Error Correction**" Either a software modification or addition that, when made or added to the Licensed Program, establishes material conformity of the Licensed Program to the functional specifications, or a procedure or routine that, when observed in the regular operation of the Licensed Program, eliminates the practical adverse effect on Customer of such nonconformity.

1.7 "**Enhancement**" Any modification or addition that, when made or added to the Licensed Program, materially changes it's utility, efficiency, functional capability, or application, but that does not constitute solely an Error Correction. Enhancements may be designated by Vendor as minor or major, depending on Vendor's assessment of their value and of the function added to the preexisting Licensed Program.



1.8 "Normal Working Hours" The hours between 8:00 A.M and 5:00 P.M. Central Standard Time, on the days Monday through Friday, excluding regularly scheduled holidays of Vendor.

1.9 "Releases" New versions of the Licensed Program, which new versions may include both Error Corrections and Enhancements.

1.10 "Major Enhancement" Shall be further defined as: Any modification or addition that, when made or added to the Licensed Program, materially changes the Programs file structure and may require Program modifications to any of the Customer's Custom Programming.

1.11. "User Requested Major Enhancements" An enhancement of a Licensed Program requested by a 75% minimum majority of users of that Licensed Program.

1.12 "Federal or State Mandated Enhancement" An enhancement mandated by a change or definition of Federal or State code.

1.13 "Minor Enhancement" An enhancement of a Licensed Program that materially changes its utility, efficiency, functional capability, or application, that Vendor feels will improve the Customer's usage.

1.14 "Trade Secrets" Any information, process, or idea developed by Vendor which Vendor considers confidential. Examples of trade secrets include, but are not limited to:

1.14.1 Licensed Program reports, source code, object code, and documentation developed by Vendor.

1.14.2 All information relating to Vendor Licensed Programs now existing or currently under development by Vendor.

1.15 "Training" The instruction of the Customer and/or the Customer's employees in the use of Vendor Programs.

1.16 "Agreement Term." A period of up to one year, commencing on the entered date of this agreement, and ending on the final day of the Customer's current fiscal year.

1.1.17. "Customer support" is a range of customer services to assist customers in making cost effective and correct use of a product. It includes assistance in planning, installation, training, trouble shooting, maintenance, upgrading, and disposal of a product

1.1.18. "Technical Support" Regarding technology products such as mobile phones, televisions, computers, software products or other electronic or mechanical goods, it is termed technical support.

Section 2 - Scope of Services

2.1 During the Agreement Term, Vendor shall render the following services in support of the Licensed Program, during Normal Working Hours, subject to the compensation fixed for each type of service in Vendor's rate schedule set forth in 3.2. Rate Schedule hereto:

2.1.1 Vendor shall maintain a program control center capable of receiving by telephone or network transmission, operator reports of system irregularities.

2.1.2 Vendor shall maintain a telephone hot line that allows Customer to report system problems and seek assistance in use of the Licensed Program.

2.1.3 Vendor shall maintain a trained staff capable of rendering the services set forth in this Agreement.

2.1.4 Vendor shall be responsible for using all reasonable diligence in correcting verifiable and reproducible Errors when reported to Vendor in Accordance with Vendor's standard reporting procedures. Vendor shall, within 36 working hours of verifying that such an Error is present, initiate work in a diligent manner toward development of an Error Correction. Following completion of the Error Correction, Vendor shall provide the Error Correction through a "temporary fix" consisting of sufficient programming and operating instructions to implement the Error Correction, and Vendor shall include the Error Correction in all subsequent Releases of the Licensed Program. Vendor shall not be responsible for correcting Errors in any version of the Licensed Program other than the most recent Release of the Licensed Program, provided that Vendor shall continue to support prior Releases superseded by recent Releases for a reasonable period sufficient to allow Customer to implement the newest Release, not to exceed 7 days.

2.1.5 Vendor may, from time to time, issue new Releases of the Licensed Program to its customers generally, containing Error Corrections, Minor Enhancements, and, in certain instances if Vendor so elects, Major Enhancements. Vendor shall provide Customer with one copy of each



new Release. Vendor shall provide reasonable assistance to help Customer install and operate each new Release, provided that such assistance, if required to be provided at Customer's facility, shall be subject to the supplemental charges set forth in 3.2. Rate Schedule hereto.

2.1.6 Vendor may, from time to time, offer Major Enhancements to its customers that may be covered under an Annual Maintenance Fee set forth in Exhibit A hereto. Those Major Enhancements not covered under an Annual Maintenance Fee shall be subject to the supplemental charges set forth in 3.2. Rate Schedule hereto.

2.1.7 Subject to space availability, Customer may enroll its employees in Vendor's training classes, held at Vendor's facility in Spencer Iowa, for regular or advanced training subject to the supplemental charges set forth in 3.2. Rate Schedule hereto.

2.1.8 Vendor shall consider and evaluate the development of Enhancements for the specific use of Customer and shall respond to Customer's requests for additional services pertaining to the Licensed Program (including, without limitation, data conversion and report-formatting assistance), provided that such assistance, if agreed to be provided, shall be subject to supplemental charges mutually agreed to by Support Vendor and Customer.

2.2 During the Agreement term Customer shall be responsible for the following:

2.2.1 The Customer agrees to provide Vendor with dumps, as requested and with sufficient support and test time on the Customer's computer system to duplicate the error, certify that the problem is with Vendor's Programs, and certify that the problem has been corrected.

2.2.2 The Customer shall inform Vendor in writing of any modifications made by the Customer to the Licensed Program. Vendor shall not be responsible for maintaining Customer modified portions of the Licensed Program or for maintaining portions of the Licensed Program affected by Customer modified portions of the Licensed Program. Vendor shall not be responsible for maintaining Custom Program modified portions of the Licensed Program or for maintaining portions of the Licensed Program affected by Custom Program modified portions of the Licensed Program. Corrections for difficulties or defects traceable to the Customer's errors or systems changes shall be subject to the supplemental charges set forth in 3.2. Rate Schedule hereto.

2.2.3. The Vendor shall make available to the Customer and publish on a quarterly basis, the operating system requirements needed to maintain and operate the Licensed Program. The Customer agrees to meet or exceed those requirements on the Computer system that the Licensed Program is licensed for within 90 days of the published date.

Section 3 - Fees and Charges

3.1 Customer shall pay Vendor an Annual Fee covering those Licenses as Specified in Exhibit A. Any additional services provided to the Customer shall incur charges as specified on the rate schedule set forth in 3.2. Rate Schedule hereto. Vendor reserves the right to change its rate schedule from time to time, provided that no such change will be effective until at least 30 days after Vendor has given Customer written notice of such change. Such written notice may be in the form of a statement in Vendor's regularly issued newsletter, website or social media.

3.2. Rate Schedule – All rates shown are current rates and are subject to change with a thirty (30) day notice.

3.2.1 Primary Shift – Monday through Friday – 8:00AM to 5:00PM. Off Shift 5:01PM to 7:59 PM Monday through Friday. Double time shift - 8:00PM to 7:59AM and weekends (Saturday and Sunday).

3.2.2. Application Support or Training – Current rate is one hundred fifteen dollars per hour (\$115.00) for Primary Shift with two hour minimum unless otherwise described in Exhibit A.

3.2.3 Computer Programming and Customer Support – Current rate is one hundred forty-five dollars per hour (\$145.00) for Primary Shift with two hour minimum unless otherwise described in Exhibit A.

3.2.4. IBM i Technical Support – Current rate starts at one hundred forty-five dollars per hour (\$145.00) to two hundred fifty dollars (\$250) an hour for Primary Shift with two hour minimum



unless otherwise described in Exhibit A or covered under a Services Agreement. Rate is based on service personnel involved or if preapproved subcontractors are involved.

3.2.5. Off shift is invoiced at 1.5 times the Prime shift rate with 2 hour minimum. Double time is invoiced at 2.0 times the Prime Shift rate with a two hour minimum.

3.2.6. Service orders – Articles 3.2.1., 3.2.2., 3.2.3.3.2.4., and 3.2.5. will require a service order or approval for over time, to be filled out by the Customer on work to be performed by Vendor on behalf of the Customer. Exceptions to this requirement will be Customer errors requiring immediate programming to be performed through communications due to time sensitive requirements. A sample of this Service order is available from the Vendor.

3.2.7. Travel and Expenses - the Customer will be provided flat fees for travel based on location, the number of personnel traveling and the number of other customers being invoiced in the same week of travel (up to two). The flat fee is based on current federal rate for mileage and average round trip time to and from the customer's site. Current rate is \$68.00 an hour and is subject to change. The Customer in addition to the travel charge will be invoiced for motel and meal expenses.

3.3 Reimbursement of Expenses. In addition to the foregoing, Customer shall pay Vendor its actual out-of-pocket expenses as reasonably incurred by Vendor in furtherance of its performance hereunder. Vendor agrees to provide Customer with access to such receipts, ledgers, and other records as may be reasonably appropriate for Customer or its accountants to verify the amount and nature of any such expenses. Expenses shall be reimbursed within ten (10) days after receipt of Vendor's invoice.

3.4. Invoices. Vendor shall invoice Customer each calendar month for all fees and charges accrued, and all reimbursable expenses incurred during the previous month(s), and Customer shall pay the invoiced amount immediately upon receipt of such invoice. Any amount not paid within 30 days after the invoice date shall bear interest at the lesser of 1.5 percent per month or the highest rate allowed by applicable law.

3.5. Responsibilities. Customer shall be responsible for procuring, installing, and maintaining all equipment, telephone lines, communications interfaces, hardware (other than the hardware constituting the program control center maintained at Vendor's facilities) and Software necessary to operate the Licensed Software and to obtain from Vendor the services called for by this Agreement.

Section 4 - Proprietary Rights

4.1 To the extent that Vendor may provide Customer with any Error Corrections or Enhancements or any other software, including any new software programs or components, or any compilations or derivative works, or Custom Program, prepared by Vendor (collectively, "Vendor Programs"), Customer may (1) install one set of the Vendor Programs, in the most current form provided by Vendor, in Customer's own facility; (2) use such Vendor Programs in a manner consistent with the requirements of the License Agreement, for purposes of serving Customer's internal business needs; and (3) make one copy of the Vendor Programs in machine-readable form for nonproductive backup purposes only. Customer may not use, copy, or modify the Vendor Programs, or any copy, adaptation, transcription, or merged portion thereof, except as expressly authorized by Vendor. Notwithstanding Section 6 hereof, Customer's rights under this Section 4.1 shall remain in effect for so long as Customer is authorized to use the Licensed Programs under the License Agreement.

4.2 The Vendor Programs are and shall remain the sole property of Vendor, regardless of whether Customer, its employees, or contractors may have contributed to the conception of such work, joined in the effort of its development, or paid Vendor for the use of the work product. Customer shall from time to time take any further action and execute and deliver any further instrument, including documents of assignment or acknowledgment that Vendor may reasonably request in order to establish and perfect its exclusive ownership rights in such works. Customer shall not assert any right, title, or interest in such works, except for the nonexclusive right of use granted to Customer at the time of its delivery or on-site development.

4.3 The Customer acknowledges and agrees that the Vendor Programs, Error Enhancements, Major Enhancements, Minor Enhancements, State Mandated Enhancements, and Custom Programs (hereinafter referred to as "Programs") are Trade Secrets and proprietary products of Vendor, and as such are protected by Trade Secret laws. The Programs are licensed (not sold) on a nonexclusive basis for use by the Customer on a single computer system. The Programs shall not be copied or reproduced, in whole or in part, in any form whatsoever, except for use by the Customer as a back-up and/or for archival purposes on a single computer



system. The Customer will not, without the prior written consent of Vendor, transfer the Programs electronically from one computer to another over a network. The Programs shall not, under any circumstances, be used by the Customer concurrently on more than one computer system without the prior written consent of Vendor.

4.4 The Customer agrees to maintain full and complete records of the number and location of all Program copies used for back-up and/or archiving purposes, and to furnish these records to Vendor on request.

4.5 The Customer agrees that Vendor's license of the Program to the Customer is not assignable by the Customer, without the prior written consent of Vendor. The Customer shall not provide, or otherwise make available, the Program, in any form, to any person or entity, other than duly authorized employees of the Customer while acting within the scope of their employment for the Customer.

Section 5 - Disclaimer of Warranty and Limitation of Liability

5.1 Except as expressly set forth in this Agreement, Vendor expressly disclaims any and all warranties concerning the Licensed Program or the Services to be rendered hereunder, whether express or implied, including (without limitation) any warranty of merchantability or fitness for a particular purpose.

5.2 In no event shall Vendor's cumulative liability for any claim arising in connection with this Agreement exceed the total fees and charges paid to Vendor by Customer within the last 12 months. In no event shall Vendor be liable for any indirect, consequential, special, exemplary, or incidental damages of whatever kind and however caused, even if Vendor knew or should have known of the possibility of such damages.

5.3 No action, whether based on contract, strict liability, or tort, including any action based on negligence, arising out of the performance of services under this Agreement, may be brought by either party more than 2 years after such cause of action accrued, except that an action for nonpayment may be brought within two years of the date of the last payment.

Section 6 - Termination

6.1 This Agreement may be terminated as follows:

6.1.1 This Agreement shall immediately terminate upon the termination of the License Agreement;

6.1.2 This Agreement may be terminated by either party upon the expiration of the then-current term of this Agreement, provided that at least 30 days prior written notice is given to the other party; or

6.1.3 This Agreement may be terminated by either party upon 30 days prior written notice if the other party has materially breached the provisions of this Agreement and has not cured such breach within such notice period.

6.2. Following termination of this Agreement, Vendor shall immediately invoice Customer for all accrued fees and charges and all reimbursable expenses, and Customer shall pay the invoiced amount immediately upon receipt of such invoice. Customer may continue to use any work supplied to Customer by Vendor for the remaining term of the License Agreement. Any amount not paid within 30 days after the invoice date shall bear interest at the lesser of 1.5 percent per month or the highest rate allowed by applicable law.

Section 7 - Hiring of Vendor's Personnel

7.1 Additional Value from Hiring. Customer acknowledges that Vendor provides a valuable service by identifying and assigning personnel for Customer's work. Customer further acknowledges that Customer would receive substantial additional value, and Vendor would be deprived of the benefits of its work force, if Customer were to directly hire Vendor's personnel after they have been introduced to Customer by Vendor.

7.2 No Hiring Without Prior Consent. Without the prior written consent of Vendor, Customer shall not recruit or hire any personnel of Vendor who are or have been assigned to perform work until one (1) year after the completion of the last work performed on behalf of the Customer.

7.3 Hiring Fee. In the event that Customer hires any personnel of Vendor who are or have been assigned to perform work for Customer, Customer shall pay Vendor, within one (1) year of the date of such hiring, an amount equal to twenty-five percent (25%) of the total first-year compensation Customer pays such personnel as a fee for the additional benefit obtained by Customer.

Section 8 - Miscellaneous

8.1 Each party acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms. The parties further agree that this is the complete and exclusive statement of the agreement of the parties with respect to the subject matter hereof and that it supersedes and merges all prior proposals, understandings,



and agreements, whether oral or written, between the parties with respect to the subject matter hereof. This Agreement may not be modified except by a written instrument duly executed by the parties hereto.

8.2 This Agreement and the parties' obligations hereunder shall be governed, construed, and enforced in accordance with the laws of the State of Iowa.

8.3 In the event that any provision of this Agreement is held invalid, illegal, or unenforceable, the remaining provisions shall be enforced to the maximum extent permitted by applicable law.

8.4 Neither party may assign its rights or duties under this Agreement without the prior written consent of the other party, except to a successor of all or substantially all of its business and properties.

8.5 The waiver by either party of any term or condition of this Agreement shall not be deemed to constitute a continuing waiver thereof nor of any further or additional right may that such party hold under this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as set forth below.

(Customer) Story County

By: Aick Santers
(Please type or print)

Signature: [Handwritten Signature]

Title: Chair BOS

Date: 6-13-17, 2017

Address: 900 6th Street

Nevada, IA 50201

Telephone Number 782 7200

(Vendor) "Solutions", Inc.

By: Alaire E. Nielsen
(Please type or print)

Signature: [Handwritten Signature]

Title: Chief Financial Officer

Date: May 30, 2017

Address: P.O. Box 857, 2311 West 18th St.

Spencer, Iowa 51301-0857

Telephone Number (712) 262-4520

Attachments -

Exhibit A





Information Technology Services Agreement - Statement of Work

THIS STATEMENT OF WORK is made between "Solutions", Inc. (Solutions), and Story County according to the terms and conditions of the most recent signed Information Technology Services Agreement on file with Solutions dated 07/01/12 (the Agreement).

1. TERM

1.1 Service Commencement Date

The Services in this Statement of Work will commence 07/01/2017 as agreed by both Parties

1.2 Duration of Services

The term of this engagement shall be one year, after which time it will become a month to month engagement which can be cancelled with 30 days' notice.

2. SCOPE OF SERVICES

2.1 Overview

"Solutions" will supply the following Services listed here and attached hereto:

2.1.1. Hourly Services with the following rate schedule – All rates shown are current rates and are subject to change with a thirty (30) day notice

Application Support or Training – Current rate is \$115 per hour for Primary Shift with two hour minimum unless otherwise described in one of the attached Solutions Service Plans

Computer Programming, IBM i technical services, Image Services and Database Consulting – Current rate is \$145 for Primary Shift with two hour minimum unless otherwise described in one of the attached Solutions Service Plans

Four Levels for Technical Support Services - Rates Shown are Primary Shift - 2 hour minimum may apply for certain Projects

Level I - \$87.00 per hour - 15 minute minimum (example password reset) Available only with Silver or Gold Managed Services

Level II - \$115.00 per hour - 15 minute minimum (example network printer problem)

Level III - \$145.00 per hour - 15 minute minimum (example server problem)

Level IV - \$175.00 per hour to \$275 per hour 15 minute minimum - Rate is based on service personnel involved or if preapproved subcontractors are involved.

Service orders – May be required for Computer Programming, Consulting, Image Services and Training. It is the customer's responsibility that if they contact Solutions for Assistance on any of the Services listed under this rate schedule they should expect to be invoiced for Services provided at Solutions current rates. A sample of this service order is available from Solutions.

Travel and Expenses - the Customer will be provided flat fees for travel based on location, the number of personnel traveling and the number of other customers being invoiced in the same week of travel (up to two). The flat fee is based on current federal rate for mileage and average round trip time to and from the customer's site. Current rate is \$68.00 an hour per person and is subject to change. The Customer in addition to the travel charge will be invoiced out of pocket expenses for meals and hotels.

Discounted Travel Rate: Requires a Managed Services Agreement in Silver or Gold with Locked in travel rate. Those visits scheduled by Solutions personnel will be a per technician charge, of: \$250 per day to cover travel, motel and meals. Advanced scheduling is required to ensure that there are enough technical personnel available. Solutions reserves the right to change this rate upon 30 days notice to the customer. Should the rate in the previous paragraph Travel and Expenses be less than this discounted rate, the lower rate shall be used.

2.2. "Solutions" General Service Level Agreement

General Service Levels are defined as the general levels of support that are applicable to every "Solutions" service. Customer unique requirements (additions or changes) are documented in an SLA Addendum and take precedence over General Service Levels.

General Service Levels are described below:

2.2.1. Service Support

2.2.1.1. Business Hours

Primary Shift – Monday through Friday – 8:00AM to 5:00PM. Off Shift 5:01PM to 7:59 PM Monday through Friday. Double Time Shift - 8:00PM to 7:59AM, weekends (Saturday and Sunday) and Holidays.

Off shift is invoiced at 1.5 times the Prime shift rate with 2 hour minimum. Double time is invoiced at 2.0 times the Prime Shift rate with a two hour minimum.

Technical Support for Networking Hardware and Software based questions. For Silver and Gold Managed Services, the "Solutions" Technical Support Help Desk is on call Twenty-four hours a day, seven days a week (except for listed holidays) for Level I & Level II support for Authorized Users. Level I and Level II does not include IBM i (AS400) questions nor Solutions Application Software Questions. For all Customers, Level II, III and Level IV Support is available Monday through Friday from 8:00 AM to 5:00 PM (prime shift). Advanced Scheduling of Offshift and Double time Level II, III and Level IV support may require a service order or written request. This can be in the form of a document, fax, or email.

Application Support is covered by a Licensed Code Support Agreement. Please contact Solutions during Primary shift. Rates specified under 2.2.1

IBM i/ Technical and Software Support are covered either hourly (Level III) with a 2 hour minimum per incident or under the IBM i - Server Management Agreement Attached herein. See priorities below and IBM i Statement of Work for SLA.

Approved Users/Covered Offices: Are employees that the Customer has approved to call for support during Primary Shift (normal rates apply) to the standard office number (712) 262-4520. It is important that an employee has permission to call and contract for services, because an invoice will be generated. It is assumed that all employees of the Customer are Approved Users unless restricted by Policy or by individual (exception basis). Calls will be prioritized by Managed Services Gold, IBM i Services and Silver Managed Service in that order as a priority (Bronze will be dispatched, to Customer technical personnel).

Authorized Users: Are Silver or Gold Managed Services users that are empowered by the customer to request billable support at offshift and double time rates. With a Silver or Gold Managed Services Agreement, authorized users may call Solutions regarding Level I and II service requests twenty-four hours a day, seven days a week. The user will be provided a 1-855 phone number for after hours support. The customer is required to provide an accurate list of current employees that are authorized (inclusion basis).

Requests from non-Approved and non-Authorized Users and non-IBM i covered Service requests: All other service requests will require an email, portal or telephone message request made to the Solutions technical Dispatch desk. All other calls will be logged and every attempt will be made to return the call as soon as possible. General Service Levels will not apply.

2.2.1.2. Non-Business Hours: Off Shift & Double Time Shift

Off Shift & Double Time Shift unless covered above will be invoiced as stated 2.2.1.1. above.

2.2.1.3. Holiday Schedule

Holidays are considered non-business hours (Double Time Shift)

2.2.1.4. How to Get Help (Contact Support)

For Solutions Application Support, System I / iSeries or Custom Programming call (712) 262-4520

For Managed Services Clients - Call the 1-800 Support Number provided, call (712) 262-4520 or use the Customer Portal

For all other service and support inquiries submit a request to "Solutions' Help Desk - Solutions Customer Portal or Call and ask for dispatch.

For the Customer Portal you will need a username and password to login to the system. If you do not have an account, you may submit your request by requesting your IT staff or Office Technical Contact to submit it on your behalf or call 712-262-4520 and request Dispatch for Technical Support.

2.2.2. Duties and Responsibilities Overview

"Solutions" Responsibilities

Managed Services Customers - "Solutions" is your first line of defense when a user has a problem with a computer (desktop, laptop, or server), IBM i (where applicable), web access, email, Wide Area Network (WAN) or telecommunications. You can expect the following from us:

- We will acknowledge your issue within 1 hour to 8 business hours, depending on priority of the issue.
- We will take ownership of the issue.
- We will listen to you.
- We will resolve issues in a timely manner.
- We will ask for your feedback (customer surveys).

Customer Responsibilities:

We want customers to partner with us to find an agreeable resolution to any situation. Maintaining a positive connection by sharing information, demonstrating the ability to listen and remaining accountable are critical aspects for both "Solutions" and our customers. We ask the following from our customers:

- Report technology issues in a timely fashion.
- Document as much detail into the symptoms of the issue as possible.
- Request and schedule special services well in advance in writing, when requested. For example Installation of new equipment or creation of new user accounts.
- Acquire proper/recommended training for users. User support is not to be a substitute for training.
- Customer will pay all charges for equipment and/or services rendered unless otherwise covered by one of the Solutions Service Plans

2.2.3. Incidents, Problems and Service Requests

Ticket Creation

• The "Solutions" IT Specialists will be expected to create tickets that come in over the phone. Customers with access to the Help Desk portal application via user name and password will also be expected to create tickets. Once the ticket is created it will be auto assigned based on pre-defined criteria or you can assign it to the appropriate group.

• Upon creation of a ticket, the customer will automatically receive an email confirmation with the ticket or reference number. This confirmation denotes that the Incident or Service Request has been logged at the "Solutions" Help Desk, and that it has been dispatched to a team/IT Specialist. The customer is responsible for ensuring that their email address is provided to the "Solutions" Help Desk for update and resolution notification purposes.

Ticket Prioritization and Service Plans

The "Solutions" Dispatch Desk assigns a priority to every incident or service request that is initiated. A prioritization model is used to ensure a consistent

Solutions Service Plans

The Customer is required to have implemented the appropriate service plan to qualify for Critical, Urgent, High, and Medium Priorities. Customers without the appropriate Service Plan will only qualify for Low Priority.

- Application Support is covered by the *Licensed Code Support Agreement* and is included here for Priority Reference only.
- IBM i Server Management for qualified problems involving this environment. *Requires: IBM i Statement of Work*
- Managed Services - Network. *Requires: Managed Services Statement of Work*
- Customers without a service plan will be dealt with as time permits regardless of the problem.

Priorities

"Solutions" will respond to problems according to the following Priorities for the above listed Service Plans:

- **Critical/Emergency** – Response time is 1 business hour. Used when many people are affected by this incident.
- **Urgent** – Response time is 2 business hours. Used only for tickets coming from Customer with Platinum Managed Services with Guaranteed Response Times.
- **High** – Response time is 4 hours. Used when 1 or more customer users are experiencing a problem that needs fairly quick attention.
- **Medium** – Response time is 8 business hours. Used when 1 or more customers are experiencing a problem that has a work around or does not need to be solved in 4 or less hours.
- **Low** – Response Time is 16 business hours. Used when 1 or more customers are experiencing a problem that is not effecting their work, but they would like it fixed.
- **Scheduled** – Response Time is 72 business hours. Research and/or waiting for Customer to respond to a request or testing. (Usually Involving installation)

Problem Severity	Response Time	Acknowledgement Time
Critical/Emergency	1 business hour	30 Minutes
Urgent	2 business hours	1 business hour
High	4 business hours	2 business hours
Medium	8 business hours	4 business hours
Low	16 business hours	8 business hours
Scheduled	72 business hours	NA

Acknowledgement time is defined as the time allotted for an IT Specialist to acknowledge receipt of the reported incident. This metric is measured monthly and the internal SLA is that 99.50% of the tickets will be acknowledged within the time defined.

Response time is defined as the base time allotted to begin the troubleshooting or implementation effort. If the customer requires a specific date or time for the effort to commence, it must be defined within the ticket information.

2.2.4. Ticket Resolution (Closing a Ticket)

Documenting a complete resolution, once it is found, within the ticket is required. This will help others who run into the same problem. This can also be used to do some cross training. The "Solutions" goal for Closing Tickets is 90% of Help Desk tickets will be closed within 10 Business Days. (Most normal, routine incidents/requests where processes exist are actually completed in less than a week, however some incidents may require a work around for a short term until fully resolved (which may take longer than 10 days). The general expectation is that 90% of problems or incidents will be resolved within 10 days or less, with some exceptions.

2.3. Customer Communication

As previously stated, "Solutions" will update customers as incidents are being worked and upon incident resolution. But sometimes through Utility failures, Hardware failures, Telephone failures, or Internet failures outside of Solutions control, Solutions will have a hard time contacting the Customer or receiving Customer calls. When this does happen Solutions will contact the Customer using the following methods if applicable:

- A message on the "Solutions" Help Desk phone so that you know there is an outage and it is being worked on.
- A General service order will be created followed by an email to the "Solutions"-Customer distribution lists. The email will advise Information Technology contacts of the disruption and will advise that people link to the Customer Portal for ongoing updates and information.
- Notification on the "Solutions" Homepage or Social Network Site Talk.Solutions
- If the outage affects all other forms of communication, "Solutions" will send a voice mail "blast" to the Information Technology contacts at other customers and departments to notify customers of the disruption.

2.4 Customer Escalation

The "Solutions" Help Desk is the single point of contact for initiating all Incidents and Service Requests, including any requests for ticket escalation. Please contact the "Solutions" Help Desk at 712-262-4520 or submit a ticket on the Customer Portal.

2.5. Billable or Pre-Paid Hours service order Process

All service orders (i.e. additional services, etc.) whether originated by "Solutions" or the customer, must be documented for approval. The process starts with a request submitted via the "Solutions" Help Desk or Customer Portal.

"Solutions" initiated service orders will not be executed without first notifying the customer, and when appropriate, getting customer approval. In the case of an emergency, the customer will be contacted as quickly as feasible and informed of the work performed.

Customer agrees to provide personnel for testing and validation of their equipment functionality after installation, upgrades, and other significant system updates.

2.6 Dispute Resolution

As per the "SOLUTIONS" INFORMATION TECHNOLOGY SERVICES AGREEMENT, of which this is a part, dispute resolution will be dealt with as per section 16.8. Dispute Resolution & Binding Arbitration.

2.7. Solutions SERVICE PLANS included with this Statement of Work

No IBM i Server Management Contracted - Level II & IV rates - 2 hour minimum per instance - See SLA

Technical Services, may be, Contracted as Break/Fix - Level II,III,IV rates - See SLA terms and conditions as to priority and response

Standard Travel Rates Apply. Statement of Work is for Hourly Services only as needed. Round Trip Travel for the first technician is \$640 second, \$1,090 and third \$1,320, plus expenses.

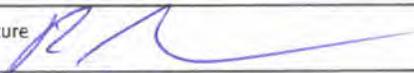
3. INVOICING

All invoicing will occur monthly in advance of services being provided, and all fees shall be due Net 30. Any additional services not identified in a Statement of Work (SOW) that are requested by Customer at any time during the term of the SOW will be billed by "Solutions" at "Solutions" then current rates, and Customer agrees to pay for said services under the terms and conditions of the Statement of Work and the Services Agreement.

SIGNATURES

IN WITNESS WHEREOF the parties have executed this Statement of Work as of the day and year first set forth above.

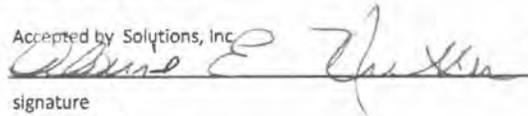
Accepted by Customer: Story County

signature 

Name Rick Sanders

Title Chair BOS 2017

Date 6-13-17

Accepted by Solutions, Inc 

signature

Alaire Nielsen

Name

Chief Financial Officer

Title

Date May 30, 2017

Solutions Support Agreement - Exhibit A for Story County

SUPPORT FEES: A support fee of : \$25,200.00 shall be paid by the Customer to cover the the following licensed programs as indicated: The Agreement starts on 07/01/17 and ends on 06/30/18.

Group C.

Fee

Assessor Administration Applications

<hr/>	Base Real Estate / Grain / Partial Exemption / M & E	<hr/>
<hr/>	Sales Ratio Integration into base Real Estate	<hr/>
<hr/>	Vanguard Integrated Work Module	<hr/>
<hr/>	Schneider/Sidwell Transfer of CSR, Val. Acres	<hr/>

Auditor

<hr/>	Base Real Estate / Grain / Utility Tax / TIF support	<hr/>
<hr/>	Transfer Book and Reports	<hr/>
<u>1</u>	Government General Ledger/Accounts Payable/Budgets and Accrual Reporting	<u>\$6,800.00</u>
<u>1</u>	Government Payroll System	<u>\$6,000.00</u>
<hr/>	Fixed Assets - Basic Inventory	<hr/>
<u>1</u>	Drainage Accounting - Subsystem	<u>\$1,000.00</u>
<hr/>	Drainage Real Estate - Subsystem	<hr/>
		<u>\$13,800.00</u>

Engineer

<u>1</u>	D.O.T. Accounting & Payroll System w/ interface to Auditor	<u>\$4,800.00</u>
<u>1</u>	Equipment Costs & Records	<u>\$1,400.00</u>
<u>1</u>	Parts & Materials Inventory	<u>\$1,400.00</u>
		<u>\$7,600.00</u>

Recorder

<hr/>	Instrument Indexes	<hr/>
<hr/>	Accounts Receivable	<hr/>
<hr/>	Vital Statistics	<hr/>

Treasurer

<hr/>	Tax Receipting, Specials, Payments, Apportionment, Daily Cash Out & TaxSale	<hr/>
<hr/>	Online Tax Payments - Loading, Receiving & Monitoring- Annual Fee	<hr/>
<u>1</u>	Miscellaneous Receipts / GL / Treasurer's Sub-ledger	<u>\$3,200.00</u>
<hr/>	Drainage Tax Receipts-Subsystem	<hr/>
<hr/>	Drainage Certificate Ledger-Subsystem	<hr/>
<hr/>	Banking & Investments	<hr/>
<hr/>	Content Manager (Imaging) for DOT Library	<hr/>
<hr/>	Document Locator (Imaging) for DOT Library	<hr/>
		<u>\$3,200.00</u>

OnDemand and Image Applications (other than Treasurer's DOT Imaging)

<hr/>	MODCA/IOCA/TIFF to PDF - Licensing for Government	<hr/>
<hr/>	Scanning Interface for Imaging for Content Manager for 1st User	<hr/>
<hr/>	Scanning Interface for Imaging for Content Manager for additional Users	<hr/>
<u>1</u>	OnDemand Printer Output to Storage Definitions	<u>\$600.00</u>
<hr/>	Scanning Interface for Imaging for Document Locator for 1st User	<hr/>
<hr/>	Scanning Interface for Imaging for Document Locator for additional Users	<hr/>
		<u>\$600.00</u>



May 26, 2017

To: Alisaa Wignall, HR Director Story County

We appreciate the opportunity to provide a Management training session and two Staff Training Sessions for STORY COUNTY on November 15th and 16th, 2017. Each session will be 2.5 hours and the first will be from 1:00pm-3:30pm Nov 15th and then on Nov 16th the sessions will be 9:30am-12:00Noon and 1:00pm-3:30pm. This letter outlines our arrangements for the delivery of this event.

Deliverables From Ted Garnett – People Statements LLC

The objective is to develop and present s training sessions focused on Accountability and Employee Engagement.

Management Session Title: Accountability: No Excuses

Ted will facilitate an interactive session incorporating the most effective steps to driving accountability into execution for managers. We will also explore common accountability pitfalls and mistakes and how to avoid them. Accountability is often difficult and our entire country is struggling with how to take accountability into action. This session will provide a checklist, a process, and steps that any manager can use to improve their approach to accountability.

(2) Staff Session Title: Accountability and Employee Engagement:

What factors drive employee engagement and what factors diminish it? This session will explore how anybody can identify and improve their own engagement within the team as well as set others up for success. A key element is examining the process of self-accountability, peer to peer accountability and then downward accountability when necessary. Understanding accountability and engagement will benefit participants both at work and in their personal lives within their families and communities.

Fees of \$7,000 \$5,600 (confidential 20% discount for Story County) for Session Developments and facilitations. Fees do NOT include travel and expenses which are billed at IRS Mileage Rate for 2017.

Provided by Client under this engagement:

Please identify the session facilitation location address, room number, seating arrangement.

PowerPoint projector, screen, and flip chart/white board (We will bring laptop for the ppt)

We will provide Books for STORY COUNTY at a 25% discount (\$15/ea).

Meeting planner agrees to provide a letter of testimonial on STORY COUNTY letterhead within three weeks of the event if the evaluation of the session comes back satisfactory.

Video/Audio Taping Rights – \$5,000

None requested or granted in this engagement

STAFFING

Ted Garnett will manage the project and provide the project development and oversight.

APPROACH

Our approach is designed to customize the training/facilitation to meet the needs of STORY COUNTY. This is not an "off the shelf" product. Our approach is based on real world results and the most recent information available in human resources management. This process allows STORY COUNTY to participate in a comprehensive and meaningful process that will challenge attendees and bring results from the training room to daily business operations.

Our approach to delivering this service is based on many years of experience. Ted Garnett has literally conducted training for thousands of participants. Our advantage in providing this service is our focus on the business perspective. References are available upon request.

TIMING AND FEES

Our fees are based on the actual time spent by our staff in developing, preparing for, and presenting the training /Keynote Address and Breakout Session plus direct out-of-pocket expenses. We will spend time developing this curriculum with you and management to ensure a customized process and your ROI for this investment. Our fee for the Training is identified in each of the options above.

Legal Stuff

As with all Human Resources issues, we are not presenting ourselves or our Firm as legal counsel and you should check with an appropriate attorney prior to implementation of any approach, documents or plans that People Statements, LLC creates in conjunction with your company. We emphasize that your company's management has the primary responsibility for the direction and utilization of any consulting process or project. We are serving only as business consultants and you may accept or reject our recommendations. Management will be ultimately responsible for all decisions and the implementing of actions relating to all engagements.

We may have more than one associate consultant provide training or oversight to accommodate your dates, and please understand that if you prefer one certain trainer your scheduling will be somewhat limited. Be advised that facilitation dates must be scheduled at least three weeks in advance to be guaranteed and are based on first scheduled, first provided basis. We would be happy to outline available schedules prior to your committing to the arrangements letter. Occasionally there will be a need to cancel a single date due to illness/emergency on your part or ours and in either case we will do our best to reschedule delivery as soon as possible after the original date. Any training date canceled/changed BY A CLIENT 2 times may be forfeited at our decision (You WILL be billed as this will be considered delivered by People Statements LLC and under this agreement.) If we are unable to perform the engagement on a planned conference date because of our un-avoidable absence from your planned event, you may either reschedule with us or obtain a full refund.

Our services are not intended to benefit or influence any other person or entity. All process, project, documentation, and products are the proprietary material of People Statements, LLC and are approved for limited distribution to only management and appropriate personnel of STORY COUNTY. All materials and processes are copyrighted and may not be duplicated repeated without written permission from People Statements, LLC (Train the trainer pricing is available for all curriculum). Invoices are due upon receipt and if not paid within 10 days we reserve the right to cease work and withdraw from the engagement. If invoices are not paid within fourteen days, we will charge interest on the unpaid balance at the monthly rate of 1.5% which is an ANNUAL RATE of 18%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be assessed. Our maximum liability relating to services rendered under this letter (regardless of form of action, whether in contract, negligence or otherwise) shall be limited to the charges paid to us for the portion of our services or work product giving rise to the liability. In NO event shall we be liable for consequential, special, incidental or punitive loss, damage or expense (including without limitation, lost profits, opportunity costs, lawsuit damages, etc.) even if we have been advised of their possible existence.

STORY COUNTY shall indemnify and hold us, and our personnel, harmless from and against any claims, liabilities, costs and expenses (including without limitation, attorneys' fees and the time involved of our personnel) brought against, paid or incurred by us at any time and in any way arising out of or relating to our services under this letter, except to the extent of gross negligence or willful misconduct of our personnel. This provision shall survive the termination of this agreement for any reasons. If any portion of these provisions is found to be illegal or unreasonable by a court of law, then that provision(s) shall be separate and the rest of the provisions shall remain in force.

Invoice and Payment

In accordance with our normal billing practices, we will invoice you for a 50% non-refundable down-payment to secure training dates and the remaining 50% + any agreed upon expenses upon completion of the training. We appreciate the opportunity to assist you with this important process and sincerely believe you will be satisfied with the ROI of your investment. If the arrangements outlined in this letter are satisfactory, please sign the enclosed copy and return it to me. Please call me at 319-431-6845 if you have any questions or would like additional information. Please sign below to authorize services.

Sincerely,
People Statements LLC

Ted Garnett

Ted Garnett, SSBB, CROI, PHR, CCC
President

ACCEPTED BY:	
	STORY COUNTY Representative
PRINT NAME	<u>Rick Sanders</u>
DATE	<u>6-13-17</u>

No Surprises Summary

Schedule

- \$5,600 for November 15th/16th, 2017 plus travel/expenses and one night lodging
- \$178 for Hotel in Ames (\$159 plus taxes)
- \$60 Meals Per Diem (Waived)
- \$250 video rental for supplement of curriculum (estimate 1 video, fee waived)

Deposit

50%= \$2,889 nonrefundable deposit to be applied to the final billing upon delivery.

Additional fees to be billed as provided:

- \$250— Training Facility per session (WILL BE provided by STORY COUNTY)
- \$250 per hour for any outside of training/development/engagement work performed (estimate 0)
- STravel Expenses of Hotel/Air and Ground Transportation and Misc Travel Expenses will be billed at cost
- \$2 per participant for training materials/binder/handouts/copying/assembly
- \$Actual Cost for any additional requested materials, or other expense requested and incurred for STORY COUNTY



INVOICE

Main Phone: 641-227-2222
 Acct. Email: ar@keltekinc.com
 Address: PO Box 14 Baxter, IA 50028

Invoice No: 16475

Invoice Date: 05/18/2017

Bill To:

Story County Sheriff's Office
 1315 South B Ave

Nevada
 IA 50201 50201

Ph: 515-382-7478 Fax:

Deliver To:

Story County Sheriff's Office
 1315 S. B Avenue

Du
 Nevada
 Iowa 50201
 Sgt. Nicholas Lennie 50201

Total Due: \$19592.00

Due Date: 06/17/2017

Account	Order Ref	Terr.	Whse	Rep	Sales Order No.	Ship Method	Terms
100729	ARB SUPPORT/LICE	2	MAIN	AS	16475	UPS - Ground	30 Days
Item Code	Item Description	Ordered	Shipped	UOM	Unit Price	Line Total	
	<i>Leanna Ellis, 515-382-7478 LEllis@storycountyiowa.gov Annual Licensing for Arbitrator, Body Worn and Server</i>						
ARB-SERV-ANNUAL	ARB Server Maint. Contract 2 Gold Standard Upgrades, Unlimited phone sup. (BES/BEA)	1.00	1.0	EACH	\$2999.00	\$2999.00	
BWC-ANNUAL	ARB BWC Maintenance Contract Unlimited Remote Support per BWC and FE	6.00	6.0	EACH	\$249.00	\$1494.00	
ARB-VPU-ANNUAL	ARB VPU Maintenance Contract Unlimited Remote Support per VPU and FE	26.00	26.0	EACH	\$199.00	\$5174.00	
CF-SVCARBWCAPC	<i>BWC Server Licensing</i> Per Server Cost- Current ARB Customer-BWC Module Activation Annual Renewal	1.00	1.0	EACH	\$825.00	\$825.00	
CF-SVCARB2AMA1Y	AMA Arbitrator Software Maint. Agreement -1 Year per VPU-Good 1 year from purchase <i>Serial Numbers:</i> OIA00339 OGA00154 OAA00351 OAA00445 OHA00080 OGA00265 OHA00223 OAA00010 OAA00102 OAA00273 OAA00369 OAA00123 OAA00424 OAA00382 OHA00167	26.00	26.0	EACH	\$300.00	\$7800.00	

APPROVED **DENIED**
 Board Member Initials: AS
 Meeting Date: 6-13-17
 Follow-up action: _____

Continued...



KELTEK
INCORPORATED

Keltek Inc
205 North High Street
Baxter, IA 50028

Invoice Date:

Invoice No:

Ph: 641-227-2222

Fax: 641-227-2323

Account	Order Ref:	Terr.:	Whse:	Rep:	Our Order No.
100729	ARB SUPPORT/LICE	2	MAIN	AS	16475

Item Code	Item Description	Ordered	Shipped	UOM	Unit Price	Line Total
	OAA00417					
	OAA00394					
	OAA00407					
	OAA00331					
	OHA00156					
	OIA00037					
	OAA00032					
	OHA00066					
	OAA00473					
	OIA00032					
	PBA00346					
	<i>Body Worn Licensing (QTY 30)</i>					
CF-SVCARBWCAM25	Wearable Camera License Pack Bundle (Up to 25 Cameras)	1.00	1.0	EACH	\$1050.00	\$1050.00
CF-SVCARBWCAM5	Wearable Camera License Pack Bundle (Up to 5 Cameras)	1.00	1.0	EACH	\$250.00	\$250.00
	<i>Serial Numbers:</i>					
	GLT00001					
	GLT00086					
	GLT00094					
	GLT00087					
	GLT00089					
	GLT00004					
	GLT00008					
	GLT00095					
	GLT00098					
	GLT00092					
	GLT00100					
	GLT00085					
	GLT00091					
	GLT00082					
	GLT00007					
	GLT00097					
	GLT00088					
	GLT00435					
	GLT00093					
	GLT00012					
	GLT00083					
	GLT01470					
	GLT00081					
	GLT00099					
	GLT00096					
	GLT00084					
	GLT00005					

Continued...



KELTEK
INCORPORATED

Keltek Inc
205 North High Street
Baxter, IA 50028

Invoice Date:

Invoice No:

Ph: 641-227-2222

Fax: 641-227-2323

*Please put your invoice number on
your check when submitting payment.*

Account	Order Ref:	Terr.:	Whse:	Rep:	Our Order No.
100729	ARB SUPPORT/LICE	2	MAIN	AS	16475

Item Code	Item Description	Ordered	Shipped	UOM	Unit Price	Line Total
	ICT01442 GLT00011					

Complete Shipments vs Partial -KELTEK only ships complete orders unless partials are specifically requested (shipments may be from multiple manufacturers). Partial shipments may result in multiple shipments and multiple invoices with payment terms starting at time of invoice.

Returns: Special order item sales are final. Returns need to be completed within 90 days of invoice. All returns are subject to a 50% restocking fee or a replacement order of 1.5 times the original order amount. Items need to be unopened and in original packaging. Please contact your inside sales rep for RA information.

Warranty: Please contact your inside sale rep for details.

Payment Methods: KELTEK accepts cash, check, Visa or Mastercard. There is a 2.31% processing fee for use of a credit card. Prepayment required if new account or no terms.

Subtotal:	\$19592.00
Tax:	\$0.00
Total Due:	\$19592.00

RECEIVED

MAY 26 2017

STORY COUNTY
BOARD OF SUPERVISORS

Story County
Provider and Program Participation Agreement

THIS AGREEMENT (the Agreement), entered into this First day of July, 2017 is by and between **Story County** and **Story Time Child Care** (Provider).

The statements and intentions of the parties, to this Agreement, are as follows:

Story County is a governmental entity organized under the Code of Iowa, governed by the Board of Supervisors. Story County is interested in contracting with Provider to purchase Covered Services for the benefit of Story County Individuals.

Provider is interested in contracting with Story County to provide Covered Services for the benefit of Story County Individuals.

In consideration of the premises and promises contained herein, it is mutually agreed by and between Story County and Provider as follows:

SECTION 1

Definitions

Co-payment: The amount which may be charged to Story County Individual at the time services are rendered.

Subcontract: The act in which one party to the original contract enters into a contract with a third party to provide some or all of the services listed in the original contract.

SECTION 2

Duties of Provider

Section 2.1 Provision of Covered Services. Provider shall provide Covered Services to each Story County Individual who is eligible to receive such services to the extent designated in Attachment A, Service Definitions and Rates. The programs or services must conform to the standardized definitions used by the Analysis of Social Services Evaluation team (ASSET). Such services shall be rendered in compliance with applicable laws and regulations. Provider shall also provide Covered Services in a manner which: (a) documents the services provided, in conformance with Federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable), State and local laws and regulations, (b) protects the confidentiality of the Story County Individual's medical records, and (c) records and maintains specified program information and performance measures in Clear Impact Scorecard at <https://app.resultsscorecard.com> at the frequency defined through ASSET.

Section 2.2 Access to Books and Records. Unless otherwise required by applicable statutes or regulation, Provider shall allow Story County access to books and records, for purposes of appeals, utilization, grievance, claims payment review, individual medical records review or financial audits, during the term of this contract and seven (7) years following its termination. Provider shall provide records or copies of records as requested.

SECTION 3
Claims Submission and Payment

Section 3.1 Claims Submission. Provider agrees to submit all claims **and supporting documentation** for reimbursement **no later than forty-five (45) days** from the date Covered Services are rendered.

Section 3.2 Claims Payment. Story County will make monthly payments to the Provider based upon the reimbursement requests submitted by the Provider in accordance with Attachment A to this contract. The maximum total amount payable by Story County under this agreement is detailed on Attachment A, and no greater amount shall be paid.

Section 3.3 Compensation to Provider. Provider agrees to accept payment from Story County for Covered Services provided to Story County Individuals under this Agreement as payment in full, less any Co-payment or other amount which is due from Story County Individuals for such services. Compensation for Covered Services is included as Attachment A, Service Definitions and Rates.

For Providers accessing funding through the Story County ASSET process, an agency audit or IRS Form 990 shall be submitted within six months following the end of the agency's fiscal year. If an agency audit or IRS Form 990 is not submitted, Story County reserves the right to withhold payments until the audit and/or IRS Form 990 is submitted.

SECTION 4
Relationship Between the Parties

Section 4.1 Relationship Between Story County and Provider. The relationship between Story County and Provider is solely that of independent contractor and nothing in this Agreement shall be construed or deemed to create any other relationship including one of employment, agency or joint venture. Provider shall maintain Social Security, worker's compensation and all other employee benefits covering Providers employees as required by law.

SECTION 5
Hold Harmless, Indemnification and Liability Insurance

Section 5.1 Provider Hold Harmless and Indemnification. Provider shall defend, hold harmless and indemnify Story County against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Story County that arise out of acts or omission of Provider or Provider's employees, agents or representatives in the discharge of its responsibilities under this Agreement.

Section 5.2 Story County Hold Harmless and Indemnification. Story County shall defend, hold harmless and indemnify Provider against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Provider that arise out of acts or omission of Story County or Story County employees, agents or representatives in the discharge of its responsibilities under this Agreement.

Section 5.3 Provider Liability Insurance. Provider shall procure and maintain, at the Provider's own expense, insurance in amounts sufficient to provide coverage in the following areas, when

applicable: (1) comprehensive general liability; (2) comprehensive motor vehicle liability and (3) professional liability. Provider shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsement for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The County reserves the right to require complete, certified copies of all required insurance policies, at any time.

SECTION 6

Laws and Regulations

Section 6.1 Laws and Regulations. Provider warrants that it is, and during the term of this Agreement will continue to be, operating in full compliance with all applicable federal (including the Health Insurance Portability and Accountability Act, HIPAA) and state laws.

Section 6.2 Reports from State Authority or Agency. The Provider will be expected to comply fully with all rules and regulations imposed by a State licensing authority. All written or verbal communications or reports from a State authority or agency, including but not limited to summaries of inspection reports or complaints of abuse or neglect resulting in investigation(s), shall be provided to Story County immediately upon receipt of same by the Provider.

Section 6.3 Compliance with Civil Rights Laws. Provider agrees not to discriminate or differentiate in the treatment of any individual based on sex, race, color, age, religion, national origin or otherwise qualified handicapped individual. Provider agrees to ensure services are rendered to Story County Individuals in the same manner, and in accordance with the same standards and with the same availability, as offered to any other individual receiving services from Provider.

Section 6.4 Equal Opportunity Employer. Story County is an equal employment opportunity employer. Story County supports a policy which prohibits discrimination against any employee or applicant for employment on the basis of age, race, sex, color, national origin, religion, physical or mental disability, veteran or any other classification protected by law or ordinance. Provider agrees that it is in full compliance with Story County's Equal Employment Policy as expressed herein.

Section 6.5 Confidentiality of Records. Story County and Provider agree to maintain the confidentiality of all information regarding Covered Services provided to Story County Individuals under this Agreement in accordance with any applicable laws and regulations. Provider acknowledges that in receiving, storing, processing, or otherwise dealing with information from Story County about Individuals, it is fully bound by federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable) and state laws and regulations governing the confidentiality of medical records and mental health records.

SECTION 7

Term and Termination

Section 7.1 Term. The term of this Agreement shall be for a period of one (1) year, commencing on the date first above written.

Section 7.2 Termination of Agreement Without Cause. Either party may terminate this Agreement without cause upon ninety (90) days prior written notice of termination to the other party.

Section 7.3 Termination With Cause by Story County. Story County shall have the right to terminate this Agreement immediately by giving written notice to Provider upon the occurrence of any of the following events: (a) restriction, suspension or revocation of Provider's license, certification or accreditation; (b) Provider's loss of any liability insurance required under this Agreement; (c) chapter 7 bankruptcy files by the Provider, or (d) Provider's material breach of any of the terms or obligations of this Agreement.

Section 7.4 Termination With Cause by Provider. Provider shall have the right to terminate this Agreement immediately by giving written notice to Story County upon the occurrence of Story County's material breach of any of the terms or obligations of this Agreement.

Section 7.5 Information to Story County Individuals. Provider acknowledges the right of Story County to inform Story County Individuals of Provider's termination and agrees to cooperate with Story County in deciding on the form of such notification.

Section 7.6 Nonrenewal of Agreement. Either party may choose not to renew this agreement upon ninety (90) days written notice to the other party prior to the expiration of the contract.

SECTION 8 **Amendments**

Section 8.1 Amendment. This Agreement may be amended at any time by the mutual written agreement of the parties. In addition, Story County may amend this Agreement upon sixty (60) days advance notice to Provider and if Provider does not provide written objection to Story County within the sixty (60) day period, then the amendment shall be effective at the expiration of the sixty (60) day period.

Section 8.2 Regulatory Amendment. Story County may also amend this Agreement to comply with applicable statutes and regulations and shall give written notice to Provider of such amendment and its effective date. Such amendment will not require sixty (60) days advance written notice.

SECTION 9 **Other Terms and Conditions**

Section 9.1 Non-Exclusivity. This Agreement does not confer upon the Provider any exclusive right to provide services to Story County Individuals in Provider's geographical area. Story County reserves the right to contract with other providers. The parties agree that Provider may continue to contract with other organizations.

Section 9.2 Assignment. Provider may not assign any of its rights and responsibilities under this Agreement to any person or entity without the prior written approval of Story County.

Section 9.3 Subcontracting. Provider may not subcontract any of its rights and responsibilities under this Agreement to any person or entity without prior notification to Story County.

Section 9.4 Entire Agreement. This Agreement and attachments attached hereto constitute the entire agreement between Story County and Provider, and supersedes or replaces any prior agreements between Story County and Provider relating to its subject matter.

Section 9.5 Rights of Provider and Story County. Provider agrees that Story County may use Provider's name, address, telephone number, description of Provider and Provider's care and specialty services in any promotional activities. Otherwise, Provider and Story County shall not use each other's name, symbol or service mark without prior written approval of the other party.

Section 9.6 Invalidity. If any term, provision or condition of this Agreement shall be determined invalid by a court of law, such invalidity shall in no way effect the validity of any other term, provision or condition of this Agreement, and the remainder of the Agreement shall survive in full force and effect unless to do so would substantially impair the rights and obligations of the parties to this Agreement.

Section 9.7 No Waiver. The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach.

Section 9.8 Notices to Story County. Any notice, request, demand, waiver, consent, approval or other communication to Story County which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

Story County Board of Supervisor's Office
Story County Administration Building, 900 6th Street
Nevada, Iowa 50201
Attention: Deb Schildroth

Section 9.9 Notices to Provider. Any notice, request, demand, waiver, consent, approval or other communication to Provider which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

Storytime Childcare
PO Box 214
Maxwell, IA 50161
Attention: Jayne Underhill

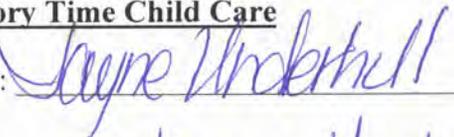
Section 9.10 Laws. This contract is governed by the laws of the State of Iowa with venue in Story County District Court.

This Agreement has been executed by the parties hereto, through their duly authorized officials.

COUNTY:

PROVIDER:

By: 

Story Time Child Care
By: 

Print Name: Rick Sanders

Print Name: Jayne Underhill

Print Title: Story County Board of Supervisors

Print Title: Director

Date: 6-13-17

Date: 5-22-17

ATTACHMENT A
SERVICE DEFINITIONS AND RATES
FISCAL YEAR: 2018

Service Description	Unit of Service	Rate
Child Care - Infant Not to Exceed \$4,250	1 Full Day	\$11.51
Child Care - Children Not to Exceed \$35,974	1 Full Day	\$19.51
Child Care – School Age Not to Exceed \$425.00	1 Partial Day	\$0.32



For period July 1, 20 17 through June 30, 20 18

PLEASE TYPE OR PRINT LEGIBLY

Please mail this completed application to your local jurisdiction. If you have any questions call your city clerk (within city limits) or your county auditor (outside city limits).

I/we hereby make application for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business information:

Trade Name/DBA: Ames Golf & Country Club
Physical Location Address: 5752 Gw Carver ave City: Ames ZIP: IA
Mailing Address: 5752 Gw Carver ave City: Ames State: IA ZIP: 50010
Business Phone Number: (515) 232-8334

Legal Owner Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP
Legal Owner: Ames Golf & Country Club
(Name of sole proprietor, partnership, corporation, LLC, or LLP)
Mailing Address: 5752 Gw Carver ave City: Ames State: IA ZIP: 50010
Phone Number: (515) 291-5514 Fax Number: () Email: CoryS@amesgolfcc.com

Retail Information:

Types of Sales: Over-the-counter Vending machine
Does the Establishment sell vapor products/alternative nicotine products only? Yes No

Type of Establishment

Bar Convenience store/gas station Drug store Hotel/motel Liquor store
Restaurant Tobacco store Alternative nicotine/vapor store
Has vending machine that assembles cigarettes Other

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

SIGNATURE OF OWNER, PARTNER(S), OR CORPORATE OFFICIAL
Name (please print) Cory Strait Name (please print) AS
Signature [Signature] Signature Follow-up action:
Date 6-8-17 Date _____
Meeting Date: 6-17-13

APPROVED DENIED

FOR CITY CLERK/COUNTY AUDITOR ONLY - MUST BE COMPLETE
Amount Paid: \$ 50.00
Date issued: 6/13/17
Permit Number: 2017-85-001
New
Renewal
Please send completed/approved copy to:
Iowa Department of Commerce, Alcoholic Beverages Division
Name of Issuing City or County: Story Co.



AIA®

Document G701™ – 2001

Change Order

PROJECT (Name and address): Story County Conservation Board 56461 180th Street Ames, IA 50010	CHANGE ORDER NUMBER: 001 DATE: May 8, 2017	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Woodruff Construction, LLC 1920 Philadelphia Street, Suite 102 Ames, IA 50010	ARCHITECT'S PROJECT NUMBER: 2016010 CONTRACT DATE: November 15, 2016 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Item No. 1: Change Electric Service to include Campsite Feeders:	ADD: \$ 8,821.00
Item No. 2: Re-route Existing 2" Water Main around New Building:	ADD: \$ 5,800.00
TOTAL:	ADD: \$ 14,621.00

The original Contract Sum was	\$ 712,400.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 712,400.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 14,621.00
The new Contract Sum including this Change Order will be	\$ 727,021.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

FBH DESIGN
ARCHITECT (Firm name)
701 Pierce Street, Suite 100
Sioux City, IA 51101
ADDRESS

BY (Signature)
Edward Storm, AIA
(Typed name)
6/8/17
DATE

Woodruff Construction, LLC
CONTRACTOR (Firm name)
1920 Philadelphia Street, Suite 102
Ames, IA 50010
ADDRESS

BY (Signature)
Jason Rechkemmer
Central Regional President
(Typed name)
6/12/17
DATE

Story County Board of Supervisors
OWNER (Firm name)
56461 180th Street
Ames, IA 50010
ADDRESS

BY (Signature)
Rick Sanders, Chair
(Typed name)
6-13-17
DATE

IOWA DEPARTMENT OF NATURAL RESOURCES
CONTRACT NUMBER 17CRDLWBG SHEA-0005

Between

IOWA DEPARTMENT OF NATURAL RESOURCES

And

STORY COUNTY CONSERVATION BOARD

IN WITNESS THEREOF, the parties hereto have entered into this Cooperative Agreement on the day and year last specified below.

DEPARTMENT OF NATURAL RESOURCES

By: _____ Date: _____
Nate Hoogeveen, Rivers Program Coordinator

STORY COUNTY CONSERVATION BOARD

By: [Signature] Date: 6/12/17
Mike Cox
CCB Director

For DNR use only:	
1. Retain the original contract in the project file and send a hardcopy with the first invoice.	
2. a) Fax contract to 515-725-8202 (check one box below before faxing)	
OR	
b) Email scanned copy to your Division's Contract Rep:	
DIVISION	DIVISION CONTRACT REP
<input type="checkbox"/> Conservation & Recreation	Kim.Rasler@dnr.iowa.gov
<input type="checkbox"/> Director's Office	Karen.Fynaardt@dnr.iowa.gov
<input type="checkbox"/> Environmental Services	Jerah.Sheets@dnr.iowa.gov
If you do not have faxing or scanning/emailing capabilities, you may mail a copy of the contract to IA DNR, Wallace State Office Building, Attention: (your respective bureau's contract rep), 502 East 9 th Street, Des Moines, IA 50319.	

APPROVED **DENIED**

Board Member Initials: MS

Meeting Date: 6-17-17

Follow-up action: _____

COOPERATIVE AGREEMENT - SPECIAL CONDITIONS

This Cooperative Agreement is entered into between the Iowa Department of Natural Resources (DNR) and the Story County Conservation Board (Story CCB). The parties agree as follows:

Section 1 IDENTITY OF THE PARTIES

1.1 Parties. DNR is authorized to enter into this Contract. DNR's address is: Wallace State Office Building, 502 East 9th Street, Des Moines, Iowa 50319.

The Story County Conservation Board is a county government agency organized under the laws of the State of Iowa. The Story CCB's address is: 56461 180th Street, Ames, IA 50010.

1.2 Project Managers. Each party has designated a Project Manager, who shall be responsible for oversight and negotiation of any contract modifications, as follows:

DNR Project Manager: Nate Hoogeveen
Rivers Program Coordinator
DNR Rivers Program
502 E. 9th Street
Des Moines, IA 50319
Phone: 515-725-2991
Email: Nate.Hoogeveen@dnr.iowa.gov

Story CCB Project Manager: Ryan Wiemold
Parks Superintendent
56461 180th St
Ames, IA 50010
Phone: 515-232-2516
Email: rwiemold@storycounty.gov

Section 2 STATEMENT OF PURPOSE

2.1 Statutory Authority. DNR enters into this Cooperative Agreement based on statutory authority provided in Iowa Code Chapter 464A,11 and subsequent funding authorizations of the water trails program under the Rebuild Iowa Infrastructure Fund (RIIF).

2.2 Background. When heavy flooding occurs on the Skunk River, the river flows into the northeast side of West Peterson Lake. The lake then fills to capacity and floods Story CCB property along the river corridor. As the river recedes to a lower level than the lake, the lake empties back into the river on the southern end of the lake. The water exiting from the lake into the river has produced a washout on the south side of the lake causing the land separating the lake and river to become heavily eroded and unstable. The washout at this location has damaged the soft trail around West Peterson Lake and contributed to the loss of a section on the north bank of the Skunk River in this location. Keeping these two water bodies separated by land improves and eases Story CCB's management, maintains park user experiences, and also helps protect the park infrastructure from constant fluctuating water levels. This project will restore the river bank to previous dimensions while adding stability, habitat, and

streambank protection. A combination of revetment and a toe wood-sod mat bank stabilization project is recommended to accomplish these objectives.

2.3 Purpose. The DNR’s purpose in entering into this Cooperative Agreement is: To stop erosion on the South Skunk river while improving water quality and fish habitat. The Story CCB’s purpose in entering into this Cooperative Agreement is: To stabilize the land and trail between West Peterson Lake and the South Skunk River through a combination of revetment and bank restoration.

Section 3 DURATION OF COOPERATIVE AGREEMENT

3.1 Term of Cooperative Agreement. The term of this Cooperative Agreement shall be March 31, 2017 through December 31, 2018, unless terminated earlier in accordance with the Termination section of this Cooperative Agreement. However, this Cooperative Agreement shall not begin until it has been signed by both parties.

3.2 Approval of Cooperative Agreement. If the amount of compensation to be paid by DNR according to the terms of this Cooperative Agreement is equal to or greater than \$25,000.00, or if this Cooperative Agreement is entered into pursuant to Iowa Code chapter 28E, then performance shall not commence unless by March 31, 2017 this Cooperative Agreement has been approved by the Natural Resource Commission.

Section 4 DEFINITIONS

“Contractor” shall mean Story CCB.

“Deliverables” shall mean services to be provided by, or on behalf of, the Contractor pursuant to this Cooperative Agreement. Deliverables shall include everything produced by the Story CCB that is related to the Tasks, such as reports, meetings, documentation, designs, copy, artwork, data, information, graphics, images, processes, techniques, materials, plans, papers, forms, studies, modifications, content, concepts, and all other tangible and intangible works, materials and property of every kind and nature that are related to the Deliverables.

“Task Milestone Date” shall mean a deadline for accomplishing a Task required by this Cooperative Agreement.

Section 5 STATEMENT OF WORK – RESPONSIBILITIES OF THE PARTIES

5.1 The responsibilities of the Story CCB shall be to perform the following tasks by the Task Milestone Dates set out in the following table:

Obligation	Task Milestone Date
<p>Task 1: Supply wood per specifications.</p> <p>Description: Contractor shall supply trees for the toe wood project that meet the specifications put forth by the DNR.</p>	Before Construction
<p>Task 2: Hire excavator operator, minimum 60,000 lbs machine and hydraulic thumb.</p>	Before Construction

Description: Story CCB will hire an excavator by the hour to complete the excavation and grading. They will use funds provided by the Iowa DNR.	
Task 3: Supply rock per specifications. Description: Purchase and supply rock to be used as revetment in the project.	During Construction
Task 4: Supply sod materials from site. Description: Supply an area on site where sod can be harvested and used to secure the toe wood project.	During Construction
Task 5: Provide skid steer Description: Story CCB will provide a skid steer that will be used to move materials for the independent contractor hired by the Iowa DNR.	During Construction
Task 6: Allow DNR temporary construction easement. Description: Story CCB will grant access to the DNR to complete work on the South Skunk River. See ATTACHMENT A.	Throughout Project

5.2 The responsibilities of DNR shall be to perform the following tasks by the Task Milestone Dates set out in the following table:

Obligation	Task Milestone Date
Task 1: Provide funds for excavator Description: DNR will provide \$12,000 to be used by Story CCB to hire an excavator by the hour.	During Construction
Task 2: Supply erosion matting Description: DNR will supply erosion matting for the toe wood project.	During Construction
Task 3: DNR will perform as-built survey. Description: DNR will perform the as-built survey immediately after construction.	After Construction
Task 4: Project management. Description: DNR will perform design review. DNR will also act as construction supervisor and conduct the final inspection.	Throughout project

Section 6 MONITORING AND REVIEW

6.1 Task Milestone Dates. The parties agree to complete their respective obligations under this Cooperative Agreement by the Task Milestone Dates set out in Sections 5.1 and 5.2.

Failure by either party to complete the above-designated portions of its obligations by the Task Milestone Dates set out herein shall constitute material breach of this Cooperative Agreement and shall be grounds for the other party to immediately terminate this Cooperative Agreement for cause.

6.2 Review Meetings. Commencing with beginning performance of this Cooperative Agreement, the Project Managers shall meet quarterly to discuss progress made during the performance of this Cooperative Agreement. The meetings shall occur, either in person or by telephone conference call, at the following times: the first Monday of every third month at 1pm. Meetings may be postponed only on a case-by-case basis by mutual written agreement of the parties.

6.3 Status Reports. Prior to each review meeting, each Project Manager shall provide a status report listing:

- Accomplishments during the previous period,
- Activities planned for the upcoming period,
- Tasks completed or Deliverables produced during the previous period,
- An updated schedule of upcoming Deliverables,
- Any problems or concerns encountered since the last meeting

At the next scheduled meeting after which any party has identified in writing a problem, the party responsible for resolving the problem shall provide a report setting forth activities undertaken, or to be undertaken, to resolve the problem, together with the anticipated completion dates of such activities. Any party may recommend alternative courses of action or changes that shall facilitate problem resolution.

6.4 DNR right to review and observe. Each party shall have the right to review and observe, at any time, completed work or work in progress. Each party agrees to provide access, upon request and without cost to the other party, to inspect its facilities and books and records relating to invoicing and time records for the purpose of monitoring and evaluating performance of this Cooperative Agreement.

Section 7 COMPENSATION

7.1 Sources of Funding. DNR's source of funding for this Cooperative Agreement is an in kind contribution. Story CCB's source of funding for this Cooperative Agreement is an in-kind contribution.

7.2 Not-to-exceed total amount of Cooperative Agreement. Payment by DNR for work performed according to the terms of this Cooperative Agreement shall not exceed \$0. Payment by Story CCB for work performed according to the terms of this Cooperative Agreement shall not exceed \$0. Payment shall be for satisfactory completion of the Statement of Work outlined in this Cooperative Agreement, provided that the parties have complied with the terms of this Cooperative Agreement.

7.3 Budget. The budget for this Cooperative Agreement shall be as follows:

Story CCB Contribution

Total amount of Story CCB in-kind contribution	Story CCB will: 1. Supply wood per specifications. 2. Hire excavator 3. Supply rock per specifications. 4. Supply sod materials from site.
---	--

	5. Provide skid steer. 6. Allow DNR temporary easement.
--	--

DNR Contribution

Total amount of DNR in-kind contribution	DNR will: 1. Provide funds for excavator. 2. Supply erosion matting. 3. DNR will perform as-built survey. 4. Project management.
---	--

7.4 Payment of Invoices. DNR shall pay approved invoices in arrears and in conformance with Iowa Code section 8A.514. If the other party is subject to the provisions of Iowa Code section 8A.514, then the other party shall pay approved invoices in arrears and in conformance with Iowa Code section 8A.514. Unless otherwise agreed to in writing by the parties, neither party shall be entitled to receive any other payment or compensation for any services provided under this Cooperative Agreement.

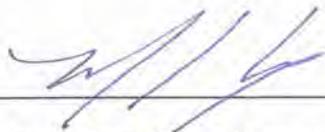
7.5 No advance payment. No advance payments shall be made for any Deliverables provided by Story CCB pursuant to this Cooperative Agreement.

7.6 Delay of Payment. If either party determines that the other party has failed to perform or deliver any Deliverable required by this Cooperative Agreement, then compensation may be withheld until such Deliverable is performed or delivered according to the terms of this Cooperative Agreement.

ATTACHMENT A

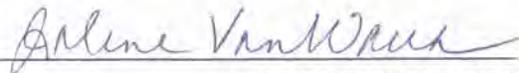
TEMPORARY EASEMENT FOR CONSTRUCTION

1. **Grant of temporary easement.** GRANTORS Story County Conservation Board, hereby grant to the State of Iowa acting through the Iowa Department of Natural Resources, its successors and assigns (DNR), a temporary easement authorizing the repair of a river bank on the subject property, in accordance with DNR contract number 17CRDLWBGSHEA-0005. The scope of this project and the conditions of this easement are specified in the following paragraphs.
2. **Subject property.** The subject property is county parcel number 0513100000 and part of the Northeast ¼ of the Southwest ¼ of Section 13, T84N, R24W, Story County Iowa.
3. **Purpose.** The purpose of the easement is to facilitate the repair of a river bank on the subject property.
4. **Access.** The DNR and its authorized agents shall have access within the subject property. Access by the general public is NOT allowed.
5. **Duration.** The easement shall bind Grantors, successors and assigns from the execution of this easement until March 30, 2018 when said Temporary Easement shall expire.
6. **Restoration.** The DNR shall, upon completion of the project, restore all disturbed areas as closely to their pre-construction condition as practical considering the nature of the construction project.
7. **Authorization to grant easement.** By executing this easement document, Grantors affirm that as owners of the subject property they are authorized to grant the temporary easement as set forth in this document.

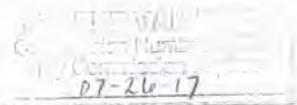


Michael Cox, Story County Conservation Board Director

STATE OF IOWA, STORY COUNTY: This instrument was acknowledged before me on the 12th day of June, 2017, by Michael Cox, Story County Conservation Board Director.



NOTARY PUBLIC FOR THE STATE OF IOWA



CONTRACT

Kind of Work Tile replacement

County Story

THIS AGREEMENT made and entered by and between Story County, Iowa, by its Conservation Board, Contracting Authority, and

Ubber Tiling, Inc

of 3255 Stagecoach Road, Stratford, IA 50249-7403 Contractor.

WITNESSETH: That the Contractor, for and in consideration of up to

payable as set forth in the specifications constituting a part of this contract, hereby agrees to construct in accordance with the plans and specifications therefore, and in the locations designated in the notice to quoters, the various items of work as follows:

Item No.	Item	Quantity	Units	Unit Price	Amount
1	Change order for contract dated March 28, 2017				
	Replace 12" clay tile with 12" dual wall non-perforated tile	900		\$11.50	\$10,350.00
	330 Kobelco trackhoe labor- tree removal	4		\$200.00	\$800.00
	330 Kobelco trackhoe labor - pond restoration	8		\$200.00	\$1,600.00
	Contractor shall indemnify Story County for all acts or omissions arising from this contract and will add Story County, Iowa and Story County Conservation Board as additional insured on their Commercial General Liability, Workers Compensation, and Business Auto Liability Insurance. Coverage minimum is \$1,000,00.00 commercial umbrella				
	The County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.				
	This policy is NOT insuring against any causes of action for which Story County, Iowa and Story County Conservation are already immune pursuant to Iowa Code Chapter 670. Story County, Iowa and Story County Conservation do not waive any immunity under Iowa Code Section 670 by being named as an additional insured.				
				Subtotal:	\$12,750.00
	<input type="checkbox"/> See supplemental information on Page 2			Pg2 Subtot:	
				TOTAL:	\$12,750.00

Said specifications and plans are hereby made a part of the the basis of this agreement and a true copy of said plans and specifications are now on file in the Story County Conservation Office.

That in consideration of the foregoing, the Contracting Authority hereby agrees to pay the Contractor, promptly and according to the requirements of the specifications the amounts set forth subject to the Conditions as set forth in the specifications

That it is mutually understood and agreed by the parties hereto that the notice to bidders, the proposal, the specifications for Project No. SCCB 2016-01

in Story County, Iowa, the within contract, the contractor's bond, and the general and detailed plans are and constitute the basis of contract between the parties thereto. That it is further understood and agreed by the parties of this contract that the above work shall be commenced and completed on or before:

Approximate Starting Date	Specified Starting Date	Late Start Date	Number of Working Days
14-Jun-17			

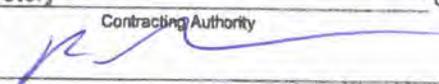
That time is the essence of this contract and that said contract contains all of the terms and conditions agreed upon by the parties hereto. It is further understood that the Contractor consents to the jurisdiction of the courts of Iowa to hear, determine and render judgement as to any controversy arising hereunder.

IN WITNESS WHEREOF the parties hereto have set their hands for the purposes herein expressed to this and three other instruments of like tenor, as of the

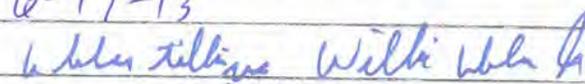
Recommended by:

Approved:

Story County, Iowa
Contracting Authority

By: 
Chair, Board of Supervisors

Date: 6-17-13

By: 
Contractor

Date: 6-9-17

COOPERATIVE AGREEMENT

BETWEEN

STORY COUNTY CONSERVATION AND PRAIRIE RIVERS OF IOWA RC&D

This Agreement is made effective on July 1, 2017 by and between Story County Conservation, 56461 180th Street, Ames, Iowa hereinafter referred to as 'SCC', and Prairie Rivers of Iowa RC&D, 2402 South Duff Ave, Ames, Iowa 50010. Prairie Rivers of Iowa RC&D is hereinafter referred to as the 'PRI' for this agreement.

The parties have agreed and do hereby enter into this agreement according to the provisions set out herein:

A. Description of Services

PRI will work with Story County Conservation (SCC) to develop and install watershed signs throughout the county. These signs will raise awareness of HUC 10 watershed boundaries as people enter each watershed on paved county roads. This project will involve the following steps:

- 1) Research and review watershed road signage designs and applicable rules for usage, size and placement of such signs. A research report will be provided with Best Practices and Ideas identified to SCC. – Cost: \$2,000
- 2) The research will assist SCC develop a new design that will inform travelers by identifying which HUC 10 watershed he/she will be driving through in the county. The design should be consistent with appropriate size when viewed from a car. Consideration shall be given to limiting glare and maintaining readability. Two design options shall be submitted for approval. PRI will develop with SCC a process for selecting the final design. Upon design approval, a camera-ready file will be provided to SCC and quotes for printing the signs will be obtained for approval by Story County Conservation. – Cost: \$3,300
- 3) Signs shall be printed no later than October for installation by Story County Secondary Roads in November. PRI will work with SCC and Secondary Roads to ensure placement of each sign is correct. A map will be provided of sign locations and sign type. – Cost \$1,200

A. Scope of Work Timeline

This contract is in effect from the date of signing through November 30, 2017.

B. Reimbursement

SCC agrees to reimburse PRI according to the description of services, described above in article "A". The maximum total payable by SCC under this agreement is that amount set forth above in article "A" and no greater amount shall be paid without written amendment, not to exceed amount of \$6,500. Payment will be made in advance.

C. Suspension/Termination

Either party may terminate this Agreement by giving written notice to the other, at least 30 days before the effective date of termination. Either party may suspend this agreement. Notification of suspension shall be in writing.

D. Entire Agreement

This Agreement contains the entire Agreement of the parties and there are no other promises or conditions in any other Agreement whether oral or written.

E. Amendment

This Agreement may be modified or amended by written order with mutual agreement by both parties.

F. Applicable Laws

The terms and provisions of this Agreement are to be construed in accordance with the applicable State and Federal laws, and the Contractor agrees to perform obligations under this Agreement in accordance with said laws including applicable audit requirements.

G. Independent Contractor Status

PRI agrees that the relationship between PRI and SCC is that of an independent contractor for employment tax purposes. PRI shall be solely responsible for all taxes relating to payments made under this agreement.

H. Laws

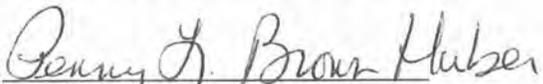
This agreement is governed by the law of the State of Iowa with venue in Story County District Court.

I. Assignment

This agreement may not be assigned or transferred by PRI without the prior written consent of the SCC.

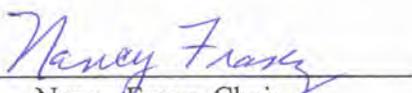
IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate and each copy shall constitute an executed counterpart original.

PRAIRIE RIVERS OF IOWA RC&D

By: 
Penny L. Brown Huber

Date: 6-12-2017

STORY COUNTY CONSERVATION BOARD

By: 
Nancy Franz, Chair

Date: 6-12-17

STORY COUNTY BOARD OF SUPERVISORS

By: 
Rick Sanders, Chair

Date: 6-13-17



AGREEMENT FOR DOT-INITIATED DETOUR OF PRIMARY HIGHWAYS ONTO LOCAL ROADS

This Agreement is entered into by and between the Iowa Department of Transportation, hereinafter known as the Department; and the

Story County

, hereinafter known as the Local Public Agency (LPA).

WHEREAS, the Department has determined the necessity to temporarily close primary highway US 65

from US 65 from Ia 330 to to Co Rd F-17

for the purpose of construction, reconstruction, maintenance, natural disasters, or other emergencies; and

WHEREAS, it is necessary to provide a detour for the primary highway closure period; and

WHEREAS, the LPA agrees to permit the use of its roads as a detour, more particularly described as follows:

On Story Co Rd S-27 (650th Ave), from Polk Co Line to Ia 210;

; and

WHEREAS, Authorized representatives of both the Department and the LPA shall jointly execute and sign a written report concerning the condition of the proposed detour, after jointly inspecting said road, the subject of the proposed detour; said report to be in sufficient detail as to reasonably reflect the condition of the roadway base, surface, shoulders and bridges; and

WHEREAS, the Department will review, and inspect when necessary, the bridges on the detour route and determine the maximum vehicle weight (up to 156,000 pounds) that can be safely carried on these bridges and submit this information to the LPA for its review. The LPA may choose to restrict detour traffic to only vehicles of legal weight or size. If the LPA allows oversize or overweight loads, it shall notify the Department in writing. The Department shall approve the routing of overweight vehicles on the detour route, up to the limits specified by the LPA; and

WHEREAS, the Department agrees to perform the following pre-detour maintenance, if any:

None

; and

WHEREAS, the Department agrees to maintain the detour and provide all traffic control devices required by the Manual of Uniform Traffic Control Devices (MUTCD), as adopted by the Department pursuant to 761 IAC 130, including the marking of no-passing zones during the period the local agency road(s) and structure(s) are being utilized as a primary road detour; and

WHEREAS, Prior to revocation of the detour, the Department shall restore the local agency road to as nearly as possible as good condition as it was prior to its designation as a temporary primary road, or adequately compensate the local agency for excessive traffic upon the local agency road during the period it was used as a temporary primary road, in accordance with Section 313.28 or Section 313.29 of the Iowa Code and Iowa DOT Policy 600.05; and

WHEREAS, The detour period is estimated to begin June 1, 2018 and end June 30, 2018; and
(date) (date)

WHEREAS, the parties agree to the following additional provisions, if any: None

NOW, THEREFORE, BE IT AGREED that the described road be used as a detour under stipulations outlined above.

IN WITNESS WHEREOF, The parties hereto have caused this agreement to be executed by proper officers thereunto duly authorized as of the dates below indicated.

District Engineer (or designee)
Iowa Department of Transportation

Date

City representative

Date

Recommended for approval by:

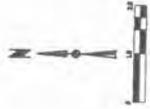
Darren Moon 6-7-17

Darren R. Moon, P.E. Date

Printed name and title of city representative

[Signature] 6-13-17
County representative Date

Rick Sanders Chair BOS
Printed name and title of county representative



DETOUR ROUTE
Stage 1C - US 65



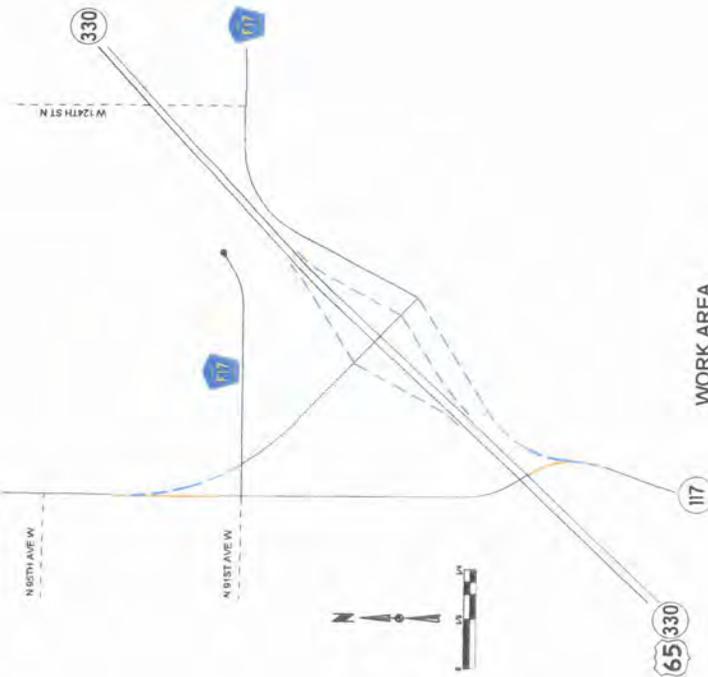
Jasper County
Detour Routes
for NHSN-065-4(144)--2R-50

SHEET NUMBER

County Border
Detour Route
Construction Area

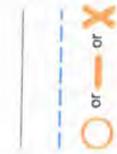


PROJECT NUMBER
COUNTY
Jasper Co\Support Files\1a 330 & US 65 Detour Maps.dgn



WORK AREA
Stage 1C

Open Roads
Roads Under Construction
Closed Roads



DESIGN TEAM

IOWA DOT
jvorthe

ENGLISH

12.24.17 PM

PROJECT NUMBER
COUNTY
Jasper Co\Support Files\1a 330 & US 65 Detour Maps.dgn

STORY COUNTY UTILITY PERMIT

Date 6-6-17

To the Board of Supervisors, Story County, Iowa:

The HUXLEY COMMUNICATIONS Company, incorporated under the laws of Iowa, with its principal place of business at 102 N. MAIN AVE., does hereby make application requesting permission to occupy certain portions of public right-of-way and that the County Engineer be directed to establish the location of lines of transmission of FIBER OPTICS on secondary route 270th, from WEST SIDE OF R38 to 51320 270th, a distance of .35 miles.

Agreements: The utility company, corporation, applicant, permittee, or licensee, (hereinafter referred to as the permittee) agrees that the following stipulations shall govern under this permit.

1. The Permittee will file a plat setting out the location of proposed line on the secondary route and that the description of the proposed installation including type, height, and spacing of poles, maximum voltage, lengths of cross arms, minimum clearance and number of wires, type, size and capacity of underground cables, conduits, tile lines, and pipe lines, maximum working pressures for pipe lines carrying gas or flammable petroleum products are described as follows:
2. The installation shall meet the requirements of county, state, and federal laws, franchise rules, and of the Iowa State Commerce Commission Regulations and Directives, Utilities Division, the Iowa State Department of Health, and any other laws or regulations applicable.
3. The Permittee shall be fully responsible for any future adjustments of its facilities within the established highway right-of-way caused by highway construction or maintenance operations.
4. Story County assumes no responsibility for damages to the Permittee's property occasioned by any construction or maintenance operations on said highways.
5. The Permittee shall take all reasonable precautions during the construction and maintenance of said installation to protect and safeguard the lives and property of the traveling public and adjacent property owners.
6. The Permittee, and its contractors, shall carry on the construction or repair of the accommodated utility with serious regard to the safety of the public. Traffic protection shall be in accordance with Part VI of the current Iowa Department of Transportation Manual on Uniform Control Devices for Streets and Highways.
7. The Permittee shall be responsible for any damage resulting to said highways because of the construction operation, or maintenance of said utility, and shall reimburse Story County for any expenditure the County may have to make on said highways because of said permittee's utility having been constructed, operated, and maintained thereon.
8. The Permittee shall indemnify and save harmless Story County from any and all causes of action, suits at law or in equity, or losses, damages, claims, or demands, and from any and all

liability and expense of whatsoever nature for, on account of or due to the acts or omissions of said Permittee's officers, members, agents, representatives, contractors, employees or assigns arising out of or in connection with its (or their) use or occupancy of the public highway under this permit.

9. Noncompliance with any of the terms of permit, or agreement, may be considered cause for shut down of utility construction operations, or revocation of the permit.

10. The following special requirements, if applicable, shall apply to this permit:

Whenever the route of the proposed cable line runs along a paved secondary highway, the location of said cable shall be constructed on top of the road shoulder so as to be within approximately two-feet of the pavement edge.

Whenever the route of the proposed cable line runs along a dirt or gravel surfaced highway, the location of said cable shall be constructed on top of the road surface and as near possible to the shoulder line

Whenever a cross road culvert or bridge is encountered along the route of the proposed cable lines, said cable shall be constructed around the ends of said cross road culvert or bridge even though this looping is not designated on the situation plans attached hereto.

The crossing of the cable line from one side of the highway to the other shall be accomplished at a near right angle rather than diagonally so as to disturb the roadbed of the traveled way as little as possible.

Whenever the route of the proposed cable line is to cross a paved highway, such crossing shall be in a bored hole rather than open cut trench.

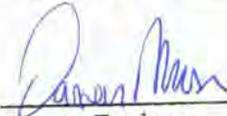
Date 6-5-2017

HUXLEY COMMUNICATIONS COOPERATIVE
Name of Company (Applicant - Permittee)

BRANT STRUMPFER 515-597-2281
by  Phone no.

Recommended for Approval:

Date 6-5-17

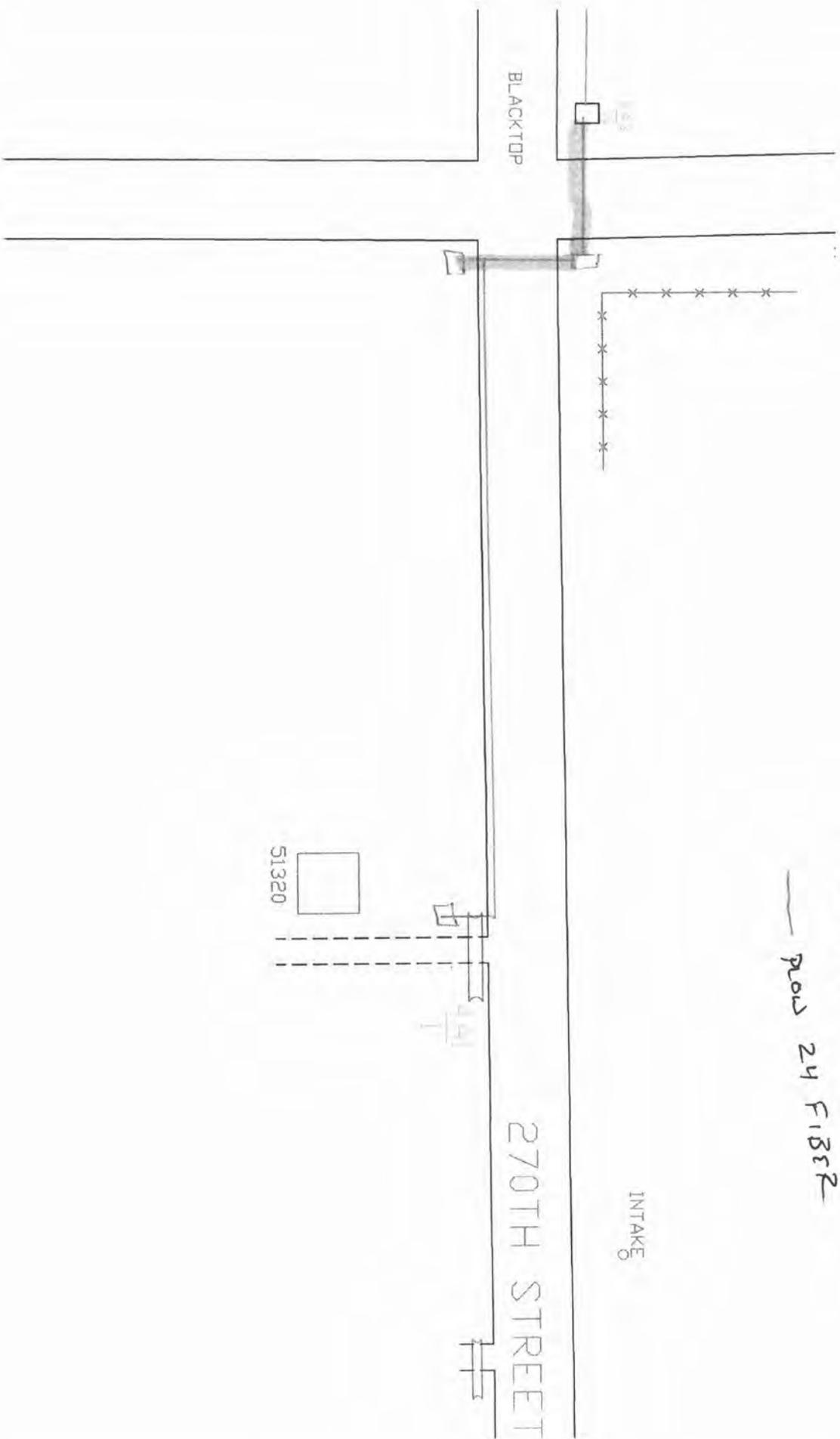

County Engineer 515-382-7355
Phone no.

Approved:

Date 6-13-17


Chair, Board of Supervisors
Story County, Iowa

Three (3) copies of this form will be required for each installation. A plat shall be attached to each copy submitted.



ROSC 1 1/4" CONDUIT

PROD 24 FIBER

INTAKE

270TH STREET

BLACKTOP

51320

NOTICE OF PUBLIC HEARING
Story County

IN RE: Proposed Road Vacation to clear the record on a section of Story County Secondary Road.

The Story County Board of Supervisors, acting under the authority of Iowa Code Chapter 306, proposes to vacate a section of Story County Secondary Road, described as follows:

1. **The north one half of Old Bloomington Rd., originally established on January 18th, 1859 (See Road Record Book A, page 134), the road commencing 679.54 feet south of the W ¼ corner of Section 30, T84N, R23W thence S88°55'14"E 3077.78 feet. The intention is to vacate the north 33 feet of Old Bloomington Road from the west right-of-way line of Interstate 35 thence west to the east right-of-way line of Dayton Ave. Existing road is 66 feet in width.**

A hearing will be held by the Story County Board of Supervisors in the boardroom, Story County Administration Building, Nevada, Iowa 50201, at 10:00 a.m. on Tuesday, June 13th, 2017. Any person owning land abutting on the road proposed to be vacated and closed shall have the right to file, in writing, a claim for damages at any time on or before the date and time fixed for the hearing.

~~APPROVED~~ DENIED
Board Member Initials: RS
Meeting Date: 6-17-17
Follow-up action: Resolution 6/27

Lucy Martin
County Auditor

~~APPROVED~~ DENIED
Board Member Initials: RS
Meeting Date: 5-30-17
Follow-up action: _____

NOTICE OF PUBLIC HEARING

Tedesco Environmental Learning Corridor, Phase I

Story County Conservation Board

To Whom It May Concern:

You are hereby notified that at 10:00 a.m., Central Time on June 13, 2017 in the County Administration Building, 2nd Floor Board Room, 900 6th Street, Nevada, IA 50201, there will be a public hearing on the proposed plans, specifications, and form of contract for the Tedesco Environmental Learning Corridor, Phase I. Any persons interested may appear and file comments on the project.

Copies of the bidding documents may be obtained by Bidders and Sub-bidders at: Story County Conservation Center, McFarland Park, 56461 180th Street, Ames, IA 50010 (515)232-2516.

Published by order of the Story County Conservation Board.

By: Michael Cox

Title: Director

Publish: June 1, 2017

END OF DOCUMENT 00 0111

APPROVED **DENIED**
Board Member Initials: MS
Meeting Date: 6-13-17
Follow-up action: Pending CA approved



Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

Memorandum

To: Story County Board of Supervisors

From: Michael D. Cox, Director 

Date: June 13, 2017

Re: Consideration of Final Plans and Authorization to Solicit Bids for the Tedesco Environmental Learning Corridor - Phase #1

Final plans for Phase #1 of the Tedesco Environmental Learning Corridor have been completed. Permits have been acquired, and we are ready to solicit bids for construction. Phase #1 will include stream stabilization.

The project is designed to demonstrate innovative natural approaches to streambank stabilization and water quality management. It is the first of three anticipated construction phases for the corridor.

This project has support from many agencies and partners. These partnerships have facilitated land acquisition, project guiding principles and design, and value-added components. We have been fortunate to receive broad community support, and we anticipate more as we construct the corridor. The effects of this project will be generational and cross all segments of our community. In addition to expanded partnerships, quality of life, economic, health, environmental, and social benefits will impact Story County and the entire central Iowa region.

Bids will be opened on July 11, 2017 at the Board of Supervisors meeting.

The Story County Conservation Board passed a motion accepting final plans on June 12, 2017.

Staff urges your authorization to solicit bids for this project.



2017-2018 LEADERSHIP NEVADA

Scholarship Application

APPLICANT INFORMATION

Last Name	Rewerts	First	Erin	M.I. R	Date	05/30/17
Street Address	[REDACTED]			Apartment/Unit #		
City	Nevada	State	IA	ZIP	50201	
Phone	[REDACTED]			E-mail Address		

Position and Years of Service at Story County Program Coordinator for Community Services 11 years

Supervisor Approval *Karla Webb*

Date *6/1/17*

- Why do you want to be part of the Leadership Nevada program? What do you hope to gain from the program?
This is a program that I have been aware of for quite some time. I have known many friends that have been involved in the program and have heard many positive comments from them in regard to what they learned. By participating in Leadership Nevada I hope to improve and develop stronger leadership skills and confidence in my abilities to be more involved in community issues and challenges. I am a Nevada native and proud to be a member of this community and would love to be able to make a positive difference in our community.
- How would Story County benefit from you attending Leadership Nevada? How do you intend to use the knowledge you gain from Leadership Nevada within your current position here at the County?
Story County would benefit from my attendance at Leadership Nevada in many ways. Strengthening my leadership abilities would help me to be a better supervisor with more confidence in my abilities. I continue to learn every day in my new position with Veterans Affairs and with the increased community involvement there is more contact with groups that are new to me. The knowledge and confidence that I would gain from Leadership Nevada would help me to serve the Veterans of our county better and would be helpful in my day to day work here in Story County as well. There are always opportunities to be a part of various committees and to be involved in interagency efforts to provide better services to our most vulnerable populations here in Story County and with the networking opportunities provided through Leadership Nevada I could become more of an asset in these areas.
- Why should Story County choose to sponsor you for Leadership Nevada? What sets you apart from the other applicants?
I feel like I have untapped potential in this area and just don't know quite where to start. I have been approached to join or run for various boards in our community and have not chosen to do so because of my lack of confidence. I am a dependable and loyal employee that loves where I live and work. It would give me great pleasure to be a part of something great in our community and on a larger scale our county. Thank you for your consideration.

~~APPROVED~~ DENIED

Board Member Initials: *RS*

Meeting Date: *6-13-17*

Follow-up action: _____

STORY COUNTY'S RETIREE HEALTH INSURANCE CONTINUATION POLICY

Employees who retire from Story County may elect to continue group health coverage under the AETNA (the "County's") group health insurance plans as described in this Policy.

Eligibility

Retirees who are on the County's health plan (the "Plan") at the time of retirement may continue the same coverage he/she had immediately prior to his/her retirement (including coverage for family members who were on the Plan at the time of the retiree's retirement) at the retiree's sole cost and expense until the retiree turns age sixty-five (65) and provided the retiree timely pays the total premium cost (both the employee and employer portion) for such coverage no later than the first day of the month for the applicable coverage month. If the premium is not timely paid, the coverage will be cancelled retroactively to the first of the month. Coverage cannot be reelected at a future date once it has been cancelled for non-payment. If a retiree chooses to remove a spouse or dependent from the coverage they cannot later be added. A "retiree" for purposes of this Policy is defined as an individual eligible to receive IPERS. The premium may be waived for a period of time for certain retirees pursuant to collectively bargained agreements in place between the County and the applicable union or the County's Early Retirement Policy.

When Coverage Begins

An employee has thirty-one (31) days following the date of retirement to elect to continue coverage as a retiree. If elected on a timely basis, retiree health coverage will begin on the first day of the month following your last day of employment. If your last day of employment occurs in the middle of a month, you will remain on the employee group health plan until the commencement of your retiree coverage on the first day of the following month. If the retiree does not elect coverage within thirty-one (31) days following retirement, the retiree is not eligible for coverage under this Policy.

When Coverage Ends

Coverage for the retiree and retiree's spouse and dependents on the Plan ends on the earliest of the following dates:

1. The date upon which any required contribution for the coverage is due and unpaid; or
2. The date upon which written request has been received to cancel; or
3. The date of the retiree's death; or
4. The day the retiree turns 65.

Alternative to COBRA

The retiree continuation coverage under this Policy and Iowa Code 509A is offered as an alternative to COBRA. In other words, in order to elect the retiree continuation coverage, the employee must waive COBRA. The same is true for the employee's spouse and dependents eligible to continue coverage under this Policy.

For most situations, the retiree continuation coverage is more generous than COBRA. However, there are some situations in which COBRA may appear more attractive, such as:

1. Under COBRA, coverage can be added for dependents acquired after retirement.
2. Coverage under this Policy is automatically terminated for the retiree and any spouse/dependents on the coverage due to the retiree's death or upon the retiree turning age 65.
3. The length of COBRA coverage is limited to 18 months in most circumstances but can be extended due to second qualifying events in certain cases to 29 or 36 months. More information is provided in the qualifying event notice regarding COBRA coverage.

Before selecting whether to elect continuation under this Policy or COBRA, we urge you to think it over carefully and discuss the decision with a human resources representative or a reliable expert.

Because this coverage is an alternative to COBRA, a retiree spouse who loses retiree continuation coverage under this Policy due to divorce or legal separation can elect to continue this coverage for 36 months from the date of the divorce or legal separation. The retiree spouse remains responsible for the full cost of the coverage.

At this time, retiree continuation coverage is simply an opportunity to continue coverage after employment ends. The County reserves the right at any time before or after an individual retires, to change providers, networks, types, and levels of medical coverage, co-payments, deductibles, required retiree contributions toward the purchase of health care and all other aspects of the retiree coverage. Because premiums paid by the County are adjusted annually for the July 1 through June 30 plan year, the cost to retirees and spouses may change at those times but may also change at other times as circumstances call for such changes.

The County has discretionary authority to interpret this Policy, decide factual issues, construe applicable law, and resolve all issues relating to a retiree's eligibility for participation and entitlement to benefits and the County's decision in such matters will be final and binding.

APPROVED **DENIED**
Board Member Initials: RS
Meeting Date: 6-13-17
Follow-up action: _____

RETIREE CONTINUATION COVERAGE ELECTION FORM

Return the completed form to Human Resources Department on or before _____

SECTION 1: GENERAL INFORMATION

Retiree Name:		Soc. Sec. No.:
Street Address:		
City, State, Zip:		Telephone:
Date of Employment:	Date of Retirement:	Years of Service:
Date of Birth:	Sex:	Marital Status:
Are you electing retiree continuation coverage for your spouse/dependents? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Spouse Name/SSN/Birthdate		
Dependent Names/SSNs/Birthdates		

SECTION 2: SIGNATURE OF RETIREE AND SPOUSE

If you are electing coverage, sign here:

I have read and understand the brochure entitled "Retiree Insurance Continuation Policy" I hereby elect retiree continuation coverage and waive COBRA coverage:

Retiree Signature: _____ Date: _____

If you are declining coverage, sign here:

I have read and understand the brochure entitled "Retiree Insurance Continuation Policy." I hereby decline retiree continuation coverage.

Retiree Signature: _____ Date: _____



County Outreach and Special Projects Manager
Story County, Iowa
Administration Building
900 6th Street, Nevada, Iowa 50201

Ph. 515-382-7247 Email: lharter@storycountyiowa.gov
www.storycountyiowa.gov

TO: Story County Board of Supervisors
FROM: Leanne Lawrie Harter, AICP, CFM
RE: Consideration of approval to EOR to subcontract for Watershed Assessments
DATE: June 8, 2017

EOR, the vendor with whom Story County has contracted to perform the County-Wide Watershed Assessments, recently contacted staff regarding their ability to subcontract with Prairie Rivers of Iowa on the project. The original RFP released stated the following:

The selected Vendor may not subcontract any of the work specified in this RFP without prior written consent of Story County.

Staff sought guidance on the matter from Assistant County Attorney Ethan Anderson. Mr. Anderson's direction was to place the matter before the Board of Supervisors for consideration as the contractual relationship is between the Board and EOR.

The action by the Board would be to direct staff to contact EOR in writing with written consent to allow EOR to subcontract with Prairie Rivers. As discussed with Mr. Anderson, such action will not necessitate amending the contract.

Please let me know if you have any questions or need additional information. A copy of the approved RFP is attached for reference and the language noted above is found on page five.



**REQUEST FOR PROPOSAL FOR
WATERSHED PLANNING CONSULTING SERVICES FOR
DEVELOPMENT OF COUNTY-WIDE SCALE WATERSHED
ASSESSMENTS
Story County, Iowa**

Story County, Iowa ("County") seeks proposals and cost estimates for watershed planning consulting services ("Consulting Services") for development of County-Wide Scale Watershed Assessments as described in this Request for Proposal ("RFP").

The consultant selected from the RFP will be engaged after competitive evaluation by a qualified committee based on the "Selection Criteria" set forth in this request.

This request invites consultants to submit proposals for accomplishment of the items of work specified below under Scope of Work. Proposals should be prepared and submitted in accordance with the guidelines and requirements set forth in this request.

Sealed proposals: Vendor will deliver one (1) hard copy and one digital format (CD or flash drive) to the following address:

Story County Auditor's Office
c/o County Outreach and Special Projects Manager
Story County Administration
900 6th Street
Nevada, Iowa 50201

The envelope must be clearly marked "SEALED RFP". The name of the firm and contact person must be listed on the outside of the envelope. Any restrictions on the use of data within proposals must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public record laws.

Proposal Deadline: 12:00 PM CST, Wednesday, February 15, 2017

Proposals received after the proposal deadline will be considered late and will not be accepted. Proposals may be withdrawn and/or modified in writing prior to the submission deadline. Request for withdrawal must be in writing by the contact person named on the outside of the envelope. Proposals that are resubmitted must be sealed and received prior to the submission deadline. Each Vendor may submit only one proposal.

Scope of Services

The selected Consultant shall demonstrate knowledge of:

Development of a comprehensive watershed management plan in a rural/urban agricultural watershed; stakeholder involvement and consensus building; public outreach tools; multi-jurisdictional planning; inventory of resources and assessment of the overall conditions in the watershed; and Iowa Smart Planning Principles.

County-Wide Scale Watershed Assessments

Build watershed assessments at the HUC 10 or 12 watershed level as listed below around three main areas:

- GIS-Based Analysis and Watershed Characterization
- Nutrient Loading Modeling
- Implementation Strategies

HUC 12 Watersheds

East Indian Creek – Non-Hickory Grove
Headwaters East Indian Creek
Drainage Ditch 81 – East Indian Creek
Dye Creek
Headwaters Clear Creek
Mud Creek – Clear Creek
Rock and Calamus Creeks – Indian Creek
Wolf Creek
Peoria Cemetery – Indian Creek
Walnut Creek
Ballard Creek

Drainage Ditch 13 – South Skunk River
Coon Creek – South Skunk River
Headwaters North Skunk River
Hardin Story Drainage Ditch No. 1
Middle Minerva Creek
South Minerva Creek
Headwaters Minerva Creek
Headwaters Linn Creek

HUC 10 Watersheds

West Indian Creek

GIS-Based Analysis and Watershed Characterization

The watershed analysis and characterization should include descriptions of individual watershed's hydrology. This includes defining and mapping sub-watersheds and stream network and through the application of a GIS-based analysis approach, define those factors influencing health of streams, including land use/land cover, soils, topography, groundwater, climate, as well as others defined through the project development in order to identify and help prioritize unique areas in need of protection and restoration.

Nutrient Loading Modeling

The selected vendor will examine stream health, review existing water quality data and assess stream stability to explore sources of pollutants generated and to assess the likely sources and magnitude of nutrient contribution occurring in the watershed. The selected vendor will construct a water quality model for watersheds using land cover, crop rotation, land use, topography, soils, climatic data as well as others defined through the project development to determine which areas in the watersheds produce disproportionate rates of nutrients. These defined areas would be used to prioritize future management and action steps.

Implementation Strategies

The selected vendor will work with the Story County Board of Supervisors and Story County Conservation Board to identify watershed-specific goals and develop implementation strategies to address education/outreach and water quality improvement goals, and more specifically the water quality improvement objectives dealing with nutrient reduction. The nutrient reduction strategy component of the implementation section shall consist of a robust BMP analysis including; a review of the pollutant hot-spots, BMP performance data, cost-effectiveness and terrain suitability, through the application of the Tomer Assessment approach.

Submittal Process and Details

All proposals must be submitted as detailed in the manner described herein. Exceptions nor extensions to established deadlines will not be granted.

Story County will be accepting written questions from January 17, 2017, through 5:00 PM, January 31, 2017, regarding this RFP. Please submit questions via email to Leanne Harter, County Outreach and Special Projects Manager at lharter@storycountyiowa.gov. Written responses will be published on Story County's website at www.storycountyiowa.gov and distributed to those who submitted questions no later than 12:00 pm Wednesday, February 1, 2017. The estimated date for start of the contract and beginning of work program is March 21, 2017.

Story County will not meet individually in-person or via other mean with potential vendors. Potential vendors are required to attend a pre-submittal meeting on January 26, 2017, at 9:00 am at the Story County Administration Building in Nevada. Please notify Leanne Harter at lharter@storycountyiowa.gov prior to Tuesday, January 24, 2017, at 12:00 pm to indicate your intent to attend the mandatory pre-submittal meeting.

Estimated Timeline

January 17, 2017	Release RFP
9:00 am January 26, 2017	Mandatory Pre-Submittal Meeting
5:00 pm January 31, 2017	Questions due to Story County
Prior to 12:00 pm February 1, 2017	Story County Responses published
Prior to 12:00 pm February 15, 2017	RFPs Due
February 15-24, 2017	RFPs reviewed by Selection Committee
Week of February 27, 2017	Selected Consultant presentations
March 7, 2017	Board of Supervisor consultant selection
March 21, 2017	Board of Supervisors action on contract
March 21, 2017	Effective start of contract

The above dates are subject to change at the option of Story County.

Project Proposal and Evaluation Criteria

Vendor shall enter the information required for evaluation criteria No. 1, project manager location, in the space provided on this page. Evaluation criteria 9 does not require additional response. For all other criteria, vendor shall attach to this form only information and data which is specifically requested.

Attachments shall be keyed to each criterion, and assembled in the order listed herein so that the criterion to which information or data applies shall be plainly evident at the top of each page. Material not so identified or assembled may be discarded without evaluation.

Information shall not include generalized promotional material, resumes, statement of experience, qualifications, or capabilities, or other material, which is not germane to the proposed agreement.

Each criterion has an assigned weight (whole numbers between 1 and 100) which will be used to establish the relative importance of each criterion. If a weight is "0", the criterion is not applicable to this RFP and will not be considered for evaluation.

Story County Request for Proposal of WATERSHED PLANNING CONSULTING SERVICES FOR DEVELOPMENT OF COUNTY-WIDE SCALE WATERSHED ASSESSMENTS

Release Date: January 17, 2017

Page 3

Each proposal will be evaluated based on the Evaluation Criteria listed below. Proposals will be ranked in order of the highest numerical score first. The County shall select as many of the top ranked vendors as it deems necessary for inclusion within the negotiating list.

"Rating" blocks are for County use only. Ratings will be whole numbers from 1 to 10, with 10 being best.

1. Project Manager Location

WEIGHT 3 RATING

Identify the office location, city and state for the Project Manager during the course of design and construction. The Project Manager will be in responsible charge of all decisions regarding this project, including contract issues. The project manager's office must be staffed between the hours of 8AM to 5PM, Monday thru Friday of the typical work week, (excluding holidays). The office shall be separate from any personal residence. Each respondent will be granted 6 points if the Project Manager's office is located in Story County, 4 points if located within Iowa, and 2 points if located outside Iowa.

2. Restatement of Services Required

WEIGHT 5 RATING

ATTACH 2 PAGES MAXIMUM

Attach a restatement of the proposed agreement that outlines its objectives and scope as perceived. Do not repeat the Statement of Services, page 2 of this RFP, but elaborate on the tasks, conditions, or other specifics deemed significant and necessary to demonstrate a complete understanding of the technical and substantive issues to be addressed.

3. Methodology and Management

WEIGHT 10 RATING

ATTACH 3 PAGES MAXIMUM

Attach a description of your approach to performing the proposed agreement. Include a detailed description of services to be provided and constraints (procedures, time, money, personnel, equipment, etc.) to be offered. Attach a management plan that describes the organization and management processes of your firm and a specific outline of the structure of the proposed project staff. The plan should answer the questions: Who will have overall responsibility for the project? Who will oversee daily operations? Discuss your firm's total workload, particularly current and future commitment of key personnel, equipment, facilities and other resources including capabilities for providing services within schedule or under accelerated schedule. Joint proposals should be well coordinated and the existence of previous working relationships should be noted. Discuss evidence of ability to work within tight time constraints. Provide the earliest date available to assume these duties.

4. Proposed Staff, Qualifications and Experience

WEIGHT 24 RATING

ATTACH 5 PAGES MAXIMUM

Information provided should address two areas:

- a. Proposed key personnel who would have major responsibilities for performance of the services required. Outline personnel skills and services that distinguish the Vendor, incorporating appropriate staff profiles and a description of specific staff that will comprise the project team for this assignment. The staff profile should describe the Vendor's experience in providing services to the public sector, jobs of similar size(s) and provide applicable certifications for staff members involved in the process and address the firm's ability to prepare innovative watershed assessments utilizing GIS and with TOMER Modeling approach.

in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by Story County to be in the best interests of Story County even though not the lowest bid.

The price quotations stated in the Vendor's proposal will not be subject to any price increase from the date on which the proposal is opened Story County to the mutually agreed-to date of bid. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful Vendor to accept the obligation of the bid may result in the cancellation of any award. A service contract will be executed between Story County and the awarded Vendor.

The selected Vendor may not subcontract any of the work specified in this RFP without prior written consent of Story County.

Insurance

Vendor shall take out and maintain during service to the County under a contract such public liability and property damage insurance as shall protect Vendor, its subcontractors, and the County from claims for damages for personal injury, including accidental death, as well as for claims for property damage, which might arise from operations under its contract with the County, whether such operations be by Vendor or its subcontractor, or by anyone directly or indirectly employed by either of them. All insurance policies shall be issued by responsible companies who are acceptable to the County. The Vendor shall not cause any insurance to be canceled nor permit any insurance to lapse during the life of the contract with the County. Vendor shall indemnify and hold County harmless from any damages, cost, claims or expenses which may arise as a result of any failure on the part of the Vendor to provide accurate and/or complete data and information to the County as outlined and required by the terms and conditions of its contract with the County.

Form of Consultant Services Contract is provided as Appendix A.

Appendix A
Provider Agreement

THIS AGREEMENT is entered into by and between Story County, an Iowa Municipal Corporation, whose mailing address and telephone number is 900 Sixth Street, Nevada, Iowa 50201, telephone 515-382-7200, hereinafter referred to as "County", and _____, hereinafter referred to as "Provider", whose mailing address and telephone number is _____, telephone _____.

1. PURPOSE AND INTENT. The purpose of this agreement is for the Provider to

2. FEES, EXPENSES & COMPENSATION. Consultant may charge a maximum hourly fee of \$_____ for professional services necessary under the terms of this Agreement. Consultant may bill Client for travel expenses at the rate of not more than 50 cents (fifty- cents) per mile, which shall be limited to actual mileage incurred to perform necessary tasks required to reach the Client's objective under this Agreement. Consultant may not bill or receive compensation from client for time spent traveling. All invoices must specify the invoice total and time period covered and detail the work performed or expense incurred per this Agreement. Consultant agrees that the hourly fee and mileage expense shall be Consultant's sole compensation for professional services and work performed because of this Agreement.

Provider understands that the County reserves the right to request additional specific information in assessing the accuracy of claim information.

3. INDEPENDENT CONTRACTOR. It is understood that Provider is an independent professional contractor and that Provider will not in any event be construed as or hold itself out to be an employee or agent of the County. It is further agreed that at no time will the Provider or the work efforts of the Provider be under the supervision or control of the County, although Provider agrees to comply with all reasonable requests and regulations applicable to any other business invitee of the County. It is also agreed that Provider, as an independent contractor, is not restricted to working exclusively for the County during the term of the Agreement.

4. INSURANCE & TAXES. Provider is responsible for Workers Compensation, Disability, Unemployment, Automobile Insurance, and any other insurance required by the State of Iowa and will provide certificates of insurance to the County on an annual basis. Provider is also responsible for payment of State and Federal taxes, and any other applicable tax. Provider is not eligible for any benefits the County may provide for its employees.

5. CONFIDENTIALITY. Provider agrees to comply fully with confidentiality in compliance with all laws and regulations regarding protected health information.

6. TERM AND TERMINATION OF AGREEMENT. This Agreement is effective on the _____ day of _____, 201_ for a period of _____ year (s). The County may terminate this agreement immediately upon Provider's refusal to, or inability to perform under the agreement or Provider's breach of this agreement. Either party may terminate this agreement for any reason, without cause, by giving 90 days written notice to the other party.

7. ACCESS TO BOOKS AND RECORDS. Unless otherwise required by applicable laws, Provider shall allow the County access to all books and records for purposes of auditing or reviewing Provider's claims, upon request by the County. Provider's failure to provide access under this section shall constitute a material breach of the agreement.

8. REQUIREMENTS. Provider hereby agrees to perform all duties in accordance with all state and federal laws and regulations. This provision includes but is not limited to Iowa Code Section 144.32. Provider assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this program or activity. Failure to perform duties in accordance with the applicable laws and regulations shall be considered a material breach of this agreement by the Provider.

9. EXENSION. If mutually agreeable to County and Provider, this Agreement may be extended. Such extension will be documented by written amendment, duly signed and dated by both parties.

10. ASSIGNMENT. Neither party to this Agreement may assign, sell or transfer any part thereof to any other firm or entity without first obtaining the written permission of the other party hereto.

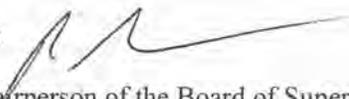
11. APPLICABLE STATE LAW AND WAIVER OF FEDERAL REMOVAL. This Agreement has been negotiated, executed and delivered in the State of Iowa. The parties hereto agree that all questions pertaining to the validity and interpretation of this agreement will be determined in accordance with the laws of the State of Iowa in Story County, Iowa. The parties hereby waive removal of any issue hereunder to the federal courts.

This Agreement and referenced attachments constitute the entire contract of the parties hereto and supersedes any prior agreement between the parties.

STORY COUNTY, IOWA (County)

_____ (Provider)

By:



Chairperson of the Board of Supervisors

By:

Dated:

6-13-17

Dated: _____



June 1, 2017

Lucy Martin, Auditor
Story County, Iowa
900 Sixth Street
Nevada, Iowa 50201

Dear Lucy:

The Story County Economic Development Group (SCEDG) would like to thank the Supervisors for their investment in the economic development endeavors for all of the communities within Story County. We appreciate your support, both financially and through your enthusiasm and encouragement. In partnership we will continue to make Story County a place of choice for businesses and residents.

The SCEDG Group is recommending a total of \$84,999.09 be dispersed to the following communities in Story County as reimbursement for their economic development efforts during FY 2016-17. These funds should be allocated as outlined below:

Ames	\$45,592.82
Cambridge	\$2,611.40
Collins	\$2,365.95
Gilbert	\$2,799.92
Huxley	\$4,452.26
Kelley	\$2,228.44
Maxwell	\$2,680.16
McCallsburg	\$2,246.19
Nevada	\$7,025.76
Roland	\$2,949.26
Slater	\$3,100.82
Story City	\$4,536.54
Zearing	\$2,409.57
Total	\$ 84,999.09

Some uses of these funds for the past fiscal year include participation in conferences and continued training in the field of economic development, street lighting, Main Street beautification projects, promotional materials, street banners, promotion of business park/commercial land, and signage.

Please forward the allocated funds to the appropriate entity at your earliest convenience.

Thank You

Jennifer Davies, Chair
Story County Economic Development Group

City Hall
101 Story Street
PO Box 538
Slater, Iowa 50244
(515) 685-2531
(515) 228-3334 fax
cityofslater@huxcomm.net
slateriowa.org

Public Works
201 Greene Street
PO Box 538
Slater, Iowa 50244
(515) 228-3339
mestrem@huxcomm.net

Slater Library
105 North Tama
PO Box 598
Slater, Iowa 50244
(515) 228-3558 phone/fax
director@slaterlibrary.org

APPROVED **DENIED**

Board Member Initials: AS

Meeting Date: 4-17-13

Follow-up action: _____

SCEDG FINANCIALS - FY 2017

	<u>Population</u>	<u>Base \$</u>	<u>Certification \$</u>	<u>Population \$ (.7393)</u>	<u>Total \$</u>
Ames	58,965	\$ 500.00	\$ 1,500.00	\$ 43,592.82	\$ 45,592.82
Cambridge	827	\$ 500.00	\$ 1,500.00	\$ 611.40	\$ 2,611.40
Collins	495	\$ 500.00	\$ 1,500.00	\$ 365.95	\$ 2,365.95
Colo	876				\$ -
Gilbert	1082	\$ 500.00	\$ 1,500.00	\$ 799.92	\$ 2,799.92
Huxley	3317	\$ 500.00	\$ 1,500.00	\$ 2,452.26	\$ 4,452.26
Kelley	309	\$ 500.00	\$ 1,500.00	\$ 228.44	\$ 2,228.44
Maxwell	920	\$ 500.00	\$ 1,500.00	\$ 680.16	\$ 2,680.16
McCallsburg	333	\$ 500.00	\$ 1,500.00	\$ 246.19	\$ 2,246.19
Nevada	6798	\$ 500.00	\$ 1,500.00	\$ 5,025.76	\$ 7,025.76
Roland	1284	\$ 500.00	\$ 1,500.00	\$ 949.26	\$ 2,949.26
Sheldahl	319				\$ -
Slater	1489	\$ 500.00	\$ 1,500.00	\$ 1,100.82	\$ 3,100.82
Story City	3431	\$ 500.00	\$ 1,500.00	\$ 2,536.54	\$ 4,536.54
Zearing	554	\$ 500.00	\$ 1,500.00	\$ 409.57	\$ 2,409.57
Totals	80,999	\$ 6,500.00	\$ 19,500.00	\$ 58,999.10	\$ 84,999.10

Available	\$ 100,000.00
Base	\$ 6,500.00
Certification	\$ 19,500.00
population	\$ 58,999.10
Special Projects	\$ 15,000.00
Labor Shed	
Total	\$ 99,999.10

BYLAWS OF THE
STORY COUNTY ECONOMIC DEVELOPMENT GROUP

ARTICLE 1: NAME AND PURPOSE

Section 1.01. Name. The name of the organization is the Story County Economic Development Group, herein after referred to as the "SCEDG."

Section 1.02. Purpose. The purpose of the SCEDG is to encourage economic development in Story County through joint efforts of Story County and the incorporated areas of Story County.

1. Secure Story County (herein after referred to as "County") funding and to oversee the distribution of County funds annually budgeted by the Story County Board of Supervisors (herein after referred to as the "Board of Supervisors").
 2. Develop proposals for County funding of economic development initiatives and recommend funding to the Board of Supervisors.
 3. Establish guidelines to administer the SCEDG referred to as "Program"). A copy of the County Funding Program (herein after referred to as "Program Guidelines") shall be attached to these bylaws, and by this reference, is made a part of these bylaws. The following initiatives are areas in which members of the SCEDG may use the Program, if deemed eligible:
 - a. Economic development staff
 - b. Community marketing and
 - c. Development of promotional
 - d. Consulting and planning
 - e. Speculative buildings
 - f. Tourism attractions (which
 - g. Commercial development
 - h. General Community
 - i. Main Street projects including, but not planning, focus
 - J. Welcome
 - k. Community-assessments, recruitment
 - l. Industrial and
 - m. Directional
- and administration
prospecting
materials
services
create a major impact on the entire county)
betterment activities (excluding general infrastructure) which are part of a planned community project, limited to, such things as streetscaping, facilitators for groups, and community-based restoration.
Signage and Community Beautification
driven housing promotion, including, but not limited to housings
marketing of housing opportunities, and marketing for
of potential developers.
commercial park preliminary studies.
and local attraction signage.

Section 1.03. Membership. Every Community located in Story County, Iowa, is eligible for membership provided each has executed an Appointed Representative Form which is attached to these bylaws, and by this reference, is made a part of these bylaws (herein after referred to as the "Form") and submitted

said Form annually to the Board of Supervisors on or before June 1st prior to the start of the fiscal year in which they wish to participate (i.e. must be submitted June 1, 2018 in order to participate for fiscal year 2018/2019). The appointed representative, or alternate(s), from each community may be from city staff or council, an economic development group, or a volunteer for said community; may not be a representative of the County in any manner; and may only represent one community from within Story County. The appointed representative and all alternates from each community may attend any and all meetings; however, each community will only have 1 voting representative. A representative of both the Story County Conservation Board and Story County Planning and Zoning Commission may serve as a non-voting ex-officio member.

Section 1.04. Fiscal Year. The Fiscal year under which the SCEDG operates is from July 1st to June 30th.

ARTICLE 2: OFFICES

Section 2.01. Principal Office. The principal office of the SCEDG shall be as follows: Story County Economic Development Group, Story County Administration, 900 6th Street, Nevada, Iowa 50201. The mailing office for the SCEDG may change within Story County as may be necessary based on the Chairperson of the SCEDG.

Section 2.02. Website. The official website for the SCEDG shall be part of the Story County website, registered as www.storycountyiaowa.gov.

ARTICLE 3: OFFICERS

Section 3.01. Officers. The officers of the organization shall be a Chairperson, and a Vice-Chairperson and shall be known as the Executive Board of the SCEDG. The same person shall not hold more than one office concurrently.

Section 3.02. Election and Term of Office. The officers of the SCEDG shall be elected on even calendar years by the membership at the first regular meeting of that fiscal year. Each officer shall serve a two (2) year term, from July 1st through June 30th. Each officer shall hold office until his or her successor is elected.

Section 3.03. Duties and Authority of Officers. Each officer has the authority and shall perform the duties set forth in the bylaws.

Section 3.04. Officer's Authority to Execute Documents. Instruments in writing shall be authorized by the membership for signature by the Chairperson, Vice Chairperson, or other member so authorized to sign documents.

Section 3.05 Chairperson. The Chairperson must be a voting representative from the member organization, shall set the agenda and preside at all meetings of the SCEDG. Except as authorized by the

SCEDG, the Chairperson shall sign all instruments on behalf of the SCEDG. At each meeting, the Chairperson shall submit information related to the business affairs and policies of the SCEDG.

Section 3.06. Vice-Chairperson. The Vice Chairperson must be a voting representative from the member organization and shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the case of resignations or death, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time that the SCEDG shall elect a new Chairperson.

Section 3.07. Failure to Perform Duties. If an officer is unable or unwilling to perform his or her duties as outlined in this Article, the membership will hold a special meeting to elect a replacement officer.

ARTICLE 4: MEETINGS

Section 4.01 Public Meetings. The meetings of the SCEDG shall be public meetings and meet requirements of Chapter 21 of the Code of Iowa, as amended.

Section 4.02. Regular Meetings. The SCEDG shall generally meet quarterly at such time and place as may be designated by the Chair, and said meeting shall be known as a regular meeting of the SCEDG.

Section 4.03. Special Meetings. Special meetings of the SCEDG may be call by or at the request of the Chair.

Section 4.04. Notice of Meetings. Public notice will be given of the time, date, and place of the meeting and its tentative agenda. Reasonable notice of the meeting will be given to the media and posted on the official bulletin board at the County Administration Building in Nevada, Iowa. All documents will be available to the public in compliance with the Iowa Public Records Law outlined in Chapter 22 of the Code of Iowa, as amended, in accordance with the adopted Story County Open Records Policy and Procedure, adopted by reference in these bylaws. This shall be accomplished by submitting all minutes and supporting documentation to the Story County Board of Supervisors for approval.

Section 4.05. Quorum. A majority of the membership of the SCEDG shall constitute a quorum for the transaction of business; but if less than a majority are present at the meeting, a majority of the membership present may adjourn the meeting without any further notice.

Section 4.06. Minutes of the Meetings. Minutes of the meeting shall be taken by a Story County Administrative staff member which shall be appointed by the County Board of Supervisors. Said staff member shall post the agendas; ensure all notices are provided in accordance with the provisions of theses bylaws or as required by law; prepare the minutes of each SCEDG meeting, verify their correctness, and file them with the County Board of Supervisors for their approval.

ARTICLE 5: VOTING AND RULES OF ORDER

Section 5.01. Voting. The voting on all financial matters coming before the SCEDG shall be by roll call vote, and the ayes and nays shall be entered upon the minutes of such meeting. The voting / election of officers shall be by ballot. All other matters shall be by voice vote. No proxy voting shall be allowed.

Section 5.02. Procedures. All procedures in all meetings of the SCEDG shall be conducted according to the latest edition of Robert's Rule of Order, except where such rules are in conflict of the SCEDG's bylaws or its rules, regulation, or policies. On questions of parliamentary procedure not covered in these bylaws, a ruling by the Chairperson shall prevail.

5.03. Presumption of Assent. A member who is present at a meeting of the SCEDG at which action on any matter is taken shall be presumed to have assented to the action taken unless dissent is entered in the minutes of the meeting or unless a written dissent to the action is filed with the person keeping minutes of the meeting before the adjournment of the meeting or forwards a dissent promptly after the adjournment of the meeting.

ARTICLE 6: CONFLICT OF INTEREST

Section 6.01. Conflict of Interest. Whenever a member has a financial or personal interest in any matter coming before the SCEDG, the SCEDG shall ensure that:

1. The interest of such member is fully disclosed to the SCEDG.
2. No interested member may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the SCEDG at which such matter is voted upon.
3. Any transaction in which a member has a financial or personal interest shall be duly approved by members of the SCEDG not so interested or connected as being in the best interests of the organization.
4. Payments to the interested member shall be reasonable and shall not exceed fair market value.
5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

ARTICLE 7: COMPENSATION

Section 7.01 Compensation. Members of the SCEDG shall not receive any stated salaries or compensation from the SCEDG for his or her services.

ARTICLE 8: COMMITTEES AND STAFF ASSISTANCE

Section 8.01 Committees. The SCEDG may designate committees with duties assigned by the SCEDG Membership of such committee(s) shall be comprised of members of the SCEDG.

Section 8.02 Staff Assistance. The County may provide staff assistance to provide technical assistance to the SCEDG.

ARTICLE 9: AMENDMENT PROCEDURES

Section 9.01. Amending Bylaws. The bylaws may be amended by a majority vote of the members of the SCEDG at any regular or special meeting provided the proposed amendment has been submitted to the Executive Board and its recommendation presented to the members in writing. As amendments to these bylaws are adopted, the bylaws shall be revised to reflect that amendment and the date the bylaws were amended. Revised bylaws shall be submitted to the County within sixty(60) days from their passage and effective date.

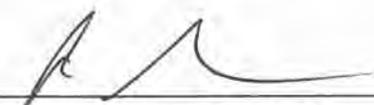
Section 9.02. Amending County Funding Program. The Program may be changed, from time to time as conditions warrant and for the good of the organization, separate from the amendments made to these bylaws. Amendments to the Program shall first be considered by the SCEDG subject to the approval of a majority vote of the membership who, in turn shall recommend actin to the Board of Supervisors. The Board of Supervisors shall consider the amendments at a regularly-scheduled meeting. The decision of the Board of Supervisors will be communicated in writing to the SCEDG within thirty (30) days from the date of consideration. Any approved amendments shall be documented in writing by the Chairperson of the Board of Supervisors, signed and dated, and attached to the bylaws by the appointed County staff. Original documents shall be kept on file in the office of the Story County Auditor's Office.

KNOW ALL PEOPLE BY THESE PRESENTS: That the undersigned Chairperson of the Story County Economic Development Group does hereby certify that the foregoing bylaws were recommended for adoption by the members of the SCEDG to the Story County Board of Supervisors, as bylaws of said organization, at a meeting of its members held on this _____ day of _____, 20__.

Chairperson, SCEDG

Date

APPROVED BY THE STORY COUNTY BOARD OF SUPERVISORS THIS _____ day of _____, 20__
at NEVEDA, STORY COUNTY, IOWA.



Chairperson, Board of Supervisors

6-13-17

Date

STORY COUNTY ECONOMIC DEVELOPMENT GROUP
COUNTY FUNDING PROGRAM

Revised and reviewed

At the regularly scheduled meeting

For SCEDG

On October 26, 2016

Amended on May 11, 2017

BACKGROUND

A number of Story County communities have worked together to strengthen the County's business and industry tax base. These communities recognize the critical importance of the economic development to the future growth of the County.

Over two decades ago, at the request of the Story County Board of Supervisors, several communities began to discuss the benefits of additional County participation in economic development. Realizing the benefits of this idea, the Story County Economic Development Group was formed to collectively develop a proposal for the County funding of economic development initiatives. The group was comprised of all fifteen cities in Story County, each with a designate representative to serve on their behalf.

Several proposals and scenarios were developed and presented to the Story County Board of Supervisors for consideration. Initially, the Story County Board of Supervisors approved \$50,000 in funding for economic development in Story County. The original \$50,000.00 appropriation came from the 1992-1993 Local Option Sales Tax collected by the County. Along with establishing the initial fund, bylaws were developed to help for and govern the Story County Economic Development Group.

Now, more than twenty years later, the Story County Economic Development Group has received over \$1.5 million from the Story County Board of Supervisors. The positive impacts of this continued funding are visible in every community in Story County.

PURPOSE

As outlined in the bylaws of the Story County Economic Development Group, the purpose of the Story County Economic Development Group is to encourage economic development in Story County through joint efforts to:

1. Secure Story County funding and to oversee the distribution of County funds annually budgeted by the Story County Board of Supervisors.
2. Develop proposals for County funding of economic development initiatives and recommend funding to the County.
3. Establish guidelines to administer the Story County Economic Development Group County Funding Program

COUNTY FUNDING PROGRAM OVERVIEW

Operating on a July 1 through June 30 fiscal year, the Story County Board of Supervisors budgets funding for the Story County Economic Development Group. These funds are distributed in two ways to eligible Story County Communities:

1. **Annual Allocation:** Annually, all eligible Story County communities receive a base amount for attending meetings and being certified with the County, plus a per capita distribution of the funds allocated by the Story County Board of Supervisors.

2. **Project Funds** (formally known as "Pool" funds): Project Funds consist of a maximum of 15% of the total funds allocated annually to the SCEDG from the Board of Supervisors. Each eligible community (as outlined below) may submit one (1) request from these funds annually for a maximum of \$2,500.00. These funds can be used to assist eligible communities in Story County with the following initiatives:
- a. Community marketing and prospecting
 - b. Development of promotional materials
 - c. Consulting and planning services
 - d. Speculative buildings
 - e. Financial incentives
 - f. Tourism attractions (which create a major impact on the entire county – events are not eligible)
 - g. General community betterment activities
 - h. Main Street projects which are part of a planned community project, including, but not limited to such things as streets aping, facilitators for planning, focus groups, and community-based restoration.
 - i. Welcome signage and community entrance beautification
 - j. Community driven housing promotion, including, but not limited to housings assessments, marketing of housing opportunities, and marketing for recruitment of potential developers
 - k. Industrial park and commercial park preliminary studies
 - l. Directional and local attraction signage.

ELIGIBILITY CRITERIA

In order for a community to be deemed "eligible" to receive funding through the Story County Economic Development Group County funding Program, the following criteria must be met annually (on a July 1 through June 30 fiscal calendar).

The certification program requires that communities meet criteria number one and two as listed below, PLUS any two of the remaining seven criteria items.

1. Have a formal economic development organization or municipal operations in place which expends a minimum of \$1500 from their annual budget.

2. Attend at least 75% of the SCEDG meetings held annually.
3. Have a slide/video presentation about the community
4. Have a promotional brochure about the community
5. Have a current community fact file developed.
6. Have an established local "call team" to meet and work with prospects
7. Have a local financial incentive programs available.
8. Have a comprehensive plan in place to guide community development.
9. Maintain a capital improvement program (CIP).

ANNUAL ELIGIBILITY DETERMINATION

Annually, at the first regular meeting of each fiscal year of the Story County Economic Development Group, entities will be required to submit necessary material and information to be certified as an eligible community. The Story County Economic Development Group will review the materials and determine eligibility of each entity.

PROCEDURE FOR AWARD OF ANNUAL ALLOCATION

The following process outlines the steps in which Annual Allocation funds are distributed to communities.

1. The per capita amount is calculated by the Chairperson with assistance from the Story County Auditor's Office.
2. At the first regular meeting of the Story County Economic Development Group of each fiscal year, the per capita amounts are discussed and approved.
3. The Chairperson notifies the Story County Auditor's Office of the approved amounts.
4. The Story County Auditor's Office releases funding to the communities.

PROCEDURE FOR AWARD OF PROJECT FUNDS

The following process outlines the steps in which the project funds may be awarded through the County Funding Program to eligible communities:

1. An eligible community submits a project request to the Chairperson of the Story County Economic Development Group.
2. The Chairperson compiles all project requests and forwards on to the membership of the Story County Economic Development Group
3. The Story County Economic Development Group considers the requests and formulates a recommendation for the Board of Supervisors
4. The Chairperson forwards the recommendations to the Board of Supervisors.
5. The Board of Supervisors considers the projects, and if approved, the County Auditor's Office releases funds.

ANNUAL REPORTING AND FUND BALANCES

Prior to the end of each fiscal year (at the regularly scheduled April meeting), entities must provide documentation to the Chairperson of the Story County Economic Development Group to show where and how the county funds were used. If the funds were not used or it is the intention of the entity to "carry over" the funds, documentation must be provided by the community. The funds may only be carried over for an economic development project and only if recommended by the SCEDG to the Story County Board of Supervisors.

The Chairperson of the Story County Economic Development Group will then submit an annual report to the Story County Board of Supervisors no later than June 15th. The annual report will summarize the projects and activities funded through the Story County Economic Development Group Funding Program.

APPROVED **DENIED**
Board Member Initials: RS
Meeting Date: 6-13-17
Follow-up action: _____



205 S. Walnut, Ames, IA 50010
(515) 233-2906 Fax: (515) 233-6986
info@hsservicesia.com
www.HeartlandSeniorServices.com

May 30, 2017

Deb Schildroth
Director of External Operations and County Services
Story County Administration Building
900 6th Street
Nevada, IA 50201

Dear Deb:

Heartland Senior Services would like to formally request \$12,000 of our FY 16.17 allocation be carried forward to FY 17.18 in addition to our FY 17.18 allocation. We predict that we will use City of Ames units during the month of May and June to pull the remaining County funds not requested to be carried forward.

This request is being made because the ASSET application submitted in September 2015 the Units of Service for Outreach were mistakenly entered as the number of Contact Units instead of by the number of Client Contact Hours. This error significantly changed the reimbursement rate per unit from \$93.06 (Client Contact Hours) to \$40 (Contact Units).

Thank you for considering this request.

Nancy

Nancy Carroll
Executive Director

APPROVED **DENIED**
Board Member Initials: NS
Meeting Date: 6-13-17
Follow-up action: _____

HSS Mission: Heartland Senior Services of Story County offers life-enriching opportunities for older adults and provides support for their families and caregivers



**APPLICATION FOR APPOINTMENT
TO BOARDS, COMMISSIONS AND COMMITTEES
ADVISING THE STORY COUNTY BOARD OF SUPERVISORS**



Eric Adelmund _____
NAME ADDRESS
Performance Improvement Coordinator _____
OCCUPATION ADDRESS AT WORK
_____ BUSINESS PHONE
HOME/CELL PHONE

EMAIL ADDRESS: _____

EDUCATION: BSN Upper Iowa University 2014

LIST NAMES OF BOARDS OR COMMISSIONS IN ORDER OF PREFERENCE:

1. Story County Asset
2. _____
3. _____

WHY DO YOU WISH TO SERVE ON THIS BOARD?

I would like to be more involved in the community and learn about all the great services that Story County has to offer.

WHAT QUALIFICATIONS DO YOU FEEL YOU HAVE?

I am a Performance Improvement Coordinator at MGMC with a BSN in nursing. I believe I would bring an interesting perspective.

APPROVED DENIED

Board Member Initials: ES

Meeting Date: 6-13-17

Follow-up action: _____

DO YOU HAVE ANYTHING ELSE TO ADD?

PLEASE SUBMIT COMPLETED APPLICATION TO: STORY COUNTY BOARD OF SUPERVISORS
STORY COUNTY ADMINISTRATION
900 6TH STREET
NEVADA, IOWA 50201

RECEIVED
MAR 23 2017

STORY COUNTY
BOARD OF SUPERVISORS

THANK YOU FOR YOUR INTEREST IN SERVING STORY COUNTY.



Story County Community Services
Karla Webb, Director
 Story County Human Services Center
 126 S. Kellogg Ave. Suite 001, Ames, Iowa 50010
 Ph. 515-663-2930 Fax 515-663-2940
 www.storycountyiowa.gov
 communityservices@storycountyiowa.gov

June 8, 2017

Dear Story County Board of Supervisors,

I would like to request consideration to reopen Crestview Mobile Home Park Relocation Assistance available through the Story County Community Services Office. The current property owner of Crestview Mobile Home Park has stated plans to liquidate the mobile home park.

Options for consideration are:

1. To mirror the prior year's Crestview MHP relocation assistance of \$1,000 per occupied mobile home, requiring applicants to exhaust all other community resources first, however waiving General Assistance policy requirements.
2. Increase the relocation assistance dollar amount cap per occupied mobile home, include or waive the requirement to exhaust all other community resources, and continue to waive General Assistance policy requirements.
3. Increase the relocation assistance dollar amount cap based on the type of assistance needed. For example, if moving the owner occupied mobile home, a cap of \$3,000; if resident need is rent, deposit, utility assistance, a cap of \$2,000. Include or waive the requirement to access other community resources and continue to waive General Assistance policy requirements.

If the relocation assistance is approved, I recommend the following:

- Continue using the same modified assistance application.
- Payments shall only be made to vendors and must be associated with expense to relocate.

Thank you for considering this request.

Sincerely,

Karla Webb

Karla Webb,
 Story County Community Services Director

APPROVED **DENIED**

Board Member Initials: RS

Meeting Date: 6-13-17

Follow-up action: _____

June 1
\$ 3,000
List of approved expenses
Public Meeting



DO NOT WRITE IN THE SPACE ABOVE, RESERVED FOR RECORDER

Prepared By: Emily Zandt, Story County Planning and Development, 900 6th Street, Nevada, IA 50201 (515) 382-7245
Please Return to the Story County Planning & Development Department

**STORY COUNTY IOWA
RESOLUTION OF THE BOARD OF SUPERVISORS
RESOLUTION NUMBER 17-98**

WHEREAS, there has been submitted to the Board of Supervisors of Story County, Iowa, an application to subdivide real estate from Leon J. Wuebker and Linda C. Wuebker, 6723 US Highway 69, Ames, Iowa, 50010 involving the real estate located in Franklin Township, Section 15 at 53568 180th Street, Gilbert, Iowa 50105 and identified as parcel #05-15-200-245 and parcel #05-15-200-210, hereinafter described on Attachment A and shown on Attachment B, and

WHEREAS, Leon J. and Linda C. Wuebker are the legal titleholders of said real estate, and

WHEREAS, it appears that all conditions and requirements prescribed by Chapter 354 and Chapter 355, *Code of Iowa*, and as prescribed by the *Story County C2C Plan* and the *Code of Ordinances, of Story County, Iowa*, have been complied with and met,

AND WHEREAS, it is the opinion of the Board of Supervisors of Story County, Iowa, that it is advisable and in the best interests of Story County, Iowa, and all persons concerned, that said Plat be approved, and accepted.

NOW, THEREFORE, BE IT RESOLVED that the plat of the Spruce Ridge, Second Addition Residential Parcel Subdivision involving real estate hereinafter described on Attachment A and shown on Attachment B being the same, is hereby approved and accepted and all acts and deeds of the said owners and grantors in the premises are hereby confirmed and approved and the real estate hereinafter described on Attachment A shall hereinafter be known as the Spruce Ridge Subdivision, Second Addition.

IT IS FURTHER RESOLVED that the Chair of the Board of Supervisors and the County Auditor are authorized and they are hereby directed to certify a copy of this Resolution 17-98 to be affixed to said Final Plat upon its approval by the Board of Supervisors.

Dated this 13th day of June, 2017.



Board of Supervisors
Story County, Iowa



County Auditor
Story County, Iowa

Moved by: Chitty

Seconded by: Olson

Voting Aye: Chitty, Olson, Sanders

Voting Nay: None

Absent: None

ATTACHMENT A

Legal Description

Parcel "K" a part of Outlot A, Spruce Ridge Subdivision, Story County, Iowa, as shown on the Plat of Survey filed in the office of the Recorder of Story County, Iowa, on February 27, 2017, as Instrument No. 17-01712, Slide 559, Page 5; AND Parcel "L" a part of the Northeast Quarter (NE1/4) of the Northeast Quarter (NE1/4) of Section Fifteen (15), Township Eighty-four (84) North, Range Twenty-four (24) West of the 5th P.M., Story County, Iowa, and a part of Outlot A, Spruce Ridge Subdivision, Story County, Iowa, as shown on the Plat of Survey filed in the office of the Recorder of Story County, Iowa, on February 22, 2017, as Instrument No. 17-01712, Slide 559, Page 5

Staff Report

Board of Supervisors

Date of Meeting:
June 13, 2017

Case Number SUB06-17
Residential Parcel Subdivision – Spruce Ridge, Second Addition
Resolution No. 17-98

APPLICANT: Leon J. & Linda C. Wuebker
6723 US Highway 69
Ames, IA 50010

STAFF PROJECT MANAGER: Emily Zandt, Planner





Background

Property Owners

Leon J. & Linda C. Wuebker

Parcel Identification Number

05-15-200-245

05-15-200-210

Size of Area

31.79 net acres, including proposed Outlot A

Current Zoning

A-1 Agricultural District

Description of Proposed Subdivision

The application is to consider a request for a Residential Parcel Subdivision of the 2.04 net acre parcel that includes the existing single family dwelling on approximately a 1.00 net acre lot (Lot 1), a new proposed 1.04 net acre lot to be located to the south of the existing dwelling to accommodate a future single-family dwelling (Lot 2), and a 29.75 net acre outlot, south and west of lots 1 and 2, that will not be a development lot and will remain in agricultural row crops. Outlot A includes approximately 14.8 acres of flood zone and an existing drainage easement.

Applicant's Property and Current Surrounding Land Use

The property is located in Franklin Township. It is approximately 0.9 miles northeast of the City of Ames, 0.7 miles to the southeast of the City of Gilbert. This property is located in the Ames Urban Fringe Plan and is designated Rural Service and Agricultural Conservation Area—Agricultural and Farm Service. This property is also located within the Story County Study Area. The adjacent properties include both large agricultural parcels and several 3-7 acre residential lots. There are fifty (50) parcels located within a half mile of the property. Fifteen (15) of these parcels have single family dwellings. Three (3) dwellings are located on an original quarter quarter. There are also twenty-three (23) parcels in the area without dwellings that meet or exceed the minimum 35-acre requirement and would be candidates to obtain zoning permits from the County for the construction of a single family dwelling. Additionally, this parcel is adjacent to the Cardinal Creek Subdivision, another residential parcel subdivision. It is approximately 0.6 miles north east of the Fincham Agricultural Subdivision and approximately 1.1 miles west of the Groomes Subdivision.

The property has frontage on US Highway 69, a paved road and 180th St., a gravel county road. Existing Parcel L (proposed Outlot A) was historically a farmstead site. No agricultural crops will be taken out of production. Slightly less than one half (1/2) of proposed Outlot A is within the FEMA Flood Zone, which surrounds an existing drainage easement. Outlot A will not be a development lot and will remain in agricultural row crops and the current property owner plans to maintain ownership of the property.

The existing single-family dwelling (an accessory building partially converted to living quarters), located on proposed Lot 1, was constructed in 2014. A utility building, located in the south part of proposed Lot



2, was constructed in 1940. A gravel driveway runs from the single-family dwelling on proposed Lot 1, north to 180th Street.

Adjacent properties from applicant's property

North -6.55 acre residential parcel with single-family dwelling

East – 24.61 acre agricultural parcel; 14.99 acre residential parcel with single-family dwelling

South – 38.27 acre agricultural parcel with a single-family dwelling, owned by the applicant

West – 3.81 acre residential parcel with single-family dwelling; 1.38 acre lot, buildable for a single-family dwelling; a 35.17 acre residential parcel with single-family dwelling west of Outlot A.

History of Applicant's Property

The parcel is located in northeast quarter of the northeast quarter of Franklin Township (Section 15, Township 84, Range 24) of Story County. This parcel was first split from the original quarter quarter in 1994 through a Plat of Survey to create Parcel B (subject property 1.99 net acres), which contained the existing farmstead and Parcel C (35.00 net acres). A single-family dwelling was constructed on Parcel C in 1995 and the original farmstead on Parcel B was replaced with a new single-family dwelling in 2014. In March of 2017, a Parcel Line Adjustment was recorded for Parcel B, creating Parcel L (2.00 net acres).

Spruce Ridge Residential Parcel Subdivision 1st Addition, located directly to the west of Parcel L, was recorded in 2014 creating Lot 1 with the existing single family dwelling and Lot 2, buildable for a future single-family dwelling.

On May 15, 2012, the Story County Land Development Regulations: District Requirements, Section 86.04(5): A-1 Agricultural District, Bulk Requirements, were amended to add the option for the division of land creating parcels less than the minimum 35-acre lot size for the construction of a single-family dwelling through a Residential Parcel Subdivision. Upon request, the applicant was informed by the Story County Planning & Development Department that a Residential Parcel Subdivision could be completed on this property, as long as both development lots were one (1) net acre or larger.

Cities within Two Miles

This property is located 0.9 miles northeast of Ames and 0.7 miles southeast of Gilbert.

Ames Urban Fringe Plan

The applicant's property is located within the Ames Urban Fringe Plan (AUF) area and is designated Rural Service and Agricultural Conservation Area- Agricultural and Farm Service (RSACA). This property is also located within the Story County Study Area. The proposed subdivision supports the AUF, specifically the following policies:

RSACA Policy 1: Maintain farming and agricultural production as the predominant characteristic of the Rural Service and Agricultural Conservation (RSACA) Area. Outlot A will not be a development lot and will continue to be in agricultural row crop production. Additional lots for single-family dwellings will not be permitted in the A-1 Agricultural zoning district.

RSACA Policy 4: Permit agricultural/farmstead and strategically located rural residential development (areas at a large distance from municipal services) to use well water or other water systems in conformance with the standards of the Iowa Department of Natural Resources and



respective county Boards of Health. Both proposed Lots 1 and 2 are at least one (1) acre in size and cannot be further divided in the A-1 Agricultural zoning district.

Applicable Regulations – Story County Land Development Regulations

87.06 RESIDENTIAL PARCEL SUBDIVISION PLAT

A subdivision may be submitted for review and approval as a residential parcel subdivision plat when all of the following are true:

1. The development lots created by the subdivision are intended to be used for residential purposes.
2. Only two development lots may be created.
3. The Assessment Property Record Card for the property shall show a single family dwelling and/or farmstead, as defined in Section 85.08, in existence.
4. The subdivision includes no land set apart for new streets, alleys, parks, dedicated open space, school property or public use.
5. The subdivision lies wholly within the A-1 District. For parcels located within the boundaries of the Ames Urban Fringe Plan, the subdivision must be both zoned A-1 Agricultural and lie wholly within the Rural Service and Agricultural Conservation Area designation.
6. Both development lots (created by the residential parcel subdivision) shall contain a minimum of one acre (net) each. All side and rear yard setback requirements must be met.
7. All resulting development lots shall have access to an adjoining public roadway by actual road frontage or easement.
8. No variances from subdivision or zoning standards shall be granted in order to accomplish the residential parcel subdivision.
9. The existing parcel shall not have been created through a previously approved residential parcel subdivision.

Commentary

The following comments are part of the official record of the proposed Subdivision Plat – **Spruce Ridge Residential Parcel Subdivision 2nd Addition, Case No. SUB06-17.** If necessary, conditions of approval may be formulated based off these comments.

Comments from the Interagency Review Team

The application materials were forwarded to the members of the Interagency Review Team and the following comments were received.

Story County Engineering Department



Residential Parcel Subdivision Spruce Ridge Subdivision

An access permit must be obtained from the Iowa Department of Transportation (IDOT) for Lot 2 along US Highway 69.

Story County Assessor's Department

Lot 2 will be assessed as agricultural land until it is sold. It will then be assessed as a residential lot at market value.

Story County Planning & Development Department

1. Is a new single-family dwelling planned for proposed Lot 2? If not, what is the proposed use?
2. Will you retain ownership of proposed Lot 2?
3. When was the large accessory structure on the south edge of proposed Lot 2 built?
4. What was the use of the large accessory structure on proposed Lot 2 prior to the 1994 2.9- acre split (Parcel B)? What is the proposed use of this accessory structure after the proposed Residential Parcel Subdivision?
5. What is the use of the small accessory building to the west of the larger accessory structure on proposed Lot 2. When was this constructed?
6. The accessory structure met the 2-foot rear setback requirement for the parcel line adjustment, however does not meet the 10-foot side yard setback of proposed Lot 2. Based on the Residential Parcel Subdivision Plat requirements, no variances can be granted to meet the submittal criteria. Could this accessory structure be relocated in anticipation of a new dwelling being constructed? Another option would be to add an additional 8' to the south edge of proposed Lot 2 through a parcel line adjustment so that the accessory structure meets the 10' required setback as shown on the Plat of Survey.

Comments from the General Public

Notification letters were mailed to surrounding property owners regarding the public meeting on the subdivision request on June 8, 2017. No written or verbal comments were received from the general public at the time this staff report was completed.

Comments from the City of Ames

The original version of the plat labeled proposed Outlot A as Parcel K. Planning staff from the City of Ames requested this be parcel be called an outlot to clarify it is not a buildable lot.

Analysis

Points to consider in evaluating the applicant's request to divide their property through the Residential Parcel Subdivision Plat process to create two (2) lots for a proposed and existing residential dwellings.

1. Single-family homes are located directly to the north and south of the property along US Highway 69 and to the directly to the east and west of the property along 180th Street. The proposed residential parcel subdivision fits in with the existing single-family dwellings and the character of the area.
2. The parcel is located within the boundaries of the Ames Urban Fringe Plan and is designated Rural Service and Agricultural Conservation Area—Agricultural and Farm Service. Policies related to this designation will be met. This property is also located within the Story County Study Area.



Residential Parcel Subdivision Spruce Ridge Subdivision

3. Studying future land use in the Ames Urban Fringe between Ames and Gilbert is on the Planning and Development Department's work program. This area is of interest due to paving of Hyde Avenue, construction of the school in the City of Gilbert, and scattered residential parcel subdivisions and single-family dwellings in the area.
4. There are fifteen (15) parcels within half a mile of the property that have single-family dwellings and twenty-three (23) parcels in the area without dwellings that meet or exceed the minimum 35-acre requirement and would be candidates to obtain zoning permits from the County for the construction of a single-family dwelling.
5. Access to proposed Lot 1 will remain along 180th Street. Proposed Lot 2 has frontage along US Highway 69, a paved road. Access will need to be permitted by the Iowa Department of Transportation (IDOT).
6. Lot 1 and 2 meet the minimum requirement of one acre (net) each.
7. The existing dwelling (on proposed Lot 1) was constructed in 2014.
8. The property has a floodplain area that runs from the northwest corner to the southeast corner of Outlot A. The floodplain comprises approximately one half (1/2) of Outlot A. Outlot A is not a development lot. There is no floodplain area within proposed Lots 1 and 2.

Story County Planning & Development Staff recommend the approval of the Spruce Ridge Residential Parcel Subdivision Plat as proposed (alternative #1).

Alternatives

The Board of Supervisors may consider four alternatives on the Residential Parcel Subdivision Plat – Spruce Ridge Subdivision. These alternatives are:

1. **The Story County Board of Supervisors approves the Residential Parcel Subdivision Plat – Spruce Ridge Subdivision as put forth in case SUB06-17.**
2. The Story County Board of Supervisors approves the Residential Parcel Subdivision Plat- Spruce Ridge Subdivision with conditions, as put forth in case SUB06-17.
3. The Story County Board of Supervisors denies the Residential Parcel Subdivision Plat – Spruce Ridge Subdivision, as put forth in case SUB06-17.
4. The Story County Board of Supervisors tables the decision on the Residential Parcel Subdivision Plat – Spruce Ridge Subdivision as put forth in case SUB06-17, and directs the applicant to address specific areas for additional information, review and/or modifications, and to work with staff to place the subdivision plat back on Board of Supervisor's agenda.

SUB 06-17

SUBDIVISIONS



Applicant

If the Applicant is not the Property Owner, please attach consent and authority of the Property Owner for you to apply on his/her behalf.

(Last Name) Webber (First Name) Leon

(Address) 6723 Wishing Way 69 (City) Ames (State) Iowa (Zip) 50010

(Phone) 233-8558 (Email) lwebber@1236401.com

(Property Address) 53908 180th St Gilbert (Parcel ID Numbers) 05-15-200-255

Subdivision

Proposed Name: Spice Ridge

Vacation

Waiver

Current Name: _____
Proposed Name: _____

- Residential Parcel Plat (\$175)
- Agricultural Plat (\$175)
- Minor Plat (\$275)
- Major Plat—Preliminary (\$275)
- Major Plat—Final (\$175)
- Filing Fee
- Digital copy of all materials
- Legal description that will be used on all required legal documents

- Right-of-way Plat
- Filing Fee: \$175
- Legal description that will be used on all required legal documents

- Filing Fee: \$275
- Digital copy of all materials
- Written narrative explaining justification for proposed waiver and conformance to the legal principles outlined in Section 92.04(2) of the Story County Code of Ordinances

- Proposed subdivision plat
- All required submittal requirements as outlined in Chapter 87 of the Story County Code of Ordinances (87.06(3) for Residential Parcel, 87.07(3) for Agricultural, 87.08(3) for Minor, 87.09(3) for Major-Preliminary and 87.09(5) for Major-Final)

CERTIFICATION

I/we certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owners** of the property. Pursuant to said authority, I hereby permit County officials to enter upon the property for the purpose of inspection, and, if necessary, post a public notice sign on the property.

SIGNATURE

Leon Webber

DATE

3/3/17

RECEIVED

STORY COUNTY PLANNING & DEVELOPMENT

Date Received	_____
Receipt No.	<u>5169034</u>
Receipt Amount	<u>175-</u>

Submit Application

INSTRUMENT PREPARED BY:	Brian D. Torresi, 2605 Northridge Pkwy., Ames, IA 50010 (515) 288-2500
RETURN TO:	Brian D. Torresi, 2605 Northridge Pkwy., Ames, IA 50010

CONSENT

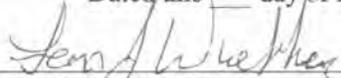
KNOW ALL PERSONS BY THESE PRESENTS:

That **LEON WUEBKER a/k/a LEON J. WUEBKER and LINDA C. WUEBKER**, husband and wife, do hereby covenant that they are the lawful owners of the following-described real estate situated in Story County, Iowa, to-wit:

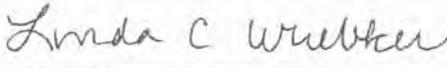
Parcel "K" a part of Outlot A, Spruce Ridge Subdivision, Story County, Iowa, as shown on the Plat of Survey filed in the office of the Recorder of Story County, Iowa, on February 27, 2017, as Instrument No. 17-01712, Slide 559, Page 5; **AND** Parcel "L" a part of the Northeast Quarter (NE¼) of the Northeast Quarter (NE¼) of Section Fifteen (15), Township Eighty-four (84) North, Range Twenty-four (24) West of the 5th P.M., Story County, Iowa, and a part of Outlot A, Spruce Ridge Subdivision, Story County, Iowa, as shown on the Plat of Survey filed in the office of the Recorder of Story County, Iowa, on February 22, 2017, as Instrument No. 17-01712, Slide 559, Page 5

The undersigned do hereby certify, acknowledge and declare that the platting of said real estate to be known as **SPRUCE RIDGE SUBDIVISION SECOND ADDITION, STORY COUNTY, IOWA**, is with their free consent and in accordance with their desires as proprietors.

Dated this ___ day of May, 2017.



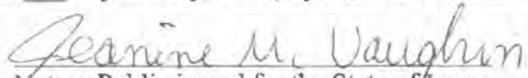
LEON J. WUEBKER



LINDA C. WUEBKER

STATE OF IOWA, STORY COUNTY, SS:

This record was acknowledged before me on this ___ day of May, 2017, by Leon J. Wuebker and Linda C. Wuebker, husband and wife


 Notary Public in and for the State of Iowa
 My commission expires April 18th 2019



ATTORNEY'S OPINION

I, Brian D. Torresi, hereby state that I am an Attorney at Law, duly admitted to the practice of law in the State of Iowa, and an attorney at the Davis Brown Law Firm with offices at 2605 Northridge Parkway, Ames, Story County, Iowa. I further state that I have examined the Abstract of Title to the following-described real estate, to-wit:

Parcel "K" a part of Outlot A, Spruce Ridge Subdivision, Story County, Iowa, as shown on the Plat of Survey filed in the office of the Recorder of Story County, Iowa, on February 27, 2017, as Instrument No. 17-01712, Slide 559, Page 5; **AND** Parcel "L" a part of the Northeast Quarter (NE¼) of the Northeast Quarter (NE¼) of Section Fifteen (15), Township Eighty-four (84) North, Range Twenty-four (24) West of the 5th P.M., Story County, Iowa, and a part of Outlot A, Spruce Ridge Subdivision, Story County, Iowa, as shown on the Plat of Survey filed in the office of the Recorder of Story County, Iowa, on February 22, 2017, as Instrument No. 17-01712, Slide 559, Page 5

(the "Real Estate") from the root of the title thereof, down to and including the 12th day of May, 2017, last certified by Abstract & Title Services of Story County, Ames, Iowa (Iowa Title Guaranty Division Member #8650). The Real Estate has now been subdivided and is now known as **SPRUCE RIDGE SUBDIVISION SECOND ADDITION, STORY COUNTY, IOWA.**

Based upon information within said Abstract of Title, it is my opinion that the fee simple title to the Real Estate is vested in **Leon Wuebker a/k/a Leon J. Wuebker and Linda C. Wuebker**, husband and wife. The Real Estate is free from encumbrances excepting, however, easements of record and to zoning ordinances of Story County, Iowa.

Dated this 22 day of May, 2017.

DAVIS BROWN LAW FIRM

By: _____


Brian D. Torresi, Attorney
Iowa Title Guaranty Member No. 10046

INSTRUMENT PREPARED BY:	Brian D. Torresi, 2605 Northridge Pkwy., Ames, IA 50010 (515) 288-2500
RETURN TO:	Brian D. Torresi, 2605 Northridge Pkwy., Ames, IA 50010

CERTIFICATE OF THE TREASURER OF STORY COUNTY, IOWA

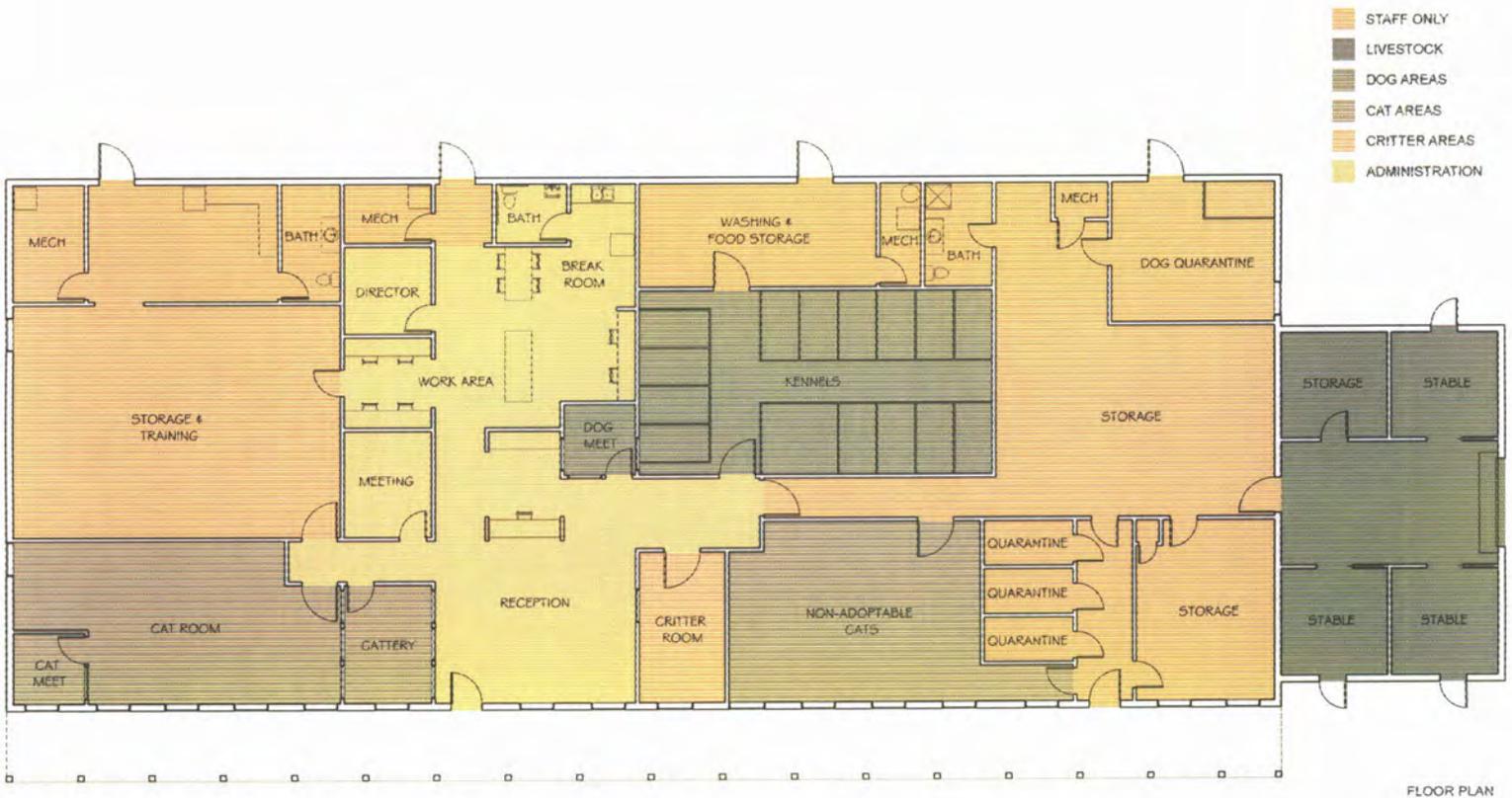
I, Renee M. Twedt, Treasurer of Story County, Iowa, certify that the records in this office show that the real estate described in the attached plat and known as **SPRUCE RIDGE SUBDIVISION SECOND ADDITION, STORY COUNTY, IOWA**, is free from certified taxes and certified special assessments.

Dated this 26th day of May, 2017.

Renee M. Twedt
RENEE M. TWEDT
TREASURER, STORY COUNTY, IOWA
by Arden A. Buller
Deputy

Parcel Nos. 05-15-200-255
05-15-200-205

Animal Control Design



FLOOR PLAN

Roseland
Mackey
Harris
ARCHITECTS PC

STORY COUNTY ANIMAL SHELTER
JUNE 13 2017

APPROVED **DENIED**
 Board Member Initials: RS
 Meeting Date: 6-13-17
 Follow-up action: _____



County Outreach and Special Projects Manager
Story County, Iowa
Administration Building
900 6th Street, Nevada, Iowa 50201

Ph. 515-382-7247 Email: lharter@storycountyiowa.gov
www.storycountyiowa.gov

TO: Story County Board of Supervisors
FROM: Leanne Lawrie Harter, AICP, CFM
RE: Discussion of potential revisions to Façade Improvement Grant Program
DATE: June 8, 2017

Attached are the guidelines for the Façade Improvement Grant Program. Staff is bringing this before the Board of Supervisors for direction regarding changes, if any, the Board would like to make to the program.

Earlier this spring, the Board was asked to take action on a request from Zearing. The current guidelines require that there exist an eligible business related to the structure for which the improvements are proposed. The applicant in all cases is the community as put forth, but cannot be the eligible business as well. This is one of the areas staff hopes to receive guidance from the Board of Supervisors.

Any modifications to the program directed to staff will be drafted and brought forth at a later Board meeting for official action.

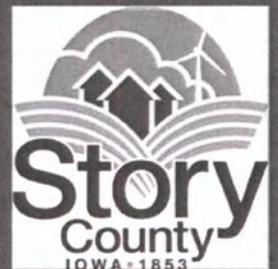
Please let me know if you have any questions!



STORY COUNTY
FAÇADE IMPROVEMENT
GRANT PROGRAM

A Public-Private Partnership Program sponsored by Story County
to revitalize small town commercial business areas

Story County, Iowa



STORY COUNTY FAÇADE IMPROVEMENT GRANT PROGRAM

PROGRAM GUIDELINES

PURPOSE

Story County identifies that the aesthetic quality and the economic vitality of each business is linked with the success of surrounding commercial establishments. Revitalized business districts can contribute greatly to the revitalization of the community at large and extends beyond the community to the entire region. The **Story County Façade Improvement Grant Program** provides financial assistance to the city governments, working in collaboration with private commercial businesses within their city limits, for façade improvements. The purpose is to support the revitalization of business districts in small towns by stimulating private investments that enhance the appearance of buildings and properties.

ELIGIBILITY

ALLOWABLE AWARDS

The County will award a one-time reimbursement grant up to 20% or not more than \$10,000 towards the total project costs of façade improvements. The city shall provide matching funds equal to or greater than the maximum provided by the County. The matching funds can be either direct funds or in-kind. In-kind matching funds must be demonstrated through the following means:

- assigned value is reasonable, consistent, and is suitably allocated within the program budget; and
- basis used for determining the value of the personal services, material or equipment, facility use or building contributed is documented.

Total disbursement by the County in Fiscal Year 2017 (July 1, 2016, through June 30, 2017) shall be \$10,000. The County reserves the right to fund one or several applications as funding allows.

ELIGIBLE APPLICANTS

It is the goal of the program to create public-private partnerships between the business owners, city government, and the County, to create the greatest benefit to all citizens both within the city and county as a whole. The city acts as the “applicant” for all applications for the **Story County Façade Improvement Grant Program**. Eligible businesses shall work with the city council of their respective community. A city shall apply on behalf of the eligible business and all funds disbursements from the County shall go to the city. Additional applicant requirements are identified in the “Terms of Agreement” found at the end of the program guidelines.

Eligible properties are owners of commercial properties and/or owner-managers of businesses located in communities within Story County with a population less than 2,000 persons, according to the 2010 US Census.

The eligible business shall be a legally established and licensed business in the State of Iowa and shall be in conformance with all applicable City/County/State codes and regulations. The County reserves the

right to deny and/or withhold funding to properties delinquent on payment of fines, fees or taxes. Ineligible properties include owners of--primarily residential structures, 501(c)(3) nonprofit organizations, government buildings, churches and other religious institutions, tax delinquent property or a property whose owner has any other tax delinquent property. In addition, any projects that have commenced prior to their approval by the County shall be ineligible for grant funding.

ELIGIBLE IMPROVEMENTS

Eligible expenditures will include only projects oriented towards the exterior improvements of existing structures; the portion visible from the road right-of-way upon which the structure fronts. All work must result in a publicly visible improvement. Grants cannot be used to correct code violations or occurrences covered by insurance.

All improvements, except for painting, shall be completed by a licensed contractor, and shall be made in conformance with all applicable building codes, laws and zoning requirements.

ELIGIBLE IMPROVEMENTS INCLUDE:

- Exterior buildings improvements, either cosmetic and/or structural
- Signage*(not including billboards)
- Lighting*
- Landscaping*

*These improvements shall apply if it has been determined that the structural and cosmetic conditions of the façade are at an acceptable level.

Exterior improvements must be of compatible color/style with the surrounding building and architecture. Exceptions may be considered on a case by case basis. If a structure is of historic significance (i.e. it has been listed as a local landmark, is listed or is eligible for listing on the National Register of Historic Places), improvements must be in conformance with the *Secretary of Interior's Standards for Rehabilitation*, as well as *Guidelines for Rehabilitating Historic Buildings* will apply.

During the application review, special consideration will be given to projects that meet the following criteria:

- Structures located in their respective central business district, i.e. Main Street.
- Projects that leverage more private investment than the required matching amount.
- Projects designed by a licensed architect.
- Historic structures.

APPLICATION ROUTING

Once the application materials are complete, a property/business owner shall submit all materials to their respective city. The city will review the application and make a determination of the maximum match they are able to contribute towards the project, keeping in mind there the requirement that the city shall provide matching funds equal to or greater than the maximum provided by Story County. Once the city has made a match determination, they shall forward the application to the County, for review.

APPLICATION DEADLINE

Applications are accepted at any time; however, an application must be approved by the Board of Supervisors prior to work being undertaken. Qualified projects to generally be awarded on a first come, first served basis.

STORY COUNTY FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATION FORM



PROJECT INFORMATION

PROJECT ADDRESS _____ PROPERTY OWNER _____

BUSINESS OWNER _____ NAME OF BUSINESS _____
(IF DIFFERENT FROM PROPERTY OWNER)

CONTACT INFORMATION

APPLICANT (CITY CONTACT PERSON) _____ CONTACT ADDRESS _____

PHONE _____ E-MAIL _____

APPLICATION ATTACHMENT CHECKLIST

In addition to the completed application, please attach the following:

- Written consent from property owner giving permission to conduct improvements
- Color photographs of existing conditions
- Written statement that outlines in detail scope of the project
- Project budget that includes detailed cost estimates prepared by contractors
- Any design documents prepared by a licensed architect or engineer, if available

PLEASE READ

By signing below you certify that to the best of your knowledge you have submitted all the required information to apply for a façade grant and that the information is accurate.

You further acknowledge that you have read and agree to the Terms of Agreement outlined on the back of this form.

SIGNATURE OF PROPERTY/BUSINESS OWNER: _____ DATE _____

SIGNATURE OF APPLICANT: _____ DATE _____

Name and Title (Chief Elected Official)

SUBMIT COMPLETED APPLICATION TO:

Story County – County Outreach and Special Projects Manager
900 6th Street - Nevada, Iowa 50201
or email to: lharter@storycountyiowa.gov

Terms of Agreement

- The applicant is the city.
- The applicant and property/business owner meets all of the eligibility criteria outlined in the **Story County Façade Improvement Grant Program**.
- No funds are approved for the proposed improvements until the applicant is notified in writing and meets all Program requirements. **Work completed prior to final approval is ineligible for funding.**
- All funds are distributed on a reimbursement basis after all work is completed.
- The applicant shall ensure that work is performed in a satisfactory manner, as determined by the County, conforming to the approved application, project budget, and project schedule.
- The applicant shall be responsible for at least the matching funds equal to or greater than the maximum provided by the County. The applicant shall keep record of all documents, receipts, lien waivers, etc., to substantiate that they are in conformance with this requirement.
- No changes to the approved project plans shall be made without prior consent from Story County.
- Grant funds shall be disbursed only upon the satisfactory completion of the project in accordance with the approved plans for the project. It is the responsibility of the applicant and/or business to demonstrate that the project is satisfactorily complete.
- Grant funds are only to be used for the scope of the project approved by the County, and no other renovations or improvements of the structure or business.
- The applicant authorizes Story County to promote their approved project, including, but not limited to, displaying a sign at the site during and after the construction, and using photographs and descriptions of the project in County media materials.

Acknowledgement of Terms of Agreement

SIGNATURE OF APPLICANT: _____ DATE _____
Name and Title (Chief Elected Official)



County Outreach and Special Projects Manager
Story County, Iowa
Administration Building
900 6th Street, Nevada, Iowa 50201

Ph. 515-382-7247 Email: lharter@storycountyiowa.gov
www.storycountyiowa.gov

TO: Story County Board of Supervisors
FROM: Leanne Lawrie Harter, AICP, CFM
RE: Possible use of former County home site
DATE: June 8, 2017

Below is a snapshot of land at the former County home site. Supervisor Chitty brought forth the idea for a possible partnership between Story County and the Nevada FFA Chapter. Ideas that could be discussed would be placing about 11+/- acres that could be planted into pollinator plants, and then there could be a pre-determined location for the hives and opportunity for beekeeping. Staff is placing on the June 13th BOS for discussion and direction.

Please let me know if you have any questions!





CICS

Supporting Individuals. Strengthening Communities.

APPROVED **DENIED**

Board Member Initials: RS

Meeting Date: 6/13/17

Follow-up action: _____

Central Iowa Community Services
Supplement to the County Employee
Manuals for CICS-Funded Positions

Central Iowa Community Services
Employee Manual

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I. INTRODUCTION

Welcome to CICS

The CICS policies are a supplement to member county policies for designated positions paid by Mental Health funds that are under the governance and control of the CICS Governing Board.

This handbook serves as a supplement to any collective bargaining agreements that cover county employees. If any provision of this handbook conflicts with a collective bargaining agreement or county policy, that applicable term of the collective bargaining agreement or county policy shall govern.

The CICS 28E agreement states the following in regards to employees in CICS funded positions:

There will be a statement of understanding between the Governing Board and the individual county Boards of Supervisors that will identify the individual employee, the position to be filled, and the portion of the employee's wages and benefits that will be the responsibility of the Region.

The purpose of this manual is to provide guidance to the member counties regarding the policies of CICS.

The contents of this handbook are not to be construed in any manner as constituting the terms of any employment contract between an employee and CICS or their employing county.

CICS reserves the right to modify, revoke, suspend, terminate, or change any policies, work rules, procedures, in whole or in part, at any time.

Manual Coverage

Positions Covered by This Manual

CICS funds are under the jurisdiction of the CICS Governing Board, operating under the power as specified in the Code of Iowa. It is the policy of the CICS Governing Board that these rules and regulations apply to all offices and positions funded by CICS.

Amendment of Rules and Policies

Amendments to these Rules and Policies must be made in writing by the CICS Employment Committee. Amendments shall become effective upon adoption by the CICS Governing Board by two thirds majority vote.

Violation of Rules and Policies

Violation of the provisions of these Rules and Policies shall result in notification to the employing county and could subject the employee to disciplinary action by the employing county and/or the employing county loss of funding for the position.

II. GENERAL EMPLOYMENT PRACTICES

CICS will follow the employing counties' policies for employment unless otherwise stated.

CICS Positions

All persons who receive wages or salaries from a CICS member county for positions funded through Mental Health funds, and for whom a Statement of Understanding (SOU) has been executed between CICS and an employing county.

Staffing Policy

The purpose of this policy is to provide guidelines to ensure that the recruitment and selection processes for CICS funded positions are consistent, equitable, and identify the best qualified employees.

Statement of Understanding

There will be a statement of understanding between the Governing Board and the individual county Board of Supervisors that will identify the individual employee, the position to be filled, and the portion of the employee's wage and benefits that will be the responsibility of the Region. (Central Iowa Community Services 28 E)

To fulfill this requirement the Administrative Team will provide staffing recommendations and submit a Statement of Understanding (SOU) each fiscal year to the Governing Board. If recommending changes to current positions, the Administrative Team will submit a revised SOU with explanation of the change.

All new positions will be approved through the Governing Board prior to initiating the hiring process.

Approving Regional Positions:

The Officers will present staffing requests to the Administrative Team. The Administrative Team will determine need and present a recommendation to the Governing Board, which will include a job description, wage scale, and reason for the recommendation. The Governing Board shall make the final decision on positions.

Current Positions:

CICS staff are divided into 2 classifications: local positions or regional positions.

Local positions:

- Service Coordinator
- Support staff

Regional Positions:

As stated in the CICS 28E, duties are assigned to Administrative Team members by the CEO. As a result of the assignments, the following positions currently exist:

- CEO
 - Finance Officer
 - Operations Officer
 - Compliance Officer
 - Planning Officer
 - Two Coordination Officers
 - Quality Assurance Officer
- Other positions with regional job duties:
- Project Management
 - Program Management
 - Service Coordinator specialist

Hiring Procedure

Filling Regional Positions: If an opening occurs for an approved regional position, the following steps should be followed.

The Administrative team will determine which county will be the employing county through an internal review process.

- Contact the appropriate person at the employing county. Inform them of the position that has been authorized by the Governing Board. Inform them of the hiring process the board has adopted and that CICS needs to work with them to fill the position.
- Draft job description and proposed salary range and send to the appropriate person at the employing county for their review.
- Work cooperatively with the appropriate person at the employing county to revise job description as necessary.

Advertise and Post position:

- All approved, vacant positions must be posted for a minimum of 10 working days on the public CICS website and in the employing county, per the employing county's policies. The posting will include a description of the position, application requirements, and contact information.
- All positions must be posted for a minimum of 10 days in the manner and location that the employing county's Board of Supervisor meeting notices are posted in accordance with Iowa Code section 35C.1. All postings must comply with the EEOC guidelines.
- Positions will be advertised externally in accordance with employing county policy and through means that CICS believes will help attract the best candidates for the position.

Application Process:

- Any individual interested in employment must submit the employing county's standard application form, an additional CICS application (if approved by the employing county), resume, and a list of three (3) professional references.
- No applicants may be considered for any position until an application and resume are received.

- Applications will be submitted to the appropriate person at the employing county through its general hiring process.
- After the application period expires, the appropriate person at the employing county will inform the CEO of the names of the applicants.
- The appropriate person at the employing county will screen the applications to determine if each applicant meets the minimum qualifications for the position.
- Copies of all applications that meet the minimum requirements of the job description will be forwarded to the CEO.

Interviewing:

- The CEO will appoint an interview team to interview applicants for the vacant position. The interview team will include the appropriate person at the employing county if the county requires it.
- The CEO will draft a list of interview questions and review them with the appropriate person at the employing county to ensure they comply with the employing county policy.

Selection:

- Once an applicant is selected, the employing county will be notified. If an adjustment to salary is recommended, the CEO shall make a salary recommendation to the appropriate person at the employing county and determine whether a salary adjustment can be made.
- A tentative offer of employment will be extended to the selected applicant in accordance with the employing county policies and consistent with the SOU for the position.
- All offers of employment will include:
 - Salary and benefit information
 - Position title and supervision structure
 - Start date
 - Contingent drug tests, background checks, physicals, etc. required prior to start date
 - Orientation information
 - Request for written acceptance or rejection of the offer
 - If required for the position an official college transcript submitted to the CEO

Pre-Hiring:

- The applicant will not be officially hired until the employing county's requirements have been met including drug tests, background checks, physicals, etc.
- If required for the position, the applicant will not be officially hired until the CEO has received the applicant's official college transcripts.
- After the selected applicant has accepted the position and after any pre-hiring requirements are completed, a Statement of Understanding will be presented to the Governing Board.

Post-Hiring:

- The applicant will comply with the employing county's policies regarding orientation, education on benefits, and any other new employee procedures.
- The applicant will be provided with the county's employee handbook.

- The applicant will be evaluated by CICS in accordance with the employing county's evaluation process.
- The applicant will be disciplined or discharged in accordance with the employing county's policies and procedures.

Assignment of Duties

The responsibility for assigning regional duties to employees rests with the CEO or Officer assigned in collaboration with the local director.

Time Off

Employees must follow their employing county policy for any time absent from work. Employees should notify their Supervising Officer of time off exceeding four hours to ensure staffing coverage is adequate.

Resignation

Upon the decision of an employee to resign, a written notification should be submitted to his or her Supervising Officer and County Director in addition to following the employing county procedure. Preferred notice for resignation is as follows:

- A. Officers – four (4) weeks.
- B. Non-exempt personnel – two (2) weeks.

Open Door/Conflict Resolution Policy

For people to work together effectively, there must be an atmosphere based on mutual trust and respect. However, there are bound to be occasional misunderstandings and disagreements. It is important that these be addressed in a timely fashion. For this reason, CICS promotes prompt and responsible resolution of issues raised by staff and administrators. The process outlined below should be used if the employee seeks resolution to a disagreement involving a CICS position outside of your employing county or complaints against staff outside of the regional system. CICS will work with the employing counties to address all concerns. This procedure may be used freely without fear of retaliation.

In general terms, the policy is simply an attitude of consideration for each individual's viewpoint. More specifically, it invites the employee to express him/herself freely about his/her regional job functions or CICS policies to the Supervising Officer who oversees the regional functions the employee completes and the appropriate person at the employee's employing county. If there is a problem, a misunderstanding, or a request, the employee is encouraged to talk to the Supervising Officer about it. If the employee's Supervising Officer is not able to give him/her a satisfactory answer, the employee must take his/her problem to the Regional CEO. If the Regional CEO or Supervising Officer is not able to give the employee a satisfactory answer, he/she must take the problem to the CICS Employment Committee. If the CICS Employment Committee is unable to give the employee a satisfactory answer, he/she must take the problem to the CICS Governing Board, who will render a final decision. An issue submitted to the Governing Board must be presented in writing.

When the issue personally involves the immediate Supervising Officer, with whom the employee would ordinarily discuss a problem, the employee may bypass that individual and proceed to the next person in authority without fear of reprisal.

Disputes involving employees from the same county should be handled through the employing county policy.

III. COMPENSATION AND OTHER BENEFITS

Wage Compensation

Pay Period – Both hourly and salaried employees of CICS are paid according to the schedule compiled by the employing county. The Statement of Understanding between CICS and the employing county is a declaration of the percent of salary paid through CICS funds.

Wage Reimbursement Policy

The Region has set forth a salary schedule for reimbursement purposes (see Appendix A). The employing county will establish actual salaries for its employees. The schedule approved by the Regional Board on an annual basis is to be used as a guide for employing counties to establish pay rates for employees conducting regional work. The schedule does not bind the individual employing counties to pay employees at certain pay rates. If an employee is over the maximum reimbursement rate for the position as of July 1, 2017, the Region will reimburse at that rate until such employee is no longer employed or conducting regional work. The reimbursement rate for these employees may be increased each year by the actual percentage the reimbursement salary schedule is increased. The Region will not reimburse over the maximum salary rate for new hires after July 1, 2017.

Training and Education

CICS encourages the development of employees to their fullest potential through participation in and successful completion of pre-approved special training programs in job-related courses.

Learning sessions: Appropriate instructional meetings, schools, and conferences presented by various organizations inside and outside the region may provide a beneficial learning experience to certain employees. The appropriateness of such learning sessions should be the anticipated improvement of the individual employee's efficiency. For non-executive level staff, training must have prior approval from their Supervisor and Employer of Record. CICS Region will reimburse for licensure costs when the licensure pertains to the employee's job description.

The following expenses for meetings, trainings, and conventions will be considered for reimbursement.

- Registration fees (may be paid directly by the Regional Fiscal Agent through the claims process).
- Lodging expenses at reasonable costs.
- Reasonable nontaxable meal expenses when overnight stay is appropriate while attending meetings pertaining to County/Regional government will be reimbursed at actual meal costs up to maximum per diem rate of \$30.00. 15% gratuity is allowable for meal expenses and shall be considered reimbursable within the \$30.00 per diem rate. Employees must submit

- itemized receipts for reimbursement.
- Auto mileage at the Federal rate.
- Necessary parking fees will be reimbursed upon presentation of receipts.

Out-of-state travel must be approved by the Governing Board.

Mileage

An employee required to use his or her own vehicle to fulfill the responsibilities of the Region will be reimbursed for mileage at the Federal rate. All mileage reimbursements must have the approval of the local department head.

Travel to the office from home, or to home from the office, is not a covered mileage expense. Only mileage not reimbursable from other sources will be considered.

Holidays

CICS local offices will follow the holiday schedule of the employing county.

IV. WORKPLACE CONDUCT POLICIES

Secondary employment is not to be permitted if such employment adversely affects the quality of an employee's work as determined by his/her immediate supervisor and/or department head or elected official.

Also, outside employment is not permitted if it detrimentally affects the county's image or is a conflict of interest.

Approval for any secondary employment that may be construed as a conflict of interest should be obtained from an employee's immediate supervisor prior to accepting such employment.

Acceptance of Gifts

Except as otherwise provided in Chapter 68B.22 of the Iowa Code, county officials, county employees, and their immediate family members shall not, directly or indirectly, accept or receive any gifts or series of gifts.

Political Activity

Employees may participate in or contribute to the election or appointment of public officials. Political activity, however, must not interfere with your normal work duties. No employee will be coerced or compelled to take part in political campaigns to favor the appointment or election of candidates for any office. Vacation or leaves of absence may be granted to any person that becomes a candidate for elective office or works for such a candidate. No political activity may occur while the employee is on duty.

Prohibition on Discrimination, Harassment, and Retaliation

CICS is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. All employment actions will be made without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, genetic information, status as a U.S. veteran, or any other status protected by local, state, or federal law. While employees are already governed by policies and procedures of employing counties, CICS wants to make sure work conditions are free from discrimination, harassment, and retaliation.

"Harassment" is unwelcome conduct by any employee, customer, or supplier or other person which, for example, directly or indirectly threatens or adversely affects an employee's:

- safety
- employment
- benefits
- working conditions
- wages
- other privileges of employment

Harassment can occur between members of the opposite sex or the same sex, can be based on any protected status, and can be communicated in person, in writing, by phone, electronic mail, voicemail, or other means.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of prohibited behavior include, but aren't limited to:

- derogatory comments;
- display or exchange of offensive jokes or pictures;
- excessive or unwelcome physical contact, such as massages or touching of private parts;
- open discussions of intimate personal problems or activities;
- annoying conduct that interferes with an employee's work performance or work environment, including actions or comments based on a person's race, color, age, gender, sexual orientation, gender identity, religion, national origin, physical or mental disability, or condition related to pregnancy or childbirth.

CICS is actively opposed to any type of discrimination or harassment and will not tolerate harassment committed by or towards any employee performing work for CICS.

Any employee who believes he or she is a victim of discrimination or harassment, sexual harassment, or conduct creating or furthering a hostile work environment should immediately report the harassment to their Supervising Officer and the appropriate person at the employing county. If you are uncomfortable reporting to the Supervising Officer, you may report to any other officer or the CEO. All such complaints will be held in confidence, except to the extent necessary to coordinate with the employing county, consistent with CICS efforts to work with the employing county to conduct a full and fair investigation. CICS will not tolerate retaliation of any kind against any employee who makes a report of discrimination or harassment in good faith. Any retaliation against an employee because of a report of discrimination or harassment will be referred to the offender's employing county for disciplinary action.

V. TECHNOLOGY PROCEDURES – Acceptable Usage Policy

Employee Computer Use and E-mail Policy

II. Ownership and Control

1. The computer systems, software, and e-mail system (“the system”) are owned by CICS, and all messages or data composed, stored, sent, or received using the system are and remain the property of CICS. Employee usage of the system is a revocable privilege provided for the purpose of facilitating performance of the employee's work. It is not the private property of any employee. For purposes of this policy, an employee's home computer, laptop, or other equipment will be deemed to be part of the CICS system to the extent that it uses the CICS software or e-mail system. Reasonable effort will be made to preserve an employee's privacy expectations with regard to such personal hardware, but it cannot be guaranteed. Employees who utilize their own hardware in this manner are conclusively deemed to understand this policy.
2. The computer system, including Internet access and the e-mail system, is to be used for business purposes only. Personal business is not authorized and shall not be conducted on the system, except with prior authorization.
3. The e-mail system may not be used to solicit for non-job-related purposes, including, but not limited to, use for commercial ventures, religious or political causes, or outside organizations.
4. The transmission of any discriminatory, harassing, or offensive material in any form, including electronic media, is prohibited. Material considered to be offensive and prohibited includes any message which contains sexual implications, racial slurs, gender-sexual orientation, religious or political belief, national origin, disability, or other characteristic which is protected from discrimination by state or federal law.
5. The e-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without proper authorization.

6. CICS reserves, and may exercise without prior notice, the right to read, review, audit, intercept, access, or disclose any and all information on any employee's computer system or message created, received, or sent over the e-mail system for any purpose, even if coded or protected by password or other security device. Employees should not have any expectation of personal privacy with regard to their usage of the system. By using CICS's computer system, software, e-mail system, and Internet access, the employee is deemed to have consented to this provision. Any employee who uses the system for any permitted personal communication shall advise the person with whom the employee is communicating of this monitoring policy and shall obtain that person's consent to the monitoring. Any employee who does not consent to this provision shall not be permitted such usage.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that CICS will not retrieve it.
8. Any communications created, sent, or retrieved using e-mail may be read by individuals other than the intended recipient.
9. Notwithstanding CICS's right to retrieve and monitor any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail that is not sent to them. Any exceptions to the policy must receive prior approval by the designated supervisor.
10. CICS has the authority to terminate or limit access to any program or hardware at any time.
11. Personal disks or data sources cannot be used on the system unless pre-approved by the computer systems administrator.

Social Media Policy Guidelines

Personal Use

Personal use of any social media should remain personal in nature and should be used to share personal opinions and other non-work related information. Unless authorized, an employee shall not use his or her personal social networking, social media, or web-based site to conduct Regional business.

Individuals that choose to identify themselves as employees performing work functions for the Region should consider whether statements they publish may be construed as expressing official CICS Region positions and whether or not such statements are accurate representations. An employee should also take appropriate steps to ensure that communications made in an employee's personal capacity represent the specific employee's personal opinion and do not reflect or represent the opinion of CICS Region or the department/office for which the employee works. To ensure an employee's personal postings are not wrongfully attributed to CICS Region, an employee may wish to post a disclaimer such as:

The postings on this site are my own opinion and do not reflect or represent the opinions of CICS Region or the department/office for which I work.

For security purposes, employees are prohibited from using their CICS email account or username in conjunction with a personal social networking, social media, or web-based site unless prior authorization is given by the CICS CEO.

Professional Use All CICS-related communication through social media, social networking, and web-based sites shall remain professional in nature. Employees must not use official CICS social media, social networking, or web-based sites to conduct private business activities.

Prohibited Actions Employees shall refrain from using social media while on work time or on CICS equipment, unless it is work-related and prior authorization is given by the officer overseeing the employee's regional work functions, and according to the employing county's policy.

Employees shall not:

- Post comments and materials that could be viewed as malicious, obscene, threatening, intimidating, or that could create a hostile environment on the basis of race, sex, disability, religion, sexual orientation, or any other status protected by law.
- Discuss or display information, including photographs, online that is confidential or proprietary to the CICS Region, or to a third party that has disclosed the information to CICS.
- Impersonate CICS Region, making statements on behalf of CICS without authorization, or making statements that can be construed as establishing the CICS Region's official position or policy on any particular issue.

Employees are responsible for reporting suspected violations of this policy to the Supervising Officer overseeing the employee's functions. If the suspected violation involves the Supervising Officer, the employee will report the suspected violation to the CEO.

Use of Employee Personal Cell Phones

The Region recognizes that it may be necessary, on occasion, for employees to make and receive personal phone calls on his/her personal cell phone. However, the frequency and duration of such phone calls should be rare and infrequent. Use of the employee's personal cell phone for personal use must be done on the employee's non-work time, except in emergency situations.

ACKNOWLEDGEMENT

My signature below acknowledges that I have received a copy of the CICS Employee Manual. I agree to read the manual and agree to comply with the policies of CICS. I understand that neither receipt of this manual nor the policies contained therein are to be construed as creating any contractual obligations or constitute a guarantee or contract of employment.

I understand that this manual is intended to supplement county employee handbooks, manuals, and policy statements, whether oral or written, issued by my employing county.

Print Name

Employee's Signature

Date

Appendix A

Region Reimbursement Rates Effective 7/1/2017 (Based on Full-time Equivalent)

Position	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Administrative Support I	15.16	15.46	15.77	16.09	16.41	16.74	17.07	17.41	17.76	18.12	18.48
Administrative Support II	16.19	16.51	16.84	17.18	17.52	17.88	18.23	18.60	18.97	19.35	19.74
Service Coordination, Program and Project Management	20.20	20.60	21.02	21.44	21.87	22.30	22.75	23.20	23.67	24.14	24.62

Position	Annual Minimum	Annual Maximum
Community Services Director	69,918.26	87,397.83