

The Board of Supervisors met on 6/27/17 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 storycountyowa.gov).

RECOGNITION OF DON TICE FOR HIS 25 YEARS OF SERVICE – Sanders reported on Tice’s service of 25 years, thanked him for his service and presented him a plaque.

AUTHORIZATION TO ENTER INTO DISCUSSION WITH U.S. ARMY CORPS OF ENGINEERS FOR MEMORANDUM OF UNDERSTANDING REGARDING TRANSFER OF PROPERTY TO STORY COUNTY - Mike Cox, Conservation Director, reported on background information, an updated Memorandum of Understanding (MOU) from U.S. Army Corps of Engineers (USACE) regarding the acquisition of the Ames Lake Property. The MOU calls for Story County to pay USACE for its cost, and will allow Story County to perform some of the tasks in order to reduce county cost. Ted Tedesco, Conservation Board Chair, reported on leased land to ag people, they can trade land to get land along the skunk to complete the greenbelt area, and add to C2C plan. Sanders noted the old MOU wasn’t executed, conference call with USACE, and cost \$120-180,000 depending on work. Chitty asked about the cost on the chart. Cox stated this is the cost that USACE would incur but will allow Story County to do (some in-house and some contract work). Cox will return to the Board with a draft negotiation for final consideration. Discussion took place. Sanders stated today’s business is to proceed with the authorization to enter into discussion. Olson asked about the preservation covenant. Cox reported. Chitty clarified dollar commitment today. Sanders stated no commitment or dollars today. Olson moved, Chitty seconded the approval of Authorization to Enter into Discussion with U.S. Army Corps of Engineers for a Memorandum of Understanding regarding transfer of property to Story County and bring back at a later date. Roll call vote. (MCU).

DEPARTMENT OF HUMAN SERVICES QUARTERLY REPORT - will report at later date.

YOUTH & SHELTER SERVICES – Jason Haglund, Director of Prevention and Treatment, reported on background information and changes within Y&SS. Haglund reported on treatment for kids and the families, core values, services, and strategic commitments; brand, operational effectiveness, staff, innovation, and community engagement. He reported on shelters, Medicaid concerns, and decrease of funding. Barb Beirsner, Mentoring Coordinator, reported on service, stats, waiting list, duration of mentors, outcomes, and a new community based mentoring training. Gerri Bugg, Community Youth & Family Development Director, reported on prevention programs stats, summer programs/summer enrichment programs, Kids Club, and Iowa Youth survey.

MINUTES: 6/20/17 Minutes - Olson moved, Chitty seconded approval of minutes as presented. Roll call vote (MCU).

PERSONNEL ACTIONS: 1)new hire in a)Engineer's Office effective 7/10/17 for Christina Jennings @ \$16.51/hr; b)Sheriff's Office effective 7/5/17 for Margaret Jennett @ \$1,581.99/bw;2)pay adjustment in a)Board of Supervisor's Office effective 7/9/17 for Deb Schildroth @ \$3,398.44/bw; b)Information Technology for Barb Steinback @ \$3,818.17/bw; 3)pay adjustment-FY18 COL adjustment in Sheriff's Office effective 6/25/17 for Timothy Schroeder @ \$1,882.05/bw. Sanders asked to pull Deb Schildroth action form for discussion later. Chitty moved, Olson seconded the approval of Personnel Actions as submitted with pulling action form of Schildroth. Roll call vote (MCU).

CLAIMS: 6/29/17 of \$831,943.92 (run date 6/23/17, 35 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 (\$19,903.06), BooST Early Childhood Services (\$1,443.33), CIDTF (\$358.81), Emergency Management (\$1,392.65), E911 Surcharge (\$6,419.88), County Assessor (\$5,372.08), and City Assessor (\$32,165.09). Chitty moved, Olson seconded the approval of the claims as submitted. Roll call vote (MCU).

Olson asked to pull item#6 Addendum to the Intergovernmental Service Agreement for discussion. Olson moved, Chitty seconded the approval of the rest of the Consent Agenda as presented.

1. Purchase a John Deere x734 Tractor with Accessories for \$19,400 minus trade-in \$5,500 for a total of \$13,900 (budgeted)
2. Application for Permit for Display Fireworks for Al Brooks, 12894-530th Ave., Story City, Ia. on 7/4/17 at 6:00 p.m. with a rain date at 7/8/17
3. Iowa Byrne Justice Assistance Grand (JAG) Program awarding Story County \$34,619.00 effective 7/1/2017-6/30/2018
4. Agreement between CEC SystemsCare and Story County for the maintenance of cameras effective 07/01/2017-6/30/2018 for \$23,360.00
5. Security Services Agreement for Panic Button Installation and Monitoring at the Story County Administration Building for \$1,779.13 installation and \$395.40 monitoring effective 6/1/17-5/31/18
7. 28E Agreement Between ISU Extension and Story County for Health and Dental Insurance Effective 7/01/17
8. Story County's Participation in the 2017 United Way Day of Caring
9. Utility permit: #17-117
10. Acknowledge Receipt Of Animal Feeding Operation Construction Permit Application And Master Matrix For Couser Cattle Company,19568 620th Avenue, Nevada IA, Section 19 Richland Township

Roll call vote. (MCU)

6. Addendum to the Intergovernmental Service Agreement between the United States Department of Justice and Story County to include Immigration and Customs Enforcement to the initial Agreement signed 11/04/2003 – Paul Fitzgerald, Sheriff, stated the Sheriff’s office has had a long-standing contract with the United States Marshalls Service and ICE asked to hold inmates as well as an addendum. Sanders asked if this changes anything regarding holding a valid warrant. Jessica Reynolds, Story County Attorney, reported this contract is separate from any type of probable cause, and is for an overflow of inmates. Olson asked do we have to do this or is it a voluntary action. Fitzgerald stated he has always had a strong working relationship with the Federal, State, and Local Law Enforcement, and is standard practice. Chitty moved, Olson seconded the approval of Addendum to the Intergovernmental Service Agreement between the United States Department of Justice and Story County to include Immigration and Customs Enforcement to the initial Agreement signed 11/4/2003. Roll call vote. (MCU)

RESOLUTION #17-109, FY17 APPROPRIATION AMENDMENT - Lisa Markley, Assistant Auditor, reported on fiscal year end, this week is the last claims and payroll, requesting to appropriate additional dollars for the following

departments: Conservation, HSC, Information Technology, IRVM, Facilities Management, and Juvenile Court Services. These departments would now be 100% appropriated. Olson moved, Chitty seconded the approval of Resolution #17-109, FY17 Appropriation Amendment. Roll call vote. (MCU).

RESOLUTION #17-110, FY18 APPROPRIATIONS - Lisa Markley, Assistant Auditor, reported for FY18, as of July 1st the Board needs to appropriate monies for in order for departments to spend dollars from the new budget. This request is for 50% appropriation for all departments with the exception of general betterment and countywide services at 100%. Chitty moved, Olson seconded the approval of Resolution #17-110, FY18 Appropriations. Roll call vote. (MCU).

RESOLUTION #17-111, INTERFUND OPERATING TRANSFERS - Lisa Markley, Assistant Auditor, reported on FY18 operating transfers that were budgeted. Chitty moved, Olson seconded the approval of Resolution #17-111, Interfund Operating Transfers. Roll call vote. (MCU).

RECOMMENDED CONSULTANT FOR THE SECONDARY ROADS BUILDING IMPROVEMENTS (KELLEY SHED/ROLAND SHED) CONSTRUCTION: ARCHITECTURAL/ENGINEERING DESIGN SERVICES - Darren Moon, Engineer, reported on two proposals submitted for two new building structures, review of the proposals and recommendations. Olson moved, Chitty seconded the recommendation of the Engineer to award the project to HAILA Architecture as Architectural/Engineering Design services for the Secondary Roads building improvement (Kelley Shed/Roland Shed) construction, request the County Attorney's Office to begin contract discussions with HAILA architecture, and bring back a contract for consideration by the Board on July 11, 2017. Roll call vote. (MCU).

APPOINTING A DESIGNATED REPRESENTATIVE FOR CRESTVIEW MOBILE HOME PARK - Sanders stated the Attorney's office represents Story County. Olson moved to nominated Chitty to be representative; Sanders seconded the approval of Chitty to be the representative for Crestview Mobile Home Park. Roll call vote. Olson aye, Sanders aye, Chitty abstained. Motion carries.

APPOINTMENT TO THE VA COMMISSION FOR A THREE YEAR TERM EFFECTIVE 7/1/17-6/30/2020 - Deb Schildroth, External Operations and County Services Director, requested a clerical change to ending term to 6/30/20. Olson nominated Lee Bauer. Chitty nominated Lynn Lathrop. Sanders asked for a reasons for both nominations. Sanders suggests Lynn Lathrop and supports him. Discussion took place. Chitty moved, Olson seconded the approval of Lynn Lathrop to be appointed as VA Commission for a Three Year Term effective 7/1/17-6/30/2020. Roll call vote. (MCU)

CENTRAL IOWA RSVP'S REQUEST TO CARRY FORWARD FY 17 TRANSPORTATION FUNDS TO FY 18 FOR \$2,631.78 - Deb Schildroth, External Operations and County Services Director, reported on background information for additional transportation needs, left over dollars and recommended approval. Sanders supported continued services. Olson moved, Chitty seconded the approval of Central Iowa RSVP's request to carry forward FY17 Transportation Funds to FY18 for \$2,631.78. Roll call vote. (MCU).

APPROPRIATING ADDITIONAL FUNDS AND/OR ALLOWABLE EXPENSE FOR CRESTVIEW MOBILE HOME PARK RELOCATION ASSISTANCE - Sanders reported on background information, allowable items within the \$3,000.00 and when the Board will participate in removal. Deb Schildroth, External Operations and County Services Director, discussed working with the Treasurers' Office to determine status of mobile homes, a list of residents names, a guide if those individuals will move or demolish them. Sanders stated that approved items include costs related to moving/demolishing, there is an allocation of \$3,000.00 available for mobile homes that have clear title and no back taxes owed. Chitty reported many trailers are at an age that would not allow them to be moved, 9-10 trailers for demo and that leaves them onsite for someone to deal with. Sanders stated that is up to the owner of the park and the mobile home owner. Jessica Reynolds, Story County Attorney, concurs. Discussion took place. Sanders stated to add/clarify option 2. Olson moved, Chitty seconded Option 2, continue the \$3,000.00, add demolition or transport of current owner occupied mobile home with clear title and current taxes for Crestview Relocation Assistance. Roll call vote. (MCU).

WEBSITE REFRESH QUOTE BETWEEN STORY COUNTY AND CIVICPLUS - Lauris Olson reported on members of committee. Sanders clarified a request for a redesign of Civic Plus. Olson reported on background information, a quote for \$24,800 and an additional \$2,300 to get a refresh/redesign every year, and compliance with County Purchasing policy. Olson received advice from the Attorney Office for sole sourcing; platform moving to is the same as the intranet, have been working with this vendor, reasons for using this vendor, and she recommends CivicPlus. Sanders clarified price, and a point person. Olson stated I.T. will be the point person. Olson moved, Chitty seconded the approval of the Website Refresh quote between Story County and CivicPlus at \$24,800 and an annual fee of \$2,300.00. Roll call vote. (MCU)

2017 STORY COUNTY FAIR DISPLAY AND STAFFING - Leanne Harter, County Outreach and Special Projects Manager, reported on background information, schedule of staff, and two-hour overlapping shifts between the hours of 10 a.m.-6 p.m each day with the exclusion of Sunday. Harter stated time slots will first be offered to management & department heads for one week and then after that the remaining time slots will be made available to all county employees through their respective elected official or department head and with written approval. Harter stated a maximum of 4 hours worked, and it will count as work time. Chitty moved, Olson seconded the approval of the 2017 Story County Fair Display and Staffing as presented. Roll call vote. (MCU).

CORNERSTONE TO CAPSTONE ANNUAL REVIEW PROCESS AND SCHEDULE - Leanne Harter, County Outreach and Special Projects Manager, stated this is a living document for growth and change in Story County, background information, implementation matrix, report card for vision and goals, time-frame, kick off for the annual review, the proposed schedule, and the evaluation criteria. Jerry Moore, Planning and Development Director, reported on survey sent out and the consideration of new information received. Chitty moved, Olson seconded the approval of the Cornerstone to Capstone Annual Review Process and Schedule as presented. Roll call vote. (MCU).

AMENDMENTS TO THE STORY COUNTY FACADE IMPROVEMENT GRANT - Leanne Harter, County Outreach and Special Projects Manager, reported on follow up discussions and reviewed the changes within the policy. Discussion took place. Olson moved, Chitty seconded the approval of the amendments to the Story County Facade Improvement Grant. Roll call vote. (MCU).

RESOLUTION #17-112, VANDERWAL RESIDENTIAL PARCEL SUBDIVISION - Haley Weber, Planning and Development Intern, reported on applicant, location of property, surrounding properties, current zoning, proposed subdivision, surrounding land use, review of site photos, meets Story County land regulations, inter-agency review team

comments, notice letters sent; no public comments, analysis, Story County Planning & Development Staff recommend approval, and alternatives. Chitty moved, Olson seconded the approval of Resolution #17-112, VanderWal Residential Parcel subdivision as presented. Roll call vote. (MCU).

LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS: Olson reported on options for additional civic plus items, blog on the intranet site, Animal Control 28E agreements, Central Iowa Regional Housing Authority meeting, a Story County Ames Housing Assessment Survey, a tour of the old Story County Medical Center for transitional housing, HIRTA Board meeting, and Community Family Resources meeting. Chitty reported on Crestview Mobile Home meeting, Second Judicial meeting, CICS meeting last Thursday, Key Coop meeting, and he was asked to join the Ames Boys and Girls Board.

Recess at 12:15 p.m., Reconvene at 12:20 p.m.

COUNTY OUTREACH AND SPECIAL PROJECTS MANAGER CLAIM OF INSUBORDINATION BY ONE BOARD OF SUPERVISOR MEMBER (OLSON) - Sanders asked if the employee wanted to go into closed session, the employee stated no. Olson reviewed emails and discussions between Harter and herself. Discussion took place. Angelina Thomas, Newbrough Law Firm, Attorney for Harter, reviewed the definition of insubordination and Story County handbook. Harter reported on time lines. Recess at 1:23 p.m. for discussions between Olson and the Story County Attorney's Office, reconvene at 1:26 p.m. Olson moved to have the Board of Supervisors direct the Board Chairman to submit a letter of reprimand in Leanne Harter's file for her willful failure to follow directions. Sanders seconded for discussion. Discussion took place. Olson aye, Sanders nay, Chitty nay. Motion dies.

COUNTY OUTREACH AND SPECIAL PROJECTS MANAGER PERFORMANCE AND EXPECTATION OF THE BOARD OF SUPERVISORS - Olson handed out a list of suggested additional expectations and duties and responsibilities. Discussion took place. Sanders stated that this is not a discussion of the job description today and there is no Board action to take.

BOARD OF SUPERVISORS CHAIR EVALUATION OF DIRECTOR OF EXTERNAL OPERATIONS AND COUNTY SERVICES - Sanders reported on the process for evaluations. Sanders asked if the employee wanted to go into closed session, the employee stated no. The Board and Schildroth reviewed each item. Discussion took place. Olson moved to accept the Chairs' evaluation as written by the Chair, Chitty seconded. Discussion took place. Reynolds clarified the motion. Roll call vote. (MCU). Sanders asked for a motion for the action form for Deb Schildroth. Chitty moved, Olson seconded the approval of Schildroth pay adjustment. Roll call vote. (MCU). Chitty moved, Olson seconded to adjourn at 2:26 p.m. Roll call vote. (MCU)

Story County
Board of Supervisors Meeting
Tentative Agenda
6/27/17

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. Recognition Of Don Tice For His 25 Years Of Service

Department Submitting Human Resources

5. Consideration Of Authorization To Enter Into Discussion With U.S. Army Corps Of Engineers For Memorandum Of Understanding Regarding Transfer Of Property To Story County - Mike Cox

Department Submitting Conservation

Documents:

APRIL 2017 UPDATE USACE.PDF
URGE MEMO USACE.PDF

6. AGENCY REPORTS:

- I. Department Of Human Services Quarterly Report - Pauline Rutherford

Department Submitting Auditor

Documents:

DHS.PDF

- II. Youth & Shelter Services - Andrew Allen, CEO

Department Submitting Auditor

Documents:

YSS REPORT.PDF
YSS.PDF
YSS ATTACHMENTS.PDF

7. CONSIDERATION OF MINUTES:

- I. 6/20/17 Minutes

Department Submitting Auditor

8. CONSIDERATION OF PERSONNEL ACTIONS:

I. Action Forms

1)new hire in a)Engineer's Office effective 7/10/17 for Christina Jennings @ \$16.51/hr;
b)Sheriff's Office effective 7/5/17 for Margaret Jennett @ \$1,581.99/bw;2)pay
adjustment in a)Board of Supervisor's Office effective 7/9/17 for Deb Schildroth @
\$3,398.44/bw; b)Information Technology for Barb Steinback @ \$3,818.17/bw; 3)pay
adjustment-FY18 COL adjustment in Sheriff's Office effective 6/25/17 for Timothy
Schroeder @ \$1,882.05/bw

Department Submitting HR

9. CONSIDERATION OF CLAIMS:

I. 6/29/17 Claims

Department Submitting Auditor

Documents:

CLAIMS 062917.PDF

10. 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 To Purchase A John Deere X734 Tractor With Accessories For \$19,400
Minus Trade-In \$5,500 For A Total Of \$13,900 (Budgeted)

Department Submitting Facilities Mgmt.

Documents:

JD.PDF

- II. Consideration Of Application For Permit For Display Fireworks For Al Brooks, 12894-
530th Ave., Story City, Ia. On 7/4/17 At 6:00 P.m. With A Rain Date At 7/8/17

Department Submitting Auditor

Documents:

FIREWORKS.PDF

- III. Consideration Of Iowa Byrne Justice Assistance Grand (JAG) Program Awarding Story
County \$34,619.00 Effective 7/1/2017-6/30/2018

Department Submitting Sheriff

Documents:

BYRNE JAG GRANT.PDF

- IV. Consideration Of Agreement Between CEC SystemsCare And Story County For The Maintenance Of Cameras Effective 07/01/2017-6/30/2018 For \$23,360.00
confidential information

Department Submitting Sheriff

- V. Consideration Of A Security Services Agreement For Panic Button Installation And Monitoring At The Story County Administration Building For \$1,779.13 Installation And \$395.40 Monitoring Effective 6/1/17-5/31/18

Department Submitting Facilities Mgmt.

Documents:

SSSPANICADMIN.PDF

- VI. Consideration Of Addendum To The Intergovernmental Service Agreement Between The United States Department Of Justice And Story County To Include Immigration And Customs Enforcement To The Initial Agreement Signed 11/04/2003

Department Submitting Sheriff

- VII. Consideration Of 28E Agreement Between ISU Extension And Story County For Health And Dental Insurance Effective 7/01/17

Department Submitting BOS

Documents:

ISUEXTENSION.PDF

- VIII. Consideration Of Story County's Participation In The 2017 United Way Day Of Caring

Department Submitting BOS

Documents:

2017 UNITED WAY DAY OF CARING.PDF

- IX. Consideration Of Utility Permit: #17-117

Department Submitting Engineer

Documents:

UT 17117.PDF

- X. Acknowledge Receipt Of Animal Feeding Operation Construction Permit Application And Master Matrix For Couser Cattle Company, 19568 620th Avenue, Nevada IA, Section 19 Richland Township

please see attached for documentation;

<http://www.storycountyia.gov//DocumentCenter/View/7354>

Department Submitting Environmental Health

11. PUBLIC HEARING ITEMS:

12. ADDITIONAL ITEMS:

I. Consideration Of Resolution #17-109, FY17 Appropriation Amendment - Lisa Markley

Department Submitting Auditor

Documents:

RESOLUTION 17109.PDF

II. Consideration Of Resolution #17-110, FY18 Appropriations - Lisa Markley

Department Submitting Auditor

Documents:

RESOLUTION 17110.PDF

III. Consideration Of Resolution #17-111, Interfund Operating Transfers - Lisa Markley

Department Submitting Auditor

Documents:

RESOLUTION 17111.PDF

IV. Discussion And Consideration Of Recommended Consultant For The Secondary Roads Building Improvements (Kelley Shed/Roland Shed) Construction: Architectural/Engineering Design Services - Darren Moon And Deb Schildroth

Department Submitting Board of Supervisors

Documents:

PACKETPROPOSALSSRSHEDS.PDF

V. Discussion And Consideration Of Appointing A Designated Representative For Crestview Mobile Home Park - Ethan Andersen

Department Submitting BOS

VI. Discussion And Consideration Of Appointment To The VA Commission For A Three Year Term Effective 7/1/17-6/30/2019 - Deb Schildroth

Department Submitting Board of Supervisors

VII. Discussion And Consideration Of Central Iowa RSVP's Request To Carry Forward FY 17 Transportation Funds To FY 18 For \$2,631.78 - Deb Schildroth

Department Submitting Board of Supervisors

Documents:

CIRSVP REQUEST.PDF

VIII. Consideration And Discussion Of Appropriating Additional Funds And/Or Allowable Expense For Crestview Mobile Home Park Relocation Assistance - Deb Schildroth And Erin Rewerts

Department Submitting Board of Supervisors

Documents:

ADDITIONAL ASSISTANCE.PDF

IX. Discussion And Consideration Of Website Refresh Quote Between Story County And CivicPlus - Lauris Olson

Department Submitting Information Technology

Documents:

QUOTE.PDF

X. Discussion And Consideration Of 2017 Story County Fair Display And Staffing - Leanne Harter And Rachel Wilson

Department Submitting Board of Supervisors

Documents:

COUNTY FAIR PROPOSAL FOR BOS.PDF

XI. Discussion And Consideration Of Cornerstone To Capstone Annual Review Process And Schedule - Leanne Harter And Jerry Moore

Department Submitting Board of Supervisors

Documents:

PRELIMINARY REPORT TO BOS.PDF

XII. Discussion And Consideration Of Amendments To The Story County Facade Improvement Grant - Leanne Harter

Department Submitting Board of Supervisors

Documents:

STORYCOUNTYFACGRANT
PROGRAMFY2018PROGRAMAPPLICATIONANDGUIDELINES.PDF

XIII. Discussion And Consideration Of Resolution #17-112, Vanderwal Residential Parcel
Subdivision - Haley Weber

Department Submitting Planning and Development

Documents:

VANDERWAL STAFF REPORT.PDF
RESOLUTION 17 112 VANDER WAL RP SUBDIVISION.PDF
SUPPLEMENTAL DOCUMENTS.PDF
VANDERWAL FINAL PLAT.PDF

13. DEPARTMENTAL REPORTS:

14. OTHER REPORTS:

15. 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.

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

17. Discussion And Consideration Of County Outreach And Special Projects Manager Claim Of
Insubordination By One Board Of Supervisor Member (Olson)

Department Submitting BOS

18. Discussion And Consideration Of County Outreach And Special Projects Manager
Performance And Expectation Of The Board Of Supervisors

Department Submitting BOS

19. Discussion And Consideration Of Board Of Supervisors Chair Evaluation Of Director Of
External Operations And County Services

Department Submitting BOS

20. 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
6/27/17**

NAME

ADDRESS

Barb Biersper
 CALVIN J. PEARSON
 DARRAN MOON
 DON TICE
 Emily Zandt
 Haley Weber
 Aystal Harrington
 Jerry Moore
 Brett McLeis
 Paula Jones
 John Amysen
 Jason Hysla
 Erin Rewerts
 TED TEDESCO
 Barb Steinback
 Linda Murken
 Michael Cox
 Aissa Revell
 Anna Marley
 Brynna
 [unclear]
 Maria D. Jan
 Paul H. Fitzgerald
 Jessica Reynolds
 [unclear]
 Angelina Thomas
 Kalu Peterson
 Wayne E. Clifton
 Puffinric Caskey
 Ailna Henderson

VSS
 FACILITIES
 ENG
 Do Tice
 P+D
 P & D
 Area Trib
 P & D
 V.A.
 LWV
 SCSD
 P&S
 Comm. Services
 CONSERVATION
 SCIT
 Conservator
 DOS
 Aud
 IADOL
 VSS
 E.H.
 Sheriff
 SCAO
 Treasurer
 Newbrough Law Firm
 Central Iowa RSVP
 Community
 SCAC
 SCAC

ORGANIZATION	TASK	GOVERNMENT COST TO PERFORM EACH ACTION	CAN THE ACTION BE PERFORMED BY STORY COUNTY?	GOVERNMENT COST TO PERFORM EACH ACTION AND FOR OVERSIGHT AND REVIEW IF STORY COUNTY PERFORMS THE ACTION
Real Estate				
Real Estate Management & Disposal Branch (VanOpdorp/Gau)	Preparation of MOU & transfer package/ terminate ag leases/investigation/ coordination/ meetings	\$ 11,000.00	NO	\$ 11,000.00
Real Estate Management & Disposal Branch (Wittenborn)	Review/monitor transfer package/ MOU/real estate instruments	\$ 3,000.00	NO	\$ 3,000.00
Real Estate, Regional RE Division North (Acting Chief)	Review/approve/ execute MOU & transfer package	\$ 2,000.00	NO	\$ 2,000.00
Real Estate, Realty Services Branch	Cost accounting/ admin/budget	\$ 1,500.00	NO	\$ 1,500.00
Real Estate, Appraisal Branch	Review of issue and preparation of estimate	\$ 300.00	NO	\$ 300.00
	Appraisal	\$ 10,000.00	YES	
	Appraisal Review	\$ 5,000.00	NO	\$ 5,000.00
	TOTAL	\$ 32,800.00		\$ 22,800.00
Survey Branch				
Survey Branch	Review of Issue, management, cost accounting, and admin	\$ 7,500.00	NO	\$ 7,500.00
	Survey work-field	\$ 40,000.00	YES	
	Survey work-technical (document prep)		YES	
	TOTAL	\$ 47,500.00		\$ 7,500.00
Office of Counsel				
Real Estate Office of Counsel	Draft conveyance deeds/legal review/advice/ oversight	\$ 7,500.00	NO	\$ 7,500.00
	TOTAL	\$ 7,500.00		\$ 7,500.00

Engineering Branch				
Engineering Branch	Phase 1 Environmental Site Assessment	\$ 3,500.00	YES	
	Review	\$ 1,000.00	NO	\$ 1,000.00
	TOTAL	\$ 4,500.00		\$ 1,000.00
Cultural Resource and Environmental Compliance				
Cultural Resources Compliance	Execution of Preservation Covenant and associated consultation*	\$ 40,000.00	YES	
Environmental Compliance	Environmental Assessment and associated coordination	\$ 35,000.00	YES	
	Review/Coordination	\$ 15,000.00	NO	\$ 15,000.00
	TOTAL	\$ 90,000.00		\$ 15,000.00

OPTIONS COST	\$ 128,500.00		
SUBTOTAL (OPTIONS + REQUIRED)	\$ 182,300.00	REQUIRED	\$ 53,800.00
CONTINGENCY	\$ 10,000.00	CONTINGENCY	\$ 10,000.00
TOTAL	\$ 192,300.00	TOTAL	\$ 63,800.00

*In the event that a preservation covenant is not pursued, costs will need to cover Phase I survey (\$30K) and testing (\$50K) for a total of \$80K. This work is necessary to determine if there are any sites that are eligible for the National Register of Historic Places (NRHP). If there are such sites, the Corps will require Story County to enter into a preservation covenant to protect those sites or mitigation. Mitigation costs can't be determined at this time because they are site specific.

Option #	OPTION DESCRIPTION	Story County Choice: Yes/No and initial	Government Confirmation of Story County Choice	Option Cost
1	Story County to perform applicable appraisal work at their expense. If YES, put \$0.00 in the cost box for this option; if NO, put \$10,000.00 in the cost box option.			
2	Story County to perform applicable survey work at their expense. If YES, put \$0.00 in the cost box for this option; if NO, put \$40,000.00 in the cost box option.			
3	Story County to perform Phase 1 Environmental Assessment work at their expense. If YES, put \$0.00 in the cost box for this option; if NO, put \$3,500.00 in the cost box option.			
4	Story County to perform applicable Preservation Covenant consultation with SHPO* at their expense. If YES, put \$0.00 in the cost box for this option; if NO, put \$40,000.00 in the cost box option.			
5	Story County to perform applicable Environmental Assessment work at their expense. If YES, put \$0.00 in the cost box for this option; if NO, put \$35,000.00 in the cost box option.			
BASELINE TASKS	Government Costs for work which must be performed in house.			\$ 53,800.00
CONTINGENCY				\$ 10,000.00
TOTAL EFFORT	TOTAL COST OF THE BASE GOVERNEMENT COSTS AND GOVERNMENT COSTS FOR THE CHOICES SELECTED IN OPTIONS 1 THROUGH 5.**			

*In the event that a preservation covenant is not pursued, costs will need to cover Phase I survey (\$30K) and testing (\$50K) for a total of \$80K. This work is necessary to determine if there are any sites that are eligible for the National Register of Historic Places (NRHP). If there are such sites, the Corps will require Story County to enter into a preservation covenant to protect those sites or mitigation. Mitigation costs can't be determined at this time because they are site specific.

APPROVED **DENIED**

Board Member Initials: AS

Meeting Date: 6-27-17

Follow-up action: _____

_____ **Total amount
 _____ due to the _____
 Government from
 Story County upon
 execution of this
 MOU.



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 *u*

Date: June 27, 2017

Re: Consideration of authorization to enter into discussion with U.S. Army Corps of Engineers for memorandum of understanding regarding transfer of property to Story County

We have received an updated Memorandum of Understanding (MOU) from the U.S. Army Corps of Engineers (USACE) regarding acquisition of the Ames Lake property currently owned by the USACE. The USACE was directed in 2008 by the U.S. Congress to transfer this property to Story County. The transfer has not taken place due to a lack of funds to perform the required procedures for disposal of federal land. The MOU calls for Story County to pay the USACE for its costs, and allows Story County to perform some of the tasks in order to reduce county costs. The Story County Conservation Board supports this acquisition.

Staff urges your authorization to draft a MOU for your consideration at a later date.

QUARTERLY REPORT
 STORY COUNTY BOARD OF SUPERVISORS AND JUVENILE COURT SERVICES
 SUBMITTED BY YOUTH AND SHELTER SERVICES, INC.

Third Quarter (January, February, March) Fiscal Year 2016-2017

Type of Service provided for STORY COUNTY RESIDENTS (unduplicated)	FY 2015-2016		FY 2016-2017			
	PAST YEAR TOTALS		NEW QUARTER		YEAR TO DATE	
	CLIENTS	UNITS	CLIENTS	UNITS	CLIENTS	UNITS
<i>Residential Services</i>						
ROSEDALE SHELTER						
Clients Served (Unit=1 day)	66	696	13	281	40	698
Clients Diverted from Shelter Placement	84	N/A	20	N/A	68	N/A
YOUTH RECOVERY HOUSE/SEVEN-12 HOUSE						
Clients Served (Unit=1 day)	8	347	1	84	3	205
TRANSITIONAL LIVING PROGRAM						
Clients Served (Unit=1 day)	12	2112	5	476	10	2491
LIGHTHOUSE PROGRAM						
Clients Served (Unit=1 day)	9	1640	1	304	6	2171
<i>Outclient Services</i>						
IOWA AFTERCARE SERVICES NETWORK						
Participants Served	20	N/A	3	N/A	39	N/A
COUNSELING PROGRAM						
Integrated Health Services participants	306	N/A	13	N/A	321	N/A
Assessment (Unit=Session)	224	320	77	116	275	318
Individual Therapy (Unit=Session)	199	2897	28	984	293	2762
Family Therapy (Unit=Session)	120	1175	8	164	121	589
Supervised Visitation/Unit=30 minutes	4	75	1	3	5	30
Individual, Family, Group Skill (Unit=Session)	73	5950	1	300	82	1081
Crisis Intervention (Unit = 2 hours) (Informal)	**	757	**	113	**	444
Individual/Family Therapy (Unit =15 min) (Informal)	22	1163	5	94	40	191
CHEMICAL DEPENDENCY OUTPATIENT/STUDENT ASSISTANCE						
Assessment (Unit=Session)	85	119	7	10	16	21
Individual Therapy (Unit=Session)	109	1450	2	20	16	65
OWI Assessment (Unit=Session)	14	14	0	0	6	6
Crisis Intervention (Unit = 2 hours) (Informal)	**	41	**	1	**	33
Intensive Outpatient Program (Unit=1 day)	1	22	0	0	0	0
PSYCHIATRY SERVICES						
Care Coordination (Unit=30 days)	215	992	23	209	208	593
Assessment/Psychotherapy/Medication Mgmt (Unit=Session)	225	1149	32	279	294	891

QUARTERLY REPORT
 STORY COUNTY BOARD OF SUPERVISORS AND JUVENILE COURT SERVICES
 SUBMITTED BY YOUTH AND SHELTER SERVICES, INC.

Third Quarter (January, February, March) Fiscal Year 2016-2017

Type of Service provided for STORY COUNTY RESIDENTS (unduplicated) <i>Outclient Services</i>	FY 2015-2016		YEAR TO DATE	
	PAST YEAR TOTALS		CLIENTS	UNITS
	CLIENTS	UNITS	CLIENTS	UNITS
VOLUNTEER SERVICES (agency wide)				
Number of Volunteers (Unit=1 hour)	2243	20,098	930	16,497
MENTORING PROGRAM (Story County only)				
Number of one-to-one matches (Unit=1 hour)	258	2763	165	1325
Staff Hours worked (all Story Co. staff)	N/A	5637	N/A	1325
YOUTH EMPLOYMENT PROGRAM				
Number of youth (Unit=1 hour)	838	206	207	219
CHILD SAFETY				
Participants served (Unit=1 hour)	492	273	123	112
FaDDS (PATHWAYS) PROGRAM				
Number of Adults and Children (Unit=1 hour)	72	1720	26	1299
HEALTHY FUTURES				
Number of Adults and Children (Unit=1 hour)	105	317	77	328
STORK'S NEST				
Participants Served (Unit=1 hour)	78	150	141	106
STORY COUNTY KIDS CLUB PROGRAM				
Participants Served (Unit=3 hours)	385	30515	279	**
STORY COUNTY TEEN CLUB PROGRAM				
Participants Served (Unit=3 hours)	28		47	**

** did not have this data at the time of completing this report

PREVENTION/EDUCATION SERVICES
 FOR STORY COUNTY**

Third Quarter (January, February, March) Fiscal Year 2016-2017

	FY 2015-2016		FY 2016-2017	
	PAST YEAR TOTALS		CURRENT YEAR TOTALS	
	CLIENTS	UNITS	CLIENTS	UNITS
Adults	6863	1256	3666	1564
Professionals	2685	845	1159	438
Community	6501	691	2544	297
Preschool	1019	343	969	416
K-6 th Grade	10,058	705	8238	435
Junior High School	14,200	791	5524	587
Senior High School	1785	394	1358	199
Total Outreach and Prevention/Education	43,111**	5,023	23,458	3,936

**Duplicate

State of Iowa and Story County IOWA YOUTH SURVEY Data Comparison of 2010, 2012, 2014, 2016 Data

30-Day Use	Substance	Story County												State of Iowa																				
		Grade 6				Grade 8				Grade 11				County Weighted			Grade 6				Grade 8				Grade 11				State Weighted					
		2010	2012	2014	2016	2010	2012	2014	2016	2010	2012	2014	2016	2010	2012	2014	2016	2010	2012	2014	2016	2010	2012	2014	2016	2010	2012	2014	2016	2010	2012	2014	2016	
Alcohol	Alcohol	2%	1%	1%	3%	7%	5%	6%	2%	29%	20%	27%	19%	13%	8%	13%	8%	5%	3%	2%	3%	13%	9%	6%	5%	32%	30%	23%	21%	17%	13%	10%	9%	
	Tobacco	0	1	0	0	3	2	2	1	19	14	15	8	8	6	7	3	2	1	1	1	7	4	4	3	22	17	14	10	12	7	6	4	
	Marijuana	0	0	0	1	2	3	0	1	18	13	10	9	7	5	4	3	1	0	0	1	4	3	2	2	13	11	11	10	6	5	4	4	
	Inhalants	1	2	1	2	3	3	2	1	4	2	2	2	3	2	2	2	2	3	2	1	3	2	2	1	2	2	1	1	3	2	2	1	
	Meth	0	0	0	0	1	1	0	0	3	2	2	1	2	1	1	0	0	0	0	1	1	1	1	0	1	1	1	1	1	1	1	1	
	Cocaine	0	1	1	1	1	1	0	0	3	2	2	2	2	1	1	1	0	1	1	1	1	1	1	1	2	2	1	1	1	1	1	1	
	OTC	1	2	2	3	3	3	2	2	8	5	5	4	4	3	3	3	2	2	2	3	3	3	3	2	5	5	5	4	3	3	3	3	
	RX	1	3	2	2	3	3	3	2	7	5	6	4	4	3	4	2	2	2	2	3	3	3	3	2	7	6	5	4	4	4	3	3	
	Perception of Risk	Alcohol	82	78	73	72	89	88	88	89	83	85	80	80	85	84	81	80	72	70	67	65	80	79	76	76	75	75	74	71	76	75	73	71
		Tobacco	84	79	74	75	92	90	92	91	91	91	90	86	88	87	86	88	76	73	71	69	86	83	80	81	85	84	83	82	83	80	78	77
Marijuana		82	77	71	72	88	87	87	87	61	68	64	63	77	78	73	74	73	70	68	66	79	76	73	72	66	62	57	54	73	70	66	64	
Perception of Parental Disapproval	Alcohol	98	97	97	96	97	94	95	96	87	88	83	85	94	93	91	92	96	97	97	96	93	94	94	94	81	80	81	81	90	91	91	91	
	Tobacco	97	98	99	97	98	96	97	98	93	94	95	95	96	97	96	96	98	98	98	97	95	96	97	98	91	92	93	94	95	96	96	96	
	Marijuana	98	98	98	98	98	97	98	97	93	93	90	90	96	96	95	95	98	98	98	97	96	97	97	98	92	91	90	94	95	96	95	96	
Perception of Peer Disapproval	Alcohol	96	92	94	89	89	93	89	89	38	36	37	42	73	72	69	73	91	92	90	89	77	77	79	78	32	32	34	34	66	67	68	68	
	Tobacco	97	93	94	92	92	90	94	94	63	62	66	66	84	82	83	84	93	93	93	91	85	85	86	86	55	58	60	64	77	80	80	81	
	Marijuana	98	96	96	95	94	90	95	92	55	53	53	48	82	81	78	78	95	95	93	93	87	85	85	83	60	55	51	49	80	79	77	76	
Accessibility	Alcohol	8	13	14	12	29	31	25	23	64	65	67	59	36	36	39	32	18	16	14	14	35	36	33	33	69	69	66	65	40	39	37	37	
	Tobacco	7	9	11	10	23	25	19	16	59	59	57	49	32	29	32	25	13	13	11	11	29	29	27	26	64	63	60	57	36	34	24	31	
	Marijuana	1	4	6	5	11	13	11	7	52	50	51	46	23	22	25	20	6	7	5	5	18	19	19	17	50	52	54	52	26	26	26	24	
Binge	1	1	0	1	3	3	2	1	21	15	13	10	8	6	6	4	2	1	1	1	8	4	3	2	24	19	14	13	12	8	6	5		

** 2016 IYS data does not include Ballard or Gilbert stats.
 ***2010-2014 IYS data does not include Gilbert stats.

YSS
Report to Story County Board of
Supervisors
June 27, 2017

Attachments

Mentoring Newsletter: *2: November and March*

Teen Club Newsletter: *Ballard Impact, Collins-Maxwell Impact*

Kids Club Newsletters: *Sample Kids Club Newsletter*

Kids Club Summer flyer: *2017 Summer Flyer: Exploration Kids Club*

We have so much to be thankful for at YSS this holiday season!

[View this email in your browser](#)



SCHOOL-BASED MENTORING

Changing Children's Lives for the Better Since 1999!

NOVEMBER - DECEMBER

2016



Boone Elementary
Lori Woodruff

The YSS Mentoring Program in Boone **currently has 49 matches meeting weekly** at Franklin Elementary and the Boone Middle School. Mentors and mentees are playing board games, enjoying the beautiful Fall weather, playing in the gym, creating craft projects, building Lego creations, eating lunch and getting to know each other! Twenty-one of these matches include **brand new mentors** who have all jumped right into mentoring with ease and are already making a difference

IMPORTANT DATES



NOVEMBER

GILBERT
Nov. 9: Early dismissal
Nov. 17: Early dismissal
Nov. 23-25: No school

NEVADA
Nov. 8: Early dismissal
Nov. 10: Early dismissal
Nov. 11: No school
Nov. 23-25: No school

OGDEN
Nov. 3: Early dismissal
Nov. 10: Early dismissal
Nov. 16: Early dismissal
Nov. 23-25: No school

AMES
Nov. 3: No school
Nov. 4: No school
Nov. 23: Early dismissal
Nov. 24-25: No school

BALLARD
Nov. 2: Early dismissal
Nov. 23-25: No school

BOONE
Nov. 3: Early dismissal
Nov. 4: No school
Nov. 23-25: No school

DECEMBER

GILBERT
Dec 23-30: No school

AMES
Dec. 21: Early dismissal
Dec 22-30: No school

to their mentees. The differences are easily seen on the faces of mentees as they greet their mentors each week! As always, the search for more mentors continues - **especially male mentors!** If you are a mentor- think of someone you know who would make a good mentor. Tell them how rewarding it is, how easy it is and help them get signed up! One of my high school male mentors said **"I mentor because it is something I would want if I were in his place,** and the volunteer experience looks great on college applications!" One of my adult male mentors said, "I mentor because there's a need and I enjoy kids. I hope I can be a positive influence to them and make them think about helping others now and in the future."



NEVADA
Dec 1: Early dismissal
Dec 26-30: No school

OGDEN
Dec 7: Early dismissal
Dec 22: Early dismissal
Dec 23-30: No school

BALLARD
Dec 23-30: No school

BOONE
Dec 23-30: No school

Please contact your mentoring facilitator if these dates conflict with your regularly scheduled meeting!

Check out this great opportunity for an off-site activity with your mentee!

ySS School-Based Mentoring

GET YOUR SCIENCE ON!

saturday, november 12, 10am - 12 pm
 2412 south loop drive, ames

snacks and craft activities provided!

Learn new things, have fun, and perform your own science experiments led by professional scientists!

Hosted by Boehringer Ingelheim Vetmedica

RSVP to your facilitator if you plan to attend with your mentee
 remember to follow all permission slip procedures

A Quick Note from YSS School-Based Mentoring Staff

As we move toward winter months, we will start to experience the weather central Iowa is known for: cold, snow, ice, and more cold. Please exercise caution, and do not drive in icy conditions.

Don't risk your, or your mentee's, safety -- call your facilitator if you need to reschedule because of winter weather.

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420 Kellogg Ave
Ames, IA 50010

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SCHOOL-BASED MENTORING

Changing Children's Lives for the better since 1999!

MARCH-APRIL

2017



SPOTLIGHT



*Ames Middle School
Mentoring
Carla Roberts*

Great News from Ames
Middle School!

YSS Mentoring has expanded to include after school programming. Having an after school option at Ames Middle School opens up opportunities for students and mentors who can't meet during the school day. YSS

YSS School-Based Mentoring

ANNUAL BINGO NIGHT!

Thursday, April 27, 2017

6:30-7:00 Snacks and Activities

7:00-8:00 BINGO!

At AMES MIDDLE SCHOOL
3915 Mortensen Rd, Ames

**Let your facilitator know if you plan to attend.
All mentees must bring a signed permission slip.**

SCHOOL CALENDARS



mentoring matches are meeting on Tuesday afternoons, right after school until 4:20. This option is open to all AMS mentoring pairs.

Currently, we have three matches meeting regularly.

We are excited to see school-based mentoring grow and hope the longer meeting time will allow matches to have more opportunity to get to know each other and give volunteers another option to get involved.



Mentor Night in Ogden

By Justine Stevens

The Ogden Mentoring Program put together their first ever *Mentor Night*. Twelve matches bonded over pizza and delicious Valentine's Day cookies, which they decorated. They acted silly in a photo booth with props, and there were many laughs and giggles. Throughout the evening, "When's the next mentor

March

GILBERT
Mar 10-17: No School

NEVADA
Mar 13-17: No School

OGDEN
Mar 13-17: No School

AMES
Mar 3: No School
Mar 9-17: No School

BALLARD
Mar 10-17: No School

BOONE
Mar 13-17: No School

April

GILBERT
Apr 3: No School

NEVADA
Apr 3: No School
Apr 14: No School

OGDEN
Apr 14: No School

AMES
N/A

BALLARD
N/A

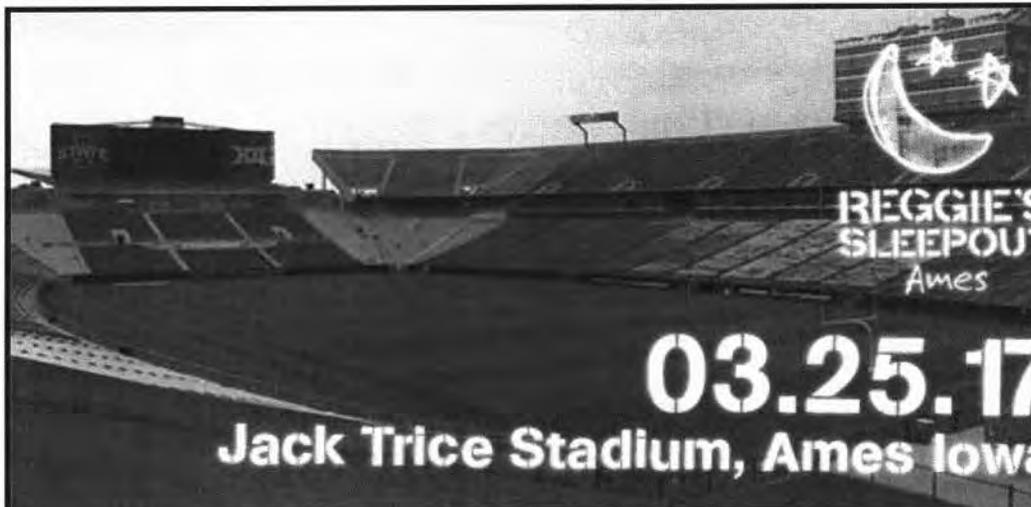
BOONE
Apr 14: No School

Welcome Nick!

Nick Nerness recently joined the YSS Mentoring team as the new Community-Based Mentoring Facilitator. The YSS Community-Based Mentoring program is in the pilot stages as Nick plans for clients from our youth shelter and residential services to receive mentoring. Also an employee of Rosedale Shelter, Nick brings a

night?" could be heard from mentors and mentees alike. As the facilitator, I'd say the event was a complete success and a magnificent way for each match to grow.

wealth of experience to his role as Community-Based Facilitator. An announcement will be made when volunteer opportunities for the community-based program become available.



We are over the moon to announce Reggie's Sleepout is coming to Jack Trice Stadium at Iowa State University on March 25, 2017! Our goal is to have 1,000 campers sleep out and raise \$100,000.

Hundreds will gather to sleep on the football field in shelters made of boxes, tents and sleeping bags to raise awareness and much-needed funding to support child and youth homelessness.

Reggie's Sleepout Ames will benefit three organizations that work to alleviate and eliminate homelessness in our communities: YSS, Assault Care Center Extending Shelter and Support (ACCESS) and Emergency Residence Project (ERP).

While one night can never completely replicate what it must feel like to be homeless, Reggie's Sleepout provides some insight into the lives of people who don't have a place to call home.

Visit www.reggiessleepout.org to get involved!



March 15th, 2017 is Kick Butt's Day!

This national prevention day is a day to empower youth to educate others about the impact of tobacco use. Letting your mentee know what Kick Butt's Day is all about is a great way to initiate the conversation with your mentee about tobacco use.

Be a positive role model by being tobacco and nicotine free

To learn more, visit www.kickbuttsday.org.

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SPONSORED BY YSS

**IMPORTANT
DATES:**

- April 25th—
Mandatory
Program to finish
Project
- May 3rd—YMCA
Pool Field Trip
- May 18th—Last
Day of Program
- May 20th—
Adventureland
Field Trip

**UPCOMING
FIELD TRIP
DETAILS:**

- **YMCA Pool Day**
Wed. May 3rd
1:30pm-5:00pm
- **Adventureland**
Sat. May 20th
9:30am-6:30pm

**REBECCA'S
CONTACT INFO:**
515.451.8250
tcballard@yss.org

BALLARD IMPACT

SPRING NEWSLETTER



IMPACT has focused on communication and cooperative activities this semester. In the pictures above the group was working on an activity where they had to utilize tape and one marker to draw objects together. In the pictures below the group was working on a "Minute to Win It" group game.





Some of the group's favorite activities this year have been racquetball at 3C's, karaoke and baking. Other activities IMPACT has enjoyed include slime, oobleck, dodgeball, guard your cone, fish bowl and catch phrase!



Ballard IMPACT is almost done with their community service project for this semester. The group has put in 19 service hours since January on their Help the Homeless service project! Throughout this project the teens decided on donation item needs based on what the local food pantries are in need of for the Ballard community. The group then hosted a donations drive the weeks before and after spring break to collect the items needed. The group collected enough items to put together 20 blessing bags for the homeless and then some! We are on the home stretch of this project and will be getting the blessing bags sent out to the community asap.

Then we are on to celebrating a great year and off to Adventureland to celebrate all our community service successes!



WHAT A WONDERFUL YEAR IT IS GOING TO BE AT IMPACT TEEN CLUB!!

Collins- Maxwell IMPACT

01/25/17

This has been a busy year so far in Impact! Typically, there is a newsletter released every month or two, but program has been so busy! Last semester, we had 19 kids enrolled at Impact! The group stayed busy playing games such as Scatterball, Werewolf, Tag Team Dodgeball, and Honey, I Love You. We also enjoyed doing our weekly reflection of Wows, Pows, and Rainbows. We had fun movie and pizza days. Some students chose to bring in their pets to share with the group, and we even had Fleming Giant Rabbits at Impact! We enjoyed our field trip to the YMCA to go swimming, and we look forward to going again this semester.

A Typical Program Day...

Each day at program starts with homework time and snack. We try to provide the students with two food groups per snack. However, there are the occasional days where the students choose popcorn or pizza for snack! Following snack is a physical activity. I try to get the group moving by offering group choice most of the days. This is where the students are able to choose the group game. Following games, we have flexible time to use for CSL, TOP lessons, free time, additional homework time, or time to play classroom games. The majority of the program is youth-led, meaning that the youth are able to choose what they would like to do/learn about.

Community Service Learning...

We have also worked on several Community Service Learning (CSL) projects. Our first project is going to be hosting an art show at the middle/high school. So far, the students have planned what materials they want to use, how many pieces of art each student will contribute, and worked on their masterpieces. The art show project has been on pause now though until our Impact members who are in sports are able to join us- beginning in February. So, we have switched gears and are now planning to do a project to benefit animals. The students have chosen to help with an animal adoption event. We will keep you posted on our projects! We would love for all of you to attend our art show once we have a date finalized. Our goal is to have each student reach 20 hours of CSL by the end of the school year.



Volunteers At Program...

We have continued our relationship from last year with ISU's FarmHouse Fraternity. We have several ISU men come in each week to play games with the students, participate in activities, and just have fun with. The students look forward to these volunteers each week, and they bring much joy to our program.

Dates To Remember...

- 01/27: No school
- 01/31: Early out and YMCA swimming field trip
- 02/7: Early out
- 02/8: Ballard Teen Club visiting
- 02/14: Early out
- 02/21: Early out- conferences
- 02/23: Early out- conferences
- 02/24: No school
- 02/28: Early out





We met with the Ballard Impact to have a holiday party. Here, Marrison is dressed up as a Christmas tree by her teammates



Olivia brought in her hermit crabs for the group to enjoy.



The girls playing team kickball outside in the fall



Jane Larkin, YSS Community Prevention Coordinator, presenting to the class on tobacco



Jennifer Schmit, the program coordinator, got wrapped like a mummy by the group



FREE ART CENTER - MAKING JEWELRY

Gilbert Kids Club

Site Supervisor: Nichole Schroer
515.291.1048
kcgilbert@yss.org
www.youthstandingstrong.org

NOVEMBER

Art, Positive Action

The kids have voted, and the theme for the month on November will be Art! Art is one of my favorite things to explore and teach children about, so I am pretty excited for November!

We will be continuing with our Positive Action curriculum as well. Positive Action teaches children the philosophy that you feel good about yourself when you do positive actions. We learned about the positive cycle: When you do good things, you feel good about yourself; When you feel good about yourself, you have positive thoughts; When you have positive thoughts, it makes you want to do good things. We have also learned what a "self-image" is and the importance of having a positive self-image. The children worked on their self-image by making a list of all the things they like about themselves. Everyone has a Positive Action folder to keep his or her materials throughout the year. Full-time children may keep their folder in their cubby. I have a bin for the folders of our drop-in/part time kids. Feel free to take a look inside or ask to see your child's folder!

Starting November 7th we will be adding some new friends to our Kids Club program and splitting into 2 groups. The 2 groups will alternate recess and center time. This way, we are able to accommodate more children AND stay within our licensed capacity.

Thank You to everyone who came to the Open House. We had so much fun and appreciate your continuous support!!



Assistant Spotlight

Ali Palmer

I am a junior studying Marketing at Iowa State University. Originally, I am from Savage, Minnesota. I enjoy being active by playing beach volleyball, going on runs, and rollerblading. A fun fact about me is that I have never broken any bones! This school year, I am looking forward to studying abroad in Italy.



IMPORTANT DATES TO REMEMBER

Early Outs: Wednesday
November 9 & Thursday
November 17

No School: Wednesday
November 23 – KC open
7am-6pm

No Kids Club: Thursday
November 24 & Friday
November 25
Happy Thanksgiving!

November Snack

Mon	Tue	Wed	Thu	Fri
	1 Pineapple & Milk	2 Chips and Salsa Juice	3 Fresh Fruit & Milk	4 Site Choice
7 Animal Crackers & Milk	8 Pretzel Crisps & Juice	9 Ham Roll Up & Water	10 Pickles & Milk	11 Site Choice
14 Peaches & Cottage Cheese, Water	15 Yogurt & Juice	16 Carrots, Ranch & Milk	17 Fresh Fruit & Milk	18 Site Choice
21 Bagels with Cream Cheese & Milk	22 Craisins & String Cheese, Water	23 Site Choice	24 CLOSED	25 CLOSED
28 Cheerios & Milk	29 Cheese & Crackers & Water	30 English Muffins with Jelly & Milk	Dec 1 Fresh Fruit & Milk	Dec 2 Site Choice

SUMMER 2017

EXPLORATION KIDS CLUB



LET THE EXPLORING BEGIN!

We want your child to join Kids Club for the ultimate summer experience. We will explore the great state of Iowa. Learn more about habitats, including ocean life, and participate in survival sports and orienteering. Plus much, much more!

A week at Kids Club includes . . .

Guest Speakers	STEM Activities
New Friends	Library Visits
Weekly Field Trips	Swimming
Cooking Projects	Team Building
Academic Enrichment	Physical Activities
Culturally Themed Activities	

Your weekly fees pay for swimming, field trips and all supplies.

WHY KIDS CLUB?

- » We are open to all children who have completed K-5 grade
- » We are open daily from 6:30 AM until 6:00 PM
- » We provide activities designed to engage children while supporting academic skills
- » We have highly trained staff and offer a high-quality summer program!

YSS

Report to Story County Board of Supervisors

June 27, 2017

First, we would like to thank you for continuing to support our opportunity to serve the students and families of Story County. In order to provide concise information to each of the County funded programs we provide we have developed a reporting format for each of the programs. The reports are attached and can be found as follows:

Service	Program	Page Number
YSS of Eastern Story County	<i>Community Based Center</i>	2
Kids Club	<i>Elementary Program</i>	5
GRIP Mentoring	<i>Mentoring K-8</i>	7
IMPACT	<i>Teen Club</i>	9
Other Prevention Programming	<i>Child Abuse Prevention</i>	11
	<i>Substance Abuse Prevention</i>	12
Youth Development		14
Youth Employment		15
Rosedale Shelter	<i>Emergency Shelter</i>	17
Treatment Services	<i>Outpatient and Residential</i>	18

YSS Overall Data

Program Description:

The Programs provided by Youth and Shelter Services are Prevention, Intervention and Treatment in focus and vary from one-on-one services to evidence-based curriculum presentations to classrooms. Each report goes into more detail about the programs provided in Story County

Number Served:

The attached Quarter Data Report provides data through the 3rd quarter of FY 2017. The reports that follow may include more recent data.

Outcomes:

All programs provide measurements of success of the programs, many using pre and post surveying instruments developed by evaluators. See each report for more detail.

Trends:

Each program reports the trends that they are seeing in the specific program areas.

Success Stories:

Each program area has provided a success story to share the impact of the program.

Attachments:

This is a separate document with some sample program newsletters.

YSS of Eastern Story County

Program: *YSS of Eastern Story County*

Submitted By: *Laura Bell*

Program Description:

YSS of Eastern Story County serves as a support for the YSS Prevention, Treatment, and Mentoring programs. This office also provides assistance to Eastern Story County communities and organizations as a referral source and partnering agency.

Some of the outreach and partnership efforts made this fiscal year are addressed below:

Staff worked to plan and implement the ESC/Boone Board Retreat. From this meeting information was gained about the new fundraising efforts within YSS as well as what concerns and changes the board members would like to see. This information was shared with all board members after the retreat.

Staff attended the Nevada Chamber of Commerce Board meeting as regularly scheduled. During this meeting staff shared information about National Recovery Month (September) as well as Red Ribbon Week. Staff will be working with local businesses and schools to work on getting more community support in recognizing Red Ribbon Week this year. Part of this effort will be working with schools and businesses to allow window painting in business fronts to with substance abuse prevention messaging.

Staff along with YSS of ESC board members facilitated an information table at the Lincoln Highway Days event. This table made information about substance abuse and tobacco prevention available to interested attendees.

Staff attended the ISU WelcomeFest as well to make an information table available. At this table information about the Eastern Story County Mentoring and Collins-Maxwell Impact programs' volunteer needs was made available to interested students.

Efforts are being made in Nevada to work on developing a community center that would be made available in the city. This is a collaboration between Story Medical and the city of Nevada. As part of this effort focus groups were held throughout the month to gain information and feedback about community needs. Staff participated in one of these focus groups to discuss needs seen in the community and provide feedback.

Assessment of the YSS of Eastern Story County building and space is being examined at this time. There is a request for more counseling space to serve clients in Eastern Story County however; the current building does not have adequate space to allow for additional counseling offices. Options are being reviewed at this time.

Staff provided a presentation to the Nevada Kiwanis Club on September 27th discussing programs and services available to the community.

Staff attended the Raising Readers Open House event on September 27 representing YSS. YSS of ESC staff has partnered for the past two years with this group along with Kiwanis, Rotary, and the Jaycees in Nevada to hold the ESC Step Into Storybooks event for children and families.

Staff was contacted by Nevada High School's Academic Success Coach and ESL teacher regarding YSS treatment services. Staff met with the ESL teacher to discuss what services are available to community members through our treatment services programs as well as our prevention services. Staff connected the ESL teacher with the Youth Employment Specialist as well as the Community Prevention Coordinator for additional information about in class presentations. Staff discussed services available to students and families in need of counseling and how the referral process works to connect individuals to services.

Staff and ESC Board members handed out candy at the Nevada Downtown Trick or Treat event on October 27. The candy was labeled with substance free messaging.

The ESC Building was wrapped in Red Ribbon again this year to help bring awareness to Red Ribbon Week.

Staff attended a meeting with the Nevada Chamber Ambassadors to develop ideas and plans for outreach with the



business community by the Chamber.

Staff attended the February Nevada Summer Learning program planning meeting to assist with planning for the 2017 summer program. YSS and United Way of Story County have been approached by the Collins-Maxwell School District about offering a summer enrichment program at their elementary school in Collins. The district would like this program to start this summer. Breakfast and lunch would be served to students who would also participate in enrichment activities. This program would be like the Nevada program which is a half day program offered Monday-Thursday each week. The possibility of this program offering and details are being addressed.

Staff sent promotional materials to the city clerks for each of the ESC communities regarding the ESC Step Into Storybooks requesting their help in placing his information in city newsletters. Staff reached out to the Nevada Fire Department and Police Department regarding assistance with the ESC Step Into Storybooks for a trike rodeo. Staff helped with the planning and facilitation of the ESC Step Into Storybooks event held on April 2. This event was a great success serving families with children up to age 8. This event helped promote literacy with children through the use of fun and engaging activities.

Staff attended the Collins-Maxwell Impact program Art Show on April 10th in support of the students. This event was planned and facilitated by the program students as a fundraiser. Each of the students created original works of art to be sold at the event. Profits from the event were then used for donation to the Unity Point Blank Children's Hospital in Des Moines. The art work purchased by staff at this event was donated to the ESC office and was placed on display in the waiting area of the building.

The ESC Office was part of the Nevada High School's day of service project in April. Two students and a teacher spent their morning with staff helping plant flowers in the memorial garden and pots outside the office. These students and teacher weeded the garden and helped clean windows and sanitize toys.

Staff met with a Nevada Kiwanis Club member regarding re-energizing the backpack program facilitated in partnership with Kiwanis in the past. The Kiwanis Club would donate backpacks with various items such as toys, blankets and so forth to be given to youth who are involved in law enforcement situations. The idea behind these comfort backpacks was to help diminish the impact or trauma of these situations for these youth. Staff talked with the Kiwanis Club member about expanding this program to include YSS programs as well. This project is being addressed at this time.

Staff helped pass out bookmarks with drug free messaging to high school youth who attended the Nevada High School's mock car crash before prom. The mock car crash was a successful event that brought awareness to the youth about the importance of making healthy choices. This event was planned and facilitated by the Nevada Public Safety Department in collaboration with the school district.

Staff worked with the Nevada Police Department, NuCara Pharmacy and Eastern Story County Board members to facilitate a Drug Drop Off on April 29, 2017. This is the same date as the DEA's national drug take back day. A total of 128.5 pounds of unused and outdated medications were taken back this day within the two hour event. A press release was created and submitted to the YSS Public Relations department to submit to local newspapers and media.

YSS of ESC Board members in collaboration with the Collins-Maxwell Impact students and Farmhouse Fraternity members signed up to participate in the Nevada Food At First. This group helped prepare and serve the evening meal to guests who attended on May 1, 2017.

Staff is working with a committee of the Nevada Summer Enrichment planning committee to plan a Nevada Summer Learning Day event. This event will help bring attention to the importance of learning in the summer, literacy, and work to engage community members and Enrichment program partners in family friendly activities.

Staff was approached by a staff with the Integrated Health Services department within YSS. This staff was seeking information about support groups and mentoring available for LGBTQ youth and their families in eastern Story County. Staff shared some resources known however these are not going to fully meet the needs of this student and others that this particular staff is working with. Staff is working with this IHS staff and the YSS Rosedale Shelter Coordinator to look at resources available in eastern Story County for LGBTQ youth and their families as well as the potential of starting such groups. This will be addressed more in May when staffs are able to meet again.

The YSS of ESC Coordinator continues to serve on the Nevada Chamber of Commerce Board as well as the Nevada Community Resource Center Board and Nevada Chamber Ambassadors. Staff met with the Executive Director for the Legal Aid Society of Story County regarding serving on their board. This will continue to be explored in the



coming months. The YSS of ESC Coordinator is part of the planning committees for the following events impacting eastern Story County residents: Eastern Story County Step Into Storybooks, Nevada Summer Enrichment program, Summer Learning Day in Nevada, and the Story County Mental Health Expo.

Number Served:

Please see outcomes data from the YSS Treatment, Mentoring, and Prevention for program specific data.

YSS of Eastern Story County has an advisory board consisting of 7 community member volunteers.

Teen Maze held from April 3-7, 2017 is an experiential learning event for 7th grade students from Boone, Greene and Story Counties. This event is made possible through a partnership between Division 11 Kiwanis Clubs, YSS, and numerous professional partners and volunteers. Students who attend this event learn real life issues and consequences regarding different topics in a safe environment. The topics addressed by this event are healthy relationships, suicide prevention, pre-employment skills, bullying prevention, nutrition, substance abuse prevention, and social media awareness. All three of the Eastern Story County schools participated in this year's event.

Outcomes:

Please see outcomes data from the YSS Treatment, Mentoring, and Prevention for program specific data.

Trends:

Eastern Story County residents appear to not recognize there is an YSS of Eastern Story County office and do not appear to understand what programs or services are available to community members. Efforts are being made to increase visibility and awareness of the office and services available to Eastern Story County community members through this office.

Success Story:

YSS of Eastern Story County was a partnering agency, which helped implement the Eastern Story County Step Into Storybooks event. This event helped bring attention to families of ESC communities about the importance of early childhood literacy and provided a number of children with free books. This year a total of 231 individuals attended the event. This is a great improvement from the previous year's attendance.

Through partnerships between Nevada Police Department, NuCara Pharmacy, the YSS of Eastern Story County Board and the Story County Prevention Policy Board a Drug Drop Off event was held in Nevada on April 29, 2017. During this 2 hour long event 128.5 pounds of unused and outdated medications were turned in to be destroyed. Information about additional resources available in the community year round for proper disposal of medications were also made available to participants in the event. This event helped bring attention to the issues surrounding misuse and abuse of prescription and over the counter medications.



Kids Club (Elementary)

Program: *Elementary Kids Club*

Submitted By: *Feleecia Watkins*

Program Description:

Kids Club is a before school, after school and summer program for children in grades K-6. We provide programming at the Roland-Story Elementary and Ballard Elementary sites from 6:30 AM until school starts. At Roland-Story, Ballard, Gilbert Elementary, and Gilbert Intermediate sites we provide programming from the time school gets out until 6:00 PM. This includes early out and planned no school days. During the school year Roland-Story and Ballard 5th and 6th graders are bussed to the Elementary sites. During the summer we provide programming 5 days a week from 6:30 AM until 6:00 PM at all sites.

Number Served:

244 kids during the school year and 196 kids this summer:

- Roland-Story Kids Club served 66 kids during the school year and have 48 enrolled this summer.
- Gilbert Elementary Kids Club served 65 kids during the school year and have 37 enrolled this summer.
- Gilbert Intermediate Kids Club served 45 kids during the school year and have 64 enrolled this summer.
- Ballard Kids Club served 68 kids during the school year and have 47 enrolled this summer.

Outcomes:

Outcomes for the year have not yet been tabulated. Here are few words from Kids Club families.

- *"They are always so friendly and provide a variety of activities for the kids to do. It keeps the kids busy."*
- *"I love all the fun crafts, science experiments and time spent outside. It seems like the kiddos get to be involved in deciding what the programs/clubs will be which is really cool. I also love that kids club staff are able to help my kiddo get to sports practices and remind them to get dressed for sports/special events. It helps so much!"*
- *"It's educational, and children at the focus, not just watching kids play. My child enjoys Kids Club a lot."*
- *"The program keeps our child busy, active, and engaged at a level that's appropriate for her age. She loves going, has a great connection to the Gilbert Elementary KC staff, and is actively learning new things as part of the program."*
- *"I enjoy the open lines of communication and friendly atmosphere (both with children and adults)."*

Trends:

We are seeing more families seeking care for kids with special needs and behavior challenges. The Gilbert and Ballard sites continue to have an increase in enrollment. Both sites ended the school year with a potential waiting list for the fall. We continue to increase our partnerships with community organizations. We have recently started a partnership with the Boy Scouts of America and the United Way Foster Grandparent Program.

Success Stories:

Gilbert K-2 Kids Club: The Gilbert K-2 Kids Club program has grown substantially in the last year! At the beginning of this of the 2016-2017 school year there were 10 families on the waiting list for our program. By scheduling an additional staff member and splitting into two groups every afternoon, we were able to enroll 12 new children to our program. The Gilbert K-2 site served an average of 43 full time children and 22 drop-in children during the school year!

Along with our higher enrollment numbers, Gilbert K-2 now has 4 children with special needs attending our program



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full-time. We have received many compliments from the school administrators, staff, and parents about what a nice job we do working with our large group of varying needs, and our dedication to fully integrate them into our program.

Roland-Story Kids Club: Kids Club was highlighted in the YSS Annual Report. One of the Roland-Story Kids Club 5th graders was interviewed for an article in the report. He and his fellow Roland-Story Kids Club friends were very excited to be part of the report. This child talked about learning how to make friends of different ages. He also enjoys being able to take on leadership roles at Kids Club.

During the Spring Roland-Story Kids Club completed a service learning project. The children and staff brainstormed ideas and it turned out to be a tie between sending appreciation letters to soldiers serving overseas and completing a beautification project. The kids have already written their letters, and we will be helping with a garden the school is planting over the summer. The site had a parent from a military family come to speak before the kids wrote their letters of appreciation about what life is like for soldiers overseas and what they might like to hear about in a letter. The site will be sending the letters to Operation Gratitude; an organization that will send their letters to soldiers serving overseas.

Ballard Kids Club: A child in the Ballard Kids Club program has grown leaps and bounds since the since joining Kids Club at the start of the school year. When this child started Kids Club in August, they struggled daily with participation, following routines, and working with others. The child has been diagnosed with ADHD and throughout the last few months has had multiple medication changes. Staff worked together with the child to understand his interests, hobbies, and dislikes. During team meeting now, the child is allowed to sit outside the circle with a staff as long as he is actively learning. The child has found a better interest and respect for Kids Club by playing better with others, helping clean, and listening to staff expectations. The child's parents have expressed their gratitude to Kids Club for working with them and the child to make Kids Club the best it can be for them.

Attachments:

Sample site specific Kids Club Newsletters and Kids Club Summer Flyer are attached.



Mentoring

Program: *Mentoring*

Submitted By: *Barb Biersner*

Program Description

The YSS School Based Mentoring Program has been pairing Boone and Story County children grades K – 8th, with mentors since 1999.

Our outcome studies show:

- Mentees show improvement in academic performance, as well as classroom behavior and attitude. In many cases, the students who experience the greatest difficulties show the greatest improvement.
- Participants show significant improvement in their feeling of being included at school and with friends.
- Participants feel that having a mentor results in improved grades, better relationships at home and with friends, and greater interest in school and learning.
- School Districts served in Story County: Ames, Ballard, Gilbert and Nevada. Technical support to Collins Maxwell.

Number Served: Story County

2016/2017 School Year

- Ames – 122
- Ballard – 20
- Gilbert – 52
- Nevada- 45

Total Served – 239

Total waiting - 20

Outcomes:

Every year we administer the following surveys in order to collect our outcome data. At the time of this report, our consultant has not completed the data findings.

1. Teacher Survey – Pre and Post (measures behavior, academics, relationships, attendance and school avoidance).
2. Mentee Asset Survey – Pre and Post (Questions based on the 40 developmental assets for positive youth development).
3. Mentee Survey – Post (questions based on students feelings in regards to grades, interest in school, home, friendships and interest in learning new things).
4. School Personnel Evaluation – Post
5. Mentor Evaluation – Post
6. Parent/Guardian Evaluation – Post

Trends:

We have great support and commitment from ISU students as mentors, but we are always in need of more adult community members. Rural areas are the most difficult in terms of recruiting volunteers.

Success Story:

Comments from mentees on year end surveys: What has having a mentor meant to you?



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- My mentor is my world.
- I have a good friend by me at all times.
- Sometimes she feels like family.
- It meant someone would take time out for me.
- Good, awesome, amazing!!
- It feels good, and makes me like school better.
- It is nice to play with someone, because my family does not play with me.
- I like having mentoring, because it gives me an extra friend.
- My mentor cares for me.
- **Comments from mentors:**
- Visiting my buddy every Monday is what makes my day!
- I personally adore the program, and wish that it would have been available to me when I was a youth. I look forward to meeting with S every week!!!
- I learn more and receive more from my relationship with my mentee each week.
- I had an awesome time with my awesome mentee!!
- I loved getting the chance to become a role model for a kid in need of one. I feel like it was just as beneficial for me as it was for her.
- This has made me a better person, and I feel I've impacted my mentees life as well.

Comments from parents:

- This is a great program for my only child. My daughter trusted her mentor enough to speak to her with whatever questions or concerns she had. Thanks!
- J's mentor has been great! He went above and beyond with J during a very hard time in his life. J proudly introduced people to his mentor and his mentor proudly introduces J. J says it would be OK if his mentor wanted to adopt him, that says it all 😊
- This program has a positive effect on my child.
- My kid loves her mentor and they have very positive interactions.

Comments from school staff:

- The mentoring program is fantastic!! Cannot think of any changes I would make.
- More mentors!
- The mentors are here when they are supposed to be, and our students are happy to see them.
- Well organized and reliable mentors.
- I know it is hard, but try to find more male mentors.
- Students are eager to meet with the mentors.

Attachments: Sample Newsletter



Teen Club Afterschool Programs

Program: *Teen Club Afterschool Programs*

Submitted By: *Jane Larkin*

Program Description:

Teen Club is a FREE afterschool program for youth grades 6th – 8th grade in the Ballard and Collins-Maxwell School Districts. The program provides teens with a safe, fun, and healthy environment afterschool. Teen Club offers many opportunities for participants to explore their interests and expand their abilities in a variety of ways, including:

Community Service Learning: Participants are responsible for planning service learning projects that they are interested in. These projects challenge students to address issues in their community and come up with solutions to better their community long term.

Homework Help: Each week students are given time to complete homework assignments. During this time youth have access to school resources and adult staff and volunteers for guidance.

Wyman's Teen Outreach Program® (TOP®) is an evidence-based, national youth development program designed to prevent adolescent problem behaviors by helping adolescents develop healthy behaviors, life skills, and a sense of purpose. The curriculum uses a variety of experiential methods to engage youth, including small-group discussions and role-playing. A community service learning guide aids discussions about volunteer experiences, tying together the classroom and community service learning aspects of the program and allowing youth to process and reflect on their service activities.

Field Trips & Guest Speakers: To enhance the program, we strive to offer fun and educational field trips and guest speakers.

Life Skills: Activities at Teen Club promote life skills in which youth will learn responsibility and self-sufficiency.

Number Served:

Ballard Teen Club Afterschool Program hosted 18 participants this academic year.

Collins-Maxwell Teen Club Afterschool Program hosted 21 participants this academic year.

Outcomes:

Ballard Teen Club:

- The third quarter community service project was bringing awareness to homelessness by making Blessing Bags. The group offered donors a thank you in the form of candy: lifesavers "You're a real lifesaver", milky ways "You're out of the milky way" and extra gum "You're Extra-ordinary" as their thank you for those donating. The group has been planning the event and making changes as they work our partners at the school and local food pantries. Twenty Blessing Bags were distributed.
- At the end of Quarter 3, youth had volunteered a total of 157 hours in the program.

Collins-Maxwell Teen Club:

- Students are hosted a fundraiser to benefit Blank Children's Hospital called "Art for an Impact". The event was held on April 10th. The students have been working since the fall to complete their art projects to sell and raise money. At the event, the students raised over \$400! They sold paintings, clay sculptures, slime, canvas art, and food among a variety of other artsy items. Soon after the event, the students made a shopping list based off of the needs list on the hospital website.
- At the end of Quarter 3, youth had volunteered a total of 257 hours in the program.

Trends:

All participants have shown great improvement on accomplishing homework assignments during program. They have also taken great ownership of their grades and are wanting to improve their academics.

Socialization at this age can be difficult. Staff strive to encourage youth to participate in activities that are nonthreatening and engaging. Student involvement in activities continues to grow and students now lead some of the activities.

This past academic year Teen Club has had participants struggling with mental and emotional health. These students have sought out additional support outside of program. However, they have shown a strong interest in coming to program whenever they are available. It has been great to see their excitement to be at program and to see the other participants.



Success Story:

Both Ballard and Collins-Maxwell Teen Club Programs saved enough incentive money for the end of the year celebration to do a Field Trip to Adventureland with all Teen Club participants. This was a great way to celebrate a wonderful year with participants. The participants really enjoyed being able to have this experience and we are hoping to implement this again next year.

Ballard Teen Club:

- Students took time during Red Ribbon Week to hand out decorated red cookies and educate peers on substance abuse and related issues.
- There were two youth at Ballard Teen Club who have recently become siblings through their parents' relationship. These siblings are in the same grade and have struggled with getting used to this new change in their family and at home. YSS staff noticed this struggle affect them at program, as they would often get into conflict. After more time at the program and working on communication between these two youth, staff noticed a change in their attitudes at program. One of the siblings spent making a drawing for the other sibling just before winter holiday. She was dedicated to completing this drawing even when we had other activities going on that she also enjoys. She surprised her sibling with the drawing as an early Christmas present. Although these two youth have their struggles with adapting to the change, I have seen them act more maturely towards each other and show more respect as the year progresses.

Collins-Maxwell Teen Club:

- Students incorporated a new activity this year called "You Teach Tuesday's" where the students will sign up for about an hour to teach their peers about something they like. The facilitator will then approve it before they get the green light to present. This year one student taught us all on how to make a movie. They wrote their own script and then we made our movie. Other Teach You Tuesday topics included making slime, making bath bombs, making chocolate covered pretzels (yum!) and making mini donuts (double yum!)
- There was a great partnership with Iowa State University's Farmhouse Fraternity. Fraternity members came on a weekly basis and volunteered almost 200 hours helping students with homework and participated in activities with them. The Fraternity was nominated for a Story County Youth Volunteer Award by Collins-Maxwell Teen Club and won it!

Attachments: Sample Newsletters Attached.



Prevention Services: Child Abuse Prevention

Program: *Child Abuse Prevention Services*

Submitted By: *Jane Larkin*

Program Description:

Talking About Touching is a science-based program for Kindergarten, First and Second Grade students teaching children to protect themselves from dangerous or abusive situations. This program also discusses basic safety issues such as fire safety, gun safety, bullying, how to ask for help, as well as safe/unsafe touches. There are approximately eleven sessions, each being 20-30 minutes. Also, staff provides community educational presentations and technical assistance to partners in addressing child abuse issues throughout Story County.

Child abuse awareness presentations are also available to the community. Explore signs / symptoms of abuse, the Adverse Childhood Experiences Study (ACEs) as well as local resources for assistance.

Number Served:

395 Kindergarten--Second Grade Students.

Outcomes:

91% of the students who took a Pre and Post Knowledge Survey increased or maintained knowledge of the safety material presented.

Trends:

Students were asked to take classroom activities home to review with parents and other trusted adults. Many students would return sharing they had shared the presented material with an adult continuing the dialogue outside of the classroom. Staff also incorporate social media in program discussions surrounding potential dangerous situations and ways to address. Students are using the lessons learned from the Talking About Touching programming in everyday life. Students have shared with YSS staff that they were assertive to a bully who was teasing them and they now felt safer knowing they could use their words to help keep them safe!

Success Story:

There have been a number of success stories as a result of programming. The following are a few of the successes:

- One of the topics tied to a number of lessons in the YSS' Talking About Touching lessons is bullying. YSS staff have also added the issue of "Cyber-Bullying" and what is and what it could look like. A number of great classroom conversations have been generated about this topic. One particular 2nd grade student shared that they have noticed this type of bullying impacting older siblings. YSS staff led students to explore the Talking About Touching curriculum safety steps and how these steps also address "Cyber-Bullying."
- During an YSS "Unwanted Touch" Talking About Touching curriculum lesson, several students expressed remembering past domestic violence in their home. Students felt comfortable to discuss what they did as a child to seek help from their support tree. YSS staff reinforced student choices.
- Students in several of the Kindergarten and 1st classes, have physical disabilities as well diagnosed mental and social ailments. However, when staff would sing and create dance to the Safety Steps, all the students, especially those with special needs would participate and demonstrate they were maintaining the safety steps.
- YSS continues to hear from parents that when students visit the doctor local pediatricians also share safety steps and engages young patients in a conversation about what they have learned in Talking About Touching lessons. "No one should touch your private body parts except to keep you clean and healthy." The pediatrician has been able to have follow-up discussions with the students about this important topic. The program is making a difference!
- Staff was invited to and presented to University of Iowa's School of Social Work. There were 54 college aged students in attendance. Explored signs and symptoms of child abuse. Discussed community prevention efforts and prevention programming that can assist in addressing the issue. Great partnership!



Attachments: None.

Substance Abuse Prevention

Program: *Substance Abuse Prevention*

Submitted By: *Jane Larkin*

Program Description:

The YSS Prevention Department provides a number of efforts throughout the county. YSS provides two science-based curriculums to Story County schools that address ATOD (Alcohol, Tobacco, and Other Drug Use.) Community presentations and partnerships have proven to be an effective way to communicate and inform community members on substance abuse trends.

- *Too Good For Drugs* is the first science-based program for Third through Sixth Grade students designed to reduce risk factors and enhance protective factors related to ATOD use among students. *Too Good For Drugs* is delivered in Nevada, Collins-Maxwell and Colo NESCO School Districts.
- *Project ALERT* is the second science-based curriculum offered to Story County Schools. *Project ALERT* is a two-year, science-based, substance abuse prevention program for middle school students. It is designed and proven to effectively reduce the experimental and continued use of drugs by teens. *Project ALERT's* focus is on motivating non-use, learning to recognize pressures to use, and developing and practicing skills to resist these pressures. *Project ALERT* is delivered in Ames, Ballard, Nevada and Collins-Maxwell School Districts.
- YSS also provides one time (or a short series of) educational ATOD presentations as requested. Prevention staffs also strive to increase community awareness of Substance Abuse Issues through media efforts, community presentations and information tables at community events.

There are a number of strong community partnerships that receive substance abuse prevention services including Iowa State University, local business, local healthcare providers, Story County Human Service Council, Mental Health EXPO planning committee, Story County Prevention Policy Board, etc. Prevention staffs provide technical assistance in the development of environmental strategies to address alcohol abuse, illicit drug abuse and nicotine use. During the 2016-2017 grant year the Community Partnership grant goals addressed increasing the number of smoke free housing policies, tobacco and nicotine free workplace wellness policies, and educating dental clinics about incorporating the Ask, Advise and Refer method and fax referral system into their regular visits with patients.

YSS staffs are also involved in a number of substance abuse State of Iowa initiatives including The Governor's Drug Policy Advisory Council, Story County Opioid Task Force, Story County Prevention Policy Board, Iowa Substance Abuse Supervisors Association (ISASA) and Alliance of Coalitions 4 Change (AC4C). Staffs are active members of these state partnerships providing leadership and exploring impact state & local partnerships have on combating substance abuse issues.

Number Served:

Not including tobacco prevention initiatives; substance abuse prevention staffs provided services to over 2,333 Story County residents by the end of March 2017.

Outcomes:

At the end of Quarter 3 (March 30, 2016):

- 89% of the *Too Good For Drugs* and *Project ALERT* participants who took a Pre and Post Knowledge Survey increased or maintained knowledge of the ATOD material presented.
- 79% of participants involved in a one-time community presentation maintained or increased perception of harm regarding marijuana and its harmful effects. History has shown that when perception of harm decreases, use will increase. YSS continues to monitor use rates closely.
- 94% of participants involved in a one-time community presentation maintained or increased perception of harm regarding alcohol and its harmful effects.

Trends:

- Students involved in *Too Good For Drugs* and *Project ALERT* programming are provided with take home activities that parallel and extend classroom goals. Each equips the young people with an opportunity for parents (or other trusted adults) to engage in dialogue regarding substance use. Research continues to



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demonstrate a clear connection between teen non-use and expressed disapproval of substance use by their parents.

- Due to changes in marijuana laws in several states this past year and as evidence in student feedback, students' perception regarding negative consequences of marijuana use is being challenged. More questions are being asked in the classroom in regards to marijuana use, and thus, the information covered in programming is all the more critical. Also, during a set of presentations in a local Story County High School there was quite a bit of debate surrounding marijuana. The teacher informed YSS staff that marijuana is their primary problem with a student supplying marijuana to other students during prom.
- Nationally Opioid Abuse is on the rise. Nearly half of young people who inject heroin surveyed in three recent studies reported abusing prescription opioids before starting to use heroin. Some individuals reported taking up heroin because it is cheaper and easier to obtain than prescription opioids. (National Institute on Drug Abuse, NIDA)
Locally Ames Police Department, site to a permanent Drug Drop Off location, has seen an increase of use of the prescription / over-the counter drop site. During a three month period (January-March) in 2016, 164 pounds of drugs were collected at the permanent Drug Drop Off Site; compared to 183 pounds during that same timeframe in 2017.
- Although alcohol 30 day use rates among 11th graders are down, alcohol continues to be the #1 abused substance in Iowa and in Story County. Iowa Youth Survey reports alcohol use among Story County 11th graders rose from 23% in 2012; to 27% in 2014; to 19% in 2016.
- There is an increase of use of Electronic Smoking Device's (ESD's) among youth throughout the nation. This increased use leads to concerns about re-normalization of tobacco use and transition of youth from using ESD's to traditional cigarettes. Evidence of this was during a tobacco presentation at a local Story County High School, students challenged the notion that Electronic Smoking Devices were harmful or had nicotine.
- Greater emphasis and work needs to be done in addressing education on prevention of tobacco use and cessation with Story County residents living with mental illness and substance abuse. Studies show there are improved outcomes for individuals if they stop using tobacco when working toward recovery and in recovery. Individuals with mental illness are shown to have better outcomes and the potential to reduce the amount of medications taken if they are able to stop their tobacco use. Work needs to be done with educating providers who work with these groups of individuals to be able to serve them better in addressing their tobacco use. More outreach needs to be done to serve communities of color, the LGBT community, as well as homeless and low social economic individuals and families.

Success Story:

There have been a number of success stories as a result of substance abuse prevention programming and initiatives. The following are a few of those successes:

- Through partnerships between Nevada Police Department, NuCara Pharmacy, the YSS of Eastern Story County Board and the Story County Prevention Policy Board a Drug Drop Off event was held in Nevada on April 29, 2017. During this 2 hour long event 128.5 pounds of unused and outdated medications were turned in to be destroyed. Information about additional resources available in the community year round for proper disposal of medications were also made available to participants in the event. This event helped bring attention to the issues surrounding misuse and abuse of prescription and over the counter medications.
- The Story County Prevention Policy Board along with the ISU Health Promotions Club and Healthiest Ames worked to educate the Story County Board of Health and the Story County Board of Supervisors on electronic smoking devices (ESD's). Due to these efforts the Story County Board of Supervisors adopted a county wide ordinance treating ESD's as smoking devices in public spaces. Currently, it is illegal in Story County to use ESD's in public spaces just as with smoking.
- Studio 7 Salon has adopted a tobacco and nicotine free workplace wellness policy. This policy aligns with the salon's business model of helping others improve their wellbeing.
- United Way of Story County is considering a tobacco and nicotine free workplace wellness policy. If adopted this policy would impact programs and individuals across Story County.

Attachments: None.



Youth Development

Program: Youth Development

Submitted By: Jane Larkin

Program Description:

Prevention staff provides support and technical assistance to a number of youth development / youth leadership programs in Story County. These programs work to empower students to become more involved in and advocate for youth issues. YSS staff offered support for meetings and activities. Youth members identify and carry out a number of projects during the school year. These projects include planning and participation in themed days for Red Ribbon Week in October, sponsoring a TATU (Teens Against Tobacco Use) training for members, who then trained other students and hosted events for students during homecoming / prom / graduation season; demonstrating that you can have fun without using drugs or alcohol. Youth members also focused creating awareness for homelessness and supported the event Ames' Reggie's Sleepout in Spring 2017. There were seven youth development / leadership programs YSS staff provided support to this academic year. These programs included Ames Mayor's Youth Committee, Ballard GameChangers, Collins-Maxwell ChaMps, Collins-Maxwell's I-STEP Chapter, Ames Middle School's Builders Club, Iowa State University's Health Promotion Club and Ames High School's Reggie's Sleepout.

Number Served:

187 unduplicated Story County youth have been involved in youth development groups through YSS.

Outcomes:

Over 90% of the students surveyed reported feeling staff was on time, staff was respectful of others and the students, they were able to ask questions, and this was a good use of their time and good for their school.

At the end of Quarter 3 (end of March 2017,) the 187 youth volunteered over 520 hours on youth development projects and meetings to plan the projects.

Trends:

Youth are leaders! Once provided opportunities to stretch their leadership, youth blossom. Many of the youth leaders involved in these youth development groups are involved in a wide variety of activities, which make it difficult for them to participate in all meetings/activities.

Success Story:

- Youth Development groups participated in a very successful Youth Day on the Hill event. Story County youth met with legislatures to share their viewpoint on marijuana use and educate on impact marijuana has on them and their peers. Youth also shared alcohol trends in their home community with legislators.
- Ames High students involved in Reggie's Sleepout have taken a leadership role in contacting student councils in every Story County school district requesting involvement in the event. Although youth from every school district were not able to attend planning meetings, information was shared with all youth development groups which hosted awareness events in their home school district.
- The Ballard High School GameChangers students facilitated an assembly for their entire high school to educate on electronic smoking devices. The assembly was a large jeopardy game where students were players and had to answer questions regarding electronic cigarettes. The school advisor and YSS staff advisor were provided with links to credible websites to provide to the students in assistance with their planning and research. This activity was completed in recognition of Kick Butts Day in March.
- Iowa State University's Health Promotion Club planned and carried out the educational event entitled, Addiction and Art presentation at ISU as part of Committee on Lectures series. Paul Cooley was the guest speaker the Health Promotion Club secured. His discussion of addiction and recovery was well received at event on February 23rd to raise awareness of substance abuse addiction.

Attachments: None.



A COMMUNITY-BASED ORGANIZATION
SERVING YOUTH AND FAMILIES SINCE 1976

Youth Employment

Program: *Youth Employment*

Submitted By: *Jane Larkin*

Program Description:

The goal of the Youth Employment Specialist is to work with youth and assist them in reaching their career goals. Anyone aged 14-24 looking for a job or to learn job skills is welcome to work with a Youth Employment Specialist. An initial individual meeting with the Employment Specialist is scheduled. In that meeting participants answer questions about goals, values, skills, past work experience, skills they would like to work on, etc.; identifying areas to improve upon. Then future meetings are scheduled to work with the Employment Specialist on the skills the participant wishes to improve upon. Those skills may include help with job searching, writing a resume and cover letter, and practicing interview skills. Participants may also choose to work on soft skills with the Employment Specialist including time management, stress management, communication skills, anger management, conflict resolution, teamwork, budgeting, and leadership skills. Group training on these same topics are also available.

Youth Employment Specialist works closely with the YSS Chemical Dependency Residential Treatment facilities, Seven-12 House and Youth Recovery House. Staff meet with clients 2 times a week; one time for group and the other is for one on one individual sessions. Participants are able to partner with local businesses to provide more knowledge in the specific area of interest. This approach has been very successful.

YSS Prevention Staff (including the Youth Employment Specialist) has taken on leadership of the Life Skills track of the 2017 Teen Maze. Seventh grade students practice interview skills, impact social media has on employment and budgeting.

The Employment Specialist also works with local businesses exploring the impact youth can have on the company. Also work with the businesses to notify youth of job openings through a monthly Job Listing.

Number Served:

Approximately 1,068 Story County youth have been involved in Youth Employment Services. (Group and / or Individual Sessions.)

Outcomes:

There have been a total of 50 community outreach efforts to raise awareness of youth employment issues in Story County. These efforts include meetings with local employers, community collaborations, career fairs at schools and media efforts.

87% of those youth participants working with the Employment Specialist who took a pre and post knowledge survey on youth employment and related material were able to maintained or increase their knowledge of the material presented.

Trends:

- The youth share that Youth Employment is not beneficial to them until they are actually applying for a job and need a resume.
- New local school partners this year include Collins-Maxwell and Ballard Schools. Staff have been invited to present on a regular basis a topic specific class. Great partnerships!
- Youth have shared that they do not want traditional jobs, they want careers where they set their own hours. YSS staff is completing a lot of career exploration to explore what this could look like; but youth seem to have an unrealistic outlook on this. Working through a sense of entitlement.
- Parent's perception is that the school should be more involved in teaching students jobs skills. We



are seeing more of a need for this training with the youth.

Success Story:

- Counselor at Roland Story High School was at YSS for training and made a point to stop in the Prevention Office to introduce self to the Youth Employment Specialist and thank her for the monthly job listings. She finds them very beneficial in working with her students!
- Colo-Nesco High School Counselor printed out the YE monthly job listing and handed it out to all of her students. One of those students contacted YSS Youth Employment Specialist and asked for assistance jobs searching, working on interviewing and how to fill out a work permit. The specialist was about to meet with this student who was then hired at a summer job.
- A youth at YRH was unsure of what career path he wanted to follow. He showed interest in writing but did not see himself attending college. The Youth Employment Specialist scheduled him a meet at Iowa State University where the youth learned of scholarships available to him through the Multicultural Student Affairs office as well as the many writing clubs on campus. The youth stated "I never saw myself going to college, but now I know I can." He went on to say "I can afford to pay with scholarships and grants, thank you so much for this."
- A youth at the Seven-12 house was unsure of her career path and while exploring options with the Youth Employment Specialist she learned the different careers working with animals the specialist gave the youth information on working and volunteering at a local shelter. When the youth went back to her home town she became a regular volunteer at her local animal shelter.
- A professional musician was asked to come to YRH and meet with a youth who wants to work in the music field. The Professional was so impressed with the youth, he invited the youth to perform with him at Central College where he met the head of the music department as well as several other professional musicians.



Rosedale Shelter

Program: *Rosedale Shelter*

Submitted By: *Julia Webb*

Program Description:

YSS's Rosedale Shelter is the oldest youth shelter facility in Iowa. Located in historic Old Town Ames, Rosedale provides emergency shelter for youth 10 to 18 years of age who have run away or are homeless, need assistance to resolve family conflict, who have been abused or neglected, have been victims of human trafficking, or are adjudicated and waiting for court action. Each year Rosedale serves up to 200 youth by providing a safe temporary home with structured activities.

Rosedale Shelter program and services include on-site shelter for youth, 24-hour supervision, crisis mediation, an Area Education Agency classroom, development of individual client goals, education and support groups, opportunities to practice basic life skills, and referral for specialized services such as psychological/social evaluation and, testing and substance abuse evaluation. A team of caring professionals works together with the goal of reuniting youth with families whenever possible, and to provide permanent, safe, and loving homes for all children.

Number Served:

As of March 2017: 40 clients served, total of 698 units (bed days), 68 clients diverted from shelter placement

Outcomes:

1. 100% of Story Co youth are discharged to a recommended destination.
2. 100% of Story Co youth showed improvement in basic living skills.

Trends:

The array of services at Rosedale includes efforts to divert youth from utilizing the traditional shelter stay and focuses on working with youth and their families to mediate and resolve the conflict in the home or with a brief timeout at shelter before reunifying the youth with their family. This focus on diversion has driven a small decrease in the total number of clients served through traditional shelter placement.

We have begun to implement a One Caseworker Model at Rosedale. The staff who act as the One Caseworker for a child are responsible for coordinating all of the wrap-around services as well as ensuring clients receive the educational support, medical and mental health services and other services that will best meet their individual needs.

Success Story:

In February 2017, Kaleigh arrived at shelter having been 10-dayed from her foster home because of conflict within the foster family. When she arrived, Kaleigh was roughly 2.5 months from turning 18 and aging out of the system. Our Caseworker and staff at Rosedale worked with DHS to make a referral to the YSS Transitional Living Program for Kaleigh. We also enrolled her at Ames High so that she could continue on track to graduate. Kaleigh had been struggling with her medications so we were able to get her an appointment with the YSS Psychiatrist to stabilize her medications and admitted her into counseling services through YSS Counseling and Clinic. Shortly before aging out of shelter and discharging to TLP, Kaleigh was matched with a mentor through our Community Based Mentoring Program and assigned an Aftercare Advocate through the Iowa Aftercare Services Network. Kaleigh graduated from High School in May and is now working full time and living in her TLP apartment. She continues to meet regularly with her medical and mental health professionals and enjoys time with her mentor once a week.

Attachments: None



A COMMUNITY-BASED ORGANIZATION
SERVING YOUTH AND FAMILIES SINCE 1976

Treatment Services Residential and Outpatient

Program: Treatment Services-Outpatient **Submitted By:** Jill Hill, Behavioral Healthcare
Operations Manager

Program Description:

The Treatment Services vision is that every Iowa youth will have access to integrated substance abuse and mental health resources that are welcoming and responsive to their needs, hopes, and recovery, whether this is our residential inpatient program or our outpatient programs. Our vision is to help children, youth, and families to uphold dignity, build assets, and achieve independence. We provide direct care (residential treatment for adolescents) and outpatient interventions including individual and family counseling, supervised visits, and group therapy, conflict resolution, family mediation and counseling, substance abuse evaluation and counseling, OWI evaluation, drug testing, depression and suicide intervention, co-occurring treatment services, psychiatric evaluation and mediation management (Telehealth), and care coordination.

Number Served:

Please refer to the attached Quarterly Report for number of clients served per each program.

Outcomes:

Treatment Services has been working to improve outcome by collecting specific data for the outpatient program. This last quarter, we have conducted a high number of mental health (MH) assessments for Story County, which is most likely correlated to the trends section below.

- 41 MH Assessments in March 2017
- 29 MH Assessments in April 2017
- 45 MH Assessments in May 2017
- 35 MH Assessment in June 2017 (more pending)

The percentages of clients that were recommended and continued to receive services after the assessments were 95 %. This is outstanding statistics to support the strong need for mental health services in Story County.

Trends:

Outpatient Services continues to grow within YSS and the need for co-occurring treatment has increased steadily at Family Counseling Center & Clinic. The administrative team has observed a dramatic increase in services to the clients in Story County, which was due in part by increased marketing, streamlined services, reduced barriers for clients who need assessments and/or counseling and increased availability of the therapist. Our clinic has reduced our "no shows" by establishing an initial appointment at the time of the first call for services.

Funding continues to be an obstacle as the Managed Care Organizations and Iowa Medicaid Enterprise continue to change the rules and expectations in paying for services. The funds from Story County are instrumental in covering some of the services, such as early intervention and crisis intervention services.

Success Story:

The outpatient program has been focusing on establishing strong school-based services in all of the local schools. The Clinical Director at Family Counseling Center & Clinic has been working diligently during this last quarter to meet with the Principals' in most of the school districts to discuss available services and to establish a specific therapist or counselor for each of those locations. This change in our process for school-based services has increased both our collaborations with school personnel and outpatient referrals.

The YSS Multidimensional Family Therapy Program was rated the 10th best MDFT provider in the United States out of 53 providers according to MDFT International in 2016. This is a huge

Attachments:

Refer to the Quarterly Data Report for specific data and numbers served.



A COMMUNITY-BASED ORGANIZATION
SERVING YOUTH AND FAMILIES SINCE 1976

**STORY COUNTY
APPLICATION FOR PERMIT
TO USE OR EXPLODE DISPLAY FIREWORKS**

APPLICANT INFORMATION

Name: Al Brooks
Address: 12894 530th Ave
Story City, IA 50248
Phone: Day: 515-231-0969 Evening: 515-733-2338
Operator's name and address (if different from applicant):

DESCRIPTION OF OPERATOR'S COMPETENCY

I have been displaying fireworks on my property for the past 15 years, without incident. I'll normally have two or more adult helpers to insure we have a safe display.

EVENT INFORMATION

Date: July 4 Time: 6PM Location: 12894 530th Ave, Story City, IA
Rain Date: July 8

INSURANCE INFORMATION

Are you insured?

Yes No

Name, address, and phone number of insurance company and agent:
Ames Insurance Center, 537 Main Street, Ames, IA 50010, Julie Waters

A certificate of insurance shall accompany the application.



6-19-2017

SIGNATURE OF APPLICANT

DATE

"Pursuant to Iowa Code §331.304(8) and §727.2, the Story County Board of Supervisors may grant a permit for the use or explosion of display fireworks upon a written application when the display fireworks will be handled by a competent operator. The operator shall handle and discharge the display fireworks according to applicable law and manufacturer's recommendations, and shall operate safely under all circumstances. The permittee/operator certifies that s/he has authority to operate display fireworks on and over the location listed in the permit where the display is to occur. Any such permit shall be void if the use occurs when a 'burn ban' is in effect or if conditions are conducive to fire. Any permit is valid only in the unincorporated areas of Story County, Iowa, and this permit is immediately void if any display fireworks are operated over any part of a city, airport, airstrip or outside of Story County (except non-nuisance airborne smoke that may drift from the display location). Any permit so issued does not immunize the applicant or operator from complying with all laws and regulations concerning the purchase, transportation, possession, storage, firing, and discharge of explosives and fireworks. The permittee/operator shall comply with lawful directives of any peace officer and emergency services worker and the permittee/operator shall produce the permit upon request of any peace officer or emergency services worker. The applicant/permittee and/or operator shall assume all liability and risk of loss, injury or death to any entity or person associated with the handling and/or discharge of the display fireworks, and agrees to indemnify and hold Story County, its agents and employees, harmless from any and all liability associated with the use or explosion of display fireworks. The permittee/operator specifically and voluntarily agrees to the foregoing and understands the granting or denial of this application is a matter of discretion resting solely with the Story County Board of Supervisors, its agents and/or assigns."

- Attach certificate of insurance to the application
- Submit completed application and insurance information to the following:

Story County Auditor's Office
900 6th St.
Nevada, Iowa 50201

The deadline for the Board of Supervisors' weekly meeting agenda is Thursday at 3 pm. Completed applications received by the deadline shall be placed on the agenda for the following Tuesday.

OFFICIAL USE ONLY

APPLICATION APPROVED

APPLICATION DENIED


CHAIRPERSON, BOARD OF SUPERVISORS

6-27-17
DATE



STATE OF IOWA

KIM REYNOLDS
GOVERNOR

ADAM GREGG
LT. GOVERNOR

OFFICE OF DRUG CONTROL POLICY
STEVEN F. LUKAN, DIRECTOR

MEMO

June 15, 2017

To: ODCP Grant Award Recipients
From: Dale R. Woolery
Re: Byrne JAG Grant Contract & Conditions

Congratulations on your SFY 2018 Byrne Justice Assistance Grant award from the Governor's Office of Drug Control Policy (ODCP). Important information to help you get started with the grant follows.

The enclosed grant contract packet includes the following materials for your careful review, authorized signatures, and timely return to ODCP:

- JAG Contract Page & Special Conditions
- JAG Standard Grant Conditions
- Certified Assurances

JAG Special Grant Conditions appearing on the front page of your Contract must be fulfilled. In some cases, the Conditions may need to be fulfilled prior to reimbursement of federal funds.

JAG Standard Grant Conditions are the rules of the program, and as a JAG grant recipient you must agree to comply with them.

Certified Assurances are compliance conditions mandated by the Omnibus Crime Control and Safe Streets Act of 1968. Please note the new certification which addresses the Administration's priority on **sanctuary jurisdictions**. Guidance on this issue is still being developed by the U.S. Department of Justice. Should the Department of Justice revise or add grant requirements we will pass those onto you. This may require additional/revised certifications be signed by you over the course of the contract period.

Please have the grant Contract page, the Certified Assurances, the JAG Standard Conditions certification forms signed by the person(s) authorized to do so, and return the ORIGINALS to our office. If your budget includes contract services, the contracting agency must also sign the JAG Standard certification and the Certified Assurances certification forms.

**Completed contracts and certifications must be received by ODCP
on or before August 1, 2017.**

To review your approved grant budget and access required reporting forms, sign into Iowa's electronic grants management system at www.IowaGrants.gov and click on the "My Grants" icon.

Assistance using the electronic grant management system is available by contacting Dennis Wiggins at (515) 725-0311 or dennis.wiggins@iowa.gov.

Congratulations again on your grant award. Thank you for your interest in a grant from ODCP. Please feel free to call our office if you have questions.

IOWA BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM

Governor's Office of Drug Control Policy
 Pape State Office Bldg., 5th Floor
 215 E. 7th Street, Des Moines, Iowa 50319 (515) 725-0300

JAG CFDA #16.738

Grantee: Story County 900 6th Street Nevada, Iowa 50201-2004 Phone: 515-382-7200	Grant #15-JAG-197853 Grant Period: July 1, 2017 - June 30, 2018 Federal: \$34,619 Match: \$11,540 Total: \$46,159
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ODCP Contact: Dennis Wiggins 515-725-0311

Legal Applicant:
 Rick Sanders, Chairperson Story Co Board of Supervisors

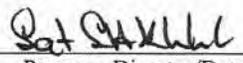
Program Director: Scott Kickbush
 Phone: 515-709-3010 Email: skickbush@storycountyia.gov

This grant is subject to the terms and conditions incorporated either directly or indirectly by reference in the grant program legislation, the grant program request for proposal, and the stipulations, if any, noted under "Special Conditions." Except for any waiver granted explicitly elsewhere in this grant, this award does not constitute approval of waiver from any Federal or state statutory/regulatory requirements for a United States Department of Justice grant. The grantee agrees to perform all services and furnish all supplies set forth in the application of this grant award for the consideration stated herein. This grant consists of the application for funds, the grant award notice, the budget documents, the standard grant conditions, the reporting forms, and all approved grant revision documents. All parties to this grant award acknowledge that they have fully read and understand this contract, and agree to abide by the terms set forth within.

SPECIAL CONDITIONS

- Law enforcement personnel funded in whole or in part with these grant funds will complete Department of Justice required online (internet-based) task force training. All task force members are required to complete this training once during the life of this award, or once every four years. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org).
- Project activity funded through this award will comply with all state and federal laws and guidelines. Projects are referred to PATC with questions regarding the appropriate expenditures of state forfeitures.

In witness wherefore, the parties hereto have executed this grant the day and year specified below.

SIGNATURES/DATES		
 _____ Legal Applicant/Date	6/27/17  _____ Program Director/Date	_____ ODCP Administrator/Date

IOWA GOVERNOR'S OFFICE OF DRUG CONTROL POLICY

STANDARD GRANT CONDITIONS

Byrne Justice Assistance Grant; Methamphetamine Hot Spots; Residential Substance Abuse Treatment; Byrne Discretionary; Second Chance; Drug Court; Postconviction Testing of DNA Evidence to Exonerate the Innocent; and Paul Coverdell Forensic Science.

1. General:

These standard grant conditions, unless otherwise stated herein, apply to the following grant programs administered in Iowa by the Governor's Office of Drug Control Policy (ODCP): Byrne Justice Assistance Grant; Methamphetamine Hot Spots; Residential Substance Abuse Treatment; Byrne Discretionary; Second Chance; Drug Court; Postconviction Testing of DNA Evidence to Exonerate the Innocent; and Paul Coverdell Forensic Science.

The Grantee shall provide the necessary facilities, materials, services, and qualified personnel to perform and/or provide all the services set forth in the approved application and the letter of notification for the grant amount. The grant budget will be a basis for the Grantee's expenditure of the grant amount. Acceptance of the terms and conditions of the grant is indicated by the applicants' signatures on the grant contract and by requesting and expending grant funds.

The Grantee agrees to indemnify and hold harmless the Governor's Office of Drug Control Policy (ODCP) and the State of Iowa for all loss and damage sustained and liability incurred by the Grantee.

The Grantee hereby agrees to abide by all applicable Federal, state, and local laws, rules and regulations. The Certified Assurances and forms signed and or submitted via www.iowagrants.gov by the Grantee in making application for grant funds are incorporated herein.

2. Definitions:

- a. "State" means the State of Iowa.
- b. "ODCP" means the Governor's Office of Drug Control Policy.
- c. "Grantee" or "Legal Applicant" means the governmental agency contracting with the Governor's Office of Drug Control Policy.
- d. "Program/Project Director" means the person who has been delegated authority to administer the project described in the application.
- e. "Special Conditions" means those conditions applying uniquely to this grant contract as identified on the grant contract page.

- f. "Standard Grant Conditions" means those conditions applying to all ODCP grant contracts.
- g. "JAG" means the *Federal Byrne–Justice Assistance Grant* program, for which ODCP is the State Administrative Agency in Iowa.

3. Accountability for All Entities:

Grantees shall promote effectiveness, efficiency, and accountability. They must serve their publics in an ethical and transparent manner. This includes operating professionally, truthfully, fairly, and with integrity and accountability to uphold public trust.

4. Additional Guidance for Nonprofit Organizations:

Nonprofit organizations must be aware of and comply with applicable law and regulations. The Iowa Nonprofit Principles and Practices for Charitable Nonprofit Excellence Revised 2011 shall be used as a means of educating nonprofit organizations about the laws and regulations with which they must comply and to provide guidance about good operational practices and ethical conduct. This publication may be accessed at http://inrc.law.uiowa.edu/files/inrc.law.uiowa.edu/files/P%26P2011_1.pdf

The purpose of the Iowa Principles and Practices for Charitable Nonprofit Excellence is to promote good management practices, ethical conduct, and public accountability for Iowa charitable nonprofit organizations as they perform their crucial community services. The Principles and Practices are not regulatory. While many of the Principles and Practices will be helpful to all nonprofits, they are specifically written for 501(c)(3) organizations. The Iowa Principles and Practices for Charitable Nonprofit Excellence are intended to be primarily an educational process designed to improve efficiency and accountability. It is recognized that implementation will take different forms and occur at different levels, given the resources of the nonprofits.

5. Accounts and Records:

- a. The Grantee shall comply with pertinent state and Federal laws, and the provisions of the Office of Justice Program's (OJP) Financial Guide:
https://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf
- b. The Grantee shall maintain accurate, current, and complete records of the financial activity of this contract, including records which adequately identify the source and application of funds. Grantees are expected to maintain separate records for each Federal grant or program. Cash or matching contributions made by the Grantee shall be verifiable from the Grantee's records. These records shall contain information pertaining to contract amount, authorizations, obligations, unobligated balances, assets, liabilities, expenditures, and program income.
- c. Effective control and accountability shall be maintained for all assets, including current and accurate equipment inventory records. The Grantee shall adequately safeguard all such property and shall assure that it is used solely for authorized

purposes. Accounting records shall be supported by source documentation such as canceled checks, paid bills, receipts, payrolls, contract award documents, etc.

- d. The Grantee, in making project expenditure accounts, records and reports, shall make any necessary adjustments to reflect refunds, credits, underpayments or overpayments, as well as any adjustments resulting from administrative or compliance reviews and audits. Such adjustments shall be set forth in the financial reports filed with the ODCP.
- e. The Grantee agrees to maintain a sufficient recordkeeping system to provide statistical data for the purpose of planning, monitoring, and evaluating their program.
- f. All pertinent records and books of accounts related to this contract shall be retained for a period of three (3) years—following the closure of the grantee's most recent audit report. In the event of litigation, negotiation or audit findings, the records shall be retained until all issues arising from such actions have been resolved or until the end of the regular three-year period, whichever is later.

6. Cash/In-Kind Match (If required and included in the approved budget):

Grant application materials will specify the level and conditions of match required for each grant program. If cash or in-kind match is required, the match will be identified in the grant contract signed by the grantee as well as in the approved budget. If "cash" match is included in the approved budget, the grantee must be able to demonstrate that the match is from a new appropriation, or from existing resources which were not intended for the stated program purpose

Grantees must maintain records which clearly show the source, the amount, and the timing of all match contributions. The following may be used as cash match:

- a. Local and state appropriations;
- b. Funds contributed from private sources;
- c. Federal funds from the following sources:
 - 1.) Housing and Community Development Act of 1974;
 - 2.) Appalachian Regional Development Act;
 - 3.) General Revenue Sharing;
- d. Existing resources (as long as the existing funds were used in areas other than the stated program purpose);
- e. Salaries of existing personnel who are transferred to grant activities (if the original positions are filled with new personnel);
- f. Asset forfeiture funds resulting from state or Federal court action per applicable state and Federal guidelines;

- g. Program income and the related interest earned on that program income generated from projects may be used as match provided it is identified and approved prior to making an award;
- h. Funds appropriated by Congress for the activities of any agency of a Tribal government or the Bureau of Indian Affairs performing law enforcement functions on Tribal lands; and
- i. Funds otherwise authorized by law.

All funds designated as match are restricted to the same use as grant program funds. The matching share must be obligated by the end of the period for which Federal funds have been made available for obligation under an approved program or project. The Grantee must submit a written plan for expenditure of matching funds if requested by ODCP.

7. Non-Supplanting Requirement:

Federal funds must be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

8. Program Income:

“Program income” means gross income earned by the Grantee during the grant period as a direct result of the grant award. Direct result is defined as a specific act or set of activities that are directly attributable to grant funds and which are directly related to the goals and objectives of the project.

Program income shall be accounted for and used for any purpose that furthers the broad objectives of the legislation under which the award was made.

Program income earnings and expenditures must be reported with claims for reimbursement and must be used in accordance with the provisions of 2 CFR Part 200, Uniform Administrative Requirements.

9. Subcontracting:

None of the activities or funds of this grant shall be subcontracted to another organization or individual without specific prior approval by ODCP, with the exception of subcontracts under \$1,000. Open and free competition is required. To obtain ODCP approval, the Grantee shall submit the proposed contract or written agreement between the parties. The contract or agreement must contain a list of the activities to be performed by the subcontractor, and the contract policies and requirements. All grant related certifications and conditions agreed upon by the applicant agency shall be passed on to subcontracting agencies. Subcontractors shall complete the Standard Grant Condition Certification.

10. Property and Equipment:

- a. Iowa Administrative Code, Administrative Services [401, Chapter 11] and Section III, 3.7 of OJP's Financial Guide prescribe property rules and regulations.
- b. The grantee shall develop procedures to assure competitive acquisition of approved purchases.
- c. Definition of Equipment: Any item costing \$5,000 or more and having an anticipated useful life of more than one year. Chairs, tables, files and movable partitions costing less than \$5,000 shall be accounted for in aggregate. All other items of equipment shall be accounted for by separate serial numbered tags.

The above definition identifies a minimum list of items, which must be considered as equipment. The Grantee's accounting system may include other items of equipment as well.

- d. The Grantee shall maintain property records, inventory control, and maintenance procedures for all non-expendable property purchased all or in part with grant funds. An inventory report form must be completed and submitted to ODCP with the annual project report. Procedures for managing equipment (including replacement, whether acquired in whole or in part with project funds), will, at a minimum, contain records, which include the following:
 - 1.) Description of the property;
 - 2.) Serial number or other identification number;
 - 3.) Source of the property;
 - 4.) Identification of who holds the title;
 - 5.) Acquisition date;
 - 6.) Cost of the property;
 - 7.) Location of the property; and
 - 8.) Disposition data including the date of disposal and sale price.
- e. Title of Property: Notwithstanding any other provision of law, title to all expendable and nonexpendable property purchased with grant funds made available under the Grant Program shall vest in the agency that purchased the property, if it certifies to the ODCP that it will use the property for the purposes outlined in the grant application. If such certification is not made, title to the property shall vest in the State of Iowa, which shall seek to have the property used for drug and violent crime control program improvement purposes elsewhere in the state prior to using it or disposing of it in any other manner.
- f. Use of Property: The Grantee may use property acquired in whole or in part with Federal funds for the authorized purpose of the original grant as long as needed whether or not the program or project continues to be supported by Federal funds.

11. Computer Systems:

No federal funding may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. Nothing in

this subsection limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

12. Travel:

Travel specifically identified in the grant application and approved budget is approved for reimbursement by ODCP. Out of state training and travel not identified and approved in the application and grant budget requires approval by ODCP prior to reimbursement. Requests for out-of-state training and travel must be submitted to ODCP in writing.

Recipients shall follow their own written policy for allowable travel costs. In the event a reasonable and prudent policy does not exist, State of Iowa approval rates will apply to subrecipient travel costs. State rates are available by contacting ODCP.

13. Payments:

Expenditure reports must be submitted monthly. Expenditure reimbursement shall be made on program cash expenditures included in the grant budget and upon the receipt and acceptance by ODCP of a properly completed and authorized expenditure report and supporting documentation. Reimbursement must be requested within 23 days after the end of the period for which payment is being requested. Payments may be adjusted to correct disallowance's resulting from audit or contract review. Monthly reimbursement may be withheld if a grantee is delinquent in program reporting or if the grantee fails to meet any contract condition.

14. Reporting:

Form to be Used:

- a. Claim for Reimbursement - Completed online at www.iowagrants.gov
- b. Quarterly Progress Reports - Completed online at www.iowagrants.gov
- c. Inventory Report Form
Equipment purchased all or in part with grant funds must be listed on the inventory report form. (See property.) Due to ODCP 30 days after the grant period.
- d. Annual Audit Report
If agencies are exempt from audit requirements, you must keep records that are available for review or audit by appropriate

Due Date:

Due by the 23rd day of **each** month, following expenditures.

Due Date:

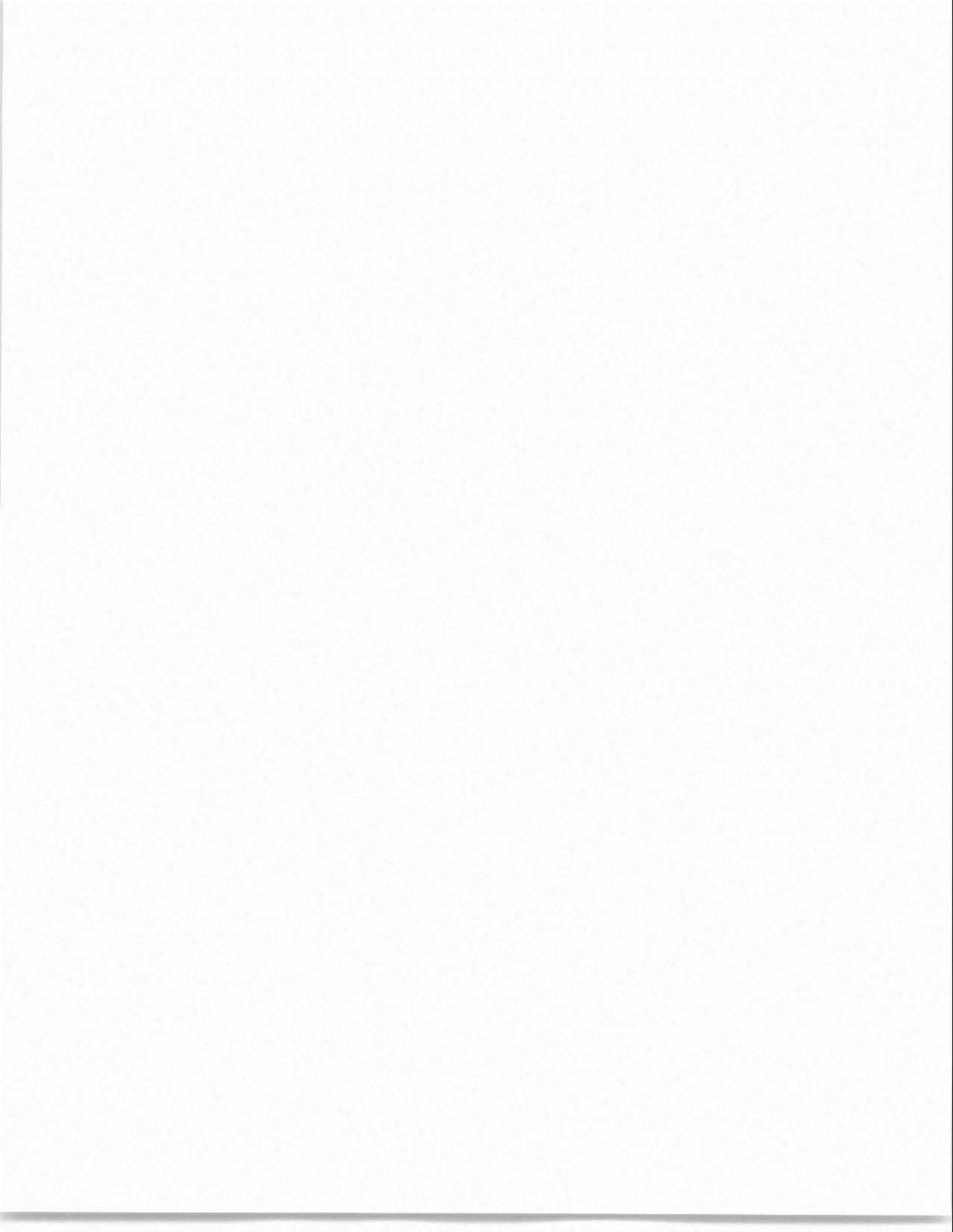
October 23rd
January 23rd
April 23rd
July 23rd

Due Date

July 31st

Due Date

For July 1st through June 30th
audit is due by March 31st



officials including the Federal agency, the State agency, and the US Government Accountability Office (GAO).

15. Awards to private agencies - accounting system audit requirement.

These organizations must have financial and compliance audits conducted by qualified individuals who are organizationally, personally, and externally independent from those who authorize the expenditure of Federal funds. This audit must be conducted in accordance with the Government Auditing Standards (December 2011 Revision), as found on the GAO website. The purpose of this audit is to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the award. Audits must be conducted no less frequently than every 2 years. The dollar threshold applies as established for audit reports in OMB Circular A-133, as amended.

16. Audits:

Subrecipients of Federal funds are required to permit access to their records and financial statements as necessary to comply with Title 2 CFR Subpart F Audit Requirements and Code of Iowa, Chapter 11, Audit of Counties, Cities and School Districts.

Non-Federal entities that expend \$750,000 or more in Federal funds (from all sources including pass-through subawards) in the State fiscal year (July 1 - June 30) shall have a single organization-wide audit conducted in accordance with the provisions of Title 2 CFR Subpart F.

Non-Federal entities that expend less than \$750,000 in Federal awards in a fiscal year are exempt from audit requirements for that year. Records must be available for review or audit by appropriate officials including the Federal agency, pass-through entity, and General Accounting Office (GAO).

A management letter must be submitted with the audit report. Grantee audit reports must be submitted no later than nine (9) months after the close of each fiscal year during the term of the award. Grantees shall comply with any audit resolution activities as directed by ODCP.

Audit costs for audits not required or performed in accordance with Title 2 CFR Subpart F are not allowable. If the grantee did not expend \$750,000 or more in Federal funds in its fiscal year, but contracted with a certified public accountant to perform an audit; these costs may not be charged to the grant.

17. Monitoring/Evaluation:

The Governor's Office of Drug Control Policy may conduct site visits to review grant compliance, assess management controls, assess the applicable activities or strategies, and provide technical assistance. In addition, the Grantee agrees to provide any data or information required for the purposes of monitoring and program evaluation. Such

evaluation may be conducted by ODCP or other appropriate agencies. The Grantee agrees to ensure the cooperation of the Grantee's employees and board members in such efforts.

Following each site visit ODCP shall submit a written report to the Grantee, which will identify the findings of the site visit. A corrective action plan with a timetable to address any deficiencies or problems noted in the site visit report may be requested by ODCP. The corrective action plan shall be submitted to ODCP for the approval within the timeline outlined in the written report. The Grantee agrees to carry out the plan after it is approved by ODCP. Failure to do so may result in suspension or termination of funding.

18. Changes in the Program:

- a. Changes in Service: Changes in types of services provided by the Grantee as agreed to in the application and award require **prior approval** by ODCP. Discontinuation of a service may result in a decrease in the grant amount or termination of the grant.
- b. Changes in Location: ODCP must be notified of any change in office or service location (relocation, addition, or deletion) from that shown in the application within 72 hours of such change.
- c. Changes in Program Director or Other Personnel: When there is a change in the program director or any other personnel supported by the grant from that shown on the application, ODCP must be notified. The Grantee is responsible for replacement, and notifying ODCP in writing of each action within 72 hours.
- d. Change in Legal Applicant/Grantee: A change in legal applicant is the process whereby the legal and administrative responsibility for administering the grant is transferred from one legal entity to another. A change of Grantee must be approved in advance by ODCP. ODCP reserves the right to not contract with a new Grantee. A written agreement of the original Grantee to relinquish all rights to the project; and, a written agreement of the new Grantee to accept all the terms and conditions of the contract must be submitted to and approved by ODCP prior to the date of transfer.
- e. Change in Budget: Due to the fact that budget line item amounts are only estimates of budget expenditure, funds may be reallocated among budget line items. Budget revision requests must be submitted, and approved by, ODCP prior to the revised expenditure of funds. ODCP will not reimburse funds for unapproved expenditures. Budget revisions may be requested – via iowagrants.gov – by the legal applicant and/or the legal applicant's authorized designee (e.g. the Program/Project Director), who must certify that the change in budget does not constitute a change in the goals and objectives of the program.

19. Withholding of Support, Suspension, and Termination:

- a. Withholding of Support: With ten (10) days written notice, ODCP may temporarily withhold payment of funds until a corrective action plan has been submitted by

Grantee and approved by ODCP. Reasons may include, but are not limited to the following:

- 1.) Delinquency in submitting required reports;
- 2.) Failure to provide adequate management of the funds;
- 3.) Failure to show satisfactory progress in achieving the objectives of the program or failure to meet the terms and conditions of the contract; and
- 4.) Failure to regularly coordinate the activities and services with other local providers funded by ODCP. Temporary withholding of funds does not constitute just cause for the Grantee to interrupt services to clients.

b. Suspension: When, as determined by ODCP, a Grantee has materially failed to comply with the terms and conditions of the grant, ODCP may, with ten (10) days written notice to Grantee, suspend the grant. Only necessary and proper costs that ODCP agrees could not have reasonably been avoided during the period of suspension will be paid by ODCP. Suspension shall remain in effect until the Grantee has shown to the satisfaction of the ODCP that corrective action has been or will be taken, or until ODCP terminates the grant.

c. Termination:

- 1.) Termination for Cause: The ODCP may terminate a grant in whole or in part anytime before the date of completion if ODCP determines that the Grantee has failed in a material way to comply with the terms and conditions of the grant. To terminate a grant, ODCP must send written notice to the Grantee stating the date and reasons for the termination. Payments to the Grantee will be only for services provided or purchases authorized up to the date of termination. Recovery of funds by ODCP shall be made in accordance with the terms and conditions of this grant.
- 2.) Termination on Other Grounds: In addition to termination for cause, ODCP grants may be terminated in whole or in part as follows:
 - (a) By ODCP with the consent of the Grantee. Both parties agree on the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated.
 - (b) By the Grantee. Thirty (30) days written notice to ODCP is required. Such notice shall set forth the reason for such termination. Termination of part of the grant is subject to Section 17 entitled "Changes in the Program."
 - (c) By ODCP due to the lack of adequate funds to support the grant. Should this contract terminate prior to the expiration date as set forth in the grant cover page, the Grantee agrees to deliver such information and items which are due as of the date of termination. The ODCP shall not be liable for unemployment compensation arising from the termination of this grant.

20. Copyrights:

The U.S. Department of Justice and the State of Iowa, ODCP reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use: a) the copyright in any work developed under a grant, or contract

under a grant or subgrant; and b) any rights of copyright to which Grantee or contractor purchases ownership with grant support.

21. Publicity:

Program directors are encouraged to make the results and accomplishments of their activities available to the public. Prior ODCP approval is not needed for publishing the results of an activity under a grant project; however, an acknowledgment of State/Federal support must be made. Grantee shall, when issuing statements, press releases, and other documents describing the grant project, clearly state: a) the percentage of the total cost of the project which will be financed with Federal and State funds; and b) the dollar amount of Federal and State funds for the project.

Any publication (written, visual, or sound), whether published at the grantee's or government's expense, shall contain the following statements: (NOTE: This excludes press releases, newsletters, and issue analyses.)

"This project was supported by Grant No. _____, awarded by the U. S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice or the Governor's Office of Drug Control Policy."

22. Release of Information and Confidentiality of Records:

- a. Release of Grant Information: The Grantee is required to make available all records, papers and other documents kept by the Grantee relating to the receipt and disposition of any funds, if requested by any member of the public. All such records shall be available except when access to the records is limited by Federal confidentiality regulations. The intended use of such information will not be a criterion for release.
- b. Confidentiality of Client Records: Privacy rights of parents and students apply to this program. Grantee policies and procedures shall provide that records of the identity, diagnosis, prognosis, or treatment of any client which are maintained in connection with the performance of the grant be kept confidential and be used only for the purposes and under the circumstances expressly authorized under the Federal confidentiality regulations 42 CFR part 2 "Confidentiality of Alcohol and Drug Abuse Patient Records." The Code of Iowa, Chapter 22.7 Confidential records are available from the ODCP.

23. Conflict of Interest:

The Grantee shall establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by the desire for private gain for themselves or others with whom they have family, business, or other ties.

24. Report Misuses of Funds

The recipient must promptly refer to ODCP any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a

criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subcontract for services.

25. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

- 1) In accepting this award, the recipient --
 - a) represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b) certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict) reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

26. Drug Free Workplace:

All recipients receiving awards from the Governor's Office of Drug Control Policy shall certify that they will maintain a drug-free workplace, or in the case of a recipient, who is an individual, certify to the agency that his or her conduct of award activity will be drug-free. If a recipient makes a false certification, the recipient is subject to suspension, termination, and debarment. In order to comply with the Drug Free Workplace Act of 1988, Grantees are required to report any conviction of their employees under a criminal drug statute for violations occurring on the Grantees premises or off the Grantee's premises while conducting official business. A report of a conviction must be made to ODCP within ten (10) days of receiving notices of such conviction.

27. Americans With Disabilities Act:

The Grantee hereby assures and certifies compliance with Subtitle A, title II of the Americans with Disabilities Act (ADA), 42 U.S.C. 12131-12134, and Department of Justice implementing regulation, 28 CFR Part 35.

28. Immigration and Naturalization Service:

The grantee shall complete and keep on file, as appropriate, Immigration and Naturalization Service Employment Eligibility Verification Form (I-9). This form is to be used by recipients of Federal funds to verify that persons are eligible to work in the United States.

29. Limited English Proficiency:

“Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.”

30. Equal Employment Opportunity Program:

- a. All grant recipients, including contractors, will comply with any applicable Federal nondiscrimination requirements, which may include the following: Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3789d); Victim of Crime Act (42 U.S.C. 10604(e)); Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. 5672(b)); Civil Rights Act of 1964 (42 U.S.C. 2000d); Rehabilitation Act of 1973 (29 U.S.C. 794); Americans with Disabilities Act of 1990 (42 U.S.C. 12131-34); Education Amendments of 1972 (20 U.S.C. 1681, 1683, 1685-86); Age Discrimination Act of 1975 (42 U.S.C. 6101-07); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations).
- b. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the Iowa Governor’s Office of Drug Control Policy (ODCP).
- c. Recipient will provide an Equal Employment Opportunity Plan (EEO Plan) to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), if required to submit one. Otherwise, it will provide a certification to the OCR and the ODCP that it has a current EEO Plan on file, if required to maintain one. Grantee agencies receiving less than \$25,000; grantee agencies with less than 50 employees,

regardless of the amount of the award; and non-profit organizations, Indian Tribes, and medical and education institutions, are exempt from the EEO requirement, but the grantee is required to submit a certification form to the OCR to claim the exemption. A copy of the certification form shall also be submitted to the ODCP. Information about civil rights obligations of grantees can be found at www.ojp.usdoj.gov/ocr.

- d. In accordance with Federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

All grant recipients, including contractors, will also comply with the Iowa Civil Rights Act. The Iowa Civil Rights Act, (IAC Ch 216), prohibits discrimination in employment because of a person's: Race, Creed, Color, Sex, Age, National Origin, Gender Identity, Sexual Orientation, Disability, or Religion.

- e. Grant recipients, if required, must make available, upon request, its Affirmative Action Program containing goals and time specifications.
- f. This contract may be suspended or terminated, in whole or in part, in the event of the Grant recipient's noncompliance with this section and the recipient may be declared ineligible for further contracts with ODCP. Additionally, ODCP may take further action by imposing other sanctions or invoking other remedies as provided by the Iowa Civil Rights Act of 1965 or as otherwise provided by law.
- g. The U.S. Department of Justice, Office of Civil Rights issued an advisory document for grant recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf. Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans.

31. Equal Treatment for Faith Based Organizations:

The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, governing "Equal Treatment for Faith Based Organizations". The Equal Treatment Regulation provides in part that grant awards may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Grant recipients may still engage in inherently religious activities, but such activities must be separate in time or place from the grant funded program, and participation in such

activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs funded through grant funding are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.

32. Lobbying Restrictions:

The Grantee agrees that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract or grant, and the Grantee receives Federal funds exceeding \$100,000, the Grantee shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions
<https://www.whitehouse.gov/sites/default/files/omb/grants/sflllin.pdf>.
- c. The Grantee shall require that the language of this certification be included in any subcontracts and that all contractors shall certify and disclose accordingly. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

33. Sanctuary Jurisdiction

Grantee will comply with the provisions of 8 U.S.C §1373 which addresses the exchange of information regarding citizenship and immigration status among federal, state, and local government entities and officials from "prohibit[ing] or in any way restrict[ing]" government officials or entities from sending to, or receiving from, federal immigration officers information concerning an individual's citizenship or immigration status.

Personnel must be informed that notwithstanding any state or local policies to the contrary, federal law does not allow any government entity or official to prohibit the sending or receiving of information about an individual's citizenship or immigration status with any federal, state or local government entity and officials.

34. Liability:

- a. If any provision contained herein is in conflict with any State or Federal law or shall be declared to be invalid by any court of record of this State, such invalidity

shall affect only such portions as are declared invalid or in conflict with the law. Any remaining portion ruled valid by the court shall continue to be in effect.

- b. ODCP reserves all administrative, contractual and legal remedies, which are available in the event that the Grantee violates or breaches the terms of this contract.

35. Drug Task Force:

Officers funded by the Office of Drug Control Policy who encounter minors who as a direct or indirect result of the presence and or the use of any illegal drug are at risk of exposure, abuse, or neglect shall at a minimum report the encounter to the Department of Human Services. Task forces are strongly encouraged to participate in a Drug Endangered Children program designed to identify and protect the wellbeing of these youth.

36. Drug Task Force Training:

Each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete Department of Justice required online (internet-based) task force training. All task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When registering for the training, participants should use the preauthorization code QX6S4

37. NEPA Clandestine Methamphetamine Laboratories:

This condition facilitates compliance with the provision of the National Environmental Policy Act (NEPA) relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories [hereinafter, "meth lab operations"]. No Federal monies from this award may be obligated to support meth lab operations unless the grant recipient implements this condition.

The Office of Justice Programs (OJP), in consultation with the Bureau of Justice Assistance, the Drug Enforcement Administration, and the Office for Community Oriented Policing Services, prepared a Program-level Environmental, health and safety impacts likely to be encountered by law enforcement agencies as they implement specific actions under their methamphetamine laboratory operations. Consistent with the Assessment, the following terms and conditions shall apply to the grant recipient for any OJP funded meth lab operations:

- a. The grant recipient shall comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to meth lab operations, to

include the disposal of the chemicals, equipment, and wastes resulting from those operations.

- b. Grant recipients shall have a Mitigation Plan in place that identifies and documents the processes and points of accountability within its state. This plan will be used to ensure the adverse environmental, health, and safety impacts in the Assessment are mitigated in a manner consistent with the requirements of this condition.
- c. Grant recipients shall monitor grant funded meth lab operations to ensure that they comply with the following nine mitigation measures identified in the Assessment and whose implementation is addressed in the grantee's Mitigation Plan.

Methamphetamine Mitigation Conditions

Where applicable, grant recipients shall:

- a) Provide medical screening of personnel assigned or to be assigned by the grantee to the seizure or closure of clandestine methamphetamine laboratories;
- b) Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to either the seizure or closure of clandestine methamphetamine laboratories;
- c) As determined by their specified duties, equip the personnel with OSHA required protective wear and other required safety equipment;
- d) Assign properly trained personnel to prepare a comprehensive contamination report on each seized/closed laboratory;
- e) Utilize qualified disposal personnel to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized laboratory;
- f) Dispose of the chemicals, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities;
- g) Monitor the transport, disposal and recycling components of subparagraphs number "e" and "f" immediately above in order to ensure proper compliance;
- h) Have in place and implement a written agreement with the responsible State environmental agency. This agreement must provide that the responsible State environmental agency agrees to: (i) timely evaluate the environmental condition at and around the site of a closed clandestine laboratory; and (ii) coordinate with the responsible party, property owner, or others to ensure that any residual contamination is remediated, if determined necessary by the State

environmental agency and in accordance with existing State and Federal requirements;

- i) Have in place and implement a written agreement with the responsible State or local service agencies to properly respond to any minor, as defined by State law, at the site. This agreement must ensure immediate response by qualified persons who can (i) respond to the potential health needs of any minor at the site; (ii) take that minor into protective custody unless the minor is criminally involved in the meth lab activities or is subject to arrest for other criminal violations; (iii) ensure immediate medical testing for methamphetamine toxicity; and (iv) arrange for any follow-up tests, examinations, or health care made necessary as a result of methamphetamine toxicity; and
- j) Report all clandestine lab responses to the Iowa Division of Narcotics Enforcement using EPIC report form #143. Assistance in completing this form is available by calling 515/281-9054.

38. DUNS/SAM Registration:

Grant recipient shall register and provide the Governor's Office of Drug Control Policy a Data Universal Number System (DUNS) number. The recipient shall maintain a current registration with the System for Award Management (SAM) for the duration of the grant project period.

39. Contested Cases – Administrative Procedure Act:

Grantees who wish to contest the application of these standard grant conditions may do so in accordance with Chapter 17A of the Code of Iowa.

Revised 12/14/2017

Iowa Governor's Office of Drug Control Policy
STANDARD GRANT CONDITIONS CERTIFICATION
Legal Applicant & Program/Project Director

On behalf of, (agency) Story County Sheriff's Office I have read, understand, and agree to abide by the
Standard Grant Conditions for the Iowa/Governor's Office of Drug Control Policy Grant Program.

Rick Sanders Chair
(Legal Applicant – Print or Type)

[Signature] 6/27/17
(Signature Legal Applicant) (Date)

Sgt. Scott Kickbush
(Program/Project Director – Print or Type)

[Signature] 6/19/17
(Signature Program/Project Director) (Date)

Iowa Governor's Office of Drug Control Policy
STANDARD GRANT CONDITIONS CERTIFICATION
Contract Services (If Applicable)

Office of Drug Control Policy (contracting agency) has entered into an agreement with
Story County (Legal Applicant) to provide services through a grant provided by
the Office of Drug Control Policy. The applicant agency has provided a copy of the standard grant
conditions. I have read, understand, and agree to abide by the Standard Grant Conditions for the
Iowa/Governor's Office of Drug Control Policy Grant Program.

[Signature]
(Signature Contracting Agency)

6/27/17
(Date)

Iowa Governor's Office of Drug Control Policy
CERTIFIED ASSURANCES

NON-SUPLANTING

The grantee assures that Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for project activities.

MATCHING FUNDS

The grantee assures that matching funds required to pay the non-Federal portion of the cost of each program and project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for criminal justice activities by the recipients of grant funds and shall be provided on a project-by-project basis.

RECORD KEEPING

The grantee assures that fund accounting, auditing, monitoring, evaluation procedures, and such records as the Governor's Office of Drug Control Policy shall require, shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received.

REPORTING

The grantee assures that it shall maintain such data and information and submit such reports in such form, at such times, and containing such data and information as the Governor's Office of Drug Control Policy may reasonably require to administer the program.

NONDISCRIMINATION

The grantee assures that it will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

FINDINGS OF DISCRIMINATION

The grantee assures that in the event a Federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, disability, age, or sex against a recipient of funds, the recipient will promptly forward a copy of the finding to the Governor's Office of Drug Control Policy.

REPORT MISUSE OF FUNDS

The grantee assures that it will promptly refer to ODCP any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies

to any subcontract for services.

NON-DISCLOSURE AGREEMENTS

The grantee assures that no recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

The grantee will determine whether it is required to formulate an Equal Opportunity Program (EEOP), in accordance with 28 CFR 42.301 *et. seq.* if the grantee is not required to formulate an EEOP, it will submit a certification form to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), indicating that it is not required to develop an EEOP. If the grantee is required to develop an EEOP, but is not required to submit the EEOP to the OCR, the grantee will submit a certification form to the OCR and the ODCP certifying that it has an EEOP on file which meets the applicable requirements. If the grantee is awarded a grant of \$500,000 or more and has 50 or more employees, it will submit a copy of its EEOP to the OCR and the ODCP. Non-profit organizations, Indian Tribes, and medical and education institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption.

LIMITED ENGLISH PROFICIENCY

Applicant must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.

Assistance for Spanish speaking people may be available through the Iowa Division of Latino Affairs at <http://www.latinoaffairs.iowa.gov> or 515-281-4080. Local interpreters and translators may be available through the Iowa Interpreters and Translators Association at <https://www.iitanet.org>.

FINANCIAL AND ADMINISTRATIVE GUIDE

The grantee assures that it will comply with the provisions of the Office of Justice Programs' "Financial and Administrative Guide for Grants. <http://ojp.gov/financialguide/DOJ/index.htm>

COMPLIANCE WITH FEDERAL PROCEDURES

The grantee assures that it will comply with the provisions of 28 CFR applicable to grants and cooperative

agreements, including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information Systems; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; and Part 63, Floodplain Management and Wetland Protection Procedures.

SANCTUARY JURISDICTIONS

The grantee assures that it will comply with the provisions of 8 U.S.C §1373 which addresses the exchange of information regarding citizenship and immigration status among federal, state, and local government entities and officials from "prohibit[ing] or in any way restrict[ing]" government officials or entities from sending to, or receiving from, federal immigration officers information concerning an individual's citizenship or immigration status.

Personnel must be informed that notwithstanding any state or local policies to the contrary, federal law does not allow any government entity or official to prohibit the sending or receiving of information about an individual's citizenship or immigration status with any federal, state or local government entity and officials.

AUDIT REQUIREMENTS

The grantee assures that it will provide for an independent audit report on an annual basis as required by Title 2 C.F.R. Subpart F and the OJP Financial Guide which states:

- a. Non-Federal entities that expend \$750,000 or more in Federal funds (from all sources including indirect recipients) in the organization fiscal year (12 month turnaround reporting period) shall have a single organization-wide audit conducted in accordance with the provisions of Title 2 C.F.R. Subpart F.
- b. Non-Federal entities that expend less than \$750,000 a year in Federal awards are exempt from Federal audit requirement for that year. Records must be available for review or audit by appropriate officials including the United States Department of Justice, Governor's Office of Drug Control Policy, and General Accounting Office.

FEDERAL FUNDS ACKNOWLEDGMENT

The grantee assures that when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the projects or program.

DRUG TASK FORCE TRAINING

The grantee assures that each sworn member of a law enforcement task force funded in whole or in part with these grant funds will complete Department of Justice required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). Participants should use the preauthorization code QX6S4 when conducting the training.

CIVIL RIGHTS REQUIREMENTS INFORMATION

1. Civil Rights Contact Person: Paul H. Fitzgerald

2. Title/Address: Paul H. Fitzgerald, Story County Sheriff
1315 South B Avenue
Nevada, IA. 50201

3. Telephone Number: 515-382-7456

4. Number of persons employed by the agency responsible for administering this grant:
84.5

Iowa Governor's Office of Drug Control Policy
US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

(Sub-Recipient)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, participants' responsibilities. The regulations were published as Part VIII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON FOLLOWING PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

Rick Sanders, Chair

Name and Title of Authorized Representative

[Signature]

Signature

6/27/17

Date

Story County

Name of Organization

900 6th Street, Nevada, Iowa 50201

Address of Organization

**INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED
TRANSACTIONS**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause title "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Grantees Other Than Individuals

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 28 CFR Part 67, Subpart F. The regulations, published in the May 25, 1990 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment (see 28 CFR Part 67, Sections 67.615 and 67.620).

The grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Place(s) of Performance: The grantees shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant (street address, City, County, State, zip code):

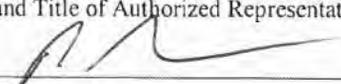
Central Iowa Drug Task Force

Story County Iowa

Organization Name

Rick Sanders, Chair

Name and Title of Authorized Representative



Signature

6/27/17

Date

CERTIFICATION REGARDING LOBBYING

Each person shall file the most current edition of this certification and disclosure form, if applicable, with each submission that initiates agency consideration of such person for an award of a Federal contract, grant, or cooperative agreement of \$100,000 or more; or Federal loan of \$150,000 or more.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall initial here _____ and complete and submit Standard Form # LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Forms are available from the Governor's Office of Drug Control Policy.)

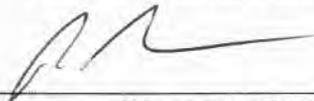
(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify and disclose accordingly.

Story County, 900 6th St. Nevada, Iowa 50201

Name and Address of Organization

Rick Sanders, Chair

Name of Authorized Individual



Signature and Date

4/27/17

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name:	
Address:	
Is agency a: <input type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DUNS Number:	Vendor Number (only if direct recipient)
Name and Title of Contact Person:	
Telephone Number:	E-Mail Address:

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- Less than fifty employees. Indian Tribe Medical Institution.
 Nonprofit Organization Educational Institution Receiving a single award(s) less than \$25,000.

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title _____ Signature _____ Date _____

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Alissa Wignell [responsible official], certify that Story County [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Story County, Story County Sheriff's Office, Central Iowa Drug Task Force

[organization]

900 6th St. Nevada, IA 50201

[address]

Alissa Wignell / Director of Internal Affairs Alissa Wignell

Print or Type Name and Title pp & HR

Signature

4/20/17
Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Iowa Governor's Office of Drug Control Policy

<i>Print or Type Name and Title</i>	<i>Signature</i>	<i>Date</i>
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D—Declaration Stating that Recipient Subawards a Single Award Over \$500,000

If a recipient agency, subawards a single award of \$500,000 or more then the granting agency should provide a list; including, name, address and DUNS # of each such sub-recipient.

Sub-Recipient Agency Name/Address	Sub-Recipient DUNS Number

If additional space in necessary, please duplicate this page.

Iowa Governor's Office of Drug Control Policy

INSTRUCTIONS

Completing the Certification Form

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). See 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete either Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Section A The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; or it received an award under \$25,000; or it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

Section B Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; and (2) have fifty or more employees; and (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

Section C Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, and (2) have fifty or more employees, and (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, submit to the OCR for review, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

Section D Recipients that (1) receive a single award over \$500,000; and (2) subaward a single award of \$500,000 or more must provide a list, including, name, address and DUNS # of each such sub-recipient by completing Section D.

Submission Process

Recipients should download the online Certification Form, complete required sections, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: EEOPForms@usdoj.gov. The document must have the following title: EEOP Certification. If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

OMB Approval No. 1121-0340 Expiration Date: 12/31/15 Public Reporting Burden Statement Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.

Revised 06/15/2017



STRAUSS

Strauss Security Solutions 4663 121st Street Urbandale, Iowa 50323 515-276-7030

SECURITY SERVICES AGREEMENT

THIS AGREEMENT made this 1st day of June, 2017 between STRAUSS SECURITY SOLUTIONS, herein called "SSS" and Story County Facilities hereinafter called "Customer".

WITNESSETH: That for the considerations and covenants hereinafter specified below, on the reverse side hereof, and any riders hereto the parties do, for themselves, their successors and assigns, mutually agree:

A. SSS agrees to install, or cause to be installed in premises located at 900 6th St.

In the City of Nevada State of Iowa (hereinafter referred to as Customer's premises) a security system, the components of which are identified by Customer in Section C below, including any and all transmitters, wire connections, devices, and instruments necessary to transmit signals from the Customer's premises to the SSS central station monitoring facility, any and all sensing devices, appliances, cabinets, cables, conduits, glass breakage detectors, motion detectors, switches, contacts, wires and all other equipment and materials associated therewith, as specified in the schedule of protection (the "Security System"), and will provide monitoring services, if included in the Security System, subject to the terms and conditions hereof, until termination of this agreement, with the understanding that the Security System and all equipment and components thereof are and shall remain the property of SSS until such time Customer has paid the installation charge set forth below.

B. The term of this agreement shall be for a period of three (3) years ("initial term") commencing on the date service becomes operative, and shall automatically renew for successive one (1) year periods (each a "renewal term") unless either party has provided the other party with written notice of non-renewal at least thirty (30) days prior to the expiration of the initial term or any renewal term. Customer hereby agrees to pay SSS, its agents or assigns, a charge for equipment and installation of \$ Seventeen hundred seventy nine and 13/100 dollars plus tax (\$ 1779.13), and a monitoring fee, if monitoring is included in the Security System, for the applicable term in the amount of \$ Three hundred ninety five and 40/100 dollars plus tax (\$ 395.40) per year, payable in advance, on the 20 day of each Month, during the applicable term. In the event this agreement is terminated by either party prior to the expiration of the initial term or renewal term (other than a termination by SSS or Customer under Paragraph K or by Customer under Paragraph M), Customer shall pay to SSS any unpaid balance of the installation charge, any unpaid monitoring or repair fees or charges that have accrued for services previously performed.

CUSTOMER'S INITIALS: CUSTOMER AGREES THAT UPON EXPIRATION OF THIS AGREEMENT OR TERMINATION BY EITHER PARTY, ANY MONITORING SERVICE PROVIDED BY SSS WILL CEASE AS OF THE DATE OF EXPIRATION OR TERMINATION OF THE AGREEMENT. CUSTOMER SHALL BE RESPONSIBLE FOR ARRANGING FOR A NEW MONITORING SERVICE FROM AND AFTER THE DATE OF EXPIRATION OR TERMINATION, AND SSS SHALL HAVE NO OBLIGATION WHATSOEVER TO PROVIDE ANY MONITORING SERVICE FOR CUSTOMER AFTER THE DATE OF EXPIRATION OR TERMINATION AND SHALL NOT BE LIABLE FOR THE DISCONTINUANCE OF SUCH SERVICE.

C. In addition to the installation charges and monitoring fees noted above, Customer shall pay (i) any false alarm charges, fines, or assessments, (ii) permit fees, (iii) all taxes, fees and charges imposed by any governmental authority on or relating to the Security System, installation of the Security System, the service to be provided to the Customer, or SSS's fees or other charges to Customer, (iv) public utility charges with respect to wire connections or switches for the transmission of signals between the Customer's premises and SSS's central station monitoring facility or any transmissions over such connections, and (v) if repairs are requested by Customer, the cost of repair or replacement of equipment damaged by any person or any occurrence, including but not limited to damage or destruction of equipment from fire, lightning, static electricity, wind, water, or any other casualty, and such amounts shall be paid by the Customer immediately upon receipt of such fees, charges, assessments, taxes, or costs. SCHEDULE OF PROTECTION (List below or attach an SOPC form)

Monitor 40 panic buttons installed throughout the building.

- [X]ACCEPT []DECLINE - Central station monitored alarm system [OPTIONAL]. This provides monitoring of the security system in accordance with the terms of this Agreement.
[X]ACCEPT []DECLINE - Cellular radio backup [OPTIONAL]. This is to provide for system communications to the monitoring facility as a primary source or as a backup to your telephone.
[]ACCEPT [X]DECLINE - Residential fire alarm package [OPTIONAL]. This includes 1 smoke detector and 1 heat detector (additional devices available).
[]ACCEPT [X]DECLINE - Customer care program [OPTIONAL]. Service and maintenance provided Monday - Friday 8:00am - 4:30pm.
[]ACCEPT [X]DECLINE - Log only monitoring of openings and closings [OPTIONAL].
[]ACCEPT [X]DECLINE - Supervised monitoring of scheduled openings and closings [OPTIONAL].
[]ACCEPT [X]DECLINE - Weekly account activity reports emailed or faxed [OPTIONAL].
[]ACCEPT [X]DECLINE - Monthly account activity reports emailed or faxed [OPTIONAL].
[]ACCEPT [X]DECLINE - Video Services [OPTIONAL]. If accepted, the Video Services Amendment is hereby incorporated by reference in this agreement.
[]ACCEPT [X]DECLINE - Card Access Services [OPTIONAL]. If accepted, the Card Access Amendment is hereby incorporated by reference in this agreement.

PLEASE INITIAL ALL BOXES ABOVE TO ACKNOWLEDGE WHICH OF THE AVAILABLE OPTIONS CUSTOMER ACCEPTS OR DECLINES.

Customer Initials _____

D. LIMITED WARRANTY: For a period of ninety (90) days commencing on the date service becomes active, SSS will repair or replace, without charge to the Customer, any Security System equipment that fails to operate properly due to improper installation by SSS.

E. DISCLAIMER OF WARRANTY. EXCEPT FOR THE LIMITED WARRANTY IN PARAGRAPH D, SSS MAKES NO GUARANTEE, WARRANTY, OR REPRESENTATION INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SECURITY SYSTEM OR THE SERVICES TO BE PROVIDED BY SSS OR ITS EMPLOYEES, AGENTS OR SUBCONTRACTORS. FURTHER, SSS MAKES NO GUARANTEE, WARRANTY, OR REPRESENTATION THAT THE SECURITY SYSTEM OR SERVICES PROVIDED WILL AVERT OR PREVENT AN OCCURRENCE OR THE CONSEQUENCES THEREFROM WHICH THE SECURITY SYSTEM OR SERVICES ARE INTENDED TO DETECT OR AVERT.

F. LIMITATION OF LIABILITY. CUSTOMER AGREES THAT SSS, ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS ARE NOT INSURERS AGAINST PROPERTY LOSS OR PERSONAL INJURY, AND THAT THE AMOUNTS PAYABLE UNDER THIS AGREEMENT ARE BASED SOLELY UPON THE VALUE OF SERVICES TO BE PROVIDED AND THE SCOPE OF LIABILITY SET FORTH IN THIS AGREEMENT. THEREFORE, CUSTOMER AGREES THAT SSS, ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS, SHALL NOT BE LIABLE FOR ANY LOSS OR DAMAGE DUE DIRECTLY OR INDIRECTLY TO THE NEGLIGENCE OF SSS, ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS, OR TO THE PERFORMANCE OR NON-PERFORMANCE OF SERVICES UNDER OR PURSUANT TO THIS AGREEMENT. IN ADDITION, SSS SHALL NOT BE LIABLE FOR ANY LOSS OR DAMAGE CAUSED BY DEFECTS OR DEFICIENCIES IN THE SECURITY SYSTEM. THE CUSTOMER AGREES THAT SSS, ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS, SHALL NOT BE LIABLE FOR ANY LOSS OR DAMAGES SUSTAINED BY THE CUSTOMER OR OTHERS THROUGH BURGLARY, THEFT, ROBBERY, FIRE, GASES SUCH AS CARBON MONOXIDE, MEDICAL EMERGENCY, OR OTHER CAUSES. THE CUSTOMER RELEASES SSS FROM ANY CLAIMS FOR CONTRIBUTION, INDEMNITY, OR SUBROGATION.

NOTWITHSTANDING THE ABOVE PROVISIONS, IF AT ANY TIME THERE SHALL BE OR ARISE ANY LIABILITY ON THE PART OF SSS, ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS, BY VIRTUE OF THIS AGREEMENT OR BECAUSE OF THE RELATION ESTABLISHED BY THIS AGREEMENT, WHETHER DUE TO THE NEGLIGENCE OF SSS, ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS, OR THE FAILURE OF SSS TO PROPERLY PERFORM ITS OBLIGATIONS UNDER THIS AGREEMENT, OR OTHERWISE, SUCH LIABILITY IS AND SHALL BE LIMITED TO AND FIXED AT A SUM EQUAL TO THE ANNUAL CHARGE UNDER PARAGRAPH B ABOVE OR AN AMOUNT NOT TO EXCEED CONTRACT AMOUNT, WHICHEVER IS GREATER, AS LIQUIDATED DAMAGES, AND NOT AS A PENALTY, AND THIS LIABILITY SHALL BE COMPLETE AND EXCLUSIVE. NO SUIT OR ACTION OF ANY KIND AGAINST SSS, ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS, SHALL BE BROUGHT MORE THAN ONE (1) YEAR AFTER THE ACCRUAL OF THE CAUSE OF ACTION GIVING RISE TO SUCH SUIT OR ACTION, IF CUSTOMER DESIRES SSS TO ASSUME A GREATER LIABILITY INSTEAD OF THE LIQUIDATED DAMAGES SET FORTH ABOVE. CUSTOMER MAY OBTAIN FROM SSS FULL OR LIMITED LIABILITY BY PAYING AN ADDITIONAL CHARGE TO SSS.

SSS, ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS, SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, OR DAMAGES FOR LOST PROFITS, LOSS OF REVENUE, LOSS OF USE, LOSSES OF DATA, DOWNTIME, COSTS OF CAPITAL, COST OF REPLACEMENT EQUIPMENT (TEMPORARY OR PERMANENT), OR COSTS OF TIME ARISING OUT OF OR RELATING TO THE USE OF THE SECURITY SYSTEM AND/OR MONITORING SERVICE, WHETHER SUCH DAMAGES ARISE IN CONTRACT, NEGLIGENCE, STRICT LIABILITY, TORT, UNDER STATUTE, IN EQUITY, AT LAW, OR OTHERWISE, EVEN IF SSS, ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

G. Customer agrees: (i) to furnish SSS a maintained list of users and individual signatures of all persons who are authorized to be in and about the premises during closed periods to properly test and set the Security System on every closing of the premises and to properly turn off the system(s) on each opening of the premises; (ii) to test all electronic equipment designated on the schedule of protection according to procedures prescribed by SSS prior to setting the security system for closed periods and to notify promptly if such equipment fails to respond to the test; (iii) if SSS's representative is sent to the Customer's premises in response to a service call or alarm signal caused by Customer improperly following operating instructions or failing to close or properly secure a protected point, there shall be an additional service charge to the Customer; (iv) that all walls, doors, skylights, windows and other elements of the premises as now constructed, are or will be placed in such condition, at Customer's expense, as to permit proper installation and operation of the Security System.

CUSTOMER ACKNOWLEDGES THAT THE CUSTOMER HAS BEEN INFORMED BY SSS THAT THE SECURITY SYSTEM'S OPERATION AND PERFORMANCE CAN BE EFFECTED BY CHANGES MADE IN THE PHYSICAL STRUCTURE AND ENVIRONMENT OF THE PREMISES IN WHICH THE SECURITY SYSTEM IS LOCATED. SSS SHALL HAVE NO LIABILITY OR RESPONSIBILITY WHATSOEVER IF THE OPERATION OR PERFORMANCE OF THE SECURITY SYSTEM IS EFFECTED BY ANY CHANGE MADE TO THE PHYSICAL STRUCTURE OR ENVIRONMENT OF THE PREMISES IN WHICH THE SECURITY SYSTEM IS LOCATED, SUCH AS THROUGH THE ERECTION OR PLACEMENT OF ANY WALLS, BARRIERS, OR OTHER OBSTACLES THAT IMPAIR THE TRANSMISSION OR RECEIPT OF SIGNALS, LINES OF SIGHT, OR FIELDS OF VIEW.

H. If hold-up, burglar, medical alert or automatic fire alarm monitoring service is furnished, upon receipt of all associated signals from Customer's premises regarding an alarm condition, SSS agrees to make reasonable efforts to transmit notice of the alarm condition to the appropriate municipal jurisdiction or authority and to Customer by public telephone at such telephone number as has been provided in writing by Customer for this purpose, unless there is reason to assume that an emergency condition does not exist. It is the responsibility of Customer to keep emergency contact names and phone numbers current with SSS by telephone or fax. Customer is responsible for testing the Security System with SSS's monitoring facility on a monthly basis. System monitoring requires a working analog telephone line to transmit all necessary signals to the monitoring facility. SSS shall not be obligated to perform any monitoring service hereunder during any time when the Customer's telephone or telephone equipment is not working properly or when the transmission line is cut, disrupted, interfered with, or becomes damaged or nonoperational. Cellular radio is an offered option as the primary or backup method to transmit the required signals which Customer may accept on the Schedule of Protection. Likewise, SSS shall not be obligated to perform any monitoring services during any time when any related network communications equipment and/or related communications systems are not in proper working condition. The use of DSL, BPL, VoIP or other broadband or Internet-based telephone service may prevent Customer's detection system from transmitting alarm signals to SSS's monitoring facility after it is installed or at any time in the future and/or interfere with the telephone line-seizure feature of the alarm system, if installed. Such services should be installed on a telephone number that is not used for alarm signal transmission. SSS shall have no liability for delay in installation of the Security System or damage to the Security System or interruption of monitoring service due to strikes, riots, floods, fires, lightning, static electricity, wind, or acts of God or any other cause beyond the control of SSS, and shall not be required to supply monitoring service to Customer for so long as such interruption of service due to any cause shall continue. Further, SSS shall not be liable for any loss or damage caused by any delay in response time or non-response of any emergency personnel, law enforcement, or other authorities notified by SSS's monitoring facility.

I. Customer authorizes SSS to perform or cause to be performed the work necessary to install and initially inspect and test the Security System in the Customer's premises. Such work shall be performed between 8:00am-4:30pm on normal business days, excluding weekends and holidays. Any additional expense resulting from the performance of such work during excluded time periods at Customer's request, or from use of outside contractors for any reason for the performance of any such work that is normally performed by SSS, shall be paid by Customer. At Customer's request, SSS will make or cause to be made, at Customer's expense, any repairs or replacement of the Security System. If any changes or alterations of the Security System are necessitated by the action of any inspection bureau, insurance rating organization, or any other agency having jurisdiction, or by any changes in the Customer's premises, then upon Customer's request, SSS will make such changes or alterations to the Security System, at Customer's expense. Except for the limited warranty in Paragraph D, SSS has no continuing obligation to maintain or repair the Security System, and Customer shall be responsible for the maintenance and repair of the Security System after installation. The Customer shall provide electrical outlets and permits as required by SSS at points designated by SSS through Customer's own meter and expense.

Customer Initials A

J. SSS may terminate this agreement (i) upon Customer's non-payment of any amount due under this agreement if such amount remains unpaid after ten(10) days written notice to Customer, (ii) upon Customer's breach of this agreement not involving the payment of any amount due under this agreement, or (iii) if Customer does not follow proper operating procedures or use the equipment properly. Upon such termination, SSS shall be entitled to recover from Customer any unpaid fees that have accrued for services previously rendered, and SSS may, at its option, declare the entire unpaid balance of the monitoring fee agreed to be paid by Customer for the remainder of the term then in effect to be immediately due and payable, and SSS shall be entitled to recover the unpaid balance from Customer.

K. SSS reserves the right to terminate this agreement at any time, on written notice on the happening of any of the following events: (i) SSS is unable to secure or to retain the wire connections or privileges necessary for the transmission of signals by means of conductors between SSS's monitoring facility and the Customer's premises or between SSS's monitoring facility and the municipal jurisdiction or authority; or (ii) the monitoring facility connecting wires, or Security System, or portion thereof, within Customer's premises are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service. Any such termination shall not subject SSS to liability for any damages, including but not limited to consequential damages; however, any advance payment made for service not yet rendered at the effective date of such termination shall be refunded to Customer, except for an amount equal to any installation cost previously incurred. This agreement may likewise be terminated by Customer if its premises are so destroyed or damaged provided that Customer pays any unpaid balance of the installation charge and of the charges accrued hereunder for service rendered prior to the effective date of termination.

L. SSS is not obligated to maintain, repair, replace, operate or assure the operation of any device, system or property belonging to SSS, the Customer or to any third party to which the Security System is attached.

M. SSS shall have the right to increase or decrease the annual charge in Paragraph B at any time or times after the expiration of one year from the date service is operative under this agreement, upon giving Customer written notice 60 days in advance of the effective date of such increase or decrease. If Customer is unwilling to pay such increased charge, Customer may terminate the then unexpired term of this agreement by notifying SSS in writing 30 days prior to the otherwise effective date of the increase, and by paying all accrued charges for service rendered until such date. Any advance payments made for service to be supplied subsequent to the date of such termination shall be refunded to customer. Notwithstanding the foregoing, if, in the opinion of SSS's monitoring facility, Customer's Security System is generating an excessive volume of signals, false alarms, or responsive communications, placing excess demands on the monitoring facility's resources, SSS may, at its election and upon sixty (60) days written notice to Customer, (i) increase the annual charge in Paragraph B, or (ii) terminate this agreement. If Customer is unwilling to pay such increased charge, Customer may terminate the then unexpired term of this agreement by notifying SSS in writing 30 days prior to the otherwise effective date of the increase, and by paying all accrued charges for service rendered until such date. Any advance payments made for service to be supplied subsequent to the date of such termination shall be refunded to customer.

N. IN THE EVENT CUSTOMER OR ANY PERSON NOT A PARTY TO THIS AGREEMENT SHALL MAKE ANY CLAIM OR FILE ANY LAWSUIT AGAINST SSS, ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS, FOR FAILURE OF THE SECURITY SYSTEM OR SERVICE IN ANY RESPECT, WHETHER OR NOT CAUSED BY THE PRODUCTS LIABILITY, NEGLIGENCE, PERFORMANCE OR NON-PERFORMANCE OF SSS, ITS EMPLOYEES, AGENTS, AND SUBCONTRACTORS, THEN THE CUSTOMER AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS SSS, ITS EMPLOYEES, AGENTS, AND SUBCONTRACTORS, FROM ANY AND ALL SUCH CLAIMS AND LAWSUITS INCLUDING THE PAYMENT OF ALL DAMAGES, EXPENSES, COSTS AND ATTORNEYS' FEES.

O. Customer does for itself and all parties claiming under the Customer release and discharge SSS, its employees, agents, and subcontractors, from any and all hazards covered by insurance, it being agreed that no insurer shall have the right of subrogation against SSS, its employees, agents, or subcontractors.

P. This agreement is not assignable by Customer except on the prior written consent of SSS. Any assignment of this agreement by Customer without the prior written consent of SSS shall be null and void, and any such attempted assignment shall constitute a breach of this agreement. There is no intent by SSS to create, imply or establish a third party beneficiary or status of rights in any person, other than the rights of the Customer under the terms of this Agreement.

Q. SSS shall have the right to assign this agreement to any person or entity without notice to, or permission from, the Customer, and upon such assignment, SSS shall be relieved of any obligations created under this agreement. SSS shall have the right to subcontract any services it may perform under and pursuant to this agreement, and SSS shall not be liable for any loss or damage sustained by Customer caused by the negligence or other nonperformance of such third parties. This agreement, including disclaimers of warranty, exemptions from liability, even for negligence, limitation of liability and indemnifications inure to the benefit of and are applicable to any assignees, subcontractors and central station monitoring facilities of SSS. In the event SSS assigns their rights under this contract, Customer shall have the right to terminate this agreement, without penalty. Customer shall be responsible for any monitoring costs accrued to the date of termination.

R. This agreement is not binding unless approved in writing by an authorized representative of SSS. If such approval is not obtained, the only liability of SSS shall be to return to Customer the amount, if any, paid to SSS upon the signing of this agreement by sales representative.

S. The parties acknowledge and agree that a faxed, digital, or electronic copy of the signature of any party to this Agreement shall be valid and binding upon the parties for all purposes.

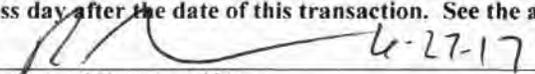
T. This writing (together with any individually signed separate service agreements and riders or amendments pertaining to this agreement) is intended by the parties as the final expression of their agreement with respect to the subject matter contained herein and also as the complete and exclusive statement of the terms of such agreement, notwithstanding any prior, contemporaneous or subsequent purchase order or other document relating to said subject matter. There is no course of dealing or usage of the trade that would supplement or conflict with its terms. This agreement may only be amended in writing signed by both parties.

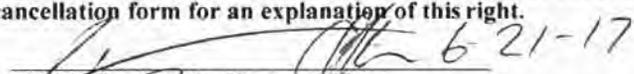
U. This agreement shall be governed by the laws of the State of Iowa, and any legal proceeding brought with respect to this agreement must be brought in the Iowa District Court for Story County, and the Customer consents to the exclusive jurisdiction of such court and waives any objection as to the venue of such court. Any action by the Customer against SSS must be commenced within one year of the accrual of the cause of action or shall be barred.

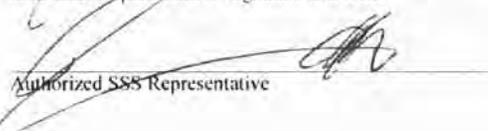
V. If any of the terms or provisions of this agreement shall be determined to be invalid or inoperative, all of the remaining terms and conditions shall remain in full force and effect.

W. Consent to Call Customer and Call List. Customer, for Customer and as the authorized agent of each person on the alarm call list, consents to SSS, the SSS monitoring facility, and any subcontractors on SSS's behalf (i) calling each such person's cell phone or other mobile device; (ii) using automatic dialers; and (iii) using a technology known as "robocalling" (unless such person notifies SSS that the opt out of this clause(iii)).

X. RESIDENTIAL CUSTOMERS ONLY: You, the Customer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.


Customer Approval Signature and Date 6-27-17


SSS Sales Representative Signature and Date 6-21-17


Authorized SSS Representative

Board of Supervisors 900 6th Street Nevada, IA 50201
Agreement for Insurance Between
Story County, Iowa and Story County Extension District

This Joint and Cooperative Agreement (hereinafter referred to as the “Agreement”) is entered into pursuant to the authority of the *Code of Iowa*, Chapter 28E on this 1st day of July, 2017 by and between Story County, Iowa and the Story County Extension District. All entities shall be referred to hereinafter as the “Parties”.

The purpose of this agreement is to specify the obligations of each Party with respect to their responsibility in connection with provision of health, dental, life, short term disability and long term disability insurance; and

WHEREAS, the Parties deem establishment of the Agreement, to be of mutual advantage; an

WHEREAS, it is mutually desired to enter into this Agreement pursuant to *Code of Iowa* Chapter 28E for the purpose of establishing an Agreement to carry out insurance coverage of certain county extension employees that work for Story County Extension District.

NOW THEREFORE, it is agreed by and between the parties as follows:

SECTION 1. NO SEPARATE ENTITY CREATED.

It is the intention of this Agreement that there be no new or additional legal or administrative entity created by this Agreement, nor that the inherent governmental powers of any Party be affected in any way beyond the terms of this Agreement.

SECTION 2. DURATION.

- 3.1 This agreement shall be effective on the 1st day of July, 2017 and continue for a one year period.
- 3.2 Any party may terminate this agreement at any time without cause with ninety (90) days written notice to the other parties.
- 3.3 Story County, Iowa reserves the right to terminate the agreement for cause if Story County, Iowa is not notified of new hires eligible for insurance within 48 hours of the new employee’s acceptance of the offer of employment from Story County Extension District.

SECTION 3. RESPONSIBILITIES OF PARTIES.

Story County, Iowa agrees to offer health and dental insurance to eligible employees that are county extension employees. Story County Extension District agrees to notify Story County, Iowa of any new employees that are eligible for coverage within 48 hours of the acceptance of an offer of employment from Story County Extension District. Failure to notify Story County, Iowa as specified will result in no insurance coverage for the employee and is grounds to dissolve the 28E agreement.

SECTION 4. SEVERABILITY/INVALIDITY.

If any term, provision or condition of this Agreement shall be determined to be 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 or substantially frustrate the attainment of the purposes of this Agreement.

SECTION 5. GOVERNING LAW.

This Agreement shall be governed by and interpreted under the laws of the State of Iowa.

SECTION 6. AMENDMENTS.

- 7.1 This Agreement may be amended at any time by an affirmative vote of the majority of the members of the Parties. Any Party desiring an amendment to this Agreement shall notify the other Parties of its desire, and the reasons for the request.
- 7.2 Such a request shall be in writing to the other Parties, and shall be considered by the other Parties without unreasonable delay and within no more than ninety (90) days of receipt.

SECTION 7. EFFECTIVE DATE.

This Agreement shall take effect upon execution by the Parties as required by law, and filing with the Secretary of State in an electronic format.

SECTION 8. RECORDATION.

This Agreement shall be recorded pursuant to the requirements of *Code of Iowa*, Chapter 28E.

SECTION 9. ENTIRE AGREEMENT.

This Agreement and attachments hereto constitute the entire Agreement among the Parties and supersedes or replaces any prior agreements among the Parties relating to its subject matter.

SECTION 10. HEADINGS AND CAPTIONS.

The paragraph headings and captions set forth in this Agreement are for identification purposes only and do not limit or construe the contents of the paragraphs.

SECTION 11. SIGNATURE PAGES.

The Parties agree that this Agreement has attached to it signature pages which shall be assembled and filed together with the Agreement and shall together constitute one and the same instrument. A completed copy of the agreement with executed signature pages shall be sent to each Party.

Dated this 22 day of June, 2017.

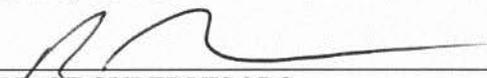
STORY COUNTY EXTENSION DISTRICT

BY: Mary Wilkins
Authorized Story County Extension District Signator

Dated this 27th day of June, 2017

STORY COUNTY, IOWA

BY:



BOARD OF SUPERVISORS



**STORY COUNTY
BOARD OF SUPERVISORS**

**MARTIN R. CHITTY
LAURIS A. OLSON
RICK G. SANDERS**

Story County Administration
900 Sixth Street
Nevada Iowa 50201
515-382-7200
515-382-7206 (fax)

June 22, 2017

Story County Board of Supervisors
900 6th Street
Nevada, IA 50201

Re: 2017 United Way Day of Caring

Dear Board of Supervisors,

The United Way of Story County's Day of Caring will be held on Friday, September 8th. Story County participated in the United Way of Story County's Day of Caring the past two years, and has been contacted to see whether County staff would be interested in participating in the 2017 event. Please consider supporting the United Way of Story County's Day of Caring by allowing employees to volunteer and consider the volunteer hours worked as part of their work hours. Individual employees would need to get approval from their department head/elected official based on individual office/department coverage in order to continue services to the public. Documentation as to the number of hours volunteered will need to be provided by the employee in order to get credit for hours worked.

Thank you in advance for your consideration.

Sincerely,

Alissa Wignall
Director of Internal Operations and Human Resources

APPROVED	DENIED
Board Member Initials: _____	
Meeting Date: _____	
Follow-up action: _____	
6-27-17	

STORY COUNTY UTILITY PERMIT

Date _____

To the Board of Supervisors, Story County, Iowa:

The INTERSTATE POWER AND LIGHT Company, incorporated under the laws of authorize to do business within the State of Iowa, with its principal place of business at 1284 XE PLACE, AMES, IA, 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 3 PHASE U.G. CABLE on secondary route 265TH ST., from just west of IDOT R.O.W. to the E.D.O.T. R.O.W., a distance of .0083 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:

We propose to install a new D.E pole and install 3 phase underground cable. All built to 25KV standards, voltage will be 12,500 volts to ground. Will remove 1 pole and 3 conductors, will have signage according IDOT specs.

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 6-20-17

INTERSTATE POWER AND LIGHT CO.
Name of Company (Applicant - Permittee)

BLAINE TIBBEN 515-268-3434
by Phone no.

Recommended for Approval:

Date 6-23-17

Jane Morn 515-382-7355
County Engineer Phone no.

Approved:

Date 6-27-17

[Signature]
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.

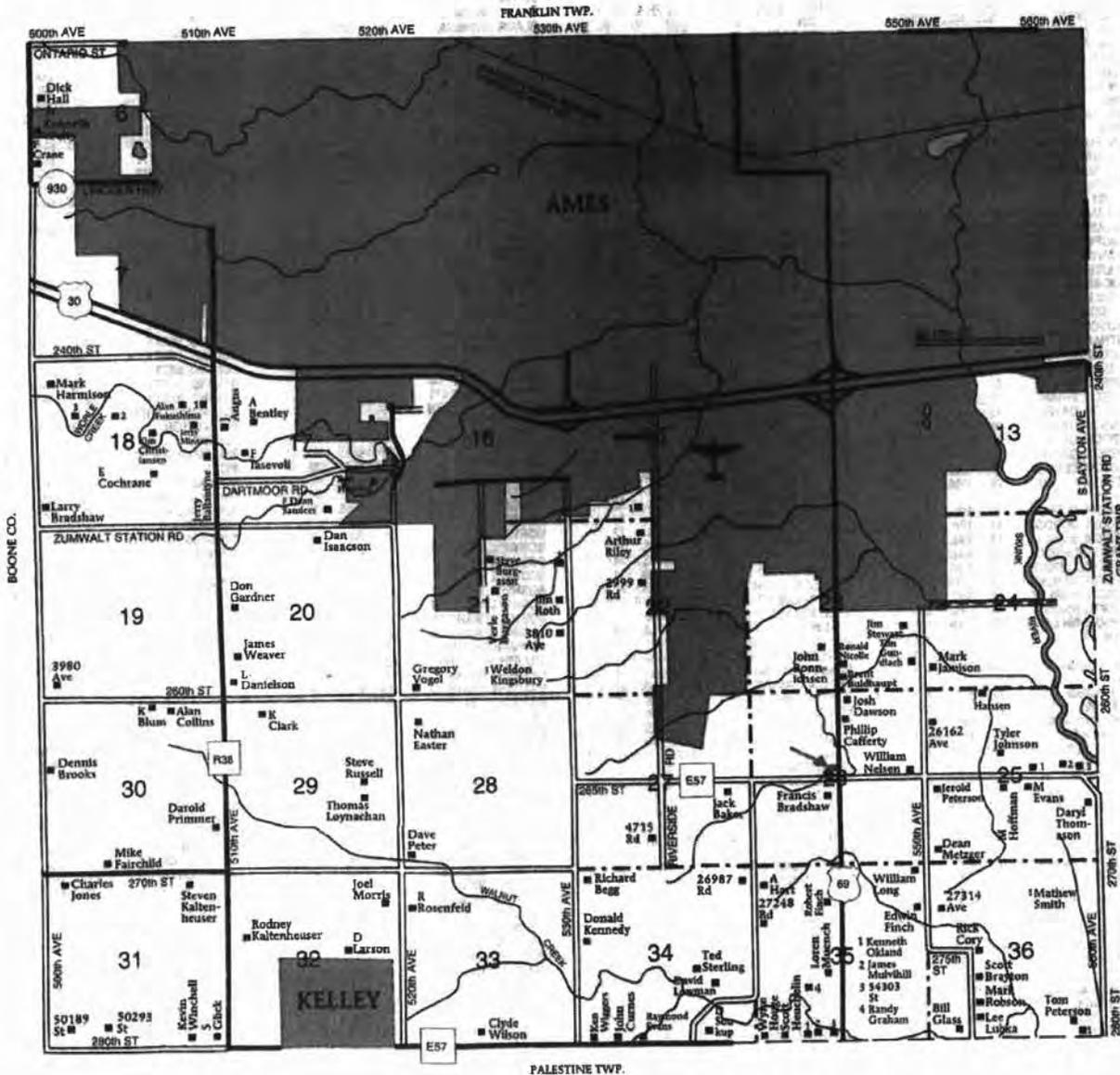
STEAMING FOODS

Food is placed on a rack or in a steamer basket over boiling or simmering water in a tightly covered pot. Steaming is an excellent way to preserve the shape, texture and nutritive value of foods.

T-83-N

WASHINGTON DIRECTORY
(Residents - Owners or Renters)

R-24-W

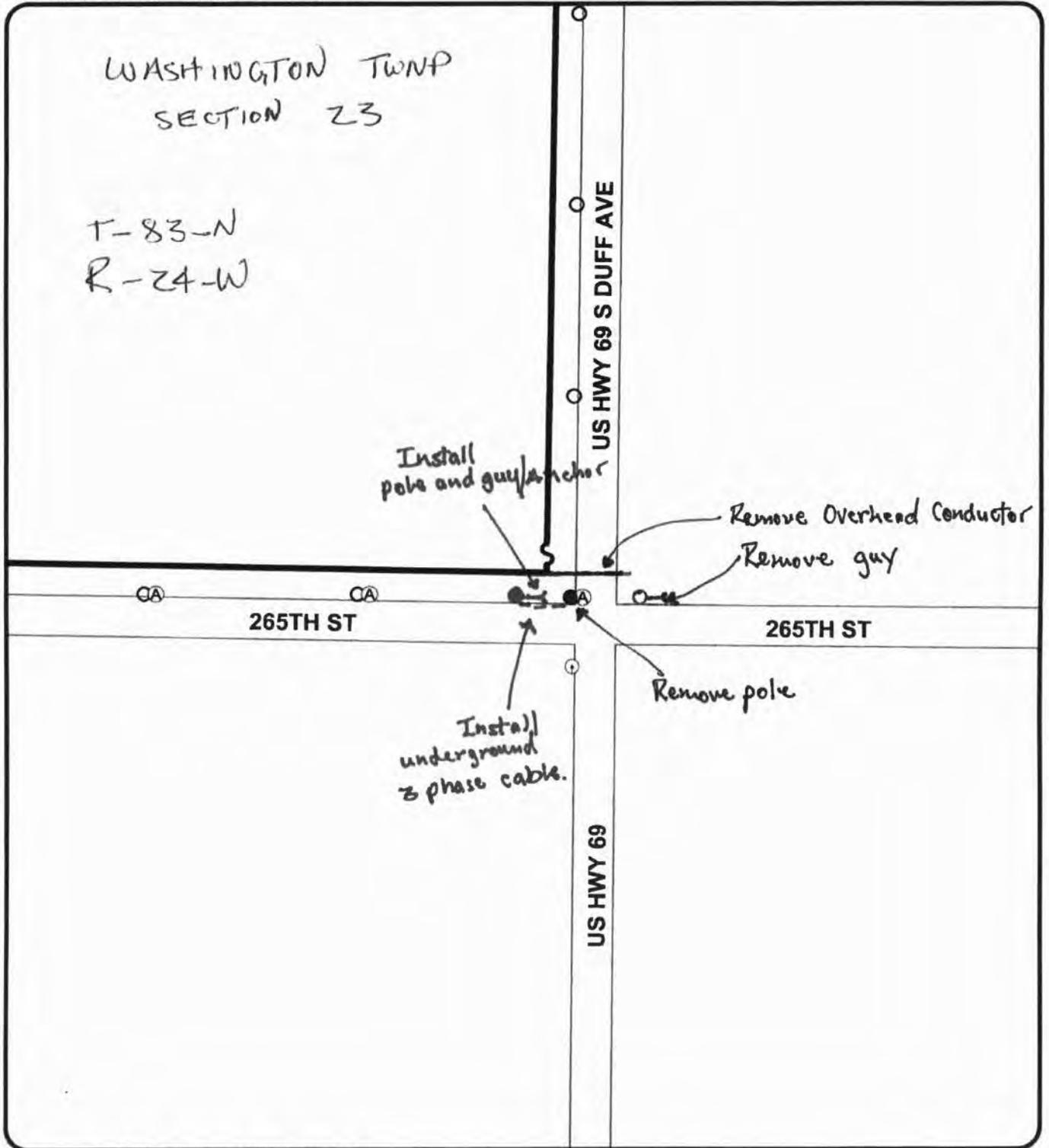


WASHINGTON TOWNSHIP SECTION 18
1 Smith, E

SECTION 18
1 Canute, V
2 McCay, Doug
3 Palensky, James
SECTION 25

1 Rollingshagen, Keith
2 Baldus, Earl
3 Martin, Stephen

Interstate Power and Light Company (IPL) and Wisconsin Power and Light Company (WPL) both Alliant Energy utility companies and hereafter referred to as the Utilities) assume no liability and make no warranty or representation whatsoever as to the accuracy or completeness of the information contained on this map. Any data provided is for general information only and any use of this data is at your own risk. Any intention to excavate requires compliance with state law including contacting the appropriate one call notification center. Prior to excavation, the actual physical location of buried facilities must be determined pursuant to the requirements of applicable law. This map constitutes limited protected nonpublic data that is confidential and proprietary to the Utilities. By one of the Utilities issuing you a copy of this map, You are deemed to have agreed to treat this information as confidential and to use and disclose it only for the specific project identified in your request for the map and as further restricted below. (If you disagree, please destroy this map and inform the Alliant Energy representative that sent it to You that You cannot comply, that your copy has been removed from all storage mechanisms, and that You will not further use this map.) This map may only be copied or reproduced for internal use by the Utilities or copied, reproduced, or disclosed by You subject to the terms of a nondisclosure or confidentiality agreement between your organization and those to whom you intend to disclose such information for a specific project, whereby the potential recipients agree to use this map only for the specific project identified in the request for the map and to treat this map as the Utilities' confidential and proprietary information restricted from further use, copying or disclosure indefinitely. Any other use, copying or reproduction is strictly forbidden.



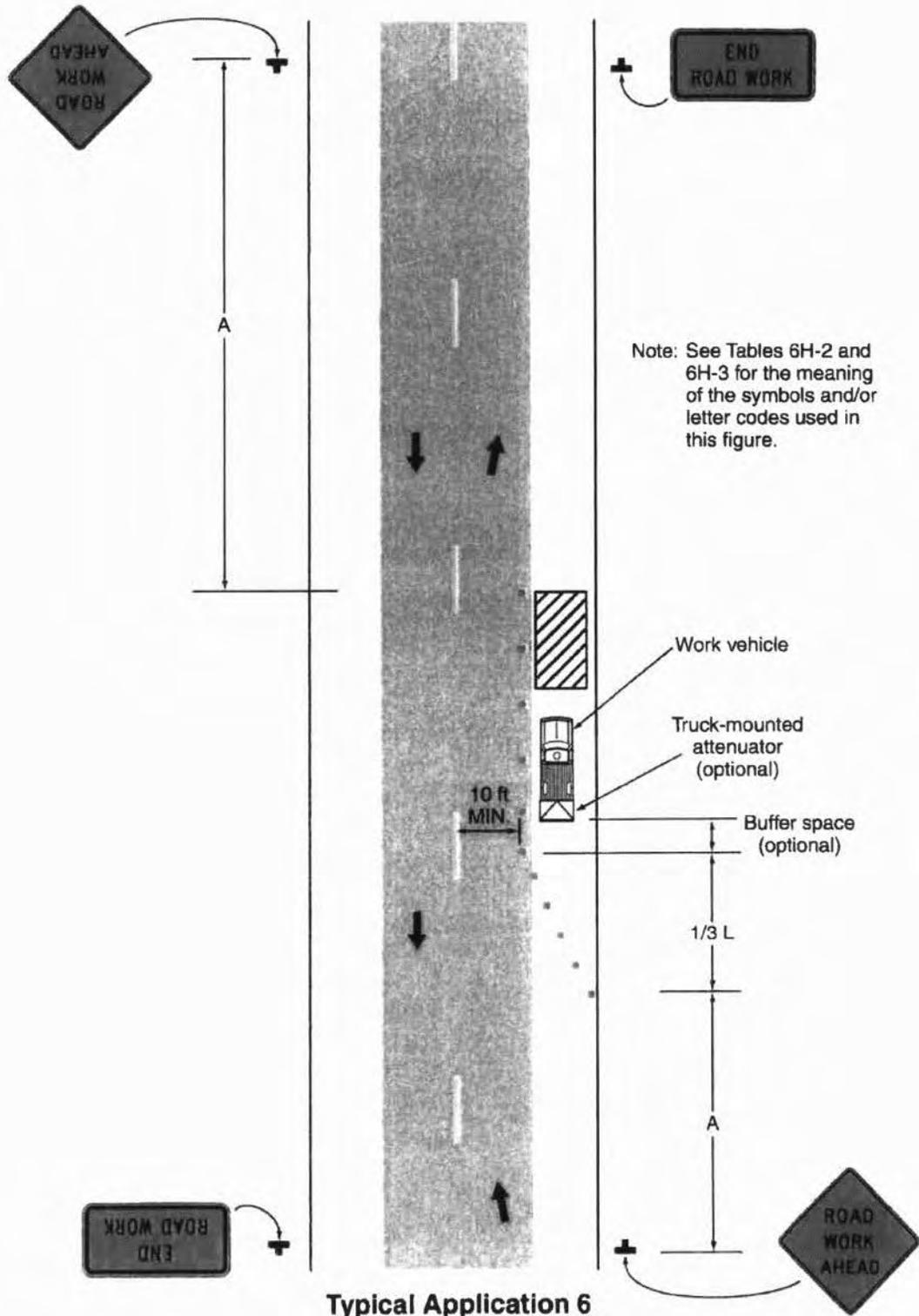
Alliant Energy Confidential
Classification: Confidential

1:2,086

265th St. Rebuild work



Figure 6H-6. Shoulder Work with Minor Encroachment (TA-6)



Typical Application 6

Notes for Figure 6H-6—Typical Application 6
Shoulder Work with Minor Encroachment

Guidance:

1. *All lanes should be a minimum of 10 feet in width as measured to the near face of the channelizing devices.*
2. *The treatment shown should be used on a minor road having low speeds. For higher-speed traffic conditions, a lane closure should be used.*

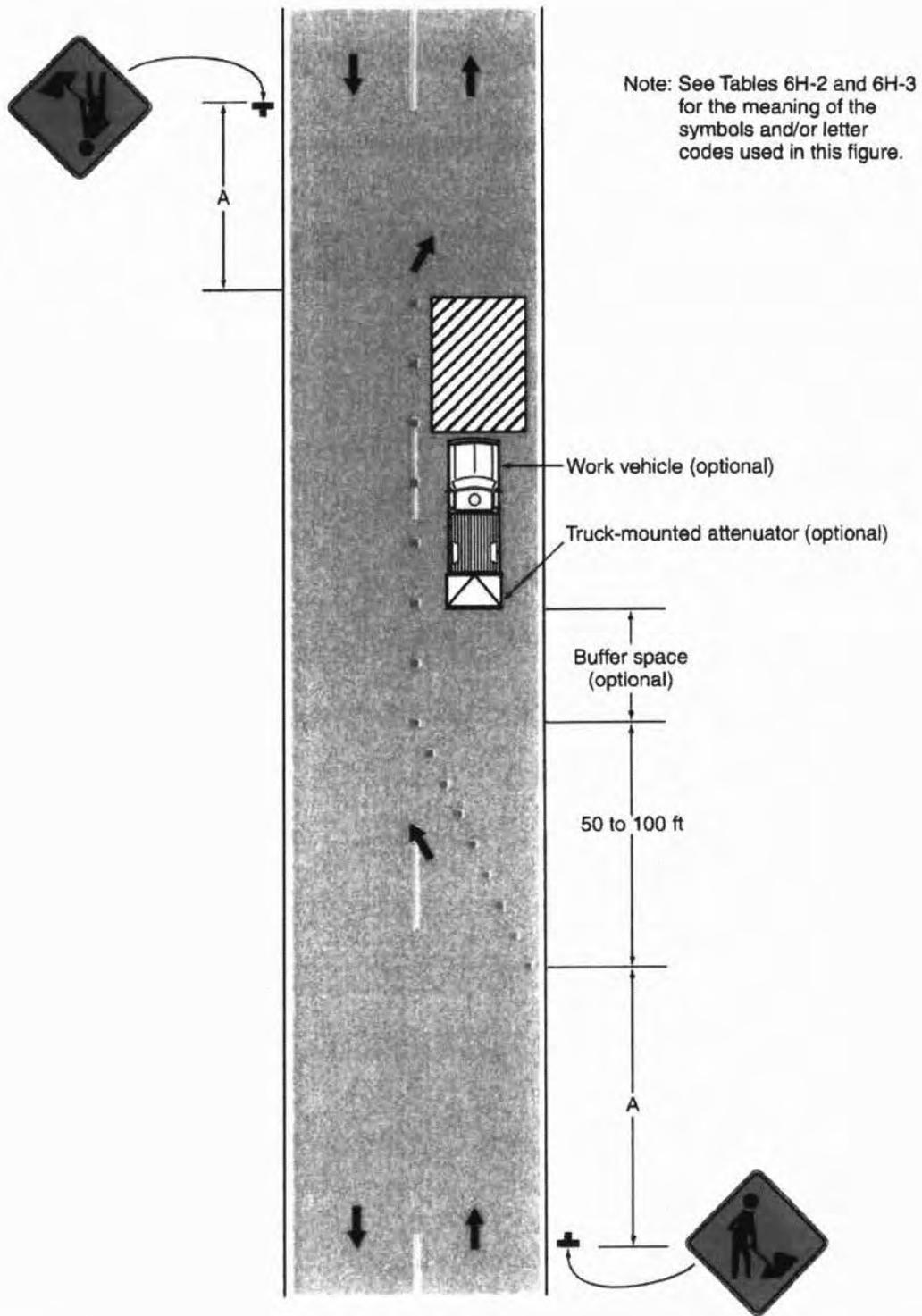
Option:

3. For short-term use on low-volume, low-speed roadways with vehicular traffic that does not include longer and wider heavy commercial vehicles, a minimum lane width of 9 feet may be used.
4. Where the opposite shoulder is suitable for carrying vehicular traffic and of adequate width, lanes may be shifted by use of closely-spaced channelizing devices, provided that the minimum lane width of 10 feet is maintained.
5. Additional advance warning may be appropriate, such as a ROAD NARROWS sign.
6. Temporary traffic barriers may be used along the work space.
7. The shadow vehicle may be omitted if a taper and channelizing devices are used.
8. A truck-mounted attenuator may be used on the shadow vehicle.
9. For short-duration work, the taper and channelizing devices may be omitted if a shadow vehicle with activated high-intensity rotating, flashing, oscillating, or strobe lights is used.
10. Vehicle hazard warning signals may be used to supplement high-intensity rotating, flashing, oscillating, or strobe lights.

Standard:

11. **Vehicle-mounted signs shall be mounted in a manner such that they are not obscured by equipment or supplies. Sign legends on vehicle-mounted signs shall be covered or turned from view when work is not in progress.**
12. **Shadow and work vehicles shall display high-intensity rotating, flashing, oscillating, or strobe lights.**
13. **Vehicle hazard warning signals shall not be used instead of the vehicle's high-intensity rotating, flashing, oscillating, or strobe lights.**

Figure 6H-18. Lane Closure on a Minor Street (TA-18)



Typical Application 18

**Notes for Figure 6H-18—Typical Application 18
Lane Closure on a Minor Street**

Standard:

1. This TTC shall be used only for low-speed facilities having low traffic volumes.

Option:

2. Where the work space is short, where road users can see the roadway beyond, and where volume is low, vehicular traffic may be self-regulating.

Standard:

3. Where vehicular traffic cannot effectively self-regulate, one or two flaggers shall be used as illustrated in Figure 6H-10.

Option:

4. Flashing warning lights and/or flags may be used to call attention to the advance warning signs.
5. A truck-mounted attenuator may be used on the work vehicle and the shadow vehicle.

county

ITEM 9

COUNTY VERIFICATION RECEIPT OF DNR CONSTRUCTION PERMIT APPLICATION

This form provides proof that the County Board of Supervisors has been provided with a complete copy of the construction permit application documents (everything except the fees) for the confinement feeding operation or a complete MMP has been provided to the County because manure will be applied in that county:

Applicant: William D. and Nancy Couser Telephone: 515-231-0614

Name of operation: Couser Cattle Company

Location: NW SW 19 T84N R22W Richland Twp Story
(1/4 1/4) (1/4) (Section) (Tier & Range) (Name of Township) (County)

Documents being submitted to the county:

- Construction permit application form: submit items 1 to 9 (see Submittal Checklist No. 1 or 2)
- Attachment 1 - Aerial photos: Must clearly show the location of the proposed confinement feeding operation structure¹ and that all the separation distances are met, including those claimed for points in the master matrix (if applicable).
- Attachment 2 - Statement of design certification, submit any of the following (see Checklist No. 1 or 2):
 - Construction Design Statement form
 - Professional Engineer (PE) Design Certification form
 - Engineering report, construction plans and technical specifications
 - In addition, if proposing an unformed manure storage structure³ or an egg washwater storage structure submit documentation required in Addendum "A" of this construction application form.
- Attachment 3 - Manure management plan.
- Attachment 4 - Master Matrix (if required). You must include supporting documents (see Checklist No. 1 or 2)

THIS SECTION IS RESERVED FOR THE COUNTY

As soon as DNR receives a construction permit application, the DNR will fax your County Auditor a "Courtesy reminder letter" explaining what actions your County Board of Supervisors must complete and the deadlines.

Public Notice is required for all construction permit applications, including those applications not required to be evaluated with the master matrix and applications in counties not participating in the Master matrix.

Counties participating in the master matrix: the county's master matrix evaluation and county's recommendation is required for the following cases:

- A new confinement feeding operation that is applying for a construction permit
- An existing confinement feeding operation that was first constructed on or after April 1, 2002 that is applying for a construction permit.
- An existing confinement feeding operation that was first constructed prior to April 1, 2002 that is applying for a construction permit with an animal unit capacity (AUC) is 1,667 animal units (AU) or more.

I have read and acknowledge the county's duty with this construction permit application, as specified in 567 IAC 65.10 and Iowa Code 459.304. On behalf of the Board of Supervisors for:

COUNTY: STORY

NAME: MARGARET C. JAYNES *Margaret C. Jaynes* **APPROVED** **DENIED**

TITLE: DIRECTOR - EH *EH* Board Member Initials: MS

Date: JUNE 21, 20 17 Meeting Date: 6-27-17

If you do not receive the courtesy reminder letter within a reasonable time, or if you have any questions, please contact the animal feeding operations (AFO) Program at (712) 262-4177 or visit www.iowaDNR.gov Follow-up action: _____

RESOLUTION NO. 17-109
APPROPRIATIONS AMENDMENT

WHEREAS, Resolution No. 16-76 dated June 28, 2016 set appropriations by department for Fiscal Year 2017, and

WHEREAS, Resolution No. 17-09 dated August 2, 2016 amended appropriations by department for Fiscal Year 2017, and

WHEREAS, Resolution No. 17-35 dated November 1, 2016 amended appropriations by department for Fiscal Year 2017, and

WHEREAS, Resolution No. 17-87 dated March 21, 2017 amended appropriations by department for Fiscal Year 2017, and

WHEREAS, Resolution No. 17-101 dated May 23, 2017 amended appropriations by department for Fiscal Year 2017, and

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Story County, Iowa, to amend department appropriations by the following amounts:

<u>Dept. # & Name</u>	<u>\$ Amount</u>	<u>Dept. # & Name</u>	<u>\$Amount</u>
22 – Conservation Bd	84,620	24 – IRVM	5,224
50 – Human Services Center	6,920	51 – Facilities Mgmt	7,512
52 – Information Tech	24,861	61 – Juvenile Court Srv	13,850

Motion by: Olson Seconded by: Chitty

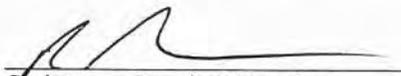
Voting Aye: Olson, Chitty, Sanders

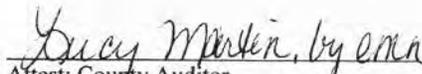
Voting Nay: None

Abstaining: None

Absent: None

The above resolution was adopted by the Board of Supervisors of Story County, Iowa, on the 27th day of June, 2017 and the Auditor is directed to correct her books accordingly.


Chairperson, Board of Supervisors


Attest: County Auditor

**RESOLUTION NO. 17-110
APPROPRIATIONS RESOLUTION**

WHEREAS, it is desired to make appropriations for each different officer or department for the fiscal year beginning July 1, 2017, in accordance with section 331.434, subsection 6, Code of Iowa,

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Story County, Iowa, as follows:

Section 1. The following amounts are hereby appropriated from the resources of the county to the department or office listed:

<u>Dept# & Name</u>	<u>\$ Amount</u>	<u>Dept# & Name</u>	<u>\$ Amount</u>
01-Bd of Supervisors	450,384	02-Auditor	502,686
03-Treasurer	416,223	04-Attorney	1,244,301
05-Sheriff	4,292,394	07-Recorder	204,385
08-Animal Control	233,085	20-Engineer	3,958,450
10-General Betterment	852,893	21-Veteran Affairs	51,985
22-Conservation Bd	1,562,193	23-Environmental Hlth	145,957
24-IRVM	125,465	25-Community Services	156,560
26-Comm. Life	42,325	50-Human Serv. Center	198,238
51-Facilities Mngmt	330,050	52-Information Tech	509,238
53-Planning & Development	133,185	54-Justice Cntr Fac.	372,983
59-Dept. Human Serv	30,750	60-Mental Health	898,060
61-Juvenile Ct. Serv	193,025	99-Countywide Serv	5,819,280

Section 2. Subject to the provisions of other county procedures and regulations, and applicable state law, the appropriations authorized under Section 1 shall constitute authorization for the department or officer listed to make expenditures or incur obligations, effective July 1, 2017

Section 3. In accordance with Section 331.434, Code of Iowa, no department or officer shall expend or contract to expend any money or incur any liability, or enter into any contract which by its terms involves the expenditure of money for any purpose in excess of the amounts appropriated pursuant to the resolution.

Section 4. If at any time during the 2017-2018 budget year the auditor shall ascertain that the available resources of a fund for that year will be less than said fund's total appropriations, she shall immediately so inform the board and recommend appropriate corrective action.

Section 5. The auditor shall establish separate accounts for the appropriations authorized in Section 1., each of which account shall indicate the amount of the appropriations, the amounts charged thereto, and the unencumbered balance. The auditor shall report the status of such accounts to the applicable departments and officers monthly during the 2017-2018 budget year.

Section 6. All appropriations authorized pursuant to this resolution lapse at the close of business June 30, 2018.

Motion by: Chitty, Seconded by: Olson
 Voting Aye: Chitty, Olson, Sanders
 Voting Nay: None
 Abstaining: None
 Absent: None

Approved this 27th day of June 2017.


 Board of Supervisors

Attest: Gucy Marka by lnn
 County Auditor

RESOLUTION NO. 17-111

RESOLUTION FOR INTERFUND OPERATING TRANSFERS

WHEREAS, it is desired to authorize the auditor to periodically transfer money from the general basic fund to the general supplemental fund and secondary roads fund and capital projects fund; and from the rural services basic fund to secondary roads fund during Fiscal Year 2018 and

WHEREAS, said operating transfers are in accordance with section 331.429 and 331.432, 2017 Code of Iowa,

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of Story County Iowa as follows:

Section 1. The total maximum transfer from the general basic fund to the secondary roads fund shall not exceed \$ 541,000 ;

Section 3. The total maximum transfer from the general basic fund to the capital projects fund shall not exceed \$ 150,000 ;

Section 4. The total maximum transfer from the rural services fund to the secondary roads fund shall not exceed \$ 2,030,000 ;

Section 5. The total maximum transfer from the TIF fund to the urban renewal projects fund shall not exceed \$ 482,561 ;

Section 6. The total maximum transfer from the County Attorney fine collection fund to the capital projects fund shall not exceed \$ _____ ;

The amount of any transfer shall not exceed available fund balances in the transferring fund.

The auditor is directed to correct her books when said operating transfers are made and to notify the treasurer of the amounts.

Motion by: Chitty , Seconded by: Olson

Voting Aye: Chitty, Olson, Sanders

Voting Nay: None

Abstaining: None

Absent: None

Approved this 27th day of June, 2017



Board of Supervisors

Attest: Jucy Martin by EMA
County Auditor



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
CC: Deb Schildroth, Director of External Operations and County Services
Darren Moon, County Engineer
RE: Discussion and Consideration of Recommended Consultant for the
Secondary Roads Building Improvements (Kelley Shed/Roland Shed)
Construction: Architectural/Engineering Design Services
DATE: June 14, 2017

Story County received two proposals in response to the Request for Proposals published May 2017:

- Roseland Mackey Harris Architects PC
- Haila Architecture | Structure | Planning

Both proposals are attached to this memo.

The review committee comprised of Darren Moon, Deb Schildroth, Cal Pearson, and myself reviewed the proposals and recommends that the Story County Board of Supervisors award the project to Haila Architecture | Structure | Planning.

Furthermore, staff respectively requests the Board ask the County Attorney's Office to begin contract discussions with Haila Architecture | Structure | Planning and bring back a contract for consideration by the Board on July 11, 2017.

APPROVED **DENIED**

Board Member Initials: RS

Meeting Date: 6-27-17

Follow-up action: Haila Architecture



**REQUEST FOR PROPOSAL FOR
SECONDARY ROADS BUILDING IMPROVEMENTS (KELLEY SHED/ROLAND SHED)
CONSTRUCTION: ARCHITECTURAL/ENGINEERING DESIGN SERVICES
Story County, Iowa**

Story County, Iowa ("County") seeks proposals and cost estimates for Architectural/Engineering Design Services Related to the Secondary Roads Building Improvements (Kelley Shed/Roland Shed) 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, Friday, June 9, 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 Vendor selected for this project will provide the following services in connection with, but not limited to, the design and code compliance associated with the construction of the Secondary Roads Building Improvements (Kelley Shed/Roland Shed) as demonstrated on the attached building specs in Appendix A.

Story County Request for Proposal of Architectural/Engineering Design Services Related to the Secondary Roads Building Improvements (Kelley Shed/Roland Shed)

Release Date: May 9, 2017

1. PROVIDE DESIGN through a series of consultations with Story County Secondary Roads, Board of Supervisors, and other pertinent parties.
2. PREPARE PLANS, SPECIFICATIONS, CONSTRUCTION COST ESTIMATES, AND OBTAIN ALL APPLICABLE PERMITS for the proposed improvements. The selected design firm will assist in the creation of project schedules, to include design and construction. Adherence to the overall project budget is mandatory with the selected design firm providing an estimated construction cost budget. The development of all schedules and budgets will be approved by Story County. Design submittals will be required at 30%, 60%, 95%, and final.
 - a. Selected vendor will be responsible for the acquisition of any conditional/special use permits as requested by the applicable jurisdiction.
 - b. Selected vendor will be responsible for the design of possible solutions and then the acquisition of all required permits for floor drains.
3. PROVIDE CONSTRUCTION ADMINISTRATION.
 - a. Attend bid letting, preconstruction, and progress meetings.
 - b. Act as Resident Construction Engineer. Ensure substantial compliance with plans and specifications by overseeing construction, inspection, material testing and reporting requirements. (Story County Secondary Roads will do continuous monitoring).
 - c. Prepare and review any change orders.
 - d. Coordination and facilitation of any claims or disputes.
 - e. Final review and project closeout.

Conceptual Plan

The Vendor shall provide a Conceptual Plan, including a detailed statement of work for the product/services believed to be appropriate for Story County, addressing the Scope of Services detailed in this RFP.

The Conceptual Plan should indicate the following, at a minimum:

- Vendor name, address, and names of primary contacts.
- Identify project manager.
- Restatement of services required (2 pages maximum): attach a restatement of the proposed agreement that outlines its objectives and scope as perceived. Do not repeat the Scope of Services, 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.
- 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. Please attach a description of similar projects designed and constructed by the firm. Project summaries should emphasize their relevance to the proposed agreement.
- Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work. This does not include generalized promotional material, resumes, statement of experience, qualifications, or capabilities, or other material that is irrelevant to the proposed agreement.

Story County Request for Proposal of Architectural/Engineering Design Services Related to the Secondary Roads Building Improvements (Kelley Shed/Roland Shed)

Release Date: May 9, 2017

- Evidence of ability to work effectively within tight time constraints.
- Provide the earliest date available to assume these duties, including anticipated project letting date.
- A proposed fee structure based upon the plan of work proposed by the Vendor.
- Three (3) references are to be included with the proposal.

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 May 9, 2017, through 5:00 PM, May 19, 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 Thursday, May 25, 2017.

Site visits are scheduled for May 17, 2017, beginning at 1:00 pm at the Roland site, and next 2:00 pm at the Kelley site. Attendance at the site visits is not mandatory to be eligible to submit a proposal but is strongly encouraged.

Estimated Timeline

May 9, 2017	Release RFP
May 17, 2017	Site visits (Roland at 1:00, Kelley at 2:00)
5:00 pm , May 19, 2017	Questions due to Story County
Prior to 12:00 pm May 25, 2017	Story County Responses published
Prior to 12:00 pm June 9, 2017	RFPs Due
June 9 – 14, 2017	RFPs reviewed by Selection Committee
June 20, 2017	Board of Supervisor consultant selection
July 11, 2017	Board of Supervisors action on contract
July 11, 2017	Effective start of contract

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

Consultant Selection Procedures

A selection committee will analyze and evaluate all properly submitted proposals in response to this request. The selection committee using the “Evaluation Criteria” listed in this RFP will rank all vendors. Top scoring vendors will be chosen for further evaluation, which will include interviews by our selection committee with those firms. Each proposal will be evaluated based on the Evaluation Criteria listed below. Proposals will be ranked in order of the highest numerical score first. Story County may select as many of the top ranked vendors as it deems necessary for inclusion within the negotiating list.

Evaluation Criteria

1. Experience with related activities or programs.

Story County Request for Proposal of Architectural/Engineering Design Services Related to the Secondary Roads Building Improvements (Kelley Shed/Roland Shed)

Release Date: May 9, 2017

2. Availability and capability of staff.
3. Technical and financial resources.
4. Ability to complete the project in a timely manner and within budget.
5. Integrity and compliance with public policy.
6. Location of office. Preference may be given to those Vendors located within Story County.

Proposal Terms and Milestones for Payment

Story County reserves the right to reject any and all proposals received as a result of this Request for Proposal. If a proposal is selected, it will be the most advantageous in terms of quality of service, the Vendor's qualifications, and capabilities to provide the specified service, and other factors that Story County may consider. Story County reserves the right, at its discretion, to waive informalities or irregularities 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 by 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. Responsible companies who are acceptable to the County shall issue all insurance policies. 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.

Sample Form of Consultant Services Contract is provided as Appendix B.

Story County Request for Proposal of Architectural/Engineering Design Services Related to the Secondary Roads Building Improvements (Kelley Shed/Roland Shed)

Release Date: May 9, 2017

Appendix A

Building Specs

STORY COUNTY SECONDARY ROAD DEPARTMENT
Specifications for:
1 - 84 FEET LONG X 60 FEET WIDE
4 BAY MAINTENANCE SHOP BUILDING

The following specifications and dimensions shall apply to the purchase of the building.

The County Board of Supervisors reserves the right to waive noncompliance on minor technicalities on this specification and to reject any or all bids if deemed in the best interest of Story County.

Building details: 84' x 60' Steel or Wood frame building with 16 foot clear height sidewalls, two walk in doors, and four-14' high by 16 foot wide overhead doors on the westerly side of the building. Building is to have painted galvanized exterior.

Details on specific items:

- 1) Footing and Stub Wall: Building to be constructed with a 48" deep concrete footing around full wall perimeter. Footing is to have two number six (#6) bars running full perimeter of building. Reinforcing steel is to be set 3" above the bottom of the footing. Steel must be set on chairs to assure it remains in place. Concrete is to be minimum 3500 psi mix. Footing is to extend into a stub wall that is a minimum of 12" above finished floor elevation. The sill plate for the building will be placed on top of the cutoff wall and bolted to the top of the wall. Inside of footing shall be insulated with 1-1/2" foam insulation board placed vertically on the footing face.

- 2) Wall members: Double sill plate to be secured to top of footing. 6" x 6" CCA treated posts on 8 foot center or 6" x 8" posts on 10 foot spacing to form side walls. Steel members may be substituted; builder is to provide design information on steel alternatives. Side walls to be able to resist a minimum 15-lb./sq. ft. wind load. 2" x 6" side wall girts to be used. Posts may be set on footing and attached according to manufacturer's specifications. Specifications from the building manufacturer are to be provided to the county engineer for review prior to ordering the building.

- 3) Windows: One-2'x3' window with screen and crank out window is to be provided in the west endwall as directed by the Engineer. Two-2' x 3' windows with screen and crank out window are to be provided in the east wall as directed by the engineer. Windows are to be double pane, "e-glass" treated.

- 4) Roof members: Members may be wood or steel, appropriately spaced and sized to mate with post member design. Members may be trusses or beams. Members are to be sufficiently sized to meet local snow and dead loads as required by the Uniform Building Code. Builder is to provide plans and design calculations to the County Engineer for review prior to ordering material.
- 5) Side wall height: 16 foot minimum clear height measured from floor to low roof structure members.
- 6) Side wall doors: Builder to furnish and install four-16'wide x 14' high 24 gauge steel insulated overhead doors on single tracks with two windows per door set between 5 and 6 feet above the floor elevation. Overhead door installation is to include 5- ½ hp electronic garage door openers, one for each door. Doors are to have minimum R-8 insulation. Inside of door is to be covered with 24 gauge steel. Door openers are to include electronic remote control unit for vehicle use. Each door is to be protected by four, four foot high concrete filled steel pipe bollards, two outside the building and two inside. Bollards are to be 6" diameter standard steel pipe sections, 8' long with 4' embedded in ground and filled with concrete. The inside bollards are to be cast within the slab floor.
- 7) Walk in doors: 2- 3'-0" x 6'-8" insulated steel doors. R-8 insulation is required in each door. Walk in doors to be placed as shown on the accompanying plan and are to have standard knob and dead bolt, keyed alike to county standard lockset with steel wire window located from 5-6 feet above the floor elevation. Exterior lockset keyed to county standard to be provided. Doors are to open outward. Exit signs are to be placed inside the building above each door. Exit signs are to be wired to building service and are to be equipped with a battery backup for power outages.
- 8) Exterior Siding: 82,000 psi or grade E steel exterior siding to be provided. Steel to be galvanized and painted white in color. Minimum sheet thickness is 26 gauge.
- 9) Insulation: Wall insulation is to be 6" fiberglass batts rated R-19 minimum. Ceiling insulation to be minimum 9" fiberglass, batt insulation required. Cellulose not permitted. Spray foam insulation would be permitted as a no additional cost alternative at the contractor's option.
- 10) Interior siding: Interior walls and ceiling are to be lined with 60,000 psi galvanized steel siding, and painted white. Minimum sheet thickness is 29 ga.. Sheeting is to be provided on the inside of all exterior walls and ceiling.

11) Lights: Eleven metal halide light fixtures are to be installed on ceiling of building. Install two per drive in stall and one in the area above the walk in door. Each stall is to be turned on by a separate switch. Switches are to be located near the south walk in door. All lights and switches are to be UL listed.

12) Electrical Outlets: Ten 110V outlets are to be provided along the north wall of the shed, two per stall. Four outlets are to be placed on the west wall spaced evenly between the walk out door and the south wall. Three outlets are to be placed along the east wall spaced evenly between the bathroom and the walk in door. One outlet is to be placed between each stall door. All outlets should be placed at work bench height. Each garage door opener will require an outlet to be installed in the ceiling. Garage door openers are not to be hard wired into the system. Total electrical service to the building is to be 200 Amp minimum.

13) Roof vents: Ridge vents to be provided and installed on peak of roof. Eave vents also to be provided.

14) Door thresholds: 30" wide x 48" deep formed finished reinforced concrete thresholds under each overhead door, 3500 lb, 6.5 bag mix minimum. 2 rows of ½" rebar at 2'-0" centers vertical, 3 bars at 11" spacing horizontal. Threshold is to slope 1" to the outside.

15) Colors:

Roof -	White
Walls -	White
Gutters -	White
Trim -	White

16) Internal electrical wiring: Building electrical wiring is to be done by the contractor. Minimum 200 amp service is to be provided. Two 220 circuits are required to be installed, one for the air compressor (to be installed by others), and one for the furnace or hot water heater.

17) Heating system: Heating system to be propane fired catalytic heating units appropriately sized for the shop space. Heating system is to be thermostatically controlled.

18) Floor: Interior floor to be a minimum 6" concrete and shall be sealed with Dress and Seal or equal. Concrete mix is to be 4000 psi concrete. Floor to be reinforced with number 5 bars set 2" above bottom of slab longitudinally and transversely spaced at 12". Floor drain is to be formed in the center of the floor and slabs are to be sloped to drain to the center slot drain. A 10' long approach slab shall be constructed on the front side of the building.

19) Floor drain: Contractor to construct slot drain running the full length of the building. Slot drain is to be a minimum 12" wide with steel grates. Floor drain outlet is to be at east end

Story County Request for Proposal of Architectural/Engineering Design Services Related to the Secondary Roads Building Improvements (Kelley Shed/Roland Shed)

Release Date: May 9, 2017

of building and to be surface outlet as directed by engineer. Outlet to be a minimum 6" diameter PVC pipe, sloped to drain through building footing to outlet on east line of property. Contractor to provide a steel or cast iron grate to cover the slot drain over its full length.

20) Bathroom: To be constructed by others but need to install connections for sewer and water plus electric lines.

21) Warranties:

1. For a period of 15 years after the completion of construction, to repair or replace roof leaks due to defects in materials. For a period of 2 years after the completion of construction, to repair or replace roof leaks due to defects in workmanship.
2. For a period of 10 years after completion of construction, to repair or replace building framework, including doors, roof, and wall panels, if damaged by snow loads in excess of UBC standards for our region. The warranty does not include damage to the interior walls, insulation, ceilings, partitions, or site preparation.
3. For a period of 10 years after completion of construction, to repair or replace paint finish on steel roof or wall panels damaged by:
 - a) blistering, peeling, checking, or loss of adhesion.
 - b) Chalk in excess of a 6 for white as specified by ASTM standard ASTM-D-659-74
 - c) Fade by more than 3 units of color difference for white installed on sidewalls as measured per ASTM-D-2244-68.
 - d) Damage caused by corrosion.
4. For a period of one year after completion of construction of the building, to repair or replace any other building parts that prove to be defective in material or workmanship.

GENERAL PROVISIONS:

Story County reserves the right to reject any flawed or undesirable materials and may have an inspector on site during construction.

Builder to carry full insurance until building is completed and accepted by Story County.

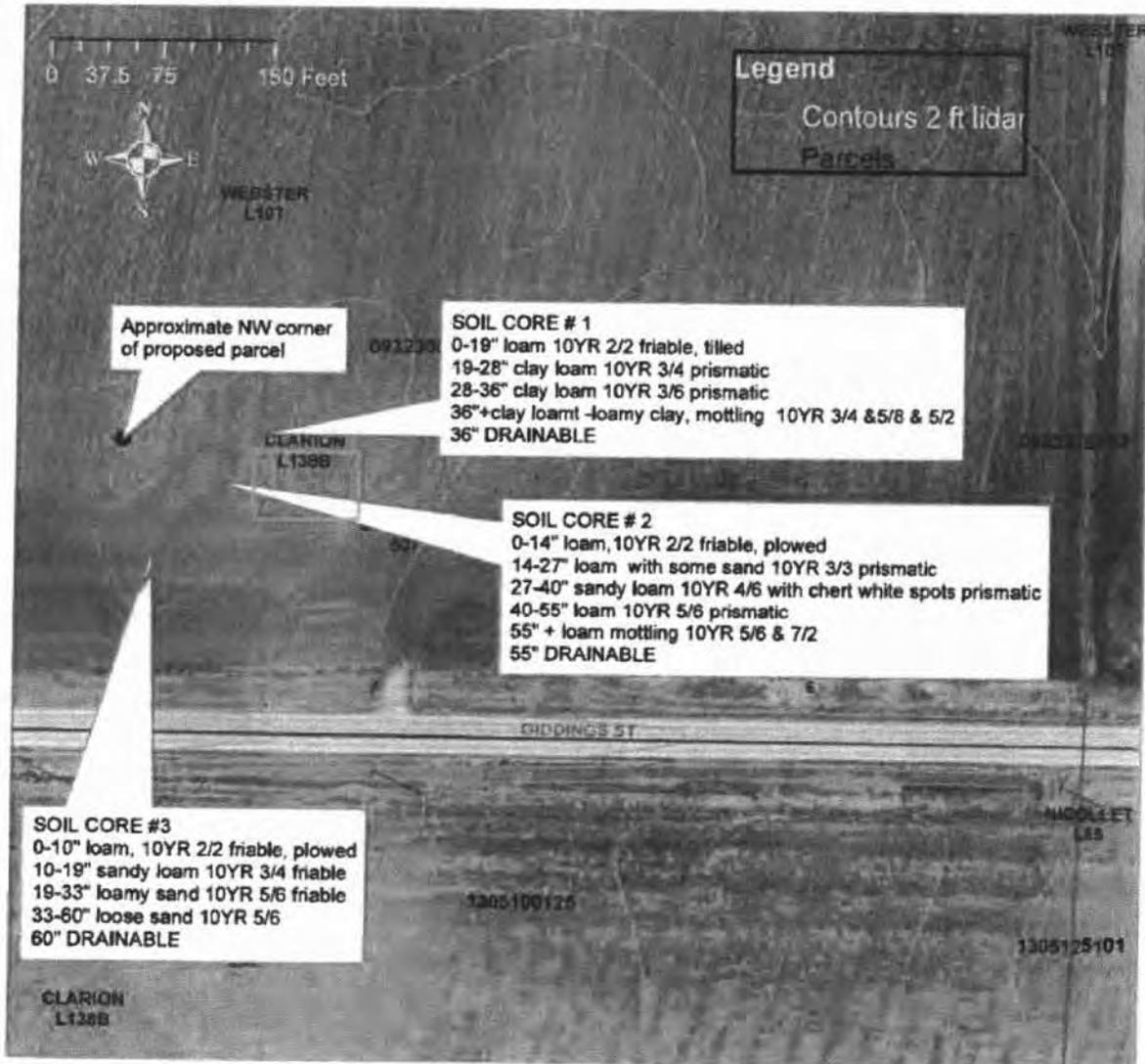
Story County Request for Proposal of Architectural/Engineering Design Services Related to the Secondary Roads Building Improvements (Kelley Shed/Roland Shed)

Release Date: May 9, 2017

Specifications are written for a wood frame structure with dimension wood roof trusses. Builders proposing an alternative steel frame, steel roof truss, or beam rafter designs are to provide full specifications on their building design to the County Engineer for evaluation. Alternative designs should meet the general requirements for interior and exterior sheeting and all other items not specific to the builder's alternative design.

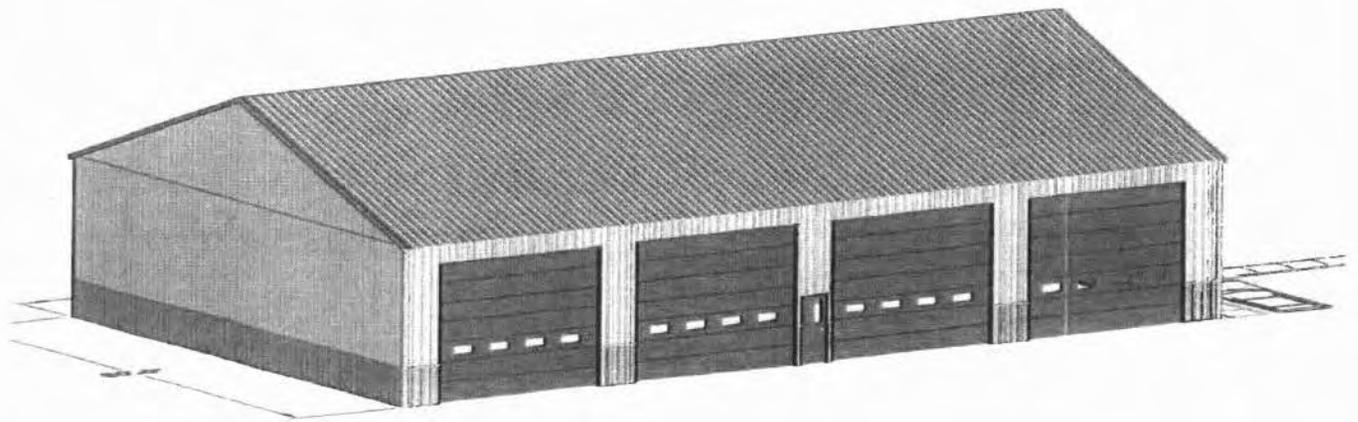
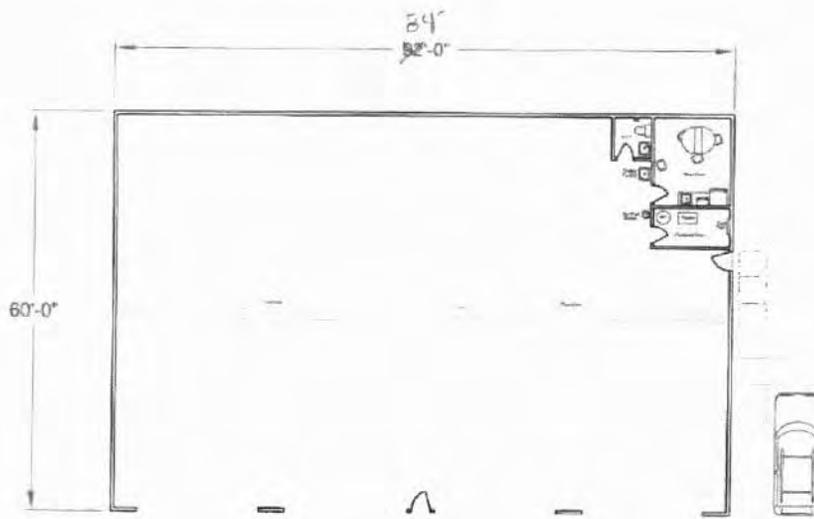
WASTEWATER TREATMENT SITE REVIEW 85-09-32-300-300 1411 Giddings Street, Kelley
Owner: Committee for Agricultural Dev-Ctr Site Review #SR-3240 Date: 3/22/16
Sanitarian: Margaret Cemashko Jaynes

A site review was requested by Darren Moon, Story County Engineer. A new county road-crew shop is proposed for the west side of this parcel, with one bathroom and garage doors on the south side of the building. There will also be a small salt shed to the east of the shop. There are no known wells on this site or neighboring sites. The proposed lot lines were not flagged. The best soil for a conventional lateral treatment system is on the west side of the property, on the knoll, as shown in green below. The septic has a 10' setback from property lines, and 10' from a building. The system would require a 1,000 -1,250 gallon septic tank, and one lateral (3' X ~70') placed on the contour, maximum trench bottom depth ~30". I recommend using gravel instead of chambers for compressive strength. Depending on the elevation of the sewer line, a pump/pump chamber/high water alarm may be required. If the septic secondary system were to be placed to the east of the building, it would have to be a mound, or filter media system. In my opinion, the Kelley municipal line would be too expensive to hook to, unless other development is willing to split the cost. MCJ



Story County Request for Proposal of Architectural/Engineering Design Services Related to the Secondary Roads Building Improvements (Kelley Shed/Roland Shed)

Release Date: May 9, 2017



Story County Request for Proposal of Architectural/Engineering Design Services Related to the Secondary Roads Building Improvements (Kelley Shed/Roland Shed)
Release Date: May 9, 2017

**Story County Request for Proposal of Architectural/Engineering Design Services Related to the
Secondary Roads Building Improvements (Kelley Shed/Roland Shed)**
Release Date: May 9, 2017



ROLAND LOCATION

Appendix B

Sample 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 be itemized and 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.

Story County Request for Proposal of Architectural/Engineering Design Services Related to the Secondary Roads Building Improvements (Kelley Shed/Roland Shed)

Release Date: May 9, 2017

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 _____, 2017 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. EXTENSION. 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

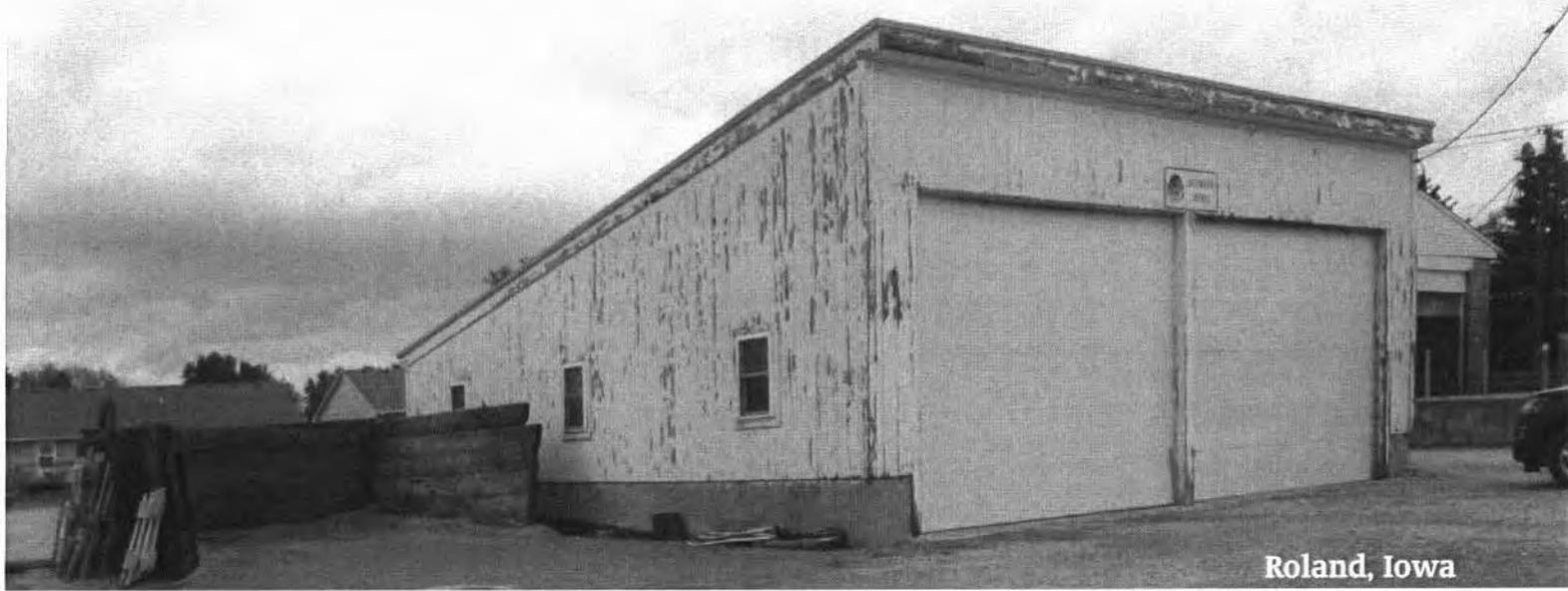
By:

Story County Request for Proposal of Architectural/Engineering Design Services Related to the Secondary Roads Building Improvements (Kelley Shed/Roland Shed)
Release Date: May 9, 2017

Dated: _____

Dated: _____

**Story County Request for Proposal of Architectural/Engineering Design Services Related to the
Secondary Roads Building Improvements (Kelley Shed/Roland Shed)**
Release Date: May 9, 2017



Roland, Iowa



Kelley, Iowa

STORY COUNTY SECONDARY ROADS BUILDING IMPROVEMENTS

PROPOSAL FOR ARCHITECTURAL-ENGINEERING DESIGN SERVICES
09 JUNE 2017



HAILA A|S|P Ltd.
413 KELLOGG AVE
Ames, Iowa 50010
t: 515.292.0007
f: 515.292.0008
www.haila-asp.com

STATEMENT OF INTEREST

June 09, 2017

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

Re: Secondary Roads Building Improvements (Kelley/Roland Shed) Construction: A/E Design Services

Dear Ms. Harter and others on the selection committee:

HAILA Architecture | Structure | Planning, Ltd. is excited to submit a proposal to Story County for professional architectural/engineering design services for the Secondary Roads Building Improvements (Kelley Shed & Roland Shed) project.

We believe our firm is a great fit for this project for the following reasons:

Relevant Project Experience:

The project profiles included in this proposal demonstrate experience and expertise that are directly applicable to the building improvement projects planned for Kelley and Roland. We believe that our familiarity with maintenance facilities as well as planning for vehicular flow and pre-engineered building structures sets the stage for a successful project. In addition, we have successfully executed many projects that have had strict budgets and tight timelines.

Architectural and Structural Engineering Services provided by one Firm:

We have both architects and structural engineers on staff, allowing us to quickly coordinate building components and avoid conflicts. Because we have structural engineers in house, our firm is able to quickly and efficiently address any structural challenges that may arise throughout the project.

Local Firm dedicated to Customer Service:

We believe that our location within Story County affords the opportunity to service the project quickly and efficiently. In addition, our firm has extensive experience providing architectural and engineering services to the public sector.

Ability to start the project immediately:

We have qualified and talented staff available to begin right away and are committed to completing the required work in an efficient manner, within the project's time period.

Please let me know if you have any questions or would like further clarification about the information contained in our proposal. We look forward to beginning a long-term relationship with Story County.

Respectfully,

Chad J. West, AIA, LEED AP
Principal, HAILA Architecture | Structure | Planning, Ltd.
cwest@haila-asp.com



CONSULTANT INFORMATION FORM

PROJECT TITLE: Secondary Roads Building Improvements (Kelley/Roland Shed)

SUBMISSION DATE: June 09, 2017

CORPORATE INFORMATION

Firm Name: HAILA Architecture | Structure | Planning, Ltd.

Principal To Contact: (Name, Title, and Phone, e-mail address and FAX Numbers)

Chad J. West, AIA LEED AP, Principal, 515-292-0007 ext 203, cwest@haila-asp.com

Location Of Corporate Headquarters: (Complete address and phone number)

413 Kellogg Avenue, Ames, Iowa 50010-6148 515.292.0007

Year Firm Was Established: 1986

Years In Business Under Present Name: 8

Previous Corporate Names and Time Period: Haila Engineering Group, Ltd.
23 years

Personnel: (Number of people by trade, job classification or discipline)

13 Employees Total
6 Lincensed Architects
2 LEED AP Architects
2 Licensed Structural Engineers
4 Architects in Training
1 Administrative Assistant

Company Organization Chart: (attached)

Average Annual Volume Of Work Completed For The Past 5 Years:

\$30 to \$50 Million in constructed work per year

Public Construction Percentage Of Total Volume Over The Past 5 Years:

30% of total projects, 60% of total dollar amount

STATEMENT OF WORK, SERVICES, APPROACH, & METHODS

The following is an overview of the services, approach, and methods that will be utilized for the Secondary Roads Building Improvements (Kelley Shed & Roland Shed) project:

- **Field verification, measurement, and documentation of existing conditions.** We will include the Civil and MEP consultant in this process.
- **Create background drawings for use in design and documentation.**
- **Conduct meetings with Story County Secondary Roads, Board of Supervisors, and other parties as necessary.**
 - Discuss project goals, expectations, and desired results.
 - Verify project program – review list of spaces needed, critical adjacencies, etc.
- **Participate in design submittal review meetings (30%, 60%, 95%, 100%).**
 - Respond to design review comments.
- **Code Review and project review with local jurisdiction officials**
 - Comply with all applicable codes.
 - Comply with any conditional / special use permit requirements.
- **Assist in obtaining any applicable permits for the project.**
- **Assist in the creation of a project schedule which includes both design and construction for approval by Story County.**
- **Provide an Opinion of Probable Cost for approval by Story County.**
 - Update Cost Opinion at each phase of the project.
- **Schematic Design**
 - Explore multiple design solutions that achieve the project goals.
 - Define and describe Civil, Architectural, Structural, and MEPT design strategies.
- **Design Development**
 - Develop and refine the Schematic Design concept.
 - Coordinate the design and implementation of all project disciplines.
 - Collaborate in selection of building materials, finishes, hardware, light fixtures, etc.
 - Discuss and determine phasing of construction project, if necessary.
 - Identify any desired Alternate Bid items.

- **Construction Documents**
 - Produce a complete set of drawings that describes the scope of work
 - Produce a complete set of 3-part CSI Technical Specifications and General Requirements for the project
- **Quality Control Review Process**
 - We are passionate about incorporating quality control (QC) throughout every phase and milestone. We believe that quality documents are invaluable for the success of any project
- **Bidding & Negotiation**
 - Review pre-bid product substitution requests
 - Issue Addenda as needed
 - Attend pre-bid meeting
 - Attend bid opening
- **Construction Administration**
 - Attend pre-construction / construction kick-off meeting
 - Review overall construction schedule
 - Develop and implement a submittal master list
 - Review product submittals
 - Review and respond to Requests for Information (RFI's)
 - Issue Architectural Supplemental Instructions (ASI's) as needed to clarify design intent
 - Review potential changes to the project and issue Change Orders
 - Review pay applications
 - Periodic site visits to observe the progress of construction and issuance of Site Observation Reports within five days of site visit
 - Attend Owner, Architect, Contractor (OAC) meetings and issue meeting minutes
 - Facilitate dialogue involving any claim or dispute
- **Project Closeout**
 - Develop contractor punch list and verify project's completion
 - Issue Certificate of Substantial Completion
 - Review closeout documents, including Operation & Maintenance Manuals, Warranties, etc.
- **Conduct 1-year Project Warranty Review**
 - Discuss any issues or problems that need to be corrected

TEAM ORGANIZATION & KEY PERSONNEL

As a firm with 30+ years of design experience, our architects & engineers will work collaboratively to help you make informed decisions.



Chad West, AIA & LEED AP®
Principal-in-charge
Project Architect
Project Manager

Eric Vermeer PE
Structural Engineer

Eric Badding A-AIA,
Assistant Project Manager

A UNIFIED TEAM:

We're excited about the project team we've assembled for you!

LED BY PRINCIPAL AND LICENSED ARCHITECT, Chad West, AIA, LEED AP® and supported by a team including Structural Engineer Eric Vermeer PE, and Assistant Project Manager Eric Badding A-AIA, HAILA ASP will meet with Story County stakeholders to understand the project scope and develop creative and cost-effective design solutions.

This team will deliver the project from the first meeting to final completion.

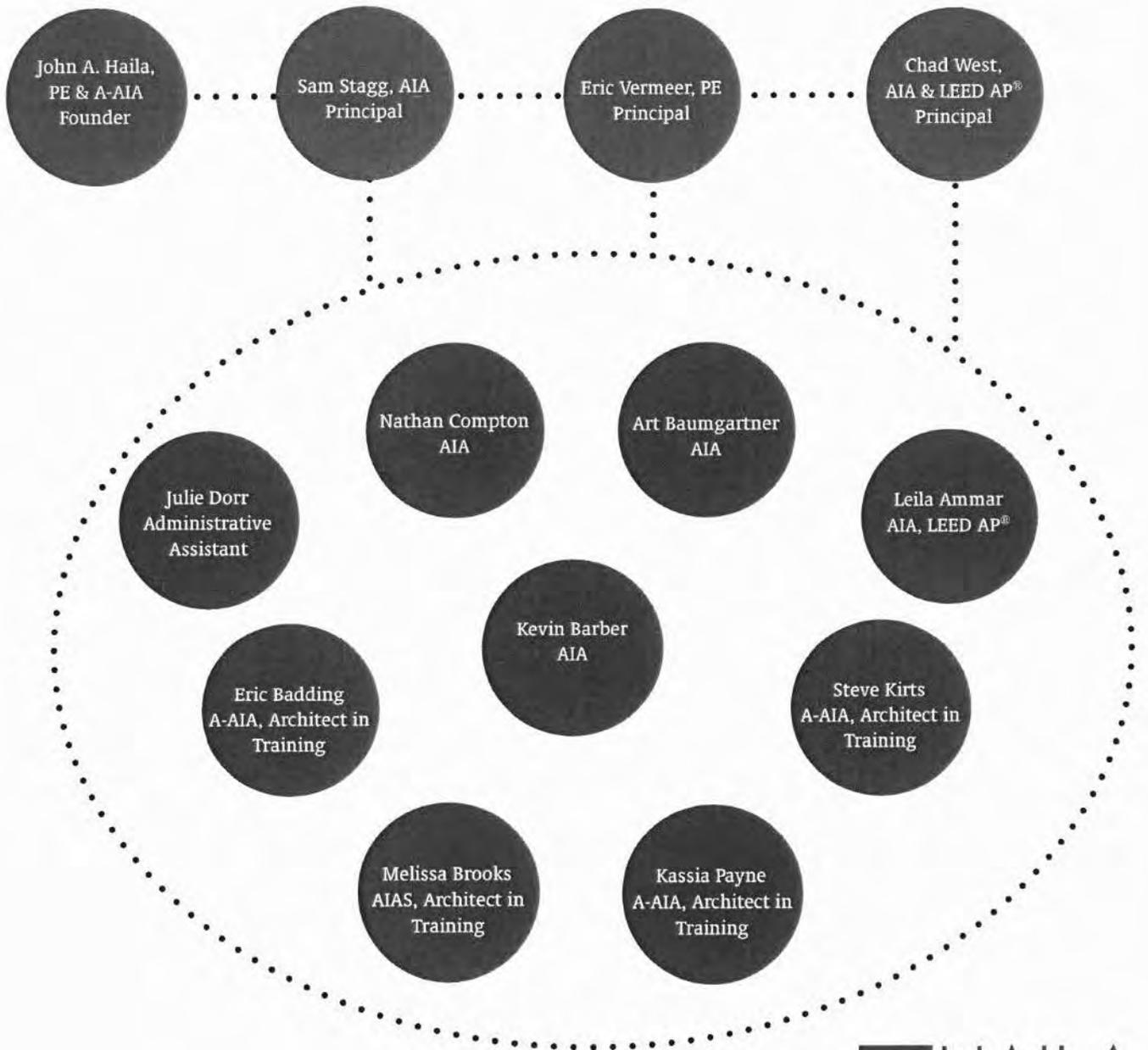
Why this team...

The experience and expertise of this diverse team of architects and engineers was specifically chosen because:

1. This team has over 35 collective years of experience delivering successful projects in Central Iowa.
2. Members of this team have fleet service as well as pre-engineered building systems project experience for multiple industrial and maintenance facilities.

FIRM ORGANIZATIONAL CHART

HAILA A|S|P is an Architecture & Engineering firm dedicated to its clients. This is reflected in how we communicate with each other in the office. We ensure full cooperation between all moving parts by including each member of the project team throughout every stage of the design process. Each Principal-in-Charge communicates what is learned from various meetings with the owner and consultants to the project team. This type of organizational communication ensures full collaboration between disciplines while maximizing project productivity.



CHAD WEST, AIA & LEED AP®

PROJECT MANAGER, PRINCIPAL-IN-CHARGE



CHAD WEST, AIA & LEED AP®, is committed to a high quality and sustainable design process, which respects the project budgets and schedules and fulfills the vision for Story County.

AS THE PROJECT MANGER AND PRINCIPAL IN CHARGE, Chad's project responsibilities will include overseeing the delivery of the entire project, including stakeholder meetings, project schedule and budget, completion of contract documents and specifications and coordination with engineering consultants. Chad will also provide construction administration oversight for the project.

EDUCATION Iowa State University
Bachelor of Architecture 1998

CERTIFICATIONS Professionally Registered Architect
State of Iowa, #06049

LEED Accredited Professional

AFFILIATIONS Campustown Action Association
Ames Chamber of Commerce - Leadership Ames
City of Ames Public Art Commission

SELECT EXPERIENCE	<p>Ames Community School District Ames, Iowa District and Bus Maintenance Facility</p> <p>Madrid Community School District Madrid, Iowa Entry Security Upgrades</p> <p>Madrid Community School District Madrid, Iowa Re-pavement Projects</p> <p>Municipalities</p> <p>Webster County LEC Fort Dodge, Iowa Architectural & Structural Services Pre-Design through Construction Admin through Warranty</p>	<p>Other Experience</p> <p>Bethany Life Communities Story City, Iowa Chronic Confusion & Dementia Illness Wing Remodel</p> <p>Bethany Life Communities Story City, Iowa Facility Master Planning</p> <p>Bethany Life Communities Story City, Iowa Skilled Nursing Expansion</p> <p>Rowley Masonic Community Perry, Iowa Facility Master Planning Skilled Nursing Expansion</p>
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ERIC VERMEER, PE | STRUCTURAL ENGINEER



ERIC VERMEER'S GRADUATE DEGREES in both Architecture and Structural Engineering gives him a unique perspective and ability to coordinate both structural and architectural design components of his projects. He firmly believes that the integration of structural and architectural components can contribute greatly to the overall building function and performance, giving the owner value. His portfolio is highlighted by a number of pre-engineered building types.

Eric will provide structural engineering analysis and design, production drawings, and construction administration services.

EDUCATION

Iowa State University Master of Science Civil Engineering, Structures	2005
Iowa State University Master of Architecture	2004
Northwestern College Bachelor of Arts Mathematics	2000

CERTIFICATIONS

Professionally Registered Engineer
State of Iowa, #19938

AFFILIATIONS

National Society of Professional Engineers
Iowa Engineering Society
Structural Engineers Association of Iowa

SELECT EXPERIENCE

Maintenance and Prefabricated Facilities	Ellsworth Community College Iowa Falls, Iowa Chemistry Classrooms & Lab Renovation
Redekers Furniture Store Boone, Iowa New Retail Store and Pre-Engineered Warehouse Design	Iowa State University Ames, Iowa School of Education Lagomarcino Hall Renovations STEM and Collaborative Learning Center
CDS Global Wilton, Iowa Industrial Design Production Area Expansion & Transit Dock Facility	Marshalltown Community College Marshalltown, Iowa Nursing Lab Machines Lab Industrial Technology Lab
Ames Community School District Ames, Iowa Ames Bus Maintenance & Storage Facility	
Higher Education	
Iowa Valley Community College Grinnell, Iowa Learning Studio Addition	

ERIC BADDING, A-AIA | PROJECT MANAGER



ERIC BADDING has 19 years of experience in the field of architecture and construction. He has experience in office, commercial, residential, athletic, higher education, hospitality, and K-12 education design. He is able to assist in all facets of project management; including programming, estimating, schematic design, design development, contract documents, bidding and contract negotiation, and construction administration.

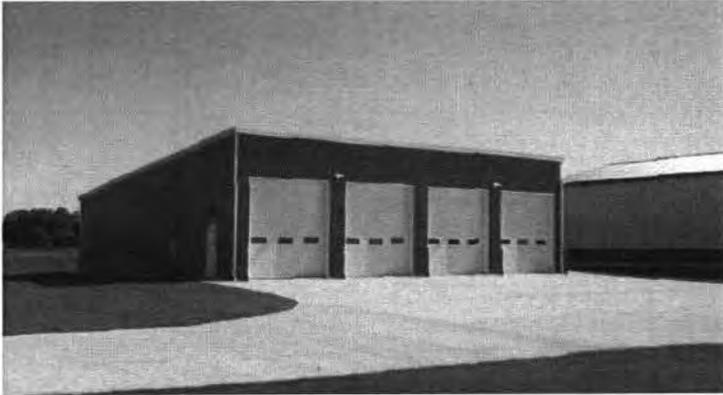
As Assistant Project Manager, Eric's project responsibilities will include cost estimating and evaluating current site constraints. He will also provide support in the production of construction documents.

EDUCATION	Iowa State University Masters of Architecture	2015
	University of Nebraska Bachelor of Science Construction Engineering Technology	2004
	Iowa Western Community College Associate in Applied Science Architectural Engineering Technology	1997
AFFILIATIONS	Iowa State University - Lecturer	

SELECT EXPERIENCE	Maintenance and Prefabricated Facilities	ISU Research Park , Ames Iowa Vermeer Applied Technology Hub Manufacturing Research Facility
	Ames Community School District Ames Bus Maintenance & Storage Facility	Other Experience
	Saydel CSD, Des Moines, Iowa District Wide Master Plan District and Bus Maintenance Facility	Proliant Inc. Boone, Iowa & Fielding, New Zealand BSA Production & Protein Extraction Facility Design Freeze Dryer Addition Spray Dryer and Storage Addition
	Redekers Furniture Store, Boone, Iowa New Retail Store and Pre-Engineered Warehouse Design	
	Higher Education	
	Iowa State University, Ames, Iowa Office Consolidation & Elevator Addition	

RELEVANT PROJECT EXPERIENCE

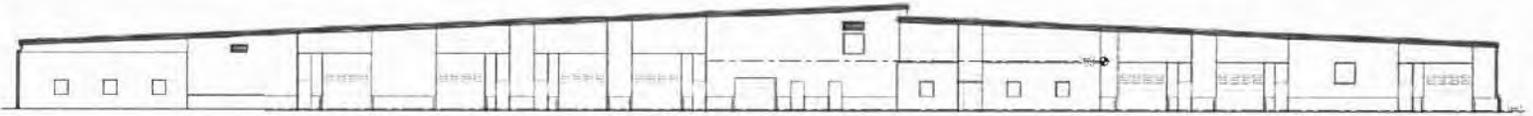
AMES, WOODWARD-GRANGER, MADRID, ROLAND-STORY, AND SAYDEL COMMUNITY SCHOOL DISTRICTS EACH HAD DISTINCTIVE VISIONS OF HOW THEY WANTED THEIR MAINTENANCE AND BUS STORAGE FACILITIES TO FUNCTION...HERE IS HOW HAILA HELPED THEM GET THERE.



Why these projects

The examples contained in the following pages are considered relevant to your project because they:

1. Illustrate our team's ability to design spaces that allow for the outfitting of vehicles with accessories.
2. Highlight our ability to deliver projects within stipulated budgets and schedules.
3. Demonstrate the importance of collaboration between multiple parties throughout the design and construction phases.
4. Utilize pre-engineered building system components.



Ames Community School District: Facilities Management & Bus Storage

PROJECT INFORMATION

New Construction:
Spring 2017
Budget: \$6.8 Million
Scale: 41,550 SF

PROJECT PERSONNEL

John Haila PE	Founder
Chad West AIA	Principal-In-Charge
Eric Badding	Assistant Project Manager
Eric Vermeer	Structural Engineer

REFERENCE

Gerry Peters
Ames Community School District
Director of Facilities
(515) 239-3795

PROJECT DESCRIPTION

The Ames Community School District constructed a new facility to service its bus fleet, as well as accommodate maintenance, inspection, fleet management, and storage needs. This new facility provides for an efficient, seamless flow of vehicles and equipment, contained in one centralized building eliminating several remote locations around the community that were previously utilized. To maximize square footage and minimize building costs, a pre-engineered steel building type was selected.

Particular attention was paid to getting vehicles into and out of the facility unimpeded, while providing adequate storage, strategically placed, to outfit the vehicles with accessories as needed. In addition, management offices are included to monitor and command the movement of the bus and maintenance fleet, as well as oversee the maintenance needs of the district's multiple school buildings.



Woodward-Granger Community School District Bus Barn

PROJECT INFORMATION

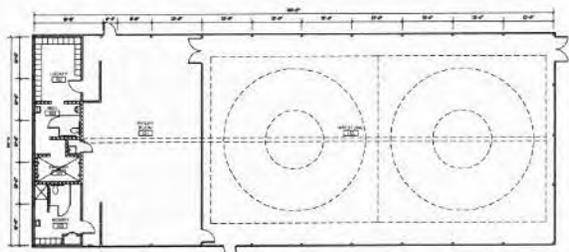
New Construction:
 Spring 2006
 Budget: \$400,000
 Final Bid: \$324,000
 Scale: 6,200 SF

PROJECT PERSONNEL

John Haila PE	Principal-In-Charge
Eric Vermeer, PE	Structural Engineer

REFERENCE

Jody Gray
 Former Superintendent
 Woodward-Granger Community School District
 Current Superintendent
 St. Ansgar Community School District
 jgray@st-ansgar.k12.ia.us
 (641) 713-4681



PROJECT DESCRIPTION

Woodward-Granger Community School District was faced with a unique and complex challenge; they required a facility that had the capacity to adapt to future programs- first house their wrestling programs and then later transition into a bus storage facility.

This program was a potentially high cost-endeavor. Approaching the design with both the budget and schedule in mind, HAILA was able to offer flexibility to the client by drafting two designs — one pre-engineered wood and one steel— that could simultaneously be bid.

During the bidding process, several contractors requested the options to bid an engineered panel structure building. The owner approved the requested equivalent system, which also ended up being the lowest cost solution. Woodward-Granger eventually made the decision to erect a wooden EPS structure.

Adaptation was planned through the installation of removable wood sleepers and plywood floor system. Code compliance required the bus facility to have a sloped floor while wrestling floors needed to be level. By layering an athletic flooring on top of the sloped slab, the project was positioned to make a change when the district was were ready.





Madrid Community School District

PROJECT INFORMATION

New Construction:

Fall 2008

Budget: \$280,000

Final Bid: \$245,000

Scale: 3,348 SF

PROJECT PERSONNEL

John Haila PE

Eric Vermeer, PE

Principal-In-Charge

Structural Engineer

REFERENCE

Brian Horn

Madrid Community School District

Superintendent

bhorn@madrid.k12.ia.us

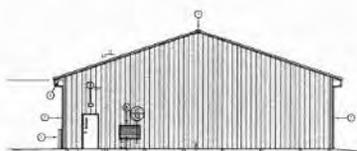
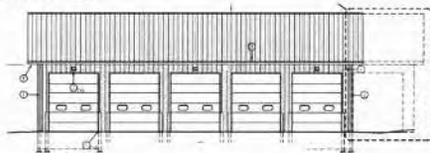
(515) 795-3240

PROJECT DESCRIPTION

Madrid Community School District had an existing bus barn that was old, too small, and deteriorating. Not only was the building unable to meet the size requirements of its bus fleet and equipment, it had structural issues. The district was in need of a durable and affordable solution that could be erected quickly.

HAILA evaluated options to design a modestly sized bus barn using a pre-engineered metal, wood, or stick frame wood structure.

HAILA used a bidding strategy that placed the pre-engineered metal and wood framing systems out to bid simultaneously. This yielded very competitive results for the owner and enabled them to attain a highly competitive price for the pre-engineered metal solution for less than pre-engineered wood.





Roland-Story Bus Maintenance Facility

PROJECT INFORMATION

New Construction:
 Fall 2014
 Budget: \$360,000
 Scale: 3,600 SF

PROJECT PERSONNEL

John Haila PE	Principal-In-Charge
Eric Vermeer PE	Structural Engineer
Nathan Compton AIA	Architect

REFERENCE

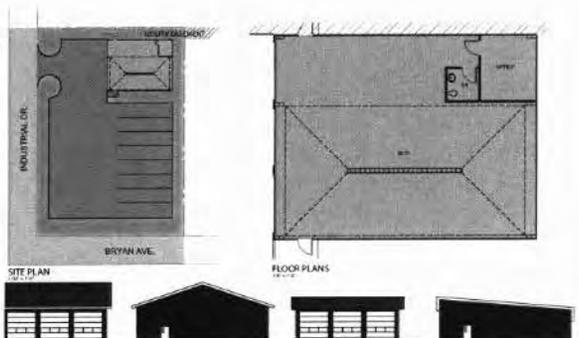
Matt Patton
 Roland-Story Community School District
 Superintendent
 mpatton@roland-story.k12.ia.us
 (515) 733-4301

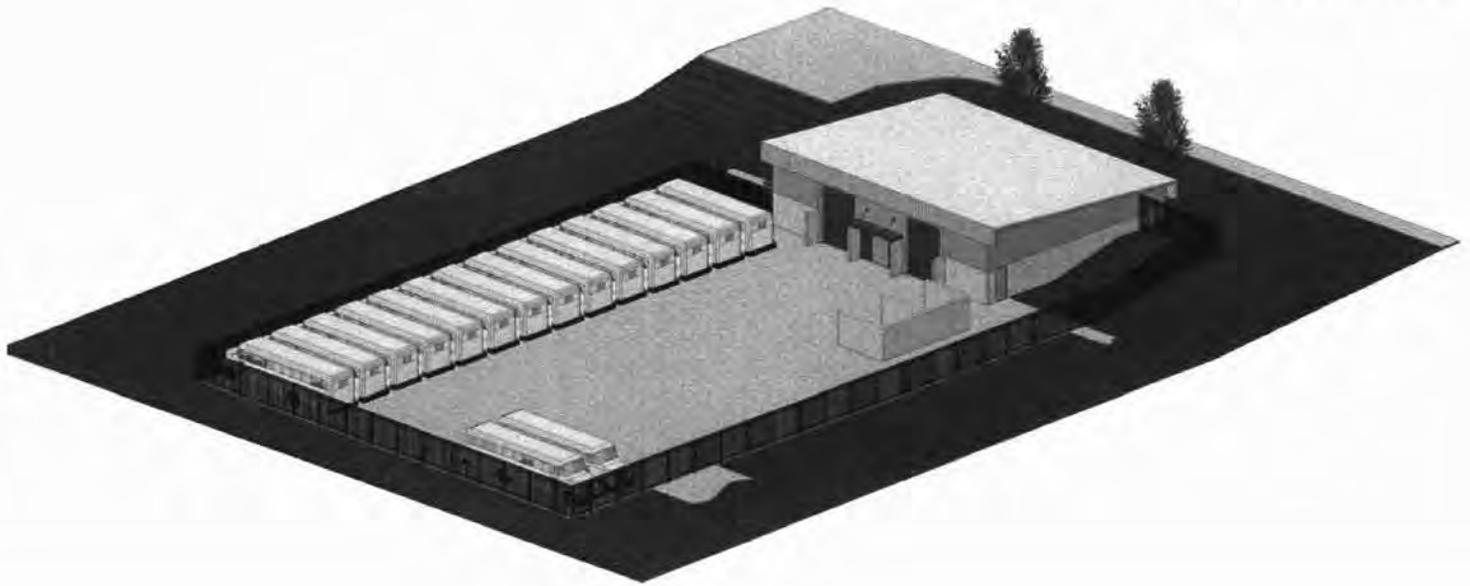
PROJECT DESCRIPTION

With a total of four garage bays, the Roland-Story Bus Maintenance Facility is a modestly sized pre-engineered metal structure. It is outfitted to host both school buses, smaller personnel, and landscape maintenance vehicles as well as support a small office space and restroom.

This was a fast-paced project in which HAILA was effectively able to turn around a design that met the time constraints and budget of the client. Challenges which were overcome include building placement and bus maneuvering on the "Greenfield" site.

Although the site was clear of obstructions and fairly flat it is not a large site and it is located on a corner lot. This corner brought with it particular setback requirements and limits as to where driveways could be located. This required properly siting the building to achieve the required bus turning radius as a direct head on approach was not possible. HAILA conducted a study which assessed bus and large vehicular turning radius requirements and flows to overcome this issue. The end result is a highly functional and efficient storage and maintenance facility.





Saydel Bus Maintenance Facility

PROJECT INFORMATION

Construction:

Summer 2014

Budget: \$1.5 Million (See Project Description)

Scale: 3,850 SF

PROJECT PERSONNEL

John Haila PE

Sam Stagg AIA

Art Baumgartner AIA

Nathan Compton AIA

Principal-In-Charge

Project Manager

Architect

Architect

REFERENCE

Doug Wheeler

Saydel Community School District

Superintendent

(515) 264-0866

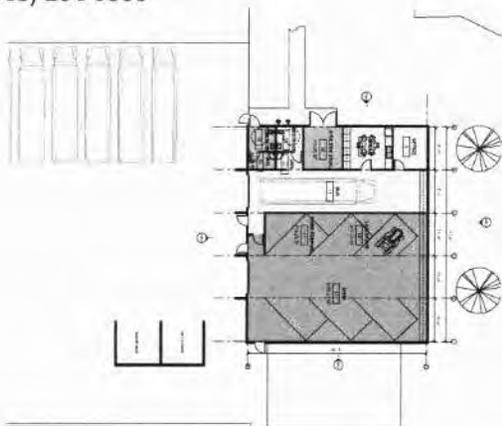
PROJECT DESCRIPTION

Sited, in a high traffic area between a sports complex and a middle school, Saydel CSD was in need of a maintenance facility that was both functional and aesthetically pleasing. The facility serves multiple functions; primarily storage and maintenance of the Saydel CSD bus fleet, storage of recreational and sports equipment, service as a public restroom, and a small support office.

In order to blend in within the existing context, the design utilizes a combination of prefabricated materials with a precast concrete and steel hybrid structure to create a durable and aesthetically pleasing maintenance facility that meets the school district's needs.

In addition to accommodating multiple programs, project challenges included accommodating both pedestrian and vehicular traffic. HAILA conducted a study which analyzed bus and parent pickup/drop off vehicular flows, as well as turning radius requirements for large vehicles.

The budget includes extensive site paving, adjacent parking lot, major grading and new utility entrances to the building. S.C. paving bed was \$330,000, S.C. utilities \$207,000, grading and excavation \$198,000; and significant electrical services work of over \$150,000. Building portion of the project was \$615,000.



PROPOSED PROJECT SCHEDULE

Secondary Roads Building Improvements (Kelley Shed & Roland Shed)

Story County, Iowa

	2017														2018															
	July				August				September				October				November				December				January					
	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29
Project Start:				July 12, 2017 *																										
Schematic Design																														
Design Development																														
Construction Documents																														
Bidding & Negotiation																														
Construction Administration																														

* We are committed to starting work immediately after contracts are signed, in accordance with the Estimated Timetable included in the RFP.

** Potential Bid Date: September 7, 2017

*** Award of Contract at September 12 Board of Supervisors meeting

**** Construction Start: September 18, 2017

Please note that Pre-Engineered building systems often have an 8 to 12 week lead time after date order is placed

PROPOSED FEE STRUCTURE

Based upon the Scope of Work described herein, we propose the following fee structure:

6.75% x Total Construction Budget approved by Story County

The anticipated construction cost for each building was stated in the Ames Tribune to be approximately \$365,000, which results in a total construction cost of \$730,000. Using the equation above yields the following fee:

$6.75\% \times \$730,000 = \$49,275$

We would ask that the resultant amount (as approved by Story County) be converted to a lump sum fee for the project. If it becomes necessary to alter the scope of work as the project progresses, we would seek additional compensation for the additional services provided.

Alternatively, if preferred by Story County, we are happy to provide services on an hourly basis, with a Not-to-Exceed amount stipulated in the Agreement with Story County.

Additional Costs:

Reimbursable Expenses (as permitted by Story County):

- Mileage for travel (50 cents per mile), limited to mileage incurred to perform necessary tasks required to accomplish the project's objectives
- Printing and reproduction costs

Organizational Stability and Financial Strength of Firm

HAILA Architecture | Structure | Planning has been in operation for over 30 years and has firmly established itself in central Iowa with a wide range of project experience, including a long lineage of new construction, remodeling, renovations, building envelope studies, structural engineering, and masonry restoration. HAILA Architecture | Structure | Planning is registered with the Office of the Iowa Secretary of State and currently performs design services for approximately \$30 – \$50 million dollars' worth of construction on an annual basis.

Bank Reference:

Please contact Joel Thilges at First National Bank, Ames, IA at 515.232.5561

Accountant Reference:

Please contact Susan Pyle at Pyle and Associates, Ames, IA at 515.232.2505



References

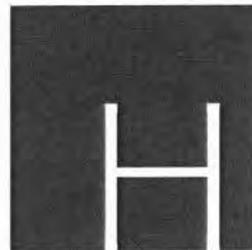
CLIENTS

Matt Patton
Roland-Story Community School District
Superintendent
mpatton@roland-story.k12.ia.us
(515) 733-4301

Gerry Peters
Ames Community School District
Director of Facilities
(515) 239-3795

Doug Wheeler
Saydel Community School District
Superintendent
(515) 264-0866

Brian Horn
Madrid Community School District
Superintendent
bhorn@madrid.k12.ia.us
(515) 795-3240



HAILA

ARCHITECTURE
STRUCTURE
PLANNING LTD.

413 KELLOGG AVE
Ames, Iowa 50010
t: 515.292.0007
f: 515.292.0008
www.haila-asp.com

Roseland
Mackey
Harris
ARCHITECTS PC

Story County, Iowa
Secondary Roads Building Improvements (Kelly Shed/Roland Shed)
RFP for Architectural/Engineering Design Services

June 8, 2017



Roseland
Mackey
Harris
ARCHITECTS PC

June 8, 2017

Leanne Harter
County Outreach and Special Projects Coordinator
Story County Administration
900 6th Street
Nevada, IA 50201

Dear Ms. Harter,

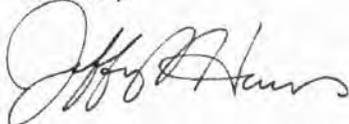
Thank you for the opportunity to provide you with the attached Submission and Proposal. We are excited about the possibility of working with Story County again on the Secondary Roads Building Improvements. We have enjoyed our current work on the Animal Shelter and our previous work on the Community Life Building and Justice Center. We feel our strong design team, broad base of experience, and commitment to service would be valuable assets to you.

Our extensive experience will provide an ideal framework to address your needs. Every time we begin a project, regardless of apparent similarities, we find a unique set of circumstances including the needs of individual user groups, owner expectations, site constraints, and a variety of additional factors. Our strength is our ability to bring together these many different aspects and, through teamwork, arrive at a solution that is pleasing and successful to everyone involved. We urge you to contact our previous and current clients and discuss our approach to design and construction. We are proud to report that our typical workload of projects consists of nearly 90% repeat clients.

We are a small Iowa firm, and as such will work as hard as we possibly can to ensure a successful project for Story County. We would be very proud to help shape the future of your facilities.

If you have any questions, please feel free to call. We look forward to hearing from you.

Sincerely,



Jeffrey S. Harris AIA
Principal

Att: RFP Response



1. Vendor

Roseland Mackey Harris Architects, P.C.
1615 Golden Aspen Drive, Suite 110
Ames, IA 50010

Primary Contact:
Jeffrey S Harris, AIA
Principal

2. Project Manager

Jeff Harris will serve as Project Manager for this project with Story County.

3. Services Required

The project involves construction of two similar secondary roads maintenance buildings, one located in Roland and one located west of Kelly. The following outline of services will be provided for each building. Final plans will be similar but each building may be unique.

Schematic Design Phase

- Meet with Secondary Roads staff to discuss basic building space program, site requirements and goals
- Develop schematic site and building design options for review with Secondary Roads staff
- Revise schematic designs as discussed
- Meet with Secondary Roads staff as necessary to evaluate revised schematic designs and determine appropriate direction
- Prepare Schematic Design cost opinion based on square foot estimates

Design Development Phase

- Develop and refine schematic design solution
- Review building system requirements, construction alternatives and other project concerns
- Develop code analysis to compare construction and building classification alternatives and needs
- Work with structural consultant to prepare design development documents for buildings
- Work with mechanical, plumbing and electrical consultants to prepare design development documents for buildings
- Provide documents to identify proposed architectural and structural systems and how they coordinate with mechanical and electrical systems
- Meet with Secondary Roads staff to evaluate design development documents

Construction Document Phase

- Prepare detailed documents for pricing and construction to include:
 - Certified Architectural drawings
 - Detailed floor, ceiling and roof plans
 - Detailed building elevations
 - Building and wall sections to detail construction assembly
 - Door schedules and details to determine egress and fire rated assemblies
 - Finish schedules and details
 - Casework plans and elevations
 - Certified Structural drawings
 - Detailed foundation and framing plans
 - Building and wall sections to describe structural components
 - Column, concrete reinforcing and lintel schedules
 - Certified MEPT drawings
 - Detailed plumbing plans
 - Detailed HVAC plans
 - Detailed electrical and technology plans
- Certified project manuals which include bidding requirements, general construction requirements, insurance requirements and technical specifications
- Drawings required for application to City of Roland and Story County for plan review and approval including code modification requests if required
- Meet with Secondary Roads staff to review construction documents prior to issue for pricing

Bidding Phase

- Distribute construction documents to Bidders
- Conduct Pre-Bid meeting to review project with Secondary Roads staff and Bidders
- Review contractor inquiries regarding documents and issue addenda as appropriate
- Meet with Secondary Roads staff to receive, review and evaluate bids
- Prepare construction contract with advice from Story County and their legal council

Construction Phase

- Conduct Pre-Construction meeting to review project with Secondary Roads staff and selected General Contractor and their personnel
- Review contractor submittals, shop drawings and schedules
- Process project change orders, requests for information, proposal requests and other documents
- Attend construction progress meetings and observe project progress for general conformance to construction documents

- Review and process contractor Applications for Payment
- Conduct project walkthrough at contractor notice of Substantial Completion and prepare Punch List of outstanding items to be resolved
- Conduct project walkthrough to review completion of Punch List items
- Review contractor record documents and Operation and Maintenance manuals and turn over to Secondary Roads staff

4. Personnel/Firm Skills

Roseland, Mackey, Harris Architects has worked for nearly 30 years on projects for a local health care clinic with over 200 physicians at multiple clinic sites within the state of Iowa. Our projects for a central Iowa hospital have included additions, remodelings and planning studies. As design consultants to a leading manufacturer and distributor of animal health care products in over 100 countries, we have honed our skills working on project teams with multiple design disciplines as we tackled technically complex projects. All of this work has enriched our experience working with multiple user groups within much larger organizations.

We believe that attention to our client's needs is the basis for a successful project. During the design process, we thoroughly analyze each project to ensure all opportunities are explored for solutions that optimize the goals, objectives and budgets of our clients. We work with our clients to achieve their vision while maintaining their budget. Our team would work with Stecker Harmsen of Ames, an independent cost consultant, to provide the requested Cost Opinion for the project in a format that will allow the County an opportunity to review the scope of work prior to issuing plans for bidding.

Our quality control methods focus on communication and coordination. Regular project team meetings would be scheduled to address issues appropriate to the current stage of the design process. Frequent check sets would be distributed between team members to facilitate this coordination process.

Our commitment to the consistency of the project team will contribute to a higher quality project. In addition, we have worked on numerous projects with our selected consultants and over the years have developed an understanding of how each other works. This understanding allows us to anticipate each other's questions and potential coordination issues, as well as have a respect for how we approach design.

Project Manager

Jeffrey S. Harris, AIA, LEED AP BD+C
Professional Experience:
Bachelor of Architecture
Architect, Iowa License
LEED Accredited Professional

Principal
27 years
1990, Iowa State University
#3594 in 1995
2009



Mr. Harris is involved with every phase of project development from initial programming and site selection to construction administration and project close-out. As the firm is a horizontally organized office, he is actively engaged in projects from programming through construction documents, consultant selection and coordination, client contact and business development.

Mr. Harris would be responsible for project management, consultant coordination and project documentation

Mr. Harris has served on the City of Nevada Planning and Zoning Commission and is currently a member of the Board of Directors for the Volunteer Center of Story County.

Intern Architect

Michael Garcia
Professional Experience
Firm Experience
Master of Architecture
Bachelor of Fine Arts

6 years
1.5 years
2011, Iowa State University
2004, Iowa State University



Mr. Garcia's work includes a combination of meeting with clients to develop project plans and assisting with the drafting of construction documents.

For this project, Mr. Garcia would be responsible for development of schematic plans, design development and preparation of construction documents.

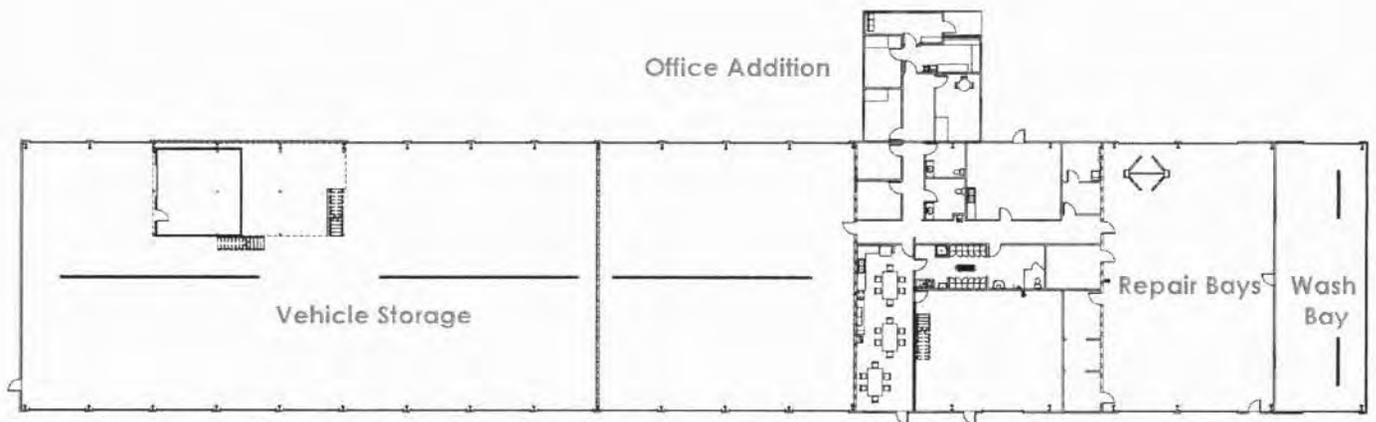
5. Similar Projects

City of Boone Public Works Building Addition & Remodeling, Boone
Public Works vehicle storage and maintenance building remodeling and
addition.

Project Timeline: January 2017 - Present

Contacts: John Rouse
Public Works Director
515-432-4211

Our design team is currently working on this remodeling project for the City of Boone. The project consists of two additions for office space and a vehicle wash bay and interior and exterior remodeling of the existing building. Exterior skin will be replaced as well as general updates to the building envelope and interior spaces. Bid documents will be completed by mid-summer with construction slated for Fall of 2017.



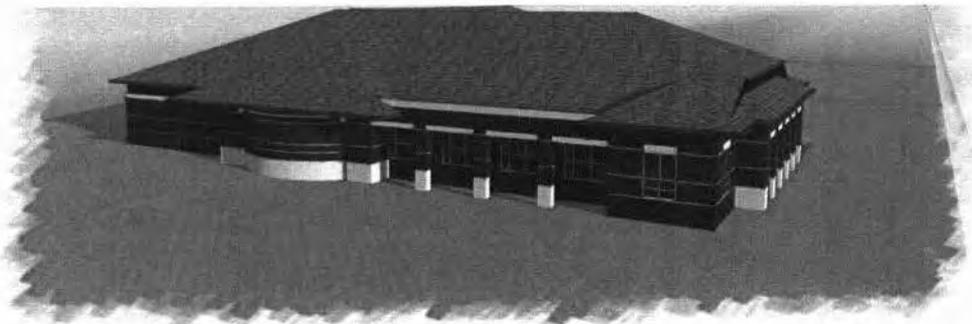
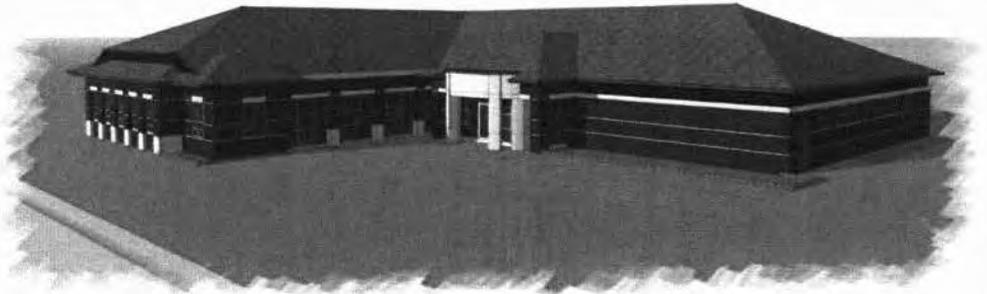
Floor Plan



North Building Elevation

Story County Community Life Building Re-Roofing, Ames
Roofing and Siding Replacement Project
Project Timeline: January 2014 - June 2014
Contacts: Cal Pearson
Facilities Director
515-382-7401

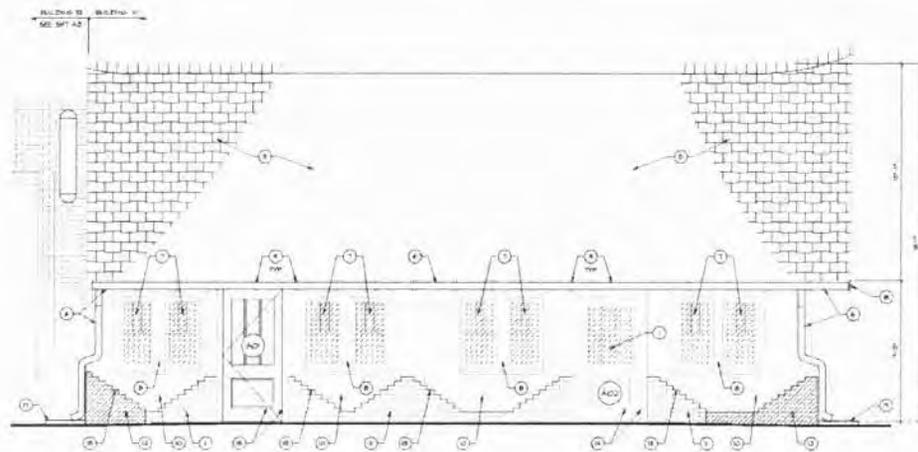
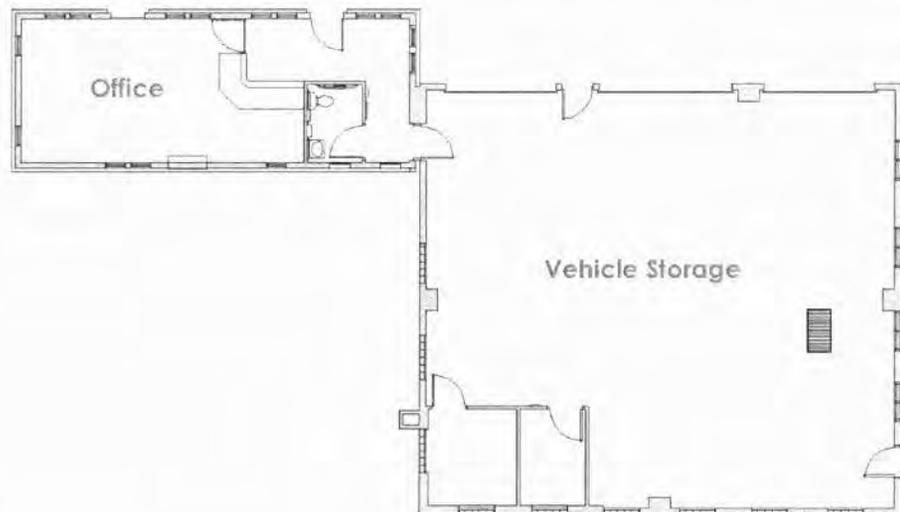
Story County was seeking a replacement for an aging metal roof and siding system for the Community Life Building in Ames. RMH developed a plan to replace the existing roof and re-structure the roof to eliminate a number of existing problematic flat roof areas. The project was competitively bid and completed within a 6 month period to meet the county annual budgeting requirements.



State Center Law Enforcement Center, State Center
Police Station Relocation and Historic Restoration
Design Timeline: December 2011 - August 2012

Contacts: Harlan Quick Jeff Bunn
 Mayor Police Chief
 641-483-2559 641-483-2107

Home Oil Service Station started business on Lincoln Highway in 1941 as a gas station. Purchased by the City of State Center in 2006, the facility was in an advanced state of disrepair. Through local and state transportation grants, the buildings were converted into the State Center Police Department by June, 2014. The exterior was renovated and stabilized with the addition of new roofing and windows and repairs to the existing brick, stucco and concrete block walls. The original gas station was remodeled into the police department office and a new accessible restroom was added. Evidence and interview spaces were added to the service garage.



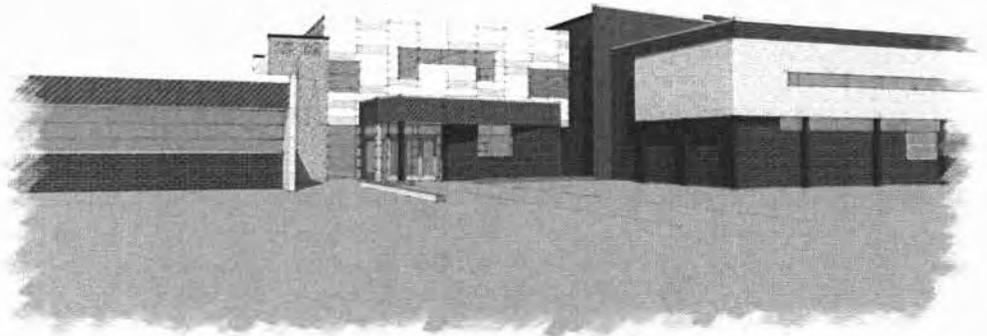
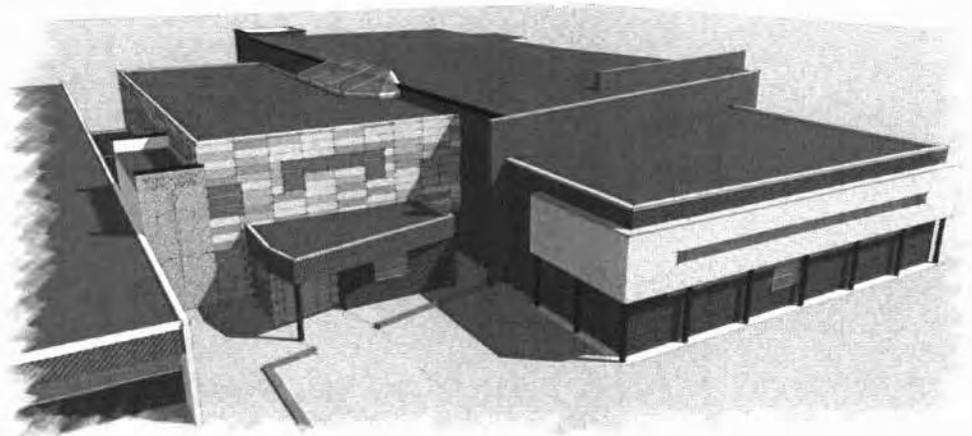


Story County Justice Center, Nevada
County Attorney Office Addition and Remodeling
Project Timeline: January 2014 - Present

Contacts: Cal Pearson
Facilities Director
515-382-7401

Jessica Reynolds
County Attorney
515-232-4185

Schematic design is complete for this addition to the Story County Justice Center in Nevada. The county is looking to consolidate the offices of the county attorney in one location within the Justice Center complex. RMH worked with client groups from the Attorney's Office and the Sheriff's Department to address space needs as well as process improvements for building security and lockdown. The project is currently on hold pending funding.



6. Schedules and Deadlines

We work with our clients to make sure that we fully understand all their expectations, including schedules and deadlines. We understand the requirements of annual budget constraints and the importance of meeting deadlines to ensure funding for public projects. Should results of the design process result in the need for a schedule extension or reduction, we would discuss with you as soon as we can to minimize the impact on the project.

7. Availability of Key Personnel

Roseland, Mackey, Harris Architects and its proposed consultants have the resources, capabilities and personnel commitment to complete the project efficiently. Our staff could begin work by July 15, 2017. Pending appropriate review times for the user groups we would anticipate a 60 to 90-day timeframe for design and bid letting.

8. Fee Structure

Building 1

Schematic Design thru
Construction Documents

▪ Lump Sum \$23,500

Bidding & Construction
Administration

▪ Lump Sum \$ 6,500

Building 1 Total \$30,000

Building 2

Schematic Design thru
Construction Documents

▪ Lump Sum \$12,000

Bidding & Construction
Administration

▪ Lump Sum \$ 6,500

Building 2 Total \$18,500

Based on the similarities between the two buildings we have discounted the design costs for Building 2 by approximately 50%.

Reimbursable expenses would consist of site survey costs if necessary and large format printing and document distribution.

9. References

Ron Frantzen, Director
Facilities Management
McFarland Clinic, PC
1215 Duff Avenue
Ames, IA 50010
515-239-4455

Thomas H. Pohlman, President
Ames National Corporation
Fifth & Burnett
Ames, IA 50010
515-232-6251

Jami Larson, President
Larson Development Corporation
3321 Ridgetop Road
Ames, IA 50014
515-451-4350

NOTICE OF APPOINTMENT

PERSON APPOINTED: Lynn Lathrop

BOARD COMMISSION OR COMMITTEE APPOINTED TO:

Veterans Affairs Commission

LENGTH OF TERM: 3 years

(IS THIS APPOINTMENT TO FILL AN UNEXPIRED TERM? no

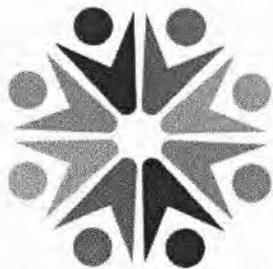
IF SO, WHO'S TERM? _____

WHO NEEDS TO BE NOTIFIED? Board of Supervisors

DATE APPOINTED: 7/1/17

DATE OF TERM EXPIRED: 06/30/20

APPROVED **DENIED**
Board Member Initials: LS
Meeting Date: 6-27-17
Follow-up action: _____



CENTRAL IOWA RSVP

Connecting People To Purpose

OFFICE LOCATIONS

MAIN OFFICE

503 Elm Avenue
Story City, IA 50248
515-733-4917
888-781-7787 (Toll Free)
director@cirsvp.org;
officemgr@cirsvp.org

AMES

(Serving Story County)
113 Colorado Avenue
Ames, IA 50014
515-292-8890
coordinator@cirsvp.org
rsvp53@cirsvp.org
(Public Safety/Disaster
Initiatives)

MARSHALLTOWN

(Serving Marshall County)
2806 S. 2nd Street
Marshalltown, IA
641-752-0279
mcvc@cirsvp.org

FORT DODGE

(Serving Webster County)
617 Central Avenue
Fort Dodge, IA 50501
515-573-3477
rsvpfdwc@cirsvp.org

WEBSTER CITY

(Serving Hamilton County)
749 Second Street
Webster City, IA 50595
515-832-2525
rsvphamco@cirsvp.org

Thursday, June 22, 2017

To: Story County Board of Supervisors
From: Kalen Petersen, Director – Central Iowa RSVP
Re: Volunteer Driver Transportation Program Funding

At the Board of Supervisors meeting on March 28th, funding in the amount of \$3,000 was approved to be allocated to Central Iowa RSVP's Transportation Program to support out-of-county medical trips. We are very thankful for those additional resources that have allowed RSVP to expand our service to include these trips for Story County residents, specifically those needing to get to see a specialist in the Des Moines area.

Because the \$3,000 was allocated for fiscal year 2016-2017, RSVP had only 3 months to draw down those funds. We were able to go back to the beginning of the fiscal year and request reimbursement for trips that took place earlier in the fiscal year. However, for most of the fiscal year we were only providing out-of-county rides on a very limited basis and were not promoting those trips as part of our service.

Currently, we have a balance of \$2,631.78. We respectfully request that the County approve RSVP carrying those funds over into 2017-2018 to be used for the same purpose. Because the out-of-county transportation service was not part of our ASSET request for 17-18, this carry-over will provide us with the funds needed to continue to provide these important trips for Story County residents. Thank you very much for your consideration.

APPROVED **DENIED**

Board Member Initials: RS

Meeting Date: 6-27-17

Follow-up action: _____



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 22, 2017

Dear Story County Board of Supervisors,

I am following up with additional requested information for the Board in respect to consideration of Crestview Mobile Home Park relocation assistance for demolition costs associated with current owner occupied mobile homes at Crestview Mobile Home Park. In working with the Story County Treasurers Office and the list of occupied mobile homes provided by Mr. Talbot the following information has been determined:

- Two mobile homes in the water loop have clear title and current taxes
- Four mobile homes in the water loop have clear title and owe back taxes totaling \$256.00
- One mobile home not in the water loop has a clear title and current taxes
- Five mobile homes in the water loop do not have clear title and owe back taxes totaling \$1,073.94
- One mobile home not in the water loop without clear title and taxes owed

It is unknown at this time how many mobile homes are able to meet DOT requirements to be moved to a new location. As the Board of Supervisors considers demolition assistance for current occupied mobile homes at Crestview Mobile Home Park I would offer the below options for consideration as a component of the Crestview Relocation Assistance:

Option 1: Appropriate additional dollars for Crestview Relocation Assistance to be used for demolition costs for an owner occupied mobile home with clear title and current taxes.

Option 2: Continue with current appropriated amount of \$3,000 per occupied mobile home for relocation assistance with an allowable expense to include demolition of current owner occupied mobile home with clear title and current taxes.

↓
 or transport

Sincerely,

Karla Webb

Karla Webb,
 Community Services Director

APPROVED **DENIED**

Board Member Initials: RS

Meeting Date: 6-27-17

Follow-up action: _____

HELPING GOVERNMENT
WORK BETTER

Story County, IA
Website Redesign



Presented By:
Julia Brown
Account Executive

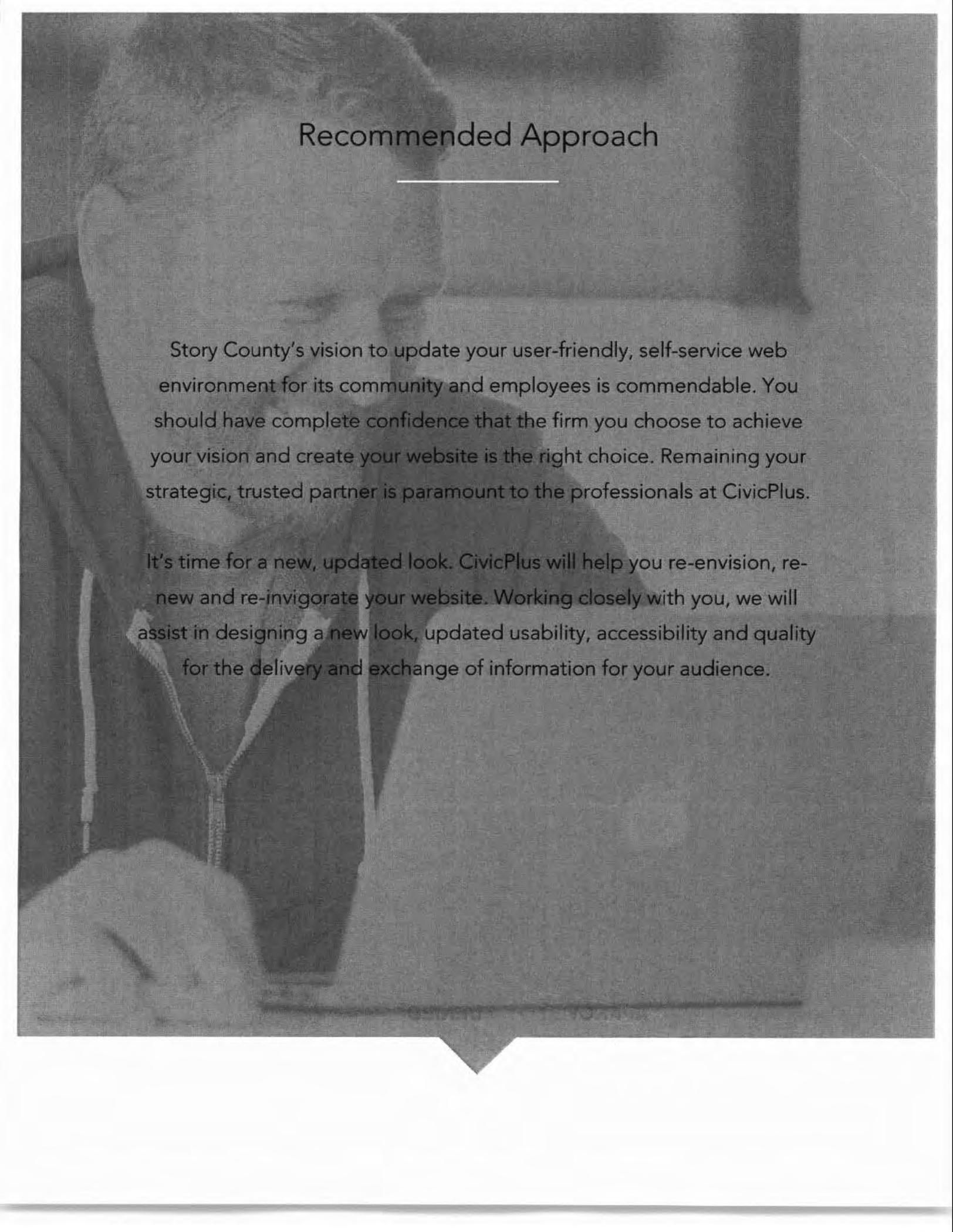
~~APPROVED~~ DENIED

Board Member Initials: RS

Meeting Date: 6-27-17

Follow-up action: _____

CivicPlus
302 S. 4th St. Suite 500
Manhattan, Kansas 66502
888-228-2233



Recommended Approach

Story County's vision to update your user-friendly, self-service web environment for its community and employees is commendable. You should have complete confidence that the firm you choose to achieve your vision and create your website is the right choice. Remaining your strategic, trusted partner is paramount to the professionals at CivicPlus.

It's time for a new, updated look. CivicPlus will help you re-envision, re-new and re-invigorate your website. Working closely with you, we will assist in designing a new look, updated usability, accessibility and quality for the delivery and exchange of information for your audience.

Executive Summary

We propose the following approach to help you meet your goals:

- **EASY-TO-USE CMS**
Our CivicEngage Content Management System (CMS) is developed specifically for local government with unique functionality to streamline your processes and offer self-service options. CivicEngage will empower your staff to update your website content easily and often with robust, straight forward editing tools and permission-based access.
- **SECURE, CLOUD BASED HOSTING**
Provide peace of mind for your staff and community that your site is in good hands. Our solution is supported by an enterprise-level hosting environment with vigilant 24/7/365 monitoring and continual system updating. We guarantee a 99.7% uptime for your website.
- **24/7/365 SUPPORT**
Our helpful in-house support team is available via telephone, email and live chat to ensure your complete and ongoing satisfaction with our products and services.
- **CUSTOM DESIGN**
Our experienced designers will work with you until you are 100% satisfied to create a custom, impactful design that reflects your unique story visually and meets the needs of your community.
- **FULLY RESPONSIVE**
With responsive web design throughout, the content on your site will automatically adjust to the screen size of any device.
- **CONTENT MIGRATION & OPTIMIZATION**
One of our Content Development teams will manually migrate text, documents and images from your current site to your new site – saving your staff hours of effort, ensuring consistency, accessibility and that your information is easier to access and navigate.
- **DEDICATED PROJECT TEAM**
A specialized team of experts will assist you throughout the development process including a project manager, an art director, content developers and a trainer/consultant.
- **CUSTOMIZED TRAINING**
We have many training options. Our trainers will ensure your staff gains the confidence to effectively and easily maintain your new site.
- **DESIGN ESSENTIALS**
The design tools within CivicEngage allow your staff to build, modify and manage your website's look and feel within the design and structure parameters of your website.
- **GUARANTEED REDESIGN**
At the end of your fourth year of continuous service with us, you're eligible to receive a basic website redesign with no further out-of-pocket expense. Your website stays current and doesn't need to be rebuilt from the ground up.

COMPANY & CONTACT INFORMATION

Contact Information	<p>Julia Brown Account Executive brown@civicplus.com 785-370-7790</p>	Primary Office	<p>302 S. 4th Street, Suite 500 Manhattan, KS 66502 Toll Free 888-228-2233 Fax 785-587-8951</p>
Legal Name	CivicPlus, Inc.	Company Founder	<p>Ward Morgan, Chairman of the Board</p>
Incorporated In	State of Kansas	Date Incorporated	June 1998
Company Website	www.CivicPlus.com	Purchasing Vehicles	<p>GSA Contract # GS-35F-0124U TIPS/TAPS Contract # 2092613 CMAS Contract # 3-13-70-2966A Interlocal Purchasing</p>

Investment Proposal

All quotes are priced per project and presented in US dollars. Pricing is valid for 60 days from June 9th, 2017.

Advanced Redesign Option

- New responsive design presented on latest CivicEngage CMS Platform (Aurora)
- Banner administration
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup – wireframe
- Email this page option
- Dynamic breadcrumbs & Sitemap
- Google Translate tool
- Redevelop graphic elements of website (News Flash, FAQs, Calendar, etc.)
- Project Management, Testing, Review
- Content
 - Includes migration of all existing content and retouching of published pages to ensure new site styles are applied and modules are related to feature columns. Contact information will be moved to info advanced area if previously formatted in a right contact layout. Pages will be moved to coordinate with new menu structure.
 - NOTE:** Content will be rewritten, reformatted or broken up for usability and consistency. No new content will be developed.
- Spelling and broken links will be checked and updated.
- Inclusion of all standard modules.
- 4 days of On-Site group training
- Content Optimization Package

Redesign Initial Investment \$24,800

No Increase to Annual Hosting, Maintenance and Support Fee

CivicPlus Recurring Redesign Option - \$2,300

With our recurring redesign option, you are eligible to receive a basic website redesign with no further out-of-pocket expense at the end of every fourth year of continuous service.

Optional Enhancements

- **CIVICADVISE CONSULTING – ONSITE OR VIRTUAL**

Implementing an enterprise-wide software solution is a huge undertaking. Not only does new software touch every department in your organization, it has the potential to positively impact the hundreds of end-users in your community. Our expert consultants don't just hand you a strategy document and take off – they help develop a plan that is practical and ready to execute. Let us help you align goals, get everyone excited and on-board and identify your audience, top services and most relevant information!
- **ONSITE OR VIRTUAL TRAINING**

We offer many options of training to equip you and your staff to effectively maintain your website solution. Ask us about the best option for you!
- **VIRTUAL WEBMASTER**

This service is designed to allow us to help you keep your website up-to-date and relevant at the highest level of convenience to you. Purchasing this will give you access to a personal point of contact who can make additions and changes to your content – up to ten hours per month.
- **MOBILE ADMIN APP**

Manage key administrative functions of your CivicEngage website anytime, anywhere from an Apple® or Android™ smartphone or tablet using the Mobile Admin app. This powerful tool allows you to quickly add, modify or approve categories and items for the following modules: Alert Center, News Flash and Calendar.
- **LDAP INTEGRATION**

This integration gives you the ability to login into CivicEngage from any device with an Active Directory username and password and allows for auto-account generation and group syncing.
- **ADFS INTEGRATION**

This integration gives you the ability to login into CivicEngage from any device with an Active Directory username and password and allows for auto-account generation and group syncing. Take it a step further – ADFS also has one-time login for users logged into a domain computer, option to choose which internal pages and modules are used for ADFS login, and lets you customize the design of your ADFS login page.
- **DEPARTMENT HEADER PACKAGES**

A department header will provide a distinguished look of department pages, while remaining under the administrative access of the main site. You will get a customized banner, unique global navigation headers and graphic buttons, unique URL if desired and will share all modules with the parent site.

- **THEME FOR DEPARTMENT HEADER**
 Theme your department header package if you want a customized color palette for the homepage and interior pages.
- **CIVICMEDIA STORAGE**
 CivicMedia enables you to engage your citizens through easy-to-use live streaming capabilities and accessible on demand videos.
- **SUBSITE PACKAGE**
 Our staff can create a completely unique website that allows sections of your website to stand out and reflect a distinct focus – at a reduced cost. Subsites give administrative access separate from the parent site, a completely custom design, unique and permanent URL, and 20 pages of content developed by our experts.
- **BRANDING PACKAGE**
 Includes initial consultation with our experts, evaluation of current logo and branding analysis, branding style guide and stationary set layouts which include business card, letterhead and envelope press ready files. Your image will be enhanced by the use of our branding style guide which ensure proper use of your logo and colors.
- **LOGO DEVELOPMENT PACKAGE**
 Includes initial consultation with our expert designers, development including four original designs, feedback meetings and three rounds of revisions to finalize your new logo.
- **LOGO DEVELOPMENT WITH BRANDING AND GRAPHICS DEVELOPMENT PACKAGE**
 Includes logo development and branding package as described above.
- **CIVICHR**
 CivicHR is the easiest-to-use local government human resource management solution. CivicHR offers a flexible, comprehensive and integrated cloud-based solution that allows human resource managers to recruit, identify and hire talent, onboard new employees, and assess employee performance, as they move from job seeker, to new hire, to employee. It streamlines the hiring process, improves engagement, and manages employee data in a centralized, secure system. Find more information at civichr.com.
- **CIVICREADY**
 CivicReady is a cloud-based mass notification system that is designed to empower local governments to communicate information to citizens quickly and effectively, no matter where they are in the community. We offer multiple reliable and secure measures for sending notifications. You can email you message form an external email account, text it in from your cell phone, call it in through our 24/7 emergency support team, or sent it with a single tap on your smartphone using our mobile app. Find more information at civicready.com.
- **CIVICREC**
 Powered by Rec1, an industry leader in Parks and Recreation management software, CivicRec provides an interface that is easy to use for both staff and citizens. There are robust tools for managing activities, facilities and point-of-sale transactions with integrated functionality to manage memberships, instructors, sports leagues and ticketing. CivicRec is the complete solution needed to run an efficient organization. Find more information at civicrec.com.

The 2017 Story County Fair runs from July 21 through July 26, 2017. Below is a map of the fairgrounds and locations of events. The "X" represents where the Story County booth will potentially be. Attached is also a schedule to staff the display, running two-hour overlapping shifts beginning at 10 am through 6 pm each day (excluding Sunday, 7-23, which begins at 12:00 pm). With such a schedule, approximately 40 time slots will need filled.

County employees will be able to pick up a maximum of two shifts (4 hours). These shifts will be considered the employee's daily work assignment and will count as work time. The time slots will first be offered to management/department heads for one week. After one week passes, the remaining time slots will be made available to all county employees through their respective elected official or department head. Employees must have their elected official or department head's written approval in order to attend on behalf of Story County.

Expectations of Employees

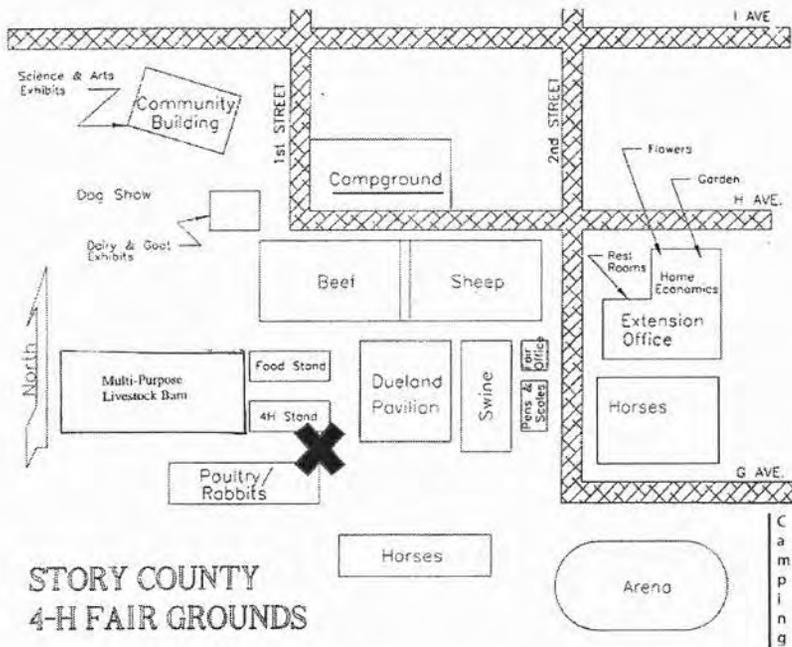
- Phone lists and business cards to help public answer is not known
- Answer questions to best of ability
- Replenish papers as needed
- Maintain booth as necessary

Materials

- History of county
- Trifold posters
- Pictures of ongoing projects
- Handouts from elected offices and departments (brochures, Our Story, C2C, business cards)
- Tent – borrowed from Conservation
- Updated phone list
- Water, duct tape, paper weights, ice
- Cooler, tables, chairs (to sit when not busy) - rented from facilities

APPROVED **DENIED**
Board Member Initials: RS
Meeting Date: 6-27-17
Follow-up action: _____

	Date					
	7/21/2017	7/22/2017	7/23/2017	7/24/2017	7/25/2017	7/26/2017
DAY OF WEEK	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
Time/Shift	11a THRU 9p	9a THRU 9p	12 THRU 9	9a THRU 9	9a THRU 9	9a THRU 3
	<i>SET UP: 9am THRU 11am</i>					
10 AM - 12 PM						
11 AM - 1 PM						
12 PM - 2 PM						
1 PM - 3 PM						
2 PM - 4 PM						
3 PM - 5 PM						
4 PM - 6 PM						





APPROVED **DENIED**
Board Member Initials: AS
Meeting Date: 6-27-17
Follow-up action: _____

Cornerstone to Capstone Annual Review

Process and Schedule

Presented to the Story County Board of Supervisors

Tuesday, June 27, 2017

Growth-Oriented and Sustainable Infrastructure

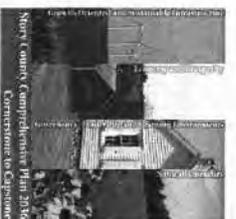
Economy and Prosperity

Governance, Leadership and Learning Environments

Natural Amenities

Story County Comprehensive Plan 2036
Cornerstone to Capstone

C2C Plan Overview



The *Cornerstone to Capstone (C2C) Comprehensive Plan* was adopted by the Story County Board of Supervisors on June 6, 2016. The formal adoption process followed a plan development process that began in January 2015 with the release of the Request for Proposals to identify consultants to assist Story County. MSA was selected in early 2015 and guided Story County over the next year to the official adoption.

C2C Plan Goal/Policy Reference	Action Step	Lead	Timeframe	Budget
--------------------------------	-------------	------	-----------	--------

Chapter 1	Develop metrics from community indicators to use for annual review	BOS	Immediate	NA
Chapter 1	Develop and adopt C2C Plan amendment process and establish public outreach toolkit	BOS	Immediate	\$2,500
Chapter 2	Complete online survey following format and questions used in C2C Plan development	BOS	Annual	\$1,000 annually
Chapter 2/ CFS-1	Provide semi-annual updates on the C2C Plan and quadrant meetings and discuss future planning efforts in regards to special needs facilities	BOS	Annual	NA

When the Plan was adopted in June 2016, as noted in the excerpt from the *Introduction* chapter of the C2C Plan under the “C2C Plan Maintenance” box to the lower right, the *C2C Plan* is a living guide and document.

The *Implementation Matrix*, officially adopted by the Board of Supervisors in November 2016, following recommendations from both the Story County Conservation Board

and Planning and Zoning Commission, identifies the steps necessary to ensure the *Plan* maintains its relevancy and describes our vision and goals. As identified in the image on the left, the *Implementation Matrix* anticipates annually reviewing the *C2C Plan*.

The following pages lay out a proposed *Plan* review schedule as well as identifies criteria to use when evaluating the *Plan* and the strategies set forth in the *Implementation Matrix*.

C2C Plan Maintenance

This planning document is a “living” guide for growth and change in Story County. The C2C Plan represents the County’s best effort to address current issues and anticipate future needs; however, it can and should be amended from time to time if conditions warrant reconsideration of strategies in the C2C Plan. If decisions are being made that are not consistent with the C2C Plan, then the Plan has lost its relevance and should be amended. The process of amending the C2C Plan should not be onerous, but it should trigger a brief pause to consider again the long term vision for the county. This C2C Plan’s value is dependent upon frequent use and occasional updates. The C2C Plan’s Implementation Matrix will be adopted in the Fall 2016.

Schedule



Date	Task
June 27, 2017	Schedule and Process Reviewed by BOS
June 28, 2017	Distribute Information to Project Team
July 3, 2017	Release Survey
<i>Survey open through August 4th</i>	
Week of July 10, 2017	Project Team Review <i>Implementation Matrix and Goals Discussion</i>
July 11, 2017	Community Indicators presented to BOS
August 7 – 17, 2017	Compile Survey Results
August 22, 2017	Present Survey Results to BOS
August 23 – September 1, 2017	Compile C2C Annual Review Report
September 6, 2017	C2C Annual Review Report Presented to PZC
September 18, 2017	C2C Annual Review Report Presented to SCCB
September 26, 2017	C2C Annual Review Report Presented to BOS
October – December 2017	C2C Tour of Cities and School Districts

Plan Evaluation



The C2C Plan Annual Review will be conducted looking at three areas:

- *Review the goals and major recommendations in the C2C Plan*
- *Review the Implementation Matrix and progress towards completing the first year's priorities*
- *General review of trends and necessary amendments*

The following are general categories against which the C2C Plan will be evaluated based on the three areas listed previously.

General Review Questions/Checklist for Review:

- Review goals and major recommendations in the C2C Plan to determine if items are:
 - ◇ Accomplished
 - ◇ Still relevant
 - ◇ High priority of the year
- Review prior year's rezonings and development decisions. Discuss if any trends need to be addressed.
- ◇ Are rezonings/plan amendments in particular area?
- ◇ Have there been instances when the SCCB, PZC and/or BOS departed from the Plan?
- ◇ Does the Plan address the location and types of land uses frequently requested?
- ◇ Have our goals or vision changed since the Plan was written?
- ◇ Is the background data still relevant and does it reference the most recent decennial census data and up-to-date local data?
- ◇ Are the maps still correct; have there been changes in city limits and other changes to reprint maps?
- ◇ Can we identify any potential plan amendment areas?

Review Implementation Matrix and progress towards completing the first year's priorities to determine if items are:

- ◇ Accomplished
- ◇ Still relevant
- ◇ Task for upcoming year
- Next steps:
- Responsibility:
- ◇ Task for future year
- Next steps:
- Responsibility:

C2C Plan Chapter _____ Page # _____
 Restatement of Goal/Task _____

Is the item accomplished?
 Yes _____
 *If no, please provide an update. _____

Is the item still relevant?
 Yes _____
 *If no, please provide an update. _____

What priority should be given to this goal/task?
 High _____ Medium _____ Low _____ Remove _____

EXAMPLE

STORY COUNTY FAÇADE IMPROVEMENT GRANT PROGRAM

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

~~APPROVED~~ DENIED
Board Member Initials: LS
Meeting Date: 6-27-17
Follow-up action: _____

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~~ 2018 (July 1, ~~2016~~ 2017, through June 30, ~~2017~~ 2018) shall be \$10,000. The County reserves the right to fund one or several applications as funding allows. An applicant may only submit and receive funding for one application each fiscal year.

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 properties and/or businesses shall work with the city council of their respective community. A city shall apply on behalf of the eligible properties and/or 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 following the beginning of the fiscal year.

Work is expected to be completed and bills submitted within 12 months of the grant award date. A

complete copy of bills from expenses relating to the project must be presented to Story County before the grant money will be awarded. The amount of the grant may be adjusted if the actual cost is lower than the estimated cost. Any deviations from the approved application may disqualify the applicant.

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@storycountyiaowa.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)

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 17-112**

WHEREAS, there has been submitted to the Board of Supervisors of Story County, Iowa, an application to subdivide real estate from Dale L. and Mari A. VanderWal, 65959 295th Street, Maxwell, Iowa, 50161 involving the real estate located in Indian Creek Township, Section 15 at 65959 295th Street, Maxwell, Iowa, 50161 and identified as parcel #15-10-200-455 hereinafter described on Attachment A and shown on Attachment B, and

WHEREAS, Dale L. and Mari A. VanderWal are the legal titleholders of said real estate, and

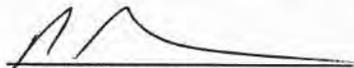
WHEREAS, it appears that all conditions and requirements prescribed by Chapter 354 and Chapter 355, *Code of Iowa*, and as prescribed by the *Story County C2C Plan* and the *Code of Ordinances, of Story County, Iowa*, have been complied with and met,

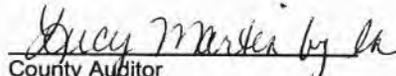
AND WHEREAS, it is the opinion of the Board of Supervisors of Story County, Iowa, that it is advisable and in the best interests of Story County, Iowa, and all persons concerned, that said Plat be approved, and accepted.

NOW, THEREFORE, BE IT RESOLVED that the plat of the VanderWal 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 VanderWal Subdivision.

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 17-112 to be affixed to said Final Plat upon its approval by the Board of Supervisors.

Dated this 27th 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 C in the Southeast Quarter of the Northeast Quarter of Section 10, Township 82 North, Range 22 West of the 5th P.M., Story County, Iowa, as shown on the Plat of Survey filed in Book 15, Page 189, and being more currently described as follows: Beginning at the Southeast Corner of said Parcel C, said point also being the East Quarter Corner of said Section 10; thence N89°54'19"W, 1319.72 feet to the Southwest Corner of said Parcel C, said point also being the Southwest Corner of said Southeast Quarter of the Northeast Quarter; thence N00°05'16"W, 664.91 feet to the Northwest Corner of said Parcel C; thence S89°51'47"E, 1319.47 feet to the Northeast Corner thereof, said point being on the east line of said Section 10; thence S00°06'35"E, 663.94 feet to the point of beginning, containing 20.13 acres, which includes 1.48 acres of existing public right of way.

Staff Report

Board of Supervisors

Date of Meeting:
June 27, 2017

Case Number SUB07-17
Residential Parcel Subdivision – VanderWal Subdivision
Resolution No. 17-112

APPLICANT: Dale & Mari VanderWal
65959 295th Street
Maxwell, IA 50161

STAFF PROJECT MANAGER: Haley Weber, Planning Intern
Emily Zandt, Planner





Background

Property Owners

Dale and Mari VanderWal

Parcel Identification Number

15-10-200-455

Size of Area

18.65 Net Acres

Current Zoning

A-1 Agricultural District

Description of Proposed Subdivision

The application is to consider a request for a Residential Parcel Subdivision of the 18.65 net acre parcel that includes a proposed 17.51 net acre lot (Lot 1), including the existing single-family dwelling, and a proposed 1.14 net acre lot (Lot 2) to be located to the north of the existing dwelling to accommodate a future single-family dwelling. Proposed Lot 1 includes an 80 foot drainage easement running east to west along the center of proposed Lot 1.

Applicant's Property and Current Surrounding Land Use

The property is located in Indian Creek Township. It is approximately 1.9 miles north of the City of Maxwell and 3.9 miles northwest of the City of Collins. A portion of the property is designated Natural Resource Area within the C2C Future Land Use Map. Per this designation, no development will be permitted within the wooded areas of the property. The adjacent properties include both large agricultural parcels and residential lots. There are forty (40) parcels located within a half mile of the property. Nine (9) of these parcels have single-family dwellings. Seventeen (17) dwellings are located on an original quarter quarter. There are also twenty (20) parcels within half a mile of the property 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 approximately 0.5 miles west of Myers Agricultural Subdivision and approximately 0.5 miles east of Iowa Center.

The property currently has frontage on 295th Street. The existing single-family dwelling located on proposed Lot 1, was constructed in 2000. Additionally, Lot 1 contains a shed constructed in 1941, a machine shed constructed in 1969, a pole barn constructed in 2010, and a garage/kennel constructed in 2012. A gravel driveway runs from the garage on proposed Lot 1, south to 295th Street. The 28'X36' shed located east of the residential dwelling does not meet setback requirements, nor does the 20'X48' shed located west of the residential dwelling. As these structures were previously built, and no enlargement, increase, or extension is proposed, they are legal nonconforming structures.

Adjacent properties to applicant's property

North -19.35 acre agricultural parcel

East – 15.68 acre agricultural parcel



South – 37.85 acre agricultural parcel

West – 39.00 acre agricultural parcel with a single-family dwelling

History of Applicant's Property

Parcel C, the subject property, is located in the southeast quarter of the northeast quarter of Indian Creek Township (Section 10, Township 82, Range 22) in Story County. This parcel was first split from the original quarter quarter in 1993 through a Plat of Survey to create Parcel C (15 net acres), which contained the existing farmstead. The Plat of Survey was amended in 1998 to add 3.65 net acres to the northwest corner of the property. The original farmstead on Parcel C was replaced with a new single-family dwelling in 2000.

Cities within Two Miles

This property is located 1.9 miles north of the City of Maxwell.

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 Residential Subdivision Plat – **VanderWal Subdivision, Case No. SUB07-17**. 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

1. The new lot 2 will require a driveway permit from the Engineering and Secondary Roads office.

Story County Conservation

1. Please enlarge the drainage easement to encompass the entire vegetated area along the stream.
2. Add a note to the plat stating that: "Property owners adjoining the drainage easement are responsible for its maintenance."

Story County Planning & Development Department

1. Please indicate the current uses for all buildings on proposed Lot 1.
2. Is the southwest corner of proposed Lot 1 in agricultural row crops? If so, will this use of the property continue?
3. What is the current use of proposed Lot 1 north of the drainage easement?

Comments from the General Public

Notification letters were mailed to surrounding property owners regarding the public meeting on the subdivision request on June 21, 2017. No written or verbal comments were received from the general public at the time this staff report was completed.

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. Nine (9) single-family homes are located within half a mile of the property. The proposed residential parcel subdivision fits in with the existing single-family dwellings and the character of the area.
2. Twenty (20) parcels in the area without dwellings 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.
3. A portion of the property is designated Natural Resource Area, but no development will occur within this designated area.



4. Access to proposed Lot 1 will remain along 295th Street. Proposed Lot 2 has frontage along 660th Avenue.
5. Lot 1 and 2 meet the minimum requirement of one acre (net) each.
6. The property is not located within a floodplain.

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

Alternatives

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

1. **The Story County Board of Supervisors approves the Residential Parcel Subdivision Plat – VanderWal Subdivision as put forth in case SUB07-17.**
2. The Story County Board of Supervisors approves the Residential Parcel Subdivision Plat— VanderWal Subdivision with conditions, as put forth in case SUB07-17.
3. The Story County Board of Supervisors denies the Residential Parcel Subdivision Plat – VanderWal Subdivision, as put forth in case SUB07-17.
4. The Story County Board of Supervisors tables the decision on the Residential Parcel Subdivision Plat – VanderWal Subdivision as put forth in case SUB07-17, 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.

ATTORNEY'S OPINION

I, William T. Talbot, hereby state that I am an Attorney-at-Law, duly admitted to the practice of law in the State of Iowa, and an attorney of the Newbrough Law Firm, L.L.P., with offices at 612 Kellogg Ave., Ames, Story County, Iowa. I further state that I have examined the Abstract of Title to the following described real estate, to-wit:

Parcel C in the Southeast Quarter of the Northeast Quarter of Section 10, Township 82 North, Range 22 West of the 5th P.M., Story County, Iowa, as shown on the Plat of Survey filed in Book 15, Page 189, and being more currently described as follows: Beginning at the Southeast Corner of said Parcel C, said point also being the East Quarter Corner of said Section 10; thence N89°54'19"W, 1319.72 feet to the Southwest Corner of said Parcel C, said point also being the Southwest Corner of said Southeast Quarter of the Northeast Quarter; thence N00°05'16"W, 664.91 feet to the Northwest Corner of said Parcel C; thence S89°51'47"E, 1319.47 feet to the Northeast Corner thereof, said point being on the east line of said Section 10; thence S00°06'35"E, 663.94 feet to the point of beginning, containing 20.13 acres, which includes 1.48 acres of existing public right of way.

(hereinafter referred to as the "Real Estate") from the root of the title thereof, down to and including the 27th day of April, 2017, 8:00 a.m., as last certified by Abstract and Title Services of Story County, Ames, Iowa (Title Guaranty Division Member #8650).

Based upon information within said Abstract of Title, it is my opinion that the fee simple title to the Real Estate is vested in **Dale L. Vanderwal and Mari A. Vanderwal, a Married Couple, as Joint Tenants with Full Rights of Survivorship and Not as Tenants in Common.**

(Also known as Dale L. Vander Wal, Mari A. Vander Wal). The Real Estate is free from encumbrances excepting, however, the following:

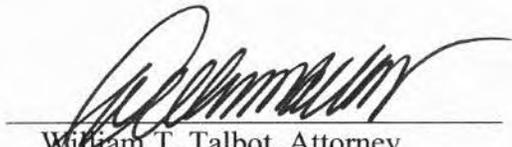
1. The surveyor's plat shows that the most eastern portion of the real estate is subject to a 33 foot right-of-way.
2. The Real Estate is subject to land division and zoning ordinances of Story County, Iowa.

3. The Real Estate is subject to an Open-End Mortgage With Future Advance Clause given by Dale L. Vander Wal and Mari A. Vander Wal, Husband and Wife, to U.S. Bank National Association ND, dated October 12, 2012, and filed in the office of the Recorder of Story County, Iowa, on November 8, 2012, as Instrument No. 12-13479.

Dated this 5th Day of May, 2017.

NEWBROUGH LAW FIRM, L.L.P.
612 Kellogg Avenue, P.O. Box 847
Ames, Iowa 50010-0847
Telephone: (515) 232-1761

By: _____


William T. Talbot, Attorney

Iowa Title Guaranty
Division Member #7540

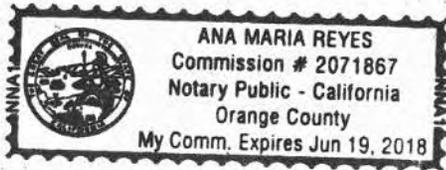
U.S. BANK NATIONAL ASSOCIATION ND,
Successor by merger to U.S. Bank National
Association,

By: [Signature]

Faustino S. Barrera, Officer
Printed Name Title

STATE OF California, COUNTY OF Orange, SS:

This instrument was acknowledged before me on this 30 day of May,
2017, by Faustino S. Barrera the Officer of U.S. Bank National
Association.



[Signature]
Notary Public in and for the State of California

My Commission Expires: Jun 19, 2018

SPACE ABOVE FOR RECORDER

Return To: William T. Talbot, 612 Kellogg Ave., P.O. Box 847, Ames, IA 50010
Preparer: William T. Talbot, 612 Kellogg Ave., P.O. Box 847, Ames, IA 50010; (515) 232-1761

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 **VANDERWAL SUBDIVISION, STORY COUNTY, IOWA**, is free from certified taxes and certified special assessments.

Dated this 6 day of June, 2017.


RENEE M. TWEDT
TREASURER, STORY COUNTY, IOWA

Parcel No. 15-10-200-455

SPACE ABOVE FOR RECORDER

Return To: William T. Talbot, 612 Kellogg Ave., P.O. Box 847, Ames, IA 50010
Preparer: William T. Talbot, 612 Kellogg Ave., P.O. Box 847, Ames, IA 50010; (515) 232-1761

CONSENT

KNOW ALL PERSONS BY THESE PRESENTS:

That **DALE L. VANDERWAL and MARI A. VANDERWAL**, a Married Couple, do hereby covenant that they are the lawful owners of the following-described real estate situated in Story County, Iowa, to-wit:

Parcel C in the Southeast Quarter of the Northeast Quarter of Section 10, Township 82 North, Range 22 West of the 5th P.M., Story County, Iowa, as shown on the Plat of Survey filed in Book 15, Page 189, and being more currently described as follows: Beginning at the Southeast Corner of said Parcel C, said point also being the East Quarter Corner of said Section 10; thence N89°54'19"W, 1319.72 feet to the Southwest Corner of said Parcel C, said point also being the Southwest Corner of said Southeast Quarter of the Northeast Quarter; thence N00°05'16"W, 664.91 feet to the Northwest Corner of said Parcel C; thence S89°51'47"E, 1319.47 feet to the Northeast Corner thereof, said point being on the east line of said Section 10; thence S00°06'35"E, 663.94 feet to the point of beginning, containing 20.13 acres, which includes 1.48 acres of existing public right of way.

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

Dated this 12 day of May, 2017.

Dale L. Vanderwal
DALE L. VANDERWAL

Mari A Vanderwal
MARI A. VANDERWAL

STATE OF IOWA, STORY COUNTY, SS:

This instrument was acknowledged before me on this 12th day of May, 2017,
by Dale L. Vanderwal.



Michelle Fullerton
Notary Public in and for the State of Iowa
My Commission Expires: 09-01-2018

STATE OF IOWA, STORY COUNTY, SS:

This instrument was acknowledged before me on this 12th day of May, 2017,
by Mari A. Vanderwal.



Michelle Fullerton
Notary Public in and for the State of Iowa
My Commission Expires: 09-01-2018

SPACE ABOVE FOR RECORDER

Return To: William T. Talbot, 612 Kellogg Ave., P.O. Box 847, Ames, IA 50010
Preparer: William T. Talbot, 612 Kellogg Ave., P.O. Box 847, Ames, IA 50010; (515) 232-1761

MORTGAGEE CONSENT TO PLATTING

WHEREAS, U.S. Bank National Association ND, Successor by merger to U.S. Bank National Association (the "Mortgagee") is the present owner of a certain mortgage given by Dale L. Vander Wal and Mari A. Vander Wal, Husband and Wife, dated October 12, 2012, and filed in the office of the Recorder of Story County, Iowa, on November 8, 2012, as Instrument No. 12-13479, and therefore, Mortgagee has an interest in the real property described as follows:

Parcel C in the Southeast Quarter of the Northeast Quarter of Section 10, Township 82 North, Range 22 West of the 5th P.M., Story County, Iowa, as shown on the Plat of Survey filed in Book 15, Page 189, and being more currently described as follows: Beginning at the Southeast Corner of said Parcel C, said point also being the East Quarter Corner of said Section 10; thence N89°54'19"W, 1319.72 feet to the Southwest Corner of said Parcel C, said point also being the Southwest Corner of said Southeast Quarter of the Northeast Quarter; thence N00°05'16"W, 664.91 feet to the Northwest Corner of said Parcel C; thence S89°51'47"E, 1319.47 feet to the Northeast Corner thereof, said point being on the east line of said Section 10; thence S00°06'35"E, 663.94 feet to the point of beginning, containing 20.13 acres, which includes 1.48 acres of existing public right of way.

WHEREAS, the Mortgagee has been requested to consent to the platting of said real property, to be known as **VANDERWAL SUBDIVISION, STORY COUNTY, IOWA**, a Residential Parcel Subdivision within said county, and deems it advisable to do so;

NOW, THEREFORE, for good and valuable consideration:

1. **CONSENT.** The Mortgagee agrees and consents to the platting of said real property described herein to be known as **VANDERWAL SUBDIVISION, STORY COUNTY, IOWA**.

IN WITNESS WHEREOF, the Mortgagee has caused this instrument to be executed on its behalf on this 30 day of May, 2017.

(SIGNATURE PAGE FOLLOWS)