

The Board of Supervisors met on 6/5/18 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 [storycountyia.gov](http://storycountyia.gov)). Sanders asked to move the Additional Item regarding the Heart of Iowa Regional Transportation Agency (HIRTA) for consideration prior to the Minutes.

**PUBLIC COMMENT #1:** Brenda Dryer, Ames Economic Development Commission (AEDC) Workforce Solutions Director, introduced Dustin Ingram, a new member of the AEDC.

**A PROCLAMATION ANNOUNCING JUNE 2018 AS WATERSHED AWARENESS MONTH** – Michael Cox, Conservation Director, reported on water quality improvements and new signage. Dan Howe, Prairie Rivers of Iowa, reported on the signs increasing public awareness. Sanders read the proclamation. Olson moved, Chitty seconded the approval of a Proclamation Announcing June 2018 as Watershed Awareness Month. Motion carried unanimously (MCU) on a roll call vote.

**BID OPENING FOR ANIMAL SHELTER REMODELING PROJECT LOCATED AT 975 W. LINCOLN WAY, NEVADA, IOWA** – Jeff Harris, Roseland Mackay Harris Architects, opened bids for the following: 1) Bergstrom Construction, Des Moines, with bid bond included, base bid of \$519,900.00, alternate #1: add \$14,000.00, alternate #2: add \$17,000.00 and alternate #3: deduct \$22,000.00. 2) DOCS Construction, DeSoto, Iowa, with bid bond included, base bid of \$413,045.00, alternate #1: add \$12,025, alternate #2: add \$9,574.12 and alternate #3: deduct \$34,901.00. 3) HPC, LLC, Ames, Iowa, with bid bond included, base bid of \$380,000.00, alternate #1: add \$13,500.00, alternate #2: add \$9,000.00 and alternate #3: deduct \$10,000.00. 4) Two Rivers Group, Altoona, Iowa, with bid bond included, base bid of \$498,500.00, alternate #1: add \$14,600.00, alternate #2: add \$18,500.00 and deduct #3: \$10,300.00. Harris will return to the Board at the next meeting for consideration of bid award.

**NATIONAL ALLIANCE ON MENTAL ILLNESS (NAMI) OF CENTRAL IOWA ANNUAL REPORT** – Lisa Heddens, Executive Director, reported on mission statement, public education, emergency cards, advocacy, support groups, wellness center, outreach and training with police officers, and a new program entitled Ending Silence.

**STORYTIME CHILDCARE CENTER ANNUAL REPORT** – no report

**HEART OF IOWA REGIONAL TRANSIT AGENCY (HIRTA)'S REQUEST TO ADJUST UNIT OF SERVICE RATES RETROACTIVE TO 12/1/17-6/30/19** – Deb Schildroth, External Operation and County Services Director, reported on background information. Julia Castillo, Executive Director, reported the request is necessary due to reduced state and federal funding. Brooke Ramsey, Business Development Manager, reiterated changes made by the state to available Medicaid funding and health care facilities has reduced available funds. Castillo stated HIRTA is looking to revise its funding model. Discussion took place. Castillo reported on the change for riders: all transportation services will be effected, with staff lay-offs for FY19. Schildroth clarified the funding, due to state law, goes through Central Iowa Community Services for clients with disabilities. Olson moved, Chitty seconded the approval for HIRTA'S request to Adjust Unit of Service Rates Retroactive to 12/1/17-6/30/18 to the new proposed rate. Roll call vote. (MCU)

**MINUTES:** 5/22/18 and 5/29/18 Minutes – Chitty moved, Olson seconded the approval of both sets of Minutes as presented. Roll call vote. (MCU)

**PERSONNEL ACTIONS:** Sanders added 1) new hire in Secondary Roads, effective 6/11/18, for Nick Herridge at \$22.24/hour. Olson moved, Chitty seconded the approval of Personnel Actions as presented. Roll call vote. (MCU) Chitty moved, Olson seconded approval of the Consent Agenda as presented.

1. Contract between Sirius Computer Solutions and Information Technology for software maintenance, effective 8/1/18-7/31/19, for \$3,777.41
2. Agency Agreement between LeadsOnline LLC and Story County, effective 6/1/18-5/31/19, for \$2,500.00
3. Dark Sky LLC Temporary Fireworks Sales, effective 6/13/18-7/8/18
4. Facility Rental Contract between Iowa State University and Story County, effective 6/23/18
5. FY19 Roadway Maintenance Agreement with the Iowa Department of Transportation
6. Resolution #18-110, Setting a Date and Time for Public Hearing for 6/12/18 for First Consideration of Ordinance No. 272 Amending Certain Boundaries of the Official Zoning Map of Story County, Iowa – Landus Cooperative Rezoning and Resolution #18-111 C2C Future Land Use Map Amendment
7. Revised Director of Internal Operations and Human Resources job description
8. Renewal Contract between Computer Projects of Il. Inc. and Information Technology for software maintenance, effective 7/1/18-6/30/19, for \$1,544.40
9. PMI Iowa Site Development Plan and Zoning Permit application
10. Revised Story County Employee Handbook, effective 7/1/18
11. Utility Permits: #18-98; #18-99; #18-100; #18-101
12. Purchase Switches from IP Pathways, Inc. for \$28,595.47

Roll call vote. (MCU)

**AWARDING BID TO TWO RIVERS GROUP, 1301 1ST AVE NORTH, ALTOONA, IOWA, IN THE BASE AMOUNT OF \$213,500.00 AND UP TO \$57,850.00 FOR THE BACK-UP GENERATOR OPTION FOR THE CRISIS STABILIZATION/TRANSITIONAL LIVING CENTER REMODELING PROJECT LOCATED AT 124 S. HAZEL AVENUE, AMES, IOWA** – Jeff Harris, Roseland Mackay Harris Architects, reported Two Rivers Group was the low bidder; he provided a preliminary list of sub-contractors and a project timeline, including discussion of the alternate generator. Discussion took place. Chitty moved, Olson seconded the approval to Award the Bid to Two Rivers Group, base amount of \$213,500.00 and No Back-Up Generator Option for the Crisis Stabilization/Transitional Living Center Remodeling Project. Roll call vote. (MCU)

**DIRECTION FOR AUDIO/VISUAL SYSTEM REPLACEMENT FOR THE PUBLIC MEETING ROOM** – Barbara Steinback, Information Technology Director, reported the budget did not include cameras and new speakers. Olson spoke about the budgeted \$42,000.00 and equipment options. The Board directed Steinback to get options for base equipment and ask that prices of additional equipment in the Request for Proposals (RFP).

**STORY COUNTY WEBSITE STANDARDS GUIDE AND POLICY** – Barbara Steinback, Information Technology Director, reported on the draft policy with examples. Olson moved, Chitty seconded the approval of the Story County Website Standards Guide and Policy, pending seven-day review. Roll call vote. (MCU)

**INFORMATION TECHNOLOGY QUARTERLY REPORT** – Barbara Steinback reported on website update, networking, hardware replacements, and provided a multi-agency update.

**ENVIRONMENTAL HEALTH QUARTERLY REPORT** – Margaret Jaynes reported on inspections of wells, septic systems, tattoo parlors, tanning facilities, and pools/spas. She reported on manure management annual plan updates, , drainage ditch improvements, special projects, meetings, and training.

**LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS:** Olson reported on the HIRTA Board meeting. Chitty reported on watersheds.

Chitty moved, Olson seconded to adjourn at 11:53 a.m. Roll call vote. (MCU)

Story County  
Board of Supervisors Meeting  
Agenda  
6/5/18

1. CALL TO ORDER: 10:00 A.M.
2. PLEDGE OF ALLEGIANCE:
3. PUBLIC COMMENT #1:  
This comment period is for the public to address topics on today's agenda
4. Consideration Of A Proclamation Announcing June 2018 As Watershed Awareness Month -  
Michael Cox

Department Submitting Conservation

Documents:

WATERSHED AWARENESS MONTH PROCLAMATION.PDF

5. Bid Opening For Animal Shelter Remodeling Project Located At 975 W. Lincoln Way,  
Nevada, IA - Jeff Harris, Chris McIntosh, And Sue McCaskey

Department Submitting Board of Supervisors

6. AGENCY REPORTS:

- I. NAMI Of Central Iowa Annual Report- Lisa Heddens

Department Submitting Auditor

Documents:

NAMI REPORT 2018.PDF  
NAMI BROCHURE.PDF

- II. Storytime Childcare Center Annual Report - Jayne Underhill, Director

Department Submitting Auditor

7. CONSIDERATION OF MINUTES:

- I. 5/22/18 And 5/29/18 Minutes

Department Submitting Auditor

8. CONSIDERATION OF PERSONNEL ACTIONS:

9. CONSENT AGENDA:

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes on the motion.)

- I. Consideration Of Contract Between Sirius Computer Solutions And Information Technology For Software Maintenance Effective 8/1/18-7/31/19 For \$3777.41

Department Submitting Information Technology

Documents:

SIRIUS.PDF

- II. Consideration Of Agency Agreement Between LeadsOnline LLC And Story County Effective 6/1/2018 - 5/31/2019 For \$2,500

Department Submitting Sheriff

Documents:

LEADS ONLINE.PDF

- III. Consideration Of Dark Sky LLC Temporary Fireworks Sales Effective 6/13/18-7/8/18

Department Submitting Planning and Development

Documents:

STAFF MEMO.PDF  
APPLICATION DOCUMENTS.PDF  
DETAILED SITE PLAN.PDF  
FULL PROPERTY SITE PLAN.PDF  
INSURANCE BINDER.PDF

- IV. Consideration Of Facility Rental Contract Between Iowa State University And Story County Effective 6/23/2018

Department Submitting Sheriff

Documents:

ISU CONTRACT.PDF

- V. Consideration Of FY 2019 Roadway Maintenance Agreement With The Iowa Department Of Transportation

Department Submitting Engineer

Documents:

ROADS MAINT AGREEMENT 7 1 19.PDF

- VI. Consideration Of Resolution #18-110, Setting A Date And Time For Public Hearing For June 12, 2018, For First Consideration Of Ordinance #272 Amending Certain Boundaries Of The Official Zoning Map Of Story County Iowa - Landus Cooperative Rezoning And Resolution #18-111 C2C Future Land Use Map Amendment

Department Submitting Planning and Development

Documents:

RESOLUTION 18 110 SETTING PUBLIC HEARING.PDF

VII. Consideration Of Revised Director Of Internal Operations And Human Resources Job Description

Department Submitting BOS

Documents:

DIRECTOR OF INTERNAL OPERATIONS AND HUMAN RESOURCES  
REVISED.PDF

VIII. Consideration Of Renewal Contract Between Computer Projects Of Il. Inc., And Information Technology For Software Maintenance Effective 07/01/18-06/30/19 @ \$1544.40

Department Submitting Information Technology

Documents:

COMPUTERPROJECTS.PDF

IX. Consideration Of PMI Iowa Site Development Plan And Zoning Permit Application

Department Submitting Planning and Development

Documents:

PLANNING STAFF MEMO.PDF  
APPLICATION.PDF  
PMI SITE PLAN FINAL.PDF

X. Consideration Of Revised Story County Employee Handbook Effective July 1, 2018

Department Submitting BOS

Documents:

STORY COUNTY EMPLOYEE HANDBOOK REVISIONS 2018.PDF  
STORY COUNTY EMPLOYEE HANDBOOK 2018.PDF

XI. Consideration Of Utility Permits: #18-98; #18-99; #18-100; #18-101

Department Submitting Engineer

Documents:

UT 18 098.PDF

UT 18 099.PDF  
UT 18 100.PDF  
UT 18 101.PDF

XII. Consideration To Purchase Switches From IP Pathways, Inc. For \$28,595.47

Department Submitting Information Technology

Documents:

IPPATHWAYS.PDF

10. PUBLIC HEARING ITEMS:

11. ADDITIONAL ITEMS:

- I. Discussion And Consideration Of Awarding Bid To Two Rivers Group, 1301 1st Ave North, Altoona, IA In The Base Amount Of \$213,500 And Up To \$57,850 For The Back Up Generator Option For The Crisis Stabilization/Transitional Living Center Remodeling Project Located At 124 S. Hazel Ave, Ames, IA - Jeff Harris And Deb Schildroth

Department Submitting Board of Supervisors

Documents:

TWORIVERSBID.PDF

- II. Discussion And Consideration Of HIRTA'S Request To Adjust Unit Of Service Rates Retroactive To December 1, 2017 Through June 30, 2019 - Julia Castillo, Brooke Ramsey, And Deb Schildroth

Department Submitting Board of Supervisors

Documents:

HIRTAREQUEST.PDF

- III. Discussion And Direction For Audio/Visual System Replacement For The Board Of Supervisor's Public Meeting Room. - Barbara Steinback

Department Submitting Information Technology

- IV. Discussion And Consideration Of Story County Website Standards Guide And Policy - Barbara Steinback

Department Submitting Information Technology

Documents:

WEBSITE GOVERNANCE DOCUMENT .PDF

12. DEPARTMENTAL REPORTS:

- I. Information Technology Quarterly Report - Barbara Steinback

Department Submitting Auditor

Documents:

BOS 06 05 18 IT.PDF

II. Environmental Health Quarterly Report - Margaret Jaynes

Department Submitting Auditor

Documents:

BOS 06 05 18 EH.PDF

13. OTHER REPORTS:

14. PUBLIC FORUM #2:

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

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

16. ADJOURNMENT:

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

Story County Board of Supervisors  
Meeting  
6/5/18

NAME

ADDRESS

Brenda Pike  
Paula Toms  
Julia Castillo  
Brooke Ramsey  
Barb Steinback  
Brenda Dyer  
Dustin Ingram  
Jon Eickhoff  
Mary Kaye Stratton  
Jerry Moore  
Lisa Heedens  
Matthew Evans  
JEFF HARRIS  
CHRIS MCINTOSH  
Deb Schildroth  
Luci Mc Cashey  
KAYLA BERGMAN  
Abby Brayton  
Genny Brown Huber  
Daniel Neary  
Missalleguel  
Jon Eickhoff

120 N Sherman Ames  
LWV  
HIRTA  
HIRTA  
SC IT  
AEDC  
AEDC  
Fac.  
Desoto IA  
P&D Dept  
416 Douglas Ave Ste 203 - Ames  
BoS  
RMH ARCHT.  
RMH ARCHITECTS  
BOS office  
SCAC  
1875 7th St NW  
Prairie Rivers of Iowa  
" " "  
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BOS  
BOS

# WATERSHED AWARENESS MONTH PROCLAMATION

June 2018

In honor of Iowa's efforts to become a healthier state:

**WHEREAS**, the county's rivers and lakes provide recreational opportunities and wildlife habitats that enhance the quality of life of Story County residents, and

**WHEREAS**, protecting and restoring the quality of groundwater and surface water is a goal of the Story County Comprehensive Plan, and

**WHEREAS**, water quality and flooding issues in rivers and lakes cannot be mitigated without good stewardship of the private and public lands in the watersheds that drain to those rivers and lakes, and

**WHEREAS**, Story County has demonstrated its commitment to watershed awareness and water quality through many efforts including the comprehensive assessment of its watersheds and through the signing of creek crossings and watershed boundaries throughout the county,

**WHEREAS**, the month of June is typically a time of heavy rainfall when nutrient losses and flooding are especially severe and when conservation practices have the greatest benefit,

**NOW, THEREFORE, BE IT RESOLVED THAT** I, Rick Sanders, Chair of the Story County Board of Supervisors, Story County, Iowa, and I James L. Pease, Chair of the Story County Conservation Board, do hereby announce and proclaim to all citizens and set seal hereto, that June 2018 is Watershed Awareness Month in Story County, Iowa. All citizens are encouraged to enjoy the outdoors and improve their physical, social, and emotional health while considering the health of the watersheds on which they live.

\_\_\_\_\_  
Rick Sanders, Chair, Board of Supervisors

\_\_\_\_\_  
Date



  
James L. Pease, Chair, Story Co. Conservation Board

14 May 2018

\_\_\_\_\_  
Date







# NAMI Central Iowa

## REPORT TO STORY COUNTY BOARD OF SUPERVISORS

June 5, 2018

### **Mission Statement**

The mission of NAMI Central Iowa is to support, educate, and advocate on behalf of individuals affected by mental illness.

We are able to provide all of our services without cost because of funding through ASSET, and other gifts and donations.

### **Education**

NAMI Central Iowa offers monthly educational programs featuring local specialists on current mental health topics. We also offer free intensive educational courses for family members and for persons living with mental illness. We seek to educate the public by speaking to community groups and through our monthly newsletters.

*Public Education*, 3<sup>rd</sup> Tuesday of each month. Presentations have included:

- Volunteer Appreciation & NAMI on Campus Presentation
- Art in Meditation
- Lunch & Learn
- Movie "Of Two Minds" & Discussion
- PTSD & Puppy Jake Foundation
- Lunch & Learn
- Returning to Work
- Crisis Mobilization

*Family-to-Family*: held one 12-week classes – 20 participants; 2 facilitators

*Peer-to-Peer*: held 2 classes 1 in Boone and 1 in Marshalltown 6 participants & 2 facilitators at each location.

*Basics*: Beginning June 6- July 18

*Community Outreach and Presentations*:

Churches, civic groups, ISU classes, Schools, other centers, etc...

*Newsletter*:

Monthly we send out an electronic newsletter

Every other month we send out a hard copy of our newsletter

### **NAMI on Campus**

Provides education and resources on the campus at ISU.

Club Fest, Monthly meetings, dorms, other clubs, bandana project, radio, NAMI Walks, newspaper, .....

### **Advocacy**

NAMI Central Iowa brings mental health concerns to the attention of local, state, and federal legislators, and speaks on behalf of those living with mental illness in community conversations. We host a Candidate forum which focus on mental health & disabilities during election years.

### **Support**

We provide two support groups for persons living with mental illness every week, and a support group for family members once a month. We also offer information and referrals daily from the NAMI office.

- *Connections* – Peer support group – meets weekly at Wellness Center
- *Family Support Group* – meets 4<sup>th</sup> Thursday of each month at Wellness Center
- *Provided 2 facilitator trainings (State trainings)*
- *Have 1 staff who is a Connections State trainer*
- *Helped get support groups in Hardin and Jasper Counties.*

### **Support – Emergency Assistance Loan Fund**

NAMI Central Iowa provides emergency loan assistance to people living with mental illness who are in critical financial need. The arrangements are made through the person's outreach/case worker or therapist, and checks are made out directly to the landlord, pharmacy, etc. Since this is a loan fund, we ask people to repay as they are able, with small amounts each month. There is no interest charged. We've provided 33 loans this FY.

### **Support – Mental Health Wellness Center**

NAMI Central Iowa has been running a Mental Health Wellness Center since August 1, 2011, with daily programs which provide a whole health approach to mental health recovery. We offer support groups, art therapy, writing groups, and other programs that have proven to be beneficial for persons living with mental illness. We have had 85 unduplicated individuals who have participated at our center.

I visit and stay in contact with the other Centers and participate on a committee to get a Center in Warren County.

**Additional Information:**

- NAMICI, CICS, Ames PD, ISU PD & Story County Attorney Office provide a week long Crisis Intervention Team Training in March 2018.
- MH Expo Lunch & Learn & Evening event
- *CICS Region* – I have been to every county in the region since taking over as the Executive Director. I stay in contact with the CICS contact within each county and provide assistance where needed.
- *Billing* - has been timely and I include a monthly ED report with my billings.

## Membership

Members of NAMI Central Iowa help improve lives for people affected by mental illness through financial and emotional support.

Members receive newsletters from NAMI Central Iowa, NAMI Iowa, and NAMI.

Joining NAMI-CI is easy. Just complete the form below and mail with appropriate dues to:

NAMI Central Iowa  
416 Douglas Ave Suite 203  
Ames, IA 50010

**NAMI Central Iowa is a nonprofit organization:**

Dues and donations are tax deductible.

Donations are always welcome.

# NAMI Central Iowa

National Alliance on Mental Illness

**Becoming a member of NAMI-CI is easy.** Just complete this form and mail with appropriate dues to:

NAMI-CI  
416 Douglas Ave Suite 203  
Ames, IA 50010

### Membership Dues

Household	\$60.00
Regular/Individual	\$40.00
Limited Income	\$5.00
Extra Donation	\$_____

### Member Information

Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_  
Email \_\_\_\_\_

Check here to receive newsletter by email.

## About NAMI Central Iowa

### What is NAMI Central Iowa?

NAMI Central Iowa is a local affiliate of NAMI, the National Alliance on Mental Illness, the nation's largest grassroots mental health organization dedicated to improving the lives of those affected by mental illness. NAMI has over 1,100 affiliates that engage in advocacy, support, and education across the country.

### What does NAMI Central Iowa do?

NAMI Central Iowa's primary missions are to:

- Support people affected by mental illness
- Educate the public about mental health topics
- Advocate for mental health concerns

To fulfill these missions, we offer weekly support groups, monthly speakers, and yearly educational classes, providing people living with mental illness and community members with information about the illnesses, their treatments, and local resources. NAMI Central Iowa works with Central Iowa Community Services to provide support and resources throughout the 11-county region.

### How can I learn more?

See inside to learn more about NAMI Central Iowa and our programs. You can also contact the office, visit our website, or join us at one of our monthly educational meetings.



# NAMI

National Alliance on Mental Illness

# Central Iowa

Phone: 515-292-9400

Email: [namiofci@gmail.com](mailto:namiofci@gmail.com)

Website: [www.namici.org](http://www.namici.org)



Support



Educate



Advocate

NAMI Central Iowa

416 Douglas Ave Suite 203

Ames, IA 50010

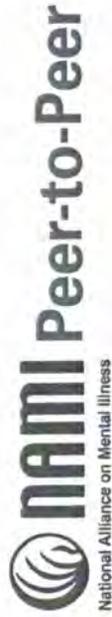
Phone: 515-292-9400

E-mail: [namiofci@gmail.com](mailto:namiofci@gmail.com)

Website: [www.namici.org](http://www.namici.org)

For Families and  
Individuals Affected by  
Mental Illness

## For Persons with Lived Experience



NAMI Peer-to-Peer is a free, 10-session educational program for adults with mental illness who are looking to better understand their condition and journey toward recovery. Taught by a trained team of people who've been there, the program includes presentations, discussions, and interactive exercises.



NAMI Connection is a free, peer-led support group for adults living with mental illness. You will gain insight from hearing the challenges and successes of others, and the groups are led by NAMI-trained facilitators who have been there.



Our Wellness Center is a place where adults living with mental illness have a space of their own to learn new skills, set goals for a healthy lifestyle, socialize, and provide help for others.



NAMI Central Iowa is a United Way of Story County partner agency.

## For Friends and Family



NAMI Basics is a free, 6-week education program for parents and family caregivers of children and teens who are experiencing symptoms of a mental illness or who have already been diagnosed. Taught by NAMI-trained family members, the program provides critical strategies for taking care of your child and learning the ropes of recovery.



NAMI Family-to-Family is a free, 12-session educational program for family, significant others, and friends of people living with mental illness. It is taught by NAMI-trained family members who have been there and includes presentations, discussions, and interactive exercises.



NAMI Family Support Group is a free peer-led group for adult family members, caregivers, and loved ones of individuals living with mental illness. The groups are led by NAMI-trained facilitators who are family members of individuals living with mental illness. Family Support Group is currently offered in Jasper and Story Counties.

**For information on current schedule, please contact our office:**  
**Phone: 515-292-9400**  
**Email: [namiofc@gmail.com](mailto:namiofc@gmail.com)**

## For the General Public



NAMI In Our Own Voice presentations change attitudes, assumptions, and stereotypes by describing the reality of living with mental illness. NAMI-trained individuals with mental health conditions share their powerful personal stories in this free, 60- or 90- minute presentation.



NAMI CI offers an education meeting once a month featuring local specialists on current mental health topics.

## For College Students



NAMI On Campus is an organization dedicated to addressing mental health issues on Iowa State's campus by providing resources for students, educating the campus community, and raising mental health awareness.

Please note: this organization will not function as a support group. We will, however, provide mental health resources along with educational opportunities.

Contact: [isunamioncampus@gmail.com](mailto:isunamioncampus@gmail.com)

## WHAT TO SAY WHEN CALLING 9-1-1 FOR A MENTAL HEALTH EMERGENCY

- I'm calling about a Mental Health Emergency and request a Crisis Intervention Team (CIT) Officer.
- My name is: \_\_\_\_\_
- I'm calling from [your location] because my [family member/ friend] is: \_\_\_\_\_
- Describe in detail what is going on right now.
- Advise police if there is information on file with law enforcement about the person in crisis.
- Ask if it's possible to arrive without lights or sirens.

The 9-1-1 dispatcher may ask the following: (be clear and brief)

- Are there any acts or threats of violence?
- Are there any weapons involved?
- Where is the person experiencing the emergency located?
- Has there been a suicide attempt or has the person made threats of suicide?

Additional information to provide the dispatcher:

- What is the mental health diagnosis and who is the mental healthcare provider?
- Is the person intoxicated or have they overdosed?
- Current medications.
- Is the person gravely disabled and unable to care for themselves?

### **NAMI On Campus** National Alliance on Mental Illness Iowa State University

NAMI on Campus is a student-led organization committed to addressing mental health issues on Iowa State campus by providing resources for students, educating the campus community, and raising mental health awareness. If you have any questions or are interested in joining us feel free to contact us at [isunamioncampus@gmail.com](mailto:isunamioncampus@gmail.com)





# CALL 116

# EMERGENCY

# MENTAL HEALTH

#### 24 Hour Crisis Lines

- Call 9-1-1 for a mental health emergency
- National Suicide/Crisis Hotline  
800-273-TALK (8255)
- ISU Crisis Textline, Text "ISU" to 741741
- The Trevor Project - LGBTQ Suicide Prevention 866-488-7386
- HOPELINE, by the Center for Suicide Awareness: text "HOPELINE" to 741741

#### Important Non-Emergency Numbers

- Iowa State Police 515-294-4428
- Ames Police 515-239-5133
- Student Counseling Services 515-294-5056
- Student Assistance 515-294-1020
- Wellness Center 515-294-1099
- Resource Nurse 515-294-5801
- Mary Greeley Medical Center 515-239-2011
- McFarland Clinic 515-239-4400





# Heart of Iowa Regional Transit Agency HIRTA Public Transit

Boone, Dallas, Jasper, Madison, Marion, Story, and Warren Counties

05/29/2018

Story County Board of Supervisors:

Due to a change by Medicaid as of 12/1/2017 on how it funds transportation for Supported Community Living, HIRTA is experiencing a significant change in the number of rides it provides in Story County. Therefore, causing at least a 20% loss in Medicaid funding, as well as, a loss of 2,400 rides per month, which will be over 20,000 a year.

As we all know, the fewer number of people on a bus, the higher the cost per ride, and that is where we find ourselves right now.

Our request to the Board of Supervisors is that the remaining ASSET funds for FY2018, which ends June 30, 2018, be adjusted to reflect the actual per trip cost, from December 1, 2017 – June 30, 2018.

Month	Requested \$18.64	Actual Rate \$32.09	Adjusted Cost
Dec 2017	\$3,653.44	\$6,289.64	\$2,636.20
Jan 2018	\$4,454.96	\$7,669.51	\$3,214.55
Feb 2018	\$5,666.56	\$9,755.36	\$4,088.80
Mar 2018	\$6,710.40	\$11,552.24	\$4,841.84
Apr 2018	\$6,710.40	\$11,552.24	\$4,841.84
May 2018			\$9,370.28 Estimate
Jun 2018			\$9,370.28 Estimate
TOTAL			\$38,363.79

For FY2019 we are also requesting the trip cost be adjusted to \$32.09 to best reflect our actual costs.

Transportation is an important asset to the Story County community, and we will continue to provide services, even if that may look a little different due to changes beyond our control. As always, HIRTA will continue to operate in a safe and efficient manner, and we will be looking for additional trips and revenue sources as we continue to service those in the community.

Thank you for your consideration of our request.

  
Julia Castillo  
Executive Director

**APPROVED** **DENIED**

Board Member Initials: RS

Meeting Date: 6-5-18

Follow-up action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6:06 PM  
05/30/18  
Accrual Basis

**HIRTA Public Transit - STORY COUNTY**  
**Profit & Loss Budget vs. Actual**  
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense Income	1,103,402.84	1,001,879.00	101,523.84	110.1%
Gross Profit	1,103,402.84	1,001,879.00	101,523.84	110.1%
Expense	950,550.62	941,016.53	9,534.29	101.0%
Net Ordinary Income	152,852.02	60,862.47	91,989.55	251.1%
Net Income	152,852.02	60,862.47	91,989.55	251.1%

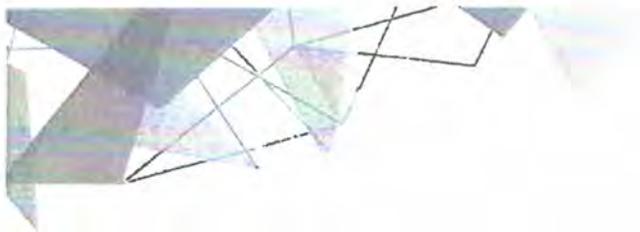
Fiscal Year 201<sup>7</sup>8 we had a \$152,852 financial surplus in Story County

6:06 PM  
05/30/18  
Accrual Basis

**HIRTA Public Transit - STORY COUNTY**  
**Profit & Loss Budget vs. Actual**  
July 2017 through April 2018

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense Income	820,679.57	1,020,704.00	-200,024.43	80.4%
Gross Profit	820,679.57	1,020,704.00	-200,024.43	80.4%
Expense	1,106,572.59	902,600.00	203,972.59	122.6%
Net Ordinary Income	-285,893.02	118,104.00	-403,997.02	-242.1%
Net Income	-285,893.02	118,104.00	-403,997.02	-242.1%

Fiscal Year 2018 thru April 30, 2018 we have financial deficit in Story County of \$285,893



# SOLUTION PROPOSAL

---

Prepared for:  
STORY COUNTY INFORMATION TECHNOLOGY  
900 SIXTH STREET  
NEVADA, IA 50201

Prepared By:  
Wayne Schieffer  
Client Executive  
Phone: (515) 246-4123  
Email: wayne.schieffer@siriuscom.com

Quote Date: 05/23/18  
Expires: 07/22/2018  
IBM SVCS - 1 Yr PPD Maint Contract AH529D  
Proposal #: PR272900.1

Sirius Computer Solutions, Inc.  
10100 Reunion Place, Suite 500  
San Antonio, TX 78216

All information provided in this proposal is the confidential and proprietary information of Sirius and may not be disclosed, disseminated, or otherwise revealed, in whole or in part, to any party outside of STORY COUNTY INFORMATION TECHNOLOGY.





**STORY COUNTY INFORMATION TECHNOLOGY**  
**900 SIXTH STREET**  
**NEVADA, IA 50201**

Sirius Computer Solutions, Inc.  
 10100 Reunion Place, Suite 500  
 San Antonio, TX 78216  
 www.siriuscom.com

Quote Date: 05/23/18  
 Expires: 07/22/2018  
 IBM SVCS - 1 Yr PPD Maint Contract AH529D  
 Proposal #: PR272900.1

Client Executive:  
 Wayne Schieffer  
 Phone: (515) 246-4123  
 Email:  
 wayne.schieffer@siriuscom.com

Description	Machine	Model	Serial Num	Line Start	Line End	Service Level	Ext. Sale Price
POWER SYSTEM 520	8203	E4A	0000ESE15	08/01/2018	03/31/2019	24X7	\$1,220.64
SWMA DB2 WEB QRY EXP I	8203	E4A	0000ESE15	08/01/2018	07/31/2019	24X7	\$898.79
SWMA IBM I FULL	8203	E4A	0000ESE15	08/01/2018	07/31/2019	24X7	\$1,594.99
SWMA PWRVM STD ED FL	8203	E4A	0000ESE15	08/01/2018	07/31/2019	24X7	\$62.99
							Subtotal: \$3,777.41
							Shipping and Handling: \$0.00
							Total: \$3,777.41

IBM SVCS 1 Yr PPD Maint Contract  
 Contract: AH529D  
 Term: 08/01/2018 - 07/31/2019  
 \*\*Pricing is based on same inventory and same configuration\*\*  
 Prepared by: Sarah Castillo  
 R201Q28: 9192884/ 121015413-1

Unless otherwise noted, the price stated herein does not include applicable taxes, which may be added at the time of invoice. The price stated above for shipping and handling is subject to change in the event Customer requests expedited shipping, whether such request is made before or after acceptance of this Purchase Authorization by Customer.



## PURCHASE AUTHORIZATION

---

This proposal is valid if ordered on or before 07/22/2018.

Until Sirius receives and accepts a Purchase Order or this Purchase Authorization for the solution proposed, pricing provided in this Proposal is subject to change based on manufacturer's pricing schedule. The Products contained on this Order may be delivered to the Customer through multiple shipments based upon supplier availability, and Customer agrees to pay a partial payment of the total purchase price stated above for any such partial shipment of Products.

All of the information provided in this Proposal is considered confidential and proprietary between Sirius and STORY COUNTY INFORMATION TECHNOLOGY. Information enclosed in this Proposal may not be disclosed, disseminated, or otherwise revealed to any party outside of STORY COUNTY INFORMATION TECHNOLOGY or any party within STORY COUNTY INFORMATION TECHNOLOGY who is not privileged to receive such information, unless required by law.

Your contract number(s), currently on file, is as follows:

Agreement Type: Customer Agreement  
Agreement Number: 29427-CA

The provision of the maintenance services contained on this proposal will be controlled by the terms and conditions of the applicable manufacturer and/or maintenance provider (hereinafter the "Provider"), and may be subject to auto-renewal if so provided in the applicable terms and conditions. Sirius does not guarantee any rights of termination during the term of the maintenance services contained on this proposal or any renewal term, and all refund calculations are determined solely by the applicable Provider. In the event any or all of these maintenance services are terminated in accordance with the terms and conditions of the applicable Provider, Sirius will, at Customer's option, (1) pass through to Customer all applicable credits paid to Sirius by the applicable Provider, net any related costs, or (2) hold such applicable credits on account for future purchases by Customer. If the maintenance services contained on this proposal cover multiple hardware or software components, any discounts provided in this proposal may vary between such components, and all pricing information is confidential and proprietary information of the applicable Provider.

This Proposal is subject to the terms and conditions of the above referenced Agreement(s). Acceptance of this Proposal by an authorized representative of STORY COUNTY INFORMATION TECHNOLOGY will be deemed the equivalent of a Client Purchase Order, which will authorize Sirius to order the Products and Services listed in this Proposal.



Accepted by:  
STORY COUNTY INFORMATION TECHNOLOGY

Signature of Authorized Representative

Rick Sanders

Printed Name

Chair BOS

Title of Authorized Representative

6/5/18

Date Signed

Ship to Address:

900 6th St.  
Nevada, Ia. 50201

Ship to contact(Name,Phone and Email) :

Barb Steinback 515/362-7302  
bsteinback@storycountyia.gov.

Approved by:  
Sirius Computer Solutions, Inc.

Signature of Authorized Representative

Bonnie M. Cerrito

Printed Name

Sr. Vice President - Contracts & Financial Services

Title of Authorized Representative

Date Signed

Bill to Address:

Bill to contact(Name,Phone and Email) :

## AGENCY AGREEMENT

This LeadsOnline, LLC AGENCY AGREEMENT ("Agreement"), dated June 1, 2018, ("Effective Date") is made between Story County Sheriff's Office ("Agency") and LeadsOnline LLC ("Leads").

### SCOPE OF AGREEMENT

Leads operates and maintains an electronic reporting and criminal investigation system for receiving Data for the use of Law Enforcement Officials in their official duties. Leads acts in the capacity of an agent for such Law Enforcement Agencies for the purpose of collecting, maintaining and disseminating Data.

Agency desires to utilize Leads' System to support its investigations.

Subject to the terms of this Agreement and in consideration of the mutual covenants stated below, the parties agree as follows:

#### 1. Definitions

- 1.1 "Data" means all information provided by Reporting Businesses and Law Enforcement Agencies about transactions, including (but not limited to) the transaction number, item number, product UPC code, quantity and ingredients, make, model, property description, serial number, name, address, identification number, telephone number, date of birth and any images recorded during the course of a transaction according to official request, statutory requirement or otherwise.
- 1.2 "GLBA" means the Gramm-Leach-Bliley Act of 1999, together with the Privacy Rule and Safeguards Rule promulgated by the U.S. Federal financial institution regulators and the Federal Trade Commission.
- 1.3 "Law Enforcement Agency" means any agency duly authorized by Municipal, State, County or Federal government to enforce laws or investigate crimes.
- 1.4 "Law Enforcement Official" means a person employed and authorized by a Law Enforcement Agency to, in his/her official duties, access Data and/or submit Data for official use by Law Enforcement Agencies.
- 1.5 "Leads' System" is Leads' electronic reporting and criminal investigations system for receiving Data for access by Law Enforcement Officials.
- 1.6 "Reporting Business" shall mean any entity that records Data regarding (a) the receipt or sale of products regulated by law, including but not limited to the Combat Methamphetamine Act of 2005 and (b) the receipt or other disposition of merchandise or materials, and reports such Data for access by Law Enforcement Officials according to official request, statutory requirement or otherwise.

#### 2. Responsibilities of Agency

- 2.1 Agency agrees that the protection of usernames and passwords used to access Leads services and any Data accessed via Leads by its Law Enforcement Official is the

- responsibility of Agency. Agency agrees to maintain such information in a secure manner and to not provide login credentials to any other person.
- 2.2 Agency is responsible for the accuracy of information submitted by Agency's Law Enforcement Officials in registration for Law Enforcement Agency's accounts.
  - 2.3 Agency agrees to not share its access to Leads' System with other Law Enforcement Agencies and to not share information retrieved from Leads' System with the exception of disclosure necessary for the purpose of prosecution of crimes within Agency's jurisdiction investigated by Agency.
  - 2.4 Agency agrees that accounts will be i) registered only to individual Law Enforcement Officials employed exclusively by Agency and ii) will be used only by the specific Law Enforcement Official to whom the account is registered and iii) will not be used to access or otherwise provide information from Leads system to other Law Enforcement Agencies.
  - 2.5 Agency represents and warrants that it shall only access, use and disclose Data for use in Agency's official Law Enforcement Agency duties. Agency maintains sole responsibility for activity taking place under its user accounts and is responsible for any use, misuse or disclosure of Data accessed by its users.
  - 2.6 Agency is responsible for securing Data accessed from Leads' System, and agrees to comply with all applicable statutes, laws and regulations for use and disclosure of non-public personal information, including federal and state data security breach laws and the GLBA.
  - 2.7 Agency agrees to not search Leads' System for the purpose of creating a public record in order to respond to a public records request when no such public record existed at the time the public records request was received by Agency. Agency understands and acknowledges that information accessible via Leads' System may not be eligible for disclosure in response to a public records request according to applicable law. Upon receipt of a request for records accessible via Leads' System, Agency will consider factors including but not limited to i) whether or not Agency has actually accessed and/or retained the record, ii) whether or not the record(s) are related to an active criminal investigation iii) whether or not the Reporting Business supplying the information is specifically required by law to report to Agency via Leads' System iv) whether or not the information contains non-public personal information protected by state and federal privacy law and breach notification law v) whether or not Agency's response to such request would include the trade secrets of one or more Reporting Businesses vi) whether or not the Reporting Businesses or customers are to be notified and provided with the opportunity to object to such disclosure, vii) whether or not computer programming or excessive labor would be required to redact exempted information from records prior to disclosure.
  - 2.8 Agency is responsible for using devices and browsers capable of connecting via an encrypted internet connection.
  - 2.9 Agency is responsible for promptly notifying Leads when a user is no longer employed by Agency or is otherwise no longer authorized to access Leads' System.

- 2.10 Agency agrees to promptly notify Leads of any conditions that Agency believes may represent or result from a security incident or vulnerability, including the possible compromise of a user's password. Please send any notifications to [privacy@leadsonline.com](mailto:privacy@leadsonline.com).
- 2.11 Agency will pay subscription fees according to the schedule set forth in Attachment 'A' which by this reference is incorporated herein.

### **3. Responsibilities of Leads**

- 3.1 Leads agrees to operate and maintain the Leads System for the purpose of receiving Data for access only by Law Enforcement Officials.
- 3.2 Leads agrees to secure Data using administrative, technical and physical safeguards as set forth in applicable law, including the GLBA.
- 3.3 Leads agrees to provide use of Leads' System with the capabilities specified in Attachment 'A'.

### **4. Conditions for use of Leads' System**

- 4.1 Leads' System and website, including but not limited to written materials, text, graphics, logos, software, functionality, icons and images are the exclusive proprietary property of Leads and are protected under the United States Copyright Act (17 United States Code), as well as by all applicable state and international copyright laws, and by the Lanham Act (15 U.S.C. §§1051-1141n). Agency Agrees to abide by any additional copyright notices, trademarks, information, or restrictions contained in any content on Leads' System and website. Leads' System and website may be used solely for the purposes expressly provided for herein, and no aspect of the Leads' System or website may be used for any other purpose whatsoever. Any other use is unauthorized and will constitute an infringement upon the proprietary rights of Leads. No authority to use any content on Leads' System, website, or any other intellectual or other property of Leads not expressly granted by this Agreement shall be implied.
- 4.2 Agency agrees to not decompile or otherwise copy or use content on the Leads' System or website or other proprietary information of Leads for purposes of reverse-engineering or reconstruction, and to not remove, overprint or deface any notice of copyright, trademark, logo, legend, or other notices from any materials Agency obtains from Leads' System or website.
- 4.3 Agency represents it is a Law Enforcement Agency.
- 4.4 Leads may modify or upgrade any aspect of Leads' System at any time without notice. Leads agrees to make commercially reasonable efforts to perform such modifications in a manner that is not disruptive to Agency.
- 4.5 Subject to the terms of this Agreement, Agency hereby appoints Leads as its agent for the sole and limited purpose of collecting, maintaining and disseminating Data from Reporting Businesses. This agency appointment is effective as of the registration date of Agency's initial user.

- 4.6 Leads uses a number of checks to identify inaccurate or incomplete Data, but cannot and does not represent or endorse the accuracy or reliability of Data or other information submitted by Reporting Business and Law Enforcement Agencies. Data is provided by Reporting Businesses and Law Enforcement Agencies according to the laws and practices enforced in Reporting Businesses' jurisdiction using their proprietary operational software.
- 4.7 Leads will provide reasonable instructions to Reporting Businesses regarding uploading Data to the Leads' System, but is not responsible for ensuring their compliance with their Data reporting obligations.
- 4.8 Agency will not discourage Reporting Businesses from submitting Data via Leads.

## 5. Term

- 5.1 This Agreement will become effective as of the date first set forth above and remain in effect for three (3) years (the "Initial Term") or until termination by Leads or Agency as described below.
- 5.2 Neither party is obligated to renew this Agreement. Upon expiration of the Initial Term and any renewal term, Agency may renew this Agreement for an additional one-year term. Mutual agreement to be evidenced by Leads' submission of a valid invoice for the renewal year, and Agency's payment of such invoice within 30 days of renewal.
- 5.3 Following 30 days' written notice and a 10 day cure period, either party may without further notice, terminate this Agreement if the other party (a) fails to perform any material obligation required under this Agreement or (b) violates any laws, rules or regulations related to this Agreement.
- 5.4 The parties agree that any continuation of this Agreement from one fiscal year to the next is contingent upon annual fiscal appropriation and lawful approval by Agency's governing entity. Agency may terminate this Agreement by providing 60 days' written notice to Leads prior to the next contract year if funding to make the next scheduled payment is not duly appropriated and authorized.

## 6. Disclaimer and Indemnification

- 6.1 EXCEPT FOR THE REPRESENTATIONS SET FORTH IN SECTION 3 OF THIS AGREEMENT, LEADS SPECIFICALLY DISCLAIMS ALL REPRESENTATIONS, CONDITIONS, AND WARRANTIES, WHETHER EXPRESS OR IMPLIED, ARISING BY STATUTE, OPERATION OF LAW, USAGE OF TRADE, CUSTOM, COURSE OF DEALING, OR OTHERWISE, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTY OF MERCHANTABILITY, MERCHANTABILITY, SATISFACTORY QUALITY, THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, AND/OR ANY AND ALL OTHER IMPLIED WARRANTIES AND EXPRESS WARRANTIES (OTHER THAN THOSE SET FORTH HEREIN, IF ANY) WITH RESPECT TO LEADS' SYSTEM. LEADS' SYSTEM, INCLUDING ALL DATA, CONTENT, SOFTWARE, FUNCTIONS, MATERIALS AND INFORMATION MADE AVAILABLE ON OR ACCESSED THROUGH LEADS' WEBSITE IS PROVIDED, AND ACCEPTED AND/OR USED, "AS IS" WITH ALL FAULTS AND WITHOUT WARRANTY OF ANY KIND.
- 6.2 IN NO EVENT SHALL LEADS BE LIABLE FOR OTHER DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OR LOSSES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, DOWNTIME COSTS, LABOR COST, OVERHEAD COSTS OR CLAIMS

**OF THE REPORTING BUSINESS, ITS AFFILIATES OR ANY OTHER THIRD PARTY, EVEN IF LEADS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING THE FOREGOING, AT AN ABSOLUTE MAXIMUM, LEADS LIABILITY SHALL BE LIMITED TO THE AMOUNT OF MONEY IT IS PAID BY AGENCY TO LEADS.**

- 6.3 Leads shall indemnify, hold harmless, protect and defend Agency and its officials, officers, employees, agents and authorized volunteers (the "Indemnified Parties") from and against all actual direct losses, liabilities, judgments, costs, expenses, damages (including damages to the Leads' System), attorney's fees, and other costs, including all costs of defense, arising from all suits of law or actions of every nature for or on account of the infringement of any trade secrets, patents, trademarks, copyrights or other proprietary right of any other party by reason of the use or integration of any proprietary materials, equipment, devices or processes, originally incorporated, or provided and used, by Leads in the performance of the services provided under this Agreement. Notwithstanding the foregoing, if the foregoing described actual direct losses, liabilities, judgments, costs, expenses, damages and the like arise due to the misuse of the Data or any other breach of this Agreement by Agency, Leads' liability under this paragraph shall be reduced proportionately by the amount of loss, liability, judgment, cost, expense, damage and the like arising due to such misuse or breach by Agency.

## **7. Miscellaneous**

- 7.1 Neither party will be liable for any failure or delay in performing an obligation under this Agreement that is due to causes beyond its reasonable control, including any act that would be considered force majeure.
- 7.2 If any provision of this Agreement is held to be unenforceable, in whole or in part, such holding will not affect the validity of the other provisions of this Agreement, unless Leads deems the unenforceable provision to be essential to this Agreement, in which case Leads may terminate this Agreement, effective immediately upon notice to Agency.
- 7.3 Leads reserves the right to disclose any information in response to an official government request or duly authorized subpoena.
- 7.4 Any waiver by Leads of a breach of any provision of this Agreement by Agency or delay in enforcing any rights shall not operate or be construed as a waiver of any other or subsequent breach by Agency.
- 7.5 This Agreement constitutes the entire agreement between the parties, and supersedes all prior agreements and understandings, written or oral, between the parties relating to the subject matter hereof. This Agreement may not be modified, changed or discharged, in whole or in part, except by an agreement in writing signed by both parties. The mere acceptance of any work order, purchase order or other document containing provisions purported to modify or enlarge the obligations or liabilities of either party shall not be construed as acceptance of such provisions.
- 7.6 Nothing in this Agreement, express or implied, is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement. There are no third-party beneficiaries to this Agreement. The only persons who may enforce or benefit from this Agreement and any rights under this Agreement are Agency and Leads.

- 7.7 This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa, without regard to conflicts of laws provisions. Sole and exclusive jurisdiction and venue for any action or proceeding arising out of or related to this Agreement shall be an appropriate state or federal court located either in Story County, Iowa.
- 7.8 Neither party will assign its rights or duties under this Agreement without first providing written notice to the other party with at least 30 days to object to such assignment and in doing so, immediately terminate the Agreement without penalty.

LEADS

LeadsOnline LLC

Signature: 

Print Name: David K. Finley

Title: President & CEO

Date: 6/1/18

Address: 6900 Dallas Parkway, Suite 825  
Plano, Texas 75024

Tax ID: 42-1720332

AGENCY

Story County Sheriff's Office

Signature: 

Print Name: Rick Sanders

Title: Chair Bos

Date: 6-5-18

Address: 1315 South B Avenue  
Nevada, Iowa 50201

## AGENCY AGREEMENT - Attachment 'A'

### SCOPE OF WORK AND ANNUAL SUBSCRIPTION FEE

LeadsOnline System Capability	PowerPlus
Online reporting system for all pawn/secondhand stores	✓
Unlimited accounts/searches for your personnel working your cases	✓
Images of property, sellers, vehicles, thumbprints, etc. as reported	✓
Updates, training and support for agency personnel and businesses	✓
Transaction Monitor - Audit system for reporting compliance	✓
ReportIt citizen property inventory system	✓
Automated NCIC/stolen property hits	✓
Message Inbox (alerts and communication to and from businesses)	✓
Daily Stats (hits and statistics for each investigator)	✓
Property Hold Management System	✓
Nationwide search access	✓
Saved (continuous) searches/Email hit alerts	✓ 75
eBay First Responder Service	✓
Persons of Interest inter-agency suspect information system	✓
Suspect variations and associations reports	✓
Statement Analyzer	✓
Submit lists of known suspects and/or property (file upload)	✓
Online reporting System for scrap metal dealers	✓
Phone Forensics Search	✓
CompStat Mapping System	✓
Case Search - Search multiple items looking for potential suspects	✓ 37
Public Classified Ads -Craigslist	✓
Total Subscription Fee due on June 1, 2018 - PowerPlus First Year Special Pricing	<b>\$2,500</b>
Total Fixed Annual subscription fee due on or before each anniversary thereof during the Initial Term for PowerPlus Package	<b>\$2,848</b>
Total Fixed Annual subscription fee due on or before each anniversary thereof during the Initial Term for downgrade to TotalTrack Package	<b>\$2,238</b>



Story County Planning and Development  
Administration Building  
900 6<sup>th</sup> Street, Nevada, Iowa 50201

Ph. 515-382-7245 Fax 515-382-7294  
[www.storycountyiowa.gov](http://www.storycountyiowa.gov)

## MEMORANDUM

**TO:** Story County Board of Supervisors  
**FROM:** Jerry L. Moore, Planning and Development Director  
**RE:** Zoning permit & Site Development Plan for Dark Sky LLC, 56916 241<sup>st</sup> Street  
**DATE:** May 31, 2018

### Request

Brad Powers, Dark Sky LLC is requesting approval of a zoning permit and site development plan for temporary fireworks sales and storage to be located on the north side of the property located at 56916 241<sup>st</sup> Street and owned by Marty Simpson, Simpson Enterprises. A similar request from Dark Sky LLC was approved by the Board of Supervisors last year at the same location.

### Temporary Use

Mr. Powers is proposing to sell and store fireworks on the property from June 13 through July 8, 2018.

### Site layout

Similar to last year's site layout, an 8' x 40' (320 sq. ft.) metal shipping container used to sell fireworks will be placed approximately 50 feet from the north front property line. A smaller 8' x 20' (160 sq. ft.) metal shipping container used to store the fireworks is planned to be placed 20 feet to the east at a 50 feet setback from the front property line. Both shipping containers will be tied down to the ground to prevent movement and reflective tape will be applied to the sides of the shipping containers to improve their visibility at night. Also, both shipping containers will contain fire extinguishers and illuminated exit signs. Customer access to the site will be from the west existing access. Nine parking spaces, including one ADA compliant parking space with ADA signage is shown south of the west property access, northwest of the larger shipping container at a setback distance meeting the County's parking space and aisle requirements. Timbers will be installed along the south edge of the parking spaces to assist in separating customer vehicles from the trucking (Barnhart) operation maneuvering. A sign informing customers about the parking location will be located east of the parking area. A portable toilet will be provided southwest of the customer parking area. An approximate 80 sq. ft. sign will be placed on the north wall of the sales shipping container advertising the name of the company. The surface of the site area consists of gravel material.





Story County Planning and Development Department  
Ph. 515-382-7245 Fax: 515-382-7294

### **Regulations**

Story County – The use is permitted as a retail use under the CLI –Commercial Light Industrial Zoning District. The shipping container setbacks and parking area meet County requirements. Planning and Development Department staff will do an inspection of the site prior to Dark Sky LLC operating if the zoning permit and site development plan are approved by the Board of Supervisors.

State Fire Marshall's Office – The state Fire Marshall's Office will review the temporary structures and site plan for the proposed use, may do on-site inspection, and will issue a license to sell fireworks at the requested location. The temporary structures and site are required to meet the National Fire Protection Association requirements and the plans will be reviewed by the State Fire Marshall's Office.

Story County and other entity review – The zoning permit and site development plan were routed to County department staff and City of Nevada Fire Department for review. No concerns were identified.

### **Action**

Based on the site development plan meeting County requirements and the temporary nature of the request, Planning and Development staff recommend approval of the zoning permit and site development plan for Dark Sky LLC with the following conditions:

1. Dark Sky LLC shall obtain a license from the State Fire Marshall's Office for the use prior to operation.
2. Story County Planning and Development department shall inspect the site for compliance to the site plan prior to operation.
3. The operation of temporary fireworks sales and storage may occur at the planned location from June 13 through July 8, 2018.
4. All items associated with the Dark Sky LLC temporary use shall be removed from the planned location no later than July 31, 2018.

Mr. Powers supports the conditions.



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

E911 Address: 56916 241st St.  
 Parcel Identification Number (PIN): 1018200235

**Check Appropriate Zoning:**

- A-2; Agribusiness
- CL; Commercial/Light Industrial
- HI; Heavy Industrial
- RMH; Residential Mobile Home

**Type of Structure and Proposed Use:** Retail/Warehouse

**Dimensions:** Retail 40' x 8.5'  
**Height:**

**Septic Disclosure:**

- Permit and diagram on file with Environmental Health Department
- Hooked to public sewer system
- Does not generate wastewater
- Inspection report attached
- Incomplete septic system, binding agreement attached

**Applicant**

**ISSUED PERMITS, WILL BE SENT TO APPLICANT  
 (ALL CORRESPONDENCES, INCLUDING**

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

(Last Name) Simpson Enterprises (First Name) Marty  
 (Address) 578000 270th St. (City) Ames (State) IA (Zip) 50010  
 (Phone) 5152323188 (Email) marty.simpson@tsiames.com

**Contractor Contact Information**

(Last Name) Powers (First Name) Brad  
 (Address) 1226 N Sand Cherry Cir(City) Huxley (State) IA (Zip) 50124  
 (Email) bjpowers39@gmail.com (Phone) 5154516324

**Property Owner**

**(IF SAME AS APPLICANT; DISREGARD THIS SECTION)**

(Last Name) Huxley (First Name) Bradley  
 (Address) 1226 N Sand Cherry Cir.(City) Huxley (State) IA (Zip) 50124  
 (Phone) 5154516324 (Email) bjpowers39@gmail.com

**RECEIVED**

MAY 23 2018

STORY CO. PLANNING & DEVELOPMENT

OFFICE USE ONLY  
 File Stamp - Date Received

Signature Field 

Date 5/24/18

Receipt Amt. Pd on time  
 Receipt No. 90.08

40682P  
 5000 Sign

**APPROVED**

Board Member Initials: 

Meeting Date: 6-5-18

**DENIED**

M E M O R A N D U M

May 15, 2017

To: Story County Planning and Development

Re: Zoning Application for Establishment of Retail Fireworks Location

Parcel ID: 1018200235 (56916 241<sup>st</sup> St., Ames, IA 50010)

---

To Whom it May Concern:

My name is Marty Simpson and I am member of Simpson Enterprises, LLC, an Iowa company who owns the above identified parcel. Simpson Enterprises, LLC consents to Mr. Bradley Powers and Mr. Michael Warnick (the owners of Dark Sky, LLC) filing a zoning application for the establishment of a retail fireworks location on the above identified parcel.

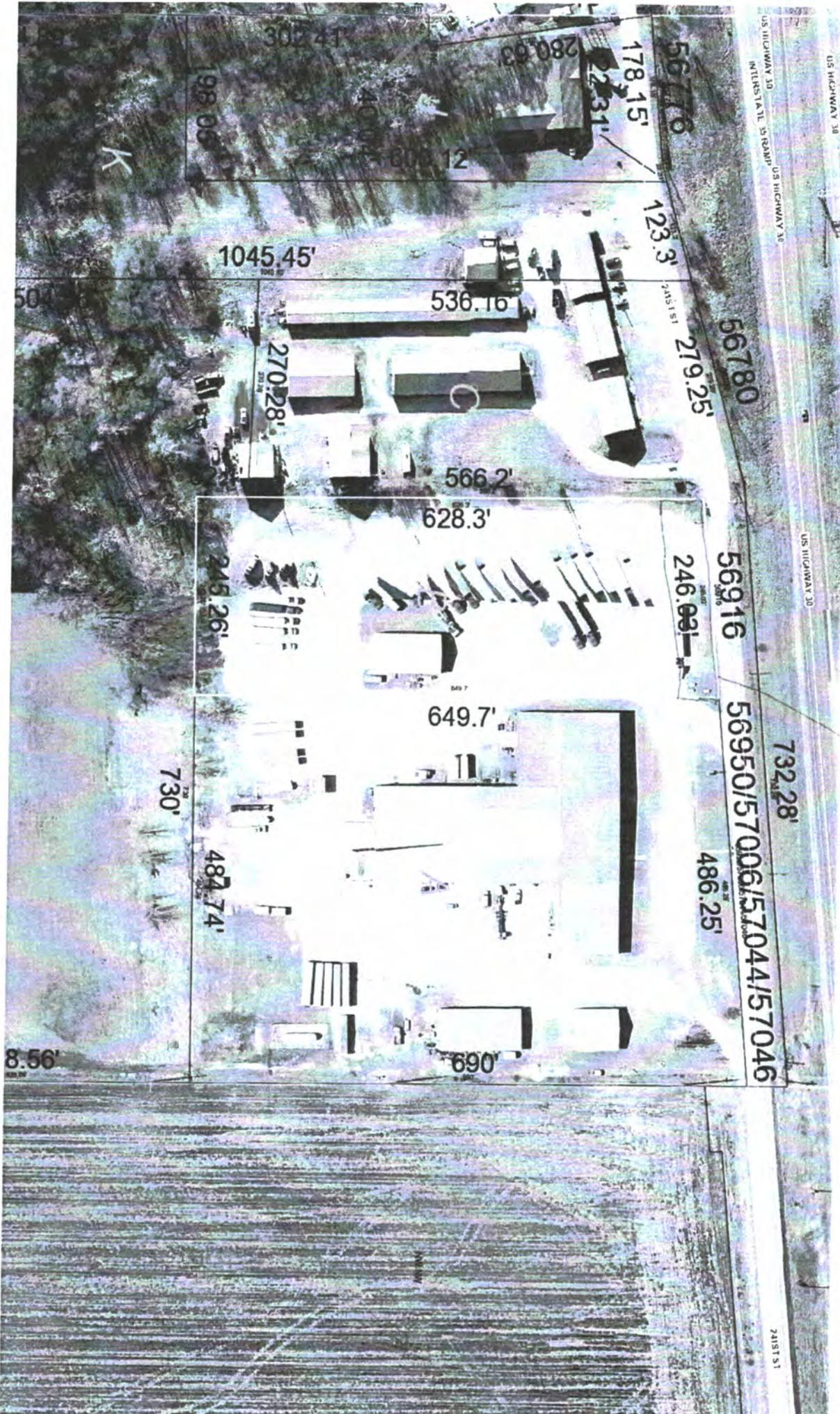
Sincerely,

  
Marty Simpson

Simpson Enterprises, LLC

RE-ADD

Return Date:  
10/11/2017



Proposed Location

US HIGHWAY 30  
INTERSTATE 35 RAMP  
US HIGHWAY 30

US HIGHWAY 30

241ST ST

56770  
178.15'  
223.31'  
280.63'

56780  
123.3'  
279.25'

56916  
246.09'

56950/57006/57044/57046  
486.25'

732.28'

302.41'

198.06'

1045.45'

536.16'

270.28'

566.2'

628.3'

245.26'

649.7'

730'

482.74'

690'

8.56'

K

504'

Site Plan – Retail Stand Design  
 56916 241<sup>st</sup> St., Ames, 50010

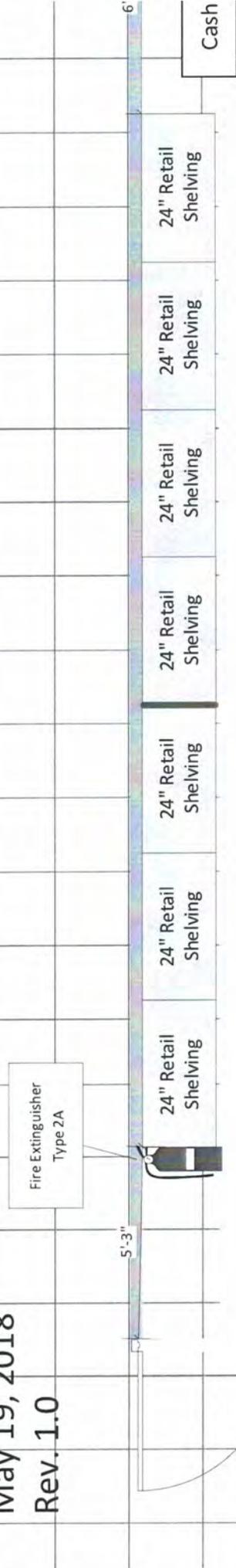
Brad Powers  
 Dark Sky, LLC

Parcel ID 1018200235

May 19, 2018

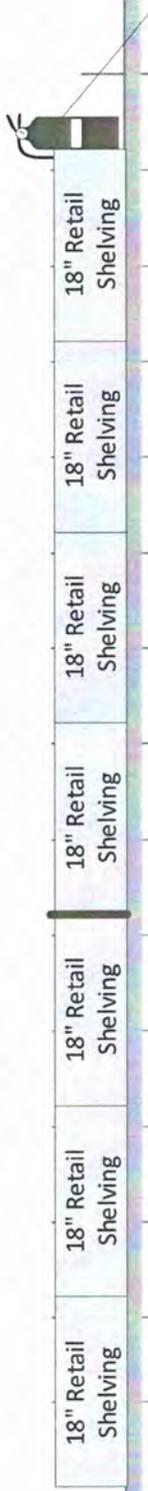
Rev. 1.0

 = 2' x 2'





Center Aisle (4 ft wide) NFPA 65.1.1.3.14.3.1



**Construction – 40 ft Shipping Container**  
 Fire Extinguishers: See above  
 Exit Location: Each end of aisle  
 Exit Width: 7.7 ft  
 Exit Signs: See above  
 Emergency Exit Lighting: 600 lumens every 3.4 foot above aisle center  
 Max Egress Travel Distance: 20 ft  
 Total Floor Area: 304 sq ft.  
 Total Retail Area: 304 sq ft.  
 Fireworks Display Area: 235 sq ft.  
 Display Racks:  
 7 Racks @ 24" D X 48" W X 72" H  
 7 Racks @ 18" D X 48" W X 72" H  
 Aisle: 4' 2" W X 39' 6" L, see above for layout

# Site Plan – Warehouse Design

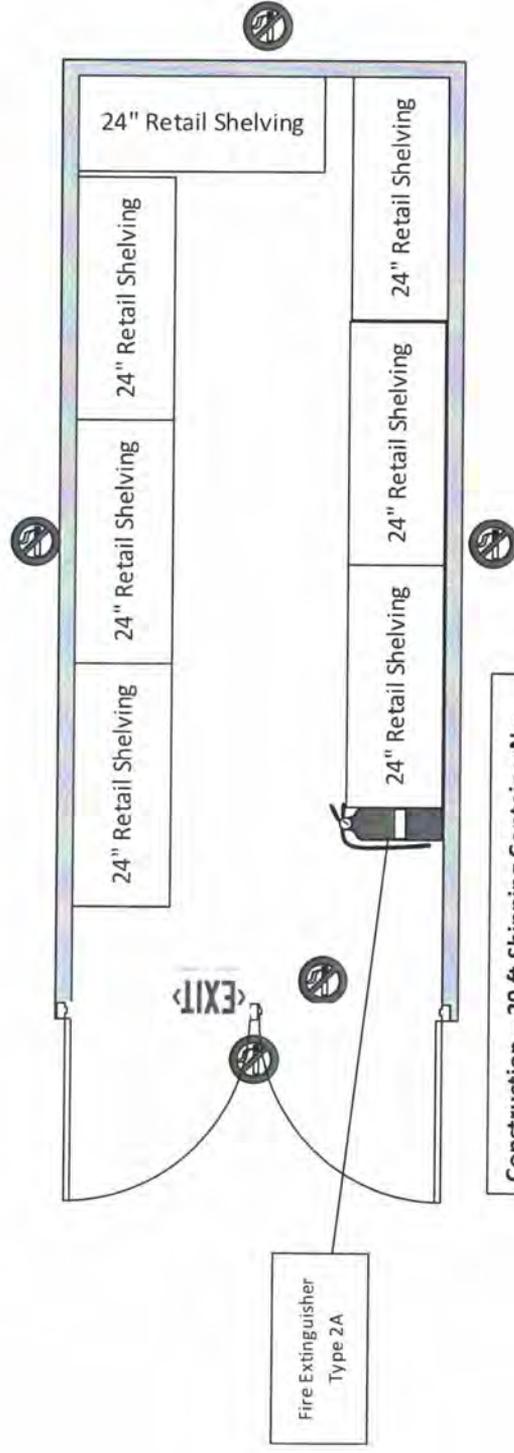
Brad Powers

Dark Sky, LLC

Parcel ID 1018200235

May 31, 2017

Rev. 2.2.2



**Construction – 20 ft Shipping Container**  
**Smoking Signs:** See above  
**Fire Extinguishers:** See above  
**Exit Location:** See above  
**Exit Width:** 7.7 ft  
**Exit Signs:** None  
**Emergency Exit Lighting:** None  
**Max Egress Travel Distance:** 20 ft  
**Total Floor Area:** 150 sq ft.  
**Total Retail Area:** 0 sq ft.  
**Fireworks Display Area:** 0 sq ft.  
**Storage Racks:**  
7 Racks @ 24" D X 61" W X 72" H  
Aisle: 4' 2" W, see above for layout







Hull & Company, LLC  
 8400 E. Prentice Ave, Suite 535  
 Greenwood Village, CO 80111  
 (303)217-4855 Fax: (866)610-8043  
 Managing General Agents ■ Wholesale Insurance Brokers

**DATE:** 05/17/2018

**TO:** Tami Towne  
 RYDER-ROSACKER-MCCUE & HUSTON  
 509 W KOENIG ST  
 Grand Island, NE 68801

**Agency Code:** 91454

**FROM:** Aimie Holdorf for Jennifer Bolzer , AU, AINS  
 Broker/Underwriter  
 (877)409-4855 ext. 4067  
 jennifer.bolzer@hullden.com

**Agency Fax:** (308)382-7109

## Insurance Binder

### Insurance Terms:

**Insured:** Dark Sky, LLC  
 1226 N Sand Cherry Circle , Huxley, IA 50124

**Policy #:** CPS3070107  
 Policy Type: Occurrence

**Renewal of Policy #:** CPS2668256

**Insurer:** Non-Admitted  
 Scottsdale Insurance Company - P.O. Box 4110 Scottsdale AZ 85261  
 Hull & Company, LLC is responsible for collecting and filing the Surplus Lines taxes.

**Effective Date:** 05/30/2018

**Term of Policy Coverage:** 05/30/2018 to 05/30/2019

<b>Premium:</b>	\$1,600.00
Policy Fee – Fully Earned	\$200.00
IA SL Tax(1%)	\$18.00
<b>Total:</b>	<b>\$1,818.00</b>

**Minimum Earned Percent:** 25.00 %

**Locations:**  
 56916 241st St, Ames, IA, 50010

### Commercial Property

**Property TIV: \$31,000**

**Location 1 Building 1: 56916 241st St**  
 Occupancy :  
 Construction : Non-Combustible

**Cause of Loss : Special Form Excluding Theft**

Coverage	Limit	Coins	Deductible	Valuation	Final Rate	Premium
BPP (Business Personal Property)	24,000	80%	1,000	Replacement Cost	.945	\$350 MP
Leased Equipment	7,000	80%	1,000	Replacement Cost	.945	\$150 MP

**Commercial General Liability**

General Aggregate:	\$2,000,000
Products/Completed Operations Aggregate:	\$2,000,000
Each Occurrence:	\$1,000,000
Personal and Advertising Injury:	\$1,000,000
Damages to Premises Rented To You:	\$100,000
Medical Payments (any one person):	\$5,000
Employee Benefits:	\$0
Stop Gap:	\$0

Deductible (BI/PD) \$2,500 Per Claimant - Deductible Includes Loss Adjustment Expense

Class	Description	Sub-Line	Basis	Exposure	Final Rate	Premium
18437	Fireworks Sales, Temporary w/ Annual Storage	Premises/Operations			Flat Rate	\$1,000 MP
49950	Blanket Additional Insured Endorsement GLS-150s included	Blanket Additional Insured			Flat Rate	Included
49951	Blanket Waiver of Subrogation - CG2404 - Included	Blanket Waiver of Subrogation			Flat Rate	Included
43628	Fireworks Demo Display	Premises/Operations			Flat Rate	\$100

**Based on \$50,000 Retail Sales, 1 Product Demonstration, Blanket Additional Insured, and Blanket Waiver of Subrogation**

**Endorsements/Exclusions:** (include, but are not limited to, the following terms, conditions and exclusions.)

Aircraft Exclusion	GLS-457s 10-14
Amend of Nonpayment Cancel Condition	UTS-365s 2-09
Amendment Of Conditions	GLS-74s 9-05
Amendment To Other Insurance Condition	GLS-152s 8-16
Asbestos Exclusion	UTS-266g 5-98
BI/PD/Personal Advertising Inj Liab Ded Endt	GLS-94s 6-15
Blanket Additional Insured Endt	GLS-150s 7-06
Building & Personal Prop Cov	CP 00 10 10-12
Causes Of Loss-Special Form	CP 10 30 9-17
Claim Reporting Information	NOTX0178CW 3-16
Classification Limitation	GLS-290s 11-07
Common Policy Conditions	IL 00 17 11-98
Common Policy Declarations	OPS-D-1 1-17
Contractors Special Conditions	GLS-30s 1-15
Contractual Liability Limitation	CG 21 39 10-93
Cover Page	UTS-COVPG 1-16
Employment-Related Practices Exclusion	CG 21 47 12-07
Excl Of Loss Due To Virus Or Bacteria	CP 01 40 7-06
Excl-Access Of Confidential Or Personal Info	CG 21 06 5-14
Excl-Certified Acts Terrorism	IL 09 53 1-15
Excl-Designated Professional Services - "Any and all training and/or certification operations of pyrotechnicians by the Named Insured	CG 21 16 4-13
Excl-Designated Work - "Any and All Fireworks Manufacturing"	CG 21 34 1-87
Exclusion-Certified Acts Of Terrorism	CG 21 73 1-15
Fireworks Operations Excl	GLS-321s 10-10
Fireworks Worker Injury And Liab Excl	GLS-320s 10-10
Fungi Or Bacteria Excl	CG 21 67 12-04
General Liab Coverage	CG 00 01 4-13

GL Ext Supplemental Dec	CLS-SP-1L 10-93
GL Supplemental Dec	CLS-SD-1L 8-01
Hydraulic Fracturing Excl	GLS-341s 8-12
IA-Changes-Cancel-Nonrenew	IL 02 76 9-08
Known Injury/Dmg Excl-Personal/Advertise Injury	GLS-289s 11-07
Lead Contamination Exclusion	UTS-267g 5-98
Locations Schedule	UTS-SP-3 8-96
Marijuana/Cannabis Liability Exclusion	GLS-455s 3-18
Minimum & Advance Prem Endt	GLS-47s 10-07
Minimum Earned Cancellation Premium	UTS-119g 6-14
Nuclear Energy Exclusion	IL 00 21 9-08
Premium Audit	UTS-428g 11-12
Prior Completed Work Excl-Specified Date – 5/30/17	GLS-296s 7-08
Property Conditions	CP 00 90 7-88
Property Supplemental Dec	CPS-SD-1 2-16
Punitive/Exemplary Damage Exclusion	UTS-74g 8-95
Schedule of Forms and Endts	UTS-SP-2 12-95
Service of Suit Clause	UTS-9g 5-96
Theft Exclusion	CP 10 33 10-12
Total Pollution Exclusion	CG 21 49 9-99
Waiver Of Transfer Of Rights – Blanket	CG 24 04 5-09

**Conditions:** (include, but are not limited to, the following terms, conditions and exclusions.)

100% Minimum & Deposit  
25% Minimum Earned Premium  
Including, but not limited to, the attached schedule of forms.  
Policy cannot be cancelled flat after inception  
Policy Fees are 100% Fully Earned  
Policy is NOT subject to Audit  
Premium payment is due within twenty (20) days from the effective date unless otherwise stipulated.  
Terrorism can be added for an additional premium.

**Special Provisions:**

This binder is effective from 05/30/2018 to 06/29/2018 12:01 a.m. It is being offered on the basis indicated. It is incumbent upon you to ascertain the accuracy of the binder and to review with the insured the terms of the binder carefully, as the coverage, terms and conditions may be different than those you requested. Standard Company and/or ISO forms are applicable. The issued policy will replace the binder. If changes or corrections are required, please notify our office in writing immediately. Changes may require carrier approval and will be issued by endorsement as your office is not granted binding authority. Please advise your client that the policy dictates the actual terms of coverage and in the event of differences, the policy prevails.

Please be sure to check the carrier's A. M. Best rating to satisfy you and your client's interests.

The annual premium is due with your Hull & Company, LLC statement, unless otherwise noted.

If the retail agent issues a certificate of insurance or evidence of insurance it must be according to the terms of this binder and the insurance policy. Any request to change, endorse or modify the terms of this binder or the insurance policy must be submitted in writing to the insurance company for its advanced written approval and shall not be effective if communicated by means of a certificate of insurance or evidence of insurance. Hull & Company, LLC, Denver ("Broker") disclaims and undertakes no responsibility for incorrectly issued or inaccurate certificates or evidence of insurance. Broker will provide copies of certificates or evidence of insurance issued by the retail agent to the respective insurance companies only if required by such insurance company. Be advised that the insurance company/ies may or may not review and/or approve a certificate or evidence of insurance. If Producer provides copies of certificates or evidence of insurance to Broker, Broker will not review, analyze or otherwise comment on the accuracy, completeness or propriety of any certificate or evidence. Submission of a certificate or evidence of insurance to our office and/or the insurance company's office does not constitute approval of the certificate or evidence.

05/17/18  
Page 4 of 4

(303)220-6182  
Aimie.Holdorf@hullden.com

# FACILITY RENTAL APPLICATION

Department of Recreation Services  
Iowa State University  
1180 State Gym, Ames IA 50011  
515-294-4980 (phone), 515-294-1412 (fax)



No. # \_\_\_\_\_

## RENTER/CUSTOMER INFORMATION: ORGANIZATION/ENTITY

---

Requesting Organization: Story County Sherriff's Department  
Contact Person: Connie Toresdahl E-Mail: CToresdahl@storycounty.com  
Phone: 515-382-7458 Cell Phone: \_\_\_\_\_ Fax: 515-382-7479  
Address: 1315 S B Ave. City: Nevada State: IA Zip: 50201

## EVENT INFORMATION

---

Name of Event: Story Co. Sherriff's Testing Type of Event: Fitness Test Expected Attendance: 25  
Facility/Field Space Requested: Lied running track and turf

Day(s) and Date(s)	Doors Open	Event Start	Event End	Doors Locked
<u>Saturday, June 23</u>	<u>N/A</u>	<u>8:00 AM</u>	<u>10 AM</u>	<u>N/A</u>

Equipment, equipment set-up and/or services required of Recreation Services (describe fully, additional fees may apply): \_\_\_\_\_

Food and/or beverages to be served at event (describe fully): \_\_\_\_\_

*If there is a need for parking, please contact the Department of Public Safety Parking Division at 515-294-3388.*

**Please notify your initial Recreation Services contact if any changes in the original contract arrangements are necessary.**

## ESTIMATED CHARGES & FEES

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Facility/Field Rental Fees: Fees waived.  
Personnel Charges: N/A  
Custodial Services (FP&M): N/A  
Incidental Charges: N/A  
ISU Admin. Service Fee: WAIVED: 3% of total estimated charges  
**Total Estimated Cost: \$0.00**



**FACILITY RENTAL CONTRACT  
ORGANIZATION/ENTITY  
DEPARTMENT OF RECREATION SERVICES**

This Facility Rental Contract ("Agreement") is entered into by Iowa State University of Science and Technology, on behalf of its Department of Recreation Services ("ISU"), and the Organization identified on the Renter Information section on Page 1 of this Agreement ("Customer"). The Effective Date of this Agreement shall be the date on which ISU signs this Agreement.

**Please Read this Agreement Carefully.** It affects the rights and responsibilities of the Customer and its members who use the space, equipment and services contracted for under this Agreement.

**TERMS AND CONDITIONS – ISU RECREATION SERVICES FACILITY USE**

In consideration of the mutual agreements of ISU and Customer, it is agreed that:

1. **Permission to Use Space.** ISU grants Customer permission to use the space described on Page 1 under Event Information (the "Space"), any equipment and/or services also identified under Event Information (the "Equipment") during the period described on Page 1 under Event Information (the "Use Period").
2. **Payment of Final Charges and Fees.** Customer agrees to pay all Final Charges and Fees associated with renting the Space and Equipment. The Estimated Charges and Fees appearing on Page 1 of this Agreement are an estimate and ISU agrees to notify Customer when the Final Charges and Fees differ from the Estimated Charges and Fees. Full Payment is due within thirty (30) days after Customer receives an invoice from ISU. Payment should be made payable to Iowa State University of Science and Technology and submitted to ISU Treasurer's Office, 1220 Beardshear Hall, Iowa State University, Ames, IA 50011-2044.). If payment is not made when due, see Paragraph 5 of the Terms and Conditions.
3. **Inherent Risks and Health Insurance.** Customer understands all of the risks involved with the use of the Space and Equipment, including the risk of property damage and the risk of personal injury and agrees to assume those risks. In addition, Customer agrees to make their individual members or guests aware of these risks. ISU is not responsible for any accident or medical expenses incurred by Customer, Independent Contractors or Customer's volunteers, members or guests. Customer agrees to obtain from each individual member a signed Release of Liability Form, provide ISU a copy of said Liability Form(s) as requested and require each member using the Space be covered by a health insurance policy that is current and in effect during the member's use of the Space and Equipment.
4. **Cancellation by Customer.** If Customer cancels this Agreement, Customer must provide ISU written Notice and a Cancellation Fee will be applicable. Any fee that Customer must pay as a result of cancellation ("Cancellation Fee") is set forth in Paragraph 12 of the Terms and Conditions. ISU shall notify Customer of the amount of any applicable Cancellation Fee within thirty days of receiving Customer's notice of cancellation. Client shall pay all Cancellation Fees within thirty (30) days of receiving the notice from ISU of the amount.
5. **Use of Space.** Customer may use the Space only for the purpose described in this Agreement. Customer acknowledges that others may be using other areas of ISU's property during the Use Period. Customer shall not disrupt such use by others. ISU reserves the right to inspect the Space, access the Space to perform maintenance, enforce applicable laws, regulations, and policies and remove any person who is disruptive to ISU's operations or where ISU reasonably believes such person is acting in an unsafe manner or may cause or has caused harm to people,

the Space, or other property. Customer shall vacate the Space at the end of the Use Period or upon cancellation of this Agreement and leave the Space in as good condition as the Space was upon entry by Customer, reasonable wear and tear excepted. Except for reasonable wear and tear, Customer shall be responsible for any damage to or loss of ISU property caused by Customer or Customer's employees, agents, subcontractors or guests and for any excessive trash. Customer shall notify ISU immediately of any such damage or loss. ISU may repair or replace such damaged or lost ISU property and remove excessive trash. In such event, ISU shall provide Customer with an invoice for the costs incurred by ISU for such repair, replacement or removal and Customer shall pay such invoice within thirty (30) days of receipt.

6. **Compliance with Law and ISU Policies.** Customer shall comply with, and shall require its members, employees, agents, subcontractors and guests to comply with, all applicable laws, regulations, ordinances and ISU policies. ISU policies include, but are not limited to, the following prohibitions in ISU buildings and on ISU property: (a) smoking; (b) alcohol, unless prior written permission has been granted; (c) intoxicants, narcotics, and drugs; (d) firearms, weapons, ammunition, fireworks, explosives, and highly flammable materials; (e) gambling; and (f) solicitation. Motor vehicles of any type are prohibited from being driven on ISU sidewalks or outdoor green space areas. Illegally parked vehicles will be ticketed and subject to towing, without warning, at the owner's expense. Customer shall obtain the consent of ISU before bringing, or permitting its employees, agents, subcontractors or guests to bring, animals on ISU property and shall comply with ISU's Animals on Campus policy and other applicable policies. Prior consent is not required when the animal is assisting persons with disabilities.

When facility use involves an academic, athletic or recreational activity offered to youth participants under the age of eighteen, Customer must contract using the RECREATION YOUTH ACTIVITIES, PRECOLLEGIATE PROGRAMS/CAMPS FACILITY USE AGREEMENT.

7. **Customer Equipment and Property.** ISU shall not be responsible for loss or damage to property, material, or equipment belonging to Customer or its employees, agents, subcontractors or guests ("Customer Property"). Customer shall remove all Customer Property prior to the expiration of the Use Period or promptly upon termination or cancellation of this Agreement. ISU may remove and store any Customer Property that Customer fails to remove. Customer shall pay all expenses associated with such removal or storage.
8. **Decorations and Publicity.** All signs, banners, decorations, displays, and exhibits and the location of such items must have prior written approval from ISU. The parties to this agreement agree not to use the name or trademarks of the other party or the name of any of the other party's employees in publicity or advertising without the prior written consent of the other party. Customer may use ISU's name when providing the address of the location of Customer's event. Unless express written permission has been granted, Customer shall not represent or imply that it is affiliated with ISU or that Customer's event is endorsed or approved by ISU unless this is otherwise endorsed or affiliated with ISU through another agreement.
9. **Financial.** In consideration for the use of the Space and any equipment or services provided by ISU, Customer shall pay ISU the Charges and Fees set forth in this Agreement. ISU may also impose a finance charge computed at a periodic monthly rate of 1% per month on the balance or an annual percentage rate (APR) of 12% when computed from the billing date. The unpaid account may be referred for collection, and Customer agrees to pay all collection costs and reasonable attorneys' fees if ISU must take action to recover any past due amounts.
10. **Limitations of Liability and Indemnification.** The Space, equipment and services are provided "AS IS". Customer assumes all risk of loss, damage, and liability which Customer may sustain while using the Space and equipment. IN NO EVENT SHALL ISU BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES. Customer shall INDEMNIFY AND

HOLD HARMLESS Iowa State University, the State of Iowa, and the Board of Regents, State of Iowa, and their officers, employees, and agents from and against all liability, claims, demands or causes of action (including claims by Customer's employees, agents and guests) arising from the acts or omissions of Customer or its employees, agents, subcontractors or guests or arising from Customer's Event, except those resulting from the negligence of any ISU employee or agent.

11. **Insurance.** Customer shall purchase and maintain, at Customer's own expense, and require its subcontractors who will be present on ISU property to carry, the insurance coverage listed below. Commercial General Liability and Excess Liability must include "Iowa State University"; "Board of Regents, State of Iowa"; and the "State of Iowa" as additional insureds. ISU reserves the right to increase the minimum limits if ISU determines additional types or limits of coverage are necessary. The insurance companies providing coverage must be of an acceptable financial rating as determined by ISU. All policies must be written on a primary basis, non-contributory with any other insurance and/or any self-insured funds. The policy must provide the following coverage and limits as a minimum:

**Commercial General Liability**

General Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000
Damage to Rented Premises	\$ 300,000
Medical Payments (Any One Person)	\$ 5,000

**Excess/Umbrella Liability**

Policy must provide for \$1,000,000 per occurrence

**Automobile (applicable only when using vehicles on campus)**

\$1,000,000 single limit each accident to include hired, rented or non-owned vehicles.

**Workers' Compensation and Employer's Liability**

Statutory Limits of \$100,000/\$500,000/\$100,000. Must include a Waiver of Subrogation in favor of "Iowa State University"; "Board of Regents, State of Iowa"; and the "State of Iowa".

The certificate must also contain a clause stating that such insurance shall not be modified, reduced, canceled, or terminated without the insurer providing ISU with thirty days' prior written notice. The certificate must be submitted to the ISU Department of Recreation Services no later than ten (10) business days prior to the beginning of the Use Period. Customer is responsible for verifying that its subcontractors are carrying the required insurance.

ISU shall have the right to prohibit Customer from entering ISU property until ISU receives such certificates or other evidence that the required insurance has been obtained. If Customer or its subcontractors fail to carry the required insurance or if Customer fails to submit evidence of insurance coverage, ISU may, in its sole discretion: (i) cancel this Agreement as stated in the section on Cancellation or (ii) purchase the required insurance on Customer's behalf, and Customer shall reimburse ISU for the cost of such purchase.

## 12. Cancellation.

**Notice.** A party seeking to cancel this Agreement must send written notice to the other party of such intention.

**Customer Cancellation.** Customer may cancel this Agreement as indicated in Paragraph 5 of the Facility Rental Contract. The Cancellation Fee Schedule is as follows:

- \* 15-30 days prior to the contracted event date: 100% of all costs incurred by ISU in connection with the event.
- \* 0-14 days prior to the contracted event date: 50% of the contracted rental fees, and 100% of all costs incurred by ISU in connection with the event.

**ISU Cancellation.** ISU may cancel this Agreement for the following reasons:

Force Majeure. ISU may cancel this Agreement if its performance of any obligation under this Agreement is prevented or delayed by causes beyond its reasonable control, such as fire, strikes or labor disputes, floods, inclement weather, acts of God, war, terrorism, civil disturbances, or energy shortages. ISU's failure to perform or delayed performance for such reasons shall not be deemed a breach of this Agreement.

For Cause. ISU may cancel this Agreement immediately upon written notice to Customer if: (a); (b) Customer fails to carry the required insurance or submit evidence of insurance coverage as required by this Agreement; or (c) if Customer or Customer's employees, agents, subcontractors or guests (i) disrupt ISU's operations or other's use of other ISU property, (ii) act in a manner ISU reasonably believes to be unsafe or that may cause or has caused harm to persons, the Space, or other property, or (iii) violate applicable laws, regulations, or ISU policies. ISU may also cancel if Customer fails to cure any other material breach of this Agreement within ten days of receiving written notice of such breach from ISU. The foregoing shall be in addition to any other remedies to which ISU is entitled.

For Convenience. ISU may cancel this Agreement upon fifteen (15) days' written notice to Customer.

## 13. Miscellaneous.

**Entire Agreement.** The entire Facility Rental Contract between the parties includes the Facility Rental Application, the Facility Rental Agreement, the Terms and Conditions and any attachments and supersedes all prior agreements, whether written, oral, or implied. All mentioned documents are incorporated into this Agreement by reference.

**Terms and Conditions.** Customer, on behalf of itself, its subcontractors and its members/guests, agrees to comply with the Recreation Services Facility Use Terms and Conditions as incorporated into this Agreement.

**Authorized Signature.** The person signing this Agreement is authorized by Customer to enter into contracts on behalf of Customer.

This Agreement shall not be changed, modified, altered, or amended in any respect without the mutual consent of the parties. The parties' rights and obligations in this Agreement that, by their nature, would continue beyond the cancellation or expiration of this Agreement shall survive such cancellation or expiration. This Agreement shall be construed in accordance with the laws of the State of Iowa, and any litigation or actions commenced in connection with this Agreement shall be instituted in an appropriate court in the State of Iowa.

WHEREFORE, after reading this FACILITY RENTAL AGREEMENT, including its Terms and Conditions, Renter Information, Event Information, Charges and Fees and any attachments, I voluntarily agree to the terms of use for this facility.

IOWA STATE UNIVERSITY  
OF SCIENCE AND TECHNOLOGY

<CUSTOMER NAME>

Name: Garry Greenlee  
Print Clearly

Name: Rick Sanders, Story County BOS.  
Print Clearly

\_\_\_\_\_  
*Signature*

  
\_\_\_\_\_  
*Signature*

Title: \_\_\_\_\_

Title: Board of Supervisor, Chairperson

Date \_\_\_\_\_

Date 6-5-18

42-6004224  
IRS Entity Identification Number

42-6005024  
IRS Entity Identification Number

DO NOT WRITE IN THE SPACE ABOVE, RESERVED FOR RECORDER  
Prepared by Emily Zandt, Story County Planning & Development Department, 900 6<sup>th</sup> St., Nevada, Iowa 50201 515-382-7245

Please return to:  
Planning & Development

**RESOLUTION NO. 18-110**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF STORY COUNTY, IOWA, SETTING DATE AND TIME FOR PUBLIC HEARING FOR FIRST CONSIDERATION OF ORDINANCE NO. 272 AMENDING CERTAIN BOUNDARIES OF THE OFFICIAL ZONING MAP OF STORY COUNTY IOWA, AS REFERENCED IN SECTION 86.02 OF THE STORY COUNTY CODE OF ORDINANCES, LOCATED IN SECTION 29 OF COLLINS TOWNSHIP AT 69866 HIGHWAY 210, COLLINS, UNDER THE OWNERSHIP OF LANDUS COOPERATIVE, 2321 NORTH LOOP DRIVE STE 220, AMES, FROM THE A-1 AGRICULTURAL ZONING DISTRICT TO THE A-2 AGRIBUSINESS ZONING DISTRICT AND RESOLUTION #18-111 C2C FUTURE LAND USE MAP AMENDMENT FROM THE AGRICULTURAL CONSERVATION AREA TO THE COMMERCIAL/INDUSTRIAL AREA.**

WHEREAS, the Board of Supervisors approved the *Code of Ordinances of Story County, Iowa, on May 29, 2018; and*

WHEREAS, Section 1.11 (2)(A) states a proposed ordinance shall be considered and receive a favorable vote for passage in accordance with Section 331.302 (6) of the Code of Iowa, as amended;

AND WHEREAS, Section 1.11 (2)(B) states the title of the proposed ordinance shall be published in accordance with Section 331.305 of the *Code of Iowa*, as amended, prior to its first consideration by the Board. Copies of the full text of the ordinance shall be made available to the public at the time of publication at the office of the County Auditor, and the published notice shall specify where such copies may be obtained;

AND WHEREAS, the Story County Planning and Zoning Commission will review the requested zoning amendment at their June 6, 2018 meeting;

NOW THEREFORE BE IT RESOLVED that a public hearing date on this matter be held on the proposed Ordinance No. 272 and Resolution #18-111 on the 12<sup>th</sup> day of June, 2018, in the Public Meeting Room of the Story County Administration Building, Nevada, Iowa, at 10:00 AM and the Board of Supervisors directs Planning and Development staff to place copies of the full text of the ordinance and resolution with the Office of the County Auditor.

Dated this 5<sup>th</sup> day of June, 2018.

  
\_\_\_\_\_  
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



# Iowa Department of Transportation

## ROADWAY MAINTENANCE AGREEMENT

INSTITUTION Iowa State University  
 AGENCY \_\_\_\_\_  
 COUNTY Story  
 CITY \_\_\_\_\_

This written agreement made and entered into by and between Story County Board of Supervisors, Party of the First Part, and the Iowa Department of Transportation, Party of the Second Part. The parties hereby desire to enter into this roadway maintenance agreement concerning the following roadway:

Institutional roads at Iowa State University (see attached list of roadways)

### 1. ROUTINE MAINTENANCE

- A. Party of the First Part will perform the following routine maintenance:  
 Winter maintenance such as snow and ice control; Roadside maintenance such as mowing, herbicide application, and maintaining clear channels through and adjoining drainage structures; Pavement maintenance such as patching, joint/crack filling, spot HMA overlays, transverse joint leveling, strip sealing, and edge sealing; Granular surface maintenance of shoulders and roadways such as application and shaping of granular material; Safety appurtenance maintenance such as repair of guardrail and safety grates; Traffic control device maintenance such as replacment of signs and pavement markings;
- B. Party of the First Part will perform the above described routine maintenance in compliance with the Iowa Department of Transportation's standard maintenance policies and procedures which include, but are not limited to, the Department's standards for maintenance activities and instructional memorandums. Particularly, Party of the First Part shall comply with:  
 Approved DOT policies, design guidance, and adopted national manuals (i.e. - MUTCD).
- C. Party of the Second Part will perform the following routine maintenance:  
 None

### 2. SPECIAL MAINTENANCE

- A. Party of the First Part will perform the following special maintenance:  
 Not applicable
- B. Party of the First Part will perform the above described special maintenance in compliance with the Iowa Department of Transportation's standard maintenance policies and procedures which include, but are not limited to, the Department's standards for maintenance activities and instructional memorandums. Particularly, Party of the First Part shall comply with:  
 Not applicable
- C. Party of the Second Part will perform the following special maintenance:  
 Not applicable

### 3. PAYMENT

- A. It is agreed that payment for the routine maintenance operations will be made after the work has been completed for the fiscal year ending June 30, and payment for maintenance operations will be made after the work has been completed. It is also understood and agreed that the right is reserved by both Parties to review, adjust, or terminate this Agreement at any time, provided

however that written notice be given either Party at least thirty days prior to such review, adjustment, or termination.

B. Payment for routine maintenance at the rate of \$ 2,000.00 per lane mile per year.

Total lane miles 2.50 at \$ 2,000.00 per lane mile = \$ 5,000.00

C. Payment for special maintenance shall be made as follows:

**4. AGREEMENT TIME PERIOD**

Beginning Date: 7/1/2018

Ending Date: 6/30/2019

- 5. Party of the First Part agrees to indemnify and save harmless the Party of the Second Part, the State of Iowa, and its agents or employees from any and all causes of action, suits, at law or in equity, for losses, damages, claims or demands, and from any and all liability and expense of whatsoever nature (including reasonable attorney fees), arising out of or in connection with the execution, performance, or attempted performance of this Agreement and work provided herein.
- 6. If any section, provision or part of this Agreement shall be found to be invalid or unconstitutional, such judgment shall not affect the validity of the Agreement as a whole or any section, provision, or part thereof not found to be invalid or unconstitutional.
- 7. Party of the First Part will follow all federal and state laws and regulations with regard to worker safety and the handling and disposal of hazardous waste and/or substances in performing any maintenance task.
- 8. Any subsequent change or modification to the terms of this Agreement shall be in the form of a duly executed addendum or amendment to this Agreement.

**RECOMMENDED FOR APPROVAL:**

Story County Board of Supervisors

(AGENCY) (COUNTY) (CITY) (BOARD)

BY



6-5-18

(DATE)

TITLE

Chair BOS

IOWA DEPARTMENT OF TRANSPORTATION

BY

District Engineer

(DATE)

Recommended for approval by:

 5-29-18

Darren R. Moon, P.E.

Date

**Institutional Roads Maintained by Story County for Iowa State University**

---

#070 – in Sec 17 & 20 – T83N – R24W (2 lane gravel road) 0.25 miles of 2 lane = 0.50 miles

#071 – in Sec 20 & 21 – T83N – R25W (2 lane gravel road) 1.00 miles of 2 lane = 2.00 miles

1.25 miles x 2 lane = 2.50  
Total 2.50 miles

### General Definition of Work

Performs complex professional work developing and administering County policies and programs; directing human resources functions for the county, including compliance, employment, compensation, benefits, employee relations, labor relations, employee development and training, health and safety, workers' compensation, and diversity, serving as a resource to department heads and elected officials for employee matters and to employees regarding work issues, ensuring human resources responsibilities are performed properly, serving as the County ADAAA compliance coordinator and affirmative action administration officer; oversees/directs the operations of County departments and ensures compliance with all County Board directives, policies and procedures, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Supervisors. Position provides leadership and management to the organization as a whole.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

- 1) Oversees and provides administration direction for operations, programs and personnel as directed by the Board of Supervisors including Human Resources, Information Technology and Facilities Management.
- 2) Plans, organizes, directs, and controls human resources functions, consistent with policies and procedures, fiscal philosophy and government regulations, contributing to the overall effectiveness of the department.
- 3) Selects, orients, directs, motivates, trains, and retains staff capable of meeting current and projected human resources needs; makes decisions/recommendations in matters such as pay and bonuses, performance reviews, corrective action, and terminations.
- 4) Interprets, develops, and implements department goals, objectives and policies to ensure the delivery of quality human resources services.
- 5) Counsels department heads, elected officials, and immediate supervisors regarding employee issues, problems, concerns and application of employment laws and policies.
- 6) Reviews and approves any corrective action before it is administered to any employee, including union members, especially before termination is carried out, unless Iowa Code dictates specific action for certain cases; oversees unemployment compensation claims and serves as spokesperson at hearings.
- 7) Administers problem resolution policy for employees who have unresolved issues at the department level.
- 8) Serves as management representative for collective bargaining teams; provides relevant information for input to the union contracts; monitors and ensures contract compliance.
- 9) Oversees all activities related to staffing, including recruiting efforts for departments.
- 10) Administers employee benefits programs; provides cost analysis and recommendations for changes; serves as liaison with benefit contractors.
- 11) Oversees the County's safety and workers' compensation programs.
- 12) Conducts or coordinates internal or external training offerings; collaborates with the Director of External Operations and County Services to provide staff training/development.
- 13) Oversees the County's performance management program.
- 14) Administers job evaluation/classification system and compensation policy; creates position descriptions; administers the job evaluation process; conducts salary and benefit surveys as needed and provides recommendation to the Board of Supervisors to ensure the County's ability to remain competitive in a changing labor market.
- 15) Serves as a privacy officer for the County, EEO Officer, ADA compliance coordinator and Title VI Coordinator.
- 16) Supervises the maintenance of personnel files; administers employee review of personnel file process.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the philosophies, principles and practices of public personnel administration, including testing and selection, wage and salary, training, employee relations, benefits, insurance programs; comprehensive knowledge of local government organization and administration; thorough knowledge of strategic planning principles, procedures and practices; thorough knowledge of the Code of Iowa and Federal laws and regulations as they relate to public administration; thorough knowledge of public budgeting, accounting, fiscal control and management analysis; ability to present facts and recommendations effectively both orally and in writing; ability to analyze facts and prepare detailed recommendations and reports; ability to plan, supervise and review the work of subordinates; ability to operate standard office equipment and related hardware and software; ability to learn specialized equipment and software related to business needs; ability to operate standard human resource information systems; ability to establish and maintain effective working relationships with county officials, associates and the general public.

## Education and Experience

Master's degree with coursework in public administration, business administration, human resources or related field and extensive experience in human resources administration, or equivalent combination of education and experience.

## Special Requirements

Applicable position, department, organization and professional training will be provided and must be completed upon hire and on an ongoing basis.

Professional in human resources or senior professional in human resources certification preferred.

Valid driver's license in the State of Iowa.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

## Environmental Conditions

This work occasionally requires exposure to outdoor weather conditions and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Revised: 5/31/2018

**APPROVED**

**DENIED**

Board Member Initials: MS

Meeting Date: 6-5-18

Follow-up action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Computer Projects of IL, Inc.  
 400 Quadrangle Drive Suite F  
 Bolingbrook, IL 60440



BILL TO:  
 Story County Information Technology  
 Attn: Paula Habermann  
 900 6th Street  
 Nevada, IA 50201

SERVICES:  
 OpenFox Messenger License and Maintenance  
 7/1/2018 - 6/30/2019  
 ORI# 1A0850000  
 DPS/NCIC Access

INVOICE NO	DATE
18-04-114ME	5/30/2018

# Invoice

Terms	MAX HOURS	BEG. BALANCE	HOURS EARNED	HOURS USED	ENDING BALANCE
NET 30					

DATE	HOURS	MAINTENANCE	DESCRIPTION
			Annual OpenFox @ Messenger License and Maintenance 7/1/2018 - 6/30/2019 for DPS/NCIC Access 9 Licenses @ \$171.60 = \$1,544.40 License #390-391-398-399-400-401-402-403-404
			<b>TOTAL DUE</b>

Contact June O'Neal (630) 754-8820 ext 110. Please provide us with current e-mail address.

\$1,544.40



**Story County Planning and Development**  
Administration Building  
900 6<sup>th</sup> Street, Nevada, Iowa 50201  
Ph. 515-382-7245 [www.storycountyiaowa.gov](http://www.storycountyiaowa.gov)

**MEMORANDUM**

**Date:** June 5, 2018

**TO:** Story County Board of Supervisors  
**FROM:** Emily Zandt, Planning and Development  
**RE:** Zoning Permit for a commercial/industrial warehouse addition at PMI Iowa, 3962 N. Dayton Avenue, Ames, IA

PMI Iowa is a manufacturer of modular prefab lift towers, lift towers, millwright services, and provides custom metal fabrication services. PMI Iowa is proposing to construct a 60' x 120' (7,200 square feet) and 16' x 20' (320 square feet) addition to an existing 60' x 120' (7,200 square feet) warehouse building located in the northeast corner of the property, which was permitted in 2010, provide paved approaches adjacent to the overhead doors of the addition and add eight parking spaces to the site to the west of the proposed building. The site plan also includes adding gravel to the southeast corner of the site (8,965 square feet).

The warehouse building will be 36' 1" in height and will include two overhead doors and paved approaches (20' x 30' each). There will be a proposed loading area on existing gravel along the southwest portion of the proposed building that will meet the 12' x 40' loading area required for all commercial/industrial buildings over 6,000 square feet. The eight proposed parking spaces will be located along the west side of the proposed building on existing gravel. One of the eight spaces will be paved and ADA compliant. ADA signage will be provided.

A total of 18,020 square feet of impervious surface will be added to the site as a result of this proposed building, paving, and gravel. The applicant will be adding 3,805 square feet of native grasses to the site to meet the landscaping requirement of 20% of the impervious surface being added to the site as required by the Minimum Landscaping Standards in Chapter 88.11 of the Story County Land Development Regulations. The applicant's engineer has provided statements on the site plan that indicate this project will include best management practices from the Iowa Storm Water Management Manual and will meet the Iowa Statewide Urban Design and specifications (SUDAS) Guidelines.

Based on the Site Development Plan and Zoning Permit application, Planning and Development staff recommend the Board of Supervisors approve the Zoning Permit Application and Site Development Plan for the addition of the proposed 7,200 square foot warehouse building, paving, and gravel.

**APPROVED**      **DENIED**  
Board Member Initials: RS  
Meeting Date: 6-5-18  
Follow-up action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#8747 body for review



**ZONING, HOME BUSINESS, AND SIGN PERMITS**

**1. Property Owner\***

(Last Name) Songgeroth  
 (First Name) Bary + Rhonda  
 (Address) 3692 North Dayton Avenue  
 (City) Ames (State) Iowa (Zip) 50010  
 (Phone) 515-232-2595 (Email) 3ms@pmiiaowa.com

**2. Applicant** (if different than owner)

(Last Name) Strauch  
 (First Name) Brent  
 (Address) 4125 Westown Parkway, Suite 100  
 (City) West Des Moines (State) Iowa (Zip) 50266  
 (Phone) 515-223-8104 (Email) bstrauch@shive-hattery.com

**3. Property Address** 3692 N Dayton Avenue, Ames, IA 50010

**Parcel ID Number(s)** 06-30-100-120

**4. Certification and Signature**

I/we certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owners of the property. Pursuant to said authority, I hereby permit County officials to enter upon the property for the purpose of inspection.  
 \*Acknowledgement of property owner is required and may occur via email or signature of this application.

Property Owner Signature Ray Songgeroth Date 5-10-18 Applicant Signature \_\_\_\_\_ Date 5/10/2018

**Zoning**

Type of Structure: Pre-engineered Metal Building  
 Use of Structure: Commercial/Industrial Warehouse  
 Dimensions: 40' x 60' x 20' Jutting Out = Total of 6320 SF  
 Height: 36'-1"  
 Current # of Bedrooms: 0  
 # of Bedrooms to be added: 1

- Non-Commercial
- Commercial/Other Use

**Submittal Requirements**

- Filing Fee (required prior to processing): See Valuation sheet
- Site Development Plan showing proposed building in relation to property and setbacks thereof, as well as conformance to all sections of Chapter 88 of the Story County Code of Ordinances
- Blue Prints/Construction Drawings

**Home Business**

Business Name: PMI Iowa

**Submittal Requirements:**

- Filing Fee (required prior to processing): \$50
- Site Development Plan showing business layout on property as well as conformance to all sections of Chapter 88 and 89 of the Story County Code of Ordinances
- Floorplan showing business interior layout in dwelling/building as well as conformance to all sections of Chapter 89 of the Story County Code of Ordinances
- Written narrative explaining proposed home business and conformance to the standards for approval in Section 89.01(1) of the Story County Code of Ordinances

**Sign**

Dimensions: \_\_\_\_\_  
 Height: \_\_\_\_\_

**Submittal Requirements:**

- Filing Fee (required prior to processing): \$50
- Site Development Plan showing proposed external (freestanding) sign in relation to property and setbacks thereof
- Elevation drawings of proposed external wall sign showing dimensions of wall and location of wall sign on building. Include dimensions of building wall.
- Sketch/drawing of proposed sign showing height and dimensions

Other items as determined by the Director

Receipt No. 5189716  
 Receipt Amount 361.18

**RECEIVED**  
 MAY 23 2018  
 STORY CO. PLANNING & DEVELOPMENT







CLIENT NO.	---
FIELD BOOK	---
PROJECT NO.	140608
DATE	05/19/18
ISSUED FOR	COUNTY REVENUE
APPROVED	MA
DRAWN	MS

PRELIMINARY - NOT FOR CONSTRUCTION

PMI IOWA LLC  
3822 N DAYTON AVENUE, AMES, IA 50010

SHIVEHATTERY  
11517 13th Ave S, Burnsville, MN 55337  
612.891.1000 | www.shivehattery.com



THE MOST RECENT EDITION OF THE IOWA STATEWIDE URBAN DESIGN SPECIFICATIONS FOR PUBLIC IMPROVEMENTS SHALL APPLY TO ALL WORK PERFORMED ON THIS PROJECT EXCEPT AS NOTED HEREIN.

**Story County Employee Handbook Revisions Effective July 1, 2018**

Section III Employment Practices

- Employee Records and Privacy (External Disclosure section updated to reflect change in Iowa Code section 22.15)
- Addition of HIPAA section

Section IV Safety/Security

- Addition of retaliation and discrimination statement required by OSHA
- Addition of Personal Protective Equipment (PPE) section

Section V General Performance Guidelines

- Addition of Uniforms section (Policy adopted April 24, 2018)

Section VI Pay Practices and Hours of Work

- Overtime (Policy adopted April 24, 2018)
- On-Call Compensation (Policy adopted April 24, 2018)
- Call-Back Compensation (Policy adopted April 24, 2018)
- Addition of Supplemental Pay section (Policy adopted April 24, 2018)
- Holiday Pay (Policy adopted April 24, 2018)

Section VII Benefits

- Health Insurance (Update FY19 insurance premiums/contributions)
- Vacation (Policy adopted April 24, 2018)
- Addition of Sick Leave Donation section(Policy adopted April 24, 2018)
- Bereavement Leave (Policy adopted April 24, 2018)

**APPROVED**      **DENIED**  
Board Member Initials: MS  
Meeting Date: 6-5-18  
Follow-up action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STORY COUNTY UTILITY PERMIT

Date 5/30/18

To the Board of Supervisors, Story County, Iowa:

The Mirmland Power Cooperative Company, incorporated under the laws of authorize to do business within the State of Iowa, with its principal place of business at Jefferson, 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 OH Distribution Rebuild on secondary route 610<sup>th</sup>, from 160<sup>th</sup> St to 180<sup>th</sup> St, a distance of 1.5 miles.

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

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

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

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

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

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

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

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

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

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

Date 5/23/18

Midland Power Cooperative (Casey Huff)  
Name of Company (Applicant - Permittee)

[Signature] by [Signature] Phone no. 515-386-4111

Recommended for Approval:

Date 5-29-18

[Signature]  
County Engineer Phone no. 515-382-7355

Approved:

Date 6-5-18

[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.**



Red = A phase  
 Yellow = B phase  
 Blue = C phase  
 Peach = 2 phase  
 GREEN = 3 PHASE

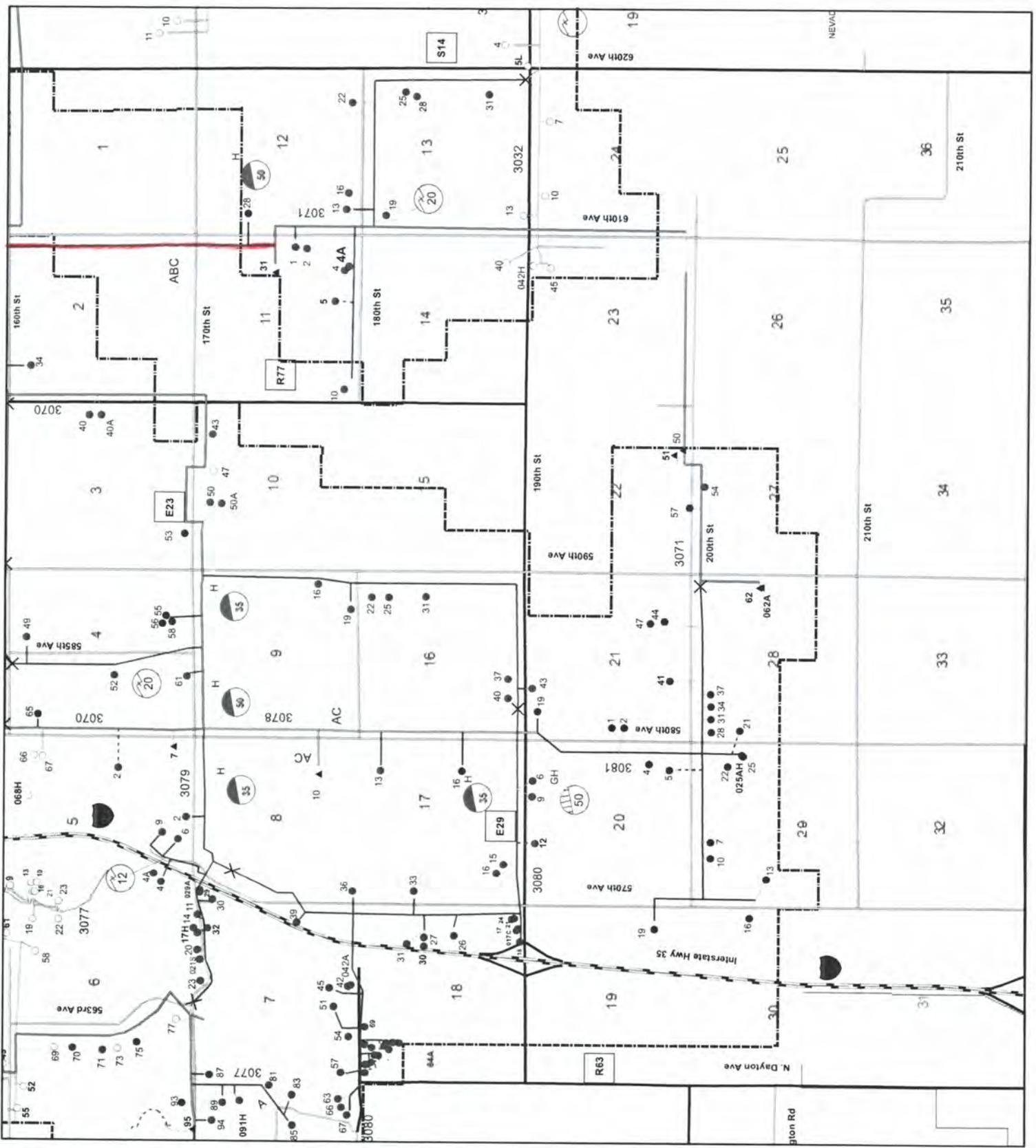
**County**  
 STORY

**Township**  
 MILFORD  
 T84N R23W

**Map No.**  
 64

63	64	71
55		

Date: 3/3/2015



**STAKING SHEET**

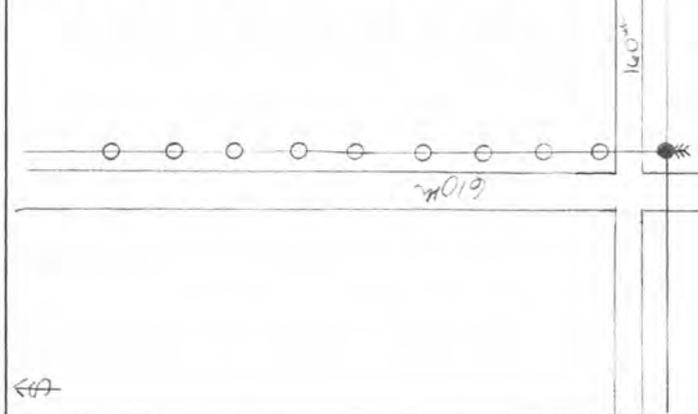
WORK ORDER NO. 12616  
 740c# 389  
 Staked By CH Date 5/23/16  
 Sheet No. 1 of 4  
 Complt'd By \_\_\_\_\_ Date \_\_\_\_\_

WORK ORDER CODE	
New Construction	<input type="checkbox"/>
System Improvement	<input checked="" type="checkbox"/>
Replacement	<input type="checkbox"/>
Retire No. Replace	<input type="checkbox"/>

County: Story  
 Township: Millwood  
 School Dist.: \_\_\_\_\_

Map Reference 6A Twp. 84N R. 25W Sec. 02 Wire 3 Size 4/0 Kind ACSR

**SKETCH OF WORK**



Pole No.	Poles H & C		Pri. Unit	Line Angle	Trans. "G"	Ground "M2"	GUY		Anchor "F"	SECONDARY		Misc. & Remarks	Unit	No. CONST.	RET.
	(Back) Span.	Misc.					Unit "E"	No.		Unit No. J or K	(Back) Span				
10	40	40-3	1	006	1006	115.1							35-3	2	
9	225	40-3	1			111							40-3	7	
8	235	40-3	1			115.1							0.11P	8	
7	235	35-3	1			115.1							0.2.51P	1	
6	235	35-3	1			111							0.7.1	1	
5	235	40-3	1			115.1							11.1	3	
4	235	40-3	1			115.1							115.1	6	
3	235	40-3	1			115.1							11.1	9	
2	137	40-3	1			111									
1															

**JOB BRIEFING**

Nominal Voltage \_\_\_\_\_  
 Fault Current Available \_\_\_\_\_  
 Hazardous Induced Volt \_\_\_\_\_  
 Presence Prctive Grds \_\_\_\_\_  
 Equipment Grounds \_\_\_\_\_  
 Pole Condition \_\_\_\_\_  
 Environmental Condition \_\_\_\_\_

Loc of Line Prctive Dvc \_\_\_\_\_  
 Other Utilities in Area \_\_\_\_\_  
 Personal Prctive Equip \_\_\_\_\_  
 Traffic Control \_\_\_\_\_  
 Job Procedure \_\_\_\_\_  
 Individual Job Duties \_\_\_\_\_  
 Other Hazards \_\_\_\_\_

Crew Initials 1 2 3 4 5 6

**CONSTRUCTION**

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
4/0 ACSR	X		X		1912	3	5908
4/0 ACSR	X		X		1912	1	1969
TOTALS							

**RETIREMENT**

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
TOTALS							

Const. Complt \_\_\_\_\_  
 Retmt. Complt \_\_\_\_\_  
 Material Ticket Complt \_\_\_\_\_  
 500 BH 9.00

WORK ORDER NO. 12616  
 740c# 389  
 Staked By CH Date 5/23/18  
 Sheet No. 2 of 4  
 Complt'd By \_\_\_\_\_ Date \_\_\_\_\_

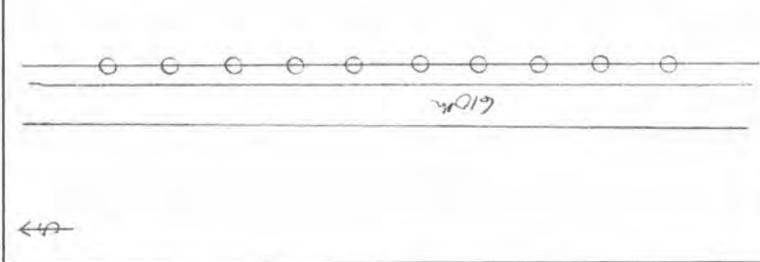
WORK ORDER CODE	
New Construction	
System Improvement	<input checked="" type="checkbox"/>
Replacement	
Retire No. Replace	

County: Story  
 Township: Milled  
 School Dist.: \_\_\_\_\_

Sub 30  
 Feeder 7  
 Phase ABC  
 Line Sec. \_\_\_\_\_

Name Line Rebuild 1.5m. 30  
 Location # 307D--6402  
 Address: 610th Ave  
 Phone#: \_\_\_\_\_

Map Reference 64 Twp. 84N R 33W Sec. 02 Wire 3 Size 4/0 Kind ACSF



Pole No.	Pri. (Back) Span.	Poles H & C		Line Angle	Trans. "G"	Ground "M2"	Ohm	GUY No.	Unit "E"	310	Lead	Anchor "F"	SECONDARY		Misc. & Remarks	Unit	No. CONST.	RET.
		Misc.	Pri. Unit										Unit No. J or K	(Back) Span				
20	207		40-3			H5.1										35-3	3	
19	207		40-3			H1.1	P1.1									40-3	7	
18	207		40-3			H5.1										C11P	10	
17	207		40-3			H5.1										H1.1	3	
16	207		40-3			H1.1	P1.1									H5.1	7	
15	207		40-3			H5.1										P1.1	9	
14	207		40-3			H5.1												
13	207		35-3			H1.1	P1.1											
12	207		35-3			H5.1												
11	207		35-3			H5.1												

RETIREMENT

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
TOTALS							

CONSTRUCTION

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
					2070	3	6396
					2070	1	2132
TOTALS							

JOB BRIEFING

Nominal Voltage \_\_\_\_\_  
 Fault Current Available \_\_\_\_\_  
 Hazardous Induced Voltg \_\_\_\_\_  
 Presence Pictive Grds \_\_\_\_\_  
 Equipment Grounds \_\_\_\_\_  
 Pole Condition \_\_\_\_\_  
 Environmental Condition \_\_\_\_\_

Loc of Line Pictive Dvc \_\_\_\_\_  
 Other Utilities in Area \_\_\_\_\_  
 Personal Pictive Equip \_\_\_\_\_  
 Traffic Control \_\_\_\_\_  
 Job Procedure \_\_\_\_\_  
 Individual Job Duties \_\_\_\_\_  
 Other Hazards \_\_\_\_\_

Crew Initials 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

Const. Complt \_\_\_\_\_  
 Retmt. Complt \_\_\_\_\_  
 Material Ticket Complt \_\_\_\_\_  
 500 BH 9-00

# IOWA 93 MIDLAND POWER COOPERATIVE

## STAKING SHEET

WORK ORDER NO. 12616  
 740c# 384  
 Staked By CH Date 5/23/18  
 Sheet No. 3 of 4  
 Complt'd By \_\_\_\_\_ Date \_\_\_\_\_

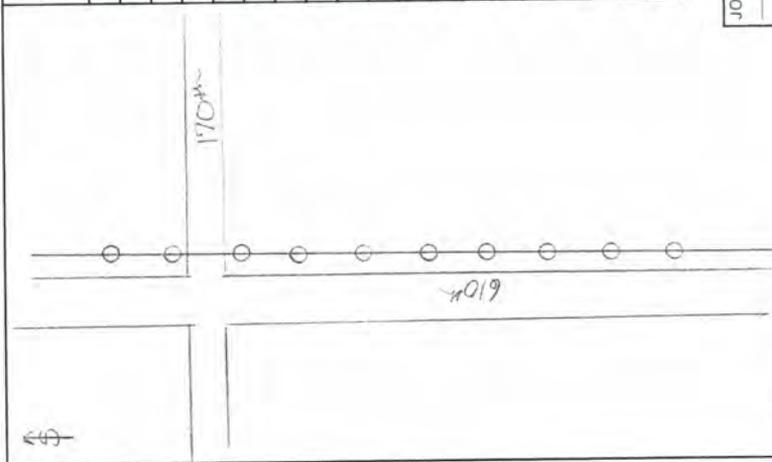
WORK ORDER CODE	
New Construction	<input type="checkbox"/>
System Improvement	<input checked="" type="checkbox"/>
Replacement	<input type="checkbox"/>
Retire No. Replace	<input type="checkbox"/>

County: Story  
 Township: Milford  
 School Dist.: \_\_\_\_\_

Sub 30  
 Feeder 7  
 Phase ABC  
 Line Sec. \_\_\_\_\_

Map Reference 64 Twp. 84N R. 23W Sec. 02 Wire 3 Size 4/0 Kind Al Sk

### SKETCH OF WORK



Pole No.	Poles H & C		Line Angle	Trans. -G	Ground "M2" Ohm	GUY		Anchor "F"	SECONDARY		Misc. & Remarks	Unit	No. CONST.	RET.
	Pri. (Back) Span.	Misc.				Unit "E"	No. 310		Unit No. J or K	(Back) Span				
20	231	1 40-3	1 CLIP		45.1							35-3	4	
21	231	1 40-3	1 CLIP		41.1							40-3	4	
22	245	1 40-3	1 CLIP		45.1							45-3	2	
23	233	1 35-3	1 CLIP		45.1							0.11P	10	
24	233	1 35-3	1 CLIP		41.1							H1.1	3	
25	233	1 35-3	1 CLIP		45.1							H5.1	7	
26	233	1 40-3	1 CLIP		45.1							P1.1	9	
27	233	1 35-3	1 CLIP		45.1									
28	233	1 40-3	1 CLIP		45.1									
29	233	1 45-3	1 CLIP		41.1									
30	221	1 45-3	1 CLIP		45.1									

### CONSTRUCTION

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
11/0					2326	3	7187
1/0					2326	1	2395
TOTALS							

### RETIREMENT

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
TOTALS							

JOB BRIEFING	1	2	3	4	5	6
Nominal Voltage						
Fault Current Available						
Hazardous Induced Volting						
Presence Prictive Grds						
Equipment Grounds						
Pole Condition						
Environmental Condition						
Loc of Line Prictive Dvc						
Other Utilities in Area						
Personal Prictive Equip						
Traffic Control						
Job Procedure						
Individual Job Duties						
Other Hazards						
Crew Initials						

Const. Complt \_\_\_\_\_

Retmt. Complt \_\_\_\_\_

Material Ticket Complt \_\_\_\_\_

# IOWA 93 MIDLAND POWER COOPERATIVE

## STAKING SHEET

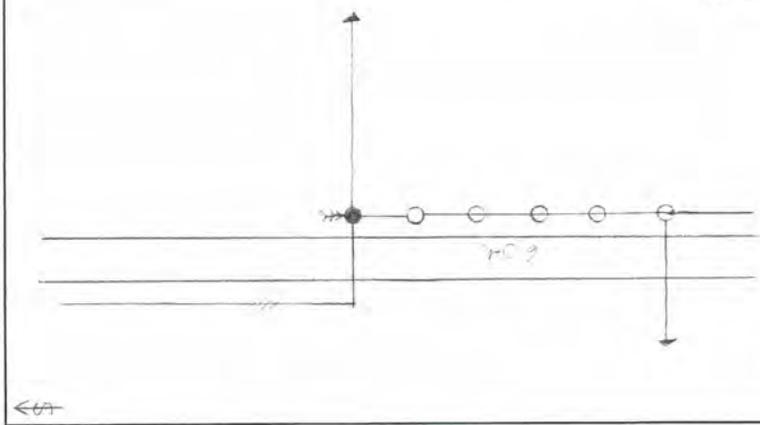
WORK ORDER NO. 12616  
 740c# 389  
 Staked By CH Date 5/23/18  
 Sheet No. 4 of 4  
 Complit By \_\_\_\_\_ Date \_\_\_\_\_

WORK ORDER CODE	
New Construction	<input type="checkbox"/>
System Improvement	<input checked="" type="checkbox"/>
Replacement	<input type="checkbox"/>
Retire No. Replace	<input type="checkbox"/>

County: Story  
 Township: Milford  
 School Dist.: \_\_\_\_\_

Sub 30  
 Feeder 7  
 Phase ABC  
 Line Sec. \_\_\_\_\_

Map Reference 64 Twp. B4N R 23W Sec. 11 Wire 3 Size 4/0 Kind ACSR



Pole No.	Pri. (Back) Span.	Poles H & C		Line Angle	Trans "G"	Ground "M2"	Ohm	GUY		Anchor "F"	SECONDARY		Misc. & Remarks	Unit	No.
		Misc.	Pri. Unit					Unit "E"	310		Lead	Unit No. J or K			
36	247	140-3	1	0.21	0.71	H11		2	ELL	ELL2			3070-031	40-3	5
35	226	140-3	1	0.11P		H11	P11	1	ELL	ELL2				0.11P	5
34	226	140-3	1	0.11P		H5.1								A5.1	1
33	226	140-3	1	0.11P		H5.1								0.7.1	1
32	226	140-3	1	0.11P		H1.1	P11							H1.1	3
31	238	140-3	1	0.11P	A5.1	H1.1								H5.1	2
														P1.1	6
														ELL	1
														ELL	1
														3070-028	

**JOB BRIEFING**

Nominal Voltage \_\_\_\_\_  
 Fault Current Available \_\_\_\_\_  
 Hazardous Induced Volt \_\_\_\_\_  
 Presence Prctive Grds \_\_\_\_\_  
 Equipment Grounds \_\_\_\_\_  
 Pole Condition \_\_\_\_\_  
 Environmental Condition \_\_\_\_\_

Loc of Line Prctive Dvc \_\_\_\_\_  
 Other Utilities in Area \_\_\_\_\_  
 Personal Prctive Equip \_\_\_\_\_  
 Traffic Control \_\_\_\_\_  
 Job Procedure \_\_\_\_\_  
 Individual Job Duties \_\_\_\_\_  
 Other Hazards \_\_\_\_\_

Crew Initials 1 2 3 4 5 6

**CONSTRUCTION**

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
4/0	X		X		1389	3	4292
2/0	X		X		1389	1	1430
TOTALS							

**RETIREMENT**

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
TOTALS							

Const. Complt \_\_\_\_\_  
 Retmt. Complt \_\_\_\_\_  
 Material Ticket Complt \_\_\_\_\_  
 500 BH 9-00

## STORY COUNTY UTILITY PERMIT

Date 5/30/18

To the Board of Supervisors, Story County, Iowa:

The Midland Power Cooperative Company, incorporated under the laws of authorize to do business within the State of Iowa, with its principal place of business at Jefferson, 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 00 OH Line Rebuild on secondary route 590<sup>th</sup>, from 170<sup>th</sup> to 190<sup>th</sup>, a distance of 2 miles.

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

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

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

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

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

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

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

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

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

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

Date 5/23/18

Midland Power Cooperative (Casey Huff)  
Name of Company (Applicant - Permittee)

[Signature]  
by Phone no. 515 386-4111

Recommended for Approval:

Date 5-29-18

[Signature]  
County Engineer Phone no. 515-382-7355

Approved:

Date 6-5-18

[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.**

**Midland Power  
Cooperative**



Red = A phase  
 Yellow = B phase  
 Blue = C phase  
 Peach = 2 phase  
 GREEN = 3 PHASE

**County**  
STORY

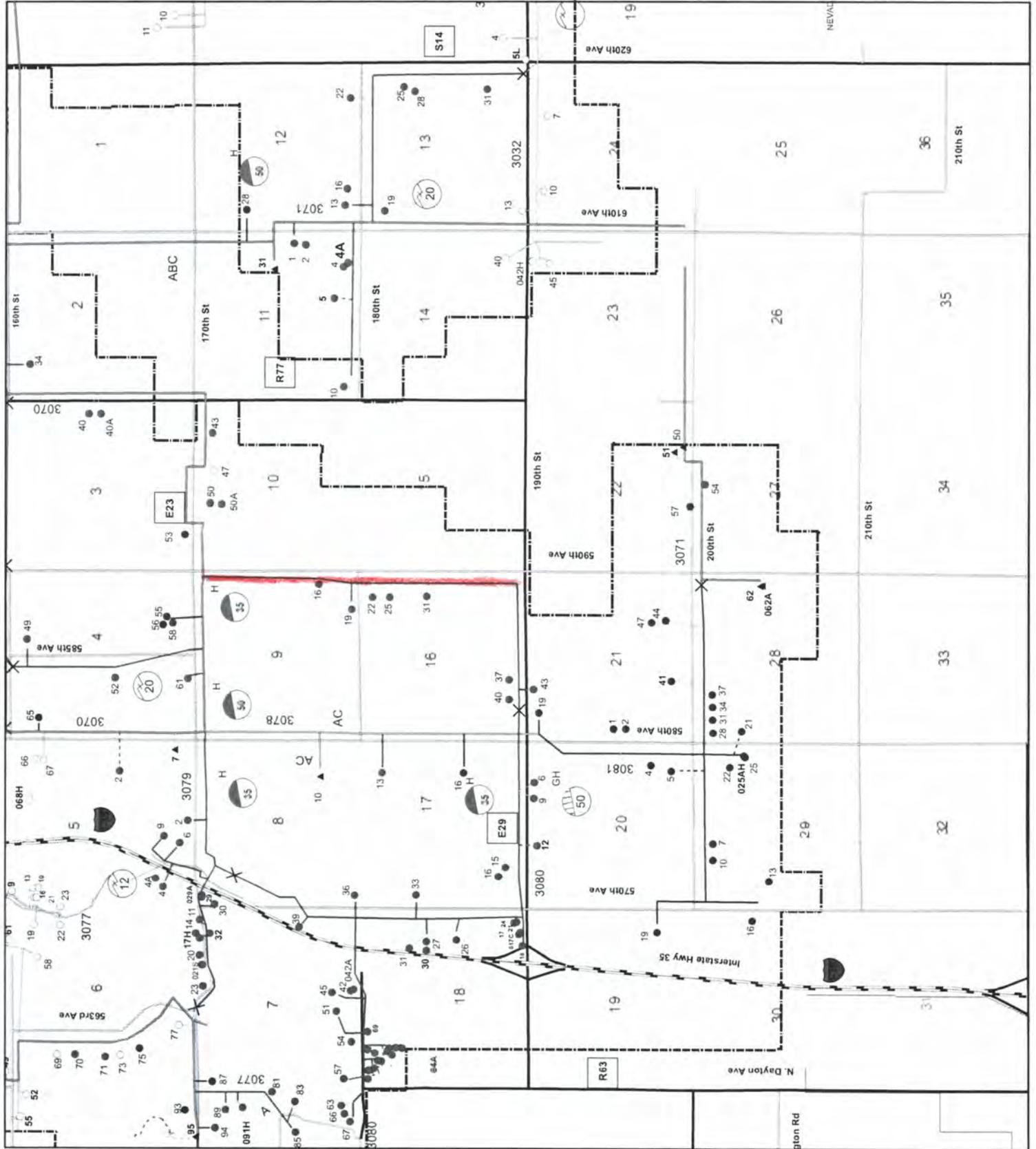
**Township**  
MILFORD

T84N R23W

**Map No.**  
64

63	64	71
55	64	

Date: 3/3/2015



# IOWA 93 MIDLAND POWER COOPERATIVE

## STAKING SHEET

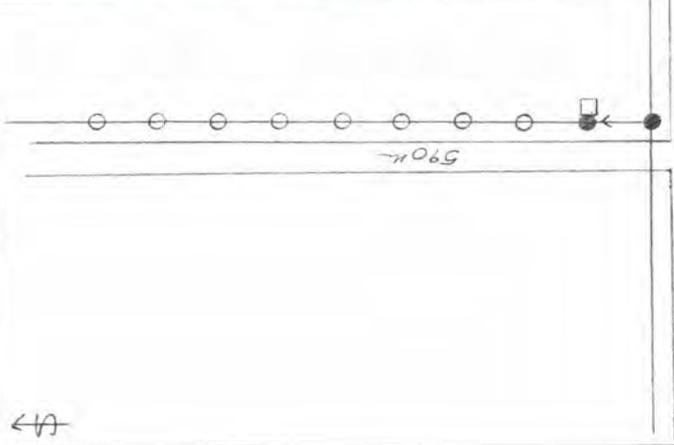
WORK ORDER NO. 12605  
 740c# 390  
 Staked By CH Date 5/23/18  
 Sheet No. 1 of 5  
 Comptd By \_\_\_\_\_ Date \_\_\_\_\_

WORK ORDER CODE	
New Construction	
System Improvement	<input checked="" type="checkbox"/>
Replacement	
Retire No. Replace	

County: Shells  
 Township: Milford  
 School Dist.: \_\_\_\_\_

Name Line rebuild  
 Location #: 3075-6109  
 Address: 500th Ave  
 Phone#: \_\_\_\_\_  
 Sub 30  
 Feeder 7  
 Phase A  
 Line Sec. \_\_\_\_\_

Map Reference 644 Twp. 81R R 230 Sec. 09 Wire 2 Size 1/0 Kind ACSR



Pole No.	Pri. (Back) Span.	Poles H & C		Line Angle	Trans. "G"	Ground "M2"	GUY		Anchor "F"	SECONDARY			Misc. & Remarks	Unit	No. CONST.	RET.
		Misc.	Pri.				Unit "E"	No. J or K		Unit	(Back) Span	Size Meter				
10	243	1	40-5	1	A1.1									35-5	2	
9	243	1	40-5	1	A1.1									40-5	6	
8	243	1	40-5	1	A1.1									A1.1	8	
7	243	1	40-5	1	A1.1	H1.1	P1.1							H1.1	1	
6	243	1	40-5	1	A1.1									P1.1	1	
5	243	1	40-5	1	A1.1											
4	243	1	35-5	1	A1.1											
3	243	1	35-5	1	A1.1											
2	67	1	40-5	1	A1.1	H1.1	R1.1	E1.1	F1.1							
1																

RETIREMENT

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
TOTALS							

CONSTRUCTION

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
TOTALS							

JOB BRIEFING

Nominal Voltage	1	2	3	4	5	6
Fault Current Available						
Hazardous Induced Volty						
Presence Prctive Grds						
Equipment Grounds						
Pole Condition						
Environmental Condition						
Other Hazards						
Loc of Line Prctive Dvc						
Other Utilities in Area						
Personal Prctive Equip						
Traffic Control						
Job Procedure						
Individual Job Duties						
Other Hazards						

Crew Initials \_\_\_\_\_

Const. Complt \_\_\_\_\_  
 Retmt. Complt \_\_\_\_\_  
 Material Ticket Complt \_\_\_\_\_  
 500 BH 9-00

WORK ORDER NO. 12605  
 740c# 390  
 Staked By CH Date 5/23/18  
 Sheet No. 2 of 5  
 Comptd By \_\_\_\_\_ Date \_\_\_\_\_

WORK ORDER CODE	
New Construction	
System Improvement	
Replacement	
Retire No. Replace	

County: Story  
 Township: Midland  
 School Dist.: \_\_\_\_\_

Sub 30  
 Feeder 7  
 Phase A  
 Line Sec. \_\_\_\_\_

Name Line rebuild 500 10  
 Location #: 3075--6409  
 Address: 590th Ave  
 Phone#: \_\_\_\_\_

Map Reference 64 Twp. 84N R 23W Sec. 09 Wire 2 Size 1/0 Kind ACSR

SKETCH OF WORK

Pole No.	Pri. (Back) Span.	Poles H & C		Line Angle	Trans. "G"	Ground "M2"	GUY		Anchor "F"	SECONDARY			Misc. & Remarks	Unit	No.	
		Misc.	Pri. Unit				Unit "E"	No. 310		Lead	Unit No. J or K	(Back) Span			Size Meter	CONST.
20	162	140-5	1A1.1											35-5	2	
19	210	135-5	1A1.1		613	H1.1				1	32.11		3075-016	40-5	7	
18	210	140-5	1A1.1										Set 8'	A1.1	9	
17	210	140-5	1A1.1			H1.1							Set 8'	H1.1	2	
16	210	140-5	1A1.1										Set 8'	P1.1	2	
15	210	140-5	1A1.1										Set 8'			
14	210	140-5	1A1.1													
13	210	135-5	1A1.1													
12	243	135-5	1A1.1			H1.1										
11	243	140-5	1A1.1													

CONSTRUCTION

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
1/0					2118	2	4363
TOTALS							

RETIREMENT

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
TOTALS							

JOB BRIEFING

- Nominal Voltage \_\_\_\_\_
- Fault Current Available \_\_\_\_\_
- Hazardous Induced Volt \_\_\_\_\_
- Presence Prctive Grds \_\_\_\_\_
- Equipment Grounds \_\_\_\_\_
- Pole Condition \_\_\_\_\_
- Environmental Condition \_\_\_\_\_

Crew Initials 1 2 3 4 5 6

Const. Complt \_\_\_\_\_  
 Retmt. Complt \_\_\_\_\_  
 Material Ticket Complt \_\_\_\_\_  
 500 BH 9-00

STAKING SHEET

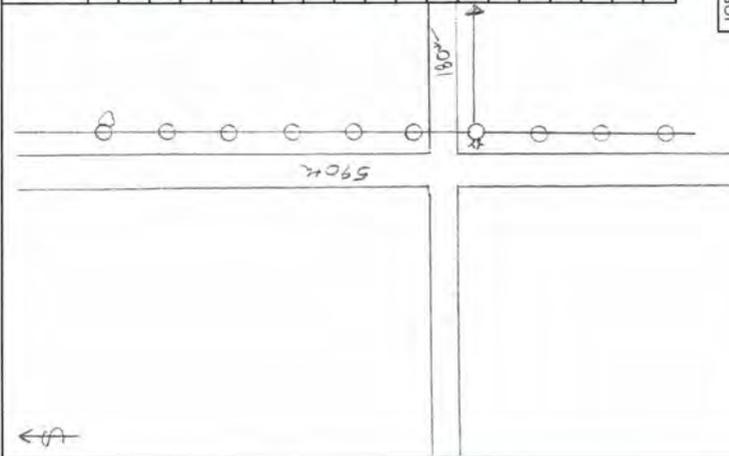
WORK ORDER NO. 12605  
 740c# 340  
 Staked By \_\_\_\_\_ Date \_\_\_\_\_  
 Sheet No. 3 of 5  
 Complt'd By \_\_\_\_\_ Date \_\_\_\_\_

WORK ORDER CODE	
New Construction	<input type="checkbox"/>
System Improvement	<input checked="" type="checkbox"/>
Replacement	<input type="checkbox"/>
Retire No. Replace	<input type="checkbox"/>

County: Story  
 Township: Midland  
 School Dist.: \_\_\_\_\_

Name Line Rebuild 2m 1p  
 Location #: 2075--6409  
 Address: 590th Ave  
 Phone#: \_\_\_\_\_

Map Reference 64 Twp. B4N R 23E Sec. 09 Wire 2 Size 1/0 Kind ACSR



Pole No.	Pri. Span.	Poles H & C		Pri. Unit	Line Angle	Trans. "G"	Ground "M2"	GUY		Anchor "F"	SECONDARY		Misc. & Remarks	Unit	No. CONST.	RET.
		Misc.	Misc.					Unit "E"	No. J or K		Unit (Back) Span	Size Meter				
20	234	1	35-5	1	A11	61.3	H11				1	32.17	3075-022	35.5	5	
21	234	1	35-5	1	A11									40-5	5	
22	234	1	35-5	1	A11		H11 P11							A11	10	
23	234	1	35-5	1	A11									A5.1	1	
24	234	1	35-5	1	A11									G1.3	1	
25	234	1	35-5	1	A11									H11	4	
26	234	1	35-5	1	A11									P11	2	
27	234	1	35-5	1	A11									E11	2	
28	234	1	35-5	1	A11									F11	2	
29	239	1	40-5	1	A11									F11	2	
30	244	1	40-5	1	A11		H11		2	E11			67E 2E	32.17	1	
31	244	1	40-5	1	A11											
32	244	1	40-5	1	A11											
33	244	1	40-5	1	A11											
34	244	1	40-5	1	A11											

**JOB BRIEFING**

Nominal Voltage \_\_\_\_\_  
 Fault Current Available \_\_\_\_\_  
 Hazardous Induced Voltg \_\_\_\_\_  
 Presence Prctive Grds \_\_\_\_\_  
 Equipment Grounds \_\_\_\_\_  
 Pole Condition \_\_\_\_\_  
 Environmental Condition \_\_\_\_\_

Loc of Line Prctive Dvc \_\_\_\_\_  
 Other Utilities in Area \_\_\_\_\_  
 Personal Prctive Equip \_\_\_\_\_  
 Traffic Control \_\_\_\_\_  
 Job Procedure \_\_\_\_\_  
 Individual Job Duties \_\_\_\_\_  
 Other Hazards \_\_\_\_\_

Crew initials 1 2 3 4 5 6

Const. Complt \_\_\_\_\_  
 Retmt. Complt \_\_\_\_\_  
 Material Ticket Complt \_\_\_\_\_  
 500 BH 9-00

CONSTRUCTION

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
					2375	2	4892
TOTALS							

RETIREMENT

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
TOTALS							





## STORY COUNTY UTILITY PERMIT

Date 5/30/18

To the Board of Supervisors, Story County, Iowa:

The Midland Power Cooperative Company, incorporated under the laws of authorize to do business within the State of Iowa, with its principal place of business at Jefferson, 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 OH Line Rebuild on secondary route 190<sup>th</sup>, from 580<sup>th</sup> to 570<sup>th</sup>, a distance of 1 miles.

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

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

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

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

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

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

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

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

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

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

Date 5/24/18

Midland Power Cooperative (Casey Huff)  
Name of Company (Applicant - Permittee)

by [Signature] Phone no. 515-386-4111

Recommended for Approval:

Date 5-29-18

[Signature] Phone no. 515-382-7355  
County Engineer

Approved:

Date 6-5-18

[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.**

**Midland Power  
Cooperative**



Red = A phase  
 Yellow = B phase  
 Blue = C phase  
 Peach = 2 phase  
 GREEN = 3 PHASE

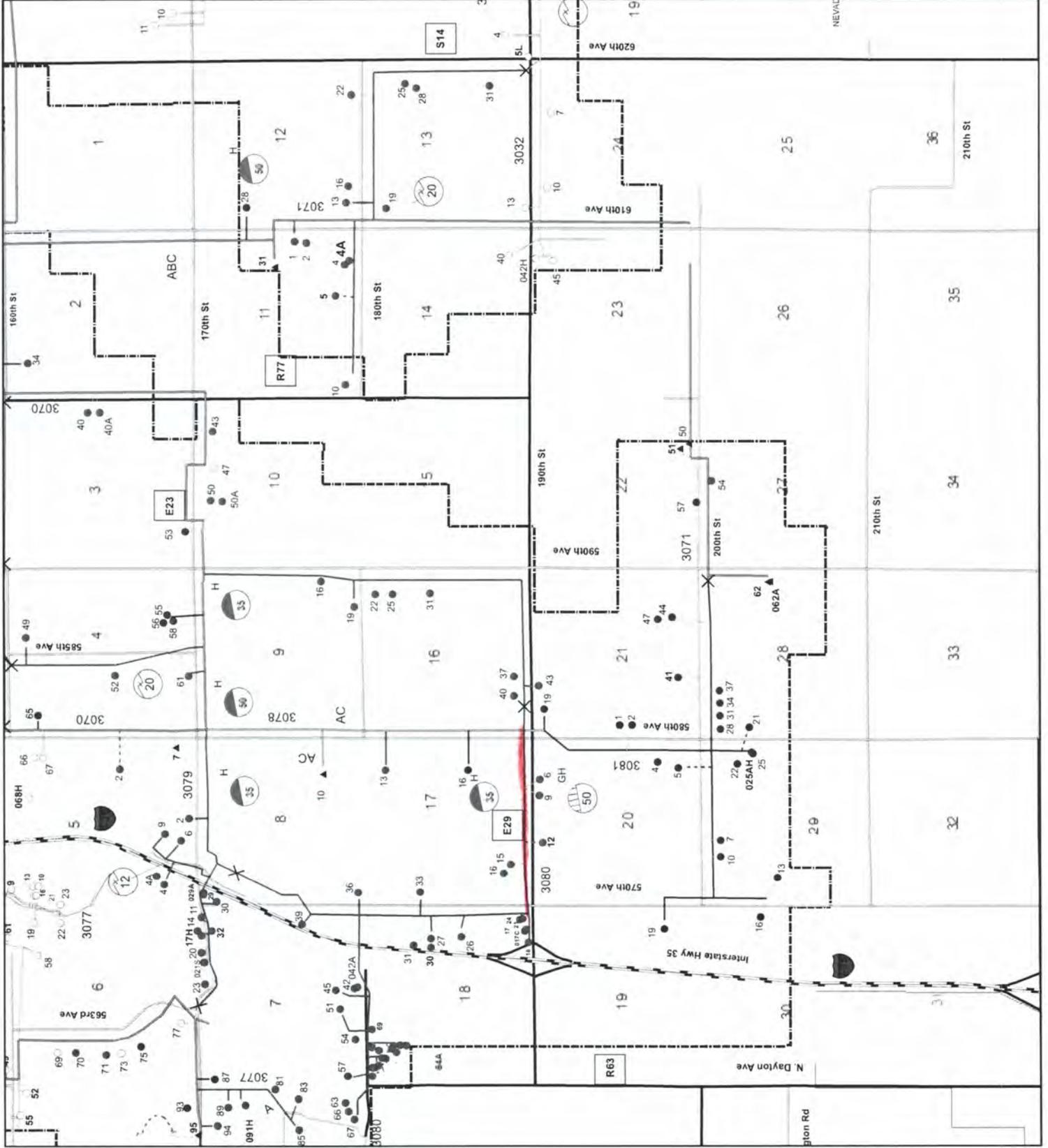
**County**  
STORY

**Township**  
MILFORD  
T84N R23W

**Map No.**  
64

63	64	71
55		

Date: 3/3/2015



WORK ORDER NO. 12604

740c# 31

Staked By CH Date 5/23/88

Sheet No. 1 of 3

Compltd By \_\_\_\_\_ Date \_\_\_\_\_

**STAKING SHEET**

WORK ORDER CODE	
New Construction	<input type="checkbox"/>
System Improvement	<input checked="" type="checkbox"/>
Replacement	<input type="checkbox"/>
Retire No. Replace	<input type="checkbox"/>

County: Story

Township: Milford

School Dist.: \_\_\_\_\_

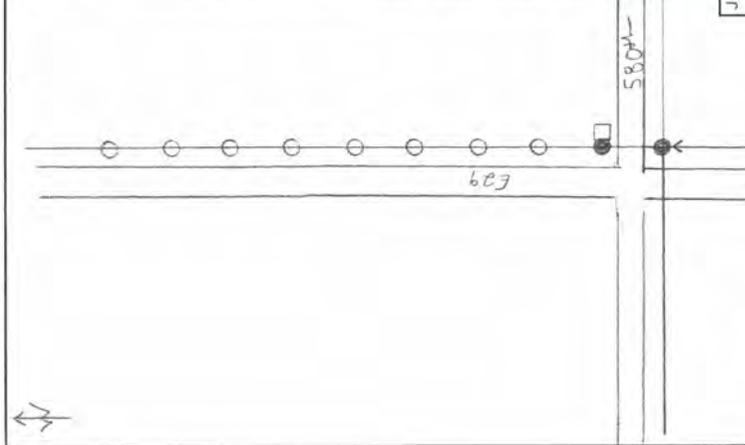
Sub 30

Feeder 8

Phase A

Line Sec. \_\_\_\_\_

Map Reference 64 Twp. 24N R 33W Sec. 17 Wire 2 Size 1/0 Kind ACSR



Pole No.	Poles H & C		Line Angle	Trans. "G"	Ground "M2"	GUY		Anchor "F"	SECONDARY		Misc. & Remarks	Unit	No. CONST.	No. RET.
	Pri. Span.	(Back) Span.				No.	Unit "E"		Unit (Back) Span	Size Meter				
10	217	140-5	1 A11		H11 P11							35-5	5	
9	217	140-5	1 A11		H11 P11							40-5	3	
8	203	140-5	1 A11		H11 P11							A11	8	
7	203	135-5	1 A11		H11 P11							A11	1	
6	203	135-5	1 A11		H11 P11							A11	2	
5	234	135-5	1 A11		H11 P11						3080-0066/007	A11	1	
4	234	135-5	1 A11		H11 P11							A11	2	
3	234	135-5	1 A11		H11 P11							A11	1	
2	65	135-5	1 A61		H11 P11							A61	1	
1		Existing			H11 P11			20'E				N.O. Post		

**CONSTRUCTION**

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
1/2 ACSR	X		X		1810	2	3728
TOTALS							X

**RETIREMENT**

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
TOTALS							X

**JOB BRIEFING**

- Nominal Voltage
- Fault Current Available
- Hazardous Induced Voltg
- Presence Prctive Grds
- Equipment Grounds
- Pole Condition
- Environmental Condition
- Loc of Line Prctive Dvc
- Other Utilities in Area
- Personal Prctive Equip
- Traffic Control
- Job Procedure
- Individual Job Duties
- Other Hazards

Crew Initials 1 2 3 4 5 6

Const. Complt \_\_\_\_\_  
 Retmt. Complt \_\_\_\_\_  
 Material Ticket Complt \_\_\_\_\_  
 500 BH 9-00

WORK ORDER NO. 12604  
 740c# 391  
 Staked By CH Date 5/23/18  
 Sheet No. 2 of 3  
 Complt'd By \_\_\_\_\_ Date \_\_\_\_\_

WORK ORDER CODE	
New Construction	<input type="checkbox"/>
System Improvement	<input checked="" type="checkbox"/>
Replacement	<input type="checkbox"/>
Retire No. Replace	<input type="checkbox"/>

County: Stacy  
 Township: Milled  
 School Dist.: \_\_\_\_\_

Map Reference 64 Twp. B411 R 2300 Sec. 17 Wire 2 Kind ALSR

Name Line rebuild 1m 10  
 Location #: 3080--6417  
 Address: 190th St  
 Phone#: \_\_\_\_\_

WORK ORDER NO. 12604  
 740c# 391  
 Staked By CH Date 5/23/18  
 Sheet No. 2 of 3  
 Complt'd By \_\_\_\_\_ Date \_\_\_\_\_

# STAKING SHEET



Pole No.	Pri. (Back) Span.	Poles H & C		Line Angle "G"	Trans. "M2"	Ground "M2"	GUY No.	Unit "E"	Anchor "F"	SECONDARY		Misc. & Remarks	Unit	No. CONST.	RET.
		Misc.	Pri. Unit							Unit No. J or K	(Back) Span				
20	143	1	35-5	1	A5.1	H1.1	1	F1.1	F1.12			3080-015	35-5	4	
19	222	1	35-5	1	A1.1	H1.1	P1.1						40-5	5	
18	222	1	40-5	1	A1.1								A1.1	9	
17	222	1	40-5	1	A1.1								UA1	1	
16	222	1	40-5	1	A1.1								H1.1	2	
15	243	1	40-5	1	A1.1	H1.1						3080-012	P1.1	1	
14	217	1	35-5	1	A1.1										
13	217	1	35-5	1	A1.1										
12	217	1	35-5	1	A1.1										
11	217	1	40-5	1	A1.1										

CONSTRUCTION		RETIREMENT			
Conductor	Pri. Sec.	O.H. URD	Pole Line Ft.	No. of Wires	Total Feet
ALSR	x	x	2142	2	4412
TOTALS					

JOB BRIEFING	
Nominal Voltage	<input type="checkbox"/>
Fault Current Available	<input type="checkbox"/>
Hazardous Induced Volt	<input type="checkbox"/>
Presence Prctive Grds	<input type="checkbox"/>
Equipment Grounds	<input type="checkbox"/>
Pole Condition	<input type="checkbox"/>
Environmental Condition	<input type="checkbox"/>
Loc of Line Prctive Dvc	<input type="checkbox"/>
Other Utilities in Area	<input type="checkbox"/>
Personal Prctive Equip	<input type="checkbox"/>
Traffic Control	<input type="checkbox"/>
Job Procedure	<input type="checkbox"/>
Individual Job Duties	<input type="checkbox"/>
Other Hazards	<input type="checkbox"/>
Crew Initials	1 2 3 4 5 6

Const. Complt \_\_\_\_\_  
 Retmt. Complt \_\_\_\_\_  
 Material Ticket Complt \_\_\_\_\_  
 500 BH 9-00



## STORY COUNTY UTILITY PERMIT

Date 5/30/18

To the Board of Supervisors, Story County, Iowa:

The Midland Power Cooperative Company, incorporated under the laws of Iowa, with its principal place of business at Jefferson, 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 OH Distribution Rebuild secondary route E18, from 630th Ave to 650th Ave, a distance of 2 miles.

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

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

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

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

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

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

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

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

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

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

Date 5/24/18

Midland Power Cooperative (Casey Huff)  
Name of Company (Applicant - Permittee)

[Signature] by [Signature] Phone no. 515-386-4111

Recommended for Approval:

Date 5-29-18

[Signature]  
County Engineer Phone no. 515-382-7355

Approved:

Date 6-5-18

[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.**



WORK ORDER NO. 12618

Staked By CH Date 5/10/18  
 Sheet No. 1 of 5  
 Complt'd By \_\_\_\_\_ Date \_\_\_\_\_

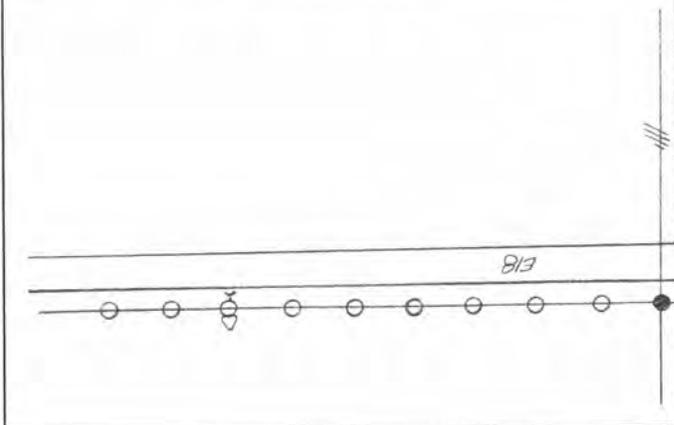
WORK ORDER CODE  
 New Construction \_\_\_\_\_  
 System Improvement   
 Replacement \_\_\_\_\_  
 Retire No. Replace \_\_\_\_\_

Name Line rebuild 30  
 Location # 3010--7017  
 Address E18  
 Phone# \_\_\_\_\_

County Story  
 Township Whisen  
 School Dist. \_\_\_\_\_

Map Reference 70 Twp. 85N R. 20W Sec. 17 Wire 2 Size 1/0 Kind ACSR

Pole No.	Pri. Span	Poles H & C		Line Angle	Trans. "G"	Ground	GUY		Anchor "F"	SECONDARY		Misc. & Remarks	Unit	No. CONST.	RET.
		Misc.	Pri. Unit				Unit "E"	No. 310		Unit	(Back) Span				
10	214	135-3	1C11		H5.1								35-3	6	
9	214	135-3	1C11		H5.1								40-3	4	
8	197	135-3	1C11		G1.3 H1.1		1 E1.1	7/5	F1.12			3010-055	G1.1	9	
7	197	135-3	1C11		H5.1								G1.3	1	
6	197	135-3	1C11		H5.1								H1.1	3	
5	197	140-3	1C11		H1.1 P1.1								H5.1	6	
4	210	140-3	1C11		H5.1								P1.1	6	
3	210	140-3	1C11		H5.1								E1.1	4	
2	210	140-3	1C11		H1.1 P1.1								F1.12	4	
1A	135-3						3 E1.1		F1.12				J2.1T	1	
1															



RETIREMENT

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
TOTALS							

CONSTRUCTION

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
1/0 ACSR	X				1846	3	5704
2/0 ACSR	X				1846	1	1901
TOTALS							

JOB BRIEFING

Nominal Voltage \_\_\_\_\_  
 Fault Current Available \_\_\_\_\_  
 Hazardous Induced Volt \_\_\_\_\_  
 Presence Prctive Grds \_\_\_\_\_  
 Equipment Grounds \_\_\_\_\_  
 Pole Condition \_\_\_\_\_  
 Environmental Condition \_\_\_\_\_

Loc of Line Prctive Dvc  
 Other Utilities in Area \_\_\_\_\_  
 Personal Prctive Equip \_\_\_\_\_  
 Traffic Control \_\_\_\_\_  
 Job Procedure \_\_\_\_\_  
 Individual Job Duties \_\_\_\_\_  
 Other Hazards \_\_\_\_\_

Crew Initials 1 2 3 4 5 6

Const. Complt \_\_\_\_\_  
 Retmt. Complt \_\_\_\_\_  
 Material Ticket Complt \_\_\_\_\_  
 500 BH 9:00

WORK ORDER NO. 12618

740c# 385

Staked By CH Date 5/10/18  
 Sheet No. 2 of 5  
 Complt'd By \_\_\_\_\_ Date \_\_\_\_\_

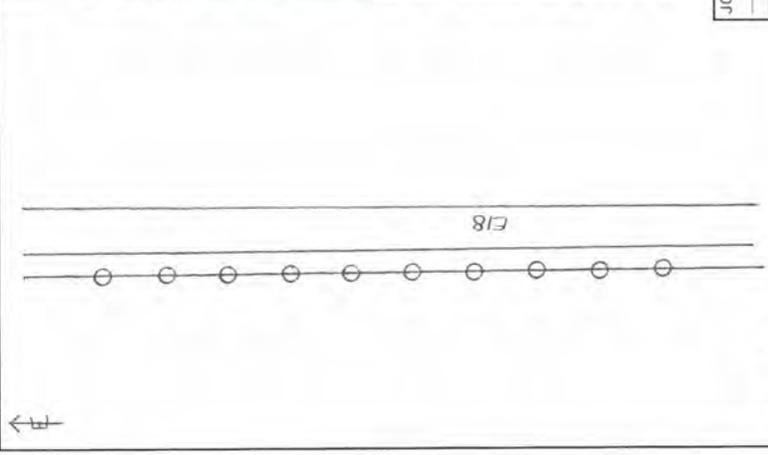
**STAKING SHEET**

WORK ORDER CODE	
New Construction	
System Improvement	✓
Replacement	
Retire No. Replace	

County: Story  
 Township: Warren  
 School Dist.: \_\_\_\_\_

30 Sub  
 10 Feeder  
 ABC Phase  
 Line Sec. \_\_\_\_\_

Map Reference 70 Twp. 85N R 22W Sec. 17 Wire 3 Size 1/0 Kind ACSR



Pole No.	Poles H & C		Line Angle	Trans. "G"	Ground "M2"	GUY		Anchor "F"	SECONDARY		Misc. & Remarks	Unit	No. CONST.	RET.
	Pri. Span.	Misc.				Unit "E"	No. 310		Unit No.	Lead				
20	206	35-3	10.11		H5.1							35-3	6	
19	206	40-3	10.11		H5.1							40-3	4	
18	206	40-3	10.11		H1.1							C1.11	10	
17	204	40-3	10.11		H5.1							H1.1	3	
16	214	40-3	10.11		H5.1							H5.1	7	
15	214	35-3	10.11		H5.1							F1.1	9	
14	214	35-3	10.11		H1.1									
13	214	35-3	10.11		H5.1									
12	214	35-3	10.11		H5.1									
11	214	35-3	10.11		H1.1									

RETIREMENT

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
TOTALS							

CONSTRUCTION

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
1/0			x		2116	3	6538
5/8			x		2116	1	2179
TOTALS							

**JOB BRIEFING**

Nominal Voltage \_\_\_\_\_  
 Fault Current Available \_\_\_\_\_  
 Hazardous Induced Volty \_\_\_\_\_  
 Presence Prctive Grds \_\_\_\_\_  
 Equipment Grounds \_\_\_\_\_  
 Pole Condition \_\_\_\_\_  
 Environmental Condition \_\_\_\_\_

Loc of Line Prctive Dvc \_\_\_\_\_  
 Other Utilities in Area \_\_\_\_\_  
 Personal Prctive Equip \_\_\_\_\_  
 Traffic Control \_\_\_\_\_  
 Job Procedure \_\_\_\_\_  
 Individual Job Duties \_\_\_\_\_  
 Other Hazards \_\_\_\_\_

Crew Initials 1 2 3 4 5 6

Const. Complt \_\_\_\_\_  
 Retmt. Complt \_\_\_\_\_  
 Material Ticket Complt \_\_\_\_\_  
 500 BH 9-00

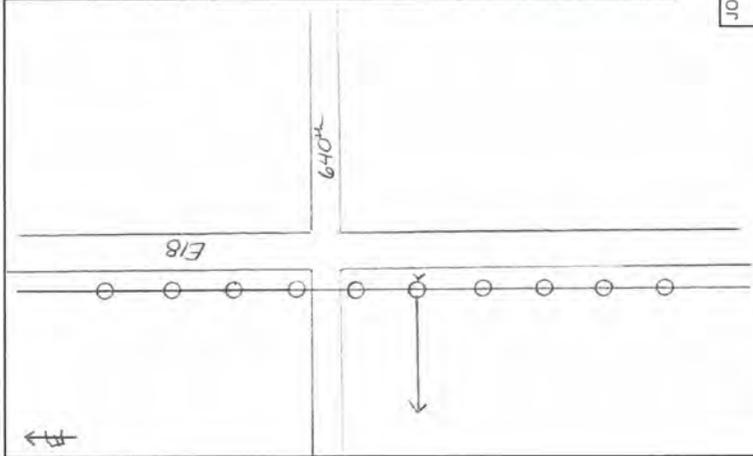
Name Line rebuild 30  
 Location #: 3010 -- 7017  
 Address: E18  
 Phone#: \_\_\_\_\_

County: Story  
 Township: Wesley  
 School Dist.: \_\_\_\_\_

WORK ORDER CODE  
 New Construction \_\_\_\_\_  
 System Improvement \_\_\_\_\_  
 Replacement \_\_\_\_\_  
 Retire No. Replace \_\_\_\_\_

WORK ORDER NO. 10618  
 740c# 185  
 Staked By CH Date 5/10/18  
 Sheet No. 3 of 5  
 Comptd By \_\_\_\_\_ Date \_\_\_\_\_

Map Reference 30 Twp. 85N R. 20W Sec. 17 Wire 3 Size 1/0 Kind ACSR



Pole No.	Pri. (Back) Span.	Poles H & C		Line Angle	Trans. "G"	Ground "M2"	GUY		Anchor "E"	SECONDARY		Misc. & Remarks	Unit	No. CONST.	RET.
		Misc.	Misc.				No.	Unit "E"		Lead	Unit (Back) Span				
30	225	135-3	1 C111		H11	P11							35-3	7	
29	225	135-3	1 C111		H15.1								40-3	3	
28	225	140-3	1 C111		H15.1								C1.11	10	
27	140	135-3	1 C111		H15.1								A5.1	1	
26	140	140-3	1 C111		H11	P11							H1.1	4	
25	196	140-3	1 C111	A5.1	H11		1	E1.1	4.5	F1.12		3010-058			
24	196	135-3	1 C111		H15.1										
23	214	135-3	1 C111		H15.1										
22	214	135-3	1 C111		H11	P11									
21	214	135-3	1 C111		H15.1										

**JOB BRIEFING**

Nominal Voltage	Loc of Line Prctive Dvc
Fault Current Available	Other Utilities in Area
Hazardous Induced Voltg	Personal Prctive Equip
Presence Prctive Grds	Traffic Control
Equipment Grounds	Job Procedure
Pole Condition	Individual Job Duties
Environmental Condition	Other Hazards

Crew Initials 1 2 3 4 5 6

**CONSTRUCTION**

Conductor	Pri.	Sec.	O.H	URD	Pole Line Ft.	No. of Wires	Total Feet
1/2 ACSR			X		1989	3	6146
1/2 ACSR			X		1989	1	2048
TOTALS							

**RETIREMENT**

Conductor	Pri.	Sec.	O.H	URD	Pole Line Ft.	No. of Wires	Total Feet
TOTALS							

Const. Complt \_\_\_\_\_  
 Retmt. Complt \_\_\_\_\_  
 Material Ticket Complt \_\_\_\_\_  
 500 BH 9 90

WORK ORDER NO. 12618

Name Line Rebuild 20030  
 Location #: 3010 -- 7016  
 Address: 618  
 Phone#: \_\_\_\_\_

County: Story  
 Township: Warren  
 School Dist.: \_\_\_\_\_

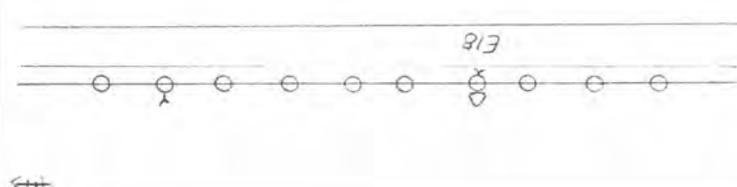
WORK ORDER CODE	
New Construction	<input type="checkbox"/>
System Improvement	<input checked="" type="checkbox"/>
Replacement	<input type="checkbox"/>
Retire No. Replace	<input type="checkbox"/>

Staked By UH Date 5/23/18  
 Sheet No. 4 of 5  
 Comptd By \_\_\_\_\_ Date \_\_\_\_\_

SKETCH OF WORK

Map Reference 70 Twp. 85N R 22W Sec. 16 Wire 3 Size 1/0 Kind ACSR

Pole No.	Pri. (Back) Span.	Poles H & C		Line Angle	Trans. "G"	Ground "M2"	GUY		Anchor "E"	SECONDARY		Misc. & Remarks	Unit	No. CONST.	No. RET.
		Misc.	Misc.				No.	Unit "E"		Lead	No. J or K				
40	235	1	35-3	1	C111	H5.1							35-3	6	
39	231	1	35-3	1	C111	H1.1	1	E1.1	30' 4"	F1.2		3010-064	40-3	4	
38	231	1	35-3	1	C111	H1.1							C1.11	9	
37	231	1	35-3	1	C1.11	H5.1							C2.24	1	
36	231	1	35-3	1	C1.11	H5.1							A5.21	1	
35	240	1	35-3	1	C111	H5.1							61.3	1	
34	148	1	40-3	1	C2.24	H1.3	1	E1.1	10'S	F1.2	30.1T		H1.1	3	
33	148	1	40-3	1	C1.11	H5.1							F1.1	2	
32	225	1	40-3	1	C1.11	H5.1							F1.2	2	
31	225	1	40-3	1	C1.11	H5.1							32.1T	1	
													H5.1	7	
													P1.1	3	
													3010-061		



**JOB BRIEFING**

<input type="checkbox"/> Nominal Voltage	<input type="checkbox"/> Loc of Line Protective Dvc
<input type="checkbox"/> Fault Current Available	<input type="checkbox"/> Other Utilities in Area
<input type="checkbox"/> Hazardous Induced Voltg	<input type="checkbox"/> Personal Protective Equip
<input type="checkbox"/> Presence Protective Grds	<input type="checkbox"/> Traffic Control
<input type="checkbox"/> Equipment Grounds	<input type="checkbox"/> Job Procedure
<input type="checkbox"/> Pole Condition	<input type="checkbox"/> Individual Job Duties
<input type="checkbox"/> Environmental Condition	<input type="checkbox"/> Other Hazards

Crew Initials 1 2 3 4 5 6

**CONSTRUCTION**

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
1/2 ACSR	X		X		2145	3	6628
B2 ACSR	X		X		2145	1	2209
TOTALS							

**RETIREMENT**

Conductor	Pri.	Sec.	O.H.	URD	Pole Line Ft.	No. of Wires	Total Feet
TOTALS							

Const. Complt \_\_\_\_\_  
 Retmt. Complt \_\_\_\_\_  
 Material Ticket Complt \_\_\_\_\_  
 500 BH 9-00

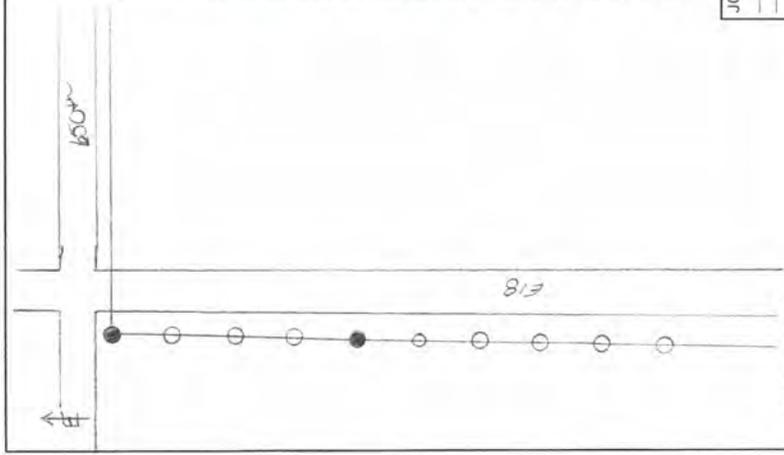
WORK ORDER NO. 12618

WORK ORDER CODE	
New Construction	
System Improvement	<input checked="" type="checkbox"/>
Replacement	
Retire No. Replace	

Staked By CH Date 5/23/18  
 Sheet No. 5 of 5  
 Comptd By \_\_\_\_\_ Date \_\_\_\_\_

Name Line Rebuild 2 mi. 74  
 Location #: 3010--7016  
 Address: E18  
 Phone#: \_\_\_\_\_  
 Sub 70 Feeder 10  
 Phase ABC  
 Line Sec. \_\_\_\_\_

Map Reference 70 Twp. 85N R 22W Sec. 16 Wire 3 Size 1/0 Kind ACSR



Pole No.	Pri. (Back) Span.	Poles H & C		Line Angle	Trans. "G"	Ground "M2"	GUY		Anchor "E"	SECONDARY		Misc. & Remarks	Unit	No. CONST.	No. RET.
		Misc.	Misc.				Unit No.	Unit "E"		Unit No. J or K	(Back) Span				
50	244											Put material on ground to avoid Underbuild	35-3	1	
49	244		45-3		45.1								40-3	4	
48	244		40-3		45.1								45-3	3	
47	244		45-3		45.1								C1.1	4	
46	239		45-3		45.1								C2.5	5	
45	239		45-3		45.1								C7.1	1	
44	239		40-3		45.1								H1.1	1	
43	235		35-3		45.1								H5.1	7	
42	235		40-3		45.1								P1.1	3	
41	235		40-3		45.1										

JOB BRIEFING	
Nominal Voltage	<input type="checkbox"/> Loc of Line Prictive Dvc
Fault Current Available	<input type="checkbox"/> Other Utilities in Area
Hazardous Induced Voltg	<input type="checkbox"/> Personal Prictive Equip
Presence Prictive Grds	<input type="checkbox"/> Traffic Control
Equipment Grounds	<input type="checkbox"/> Job Procedure
Pole Condition	<input type="checkbox"/> Individual Job Duties
Environmental Condition	<input type="checkbox"/> Other Hazards
Crew Initials	1 2 3 4 5 6

CONSTRUCTION			
Conductor	Pri.	Sec.	Total Feet
1/0	X	X	7409
4/0	X	X	2469
TOTALS			

RETIREMENT			
Conductor	Pri.	Sec.	Total Feet
TOTALS			



# IP PATHWAYS

IT Hardware & Software  
Data Center  
Cloud  
Professional & Managed Services

## Story County

Cisco Distribution Switching

June 01, 2018



Proposal Summary

## Cisco Distribution Switching

Prepared by:

IP Pathways  
Aaron Kissinger  
515.422.9351  
Fax 515.422.5544  
akissinger@ippathways.com

Prepared for:

Story County  
Barb Steinback  
900 6th Street  
Nevada, IA 50201  
bsteinback@storycountyowa.gov

Quote Information:

Quote #: 9109  
Version: 3  
Date: 06/01/2018  
Expiration Date: 06/29/2018

### Summary

	Amount
Catalyst 2960 Switches	\$21,534.57
3 Year Support	\$6,685.90
<b>Subtotal:</b>	<b>\$28,220.47</b>
<b>Shipping:</b>	<b>\$375.00</b>
<b>Total:</b>	<b>\$28,595.47</b>

IP Pathways quotes include applicable shipping charges. It is understood and agreed that an order cannot be cancelled except by mutual consent. Pricing is provided at today's current price. Prices are subject to change at any time, based on manufacturer and distribution pricing and availability. Balance is due upon receipt with Net 30 terms. The products described in this quote are sold subject only to warranties as are made by their respective manufacturers. IP Pathways quotes do not include applicable sales tax. Installation and any associated travel expenses are not included -- unless otherwise specified. All orders are subject to the terms and conditions of the IP Pathways' Master Customer Agreement.

Signature: 

Date: 6-5-18



## Proposal Detail

# Cisco Distribution Switching

## Catalyst 2960 Switches

SKU	Description	Qty	Price	Ext. Price
WS-C2960X-48FPD-L	Catalyst 2960-X 48 GigE PoE 740W, 2 x 10G SFP+, LAN Base	4		
CAB-16AWG-AC	AC Power cord, 16AWG	4		
C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	4		
CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	4		
WS-C2960X-48FPD-L	Catalyst 2960-X 48 GigE PoE 740W, 2 x 10G SFP+, LAN Base	1		
CAB-16AWG-AC	AC Power cord, 16AWG	1		
			Subtotal	\$21,534.57

## 3 Year Support

SKU	Description	Qty	Price	Ext. Price
CON-3SNT-WSC296XL	3YR SNTC 8X5XNBD Cat 2960-X 48 GigE PoE 740W, 2 x 10	4	\$1,337.18	\$5,348.72
CON-3SNT-WSC296XL	3YR SNTC 8X5XNBD Cat 2960-X 48 GigE PoE 740W, 2 x 10	1	\$1,337.18	\$1,337.18
			Subtotal	\$6,685.90

SECTION 00 4100  
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

- A. Story County  
1025 Sixth Street  
Nevada, Iowa 50201

1.02 FOR:

- A. Project: Story County Crisis Stabilization & Transitional Living Center Improvements 2018

1.03 DATE: 5/29/18 (BIDDER TO ENTER DATE)

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name Two Rivers Group Inc  
1. Address 1301 1st Ave N.  
2. City, State, Zip Altoona IA 50009

1.05 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Roseland Mackey Harris Architects, P.C. for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

- B. Two hundred Thirteen Thousand  
Five Hundred dollars  
(\$213,500.00), in lawful money of the United States of America.

- C. We have included the required security deposit as required by the Instruction to Bidders.  
D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.  
E. All applicable federal taxes are included and State of Iowa taxes are included in the Bid Sum.

1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for thirty days from the bid closing date.
- B. If this bid is accepted by Story County within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
  2. Furnish the required bonds within seven days of receipt of Notice of Award.
  3. Commence work within 15 days after written Notice to Proceed of this bid.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Story County by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

**1.07 CONTRACT TIME**

If this Bid is accepted, we will:  
Complete the Work by August 1st, 2018.

**1.08 ADDENDA**

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

- 1. Addendum # 1 Dated 5/22/18.
- 2. Addendum # 2 Dated 5/24/18.

**1.09 BID FORM SUPPLEMENTS**

A. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:

- 1. Document 00 4323 - Alternates Form: Include the cost variations to the Bid Sum applicable to the Work as described in Section 01 2300.

**1.10 BID FORM SIGNATURE(S)**

- A. Two Rivers Group Inc
- B. (Bidder, print the full name of your firm)
- C. Arthur L. Jones President
- D. (Authorized signing officer, Title)

**END OF BID FORM**

**APPROVED** **DENIED**

Board Member Initials: RS

Meeting Date: 6-5-18

Follow-up action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SECTION 00 4323  
ALTERNATES FORM

PARTICULARS

1.01 THE FOLLOWING IS THE LIST OF ALTERNATES REFERENCED IN THE BID SUBMITTED BY:

1.02 (BIDDER) Two Rivers Group Inc

1.03 TO (STORY COUNTY): Story County

1.04 DATED 5/29/18 AND WHICH IS AN INTEGRAL PART OF THE BID FORM.

ALTERNATES LIST

2.01 THE FOLLOWING AMOUNTS SHALL BE ADDED TO OR DEDUCTED FROM THE BID AMOUNT. REFER TO SECTION 01 2300 - ALTERNATES.

2.02 ALTERNATIVE # 1 - ADD ELECTRICAL GENERATOR AND TRANSFER SWITCH:

(ADD) \$ 57,850.00

Kohler Price - 43,475.00

END OF ALTERNATES FORM

**AIA** Document A310™ – 2010

**Bid Bond**

**CONTRACTOR:**  
*(Name, legal status and address)*  
 Two Rivers Group, Inc.  
 1301 1st Avenue N  
 Altoona, IA 50009

**SURETY:**  
*(Name, legal status and principal place of business)*  
 IMT Insurance Company  
 PO Box 1336  
 Des Moines, IA 50306

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**OWNER:**  
*(Name, legal status and address)*  
 Story County Iowa  
 900 6th St  
 Nevada, IA 50201

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**BOND AMOUNT:** Five percent of the bid amount (5%)-----

**PROJECT:**  
*(Name, location or address, and Project number, if any)*  
 Story CO Crisis Stabilization & Transitional Living Center

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 29th day of May, 2018

*Jane Jones*  
 (Witness)

Two Rivers Group, Inc.  
*William K. Jones* (Seal)  
 (Principal)  
 (Title) President

*Stephanie Roberts*  
 (Witness)

(Surety)  
*Jill Shaffer* (Seal)  
 (Title) Jill Shaffer, Attorney-in-Fact

CAUTION: You should sign an original AIA Contract Document on which this text appears in RED. An original e-signature changes will not be observed.

Init.



INSURANCE

POWER OF ATTORNEY

Know All Persons By These Presents, that IMT Insurance Company a corporation duly organized under the laws of the State of Iowa, and having its principal office in the City of West Des Moines, County of Polk, State of Iowa, hath made, constituted and appointed, and does by these presents make, constitute and appoint

Jeffrey R. Baker, Nancy D. Baltutat, Patrick K. Duff, Mark E. Keairnes, Greg T. LaMair, Joseph I. Schmit, Christopher R. Seiberling, and Jill Shaffer

of West Des Moines and State of Iowa its true and lawful Attorney-in-Fact, with full power and authority hereby conferred in its name, place and stead, to sign, execute, acknowledge and deliver in its behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

\*\*\*\*\*Unlimited Amounts\*\*\*\*\*

and to bind IMT Insurance Company thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of IMT Insurance Company, and all such acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of IMT Insurance Company on December 18, 1998.

ARTICLE VIII, SECTION 4. - The President or any Vice President or Secretary shall have the authority to appoint Attorneys In Fact and to authorize them to execute on behalf of the Company, and attach thereto the Corporate Seal, bonds, undertakings, recognizances, contracts of indemnity or other obligatory writings, excluding insurance policies and endorsements.

ARTICLE VIII, SECTION 5. - The signature of any authorized officer and the Corporate Seal may be affixed by facsimile to any Power of Attorney authorizing the execution and delivery of any of the instruments described in Article VIII, Section 4 of the By-Laws. Such facsimile signature and seal shall have the same force and effect as though manually affixed.

In Witness Whereof, IMT Insurance Company has caused these presents to be signed by its President and its corporate seal to be hereto affixed, this 29th day of May, 2018

IMT Insurance Company

Sean Kennedy

Sean Kennedy, President



STATE OF IOWA }
COUNTY OF POLK }

ss:

On this 29th day of May, 2018, before me appeared Sean Kennedy, to me personally known, who being by me duly sworn did say that he is President of the IMT Insurance Company, the corporation described in the foregoing instrument, and that the Seal affixed to the said instrument is the Corporate Seal of the said Corporation and that the said instrument was signed and sealed in behalf of said Corporation by authority of its Board of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of West Des Moines, Iowa, the day and year first above written.



Seth Cary
Notary Public, Polk County, Iowa

CERTIFICATE

I, Dalene Holland, Secretary of the IMT Insurance Company do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY, executed by said the IMT Insurance Company, which is still in force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the Seal of the Company on 29th day of May, 2018

Dalene Holland, Secretary



# Story County Website Standards Guide

It is important to have consistent, cohesive structure throughout the website so it is obvious that all are a part of the Story County site.

There are many reasons why it is important to maintain common themes, colors and fonts throughout the site, including:

- Unified brand
- Ease of use and minimal confusion for the public
- Consistent support from the Information Technology department who can more easily maintain a website that uses the same processes

Departments and offices should use this standards guide to provide consistency when publishing to Story County's website and to improve engagement and interaction with website users. This guide has been adapted from the Civic Plus best practices web pages.

## Table of Contents

### 1. Writing & Style Guidelines

- a. Grammar & Tone
- b. Headings & Page Titles
- c. Links
- d. Tables
- e. Images
- f. Bulleted Lists
- g. Breaking up Content
- h. When to use PDFs
- i. Widgets
- j. Menus & Navigation
- k. Font Styles
- l. Numerals & Percentages
- m. Contact Information Standards

### 2. Civic Plus Technical Guidelines

- a. Page Descriptions
- b. Documents
- c. Agenda Center
- d. Form Center
- e. FAQs
- f. Quick Links
- g. Calendar and Events

### 3. Expirations

### 4. Support

### 5. Summary

**APPROVED**

**DENIED**

Board Member Initials: AS

Meeting Date: 6-5-13

Follow-up action: 7 day review

## 1. Writing & Style Guidelines

Department/offices will use best practices in writing clear, accessible content for the Story County website based on the Civic Plus “Let’s Write” guidelines and in conformance with Story County and AP Style guides.

- Use shorter sentences.
- Use the same words your readers use.
- Present key ideas in a logical sequence.
- Create active voice sentences that clearly identify who does what. Example: “Civic Plus provides powerful website tools” rather than “Powerful website tools were provided by Civic Plus.”
- Design a layout that helps readers find key information quickly.
- Limit the use of acronyms. Spell them out the first time they are used.

### a. Grammar & Tone

- Know your audience. Keep your audience and the purpose of your content in mind when writing or formatting content for the website.
- Write in clear, concise sentences and use proper grammar.
- Write to an eighth-grade reading level.
- Avoid using multiple punctuation marks in a row.
- Use exclamation points sparingly.
- Be conversational but avoid slang and jargon.
- Write in the active voice. Do not use run-on sentences or fragments.
- Be consistent with your sentence tense throughout the entire page.
- Refrain from the use of ampersand (&) within the body of the page.

### b. Headings & Page Titles

- Page titles should be clear and concise and accurately describe the page content.
- Use headings to break up content and accurately describe the content below the heading.
- Use the ampersand (&) in page titles and headings to save space. Note the County’s style for compound job titles and department/offices.
- Headings should be in title case (capital letters for the main words).
- When formatting a heading, CSS styles Subhead 1 and Subhead 2 are used to show the hierarchy of information on the page. If a Subhead 2 is needed, it should always follow a Subhead 1.

- Press release filenames and their corresponding attachment titles need to be clear – usually the title of the press release, condensed. For example: NOT “press release 072017” but “July Walk with the Mayor 072017” or “road closures 072417.” Be as specific as possible.

#### c. Links

- Linking to other sites: Story County limits links only to those sites that promote the economic welfare, tourism, and industry of Story County, as well as links to government and educational institutions. (Story County Website linking policy).
- When creating links to external sites, do not use the full URL. Instead, link the title of the website, page or document to which you are linking.
- Internal links to items that are in the document center or filed elsewhere *within the site* should be relative links.
- To prevent spamming, use “Mailto:” links on text instead of writing out the full email address. Make it clear to users that by clicking the link, they will be sending an email to someone.
- All links to documents should open in a new window.
- All links to other pages within the same website should open in the same window to allow users to use browser tools throughout their web experience.
- All links to external URLs should open in a new window to make clear to the user that he or she is leaving the County’s site.
- Avoid using terms like “click here” as this does not tell the reader where the link goes. Instead of “to view the training document, click here” say “view the training document.”
- Do not replicate content. Use links for repeated materials instead.
- If you are not an authority on a topic, link to an external site. For instance, link to the FEMA website if you want to educate residents on disaster relief and emergency management.

#### d. Tables

- Do not use tables to space content or pictures on the page.
- To be ADA compliant, all tabular columns must have headings.
- Tables should display using the “Alternate Rows” color setting (auto-table class setting).
- All table column headings should explain what is in the column. Avoid things like: Dept 1, Dept 2 -- write out the department/office title instead.

#### e. Images

- Images used on the site should enhance content.
- Images inside the content area should be no wider than 300 pixels.

- Use image editing software such as Microsoft Paint to edit photos for consistency.
- Consider utilizing a slideshow if you have more than three images on a page.
- For a large number of images on one page, place pictures in the Photo Gallery instead of on the page or in a slideshow.
- Images require a descriptive alt text for users with screen readers. File names and single words do not make usable alt text entries. Titles should be complete descriptions, such as “Picture of Dakins Lake in Spring” versus “lake.”

Image Sizes to be used width x height (at 72 ppi)	
Thumbnails	335 x 185
Headshots	275 x 415
Spotlight images	515 x 295
Slideshow images for interior pages w/o feature column	890 x 210
Slideshow images for interior pages with feature column	515 x 210
Banner images for mobile	725 x 450
Banner images	2000 x 693

#### f. Bulleted Lists

- Display long lists within text as bulleted lists so they can be easily scanned.
- Alphabetize list items with fewer than three words.
- Avoid using too many bullets.
- Capitalize the first letter of each item in a bulleted list.
- There should be no space above bulleted lists but there should be a break between the bottom of the list and the next text.
- Bullets should go no more than two levels deep.
- Do not mix sentence fragments and full sentences in one bulleted list.
- Keep verb tense the same throughout the list.
- List of dated items should have the most recent date listed at the top.

#### g. Breaking up Content

- Content should be broken up into small, easily readable chunks. As a general rule, text beneath each header should not contain more than 2-3 short paragraphs and each paragraph should contain no more than 3-5 sentences.
- Provide a sub-header for each new topic under a header.
- Completely separate topics should be housed on separate pages.

#### **h. When to use PDFs**

- Convert any Word or Excel files to PDF so that any user can access the information (items uploaded to the Civic Plus Document Center and converted are ADA compliant).
- Set all PDF files to open in a new window.
- Include "(PDF)" behind the file name to indicate that a link goes to a PDF file.

#### **i. Widgets**

- Use the Pages widget in the content area to create main landing/navigational pages.
- A Pages widget may be used on a page with another content widget.

#### **j. Menus & Navigation**

- Menu items and navigation throughout the site should be organized per the discretion of each department or office to make information easier to find.
- Icons appear as navigation items throughout the site. Icons are created to be part of one family and should not be intermixed with photo, logo or other graphic icons.

#### **k. Font Styles**

- Only use the font styles that are provided in the website.
- Underlining should only be used for hyperlinks.
- Avoid using all caps for anything but acronyms.
- Do not use all caps to emphasize an important point. This actually decreases the reader's ability to quickly discern what the word is. If you need to emphasize content, use bolding instead.
- Only use Subhead 1 and Subhead 2 font on subheads.
- If moving information to the site from another source, make sure to paste all items in plain text by using the tool in the editor widget, or use a text editor, such as Notepad to paste the items into the website space. This will clear any formatting or text class information from the previous source that may be left on the text.

#### **l. Numbers & Percentages**

- Write all numbers 10 and higher as figures except when it is the first word in a sentence. Example: "Please submit 10 copies of the form."
- Use the word "percent" instead of the percent symbol (%).

#### **m. Contact Information Standards**

- Contact information on department/office web pages should be consistently placed in the right-hand column as the first item and should be in the following format:

- 1) Name of EO/DH
- 2) Headshot (if available)
- 3) Phone/Fax/E-mail
- 4) Physical address
- 5) Office hours

- Phone or Fax Number format: (xxx) xxx-xxxx
- Addresses: Do not abbreviate street modifiers. Abbreviate all compass points (N, E, S, NW, etc.) with a full street address. Include secondary address information (Apartment, Suite, etc.) on the next line. Use figures for street numbers (1<sup>st</sup> Street, 2<sup>nd</sup> Avenue, etc.).
- Time format: 8 a.m. - 4:30 p.m.

## **2. Civic Plus Technical Guidelines**

The following best practices are based on Civic Plus recommendations to optimize the use of their system. All departments and offices will follow these guidelines.

### **a. Page Descriptions**

- Complete a page description for every page. This helps search engines to better determine what pages to bring up as search results. Descriptions also help guide users to the correct information by providing better details on what can be found on any page.
- Page descriptions should accurately describe the content on the page, including any major topics that are covered.
- Page descriptions are displayed below page titles when using the Pages widget.

### **b. Documents**

- Use the Document Center to house all supporting documents. Clearly state the document title.
- Keep your Document Center folders organized. Each department or office is allowed one main folder with subfolders for divisions or topics. Don't duplicate folder names.

### **c. Agenda Center**

- Updated instructions and guidelines regarding procedures for placing items on the agenda center are located on the S drive.
- All new items will be placed on the Agenda Center.
- Weekly meetings will be moved to the Archive Center after 30 days.
- Monthly meetings will be moved to the Archive Center quarterly.
- Quarterly meetings will be moved to the Archive Center annually.

- The original item is to be deleted from the Agenda Center once it has been moved to the Archive Center.

#### **d. Form Center**

- The following types of forms work best in Form Center: (1) Contact Us forms or other simple requests, (2) Forms consisting of mostly short answer, multiple choice, or long answer questions, (3) Forms that can be emailed or accessed for processing, and (4) Forms that do not require an official signature or Notary.
- Form Center is not a secured way of collecting information. Civic Plus recommends any form with potentially identifying information remain as is or be turned into a PDF that must be printed and mailed or brought in for submission. Identifying information includes (but is not limited to): social security numbers, driver's license numbers, tax ID numbers, W2 or other tax documentation or information, account numbers or anything that might constitute a HIPAA (Health Insurance Portability and Accountability Act) violation.

#### **e. FAQs**

- FAQs should be titled "FAQs" on the mega menu.
- All FAQs should be housed within the FAQ module.
- Each department/office is encouraged to provide residents with answers to a useful set of FAQs. These should be updated periodically so that they are current.
- If there are more FAQs than can practically be displayed within the Module widget on a page, link a subpage directly to that FAQ category so that all FAQs can be located easily.
- FAQs should be formatted in a way that makes the answer immediately clear. For example, for the question "Can I pay my bill online?" a complete and clear answer would be: "Yes, please visit our E-Pay module to make a payment online."

#### **f. Quick Links**

- Category titles should be intuitively named using titles that make sense on their own and out of the context of any surrounding text, because they may be viewed from the main Quick Link module landing page and will need to make sense standing on their own.
- Link titles should be in title case (capital letters for the main words)

#### **g. Calendar and Events**

- Each department/office will designate an individual responsible for updating the calendar and events for that department/office.

- Meeting items will be placed on the main calendar and individual events will be placed on the events tab. These items may also appear on the main page corresponding to each department or office.

### **3. Expirations**

- Each department/office should review the content on the corresponding department page periodically to make sure the information is current and valid.

### **4. Support**

- Maintaining and updating website material is the responsibility of the individual department/office website representative(s), using these guidelines, under the process that is stipulated within that department/office. Usernames and passwords are not to be shared with others to access the CMS.
- The Information Technology Department will interface with Civic Plus service desk if necessary on your behalf.
- If website assistance is needed from IT, requests should be routed through the normal helpdesk process.
- The Information Technology staff will oversee the web page permissions for individual users.

### **5. Summary**

It is very important to regularly monitor and maintain your website pages and content to ensure that the most up-to-date information is available for the public. By adhering to these guidelines, the County website will retain its cohesive and consistent quality and ensure that the public knows that all our department/offices are under the umbrella of Story County government. It will also make it easier for the public to navigate and find the information they seek on our website.

*Last revised: 053118*



Department of Information Technology  
Administration Building  
900 6<sup>th</sup> Street, Nevada, Iowa 50201

Ph. 515-382-7300 Fax 515-382-7349  
[www.storycountyiowa.gov](http://www.storycountyiowa.gov)

5/31/2018

## Information technology Quarterly Report

*June 5, 2018*

- **Website Refresh Update**
  - Standards
  - Training
  - Permissions
  
- **Networking Updates**
  - Windstream circuit
  - Core switch – IP addresses
  
- **Hardware Replacements**
  - NetApp Installation
  - Barracuda Spam Filter
  - Windows 7 Retirement
  
- **Multi-agency Update**
  - 28E refresh
  - Security Agreement
  - Hardware replacement
  - Software Update/Page Gate
  - Outer Agencies
  
- **Other**
  - Software Updates/Antivirus
  - Dispatch Consoles
  - Security Cameras (Jail)

**ENVIRONMENTAL HEALTH DEPARTMENT  
REPORT TO THE BOARD OF SUPERVISORS**

**JUNE 5, 2018**

**Margaret Cemashko Jaynes,  
Environmental Health Director**

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# Wells – Calendar Year 2018

- Well permits – 4 (4 water)
- Pluggings - 8
- Cisterns - 1
- Rehabs - 0
- Water samples - 62
- TOT inspections – 14



• GTC total award: \$30,600

Remaining: \$5,000



## State Hygienic Laboratory – The University of Iowa

Testing for Total Coliform, E coli, nitrate, nitrite, arsenic and neonicotinoid

Six sample sets submitted in winter 2018, no detect on bacteria, nitrate, nitrite, or neonicotinoids.

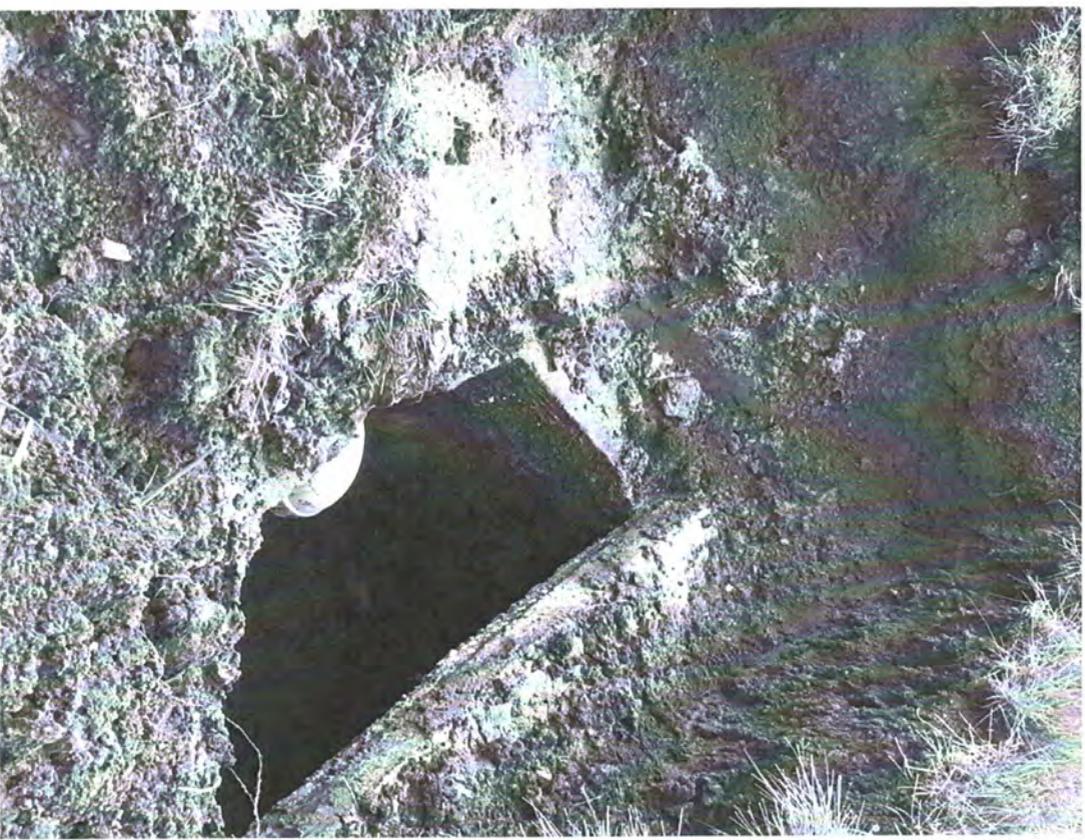
Three had trace amounts if .006-.008 mg/L (limit is .01 mg/L)

17 sample sets submitted in May 2018



# Septics for calendar year 2018

- 34 permits issued
- 7 permits in process
- 6 repair permits
- 20 septic inspections



# Tattoo Establishments

- 4 initial inspections, 0 remaining



# Tanning Facilities

- 11 inspections, 9 remaining



# Pools & Spas

- 47 pool/spa establishments
- All 24 indoor facilities have been inspected
- 10 outdoor facilities inspected, 13 remaining



# Manure Management Plans

- DNR now allows online annual MMP updates
- Can no longer map the land application sites



2018 MMP Short Form for Annual Update

**Facility**

Helen Finsther Farm # 65366  
68155 135th Street  
Zeeland IA 50278

**Date Approved:**  
5/30/2018

**Owner**

Helen Farms, LLC

**Contact**

Keith Kratchner

Prior to making changes in manure management practices, update the on-site copy to show actual changes. Please select changes below and include all changes in your current, on-site MMP.

- I have made no changes to my MMP
- I have added acres
- Change Crop Rotation or Optimum Yields
- Changed Application Method
- Used manure analysis
- I am electing to be a small animal feeding operation (SAFO) or facility capacity has changed
- I have made other changes to my MMP Describe

- I sell all manure with a Chapter 200A license through the Iowa Department of Agriculture and Land Stewardship
- In addition to selling manure as indicated above, I also apply manure to fields using a manure management plan

**County Notifications**  
The following counties have been notified:

Story

**Animal Unit Capacity / Payment Summary**

Animal Type	Total AUC	Total Amount
Swine Wean to Finish	996.00	\$149.40

I, Keith Kratner, attest that the information indicated above is accurate and complete.



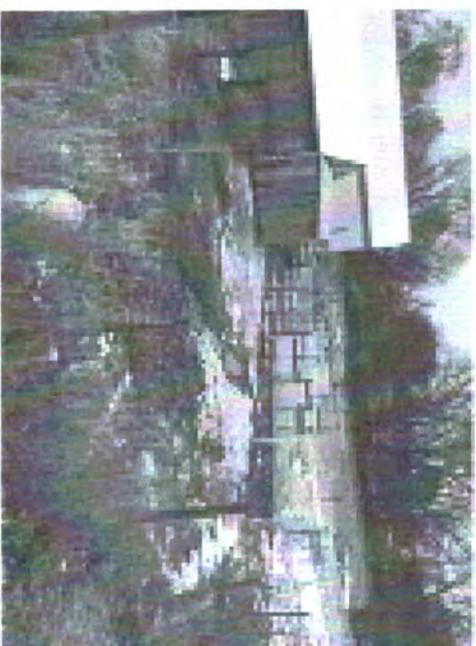
# Septage Pumper Inspections

- Kopel, Marshall County, no land application, no violations
- AAA Septic, Marshall County, no land application, paper violation
- Draintech, Story County, land application
- Earlseptic, Story County, land application
- Income from contract is \$6,038.00

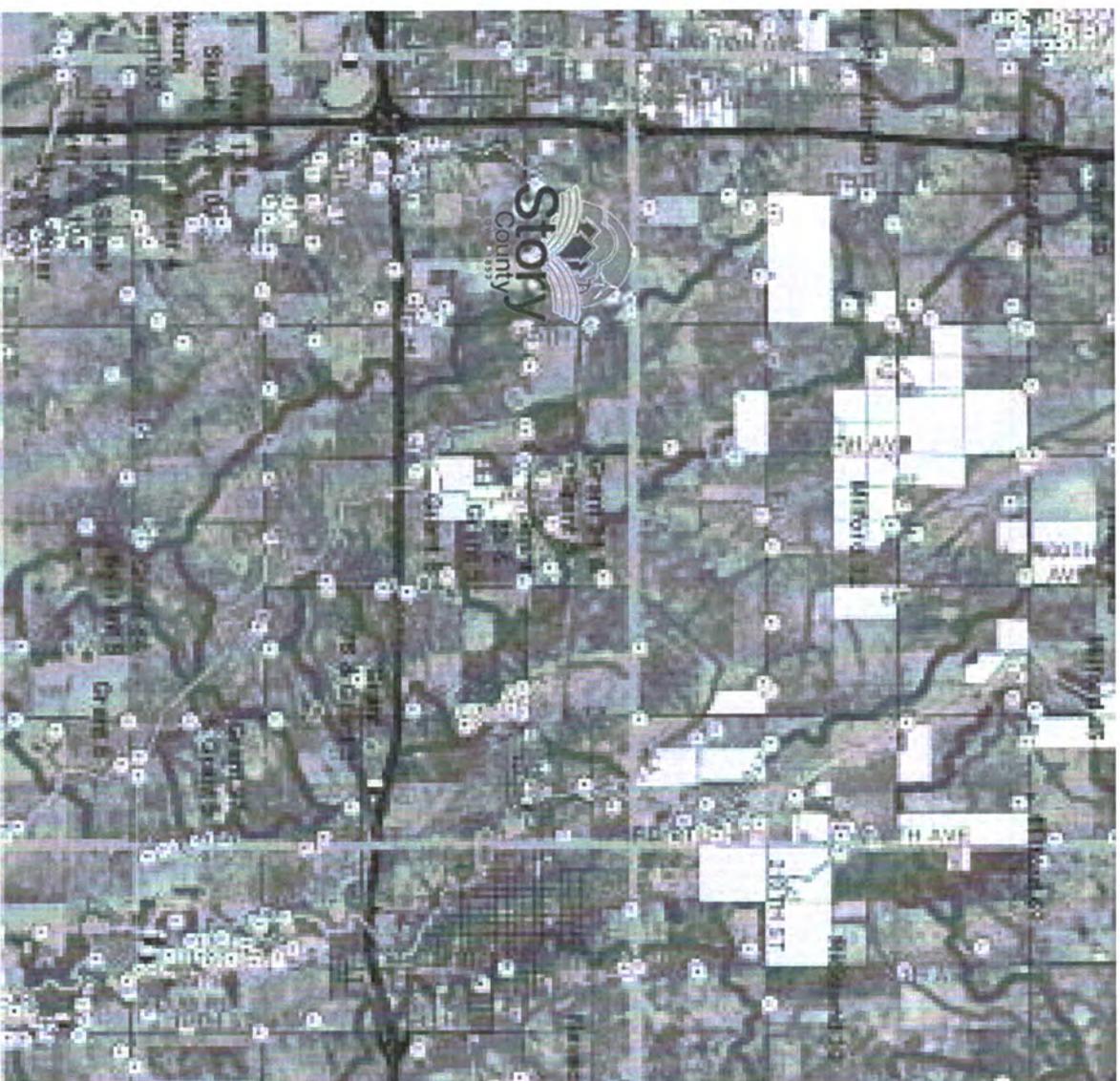


# Diesel spill

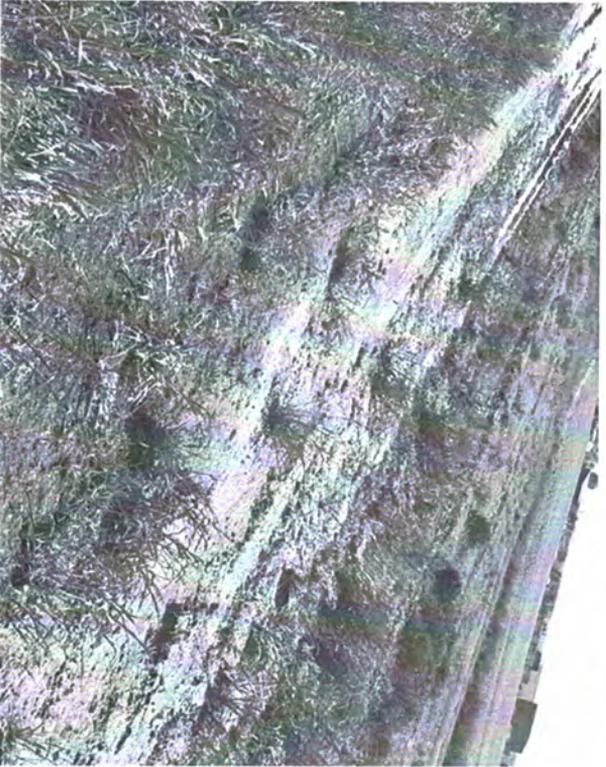
Lynch Auction Company  
Dennis Lynch  
2397 220th Street  
02/18/18 diesel spill  
02/23/18 pictures taken by MCJ



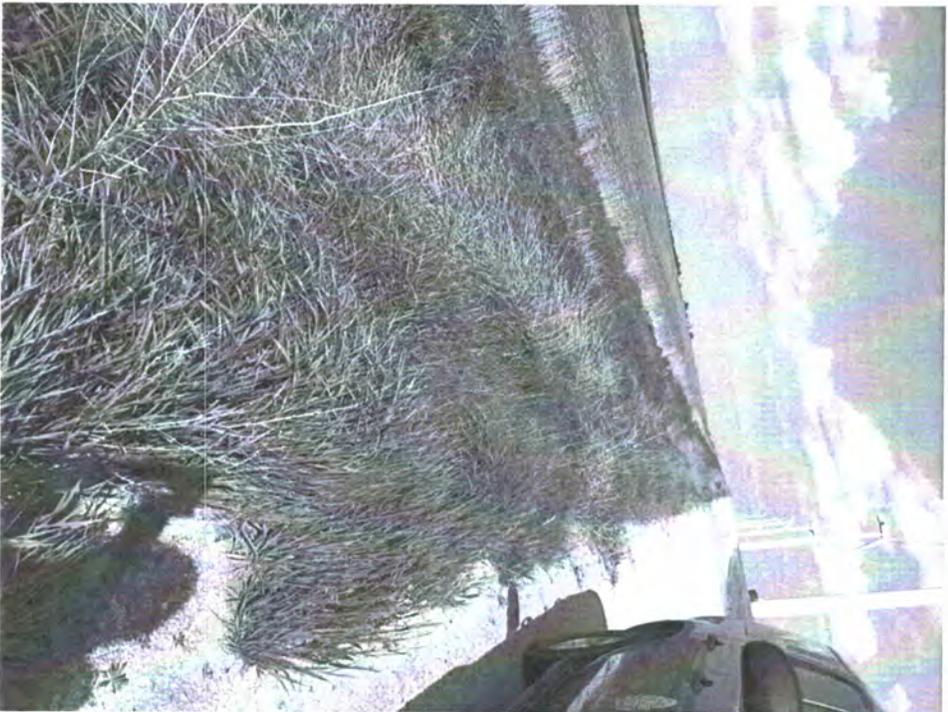
# Grant 5 Drainage Ditch Improvements



# Drainitech 5/23/18 Inspection



# Earlseptic LLC Inspection 5/24/18



**Earl's**  
515-434-2669 • 515-577  
*A Truck is better than a Fall Flow*  
MAINTENANCE

## Special Projects:

- Codification second review
- Squaw Valley South
- ESF11 review and comments
- Requested DNR conduct an inspection of the Thompson Salvage in McCallsburg
- Sent out maintenance contract NOVs

# CONCEPTUAL REVIEWS FOR:

- Landus Cooperative
- Dark Sky Fireworks
- Pheasant Run Residential SD
- Manatt's CUP
- Dougherty's Residential SD
- PMI
- Northwood Heights 2<sup>nd</sup> ROW vacation
- Railview SD
- Pleasant Grove Church
- One Heart equestrian
- Aya Ranch /Alluvial
- Center Grove Orchard Farm CampCountry  
Living MHP
- Raspberry Hill CUP

# TRAINING & MEETINGS

## Margaret

- Drug recognition Training
- HR (onboarding; team building)
- Township Officials Meeting
- LEPC
- Iowa Water Conference
- Website training
- Tackling Data
- Management Training – Community Building
- IOWWA Troubleshooting Onsites
- Social Media/1<sup>st</sup> Amendment Training
- Sexual Harassment Prevention Training
- Premier tech Maintenance Meeting
- IOWWA Board meeting

## Cathy

- Certified Pool Operator
- HR (team building)
- Website training
- Premier tech Maintenance Meeting

## Matt

- Certified Pool Operator
- HR (team building)
- Website training

## Stephanie

- HR (team building)
- Website training

Thank you!

