

The Board of Supervisors met on 11/27/18 at 10:00 a.m. in the Story County Administration Building. Members present: Rick Sanders, Martin Chitty, and Lauris Olson, with Sanders presiding. (all audio of meetings available at [storycountyia.gov](http://storycountyia.gov)).

**PERSONNEL ACTIONS:** 1) transfer, effective 12/9/18, in Recorder's Office for Kristie See at \$16.72/hr. Chitty moved, Olson seconded the approval of Personnel Actions as presented. Motion carried unanimously (MCU) on a roll call vote.

**CLAIMS:** 11/29/18 Claims of \$ 576,139.26 (run date 11/23/18, 27 pages, on file in the Auditor's Office) and authorize the Auditor to issue checks in payments of these claims and payment requests from Central Iowa Drug Task Force (\$233.11), BooST School Ready Services (\$25.00), Emergency Management (\$991.74), E911 surcharge (\$15,020.54), County Assessor (\$47.21), Ames City Assessor (\$15,717.89). Olson moved, Chitty seconded approval of Claims as presented. Roll call vote. (MCU)

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

1. Resolution #19-43, Assessed/Taxable Values of Utility Companies for Assessment Year 2018 – Payable in FY20
2. Contract between Windstream Communications and Story County for fiber maintenance, effective 11/13/18-11/12/19, for \$6,124.52
3. Utility Permit: #19-22

Roll call vote. (MCU)

**RESOLUTION #19-30 APPROVING A LOAN AGREEMENT, AWARDING THE SALE AND AUTHORIZING THE ISSUANCE OF A \$1,000,000 URBAN RENEWAL TAX INCREMENT REVENUE BOND, SERIES 2018, PLEDGING TO THE PAYMENT OF BOND FUNDS AND PORTIONS OF TAXES CREATED PURSUANT TO THE AUTHORITY OF SECTION 2 OF SECTION 403.19 OF THE CODE OF IOWA PROVIDING FOR THE SECURING OF THE BOND AND CERTIFYING THE BOND TO THE COUNTY AUDITOR, ALL FOR URBAN RENEWAL PURPOSES OF STORY COUNTY, IOWA** – Leanne Harter, County Outreach and Special Projects Manager, reported on final stage of the process, awarded bid to Great Western Bank, and payment schedule included. Sanders opened the public hearing at 10:03 a.m., and hearing none, he closed the public hearing at 10:03 a.m. Olson moved, Chitty seconded the approval of Resolution #19-30, Approving a Loan Agreement, Awarding the Sale and Authorizing the Issuance of a \$1,000,000 Urban Renewal Tax Increment Revenue Bond, as presented to Great Western Bank. Roll call vote. (MCU)

**RESOLUTION #19-45, OAK HILLS RESIDENTIAL PARCEL SUBDIVISION** – Emily Zandt, County Planner, reported on owners, location, the proposed subdivision, background information, current and surrounding land use, site photos, Assessor's comment, notification letters sent with no public comments received, analysis, and recommendation of alternative #1. Chitty moved, Olson seconded the approval of Resolution #19-45, Oak Hills Residential Parcel Subdivision as presented. Roll call vote. (MCU)

**REVISED PURCHASING AND PROCUREMENT POLICY (SEVEN-DAY REVIEW)** – Lucy Martin, Auditor, reported the Purchasing Policy is being updated to comply with federal grant regulations. Martin reviewed the changes. She will return to the Board following the seven-day review. Olson moved, Chitty seconded the approval of the revised Purchasing/Procurement Policy as presented pending seven-day review. Roll call vote. (MCU)

**USAGE OF THE STORY COUNTY LOGO FOR PROMOTIONAL PURPOSE BY THE STORY COUNTY OPIOID TASK FORCE** – Deb Schildroth, Director of External Operations and County Services, reported on the logo policy. The request is for use of the Story County logo on promotional documents to help with the disposal of medications. Chitty moved, Olson seconded the approval of the Usage of the Story County Logo for Promotional Purpose by the Story County Opioid Task Force as presented. Roll call vote. (MCU)

**STORY COUNTY FUNDING OF \$800.00 FOR FACILITATION SERVICES PROVIDED BY DONNA GILLIGAN CONSULTING FOR THE WORKFORCE CONVERSATION MEETING ON 11/28/18** – Deb Schildroth, Director of External Operations and County Services, reported on effort with agencies to address workforce needs and assist individuals in obtaining or sustaining jobs. Olson moved, Chitty seconded the approval of Story County funding of \$800.00 for facilitation services provided by Donna Gilligan Consulting for the Workforce Conversation Meeting on 11/28/18. Roll call vote. (MCU)

**LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS**: Chitty reported on a City of Ames meeting regarding drainage districts obligations. He is fielding questions regarding Confinement Animal Facility Operations (CAFOs). Sanders reviewed CAFO process steps. Olson reported the public is also contacting her about CAFOs. She reported on a City of Ames workshop about storm water management, a Central Iowa Regional Housing Authority meeting, and a Heart of Iowa Regional Transit Agency (HIRTA) Board meeting. Sanders commented on no funding for Squaw Creek Watershed Authority from the Iowa Department of Agriculture and Land Stewardship (IDALS), and Iowa State Association of Counties (ISAC) meetings. Chitty moved, Olson seconded to adjourn at 10:30 a.m. Roll call vote. (MCU)

Story County  
Board of Supervisors Meeting  
Agenda  
11/27/18

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 MINUTES:
5. CONSIDERATION OF PERSONNEL ACTIONS:
  - I. Action Forms
    - 1)transfer, effective 12/9/18, in Recorder's Office for Kristie See @ \$16.72/hr;  
  
Department Submitting HR
6. CONSIDERATION OF CLAIMS:
  - I. 11/29/18 Claims  
  
Department Submitting Auditor  
  
Documents:  
  
CLAIMS 112918.PDF
7. 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 Resolution #19-43, Assessed/Taxable Values Of Utility Companies For 2018 – Payable In 2019-2020 Fiscal Year  
  
Department Submitting Auditor  
  
Documents:  
  
RES1943.PDF
  - II. Consideration Of Contract Between Windstream Communications And Story County For Fiber Maintenance, Effective 11/13/18-11/12/19 For \$6124.52  
  
Department Submitting Information Technology  
  
Documents:  
  
WINDSTREAM.PDF
  - III. Consideration Of Utility Permit(S): #19-022

Consent

Department Submitting Engineer

Documents:

UT 19 022.PDF

8. PUBLIC HEARING ITEMS:

- I. Consideration Of Resolution #19-30 Approving A Loan Agreement, Awarding The Sale And Authorizing The Issuance Of A \$1,000,000 Urban Renewal Tax Increment Revenue Bond, Series 2018, Pledging To The Payment Of Bond Funds And Portions Of Taxes Created Pursuant To The Authority Of Section 2 Of Section 403.19 Of The Code Of Iowa Providing For The Securing Of The Bond And Certifying The Bond To The County Auditor, All For Urban Renewal Purposes Of Story County, Iowa - Leanne Harter

Department Submitting Board of Supervisors

Documents:

BOS PACKET RESOLUTION NO 19 30.PDF

9. ADDITIONAL ITEMS:

- I. Discussion And Consideration Of Resolution #19-45, Oak Hills Residential Parcel Subdivision - Emily Zandt

Department Submitting Planning and Development

Documents:

STAFF REPORT.PDF  
RESOLUTION 19 45.PDF  
APPLICATION MATERIALS.PDF  
FINAL PLAT OAK HILLS.PDF

- II. Consideration Of Revised Purchasing/Procurement Policy (Seven-Day Review)- Lucy Martin

Department Submitting Auditor

Documents:

PURCHASING POLICY 2018 DRAFT.PDF

- III. Discussion And Consideration Of Usage Of The Story County Logo For Promotional Purpose By The Story County Opioid Task Force - Karla Webb

Department Submitting Community Services

- IV. Discussion And Consideration Of Story County Funding For \$800.00 For Facilitation Services Provided By Donna Gilligan Consulting For The Workforce Conversation Meeting On November 28, 2018 - Deb Schildroth

Department Submitting Board of Supervisors

Documents:

FACILITATIONREQUEST.PDF

10. AGENCY REPORTS:
11. DEPARTMENTAL REPORTS:
12. OTHER REPORTS:
13. 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.
14. LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS:
15. 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

11/27/18

NAME

ADDRESS

Michael Gerlach

63055 150<sup>th</sup> St.

Chase + Lonnie Lewis

714 N Ave Nevada, IA

Emily Zandt

P&D

Deb Schildroth

BOS office

Todd Lundholm

BOS

John K Lewis

Clues

Howard Ott + Charlotte

18431 - 677 ave Nevada

Jerry Moore

P&D

Linda Murken

Jim Markley

Aud

Miss Estelle

BOS

Lucy Markley

Auditor

**RESOLUTION 19-43**

**Assessed/Taxable Values of Utility Companies for 2018  
(Payable in 2019-2020 Fiscal Year)**

Be it Resolved, that pursuant to §433.9, *Code of Iowa*, there be ordered entered in the minute book the length of lines and the assessed value of the property of each of the following utility companies situated in each city, township, or lesser taxing district in its county as fixed by the Director of Revenue and certified to the County Auditor.

Gas and Electric utility assessed and taxable values are determined on a company-by-company basis. The taxes on said utility property when collected by the County Treasurer shall be disposed of as taxes on real estate. A detailed report showing the value for each company by taxing district is on file in the County Auditor's Office.

<b>Utility Name</b>	<b>Miles/Type</b>	<b>Rate</b>	<b>Assessed Value</b>	<b>Taxable Value</b>
<b>Commercial Telephone &amp; Telegraph</b>				
AT&T	26.06		381,227	381,227
Colo Telephone Co	222.87		732,600	732,600
Ellsworth Telephone Co	.46		1,433	1,433
Huxley Communications	181.93		972,899	972,899
IMON Communications	39.74		133,533	133,533
Iowa Network Services Inc	80.52		1,052,125	1,052,125
Windstream Iowa Telecom	560.15		3,996,974	3,996,974
Jefferson Telephone Company	.75		3,151	3,151
Level 3 Communications LLC	83.20		432,656	432,656
MCI Verizon	23.97		189,867	189,867
McLeod USA Network Services Inc	105.58		498,932	498,932
Mediacom Communications Corp	454.81		503,480	503,480
Minerva Valley Telephone Co	101.91		90,818	90,818
Partner Communications Coop	4.57		30,997	30,997
Centurylink Communications Corp	28.70		222,286	222,286
Qwest Corporation	584.00		8,040,639	8,040,639
Sprint	24.15		49,832	49,832
<b>Railroads</b>				
Union Pacific Corporation	68.75	975791.3935	67,085,658	60,377,093
<b>Pipelines</b>				
Magellan Pipeline Co, LP	Pipeline		3,887,698	3,887,698
Northern Natural Gas Co	Pipeline		3,568,534	3,568,534
Koch Pipelines	Pipeline		1,004,284	1,004,284
Dakota Access LLC	Pipeline		49,922,741	49,922,741
<b>Sub-Total Non Gas &amp; Electric</b>			<b>142,802,364</b>	<b>136,093,837</b>

Utility Name Gas & Electric	Type	Assessed Value	Taxable Value
Ames Municipal Electric	Transmission	13,966	15,647
Basin Electric	Gas	0	0
Black Hills Energy Group	Gas	560,307	178,122
Central Iowa Power Coop	Transmission	10,959,259	4,209,309
Consumers Energy	Distribution	10,459,339	1,468,761
Corn Belt Power Co	Transmission	858,936	328,901
Corn Belt Power Co	Gas	0	2,899
Interstate Power & Light Co	Electric	69,887,514	10,433,499
Interstate Power & Light Co	Gas	64,730,474	16,836,706
ITC Midwest LLC	Transmission	70,786,668	6,087,727
Mid-American Energy	Electric	491,529	290,654
Midland Power Coop	Distribution	4,054,339	754,782
State Center Municipal Utility	Transmission	8,477	20,697
Story City Electric Utility	Transmission	236,387	128,426
<b>County Total</b>		<b>233,047,195</b>	<b>40,756,130</b>

**VALUES CERTIFIED BY THE IOWA DEPARTMENT OF REVENUE**  
**Grand Total of All Utilities in Story County**

<b>County Total</b>	<b>375,849,559</b>	<b>176,849,929</b>
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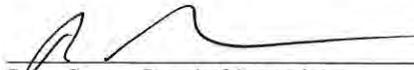
Dated at Nevada, Iowa this 27<sup>th</sup> Day of November, 2018

Moved by: Chitty

Seconded by: Olson

Voting Aye: Chitty, Olson, Sanders

Voting Nay: None

  
 Story County Board of Supervisors

  
 Attest: Story County Auditor

**McLeod USA Telecom Svc LLC**

P O Box 18317  
Little Rock, AR 72222

**INVOICE**

**Invoice Number:** 6056477

**Invoice Date:** 11/16/2018

**Customer #**  
1074-IA-090

**Customer Reference**  
CPI 11/2018

**Account Number**  
950000000.11845.6000

**Due By**  
12/16/2018

**Amount Due**  
\$6,071.37

**Please Make Your Check Payable To:**  
**Windstream Communications, LLC**  
**Attn: Misc Billing**  
**P O Box 18317**  
**Little Rock, AR 72222**

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

**Invoice** Billing Date: 11/15/2018  
**Comment** IRU Agreement dated 09/16/08  
Annual Maintenance  
Service Period: 11/13/18 - 11/12/19  
Exhibit A-1 dated 5/7/08  
Fiber Accepted: 11/13/08

For questions regarding this invoice, please contact Mary  
Calva at 501-748-4827  
Email: Mary.Calva@Windstream.com .

<b>Description</b>	<b>Amount</b>
Ames - Nevada, IA, 17 miles @ \$300.00	5,100.00
2013 CPI Increase	495.62
2018 CPI Increase - a true will be issued on the next invoice	475.75
<b>Total Due</b>	<b>\$6,071.37</b>

**Please Return One Copy With Payment**

Please include Invoice Number on your check or money order. Late payment charges will be assessed on any unpaid balance.

**McLeod USA Telecom Svc LLC**

P O Box 18317  
Little Rock, AR 72222

**INVOICE**

**Invoice Number:** 6056478

**Invoice Date:** 11/16/2018

**Customer #**  
1074-IA-090

**Customer Reference**  
NO CPI

**Account Number**  
950000000.11845.6000

**Due By**  
12/16/2018

**Amount Due**  
\$53.15

Please Make Your Check Payable To:  
**Windstream Communications, LLC**  
Attn: Misc Billing  
P O Box 18317  
Little Rock, AR 72222

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

**Invoice** Billing Date: 11/15/2018  
**Comment** IRU Agreement dated 09/16/08  
Proportionate Share of Annual Rights Fees  
Service Period: 11/13/18 - 11/12/19  
Exhibit A-1  
Route 1: Ames - Nevada, IA  
Fiber Accepted: 11/13/08

For questions regarding this invoice, please contact Mary Calva at 501-748-4827  
Email: Mary.Calva@Windstream.com

Description	Amount
CIPCO, Fiber Count 96, 2 Fibers, 57 poles @ \$10.36, Annual Rate \$590.52	11.16
City of Ames, Fiber Count 108, 2 Fibers, 11 poles @ \$13.05, Annual Rate \$143.55	2.66
City of Ames, Fiber Count 48, 2 Fibers, 21 poles @ \$13.05, Annual Rate \$274.05	11.42
City of Ames, Fiber Count 72, 2 Fibers, 77 poles @ \$13.05, Annual Rate \$1,004.85	27.91
<b>Total Due</b>	<b>\$53.15</b>

**APPROVED** **DENIED**  
Board Member Initials: AS  
Meeting Date: 11/27/18  
Follow-up action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Return One Copy With Payment**

Please include Invoice Number on your check or money order. Late payment charges will be assessed on any unpaid balance.

## STORY COUNTY UTILITY PERMIT

Date 11/19/18

To the Board of Supervisors, Story County, Iowa:

The INTERSTATE POWER AND LIGHT COMPANY Company, incorporated under the laws of authorize to do business within the State of Iowa, with its principal place of business at 1284 XE PL, AMES, IA 50014, 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 PRIMARY ELECTRIC on secondary route 60152 260TH ST, from NORTH OF 260TH to SOUTH OF 260TH, a distance of 115' 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:

BORE UNDER 260TH ST AND INSTALL 2" CONDUIT WITH SINGLE PHASE #1AL (25 KV RATED CABLE) 7,200 VOLTS TODAY

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.

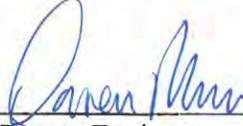
Date 19 Nov 2018

Interstate Power + Light Company  
Name of Company (Applicant - Permittee)

  
by Travis Peterson 617-916-4403  
Phone no.

Recommended for Approval:

Date 11-19-18

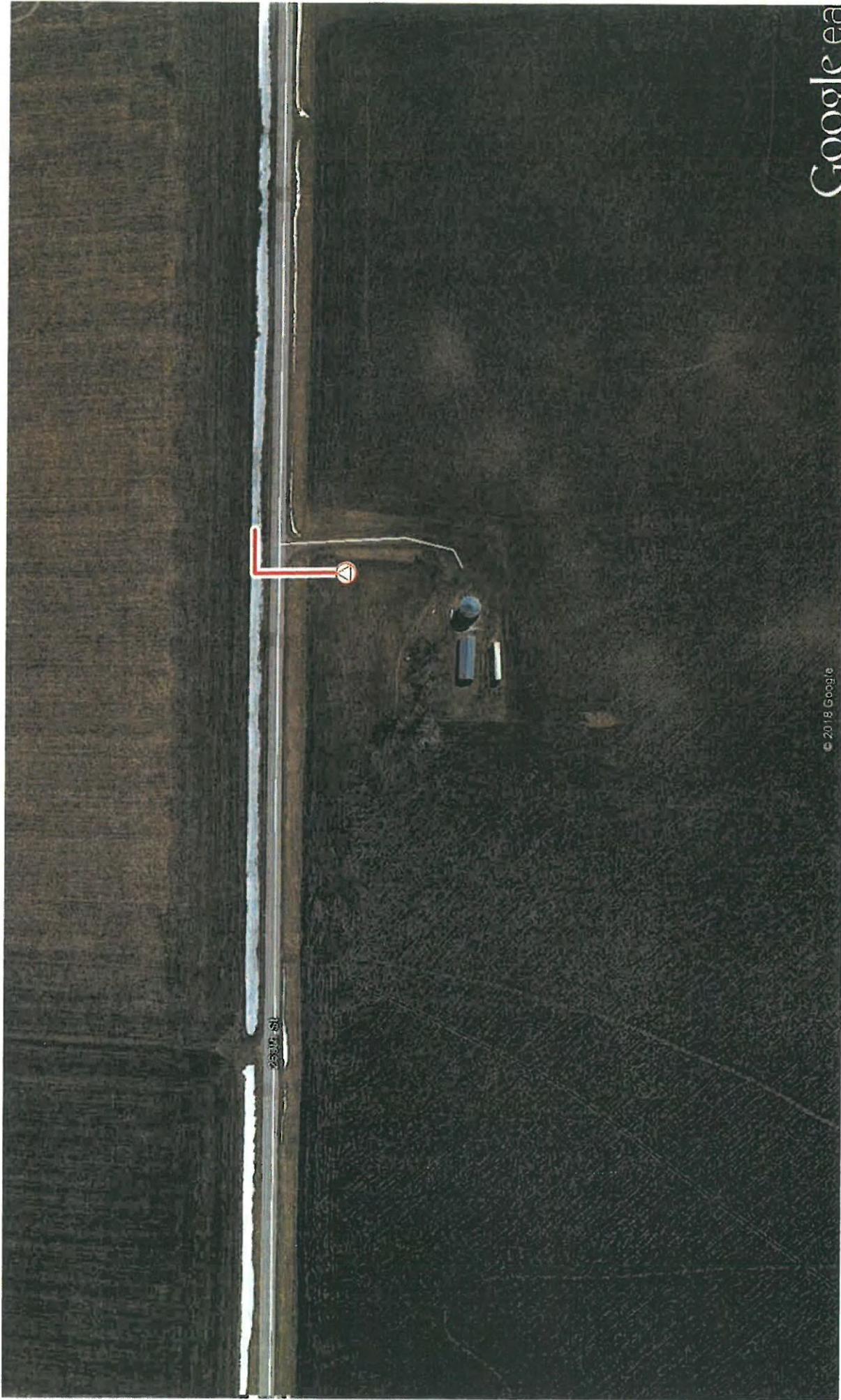
  
County Engineer 515-382-7355  
Phone no.

Approved:

Date 11/27/18

  
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.



Google ea



© 2018 Google

60152 260TH ST  
NEVADA

**DO NOT WRITE IN THE SPACE ABOVE. RESERVED FOR RECORDER**

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

**STORY COUNTY IOWA  
RESOLUTION OF THE BOARD OF SUPERVISORS  
RESOLUTION NUMBER 19-45**

WHEREAS, there has been submitted to the Board of Supervisors of Story County, Iowa, an application to subdivide real estate from Howard L and Charlotte Otto, 18431 677<sup>th</sup> Avenue, Nevada, Iowa involving the real estate located in the southwest quarter of the northeast quarter of Section 13 in Richland Township at 18431 677<sup>th</sup> Avenue, Nevada, Iowa and identified as Parcel #07-13-200-340, hereinafter described on Attachment A and shown on Attachment B, and

WHEREAS, Howard L and Charlotte Otto are the legal titleholders of said real estate, and

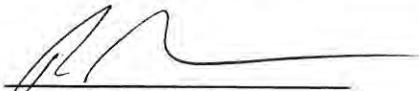
WHEREAS, it appears that all conditions and requirements prescribed by Chapter 354 and Chapter 355, *Code of Iowa*, and as prescribed by the *Story County C2C Plan* and the *Code of Ordinances, of Story County, Iowa*, have been complied with and met,

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

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

IT IS FURTHER RESOLVED that the Chair of the Board of Supervisors and the County Auditor are authorized and they are hereby directed to certify a copy of this Resolution 19-45 to be affixed to said Final Plat upon its approval by the Board of Supervisors.

Dated this 27th day of November, 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

## ATTACHMENT A

### **Legal Description**

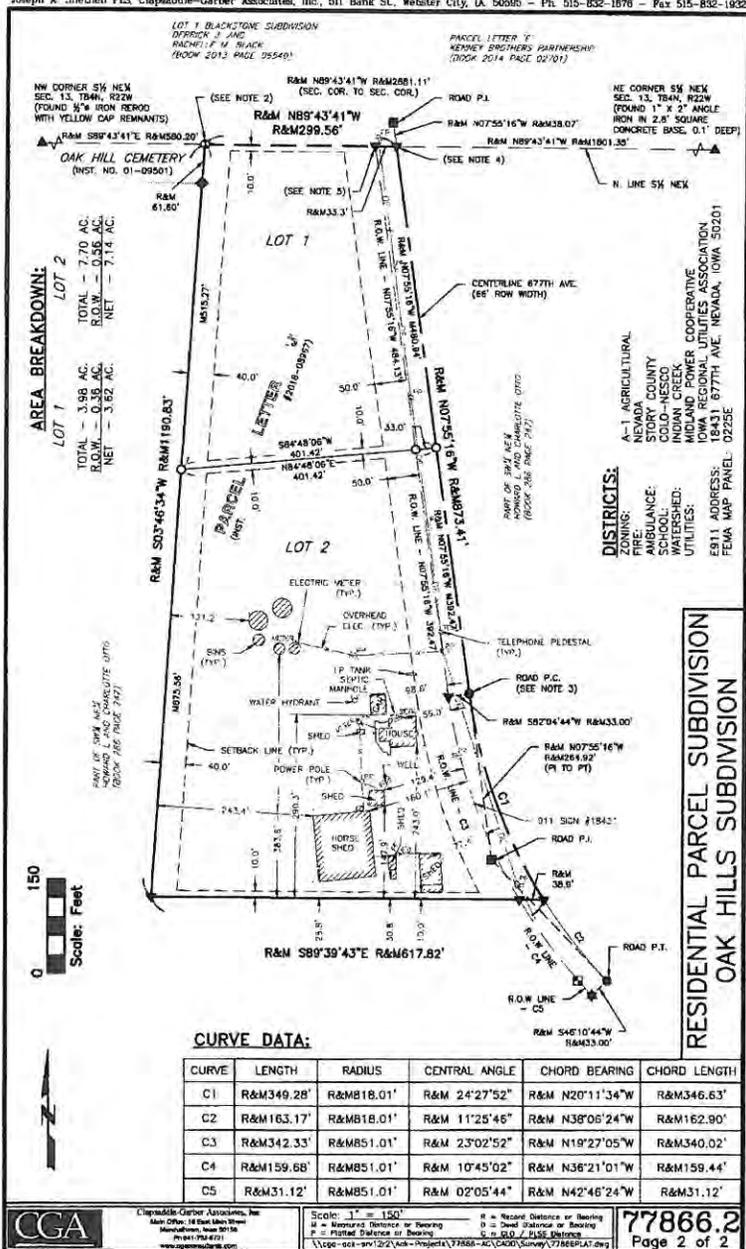
A Residential Parcel Subdivision of Parcel "J" located in the South Half (S½) of the Northeast Quarter (NE¼) of Section Thirteen (13), Township Eighty-four (84) North, Range Twenty-two (22) West of the 5<sup>th</sup> P.M., Story County, Iowa, as filed on the 27<sup>th</sup> day of September, 2018, in the Story County Recorder's Office, as Instrument No. 2018-08967, Slide 617, Page 3.

## ATTACHMENT B

<b>PLAT OF RESIDENTIAL PARCEL SUBDIVISION OAK HILLS SUBDIVISION</b>		
<b>INDEX LEGEND</b> <b>LOCATION:</b> PARCEL LETTER 'J' IN THE SW NE¼ SECTION 13, TOWNSHIP 84 NORTH, RANGE 22 WEST IN STORY COUNTY, IOWA  <b>PROPRIETORS:</b> HOWARD L. AND CHARLOTTE OTTO 18431 677TH AVE. NEVADA, IOWA 50201  <b>SURVEY FOR:</b> CONNIE OTTO  <b>SURVEYOR:</b> JOSEPH A. SNETHEN, PLS #23133  <b>PREPARED BY &amp; RETURN TO:</b> CLAPSADDLE-GARBER ASSOCIATES, INC. 511 BANK ST., WEBSTER CITY, IA, 50595 PH: 515-832-1876 FAX: 515-832-1932 WWW.CGACONSULTANTS.COM	<b>SHEET INDEX:</b> PAGE 1: DESCRIPTION AND NOTES PAGE 2: PLAT DRAWING	
<b>LEGAL DESCRIPTION:</b> COUNTY RECORDER'S INSTRUMENT #2018-08967 County Auditor's Parcel Letter 'J' located in the South One-half of the Northeast Quarter (SW NE¼) of Section Thirteen (13), Township Eighty-four (B4) North, Range Twenty-two (22) West of the 5th P.M., Story County, Iowa, more particularly described as follows:  Commencing at the Northeast Corner of said South One-half of said Northeast Quarter; thence North 89°43'41" West, 1801.35 feet along the north line of said South One-half of said Northeast Quarter to a point on the centerline of an existing county road (said point also being the point of beginning); thence North 89°43'41" West, 299.56 feet along said north line to a point on the east line of Oak Hill Cemetery as surveyed in County Recorder's Inst. No. 01-09501; thence South 03°46'34" West, 1190.83 feet along said east line and the southerly extension thereof; thence South 89°39'43" East, 617.82 feet to a point on said centerline; thence Northwesterly along said centerline 349.28 feet along a 818.01 feet radius curve concave northeasterly having a central angle of 24°27'52" tangential to the following course; thence North 07°55'16" West, 873.41 feet along said centerline to the point of beginning, containing 11.68 acres total including 0.92 acres existing right of way. Subject to assessments.  Note: For the purposes of this survey, the north line of said South One-half of said Northeast Quarter was determined to bear North 89°43'41" West using GPS.		
<b>NOTES:</b> 1. FOR THE PURPOSES OF THIS SURVEY, PARTS OF THE FOLLOWING WAS RETRACED: COUNTY RECORDER'S INST. #2018-08967  2. MONUMENT SHOWN IS N03°46'34"E 0.33' FROM TRUE CORNER.  3. MONUMENT SHOWN IS S82°04'44"W 0.20' FROM TRUE CORNER. MONUMENT WAS USED FOR CURVE TANGENT LENGTH, BUT WAS NOT USED TO FOR CENTERLINE CONTROL.  4. FOUND ½" YELLOW CAPPED IRON REROD (#9962) PER COUNTY RECORDER'S INST. NO. 01-09500, N85°52'35"E 8.72' FROM MONUMENT SHOWN AT TRUE CORNER.  5. FOUND ½" YELLOW CAPPED IRON REROD (#9962), N86°33'39"E 8.70' FROM MONUMENT SHOWN AT TRUE CORNER.  6. FOR ADDITIONAL RECORD AND MEASUREMENTS, SEE COUNTY RECORDER'S Inst #2018-08967  7. THE SUBDIVISION IS NOT LOCATED IN A KNOWN SPECIAL FLOOD HAZARD AREA PER STORY COUNTY GIS SITE AND COMPARING TO FEMA MAP PANEL 0225E  8. "ALL NEW LOTS SHALL REQUIRE A 911 ADDRESS FOR INHABITED STRUCTURES, INCLUDING RESIDENCES AND BUSINESSES, TELECOMMUNICATIONS TOWERS AND FACILITIES, AND FOR ANY PUBLIC ASSEMBLY AREA INCLUDING OPEN-AIR, OUTDOOR ACTIVITIES. 911 ADDRESSES SHALL BE ASSIGNED BY STORY COUNTY AT THE REQUEST OF THE PROPERTY OWNER"		
	I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.  <i>Joseph A. Snethen</i> JOSEPH A. SNETHEN, PLS Date: <u>11-14-2018</u> License number: <u>23133</u> My license renewal date is December 31, <u>2018</u> Pages or sheets covered by this seal <u>1 &amp; 2</u>	Monument Symbols are Orientated to the North Found PLS Corner (As noted) 1/2" Iron Rerod 1/2" Iron Rerod 1/2" Yellow Capped Iron Rerod (#9962) 1/2" White Capped Iron Rerod (#7434) 1/2" White Capped Iron Rerod (#7434) SE Corner 1.3' Square Concrete Corner Post 1/2" Light Blue Capped Iron Rerod (#23133) 1/2" x 2" Light Blue Plastic Capped Iron Rerod (#23133) \\vgp-003-wv122\A0-Projects\177866-AC\CADD\SURVEY\177866PLAT.dwg
	Clapsaddle-Garber Associates, Inc. Main Office: 10 East Main Street Webster City, Iowa 50595 PH: 515-832-1876 www.cgaconsultants.com	Date of Survey: <u>Aug. 29, 2018</u> Scale: See Page 2 Field Crew: <u>CS, JM, RB, DP, CU</u> 77866.2 Page 1 of 2

## ATTACHMENT B CONTINUED

Joseph A. Swetlow PLS, Clappaddle-Carber Associates, Inc., 611 Bank St., Webster City, IA 50505 - Ph: 515-832-1876 - Fax 515-832-1932



# Staff Report

## Board of Supervisors

**Date of Meeting:**  
November 27, 2018

**Case Number SUB11-18**

Residential Parcel Subdivision – Oak Hills Subdivision  
Resolution No. 19-45

**APPLICANT:** Connie Otto and Chase Conis  
714 N Avenue  
Nevada, IA 50201

**STAFF PROJECT MANAGER:** Emily Zandt, Planner

**SUMMARY:** A Residential Parcel Subdivision request to reconfigure Parcel J located in the southwest quarter of the northeast quarter of Section 13 in Richland Township to create two proposed lots: proposed Lot 1, a 3.62-net acre lot to the north of the existing farmstead buildable for one single-family dwelling, and proposed Lot 2, a 7.14-net acre lot containing the exiting farmstead including the existing single-family dwelling. Both lots will have frontage along 677<sup>th</sup> Avenue. All requirements for a Residential Parcel Subdivision are met. Planning staff recommends approval of the proposed Residential Parcel Subdivision Plat as requested by the applicant.





**Property Owners**

Charlotte and Howard Otto  
18431 677<sup>th</sup> Avenue  
Nevada, IA 50201

**Parcel Identification Number**

07-13-200-340

**Property Address**

18431 677<sup>th</sup> Avenue  
Nevada, IA 50201

**Location of Subdivision**

Richland Township (Section 13, Township 84, Range 22)

**Size of Area**

10.76 net acres

**Districts**

A-1 Agricultural Zoning District  
Colo-NESCO School District  
Story County Ambulance  
Nevada Fire  
Midland Power Cooperative  
Iowa Regional Utilities Association (Central Iowa Water)  
Indian Creek Watershed

**Cities within Two Miles**

None

**Description of Proposed Subdivision**

The application is to consider a request for a Residential Parcel Subdivision to divide Parcel J located in the southwest of the northeast quarter (10.76 net-acres) of Section 13 in Richland Township. The proposed subdivision will create two lots:

1. proposed Lot 1, a 3.62-net acre lot to the north of the existing farmstead buildable for a single-family dwelling,
2. proposed Lot 2, a 7.14-net acre lot containing the exiting farmstead including the existing single-family dwelling.

Both lots will have frontage along both 677<sup>th</sup> Avenue.



### **History of Subject Property**

The existing Parcel J was created in 2018 when the farmstead (10.76 net-acres) was divided from the original quarter quarter through a Plat of Survey. The existing single-family dwelling located on Parcel J was constructed in 1890. According to Story County Planning and Development Regulations, a subdivision plat shall be made to further divide a parcel when a parcel has been created after July 1, 1990.

Proposed Lot 1 contains open pasture area and natural resource area. Proposed Lot 2 contains the existing single-family dwelling, several agricultural structures, and livestock fencing.

The Residential Parcel Subdivision process was adopted in 2012, allowing parcels zoned A-1 agricultural to be divided into two lots buildable for a single-family dwelling with a minimum lot size of one-acre if a dwelling was in existence and other requirements of Chapter 87.07 of the Story County Land Development Regulations, listed below, were met.

### **Current and Surrounding Land Use**

Proposed Lot 1 is currently pasture area on the east side and wooded, natural area on the west. An existing dwelling and several agricultural structures are located on proposed Lot 2. This property is designated Agricultural Conservation Area and Natural Resource Area by the Cornerstone to Capstone (C2C) Comprehensive Plan Future Land Use Map.

There is no floodplain designated area on the subject property. The proposed dwelling is planned to be constructed in the pasture area of proposed Lot 1, outside of the Natural Resource Area destination. No ground will be taken out of agricultural production. The purpose of this subdivision is to construct a single-family dwelling for a family member.

The subject property is located in Richland Township, approximately 5.5 miles northeast of Nevada, 2 miles northeast of Fernald, and approximately 4.5 miles northwest of the City of Colo. The subject property is surrounded by trees and the East Indian Creek to the west. The Oak Hill Cemetery is located to the northwest of the subject property a wooded ravine area is located directly to the north. The property to the east of the proposed division, on the east side of 677<sup>th</sup> Avenue, is in agricultural row crop production and pasture area. There is a livestock area and natural area to the south of the subject property. All properties are zoned A-1 Agricultural District. The Blackstone Agricultural Subdivision, approved and recorded in 2013, is located immediately to the north of the subject property.

There are a total of 38 parcels located within a half mile of the subject property. All parcels are located within unincorporated Story County and 12, including the subject property, contain a single-family dwelling. There are also 10 parcels within a half mile of the subject property without dwellings that meet minimum lot size requirements to construct a single-family dwelling. There are four (4) existing dwellings within a quarter mile of the proposed subdivision.



**Applicable Regulations – Story County Land Development Regulations**

**87.07(1)(A)**

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

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

**Commentary**

The following comments are part of the official record of the proposed Residential Subdivision Plat – Oak Hills Subdivision, Case No. 11-18. If necessary, conditions of approval may be formulated based off these comments.

The application materials were forwarded to the members of the Interagency Review Team on October 12, 2018.

**Story County Planning and Development**

1. Will the existing driveway be used for access to proposed Lot 1?
2. Please add “Residential Parcel Subdivision” to Page 2 (plat).
3. Please indicate the parcel directly to the north of Lot 1 is Lot 1 of the Blackstone Subdivision as required in Chapter 87.07(2)(A)(9).



4. Please submit the following original documents required by Section 354.11 of the Code of Iowa:
5. Acknowledgement of Consent/Dedication – Please modify to say “Oak Hills Subdivision in Story County, Iowa” (removing Nevada).

#### Assessor’s Comments

Lot 1 will remain assessed as an agricultural parcel per conservation with the Otto’s.

#### General Public

Notification letters were mailed to surrounding property owners regarding the public meeting on the subdivision request on November 16, 2018. No written or verbal comments were received from the general public at the time this staff report was completed.

#### Analysis

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

1. All requirements for a Residential Subdivision Plat in Section 87.07 of the Story County Land Development Regulations are met.
2. Both proposed lots have frontage to a County road.
3. No agricultural land will be taken out of production to construct a dwelling on proposed Lot 1.
4. All requirements in Section 88.05 (2) of the Story County Land Development Regulations will apply to any future development in the Natural Resource Area and Cornerstone to Capstone (C2C) land use policies.
5. There are a total of 38 parcels located within a half mile of the subject property and 12, including the subject property, contain single-family dwellings. There are also 10 parcels within a half mile of the subject property without dwellings that meet minimum lot size requirements to construct a single-family dwelling. There are four (4) existing dwellings within a quarter mile of the proposed subdivision.

#### Alternatives

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

1. **The Story County Board of Supervisors approves Resolution #19-45, the Residential Parcel Subdivision Plat – Oak Hills Subdivision as put forth in SUB11-18.**
2. The Story County Board of Supervisors approves Resolution #19-45, the Residential Parcel Subdivision Plat – Oak Hills Subdivision as put forth in SUB11-18 with conditions.
3. The Story County Board of Supervisors denies Resolution #19-45, the Residential Parcel Subdivision Plat – Oak Hills Subdivision as put forth in SUB11-18.



4. The Story County Board of Supervisors tables the decision on Resolution #19-45, the Residential Parcel Subdivision Plat – Oak Hills Subdivision as put forth in SUB11-18, and directs the applicant to address specific areas for additional information, review and/or modifications, and to work with staff to place the subdivision plat back on a future Board of Supervisor’s agenda.

First Adopted: 04/17/2001  
Last Revised: ~~06/09/2015~~ 11/15/2018  
Effective Date: ~~06/16/2015~~ 12/04/2018

~~APPROVED~~ DENIED  
Board Member Initials: RS  
Meeting Date: 11/27/18  
Follow-up action: 7day review

## Story County Purchasing and Procurement Policy

### Definitions

"County" refers to Story County, including its offices, departments, boards, employees, and agents.

"Board" refers to Story County Board of Supervisors

"Department" refers to an office, department, board, commission or agency of the County.

"Department Head" refers to a department head of the County or designee assigned purchasing responsibilities. Designee names shall be communicated to the Board. The Board maintains authority over each Department Head.

"Elected Official" refers to an elected official of Story County.

"DHEO" refers to Department Heads and Elected Officials.

"Purchase" is defined as the transmission of public money from the County to another entity by an act or agreement founded upon valuable consideration resulting in the acquisition of any and all supplies, material, equipment, services, or real or personal property for the benefit of the County by any department, and includes any and all articles and supplies which shall be furnished to or used by any department, including any and all printing, periodicals, stationery and the rental, repair and maintenance of equipment and machinery, hardware, software, or intellectual property.

"Contract" refers to any written instrument or electronic document containing the elements of offer, acceptance, and consideration to which the County is a party.

"Lease" refers to a contract conveying from an entity to the County the use of real or personal property for a designated period of time in return for payment or other valuable consideration.

"Lease-Purchase" includes, but is not limited to, an arrangement in which title of ownership transfers at or shortly after the end of the lease term.

"Proposal" refers to a price given by a vendor for the supplies, material, equipment and/or services, as described to the vendor, but is not an authorization to ship, or of purchase. Notice to public of Request for Proposal (RFP) shall follow the best communication and practice for good/service requested. (e.g., web pages, mailings within certain range, industry or organization publications, etc.)

"Bid" refers to a complete proposal, submitted in competition, to execute specified job(s) within a prescribed time, and not exceeding a proposed amount that usually includes labor, equipment, and materials.

"Quotation" refers to an expected, stated price for goods or services given by a vendor, but is not an authorization to ship or of purchase.

## **General**

Story County shall conduct all purchasing and procurement transactions in full compliance with Federal and State laws and any applicable Federal and State standards. All purchasing and procurement transactions, either negotiated or competitively bid, and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition.

Procedures shall be clear and consistent, and maximize the efficiency of payment of purchases.

## **Authority**

The Board adopts an annual budget for the County and provides appropriations to the departments. The Board may also adopt budget amendments. The Board empowers Department Heads to make purchasing and procurement decisions within the budgeted line items of the applicable department. Elected Officials have purchasing authority within the capacity of their individual budgets and the scope of statutory duties of their offices. Every County purchase shall be documented on a claim form and presented to the Board prior to the payment. Presentation to the Board shall follow public agenda guidelines and deadlines established by the Clerk to the Board.

Nothing in this policy shall be construed to limit statutory authority or duty of the Board of Supervisors or any Story County Elected Official, nor shall this policy be construed as limiting the discretion of the Board of Supervisors or Elected Officials in the performance of any act or deed deemed necessary and prudent in the best interest of the public.

## **Local Purchases/Procurement**

Pursuant to *Code of Iowa* §23A.3, Story County shall first consider using locally-owned businesses within the County if cost and other considerations are relatively equal. However, the County reserves the right to purchase items outside of Story County if products or services needed are not readily available in Story County, or if a product or service can be purchased outside Story County at a considerable cost savings. Cost savings may include calculating costs to the County of operating, maintaining or upgrading the purchase over its expected useful or contractual life.

## **Sole-Source Purchasing/Procurement (Non-Competitive)**

All purchasing and procurement transactions shall be conducted in a manner so as to provide, to the maximum extent practical, competition. However, if open and free competition is not used, sole-source justification shall be provided with the purchase. The justification shall include a description of why it was necessary to purchase non-competitively, such as lack of legitimate competitors, time constraints, or other pertinent information.

## **Competitive Bids**

Public notice calling for the submission of bids shall follow the relevant provisions of the *Code of Iowa* and the *Iowa Administrative Code*. The County reserves the right to reject bids or make counter offers.

## **Federal Funds** (see also Grant Guidance)

Title 2, Part 200 of the Code of Federal Regulations (CFR), effective December 26, 2014, shall be applicable when federal funds are used for purchases with exceptional consideration for the following:

- Title 2, Part 200.212: Suspension and debarment. Non-Federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.
- Title 2, Part 200.321 (by title): Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.
- Title 2 CFR Part 200 Appendix II (by title)

Story County departments, offices, and/or employees are required to disclose, in writing and in a timely manner, all violations of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal award. This requirement applies to violations involving Story County, its employees, and any sub-recipients of a federal grant.

If a Story County department, office, or employee learns of a violation of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal grant, the department or employee must report the violation to the Story County Auditor (designated Story County contact).

Reportable violations include not only those violations concerning Story County or its employees, but also include violations relating to sub-recipients of award monies.

The Story County Auditor is responsible for reporting the violation to the relevant federal agency in writing and in a timely manner.

No elected officer, employee, or agent of Story County shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer, or agent;
- b. Any member of his/her immediate family;
- c. His/her partner; or
- d. An organization which employs, or is about to employ any of the above;

has a financial or other interest in the firm selected for award.

Story County's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

## **Procedure by Price Threshold (unless otherwise established by the *Code of Iowa*)**

### *Thresholds for Purchase*

- Less than \$5,000 principal amount
  - Regular claim process
- Between \$5,000 - \$25,000 principal amount; anticipated/acknowledged during the budget process
  - Regular claim process
- Between \$5,000 - \$25,000 principal amount; not anticipated/acknowledged during the budget process
  - Elected Officials should seek acknowledgement prior to purchase by the Board at a public meeting
  - Department Heads must obtain approval prior to purchase by the Board at a public meeting
- Greater than \$25,000 principal amount
  - Request for Proposal or minimum of two (2) written/email quotations

### *Thresholds for Lease or Lease-Purchase Contract Requirements*

- Principal amount less than \$25,000 for real or personal property
  - New – place on Board agenda as an additional item
  - Recurring – place on Board agenda as a consent agenda item
- Principal amount between \$25,000 - \$600,000 for real or personal property
  - Place on Board agenda as a public hearing
  - Follow provisions of *Code of Iowa* §331.443
    - ✓ Publish Public Notice of proposed action including statement of purpose and amount
    - ✓ Follow Public Notice publication deadlines as defined by *Code of Iowa* §331.305: published no less than 4 days, no more than 20 days prior to public hearing
    - ✓ Ensure the Public Notice meets the requirements of *Code of Iowa* §618.14
- Principal amount over \$600,000 for real or personal property
  - Place on Board agenda as a public hearing
  - Follow the provisions *Code of Iowa* §331.305
    - ✓ Follow Public Notice publication deadlines as defined by *Code of Iowa* §331.305: published no less than 10 days prior to discussion meeting, notice of public meeting
    - ✓ Ensure the Public Notice meets the requirements of *Code of Iowa* §618.14
    - ✓ Include in the published Public Notice the statement of purpose, proposed action, amount, time and place of the meeting, and the right of citizens to petition for an election
    - ✓ After 30 days, the Board shall hold a public meeting to enter into the lease or lease-purchase contract if no petition for election is received

The preparation and timely legal publication of public notices are the responsibility of the department requesting the purchase/contract.

It is the responsibility of the department to place items on an agenda of the Board of Supervisors.

## **Loans**

Should the County enter into a loan agreement to borrow money for a public purpose, the County shall follow *Code of Iowa* §331.402 and all other applicable Code sections.

## **Essential County Purpose Bond or General County Purchase Bond**

The County shall follow *Code of Iowa* §331.441 and all other applicable Code sections, as well as the advice of bond counsel.

## **Horizontal and Vertical Construction, Reconstruction, or Improvement projects**

*Code of Iowa* §314.1B established horizontal and vertical bid thresholds for County projects, and shall be followed for each project. This applies to construction, reconstruction, and improvement projects. Repair or maintenance projects are not subject to the thresholds.

Repair or maintenance projects are defined in *Iowa Administrative Code* 761—180.3 (314), and shall be followed for each project. Current bid and quote thresholds available at [iowadot.gov/local\\_systems/publications/bid\\_limits.htm](http://iowadot.gov/local_systems/publications/bid_limits.htm).

## **Public Improvement Projects**

If the estimated total cost of a public improvement project (excluding architectural, landscape architectural, or engineering design services and inspection as defined in *Code of Iowa* §26.2) is between \$75,000 - \$100,000, the County will follow a competitive quotation process.

If the estimated total cost of a public improvement exceeds \$100,000 based on the licensed Engineer/Architectural report, the County shall follow the competitive bidding process as described in *Code of Iowa* §26.

## **Contract Purchases**

Contract purchases, including recurring contracts, shall be approved and entered into by the Board. Each Department/Office is responsible for developing and managing its own contracts, and finalizing the specifications and standards expected from the vendor. These standards should be such that the contract performance can be measured. A new contract for a good or a service should be reviewed by the County Attorney or designee prior to submission for Board approval. A recurring contract should be reviewed by the County Attorney or designee if any changes occur. The Board and/or the applicable Department Head or Elected Official may request such review.

An officer or employee of the County shall not have an interest, direct or indirect, in a County contract as defined in *Code of Iowa* §331.342.

## **Process**

For purchases made on a Story County account, upon receipt of shipment the DHEO shall examine the shipping document/invoice and ensure that all items have been received and are not damaged. Correction of discrepancies or replacement of damaged items is the responsibility of the Department or Office.

If the invoice amount is different than the quotation/bid received, it is up to the department to investigate and determine if the billed price is correct and appropriate.

The department or office shall segregate duties so that the person procuring the item/asset is not the same person who records the transaction in the accounting and physical inventory records.

Once shipment has been verified, the invoice and accompanying documentation shall be attached to a claim form, signed by the applicable DHEO or designee, and submitted to the County Auditor for payment.

Bids submitted in compliance with *Code of Iowa* §331.301, §331.341 and §384.94 – 384.103 shall be submitted to the County Auditor's office for opening at a public Board meeting. "Notice to Bidders" shall be pursuant to *Code of Iowa* §26.7.

## **Emergency Purchases**

Emergency purchases may be made by a DHEO following verbal approval of a Board member, if said purchase falls within the limits of this Policy. What constitutes an emergency is at the discretion of the Board, in consultation with the applicable DHEO.

## **Exemptions**

The following items shall be exempted from the Purchasing Policy. This list is not necessarily all inclusive and shall be amended as necessary.

- Wages
- Employee Benefits
- Utility Payments for the County
- County Boards' Compensation
- Payments made on behalf of General Assistance recipients
- Rent – Buildings and Land
- Judgments, Damages and Settlements
- Fuel – Secondary Roads
- Annual Publication of Delinquent Tax List – Treasurer
- Debt/Lease payments

## Claims Processing Procedures

All claims must be for reasonable and necessary items which meet the requirements of public purpose. The public purpose shall be documented on the claim if not readily apparent.

The responsibilities of the Board of Supervisors and the Auditor regarding claims are provided and described in the *Code of Iowa* §331.401 and §331.504, respectively.

The Auditor's office has the statutory responsibility of processing claims submitted for payment and presenting an itemized list to the Board for approval; procedures are as follows:

### *Timetable*

- For each fiscal year, the Auditor's office shall define a bi-weekly payment schedule
- Claims shall be submitted by the deadlines defined in the bi-weekly payment schedule
  - Claims are due by 3:00 pm on the due date
  - Any late fees incurred for tardy submissions are the responsibility of the submitting department
- Every claim will be file-stamped as received

### *Process*

- Every claim shall be signed by the responsible DHEO or designee
- Employee claims for reimbursement must be signed by the employee and the responsible DHEO
- Detailed invoices shall be attached to each claim
- The code/line item shall be verified for correctness by the Auditor's office using the Uniform Chart of Accounts for Iowa County Governments
- All purchases will be compared and verified against the approved budget
- The Auditor's office will remove taxes, check for duplication, verify remit-to address, verify compliance with policies, and discuss any necessary changes with the submitting department
- Claims/payments that contain confidential HIPPA information shall be returned to the appropriate department once entered for payment
- Purchases and/or agreements that extend beyond one fiscal year require Board approval
- If there is a disputed charge, prior to submission of the claim, the submitting department is responsible for contacting the vendor to verify the situation. This includes credit card purchases. If the dispute results in late fees or other collection situations, the submitting department shall be responsible for resolution and payments (if any)

### *Non-conforming submissions*

- Claims not conforming to this Purchasing Policy shall be questioned and discussed with the submitting department, including, but not limited to, claims which require Board approval prior to payment and claims lacking sufficient documentation
- Any non-conforming claim may be highlighted on the claims list presented to the Board for approval along with documentation detailing its non-conformance
- Any non-conforming claim may be selected for further inquiry as part of the County's annual audit

### *Thresholds for Physical Inventory and Capital Assets*

- If an item exceeds \$500.00, an inventory card shall be created for addition to the inventory list
- If an item exceeds \$5,000.00, it shall be added to the capital asset list and depreciated, and an inventory card shall be created for addition to the inventory list

## **Grant Guidance**

As a recipient and sub-recipient of State and Federal grant dollars, Story County shall follow all applicable State procurement requirements. Story County shall also follow the appropriate federal guidelines issued by the United States Office of Management and Budget (OMB) and the Code of Federal Regulations (CFR), including but not limited to OMB Circular A-102, OMB Circular A-110, 44 CFR Part 13, and 28 CFR Part 66. Story County shall follow OMB Circular A-133 Subpart C.300 to comply with auditee responsibilities. If applicable, Story County shall follow OMB Circular A-87 (relocated to 2 CFR Part 225) for cost principle standards.

Any contracts awarded shall comply with 2 CFR 200.326 and Appendix II of Part 200.

Notification of receipt of State or Federal grant for a Department/Office shall be acknowledged by the Board in a public meeting.

State or Federal grant monies which flow through Story County accounts shall have unique, identifiable accounting codes established by the Auditor's office.

Receipt of property purchased with grant monies shall be used for the purpose intended. Story County or the applicable DHEO will be held accountable for the equipment. The DHEO shall have a control system in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. The recipient shall be responsible for proper maintenance and maintain appropriate inventory tracking to assist with financial reporting, and records sufficient to detail the significant history of procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Property purchased with State or Federal grant dollars will be subject to physical inventory verification conducted annually by the Auditor's office.

## **Effective Date**

This policy shall be effective upon adoption; it replaces any and all previous versions of the Story County Purchasing and Procurement Policy.

## APPENDIX A

### Claim Submission Guidelines

- Documentation remaining with a processed claim in the Auditor's office files needs to be **STAPLED** to the claim form. These files need appropriate documents to verify the services.
  - Any stubs that go with the check needs to be **PAPER CLIPPED** to the claim
  - If additional documents are sent with the check, please copy and paper clip to the claim
- If there is no documentation to attach, the claim must be signed by the vendor.
- Please **verify the remit-to address and make sure the claim form** has the correct address.
- Please verify the coding on the claim for completeness and accuracy.
- If there is an invoice number, please list it on the claim.
- There are circumstances in which a W9 (Tax Identification Form) is required. Examples include:
  - Rent payments
  - Contracted services with individuals
  - Attorney services
  - Medical Services
  - Real Estate/Easement purchases.  
*(Please call & ask if uncertain)*
- Unless a postage-paid envelope is provided by the vendor, do not include the envelope.
- Inventory cards are required for purchases of fixed assets over \$500. The cards need to be submitted with the claim; checks are not sent until the inventory card is provided.
  - If deleting, trading, selling items that are on inventory, please provide an inventory card for that transaction also.
- New leases need to be signed/approved by the Board of Supervisors at a public meeting.
- When purchasing food/beverages for meetings of any sort, a statement must accompany the claim that states how the public will benefit by the expenditure of public funds.

## APPENDIX B

### Attorney General Opinions

#### **1985 Iowa Op. Atty. Gen. 29**

A county board of supervisors may not disapprove a claim submitted by elected county officers on the ground that claims exceeds the appropriation for the particular line item category that claim falls within.

#### **1990 Iowa Op. Atty. Gen. 64**

The county auditor acts as a ministerial officer when carrying out his or her duty to file claims against the county for presentation to the board of supervisors, the board is responsible for assessing the adequacy of proof supporting such claims, and the auditor may not refuse to file a claim for submission to the board.

#### **2005 Grady to Cozine, Cherokee County Attorney, Opinion No. 05-2-2, Iowa AG**

The county board of supervisors is responsible for determining whether the documentation accompanying a claim against the county provides sufficient information regarding the basis of the claim to justify payment.

THURSDAY  
JANUARY 10TH  
7:00 PM - 8:30 PM

# COMMUNITY CONVERSATIONS

HOSTED BY STORY COUNTY OPIOID TASK FORCE

## PART III: HOW TO ACCESS TREATMENT AND THE CIVIL COMMITMENT PROCESS

*With Guest Speakers:*

Jessica A. Reynolds  
Story County Attorney



Jen Barber, MSM, IADC  
Mary Greeley Medical Center



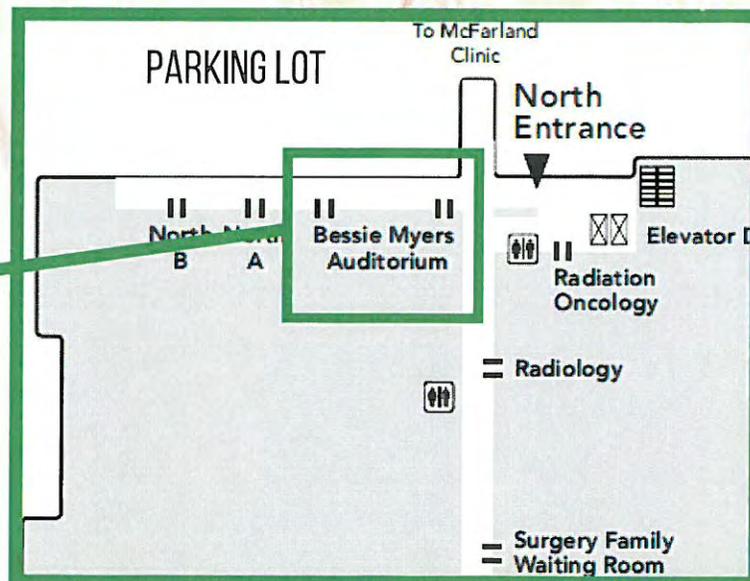
Austin Cross, LISW, CADC  
Primary Health Care



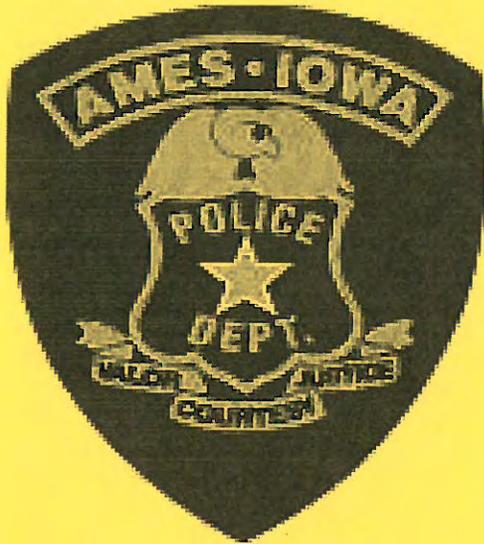
REFRESHMENTS WILL BE  
SERVED AT 6:30 PM, PRIOR  
TO THE START OF THE  
PROGRAM

**MARY GREELEY MEDICAL CENTER**  
**BESSIE MEYER AUDITORIUM**  
1111 DUFF AVE. AMES, IA

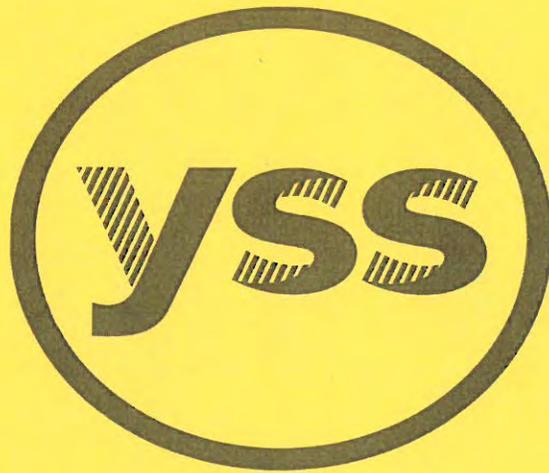
NORTH ENTRANCE, INSIDE THE  
MEDICAL CENTER, FIRST FLOOR



# Story County Opioid Task Force



COMMUNITY & FAMILY  
**RESOURCES**  
*Inspiring prevention, treatment and recovery*



Drug Disposal Materials provided by:



**AmerisourceBergen®**

# NO PROBLEM IS TOO BIG.

Your Life Iowa provides support for your life, anytime you want it. No matter what you're facing.

## SUICIDAL THOUGHTS

When someone you know says he or she is thinking about suicide, taking action to get help is always the best choice. And Your Life Iowa can be the very help you want. We can connect you to professionals who are trained in suicide prevention – and are just a phone call away.

## ALCOHOL AND DRUG PROBLEMS

If you or someone close to you has a problem with alcohol or drugs, it can be hard to know what to do. You might even feel helpless. That's why Your Life Iowa helps connect you to expertly trained health care professionals across our state. So you don't have to face a problem with alcohol or drugs alone.

## GAMBLING PROBLEMS

Anyone can develop a gambling problem. Rich or poor. Young or old. Male or female. They can be of any race, religion and education level. But even though the lives of problem gamblers can vary, there's one thing that's the same: Problem gambling can be assessed and treated. You can find treatment options and more with Your Life Iowa.

Chat with someone  
who will listen.

Get reliable  
information.

And find help  
near you at  
[YourLifeIowa.org](http://YourLifeIowa.org).



# WE CAN HELP YOU TACKLE ANYTHING.

That's why the Iowa Department of Public Health created the Your Life Iowa helpline, text line and website. So you can get help for alcohol, drug and gambling problems, suicidal thoughts and more from experts dedicated to the health of all Iowans.

Your Life Iowa is here to help you confidently self-assess your situation, get reliable information, find resources and treatment options, and chat live with caring individuals. And since we've partnered with health care professionals all across Iowa, it's easy to find help near you.

WE'RE YOUR EVERYDAY LIFE SUPPORT.

# HELP

is available 24/7.

## GET THE HELP YOU WANT, ANYTIME YOU WANT IT.

Your Life Iowa's trained professionals are dedicated to the well-being of all Iowans - you and your loved ones included.

## CALL OR TEXT US ANYTIME OR CHAT WITH US LIVE ONLINE:

CALL 855.581.8111

TEXT 855.895.8398\*

[YourLifeIowa.org](http://YourLifeIowa.org)



CFR

[info@cfrhelps.org](mailto:info@cfrhelps.org)  
866/801-0085  
[cfrhelps.org](http://cfrhelps.org)

WE'RE HERE TO HELP. 24/7.



Your Life Iowa

Whatever problem you're facing,

# HELP

is available.



Your Life Iowa

[YourLifeIowa.org](http://YourLifeIowa.org)

855.581.8111 CALL

855.895.8398\* TEXT

\*Msg & data rates may apply.

## EVERY PERSON IS DIFFERENT. EVERY PROGRAM IS CUSTOM.

Community and Family Resources provides holistic support and offers a variety of specialized services to help our clients throughout the recovery process. Our compassionate nurses, mental health professionals, substance abuse counselors, prevention specialists and treatment specialists work together to ensure that the needs of each person and family are met while in our care.

Using evidence-based, state-of-the-art programs, we support our clients in the ongoing recovery process and in developing the skills they need to make healthy choices and lead happy, productive lives.



# COMMUNITY & FAMILY RESOURCES Programs and Services

### **Adult Crisis Stabilization Unit (ACSU)**

Individuals experiencing an acute mental health crisis will find a safe, secure environment in the ACSU. Less intensive and restrictive than an inpatient hospital, the ACSU is designed to help resolve a mental health crisis before it escalates, so the client can return to their home community sooner.

### **Recovery House**

Recovery is an ongoing process of healing that continues long after initial treatment — healing that must be supported and nurtured. The Recovery House for adult men is for dedicated clients who need longer term care. More than transitional housing, the Recovery House is an extension of our trusted therapeutic community.

### **Prevention and education**

Community and Family Resources offers several programs that focus on preventing misuse of alcohol, tobacco, other drugs and gambling. These evidence-based programs are taught to businesses, community groups and individuals of all ages.

### **Detoxification**

The first step to recovery sometimes requires physical detoxification of the body from alcohol and/or other drugs. This process can be physically and emotionally demanding, which is why we provide compassionate support for both the person and their family.

### **Residential substance use treatment**

People seeking help for addiction or gambling disorders need a safe place to interrupt the cycle of addiction. Our secure residential treatment facilities and services help clients complete each step of the recovery process.

### **Outpatient substance use treatment**

We offer several outpatient treatment options to meet individual needs and goals. Each treatment track offers a mixture of individual and group counseling, random drug screens and opportunities for family participation and support.

### **Problem gambling services**

There may be no obvious outward signs of problem gambling, making it one of the most easily hidden addictions. We understand the far-reaching and devastating effects of problem gambling and offer a comprehensive program for recovery.

### **Mental health services**

Good mental health is paramount to a happy and productive life. At Community and Family Resources, we understand that asking for help can be hard. But it is also courageous and rewarding. Our licensed mental health providers conduct comprehensive mental health assessments, develop treatment plans, offer various styles of therapeutic approaches and provide medication management services for numerous mental health issues.

*"The best way out is through."*

— Robert Frost

## RECOVERY IS POSSIBLE.

Addiction and mental illness can damage virtually every facet of a person's life — from family relationships to employment to health and more. The fact is that addiction and mental illness are diseases, and like many diseases, they are treatable. Recovery may not be easy, but *it is possible.*

Seeking help for addiction or mental illness can be a very difficult, but rewarding decision. During the course of a lifetime, we may all need a shoulder to lean on. By using evidence-based programming from trained professionals in a supportive environment, we give our clients the tools they need to improve their lives and contribute to the well-being of our entire society.

At Community and Family Resources, we believe that recovery benefits not only the individual, but families as well, resulting in stronger communities for everyone.



## ABOUT US

Since 1968, Community and Family Resources has been focused on offering exceptional care to adults and adolescents seeking help for substance use, gambling or mental health disorders. We're accredited by CARF for the following programs: crisis stabilization, detoxification/withdrawal management, residential treatment, intensive outpatient treatment, and outpatient treatment. We're also accredited through the Iowa Department of Human Services as a mental health service provider and licensed by the Iowa Department of Public Health as a substance use and gambling treatment provider.

While our headquarters are located in Fort Dodge, we offer outpatient behavioral health treatment and prevention services in Boone, Calhoun, Hamilton, Humboldt, Pocahontas, Story, Webster and Wright Counties. Additional prevention programs are also included in Franklin and Hardin Counties.

**If you or someone you know would benefit from our assistance, please contact us.**

**866-801-0085**  
**CFRHelps.org**



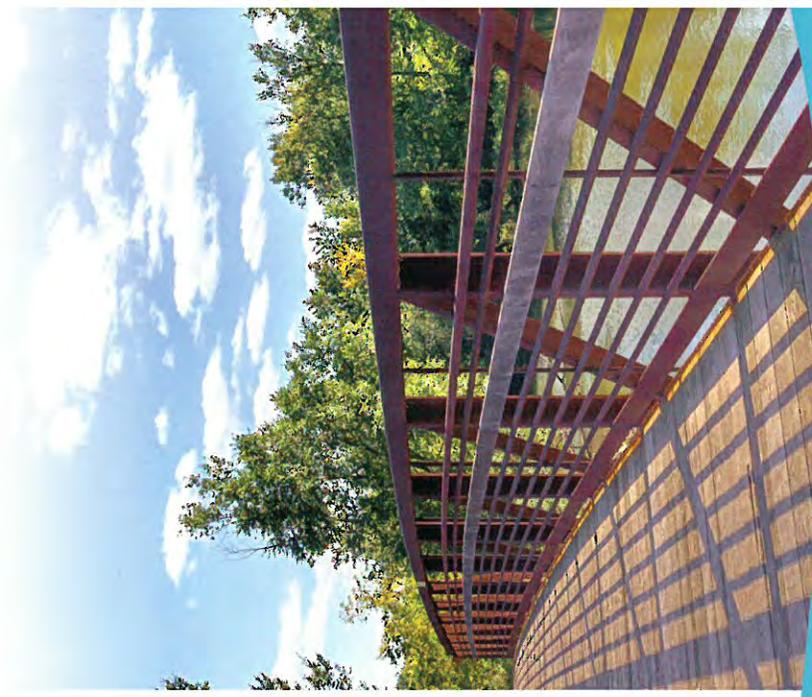
### **Fort Dodge — administrative offices**

726 S. 17th St.  
Fort Dodge, IA 50501  
Phone: 515-576-7261  
Fax: 515-955-7628

### **Locations:**

Ames	Fort Dodge	Rockwell City
Boone	Humboldt	Webster City
Clarion	Pocahontas	

Medicaid, Medicare and private insurance are accepted. Substance use treatment services are offered on a sliding fee scale to those who qualify. Please contact us for more information about costs and payment options.



**Dedicated to helping people recover from addiction and mental illness.**

Living with pain is difficult. Some medications (e.g., prescription opioids) can help relieve pain in the short term. However, they also come with serious risks and potential complications; and must be prescribed and used carefully. Patients taking prescription opioids are at risk for addiction, as well as unintentional overdose or even death. Opioid overdose can occur when a patient misunderstands the directions for use, accidentally takes an extra dose, takes other medications or alcohol at the same time, or deliberately misuses a prescription opioid or an illicit drug such as heroin. Persons who take opioid medications that were prescribed for someone else are also at risk of harmful consequences.

According to a national survey (conducted from 1999 to 2014), more than **165,000 persons** in the United States died from an overdose related to prescription opioids. The most common sources of these prescription opioids were friends or relatives, and the average age of those who overdosed was **20 years**.



## WHAT ARE OPIOIDS?

Opioids are medications (e.g., hydrocodone, morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, and buprenorphine) that reduce feelings of pain by attaching to pain receptors in the body.

A variety of side effects can occur after a person takes opioids, including:

- Addiction
- Confusion
- Constipation
- Depression
- Increased sensitivity to pain
- Itching
- Low levels of testosterone that can result in lower sex drive, energy, and strength
- Nausea, vomiting, and dry mouth
- Overdose (in which breathing and heartbeat slow or even stop)
- Physical dependence — symptoms of withdrawal that occur when the medication is stopped
- Pleasure
- Sleepiness and dizziness
- Sweating
- Severe allergic reactions (anaphylaxis)
- Tolerance — increasing amounts of the medication are needed for the same pain relief



## IF YOU ARE PRESCRIBED OPIOIDS

Use opioids only as instructed by your healthcare provider. Never take them in greater amounts, or more often than prescribed.

While taking this medication, avoid (unless specifically advised by your healthcare provider):

- Alcohol
- Benzodiazepines (such as Xanax and Valium),
- Muscle relaxants (such as Soma or Flexeril),
- Hypnotics (such as Ambien or Lunesta),
- Other prescription opioid pain relievers.

In addition:

- Never use another person's prescription opioid
- Talk to your healthcare provider about any and all side effects, and concerns
- Keep your medication secure





## PREVENTING OVERDOSE

Using drugs in any way other than prescribed is illegal, dangerous, and can be fatal. Store opioid pain relievers in a safe place, and out of reach of others. Do not sell or share prescription opioid pain relievers. Find your community drug take-back program, or your pharmacy mail-back program to safely dispose of unused prescription opioid pain relievers.

If you are concerned about your own use of opioids, don't wait — talk with the healthcare professional(s) who prescribed the medications for you.

If you are concerned about a family member or friend and their use of prescription opioids, urge him or her to talk to whoever prescribed the medication. Effective treatment of opioid use disorder can reduce the risk of overdose, and help a person who is misusing or addicted to opioid medications attain a healthier life.

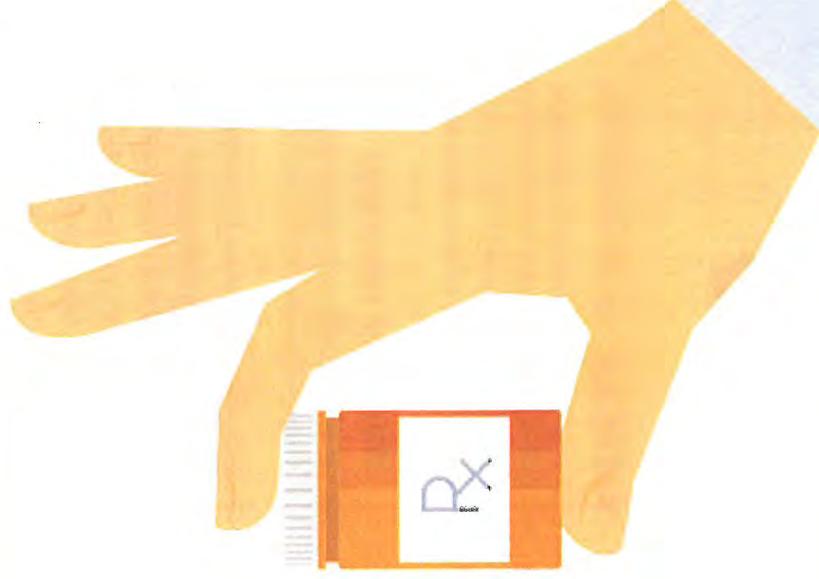
Remember, your healthcare provider is a partner in your pain treatment plan. It's important to talk about any and all side effects and concerns to make sure you're getting the safest and most effective care.



*This product has been developed with support from the Iowa Department of Public Health. The information has been endorsed by the Iowa Dental Board, Iowa Board of Medicine, Iowa Board of Pharmacy, and Iowa Board of Nursing.*



# HAVE YOU BEEN PRESCRIBED AN OPIOID MEDICATION FOR PAIN? HERE IS WHAT YOU SHOULD KNOW!



The content was excerpted from materials provided by the Centers for Disease Control and Prevention and the Substance Abuse and Mental Health Services Administration



# HOW CAN I SAFELY DISPOSE OF OLD MEDICATION?

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In Story County drop off old, unused, and unneeded medications at these locations:

Ames Police Department  
515 Clark Ave. in Ames

Nevada Police Department  
1209 6th Street in Nevada

Story County Justice Center  
1315 South B. Ave. in Nevada

Nu Cara Pharmacies  
Ames, Nevada, Story City

## **WHAT DO YOU DO WITH YOUR OLD PRESCRIPTION DRUG?**

### **Why can't I flush them down the toilet?**

When you flush old pills down the toilet, they enter our water supply. Many drugs are not able to be filtered out of our water by standard sanitation. This can negatively impact our drinking water and of course the environment.

### **Why can't I keep my old prescriptions?**

Prescription Drug abuse is on the rise, 70% of teenagers who have taken prescription drugs have gotten them from relatives or friends. Also keeping your old prescriptions could lead to confusion if you have a large amount or receive a new one.

### **Why can't I just take my old prescriptions?**

As prescriptions expire, they lose their potency, which means that they are not as effective. Since it can be hard to know how this changes the amount to take, it is safest to visit your doctor for a new prescription if you require one.

**WORKFORCE PLANNING TEAM  
PREPARATION AND FACILITATION  
SCOPE OF SERVICES**

Donna L. Gilligan, Donna Gilligan Consulting, 528 4<sup>th</sup> Street, Nevada, IA, 515-441-0317

**SCOPE**

Support the development and delivery of a Workforce Planning Workshop for business leaders, social service agencies and educators.

There is a workforce shortage in Story County and there is underemployed or unemployed talent available. The objective of this team is to connect the under and/or unemployed – who the social service agencies know well – to the business community that is looking for full time employees. The business community will offer full-time entry level jobs with pay and benefits. In addition, DMACC, IowaWorks, IVRS, and Manpower will offer tools and processes to support getting and retaining jobs.

**SCOPE OF SERVICES**

- I. Support the preparation of the Workforce Planning workshop. Participate in 3 meetings with the team to gain alignment and agreement on the path forward.

Agenda for Preparation Meetings

- Clarify the intent of the workshop
- Establish objective and desired outcomes for the session
- Determine the preferred approach for informing, engaging and inspiring the participants
- Clarify roles for the day of the workshop and beyond

- II. Provide facilitation support at the Workforce Planning Workshop, Wednesday, November 28, 2018, 10:00 AM – 2:00 PM, City Church

**FEES**

Preparation:	6 hours @ \$100/hour	\$ 600
Facilitation:	4 hours @ \$250/hour	\$1,000
	Total	\$1,600

**APPROVED**      **DENIED**  
Board Member Initials: DS  
Meeting Date: 11/27/18  
Follow-up action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_