

The Board of Supervisors met on 10/1/19 at 10:00 a.m. in the Story County Administration Building. Members present: Linda Murken, Lauris Olson, and Lisa Heddens with Murken presiding. (all audio of meetings available at [storycountyiowa.gov](http://storycountyiowa.gov))

**ADOPTION OF AGENDA:** Heddens moved, Olson seconded adopting the agenda as presented. Motion carried unanimously (MCU) on a roll call vote.

**HEALTHIEST STATE ANNUAL WALK PROCLAMATION** – Murken read the proclamation in full. Olson moved approval noted addition of adding the Board of Supervisors to the language, Heddens seconded, with noted changes. Roll call vote. (MCU)

**PROCLAMATION OF OCTOBER 4, 2019 AS MANUFACTURING DAY** – Murken read the proclamation in full. Heddens moved, Olson seconded the approval of Proclamation for 10/4/19 as Manufacturing Day. Roll call vote. (MCU) Dustin Ingram, Director, Community & Economic Development Outreach, asked for a photograph with the Board members.

**MINUTES:** 9/24/19 Minutes to be considered next week.

**CLAIMS:** 10/3/19 Claims of \$790,483.96 (run date 9/27/19, 29 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 (\$161.45), BooST School Ready Services (\$26,874.52), BooST Early Childhood (\$4,255.60), Emergency Management (\$427.72), E911 surcharge (\$25,720.24), County Assessor (\$370.15), Ames City Assessor (\$9,231.04), and Central Iowa Community Services (\$426,591.02). Olson moved, Heddens seconded the approval of Claims as presented. Roll call vote. (MCU)

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

1. Contract with Frameshop Media and Human Resources for recruitment video, effective 10/1/19 for \$7,400.00
2. Utility Permits: #20-4438, 20-4439, 20-4454

Roll call vote. (MCU)

**RESOLUTION #20-27, AMENDING THE URBAN RENEWAL PLAN STORY COUNTY URBAN RENEWAL AREA** – Leanne Harter, County Outreach and Special Projects Manager, presented background information on amending the Urban Renewal Plan for the Story County Urban Renewal Area (URA). Murken opened the public hearing at 10:14 a.m., and, hearing none, she closed the public hearing at 10:14 a.m. Heddens moved, Olson seconded the approval of Resolution #12-27, Amending the Urban Renewal Plan, Story County Urban Renewal Area. Roll call vote. (MCU)

**SOCIAL MEDIA POLICY (FOLLOWING SEVEN-DAY REVIEW)** – Leanne Harter, County Outreach and Special Projects Manager, provided an overview. She received no feedback from Department Heads and Elected Officials. The Board members reported receiving no comments. Olson moved, Heddens seconded the approval of the Social Media Policy (following seven-day review). Roll call vote. (MCU) Harter stated she forwarded comments regarding website linking.

**LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS:** All Board members reported on multiple items.

Heddens moved, Olson seconded to adjourn at 10:30 a.m. Roll call vote. (MCU)

Story County  
Board of Supervisors Meeting  
Agenda  
10/1/19

1. CALL TO ORDER: 10:00 A.M.
2. PLEDGE OF ALLEGIANCE:
3. ADOPTION OF AGENDA:
4. PUBLIC COMMENT #1:  
This comment period is for the public to address topics on today's agenda
5. Consideration Of The Healthiest State Annual Walk Proclamation

Department Submitting Human Resources

Documents:

HSI WALK PROCLAMATION 08.23.19.PDF

6. Consideration Of Proclamation For October 4, 2019 As Manufacturing Day - Dustin Ingram

Department Submitting Auditor

Documents:

PROCLAMATION.PDF

7. AGENCY REPORTS:
8. CONSIDERATION OF MINUTES:
  - I. 9/24/19 Minutes

Department Submitting Auditor

9. CONSIDERATION OF PERSONNEL ACTIONS:
10. CONSIDERATION OF CLAIMS:
  - I. 10/3/19 Claims

Department Submitting Auditor

Documents:

CLAIMS 100319.PDF

11. 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 With Frameshop Media And Human Resources For Recruitment Video, Effective 10/01/19 For \$7,400

Department Submitting Human Resources

Documents:

FRAME SHOP MEDIA - PROVIDER AGREEMENT 09.26.19.PDF  
STORY COUNTY VIDEO PROPOSAL.PDF

- II. Consideration Of Utility Permit(S): #20-4438, 20-4439, 20-4454

Department Submitting Engineer

Documents:

UT 20 4438.PDF  
UT 20 4439.PDF  
UT 20 4454.PDF

## 12. PUBLIC HEARING ITEMS:

- I. Consideration Of Resolution #20-27, Amending The Urban Renewal Plan Story County Urban Renewal Area - Leanne Harter

Department Submitting Board of Supervisors

Documents:

RESOLUTION AMENDING PLAN OCTOBER 2019.PDF  
AMENDEDURBANRENEWALPLANFOROCTOBER2019.PDF

## 13. ADDITIONAL ITEMS:

- I. Discussion And Consideration Of Social Media Policy (Following Seven-Day Review) - Leanne Harter And Alissa Wignall

Department Submitting Board of Supervisors

Documents:

SOCIAL MEDIA POLICY DRAFT SEPTEMBER 24  
2019WITHREDLINESANDSTRIKEOUTESINCLUDED.PDF  
SOCIAL MEDIA POLICY DRAFT SEPTEMBER 24  
2019WITHOUTCHANGES.PDF

## 14. DEPARTMENTAL REPORTS:

## 15. OTHER REPORTS:

## 16. UPCOMING AGENDA ITEMS:

## 17. 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.

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

19. 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.





## ***HEALTHIEST STATE ANNUAL WALK PROCLAMATION***

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

**Whereas:**

the Healthiest State Initiative has set an ambitious goal for Iowa to become the healthiest state in the nation; and

**Whereas:**

the Healthiest State Initiative aims to do this by improving the physical, social, and emotional well-being of Iowans; and

**Whereas:**

walking helps to manage weight and improve strength and physical fitness; and

**Whereas:**

group walking allows for improving social and emotional well-being by providing support and connection; and

**Whereas:**

walking thirty minutes a day can improve your overall health as we strive to become the healthiest state in the nation:

**Therefore:**

We, the Story County Board of Supervisors, Story County, Iowa, does hereby announce and proclaim to all citizens and set seal hereto, that October 2, 2019, is Healthiest State Annual Walk Day in Story County, Iowa. All citizens are encouraged to join us to walk for 30 minutes and improve their physical, social, and emotional health.

*Prude Mink, Board Chair*

*10-1-2019*



Healthiest State

## ***HEALTHIEST STATE ANNUAL WALK PROCLAMATION***

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**Whereas:**

walking helps to manage weight and improve strength and physical fitness; and

**Whereas:**

group walking allows for improving social and emotional well-being by providing support and connection; and

**Whereas:**

walking thirty minutes a day can improve your overall health as we strive to become the healthiest state in the nation:

**Therefore:**

~~I~~, <sup>Cliff</sup> Linda Murken, Chair of the Story County Board of Supervisors, Story County, Iowa, <sup>does</sup> ~~do~~ hereby announce and proclaim to all citizens and set seal hereto, that October 2, 2019, is Healthiest State Annual Walk Day in Story County, Iowa. All citizens are encouraged to join us to walk for 30 minutes and improve their physical, social, and emotional health.

**APPROVED**

**DENIED**

Board Member Initials: \_\_\_\_\_

*LM*

Meeting Date: \_\_\_\_\_

*10-1-19*

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

*Approved with change.*





FRAME SHOP MEDIA

3205 Orchard Circle  
West Des Moines, Iowa 50266  
515.205.3863  
[www.frameshopmedia.com](http://www.frameshopmedia.com)

# Story County

## Recruitment Video Project

Prepared for: Story County  
Prepared by: Frame Shop Media

July 23, 2019



## Project Summary

### Purpose

Story County seeks to create a fun and engaging recruitment video for use on the county's website and through other recruiting channels. Frame Shop Media seeks to partner with Story County to provide the pre-production, production, and post-production services required to achieve this goal.

### Overview

Frame Shop Media (FSM) will partner with Story County (Client) to further define the objectives and parameters of the project, provide both logistical and artistic consultation in the project's pre-production phase, then direct and coordinate all necessary production and post-production work.



# Project Details

## Scope of Services

FSM will collaborate with Client to develop an engaging recruitment video (approximately 3-5 minutes in length), highlighting fun employee events, benefits of employment, as well as introducing some information about what employees do and the services they provide to citizens of the county. The video will feature scripted voiceover narration and employee testimonial footage, as well as relevant "b-roll" footage and possibly "selfie" footage and/or photos captured by employees. FSM will provide the following services:

- **Pre-Production Services**

- Artistic consultation and production planning services (up to 35 hours)
  - Script development (FSM script writer will work with Client to develop and write an engaging and impactful script)
  - Storyboarding and pre-visualization
  - Assistance and collaboration in selecting on-screen and voice-over talent (as needed)
  - Assistance and collaboration in scouting potential shooting locations
  - Planning and scheduling production

- **Production Services**

- Two full-day shoots (up to 10 hours each, including travel time) on location in Story County, Iowa, recording employee testimonials and "b-roll" footage
  - FSM will provide the following production equipment (as needed):
    - High definition camera and related recording media
    - Audio recording equipment
    - All necessary accessories, cabling, etc.
    - Interview lighting kit (lights, stands, grip equipment)
    - Portable video backdrops (white, black, chroma-key green and blue)
- One half-day voiceover narration recording session at Radio Garage in Urbandale, Iowa
  - FSM will work with Client, studio, and talent to schedule recording session
  - FSM will attend session and provide consultation and talent direction as needed
  - All studio and talent fees associated with this recording session are included in the project cost estimate below



● **Post-Production Services**

- Importing and archiving of all raw footage
- Editing raw footage into finished videos
- Basic 2-D motion graphics work as needed (opening/closing graphics, titles/logos, etc.)
- Acquisition and licensing of appropriate music and/or sound effects to accompany videos (as needed)

## Deliverables

● **Pre-Production**

- FSM will provide a draft of the video script and storyboard to Client for review, revision, and approval prior to the production phase.

● **Video Drafts**

- Rough Cut
  - FSM will provide a rough cut of the video for review electronically via online file-sharing services to facilitate convenient and efficient collaboration between FSM and Client.
- Final Draft
  - Once revisions have been made to the rough cut, FSM will provide a final draft of the video to Client for final review.

● **Review and Feedback**

- Upon FSM's delivery of each item listed above, Client shall make reasonable efforts to review the item(s) and provide feedback to FSM (notes and/or change requests) within five business days.

● **Finished Video**

- Upon final approval, FSM will provide Client the final video in the appropriate digital format(s).
- FSM agrees to maintain archived copies of all raw footage and project files for 10 years.



## Timeline

The following tentative timeline milestones have been identified for the project detailed above. This timeline is subject to change pending further discussion and agreement between FSM and Client.

Pre-Production	August 2019
Production	September-October 2019
Post-Production	November 2019
<b>Final videos due</b>	<b>December 2019</b>

## Project Cost Estimate

Pre-Production	\$2000
Production	\$2200
Post-Production	\$3200
<b>Total</b>	<b>\$7400</b>



## Contract

Story County (Client) is hiring Frame Shop Media (FSM) to perform services as described in the project proposal above. FSM agrees to complete the project within a timeframe to be determined and agreed upon by FSM and Client.

## Mutual Cooperation

FSM agrees to use best efforts to fulfill and exceed Client's expectations on the deliverables listed above. Client agrees to aid FSM in doing so by making available needed information, assets, and timely communications and feedback throughout the course of the project.

## Terms of Payment

The cost of the project as described above shall not exceed the total amount listed in the Project Cost Estimate. This total includes all pre-production, production, and post-production services as detailed in the above Scope of Services.

FSM will invoice Client the amount of 50% of the total estimated project cost upon agreement of contract, which will act as the deposit. The remainder will be billed monthly as the service hours are spent, or upon completion of the project.

## Changes to Project Scope

Any increase in project scope which results in an increase in cost must be approved by Client. If additional versions of the final videos are requested by Client, FSM will provide a separate proposal for any specific details or additions.

The costs outlined in this proposal include an estimated budget for acquisition and licensing of third-party stock media (music, sound effects, photos, etc.) based on the described scope of the project. If changes to the project scope necessitate additional media licensing, FSM will notify and await approval from Client before any such additional costs are incurred.



## Cancellation or Postponement

Client has the right to modify, reject, cancel, or stop any and all plans or work in process. In this event, however, Client shall reimburse FSM for all costs and expenses incurred prior to this change of instructions, and which relate to non-cancelable commitments. FSM will use best efforts to minimize such costs and expenses.

## Project Delay

FSM shall inform Client as soon as practical of any anticipated delays in the delivery of any deliverable or any item specifically set forth in the above-described project and of the actions being taken to assure completion of the item. In the event that such delay is the result of any action or inaction by Client, FSM will provide Client with written notice that such a delay is anticipated or has occurred, and the reason(s) for the delay relative to said action or inaction. Work shall not resume until the reason for the delay has been resolved by Client and notice of its resolution has been provided to FSM. Notwithstanding any delay on the part of Client, FSM shall make reasonable efforts to continue work, and shall halt work only to the extent that work cannot reasonably continue without corrective action on the part of Client. In the event of such a delay, work on the project shall resume as soon as possible after Client has taken such corrective action on its part as is necessary and has provided notice of such corrective action to FSM.

## Independent Relationship of the Parties

Consistent with the independent nature of the relationship between FSM and Client, FSM is free to contract for similar services with or be employed by other companies, but FSM and any of its employees assigned to perform work pursuant to the Project Proposal shall be reasonably available and accessible during the term of the project to perform the work. Client acknowledges that FSM may advertise its services, and FSM acknowledges that any expenses associated with such advertising shall be borne solely by FSM. FSM and Client agree that their relationship for this project is that of independent contractors, and that nothing in this Project Proposal shall cause any FSM or Client employee to be considered an employee or agent of the other for any purpose. FSM and Client are, and will remain, independent contractors in their relationship with each other, and each shall be solely responsible for withholding all applicable taxes for its own employees with respect to compensation for this project. Neither FSM nor Client shall have any claim against the other for any vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or any employee benefits of any kind for its own employees.



## Acceptance

**Story County - Recruitment Video Project - July 23, 2019**

Approved by:

**Story County**

**Frame Shop Media**

Signature:

Linda Murken

Name:

Linda murken

Title:

Board Chair

\_\_\_\_\_  
Nick Wilson

Owner - Director

Provider Agreement  
**CONTRACT FOR RECRUITMENT VIDEO DEVELOPMENT AND PRODUCTION**

THIS AGREEMENT is entered into by and Between Story County, and Iowa Municipal corporation, whose mailing address and telephone number is 900 Sixth Street, Nevada, Iowa 50201, telephone 515-382-7200, hereinafter referred to as "County", and Frame Shop Media, hereinafter referred to as "Provider", whose mailing address and telephone number is 3205 Orchard Circle West Des Moines, Iowa 50266, telephone 515-205-3863.

**NOW, THEREFORE**, the parties hereto have agreed and do agree as follows:

**1. PURPOSE AND INTENT.**

The purpose of the agreement is to procure for County certain services as hereinafter described and set out; to establish the methods, procedures, terms and conditions governing payment by County for such services; and, to establish other duties, responsibilities, terms and conditions mutually undertaken and agreed to by the parties hereto in consideration of the services to be performed and monies paid.

**2. SCOPE OF SERVICES**

Provider shall provide the services set out in Frameshop Media's proposal for County, attached hereto as Exhibit A.

**2. FEES, EXPENSES & COMPENSATION.**

Provider may charge a maximum fee of \$7400 for professional services necessary under the terms of this Agreement. In consideration for the total payment of \$7,400.00 in accordance with Section 1, the Provider shall provide services as defined in quote submitted by the Provider attached to this contract as Exhibit A.

All invoices must specify the invoice total and time period covered and detail the work performed or expense incurred per this Agreement.

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

**3. METHOD OF PAYMENT.**

All invoices must specify the invoice total and time period covered and detail the work performed or expense incurred per this Agreement. Provider agrees that the fee as specified in Section 2 shall be Provider's sole compensation for professional services and work performed because of this Agreement.

Following an initial payment of \$3,700 from the Client to the Provider upon execution of this Agreement, payment for services will be made by County on a monthly basis following receipt of invoice from Provider to include the following:

- a) Monthly time and expense tracking per task
- b) Percentage completion by task
- c) Written narrative of work done by task to include reference to any preliminary deliverables and documentation of correspondence with County representative.
- d) Estimated completion date and timeline will be solidified through further pre-production discussions.

- e) The Provider will provide electronically, itemization of costs incurred. The Provider will make available all receipts if requested by the County.
- f) The maximum total amount payable by the County under this agreement is \$7,400.00 as detailed in Section 2 of this contract, and no greater amount shall be paid.
- g) Payment is due upon receipt of invoice.
- h) Provider understands that the County reserves the right to request additional specific information in accessing the accuracy of claim information.

**4. INDEPENDENT CONTRACTOR.**

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

**5. INSURANCE & TAXES.**

Provider is responsible for Workers Compensation, Disability, Unemployment, Automobile Insurance, and any other insurance required by the State of Iowa and will provide certificates of insurance to the County. County reserves the right to require complete, certified copies of all required insurance policies, at any time. Provider is also responsible for any payment of State and Federal taxes and any other applicable tax. Provider is not eligible for any benefits the County may provide for its employees.

To the fullest extent permitted by law the Provider shall indemnify and hold harmless the County, their agents, and employees from and against all claims, losses, expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss, or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Provider, anyone directly or indirectly employed by Provider or anyone for whose acts any of them may be liable.

**6. CONFIDENTIALITY.**

Provider agrees to hold in trust and confidence and confidential information and/or proprietary information or data relating to County business and shall not disseminate or disclose such confidential information to any individual or entity, except Provider's employees or subcontractors performing services hereunder (who shall be under a duty of confidentiality), and any other individuals specifically permitted in each instance by the County. This shall include compliance with all laws and regulations regarding protected health information.

**7. TERM AND TERMINATION OF AGREEMENT.**

This agreement is effective on the \_\_\_\_ day of \_\_\_\_\_, 2019 for a period of one year(s). The County may terminate this agreement without penalty to the County, at any time, without cause, by giving written notice to the Provider at least fifteen (15) days before the effective date of such termination. In any case where the Provider fails in whole or in part to substantially perform its obligations or has delivered nonconforming services, the County shall provide a cure notice. If after notice the Provider continues to be in default, the County may terminate this agreement immediately. The County shall only be obligated to compensate the Provider for compliant services performed prior to the notice of termination.

**8. ACCESS TO BOOKS AND RECORDS.**

Unless otherwise required by applicable laws, Provider shall allow the County access to all books and records for purposed of auditing or reviewing Provider’s claims, upon request by the County. Provider’s failure to provide access under this section shall constitute a material breach of the agreement.

**9. REQUIREMENTS.**

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

**10. EXTENSION.**

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

**11. ASSIGNMENT.**

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

**12. APPLICABLE STATE LAW AND WAIVER OF FEDERAL REMOVAL.**

This Agreement has been negotiated, executed and delivered in the State of Iowa. The parties hereto agree with all questions pertaining to the validity and interpretation of this agreement will be determined in accordance with the laws of the State of Iowa in Story County, Iowa, with venue in Story County District Court. The parties hereby waive removal of any issue hereunder to the federal courts.

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

STORY COUNTY, IOWA (County)

\_\_\_\_\_ (Provider)

By: 

By:

Chairperson of the Board of Supervisors

Dated: 10/1/19

Dated: \_\_\_\_\_

## STORY COUNTY UTILITY PERMIT

Date 9/25/19

To the Board of Supervisors, Story County, Iowa:

The Interstate Power & Light Company Company, incorporated under the laws 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 100th ST, ~~from~~ south from intersection of 100th st ~~to~~ and east side of 710th ave, a distance of 480' ~~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:

plow front slope on the west side of 710th ave and go north to first pole on north side o 100th ave. install #1al 25 kv rated single phase. will install 2" conduit under 710th ave crossing and 100th st crossing.

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 9-23-19

Interstate Power & Light Company

Name of Company (Applicant - Permittee)



515-268-3421

by

Phone no.

Recommended for Approval:

Date 9-24-19



515-382-7355

County Engineer

Phone no.

Approved:

Date 10/1/19



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.



ug Permit  
710thx100th st  
zearing



1:0

## STORY COUNTY UTILITY PERMIT

Date 9-23-15

To the Board of Supervisors, Story County, Iowa:

The Minerva Valley Telephone Company, incorporated under the laws of Iowa, with its principal place of business at 104 N Pine St Zearing IA, does hereby make application requesting permission to occupy certain portions of public right-of-way and that the County Engineer be directed to establish the location of lines of transmission of Fiber Optics on secondary route E-18, from 710th Ave to 720th Ave, a distance of One 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 8-23-19

Minerva Valley Telephone Co  
Name of Company (Applicant - Permittee)

by [Signature] 641-487-7355  
Phone no.

Recommended for Approval:

Date 9-24-19

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

Approved:

Date 10/1/19

[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.

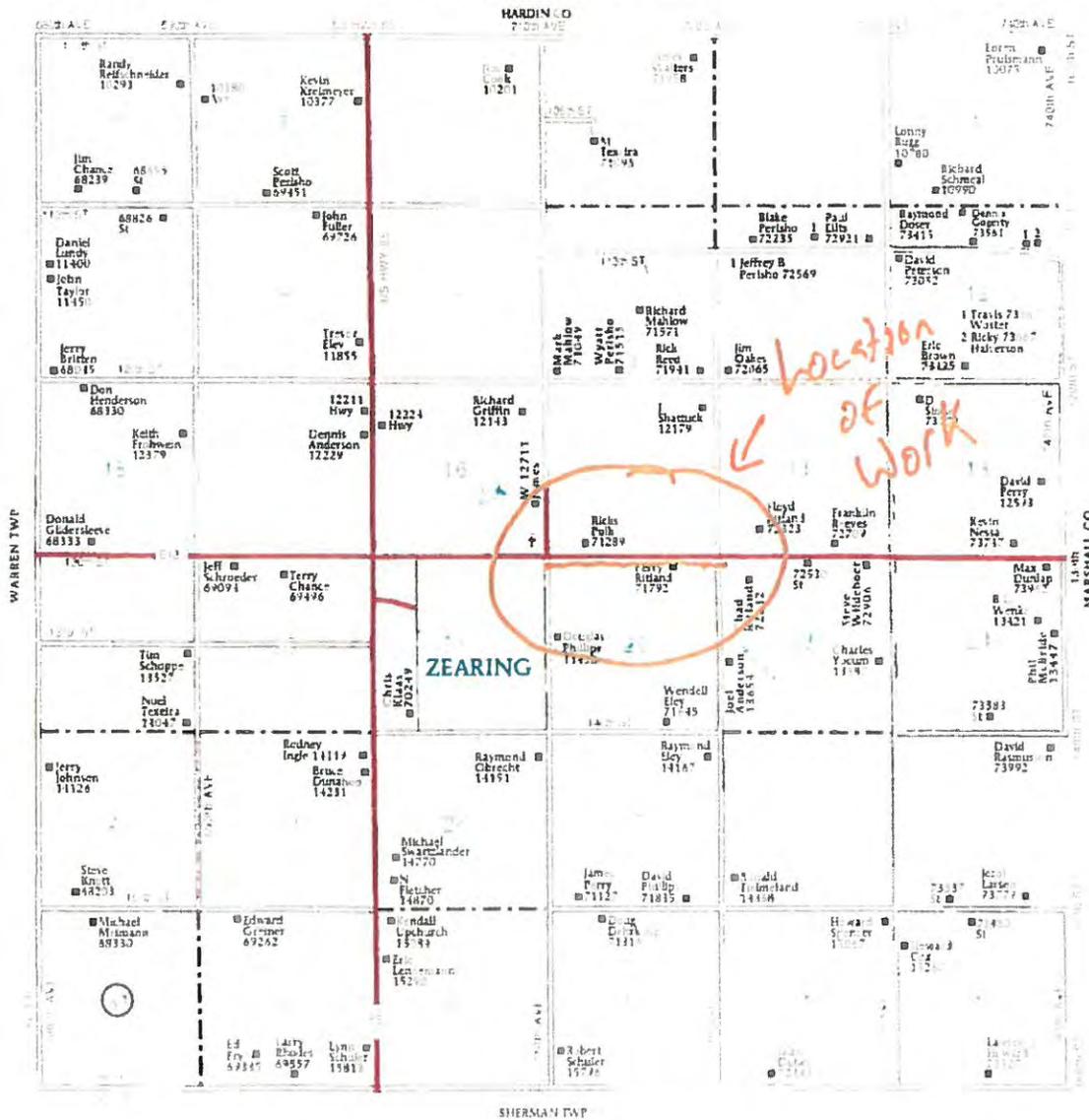


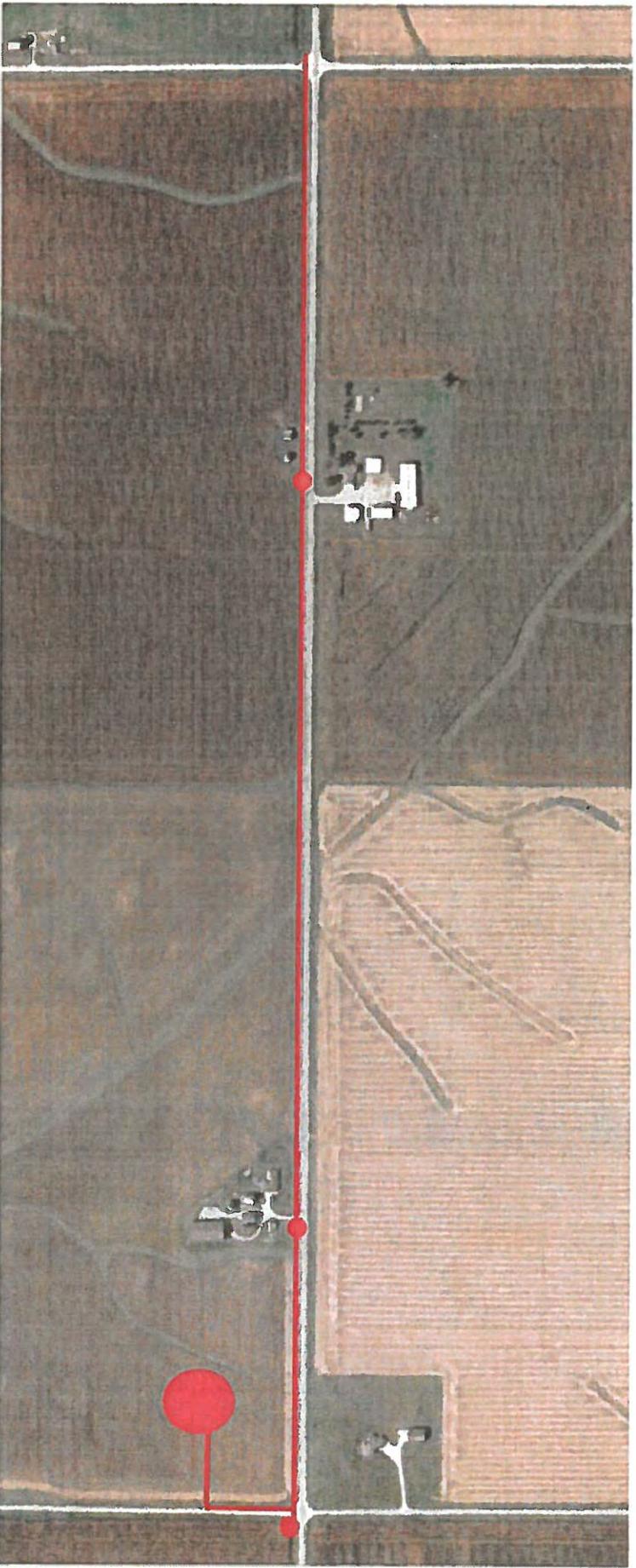
Please turn to the DISTRICT MANAGER Page in  
this book to see how you can receive your  
**FREE DIGITAL FLIP BOOKS**

T-85-N

LINCOLN DIRECTORY

R-21-W





**Extent of work to be done:**

Bury a fiber optic cable from the city limits of Zearing IA along the South side of E-18 for 1 mile to the SE corner of the intersection of Hwy E-19 and 720th Ave. At this point a vault will be placed and fiber will then be buried to the new tower site.

A vault will also be placed at 2 other places to serve customers in the near future.

## STORY COUNTY UTILITY PERMIT

Date 9/26/19

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 1005 E. Lincolnway, 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 primary underground on secondary route 500th Ave, from 4164 500th Ave South to drive about 1100', a distance of 1/8 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 9/26/19

Midland Power Cooperative  
Name of Company (Applicant - Permittee)

Todd Zembel 515-370-5269  
by Phone no.

Recommended for Approval:

Date 9-26-19

Daren Mon 515-382-7355  
County Engineer Phone no.

Approved:

Date 10-1-19

Mudalisher  
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.



**DO NOT WRITE IN THE SPACE ABOVE, RESERVED FOR RECORDER**  
Prepared by Leanne Harter, AICP, CFM, County Outreach and Special Projects Manager, 900 6<sup>th</sup> Street, Nevada, Iowa 50201 515-382-7247

**STORY COUNTY IOWA  
RESOLUTION OF THE BOARD OF SUPERVISORS  
RESOLUTION NUMBER 20-27  
AMENDING THE URBAN RENEWAL PLAN STORY  
COUNTY URBAN RENEWAL AREA**

**WHEREAS**, as a preliminary step to exercising the authority conferred upon Iowa counties by Chapter 403 of the *Code of Iowa*, a municipality must adopt a resolution finding that one or more slums, blighted or economic development areas exist in the municipality and that the rehabilitation, conservation, redevelopment, development or a combination thereof, of such area or areas is necessary in the interest of the public health, safety or welfare of the residents of the municipality; and

**WHEREAS**, the Story County Board of Supervisors by prior resolution established the URBAN RENEWAL PLAN- STORY COUNTY URBAN RENEWAL AREA for the governance of projects and initiatives therein; and

**WHEREAS**, an amendment (the "Amendment") to the Plan has been prepared which would facilitate the undertaking of a new urban renewal project in the Urban Renewal Area; and

**WHEREAS**, notice of a public hearing by the Story County Board of Supervisors on the proposed Amendment was heretofore given in compliance with the provisions of Chapter 403 of the *Code of Iowa*, and the Board of Supervisors conducted said hearing on October 1, 2019; and

**WHEREAS**, notices for a consultation meeting were sent to the effective taxing entities including: City of Cambridge, City of Collins, City of Huxley, City of Kelley, City of Maxwell, City of Nevada, City of Roland, City of Story City, City of Zearing, Nevada Community School District, Collins-Maxwell School District, Colo-NESCO School District, Ballard School District, Roland-Story School District, DMACC District 1, DMACC District 2, Collins Township, Grant Township, Union Township, Lafayette Township, New Albany Township, Sherman Township, Lincoln Township, Palestine Township, Nevada Township, Howard Township, Warren Township, and Indian Creek Township; and the consultation meeting was held on the 23<sup>rd</sup> day of July 2019; and responses to any comments or recommendations received following the consultation meeting were made as required by law.

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

Section 1. The Amendment, attached hereto and made a part hereof, is hereby in all respects approved.

Section 2. It is hereby determined by this Board of Supervisors the proposed economic development under the Amendment is necessary and appropriate to facilitate the proper growth and development of Story County in accordance with sound planning standards and local community objectives.

Section 3. All resolutions or parts thereof in conflict herewith are hereby repealed, to the extent of such conflict.

Dated this 1<sup>st</sup> day of October, 2019.

  
\_\_\_\_\_  
Chair, Board of Supervisors

  
\_\_\_\_\_  
Attest: Story County Auditor

Moved by: Heddens  
Seconded by: Olson  
Voting Aye: Heddens, Olson, Murken  
Voting Nay: None  
Absent: None

Chairperson declared this Resolution: ADOPTED AND APPROVED.

**URBAN RENEWAL PLAN**  
**STORY COUNTY URBAN RENEWAL AREA**  
**November 2011**  
***Amended October 2013***  
***Amended September 2014***  
***Amended October 2015***  
***Amended May 2016***  
***Amended September 2016***  
***Amended June 2017***  
***Amended August 2017***  
***Amended August 2018***  
***Amended October 2019***

**I. INTRODUCTION**

Chapter 403 of the *Code of Iowa* authorizes counties to establish areas within their boundaries known as "urban renewal areas," and to exercise special powers within these areas, including financing projects using property taxes generated from incremental property tax valuations.

County boards of supervisors may create "economic development" urban renewal areas. An economic development urban renewal area may be any area of a county, which has been designated by the board of supervisors as an area which is appropriate for commercial or industrial enterprises and in which the county seeks to encourage further development.

The process by which an economic development urban renewal area may be created begins with a finding by a board of supervisors that such an area needs to be established within the County. An urban renewal plan is then prepared for the area. The Board of Supervisors must hold a public hearing on the urban renewal plan, following which, the Board may approve the plan and may adopt a tax increment ordinance.

More than two dozen counties in Iowa have created economic development urban renewal areas in the last decade, and, more recently, a number of counties have created these areas primarily on the basis of the significant new taxable valuation that is related to the development of "wind farms."

This document is intended to serve as the Urban Renewal Plan for an urban renewal area in Story County, Iowa (the "County") to be known as the Story County Urban Renewal Area (the "Urban Renewal Area"). The largest amount of new taxable valuation to be included in the Urban Renewal Area will be derived from the wind turbines located in Lincoln, Sherman, and Warren Townships, in the northeast portion of the County.

This document is an Urban Renewal Plan within the meaning of Chapter 403 of the *Code of Iowa*, and it sets out proposed projects to be undertaken within the Urban Renewal Area. It is also intended that this Urban Renewal Plan will guide the County in promoting economic development.

**II. PROPERTY TO BE INCLUDED IN URBAN RENEWAL AREA**

Using the authority in Chapter 403 of the *Code of Iowa*, the County Board of Supervisors has determined to include the following taxable property within the Urban Renewal Area:

1. Story Wind LLC and Garden Wind LLC wind farm turbine properties located in Lincoln, Sherman, and Warren Townships. (List of County tax parcel numbers attached as Exhibit A)
2. Demonstration wind turbine property located in Grant Township (County tax parcel

- numbers 10-13-100-301 and 10-13-300-106)
3. Vetter Equipment property located at the intersection of Highway 30 and 590th Avenue (County parcel number 10-09-400-400)
  4. Wind turbines as identified by the following County parcel numbers: 01-01-100-201; 01-01-100-101; 15-24-200-101; 04-05-100-101; 03-29-200-301; and 03-29-200-401.
  5. Wind turbines as identified by the following County parcel numbers: 10-10-100-400, 10-10-100-400, 10-10-300-100, 10-16-200-200, 11-05-400-100, 13-27-300-200, 13-27-400-200 and 13-27-400-400.

In addition, the Board of Supervisors has determined to include the following property within the Urban Renewal Area on which projects will be constructed:

1. Dakins Lake County Park (County tax parcel number 04-16-400-125) including acquisition of additional adjoining property (County tax parcel number 04-16-400-105)
2. Right-of-way of Country Club Road from the Nevada city limits south to 260th Street.
3. One-quarter mile of 590th Avenue north of its intersection with Highway 30
4. City of Collins, Iowa – Proposed improvements to Collins Wellness Center for purchase and implementation of new scanner entry system; expansion of programs and services; and additional equipment purchases (County tax parcel number 16-21-160-575).
5. Colo-Nesco Community School District – Proposed construction of a community playground and park on three vacant lots located on the corner of N. Center Street and E. Cleveland Street (County tax parcel number 04-21-205-240).
6. City of Kelley, Iowa – Construct enclosure around post office boxes (County tax parcel number 09-32-474-600).
7. City of McCallsburg, Iowa – Water looping project throughout the community to help improve water quality for residents near existing dead ends, helps increase the flow of water, such as in cases of need for fire suppression, and also help create a secondary supply of water in cases where a water main line needs to be shut down in a certain area (such as a water main line break).
8. City of Roland, Iowa – Removal and disposal of asbestos containing materials on property located at 218 North Main Street. (County tax parcel number 02-14-360-340).
9. City of Zearing, Iowa – Building purchase and remodel and rehabilitation of building (County tax parcel number 04-21-254-335).
10. City of Collins - Work on water lines as a result of US Hwy 65 re-grade.
11. Colo-Nesco Community School District – Proposed Phase II of playground construction (County tax parcel number 04-21-205-240)
12. City of Huxley – Proposed hard surfacing of one-mile of Heart of Iowa Trail from US Highway 69 to Trailridge Park.
13. City of Kelley – Construction of new six-inch water main on Hubbel Street.
14. City of Maxwell – Installation of curb and gutter along Trotter Blvd.
15. City of Nevada – Construction of Clock Tower Center.
16. City of Slater – Main Street improvements from Story to Tama Streets.
17. City of Zearing – Building renovations at 107 West Main Street.
18. Colo-Nesco Community School District – Phase III construction of a community playground and park on three vacant lots located on the corner of N. Center Street and E. Cleveland Street (County tax parcel number 04-21-205-240).
19. City of Huxley – Centennial Park playground expansion.
20. City of Cambridge - Construction of new multi-functional municipal building.
21. City of Slater – Main Street improvements to corner of Main Street and Marshall.
22. City of Slater – Acquisition and renovation of 404/406 Main Street.
23. City of Story City – South Park project.

24. Praeri Rail Trail Extension Planning and Construction.
25. Tedesco Environmental Learning Corridor – Phase 1, Phase 2 and Phase 3 at the Iowa State University Research Park - Financing the design, construction and facilitation of certain improvements and other work to serve the Tedesco Environmental Learning Corridor as described in the approved "Agreement for Public Improvements and Other Work Pertaining to the Iowa State University Research Park Phase III" including:
  - Native vegetation and restoration within the Tedesco Environmental Learning Corridor
  - Limited amount of mowed greenspace within the Tedesco Environmental Learning Corridor
  - Trails generally as shown on Exhibit B, both within and outside of the Tedesco Environmental Learning Corridor
  - Bridges over streams and waterways
  - Stream/Channel restoration
  - Removal of invasive species and replacement with native species
  - Assisting in the design of storm water management and treatment features within the Tedesco Environmental Learning Corridor
  - Maintenance and management of storm water management and treatment features (from outlet of storm sewer service line from HUB Building to stream) within the Tedesco Environmental Learning Corridor
  - All other items within the Tedesco Environmental Learning Corridor
  - unless specified otherwise including, without limitation federally designated wetlands or wetlands mitigation areas.
26. City of Collins – Demolition and revitalization of buildings along Main Street.
27. City of Story City – Proposed improvements to North Park Project.
28. City of Cambridge – Construction of Cambridge Community Center.
29. City of Huxley – All-inclusive playground structure installation at Nord Kalsem Park.
30. City of Slater – Decorative sidewalk, parking area replacement and decorative street lighting along Main Street.
31. City of Gilbert – Main Street paving and utility reconstruction from Mathews Drive to 545' north of 2nd Street
32. City of Cambridge - Utility Re-Location
33. City of Slater - Main Street Revitalization—north and south side of Main Street from Story Street to Marshall Street
34. City of Story City - Proposed improvements: 1) Boulevard Gateway Signage; 2) New benches and trash receptacles; 3) Addition of bike racks; 4) Building lights; 5) History plaques.
35. City of Cambridge - Redevelopment of the 1914 Opera House, including the addition of two commercial units on the first floor and three low-cost housing units on the second floor.
36. City of Maxwell - Water main improvements along Main Street
37. City of Nevada - Installation of new digital sign within existing structure of outdoor sign
38. City of Roland - Replacement of existing community pool
39. City of Story City - Story City Carousel Pavilion Renovation Project
40. City of Zearing - Construction of permanent restroom structure as development of Minerva Creek Park
41. City of Collins - Construction of retention area in southeastern part of town

A map showing the location of each of these properties is set out as Exhibit B.

### III. URBAN RENEWAL AREA OBJECTIVES

The primary objectives of the Board of Supervisors in creating the Urban Renewal Area are to use incremental property tax revenues to finance public improvements that are intended to promote the quality of life for all residents of Story County and to encourage private investment and development that will lead to greater job retention, creation of new jobs, an increase in the tax base and the promotion of economic growth throughout the County.

### IV. INITIAL PROJECTS

The Board of Supervisors has reviewed a number of possible projects that would be consistent with the objectives set out above and has determined that the following projects could be undertaken effectively during the current fiscal year:

1. Improvements to Dakins Lake County Park, including acquisition of adjacent property
2. Construction of bike trail on Country Club Road from the Nevada city limits south to 260th Street
3. Paving one-quarter mile of 590th Avenue north of its intersection with Highway 30

### V. ADDITIONAL PROJECTS

The Board of Supervisors has reviewed a number of requests submitted during August 2013, 2014, 2015, ~~and 2016~~, 2017, and 2019 that would be consistent with the objectives set out above and has determined that the following projects could be undertaken effectively during the current fiscal year and fiscal year ~~2018~~ 2020:

- City of Collins, Iowa – Proposed improvements to Collins Wellness Center for purchase and implementation of new scanner entry system; expansion of programs and services; and additional equipment purchases (County tax parcel number 16-21-160-575).
- Colo-Nesco Community School District – Proposed construction of a community playground and park on three vacant lots located on the corner of N. Center Street and E. Cleveland Street (County tax parcel number 04-21-205-240).
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  - Maintenance and management of storm water management and treatment features (from outlet of storm sewer service line from HUB Building to stream) within the Tedesco Environmental Learning Corridor
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- City of Story City - Story City Carousel Pavilion Renovation Project
- City of Zearing - Construction of permanent restroom structure as development of Minerva Creek Park
- City of Collins - Construction of retention area in southeastern part of town

## **VI. TAX INCREMENT FINANCING PROCEDURES**

As part of the establishment of the Urban Renewal Area, the County will adopt an ordinance to designate certain taxable property within the Urban Renewal Area from which the property taxes generated from new private development may be used to pay costs of urban renewal projects, including construction of public improvements. The use of these tax revenues in this manner is known as tax increment financing ("TIF").

Depending on the date on which debt is initially certified, an original taxable valuation is established for the property that has been designated in the ordinance, which is known as the "base valuation." The "base valuation" is the assessed value of the taxable property in an Urban Renewal Area as of January 1 of the calendar year proceeding the calendar year in which the County first certifies the amount of any obligations payable from TIF revenues to be generated within that Urban Renewal Area. When the value of this taxable property increases by virtue of new construction or any other reason, the difference between the base valuation and the new property value is the "tax increment" or "incremental value."

It is expected that the County will incur debt that can be certified by December 1, 2011, which will result in establishing the base valuation of the property in the Urban Renewal Area as of January 1, 2010. For new properties added with amendments approved October 2013, it is expected that the County will incur debt that can be certified by December 1, 2013, which will result in establishing the base valuation of the property in the Urban Renewal Area as of January 1, 2012. For new properties added with amendments approved October 2015, it is expected that the County will incur debt that can be certified by December 1, 2015, which will result in establishing the base valuation of the property in the Urban Renewal Area as of January 1, 2014. For new properties added with amendments approved September 2016, it is expected that the County will incur debt that can be certified by December 1, 2016, which will result in establishing the base valuation of the property in the Urban Renewal Area as of January 1, 2015.

Procedurally, after tax increment debt has been incurred within an Urban Renewal Area, property taxes levied by the county, the school districts, townships and the area college against the incremental value, with the exception of taxes levied to repay debt incurred by those jurisdictions and the school district physical plant and equipment levy, are allocated by state law to the County's tax increment fund rather than to each jurisdiction. These new tax dollars are then used to repay any tax increment obligation incurred in the Urban Renewal Area.

## **VII. EFFECTIVE PERIOD**

This Urban Renewal Plan will become effective upon its adoption by the Board of Supervisors and will remain in effect until it is repealed by the Board. The collection of incremental property tax revenues will be limited by state law to no more than twenty years following the fiscal year in which the first such revenues are collected.

## **VII. PLAN AMENDMENTS**

This Urban Renewal Plan may be amended in accordance with the procedures set forth in Chapter 403 of the *Code of Iowa* in order to carry out any purposes consistent with Chapter 403 of the *Code of Iowa*, to add other taxable property that may produce incremental revenues

and to add projects that may be financed from incremental revenues.

**VIII. COUNTY FINANCIAL INFORMATION**

Chapter 403 of the *Code of Iowa* requires that any urban renewal plan include certain information about County general obligation debt, the legal ability to incur additional debt and the amount of proposed debt to be incurred that would be eligible to be paid from incremental property taxes. This chart shows that information for Story County and the Story County Urban Renewal Area (December 1, ~~2018~~2019

Outstanding general obligation debt	\$815,000
Current constitutional debt limit	<del>\$393,640,222</del> \$410,894,835
TIF debt incurred	<del>\$6,344,200</del> \$4,959,800

This chart shows that information for Story County and the Story County Urban Renewal Area as amended (~~August 2018~~ October 2019):

Outstanding general obligation debt	\$815,000
Current constitutional debt limit	<del>\$393,640,222</del> \$410,894,835
Proposed TIF debt to be incurred	\$1,000,000
Existing TIF debt	<del>\$3,959,800</del> \$4,959,800

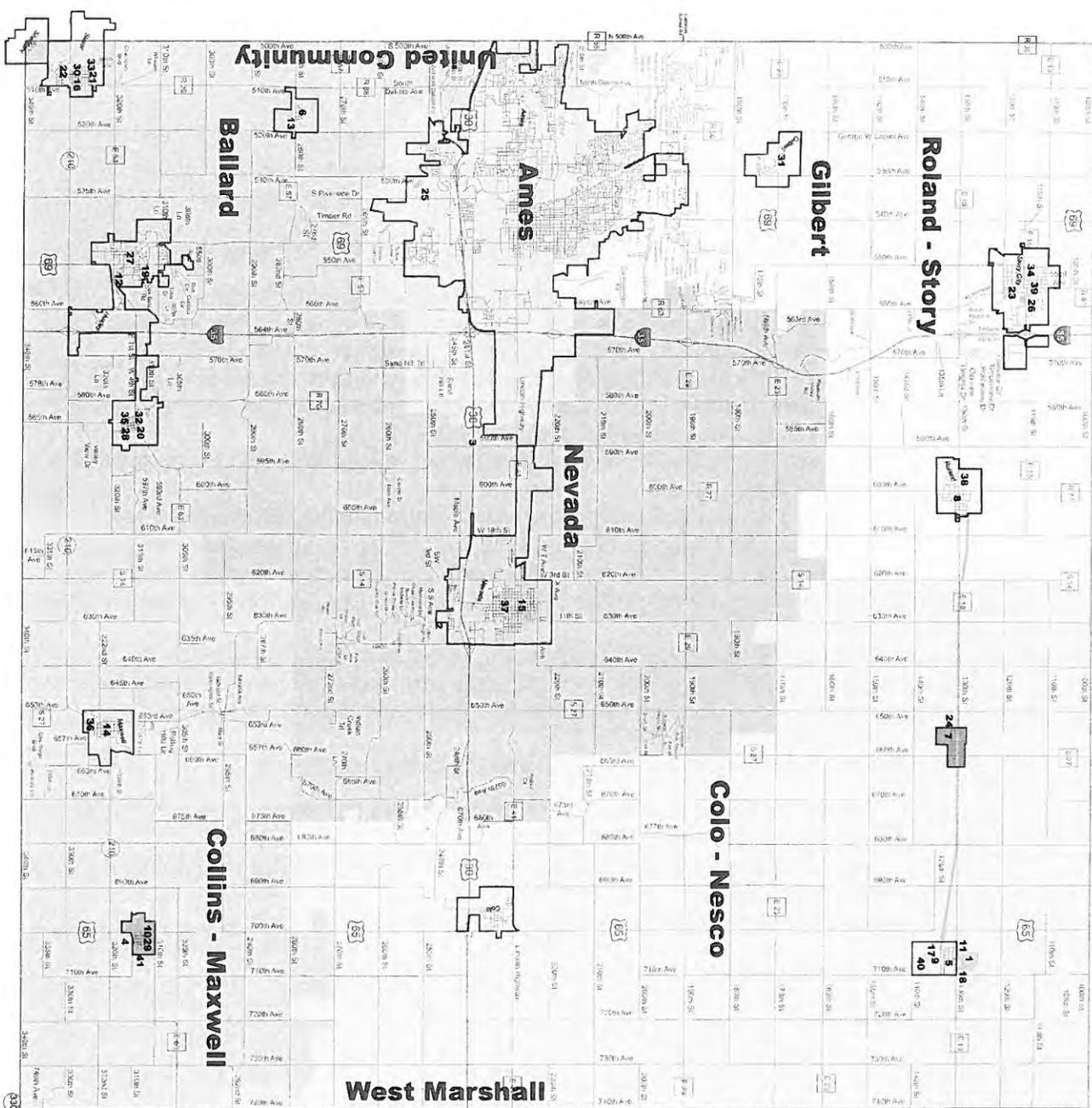
**EXHIBIT A**

County Tax Parcel	# of Turbines	Description	County Tax Parcel	# of Turbines	Description
03-12-300-101	1	GARDEN WIND LLC	04-35-100-201	1	STORY WIND LLC
03-12-300-201	2	GARDEN WIND LLC	04-35-100-301	1	STORY WIND LLC
03-12-400-101	1	GARDEN WIND LLC	04-35-200-101	2	STORY WIND LLC
03-13-400-201	1	GARDEN WIND LLC	04-36-100-401	1	STORY WIND LLC
03-25-100-401	1	STORY WIND LLC	04-36-200-301	2	STORY WIND LLC
03-25-200-301	2	STORY WIND LLC	04-36-200-401	1	STORY WIND LLC
03-25-200-401	1	STORY WIND LLC	04-36-300-101	1	STORY WIND LLC
04-04-100-101	1	GARDEN WIND LLC	08-02-100-101	1	STORY WIND LLC
04-04-100-201	1	GARDEN WIND LLC	08-02-100-201	2	STORY WIND LLC
04-04-200-101	1	GARDEN WIND LLC	08-04-200-101	1	STORY WIND LLC
04-04-300-401	2	GARDEN WIND LLC	08-04-200-201	1	STORY WIND LLC
04-04-400-301	1	GARDEN WIND LLC	08-08-100-401	1	STORY WIND LLC
04-06-100-201	1	GARDEN WIND LLC	08-08-200-301	1	STORY WIND LLC
04-06-200-101	2	GARDEN WIND LLC	08-08-200-401	2	STORY WIND LLC
04-08-100-301	1	GARDEN WIND LLC	08-09-100-301	1	STORY WIND LLC
04-08-100-401	1	GARDEN WIND LLC	08-09-100-401	2	STORY WIND LLC
04-17-100-101	1	GARDEN WIND LLC	08-10-300-201	1	STORY WIND LLC
04-17-100-201	1	GARDEN WIND LLC	08-10-400-101	2	STORY WIND LLC
04-17-200-101	1	GARDEN WIND LLC	08-10-400-201	1	STORY WIND LLC
04-18-200-101	1	GARDEN WIND LLC	08-11-300-101	1	STORY WIND LLC
04-18-200-201	1	GARDEN WIND LLC	08-11-300-201	1	STORY WIND LLC
04-18-300-101	1	GARDEN WIND LLC	08-13-100-201	1	STORY WIND LLC
04-18-400-101	1	GARDEN WIND LLC	08-13-200-101	2	STORY WIND LLC
04-27-300-101	1	STORY WIND LLC	08-14-200-101	1	STORY WIND LLC
04-27-300-201	2	STORY WIND LLC	08-14-200-201	1	STORY WIND LLC
04-28-300-201	1	STORY WIND LLC	08-15-300-101	1	STORY WIND LLC
04-28-400-101	2	STORY WIND LLC	08-15-300-201	1	STORY WIND LLC
04-28-400-201	1	STORY WIND LLC	08-15-400-101	2	STORY WIND LLC
04-29-100-301	1	STORY WIND LLC	08-15-400-201	1	STORY WIND LLC
04-29-100-401	2	STORY WIND LLC	08-16-100-401	2	STORY WIND LLC
04-29-200-301	1	STORY WIND LLC	08-16-200-301	1	STORY WIND LLC
04-30-100-301	1	STORY WIND LLC	08-16-200-401	1	STORY WIND LLC
04-30-100-401	1	STORY WIND LLC	08-22-300-101	1	STORY WIND LLC
04-30-200-301	1	STORY WIND LLC	08-22-300-201	2	STORY WIND LLC

04-30-200-401	2	STORY WIND LLC	08-22-400-101	2	STORY WIND LLC
04-31-100-301	1	STORY WIND LLC	08-22-400-201	1	STORY WIND LLC
04-31-100-401	1	STORY WIND LLC	08-23-100-301	2	STORY WIND LLC
04-31-200-301	2	STORY WIND LLC	08-25-300-151	3	STORY WIND LLC
04-31-200-426	1	STORY WIND LLC	08-25-400-201	2	STORY WIND LLC
04-32-100-301	1	STORY WIND LLC	08-26-300-101	1	STORY WIND LLC
04-32-100-401	2	STORY WIND LLC	08-26-300-201	1	STORY WIND LLC
04-32-200-301	1	STORY WIND LLC	08-26-400-106	1	STORY WIND LLC
04-32-200-401	1	STORY WIND LLC	08-26-400-126	1	STORY WIND LLC
04-33-300-106	1	STORY WIND LLC	08-26-400-226	1	STORY WIND LLC
04-33-300-206	2	STORY WIND LLC	08-35-200-301	2	STORY WIND LLC
04-34-400-101	1	STORY WIND LLC	08-36-200-301	2	STORY WIND LLC
04-34-400-201	1	STORY WIND LLC	08-36-200-401	1	STORY WIND LLC
<b>Added Properties - October 2013</b>					
County Tax Parcel	# of Turbines	Description	County Tax Parcel	# of Turbines	Descriptions
01-01-100-101	1	Hamilton Wind Energy, LLC	04-05-100-101	1	Ag Land Energy 4, LLC
01-01-100-201	1	Story Wind Energy, LLC	03-29-200-301	1	Ag Land Energy 3, LLC
15-24-200-101	1	Ag Land Energy 2, LLC	03-29-200-401	1	Ag Land Energy 1, LLC
<b>Added Properties - October 2016</b>					
County Tax Parcel	# of Turbines	Description	County Tax Parcel	# of Turbines	Descriptions
10-10-100-401	2	OPTIMUM WIND 3/4	10-16-200-201	1	OPTIMUM WIND 6
10-10-300-101	1	OPTIMUM WIND 5	13-27-300-201	1	MICHELANGELO 1
11-05-400-101	1	OPTIMUM WIND 7			
13-27-400-401	1	MICHELANGELO 3			

**EXHIBIT B**

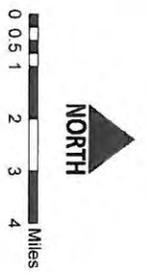
**Map showing taxable property and location of projects to be undertaken in Story County  
Urban Renewal Area**



# Story County Urban Renewal Plan



- Legend**
- Ames School District
  - Ballard School District
  - Collins - Maxwell School District
  - Colo - Nesco School District
  - Gilbert School District
  - Nevada School District
  - North Polk School District
  - Roland - Story School District
  - United Community School District
  - West Marshall School District
  - County Boundary
  - Roads
  - City Limits



Map prepared by Story County, 2018. All County, City and School District boundaries are approximate.

### Key to Urban Renewal Projects

- 1 Improvements to Dakins Lake (County tax parcel number 04-16-400-125) including acquisition of additional adjoining property (County tax parcel number 04-16-400-105)
- 2 Construction of bike trail along right-of-way of Country Club Road from the Nevada city limits south to 260<sup>th</sup> Street
- 3 Paving ¼ mile along 590<sup>th</sup> Avenue north of its intersection with Highway 30
- 4 City of Collins: Programming improvements at Wellness Center for purchase and implementation of new scanner entry system; expansion of programs and services; and additional equipment purchases (County tax parcel number 16-21-160-575)
- 5 Colo-Nesco Community School District – Proposed construction of a community playground and park on three vacant lots located on the corner of N. Center Street and E. Cleveland Street (County tax parcel number 04-21-205-240).
- 6 City of Kelley, Iowa – Construct enclosure around post office boxes (County tax parcel number 09-32-474-600).
- 7 City of McCallsburg, Iowa – Water looping project throughout the community to help improve water quality for residents near existing dead ends, helps increase the flow of water, such as in cases of need for fire suppression, and also help create a secondary supply of water in cases where a water main line needs to be shut down in a certain area (such as a water main line break).
- 8 City of Roland, Iowa – Removal and disposal of asbestos containing materials on property located at 218 North Main Street. (County tax parcel number 02-14-360-340).
- 9 City of Zearing, Iowa – Building purchase and remodel and rehabilitation of building (County tax parcel number 04-21-254-335).
- 10 City of Collins - Work on water lines as a result of US Hwy 65 re-grade.
- 11 Colo-Nesco Community School District – Proposed Phase II of playground construction (County tax parcel number 04-21-205-240)
- 12 City of Huxley – Proposed hard surfacing of one-mile of Heart of Iowa Trail from US Highway 69 to Trailridge Park.
- 13 City of Kelley – Construction of new six-inch water main on Hubbel Street.
- 14 City of Maxwell – Installation of curb and gutter along Trotter Blvd.
- 15 City of Nevada – Construction of Clock Tower Center.
- 16 City of Slater – Main Street improvements from Story to Tama Streets.
- 17 City of Zearing – Building renovations at 107 West Main Street.
- 18 Colo-Nesco Community School District – Phase III construction of a community playground and park on three vacant lots located on the corner of N. Center Street and E. Cleveland Street (County tax parcel number 04-21-205-240).
- 19 City of Huxley – Centennial Park playground expansion.
- 20 City of Cambridge - Construction of new multi-functional municipal building.
- 21 City of Slater – Acquisition and renovation of 404/406 Main Street.
- 22 City of Slater – Main Street improvements to corner of Main Street and Marshall.
- 23 City of Story City – South Park project.

- 24 Praeri Rail Trail Extension Planning and Construction.
- 25 Iowa State University Research Park Tedesco Environmental Learning Corridor Phase 1, Phase 2 and Phase 3
- 26 City of Collins – Demolition and revitalization of buildings along Main Street.
- 27 City of Story City – Proposed improvements to North Park Project.
- 28 City of Cambridge – Construction of Cambridge Community Center.
- 29 City of Huxley – All-inclusive playground structure installation at Nord Kalsem Park.
- 30 City of Slater – Decorative sidewalk, parking area replacement and decorative street lighting along Main Street.
- 31 City of Gilbert – Main Street paving and utility reconstruction from Mathews Drive to 545' north of 2nd Street
- 32 City of Cambridge - Utility Re-Location
- 33 City of Slater - Main Street Revitalization—north and south side of Main Street from Story Street to Marshall Street
- 34 City of Story City - Proposed improvements: 1) Boulevard Gateway Signage; 2) New benches and trash receptacles; 3) Addition of bike racks; 4) Building lights; 5) History plaques.
- 35 City of Cambridge - Redevelopment of the 1914 Opera House, including the addition of two commercial units on the first floor and three low-cost housing units on the second floor.
- 36 City of Maxwell - Water main improvements along Main Street
- 37 City of Nevada - Installation of new digital sign within existing structure of outdoor sign
- 38 City of Roland - Replacement of existing community pool
- 39 City of Story City - Story City Carousel Pavilion Renovation Project
- 40 City of Zearing - Construction of permanent restroom structure as development of Minerva Creek Park
- 41 City of Collins - Construction of retention area in southeastern part of town

	<h1 style="margin: 0;">Board of Supervisors</h1> <h2 style="margin: 0;">Story County, Iowa</h2>	
<h3 style="margin: 0;">Social Media Policy</h3>		
<b>Approval Date:</b> ___/___/____	<b>Effective Date:</b> ___/___/____	<b>Revision No:</b> --
<b>Reference:</b> BOS Minutes: ___/___/___  Initially Adopted: ___/___/___	<b>Distribution:</b> (Elected Officials, Department Heads, County Employee Handbook, Intranet, etc.)	

**General Purpose**

Story County uses Social Networking sites to deliver timely information to the public. The official accounts and page should be used exclusively for delivering official information regarding County news and updates and is not intended to be used to disseminate information of a personal nature.

This policy establishes guidelines for the use of social media as a tool to communicate with the public and defines the steps to utilize social media in accordance with Story County guidelines. The suggestions provided in these guidelines are designed to protect County employees and ensure consistency across Offices/Departments when incorporating social media into the overall County mission. In addition, this policy is intended to provide guidelines for Story County employees concerning the appropriate use of social media. All use of social media, including social networking sites, shall be consistent with applicable state, federal and local laws, regulations and policies.

Nothing in the policy shall be construed as limiting an employee’s right to engage in speech which is protected by the United States and Iowa Constitution or as limiting the right to engage in protected concerted activity, which includes employee discussions concerning the terms and conditions of employment.

**Scope**

This policy is applicable to the following:

- All Story County employees.

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the *Code of Iowa*, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the *Code of Iowa* will prevail.

### **Definitions**

**Social media** is defined as and includes internet technologies that facilitate and promote interactive communication, participation and collaboration. Examples of social media include, but are not limited to, the County's official website, [www.storycountyiowa.gov](http://www.storycountyiowa.gov), and applications of Facebook, Twitter, Tumblr, LinkedIn, YouTube, Pinterest, Instagram, Google+, Wiki Sites, Flickr, Vine, blogs sites, review sites, and the interactive tools and functions they provide to users.

**Social media account** means accounts with social media websites, including but not limited to Facebook, Twitter, and YouTube, and content posted by the holder of such accounts thereon.

**Social media content** is defined as and includes any materials, documents, photographs, graphics, and other information that is created, posted, distributed, "liked", "shared", "favorited", or transmitted using social media internet sites or social media tools.

### **County Social Media Accounts**

Offices/Departments and/or County staff individuals shall not establish independent social media accounts for County business without prior written approval from the Information Technology (IT) Department. New social media sites may be requested by first sending a help desk ticket to IT. Use of any such accounts created prior to the effective date of this amended policy and not yet approved by the IT Department must receive written approval from IT within 90 days of policy adoption.

These accounts are accessed through authorized accounts and resources maintained by Information Technology. These resources should be used through the approved interfaces; and should not be accessed in an attempt to add or modify information through other means.

Social media sites shall be created and maintained with identifiable characteristics of an official County site that distinguishes them from non-professional or personal use site:

1. County social media network accounts shall be created using an official County email account.
2. The name "Story County" or the official County or Office/Department logo must be displayed.
3. Department Heads or Elected Officials will be responsible for determining authorizations to use social media sites on behalf of the Office/Department and notify IT of such authorized individuals.

4. Once a social media site has been approved and established in accordance with this policy, all account changes or termination of that account must be submitted via a help desk ticket to IT.
5. While each Office/Department is responsible for establishing and maintaining content posted on its social media sites, the IT Department must have access to the social media sites.
6. The County reserves the right at any time and without prior notice to deny access to any Office/Department's social media site(s) for any individual who violates this policy.

The [storycountyiowa.gov](http://storycountyiowa.gov) website Agenda Center must be used for posting of agendas of any county board, commission, advisory committee or other entity required to provide notice per Iowa Code Chapter 21.

Social Networking accounts shall be used for:

- Posting appropriate breaking news information related to Story County Government and/or the geographic region over which it has authority
- Posting information originating from and about Story County
- Posting links to pages on the County Website(s) in accordance with the adopted Website Linking Policy adopted by the Board of Supervisors available on the County's webpage at [www.storycountyiowa.gov/Faq.aspx?QID=310](http://www.storycountyiowa.gov/Faq.aspx?QID=310)
- Posting links and information from partner organizations from which Story County has contracted or partnered with under legally binding agreements in accordance with the adopted linking policy
- Directing the public to appropriate informational resources outside of Story County in accordance with the adopted linking policy (weather information, news resources, other governmental sites, school districts)
- Redistributing information from other resources relevant to the operational duties of Story County as outlined in the *Code of Iowa*
- Improving customer service through public comments and messages

Social Networking accounts shall not be used for:

- Posting personal comments or information
- Posting personal opinions and/or sensitive information about the operation or governance of Story County
- Posting links to personal websites or blogs
- Posting content or links related to campaigning, policy advocacy groups, political parties, political action committees or lobbying groups
- Posting commercial content or links where information could be viewed as an endorsement of products or services.
- Posting commentary or opinion about individuals or organizations affiliated with Story County
- Posting commentary or opinion about private corporations, individuals

This policy addresses appropriate use of social media outside the work environment by employees. If an account is used for County purposes, the entire account is subject to Iowa Open

Records Law provisions and may also be subject federal laws protecting the privacy of children. The Iowa Open Records Act applies to records of social media sites so that content on these sites is kept as a record of Story County and is subject to public disclosure requirements.

### **Records Management**

Communication through Office/Department-related social media may be considered a public record under Iowa Code Chapter 22, Open Records and managed as such.

- All comments or posts made to County Office/Department account walls or pages are public, not private.
- In the spirit of transparency in county government, account administrators who receive messages through the private message service offered by the social media site should encourage users to contact them at a public e-mail address maintained by their County Office/Department. For private messages that account administrators do receive, they should be treated as constituent e-mails and therefore, as public records. Account administrators or another authorized staff member should reply using County e-mail account.
- County Offices/Departments shall set all privacy settings to “public”.

### **Site Content**

Offices/Departments are responsible for establishing and maintaining content posted to their social media sites, with the following guidelines:

1. Sites should be reviewed frequently for exploitation or misuse.
2. Content posted on County social media sites may be considered public records subject to disclosure under Iowa’s public records. Public records requests are referred to Story County’s Public Records Liaison.
3. When possible, social media sites that allow comments should include the following complete text on the site: *The purpose of this site is to present matters of public interest in Story County, which includes its residents, businesses, and visitors. We encourage you to submit your questions, comments, and concerns, but please note this is a moderated online discussion site and not a public forum.*
4. Every social media site allowing interaction (i.e., comment from the public) must clearly and prominently state that: (1) There is no intention to create a public forum; (2) The site is not for use by the public as a place for expressive activity; (3) The County reserves the right to eliminate comments entirely or to edit them.

Story County reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Comments containing any of the following inappropriate forms of content shall not be permitted on County social media sites and are subject to removal and/or restriction:

1. Comments not related to the original topic;
2. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status or mental or physical disability;
3. Defamatory or personal attacks;
4. Threats to any person or organization;
5. Comments in support of, or in opposition to, any political campaigns or ballot measures;

6. Solicitation of commerce, include but not limited to advertising of any business or product for sale;
7. Encouragement of illegal activity;
8. Information that may tend to compromise the safety of security of the public or public systems; or
9. Content that violates a legal ownership interest, such as a copyright, of any party.
10. Use of profanity and/or graphic images or written passages depicting or implying profane, obscene or offensive actions.

Any removed content must be retained for a reasonable period of time, including the time, date and identity of the person responsible for the content.

### **Access**

Story County reserves the right to deny access to County social media sites for any individual who violates this policy at any time and without prior notice.

### **Disclaimers**

In addition to Terms of Service and Terms of Use posted by the social media site, Story County Offices/Departments must include on their sites disclaimer language making it clear that Story County is not responsible for information posted by users to the site and must include contact information for requesting removal of objectionable content.

The County's acceptable Disclaimer and Terms of Use are:

#### **Disclaimer**

The Story County [Insert Social Media Site] page is produced and maintained by the Story County [Insert Office/Department Name]. Links to other sites should not be construed as an endorsement of the views contained therein.

Story County [Insert Office/Department Name]:

- Does not control or guarantee the accuracy, relevance, timeliness or completeness of information contained on a linked website.
- Does not endorse the organizations sponsoring linked websites or the views they express or the products/services they offer.
- Cannot and does not authorize the use of copyrighted materials contained in linked websites. Users must request such authorization from the sponsor of the linked website.
- Does not guarantee that external websites comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.
- Does not endorse or support opinions or views expressed by users of the Story County [Insert Social Media Site] page.
- Is not directed to children and will delete any information about a child under the age of 13 that may have been inadvertently collected upon becoming aware of such information.

- The Iowa Open Records Act applies to records of Story County so that content on this site that is kept as a record of the County is subject to public disclosure requirements.

#### Terms of Use

- Story County expects that participants will treat each other with respect.
- The use of vulgar, offensive, defamatory, pejorative, sexual, threatening or harassing language or images is prohibited.
- The Story County [Insert Social Media Site] page is not open to the promotion or advertisement of a business or commercial transaction.
- Users are prohibited from posting any copyrighted content without the copyright holder's express permission or material protected by other intellectual property laws.
- Story County does not intend to create a public forum on this site or any Story County social media site. This site is not for use by the public as a place for expressive activity. Users are prohibited from the posting of abusive and profane comments or images, and from content relating to politics, religion, supporting or opposing political candidates or issue advocacy, promoting illegal activity, or which is not topically related to the County's particular request for public feedback.
- The County reserves the right to eliminate comments/postings entirely or to edit them if deemed in violation of this policy or any applicable law.
- Contact [itweb@storycountyiowa.gov](mailto:itweb@storycountyiowa.gov) or call 515-382-7349 in order to report the posting of materials infringing a third party's intellectual property rights, identifying information about children, or other illegal materials or content.

#### **Personal Use**

Story County employees' personal use of any social media should remain personal in nature and should be used to share personal opinions and other non-work related information. Unless authorized, a County employee shall not use his or her personal social networking, social media or web-based site to conduct County business.

Individuals that choose to identify themselves as County employees should consider whether statements they publish may be construed as expressing official County positions and whether or not such statements are accurate representations. A County employee should also take appropriate steps to ensure that communications made in an employee's personal capacity represent the specific employee's personal opinion and do not reflect or represent the opinion of Story County or the department/office for which the employee works. To ensure an employee's personal postings are not wrongfully attributed to Story County an employee may wish to post a disclaimer such as:

*The postings on this site are my own opinion and do not reflect or represent the opinions of Story County or the department/office for which I work.*





# Board of Supervisors

Story County, Iowa

## Social ~~Networking~~ Media Policy

Approval Date:

\_\_/\_\_/\_\_\_\_

Effective Date:

\_\_/\_\_/\_\_\_\_

Revision No:

--

Reference: BOS Minutes: \_\_/\_\_/\_\_

Initially Adopted: \_\_/\_\_/\_\_

Distribution: (Elected Officials, Department Heads, County Employee Handbook, Intranet, etc.)

### General Purpose

Story County ~~is using~~ uses Social Networking (~~currently Facebook & Twitter~~) sites to deliver timely information to the public. The official accounts and page should be used exclusively for delivering official information regarding County news and updates and is not intended to be used to disseminate information of a personal nature.

This policy establishes guidelines for the use of social media as a tool to communicate with the public and defines the steps to utilize social media in accordance with Story County guidelines. The suggestions provided in these guidelines are designed to protect County employees and ensure consistency across Offices/Departments when incorporating social media into the overall County mission. In addition, this policy is intended to provide guidelines for Story County employees concerning the appropriate use of social media. All use of social media, including social networking sites, shall be consistent with applicable state, federal and local laws, regulations and policies.

Nothing in the policy shall be construed as limiting an employee's right to engage in speech which is protected by the United States and Iowa Constitution or as limiting the right to engage in protected concerted activity, which includes employee discussions concerning the terms and conditions of employment.

### Scope

This policy is applicable to the following:

All Story County employees.

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the *Code of Iowa*, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the *Code of Iowa* will prevail.

### **Definitions**

**Social media** is defined as and includes internet technologies that facilitate and promote interactive communication, participation and collaboration. Examples of social media include, but are not limited to, the County's official website, [www.storycountyiowa.gov](http://www.storycountyiowa.gov), and applications of Facebook, Twitter, Tumblr, LinkedIn, YouTube, Pinterest, Instagram, Google+, Wiki Sites, Flickr, Vine, blogs sites, review sites, and the interactive tools and functions they provide to users.

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**Social media content** is defined as and includes any materials, documents, photographs, graphics, and other information that is created, posted, distributed, "liked", "shared", "favorited", or transmitted using social media internet sites or social media tools.

### **County Social Media Accounts**

Offices/Departments and/or County staff individuals shall not establish independent social media accounts for County business without prior written approval from the Information Technology (IT) Department. New social media sites may be requested by first sending a help desk ticket to IT. Use of any such accounts created prior to the effective date of this amended policy and not yet approved by the IT Department must receive written approval from IT within 90 days of policy adoption.

These accounts are accessed through authorized accounts and resources maintained by Information Technology. These resources should be used through the approved interfaces, and should not be accessed in an attempt to add or modify information through other means.

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3. Department Heads or Elected Officials will be responsible for determining authorizations to use social media sites on behalf of the Office/Department and notify IT of such authorized individuals.

4. Once a social media site has been approved and established in accordance with this policy, all account changes or termination of that account must be submitted via a help desk ticket to IT.
5. While each Office/Department is responsible for establishing and maintaining content posted on its social media sites, the IT Department must have access to the social media sites.
6. The County reserves the right at any time and without prior notice to deny access to any Office/Department's social media site(s) for any individual who violates this policy.

~~Access to these officially authorized accounts needs to be requested and approved by Information Technology prior to posting information.~~

The storycountyiowa.gov website Agenda Center must be used for posting of agendas of any county board, commission, advisory committee or other entity required to provide notice per Iowa Code Chapter 21.

Social Networking accounts shall be used for:

- Posting appropriate breaking news information related to Story County Government and/or the geographic region over which it has authority
- Posting information originating from and about Story County
- Posting links to pages on the County Website(s) in accordance with the adopted Website Linking Policy adopted by the Board of Supervisors available on the County's webpage at [www.storycountyiowa.gov/Faq.aspx?QID=310](http://www.storycountyiowa.gov/Faq.aspx?QID=310) (~~Homeward, Department of Human Services~~)
- Posting links and information from partner organizations from which Story County has contracted or partnered with under legally binding agreements in accordance with the adopted linking policy (~~Homeward, Department of Human Services~~)
- Directing the public to appropriate informational resources outside of Story County in accordance with the adopted linking policy (weather information, news resources, other governmental sites, school districts)
- Redistributing information from other resources relevant to the operational duties of Story County as outlined in the *Code of Iowa*
- ~~As a new medium for~~ Improving customer service through public comments and messages

Social Networking accounts shall not be used for:

- Posting personal comments or information
- Posting personal opinions and/or sensitive information about the operation or governance of Story County
- Posting links to personal websites or blogs
- Posting content or links related to campaigning, policy advocacy groups, political parties, political action committees or lobbying groups
- Posting commercial content or links where information could be viewed as an endorsement of products or services.
- Posting commentary or opinion about individuals or organizations affiliated with Story County

- Posting commentary or opinion about private corporations, individuals

This policy addresses appropriate use of social media outside the work environment by employees. If an account is used for County purposes, the entire account is subject to Iowa Open Records Law provisions and may also be subject federal laws protecting the privacy of children. The Iowa Open Records Act applies to records of social media sites so that content on these sites is kept as a record of Story County and is subject to public disclosure requirements.

### **Records Management**

Communication through Office/Department-related social media may be considered a public record under Iowa Code Chapter 22, Open Records and managed as such.

- All comments or posts made to County Office/Department account walls or pages are public, not private.
- In the spirit of transparency in county government, account administrators who receive messages through the private message service offered by the social media site should encourage users to contact them at a public e-mail address maintained by their County Office/Department. For private messages that account administrators do receive, they should be treated as constituent e-mails and therefore, as public records. Account administrators or another authorized staff member should reply using County e-mail account.
- County Offices/Departments shall set all privacy settings to “public”.

~~Content posted to Social Networking accounts is managed at the sole discretion of Information Technology in accordance to this policy.~~

### **Site Content**

Offices/Departments are responsible for establishing and maintaining content posted to their social media sites, with the following guidelines:

1. Sites should be reviewed frequently for exploitation or misuse.
2. Content posted on County social media sites may be considered public records subject to disclosure under Iowa’s public records. Public records requests are referred to Story County’s Public Records Liaison.
3. When possible, social media sites that allow comments should include the following complete text on the site: *The purpose of this site is to present matters of public interest in Story County, which includes its residents, businesses, and visitors. We encourage you to submit your questions, comments, and concerns, but please note this is a moderated online discussion site and not a public forum.*
4. Every social media site allowing interaction (i.e., comment from the public) must clearly and prominently state that: (1) There is no intention to create a public forum; (2) The site is not for use by the public as a place for expressive activity; (3) The County reserves the right to eliminate comments entirely or to edit them.

Story County reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Comments containing any of the following inappropriate forms of content shall not be permitted on County social media sites and are subject to removal and/or restriction:

1. Comments not related to the original topic;

2. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status or mental or physical disability;
3. Defamatory or personal attacks;
4. Threats to any person or organization;
5. Comments in support of, or in opposition to, any political campaigns or ballot measures;
6. Solicitation of commerce, include but not limited to advertising of any business or product for sale;
7. Encouragement of illegal activity;
8. Information that may tend to compromise the safety or security of the public or public systems; or
9. Content that violates a legal ownership interest, such as a copyright, of any party.
10. Use of profanity and/or graphic images or written passages depicting or implying profane, obscene or offensive actions.

Any removed content must be retained for a reasonable period of time, including the time, date and identity of the person responsible for the content.

#### **Access**

Story County reserves the right to deny access to County social media sites for any individual who violates this policy at any time and without prior notice.

#### **Disclaimers**

In addition to Terms of Service and Terms of Use posted by the social media site, Story County Offices/Departments must include on their sites disclaimer language making it clear that Story County is not responsible for information posted by users to the site and must include contact information for requesting removal of objectionable content.

The County's acceptable Disclaimer and Terms of Use are:

##### Disclaimer

The Story County [Insert Social Media Site] page is produced and maintained by the Story County [Insert Office/Department Name]. Links to other sites should not be construed as an endorsement of the views contained therein.

Story County [Insert Office/Department Name]:

- Does not control or guarantee the accuracy, relevance, timeliness or completeness of information contained on a linked website.
- Does not endorse the organizations sponsoring linked websites or the views they express or the products/services they offer.
- Cannot and does not authorize the use of copyrighted materials contained in linked websites. Users must request such authorization from the sponsor of the linked website.
- Does not guarantee that external websites comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

- Does not endorse or support opinions or views expressed by users of the Story County [Insert Social Media Site] page.
- Is not directed to children and will delete any information about a child under the age of 13 that may have been inadvertently collected upon becoming aware of such information.
- The Iowa Open Records Act applies to records of Story County so that content on this site that is kept as a record of the County is subject to public disclosure requirements.

#### Terms of Use

- Story County expects that participants will treat each other with respect.
- The use of vulgar, offensive, defamatory, pejorative, sexual, threatening or harassing language or images is prohibited.
- The Story County [Insert Social Media Site] page is not open to the promotion or advertisement of a business or commercial transaction.
- Users are prohibited from posting any copyrighted content without the copyright holder's express permission or material protected by other intellectual property laws.
- Story County does not intend to create a public forum on this site or any Story County social media site. This site is not for use by the public as a place for expressive activity. Users are prohibited from the posting of abusive and profane comments or images, and from content relating to politics, religion, supporting or opposing political candidates or issue advocacy, promoting illegal activity, or which is not topically related to the County's particular request for public feedback.
- The County reserves the right to eliminate comments/postings entirely or to edit them if deemed in violation of this policy or any applicable law.
- Contact [itweb@storycountyiowa.gov](mailto:itweb@storycountyiowa.gov) or call 515-382-7349 in order to report the posting of materials infringing a third party's intellectual property rights, identifying information about children, or other illegal materials or content.

#### Personal Use

Story County employees' personal use of any social media should remain personal in nature and should be used to share personal opinions and other non-work related information. Unless authorized, a County employee shall not use his or her personal social networking, social media or web-based site to conduct County business.

Individuals that choose to identify themselves as County employees should consider whether statements they publish may be construed as expressing official County positions and whether or not such statements are accurate representations. A County employee should also take appropriate steps to ensure that communications made in an employee's personal capacity represent the specific employee's personal opinion and do not reflect or represent the opinion of Story County or the department/office for which the employee works. To ensure an employee's

personal postings are not wrongfully attributed to Story County an employee may wish to post a disclaimer such as:

*The postings on this site are my own opinion and do not reflect or represent the opinions of Story County or the department/office for which I work.*

For security purposes, Story County employees are prohibited from using their Story County email account or username in conjunction with a personal social networking, social media or web-based site unless prior authorization is given by the Board of Supervisors.

### **Prohibited Actions**

Employees shall refrain from using social media while on work time or on Story County equipment, unless it is work-related and prior authorization is given by an employee's supervisor.

Employees shall not:

- Post comments and materials to resolve a workplace grievance that could be viewed as malicious, obscene, threatening, intimidating or that could create a hostile environment on the basis of race, sex, disability, religion, sexual orientation or any other status protected by law.
- Discuss or display information, including photographs, online that is confidential or proprietary to the County, or to a third party that has disclosed the information to Story County.
- Impersonate the employer, making statements on behalf of Story County without authorization, or making statements that can be construed as establishing the employer's official position or policy on any particular issue.
- Engage in any online actions that would violate Story County's Workplace Harassment Policy.

### **Violations**

Violations of this policy may result in disciplinary action up to and including discharge.

Employees are responsible for reporting suspected violations of this policy to their direct supervisor, or the next highest supervisor if the suspected violation involves the employee's immediate supervisor.