

The Board of Supervisors met on 12/10/19 at 10:00 a.m. in the Story County Administration Building. Members present: Lisa Heddens, Linda Murken, and Lauris Olson, with Murken presiding. (all audio of meetings available at storycountyiowa.gov)

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

DISCUSSION REGARDING POTENTIAL FUNDING ASSISTANCE FOR THE HOUSING STUDY AND NEEDS ASSESSMENT – Mason Adams, Alliant Energy, presented on potential financial assistance for the housing study and needs assessment. Heddens asked about application process. Adams stated there is no official application process. Discussion took place. Adams stated he is the contact for further questions. The Board thanked Adams.

MINUTES: 12/3/19 Minutes & 12/5/19 City Runoff Canvass Minutes – Heddens moved, Olson seconded approving the both sets of minutes as presented. Roll call vote. (MCU)

CLAIMS: 12/12/19 Claims of \$ 329,288.79 (run date 12/06/19, 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 (\$18,890.31), Holding-Seized Funds (\$16,579.00), BooST School Ready Services (\$23,007.05), BooST Early Childhood (\$13,348.49), Emergency Management (\$414.35), E911 surcharge (\$5,168.59), County Assessor (\$2,770.89), Ames City Assessor (\$19,193.14), and Central Iowa Community Services (\$217,742.03). Olson moved, Heddens seconded the approval of Claims as presented.

Olson moved, Heddens seconded approval of the Consent Agenda with the removal of item #12 for individual consideration.

1. Agreement and Contract between the Iowa Department of Public Health and the Story County Board of Health for intervention implementation in target populations, effective 3/1/19-6/29/23
2. Contract between the Iowa Department of Public Health and the Story County Board of Health for FY20 immunization services, effective 7/1/19-6/30/20
3. Contract between the Iowa Department of Public Health and the Story County Board of Health for FY20 local public health services, effective 7/1/19-6/30/20
4. Certificate of Appointment of Detention Officer Shelby Smith as a civil process server, effective 12/10/19
5. 28E Agreement between Story County and the City of Nevada for parking ticket enforcement
6. Additional Lease Contract between Story County and Marco for print services for Facilities Management, effective 12/13/19, for \$73.20 a month
7. Service Agreement between Christ Community Church and the Story County Sheriff for law enforcement services and traffic control on 12/14/19 for \$65.00 an hour for a minimum of two hours
8. Amendment No. 1 to the FY20 Provider and Program Participation Agreement with the Salvation Army, effective 7/1/19-6/30/20, for the following: Disaster Services (not to exceed \$1,125.00) \$93.75/staff hour; Bill Payer Program (not to exceed \$2,500.00) \$107.14/client contact; Food Pantry (not to exceed \$1,500.00) \$33.18/client contact
9. Modifications to the Requests for Proposals (RFP) Manual and Guidelines
10. Resolution #20-47, appointing the County Outreach and Special Projects Manager as the Community Rating System (CRS) Coordinator for Story County, Iowa
11. Zoning Permit Application and Site Development Plan for ITC Midwest LLC for a proposed equipment shelter building to be located at 605 19th Street, Nevada

Roll call vote. (MCU)

12. Activation Decision Trees to be incorporated into the Continuity of Operations/Continuity of Government (COOP/COG) Plan – Olson asked for an edit of the flow chart. Olson moved, Heddens seconded approval of the Activation Decision Trees to be incorporated into the COOP/COG Plan with noted change. Roll call vote. (MCU)

2020 COMMUNICATIONS PLAN – Leanne Harter, County Outreach and Special Project Manager, reported on the timeline and edits, and recommended approval of the updated plan. Olson moved, Heddens seconded the approval of the 2020 Communications Plan with noted changes. Roll call vote. (MCU)

REVISIONS TO THE CORNERSTONE TO CAPSTONE (C2C) IMPLEMENTATION MATRIX – Leanne Harter, County Outreach and Special Project Manager, reported the revision process and highlighted proposed changes. Discussion took place. Heddens moved, Olson seconded the approval of the Revisions to the Cornerstone to Capstone (C2C) Implementation Matrix. Roll call vote. (MCU)

RESOLUTION #20-46, A RESOLUTION TO TERMINATE THE MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF AMES, IOWA, AND STORY COUNTY, IOWA, REGARDING THE HEALTHY LIFE CENTER (HLC) – Heddens reported on the Attorney's recommendation to terminate the memorandum following the failure of Ames's public measure. Heddens moved, Olson seconded the approval of Resolution #20-46, a Resolution to Terminate the Memorandum of Agreement between the City of Ames, Iowa. and Story County, Iowa, regarding the HLC. Roll call vote. (MCU)

APPOINTMENT OF NANCY BROOKS TO THE ANALYSIS OF SOCIAL SERVICES AND EVALUATION TEAM (ASSET) BOARD FOR A THREE-YEAR TERM, EFFECTIVE 4/1/20-3/31/23 – Murken reported on the applicants qualifications. Olson moved, Heddens seconded the approval of the Appointment of Nancy Brooks to the ASSET Board for a three-year term, effective 4/1/20-3/31/23. Roll call vote. (MCU)

ECONOMIC DEVELOPMENT PROGRAMMING AND FUNDING – Olson stated discussion today will provide the Board with clarity and definitions for the upcoming budget discussions. Dustin Ingram, Ames Economic Development Corporation (AEDC), reported on monitoring. Leanne Harter, County Outreach and Special Projects Manager, reported on goals and programs. Olson reported on community requests. Lisa Markley, Assistant Auditor, reported on funding sources. Discussion took place. Lucy Martin, Auditor, provided detail on the tax increment financing process. Harter reported on Home Base Iowa.

COOPERATIVE AGREEMENT BETWEEN STORY COUNTY CONSERVATION AND PRAIRIE RIVERS OF IOWA (PRI) – Mike Cox, Conservation Director, reported on background; the agreement is to develop a ten-year countywide plan for water quality monitoring. Cox recommends approval. Penny Brown Huber, PRI Executive

Director, detailed the process of water monitoring. Heddens asked for additional information about funding. Huber provided it. Discussion took place. Olson asked if the annual amount requested would be the same for the ten years. Cox stated each year the Board will decide on the appropriate amount. Additional discussion took place. Olson moved, Heddens seconded the approval of the Cooperative Agreement between Story County Conservation and PRI, and to reimburse PRI up to \$24,000.00 for its services, effective 12/31/20. Roll call vote. (MCU)

UPCOMING AGENDA ITEMS: Murken stated the Squaw Creek renaming will be added to a future meeting.

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

Heddens moved, Olson seconded to adjourn at 12:27 p.m. Roll call vote. (MCU)

Story County
Board of Supervisors Meeting
Agenda
12/10/19

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. Discussion Regarding Potential Funding Assistance For The Housing Study And Needs Assessment - Mason Adams, Alliant Energy

Department Submitting Board of Supervisors

Documents:

MEMO TO BOS ON MASON ADAMS.PDF

6. AGENCY REPORTS:
7. CONSIDERATION OF MINUTES:
 - I. 12/3/19 Minutes & 12/5/19 Run-Off Canvass Minutes

Department Submitting Auditor

8. CONSIDERATION OF PERSONNEL ACTIONS:
9. CONSIDERATION OF CLAIMS:
 - I. 12/12/19 Claims

Department Submitting Auditor

Documents:

CLAIMS 121219.PDF

10. CONSENT AGENDA:
(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes on the motion.)
 - I. Consideration Of Agreement And Contract Between Iowa Department Of Public Health And Story County Board Of Health For Intervention Implementation In Target Populations, Effective 3/1/19-6/29/23

Department Submitting Environmental Health

Documents:

FY20 SUBCONTRACT TARGETED POPULATION INTERVENTION .PDF

IDPH TARGET POPULATIONS.PDF
AMEND 1 TP.PDF

- II. Consideration Of Contract Between Iowa Department Of Public Health And Story County Board Of Health For FY20 Immunization Services, Effective 7/1/19-6/30/20
Consent

Department Submitting Environmental Health

Documents:

FY20 IMMUNIZATION CONTRACT.PDF

- III. Consideration Of Contract Between Iowa Department Of Public Health And Story County Board Of Health For FY20 Local Public Health Services, Effective 7/1/19-6/30/20

Department Submitting Environmental Health

Documents:

BOH.PDF

- IV. Consideration Of Certificate Of Appointment Of Civil Process Server Effective 12/10/2019 For Detention Officer Shelby Smith

Department Submitting Sheriff

Documents:

SMITH CIVIL PROCESS CERTIFICATE.PDF

- V. Consideration Of 28E Agreement Between Story County And City Of Nevada For Parking Ticket Enforcement

Department Submitting Treasurers Office

Documents:

28E AGREEMENT.PDF

- VI. Consideration Of Additional Lease Contract Between Story County And Marco For Print Services For Facilities Management Effective 12/13/19 For \$73.20/Mo

Department Submitting Information Technology

Documents:

MARCO CONTRACT FACILITIES 2019.PDF

- VII. Consideration Of A Service Agreement Between Christ Community Church And Story County For \$65/Hr For A Minimum Of 2/Hrs On 12/14/19

Department Submitting Sheriff

Documents:

CHRIST COMMUNITY CHURCH CONTRACT.PDF

VIII. Consideration Of FY20 Provider And Program Participation Agreement Amendment No. 1 With The Salvation Army Effective 7/1/19 - 6/30/20

The Salvation Army - Disaster Services (Not to Exceed \$1,125) \$93.75/1 Staff Hour; Bill Payer Program (Not to Exceed \$2,500) \$107.14/1 Client Contact; Food Pantry (Not to Exceed \$1,500) \$33.18/1 Client Contact

Department Submitting Board of Supervisors

Documents:

THE SALVATION ARMY.PDF

IX. Consideration Of Modifications To The Requests For Proposals (RFP) Manual And Guidelines

Department Submitting Board of Supervisors

Documents:

MEMO TO BOS TO ADOPT REVISIONS DECEMBER 2019.PDF
RFP MANUALSTORY COUNTYFINALUPDATEDDECEMBER2019.PDF

X. Consideration Of Resolution #20-47, Appointing The County Outreach And Special Projects Manager As The Community Rating System (CRS) Coordinator For Story County, Iowa

Department Submitting Board of Supervisors

Documents:

RESOLUTION APPOINTING COSPM AS CRS COORDINATOR.PDF

XI. Consideration Of A Zoning Permit Application And Site Development Plan For ITC Midwest LLC For A Proposed Equipment Shelter Building To Be Located At 605 19th Street Nevada

Department Submitting P & D

Documents:

STAFF MEMO.PDF
APPLICATION.PDF

XII. Consideration Of Activation Decision Trees To Be Incorporated Into COOP/COG

Department Submitting Board of Supervisors

Documents:

MEMO ON ACTIVATION TREES TO BOS.PDF
ACTIVATION DECISION TREES DECEMBER 2019 BOS CONSIDERATION.PDF

11. PUBLIC HEARING ITEMS:

12. ADDITIONAL ITEMS:

I. Discussion And Consideration Of 2020 Communications Plan - Leanne Harter

Department Submitting Board of Supervisors

Documents:

MEMO TO BOS TO ADOPT COMMUNICATIONS PLAN DECEMBER 2019.PDF
2020 COMMUNICATIONS PLAN.PDF

II. Discussion And Consideration Of Revisions To The Cornerstone To Capstone (C2C) Implementation Matrix - Leanne Harter

Department Submitting Board of Supervisors

Documents:

FINAL IMPLEMENTATION MATRIX FOR BOS CONSIDERATIONDRAFTDECEMBER
2019.PDF

III. Consideration Of Resolution #20-46, A Resolution To Terminate The Memorandum Of Agreement Between The City Of Ames, Iowa And Story County, Iowa Regarding The Healthy Life Center - Ethan Anderson

Department Submitting Board of Supervisors

Documents:

RESOLUTIONTERMINATINGMOAFORHLC.PDF

IV. Discussion And Consideration Of Appointment To The ASSET Board: Nancy Brooks For A 3 Year Term Effective 4/1/20 - 3/31/23

Department Submitting Board of Supervisors

Documents:

BROOKS.PDF

V. Discussion And Consideration Of Economic Development Programming And Funding - Lauris Olson

Department Submitting Board of Supervisors

Documents:

ECONOMIC DEVELOPMENT.PDF
STORYCOUNTYFACGRANPROGRAMPROGRAMAPPLICATIONANDGUIDELINES.PDF
AMENDEDURBANRENEWALPLANFOROCTOBER2019.PDF
TIF.PDF

VI. Consideration Of Cooperative Agreement Between Story County Conservation And Prairie

Rivers Of Iowa RC & D - Mike Cox

Department Submitting Conservation

Documents:

PRAIRIE RIVERS AGREEMENT.PDF

13. DEPARTMENTAL REPORTS:

14. OTHER REPORTS:

15. UPCOMING AGENDA ITEMS:

16. 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.

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

18. ADJOURNMENT:

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

Story County
Board of Supervisors
Tentative Agenda
12/10/19

NAME

ADDRESS

MASON ADAMS
 Jerry Moore
 Todd Lindstrom
 Judy Farthing
 Jenny Brown Huber
 Nate Withers
 Pam Hustedt
 MIKE WILSON
 Ceake Ante
 Sandra King
 JUSTIN INGRAM
 AUSTIN INGRAM
 Tiel Rasmussen
 Dan Markley

1284 YEAL AVE, IA 50010
 P210 Dept.
 1803
 LWX
 2335 230th St. Ames - Plain Rivers
 2304 Northwestern Avenue of Iowa
 7971 Northwood Drive
 11602 Ada Hayden Rd.
 310 Park Ave Story City
 BOS
 AEDC
 BOS
 Treasurer
 Aud



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

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

TO: Story County Board of Supervisors
FROM: Leanne Lawrie Harter, AICP, CFM
RE: Board of Supervisors Agenda Item - Discussion regarding potential funding assistance for the Housing Study and Needs Assessment
DATE: December 6, 2019

Mason Adams from Alliant Energy will be attending the Board of Supervisors meeting on December 10th to discuss potential funding assistance opportunities for the Housing Study and Needs Assessment. Sandra King, Director of External Operations and County Services, and I met with Mr. Adams in November so that he could learn more about the RFP for the Housing Study and Needs Assessment.

As follow-up to that meeting, Mr. Adams provided information to staff on various existing programs:

Alliant Energy Foundation

<https://www.alliantenergy.com/CommunityAndStewardship/CommunitySupport/AlliantEnergyFoundation>

Community Grants program

<https://www.alliantenergy.com/CommunityAndStewardship/CommunitySupport/GrantsAndCommunityPrograms/CommunityGrants>

Hometown Safety Grants program

<https://www.alliantenergy.com/CommunityAndStewardship/CommunitySupport/GrantsAndCommunityPrograms/HometownSafetyGrants>

Corporate sponsorships program

<https://www.alliantenergy.com/CommunityAndStewardship/CommunitySupport/GrantsAndCommunityPrograms/CorporateSponsorships>

In discussions with staff, Mr. Adams indicated that Alliant Energy wants to invest directly in communities with the goals of workforce, housing and quality of life in mind. He indicated they are reviewing current programs to see how partnerships would fit with these goals.



PLEASE RECYCLE

**AGREEMENT TO PROVIDE INTERVENTION IMPLEMENTATION IN
TARGET POPULATIONS
TO THE RESIDENTS OF STORY COUNTY
FY20**

This Agreement is entered into between the Story County Board of Health, (hereafter *Contractor*) and Mary Greeley Home Health Services of Mary Greeley Medical Center, (hereafter *Subcontractor*) to facilitate the intervention implementation in target populations to the residents of Story County, Iowa.

RESPONSIBILITIES OF THE CONTRACTOR:

1. Make available to subcontractors all documents related to the Intervention Implementation in Target Populations contract with the Iowa Department of Public Health (IDPH). This includes but may not be limited to:
 - Contract face sheet and any subsequent revisions
 - Subsequent contract amendments and modifications
 - All budget or work plan revisions
 - All IDPH required reports
2. Maintain ongoing communication regarding the grants and keep all local officials and subcontractors appropriately informed.
3. Comply with the special and general conditions of the contract and related documents.
4. Review/approve proposed service changes requested by subcontractors and submit request for change to the Iowa Department of Public Health for approval.

**RESPONSIBILITIES OF MARY GREELEY HOME HEALTH SERVICES of
MARY GREELEY MEDICAL CENTER (Subcontractor for Intervention
Implementation in Target Populations)**

1. Comply with the special and general conditions of the contract and related documents.
2. Assure competency of staff to comply with grant requirements.

3. Assure that the Iowa Department of Public Health, the Contractor and any of their duly authorized representatives have access, for the purpose of audit and examination, any documents, papers and records of the subcontractor pertinent to the subcontract.
4. Provide the following services:
 - Provider education on prediabetes and diabetes screening, testing and referral on or before June 5, 2020.
 - Care coordination training and certification on or before June 10, 2020.
 - National Diabetes Prevention Program (NDPP) enrollment support on or before June 27, 2020
 - Diabetes Summit Attendance. Attendance of two diabetes prevention and/or diabetes management staff to the Diabetes Summit held November 14, 2019.

FUNDING AGREEMENT

The Story County Board of Health agrees to provide the subcontractor with state grant funds for approved activities upon submission of a claim detailing services provided. The amount of funds is identified on the Iowa Department of Public Health contract face sheet. Any appropriation or reallocation during the fiscal year will be identified in the Local Public Health Service contract amendment face sheet.

Mary Greeley Home Care Services of Mary Greeley Medical Center will receive the total funding amount allocated by the Iowa Department of Public Health for the contracted funds of Intervention Implementation in Target Populations.

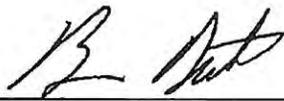
These amounts are as follows:

- NDPP and DSMES Provider Education on Prediabetes and diabetes Screening, Testing and Referral: **\$3,000**
- Care Coordination Training and Certification: **\$3,500**
- NDPP Enrollment Support: **\$2,000**
- Diabetes Summit Attendance: **\$300**

EFFECTIVE DATE AND TERMINATION OF AGREEMENT:

This agreement will be in effect August 1, 2019 – June 29, 2020.
Either party may terminate their participation in this agreement with 90 days written notice to the other party prior to the termination date.

Entered into and agreed upon:

By: 
Brian Dieter
MARY GREELEY MEDICAL CENTER, CHIEF EXECUTIVE OFFICER

On the 13 day of November, 2019

By:  Digitally signed by John J. Paschen
Date: 2019.11.12 12:59:17 -06'00'
John Paschen, MD
STORY COUNTY, CHAIRPERSON, BOARD OF HEALTH

On the 12th day of November, 2019

APPROVED **DENIED**
Board Member Initials: JMC
Meeting Date: 12-10-19
Follow-up action: _____



Iowa Department of Public Health
Protecting and Improving the Health of Iowans

Gerd W. Clabaugh, MPA
 Director

Kim Reynolds
 Governor

Adam Gregg
 Lt. Governor

Contract Declarations & Execution Page

| | |
|--|--|
| CONTRACT #: 5880CD36 | PROJECT TITLE: Intervention Implementation in Target Populations |
| CONTRACTOR LEGAL NAME AND ADDRESS: Story County dba Story County Board of Health 900 6th St Nevada, IA 50201 | PROJECT PERIOD: March 1, 2019 - June 29, 2023 |
| STATE OF IOWA DEPT. OF ADMINISTRATIVE SERVICES VENDOR #: 00002129939 | CONTRACT PERIOD: August 1, 2019 - June 29, 2020 |
| Warrant/payment mailing address (if different from legal address): Mary Greeley Home Health Services 1114 Duff Ave, Ames, IA 50010 | TOTAL CONTRACT AMOUNT: \$ 8,800.00 |
| | FUNDING SOURCE: FEDERAL: \$:\$ 8,800.00 STATE: \$0 OTHER:\$0 Interagency State: \$0 Interagency Federal: \$0 Private/Fees/Other:\$0 |
| IOWA CODE CHAPTER 8F DESIGNATION: This contract is NOT covered by Iowa Code chapter 8F | Federal Subrecipient Addendum Needed? YES |
| <p>The Contractor agrees to perform the work and to provide the services described in the Special conditions for the consideration stated herein. The duties, rights and obligations of the parties to this contract shall be governed by the Contract Documents, which include the Special Conditions, General Conditions, Request for Proposal and Application.</p> <p>The Contractor has reviewed and agrees to the Iowa Department of Public Health <u>General Conditions Effective July 1, 2019</u> as posted on the Department's website under Funding Opportunities or as available by contacting Diane M Anderson (515)242-6522. The Contractor specifies no changes have been made to the Special Conditions or General Conditions.</p> | |

APPROVED

DENIED

Board Member Initials: *AW*

Lucas State Office Building, 321 E. 12th Street, Des Moines, IA 50319-0075 ■ 515-281-7689 ■ www.idph.iowa.gov

Meeting Date: 12-10-19

Follow-up action:

The parties hereto have executed this contract on the day and year last specified below.

For and on behalf of the Department:

Lange, Jill

Digitally signed by Lange,
Jill
Date: 2019.09.23
07:19:39 -05'00'

By: _____
Jill Lange, MPH, RDN, LD, Interim Director
Division of Health Promotion and Chronic Disease Prevention

For and on behalf of the Contractor:

Digitally signed by John J.
Paschen
Date: 2019.09.19
15:30:05 -05'00'

By: _____
Story County dba Story County Board of Health

Special Conditions for Contract # 5880CD36

Article I - Identification of Parties:

This contract is entered into by and between the Iowa Department of Public Health (hereinafter referred to as Department) and the Contractor, as identified on the contract face sheet.

Article II - Designation of Authorized State Official:

Jill Lange, Interim Director, Division of Health Promotion and Chronic Disease Prevention, is the Authorized State Official for this contract. Any changes in the terms, conditions, or amounts specified in this contract must be approved by the Authorized State Official. Negotiations concerning this contract should be referred to Diane M. Anderson at telephone (515) 242-6522.

Article III - Designation of Contract Designation of Project Director:

1. The Contractor, as listed on the Contract Face Sheet, is responsible for financial and administrative matters of this Contract.
2. The Project Director, as designated by the Contractor and listed in Article IV – Key Personnel for Project Implementation, has the authority to manage the contract and the legal responsibility to assure compliance with all contract conditions. Negotiations concerning this contract should be referred to the Project Director.
3. The Project Director will receive key communications from the Department and will be responsible for keeping the Contractor and all Authorized Agencies informed of any relevant contract issues.
4. It is the Contractor’s sole responsibility to ensure appropriate individual(s) have registered within IowaGrants. The Contractor acknowledges that all assigned individuals to the Grant Tracking site have full rights (add, modify, and delete) for all Grant Tracking components including contractual forms, reporting forms, and claims submission. The Contractor designates Les White as the Grantee Contact in IowaGrants (www.iowaGrants.gov) who shall regulate and assign access of appropriate individuals to this grant site.

Article IV – Key Personnel:

The following individual(s) shall be considered key personnel for purposes of this contract:

Department Personnel

| Name | Title | Email Address |
|----------------------|--------------|------------------------------------|
| Jill Myers Gadelmann | Bureau Chief | Jill.myers-gadelmann@idph.iowa.gov |

| | | |
|-------------------|--------------------------|---------------------------------|
| Andrew Minear | Program Consultant | Andrew.minear@idph.iowa.gov |
| Laurene Hendricks | Program Consultant | Laurene.hendricks@idph.iowa.gov |
| Diane M. Anderson | Program Contract Manager | Diane.m.anderson@idph.iowa.gov |

Key Contractor Personnel

| Name | Title | Email Address |
|-------------|------------------|----------------------|
| Les White | Project Director | white@mgmc.com |

The Contractor shall notify the department in writing within ten (10) working days of any change of Key Personnel identified in this section.

Article V - Statement of Contract Purpose:

The purpose of this contract is to improve the health of persons in Iowa through implementation of evidence-based interventions and strategies known to assist with prevent and control of diabetes and cardiovascular disease in high-burden populations. For the purpose of this contract, persons living and working in the county are considered the high-burden population of focus.

Article VI - Description of Work and Services:

In compliance with the Department-approved work plan within IowaGrants, the Contractor shall:

Implement evidence-based programming

- **Provider Education to Increase Screening, Testing and Referral**
 - Plan for and conduct meetings or sessions to inform at least 12 providers and 12 supporting staff on prediabetes and diabetes screening and testing, and referral of eligible patients to National Diabetes Prevention (NDPP) Programs and Diabetes Self Management Education/Support (DSMES) programs in the county;
 - Provide materials to the staff of the healthcare facilities and primary care offices for use in referring patients to the NDPP or DSMES sites; and
 - Report to the Department the number of providers educated in each session and to which sites referral linkages were made through those sessions.
- **Care Coordination Training and Certification**
 - Obtain care coordination/health coach training and certification for two non-physician provider with the intent of improving team-based care for blood pressure and cholesterol management.
 - Training may begin prior to execution of this contract, however, certification must be completed by May 27, 2020.
 - Proof of certification must be uploaded in the Progress Reports section of IowaGrants by June 10, 2020.
- **National Diabetes Prevention Program (NDPP) Enrollment Support**

- Enroll and support eligible persons to participate in a 16-session NDPP series. Engage participants to complete NDPP series in order to lose 5-7% of body weight and reduce risk of developing diabetes. Participants may have begun 16-session series prior to contract execution, but should complete at least eight of the 16 sessions during the contract period and prior to June 27, 2020.
- **Diabetes Summit Attendance**
 - Attendance of two diabetes prevention and/or diabetes management staff to the Diabetes Summit held on Thursday, November 14, 2019 at the FFA Enrichment Center in Ankeny, Iowa.

Article VII – Performance Measure:

Reimbursement under the contract will be based upon successful performance in meeting the requirements and deliverables outlined in Article IX-Budget. All deliverables must meet Department approval prior to payment of the reimbursement. Failure to provide deliverables meeting Department satisfaction will result in non-payment of corresponding deliverable.

The Contractor shall submit any documentation required for the performance measure into the progress reports component of the grant site within IowaGrants.gov.

Article VIII – Reports:

The Contractor shall complete and submit the following reports in the grant site located in IowaGrants.

| Report Title | Form & Frequency | Date Due |
|---|---|---|
| Subcontracts- draft, unsigned | Subcontract Documents/One for each subcontract | Submit for Department approval Prior to obtaining signatures |
| Provider Education on Screening, Testing and Referral | Unspecified | On or before June 5, 2020 |
| Care Coordination Training and Certification | Unspecified | On or before June 10, 2020 |
| National Diabetes Prevention Program (NDPP) Enrollment Support | Unspecified | On or before June 27, 2020 |
| Diabetes Summit Attendance | Unspecified | On or before December 2, 2019 |

Article IX - Budget:

Deliverable-based Reimbursement

Reimbursement under this contract will be deliverable-based. These amounts are all inclusive and no other costs or expenses will be provided.

| Deliverable | Due Date | Fixed Cost* |
|--|-------------------------------|----------------|
| NDPP and DSMES Provider Education on Screening, Testing and Referral | On or before June 5, 2020 | \$3,000 |
| Care Coordination Training and Certification | On or before May 15, 2020 | \$3,500 |
| NDPP Enrollment Support | On or before June 15, 2020 | \$2,000 |
| Diabetes Summit Attendance | On or before December 2, 2019 | \$300 |
| Total Fixed Cost: | | \$8,800 |

*Reimbursements will not be provided until the Department approves the deliverable.

The Contractor shall receive written approval from the Department prior to spending the final three (3) percent of all funds awarded.

Article X - Payments:

1. Submission of Claims for contract period:

The Contractor shall complete and submit a claim following the completion of the corresponding deliverable. The claim shall be submitted in the grant site located in IowaGrants within 30 days of Department approval of the deliverable.

The Department shall verify the Contractor's performance of the provision of Services/Deliverables and timeliness of claims before making payment. The Department may elect not to pay claims that are considered untimely.

2. End of State Fiscal Year Claims Submission: Notwithstanding the timeframes above, and absent:

- i. longer timeframes established in federal law or
- ii. the express written consent of the Department,

the Contractor shall submit all claims to the Department by August 10th for all services performed in the preceding state fiscal year (the State fiscal year ends June 30).

The Department will not automatically pay end of state fiscal year claims that are considered untimely. If the Contractor seeks payment for end of state fiscal year claim(s) submitted after August 10th, the Contractor may submit the late claim(s), as well as a justification for the untimely submission. The justification and request for payment must be submitted within the

Correspondence component of this grant site. The Department may reimburse the claim if funding is available after the end of the fiscal year.

If funding is not available after the fiscal year, the claim may be submitted to State Appeal Board in accordance with instructions for consideration. Instructions for this process may be found at: http://www.dom.state.ia.us/appeals/general_claims.html.

3. The Department shall pay all approved invoices/claims in arrears. The Department may pay in less than sixty (60) days, but an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa law.
4. Final payment may be withheld until all contractually required reports have been received and accepted by the Department. At the end of the contract period, unobligated contract amount funds shall revert to the Department.
5. Warrants (payments) for services provided under this contract will be made payable to the Contractor and mailed to the Contractor at the Contractor Legal Address as listed on the contract face page.
 - a. If the Contractor authorizes payments under this contract to be mailed to an address other than the Contractor Legal Address, the Contractor shall provide that address to the Department in the Alternate Mailing Address portion of the Business Organization Form – Contact Information section of the grant site form found in IowaGrants.
 - b. This address will be inserted in the 'Warrant/payment mailing address (if different from legal address)' field on the contract face page.
6. All funding payable to the Contractor must be received by the County Treasurer Office [Iowa Code 331.552(1)] and credited to the general fund of the county [Iowa Code 331.427(1)]. If the Department is made aware the funding payable to the Contractor is deposited into an account other than County Treasury, all current and future contractual funds issued by the Department (regardless of contractual program) will be delivered to the Contractor only via Electronic Fund Transfer (EFT) or by mailing the warrant to the Contractor if the EFT option has not been activated by the Contractor.

Article XI – Additional Conditions

1. All work plan revisions must be approved by the Department prior to implementation. Requests for work plan revisions must be received by the department on or before May 28, 2020.



Iowa Department of Public Health
Protecting and Improving the Health of Iowans

Gerd W. Clabaugh, MPA
 Director

Kim Reynolds
 Governor

Adam Gregg
 Lt. Governor

| | |
|---|--|
| CONTRACT #: 5880CD36 | AMENDMENT #: 1 |
| CONTRACTOR: Story County Board of Health | PROJECT TITLE: FY19 Intervention Implementation in Target Populations |

This contract is amended to revise the requirement for only the following sections listed under Article VI – Description of Work and Services, Article VIII – Reports as follows:

Article VI - Description of Work and Services:

In compliance with the Department-approved work plan within IowaGrants, the Contractor shall:

Implement evidence-based programming

- **Diabetes Self-Management Education/Support (DSMES) Initial Program Application**
 - Develop a plan with timeline for submitting application for a DSMES site program. Select at least one entity to plan for and deliver DSMES services;
 - Collaborate with Department staff to learn about and prepare the required documentation for a DSMES application;
 - Submit an application for DSMES program recognition or accreditation ~~or certification~~ to one of the following entities: American Diabetes Association (ADA) for recognition or American and Association of Diabetes Educators (AADE) for accreditation; ~~and~~
 - Prepare and submit documentation of participation of at least one contractor designee in the Department –facilitated intervention communication group Diabetes Self-Management Education/Support High Burden County Network.
- **Provider Education to Increase Screening, Testing and Referral**
 - Plan for and conduct at least eight to 12 meetings or sessions with staff of health care facilities and primary care offices ~~to inform at least 12 providers and 12 supporting staff on~~ prediabetes and diabetes screening and testing, and referral of eligible patients to National Diabetes Prevention (NDPP) Programs and Diabetes Self Management Education/Support (DSMES) programs in the county;
 - Provide materials to the staff of the healthcare facilities and primary care offices for use in referring patients to the NDPP or DSMES sites; and
 - Report to the Department the number of providers educated in each session and to which sites referral linkages were made through those sessions.

Article VIII – Reports:

The Contractor shall complete and submit the following reports in the grant site located in IowaGrants. 12-10-19

APPROVED **DENIED**
 Board Member Initials: gwm
 Meeting Date: 12-10-19
 Follow-up action: _____



Iowa Department of Public Health
Protecting and Improving the Health of Iowans

Gerd W. Clabaugh, MPA
 Director

Kim Reynolds
 Governor

Adam Gregg
 Lt. Governor

| Report Title | Form & Frequency | Date Due |
|--|------------------|-------------------------------|
| National Diabetes Prevention Program (NDPP) Enrollment Support | Unspecified | On or before June 15 27, 2020 |

All other conditions and terms of the contract remain in effect. The contractor specifies no additional changes have been made to the Special Conditions or General Conditions. The parties hereto have executed this contract amendment on the day and year last specified below.

For and on behalf of the Department:

By: **Lange, Jill**
 Digitally signed by Lange, Jill
 Date: 2019.09.26 09:04:11 -05'00'
 Jill Lange, MPH, RDN, LD
 Interim Director, Division of Health Promotion and Chronic Disease Prevention

For and on behalf of the Contractor:

By: 
 Digitally signed by John J. Paschen
 Date: 2019.09.25 13:43:42 -05'00'
 Story County Board of Health



Iowa Department of Public Health
Protecting and Improving the Health of Iowans

Gerd W. Clabaugh, MPA
Director

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

| | |
|---|---|
| CONTRACT #: 58801480 | PROJECT TITLE: Immunization Services |
| CONTRACTOR LEGAL NAME AND ADDRESS: Story County dba Story County Board of Health 900 6 th St Nevada, IA 50201 | PROJECT PERIOD: July 1, 2019 – June 30, 2020 |
| STATE OF IOWA DEPT. OF ADMINISTRATIVE SERVICES VENDOR #: 00002129939 | CONTRACT PERIOD: July 1, 2019 – June 30, 2020 |
| Warrant/payment mailing address (if different from legal address): Mary Greeley Home Health Services 1114 Duff Avenue Ames, IA 50010 | TOTAL CONTRACT AMOUNT: \$15,667.00 |
| | FUNDING SOURCE: FEDERAL: \$9,400.00 \$2,225.00 (Pandemic Influenza) STATE: \$4,042.00 |
| IOWA CODE CHAPTER 8F DESIGNATION: This contract is NOT covered by Iowa Code chapter 8F | Federal Subrecipient Addendum Needed? YES |

The Contractor agrees to perform the work and to provide the services described in the Special conditions for the consideration stated herein. The duties, rights and obligations of the parties to this contract shall be governed by the Contract Documents, which include the Special Conditions, General Conditions, Request for Proposal and Application.

The Contractor has reviewed and agrees to the Iowa Department of Public Health General Conditions Effective July 1, 2019 as posted on the Department's website under Funding Opportunities or as available by contacting Cristin Dee (515) 281-5424. The contractor specifies no changes have been made to the Special Conditions or General Conditions.

The parties hereto have executed this contract on the day and year last specified below.

For and on behalf of the Department:

For and on behalf of the Contractor:

By: Sharp, Ken Digitally signed by Sharp, Ken
Date: 2019.07.05 08:56:39 -05'00' **APPROVED**
 Board Member Initials: gmc

By: ipaschen Digitally signed by ipaschen
Date: 2019.07.03 09:01:59 -05'00' **DENIED**
 Meeting Date: 12-10-19
 John Paschen, Contract Administrator

Follow-up action: _____

Special Conditions for Contract # 58801480

Article I- Identification of Parties:

This contract is entered into by and between the Iowa Department of Public Health (hereinafter referred to as Department) and the Contractor, as identified on the contract face sheet.

Article II - Designation of Authorized State Official:

Ken Sharp, Director, Division of ADPER and EH is the Authorized State Official for this contract. Any changes in the terms, conditions, or amounts specified in this contract must be approved by the Authorized State Official. Negotiations concerning this contract should be referred to Cristin Dee at (515) 281-5424.

Article III - Designation of Contract Designation of Project Director:

1. The Contractor, as listed on the Contract Face Sheet, is responsible for financial and administrative matters of this Contract.
2. The Project Director, as designated by the Contractor and listed in Article IV – Key Personnel for Project Implementation, has the authority to manage the contract and the legal responsibility to assure compliance with all contract conditions. Negotiations concerning this contract should be referred to the Project Director.
3. The Project Director will receive key communications from the DEPARTMENT and will be responsible for keeping the Contractor and all Authorized Agencies informed of any relevant contract issues.
4. It is the Contractor's sole responsibility to ensure appropriate individual(s) have registered within IowaGrants. The Contractor acknowledges that all assigned individuals to the Grant Tracking site have full rights (add, modify, and delete) for all Grant Tracking site components including contractual forms such as work plans, personnel, budgets, and reporting forms, and claims submission. The Contractor designates LesLa White as the Grantee Contact in IowaGrants (www.IowaGrants.gov) who shall regulate and assign access of appropriate individuals to this grant site.

Article IV – Key Personnel:

The following individual(s) shall be considered key personnel for purposes of this contract:

Department Personnel

| Name | Title | Email Address |
|--------------------|--------------------------|--|
| Don Callaghan | Bureau Chief | donald.callaghan@idph.iowa.gov |
| Bethany Kintigh | Program Manager | bethany.kintigh@idph.iowa.gov |
| Marnell Kretschmer | Program Consultant | marnell.kretschmer@idph.iowa.gov |
| Cristin Dee | Program Contract Manager | cristin.dee@idph.iowa.gov |

Key Contractor Personnel

| Name | Title | Email Address |
|-----------------|------------------------|--|
| John Paschen | Contract Administrator | |
| LesLa White | Project Director | white@mgmc.com |
| Trisha McDonald | Fiscal Contact | macdonald@mgmc.com |

The Contractor shall notify the department in writing within ten (10) working days of any change of Key Personnel identified in this section.

Article V - Statement of Contract Purpose:

To increase immunization rates in children, adolescent and adults for all Advisory Committee on Immunization Practices (ACIP) recommended vaccines.

Article VI - Description of Work and Services:

In compliance with the Department-approved work plan within IowaGrants, the Contractor shall: Follow objectives/activities as outlined in the agency's submitted 2019 Immunization Services Application.

Article VII – Performance Measure

The Department anticipates the following performance measures to be included in a successful applicant's contract.

The contractor will conduct 100 percent of school audits in the county and report results in the Immunization Registry Information System (IRIS).

A disincentive of \$200 will be withheld if the contractor does not conduct 100 percent of school audits in the county and report results in the Immunization Registry Information System (IRIS). Verification of the activity will be demonstrated based upon Department review of school audits reported in IRIS.

The disincentive will be withheld from the first expenditure claim the contractor submits. These funds will be released on the April expenditure claim pending verification of the completed activities.

The Contractor shall submit any documentation required for the performance measure into the progress reports component of the grant site within IowaGrants.gov.

Article VIII – Reports:

The Contractor shall complete and submit the following reports in the grant site located in IowaGrants.

| Report Title | Form Frequency/Type | Date Due |
|-----------------|---------------------|-------------------|
| Progress Report | Semi-Annual | February 28, 2020 |
| Annual Report | Annual | July 31, 2020 |

Article IX - Budget:

Immunization Services (Federal/State)

| Direct Cost Category | Department Budget |
|----------------------|-------------------|
| Subcontract | \$13,442.00 |
| TOTAL: | \$13,442.00 |

Pandemic Influenza (Federal)

| Direct Cost Category | Department Budget |
|----------------------|-------------------|
| Subcontract | \$2,225.00 |
| TOTAL: | \$2,225.00 |

1. Expenditure variance against direct cost budget line amounts are allowed up to a maximum of 10% of the contractual amount on a cumulative basis not to exceed the contractual total. The Contractor shall submit a written justification and request for a contract amendment to the department prior to the obligation of an expense which will exceed the allowed 10% cumulative variance. The Contractor shall submit a written justification and request for a contract amendment when expenditures against a budget line not previously approved are anticipated.
2. The Contractor shall receive written approval from the Department prior to spending the final three (3) percent of all funds awarded.
3. Contractors which demonstrate under-utilization of funding may experience a mid-contract reallocation. The revised budget will be based on historical expenditures. Mid-year reallocations will allow for more effective and complete use of funding for immunization services while at the same time direct funding to areas of Iowa demonstrating a need for additional funding.

The Contractor shall receive written approval from the Department prior to spending the final three (3) percent of all funds awarded.

Article X - Payments:

1. Submission of Claims for contract period:

The Contractor shall complete and submit a claim for services rendered in accordance with this Contract. The Invoice/Claim shall be submitted monthly in the grant site located in IowaGrants within 45 days of the month of expenditures.

The Department shall verify the Contractor's performance of the provision of Services/Deliverables and timeliness of claims before making payment. The Department may elect not to pay claims that are considered untimely.

2. End of State Fiscal Year Claims Submission: Notwithstanding the timeframes above, and absent:

- i. longer timeframes established in federal law or
- ii. the express written consent of the Department, the Contractor shall submit all claims to the Department by August 10th for all services performed in the preceding state fiscal year (the State fiscal year ends June 30).

The Department will not automatically pay end of state fiscal year claims that are considered untimely. If the Contractor seeks payment for end of state fiscal year claim(s) submitted after August 10th, the Contractor may submit the late claim(s), as well as a justification for the untimely submission. The justification and request for payment must be submitted within the Correspondence component of this grant site. The Department may reimburse the claim if funding is available after the end of the fiscal year.

If funding is not available after the fiscal year, the claim may be submitted to State Appeal Board in accordance with instructions for consideration. Instructions for this process may be found at: http://www.dom.state.ia.us/appeals/general_claims.html.

3. The Department shall pay all approved invoices/claims in arrears. The Department may pay in less than sixty (60) days, but an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa law.
4. The Department provides contractual payments on the basis of reimbursement of actual expenses in accordance with Iowa Code 8A.514.
5. The Department will **not** reimburse the Contractor travel amounts in excess of limits established by Iowa Department of Administrative Services. Current instate and out of state travel rate reimbursements can be found posted on the Department's IDPH General Conditions for Service Contracts website.
6. Final payment may be withheld until all contractually required reports have been received and accepted by the Department. At the end of the contract period, unobligated contract amount funds shall revert to the Department.
7. Warrants (payments) for services provided under this contract will be made payable to the Contractor and mailed to the Contractor at the Contractor Legal Address as listed on the contract face page.

- a. If the Contractor authorizes payments under this contract to be mailed to an address other than the Contractor Legal Address, the Contractor shall provide that address to the Department in the Alternate Mailing Address portion of the Business Organization Form – Contact Information section of the grant site form found in IowaGrants.
 - b. This address will be inserted in the 'Warrant/payment mailing address (if different from legal address)' field on the contract face page.
8. All funding payable to the Contractor must be received by the County Treasurer Office [Iowa Code 331.552(1)] and credited to the general fund of the county [Iowa Code 331.427(1)]. If the Department is made aware the funding payable to the Contractor is deposited into an account other than County Treasury, all current and future contractual funds issued by the Department (regardless of contractual program) will be delivered to the Contractor only via Electronic Fund Transfer (EFT) or by mailing the warrant to the Contractor if the EFT option has not been activated by the Contractor.

Article XI – Additional Conditions

1. The Contractor shall ensure all IowaGrant Grant Tracking site component information is accurate and current. This is inclusive of personnel, work plans, and budget forms. Requests by the Contractor for access to update the Grant Tracking site components shall be submitted through correspondence to the IDPH Program Contract Manager. If an update is approved by the Department, an amendment to the contract may be required.
2. All work plan revisions must be approved by the Department prior to implementation. Requests for work plan revisions must be received by the Department through the correspondence component within the Grant Tracking site on or before April 15, 2020.
3. All state funds in the contract MUST be spent by January 31, 2020. All expenses submitted in the "immunization services" category will be subtracted from the state funds first. Any unspent state funds will be deducted from the contract after February 28. Vouchers containing state funds for January expenses must be submitted before February 28, 2020 to comply with close of state fiscal year procedures.



Iowa Department of Public Health
Protecting and Improving the Health of Iowans

Gerd W. Clabaugh, MPA
Director

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Contract Declarations & Execution Page

| | |
|---|---|
| CONTRACT #: 5880CO85 | PROJECT TITLE: FY20 Local Public Health Services (LPHS) |
| CONTRACTOR LEGAL NAME AND ADDRESS: Story County Board of Health 900 6th St Nevada, IA 50201 | PROJECT PERIOD: July 1, 2019 – June 30, 2020 |
| STATE OF IOWA DEPT. OF ADMINISTRATIVE SERVICES VENDOR #: 00002129939 | CONTRACT PERIOD: July 1, 2019 – June 30, 2020 |
| Warrant/payment mailing address (if different from legal address): Mary Greeley Home Health Services 1114 Duff Ave, Ames, IA 50010 | TOTAL CONTRACT AMOUNT: \$204,030.00 |
| | FUNDING SOURCE: FEDERAL: \$0 STATE: \$204,030.00 OTHER: \$0 Interagency State: \$0 Interagency Federal: \$0 Private/Fees/Other: \$0 Member Initials: <u>AM</u> Mailing Date: <u>12-10-19</u> |
| | Follow-up action: Federal Subrecipient Addendum Needed? NO <hr/> <hr/> |
| IOWA CODE CHAPTER 8F DESIGNATION: This contract is NOT covered by Iowa Code chapter 8F | |
| <p>The Contractor agrees to perform the work and to provide the services described in the Special conditions for the consideration stated herein. The duties, rights and obligations of the parties to this contract shall be governed by the Contract Documents, which include the Special Conditions, General Conditions, Request for Proposal and Application.</p> <p>The Contractor has reviewed and agrees to the Iowa Department of Public Health <u>General Conditions Effective July 1, 2019</u> as posted on the Department's website under Funding Opportunities or as available by contacting Diane M Anderson at telephone (515) 242-6522 The contractor specifies no changes have been made to the Special Conditions or General Conditions.</p> | |
| <p>The parties hereto have executed this contract on the day and year last specified below.</p> | |

For and on behalf of the Department:

Digitally signed by Lange, Jill

Lange, Jill

Date: 2019.06.26 09:01:11 -05'00'

By: _____

Jill Lange, MPH, RD, LD
Interim Director, Division of Health Promotion and Chronic Disease Prevention

For and on behalf of the Contractor:

Digitally signed by LesLa White

LesLa White

Date: 2019.06.24 13:33:49 -05'00'

By: _____

Story County Board of Health

Special Conditions for Contract # 5880CO85

Article I- Identification of Parties:

This contract is entered into by and between the Iowa Department of Public Health (hereinafter referred to as Department) and the Contractor, as identified on the contract face sheet.

Article II - Designation of Authorized State Official:

Jill Lange, Interim Director, Division of Division of Health Promotion and Chronic Disease Prevention is the Authorized State Official for this contract. Any changes in the terms, conditions, or amounts specified in this contract must be approved by the Authorized State Official. Negotiations concerning this contract should be referred to Diane M Anderson at 515-281-6522.

Article III - Designation of Contract Designation of Project Director:

1. The Contractor, as listed on the Contract Face Sheet, is responsible for financial and administrative matters of this Contract.
2. The Project Director, as designated by the Contractor and listed in Article IV – Key Personnel for Project Implementation, has the authority to manage the contract and the legal responsibility to assure compliance with all contract conditions. Negotiations concerning this contract should be referred to the Project Director.
3. The Project Director will receive key communications from the Department and will be responsible for keeping the Contractor and all Authorized Agencies informed of any relevant contract issues.
4. It is the Contractor's sole responsibility to ensure appropriate individual(s) have registered within IowaGrants. The Contractor acknowledges that all assigned individuals to the Grant Tracking site have full rights (add, modify, and delete) for all Grant Tracking components including contractual forms, reporting forms, and claims submission. The Contractor designates **John Paschen** as the Grantee Contact in IowaGrants (www.iowaGrants.gov) who shall regulate and assign access of appropriate individuals to this grant site.

Article IV – Key Personnel:

The following individual(s) shall be considered key personnel for purposes of this contract:

Department Personnel

| Name | Title | Email Address |
|------|-------|---------------|
| | | |

| | | |
|------------------|--------------------------------------|--------------------------------|
| Jill Lange | Interim Division Director | jill.lange@idph.iowa.gov |
| Heather Bombei | Regional Community Health Consultant | heather.bombei@idph.iowa.gov |
| Diane M Anderson | Program Contract Manager | Diane.m.anderson@idph.iowa.gov |

Key Contractor Personnel

| Name | Title | Email Address |
|-----------|------------------|----------------|
| Les White | Project Director | white@mgmc.com |

The Contractor shall notify the department in writing within ten (10) working days of any change of Key Personnel identified in this section.

Article V - Statement of Contract Purpose:

The purpose of this contract is to provide partial financial support to local boards of health to assure core public health functions and essential public health services are delivered and to also increase the capacity of local boards of health to promote healthy people and healthy communities in compliance with 641 IAC 77 and 641 IAC 80.

Article VI - Description of Work and Services:

In compliance with the Department-approved work plan within IowaGrants, the Contractor along with its authorized agency (ies) shall:

1. Provide essential public health services and activities as determined by the local board of health.
2. Assure those services and activities provided conform with legislative requirements as directed by state appropriations from the 2018 General Assembly and 641 IAC 77 and 641 IAC 80.
3. Assure linkages between community partners, including at a minimum those partners receiving Department funding, as the Board of Health performs its role and responsibilities as defined in 641 IAC 77 (137).
4. Comply with all contract documents.
5. Report on activities, units, and costs in the manner required.
6. Be responsible for financial and administrative matters of the contract.
7. Designate an authorized agency (ies), a nonprofit or governmental entity, to provide one or more of the activities utilizing LPHS funds.
8. Maintain current contact information for all Board of Health members for the calendar year, including identification of new members and the Board of Health physician.

Article VII – Performance Measure:

The contract performance measure is the completion and submission of the FY20 LPHS Performance Measure Documentation Report that provides a success story about an activity of the

Board of Health. The FY20 LPHS Performance Measure Documentation Report must be completed and submitted by the deadline of September 30, 2019.

The Department will review the Performance Measure Documentation Report for timely submission. If the Contractor fails to submit the Performance Measure Documentation Report by September 30, 2019, a disincentive of \$800 will be deducted from claim payment(s).

The Department will also review all timely submissions for completion. The Department may request additional information to ensure satisfaction of all items in the performance measure document. The Contractor shall follow-up with the additional information or resubmission within the reasonable timeframe provided by the Department. If the Contractor is unable to verify or re-submit to the satisfaction of the Department within the designated time frame, a financial disincentive of \$800 will be deducted from claim payment(s).

Questions concerning the Performance Measure Report should be referred to the assigned Regional Community Health Consultant (RCHC).

The Contractor shall submit any documentation required for the performance measure into the Progress Reports component of the grant site within IowaGrants.gov.

Article VIII – Reports:

The Contractor shall complete and submit the following reports in the grant site located in IowaGrants.

| Report Title | Form Frequency/Type | Date Due |
|--|-----------------------------------|-----------------------------------|
| Local Board of Health Meeting Minutes | Board Minutes | Within 2 weeks of BOH approval |
| LPHS Final Report | Final Report | September 30, 2020 |
| Performance Measure Documentation Report | Performance Measure Documentation | September 30, 2019 |
| Subcontract Documents | Subcontract Documents | Prior to submission of 1st claim. |

Article IX - Budget:

The LPHS Contract is funded through Essential Public Health Services appropriation.

The Contractor shall receive written approval from the Department prior to spending the final three (3) percent of all funds awarded.

Article X - Payments:

1. Submission of Claims for contract period:
The Contractor shall complete and submit a monthly claim via IowaGrants within 45 days of the month of expenditures.
2. The Contractor shall be reimbursed on a unit cost basis for the provision of essential public health services. Using costing methodology approved by the Department, each Authorized Agency shall complete and submit a current annual cost analysis for each activity to be billed to the Contract.

The Department shall verify the Contractor's performance of the provision of Services/Deliverables and timeliness of claims before making payment. The Department may elect not to pay claims that are considered untimely.

3. End of State Fiscal Year Claims Submission: Notwithstanding the time frames above, and absent:
 - i. longer timeframes established in federal law or
 - ii. the express written consent of the Department,the Contractor shall submit all claims to the Department by August 10th for all services performed in the preceding state fiscal year (the State fiscal year ends June 30).

The Department will not automatically pay end of state fiscal year claims that are considered untimely. If the Contractor seeks payment for end of state fiscal year claim(s) submitted after August 10th, the Contractor may submit the late claim(s), as well as a justification for the untimely submission. The justification and request for payment must be submitted within the Correspondence component of this grant site. The Department may reimburse the claim if funding is available after the end of the fiscal year.

If funding is not available after the fiscal year, the claim may be submitted to State Appeal Board in accordance with instructions for consideration. Instructions for this process may be found at: http://www.dom.state.ia.us/appeals/general_claims.html.

4. The Department shall pay all approved invoices/claims in arrears. The Department may pay in less than sixty (60) days, but an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa law.
5. Final payment may be withheld until all contractually required reports have been received and accepted by the Department. At the end of the contract period, unobligated contract amount funds shall revert to the Department.
6. Warrants (payments) for services provided under this contract will be made payable to the Contractor and mailed to the Contractor at the Contractor's Legal Address as listed on the contract face page.
 - a. If the Contractor authorizes payments under this contract to be mailed to an address other than the Contractor's Legal Address, the Contractor shall provide that address to the Department in the Alternate Mailing Address portion of the Business Organization Form – Contact Information section of the grant site form found in IowaGrants.
 - b. This address will be inserted in the 'Warrant/payment mailing address (if different from legal address)' field on the contract face page.

7. All funding payable to the Contractor must be received by the County Treasurer Office [Iowa Code 331.552(1)] and credited to the general fund of the county [Iowa Code 331.427(1)]. If the Department is made aware the funding payable to the Contractor is deposited into an account other than County Treasury, all current and future contractual funds issued by the Department (regardless of contractual program) will be delivered to the Contractor only via Electronic Fund Transfer (EFT) or by mailing the warrant to the Contractor if the EFT option has not been activated by the Contractor.

Article XI – Additional Conditions

1. All work plan revisions must be approved by the Department prior to implementation. Requests for work plan revisions must be received by the department on or before June 30, 2020.
2. The local board of health shall assure linkages between community partners, including at a minimum those partners receiving Department funding, as the board of health performs its role and responsibilities as defined in 641 IAC 77(137).
3. The local board of health minutes shall be available for all Department staff to view on www.iowaGrants.gov
4. The Contractor shall assure and support the plan for utilization of the LPHS contract funds.
5. A revised reimbursement rate for an activity may be proposed by submitting an approved costing methodology and current cost analysis to the Contractor's assigned Regional Community Health Consultant for review and approval. The cost analysis must include a minimum of six months of data. Reimbursement rates may be changed a maximum of two times per contract year.
6. An Authorized Agency for LPHS Contract is a nonprofit or governmental entity authorized by the Contractor to provide one or more activities utilizing funds included in the contract.
 - a. If the Contractor is the governing body of an Authorized Agency a written subcontract for services is not required.
 - b. If the Contractor is not the governing body of an Authorized Agency providing services with these contract allocations, an annual subcontract must be executed by and between the Contractor and the Authorized Agency; refer to the Department's General Conditions Section 5. The subcontract must be approved by the RCHC at least annually.
7. In addition to the provisions of Section 18, Withholding of Support, of the Department's General Conditions, the following provision shall apply to this Contract: The Department shall withhold payment of LPHS Contract allocations to the Contractor if:
 - a. Contractor fails to submit required contractual reports as outlined by the Department until reports have been submitted in a timely manner, received, verified and approved by the Department.
 - b. Contractor fails to submit required subcontract between the Contractor and an Authorized Agency for approval by the Department.
 - c. An Authorized Agency is found to be noncompliant with 641 IAC chapter 80(137) and fails to submit and implement a corrective action plan in a timely manner.
8. A request to modify the Contract or sections of the approved application will be handled through a negotiation process within Grant Tracking. Request should be submitted through correspondence.
9. Alternative plans must be submitted by the Contractor and approved by the Department. The

Department reserves the ability to reconsider the use and submission of alternative plans for Essential Public Health Service funds due to any unforeseen circumstance (s) or an event that may result in the utilization of funds that deviate from the historical pattern or trend.

10. In addition to the reallocation process as defined in 641 IAC 80(135), the Department may reallocate Essential Public Health Service funds at any time during the contract year. If a Contractor fails to expend 75% of funds awarded for expenses incurred through March 31, 2020 the difference between funds remaining and 25% may revert to the Department for possible reallocation at the Department's discretion. A Contractor's eligibility to receive reallocated funds will be determined by the Contractor's timely submission of claims by February 15, 2020.
11. Local public health agencies can request limited WIC participant data from their local WIC agencies. The WIC participant data that can be disclosed includes the following:
 - Participant name,
 - Address,
 - Phone number,
 - Date of birth, and
 - WIC participant category (i.e. infant, child, pregnant, breastfeeding, not breastfeeding).

According to the Federal Register [7 CFR 246.26(h) (3) (ii)], "The receiving organizations may use the confidential applicant and participant information only for:

- a. Establishing the eligibility of WIC applicants or participants for the programs that the organization administers;
- b. Conducting outreach to WIC applicants and participants for such program;
- c. Enhancing the health, education, or well-being of WIC applicants or participants who are currently enrolled in such programs, including the reporting of known or suspected child abuse or neglect that is not otherwise required by State law;
- d. Streamlining administrative procedures in order to minimize burdens on staff, applicants, or participants in either the receiving program or the WIC Program; and/or
- e. Assessing and evaluating the responsiveness of a State's health system to participants' health care needs and health care outcomes."

The receiving organizations will assure that it will not use the information for any other purpose or disclose the information to a third party.

CERTIFICATE OF APPOINTMENT OF CIVIL PROCESS SERVER

STATE OF IOWA, STORY COUNTY, ss.

I, Paul H. Fitzgerald, Sheriff of Story County, Iowa, do hereby constitute and appoint Shelby E. Smith as civil process server and do hereby authorize and empower him to do and perform in my name as such Civil Process Server, all acts and things that may lawfully be done by him as such Civil Process Server.

Given under my hand this 10th day of December, A.D. 2019


Paul H. Fitzgerald
Sheriff of Story County

STATE OF IOWA, STORY COUNTY, ss.

I, Shelby E. Smith, having been appointed a Civil Process Server of Story County, under Paul H. Fitzgerald, Sheriff of Story County, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties of the office of Story County Sheriff in Story County, Iowa, as now or hereafter required by law.

Subscribed and sworn to before me, his 10th day of December, A.D. 2019

Notary

Above appointment approved by the Board of Supervisors of Story County, this 10th day of December, A.D. 2019



Chairperson to the Board of Supervisors

Return to: Story County Treasurer, 900 Sixth St., Nevada, IA., 50201, 515-382-7330
28E Agreement between
The City of Nevada, Iowa
and
Story County, Iowa

This Agreement is made pursuant to Chapter 28E of the Iowa Code between the City of Nevada, Iowa, hereinafter referred to as "the City" and the County of Story, Iowa, hereinafter referred to as "the County".

WHEREAS Iowa Code Section 331.553(8) provides that a County Treasurer may enter into an agreement under Iowa Code 28E to collect or enforce delinquent parking fines on behalf of a City in conjunction with renewal of motor vehicle registrations pursuant to Iowa Code Sections 321.40(4) and 321.236; and

WHEREAS the City and the County wish to enter into such an agreement for the collection or enforcement of delinquent parking fines owed to the City;

NOW, THEREFORE, the City and the County do hereby agree as follows:

SECTION 1. AUTHORITY. The City, acting through its City Council, and the County, acting through its County Board of Supervisors, enter into this Agreement by virtue of the powers granted to them under Chapter 28E of the Iowa Code.

SECTION 2. PURPOSE. The purpose of this Agreement is to authorize the County Treasurer's Office to assist in the collection of delinquent parking fines by enacting a "stop" on the registered vehicle owner which will preclude them from renewing their motor vehicle(s) registration pursuant to Iowa Code Sections 321.40(4) and 321.236 until the City has confirmed the vehicle owner has satisfactorily addressed the delinquent fines.

SECTION 3. SERVICE AREA. The service area of this Agreement is within the incorporated area of the City.

SECTION 4. DUTIES. The City shall, prior to the 5th day of the month and when necessary, certify and provide to the County Treasurer a list of all persons with delinquent parking fines owed to the City. The City shall hold the County harmless and the City shall assume all liability for any failure to properly maintain ticket status information. The list shall include: Registered Owner(s), License Plate Number, and at least one citation number.

The County Treasurer's Office shall enter a "stop" on the Registered Owner(s) in the Iowa Department of Transportation (IDOT) system which precludes the owner(s) from renewing the registration of any motor vehicles. The County Treasurer's Office will enforce the stop by refusing registration renewal to any applicant for whom the County Treasurer's Office has received

certification that said applicant has one or more uncontested, delinquent parking tickets owed to the City.

The County Treasurer's Office will not collect any funds for the delinquent parking fines, but rather direct the applicant back to the City to remit the issue.

The City will contact the County Treasurer's Office through email immediately (with the exception of transactions that occur after 4:45 p.m., which may be communicated on the next business day) once a Registered Owner(s) with delinquent parking has satisfied the delinquent fines and ask for the removal of the "stop" from the IDOT system. The County Treasurer's Office will immediately remove the "stop" and the Registered Owner(s) will be allowed to renew vehicle registrations again. The County Treasurer shall notify the City through email that the "stop" has been removed.

SECTION 5. COMPENSATION. The Treasurer's Office shall be permitted to receive \$5.00 from the City for administrative cost for each Registered Owner "stop" placed by the Treasurer's Office pursuant to Iowa Code Section 331.553(8). The Treasurer's Office shall send an invoice to the City by the 15th of each month; the City will provide payment within 30 days of the invoice.

SECTION 6. EFFECTIVE DATE. This agreement shall be effective upon its approval and execution by the City and the County and its recording with the County Recorder and the Secretary of State for the State of Iowa pursuant to the requirements of Code of Iowa, Chapter 28E.

SECTION 7. DURATION. This agreement shall be effective upon signature of both parties and continue until terminated.

SECTION 8. TERMINATION. Any party to this Agreement may terminate this Agreement by giving written notice to the other party at least ninety (90) days in advance of the date of termination. Should Iowa Code Sections 321.40(4) and 321.236 be struck or materially amended so as to prohibit the "stop" on registered vehicles for unpaid parking tickets, this agreement shall immediately terminate.

SECTION 9. NOTICE. Notice of certification of delinquent parking fines and certification of remittance of the delinquent parking fines sent from the City to the County will be emailed to Treasurer@StoryCountyIowa.gov.

Notices of invoice for the placement of "stops" shall be sent by the County to the City will be emailed to rmartinez@cityofnevadaiaowa.org. The City may notify the County in writing to change the designated notification person.

SECTION 10. **SAVINGS CLAUSE.** If any section, provision, or part of this agreement shall be found to be unconstitutional, such finding shall not affect the validity of the agreement as a whole or any section, provision or part thereof not found to be invalid or unconstitutional.

SECTION 11. **ENTIRE AGREEMENT.** This agreement represents the entire agreement between the parties as to the subject of this agreement. Any subsequent modification to the terms of this agreement shall be in the form of a duly executed Addendum to this agreement.

SECTION 12. **AMENDMENTS.** This agreement may be amended at any time by mutual agreement of the parties. Any party desiring an amendment to this agreement shall notify the other party of its desire, and the reason for the request. Such a request shall be in writing to the other party, and shall be considered by the other party without unreasonable delay and within no more than (90) days of receipt.

SECTION 13. **GOVERNING LAW.** This agreement shall be governed by and interpreted under the laws of the State of Iowa.

SECTION 14. **SIGNATURE PAGES.** The parties agree that this agreement has attached to it signature pages which shall be assembled and filed together with the agreement and shall together constitute one and the same instrument. A completed copy of the agreement with executed signature pages shall be sent to each party.

CITY OF NEVADA, IOWA

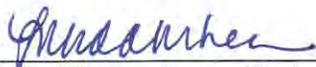
By: 

Mayor

Attest: 

City Clerk

STORY COUNTY IOWA

By: 

Board of Supervisors, Chairperson

Attest: 

Auditor

RESOLUTION NO. 020 (2019/2020)

RESOLUTION APPROVING A 28E AGREEMENT
WITH STORY COUNTY, IOWA FOR THE COLLECTION AND ENFORCEMENT OF
DELINQUENT PARKING TICKETS

WHEREAS, the City of Nevada (the "City") desires to enter into this 28E Agreement ("Agreement"), with Story County, Iowa (the "County") for the purpose of adding an additional enforcement mechanism to assist in collecting delinquent parking tickets owed to the City; and

WHEREAS Iowa Code Section 331.553(8) provides that a County Treasurer may enter into an agreement under Iowa Code 28E to collect or enforce delinquent parking fines on behalf of a City in conjunction with renewal of motor vehicle registrations pursuant to Iowa Code Sections 321.40(4) and 321.236; and

WHEREAS the City and the County wish to enter into such an agreement for the collection or enforcement of delinquent parking fines.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEVADA, IOWA:

1. That the City approves the 28E Agreement to allow the Story County Treasurer to collect or enforce delinquent parking fines on behalf of the City.
2. The Mayor is hereby authorized and directed to execute said Agreement on behalf of the City and the City Clerk is authorized to file said Agreement with the Iowa Secretary of State and take any other action necessary to effectuate this Agreement.

PASSED AND APPROVED THIS 25th day of November, 2019.

By: 
Brett Barker, Mayor

ATTEST:

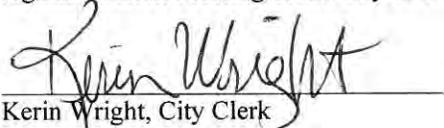
By: 
Kerin Wright, City Clerk

Moved by Council Member Jason Sampson, seconded by Council Member Dane Neelson, that Resolution No. 020 (2019/2020) be adopted.

AYES: Sampson, Neelson, Spence, Ehrig, Mittman
NAYS: None
ABSENT: Hanson

The Mayor declared Resolution No. 020 (2019/2020) adopted.

I hereby certify that the foregoing is a true copy of a record of the adoption of Resolution No. 020 (2019/2020) at the regular Council Meeting of the City of Nevada, Iowa, held on the 25th day of November, 2019.


Kerin Wright, City Clerk



MAP Supplement

| | | |
|----------------------------|------------------------------|----------------|
| APPLICATION NO. 1524436 | MAP AGREEMENT NO. 1202967 | SUPPLEMENT NO. |
|----------------------------|------------------------------|----------------|

Meter Reading Contact Person: Fma

CUSTOMER INFORMATION

| | | | | | |
|--|-------|-------|------------------------|--|--|
| FULL LEGAL NAME | | | STREET ADDRESS | | |
| STORY, COUNTY OF | | | 900 SIXTH ST | | |
| CITY | STATE | ZIP | PHONE | | |
| NEVADA | IA | 50201 | (515)382-6581 | | |
| BILLING NAME (IF DIFFERENT FROM ABOVE) | | | BILLING STREET ADDRESS | | |
| CITY | STATE | ZIP | E-MAIL | | |

EQUIPMENT WITH CONSOLIDATED MINIMUMS - ADDED

| MAKE/MODEL/ACCESSORIES | SERIAL NUMBER | START METER COLOR | START METER BW |
|-----------------------------|---------------|-------------------|----------------|
| 1 See Attached Pool Billing | | | |
| 2 | | | |
| 3 | | | |

Minimum Payment* \$ See Attached Color Print Allowance See Attached Excess Color Print Charge* \$ See Attached
 B&W Print Allowance See Attached Excess B&W Print Charge* \$ See Attached

*plus applicable taxes

EQUIPMENT WITH CONSOLIDATED MINIMUMS - DELETED

| MAKE/MODEL/ACCESSORIES | SERIAL NUMBER | END METER COLOR | END METER BW |
|------------------------|---------------|-----------------|--------------|
| 1. | | | |

MARCO SUPPORT DESK (By selecting "YES" you agree that the Marco Support Desk Monthly Fee will be added to this Supplement's monthly invoice.)

| | | | | | |
|--|--|---|--|----------------------|-------------------|
| | Do you wish to enroll in the Marco Support Desk for equipment listed herein? | Combined Total of all Equipment Enrolled: | Marco Support Desk Device Monthly Fees | | |
| | <input checked="" type="checkbox"/> Yes OR <input type="checkbox"/> No | <input type="text"/> | 1 - 5 Devices: \$10 | 6 - 15 Devices: \$20 | 16+ Devices: \$30 |

If enrolled, the equipment on this Supplement will qualify for Marco Support Desk in addition to any other equipment enrolled under the MAP Agreement. If no box is checked, then you have elected to waive Marco Support Desk coverage for equipment listed herein.

FREQUENCY OF MINIMUM PAYMENT

Please Check One: Monthly Quarterly Semi-Annually Annually
 (If no box is checked, frequency will be Monthly)

METER READING FREQUENCY

Please Check One: Monthly Quarterly Semi-Annually Annually
 (If no box is checked, frequency will be Monthly)

TERM

24 Mos. End of Term of this Supplement coincides with the End of Term set forth in the MAP Agreement (coterminous) and/or previous Supplement(s) (as applicable).
 Mos. Term applies to this Supplement only.

SUPPLIES COVERAGE LEVELS: Please Check One: All Inclusive HP OEM No Supplies Included
 (If no box is checked, no supplies will be included) (Billed at Standard Pricing)

TERMS AND CONDITIONS

You have requested this Supplement to the MAP Agreement between the Owner and Customer as identified in Owner's records by the MAP Agreement set forth above. If this Supplement relates to Equipment not subject to the MAP Agreement (i.e., additional Equipment), this Supplement, together with the preprinted terms of the MAP Agreement (as amended), constitutes an agreement between Customer and Owner with respect to the Equipment referenced herein, separate and distinct from the MAP Agreement. Customer agrees to be bound by the terms of this Supplement, which includes the preprinted terms of the MAP Agreement (as amended) and agrees this Supplement shall commence on the date of Owner's acceptance. The parties agree that: (i) this Supplement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Supplement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually signed signature; and (iii) to the extent this Supplement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Supplement or any related documents that you executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. If any provision in this Supplement conflicts with a provision in the MAP Agreement, the provision in this Supplement shall control. If this Supplement relates to Equipment subject to the MAP Agreement (i.e. replaced or removed Equipment and/or payment modifications), the MAP Agreement shall be modified or supplemented as set forth above as of the date Owner accepts this Supplement. Except as specifically modified by this Supplement, all other terms and conditions of the MAP Agreement (as amended) and any personal guaranty(s) remain in full force and effect.

OWNER ACCEPTANCE

| | | |
|--|------------|--------|
| Print Name: Marco Technologies, LLC | Signature: | Title: |
| Owner: Marco Technologies, LLC | | Dated: |

PRIVACY AND INFORMATION SECURITY

You acknowledge that the Equipment you have received may be equipped with a hard drive that may store personal and confidential information ("PCI") and you understand the privacy and information security risks associated with PCI that may be stored on your Equipment. You agree to be responsible for safeguarding any PCI and you agree to indemnify and hold Marco Technologies LLC harmless from any loss, misappropriation or breach of the PCI that may be stored on your Equipment.

| | | |
|--------------------------------|--|--------------------------------|
| STORY, COUNTY OF | | TITLE <u>Chair. Bd of Sups</u> |
| CUSTOMER (as referenced above) | | DATED <u>12-10-19</u> |

CUSTOMER ACCEPTANCE

By signing below, you certify that you have reviewed and do agree to all terms and conditions of the MAP Agreement and this Supplement.

| | | |
|--------------------------------|--|--------------------------------|
| STORY, COUNTY OF | | TITLE <u>Chair. Bd of Sups</u> |
| CUSTOMER (as referenced above) | | DATED <u>12-10-19</u> |

42-6005024

FEDERAL TAX I.D. #

PRINT NAME

Page 1 of 1
Confidential



MAP Supplement
Pool Billing Schedule

APPLICATION NO.
1524436

AGREEMENT NO.

Meter Reading Contact Person:

Managed Account Program Phone: 800.892.8548 | Fax: 800.847.3087

This Pool Billing Schedule is to be attached to and becomes part of the above-referenced Agreement by and between the undersigned and Marco Technologies, LLC.

POOL 9 NAME: PLAN & ZONE HEALTH - COPIERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 75.00 Color Print Allowance 0 Excess Color Print Charge* \$ 0.045000
plus applicable taxes B&W Print Allowance 0 Excess B&W Print Charge \$ 0.004500

POOL 10 NAME: INFORMATION TECHNOLOGY - COPIERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 85.00 Color Print Allowance 0 Excess Color Print Charge* \$ 0.045000
plus applicable taxes B&W Print Allowance 0 Excess B&W Print Charge \$ 0.004500

POOL 11 NAME: RECORDER- COPIERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 78.61 Color Print Allowance 0 Excess Color Print Charge* \$ 0.045000
plus applicable taxes B&W Print Allowance 0 Excess B&W Print Charge \$ 0.004500

POOL 12 NAME: TREASURER - PRINTERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 63.68 B&W Print Allowance 0 Excess B&W Print Charge* \$ 0.010000
*plus applicable taxes

CUSTOMER ACCEPTANCE

This Pool Billing Schedule is hereby verified as correct by the undersigned Customer, who acknowledges receipt of a copy.

STORY, COUNTY OF CUSTOMER (as referenced above) SIGNATURE TITLE Chair, Bd. of Sops DATED 12-10-19



MAP Supplement
Pool Billing Schedule

APPLICATION NO.
1524436

AGREEMENT NO.

Meter Reading Contact Person:

Managed Account Program Phone: 800.892.8548 | Fax: 800.847.3087

This Pool Billing Schedule is to be attached to and becomes part of the above-referenced Agreement by and between the undersigned and Marco Technologies, LLC.

POOL 13 NAME: TREASURER -COPIERS

Pool Location:

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 119.00 Color Print Allowance 0 Excess Color Print Charge* \$ 0.045000
plus applicable taxes B&W Print Allowance 0 Excess B&W Print Charge \$ 0.004500

POOL 14 NAME: CONSERVATION - COPIER

Pool Location:

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 250.83 Color Print Allowance 0 Excess Color Print Charge* \$ 0.045000
plus applicable taxes B&W Print Allowance 0 Excess B&W Print Charge \$ 0.004500

POOL 15 NAME: ATTORNEY NEVADA -COPIERS

Pool Location:

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 214.74 Color Print Allowance 0 Excess Color Print Charge* \$ 0.045000
plus applicable taxes B&W Print Allowance 0 Excess B&W Print Charge \$ 0.004500

POOL 16 NAME: ATTORNEY NEVADA -PRINTERS

Pool Location:

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 13.82 B&W Print Allowance 0 Excess B&W Print Charge* \$ 0.010000
*plus applicable taxes

CUSTOMER ACCEPTANCE

This Pool Billing Schedule is hereby verified as correct by the undersigned Customer, who acknowledges receipt of a copy.

STORY, COUNTY OF
CUSTOMER (as referenced above)

SIGNATURE (Handwritten signature)

TITLE Chair, Bd. of Sups
DATED 12/10/19



MAP Supplement
Pool Billing Schedule

APPLICATION NO.
1524436

AGREEMENT NO.

Meter Reading Contact Person:

Managed Account Program Phone: 800.892.8548 | Fax: 800.847.3087

This Pool Billing Schedule is to be attached to and becomes part of the above-referenced Agreement by and between the undersigned and Marco Technologies, LLC.

POOL 1 NAME: BOARD OF SUPERVISORS-COPIERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 125.00
*plus applicable taxes
Color Print Allowance 0
B&W Print Allowance 0
Excess Color Print Charge* \$ 0.045000
Excess B&W Print Charge* \$ 0.004500

POOL 2 NAME: BOARD OF SUPERVISORS- PRINTERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 13.14
*plus applicable taxes
B&W Print Allowance 0
Excess B&W Print Charge* \$ 0.010000

POOL 3 NAME: INFORMATION DESK- PRINTERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 13.14
*plus applicable taxes
B&W Print Allowance 0
Excess B&W Print Charge* \$ 0.010000

POOL 4 NAME: ATTORNEY AMES- COPIERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 173.93
*plus applicable taxes
Color Print Allowance 0
B&W Print Allowance 0
Excess Color Print Charge* \$ 0.045000
Excess B&W Print Charge* \$ 0.004500

CUSTOMER ACCEPTANCE

This Pool Billing Schedule is hereby verified as correct by the undersigned Customer, who acknowledges receipt of a copy.

STORY, COUNTY OF
CUSTOMER (as referenced above)

SIGNATURE (Handwritten signature)

TITLE Chair, Bd of Sups
DATED 12-10-19



MAP Supplement
Pool Billing Schedule

APPLICATION NO.
1524436

AGREEMENT NO.

Meter Reading Contact Person:

Managed Account Program Phone: 800.892.8548 | Fax: 800.847.3087

This Pool Billing Schedule is to be attached to and becomes part of the above-referenced Agreement by and between the undersigned and Marco Technologies, LLC.

POOL 5 NAME: ATTORNEY AMES - PRINTERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 13.14
*plus applicable taxes
B&W Print Allowance 0
Excess B&W Print Charge* \$ 0.010000

POOL 6 NAME: ENGINEERING- COPIERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 99.29
*plus applicable taxes
Color Print Allowance 0
Excess Color Print Charge* \$ 0.045000
B&W Print Allowance 0
Excess B&W Print Charge* \$ 0.004500

POOL 7 NAME: ENGINEERING - PRINTERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 13.14
*plus applicable taxes
B&W Print Allowance 0
Excess B&W Print Charge* \$ 0.010000

POOL 8 NAME: FACILITIES - COPIERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 85.00
*plus applicable taxes
Color Print Allowance 0
Excess Color Print Charge* \$ 0.045000
B&W Print Allowance 0
Excess B&W Print Charge* \$ 0.004500

CUSTOMER ACCEPTANCE

This Pool Billing Schedule is hereby verified as correct by the undersigned Customer, who acknowledges receipt of a copy.

STORY, COUNTY OF CUSTOMER (as referenced above) SIGNATURE [Signature] TITLE Chair, Bd. of Supts DATED 12-10-19



STATE AND LOCAL GOVERNMENT ADDENDUM

AGREEMENT NO. []

Phone: 800.892.8548 | Fax: 800.847.3087

Addendum to Agreement # _____ and any future supplements/schedules thereto, between _____, as Customer and Marco Technologies LLC, as Lessor ("Agreement"). The words "you" and "your" refer to Customer. The words "we," "us" and "our" refer to l

The parties wish to amend the above-referenced Agreement by adding the following language:

REPRESENTATIONS AND WARRANTIES OF CUSTOMER: You hereby represent and warrant to us that: (i) you have been duly authorized under the Constitution and laws of the applicable jurisdiction and by a resolution or other authority of your governing body to execute and deliver this Agreement and to carry out your obligations hereunder; (ii) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of this Agreement; (iii) this Agreement is in compliance with all laws applicable to you, including any debt limitations or limitations on interest rates or finance charges; (iv) the Equipment will be used by you only for essential governmental or proprietary functions of you consistent with the scope of your authority, will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use, and your need for the Equipment is not expected to diminish during the term of this Agreement; (v) you have funds available to pay Payments until the end of your current appropriation period, and you intend to request funds to make Payments in each appropriation period, from now until the end of the term of this Agreement; and (vi) your exact legal name is as set forth on page one of this Agreement.

NON-APPROPRIATION OR RENEWAL: If either sufficient funds are not appropriated to make Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed either automatically or by mutual ratification, this Agreement shall terminate and you shall not be obligated to make Payments under this Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which Payments have been appropriated or the term of this Agreement has been renewed, deliver possession of the Equipment to us. If you fail to deliver possession of the Equipment to us, the termination shall nevertheless be effective but you shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of Payments thereafter coming due that is attributable to the number of days after the termination during which you fail to deliver possession and for any other loss suffered by us as a result of your failure to deliver possession as required. You shall notify us in writing within seven days after (i) your failure to appropriate funds sufficient for the payment of the Payments or (ii) to the extent required by applicable law, (a) this Agreement is not renewed or (b) this Agreement is renewed by you (in which event this Agreement shall be mutually ratified and renewed), provided that your failure to give any such notice under clause (i) or (ii) of this sentence shall not operate to extend this Agreement or result in any liability to you.

TITLE TO THE EQUIPMENT: If the selected purchase option for this Agreement is \$1.00 or \$101.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

The parties wish to amend the above-referenced Agreement by adding the following language:

Any provision in the Agreement stating this Agreement supersedes any invoice and/or purchase order is hereby amended and restated as follows: "You agree that the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes any purchase order, invoice, request for proposal, response or other related document."

Any provision in the Agreement stating that this Agreement shall automatically renew unless the Equipment is purchased, returned or a notice requirement is satisfied is hereby amended and restated as follows: "Unless the purchase option is \$1.00 or \$101.00, at the end of the initial term, this Agreement shall renew on a month-to-month basis under the same terms hereof unless you send us written notice at least 30 days before the end of any term that you want to purchase or return the Equipment, and you timely purchase or return the Equipment."

Any provision in the Agreement stating that we may assign this Agreement is hereby amended and restated as follows: "We may sell, assign, or transfer this Agreement without notice to or consent from you, and you waive any right you may have to such notice or consent."

NOTE: A FACSIMILE, ELECTRONIC OR SCANNED VERSION OF THIS DOCUMENT WITH SIGNATURE SHALL BE CONSIDERED BE AN ORIGINAL. CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

Any provision in the Agreement stating that you grant us a security interest in the Equipment to secure all amounts owed to us under any agreement is hereby amended and restated as follows: "To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement and any supplements hereto. You authorize and ratify our filing of any financing statement(s) and the naming of us on any vehicle title(s) to show our interest."

Any provision in the Agreement stating that you shall indemnify and hold us harmless is hereby amended and restated as follows: "You shall not be required to indemnify or hold us harmless against liabilities arising from this Agreement. However, as between you and us, and to the extent permitted by law and legally available funds, you are responsible for and shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of this Agreement to us or that arise directly from our gross negligence or willful misconduct."

Any provision in the Agreement stating that a default by you under any agreement with our affiliates or other lenders shall be an event of default under the Agreement is hereby amended and restated as follows: "You will be in default if: (i) you do not pay any Payment or other sum due to us under this Agreement when due or you fail to perform in accordance with the covenants, terms and conditions of this Agreement; (ii) you make or have made any false statement or misrepresentation to us; or (iii) you dissolve, liquidate, terminate your existence or are in bankruptcy."

Any provision in the Agreement stating that you shall pay our attorneys' fees is hereby amended and restated as follows: "In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay, to the extent permitted by law and to the extent of legally available funds, our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee."

Any provision in the Agreement requiring you to pay amounts due under the Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew the Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

Any provision in the Agreement stating that the Agreement is governed by a particular state's laws and you consent to such jurisdiction and venue is hereby amended and restated as follows: "This Agreement will be governed by and construed in accordance with the laws of the state where you are located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum."

By signing this Addendum, Customer acknowledges the above changes to the Agreement and authorizes Lessor to make such changes. In the event of any conflict between this Addendum and the Agreement, this Addendum shall prevail. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer.

CUSTOMER ACCEPTANCE

Marco Technologies LLC
LESSOR

X
SIGNATURE

TITLE DATE

STORY, COUNTY OF
CUSTOMER

X *Prudamben*
SIGNATURE

Chair, Bd of Sups 12-10-19
TITLE DATE

NOTE: A FACSIMILE, ELECTRONIC OR SCANNED VERSION OF THIS DOCUMENT WITH SIGNATURE SHALL BE CONSIDERED BE AN ORIGINAL. CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.



MAP Supplement
Pool Billing Schedule

APPLICATION NO.
1524436

AGREEMENT NO.

Meter Reading Contact Person:

Managed Account Program Phone: 800.892.8548 | Fax: 800.847.3087

This Pool Billing Schedule is to be attached to and becomes part of the above-referenced Agreement by and between the undersigned and Marco Technologies, LLC.

POOL 17 NAME: COMMUNITY SERVICES - COPIERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 121.00 Color Print Allowance 0 Excess Color Print Charge* \$ 0.045000
plus applicable taxes B&W Print Allowance 0 Excess B&W Print Charge \$ 0.004500

POOL 18 NAME: AUDITOR & Elections -Copiers

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 127.00 Color Print Allowance 0 Excess Color Print Charge* \$ 0.045000
plus applicable taxes B&W Print Allowance 0 Excess B&W Print Charge \$ 0.004500

POOL 19 NAME: IT-E911 PRINTERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 21.00 Color Print Allowance 0 Excess Color Print Charge* \$ 0.090000
plus applicable taxes B&W Print Allowance 0 Excess B&W Print Charge \$ 0.010000

POOL 20 NAME: RECORDERS - PRINTERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 13.14 B&W Print Allowance 0 Excess B&W Print Charge* \$ 0.010000
*plus applicable taxes

CUSTOMER ACCEPTANCE

This Pool Billing Schedule is hereby verified as correct by the undersigned Customer, who acknowledges receipt of a copy.

STORY, COUNTY OF CUSTOMER (as referenced above) SIGNATURE X [Signature] TITLE Chair, Bd of Sups DATED 12-10-19



MAP Supplement
Pool Billing Schedule

APPLICATION NO.
1524436

AGREEMENT NO.

Meter Reading Contact Person:

Managed Account Program Phone: 800.892.8548 | Fax: 800.847.3087

This Pool Billing Schedule is to be attached to and becomes part of the above-referenced Agreement by and between the undersigned and Marco Technologies, LLC.

POOL 21 NAME: SAFETY COORDINATOR -PRINTERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 29.88
plus applicable taxes B&W Print Allowance 0 Excess B&W Print Charge \$ 0.010000

POOL 22 NAME: FACILITIES - PRINTERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 HPI - 1PS54A#BGJ (E52645DN) - [1315 S B AVE NEVADA, IA 50201]

Minimum Payment* \$ 154.72
plus applicable taxes B&W Print Allowance 0 Excess B&W Print Charge \$ 0.010000

POOL 23 NAME: AUDITOR & ELECTIONS - PRINTERS

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1 EXISTING

Minimum Payment* \$ 46.00
plus applicable taxes B&W Print Allowance 0 Excess B&W Print Charge \$ 0.010000

POOL 24 NAME:

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Row 1: 1

Minimum Payment* \$ 0.00
plus applicable taxes B&W Print Allowance 0 Excess B&W Print Charge \$ 0.000000

CUSTOMER ACCEPTANCE

This Pool Billing Schedule is hereby verified as correct by the undersigned Customer, who acknowledges receipt of a copy.

STORY, COUNTY OF CUSTOMER (as referenced above) SIGNATURE TITLE Chair, Bd of Sups DATED 12-10-19

**STORY COUNTY SHERIFF
SERVICE AGREEMENT
19-02**

The following agreement is intended to be the sole and only agreement between the parties and supersedes all other agreements. All terms and conditions are in their customary usage and any additional definitions of terms or conditions are stated in this agreement.

Definitions:

The Agreement is this four page agreement identified by the numerical designation and any and all attachments reference.

Story County Sheriff, hereinafter (the "Service Provider") agrees to provide the services as listed in this agreement.

The Christ Community Church, hereinafter (the "Contractor") agrees to employ the Service Provider as set forth by the terms listed in this agreement.

The Parties, refers to the "Service Provider" and the "Contractor".

Additional Terms, if none then state "none":

None _____

Terms

Service Provider:
Story County Sheriff's Office
1315 South "B" Avenue
Nevada, IA 50201
515-382-7457

Contractor Address:
Christ Community Church
5501 GWC Avenue
Ames, IA 50010
515-451-6485

I Description of Services

The Service Provider shall provide the services of law enforcement during the times and days specified at the location(s) indicated. These services include, but are not limited to, armed deputies in marked patrol vehicles and dispatch services including 911 emergency. Specific instructions for services shall be included in division II for "Additional Services". This agreement should be considered as in addition to the law enforcement responsibilities of the Story County Sheriff for geographic area of Story County. However, this agreement shall not supplant or subordinate the law enforcement and public safety duties and responsibilities of the Story County Sheriff's Office and this agreement shall at all times remain subordinate to the duties, responsibilities and discretion of the Sheriff, his deputies, agents and employees under all circumstances.

II Additional Services

List the specific additional services requested by the Contractor. Include any specific instructions to the Service Provider from the Contractor which are to be made a part of this agreement. (Refer to attachments here and staple attachments to back.)

- 1. Traffic control with a deputy posted at the following intersection:
5501 GWC Ave. 11:30 a.m. – 3:00 p.m.**

III Times and location(s)

The Contractor requires the services of the Service Provider at the following location: (For more than one location list in section C and make attachments as necessary.)

Location: Christ Community Church
Address: 5501 George Washington Carver Avenue
City/rural: Ames, IA 50010

- A. If the services is to continue for an indefinite period complete this section only.**

State date of service:

Day Month Year

- B. If the service is to be for a single date complete this section only.**

Date of service:

14th **Dec.** **2019**
Day Month Year

- C. If the service is for more than one date or is to continue on different dates at different locations use the chart below.**

Start date of service:

Day Month Year

Chart

Days

Times

| | | |
|-----------|-------|---|
| Monday | _____ | _____ a.m. to _____ p.m. and _____ p.m. to _____ a.m. |
| Tuesday | _____ | _____ a.m. to _____ a.m. and _____ p.m. to _____ a.m. |
| Wednesday | _____ | _____ a.m. to _____ p.m. and _____ p.m. to _____ a.m. |
| Thursday | _____ | _____ a.m. to _____ p.m. and _____ p.m. to _____ a.m. |
| Friday | _____ | _____ a.m. to _____ p.m. and _____ p.m. to _____ a.m. |
| Saturday | _____ | _____ a.m. to _____ p.m. and _____ p.m. to _____ a.m. |
| Sunday | _____ | _____ a.m. to _____ p.m. and _____ p.m. to _____ a.m. |

Additional Locations:

Address:
City/rural:

(If necessary attach additional descriptions)

IV Duration of Agreement

This agreement shall be in effect for the period(s) stated in section III. For continuing agreements it shall remain in effect until terminated in accordance with the section VII of this agreement.

V Fees

The Contractor agrees to pay:

Sixty five dollars (\$65.00) per hour for a minimum of two (2) hours for the Story County Sheriff, and each Story County Deputy Sheriff, Senior Reserve Deputy, Dispatcher, Detention Officer, Diver (dive team members are required to work in a team of four) and civilian employees.

Thirty two dollars and 50 cents (\$32.50) per hours for a minimum of two (2) hours/for each Story County Sheriff's Reserve (Reserves are required to work in pairs unless authorized by the Sheriff or designee).

VI Payment

Contractor agrees to pay for ___ one time/or multiple event in advance; or pay on a XX monthly basis as invoiced by the Story County Sheriff. (Check which payment)

VII Changes or Termination during the Agreement

The parties recognize that the business of law enforcement and private interest may change. The Contractor understands that public protection or economic demands may require the Service Provider to focus resources in other areas. The Service Provider recognizes that private business may develop other needs or demands. This understanding is to ensure both parties have the ability to amend or terminate the agreement before the expiration date. The parties may amend the agreement only in writing signed by both the Contractor and the Service Provider. Termination of the agreement shall be written notice. An agreement for single or multiple events where payment has been made in advance requires ___ days notice for a full refund. All other agreements require thirty (30) days notice. During the thirty day period the parties agree to perform their respective obligations unless otherwise agreed in writing. The foregoing requirements for amendment or termination shall not apply when, in the sole discretion of the Sheriff, his deputies, agents and employees; the duties and responsibilities of the Sheriff's Office to protect and promote public safety and law enforcement require that the resources and personnel for the Sheriff's Office be redirected away from Contractor's event or venue to respond to emergency or urgent calls for assistance by any person or entity other than the Contractor. In the event that personnel or resources of the Sheriff's Office are redirected to respond to an emergency or urgent call away from Contractor's venue, or if circumstances require additional resources/personnel to maintain order and safety at the venue covered by this agreement, the parties will later endeavor to negotiate a fair and reasonable accommodation which may include but is not necessarily limited to refund of any prepaid services not delivered by the Service Provider, or additional payment from the contractor.

VIII Confidentiality

It is necessary that the Contractor understand when contracting with a public entity that The contract is public information and will be produced when requested as required by law. The Contractor should be mindful of the public's right to know.

IX Liability

The Parties shall maintain insurance during this agreement. Each party will be responsible for their respective acts. The Service Provider, its employees or Agents shall not be responsible for any special, incidental or consequential Damages to the Contractor while acting in performance of this agreement.

X Acts of God and Acts of Others

The Service Provider is not responsible in the event of a natural disasters, or acts of civil unrest, or acts of Contractors employees, agents or third persons which prevent Service Provider from performing as expected or originally intended under this agreement.

XI Hazards

Contractor shall have a duty to inform the Service Provider of any known hazards, either natural or manmade, which may pose a danger to an employee or agent of the Service Provider, that exist upon or appurtenant to any property owned or leased by the Contractor. This shall be a continuing duty for the Contractor.

XII Inconsistent Terms

The Contractor by this agreement has attempted to reduce the chance for misunderstanding by the inclusion of all terms. The Contractor and the Service Provider agree to resolve any dispute in a manner using common English usage of the term(s) in dispute.

XIII Representative

The Contractor designates Jeremy Bents as their representative and contact for this agreement with the following address and phone numbers listed below. The Service Provider requires twenty-four (24 hr(s) contact information from the Contractor and agrees to supply the same twenty-four (24 hr(s) contact to the Contractor.

Service Provider Representative

Contractor Representative

Sgt. Elizabeth Quinn

Jeremy Bents
515-451-6485

Address:

Story County Sheriff
1315 South "B" Avenue
Nevada, IA 50201
515-382-7457
equinn@storycountyiowa.gov

Christ Community Church
5501 GWC Avenue
Ames, IA 50010
515-232-2765
j@ccames.org

Billing Address:

Contact Person: Same as above.
Contractor Billing Address: Same as above

Make payment payable to: **Story County Treasurer**

Mail Payments to:

Story County Sheriff
1315 South "B" Avenue
Nevada, IA 50201

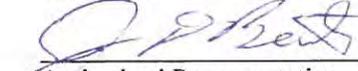
Service Agreement Signatures

Service Provider



Authorized Representative

Contractor



Authorized Representative

Sergeant, Support Services
Title

12/4/19
Date

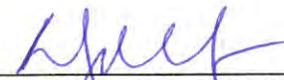
Church Member
Title

12/4/2019
Date

The Service Provider representative has the authority to enter this agreement as authorized by the Story County Board of Supervisors. The date of this agreement by the Board of Supervisors is 12/10/19



Board of Supervisors



Attest: Story County Auditor

(Staple attachments to back)

RECEIVED

DEC 03 2019

STORY COUNTY
COMMUNITY SERVICES

Story County
Provider and Program Participation Agreement Amendment No. 1

1. This amendment is entered into this 6th day of November, 2019 by and between Story County and The Salvation Army (Provider), original parties to the agreement dated July 1, 2019.
2. The agreement is amended as follows: Attachment A is removed and replaced in its entirety with the following attachment A:

The Salvation Army ATTACHMENT A Amendment Effective 7/1/19
SERVICE DEFINITIONS AND RATES
 FISCAL YEAR: 2020

| Service Description | Unit of Service | Rate |
|---|------------------|----------|
| Disaster Services Not to Exceed \$1,125 | 1 Staff Hour | \$93.75 |
| Bill Payer Program Not to Exceed \$2,500 | 1 Client Contact | \$107.14 |
| Food Pantry Not to Exceed \$1,500 | 1 Client Contact | \$33.18 |

3. All other terms and conditions of the Agreement identified in the caption hereof shall remain in full force and effect except as specifically modified by this amendment. If there is conflict between this amendment and the agreement, the terms of this amendment will prevail.

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

Story County:

The Salvation Army:

By: *Linda Murken*

By: *[Signature]*

Print Name: *Linda Murken*

Bramwell E. Higgins
Secretary

Print Title: Story County Board of Supervisors

Print Title: _____

Date: *12-10-19*

Date: *11/15/19*



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

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

TO: Story County Board of Supervisors
FROM: Leanne Lawrie Harter, AICP, CFM
RE: Consideration of Revisions to the RFP Manual
DATE: December 5, 2019

Attached is the Request for Proposals (RFP) Manual and Guidelines originally adopted in August 2017 by the Board of Supervisors. Staff is requesting the Board re-adopt the Manual with the revised Purchasing and Procurement Policy that became effective December 4, 2018.

APPROVED **DENIED**
Board Member Initials: LM
Meeting Date: 12-10-19
Follow-up action: _____

AUGUST 2017



REQUEST FOR PROPOSALS (RFP) MANUAL AND GUIDELINES

STORY COUNTY BOARD OF SUPERVISORS
900 6th Street – Nevada, Iowa 50201 – www.storycountyiowa.gov

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Introduction to the RFP

The Purpose of this Manual

The purpose of this manual is to provide guidelines for the use of the competitive Request for Proposals (RFP) process. This manual assists users in understanding the County's RFP process. It further provides a consistent format in the way RFP's are written by all County Offices and Departments, reducing the development, editing time and likelihood of errors while increasing efficiencies. Nothing in this manual shall be construed to limit statutory authority or duty of the Board of Supervisors or any Story County Elected Official, nor shall this policy be construed as limiting the discretion of the Board of Supervisors or Elected Officials in the performance of any act or deed deemed necessary and prudent in the best interest of the public. Any RFP must follow the County's adopted Purchasing Policy (attached as Appendix F.)

The RFP process allows Story County to weigh the relative merits of proposals submitted by competing vendors. The County awards the contracts to the vendor submitting the most advantageous proposal, taking into consideration the proposal's relative merits based on evaluation factors and prices. The purpose of the RFP process is not necessarily to yield the cheapest price, but rather identify the vendor that provides the County with the most advantageous combination of price and other factors as well.

The RFP process is used primarily for the procurement of professional services, non-standard services, and specialized products or supplies. In some cases, it is appropriate to use an RFP process for construction and supplies.

Definitions of *professional services*, *non-standard services*, and *specialized products or supplies* are provided below.

Professional services are those services involving extended analysis, expression of opinion, exercise of discretion and independent judgement in their performance, and an advanced specialized type of knowledge, expertise or training customarily acquired by either a prolonged course of study or equivalent experience in the field. The performance of professional services may require a license, official certificate or authorization by the state.

Nonstandard services are those services involving unique or unusual circumstances, requiring a procurement and oversight process different from competitive bidding. Depending on the circumstances, examples of nonstandard services may include concession or revenue generation agreements, services subject to the managed competition process, and certain on-going social services.

Specialized products or supplies are items needed to provide a solution to highly complex operations, such as water treatment processes. These items cannot be clearly defined within routine specifications.

Conflicts of Interest and Contracting Efforts

The competitive nature of the public purchasing arena and the expenditure of significant amounts of public funds require strong ethical standards at all levels of the purchasing function, County Offices and Departments face the challenging task of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct. All County employees should avoid conflicts of interest when it relates to procurement activities. In this regard, County employees should not:

- Participate in or work on a contract knowing that the employee or a member of the employee's immediate family has an actual or potential financial interest in the contract. Such participation could include involvement as an employee through the decision process, including, but not limited to, approval, disapproval, recommendation, giving advice, investigation or similar action in connection with the contracting opportunity.
- Solicit or accept anything of value from an actual or potential vendor.
- Be employed by, or agree to work for, a vendor or potential vendor.
- Knowingly disclose confidential information for personal gain.

When an actual or potential violation of any of these standards is discovered, the person involved should promptly file a written statement concerning the matter with an appropriate supervisor and/or the Elected Official/Department Head. The person may also request written instructions and disposition of the matter. If an actual violation occurs or is not disclosed and remedied, the employee involved may be subject to discipline up to, and including, termination. The vendor or potential vendor may be barred from receiving future contracts and have an existing contract terminated.

In addition to the restrictions on contracting with the County, County employees are prohibited from soliciting, demanding, accepting or agreeing to accept from another person a gratuity or an offer of employment in connection with any procurement decision. Similarly, County employees are prohibited from accepting any payment or offer of employment made by or on behalf of a subcontractor as an inducement for the award of a subcontract or order. Finally, County employees may not knowingly use confidential information for actual or anticipated personal gain, or the actual or anticipated gain of any person.

Waiving the Procurement Requirements in this Manual

While an open and fair competitive process in contracting is the rule, there are exceptions where County Offices and Departments may need to request a waiver of the procurement requirements outlined in this manual. Reasons necessitating a waiver may include:

1. The contractor is a sole provider.
2. An emergency situation exists.
3. It is in the best interest of the County.

For items #1 and #2 the Elected Official/Department Head should contact the Chair of the Board of Supervisors and County Auditor for assistance in following the established County processes for these situations.

For item #3, the Elected Official/Department Head needs to request a formal waiver of the requirements set forth in the manual from the Board of Supervisors.

Noncompetitive purchases for the County are an exception and must be strictly controlled and carefully documented. It is also important to remember that negotiation should be conducted before agreeing to the purchase because the lack of competition may lead to a situation wherein a vendor may charge unreasonably high prices.

Determining Whether RFI, RFQ, or RFP is Appropriate

The desired outcome, or what Story County seeks, guides which procurement documents to use – Request for Information (RFI), Request for Qualification (RFQ), or Request for Proposal (RFP). In general, the following questions help direct the type of process:

- Is it information,
- Is it a solution to a problem, or
- Is Story County looking for a qualified vendor to provide a professional service?

In addition, the following may help determine the appropriate process:

- Requirement per Story County's Purchasing Policy, and/or
- Requirement per *Code of Iowa*.

Request for Information (RFI)

With an RFI, Story County solicits feedback from suppliers and may re-open or re-issue a procurement opportunity at a later day. The goal of the RFI process is to obtain more specific information that will help a County Office or Department clearly define the "Scope of Services" statement. An RFI should not be used when an RFP or RFQ would be more appropriate. The RFI process is open and public. The use of this process will not directly result in a contract; however, this process may provide a County Office or Department with sufficient information to issue a subsequent RFP or RFQ or identify potential vendors in the market to compete in a subsequent procurement solicitation.

Request for Qualifications (RFQ)

An RFQ is a solicitation document requesting that vendors submit a statement of qualification to demonstrate their expertise in response to the scope of services required. Typically, pricing is not a major criterion for award in an RFQ process. In some cases, pricing may not be discussed until negotiating with the selected vendor. The goal of the RFQ process is to identify one or more qualified vendors in specific disciplines. For two-step procurements, a specific RFP may be prepared and distributed directly to all appropriate vendors short-listed after participating in an RFQ process. One or more contract award(s) can be made pursuant to an RFQ.

Request for Proposal (RFP)

An RFP generally is used where it is best to not select a vendor solely on the lowest price. The goal of the RFP process is to identify the vendor that provides the most advantageous proposal to design, plan, or complete a project or task. The RFP process may be used alone or as a two-step process with an RFI or RFQ process preceding it. RFPs when used as the second step in the RFQ process do not generally require publication or other announcement. One or more contract award(s) can be made pursuant to an RFP.

Components of the RFP

RFP Template

An RFP Template is included in the manual as Appendix A, and is available on the County's Employee Intranet. The template is constantly evolving to align with current procurement procedures of the County and revised to meet the changing needs of County Offices or Departments.

Each time a new RFP is drafted, it is imperative to use the most up-to-date template. The RFP Template provides the skeletal components for writing an RFP. Each RFP is written to the specific requirements of the County Office or Department for its need at the particular time, thus making each one unique.

The RFP template is not all-inclusive of every procurement need of the County. The type of professional services, non-standard services, specialized products or supplies, or construction to be procured will usually determine what basic components to keep and to omit when writing an RFP. In addition, there may be additional language to include in the RFP that is not in the standard RFP Template. The purpose of this template is to display and assist the County Offices or Departments with the format and components of an actual RFP.

Structuring the RFP

The RFP document consists of many sections. The sections listed below attempt to cover the key elements included in any RFP issued by Story County, but is not intended to be a representation of all the sections included in the RFP document.

Cover Page – The cover page specifically lists the title of the RFP, RFP number (if applicable), due date, issue date, and assigned County contact information and place and time proposals are to be submitted and accepted.

Introduction of the RFP – This three-to-four sentence paragraph should be limited to a simple statement summarizing the action Story County intends to accomplish. This statement immediately helps the vendor to make a judgement as to whether the firm is in a position to undertake the project. For example: "Story County, Iowa, (hereinafter referred to as "County") is issuing this Request for Proposals (hereinafter "RFP") pursuant to the provision of the adopted RFP Manual and Story County, Iowa Code of Ordinance, from parties, (hereinafter "Vendors). The Vendor shall provide a general statement of services required (reason why you are issuing the RFP)..."

General Background Information – Background information should include only information judged necessary to help vendors understand the requirements. A brief narrative describing the County Office or Department in need of the services and the general background and historical events leading up to the present need may be appropriate.

Scope of Services/Specifications – One of the most important parts of any RFP is the Scope of Services/Specification, which contains the technical specifications, deliverables and performance requirements of the goods and services sought by the County.

The Scope of Services/Specifications must provide a general description of the following:

- A description of the services/products to be provided

- Specified drawings/schematics, diagrams, if any
- Pricing methods – unit pricing, time and materials, lump sum, etc.
- Schedule – when deliverables are required
- Level of experience – level of experience in the type of work to be performed
- Qualification – the minimum qualifications required from vendor.

The purpose of writing a Scope of Services/Specifications is to assure that the vendors have clear understanding regarding what Story County wants as deliverables. For this reason, the Scope of Services/Specifications should specify the performance requirements of the deliverables being requested, not merely describe them.

The Scope of Services/Specifications will more than likely be incorporated into the resultant contract. Therefore, it should clearly encompass all elements of the project for the desired results, including the criteria, standards, and/or measure of the work. A contract can only be binding to the degree that Story County has clearly defined the responsibilities of the vendor. Many conflicts can be prevented “up front” by carefully defining the work to be completed by the vendor. The County can more easily monitor the vendor’s performance when schedules and tasks are clearly defined and specified.

Note: Occasionally, County Offices or Departments may enlist a third party to aid in the development of the Scope of Services. Such third parties may be deemed ineligible to submit proposals for RFPs or RFQs for which they assisted the development of the Scope of Services. County Offices or Departments should make available to the Board of Supervisors a list of the firms that aided in the preparation of an RFP or RFQ prior to the issuance of the RFP or RFQ.

Vendor Qualifications – This section states the minimum qualifications Story County requires from vendors. Qualifications may include, but are not limited to, the following:

- Firm experience in the field and/or with similar projects to the County’s;
- Qualification of key personnel to be assigned to the County project;
- Certificates of licenses (if required);
- Proximity of a firm’s office to the County;
- Company and key personnel references; and
- Financial capacity.

RFP Process Timetable – This section establishes the timetable for each RFP milestone. Below are some examples of what to include:

- RFP release or issue date;
- Deadline for vendors to submit written question(s) or request clarification;
- Pre-proposal meeting;
- Proposal submission date and time;
- Oral presentation(s) or interview(s);
- Start of proposal evaluation;
- Award to most advantageous vendor or vendors.

Question concerning the RFP – This section addresses how questions concerning the RFP are handled and who is the authorized point of contact for the RFP.

Pre-proposal Meeting (optional) – This section addresses the date, time, and location of the pre-proposal meeting if the County Office or Department elects to have one. The purpose of the meeting is to help prospective vendors understand the requirements and provisions of the RFP.

RFP Submission Requirements – This section should specify to the vendors where and how to submit, the number of originals, copies and electronic copies of the proposal and any other specifics with respect to submitting the proposal in response to the RFP.

Selection Process and Award Criteria – “Most Advantageous” criteria should be used in the evaluation section of an RFP to state the basis of award for the proposal and to provide guidance to the vendor about how proposals are evaluated. Only those items included in the RFP should be applied in evaluating proposals. The County cannot base award on criteria not presented to vendors in the solicitation document.

The RFP should specify that only the information provided with the proposal, subsequent written clarification provided in writing to all interested parties and oral presentation (if applicable) will be used in the evaluation process and award determination. The award criteria section must describe the areas to be evaluated. The County may provide related weights given or listed in order of importance for each evaluation criteria.

Process for Entering into an Agreement – This section describes the process for award and entering into an agreement with the most advantageous vendor or vendors.

Addenda and Changes to the RFP – This section explains how changes or addenda to the RFP will be handled and that it is the vendor’s responsibility to monitor for addenda and/or corrections to the RFP.

Proposed Contract Term – The expected contract period or expected completion date is stated here along with any renewal options.

Proposal Content and Form – This section lists what should be included in the proposal response and the format for submission.

Standard County Contract Terms and Conditions – This section of the RFP is designed primarily for those contract clauses that do not directly relate to the Scope of Services, but which are needed to:

- Minimize the risk to Story County;
- Ensure that the County receives what it has bargained for; and
- Ensure clarity of the rights and remedies available to Story County, as well as the eventual vendor.

Such clauses may amend or expand the standard boilerplate clauses contained in the RFP depending on the requirements of the County Office or Department.

The standard County contract terms and conditions are provided in the RFP to allow vendors the chance to review and make any exceptions in consideration to contract negotiations. Unless otherwise stated by the vendor in response to the RFP, the vendor agrees to the Contract Terms and Conditions of the RFP, which later will become part of the negotiated contract.

Attachments and Forms – This section incorporates those additional forms necessary for the proposal process, such as pricing, proposed implementation plan, or resume forms. It may also be used to incorporate information or requirements related to the Scope of Services. Examples include: installation site plans, statistical data, special regulations, organizational charts, equipment layout, and such additional information as may supplement the RFP documentation.

RFP Process

The RFP process is complex and may take longer than a simple competitive bid selection. In general, the RFP process includes the following steps:

1. County Office or Department identifies the need.
2. Board of Supervisors advises County Office or Department of process.
3. Evaluation committee is established.
4. Draft RFP is developed and forwarded to the County Attorney's Office for review and comment.
5. Draft RFP is finalized and placed on the Board of Supervisors (BOS) agenda (typically as an additional item) for approval. Draft Language: Discussion and direction on the Insert the Name of the Project draft RFP for Insert Nature of Service (i.e., contractual, consulting).
6. Once approved by the BOS, public advertisement of RFP (at least two weeks) on the County's website for public notification purposes.
NOTE: Please see Appendix E for directions on posting on the County's website.
7. (Non)mandatory pre-proposal meeting or site visit held (optional).
8. Submission of written proposals by vendors. This is typically on a Tuesday, and the Board of Supervisor may acknowledge receipt of all RFPs.
9. Evaluation of written proposals by the evaluation committee.
10. Oral presentations from selected vendors (optional).
11. Recommendation to the Board of Supervisors of one or more proposals as most advantageous to the County.
12. Contract negotiations with one or more vendors.
13. Once the vendor has signed the contract, execution of contract by the Board of Supervisors (typically placed on the consent agenda). Draft Language: Consideration of Contract with insert name of company effective insert effective dates/time period in the amount of \$ insert amount for Insert nature of Services (i.e., contractual, consulting).

Process to Evaluate

Appointing an Evaluation/Selection Committee

The evaluation committee should be composed of a minimum of three individuals who are stakeholders in the final product or service, and/or individuals who have the necessary technical or program expertise. When forming an evaluation committee for a particular RFP, the following general factors should be kept in mind:

- The relevance of the individual's education and experience to the subject matter of the solicitation;
- The possibility that a superior could directly or indirectly influence the manner in which a subordinate may vote;
- The amount of time the individual would potentially be able to dedicate to the task relative to the amount of time needed to complete it; and
- The possibility of any conflicts of interest with respect to the individual's relationship to potential vendors. The individual must have the ability to maintain total impartiality throughout the selection process, as well as to focus on what is most advantageous for the County and not merely his or her own department or individual perspectives.

Only County employees and/or appointed members of County boards or commissions should serve as voting members on evaluation committees. Consultants may serve as technical advisors to the evaluation.

Note: There is no restriction as to how many people may serve on the evaluation committee. However, the recommendation is to enlist three to five individuals possessing expertise for the service/product being acquired. A cross function/departmental list of individuals who will work on the project in different ways is preferred. Limiting the number of team members makes the coordination of activities more efficient and helps ensure integrity of the process.

Evaluation Committee Members

Serving as a member of an evaluation committee means that an individual is entrusted with a great deal of responsibility on behalf of Story County to evaluate conscientiously the submitted proposals within the identified guidelines. Evaluation committee members are frequently required to devote considerable time reading proposals, making site visits, meeting to discuss proposals with other evaluators, and engaging vendors in oral discussions. Acceptance of an invitation to serve on an evaluation committee should be construed as a commitment, within reasonable limits, to expend the time necessary to complete the entire process and to perform a thorough evaluation.

Duties and Responsibilities of Evaluation Committee Members

Evaluation committee members must perform their evaluations to the best of their abilities without prejudice or bias. Furthermore, they must render a fair and impartial evaluation based exclusively upon:

- The evaluation criteria contained in the RFP;
- The contents of the vendors' proposals;
- Oral presentation(s);
- Discussion with vendors; or
- Other legitimate sources of reference.

Committee Meetings

Committee members are to attend all meeting of the committee. At the first committee meeting a timeline is typically established for the entire evaluation. This should include the number and dates of future meetings, if and when oral presentation(s) will be held, and where the meeting(s) will take place. It is the responsibility of the individual members to arrange their work schedules to allow for full and complete participation.

Committee members are encouraged to discuss openly their findings on each proposal at scheduled evaluation committee meetings. They should also freely discuss factors that might influence their evaluations, such as previous experience with a vendor.

Understanding Solicitation Documents

Committee members must read the RFP and acquaint themselves with the nature of the requested goods or services.

Communication with Vendors

Starting on the date a solicitation is issued, and expiring on the date the contract is awarded, actual prospective vendors (including their representative or persons acting on their behalf) are prohibited from contacting evaluation committee members other than the "contact" individual noted on the issued RFP or RFQ. Actual and prospective vendors include those vendors who have received notice that they have not been chosen as a finalist for any solicitation. Actual and prospective vendors (including their representative or persons acting on their behalf) are expressly prohibited from offering, presenting or promising gratuities, favors, or anything of value to any member of an evaluation committee or any appointed or elected official or employee of Story County, or their families.

Notwithstanding the foregoing, the following types of communication only are exempt and shall be permitted by the vendors during an open procurement process:

1. Actual and prospective vendors' formal response to the RFP;
2. Communications publically made during the official pre-bid conference;
3. Written requests for clarification during the period officially designated for such purpose by Story County; and
4. Communications during an oral interview, scheduled at the request of and for the benefit of the County's evaluation committee, if any.

During the no contact period, the contact identified on the released procurement document serves as the sole point of contact for any actual or prospective vendors. Any contact other than with the official contact person during the no contact period may be justification for rejection of the violator's proposal.

The Scoring Matrix

Collectively, the evaluation committee determines how the evaluation of the proposal is conducted and the method for selecting the most advantageous vendor. The evaluation committee to score the individual responses based on the evaluation criteria defined in the solicitation (i.e., RFP or RFQ) document uses a scoring matrix. The matrix becomes the scoring worksheet to be completed by each evaluation committee member. The individual scoring worksheet is summarized and averaged for the committee as a whole. Appendix C contains a sample scoring matrix to be modified accordingly, specific to each RFP.

The matrix should be completed prior to publishing the solicitation document in order to determine where additions or revisions are needed (to the solicitation document) when developing the scoring matrix. If time does not permit the scoring matrix to be completed prior to publication, then the matrix must be completed prior to the opening and review of the proposals. At a minimum, the scoring matrix must include the weight assigned to each criterion.

The RFP must advise the vendors of the evaluation criteria, which reflects the essential qualities or performance requirements necessary to achieve the objectives of the contract and allow the evaluation committee to evaluate proposals fairly. The evaluation criteria may take a variety of courses of information into consideration such as written response, oral presentation, and conformance to RFP requirements, experience, expertise, qualifications, proposed strategy and/or equipment. Specific portions of the required response should directly relate to the evaluation criteria. For example, if respondents are evaluated on past performance, consider including a corresponding questionnaire. To ensure fairness in evaluation, the evaluation criteria should reflect only those requirements specified in the RFP. The RFP should clearly state the consequences of failing to meet these requirements, such as being disqualified from the RFP process.

Criteria not included in the RFP may not be used in the selection or ranking of a proposal. For example, if respondents receive additional points for processing a national accreditation, that criterion must be included in the RFP so that vendors know there is an opportunity to score higher by providing these options. Likewise, if this information is not requested in the RFP, vendors who neglect to offer these options cannot be penalized. When determining the evaluation criteria, the committee should also consider the proposal submission associated with each criterion.

Weights are a numerical measurement assigned to criterion to express its relative importance or authority accorded in scoring. Cost is typically the most significant evaluation factor. However, there are procurements in which the skills and experience of the vendor or other factors may be more important than cost. For example, if a vendor has to have a specific set of skills, Story County may be willing to pay more for these skills. The criteria deemed most important by the County Office or Department should be assigned a higher weight than the other criteria.

Receiving Proposals

Pre-Proposal Meetings or Site Visits

Pre-proposal meetings or site visits with interested parties are optional. The meetings serve the purpose of:

- Reviewing the requirements of the RFP;
- Facilitating a clear understanding; and
- Promoting competition.

The pre-proposal meeting is a meeting of the prospective vendors and County representative(s).

Pre-proposal meetings and site visits may result in later modification to the RFP if there are conditions to which the County may have been unaware of at the time of the RFP was issued. In this event, a correction or addendum is composed by the County Office or Department and then posted publically prior to the RFP closing date. Those attending the meeting(s) are advised that only written modifications issued by the County are considered alterations to the RFP.

Modification and Withdrawal of Proposals

Proposals can be modified and/or withdrawn at any time, if requested in writing, prior to the deadline stated in the solicitation document, at which time proposals will be considered firm and become the property of the County and will not be returned.

Receiving and Opening the Proposal

The date, time, and place for receiving the proposals are set out in the RFP documents. The proposal will be considered only if received:

- Before the closing date and time, and
- At the right place designated for receipt.

County Offices or Departments should allow realistic time frames for this process. The proposal due date is assigned based on the complexity of the RFP. In general, a 30- to 60-day solicitation is considered standard. If a site visit or a pre-proposal meeting is required, addition time should be allowed. These considerations are also weighed against the urgency of the County Office or Department's need for the goods or services sought in the RFP.

After the proposal is received, Story County's contact verifies the proposals for basic responsiveness of the following:

- Completion of all proposal requirements;
- Execution of offer; and
- Mandatory documents.

Only the proposals that are submitted at the designated place of acceptance prior to the closing date and time and deemed responsive based on the above, will be forwarded to the evaluation committee.

Story County generally only makes the names available of the firms who have submitted a proposal in response to the RFP if requested by an interested party. No further information is revealed at that time,

as contents of proposals may remain confidential until the date the recommended vendor is approved by the Board of Supervisors.

Evaluation of Proposals

The evaluation committee should assess the proposal itself and the vendor's ability to perform the prospective contract successfully. The evaluation committee reviews the submitted proposals then assesses their relative qualities solely on the factors and sub-factors specified in the RFP. The relevant strengths, deficiencies, significant weaknesses, and risks supporting a vendor's evaluation are documented on the RFP evaluation matrix as demonstrated in Appendix B.

Below are criteria recommended to be used for evaluating proposals:

- Cost or price evaluation
- Personnel
- Experience, expertise and qualification
- Proposed strategy or operation plan

Cost or price evaluation – normally, competition establishes price reasonableness. Therefore, when reviewing cost and price put forth in a proposal, comparison of the proposed prices will usually satisfy the requirements to perform a price analysis, and such, a cost analysis need not be performed.

However, when a cost analysis is required, the evaluation committee should request detailed information to understand how a vendor arrived at their quoted price. At this state, price is considered an estimate and committee members must understand how the vendor arrived at it before agreeing to the figures. Be certain the proposing vendor's analysis of the Scope of Service is the same as intended by the evaluation committee, and the estimate has been prepared based on that scope. If the analysis by the vendor is less than intended by the proposal, the estimate could be lower. If the analysis included factors not contemplated by the proposal, the estimate could be higher.

Essentials of cost should be clearly identified before a price is set for any work or labor on contracts. For example, in the RFP the County may require the vendor to submit the following:

1. The estimated direct labor cost and material costs to perform the work.
2. The overhead burden or indirect operational costs that the vendor charged for the work.

Personnel – Vendors should identify the number and types of personnel considered necessary to perform the Scope of Services (an employee classification and wage scale), including the amount of work by each type of employee (hours).

Most vendors establish an overhead rate from accounting records applicable to the normal operation of the vendor, usually expressed in the terms of a percent of direct labor charges. A universal percentage cannot be established, since each vendor has its own overhead rate. The analysis should recognize that overhead includes taxes, fringes, insurance costs, and other items. Review and/or verify all of the above items in completing a price analysis. County staff familiar with the Scope of Services delineated in the RFP should be able to determine whether the amounts of time and the pay rates of the types of employees to complete the work are appropriate. Before an agreement is reached, questions the staff may have regarding the price should be resolved. Consider using the following data:

- Customary or standard pay rates for that area;
- Overhead cost levels on comparable offers and analysis of items included as overhead;

- Former contracts including wage rates overhead, and profit in those contracts;
- Current staff experience in contracting for similar work; and
- Reasonable price with all factors considered.

Experience, Expertise and Qualification – Experience, expertise, and qualifications are an indicator of a vendor’s ability to perform a contract successfully. The RFP evaluation committee reviews and determines the relevance of the vendor’s experience, expertise and qualification, including the source of the information, context of the data, and general trends in the vendor’s past performance. The committee may also take into account past performance information, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the contract when such information is relevant to the procurement.

Proposed Strategy or Operation Plan – The proposed strategy or operation plan reflects those activities and services that are critical to the successful delivery or implementation to address the desired needs to the County. The proposed strategy or operation plan provides detailed attributes – such as project timeline, deliverables, functionality, implementation, software, equipment, training, and other factors – that thoroughly explain the vendor’s intent or solution to meet the County’s overall objectives. This proposed strategy or operation plan allows the evaluation committee to understand the vendor’s capability and proposed solutions or service level intentions.

Evaluation

Before the individual evaluations begin, the evaluation committee should meet to distribute forms, matrices, and proposals.

The evaluation process generally begins with an overview of the following:

- Member responsibilities regarding the critical nature of their non-disclosures and the integrity of the evaluation process;
- That the evaluation committee members may communicate with each other about the RFP, but that they should not disclose any information about the process to anyone not a part of the team;
- The evaluation criteria and scoring process; and
- The scoring matrix to ensure the team understands how the matrix works and how proposals will be evaluated.

The evaluation committee identifies the following (please see Appendix C for a checklist to assist during the process):

1. The evaluation committee establishes:
 - a. The deadline for completion of evaluations;
 - b. The tabulation of scores; and
 - c. The principle that individual scores may be classified as a matter of public record.
2. Evaluation committee members must be reminded of the following:
 - a. Conclusions are reached independently but team members may discuss issues with each other in arriving at their conclusions.
 - b. Experts or technical advisors in a specific area may be used to help reach a decision. These experts or advisors provide factual data only and not tell committee members how to evaluate.
 - c. Each proposal is evaluated individually against the requirements of the RFP.
 - d. After the technical evaluation is completed, all evaluation matrices must be turned in to the primary contact.

Team Scoring and Proposal Evaluation Process

Step 1. The evaluation committee's first task is to eliminate all proposals that are not responsive to the RFP. Non-responsiveness includes failure to meet basic requirements or significant deviations from the terms of the RFP, such as not providing applicable licenses or certifications or not providing critical information that was requested in the RFP. Any bid that modifies or fails to conform to the essential requirements or specifications of the solicitation shall be considered nonresponsive and categorized as unacceptable.

Step 2. Once the non-responsive proposals have been eliminated, evaluation committee members conduct independent evaluations. In this phase, the committee members strive to evaluate each proposal by identifying both the strengths and weaknesses of each proposal. Each committee member scores each proposal accordingly and independently from other committee members' influence. Finally, committee members document any questions, concerns, or pertinent information they need to discuss with the evaluation team after it reconvenes to discuss the independent scores.

Step 3. Once the independent evaluations have been completed, committee members are encouraged to discuss openly their findings on each proposal at the scheduled evaluation committee meetings. They should also freely discuss factors that might influence their evaluations, such as previous experience with a vendor. Finally, the evaluation committee scores are tabulated and averaged for the committee as a whole to determine the highest ranked proposals. The committee members may choose to determine one or more proposals as most advantageous to the County at this stage or they may opt to identify a shortlist of vendors from the highest ranked proposals to participate in Step 4a and/or 4b (below).

Step 4a. (Optional). Once the shortlist has been identified, the committee may invite potential vendors to provide oral presentations to the committee and/or the Board of Supervisors. The committee predetermines the duration of such presentations and all committee members must attend them, if possible. Members should – to the best of their abilities – ask questions regarding parts of the proposals needing explanation or clarification or regarding those sections of a proposal that may have deficiencies. After the oral presentations, the evaluation committee scores are tabulated to determine the highest ranked proposals. Committee members may choose to determine one or more proposals as most advantageous to the County at this step.

Step 4b. (Optional). Once the shortlist has been identified, the committee may invite shortlisted vendors to participate in the next phase of the procurement, such as the second phase of a two part procurement where the County issued an RFQ first in order to shortlist firms to participate in a subsequent RFP phase (e.g., Design-Build projects). For two part procurements where an RFP follows an RFQ or RFI, the RFP document outlines the requirements of the shortlisted firms. After the conclusion of this step, the evaluation team scores are tabulated to determine the highest ranked proposals. The committee members may choose to determine one or more proposals as most advantageous to the County at this time.

Step 5. Recommendations are forwarded and acted on by the Board of Supervisors as set forth in the “Vendor Selection and Award” section.

Vendors' References

Story County uses the following statement in solicitation documents:

The County reserves the right to check all references furnished and consider responses received in determining the award.

By using this clause, evaluation committee members are not required to check references but may choose to do so.

Whether or not to check references as part of the evaluation is at the discretion of the committee based on the individual procurement.

Depending on the individual procurement, the County Office or Department may desire to add specific language that requires vendors to provide general letters of reference of projects relating to similar scope of services described outlined in the RFP or RFQ in their proposals.

If the evaluation committee opts to check references, a written questionnaire identifying the questions to be asked of the vendor's references should be developed.

Vendor Selection and Award

Committee Award Recommendation

With the assistance of the entire committee, the committee chairperson makes a written recommendation to the Board of Supervisors to award to a vendor or vendors deemed most advantageous to the County. This recommendation consists of:

- A summary of the procurement process;
- The acceptability or unacceptability of each vendor;
- The technical and financial ranking of each acceptable vendor;
- The combined final ranking of the vendors; and
- A detailed rationale explaining why the recommended vendor (or vendors) is the most advantageous.

Notice of Award

The primary contact shall notify the selected vendor or vendors in writing of the County's intent to enter into negotiations. This may be done electronically.

Contract Negotiation

After the Board of Supervisors has received the evaluation committee's recommendation to award and has taken final action on the selected vendor, the Story County Attorney's Office directs contract negotiation in cooperation with the County Office or Department. Once the vendor signs the contract, the contract is placed on the Board of Supervisors' agenda for action.

Contract File

The County Office or Department shall maintain a contract file, which identifies the successful vendor and the basis for the award decision. All documentation generated by the evaluation committee, individual committee members' reports, supporting written rationale, and final recommendation is to be included in the contract file.

This file becomes a matter of public record, and is open for review by the public and vendors upon final disposition of the contract or purchase order.

The only items the County can hold as confidential are items in the proposal marked confidential. If the vendor has marked information in the proposal as confidential, upon receipt of the public records request, the County will notify the vendor of its intent to release records to the requestor. The vendor shall have a maximum of five (5) business days beginning with the dated it receives notification to respond to the County by either accommodating the requestor, provide redacted copies of the documents, or pursuing legal remedies to stop the County's release of requested information. Said notification shall relieve the County of any further obligation under any claim of the vendor or any of its agents or affiliates in any jurisdiction in connection with the disclosure of such records. Vendor and its agents and affiliates may pursue legal and/or equitable remedies to stop or limit disclosure at their sole discretion.

Confidential or proprietary material must be clearly identified by the vendor and easily separable from the rest of the proposal. Such a request must provide written justification as to the basis for propriety or confidentiality treatment.

Debriefings

After a vendor is awarded the resultant contract from an RFP, vendors not selected for award may request a debriefing of the procurement to get a sense of their proposals strengths and deficiencies. If a debriefing is granted, the committee chairperson may be called upon to help the primary contact respond to debrief. The committee chairperson and the primary contact may need to meet with the evaluation committee members and review notes prior to the actual debriefing.

Appendix A – Sample RFP Template

REQUEST FOR PROPOSAL FOR

Insert Nature of Proposed Services/Products

Story County, Iowa

Story County, Iowa (“County”) seeks proposals and cost estimates for the insert summarized description of the types of proposed services/products/projects as described in this Request for the Proposal (“RFP”).

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

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

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

Proposal: 12:00 PM CST, _____.

Proposals received after the proposal deadline will be considered late and will not be accepted.

Proposals may be withdrawn and/or modified in writing prior to the submission deadline. Request for withdrawal must be in writing by the contact person named on the outside of the envelope. Proposals that are resubmitted must be sealed and received prior to the submission deadline. Each vendor may submit only one proposal.

Scope of Services

Introduction and General Information

EXPLANATION OF SECTION (to be removed in draft RFP): The purpose of this section is to explain what the Vendor is expected to do; how the Vendor is directed to perform, and where and when contract performance must take place. When drafting your scope of work, bear in mind that it must clearly communicate what you expect from the Vendor. If you think a term could be misunderstood, include a definition so that both parties have the same frame of reference. Avoid using phrases or clauses whose meaning is arguable or ambiguous. The words “should” or “may” have no place in the scope of services unless there is a clear need to advise the bidder that the action requested is purely optional. When action is mandatory, use the words “shall” or “must”.

(Insert language here)

Conceptual Plan

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

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

- Vendor name, address, and names of primary contacts.
- Outline personnel skills and services that distinguish the Vendor, incorporating appropriate staff profiles and a description of specific staff that will comprise the project team for this assignment. The staff profile should describe the Vendor’s experience in providing services to the public sector, jobs of similar size(s) and provide applicable certification for staff members involved in the process.
- Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work.
- Evidence of ability to work within tight time constraints.
- Provide the earliest date available to assume these duties.
- A proposed fee structure (cost per hour), based upon the plan of work proposed by the Vendor.
- Three (3) references that are to be included with the proposal.

Capabilities

EXPLANATION OF SECTION (to be removed in draft RFP): The purpose of this section is to put in the details of the work to be performed, if they have been defined/identified, and ask that the Vendor respond to these requirements with details as to the nature/types of services to be provided. If the RFP is being released for consulting services, this section will likely be brief.

(Insert language here)

Detailed Task Description

The following tasks are requested by Story County:

(Insert language here)

Warranty and Maintenance

This section should address any required warranty and/or maintenance expectations of the potential vendor/product. If the RFP is for consulting services solely, this section may not be applicable.

(Insert language here)

Evaluation Criteria

Story County will evaluate all proposals based on the following:

(Insert language here)

Submittal Process and Details

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

(Insert language here)

Story County will not meet individually in person or via other means with potential contractors. A Pre-bid meeting will be held on _____.

Story County will be accepting questions from _____, through 5:00 PM, _____, regarding this RFP. Please submit questions via email to Leanne Harter, County Outreach and Special Projects Manager, at lharter@storycountyiowa.gov. Written responses will be published on the County's website www.storycountyiowa.gov on or before _____ and distributed to those who submitted questions no later than 12:00 PM on _____.

Estimated Timeline

- Release RFP
- Pre-bid meeting
- Questions due to Story County
- Story County Responses published
- RFPs Due
- RFPs Reviewed
- Selected Consultant presentations to Board of Supervisors
- Board of Supervisors consultant selection
- Contract development
- Board of Supervisors action on contract
- Effective start of contract

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

Proposal Terms and Milestones for Payment

EXPLANATION OF SECTION (to be removed in draft RFP): The purpose of this section is to address the following areas:

- Evaluation of Vendor performance: Identify performance standards that must be met for the Vendor to be considered in compliance.
- Reporting requirements and procedures: Written reports if any will be required during the contract term, how many copies, and where they are to be delivered.
- Special conditions: Contract extension and renewal; special payment procedure, bonds, or insurance required.

Insert language

Story County reserves the right to reject any and all proposals received as a result of this Request for Proposal. If a proposal is selected, it will be the most advantageous regarding quality of service, the Vendor's qualification, and capabilities to provide the specified service, and other factors that Story County may consider. Story County reserves the right to waive or not waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by Story County to be in the best interest of Story County even though not the lowest bid.

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

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

Insurance

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

Form of Consultant Services Contract is Provided as Appendix A.

Appendix A
Provider Agreement

THIS AGREEMENT is entered into by and between Story County, 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 _____, hereinafter referred to as "Provider", whose mailing address and telephone number is _____, telephone _____.

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

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

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

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

4. INSURANCE & TAXES. Provider is responsible for Workers Compensation, Disability, Unemployment, Automobile Insurance, and any other insurance required by the State of Iowa and will provide certificates of insurance to the County on an annual basis. Provider is also responsible for 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.

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

6. TERM AND TERMINATION OF AGREEMENT. This agreement is effective on the ____ day of _____, 20__ for a period of ____ year(s). The County may terminate this agreement immediately upon Provider's refusal to, or inability to perform under the agreement or Provider's breach of this agreement. Either party may terminate this agreement for any reason, without cause, by giving 90 days written notice to the other party.

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

8. REQUIREMENTS. Provider hereby agrees to perform all duties in accordance with all state and federal laws and regulations. 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 excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this program or activity. Failure to perform duties in accordance with the applicable laws and regulations shall be considered a material breach of this agreement by the Provider.

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

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

11. APPLICABLE STATE LAW AND WAIVER OF FEDERAL REMOVAL. This Agreement has been negotiated, executed and delivered in the State of Iowa. The parties hereto agree 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. 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: _____

Dated: _____

Appendix B – Sample Review Matrix

Story County encourages the following guidelines be followed in the review process of Request for Proposals (RFPs) released by Story County.

The process and materials presented are intended to be “customizable” as appropriate for the individual RFP.

Process

1. Upon “Acknowledgement of Receipt” by the Board of Supervisors, County staff are selected to evaluate the proposals received (forming the “evaluation committee”).
2. The categories and scoring on the Evaluation Matrix are reviewed and decided upon. Customized areas should be noted (and the reasons for such).
3. Identify an individual of the evaluation committee to tabulate the collective review for documentation of the process and take general notes of the review.
4. As individuals, score the Evaluation Matrix.
5. Finalize collective score and recommendation.
6. Forward the recommendation and all applicable documentation to the County Attorney’s Office for comment.
7. Upon acknowledgement from the County Attorney’s Office, place the recommendation on the agenda for the Board of Supervisors.
8. Action by the Board of Supervisors.

RFP EVALUATION MATRIX

| | Proposal #1 | Proposal #2 | Proposal #3 | Proposal #4 |
|---|-------------|-------------|-------------|-------------|
| 1. Experience and Past ___% <ul style="list-style-type: none"> • Performance • References and past projects (Per Conceptual Plan Section RFP) | | | | |
| 2. Company organization and ___% Qualifications. <ul style="list-style-type: none"> • As documented by personnel • Qualifications and company • Description of capabilities (Per Conceptual Plan Section RFP) | | | | |
| 3. Statement of work ___% | | | | |
| 4. Cost ___% | | | | |
| Totals | | | | |
| Scale: 1-5 with 1 = worst and 5 = best | | | | |

Appendix C – Evaluation Committee Checklist

RFP Evaluation Committee Checklist

RFP Name:

RFP Number (if applicable):

Evaluation Committee Chairperson:

| Task | Due Date | Responsible Party |
|--|----------|-------------------|
| 1. Set deadline for completion of evaluations | | |
| 2. Develop Evaluation Matrix | | |
| 3. Develop meeting schedules and timeframes. | | |
| 4. Individually review RFPs | | |
| 5. Calculate evaluation matrices and forward information to committee members | | |
| 6. Review combined matrices and comments | | |
| 7. Schedule presentation (if applicable) | | |
| 8. Identify questions of vendors for presentations (if applicable) | | |
| 9. Review proposal following presentations (if applicable) | | |
| 10. Compile recommendations to the County Attorney's Office for review and comment | | |
| 11. Compile recommendations to forward to BOS | | |
| 12. Place item on the BOS agenda | | |
| 13. Present item to BOS | | |

Appendix D – Documentation of Process

RFP PROCESS DOCUMENTATION

Name of Request for Proposal

Date Received by the Board of Supervisors:

Acknowledgement Order (list by Consultant Name)

Date Reviewed:

Reviewers:

Discussion of Evaluation Matrix (note any customization)

Comments on Proposal Review (use additional sheets as needed, clearly label consultant's name)

Evaluation Matrix Scoring:

Finalized Score and Recommendation:

Date Forwarded to County Attorney:

Date of Action by BOS:

Nature of BOS Action:

Appendix E – Draft Website Posting Suggestions

On Story County's website (www.storycountyiowa.gov), RFPs are located at:

Services > Bid Postings

Open the "Bid Postings" Module and select the appropriate category under which the RFP is to be placed (you can select more than one):

- Conservation
- Construction & Building Maintenance
- Consulting & Professional Services
- Emergency Management
- Information Technologies & Data Processing
- Law Enforcement Equipment & Support Services
- Mental Health & Disability Services
- Motor Vehicles
- Office Equipment
- Parks & Grounds Equipment & Maintenance
- Roads Construction & Maintenance

First, save the RFP in the Document Center under Home > RFPs.

You can use this to go to the "Related Documents" tab to relate the files to the RFP.

Under Bid Details:

Bid Number: *Fill this in if a number is assigned.*

Bid Title: *Put in the name of the RFP*

Start Date: *Start date as approved on the RFP*

Start Time: *Start time as approved on the RFP*

Publication Info: *You can hyperlink the RFP here.*

End Date: *End date as approved on the RFP*

End Time: *End time as approved on the RFP*

Submittal Info: *Fill in contact person information here.*

Bid Opening Info: *Fill in deadlines here, and if there is a special opening date in the RFP, put that here.*

Status: *This is a drop-down – just leave as "open" when initially putting in RFP.*

Addtl Status Info: *If you do an addendum, put that information here.*

Bid Recipient: *Leave blank.*

Description: *Put in the information from the Scope of Services section.*

Qualifications: *Put in the information from the Qualifications section.*

Special Requirements: *Put in applicable information from the RFP here.*

Miscellaneous Info: *Put in applicable information from the RFP here.*

Addendum Date: *If you do an addendum, put that information here.*

Pre-bid Meeting: *Date as approved on the RFP*

Contact Person: *Fill in contact person information here.*

Download Available: *You can hyperlink the RFP here.*

Fee: *This is generally left blank.*

Plan & Spec Available: *You can hyperlink the RFP here.*

Business Hours: *Fill in if felt needed.*

Fax Number: *Fill in if felt needed.*

Plan Holders List: *Fill in if felt needed.*

Add Item

Bid Details

Related Documents

Bid Details

Appendix F – Procurement and Purchasing Policies

First Adopted: 04/17/2001
Last Revised: 11/15/2018
Effective Date: 12/04/2018

Story County Purchasing and Procurement Policy

Definitions

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

"Board" refers to Story County Board of Supervisors

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

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

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

"DHEO" refers to Department Heads and Elected Officials.

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

"Procurement" refers to a purchasing process that controls quantity, quality, sourcing, and timing to ensure the best possible total cost of ownership.

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

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

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

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

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

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

General

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

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

Authority

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

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

Local Purchases/Procurement

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

Sole-Source Purchasing/Procurement (Non-Competitive)

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

Competitive Bids

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

Federal Funds (see also Grant Guidance)

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

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

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

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

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

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

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

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

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

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

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

Thresholds for Purchase

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

Thresholds for Lease or Lease-Purchase Contract Requirements

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

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

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

Loans

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

Essential County Purpose Bond or General County Purchase Bond

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

Horizontal and Vertical Construction, Reconstruction, or Improvement projects

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

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

Public Improvement Projects

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

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

Contract Purchases

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

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

Process

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

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

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

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

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

Emergency Purchases

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

Exemptions

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

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

Claims Processing Procedures

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

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

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

Timetable

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

Process

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

Non-conforming submissions

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

Thresholds for Physical Inventory and Capital Assets

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

Grant Guidance

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

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

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

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

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

Effective Date

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

APPENDIX A

Claim Submission Guidelines

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

APPENDIX B

Attorney General Opinions

1985 Iowa Op. Atty. Gen. 29

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

1990 Iowa Op. Atty. Gen. 64

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

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

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

STORY COUNTY, IOWA
RESOLUTION OF THE BOARD OF SUPERVISORS
RESOLUTION NO. 20-47

RESOLUTION APPOINTING THE COUNTY OUTREACH AND SPECIAL PROJECTS
MANAGER AS THE COMMUNITY RATING SYSTEM (CRS) COORDINATOR FOR
STORY COUNTY, IOWA

WHEREAS the Board of Supervisors of Story County, Iowa, participates in the National Flood Insurance Program (NFIP) and started participation in the voluntary Community Rating System (CRS) Program in October 2016 as a Class 7 Community and has maintained the Class since that date.

WHEREAS each year Story County must recertify it is continuing to perform the activities for which it is receiving CRS credit. A “cycle verification visit” takes place every few years and is conducted in the form of another verification visit to the community.

WHEREAS once a community receives its initial classification in the CRS, it must continue to implement its credited activities to keep its classification. To ensure this, Story County is responsible for:

- Designating a community CRS Coordinator—someone familiar with the offices that implement CRS activities;
- Cooperating with the ISO/CRS Specialist and the verification procedures
- Recertifying each year that it is continuing to implement its activities
- Advising FEMA and its ISO/CRS Specialist of modifications to its activities
- Keeping elevation certificates, old FIRMs, and old Flood Insurance Studies for as long as Story County is in the CRS;
- Keeping the records iterated in the activities’ documentation sections until they are reviewed at the verification visit;
- Ensuring that flood protection projects and drainage system maintenance activities are compliant with federal environmental and historic preservation requirements; and
- Participating in the cycle verification process.

AND WHEREAS, Story County may apply only for those activities it is actively undertaking and those it knows it can implement in accordance with the Coordinator’s Manual and it is the responsibility of the CRS Coordinator to track and verify all activities and coordinate public outreach.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors appoints the position of County Outreach and Special Projects Manager as the Community Rating System (CRS) Coordinator.

IT IS FURTHER RESOLVED that the Chairperson of the Board of Supervisors and the Clerk to the Board of Supervisors are authorized and they are hereby directed to certify a copy of this Resolution as the voluntary act and deed of the Board of Supervisors of Story County, Iowa.

Dated this 10th day of December 2019.

Phudsmen
Chairperson, Board of Supervisors

Attest:

[Signature]
County Auditor

ROLL CALL
FOR ALLOWANCE

Lauris Olson Yea X Nay Absent
Lisa Heddens Yea X Nay Absent
Linda Murken Yea X Nay Absent

ALLOWED BY VOTE
OF BOARD

Yea 3 Nay 0 Absent 0

Phudsmen Above tabulation made by *[Signature]*
CHAIRPERSON



Story County Planning and Development
 Administration Building
 900 6th Street, Nevada, Iowa 50201
 Ph. 515-382-7245 www.storycountyiowa.gov

MEMORANDUM

Date: December 5, 2019
TO: Story County Board of Supervisors
FROM: Jerry L. Moore, Story County Planning and Development Director
RE: ITC Midwest LLC Proposed Equipment Shelter Building at 605 19th Street

ITC Midwest LLC submitted a Zoning Permit Application and Site Development Plan to install a proposed 16' x 30' (12' height) equipment shelter building within the northwest corner of the compound of the existing electrical substation located at 605 19th Street, east of Nevada. The property is currently owned by IES Utilities Inc. The proposed building will shelter electrical equipment (panels and cabinets) to address electrical service needs of Burke, 1400 S D Avenue, Nevada for their current building addition and business expansion.

The approximate east one-half of the 3.14 acre parcel is located within the flood plain. The proposed building is planned to be located ten feet from the existing fenced enclosure and 67' 10" from the north property line and will be located within the flood plain. The applicant also submitted for Planning and Development Department staff review a Story County Flood Plain Development Permit Application for the proposed building and indicated that they will meet Story County's requirements to elevate the building above the base flood elevation. The flood plain permit is on hold pending action of the Zoning Permit Application and Site Development Plan by the Board of Supervisors.

Planning and Development staff recommend the Board of Supervisors approve the Zoning Permit Application and Site Development Plan for the proposed 16' x 30' equipment shelter building.

APPROVED **DENIED**
 Board Member Initials: JLM
 Meeting Date: 12-10-19
 Follow-up action: _____

Story County Planning and Development

900 6th Street, Nevada, Iowa 50201
 (515) 382-7245 — pweb@storycountyjowa.gov — www.storycountyjowa.gov

ZONING AND SIGN PERMITS



1. Property Owner*

(Last Name) IES Utilities Inc.
 (First Name) _____
 (Address) 4902 N. Biltmore Ln Ste 1000
 (City) Madison (State) WI (Zip) 53718-2148
 (Phone) _____ (Email) _____

2. Applicant (if different than owner)

(Last Name) ITC Midwest LLC
 (First Name) _____
 (Address) 100 E. Grand Avenue Ste 230
 (City) Des Moines (State) IA (Zip) 50309
 (Phone) (515) 639-3325 (Email) dgross@itctransco.com

3. Property Address

605 19th Street, Nevada, IA
Parcel ID Number(s) 11-08-200-355

4. Certification and Signature

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

*Acknowledgement of property owner is required and may occur via email or signature of this application.

Property Owner Signature _____ Date _____ Applicant Signature [Signature] Date 12/3/2019

Zoning (Residential)

Type of Structure: _____
 Use of Structure: _____
 Dimensions: _____
 Height: _____
 Current # of Bedrooms: _____
 # of Bedrooms to be added: _____

Submittal Requirements

- Filing Fee (required prior to processing): See Valuation sheet
- Site Development Plan showing proposed building in relation to property and setbacks thereof, as well as conformance to all sections of Chapter 88 of the Story County Code of Ordinances
- Blue Prints/Construction Drawings
- List of any Tier 2 Materials onsite

Zoning (Non-Residential)

Type of Structure: Substation Control Enclosure
 Use of Structure: Electrical Substation
 Dimensions: 16' x 30'
 Height: 12'

Submittal Requirements

- Filing Fee (required prior to processing): See Valuation sheet
- Site Development Plan showing proposed building in relation to property and setbacks thereof, as well as conformance to all sections of Chapter 88 of the Story County Code of Ordinances
- Blue Prints/Construction Drawings
- List of any Tier 2 Materials onsite

Sign

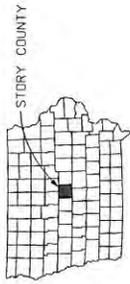
Dimensions: _____
 Height: _____

Submittal Requirements:

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

⇒ Please contact your electric provider for setback requirements from electric lines.

Receipt No. _____
 Receipt Amount _____

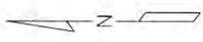
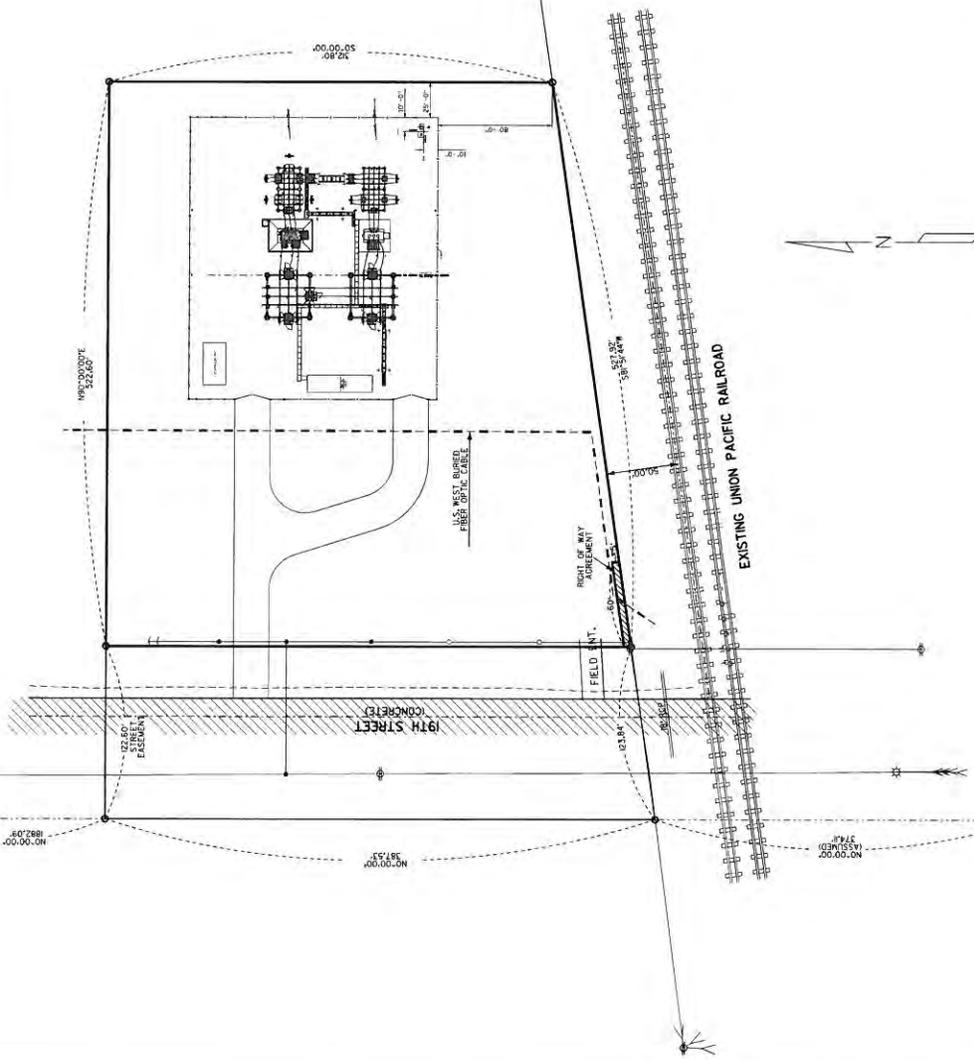


CITY OF NEVADA

SITE OF NEVADA 19TH ST. SUBSTATION

NEW
FOR CONSTRUCTION

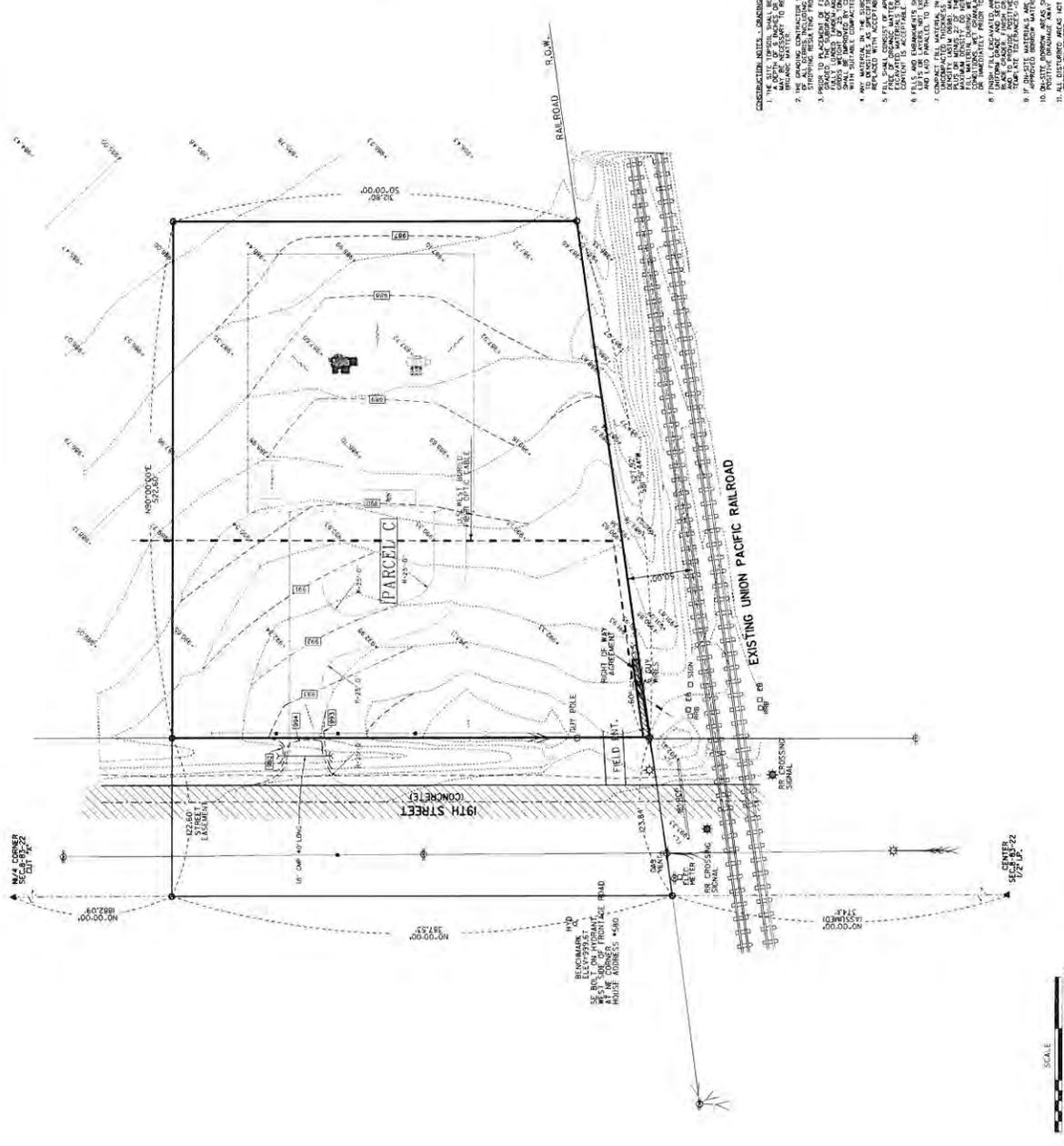
DESCRIPTION: PARCEL C, LING IN THE SW 1/4 NE 1/4 SECTION 8, T8N, R22W OF THE 5TH PLM STORY COUNTY DESCRIBED AS COMMISSION AT THE CENTER OF SAID SECTION 8; THENCE N0°00'00" ASSUMED 374.17' ALONG THE WEST LINE OF THE NE 1/4 OF SECTION 8 TO THE INTERSECTION OF THE NORTH RIGHT OF WAY LINE OF THE UNION PACIFIC RAILROAD AND THE POINT OF BEGINNING; THENCE S89°00'00" 175.00' TO THE POINT OF BEGINNING; THENCE S02°22'00" 152.22' TO THE NORTH RIGHT OF WAY OF SAID RAILROAD; THENCE S81°51'44"W 521.92' ALONG SAID NORTH RIGHT OF WAY TO THE POINT OF BEGINNING; PARCEL CONTAINS 4.20 ACRES INCLUDING 1.07 ACRES OF PUBLIC STREET RIGHT OF WAY.



| INTERSTATE POWER AND LIGHT COMPANY | | NEVADA 19TH STREET SUBSTATION | | NEVADA, IA | |
|------------------------------------|------|-------------------------------|------|------------|--------------------|
| CONFIDENTIAL | | SITE PLAN | | | |
| NO. | DATE | BY | CHKD | DATE | SCALE: 1" = 40'-0" |
| 1 | | | | | 10511-02-01 |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |



These drawings are to be used for construction purposes only. Alliant Energy reserves the right to modify or cancel these drawings without notice. Alliant Energy is not responsible for any errors or omissions on these drawings.



- SCALE: 1"=40'
- 4. GOVERNMENT CORNER MONUMENT FOUND.
 - 5. PARCEL OR LOT CORNER MONUMENT SET.
 - 6. SET 1/2"=300' RDS MONUMENT.
 - 7. 1/2"=300' RDS MONUMENT.
 - 8. RECORDED AS:

KNOWHERE - HAS AN ELEVATION OF 5622.82' AT THE POINT OF BEGINNING.

- SCALE: 1"=40'
- 1. ALLIANT ENERGY
 - 2. MARSHALL COUNTY
 - 3. CITY OF NEVADA
 - 4. COUNTY
 - 5. NEVADA
 - 6. MARSHALL COUNTY
 - 7. CITY OF NEVADA
 - 8. COUNTY
 - 9. NEVADA
 - 10. MARSHALL COUNTY
 - 11. CITY OF NEVADA
 - 12. COUNTY

RECORDING JURISDICTION
 THE MARSHALL COUNTY REGISTERED AS COMMERCIAL AT THE OFFICE OF THE CLERK OF THE COUNTY CLERK, MARSHALL COUNTY, NEVADA, ON 08/14/2019. THE POINT OF BEGINNING IS CONTAINED WITHIN THE 1/2"=300' RDS MONUMENT OF ANY OF THE RAILROAD TRACKS OF THE UNION PACIFIC RAILROAD AND ADJACENT AREAS INCLUDING LOT ACRES OF PUBLIC STREET RIGHT OF WAY.

NEW FOR CONSTRUCTION

- CONSTRUCTION NOTES - ROAD SURFACING**
1. ROAD SURFACING SHALL BE PERFORMED TO THE FULL WIDTH OF THE ROADWAY AND SHALL BE COMPACTED TO THE FULL WIDTH OF THE ROADWAY.
 2. ACCESS DRIVE AREAS SHALL HAVE A SUB BASE CONSISTING OF 4" MINIMUM THICKNESS OF 100% CRUSHED STONE SETTING THE SURFACE COURSE.
 3. THE FINISH GRADE SHALL BE 1" ABOVE THE FINISH GRADE OF THE EXISTING ROADWAY.
 4. THE FINISH GRADE SHALL BE 1" ABOVE THE FINISH GRADE OF THE EXISTING ROADWAY.
 5. THE FINISH GRADE SHALL BE 1" ABOVE THE FINISH GRADE OF THE EXISTING ROADWAY.
 6. THE FINISH GRADE SHALL BE 1" ABOVE THE FINISH GRADE OF THE EXISTING ROADWAY.
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 11. THE FINISH GRADE SHALL BE 1" ABOVE THE FINISH GRADE OF THE EXISTING ROADWAY.
 12. THE FINISH GRADE SHALL BE 1" ABOVE THE FINISH GRADE OF THE EXISTING ROADWAY.

- LEGEND**
- FINISH GRADE LINE
 - EXISTING GRADE LINE
 - DRAINAGE DIRECTION
 - POTENTIAL DRAINAGE AREAS
 - NEW DRAINAGE AREAS
 - EXISTING DRAINAGE AREAS

- CONSTRUCTION NOTES - GRADING & SITE PREPARATION**
1. ALL GRADING SHALL BE TO THE FINISH GRADE AND SHALL BE COMPACTED TO THE FINISH GRADE.
 2. ALL GRADING SHALL BE TO THE FINISH GRADE AND SHALL BE COMPACTED TO THE FINISH GRADE.
 3. ALL GRADING SHALL BE TO THE FINISH GRADE AND SHALL BE COMPACTED TO THE FINISH GRADE.
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 12. ALL GRADING SHALL BE TO THE FINISH GRADE AND SHALL BE COMPACTED TO THE FINISH GRADE.

INTERSTATE POWER AND LIGHT COMPANY
 NEVADA 19TH STREET SUBSTATION
 GRADING PLAN
 NEVADA, IA
 SCALE: 1"=40'-0"
 10511-02-02

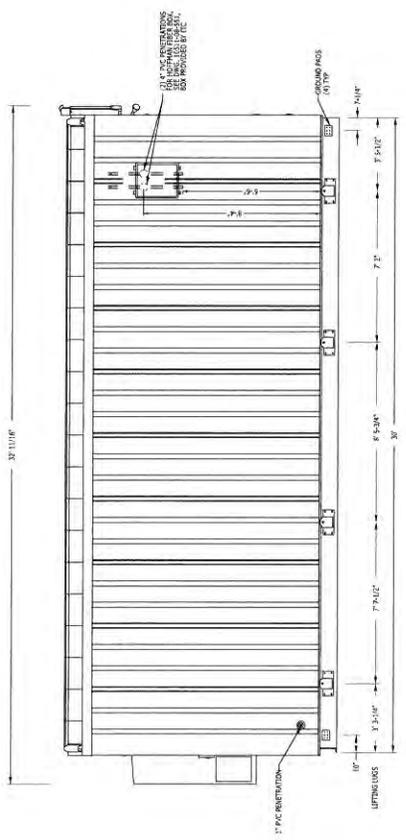
| NO. | DATE | BY | REVISION |
|-----|------|----|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

CONFIDENTIAL
 All information contained herein is the property of Interstate Power and Light Company and is confidential. It is to be used only for the purposes intended and is not to be distributed or used for any other purpose without the prior written consent of Interstate Power and Light Company.

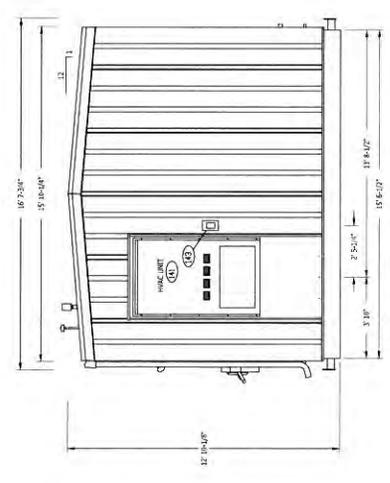
Alliant Energy

FILED: 09-OCT-2019
 PROJECT: 10511-02-02
 DRAWING: GRADING PLAN

SCALE: 1"=40'

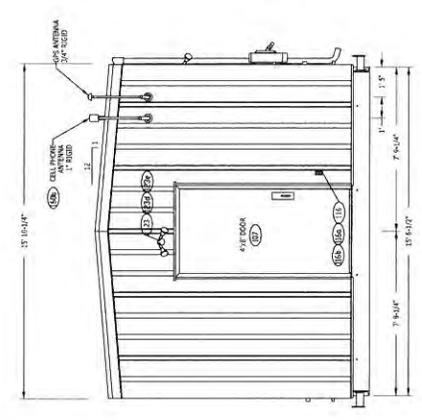
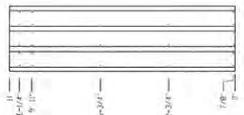


WALL A

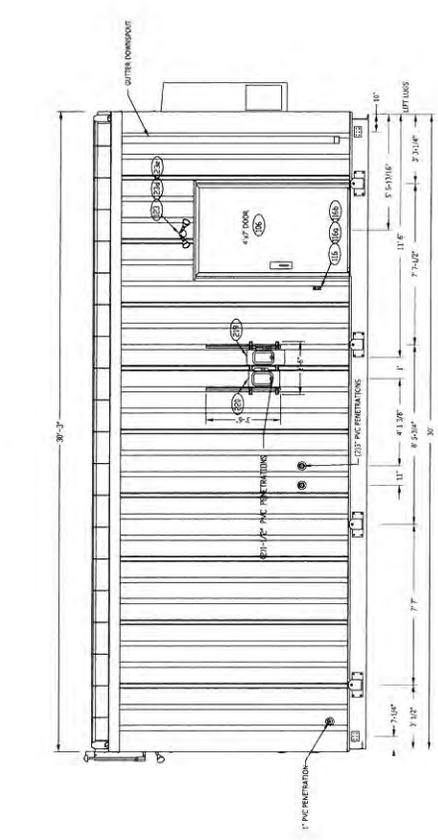


WALL B

SHEETING SCREW LOCATION
INCLUDE: 1\"/>



WALL C



WALL D

WALL D IS DESIGNED TO BE PARTIALLY REMOVED FOR POSSIBLE FUTURE EXPANSION PURPOSES

DRAWING DERIVED FROM STANDARD TO BE REPLACED BY STATION SPECIFIC DRAWING AFTER HOUSE CONSTRUCTION

CONTROL ENCLOSURE - 69KW
30FT X 16FT
EXTERIOR ELEVATIONS

CONFIDENTIAL
THE USE OF ITC DRAWINGS, SPECIFICATIONS, AND/OR DRAWINGS WITHOUT THE WRITTEN PERMISSION OF ITC MIDWEST, LLC IS STRICTLY PROHIBITED. AT THEIR OWN RISK.

ITC MIDWEST, LLC
A FORIS COMPANY

LOCATION: NEVADA NINETEENTH STREET SUBSTATION
SCALE: 3/8" = 1'-0" SHEET #1

| NO. | DATE | BY | CHK | APP | REV | DESCRIPTION |
|-----|------------|-----|-----|-----|-----|-------------|
| 1 | 08/26/2014 | ... | ... | ... | 1 | ... |



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

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

TO: Story County Board of Supervisors
FROM: Leanne Lawrie Harter, AICP, CFM
RE: Consideration of Activation Decision Trees
DATE: December 5, 2019

Staff revised the Activation Decision Trees that are included in the adopted COOP/COG. Following action by the Board on the revisions, the final copies will be incorporated into the revised COOP/COG and printed and distributed to elected officials and department heads in both a printed and digital version.

Please let me know if you have any additional questions.

APPROVED **DENIED**

Board Member Initials: ghm

Meeting Date: 12-10-19

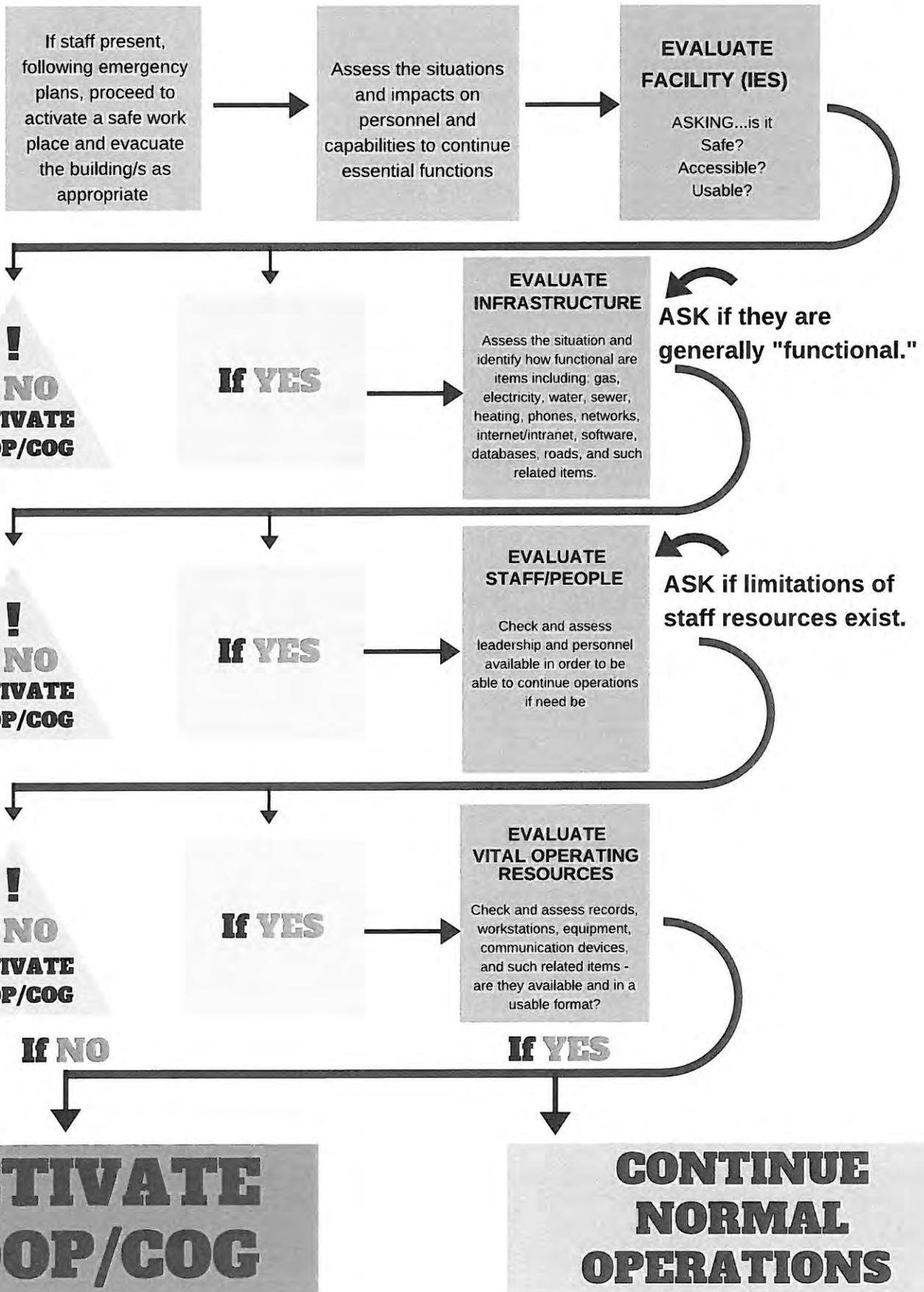
Follow-up action: _____



PLEASE RECYCLE



ACTIVATION DECISION TREE



COOP/COG ACTIVATION DECISION GUIDE

THIS SERVES AS A GUIDE TO DETERMINE PROCEDURES FOLLOWED BASED ON SEVERITY OF INCIDENT(S).
GO DOWN THE LIST AND DEGREE OF SEVERITY IN ORDER TO BASE A DECISION.

LEVEL OF ACTIVATION OF COOP/COG

OVERVIEW

INCONVENIENCE

CAN BE ADDRESSED WITH AVAILABLE RESOURCES AND ROUTINE ACTIONS

LIMITED COOP/COG

REQUIRES A CHANGE TO RESOURCES USE OR ALLOCATION WITH SOME FORM OF IMPACT TO SERVICES, FACILITY USE, OR ESSENTIAL FUNCTIONS.

FULL COOP/COG

REQUIRES CHANGES IN RESOURCE ALLOCATION, STAFF ROLES, FACILITY USE, AND OPERATIONS TO MEET NORMAL OPERATIONS, AND ESSENTIAL FUNCTIONS REQUIREMENTS.

CATASTROPHIC

MAJOR INCIDENT THAT HAS IMPACTED THE COUNTY'S ABILITY TO PERFORM ESSENTIAL FUNCTIONS OR COG. REQUIRES EXTENSIVE CHANGE TO STAFFING AND OPERATIONS FOR AN EXTENDED PERIOD OF TIME.

FACILITY(IES)

ONLY ONE OFFICE/DEPARTMENT IS AFFECTED
MINIMAL TO NO IMPACTS TO FACILITIES.

MORE THAN ONE OFFICE IS AFFECTED.
DIRECT IMPACT TO AT LEAST ONE FACILITY MAKING IT UNAVAILABLE OR UNABLE TO MEET OPERATIONAL NEEDS.

IMPACTS TO MULTIPLE FACILITIES OR CRITICAL FACILITY REQUIRING RELOCATION FOR SUPPORT OF ESSENTIAL FUNCTION.

MAJOR DAMAGE TO MULTIPLE FACILITIES, DAMAGED FACILITIES REQUIRING RELOCATION FOR ESSENTIAL FUNCTIONS.

INERASTRUC-TURE

MINIMAL EFFECT ON SERVICES OR IMPACT TO ESSENTIAL FUNCTIONS.

LIMITED OFFICES AFFECTED REQUIRING ACTION.
IMPACT TO OPERATING SOURCES BUT ABLE TO PROVIDE ESSENTIAL FUNCTIONS TO SUPPORT.

MULTIPLE OFFICES AFFECTED REQUIRING ACTION.
OPERATING SOURCES LIMITED TO ESSENTIAL FUNCTIONS FOR MOST OR ALL OFFICES AFFECTED.

AFFECTS ALL OFFICES IN THE ABILITY TO HAVE ESSENTIAL FUNCTIONS REQUIRING ACTION.

STAFF/ PEOPLE

MINIMAL OR NO IMPACT TO PUBLIC.
MINIMAL IMPACT TO EMPLOYEES.

DISRUPTION TO SOME EMPLOYEES AND LIMITED PUBLIC.
ABLE TO COORDINATE WITH IMPACTED OFFICES AND STAFF DIRECTLY.

HAZARD TO EMPLOYEES OR THE PUBLIC.
DISRUPTION TO MULTIPLE EMPLOYEE GROUPS AND THE GENERAL PUBLIC.
INCREASED NEED TO CLOSELY COORDINATE ACTIONS WITH ALL OFFICES.

HAZARDS TO EMPLOYEES AND PUBLIC.
SIGNIFICANT INTERRUPTION TO EMPLOYEES AND PUBLIC. REQUIRES PLANNED COORDINATED ACTION ACROSS COUNTY.

VITAL OPERATING RESOURCES

MINIMAL EFFECT ON SERVICES OR IMPACT TO ESSENTIAL FUNCTIONS.

LIMITED OFFICES AFFECTED REQUIRING ACTION.
IMPACT TO OPERATING SOURCES BUT ABLE TO PROVIDE ESSENTIAL FUNCTIONS TO SUPPORT.

MULTIPLE OFFICES AFFECTED REQUIRING ACTION.
OPERATING SOURCES LIMITED TO ESSENTIAL FUNCTIONS FOR MOST OR ALL OFFICES AFFECTED.

AFFECTS ALL OFFICES IN THE ABILITY TO PROVIDE ESSENTIAL FUNCTIONS REQUIRING ACTION.

DECISION

NO COOP/COG REQUIRED.
MANAGE WITH AVAILABLE RESOURCES AT THE OFFICE LEVEL.

IMPLEMENT COOP/COG ACTIVITIES FOR OFFICES/FACILITIES DIRECTLY AFFECTED.
MANAGE AT THE OFFICES LEVEL

IMPLEMENT COOP/COG FOR ALL OFFICES AFFECTED
CCMT IS ACTIVATED

FULL ACTIVATION OF THE COOP/COG WITH MANAGEMENT BY THE CCMT



County Outreach and Special Projects Manager
Story County, Iowa

Administration Building
900 6th Street, Nevada, Iowa 50201

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

APPROVED **DENIED**
Board Member Initials: *PM*
Meeting Date: 12-10-19
Follow-up action: _____

TO: Story County Board of Supervisors
FROM: Leanne Lawrie Harter, AICP, CFM
RE: Discussion and Consideration of 2020 ~~Communications Plan~~
DATE: December 5, 2019

Staff is bringing forward to the Board of Supervisors the 2020 Communications Plan. As part of the development of the Plan, the existing strategies and action steps were distributed for review and comment to help draft this document. Based on input received, some strategies are proposed to be removed, added, and/or revised. Language proposed to be added is reflected by red font, and that proposed to be removed is highlighted and font is ~~stricken~~. In addition, comments received are reflected in blue font.

Transparency and accessibility through duration of projects and issues in Story County and access to factual information for the public and County employees.

- ◆ Annual Report COMMENT – IN ADDITION TO PRINTING IN THE SUN, NEED TO HAVE PRINTED COPIES AVAILABLE FOR DISTRIBUTION
- ◆ Audio and/or video of Boards and Commissions meetings posted online
- ◆ County News– internal newsletter for County employees COMMENT – DIFFERENTIATE FROM TEAM STORY’S NEW PUBLICATION
- ◆ Department videos– video descriptions of department duties and services
 - ◇ Increase quality of audio and, visual production, and presentation COMMENT – INCREASING QUALITY OF NOT ONLY SOUND, BUT PRESENTATION NEEDS TO BE A TOP PRIORITY
- ◆ State of the County Address - videotape and share on social media sites COMMENT –THIS IS THE INCOMING CHAIR’S RESPONSIBILITY. THE ADDRESS SHOULD BE VIDEOTAPED A THE COMMUNITY EVENT IN JANUARY.
- ◆ Timely press releases, accompanied by photos and graphics and follow-up
- ◆ Updated County Services sheet– summary

Share the Story County vision with the general public and decision-makers.

- ◆ Assist the Human Resources Department with creating Onboarding and Recruitment Program materials
- ◆ Consistent messaging and branding
 - ◇ Produce posters, bulletin boards, mailed letters and other products
 - ◇ Tradeshow Toolkit– display boards
- ◆ ~~Development mission statement for County~~
- ◆ Our Story– ~~quarterly~~ County-wide newsletter publication
- ◆ Use digital and multimedia platforms to create compelling, creative content to share



County Outreach and Special Projects Manager

Story County, Iowa

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the County's story; create a photo-repository for the storage of images

Improve communications between the Board of Supervisors and our constituents.

- ◆ Increase engagement on social media
- ◆ As appropriate, help organize and facilitate, and promote special events for the County
COMMENT – ORGANIZE AND FACILITATE DEPENDS ON THE EVENT; ALWAYS APPROPRIATE TO TAKE PHOTOS, PROMOTE PRE AND POST EVENTS
- ◆ Monthly radio updates of County events and activities
- ◆ Quadrant Meetings– biannual quadrant meetings with the Board of Supervisors, local elected officials and members of the public
COMMENT – WITH THE NEW BOARD, REVIEW THIS STRATEGY
- ◆ Provide a timely response to public records requests
COMMENT – THE QUESTION WAS RAISED ON WHAT GENERAL TURN-AROUND TIME IS.
- ◆ Analyze website tools, modules, and capabilities for potential implementation
COMMENT – FOCUS ON ASSURING ALL CONTENT IS RELEVANT, UP-TO-DATE, TIMELY AND INFORMATIVE FOR THE PUBLIC
- ◆ ~~Conduct a technology needs analysis related to communications strategies~~
COMMENT – THIS WAS DONE IN CALENDAR YEAR 2019; FOCUS SHOULD BE ON MAKING USE OF THE TECHNOLOGY AND SOFTWARE WE HAVE NOW TO CREATE MORE MODERN PRODUCTIONS
- ◆ ~~Review survey tools and mechanisms for possible implementation~~
COMMENT – STAFF RECOMMENDS REMOVAL – WE ARE USING GOOGLE FORMS FOR INTERNAL SURVEYS
- ◆ Recognition of media partners during annual Sunshine Week
- ◆ Get to Know Story County Segments
COMMENT – QUESTIONS WERE RAISED AS TO WHEN AND WHERE THESE ARE RUN AND WHAT MEDIA USED; IN 2015 AND 2016 WE WERE ABLE TO DO TWO OF THESE CONVERSATIONS BUT WERE REMOVED FROM THE PLAN BECAUSE OF WEBSITE UPDATES AND STAFF CHANGES
- ◆ Speakers Bureau Presentations
COMMENT – WE NEED TO AT LEAST TRACK WHERE AND WHEN ELECTED OFFICIALS AND STAFF WILL BE SPEAKING. GREAT PUBLIC EDUCATION OPPORTUNITIES!

Engage the community through service and recognition.

- ◆ Citizen of the Year
- ◆ County employee participation in United Way Day of Caring
COMMENT – TURN THIS OVER TO THE COMMITTEE COORDINATED AND LED BY TREASURER TED RASMUSSEN
- ◆ National County Government Month
- ◆ Wellness initiatives
- ◆ Leadership Nevada—Organize and Facilitate County Day
COMMENT – REWRITE TO SAY ORGANIZE AND FACILITATE COUNTY DAY ONLY
- ◆ ~~Box City with Nevada Community School District~~
COMMENT – REMOVE AS IT TAKES TOO MANY STAFF AND INTERN HOURS. TIME TO SCRATCH AS A COUNTY UNDERWRITTEN PROJECT

Enhance emergency response communication.





County Outreach and Special Projects Manager

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- ◆ Continue supporting exercises for the Emergency Operations Center and the COOP/COG
 - ◆ Enhance distribution of information post disaster
 - ◆ ~~Enhancements to 911 response radio system~~
 - ◆ Outreach campaigns for Flood Awareness Month and National Preparedness Month
- COMMENT – STAFF RECOMMENDS THIS STRATEGY REMAIN AS IT IS PART OF THE COUNTY'S ONGOING COMMUNITY RATING SYSTEM PARTICIPATION



COMMUNICATIONS PLAN



STORY COUNTY, IOWA

DRAFT

DECEMBER 2019

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

www.storycountyiowa.gov

COMMUNICATIONS
PLAN
Story County, Iowa

DRAFT



Historical Overview 1

Goals 2

Target Audiences 3

Strategies and
Action Steps 4

Historical Overview

A communications plan is a living, breathing document used to align information activities with the goals, objectives, and key communication messages of the organization. It prioritizes needs, identifies audiences, determines the message and how it is delivered, and measures whether or not the effort was successful. The plan is assessed and updated annually and includes measurable objectives and outcomes.

In January 2014, the Story County Board of Supervisors adopted the first Communications Plan aimed at a set of goals to improve the work we do. Since then, these goals have undergone revision to better meet the progress we have made and our objectives for the future. Our goals are now as follows:

- *Transparency and accessibility through duration of projects and issues in Story County and access to factual information for the public and County employees.*
- *Share the Story County vision with the general public and decision-makers.*
- *Improve communications between the Board of Supervisors and our constituents.*
- *Engage the community through service and recognition.*
- *Enhance emergency response communication.*

The Plan contains the following elements:

Goals

Target Audience

Strategies

Action Steps

This Plan serves as a roadmap to encourage participation and focus on what, how, where, and when we communicate so we can better inform, educate and engage citizens in Story County. It allows us to coordinate our messages, tell our stories and present a cohesive identity to the public.

We use this plan to communicate:

Timely: We will communicate what we know when we know it.

Openly: We will provide all public information in a way that's easy to access and understand.

Proactively: We will engage our customers and stakeholders before being asked to provide information and determine future needs.

COMMUNICATIONS
PLAN
Story County, Iowa

DRAFT



Historical Overview 1

Goals 2

Target Audiences 3

Strategies and

Action Steps 4

Goals

Transparency and accessibility through duration of projects and issues in Story County and access to factual information for the public and County employees.

- ◆ Increase citizen participation and trust in local government.
- ◆ Spread awareness of issues and projects.
- ◆ Generate and distribute accurate information for residents, community organizations, businesses, other governmental organizations and media sources that serve these groups.

Share the Story County vision with the general public and decision-makers.

- ◆ The reality of county government in Iowa is that it is a somewhat decentralized operation, serving diverse needs of our residents, while facing the fiscal realities of budgeting and other economic constraints. Our communication strategies must be designed with this in mind.

Improve communications between the Board of Supervisors and our constituents.

- ◆ Integrate strategies that promote two-way dialogue between citizens and government.

Engage the community through service and recognition.

- ◆ We recognize it is important to serve the county through multiple outlets. We will strive to encourage participation and service in community activities and events, along with recognizing outstanding County Staff, citizens and employees.

Enhance emergency response communication.

- ◆ Story County excels in communicating in emergency response and related issues. Story County will continue to plan for enhancing communication strategies in this area, identifying all appropriate solutions to reach necessary populations for all types of incidents.



COMMUNICATIONS
PLAN
Story County, Iowa

DRAFT



Target Audiences

Not only are Story County’s communication strategies targeted towards those already “in the know” about what is happening in Story County – the targeted audiences are far greater! Story County identifies six Target Audiences (described below) towards whom strategies are directed as further outlined in this Plan, including:

*County Employees - Public Officials - General Public
Businesses - Media - Other*

Historical Overview 1

Goals 2

Target Audiences 3

Strategies and
Action Steps 4

COUNTY EMPLOYEES

Story County employees work in various locations and buildings throughout Story County. Within the Story County government framework, there are six elected offices – Board of Supervisors, Auditor, Recorder, Treasurer, Sheriff and Attorney, and over twenty different County departments or program areas in this structure. Communication amongst County staff at all levels ensures the vision for Story County is presented in a consistent manner.

PUBLIC OFFICIALS

There are over 500 “public officials” in Story County – whether it be a local council member in one of our smaller communities, township trustee, volunteer first responder, member of the local Planning and Zoning Commission, or an individual appointed by the Board of Supervisors to serve on a board or commission.

These individuals rely on Story County for information and support services.

GENERAL PUBLIC

According to the 2010 US Census, there are 89,542 residents in Story County. Of that, 17.8% of those people are under the age of 18, and 10% are over the age of 65. In addition, 95.1% of those people (age 25+) are high school graduates, and 45.4% (age 25+) hold at least a Bachelor’s Degree. Our population continues to grow and the demographic dynamics dictate that we explore new communication strategies to continue to engage and encourage participation.

COMMUNICATIONS
PLAN
Story County, Iowa

DRAFT



Target Audiences -Continued

Historical Overview 1

Summary 2

Target Audiences 3

Strategies and
Action Steps 4

BUSINESSES

Through the C2C Plan and Implementation Matrix, Story County identifies goals, objectives, and strategies that continue to encourage and support the strong, vibrant economy we experience. In order to meet these goals, the C2C Plan encourages Story County to foster countywide communication and strengthen collaborative efforts. Communication efforts regarding County programs should be targeted to existing businesses as well as potential emerging business throughout Story County.

MEDIA

As media continues to shift how news and information is delivered, we need to continue to use outlets to cooperate with them in getting out our messages, news, and happenings. Media is much more than the local newspaper, radio and television. It now includes blogs, online resources, YouTube channels, and social networking sites such as Facebook, Twitter, LinkedIn and many others.

OTHER

Messages and information Story County shares must go beyond our perceived county boundaries. With I-35 and US Hwy 30 bisecting in our county, along with Iowa State University and many other attractions, we have to employ methods that reach our visitors. Not only those already here – but also those thinking about coming.

What kind of information do they need to reach all their decisions?

Are our communications strategies designed so that their questions are answered or can be asked in a manner to which Story County can respond efficiently and quickly?

Also, we need to be cognizant of that workforce that does not live here in Story County but spends the vast majority of their daylight hours here – nearly 20% of our workforce is from out of Story County. According to 2010 Census figures, there were 45,010 individuals working in Story County and 81.5% of those people live in Story County.

COMMUNICATIONS
PLAN
Story County, Iowa

DRAFT



Strategies and Action Steps

Listed below are the strategies and actions steps corresponding to the goal they are working toward.

Transparency and accessibility through duration of projects and issues in Story County and access to factual information for the public and County employees.

- ◆ Annual Report
- ◆ Audio and/or video of Boards and Commissions meetings posted online
- ◆ County News– internal newsletter for County employees
- ◆ Department videos– video descriptions of department duties and services
 - ◇ Increase quality of audio, visual production, and presentation
- ◆ State of the County Address - videotape and share on social media sites
- ◆ Timely press releases, accompanied by photos and graphics and follow-up
- ◆ Updated County Services sheet– summary

Share the Story County vision with the general public and decision-makers.

- ◆ Assist the Human Resources Department with creating Onboarding and Recruitment Program materials
- ◆ Consistent messaging and branding
 - ◇ Produce posters, bulletin boards, mailed letters and other products
 - ◇ Tradeshow Toolkit– display boards
- ◆ Our Story– County-wide newsletter publication
- ◆ Use digital and multimedia platforms to create compelling, creative content to share the County’s story; create a photo-repository for the storage of images

Historical Overview 1

Goals 2

Target Audiences 3

**Strategies and
Action Steps 4**

COMMUNICATIONS
PLAN
Story County, Iowa

DRAFT



Strategies and Action Steps -Continued

Historical Overview 1

Goals 2

Target Audiences 3

**Strategies and
Action Steps 4**

Improve communications between the Board of Supervisors and our constituents.

- ◆ Increase engagement on social media
- ◆ As appropriate, help organize, facilitate, and promote special events for the County
- ◆ Monthly radio updates of County events and activities
- ◆ Quadrant Meetings— biannual quadrant meetings with the Board of Supervisors, local elected officials and members of the public
- ◆ Provide a timely response to public records requests
- ◆ Analyze website tools, modules, and capabilities for potential implementation
- ◆ Conduct a technology needs analysis related to communications strategies
- ◆ Recognition of media partners during annual Sunshine Week
- ◆ Get to Know Story County Segments
- ◆ Speakers Bureau Presentations

Engage the community through service and recognition.

- ◆ Citizen of the Year
- ◆ County employee participation in United Way Day of Caring
- ◆ National County Government Month
- ◆ Wellness initiatives
- ◆ Leadership Nevada—Organize and Facilitate County Day

Enhance emergency response communication.

- ◆ Continue supporting exercises for the Emergency Operations Center and the COOP/COG
- ◆ Enhance distribution of information post disaster
- ◆ Outreach campaigns for Flood Awareness Month and National Preparedness Month

DRAFT

COMMUNICATIONS PLAN



In January 2014, the Story County Board of Supervisors adopted the first Communications Plan. The Board of Supervisors amended the approved Communications Plan in May 2014. Annually, the Plan is reviewed by the Board and updated as necessary. The Board updated the Plan as follows:

February 2015
February 2016
January 2017
January 2018
February 2019
December 2019



Lauris Olson



Linda Murken

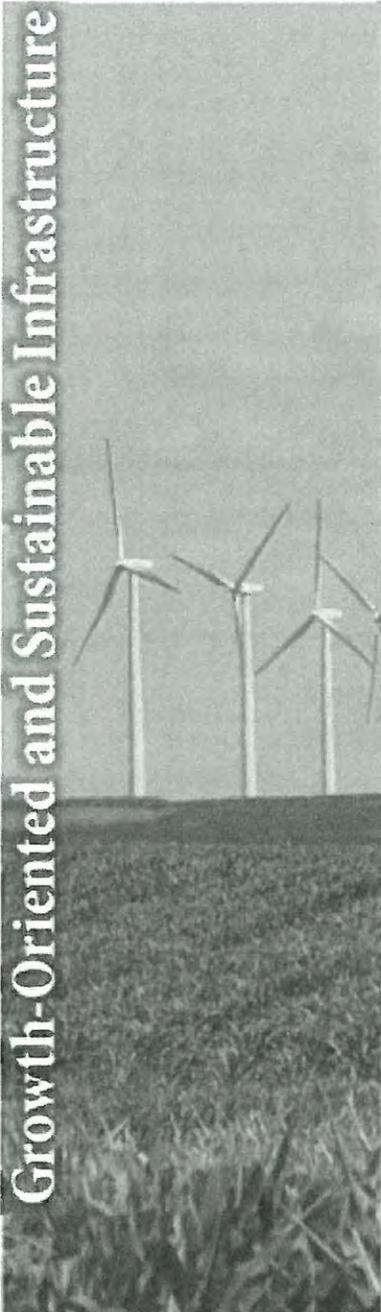


Lisa Heddens

Story County Board of Supervisors

www.storycountyiowa.gov

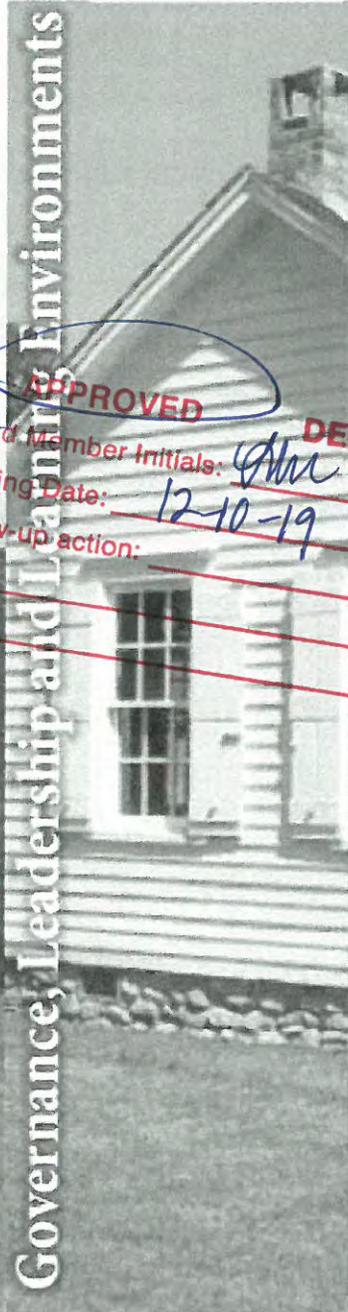
December 2019



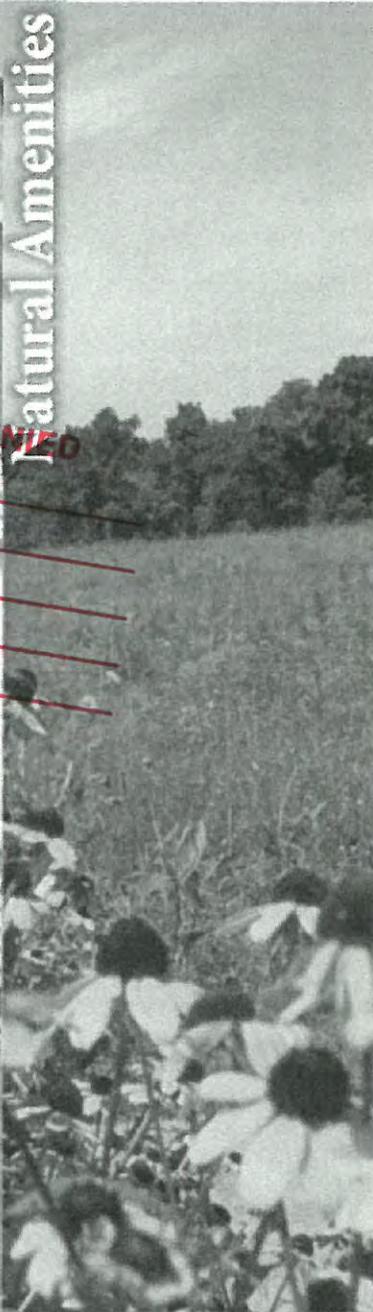
Growth-Oriented and Sustainable Infrastructure



Economy and Prosperity



Governance, Leadership and Training Environments



Natural Amenities

APPROVED

Board Member Initials: *AMC*

Meeting Date: 12-10-19

Follow-up action: _____

Story County Comprehensive Plan 2036

Cornerstone to Capstone

IMPLEMENTATION MATRIX



ADOPTED ON NOVEMBER 8, 2016
 Updated and Amended December 10, 2019
 STORY COUNTY BOARD OF SUPERVISORS



IMPLEMENTATION MATRIX

List of Acronyms

| | |
|-----------------|--|
| AEDC | Ames Economic Development Commission |
| AR | Agricultural Resources |
| BOS | Board of Supervisors (Story County) |
| C2C Plan | Cornerstone to Capstone Plan |
| CFS | Community Facilities and Services |
| CPS | Communications and Public Safety |
| CR | Cultural Resources |
| EH | Environmental Health Department |
| EMA | Emergency Management Agency |
| EmP | Emergency Preparedness |
| EP | Economic Prosperity |
| E-SR | County Engineer-Secondary Roads Department |
| H | Housing |
| HUD | Department of Housing and Urban Development |
| IC | Intergovernmental Coordination |
| IDOT | Iowa Department of Transportation |
| IEDA | Iowa Economic Development Authority |
| IU | Infrastructure and Utilities |
| LU | Land Use |
| NRR | Natural Resources and Recreation |
| P&D | Planning and Development Department |
| SCCB | Story County Conservation Board |
| T | Transportation |
| UP | Union Pacific Railroad |



IMPLEMENTATION MATRIX

The Cornerstone to Capstone (C2C) Plan is the foundation of the Implementation Matrix. The Plan's adoption was the first step in the implementation process. Continuing action to implement the Plan will be needed for it to have lasting impact. This Implementation Matrix prioritizes how we will move our vision forward. It is Story County's to-do list with which we will track our progress, report results, and provide opportunities to grow with the vision we have set forth.

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Resources and Recreation 4

Land Use 5

Economic Prosperity 6

Transportation 7

This Implementation Matrix describes how the policies and actions in the C2C Plan should be carried out. It provides recommendations for administering the planning process and enhancing linkages between the C2C Plan, Strategic Plan, and the Capital Improvement Program (CIP). It recommends steps to monitor, evaluate, and update the Plan on a regular basis. Story County does a number of existing action items. The County fully intends to continue to do these action items, but while they are in the C2C Plan, they are not identified in this Implementation Matrix. These action items are already being implemented, and, as such, built into existing work programs and other plans.

The Implementation Matrix is broken into key Action Areas related to the chapters of the C2C Plan. Each area contains a reference to the vision and goal from the C2C Plan; identifies action items, key tasks, timeframes, responsible departments and offices; and, if applicable, identifies preliminary budget implications. It is important to note that the order in which the Action Areas appear does not indicate a priority order.

The timeframes listed throughout this Implementation Matrix are as follows:

- ◆ Immediate (0 to 2 years following adoption and updates of the Implementation Matrix—2018-2020)
- ◆ Medium (3 to 5 years following adoption and updates of the Implementation Matrix—2021-2023)
- ◆ Long (6 to 10 years following adoption and updates of the Implementation Matrix—2024-2028)
- ◆ Annual/Ongoing

Tasks/Projects are reorganized according to the timeframe in which they are anticipated to be completed. These matrices can be found on at the end of this document.



IMPLEMENTATION MATRIX

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The Cornerstone to Capstone Plan is a “living” guide for growth and change in Story County. There will be times that Story County will experience change that brings forward a discussion regarding the C2C Plan strategies. It is at this time the Plan may need to be amended, considering Story County’s long-term vision set forth in the Plan.

To maintain the relevancy of the C2C Plan, Story County will:

- ◆ Annually review set community indicators that formed the foundation for the original planning process.
- ◆ ~~Develop and adopt a plan amendment process and establish a public outreach toolkit.~~
- ◆ ~~Complete an annual online/paper survey.~~
- ◆ ~~Provide semi-annual updates on the C2C Plan and quadrant meetings and discuss future planning efforts in regards to special needs facilities.~~

| C2C Plan Goal/ Policy Reference | Action Step | Lead | Timeframe | Budget |
|---------------------------------|--|------|-----------|------------------|
| Chapter 1 | Develop metrics from community indicators to use for annual review | BOS | Immediate | NA |
| Chapter 1 | Develop and adopt C2C Plan amendment process and establish public outreach toolkit | BOS | Immediate | \$2,500 |
| Chapter 2 | Complete online survey following format and questions used in C2C Plan development | BOS | Annual | \$1,000 annually |
| Chapter 2/ CFS 1 | Provide semi-annual updates on the C2C Plan and quadrant meetings and discuss future planning efforts in regards to special needs facilities | BOS | Annual | NA |



IMPLEMENTATION MATRIX

The Foundation Chapter of the C2C Plan presents Story County's vision, as well as goals, objectives and strategies to achieve that vision as related to Agricultural Resources, Community Facilities and Services, Housing, Communications and Public Safety, Emergency Preparedness, Cultural Resources, Infrastructure and Utilities, and Intergovernmental Coordination.

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**C2C Plan Goal/Policy Reference
 Action Step**

Lead Timeframe Budget

CFS-1 Ensure the County's community facilities are of high quality and protect public health, as well as the county's natural resources and rural character.

Provide semi-annual updates on the C2C Plan and quadrant meetings and discuss future planning efforts in regards to special needs facilities

| | | |
|-----|--------|----|
| BOS | Annual | NA |
|-----|--------|----|

*AR-1 Protect agricultural practices in areas with prime soils and viable agricultural interests.
 AR-3 Preserve prime farmland and the rural landscape as a viable foundation for a strong and growing agricultural economy.*

Complete a comprehensive review and update of the Land Evaluation and Site Assessment System (LESA) for continued use

| | | |
|-----|-----------|---------|
| P&D | Immediate | \$5,000 |
|-----|-----------|---------|

Identify and evaluate water quality programs and Best Management Practices

| | | |
|------|--------|----|
| SCCB | Medium | NA |
|------|--------|----|

AR-2 Minimize conflicts between agricultural and nonagricultural land uses.

Create a development review evaluation matrix to determine potential agricultural/non-agricultural conflicts

| | | |
|-----|-----------|----|
| P&D | Immediate | NA |
|-----|-----------|----|

Develop a density-based zoning program

| | | |
|-----|-----------|---------|
| P&D | Immediate | \$5,000 |
|-----|-----------|---------|

AR-3 Preserve prime farmland and the rural landscape as a viable foundation for a strong and growing agricultural economy.

Explore partnerships to build on existing and potential agri-tourism programs

| | | |
|-----|-----------|----|
| BOS | Immediate | NA |
|-----|-----------|----|



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C2C Plan Goal/Policy Reference
 Action Step Lead Timeframe Budget

H-1 Plan for safe, attractive and affordable housing to meet existing needs and forecasted housing demands of all residents of the county.

| | | | |
|---|-----|-----------|----|
| Local housing trust formation | BOS | Immediate | NA |
| Continue participation in HUD Lead Hazard Control Program and encourage communities to consider joining when opportunity arises | EH | Annual | NA |
| Continue offering radon test kits | EH | Annual | NA |

H-3 Housing is planned for, designed, and built in a way that responds to residents' needs and reflects their voices and experiences.

| | | | |
|--|-----|-----------|----|
| Draft "healthy homes" design guidelines | P&D | Immediate | NA |
| Develop public outreach toolkit to be used with the development review process | P&D | Immediate | NA |
| Determine viability of using health impact assessments | BOS | Immediate | NA |

CFS-1 Ensure the County's community facilities are of high quality and protect public health, as well as the county's natural resources and rural character.

| | | | |
|---|-----|--------|----|
| Continue to conduct annual meetings with librarians | BOS | Annual | NA |
|---|-----|--------|----|

CFS-2 Provide adequate access to quality educational and recreational facilities for all residents in Story County.

| | | | |
|---|-----|--------|----|
| Continue to conduct annual meetings with school districts | BOS | Annual | NA |
|---|-----|--------|----|

CPS-1 Encourage and provide open communication between residents and Story County.

| | | | |
|---|-----|-----------|---------|
| Develop and implement information regarding public safety to be available at community facilities | BOS | Immediate | \$2,500 |
|---|-----|-----------|---------|

CPS-3 Support and maintain high-quality County facilities and services to meet the needs of residents.

| | | | |
|--|-----|--------|----|
| Conduct an annual meeting of the Board of Supervisors, E911 Board, and Emergency Management Commission | BOS | Annual | NA |
|--|-----|--------|----|



IMPLEMENTATION MATRIX

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| C2C Plan Goal/Policy Reference Action Step | Lead | Timeframe | Budget |
|---|---------------------|------------------|-----------|
| <i>EmP-1 Mitigate the risk of impacts before a disaster.</i> | | | |
| Develop outreach campaigns for Flood Awareness Month and National Preparedness Month | EMA/ BOS | Annual | \$2,500 |
| Audit regulations to determine whether we have "Smart Development Practices" that limit disaster impacts | P&D/ EMA/ BOS | Immediate | NA |
| <u>Develop plan and potential locations for construction and demolition landfills sites for purposes of debris clean-up following disaster(s)</u> | P&D/ EMA | <u>Immediate</u> | <u>NA</u> |
| <i>CR-1 New development in the unincorporated areas of Story County respects and enhances the area's rural character.</i> | | | |
| Review parking regulations and design requirements | P&D | Immediate | NA |
| Review lighting standards | P&D | Immediate | NA |
| <i>III-1 Support practices that ensure utility infrastructure protects public health, as well as the county's natural and agricultural resources and rural character.</i> | | | |
| Develop and implement requirements for groundwater impact analyses | P&D/ EH | Immediate | NA |
| <u>Require that the property owner, or their agent, fund the preparation of a site analysis from an independent soil scientist or other related professional prior to approving new developments in areas where groundwater quality or quantity is a concern.</u> | | | |
| Conduct annual meetings with city administrations | BOS | Annual | NA |



IMPLEMENTATION MATRIX

The abundance and health of our natural resources and recreation are vital to the well-being of our communities, the prosperity of our economy and the health of our regional ecological systems. Chapter 4 in the C2C Plan outlines the goals, objectives, and strategies for preserving, protecting, restoring, and enhancing our natural and recreation resources. Because all systems are interconnected, these goals address water, land, wildlife, air, vegetation, soil, geology, and the welfare of our citizens.

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| C2C Plan Goal/Policy Reference | Lead | Timeframe | Budget |
|--|---------------|-------------------------|---------------------------|
| Action Step | | | |
| <i>NRR-1 Preserve, protect, restore, and enhance the quality of Story County's ground water and surface water.</i> | | | |
| Identify and encourage stormwater Best Management Practices for County-approved projects | SCCB/ E-SR | Annual | TBD for specific projects |
| Map impaired water bodies | SCCB/ BOS | Immediate | NA |
| Develop water quality (at watershed level) outreach and education toolkit | SCCB/ BOS | Immediate | \$7,000 |
| Consider establishing Ground Water Task Force | BOS | Medium | TBD |
| Encourage water quality improvement strategies in drainage districts | E-SR/ SCCB | Medium <u>Annual</u> | TBD |
| Create outreach program/ identify existing programs to promote sustainable agricultural and water quality improvement techniques and practices | SCCB | Medium | TBD |
| <i>NRR-2 Preserve, protect, restore, and enhance Story County's land, soil, and geological resources.</i> | | | |
| Inventory/map existing below-surface resources and explore/implement strategies for their protection | EH | Medium | TBD |
| Development outreach toolkit on soil and geologic resources | EH/ SCCB | Medium | TBD |



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C2C Plan Goal/Policy Reference **Lead** **Timeframe** **Budget**
Action Step

NRR-3 Restore the natural diversity, dynamics, distributions, habitats, and behaviors of Story County's native plant and animal populations.

| | | | |
|-----------------------------------|------|-----------|----------|
| Inventory sensitive natural areas | SCCB | Immediate | \$75,000 |
|-----------------------------------|------|-----------|----------|

| | | | |
|-------------------------------|-----|-----------|---------|
| Review floodplain regulations | BOS | Immediate | \$2,500 |
|-------------------------------|-----|-----------|---------|

NRR-3 Restore the natural diversity, dynamics, distributions, habitats, and behaviors of Story County's native plant and animal populations.

NRR-4 Maintain, improve, and expand recreational features (parks, trails, and open space) and their services for current and future safe access and use.

| | | | |
|---|------|--------|----------|
| Promote and encourage pollination plots and buffer strips | SCCB | Medium | \$40,000 |
|---|------|--------|----------|

NRR-4 Maintain, improve, and expand recreational features (parks, trails, and open space) and their services for current and future safe access and use.

| | | | |
|--|------|--------|-----|
| Prioritize and implement trail construction and improvement projects | SCCB | Annual | TBD |
|--|------|--------|-----|

NRR-4 Maintain, improve, and expand recreational features (parks, trails, and open space) and their services for current and future safe access and use.

NRR-5 Foster air quality improvement to preserve natural resources and sustain community health and enjoyment.

T-1 Provide a safe, efficient, multi-modal, and well-maintained transportation network for all residents, farmers, commercial and emergency vehicles.

| | | | |
|---|------|--------|-----|
| Biennial review of existing trail network and trails and greenways plan | SCCB | Annual | TBD |
|---|------|--------|-----|

| | | | |
|---|--------------|--------|-----|
| Review and consider complete streets designs as appropriate to Story County | E-SR/ P&D | Medium | TBD |
|---|--------------|--------|-----|

NRR-7 Focus resources on high-priority areas identified within Story County.

| | | | |
|---|-----|------|-----|
| Work with the City of Ames to explore and prioritize the Hallet materials extraction site located SW of I-35/US 30 interchange for potential reuse and revitalization | BOS | Long | TBD |
|---|-----|------|-----|



IMPLEMENTATION MATRIX

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Planning for future land uses allows Story County to determine the best locations for future growth and development within the county. This involves community engagement, wise natural resource management, and accurate projections in relation to where and how growth will and should occur. Furthermore, it is important to establish unique characteristics of the area, themes to implement, and types of land use strategies to help build upon that character as Story County continues to grow and prosper.

| C2C Plan Goal/Policy Reference Action Step | Lead | Timeframe | Budget |
|---|--------------|-----------------------------------|----------|
| <i>LU-1 Identify and map areas to guide future development in unincorporated Story County.</i> | | | |
| Conduct annual review of future land use map | P&D | Annual | NA |
| <i>LU-1 Identify and map areas to guide future development in unincorporated Story County.</i> | | | |
| <i>NRR-3 Restore the natural diversity, dynamics, distributions, habitats, and behaviors of Story County's native plant and animal populations.</i> | | | |
| Conduct a comprehensive review of Land Development Regulations, including rezonings, as necessary, to implement C2C and future land use map | P&D | Immediate | NA |
| <i>LU-2 Preserve, protect, and plan around the physical characteristics of the land, including floodplains, steep slopes, wetlands, rich soils, and rare geologic or environmental characteristics.</i> | | | |
| Designate Natural Resource Areas on future land use map | P&D/ SCCB | <u>Ongoing</u> <u>Annual</u> | NA |
| <i>LU-3 Consider the availability and capacity of local services and infrastructure when determining future land uses.</i> | | | |
| Establish Minimum Levels of Service (MLS) requirements | P&D | Immediate | NA |
| <i>LU-4 Evaluate short and long-term financial impacts to the County budget when considering development proposals.</i> | | | |
| Establish location guidelines for proposed subdivisions | P&D | Immediate | NA |
| <i>LU-7 Identify and preserve areas of historical and cultural significance.</i> | | | |
| <i>EP-10 Support historic preservation efforts in the county through the Certified Local Government program.</i> | | | |
| Develop cultural/historical preservation plan and staff training | BOS | <u>Medium</u> <u>Immediate</u> | \$75,000 |



IMPLEMENTATION MATRIX

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The economic development component of the C2C Plan identifies the economic development strategies that the various communities in the county, as well as the County as a whole, may pursue in the future to facilitate economic development and support and encourage a strong, vibrant economy.

C2C Plan Goal/Policy Reference Action Step

Lead Timeframe Budget

EP-1 Cooperate regionally to focus on common goals and allocate resources accordingly to maximize successful business start-up, retention, expansion and recruitment efforts.

| | | | |
|--|-----|--------|--------------------|
| Continue to foster regional cooperation and allocation of resources through AEDC contracts | BOS | Annual | \$130,000 annually |
|--|-----|--------|--------------------|

EP-2 Create a healthy and sustainable regional economy by the retention, expansion and recruitment of business.

| | | | |
|---|--------------|-----------|----|
| Communicate with IDOT, UP, IEDA and IDOT Freight Optimization Program to determine freight train capacities and plans | BOS/ E-SR | Immediate | NA |
|---|--------------|-----------|----|

| | | | |
|--|-----|--------|-------------------|
| Continue to fund and look for ways to promote the Home Base Iowa programming | BOS | Annual | \$10,000 annually |
|--|-----|--------|-------------------|

EP-3 In recent years, there has been a greater recognition that economic development should not come at the expense of environmental quality, which itself is recognized as an important component of Story County. A balanced approach to environmental sustainability advocates a balance between the utilization of area resources and economic growth. Economic growth should not exceed the ability of the natural or built environment to sustain growth over the long term.

| | | | |
|--|-----|-----------|---------|
| Consider development of solar farm regulations | BOS | Immediate | \$1,000 |
|--|-----|-----------|---------|

| | | | |
|-------------------------------------|-----|-----------|----|
| Review minimum wage in Story County | BOS | Immediate | NA |
|-------------------------------------|-----|-----------|----|

EP-4 Create and encourage a regulatory environment that offers flexibility, consistency, predictability, clear direction, and enhances economic development opportunities.

| | | | |
|--|-----|--------|----|
| Conduct a biennial review of Story County Code of Ordinances | BOS | Annual | NA |
|--|-----|--------|----|



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| C2C Plan Goal/Policy Reference Action Step | Lead | Timeframe | Budget |
|---|------|-----------|--------|
|---|------|-----------|--------|

| | | | |
|--|-----|-----------|-------------------|
| Develop and distribute business development toolkit | BOS | Immediate | \$2,500 |
| Explore opportunities to implement Business Development Coordinator position in Story County | BOS | Immediate | \$10,000 annually |

EP-8 In order to provide the foundation for economic development and expansion, the County and the various municipalities must ensure that businesses and organizations have sufficient resources in terms of infrastructure and available land for expansion. The Land Use chapter outlines the areas of the county designated for various future land uses. Specific to economic development, the various communities must both work individually and together to ensure that adequate space is available for expansion of business, including land for new buildings and facilities, as well as a sufficient base of buildings ready for business expansion and operations.

| | | | |
|---|-----|--------|----|
| Conduct annual available lands analysis | BOS | Annual | NA |
|---|-----|--------|----|



IMPLEMENTATION MATRIX

A vibrant transportation system is a very important part of economic development. Transportation decisions should be made with that in mind. To facilitate orderly and efficient growth, an effective and safe transportation network is needed. The transportation network should encourage a variety of modes of transportation to make possible the movement of goods and people.

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Transportation 7

| C2C Plan Goal/Policy Reference Action Step | Lead | Timeframe | Budget |
|---|--------------|-----------|-----------|
| T-1 Provide a safe, efficient, multi-modal, and well-maintained transportation network for all residents, farmers, commercial, and emergency vehicles. | | | |
| Develop guidelines for use and applicability of a Transportation Impact Analysis in conjunction with the development review process | E-SR/ P&D | Immediate | NA |
| Develop County wide Master Transportation Plan | E-SR/ BOS | Immediate | \$150,000 |



IMPLEMENTATION MATRIX

Tasks/Projects are reorganized according to the timeframe in which they are anticipated to be completed.

Annual/Ongoing 1

Immediate 2

Medium 3

Long 4

| C2C Plan Goal/ Policy Reference | Action Step | Lead |
|---------------------------------|---|-------------------|
| Chapter 2 | Complete annual survey | BOS |
| Chapter 2/ CFS-1 | Provide semi-annual "updates" on the C2C Plan at quadrant meetings and discuss future planning efforts in regards to special needs facilities | BOS |
| H-1 | Continue offering radon test kits | EH |
| H-1 | Continue participation in HUD Lead Hazard Control Program and encourage communities to consider joining when opportunity arises | EH |
| CFS-1 | Continue to conduct annual meetings with librarians | BOS |
| CFS-2 | Continue to conduct annual meetings with school districts | BOS |
| CPS-3 | Conduct an annual meeting of the BOS, E911 Board, and Emergency Management Commission | BOS/EMA |
| EmP-1 | Develop outreach campaigns for Flood Awareness Month and National Preparedness Month | EMA/BOS |
| IC-1 | Conduct annual meetings with city administrations | BOS |
| NRR-1 | Identify and encourage stormwater Best Management Practices for County-approved projects | SCCB/E-SR |
| <u>NRR-1</u> | <u>Encourage water quality improvement strategies in drainage districts</u> | <u>SR/SCCB</u> |
| NRR-4 | Prioritize and implement trail construction and improvement projects | SCCB |
| NRR-4/ NRR-5/T-1 | Biennial review of existing trail network and trails and greenways plan | SCCB |
| LU-1 | Conduct annual review of future land use map | P&D |
| LU-2 | Designate Natural Resources Areas on future land use map | P&D/SCCB |
| EP-1 | Continue to foster regional cooperation and allocation of resources through AEDC contracts | BOS |
| EP-2 | Continue to fund and look for ways to promote the Home Base Iowa programming | BOS |
| EP-4 | Conduct a biennial review of regulations | BOS 14 |
| EP-8 | Conduct annual available lands analysis | BOS |



IMPLEMENTATION MATRIX

Annual/Ongoing 1
Immediate 2
 Medium 3
 Long 4

| C2C Plan Goal/Policy Reference | Action Step | Lead |
|--------------------------------|---|--------------------------|
| Chapter 1 | Develop metrics from community indicators to use for annual review | BOS |
| Chapter 1 | Develop and adopt C2C Plan amendment process and establish public outreach toolkit | BOS |
| AR 1/AR 3 | Complete a comprehensive review and update of the Land Evaluation and Site Assessment System (LESA) for continued use | P&D |
| AR-2 | Create a development review evaluation matrix to determine potential agricultural/non-agricultural conflicts | P&D |
| AR-2 | Develop a density-based zoning program | P&D |
| AR-3 | Explore partnerships to build on existing and potential agri-tourism programs | BOS |
| H-1 | Local housing trust formation | BOS |
| H-3 | Draft "healthy homes" design guidelines | P&D |
| H-3 | Develop public outreach toolkit to be used with the development review process | P&D |
| H-3 | Determine viability of using health impact assessments | BOS |
| CPS-1 | Develop and implement information regarding public safety to be available at community facilities | BOS |
| EmP-1 | Audit regulations to determine whether we have "Smart Development Practices" that limit disaster impacts | P&D/ EMA/BOS |
| CR-1 | Review parking regulations and design requirements | P&D |
| CR-1 | Review lighting standards | P&D |
| IU-1 | Review requirements for groundwater impact analyses Require that the property owner, or their agent, fund the preparation of a site analysis from an independent soil scientist or other related professional prior to approving new developments in areas where | SCCB P&D/EH |
| NRR-1 | Map impaired water bodies | SCCB/ BOS |
| NRR-1 | Develop water quality (at watershed level) outreach and education toolkit | SCCB/ BOS |
| NRR-3 | Inventory sensitive areas | SCCB |
| NRR-3 | Review floodplain regulations | BOS |
| | Comprehensive review of Land Development Regulations, including rezonings, as | PAGE 15 |



IMPLEMENTATION MATRIX

Annual/Ongoing 1
Immediate 2
 Medium 3
 Long 4

| C2C Plan Goal/Policy Reference | Action Step | Lead |
|--------------------------------|---|----------|
| LU-3 | Establish Minimum Levels of Service (MLS) requirements | P&D |
| LU-4 | Establish location guidelines for proposed subdivisions | P&D |
| EP-2 | Communicate with IDOT, UP, IEDA and IDOT Freight Optimization Program to determine freight train capacities and plans | BOS/E-SR |
| EP-3 | Consider development of solar farm regulations | BOS |
| EP-3 | Review of minimum wage in Story County | BOS |
| EP-4 | Develop and distribute business development toolkit | BOS |
| EP-4 | Explore opportunities to implement Business Development Coordinator position in Story County | BOS |
| T-1 | Develop guidelines for use and applicability of a Transportation Impact Analysis in conjunction with the development review process | E-SR/P&D |
| T-1 | Develop County wide Master Transportation Plan | E-SR |
| LU-7/EP-10 | Develop cultural/historical preservation plan and staff training | BOS |



IMPLEMENTATION MATRIX

Ongoing 1
 Immediate 2
Medium 3
 Long 4

| C2C Plan Goal/Policy Reference | Action Step | Lead |
|--------------------------------|---|--------------------|
| AR-1 | Encourage implementation of water quality improvement and conservation practices on rural lands | SCCB |
| NRR-1 | Consider establishing Ground Water Task Force | BOS |
| NRR-1 | Encourage water quality improvement strategies in drainage districts | SR/SCCB |
| NRR-1 | Create outreach program/identify existing programs to promote sustainable agricultural and water quality improvement techniques and practices | SCCB |
| NRR-2 | Inventory/map existing below-surface resources and explore/implement strategies for their protection | EH |
| NRR-2 | Develop outreach toolkit on soil and geologic resources | EH/SCCB |
| NRR-3/NRR-4 | Promote and encourage pollination plots and buffer strips | SCCB |
| NRR-5/T-1 | Review and consider complete streets designs as appropriate to Story County | SR/P&D |
| LU 7/EP-10 | Develop cultural/historical preservation plan and staff training | BOS |



IMPLEMENTATION MATRIX

| C2C Plan Goal/Policy Reference | Action Step | Lead |
|--------------------------------------|---|------|
| NRR-7 | Work with the City of Ames to explore and prioritize the Hallet materials extraction site located SW of I-35/US 30 interchange for potential reuse and revitalization | BOS |

- Ongoing 1
- Immediate 2
- Medium 3
- Long 4**



IMPLEMENTATION MATRIX

Watershed Assessments

Goal Statement 1

Prioritization Criteria 2

Organization 3

Regulatory 4

Programmatic 5

Capital Improvement 6

Partners 7

GOAL STATEMENT

The Watershed Working Group is comprised of Story County staff and elected officials whose responsibilities include elements related to water quality. The Countywide Watershed Assessment Report (Emmons & Olivier Resources August 2018) establishes the County's water quality baseline. The Watershed Working Group is a mechanism for these individuals to:

- Communicate current and planned efforts,
- Identify gaps,
- Coordinate joint efforts, and
- Communicate overall County efforts and recommendations to the Board of Supervisors.

Departments are charged with the Watershed Assessment Implementation Matrix efforts through their individual work plans and budgets. The Watershed Working Group acts as a catalyst for completion of those efforts, updating the Matrix annually. Updates to the Watershed Assessment and Implementation Matrix shall be included in the Annual Review of the Story County Comprehensive Plan 2036 Cornerstone to Capstone.

The Watershed Assessment Implementation Matrix is adopted as a component of the Cornerstone to Capstone (C2C) Plan Implementation Matrix.



IMPLEMENTATION MATRIX Watershed Assessments

Goal Statement 1

Prioritization Criteria 2

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Partners 7

Priorities are identified based on the following criteria:

Low Priority

- Steps for which previous efforts have been made or slowed
- Steps outside the County's ability to affect
- Long time frame (6-10 years)

Medium Priority

- Steps necessary for impactful water quality or flood mitigations improvements but not required for subsequent action step implementation
- Secondary actions that will benefit from high priority work items when completed
- Medium time frame (3-5 years)

High Priority

- Project is underway
- Other items rely on the step – it sets groundwork and is necessary to implement subsequent steps
- Step will provide measurable results
- Steps addresses known areas of great significant concerns and will have county-wide outcomes
- May be classified as Immediate time frame (0-2 years) or Medium time frame (3-5 years)



IMPLEMENTATION MATRIX

Watershed Assessments

Goal Statement 1

Prioritization Criteria 2

Organization 3

Regulatory 4

Programmatic 5

Capital Improvement 6

Partners 7

Projects/Action Steps are categorized into three areas:

- Regulatory
- Programmatic
- Capital Improvement

Associated with each Action Step is an assigned Priority, Responsible Party, Estimated Budget Amount, Identifiable Funding Source and Notes.

While the Watershed Assessment Implementation Matrix is considered a component of the C2C Plan, it is anticipated that the Working Group will meet quarterly to review Action Steps and provide update and bring forward modifications as necessary. These will then be built into the Annual Review of the C2C Plan.



IMPLEMENTATION MATRIX

Watershed Assessments

- Goal Statement 1
- Prioritization Criteria 2
- Organization 3
- Regulatory 4**
- Programmatic 5
- Capital Improvement 6
- Partners 7

| Action Step | Priority | Responsible Party | Budget | Identifiable Funding Source |
|--|--|--|---------|-----------------------------|
| 1.1 Adopt and implement stormwater ordinance | High | Board of Supervisors Planning and Development | \$500 | Yes |
| Notes: | Planning and Zoning Commission and Board of Supervisors may take action in December. | | | |
| 1.2 Floodplain ordinance modification | High | Board of Supervisors | \$5,000 | Yes |
| Notes: | Prohibit incompatible uses within streams and lake buffers | | | |



IMPLEMENTATION MATRIX

Watershed Assessments

- Goal Statement 1
- Prioritization Criteria 2
- Organization 3
- Regulatory 4
- Programmatic 5**
- Capital Improvement 6
- Partners 7

| Action Step | Priority | Responsible Party | Budget | Identifiable Funding Source |
|---|----------|---|----------|-----------------------------|
| 2.1 Convene a water quality working group | High | Board of Supervisors Story County Conservation Board Story County Board of Health | No Costs | NA |
| Notes: Interdepartmental working group to guide | | | | |
| 2.2 Develop Riparian Area Action Plan or acquire/protect critical riparian areas | Medium | Board of Supervisors Story County Conservation Board Planning and Zoning | TBD | Yes |
| Notes: <ul style="list-style-type: none"> a. Cost share program to establish native vegetation and/or fencing (eliminate livestock access) within recommended stream and lake buffer areas b. Incentivize (financial and non-financial) or promote the importance of stream and lake buffers c. Review current Land Development Regulations (specifically the GB-C District) to see how they support or hinder the implementation of the watershed | | | | |
| 2.3 Develop Wetland Mitigation Bank or acquire/protect critical wetlands | Medium | Board of Supervisors Story County Conservation | TBD | Yes |
| a. Investigate the economic feasibility of developing a commercial mitigation bank as a means for financing wetland restoration | | | | |



IMPLEMENTATION MATRIX

Watershed Assessments

Goal Statement 1

Prioritization Criteria 2

Organization 3

Regulatory 4

Programmatic 5

Capital Improvement 6

Partners 7



| | Action Step | Priority | Responsible Party | Budget | Identifiable Funding Source |
|-----|--|----------|---|--------|--|
| 2.4 | Develop Stream Mitigation Bank or stabilize critical streambanks and buffers | Medium | Story County Conservation Board Board of | TBD | Yes |
| | Notes: | | | | <ul style="list-style-type: none"> a. Investigate the economic feasibility of developing a commercial mitigation bank as a means for financing streambank restoration projects b. Prioritize Streambank Erosion Sites c. Work to identify willing landowners and funding partners |
| 2.5 | Protect native prairie remnants | Medium | Story County Conservation Board Planning and Development | TBD | Yes |
| 2.6 | Sensitive Environmental Areas enhancement and protection program | High | Story County Conservation Board Planning and Development Board of Supervisors | TBD | Yes |
| | Notes: | | | | <ul style="list-style-type: none"> a. Develop an assistance program for willing landowners b. Protect parcels with willing landowners c. Consider rezoning identified lands to the GB-C Greenbelt Conservation Zone District |
| 2.7 | Nutrient Reduction and Bacteria Reduction Outreach | High | Story County Conservation Board Board of | TBD | Yes |
| | Notes: | | | | <ul style="list-style-type: none"> a. Research and inventory cost share programs to determine availability and ability to leverage funds |

IMPLEMENTATION MATRIX Watershed Assessments

Goal Statement 1

Prioritization Criteria 2

Organization 3

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Programmatic 5

Capital Improvement 6

Partners 7

| | Action Step | Priority | Responsible Party | Budget | Identifiable Funding Source |
|------|--|----------|---|---------|-----------------------------|
| 2.8 | Drainage District Operational Guidance | Medium | Drainage District Trustees | \$500 | Yes |
| | | Notes: | <ul style="list-style-type: none"> a. Convene working group b. Review current procedures and recommendation from Watershed Assessment c. Develop guidance document for Drainage District Trustees | | |
| 2.9 | Water Quality Monitoring | High | Story County Conservation Board Board of Health | TBD | Yes |
| | | Notes: | <ul style="list-style-type: none"> a. Convene a working group (e.g. staff, officials, stakeholders) to implement a comprehensive monitoring program according to EOR's recommendations b. Work with IIHR to establish Full Sentinel Site monitoring at locations along South Skunk River per watershed assessment Report c. Improve rating curve used for estimation of flow at the East Indian Creek Full Sentinel monitoring site d. Establish General Sentinel Site monitoring at locations identified in watershed assessment e. Initiate discussion with Iowa Flood Center for location of stream sensors | | |
| 2.10 | Municipal Outreach | Medium | Board of Supervisors Planning and Development Environmental | \$5,000 | Yes |
| | | | <ul style="list-style-type: none"> a. Develop an outreach presentation to update/educate elected municipal officials on importance of stormwater management b. Make model stormwater ordinance available | | |



IMPLEMENTATION MATRIX Watershed Assessments

- Goal Statement 1
- Prioritization Criteria 2
- Organization 3
- Regulatory 4
- Programmatic 5**
- Capital Improvement 6
- Partners 7



| Action Step | Priority | Responsible Party | Budget | Identifiable Funding Source |
|--|----------|--|----------|-----------------------------|
| 2.11 WMA Collaboration | High | Board of Supervisors Story County Conservation | \$1,000 | Yes |
| | Notes: | <ul style="list-style-type: none"> a. Work with existing Watershed Management Authorities (WMA) within the County on common goals b. Support formation of new WMAs particularly within the South Skunk and East Indian Creek | | |
| 2.12 Erosion Control and Stormwater Management | High | Board of Supervisors Story County Conservation Board Planning and Development | \$10,000 | Yes |
| | Notes: | <ul style="list-style-type: none"> a. Educate and engage residents and other stakeholders regarding the impacts of erosion and stormwater management b. Work with State and Federal agencies to investigate ways to incentivize improved stormwater management and erosion control across the county c. Streamline development permitting processes (especially erosion control and stormwater management), engage the development community, and develop legitimacy for new ordinances and policies d. Develop and implement consistent enforcement strategies and tactics e. Partner with municipalities and WMA's to conduct outreach on green infrastructure design to implement ordinances f. Outreach program focusing on schools and homeowners | | |
| 2.13 Nutrient Reduction and Bacteria | High | Story County Conservation | \$50,000 | Yes |

**IMPLEMENTATION
MATRIX
Watershed
Assessments**

- Goal Statement 1
- Prioritization Criteria 2
- Organization 3
- Regulatory 4
- Programmatic 5**
- Capital Improvement 6
- Partners 7

| | Action Step | Priority | Responsible Party | Budget | Identifiable Funding Source |
|------|---|----------|--|---------|-----------------------------|
| 2.14 | Floodplain Management | High | Board of Supervisors | \$1,000 | Yes |
| | | Notes: | <ul style="list-style-type: none"> a. Initiate staff discussions with County Attorney regarding interpretation and use of floodplain ordinance for conservation practices b. Initiate high-level discussions with U.S. FEMA and Iowa DNR about federal and state interpretation of conservation practices in the floodplain c. Educate and engage stakeholders regarding County's interpretation of floodplain ordinance d. Coordinate development projects, local experts, and development community regarding opportunities for floodplain-located | | |
| 2.15 | Feedlot Outreach | Medium | Board of Supervisors Environmental Health | \$1,000 | Yes |
| | | Notes: | <ul style="list-style-type: none"> a. Establish policy and practices for County staff b. Provide training to County staff who are in the field to recognize environmental issues associated with feedlots c. Coordinate with other counties, cities, and other entities to create and implement strategy to lobby state legislature for improved | | |
| 2.16 | Establish Source Water Protection Plans | Low | Board of Supervisors | TBD | TBD |
| | | Notes: | Affected cities work with the Iowa Department of Natural Resources to conduct site investigations and development protection plans. | | |
| 2.17 | Wastewater Management Practices | Medium | Board of Supervisors Environmental Health Board of Health | TBD | TBD |
| | | Notes: | <ul style="list-style-type: none"> a. Identify opportunities to assist local wastewater facility operators on upgrading | | |



IMPLEMENTATION MATRIX

Watershed Assessments

Goal Statement 1

Prioritization Criteria 2

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Partners 7

| | Action Step | Priority | Responsible Party | Budget | Identifiable Funding Source |
|-----|-----------------------------|---|----------------------|--------|-----------------------------|
| 3.1 | Drainage Ditches | Medium | Drainage | TBD | TBD |
| | | Notes: Analyze all drainage ditch maintenance and | | | |
| 3.2 | Story County Infrastructure | High | Board of Supervisors | TBD | Yes (on a case-by-case |
| | | Notes: Ensure capital projects have a positive or neutral | | | |



IMPLEMENTATION MATRIX Watershed Assessments

- Goal Statement 1
- Prioritization Criteria 2
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- Capital Improvement 6
- Partners 7**

| Organization | Effort |
|---|---|
| Prairie Rivers of Iowa | Outreach |
| | Agricultural practices |
| City of Ames | Stormwater |
| | Ambient monitoring |
| | Outreach |
| Iowa Stormwater Education Partnership | Outreach |
| ISU Learning Farms | Outreach |
| ISU Extension | Outreach |
| ISU UTurn | TELC quality monitoring |
| ISU Agriculture and Bioscience Engineering | Ambient Testing |
| USDA Natural Resource Conservation Service | Agricultural practices, Outreach |
| USDA Farm Service Agency | Agricultural practices |
| Story County Soil and Water Conservation District | Agricultural practices |
| Iowa Soybean Association | Outreach |
| | Agricultural quality monitoring, watershed planning |
| Iowa DNR | Wastewater program |
| | Ambient monitoring – lake and stream |
| | Floodplain Management/Mapping |
| Iowa Natural Heritage Foundation | Land protection |
| Iowa Prairie Network | Land Protection |
| Squaw Creek Watershed Coalition | Ambient Monitoring |
| Iowa Water Center | Outreach |
| Iowa Homeland Security and Emergency Management | Outreach |
| | Programmatic/regulatory best practices |
| Iowa Flood Center | Mapping |
| | Monitoring |
| Iowa Floodplain and Stormwater Management Association | Outreach |
| | Programmatic/regulatory best practices |



IMPLEMENTATION MATRIX

Watershed Assessments

Goal Statement 1
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 Partners 7

| Organization | Effort |
|--|--|
| USGS – Iowa Water Science Center | Monitoring |
| | Outreach |
| Trees Forever | Outreach |
| | Agricultural practices |
| | Outreach |
| Squaw Creek Watershed | Programmatic/regulatory best practices |
| Four-Mile Creek Watershed Management Association | Outreach |
| | Programmatic/regulatory best practices |
| Iowa Rivers Revival | Outreach |
| | Programmatic/regulatory best practices |
| Iowa Hygienic Lab | Monitoring |
| Silver Jackets | Outreach |
| | Programmatic/regulatory best practices |



**IMPLEMENTATION
MATRIX**

**Recommendations
and Approvals**

**Recommended for Approval by the
Story County Conservation Board**

Chairperson

Date

**Recommended for Approval by the
Story County Planning and Zoning
Commission**

Chairperson

Date

**Approved by the Story County
Board of Supervisors**

Rick Sanders, Chair

Date

Wayne E. Clinton, Vice Chair

Date

Marty L. Chitty

Date



DO NOT WRITE IN THE SPACE ABOVE, RESERVED FOR RECORDER

STORY COUNTY, IOWA
RESOLUTION OF THE BOARD OF SUPERVISORS
RESOLUTION NO. 20-46

RESOLUTION TO TERMINATE THE MEMORANDUM OF AGREEMENT (MOA)
BETWEEN THE CITY OF AMES, IOWA AND STORY COUNTY, IOWA REGARDING
THE HEALTHY LIFE CENTER

WHEREAS the Board of Supervisors of Story County, Iowa, in order to support the goal of providing access to healthy living to people of all ages and socio-economic status, entered into a Memorandum of Agreement (MOA) with the City of Ames to financially support the Healthy Life Center.

WHEREAS the Bond Referendum failed and the project cannot proceed at the present time and under the current circumstances.

WHEREAS the MOA provides that "the agreement may also be terminated at any time by mutual agreement of the parties."

WHEREAS the parties have agreed that it is both necessary and advisable to mutually terminate the agreement.

NOW, THEREFORE, BE IT RESOLVED that the MOA and all its obligations, entered into on May 28, 2019 is hereby terminated by mutual agreement of the parties.

IT IS FURTHER RESOLVED that the Chairperson of the Board of Supervisors and the Clerk to the Board of Supervisors are authorized and they are hereby directed to certify a copy of this Resolution as the voluntary act and deed of the Board of Supervisors of Story County, Iowa.

Dated this 10th day of December 2019.

Chairperson, Board of Supervisors

Attest:

County Auditor

ROLL CALL
FOR ALLOWANCE

Lauris Olson Yea X Nay Absent
Lisa Heddens Yea X Nay Absent
Linda Murken Yea X Nay Absent

ALLOWED BY VOTE
OF BOARD

Yea 3 Nay 0 Absent 0

CHAIRPERSON

Above tabulation made by

APPLICATION FOR APPOINTMENT

TO BOARDS, COMMISSIONS AND COMMITTEES
ADVISING THE STORY COUNTY BOARD OF SUPERVISORS



Nancy Brooks

NAME

Retired
OCCUPATION

*(Asst V.P. Business Services)
(Iowa State Univ)*

ADDRESS

ADDRESS AT WORK

HOME/CELL PHONE

BUSINESS PHONE

EMAIL ADDRESS:

EDUCATION:

B.S. Business Administration

Masters degree - Public Policy + Administration

LIST NAMES OF BOARDS OR COMMISSIONS IN ORDER OF PREFERENCE:

- ASSET*
-
-

Board Member Initials: *NMB*

Meeting Date: *12-10-19*

Follow-up action:

WHY DO YOU WISH TO SERVE ON THIS BOARD?

I served on the ASSET board in the past and believe in its mission.

WHAT QUALIFICATIONS DO YOU FEEL YOU HAVE?

I have experience on the ASSET board. And with performance-based contracting that might be helpful to agencies. I also have experience on National Professional Ass'n board + ACCESS board.

DO YOU HAVE ANYTHING ELSE TO ADD?

I have more time to volunteer now that I'm retired.

PLEASE SUBMIT COMPLETED APPLICATION TO:

STORY COUNTY BOARD OF SUPERVISORS
STORY COUNTY ADMINISTRATION
900 6TH STREET
NEVADA, IOWA 50201

RECEIVED

DEC 05 2019

*effective 4/1/20 - 3/31/23
Dates:*

STORY COUNTY BOARD OF SUPERVISORS

THANK YOU FOR YOUR INTEREST IN SERVING STORY COUNTY.



APPROVED

DENIED

Board Member Initials: PM

Meeting Date: 12-10-19

Follow-up action: No Action taken

ECONOMIC DEVELOPMENT

Identifying priorities &
funding parameters for
2020 and beyond

Information is available via

Storycountyiowa.gov/231/Economic-Development

on website or as attachments
accessible via links.

'Current 3 to 5 year goals'
(Set in 2011-2012)

- **Job creation**
- **Job retention**
- **Assistance to economic development activities of the 15 communities in Story County**
- **Economic stability**
- **Expansion of the tax base**

For 2020 and Beyond

- Additions,
- Deletions,
- Edits
- Budgeting impact of changes?

Facade Grant Program

- Limited to communities population 2,000 or less
- Budgeted amount \$10,000
- More (unbudgeted) as needed



Community 2,001 – 4,000 requests

- Request in previous year for Story City main street building with significantly dated, worn exterior features. No change in use planned.
- Request this year for Huxley highway-sited building with exterior in good condition but owner-desired cosmetic upgrades. Change in use from hair salon to offices.

For 2020 and Beyond

- Additions,
- Deletions,
- Edits
- Budgeting impact of changes?

Story County Economic Development Group

- Total funding \$110,000 =
- Per-Capita funding \$ 93,500
- Project funding \$16,500

SCEDG - Types of projects allowed

- a. Community marketing and prospecting
- b. Development of promotional materials
- c. Consulting and planning activities
- d. Speculative buildings
- e. Financial incentives
- f. Tourism attractions (which create major impact on the entire county – events are not eligible)

SCEDG – Types projects allowed cont.

- g. General community betterment activities
- h. Main Street projects which are part of a planning community project, including, but not limited to such things as streetscaping, facilitators for planning, focus groups, and community-based restoration.
- i. Welcome sign and community entrance beautification
- j. Community driven housing promotion, including, but not limited to housing assessments, marketing of housing opportunities, and marketing for recruitment of potential developers
- k. Industrial parks and commercial park preliminary studies
- l. Directional and local attraction signage.

2017 – 2018 Projects SCEDG funded

2017 grants:

5 Welcome _

- Flagpole lighting, Welcome sign lighting, Signage, Website development,
- 2 were flooring for a Wellness Center on Main Street and exterior restoration of a building on Main Street.
- 1 was for an analysis and promotion of Housing opportunities.

2018 grants:

- 3 were for signage or a Community Bulletin Board
- 2 were for a study of derelict buildings and a market analysis/client surveys
- 1 was for benches, garbage receptacles and planters (also got URA grant)
- 1 was for ADA compatible bathrooms in a public building
- 2 for marketing materials

Clarifications needed

From 2019:

- g. General community betterment activities
 - Mulch
 - Emergency Radio(s)

General:

Permanent vs. short-term

New vs. Repair/Replace/Maintain

Used as match for other county programs

For 2020 and Beyond

- Additions,
- Deletions,
- Edits
- Budgeting impact of changes?

Economic Assistance for Communities

- Economic Development Technical Assistance – in house provided by Special Projects Manager
- Economic Development Technical Assistance - \$3,000 grants
- Economic Development Technical, Prospect Marketing, Funding Research & Application plus other Assistance - \$85,000
- Workforce Development - \$40,000

For 2020 and Beyond

- Additions,
- Deletions,
- Edits
- Budgeting impact of changes?



Urban Renewal Areas (TIF)

- Only place 50% of amount available under TIF
- No money to private and/or for-profit entities
- Eligible projects
 - a) Transportation Infrastructure Enhancement
 - b) Public Land and Trail Improvement
 - c) Communication and Utility Infrastructure Expansion
 - d) Main Street and Town Center Revitalization
 - e) Housing Development, Rehabilitation, and/or Conversion

Urban Renewal Projects

- 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).
- City of Kelley, Iowa – Construct enclosure around post office boxes (County tax parcel number 09-32-474-600).
- City of McCallsburg, Iowa – Water looping project throughout the community to

Urban Renewal Projects

- 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).
- 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).
- City of Zearing, Iowa – Building purchase and remodel and rehabilitation of building (County tax parcel number 04-21-254-335).

Urban Renewal Projects cont.

- City of Collins - Work on water lines as a result of US Hwy 65 re-grade.
- Colo-Nesco Community School District – Proposed Phase II of playground construction (County tax parcel number 04-21-205-240)
- City of Huxley – Proposed hard surfacing of one-mile of Heart of Iowa Trail from US Highway 69 to Trailridge Park.
- City of Kelley – Construction of new six-inch water main on Hubbel Street.
- City of Maxwell – Installation of curb and gutter along Trotter Blvd.
- City of Nevada – Construction of Clock Tower Center.

Urban Renewal Projects cont.

- City of Slater – Main Street improvements from Story to Tama Streets.
- City of Zearing – Building renovations at 107 West Main Street.
- 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
- City of Huxley – Centennial Park playground expansion.
- City of Cambridge – Construction of new multi-functional municipal building.
- City of Slater – Main Street improvements to corner of Main Street and Marshall.
- City of Slater – Acquisition and renovation of 404/406 Main Street.
- City of Story City – South Park project.

Urban Renewal Projects cont.

- Praeri Rail Trail Extension Planning and Construction.
- Tedesco Environmental Learning Corridor – Phase 1 and Phase 2 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.
- City of Collins – Demolition and revitalization of buildings along Main Street.
- City of Story City – Proposed improvements to North Park Project.
- City of Cambridge – Construction of Cambridge Community Center.
- City of Huxley – All-inclusive playground structure installation at Nord Kalsem Park.

Urban Renewal Projects cont.

- City of Slater – Decorative sidewalk, parking area replacement and decorative street lighting along Main Street.
- City of Gilbert – Main Street paving and utility reconstruction from Mathews Drive to 545' north of 2nd Street
- City of Cambridge - Utility Re-Location
- City of Slater - Main Street Revitalization—north and south side of Main Street from Story Street to Marshall Street
- 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.

Urban Renewal Projects cont.

- 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
- City of Maxwell - Water main improvements along Main Street
- City of Nevada - Installation of new digital sign within existing structure of outdoor sign
- City of Roland - Replacement of existing community pool
- 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

For 2020 and Beyond

- Additions,
- Deletions,
- Edits
- Budgeting impact of changes?

Four Special Requests

- City of Story City - \$29,000 to help pay for infrastructure associated with Eby expansion (RISE grant)
 - Not acted upon as request did not fit any structured program
 - Community not needing money for their project to proceed
 - Funding source expected 1/3 of 50% of Wind Turbine tax revenues not put under URA-TIF
- City of Nevada - \$60,000 to help pay for infrastructure associated with Burke Expansion (RISE grant)
 - Not acted upon as request did not fit any structured program
 - Community not needing money for their project to proceed
 - Funding source expected 1/3 of 50% of Wind Turbine tax revenues not put under URA-TIF

Four Special Requests cont.

- Ames Foundation for Miracle League Field and Inclusive Playground - \$25,000
 - Required match for IDEA grant of \$200,000
 - Funded
 - Funding source expected 1/3 of 50% of Wind Turbine tax revenues not put under URA-TIF
- City of Ames for Healthy Life Center - \$2M
 - Funding anticipated from 50% of Wind Turbine revenues normally used for loan repayments under URA/TIF
 - Ames Bond issue failed

For 2020 and Beyond

- Additions,
- Deletions,
- Edits
- Budgeting impact of changes?

New Ideas?

- Thank you!

STORY COUNTY
FAÇADE IMPROVEMENT
GRANT PROGRAM

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

Story County, Iowa



STORY COUNTY FAÇADE IMPROVEMENT GRANT PROGRAM

PROGRAM GUIDELINES

PURPOSE

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

ELIGIBILITY

ALLOWABLE AWARDS

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

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

The Story County Board of Supervisors annually budgets \$10,000 each fiscal year beginning July 1st. The County reserves the right to fund one or several applications as funding allows. An applicant may only submit and receive funding for one application each fiscal year.

ELIGIBLE APPLICANTS

It is the goal of the program to create public-private partnerships between the business owners, city government, and the County, to create the greatest benefit to all citizens both within the city and county as a whole. The city acts as the “applicant” for all applications for the **Story County Façade Improvement Grant Program**. Eligible properties and/or businesses shall work with the city council of their respective community. A city shall apply on behalf of the eligible properties and/or business and all funds disbursements from the County shall go to the city. Additional applicant requirements are identified in the “Terms of Agreement” found at the end of the program guidelines.

Eligible properties are located in communities within Story County with a population less than 2,000 persons, according to the 2010 US Census.

The eligible business shall be a legally established and licensed business in the State of Iowa and shall be in conformance with all applicable City/County/State codes and regulations. The County reserves the right to deny and/or withhold funding to properties delinquent on payment of fines, fees or taxes. Ineligible properties include owners of--primarily residential structures, churches and other religious institutions, tax delinquent property or a property whose owner has any other tax delinquent property.

In addition, any projects that have commenced prior to their approval by the County shall be ineligible for grant funding.

ELIGIBLE IMPROVEMENTS

Eligible expenditures will include only projects oriented towards the exterior improvements of existing structures; the portion visible from the road right-of-way upon which the structure fronts. All work must result in a publicly visible improvement. Grants cannot be used to correct code violations or occurrences covered by insurance.

All improvements, except for painting, shall be completed by a licensed contractor, and shall be made in conformance with all applicable building codes, laws and zoning requirements.

ELIGIBLE IMPROVEMENTS INCLUDE:

- Exterior buildings improvements, either cosmetic and/or structural
- Signage*(not including billboards)
- Lighting*
- Landscaping*

*These improvements shall apply if it has been determined that the structural and cosmetic conditions of the façade are at an acceptable level.

Exterior improvements must be of compatible color/style with the surrounding building and architecture. Exceptions may be considered on a case by case basis. If a structure is of historic significance (i.e. it has been listed as a local landmark, is listed or is eligible for listing on the National Register of Historic Places), improvements must be in conformance with the *Secretary of Interior's Standards for Rehabilitation*, as well as *Guidelines for Rehabilitating Historic Buildings* will apply.

During the application review, special consideration will be given to projects that meet the following criteria:

- Structures located in their respective central business district, i.e. Main Street.
- Projects that leverage more private investment than the required matching amount.
- Projects designed by a licensed architect.
- Historic structures.

APPLICATION ROUTING

Once the application materials are complete, a property/business owner shall submit all materials to their respective city. The city will review the application and make a determination of the maximum match they are able to contribute towards the project, keeping in mind there the requirement that the city shall provide matching funds equal to or greater than the maximum provided by Story County. Once the city has made a match determination, they shall forward the application to the County, for review.

APPLICATION DEADLINE

Applications are accepted at any time; however, an application must be approved by the Board of Supervisors prior to work being undertaken. Qualified projects to be awarded on a first come, first served basis following the beginning of the fiscal year.

Work is expected to be completed and bills submitted within 12 months of the grant award date. A complete copy of bills from expenses relating to the project must be presented to Story County before the grant money will be awarded. The amount of the grant may be adjusted if the actual cost is lower than the estimated cost. Any deviations from the approved application may disqualify the applicant.

STORY COUNTY FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATION FORM



PROJECT INFORMATION

PROJECT ADDRESS _____ PROPERTY OWNER _____

BUSINESS OWNER
(IF DIFFERENT FROM
PROPERTY OWNER) _____ NAME OF
BUSINESS _____

CONTACT INFORMATION

APPLICANT (CITY
CONTACT PERSON) _____ CONTACT
ADDRESS _____

PHONE _____ E-MAIL _____

AMOUNT REQUESTED: _____ MATCHING AMOUNT _____

APPLICATION ATTACHMENT CHECKLIST

In addition to the completed application, please attach the following:

- Written consent from property owner giving permission to conduct improvements
- Color photographs of existing conditions
- Written statement that outlines in detail scope of the project
- Project budget that includes detailed cost estimates prepared by contractors
- Any design documents prepared by a licensed architect or engineer, if available

PLEASE READ

By signing below you certify that to the best of your knowledge you have submitted all the required information to apply for a façade grant and that the information is accurate. You further acknowledge that you have read and agree to the Terms of Agreement outlined on the back of this form.

SIGNATURE OF PROPERTY/BUSINESS OWNER: _____ DATE _____

SIGNATURE OF APPLICANT: _____ DATE _____

Name and Title (Chief Elected Official)

SUBMIT COMPETED APPLICATION TO:

Story County – County Outreach and Special Projects Manager
900 6th Street - Nevada, Iowa 50201
or email to: lharter@storycountyiowa.gov

Terms of Agreement

- The applicant is the city.
- The applicant and property/business owner meets all of the eligibility criteria outlined in the **Story County Façade Improvement Grant Program**.
- No funds are approved for the proposed improvements until the applicant is notified in writing and meets all Program requirements. **Work completed prior to final approval is ineligible for funding.**
- All funds are distributed on a reimbursement basis after all work is completed.
- The applicant shall ensure that work is performed in a satisfactory manner, as determined by the County, conforming to the approved application, project budget, and project schedule.
- The applicant shall be responsible for at least the matching funds equal to or greater than the maximum provided by the County. The applicant shall keep record of all documents, receipts, lien waivers, etc., to substantiate that they are in conformance with this requirement.
- No changes to the approved project plans shall be made without prior consent from Story County.
- Grant funds shall be disbursed only upon the satisfactory completion of the project in accordance with the approved plans for the project. It is the responsibility of the applicant and/or business to demonstrate that the project is satisfactorily complete.
- Grant funds are only to be used for the scope of the project approved by the County, and no other renovations or improvements of the structure or business.
- The applicant authorizes Story County to promote their approved project, including, but not limited to, displaying a sign at the site during and after the construction, and using photographs and descriptions of the project in County media materials.

Acknowledgement of Terms of Agreement

SIGNATURE OF APPLICANT: _____ DATE _____
Name and Title (Chief Elected Official)

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, 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 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).
- City of Kelley, Iowa – Construct enclosure around post office boxes (County tax parcel number 09-32-474-600).
- 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).
- 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).
- City of Zearing, Iowa – Building purchase and remodel and rehabilitation of building (County tax parcel number 04-21-254-335).
- City of Collins - Work on water lines as a result of US Hwy 65 re-grade.
- Colo-Nesco Community School District – Proposed Phase II of playground construction (County tax parcel number 04-21-205-240)
- City of Huxley – Proposed hard surfacing of one-mile of Heart of Iowa Trail from US Highway 69 to Trailridge Park.
- City of Kelley – Construction of new six-inch water main on Hubbel Street.
- City of Maxwell – Installation of curb and gutter along Trotter Blvd.
- City of Nevada – Construction of Clock Tower Center.
- City of Slater – Main Street improvements from Story to Tama Streets.

- City of Zeoring – Building renovations at 107 West Main Street.
- 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).
- City of Huxley – Centennial Park playground expansion.
- City of Cambridge – Construction of new multi-functional municipal building.
- City of Slater – Main Street improvements to corner of Main Street and Marshall.
- City of Slater – Acquisition and renovation of 404/406 Main Street.
- City of Story City – South Park project.
- Praeri Rail Trail Extension Planning and Construction.
- 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.
- City of Collins – Demolition and revitalization of buildings along Main Street.
- City of Story City – Proposed improvements to North Park Project.
- City of Cambridge – Construction of Cambridge Community Center.
- City of Huxley – All-inclusive playground structure installation at Nord Kalsem Park.
- City of Slater – Decorative sidewalk, parking area replacement and decorative street lighting along Main Street.
- City of Gilbert – Main Street paving and utility reconstruction from Mathews Drive to 545' north of 2nd Street
- City of Cambridge - Utility Re-Location
- City of Slater - Main Street Revitalization—north and south side of Main Street from Story Street to Marshall Street
- 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.
- 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.
- City of Maxwell - Water main improvements along Main Street
- City of Nevada - Installation of new digital sign within existing structure of outdoor sign

- City of Roland - Replacement of existing community pool
- 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, 2019).

| | |
|-------------------------------------|---------------|
| Outstanding general obligation debt | \$815,000 |
| Current constitutional debt limit | \$410,894,835 |
| TIF debt incurred | \$4,959,800 |

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

| | |
|-------------------------------------|---------------|
| Outstanding general obligation debt | \$815,000 |
| Current constitutional debt limit | \$410,894,835 |
| Proposed TIF debt to be incurred | |
| Existing TIF debt | \$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 |

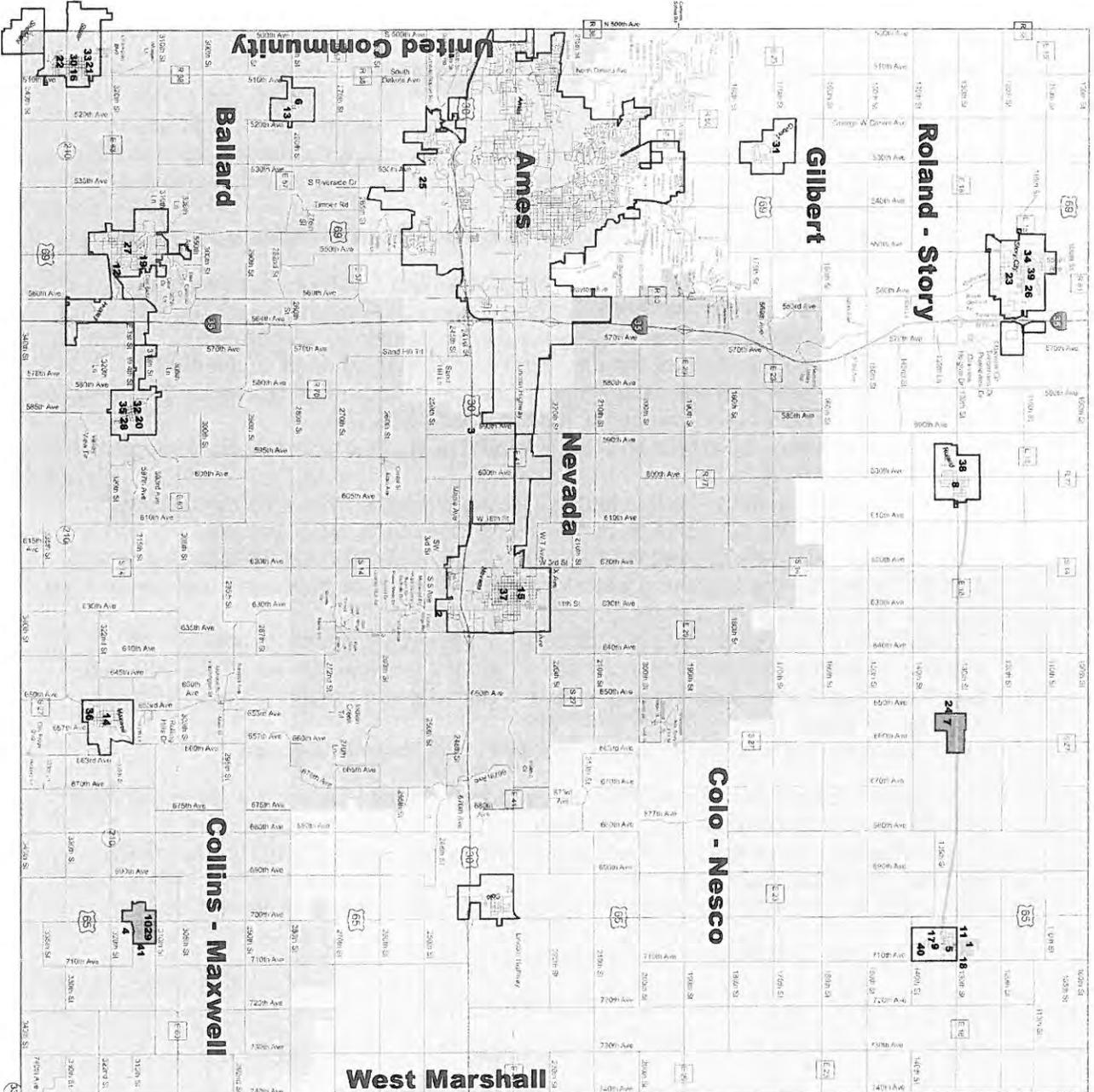
| 04-30-200-401 | 2 | STORY WIND LLC | 08-22-400-101 | 2 | STORY WIND LLC |
|--|---------------|---------------------------|-------------------|---------------|-----------------------|
| 04-31-100-301 | 1 | STORY WIND LLC | 08-22-400-201 | 1 | STORY WIND LLC |
| 04-31-100-401 | 1 | STORY WIND LLC | 08-23-100-301 | 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 |
| Added Properties - October 2013 | | | | | |
| 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 |
| Added Properties - October 2016 | | | | | |
| 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

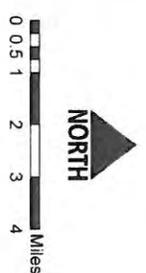
**Map showing taxable property and location of projects to be undertaken in Story County
Urban Renewal Area**



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



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 260th Street
- 3 Paving ¼ mile along 590th 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

Economic Development Process and Policies

Adopted by the Story County Board of Supervisors on the 2nd day of October, 2012

Amended: April 30, 2013

May 27, 2014

May 17, 2016

December 5, 2017

April 2, 2019



Due to potential tax increment financing revenues available to the County, the Board of Supervisors can expect to receive requests regarding various projects throughout the County.

Because these requests may become routine, the Story County Board of Supervisors developed this process and policies to establish structure and objectivity to the standard operating procedures for evaluating economic development projects. Establishing standard procedures and a framework for incentives will allow applicants to more clearly understand the County's intentions in evaluating such projects and ensure that the County's financial resources are used as efficiently and effectively as possible while limiting the impact to public budgets. Funds may or may not be available in any given year.

Tax Increment Financing (TIF) goals, objectives and strategies

TIF assistance in Story County will be used to enhance the taxpayer's enjoyment of the county and/or to increase the taxable valuation of lands in Story County. Story County established the Urban Renewal Area Program as the formal mechanism in which to receive applications and determine funding awards as applicable. It is with the goal of **community improvement** in mind that we have developed the following criteria for evaluating proposals through the Urban Renewal Area Program using TIF assistance in Story County, Iowa:

1. **Percentage Limitation**

In order to maintain appropriate and consistent tax revenues for all taxing entities, TIF (revenues collected) debt payments should not exceed 50% of the available TIF increment created by the TIF property in any year. This limitation is set to realize the needs and obligations of the general fund, townships and school districts and to ensure that the utilization of TIF will have minimal impact to their ongoing operations.

2. **School Funding Recognition**

The County will recognize any changes to State funding capabilities and reevaluate the Economic Development Process and Policies (TIF policy) should the State change school funding formulas.

3. **Eligibility.**

The following types of Economic Development projects will be considered through the Urban Renewal Area Program TIF assistance:

- a) Transportation Infrastructure Enhancement
- b) Public Land and Trail Improvement
- c) Communication and Utility Infrastructure Expansion
- d) Main Street and Town Center Revitalization
- e) Housing Development, Rehabilitation, and/or Conversion

4. No Tax Increment Rebate, Grants, Loans or Assistance to Private Business.

Story County will not use TIF funds to participate in any direct disbursement or rebate to a private entity.

5. Required Match Guidelines. It is expected that applicants identify a match of 25% of the total project costs.

Economic Development Project Process

The following **standard operating procedure** applies to project requests for economic development funding through the *Urban Renewal Area Program*:

Step 1 - Pre-Application Conference (*prior to the Third Tuesday of April*). Annually, County staff will hold an information session to review application forms, timeline, and procedures. In order to be deemed an eligible applicant, potential applicants must attend this meeting.

Step 2 - Application Deadline (*prior to the First Tuesday of June – (Annually)*) This is the information gathering stage of a project which will provide the foundation for subsequent decision making by the Board of Supervisors. Applicants shall submit the Urban Renewal Area Project Application and include as much information as possible. Only one application is allowed per organization per grant cycle. If an organization submits more than one grant application, all applications submitted by that organization will be deemed ineligible for grant funds and will not be reviewed. To ensure fairness for all, applications that are incomplete, do not follow the guidelines, whose representative did not attend the Pre-Application Conference, or miss the deadline will not be reviewed.

Step 3 – Acknowledgement of Applications (*prior to the Third Tuesday of June – Annually*)

Step 4 – Notification of Applicants (*prior to the First Tuesday of July – Annually*). The Board of Supervisors shall notify the school district, municipality, and/or township trustees in the TIF district from which monies may be utilized for payment of the proposed TIF projects through the Urban Renewal Area Program. Further notice is sent to taxing authorities associated with the individual projects.

The notice shall be given by regular mail to the entities referenced above indicating how to view the project applications on file, date of the next regularly-scheduled Board of Supervisors meeting, date of consultation meeting, and include a copy of the existing Urban Renewal Area Plan. The notice requirement's intent is designed to encourage input from the area from which taxes will be utilized so that the Board can consider input from the public in its evaluation stage.

Step 5 – Consultation Meeting (*Fourth Tuesday of July – Annually*). The Board of Supervisors will schedule a consultation meeting to discuss potential projects.

Step 6 – Evaluation (*prior to the Third Tuesday of August Annually*). The purpose of the evaluation stage is to weigh the public costs and benefits of the project. The Board of Supervisors will evaluate the public purpose/benefit involved, the strength of the opportunity, and the public costs involved. As part of the evaluation process, the Auditor shall prepare a report showing the status of all TIF projects, monies expended and monies owed on current TIF projects so that the Board of Supervisors can evaluate the funds available for all proposed projects. Further, the Board of Supervisors recognizes the importance of citizen input on proposed projects and will post all applications for projects on its website prior to decisions on the project so that the

public may review the applications and prepare for any comment at the weekly meetings of the Board of Supervisors.

Step 7 – Urban Renewal Area Plan Updated (*prior to November 1*). Story County in consultation with the Story County Civil Attorney will prepare necessary updates to the Urban Renewal Area Plan to reflect any approved projects and present for action by the Board of Supervisors.

Step 7 – Incur Debt (*i.e. borrow money – prior to November 1*).

Step 8 - Debt Certified (*December 1*). Costs of all approved projects and the repayment schedule will be certified to the County Auditor.

Addition of TIF Property Process

The following **standard operating procedure** applies to requests for adding property to the Tax Increment Financing list, requiring amendments to Chapter 8 – Urban Renewal of the Story County Code of Ordinances.

Step 1- Identification (*prior to September 1*). A parcel is identified as a possible addition to the TIF list. Primary consideration will be given to utility structures and/or facilities, including wind turbines (as part of a Commercial - Wind Energy Conversation System (C-WEC) and solar installations as part of a Commercial - Solar Energy System (C-SES). Secondary consideration will be given to specific development requesting a specific improvement; *i.e. a potential Commercial Facility requests a specific upgrade/improvement to public infrastructure*.

Step 2- Evaluation (*prior to September 15*). The Board of Supervisors will work with the County Assessor to ascertain projected taxable values for the property in question.

Step 3 – Urban Renewal Area Plan and Ordinance Updated (*prior to November 1*). Story County in consultation with the Story County Civil Attorney will prepare necessary updates to reflect any approved property to the Urban Renewal Area Plan and present the Urban Renewal Area Plan and Ordinance to the Board of Supervisors for consideration (including three readings).



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

Memorandum

To: Story County Board of Supervisors

From: Michael D. Cox, Director 

Date: December 10, 2019

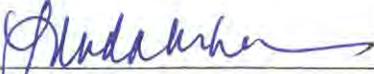
Re: Consideration of Cooperative Agreement Between Story County Conservation and Prairie Rivers of Iowa RC and D.

The attached Agreement with Prairie Rivers of Iowa RC and D secures their services for conducting water quality monitoring and outreach throughout the county. The Watershed Assessment Implementation Plan calls for establishment of a water quality monitoring program as a high priority. A working group of County, City of Ames, and Prairie Rivers staff has coordinated an initiative to begin a multi-year water quality monitoring program. The program will include outreach, citizen science water quality monitoring, and laboratory monitoring. Current partners include: Story County Community Foundation, Leopold Center for Sustainable Agriculture, City of Ames, Izaak Walton League, and Prairie Rivers of Iowa.

This is a collaborative effort to better understand our water quality and increase water quality awareness. Story County Conservation will coordinate the citizen science efforts, the City of Ames will perform laboratory analysis, The Izaak Walton League will assist with training and provide use of their national water quality database, and Prairie Rivers will draft a 10-year monitoring plan, coordinate outreach, coordinate sampling events and overall efforts, and serve as clearing house for data.

This agreement calls for Story County to reimburse Prairie Rivers up to \$24,000 for their services and purchase water quality monitoring kits. This funding is included in the FY20 budget.

The Story County Conservation Board urges your approval.


Approval

Disapproval

12-10-19
Date

Date



COOPERATIVE AGREEMENT BETWEEN

STORY COUNTY CONSERVATION AND PRAIRIE RIVERS OF IOWA RC&D

This Agreement is made effective on _____ by and between Story County Conservation, 56461 180th Street, Ames, Iowa hereinafter referred to as 'SCC', and Prairie Rivers of Iowa RC&D, 2335 230th Street, Suite 101, Ames, Iowa 50014. Prairie Rivers of Iowa RC&D is hereinafter referred to as the 'PRI' for this agreement.

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

A. Description of Services

PRI will work with Story County Conservation (SCC) to develop a 10-year county-wide plan for water quality monitoring of streams and lakes. The plan will be the first of its kind in Iowa to include both volunteer and laboratory monitoring methods and to purposefully consider how water quality data will be used locally to improve recreation, environmental education and watershed projects. Poor water quality and excess runoff in local streams impair and limit recreational opportunities and potentially threatens property. Effective monitoring can help raise awareness, and identify possible solutions. This project represents an unprecedented attempt to coordinate all water quality monitors in a county, and collect the data in order to outline the depth and breadth of the water quality problems. This project will set up a framework for data collection, develop a ten-year plan with public input, and educate and equip volunteers to collect water samples at sites where data is most needed.

This project will involve the following steps:

Goals for Our Project

Goal I: Support quality of life in Story County by aligning water quality monitoring efforts with recreation, environmental education, and watershed improvement projects.

Objective 1: Develop a county-wide plan to coordinate and sustain water monitoring over 10 years. The plan will address the best methods to collect useful data for identified purposes, how both volunteers and staff can be deployed to collect and manage data, how the data will be used and communicated, educational efforts to build citizens water quality knowledge and how the program will be funded.

- In January 2020, work with City of Ames and Story County staff to draft the plan, and identify FY21 funding needs
- Beginning in April 2020, engage other municipal and non-profit stakeholders
- By July 2020, add at least two new partners



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- In January 2020, work with City of Ames and Story County staff to draft the plan, and identify FY21 funding needs
- Beginning in April 2020, engage other municipal and non-profit stakeholders
- By July 2020, add at least two new partners

Objective 2: Starting in March 2020, collect monthly samples from up to 15 sites and deliver to Ames Water and Pollution Control Lab for analysis. Lab testing is needed to evaluate bacteria, track nutrient loading, and provide quality assurance for field kits

- In January 2020, work with partners to finalize site selection, routes, people, and schedule for 2020 monitoring season.
- Starting in March 2020, collect samples during the first week of each month
- By August 2020, incorporate lessons learned from the field into monitoring plan

Objective 3: Develop websites and articles aimed at the general public to present local water data from multiple sources

- Set up widgets on partner websites to link to real-time data from local sensors on Iowa Flood Center and Iowa Water Quality Information System
- Review short-term surveys and other legacy data on EPA Water Quality Exchange, and summarize data availability and uses by stream
- Release one article per quarter highlighting existing water data

Objective 4: On a trial basis, work with City and County staff to conduct follow-up monitoring of streams with known water quality issues

- In January 2020, review data from Squaw Creek Watershed snapshots to identify initial “hot spots” based on chloride, macroinvertebrates, and E. coli
- In January and February of 2020, work with City of Ames public works staff and road crews to coordinate chloride testing of College Creek with road salt applications
- Between March and July of 2020, work with City of Ames public works staff to test an E.coli hot spot for optical brighteners with the field fluorimeter to narrow down potential sewer or septic leaks
- In July 2020, work with Story County Conservation to conduct overnight dissolved oxygen monitoring of at least one stream with a low biological index
- By August 2020 incorporate lessons learned from field into Monitoring Plan

Goal II: Provide Story County residents with the tools to understand water quality concerns and solutions in their local streams and lakes and to actively participate in citizen science.

Objective 1: In spring of 2020, up to 20 volunteers will receive the equipment and training needed to conduct monthly monitoring of a priority site

- In January 2020, finish identifying locations where streams can safely be accessed without trespassing, and work with partners to prioritize sites most in need of monitoring
- By February 2020, assemble 20 monitoring kits (these kits can be used multiple times)
- Encourage volunteers to pledge to a year of monthly monitoring as part of a challenge for the 50th Anniversary of Earth Day
- Work with Izaak Walton League and Story County Conservation to plan volunteer training events at two different locations
- Follow-up with volunteers on a quarterly basis

Objective 2: Create or attend at least three educational events for the public to continue to learn and understand our rivers and streams and ways in which we can improve our water quality in Story County.

Objective 3: Develop guidance documents and spreadsheet templates to simplify data analysis and interpretation

- These will each address a common type of question that citizen scientists may want to answer, and give recommendations on when and where data is needed to answer the question. If available data is not suitable, they may want to collect their own. For example, to evaluate the effects of a

potential pollution source or conservation practice, we will usually need same-day monitoring of sites upstream and downstream of the feature.

Objective 4: By April 2020, create the first of a regular series of reports written for the general public that interprets water quality data from multiple sources.

Objective 5: Develop a handout for riparian landowners explaining how monitoring data will be used and requesting their permission to access the stream.

B. Scope of Work Timeline

This contract is in effect from the date of signing through December 31, 2020.

C. Reimbursement

SCC agrees to reimburse PRI according to the description of services, described above in article "A". The maximum total payable by SCC under this agreement is \$24,000.00. No greater amount shall be paid without written amendment.

D. Suspension/Termination

Either party may terminate this Agreement by giving written notice to the other, at least 30 days before the effective date of termination. Either party may suspend this agreement. Notification of suspension shall be in writing. In the event of termination by either party, PRI will be paid for compliant services through the date of termination.

E. Entire Agreement

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

F. Amendment

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

G. Applicable Laws

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

H. Independent Contractor Status

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

I. Laws

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

J. Assignment

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

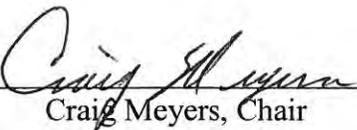
IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate and each copy shall constitute an executed counterpart original.

PRAIRIE RIVERS OF IOWA RC&D

By: _____
Penny L. Brown Huber

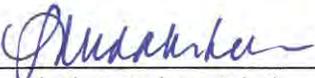
Date: _____

STORY COUNTY CONSERVATION BOARD

By:  _____
Craig Meyers, Chair

Date: 12/9/19

STORY COUNTY BOARD OF SUPERVISORS

By:  _____
Linda Murken, Chair

Date: 12-10-19

Exhibit #1

Project Budget

| What | How Many | | \$ | Total | |
|--|-----------------|-------|-------------|--------------------|---|
| EXPENSES | | | | | |
| Salaries and Fringe | | | | | |
| Watershed Coordinator, Dan Haug | 832 | Hrs | \$45.00 | \$37,440.00 | |
| Executive Director, Penny Brown Huber | 320 | Hrs | \$55.00 | \$17,600.00 | |
| Administrative Support | 80 | Hrs | \$35.00 | \$2,800.00 | |
| SUBTOTAL | | | | \$57,840.00 | SCC (24,000), Ames (688), SCCF (6000), Leopold (10,000), PRI (17,152) |
| Supplies | | | | | |
| → Kits for invertebrate monitoring: D-nets, kick nets, forceps, and magnifying glasses | 10 | Ea | \$150.00 | \$1,500.00 | Ames |
| →AquaFluor handheld field fluorimeter | 1 | Ea | \$2,945.00 | \$2,945.00 | Ames |
| Travel | | | | | |
| | 600 | Miles | \$0.58 | \$348.00 | PRI |
| SUBTOTAL | | | | \$4,793.00 | |
| Match | | | | | |
| Events for volunteer monitoring and education | 5 | Ea | \$250.00 | \$1,250.00 | Ames |
| Ames Eco-Fair | 1 | Ea | \$250.00 | \$250.00 | Ames |
| Lab Testing City of Ames | | | | \$15,800.00 | Ames |
| Volunteer chemical monitoring kits: transparency tube, thermometer, clipboard | 10 | | \$400.00 | \$4,000.00 | SCC |
| SUBTOTAL | | | | \$21,300.00 | |
| TOTAL EXPENSE | | | | \$83,933.00 | |
| INCOME | | | | | |
| Story Co. Community Foundation Time (SCCF) Cash | | | \$6,000.00 | \$6,000.00 | |
| Story County Conservation Cash (SCC) | | | \$24,000.00 | \$24,000.00 | |
| Story County Conservation Match | | | \$4,000.00 | \$4,000.00 | |
| City of Ames Lab Match | | | \$15,800.00 | \$15,800.00 | |
| City of Ames Cash | | | \$5,133.00 | \$5,133.00 | |
| City of Ames Match | | | \$1,500.00 | \$1,500.00 | |
| Leopold Center for Sustainable Agriculture (LCSA) Cash | | | \$10,000.00 | \$10,000.00 | |
| TOTAL INCOME | | | | \$83,933.00 | |

BUDGET -- prepared by Prairie Rivers of Iowa -

Project Budget Explanation

Salaries will come from Story County Conservation (\$24,000), City of Ames (\$688), Story County Community Foundation (\$6000), Leopold Center for Sustainable Agriculture (\$10,000) and Prairie Rivers of Iowa (\$17,152). This project has a lot of time designed to bring all the small communities onboard for monitoring planning including developing volunteer monitors and the creation of the 10-year monitoring plan for Story County.

Supplies from the City of Ames (\$4,445).

Travel will come from PRI (\$348).

Match will cover Volunteer Monitoring and Education, Ames Eco-Fair, Ames Lab testing on all monitoring water samples by City of Ames (\$15,800) and Volunteer Monitoring Kits by Story County Conservation (\$4000).

Deliverables:

- Ten-year monitoring plan to be completed by December 31, 2020. All partners will receive a digital copy of the plan.