

The Board of Supervisors met on 2/18/2020 at 10:00 a.m. in the Story County Administration Building. Members present: Linda Murken, Lisa Heddens and Lauris Olson, with Murken presiding. (all audio of meetings available at [storycountyia.gov](http://storycountyia.gov))

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

**LEGAL AID ANNUAL REPORT** – Carin Forbes, Director, reported on caseload, types of cases taken, fees, staffing, waiting list, local support, and partnerships.

**MINUTES:** 2/11/20 Minutes – Olson moved, Heddens seconded adopting minutes as presented. Roll call vote. (MCU)

**PERSONNEL ACTIONS:** 1) new hire, effective 2/18/20, a) Attorney's Office for Theron Christensen @ \$2,448.92/bw; Joe Nehring @ \$2,571.38/bw; effective 2/24/20 b) Facilities Management for Randall Russell @ \$16.56/hr; 2) promotion, effective 2/8/20, a) Attorney's Office for Timothy Meals @ \$5,489.30/bw; effective 3/1/20, for Tiffany Meredith @ \$4,701.76/bw. Heddens moved, Olson seconded adopting the personnel actions as presented. Roll call vote. (MCU)

**CLAIMS:** 2/20/20 Claims of \$ 476,185.25 (run date 2/14/2020, 34 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 (\$4,405.39), BooST School Ready Services (\$48,550.43), BooST Early Childhood Funds (4,689.96), Emergency Management (\$904.11), E911 surcharge (\$852.26), County Assessor (\$6,393.08), Ames City Assessor (\$29,738.44), and Central Iowa Community Services (\$82,301.83). Olson moved, Heddens seconded the approval of Claims as presented. Roll call vote. (MCU)

Murken removed item #6 for individual consideration. Heddens moved, Olson seconded approval of the Consent Agenda with the noted change.

1. Set Bid Opening for 2/25/20 at 10:00 am in the Board Room at the Story County Administration Building for bridge replacement projects on 690<sup>th</sup> Avenue in Section 20-85-21 (L-LIN20—73-85) and on 720<sup>th</sup> Avenue over a small stream on the west line of Section 26 of T82N-R21W (L-C26—73-85)
2. Set Bid Opening for 2/25/20 at 10:00 am in the Board Room at the Story County Administration Building for culvert replacement project on 645<sup>th</sup> Avenue over a small stream in Section 21-82-22 (L-IC21—73-85)
3. Set Bid Opening for 2/25/20 at 10:00 am in the Board Room at the Story County Administration Building for pavement projects on 535<sup>th</sup> Avenue from 320<sup>th</sup> Street south 0.25 miles on the center of Section 27 of T82N R24W (L-P27—73-85) and 2.45 miles on Hickory Grove Lake Loop in Section 24 Of T23N R22W (L-HG2—73-85)
4. Set Bid Opening for 2/25/20 at 10:00 am in the Board Room at the Story County Administration Building for resurfacing project on 680<sup>th</sup> Avenue from 255<sup>th</sup> Street north 1.6 miles to US Highway 30 (LFM-(HG)—7X-85)
5. Licensing Agreement between Ergometrics and Story County for \$30.00 for each applicant (\$1,200.00 maximum), effective 2/22/20-3/9/20
7. Resolution #20-65, to appoint First Assistant County Attorney

Roll call vote. (MCU)

6. Contract with RDG Schutte Wilscam Birge, Inc. for Consulting Services for development of the Housing Study and Needs Assessment for Story County, Iowa for \$60,000.00 – Murken suggested a committee to guide the Board in the implementation of the Housing Study and Needs Assessment. Discussion took place. Olson moved, Heddens seconded to appoint an implementation committee for the housing study as follows: Leanne Harter (Coordinator), Sandra King, Karla Webb, Jerry Moore, Dustin Ingram, and John Hall. Roll call vote. (MCU) Olson moved, Heddens seconded the approval of the contract with RDG Schutte Wilscam Birge, Inc. for consulting services for development of the Housing Study and Needs Assessment for Story County, Iowa for \$60,000. Roll call vote. (MCU)

**RESOLUTION #20-64, SUPPORTING AMES URBAN FRINGE PLAN, EXTENDING DEADLINE, INTEREST IN WORKING WITH JURISDICTIONS TO AMEND IT, AND COUNTY REVIEW SCHEDULE** – Jerry Moore, Planning and Development Director, reported on joint meeting and process. Olson moved, Heddens seconded approval of Resolution #20-64, Supporting Ames Urban Fringe Plan, and County Review Schedule. Roll call vote. (MCU)

**MISSION STATEMENT AND CORE VALUES AND DIRECTION TO STAFF** – Leanne Harter, County Outreach and Special Projects Manager, reported on the process to create the mission statement and seven core values, and next steps for the County. Discussion took place. Heddens moved, Olson seconded the approval of the Mission Statement and Core Values as presented. Roll call vote. (MCU) Murken stated she will discuss the Mission Statement and Core Values with Department Heads and Elected Officials at this afternoon's meeting.

**PARTICIPATING IN THE 2020 AMES DAY AT THE CAPITOL** – Leanne Harter, County Outreach and Special Projects Manager, reported on options. Discussion took place. Heddens moved, Olson seconded the approval of participating in the 2020 Ames Day at the Capitol at the \$300 sponsor level. Roll call vote. (MCU)

**INTEGRATED ROADSIDE VEGETATION MANAGEMENT (IRVM) QUARTERLY REPORT** – Weed Commissioner will report at a later date.

**DISCUSSION OF BUDGET PROCESS** – Murken reported on the County's budget process and how to incorporate requests for funding outside of the annual work sessions. Discussion took place. Lisa Markley, Assistant Auditor, reported on funding for the Fair Board, historical societies, and library boards. Additional discussion took place. Murken requested Markley formalize processes with the assistance of Board staff. Olson asked about the public hearing date for the budget. Markley reported.

**UPCOMING AGENDA ITEMS:** Olson reported on a request from Volunteer Center for funding.

**PUBLIC FORUM #2:** Dustin Ingram, Ames Economic Development Commission (AEDC), reported on the fees and sponsorship for Day at the Capitol.

**LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS:** The Board members all reported on meetings.

Heddens moved, Olson seconded to adjourn at 11:42 a.m. Roll call vote. (MCU)

Story County  
Board of Supervisors Meeting  
Agenda  
2/18/20

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. AGENCY REPORTS:

I. Legal Aid Annual Report - Carin Forbes

Department Submitting Auditor

Documents:

LEGAL AID.PDF

6. CONSIDERATION OF MINUTES:

I. 2/11/20 Minutes

Department Submitting Auditor

7. CONSIDERATION OF PERSONNEL ACTIONS:

I. Action Forms

1) new hire, effective 2/18/20, a) Attorney's Office for Theron Christensen @ \$2,448.92/bw; Joe Nehring @ \$2,571.38/bw; effective 2/24/20 b) Facilities Management for Randall Russell @ \$16.56/hr; 2) promotion, effective 2/8/20, a) Attorney's Office for Timothy Meals @ \$5,489.30/bw; effective 3/1/20, for Tiffany Meredith @ \$4,701.76/bw

Department Submitting HR

8. CONSIDERATION OF CLAIMS:

I. 2/20/20 Claims

Department Submitting Auditor

Documents:

CLAIMS 022020.PDF

9. CONSENT AGENDA:

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

- I. Set Bid Opening For February 25, 2020, At 10:00 AM In The Board Room At The Story County Administration Building For Bridge Replacement Projects On 690th Ave. In Section 20-85-21 (L-LIN20—73-85) And On 720th Ave; Over A Small Stream On The West Line Of Section 26 Of T82N-R21W (L-C26—73-85).

Department Submitting Engineer

- II. Set Bid Opening For February 25, 2020, At 10:00 AM In The Board Room At The Story County Administration Building For Culvert Replacement Project On 645th Ave. Over Small Stream; In Section 21-82-22 (L-IC21—73-85).

Department Submitting Engineer

- III. Set Bid Opening For February 25, 2020, At 10:00 AM In The Board Room At The Story County Administration Building For Pavement Projects On 535th Ave. From 320th St. South 0.25 Miles On Center Of Section 27 Of T82N R24W (L-P27—73-85) And On Hickory Grove Lake Loop: 2.54 Miles; In Section 24 Of T23N R22W (L-HG2—73-85).

Department Submitting Engineer

- IV. Set Bid Opening For February 25, 2020, At 10:00 AM In The Board Room At The Story County Administration Building For Resurfacing Project On 680th Ave., From 255th St., North 1.6 Mile To Highway 30 (LFM-(HG)—7X-85).

Department Submitting Engineer

- V. Consideration Of Licensing Agreement Between Ergometrics And Story County For \$30. Each Applicant (\$1,200. Maximum) Effective 02/22/20 - 03/09/20

Department Submitting Sheriff's Office

Documents:

ERGOMETRICS.PDF

- VI. Consideration Of Contract With RDG Schutte Wilscam Birge, Inc. For Consulting Services For Development Of The Housing Study And Needs Assessment For Story County, Iowa For \$60,000

Additional Items

Department Submitting Board of Supervisors

Documents:

RDG CONTRACT.PDF

- VII. Consideration Of Resolution #20-65, To Appoint First Assistant County Attorney

Department Submitting County Attorney

Documents:

10. PUBLIC HEARING ITEMS:

11. ADDITIONAL ITEMS:

- I. Discussion And Consideration Of Resolution #20-64, Supporting Ames Urban Fringe Plan, Extending Deadline, Interest In Working With Jurisdictions To Amend It, And County Review Schedule – Jerry Moore

Department Submitting Planning and Development

Documents:

STAFF MEMO.PDF  
RESOLUTION NO 20 64.PDF  
AUFPP LETTER.PDF

- II. Consideration Of Mission Statement And Core Values And Direction To Staff - Leanne Harter

Department Submitting Board of Supervisors

Documents:

MISSION STATEMENT BOS.PDF

- III. Consideration Of Participating In The 2020 Ames Day At The Capitol - Leanne Harter

Department Submitting Board of Supervisors

Documents:

AMES DAY.PDF

12. DEPARTMENTAL REPORTS:

- I. Integrated Roadside Vegetation Management (IRVM) Quarterly Report - Joe Kooiker

Department Submitting Auditor

Documents:

IRVM QTRLY.PDF

13. OTHER REPORTS:

- I. Discussion Of Budget Process - Linda Murken

Department Submitting Board of Supervisors

14. UPCOMING AGENDA ITEMS:

15. PUBLIC FORUM #2:

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

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

17. 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  
2/18/20

NAME

ADDRESS

Jerry Moore  
Dustin Ingram  
Carm Forbes  
Paula Toms  
Alissa Niguel  
Sandra K  
Ten Kelly  
Sedona Siguan  
Ted Rasmussen  
Todd Landwehr  
Ann Hankley

P&D Dept.  
AEDC  
Legal Aid  
LWV  
DCS  
BUS  
Comm Service  
Treas.  
Treasurer  
BOS  
Auch

**Test Licensing Agreement**

This is a legal agreement between the Licensing Agency (Licensee) and Ergometrics and Applied Personnel Research, Inc. (Licensor) By accepting the Ergometrics test materials for use, you are agreeing to the terms of this agreement and that you have authority to enter into such an agreement on behalf of the Agency.

**Licensee**

Linda Murken 02/18/2020  
Principal Signer Date

*Linda Murken*  
Signature

Story County Board of Supervisors, Chair  
Title

Story County Sheriff's Office  
Agency Name

1315 South B Avenue  
Physical Address

Nevada IA 50201  
City State Zip

(515)382-6566  
Telephone EMail

**Authorized Contacts**

Please list, in addition to the Principal Signer, anyone who is authorized to receive materials, scores or discuss scores with Ergometrics. Licensee is responsible for updating Ergometrics of any changes to Authorized Contacts.

Micah Andersen  
Authorized Contact

Assistant Jail Administrator  
Title

(515)382-7532  
Telephone

mandersen@storycountyiowa.gov  
EMail

Constance Toresdahl  
Authorized Contact

Office Manager  
Title

(515)382-7458  
Telephone

ctoresdahl@storycountyiowa.gov  
Email



Return to:  
Ergometrics &  
Applied Personnel Research, Inc.  
2122 164<sup>th</sup> St SW Suite 300  
Lynnwood, WA 98087  
FAX: 425-741-3355  
Or email to your current  
Client Services Representative

*Failure to return the signed licensing agreement,  
will delay the processing of your order.*

**For Office use only:**

Product: \_\_\_\_\_

License Type: \_\_\_\_\_

Highrise: \_\_\_\_\_

Exam HQ: \_\_\_\_\_

Notes:



Story County Sheriff's Department  
Licensing Agreement  
Attachment A

**Pricing**

Per Applicant License:  
REACT Testing One Time Setup Fee **PAID**  
40 Applicants @ \$30 each \$  
(\$150 minimum order)  
*\*cost may vary based on actual number tested*

Scoring will include standard and diagnostic scoring. Licensee will be responsible for all associated freight expenses. Minimum charges will be applied to each batch of answer sheets submitted.

**Term of Agreement**

The service agreement will begin and end on the following dates:

Start Date	End Date
02/22/2020	03/09/2020

All testing materials must be returned by the due date listed above. Materials **MUST** be returned using some form of registered, secure service that has a tracking number and requires a signature for delivery. Materials not returned by the specified due date will be subject to a \$25 late fee for every 15 days overdue. If overdue materials are not returned after 8 weeks past due, the test materials will be considered lost and are subject to a \$500 lost fee. Any lost test materials must have the incident documented on company letter head and will be subject to lost fees.

# Per Applicant Test Licensing Agreement

## 1. Scope of Agreement

Ergometrics, Inc. ("Licensor") grants to the Licensee the right to use the Licensor's tests, outlined in Attachment A to this Agreement, incorporated herein by reference, and all associated materials (collectively, the "Test"), for the sole purpose of pre-employment and promotional testing. The Test may not be used for training purposes under any circumstances. The Licensee may not lease, rent, loan, transfer or administer this test to or for any other agency or entity without express written permission from the Licensor. The Test meets and/or exceeds all Equal Employment Opportunity Commission guidelines and professional standards. This agreement does not include local validation for the Licensee. The Licensor will provide national validation reports upon request. In the event of challenge, the Licensor will provide expert testimony at its regular consulting rates. The Licensor assumes no liability for the use or misapplication of this product.

## 2. Copyright

The Test is owned by the Licensor and protected by United States copyright laws and international treaty provisions. The Licensee is not authorized to copy any videos or DVD's. Printed materials may only be copied with express permission from the Licensor and may only be used for the purposes described in this Agreement or as otherwise approved by the Licensor.

## 3. Implementation

The Licensor will provide the Licensee general written or telephone instructions on the administration and use of the Test. The Licensor warrants that the video, audio, and printed materials are free from defects in material and workmanship. Licensor will assist Licensee with interpretation of score results and scoring methodology. The licensee was offered a transportability analysis as part of the implementation process. If the licensee chose not to conduct such an analysis, they hereby affirm they understand it is their responsibility to ensure the job is similar enough to the departments that participated in the criterion validation of the exam and/or have sufficient evidence of content validity.

## 4. Test Security

Licensee will maintain strict security of the Test in accordance with accepted security practices and those incorporated herein. Licensee shall be fully responsible for the secure storage and use of the Test and will establish and maintain strict test security procedures, including precautions preventing materials from being stolen, copied, or otherwise compromised.

- a. The Test must not be left unattended at any time, and when not in use, the Test must be kept in a secured and locked location. Trash containing confidential material will be disposed of securely.
- b. All persons having access to the Test must sign the Individual Statement of Understanding, found in the Administration Packet, and all signed copies kept on file with the Licensee for one year from the date of signature.
- c. Certification of Compliance with Confidentiality and Copyright, found in the Administration Packet, must be collected from each applicant before testing sessions begin, and all signed copies kept on file with the Licensee for one year from the date of signature.
- d. The Test maintained in electronic format must be kept on a non-networked, standalone computer.
- e. Cell phones and electronic devices are not allowed in the test administrations.
- f. No one, other than the official test monitor, should take notes or any other confidential materials from a testing room. In the event of loss or theft of the Test, or cheating, Licensor must be notified immediately.
- g. Any testing materials shipped must use a form of registered service with tracking number and signature for delivery.

h. Test content is confidential and copyrighted. Any conversations about Test content must only be conducted formally in conjunction with the Licensor.

## 5. Subcontracting the Test

The Test is licensed for use only by the Licensee. The Licensee must contact the Licensor to obtain permission if the Licensee wishes to subcontract test administration or other services that involve the outside handling of the Test. The Licensee will remain fully responsible for the security of materials that are handled in this manner.

## 6. Termination

This Agreement may be terminated in whole in the event that the Licensee or Licensor breaches any material provision of this Agreement and fails to cure such breach within thirty (30) days after the non-breaching party delivers written notice of such breach to the breaching Party. Upon termination, Licensor will be entitled to payment, determined on a pro rata basis for services performed or rendered, and all Test materials must be returned immediately to the Licensor once the Agreement has been terminated.

## 7. Events Upon License Expiration or Termination

Upon any termination or expiration of this Agreement for any reason, Licensee will cease use of all testing materials and return such materials within 15 days of expiration or termination of the Agreement. Late or lost Test materials will be subject to additional fees. Attachment A to this Agreement sets out additional provisions in respect of the parties' obligations upon termination.

## 8. Pricing

Pricing for this Agreement is specified in Attachment A, incorporated herein by reference.

## 9. No Waiver

The waiver or failure of either Party to exercise in any respect any right provided in this Agreement shall not be deemed a waiver of any other right or remedy to which the party may be entitled.

## 10. Entirety of Agreement

The terms and conditions set forth herein constitute the entire Agreement between the Parties and supersede any communications or previous agreements with respect to the subject matter of this Agreement. There are no written or oral understandings directly or indirectly related to this Agreement that are not set forth herein. No change can be made to this Agreement other than in writing and signed by both Parties. Any previous Test Licensing agreements between Licensee and Licensor are null and void, replaced by this one.

## 11. Headings in this Agreement

The headings in this Agreement are for convenience only, confirm no rights or obligations in either party, and do not alter any terms of this Agreement.

## 12. Severability

If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

## 13. Governing Law

This Agreement is governed by the laws of the State of Washington.

Provider Agreement  
**CONTRACT FOR CONSULTING SERVICES FOR DEVELOPMENT OF THE  
HOUSING STUDY AND NEEDS ASSESSMENT FOR STORY COUNTY, IOWA**

THIS AGREEMENT is entered into by and between Story County, an Iowa Municipal corporation, whose mailing address and telephone number is 900 Sixth Street, Nevada, Iowa 50201, telephone 515-382-7200, hereinafter referred to as "County", and RDG Schutte Wilscam Birge, Inc (dba RDG Planning & Design), hereinafter referred to as "Provider", whose mailing address and telephone number is 1302 Howard Street, Omaha, Nebraska 68102 telephone 402-392-0133.

**1. PURPOSE AND INTENT.**

The purpose of the agreement is for the Provider to develop and deliver to the County a *Housing Study and Needs Assessment* hereinafter referred to as "Study". The purpose of the Study is to identify existing and potential future housing stock throughout Story County and to develop strategies that may help ensure the housing market provides housing opportunities for all income levels. The Study should further provide an analysis of affordability throughout the housing market for all population segments (urban and rural via U.S. Census age brackets) of the County. The study will be required to include, but is not limited to the assessment of existing housing conditions, demographic and market demands (present and future), and identification of critical housing gaps. In addition, the Study will consider other concerns and issues as described in the released Request for Proposal ("RFP") attached to this Agreement (Attachment A) and the proposal submitted by the Provider also attached to this Agreement (Attachment B).

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

Provider may charge a maximum fee, not to exceed \$60,000, for professional services necessary under the terms of this Agreement as detailed below. Provider may bill County for travel expenses at the rate of not more than \$0.50 per mile, which shall be limited to actual mileage incurred to perform necessary tasks required to reach the Client's objective under this Agreement, and total travel costs by Provider shall not exceed those specified in Attachment B. All invoices must specify the invoice total and time period covered and detail the work performed or expense incurred per this Agreement.

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

**3. METHOD OF PAYMENT.**

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

Payment for services will be made by County on a monthly basis following receipt of invoice from Provider to include the following:

- a) Monthly time and expense tracking per task
- b) Percentage (%) completion by task
- c) Written narrative of work done by task to include reference to any preliminary deliverables and documentation of correspondence with County representative.
- d) Description of upcoming tasks

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STORY COUNTY  
BOARD OF SUPERVISORS

- e) On or before December 31, 2020, the Provider will provide electronically, itemization of costs incurred. The Provider will make available all receipts if requested by the County.
- f) The maximum total amount payable by the County under this agreement is \$60,000.00 as detailed in Section 2 of this contract, and no greater amount shall be paid unless negotiated and approved by all parties prior to work being undertaken.
- g) Payment is due upon receipt of invoices following the County's claim process.
- h) Provider understands that the County reserves the right to request additional specific information in accessing the accuracy of claim information.

#### **4. INDEPENDENT CONTRACTOR.**

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

#### **5. INSURANCE & TAXES.**

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

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

#### **6. CONFIDENTIALITY.**

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

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

This agreement is effective on the 11<sup>th</sup> day of February, 2020 for a period of one (1) year(s). The County may terminate this agreement without penalty to the County, at any time, without cause, by giving written notice to the Provider at least fifteen (15) days before the effective date of such termination. In any case where the Provider fails in whole or in part to substantially perform its obligations or has delivered nonconforming services, the County shall provide a cure notice. If after notice the Provider continues to be in default, the County may terminate this agreement immediately. The County shall

only be obligated to compensate the Provider for compliant services performed prior to the notice of termination.

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

Unless otherwise required by applicable laws, Provider shall allow the County access to all books and records pertaining to the individuals and expenses directly charged to this contract for purposes of auditing or reviewing Provider's claims, upon request by the County. Provider's failure to provide access under this section shall constitute a material breach of the agreement.

**9. REQUIREMENTS.**

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

**10. EXTENSION.**

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

**11. ASSIGNMENT.**

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

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

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

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

STORY COUNTY, IOWA (County)

By: 

Chairperson of the Board of Supervisors

Dated: 2-18-2020

RDG Schutte Wilscam Birge (Provider)

By: 

Title: Principal

Dated: 2/11/2020

# Attachment A

**REQUEST FOR PROPOSAL FOR  
*Housing Study and Needs Assessment*  
Story County, Iowa**

Story County, Iowa ("County") seeks proposals for the development of a *Housing Study and Needs Assessment for Story County, Iowa*.

The purpose of the study and assessment is to identify existing and future housing stock throughout Story County (excluding the City of Ames) and to identify strategies that will help ensure the housing market provides housing opportunities for all income levels. It provides an analysis of affordability throughout the housing market for all population segments of the County. The study will be required to include, but is not limited to the assessment of existing housing conditions, demographic and market demands (present and future), and identification of critical housing gaps and issues as further described in this Request for Proposal ("RFP").

The Consultant selected from the RFP will be engaged after competitive evaluation by a qualified committee based on the "Selection Criteria" set forth in this request.

This request invites consultants to submit proposals for accomplishment of the items of work specified below under Scope of Work and detailed further within this RFP. Proposals should be prepared and submitted in accordance with the guidelines and requirements set forth in this request.

**Sealed proposals:** Consultant 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 6<sup>th</sup> Street  
Nevada, Iowa 50201

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

**Proposal Deadline: 12:00 PM Friday, December 13, 2019**

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 Consultant may submit only one proposal.

## **Scope of Services**

### *Introduction and General Information*

**The following list is not intended to be a comprehensive itemization of plan components or areas needed to conduct a comprehensive study and assessment and develop recommendations. Story County will rely on the consultant's professional expertise in analyzing all pertinent factors and is open to additional strategies and approaches to meet the overall goals of identifying affordable housing needs and developing housing solutions. The Consultant may also propose collecting additional information deemed relevant in defining the local housing marketing and local housing need.**

**The Consultant will focus on gathering detailed information and analyzing factors for each individual community in Story County, except for Ames, and for the unincorporated areas in the county. However, the Consultant will need to integrate information and factors the City of Ames and the Iowa Finance Authority have collected and analyzed independently into this report by including narrative on the impact Ames' current and future housing needs are likely to have on the county's other communities.**

**The Consultant shall also include separately in the RFP a quote for including in the report an Ames profile covering Items 1 through 7 listed below.**

The Consultant shall draft a report that specifically addresses Story County (excluding Ames unless the County elects to also contract for the Ames profile mentioned in the previous paragraph) current and future housing needs. The last comprehensive housing needs assessment conducted by Story County was compiled in July 1998 entitled the "Ames/Story County Housing Needs Assessment Study". The proposed report detailed with this 2019 effort must not be viewed as an "update" to the 1998 report, however.

The report will include and address the following information:

- 1) Population and Demographic Review and Projections through 2040 – for each community (excluding Ames) and the unincorporated areas of Story County**
  - a) Income, including source of households, with a breakdown of renters and owners earning < 30% of the AMI (extremely low income), 31% -50% of the AMI (low income) 50% to 80% of the AMI (moderate income), 81% to 120% of AMI (middle income) and 120% to 200% of AMI
  - b) Percentage of household income spent on housing costs per aforementioned income band
  - c) Number of households with children, number of adults, seniors and those with a disability
  - d) Comparison of age with income, with a breakdown of renters and owners

- e) Number of single, two-income and more income households. This would include the average number of jobs held in each household and/or by adults
  - f) Components of population change
  - g) Ethnicity/Immigration
  - h) Poverty rates
- 2) Housing Market Analysis – for each community (excluding Ames) and the unincorporated areas of Story County**
- a) Rental and Owner-Occupied Housing
    - i) Further analyzed based on size and type of housing, identifying the available, conditions and sales trends for various affordability levels
    - ii) Assessed housing values
    - iii) Ownership trends
  - b) Senior Housing
  - c) Group Quarter and Facility Housing, addressing obstacles to permanent housing, including but not limited to income limitations and impacts
  - d) Transitional, Subsidized and Special Needs Housing, addressing obstacles to permanent housing, including but not limited to income limitations and impacts
  - e) Mobile Home and Modular Housing Units (both in established manufactured housing development parks and infill lots)
  - f) Upper-story/downtown housing (vacancy and capacity)
- 3) Housing Demand and Vacancy Rates (broken down into both owner-occupied and rental types) for each community (excluding Ames) and the unincorporated areas of Story County**
- a) Number of housing units needed, both rental and for sale, to fill the current and future needs based on bedroom size, price point, corresponding income levels and age categories
  - b) An estimate of the number of households burdened by high housing costs, including those who are burdened and earn very low, low, moderate and middle incomes
- 4) Existing Housing Conditions and Issue Areas (broken down into both owner-occupied and rental types) – for each community (excluding Ames) and the unincorporated areas of Story County**
- a) Existing Housing Stock, including an estimate of sub-standard dwelling units in need of rehabilitation/replacement. Narrative is expected on how suspected sub-standard units were identified for each community. Narrative is also expected on the drive-by inspections of at least 15 of the sub-standard units in each community except for Ames.
  - b) Estimated impact of students and/or seasonal workers on limited housing stock/availability
  - c) Impacts of local land use controls to determine any regulatory or policy impediments toward the construction or renovation of housing
  - d) Other Housing Issues
- 5) Economic Profiles and Projections through 2040 – for each community (excluding Ames) and the unincorporated areas of Story County**

- a) Analysis of anticipated job growth, employment categories and wages, and unemployment rates – types of jobs and typical wages, as well as incomes necessary to afford market-rate housing at different levels
  - b) Determine employee needs, including seasonal workers
  - c) Percent of those who commute from outside of city for employment, destination of employment, miles traveled and income of out-of-community households
  - d) Survey of local employees to determine impact of housing cost and availability on long-term employment sustainability and residency
  - e) Cost of living
- 6) Gap Analysis – for each community (excluding Ames) and the unincorporated areas of Story County**
- a) Determine whether a deficit or surplus of housing units exists for households in various income bands for rental and owner-occupied housing
  - b) Consider existing current household estimates, as well as household growth projections by income or tenure
  - c) Consider cost-burdened households and those living in substandard housing for rental housing and address household growth and the need for replacement housing (older, substandard housing) for owner-occupied housing
- 7) Barriers Analysis – for each community (excluding Ames) and the unincorporated areas of Story County**
- a) Identify existing barriers (regulatory, enforcement, and otherwise) to production of housing opportunities
- 8) Recommendations – for each community (excluding Ames) and the unincorporated areas of Story County**
- a) Determine a continuum of housing that describes housing needs for residents and workforce to accommodate a wide range of incomes, projected through 2040. Present the continuum in a format that establishes the spectrum of housing considered affordable by households in different income groups, indicating number and percentage of households earning different area median incomes and those types of housing likely to be needed at the different income levels.
  - b) Best practices for rural communities and potential solutions for policy makers, non-profit organizations and the private sector to consider addressing identified housing needs and problems
  - c) Review the adopted land use regulations and future land use maps and make recommendations for updates to support the development of future affordable housing identifying areas where opportunities may exist to develop new housing and recommend policy changes and updates to promote housing opportunities at various levels
  - d) Identify potential developers, both for and non-profit who have the capacity to develop housing at various levels
  - e) Suggest and prioritize strategies, including potential partnerships with local employers, non-profits, and/or private developers, for the creation and implementation of housing programs and development of properties to meet the gaps identified in the study

- f) Identify potential revenue funding sources for operational subsidies for housing programs and revenue stream for the production of units to meet area's unmet housing needs
- g) Identify incentives and alternatives to promote creation of affordable housing
- h) Identify any additional resources, legal or otherwise, necessary to implement recommendations
- i) Identify potential opportunities to rehabilitate or repurpose existing buildings to address housing needs and demand

**General Scope of Work**

The Housing Study and Needs Assessment will provide an in-depth analysis of the current as well as the future needs for affordable, workforce and other housing options primarily of current and future households, reported incrementally in relation to the Area Median Income (AMI) and further identifying quantifiable recommendations to bridge those identified gaps over the current, short and long-term periods. The Consultant will analyze current housing conditions, identify housing needs and identify evidenced-based and creative strategies across the housing continuum both regulatory and non-regulatory that look to address the current, short and long-term needs of Story County (excluding Ames unless the County elects to also contract for the Ames profile mentioned above).

**Definitions**

*Affordable Housing*

For purposes of this RFP, rental housing is affordable when the rent does not exceed 30% of a household's gross income. Owner-occupied housing is affordable when the housing payment (mortgage, insurance, HOA, etc.) does not exceed 33% of a household's gross income.

*Cost Burden Categories*

Cost burdened

The household spends  $\geq$  30% of HUD Area Median Income on housing

Extremely cost burdened

The household spends 30% to 50% of HUD Area Median Income on housing

Severely cost burdened

The household spends  $>$  50% of HUD Area Median Income on housing

**Conceptual Plan and Proposal Submittal Requirements**

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

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

- Consultant name, address, and names of primary contacts.
- Identify project manager. List the project manager's relevant experience and similar work including references.

- Restatement of services required (four pages maximum): attach a restatement of the proposed agreement that outlines its objectives and scope as perceived. Do not repeat the Scope of Services, but elaborate on the tasks, conditions, or other specifics deemed significant and necessary to demonstrate a complete understanding of the technical and substantive issues to be addressed, including the following:
  - A statement of the Consultant's understanding of the project that demonstrates knowledge of the project requirements.
  - Proposed project approach, including timelines and description of the Consultant's technical approach to the project, including an outline of the sequence of tasks, major benchmarks and milestone dates.
  - Proposed use of County staff, as well as any equipment, materials or additional data that will be expected from the County at the onset of the project.
- Outline personnel skills and services that distinguish the Consultant, 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 Consultant's experience in providing services to the public sector, jobs of similar size(s) and provide applicable certifications for staff members involved in the process. Please attach a description of similar projects designed and constructed by the firm. Project summaries should emphasize their relevance to the proposed agreement.
- Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work. This does not include generalized promotional material, resumes, statement of experience, qualifications, or capabilities, or other material that is irrelevant to the proposed agreement.
- Evidence of ability to work effectively within tight time constraints.
- Provide the earliest date available to assume these duties.
- Estimated cost of the services to be provided under this proposal. A proposed fee structure based upon the plan of work proposed by the Consultant. Proposed services to be sub-contracted if any, anticipated subcontractors, and anticipated costs for these services. NOTE: Story County will not pay the Consultant a surcharge percentage on third party fees and costs. Method of billing must be disclosed. An acknowledgement that any task/work request considered to be outside of the agreed upon scope and contracted duties that will incur fees, must be communicated by the consultant and agreed to by Story County prior to the performance of that task/work request.
- Three (3) references are to be included with the proposal.

### **Submittal Process and Details**

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

Story County will not meet individually in person or via other means with potential Consultant.

Story County will be accepting questions from November 5, 2019, through 5:00 PM, November 22, 2019, 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](http://www.storycountyiowa.gov) distributed to those who submitted questions no later than 12:00 PM on November 27, 2019.

### **Estimated Timeline**

- Release RFP – November 5, 2019
- Questions due to Story County by 5:00 PM on Friday, November 22, 2019.
- Story County Responses published no later than 12:00 PM on November 27, 2019.
- Proposals Due – no later than 12:00 PM Friday, December 13, 2019
- Proposals Reviewed – December 16, 2019 through ~~December 27, 2019~~ January 8, 2020
- Selected Consultant presentations to Board of Supervisors – January 7 21, 2020
- Board of Supervisors Consultant selection – January 14 28, 2020
- Contract development – January 14 28, 2020, through ~~January 23~~ February 6, 2020
- Board of Supervisors action on contract – ~~January 28~~ February 11, 2020
- Effective start of contract – ~~January 29~~ February 12, 2020

The above dates are subject to change at the discretion of Story County. Selected Consultants submitting proposals will be invited to give an oral presentation explaining their proposal. It is anticipated that interviews will be for the top two to three Consultants, if necessary.

The Story County Board of Supervisors will consider approval of a contract with the selected Consultant.

The Story County Board of Supervisors reserves the right to accept or reject any and all responses, in part or in whole, and to accept responses, which in its sole discretion and opinion appear to be responsive, responsible, and in the best interests of the County. The County further reserves the right to waive any formalities or informalities or to amend the schedule as necessary.

The price quotations stated in the Consultant's proposal will not be subject to any price increase from the date on which the proposal is opened by Story County to the mutually agreed-to date of bid. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful Consultant 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 Consultant.

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

### **Consultant Selection Procedures**

A selection committee will analyze and evaluate all properly submitted proposals in response to this request. The selection committee using the "Evaluation Criteria" listed in this RFP will rank all

Consultants. Top scoring Consultants will be chosen for further evaluation, which will include interviews and presentations with those firms. Each proposal will be evaluated based on the Evaluation Criteria listed below. Proposals will be ranked in order of the highest numerical score first. Story County may select as many of the top ranked Consultants as it deems necessary for inclusion within the negotiating list.

### **Evaluation Criteria**

1. Experience with related activities or programs.
2. Consultant's understanding and technical approach to the project.
3. Availability and capability of staff. Pertinent experience and qualifications of the project team.
4. Technical and financial resources.
5. Ability to complete the project in a timely manner and within budget.
6. Integrity and compliance with public policy.
7. Location of office. Preference may be given to those Consultants located within Story County.

### **Work Product and Deliverables**

The final report should be presented to the Story County Board of Supervisors at a regularly scheduled meeting, and delivered to County Outreach and Special Projects Manager both as a PDF file and in hard copy consisting of seven (7) bound copies. An electronic copy of the final report presentation materials must be provided as well.

### **Insurance**

Consultant shall take out and maintain during service to the County under a contract such public liability and property damage insurance as shall protect Consultant, 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 Consultant 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 Consultant shall not cause any insurance to be canceled nor permit any insurance to lapse during the life of the contract with the County. Consultant 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 Consultant to provide accurate and/or complete data and information to the County as outlined and required by the terms and conditions of its contract with the County.

**Sample Form of Consultant Services Contract is provided as Appendix A.**

**Appendix A**

Sample

Provider Agreement

THIS AGREEMENT is entered into by and between Story County, an Iowa Municipal Corporation, whose mailing address and telephone number is 900 Sixth Street, Nevada, Iowa 50201, telephone 515-382-7200, hereinafter referred to as "County", and \_\_\_\_\_, hereinafter referred to as "Provider", whose mailing address and telephone number is \_\_\_\_\_, telephone \_\_\_\_\_.

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

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

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

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

4. INSURANCE & TAXES. Provider is responsible for Workers Compensation, Disability, Unemployment, Automobile Insurance, and any other insurance required by the State of Iowa and will provide certificates of insurance to the County on an annual basis. Provider is also responsible for payment of State and Federal taxes, and any other applicable tax. Provider is not eligible for any benefits the County may provide for its employees.

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 \_\_\_\_\_, 201\_\_\_\_ for a period of \_\_\_\_\_ year (s). The County may terminate this agreement immediately upon Provider's refusal to, or inability to perform under the agreement or Provider's breach of this agreement. Either party may terminate this agreement for any reason, without cause, by giving 90 days written notice to the other party.

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

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

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

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

11. APPLICABLE STATE LAW AND WAIVER OF FEDERAL REMOVAL. This Agreement has been negotiated, executed and delivered in the State of Iowa. The parties hereto agree that all questions pertaining to the validity and interpretation of this agreement will be determined in accordance with the laws of the State of Iowa in Story County, Iowa. The parties hereby waive removal of any issue hereunder to the federal courts.

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

STORY COUNTY, IOWA (County) \_\_\_\_\_ (Provider)

By: \_\_\_\_\_ By: \_\_\_\_\_

Chairperson of the Board of Supervisors

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

## **Attachment B**



## Housing Study & Needs Assessment Story County, Iowa

submitted by: RDG Planning & Design | 1302 Howard Street | Omaha, Nebraska 68102 | 402.392.0133



December 13, 2019

Story County Auditor's Office  
c/o County Outreach & Special Programs Manager  
Story County Administration  
900 6<sup>th</sup> Street  
Nevada, Iowa 50201

RE: Request for Proposals for Story County Housing Study & Needs Assessment

Dear Selection Committee,

RDG is pleased to submit the following proposal for the Story County Housing Study. We strongly believe that our skill sets and experience in completing housing studies across the Midwest will be of great value to you. We are fortunate to have worked on the previous Story County Housing Study and proud of the national housing practice that we have built since. This work has included multi-county housing studies in Indiana and Missouri; cities and counties with large university populations such as Lincoln, NE, Bloomington, IN, and Fayetteville, AR; and the state-wide IFA Housing Study.

We believe that as a multidisciplinary firm, we bring a broader understanding of how housing fits into the larger economy of a community and region. As regional leaders in comprehensive planning, downtown planning, and the growing field of community health, we understand the importance of how housing choice, affordability, and quality are closely tied to land use, transportation, and urban design policies and programs. Our knowledge in these areas, along with our experience as implementers, will bring interesting perspectives to the opportunities and challenges facing Story County.

Addressing affordable and workforce housing issues is a growing concern in the Midwest. Traditional tactics continue to have a role, but new strategies must be identified to address the changing economic forces. More regions are realizing they must work together to address housing needs. Therefore, we are especially excited to see Story County take the lead on this initiative. We have recently completed a similar process with Regional Opportunity Initiatives in Southern Indiana, assessing housing opportunities in an 11-county area. Identifying local, county, and regional level strategies has been essential to that process, and we see the same type of energy and organizational capital existing in Story County. We are also currently working on the Ames Comprehensive Plan, which has provided our team with a deep understanding of the housing opportunities and issues facing the county's largest city. Our core team members will bring a mix of perspectives to the county. Charlie Cowell has worked extensively on the Ames Plan. Amy Haase assisted with the housing analysis in Ames and has worked with other regional counties, including Hamilton, and will bring her national perspective to this project. We are excited about working with you to identify solutions that address the full range of housing needs within Story County.

Our work is mission-driven, based on a commitment to improve the quality and viability of communities. We believe that no one will work harder or with greater commitment to the good of the region. Furthermore, our range of experiences and capabilities in planning, economic development, and technical design are well-matched to the tasks at hand. We are excited about the prospect of working with you, and we believe our team is superbly equipped to take on these important challenges with you.

Sincerely,  
RDG Planning & Design



Amy Haase, AICP  
Principal



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**CONTACT:**

Amy Haase, AICP  
Principal-in-Charge

**OFFICE LOCATION:**

900 Farnam Street  
Suite 100  
Omaha, Nebraska 68102  
402.392.0133  
www.rdgusa.com



**RDG Planning & Design** is a network of design and planning professionals, dedicated to applying our talents in extraordinary ways. **We're architects, landscape architects, engineers, artists, and planners** with a passion for design, and a drive to make a difference. Beyond creating a vibrant community, we want you to enjoy the process of getting there. With offices in Omaha (NE); St. Louis, and Des Moines (IA), RDG Planning & Design is employee-owned. More than 60% of our employees own stock in the company.

From our newest staff to the founding fathers that began their practices in the 1960's; RDG Planning & Design is dedicated to the collaborative planning process. Officially formed in 1989 as the Renaissance Design Group and crafted to bring well established firms together into practice, our organization provides the right people for integrated solutions. Areas of specialization, include: Community and Regional Planning, Historic Restoration, Public Art, Parks and Recreation, Government and Public Safety, Transportation Enhancements, Urban Design, Athletic Fields and Complexes, Corporate, Healthcare, Higher Education, K-12 Education, Senior Living and Worship Facilities.

RDG's Community and Regional Planning group provides a wide variety of design and planning services. With a growing national practice, RDG is a regional leader in urban design, downtown and housing market analysis and housing strategies, comprehensive planning, and enhancement of transportation corridors. Since our formation in 1989, we have worked in more than 300 large and small communities throughout the Midwest, and have completed housing market studies for cities from Colorado to Indiana.

We believe in applying new ways of thinking and innovative approaches to the preparation of plans that address community and regional issues. At the same time, plan recommendations must be based upon a realistic assessment of the practicality of implementation. The resultant product, as evidenced by our numerous successful planning efforts and awards, is an innovative plan with an emphasis upon implementation.

**Recognized Projects:**

- 2018 National APA Daniel Burnham Award; plan**okc**
- 2017 Nebraska APA Implementation Award; Plattsmouth Downtown Revitalization
- 2016 Iowa APA Implementation Award; Marshalltown City Center Plan
- 2015 Iowa APA for Daniel Burnham Award; EnvisionCR
- 2014 Iowa APA for Transportation; Activate Mason City Bicycle and Pedestrian Plan
- 2013 Iowa APA for Daniel Burnham Award; Tomorrow Plan for Des Moines Metropolitan Area
- 2012 Iowa APA for Urban Design; Federal Avenue Plaza Mason City

179 EMPLOYEES | 69 LICENSED PROFESSIONALS | 34 OF STAFF LEED APs | 66% OF STAFF ARE STOCKHOLDERS





**PROJECT MANAGER**

Since joining RDG in 1999, Amy has managed numerous projects including comprehensive plans, housing market studies, downtown and corridor redevelopment, neighborhood revitalization, park master plans, and transportation studies. Amy is a trusted leader in developing plans and leading public engagement processes that fit the needs of communities of all sizes throughout the Midwest.

**EDUCATION:**

1999  
University of Nebraska-Omaha,  
Masters of Science, Urban  
Studies

1995  
Wayne State College,  
Bachelor of Arts, Social  
Science Field Endorsement

**REGISTRATIONS:**

American Institute of  
Certified Planners, 2003  
Certified Public Facilitator,  
International Association of  
Public Participation (IAP2)

**Housing Market Studies**

One of Amy's specialties is project management on housing market studies. She's served as a leader in numerous studies throughout the region:

- Nebraska:** York County, Nebraska City, Norfolk, Plattsmouth, Schuyler, South Sioux City, Wayne, Keya Paha, Brown, and Rock Counties
- Minnesota:** Ada, Appleton, Bemidji, Cannon Falls, Lake City, Mabel-Canton-Spring Grove, Plainview, Proctor, Roseau, Wadena, Wells, Zumbrota, Becker, Pine, Dodge, and Clearwater Counties
- Kansas:** Caldwell, DeSoto, Dodge City, Garden City, Great Bend, Hays, Lawrence, Leoti, Liberal, Russell, Ford, Finney, and Dickinson Counties
- Indiana:** Indiana Uplands Regional Housing Study (Dubois, Lawrence, Monroe, Daviess, Owen, Martin, Orange, Brown, Crawford, Greene, & Washington counties)
- Iowa:** Bellevue, Estherville, Forest City, Manquoketa, Newton, Onawa, Spirit Lake, Story City
- Colorado:** Woodland Park, Crowley County
- Missouri:** Lake of the Ozarks Regional Study, Laclede County, Belton, Blue Springs, Clinton, Concordia, Knob Noster, Lee's Summit, Lexington, Liberty, Maryville, Raytown, Rolla, Saint Joseph, Sedalia, Trenton, Taney County (Branson), Warrensburg
- Michigan:** Bedford Township, Ferrysburg, Grand Haven, Spring Lake, Hillsdale, Saint Joseph Counties

**Land Use and Comprehensive Planning**

<i>Nebraska</i>	Seward	<i>Iowa</i>	<i>Missouri</i>	<i>South Dakota</i>
Beatrice	Superior	Grimes	Excelsior Springs	Sturgis
Norfolk	Wayne	Pella	Maryville	Yankton
Papillion	Waverly		Camdenton	
Plattsmouth	Valentine	<i>Kansas</i>	<i>North Dakota</i>	<i>Texas</i>
Ravenna	Douglas, Sarpy &	Hays	Bismarck	Kermit
Schuyler	Cuming Counties	Ellis County		Midland
		Junction City	<i>Oklahoma</i>	
		Geary County	Oklahoma City	
			Shawnee	

**CONTACT:**

Amy Haase, AICP  
402.392.0133  
ahaase@rdgusa.com



## project approach & understanding



The following section provides an overview of the approach based on Story County's Request for Proposals and our experience completing housing studies for 30 years in communities from North Dakota to Texas and Wyoming to Indiana. However, this is only a starting point in a partnership we look to develop with Story County. A detailed scope can be adjusted according to the priorities of staff and the Steering Committee. The three-part planning process focuses on three key components:

- Assessing conditions and goals
- Identifying gaps and establishing a strategic agenda
- Defining the strategies and actions to move forward

### Project Management

For this housing study to be successful, effective project management is essential.



**A. Project kick-off meeting and tour.** A kick-off meeting will be held involving RDG and Story County staff. The purpose of this meeting is to discuss project scope and schedule, clarify expectations, and answer any questions. RDG would like to tour the county with staff to hear directly about projects, potential areas of focus, and important issues at the onset of the planning process.

**B. Technical Committee.** RDG will meet monthly with the Technical Committee to review progress, findings, and recommendations. The committee should consist of representatives from each city or at least the ten largest cities (excluding Ames).

**C. Project management meetings.** The RDG team will schedule biweekly meetings with the county's management team. These meetings help ensure everyone stays on track with the scope, schedule, and budget. The meetings will allow the team to plan upcoming events, ensure data collection, and review output from meetings and content development. These meetings will occur by telephone or video conference.



### Citizen Participation/Stakeholder Outreach

Our team strongly believes in a community engagement process that supplements the data collection and market analysis. We have worked with smaller counties such as Hamilton County, to large regions like the Indiana Uplands (11 counties). In all our planning processes, we use a variety of techniques, ranging from community events to a multi-dimensional online presence using social media and an interactive website. The RDG staff includes public involvement specialists who understand a community engagement process must both educate our team on the county's issues and priorities and help residents understand the role different partners must play to create a strong housing market.



**A. Listening Sessions.** We have found the best way to fully understand each city is to talk with the people who know it best. RDG proposes a series of targeted listening sessions to be conducted at the beginning of the process within several communities. We would propose holding three to four days of discussions in communities around the county, meeting with four to six groups per day.

**B. Market Surveys.** There are many questions Census numbers and other data sources cannot answer that can best be understood through surveys of residents and employees. We would propose two surveys be conducted:

## project approach & understanding

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1. **County-Wide Market Survey.** We would propose a general market survey built upon our understanding of similar markets and items identified in the RFP. The survey will be designed for email distribution with paper versions provided where appropriate. This survey will be broad in nature, gathering information on the current market, local/regional financing, and support for potential policy directions. At the kick-off meeting, residents and work zip codes will be tracked, and targets for each community will be established.
2. **Workforce Housing Survey.** This is a short survey that can be distributed to the county's largest employers. This can be done online, but paper copies should also be available in break rooms. The survey focuses on employees' desired living location, what they currently pay, their current income to assess what they can afford, and - if they are over 55 - the type of housing they would like in retirement.

We have also developed other housing survey tools similar to those identified in the RFP. These have included rental and special needs surveys. To provide a fuller understanding of rental or specialty housing providers (assisted living and independent senior living), RDG has developed more targeted surveys. For these surveys, questions include number of units, rental rates, vacancy rates, types of support services provided for senior-oriented facilities, and general comments on the market.

- C. Online Communication.** While aspects of a housing study can be very technical in nature, online tools can be very beneficial. The biggest role an online presence can have is driving up survey responses. If needed, RDG will provide content for social media and websites and coordinate with local news outlets.
- D. Civic Organizations.** Often, it can be difficult to reach all stakeholders through the listening sessions. To broaden the engagement of community stakeholders, we would recommend assembling a packet of material including plan information and comment cards for collecting input.
- E. Stakeholder Presentation.** Following the completion of a draft plan and review by the technical committee, RDG will present study results to stakeholders. These presentations would be open to participants in the stakeholder groups, city and county officials, and other interested members of the public. This would be ahead of and separate from presentations to the County Board.

### *County responsibilities:*

- » Identify Technical Committee members
- » Assist RDG with distribution of surveys
- » Guide RDG team on the field tour
- » Organize logistics for listening sessions
- » Identify stakeholder participants and invite them to the applicable session
- » For best results, follow up calls and/or e-mails reminders to listening session invitees the day before the sessions
- » Organize logistics for presentation to stakeholders

## Discovery and Analysis

RDG will begin with a review of previously completed studies for communities in the county, as well as existing state and local ordinances and policies. This work will be reviewed with committee members to validate and identify gaps. For additional examination of the market, we will use several different data sources, including:

- American Community Survey and 2010 Census data
- ERSI Community Analysis
- Local building permit data provided by the cities
- County Assessor and community development data
- MLS reports for the past three to five years

## project approach & understanding

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### DEMOGRAPHIC AND ECONOMIC ATLAS

We are especially intrigued by the idea of looking at each city's data through a series of atlases. Understanding where development has been occurring, what that development looks like, and how that matches the demographic and economics of the cities and region will help to define specific policies and strategies as the cities move forward. This analysis will include data points identified in the RFP and other pertinent topics that arise from community engagement.

### MARKET ASSESSMENT

Following the review of demographic data and discussions with stakeholders, we will use or our own projection modeling to complete housing and economic inventories and forecasts. In addition to the items identified in the RFP, the market assessment may consider:

- Land demand by density classification and potentially by site analysis
- Special-population demands, including senior housing demand by price and occupancy
- Employment composition and change within the market area, identifying factors that could influence demand generated by predictable population change
- Existing organizational structures in the cities relative to provisions for housing services
- The regulatory environment related to housing construction and affordable housing, including zoning and subdivision regulations

*County responsibilities:* Assistance with gathering local information such as building permit data, assessor data, zoning ordinances, economic development data related to job growth and demand, and multiple listing service (MLS) or other sales information for the last three to five years, if available.

### Opportunities Map

During this step, RDG will complete an on-site field review of housing in each of the participating communities. This effort will provide the data identified in the RFP related to existing conditions and the basis for identifying potential development and redevelopment areas in each city. Findings will be combined with citizen feedback gathered in Task I to create an opportunities map for each community.

*Deliverables:* Housing conditions data and opportunity map for each city.

*County responsibilities:* Review maps.

### County Housing Needs Assessment

The items in the RFP are a comprehensive list of issues and opportunities that should be addressed in any housing study. We see this list evolving as we listen to stakeholders and assess the market. What we learn from these sources should guide the recommendations of the plan. Traditionally, our strategies address:

- Gaps in the market
- Organizational and housing delivery systems
- Program approaches
- Strategies for affordable housing
- Project financing and proformas
- Rehabilitation and neighborhood development
- Regulatory approaches and strategies
- Supporting services and other issues

Additionally, any strategies or policies recommended in previous studies will be reviewed and assessed for their effectiveness. This assessment will be done in a workshop format with the technical committee.

*County responsibilities:* Review material and coordinate presentation of the study to county supervisors.



**SCHEDULE**

STORY COUNTY HOUSING STUDY & NEEDS ASSESSMENT

👥 Land Use Workshop

February    March    April    May    June    July    August    September

**TASK ONE Citizen Participation**

👥 Kick-Off With Staff

👥 Technical Community Kick-off & Tour

📌 Launch Surveys

👥 Listening Sessions

📌 Draft Survey Results

**TASK TWO Discovery & Analysis**

📌 Draft Population & Market Assessment

**TASK THREE Opportunities Map**

📌 Begin Inventory Work

📌 Draft Map

**TASK FOUR Housing Needs Assessment**

📌 Issues & Opportunities Assessment

📌 Policies & Strategies Program

👥 Stakeholder Presentation

📌 County Supervisors Approval

**TECHNICAL COMMITTEE MEETINGS**

📅 1

📅 2

📅 3\*

📅 4

📅 5\*

👥 Public Meeting/Open House

👥 Committee Meeting  
\* Web-Conference

📌 Milestones

📌 Deliverables



# Charlie Cowell, AICP

## ASSISTANT PROJECT MANAGER



Charlie has experience across many fields of urban planning and implementation including historic preservation, code writing, and active transportation. As a former Planner with the City of Sioux City, he worked one-on-one with developers on site plan proposals, downtown greenspace improvements, code reviews, and drafting recommendations to local officials. Charlie's experience assisting developers and implementing plans translates into his success as a consultant creating realistic and sustainable recommendations for communities of all sizes.

### EDUCATION:

2013  
 University of Iowa, Master of Science Urban and Regional Planning

2011  
 University of Northern Iowa  
 Bachelor of Arts, Economics

### REGISTRATIONS:

American Institute of Certified Planners, 2016

### AFFILIATIONS:

Member - American Planning Association, National and Iowa Chapter

Board Member, Awards Coordinator - Iowa Chapter of the American Planning Association

### Housing Market Studies

- Mitchell County Housing Study - *Mitchell County, IA*
- Tri-County Housing Assessment - *Calhoun, Hamilton, and Pocahontas County, IA*
- Muscatine Housing Demand Study - *Muscatine, IA*

### Land Use and Comprehensive Planning

- Grimes Comprehensive Plan Update - *Grimes, IA*
- Kalona Comprehensive Plan Update - *Kalona, IA*
- Plan Dyersville: Comprehensive Plan - *Dyersville, IA*
- Seward Comprehensive Plan - *Seward, NE*
- Detroit Lakes Comprehensive Plan Update - *Detroit Lakes, MN*

### Development Ordinance and Guidelines

Charlie provides ordinance review on all planning projects and specializes in ordinance drafting and development. More robust projects include:

- Grand Forks Downtown Form Based Code - *Grand Forks, ND (in progress)*
- Dyersville Zoning Ordinance Rewrite - *Dyersville, IA (in progress)*
- Bettendorf Zoning Rewrite - *Bettendorf, IA*
- Pella Planning Services - *Pella, IA*
- Highway 141 Overlay Design Manual - *Grimes, IA*
- The Neighborhood at Indian Creek Design Standards - *Marion, IA*
- Camdenton Zoning Updates - *Camdenton, MO*
- Seward Zoning Updates - *Seward, NE*

### Special District & Downtown Plans

- Pella Downtown Streetscape - *Pella, IA*
- Academy Arts District Plan - *Maize, KS*
- Dyersville Downtown Plan - *Dyersville, IA*
- Mandan Downtown Plan - *Mandan, ND*
- MidTown Tosa Plan - *Wauwatosa, WI*
- Waupaca Downtown Plan - *Waupaca, WI*
- West Lake Drive Corridor Plan - *Detroit Lakes, MN*

### Development Application Assistance - *Various*

### Historic Preservation Commission Liaison\* - *Sioux City, IA*

### Code Development, Enforcement, and Site Plan Review\* - *Sioux City, IA*

\*Indicates work completed while employed elsewhere

### CONTACT:

Charlie Cowell, AICP  
 515.288.3141  
 ccowell@rdgusa.com



# Martin H. Shukert, FAICP



## REDEVELOPMENT SPECIALIST

Martin is a city planner/urban designer with over 40 years of experience. He served as Omaha's Planning and Community Development Director in the 1980s, leading major downtown/neighborhood reinvestment programs, writing comprehensive plan elements, developing/implementing the city's zoning ordinance, and beginning the process of trail development. Since 1989, he has continued his commitment to planning excellence and innovation in a variety of areas including transportation, transit and trails; downtown; housing; large scale land use; redevelopment planning and implementation; corridor design; wayfinding; and more.

### EDUCATION:

1974  
University of California-Berkeley,  
Masters of Architecture

1971  
Yale University,  
Bachelor in Division IV  
Studies (City Planning)  
Magna Cum Laude

### REGISTRATIONS:

2004  
Fellow of the American  
Institute of Certified Planners

1984  
American Institute of  
Certified Planners

### PAST EXPERIENCE:

Planning and Community  
Development Director  
City of Omaha, NE

### RECOGNITION:

2010  
Induction into the Nebraska  
Housing Hall of Fame.

### Innovative Housing Planning Programs

- Ames/Story County, IA
- Columbus, NE
- Gering, NE
- Hall County Housing Authority - NE
- Iowa Falls, IA
- Marshalltown, IA
- Siouxland Metropolitan Area
- Scottsbluff, NE
- State of Iowa Housing Study
- Webster City, IA
- Over 100 community housing studies

### Land Use and Comprehensive Planning

<i>Iowa</i>	Mount Vernon	<i>Missouri</i>	Norfolk	<i>Oklahoma</i>
Altoona	Oskaloosa	Excelsior Springs	Papillion	planOKC
Ankeny	Ottumwa	<i>Nebraska</i>	Plattsmouth	Oklahoma City
Bettendorf	Pella	Beatrice	Ralston	<i>Texas</i>
Cedar Rapids	<i>Kansas</i>	Columbus	Wayne	Midland
Clear Lake	Hays	Chadron	<i>North Dakota</i>	
Denison	Junction City	Fremont	Dickinson	<i>Wyoming</i>
Mason City		Kearney	Jamestown	Gillette

### Neighborhood Redevelopment Plans

- East Tosa Neighborhood Plan - Wauwatosa, WI
- North Omaha Development Plan - Omaha, NE
- Park Avenue Redevelopment Plan - Omaha, NE\*
- South Omaha Business District - Omaha, NE\*
- 6th Avenue District - Des Moines, IA
- East Grand District - Des Moines, IA
- Northside Neighborhood - North Platte, NE
- Live Salina - Salina, KS

### Urban Design, Town Center, and Corridor Plans

<i>Nebraska</i>	Scottsbluff-Gering	<i>Illinois</i>	<i>Minnesota</i>	<i>Wisconsin</i>
Alliance	South Omaha	Macomb	Bemidji	De Pere
Fremont		Mount Vernon	Detroit Lakes	Wauwatosa
Grand Island	<i>Iowa</i>		Park Rapids	Waupaca
Hastings	Burlington	<i>Kansas</i>	<i>Missouri</i>	<i>Wyoming</i>
Lincoln	Clear Lake	De Soto	Excelsior Springs	Buffalo
Kearney	Council Bluffs*	Fort Scott	Saint Louis	Gillette
Nebraska City*	Marshalltown*	Hays	Trenton	Rawlins
Omaha*	Mason City*	Olathe		
Ralston	Oskaloosa	Shawnee	<i>South Dakota</i>	
Papillion	Pella	Topeka	Deadwood	
	Perry		Rapid City	
	Shenandoah*			

\*Indicates awards

### CONTACT:

Marty Shukert, FAICP  
402.392.0133  
mshukert@rdgusa.com





GIS SPECIALIST

Brett Kelly joined the firm in 2018 and has been involved in a range of community and regional planning projects. He utilizes geographic information systems software and performs spatial analysis to provide clients solutions for their unique needs. Brett has created and curated geographic data on regional housing assessments, comprehensive city plans, active transportation studies, and neighborhood developments. His responsibilities include gathering and creating existing site conditions data, utilizing GIS analysis to better understand a community, and creating sharp, easy to read cartographic products for the client.

**EDUCATION:**

2014  
University of Nebraska -  
Lincoln, Bachelor of Science  
in Environmental Studies

2018  
University of Nebraska-Omaha,  
Masters of Arts in Geography

2018  
University of Nebraska-Omaha,  
Graduate Certificate, Geographic  
Information Science

**Housing Studies**

- Indiana Uplands Regional Housing Strategy - *IN*
- Calhoun County Housing Needs Assessment - *IA*
- Pocahontas County Housing Needs Assessment - *IA*
- Lincoln Community Action Plan - *Lincoln, NE*
- Hamilton County Housing Needs Assessment - *IA*
- McPherson Kansas Housing Plan - *McPherson, KS*
- Seward Blight Study - *Seward, NE*
- Taney County Comprehensive Housing Study & Needs Analysis - *Branson, MO*
- Washington County Housing Study - *Washington, IA*

**Land Use and Comprehensive Planning**

- Grimes Comprehensive Plan Update - *Grimes, IA*
- Kermit Comprehensive Plan - *Kermit, TX*
- Shawnee Comprehensive Plan Update - *Shawnee, OK*

**Specialty Districts**

- Maize Academy Arts District - *Maize, KS*
- Grand Forks Downtown Plan - *Grand Forks, ND*
- Omaha Neighborhood Plans - *Omaha, NE*
- Wichita South Central Neighborhood Plan - *Wichita, KS*

**Transportation and Mobility Studies**

- Garden Plain Pedestrian & Bicycle Plan - *Garden Plan, KS*
- Derby Walkable Development Plan - *Derby, KS*
- Goddard Pedestrian & Bicycle Master Plan - *Goddard, KS*
- Park City Pedestrian Connectivity Plan - *Park City, KS*

**Corridor Redevelopment**

- College Avenue - *Fayetteville, AR*

**Park and Recreation Plans**

- Grimes Parks Master Plan - *Grimes, IA*

**CONTACT:**

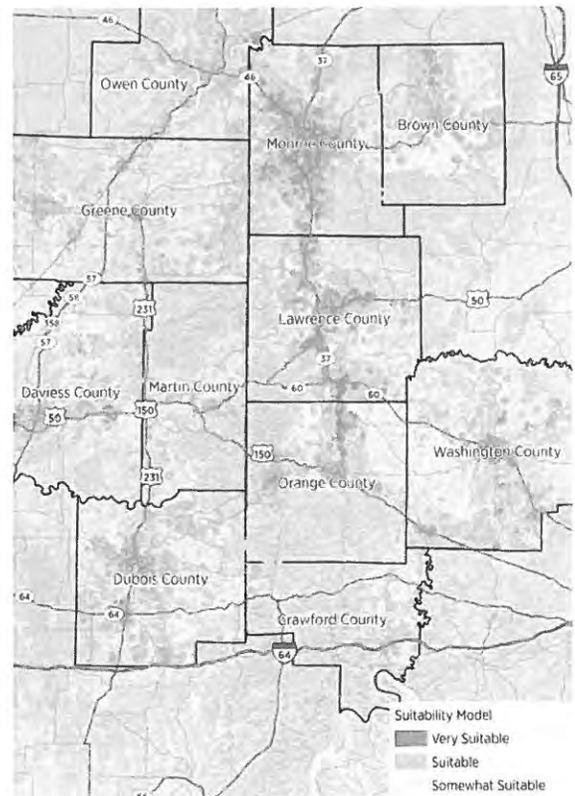
Brett Kelly  
402.449.0862  
bkelly@rdgusa.com



## housing study experience

### Indiana Uplands SOUTHERN INDIANA

The Indiana Uplands Housing Study covers an 11 county area in southern Indiana. The counties have a diverse range of opportunities, from the home of the University of Indiana, to some of the largest tourist destinations in Indiana, and even some of the most rural settings in the state. Housing issues across the region have common themes, but the strategies for moving forward differ. The final plan will outline strategies on both a local and regional level and will leverage the regions great assets. This plan is scheduled to be completed in early 2019.



**REFERENCE:**  
 Lauren Travis  
 Assistant Director of  
 Sustainability  
 City of Bloomington  
 401 N Morton St.  
 Bloomington, IN 47404  
 812.349.3837  
 lauren.travis@  
 bloomington.in.gov

## housing study experience

### Lincoln Affordable Housing Coordinated Action Plan

#### LINCOLN, NEBRASKA

Lincoln is a growing city of over 285,000 people that has historically maintained relatively affordable housing compared to similar cities. However, in recent years the city has struggled to maintain and increase the supply of quality affordable housing. Several public, private, and non-profit partners are already working on affordable housing. Therefore, the role of the housing coordinated action plan is to identify gaps and develop a plan of action through coordinated efforts and structures. Gaps are being identified through a community survey, targeted public outreach, and market analysis.



**REFERENCE:**

Wynn S. Hjermstad  
Community Development  
Manager  
City of Lincoln, Urban  
Development Department,  
Livable Neighborhoods Division  
555 S. 10th St., Suite 205  
Lincoln, NE 68508  
402.441.8211  
whjermstad@lincoln.ne.gov





## community & regional planning

### Iowa Housing Study DES MOINES, IOWA

The Iowa Housing Study used extensive public outreach and rigorous economic analysis to identify the most critical housing needs for Iowans. RDG gathered input from housing experts and members of the public at 40 meetings in 16 different locations across the state, while economic analysts at Gruen Gruen + Associates identified current and future trends in Iowa's housing demand and supply. The team used this combination of objective and subjective findings to provide guidance for the Iowa Finance Authority, which provides state-wide funding and assistance for affordable housing.



**OWNER  
REFERENCE:**  
Mickey Carlson,  
Grants Manager  
2015 Grand Avenue  
Des Moines, IA 50312  
515.725.4969  
Mickey.Carlson@iowa.gov



We are proud to have helped many communities throughout the country with their planning and housing needs. Please take a few moments to contact any of the below references regarding our technical expertise, past record of performance on similar projects, and our familiarity with the challenges facing many communities throughout the region.

**PAUL BRISENO**

City Manager  
City of Brookings, South Dakota  
pbriseno@cityofbrookings.org  
605.692.6281

Projects:

- *Kearney Housing Plan*
- *Hays Comprehensive Plan*

**JONAS ARJES**

*Taney County Housing Study*  
Executive Director  
Taney County Partnership  
jarjes@taneycountypartnership.com  
417.337.250

**TINA PETERSON**

*Indiana Uplands Regional Housing Strategy*  
President & CEO  
Regional Opportunity Initiatives, Inc.  
tinapeterson@regionalopportunityinc.org  
812.287.8116



## estimated costs

We pride ourselves on working closely with our clients to create projects that are designed to meet their unique needs. The scope and fee laid out in this proposal is the beginning of this process, and therefore may be negotiated to better match the needs of Story County.

Story County Housing	Base
Project Management	\$5,500
Citizen Participation/Stakeholder Outreach	\$14,700
Discovery and Analysis	\$13,700
Opportunities Map	\$7,500
County Housing Needs Assessment	\$9,500
<b>Fee Estimate</b>	<b>\$50,900</b>
Expenses (Fuel, Lodging, Printing 7 copies) Not to Exceed	\$900
<b>Total Labor and Reimbursable Expenses</b>	<b>\$51,800</b>
<i>City of Ames Profile Excluding Item 1-7</i>	<i>\$8,340</i>
<i>City of Ames Profile Excluding Item 4</i>	<i>\$1,500</i>

## PAYMENT PROCESS

We bill our projects monthly in proportion to the percent of total project work completed. Total amount billed will not exceed the agreed-upon fee as outlined in the contract at the start of the project. No additional hourly or other fees will be added.



**STORY COUNTY, IOWA**  
**RESOLUTION OF THE BOARD OF SUPERVISORS**  
**RESOLUTION #20-65**

Appointment of First Assistant Story County Attorney

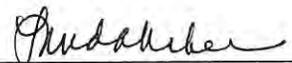
**WHEREAS**, the Story County Attorney was appointed on February 7, 2020 and sworn in to office on February 7, 2020; and

**WHEREAS**, per §331.903(1) of the *Code of Iowa*, each officer may appoint one or more deputies, assistants, or clerks for whose acts the principal officer is responsible...and approval of each appointment shall be adopted by a resolution recorded in the minutes of the board;

**NOW, THEREFORE, BE IT RESOLVED** by the Story County Board of Supervisors that the following appointment by the County Attorney is approved:

Tiffany L. Meredith    First Assistant Story County Attorney

Approved this 18<sup>th</sup> day of February, 2020

                      Attest:   
Chair, Board of Supervisors                      County Auditor

ROLL CALL	Lauris Olson	Yea	<u>X</u>	Nay	___	Absent	___
FOR ALLOWANCE	Lisa Heddens	Yea	<u>X</u>	Nay	___	Absent	___
	Linda Murken	Yea	<u>X</u>	Nay	___	Absent	___

ALLOWED BY VOTE  
OF THE BOARD                      Yea 3    Nay 0    Absent 0

                      Above tabulation made by   
CHAIRPERSON





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

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

## MEMORANDUM

**TO:** Story County Board of Supervisors  
**FROM:** Jerry L. Moore, Planning and Development Director  
**RE:** Resolution No. 20-64 on Ames Urban Fringe Plan Support, Extension and Interest to Work with Jurisdictions to Amend It  
**MEETING DATE:** February 18, 2020

### **Background:**

Preparing a resolution addressing the Board of Supervisor's interest in extending the deadline of the Ames Urban Fringe Plan (AUFPP) and preparing a schedule addressing future discussion and action of the AUFPP is a 2020 Work Program item for the Planning and Development Department.

The AUFPP is a land use and development plan between Ames, Gilbert and Story County adopted in July 2006 and it was accompanied by a 28E Agreement on July 11, 2011. From review of County records, it appears much of the initial drafting of the AUFPP was between Ames and Story County Planning Staff with the assistance of input from the general public and persons representing the agricultural, environmental, neighborhoods, governmental/institutional, development and economic communities, including input, direction and action from the Planning and Zoning Commissions, City Council and the Board of Supervisors.

The reason for the Board of Supervisors to consider the process to amend the AUFPP now is, the AUFPP expires July 11, 2021, the City of Ames is currently working on a new 2040 Comprehensive Plan that may include growth plans within the AUFPP area with tentative adoption in late spring 2020, and extending the current AUFPP will allow time for each jurisdiction to work together to amend the AUFPP.

### **Review and Discussion Schedule**

Based on discussions Planning and Development staff had with other jurisdiction staff, there is interest in working with the County to extend and discuss future amendments to the AUFPP. The details of how each jurisdiction can work together on amending the Plan have not been discussed with other jurisdiction staff. While the details of the review and input process will need to be discussed with the other jurisdictions, Planning and Development staff supports a process that involves a combination of input from the Story County Planning and Zoning Commission, Board of Supervisors, general public, collaboration with jurisdiction staff, their Planning and Zoning Commissions and City Councils of the jurisdictions. Also, it will likely be most productive and effective to organize the public input portion of the process when the County starts working with the other jurisdictions to amend the AUFPP.



PLEASE RECYCLE



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

To begin the process and further explore the County's consideration of the current AUPF, the following review and discussion schedule is proposed:

**April 1, 2020** – Story County Planning and Zoning Commission meeting. First meeting to learn about current AUPF components, go over March 26, 2019 letter from Board of Supervisors to City of Ames identifying key areas of primary importance, discuss other possible key areas, and strengths and weaknesses of the current AUPF.

**April 14, 2020** – Board of Supervisors meeting. Learn about current AUPF components, go over March 26, 2019 letter from Board of Supervisors to City of Ames identifying key areas of primary importance, discuss other possible key areas, and strengths and weaknesses of the AUPF. Also, consider Planning and Zoning Commission's responses to key areas, and strengths and weaknesses of the AUPF.

**May 6, 2020** – Joint meeting between Planning and Zoning Commission and Board of Supervisors to discuss details of the key areas of primary importance, and strengths and weaknesses of current AUPF, and consider ideas for the public input process. Also, request Planning and Development staff to prepare a draft letter for jurisdictions identifying details of the key areas of primary importance to Story County needing improvement or change in the amended AUPF, and share ideas on a public input process.

**Recommendation:**

Planning and Development Department staff recommend the Board of Supervisors support resolution No. 20-64 addressing the Board of Supervisor's support of the current AUPF, interest in extending, and working with jurisdictions to amend it. Planning and Development staff also request support of the proposed County review and discussion schedule identified above.



PLEASE RECYCLE



**STORY COUNTY  
BOARD OF SUPERVISORS  
LAURIS OLSON  
LINDA MURKEN  
RICK G. SANDERS**

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

March 26, 2019

Mayor John Haila and Members of Ames City Council  
RDG Planning and Design  
Kelly Diekmann, Planning and Housing Director  
515 Clark Ave  
Ames, IA 50010

RE: Ames Urban Fringe Plan (AUFPP)

Dear Mayor Haila, Council Members, RDG Representatives, and Director Diekmann,

The Story County Board of Supervisors would like to thank Kelly and RDG representatives for the invitation extended to county staff to meet Tuesday, February 26, 2019, and provide input and feedback on the Ames Urban Fringe Plan (AUFPP) as it's reviewed in conjunction with the city's comprehensive plan update. The Board of Supervisors believes the AUFPP plays a significant role in land use and development and is an important partnership addressing planned growth.

The Board of Supervisors was presented with a memo outlining the areas that county staff discussed with RDG representatives, including previous items communicated by county staff to the Board of Supervisors prior to the meeting, and we would like to highlight the key areas of primary importance to Story County:

- Transportation and Metropolitan Planning Organization (MPO) planning
- Housing, including the work of the Story County Housing Trust, and urban growth areas in the Cornerstone to Capstone (C2C) Plan
- Reviewing whether Urban Residential Areas match-up with growth projections
- Reviewing Growth Priority Areas
- Adding policies to address rural water and provisions of full city services to Urban Services Areas

- Reviewing land use designations along HWY 30 corridor with regard to IDOT improvements

We appreciate this opportunity to provide feedback on a tool that has guided public and private development and land use decisions, and is an effective mechanism for planning future growth areas as well as protecting natural/sensitive areas. We look forward to working with Ames and Gilbert on reviewing the policies and land use map designations of the AUFPP prior to its expiration in 2021, with a focus on the above identified key areas.

Please contact me or any members of the Story County Board of Supervisors if you have questions.

Sincerely,



Lauris Olson  
Chairperson, Story County Board of Supervisors

Cc: Story County Board of Supervisors  
Mayor John Popp and Members of Gilbert City Council  
Story County Planning and Development Department  
Story County Planning and Zoning Commission



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

Ph. 515-382-7247 Email: [lharter@storycountyiowa.gov](mailto:lharter@storycountyiowa.gov)  
[www.storycountyiowa.gov](http://www.storycountyiowa.gov)

**TO:** Story County Board of Supervisors  
**FROM:** Leanne Lawrie Harter, AICP, CFM  
**RE:** Mission Statement  
**DATE:** February 12, 2020

Below is the Mission Statement and Core Values developed by staff members working with Ted Garnett with PS Culture Matters late last year. Staff is requesting that the Board approved the Mission Statement and Core Values and direct staff to return to the Board with branding and outreach, training, and implementation plan by mid-March.

**Mission Statement**

Engaging our diverse communities to responsibly provide quality opportunities and services that matter.

**Core Values**

**ACCOUNTABILITY**

We will be honest and transparent while holding ourselves to a higher standard.

**COLLABORATION**

We will work together with all citizens, entities, and agencies to provide the best government possible.

**ENVIRONMENT**

We will nourish a welcoming, encouraging environment for people to thrive in, while also preserving our natural environment and working towards a sustainable future.

**EQUITY**

We will treat everyone respectfully and courteously, with fair opportunity and outcomes for all.

**INCLUSIVITY**

We will seek participation, welcome differences, and ensure perspectives are heard.

**INNOVATION**

We will embrace positive change, while continuously pursuing new horizons and creative solutions.

**WISE USE OF RESOURCES**

We will efficiently and effectively manage our County's resources.

**APPROVED DENIED**  
Board Member Initials: Board  
Meeting Date: Approved  
Follow-up action: MLL  
2-18-2020





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

Ph. 515-382-7247 Email: [lharter@storycountyiowa.gov](mailto:lharter@storycountyiowa.gov)  
[www.storycountyiowa.gov](http://www.storycountyiowa.gov)

**TO:** Story County Board of Supervisors  
**FROM:** Leanne Lawrie Harter, AICP, CFM  
**RE:** Ames Day at the Capitol – 2020 Participation  
**DATE:** February 12, 2020

Ames Day at the Capitol is scheduled for Tuesday, March 17th from 11:30 am-1 pm in the Rotunda. At past events, Story County has presented a tri-fold display along with graphics and brochures provided by offices and departments.

Sponsoring costs are as follows: \$700 for a Day Sponsorship and \$300 for Booth Sponsorship.

Staff is seeking direction as to whether the Board again wants to participate in the event and at what level.

Please let me know any questions or concerns.

**APPROVED** **DENIED**  
Board Member Initials: *Board approved*  
Meeting Date: *at \$300 level.*  
Follow-up action: *AM 2-18-2020*

