

The Board of Supervisors met on 12/4/18 at 10:00 a.m. in the Story County Administration Building. Members present: Rick Sanders, Martin Chitty, and Lauris Olson, with Sanders presiding. (all audio of meetings available at storycountyiowa.gov).

SUPPORT LETTER FOR THE IOWA STATE UNIVERSITY (ISU)-LED ARANET WIRELESS PROPOSAL

Hongwei Zhang, Associate Professor of Electrical and Computer Engineering, ISU, provided an overview of the proposal which includes providing wireless rural internet coverage. Four projects will be awarded in 2019 and receive federal funding for a five-year period. Sanders stated this a letter of support with no commitment of county funding. Zhang reported on liaising with schools, cities, and local providers. He provided deadline and timeframe information. Discussion took place. Chitty moved, Olson seconded the approval of the Support Letter for the ISU-led AraNet Wireless Proposal as presented. Motion carried unanimously (MCU) on a roll call vote.

PRESENTATION OF DONATIONS TO YOUTH AND SHELTER SERVICES (YSS) AND THE DEPARTMENT OF HUMAN SERVICES (DHS) FOR THE BENEFIT OF FOSTER CHILDREN IN STORY COUNTY

Jessica Reynolds, Story County Attorney, introduced; Nevada Cub Club kids and foster parents. She reported foster care statistics. The Attorney's Office along with Team Story, Nevada Cub Club, and Story County 4H youth collected items to fill more than 20 duffel bags. Reynolds stated the bags are organized and personalized, and thanked everyone who participated. Bambi Schroeder, YSS, reported on the need for more foster homes and thanked everyone for their generosity. Elaine Cox, Gilbert, reported on her foster parenting.

PRESENTATION ON PROPOSED IMPROVEMENTS TO STORY WIND 1 WIND ENERGY CONVERSION SYSTEM - NEXTERA ENERGY RESOURCES

Jeff Bryce, Associate Project Manager, NextEra reported on working with Planning and Development for the approved conditional use application. He provided detail on the proposed improvements which include parts replacement in three phases. NextEra is working with the Engineer on the hauling route and bonds will be in place. The improvements require approximately 10-15 weeks of construction. Bryce reported on the overall site plan.

MINUTES: 11/20/18 & 11/27/18 Minutes – Olson moved, Chitty seconded the approval of Minutes as presented. Roll call vote. (MCU)

PERSONNEL ACTIONS: 1) pay adjustment, effective 11/25/18, in Community Services for Melanie Worley @ \$18.18/hr; effective 12/9/18, in a) Attorney's Office for Amie Cerka @ \$24.30/hr; b) Facilities Management for Kelly Ruther @ \$18.29/hr; c) Sheriff's Office for Marcel Grieser @ \$1,870.40/bw; Aaron Kester @ \$2,590.40/bw; 2) promotions, effective 12/9/18, in Information Technology for Timothy Patterson @ \$24.36/hr. Chitty moved, Olson seconded the approval of Personnel Actions as presented. Roll call vote. (MCU)

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

1. Contract for services between Sweney Group LLC and Story County for conducting a federal Prison Rape Elimination Act (PREA) Audit of the Story County Jail for \$3,354.04
2. Story County Attorney Policy as required by the Code Iowa Code Section 825
3. Acknowledgement of the Annual Story County Urban Renewal Report for FY18 and Tax Increment Financing (TIF) Indebtedness Certification
4. Treasurer's Quarterly Report
5. Resolution #19-46, Setting a Date and Time for a Public Hearing for 12/11/18, for First Consideration of Ordinance No. 280 Amending Certain Boundaries of the Official Zoning Map of Story County Iowa – Dotson Farms Rezoning and Resolution #19-47 Cornerstone to Capstone (C2C) Future Land Use Map Amendment
6. Information Technology Quarterly Report

Roll call vote. (MCU)

Sanders stated to address Additional Item #3 first.

STORY COUNTY AS APPLICANT OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CAREER LINKS EMPLOYMENT TRANSPORTATION GRANT FOR \$150,000.00 WITH A LOCAL MATCH OF \$87,000.00

Brenda Dyer, Ames Economic Development Commission (AEDC), reported on transportation and the available labor force. Brooke Ramsey, Heart of Iowa Regional Transit Agency (HIRTA), reported the proposed CDBG grant is in response to employer feedback about employee transportation needs, particularly for second-shift workers. The grant needs to pass through a governmental entity. Extended discussion took place about costs. Deb Schildroth, Director of External Operations and County Services, stated administering a CDBG grant would trigger a special audit for the County with additional cost. Discussion took place about alternatives. Sanders stated the topic needs to be discussed during the budget process. Ramsey reported in FY20 that seven buses in the Story County HIRTA fleet will be replaced; the local match of 15% totals \$98,000.00. She reported on annual maintenance costs, useful life of buses, and timelines. Discussion took place. Sanders stated more information is required.

REVISED PURCHASING AND PROCUREMENT POLICY (AFTER SEVEN-DAY REVIEW) – Lucy Martin, Auditor, reported on distributing the revised policy for seven-day review; she received two comments. Emergency Management, which adopts a mirror policy for its board, asked to add the definition of procurement. The presented version includes this addition. Olson moved, Chitty seconded the approval of the Revised Purchasing/Procurement Policy (after seven-day review) as presented with no additional seven-day review. Roll call vote. (MCU)

DIRECTION REGARDING 2019 COMMUNICATIONS PLAN – Leanne Harter, County Outreach and Special Projects Manager, reported on needed guidance and budget implications. Discussion took place. Sanders directed Harter to work with Director of External Operations and County Services Deb Schildroth and to return to the Board with a proposal.

NEW PRODUCT PURCHASE AGREEMENT WITH ZIEGLER, INC. FOR TEN 2019 CATERPILLAR MOTOR GRADERS FOR \$2,188,960.00 WITH FINANCING THROUGH US BANK

Darren Moon, Engineer, reported the process to date. Thirty days have passed since the public hearing and the citizens have not petitioned for a special election, therefore the County can proceed with the purchase agreement. He reviewed financing options and payment schedules. Moon recommends option #3. Discussion took place. Sanders stated the US Bank contract will be considered at a later date. Chitty moved, Olson seconded the new Product Purchase Agreement with Ziegler, Inc. for Ten 2019 Caterpillar Motor Graders for \$2,188,960.00. Roll call vote. (MCU)

FACILITIES MANAGEMENT QUARTERLY REPORT – Director Joby Brogden reported on work orders, on-call items, and highlighted completed projects. Brogden reported space issues and changes at the Justice Center.

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

Chitty moved, Olson seconded to adjourn at 12:22 p.m. Roll call vote. (MCU)

Story County
Board of Supervisors Meeting
Agenda
12/4/18

1. CALL TO ORDER: 10:00 A.M.
2. PLEDGE OF ALLEGIANCE:
3. PUBLIC COMMENT #1:
This comment period is for the public to address topics on today's agenda
4. Consideration Of Support Letter For ISU-Led AraNet Wireless Proposal - Hongwei Zhang, Iowa State University

Department Submitting BOS

Documents:

ARANET STORYCOUNTY.PDF
ARANET VISION MIDWEST.PDF

5. Presentation Of Donations To YSS And DHS For The Benefit Of Foster Children In Story County

Department Submitting Story County Attorney

Documents:

FUNDRAISER.JPEG

6. Presentation On Proposed Improvements To Story Wind 1 Wind Energy Conversion System - NextEra Energy Resources - Kimberly Dickey And Jeffrey Bryce

Department Submitting Planning and Development

Documents:

STAFF MEMO AND ATTACHMENTS.PDF
NEXTERA STORY COUNTY PRESENTATION.PDF

7. CONSIDERATION OF MINUTES:

- I. 11/20/18 & 11/27/18 Minutes

Department Submitting Auditor

8. CONSIDERATION OF PERSONNEL ACTIONS:

- I. Action Forms

1)pay adjustment, effective 11/25/18, in Community Services for Melanie Worley @ \$18.18/hr; effective 12/9/18, in a)Attorney's Office for Amie Cerka @ \$24.30/hr; b) Facilities Management for Kelly Ruther @ \$18.29/hr; c)Sheriff's Office for Marcel Grieser @ \$1,870.40/bw; Aaron Kester @ \$2,590.40/bw; 2)promotions, effective

12/9/18, in I.T. for Timothy Patterson @ \$24.36/hr

Department Submitting HR

9. CONSENT AGENDA:

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

- I. Consideration Of Contract For Services Between Sweney Group LLC And Story County For Conducting A PREA Audit On The Story County Jail For \$3,354.04

Department Submitting Sheriff

Documents:

SWENET GROUP CONTRACT.PDF

- II. Consideration Of Story County Attorney Policy As Required By Iowa Code Section 825

Department Submitting Story County Attorney

Documents:

STORY COUNTY POLICY AS REQUIRED BY IA CODE SECTION 825.PDF

- III. Acknowledgement Of The Annual Story County Urban Renewal Report For Fiscal Year 2017- 2018 And TIF Indebtedness Certification

Department Submitting Auditor

Documents:

STORY COUNTY DEBT CERTIFICATION.PDF

- IV. Consideration Of Quarterly Report: Treasurer

Department Submitting Auditor

Documents:

QUARTERLY REPORT FY19 Q1.PDF

- V. Consideration Of Resolution #19-46, Setting A Date And Time For Public Hearing For December 11, 2018, For First Consideration Of Ordinance #280 Amending Certain Boundaries Of The Official Zoning Map Of Story County Iowa – Dotson Farms Rezoning And Resolution #19-47 C2C Future Land Use Map Amendment

Department Submitting Planning and Development

Documents:

RESOLUTION 19 46 SETTING PUBLIC HEARING.PDF

VI. Consideration Of Information Technology Quarterly Report

Department Submitting Auditor

Documents:

IT QRT RPRT 2018.PDF

10. PUBLIC HEARING ITEMS:

11. ADDITIONAL ITEMS:

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

Department Submitting Auditor

Documents:

PURCHASING POLICY 2018.PDF

II. Discussion And Direction Regarding 2019 Communications Plan - Leanne Harter

Department Submitting Board of Supervisors

Documents:

COMPILATION OF ALL ADOPTED COMMUNICATIONS PLANS.PDF

III. Discussion And Consideration Of Story County As Applicant Of The CDBG Career Links
Employment Transportation Grant In The Amount Of \$150,000 With A Local Match Of
\$87,000 - Brenda Dryer, Brooke Ramsey, Deb Schildroth

Department Submitting Board of Supervisors

Documents:

HIRTADOCUMENTATION.PDF

IV. Discussion And Consideration For New Product Purchase Agreement With Ziegler, Inc.
For Ten 2019 Caterpillar Motor Graders For \$2,188,960.00 With Financing Through US
Bank- Darren Moon

Department Submitting Engineer

Documents:

PURCHASE AGREEMENT 2019 MOGO.PDF

12. AGENCY REPORTS:

13. DEPARTMENTAL REPORTS:

I. Facilities Management Quarterly Report - Joby Brogden

Department Submitting Auditor

Documents:

DECEMBER 2018 QUARTERLY REPORT.PDF

14. OTHER REPORTS:

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
Meeting
12/4/18

NAME

ADDRESS

Jerry Moore
 Jessica Reynolds
 Julie Erickson
 Cassandra Eames
 Debbie Koepf
 Jennifer Kerns
 Deb Schildroth
 Brooke Ramsay
 DAREN MOON
 Joby Brogden
 Emily Zandt
 Todd Lundvall
 JESSIE MERAFFIN
 Taylor Angus
 Alonda Cornelius
 Jillian Hawbaker
 Brooke Acmear
 Luke Richardson
 Brendo Dyer
 DUSTIN INGRAM
 Travis McDowell
 Nicole Wilson
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P&D Dept
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 Ziegler Ctr
 Recorder
 Jones
 Auditor's Office
 Bris
 Aud office
 Auditor



**STORY COUNTY
BOARD OF SUPERVISORS
RICK G. SANDERS
MARTY CHITTY
LAURIS OLSON**

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

December 4, 2018

PAWR Project Office (PPO)
NSF Platforms for Advanced Wireless Research Program

RE: AraNet: Wireless Living Lab for Smart and Connected Rural Communities

Dear Colleagues of the PPO and Proposal Review Panel:

Please accept this letter as demonstration of the Story County Board of Supervisors' support of the enclosed proposal to establish the advanced wireless network living lab AraNet. The Board of Supervisors is the administrative and legislative branch of the County, composed of three members. We are responsible for (among other things), setting and maintaining the County's Budget, setting the countywide levy rate, the approval of bonds and reports, approval of all Ordinances and Policies and Economic Development activities.

We are excited about the proposal's focus on smart agriculture and the needs of a connected rural America, including many small communities and farmsteads in Story County. It builds on Story County's commitment as a Connect Iowa community to accelerate broadband availability throughout Story County. Beyond addressing the persistent challenges of providing general network connectivity to low-density populations, the proposed AraNet specifically addresses the network needs of smart agriculture, which is expected to have significant societal impact on our county and America in general.

If the AraNet proposal is selected for funding, Story County will:

- Provide a representative to the AraNet Systems Working Group that will be responsible for developing a framework for the deployment, operation, and management of the AraNet living lab. This includes providing active representation to the AraNet Consortium and working groups;
- Ask various county departments (e.g., Planning and Development, Emergency Management, Sheriff's Office, County Engineer) available to advise the AraNet team regarding the design and the execution of applied research derived from AraNet that is consistent with Story County goals;
- Make available county infrastructures, and facilities (e.g., wireless towers, power supply, other mounting infrastructures) to deploy and operate AraNet;
- Work with AraNet to facilitate community stakeholder involvement in projects: for instance, smart agriculture, smart transportation, smart grid, advanced manufacturing, and public safety; and,
- Assist the AraNet Consortium in its attempt to develop strategies for the long-term viability of the AraNet living lab after the five-year NSF funding period.

Good luck with your selection process, and thank you very much for considering the AraNet proposal.

Sincerely,

A blue ink signature of Rick G. Sanders, written in a cursive style.

Rick G. Sanders
Chair – Story County Board of Supervisors



Story County Attorney's Office partnering with Team Story.

In 2017 Story County had 65 children in Foster Care. Children in Foster Care may have little to no items to call their own when transitioning from home to home. Let's help to change that. The Story County Attorney's Office is working on collecting items to fill duffel bags that foster kids desperately need.

We will accept monetary donations to purchase duffel bags and any donation that meets the needs provided by YSS to fill the duffel bags with.

Fundraising will start Monday, October 22nd ask your Team Story representative where the nearest drop off box will be!

ITEMS NEEDED:

Wipes
crayons
stuffed animals
Sippy cups
personal hygiene
tooth brush/paste
shampoo for kids
craft/activity books
younger reader
Legos
shavers/cream
deodorant
hair care/hair ties
notebooks
sketchbooks
journals
colored pencils

Toys for ages:

0-5

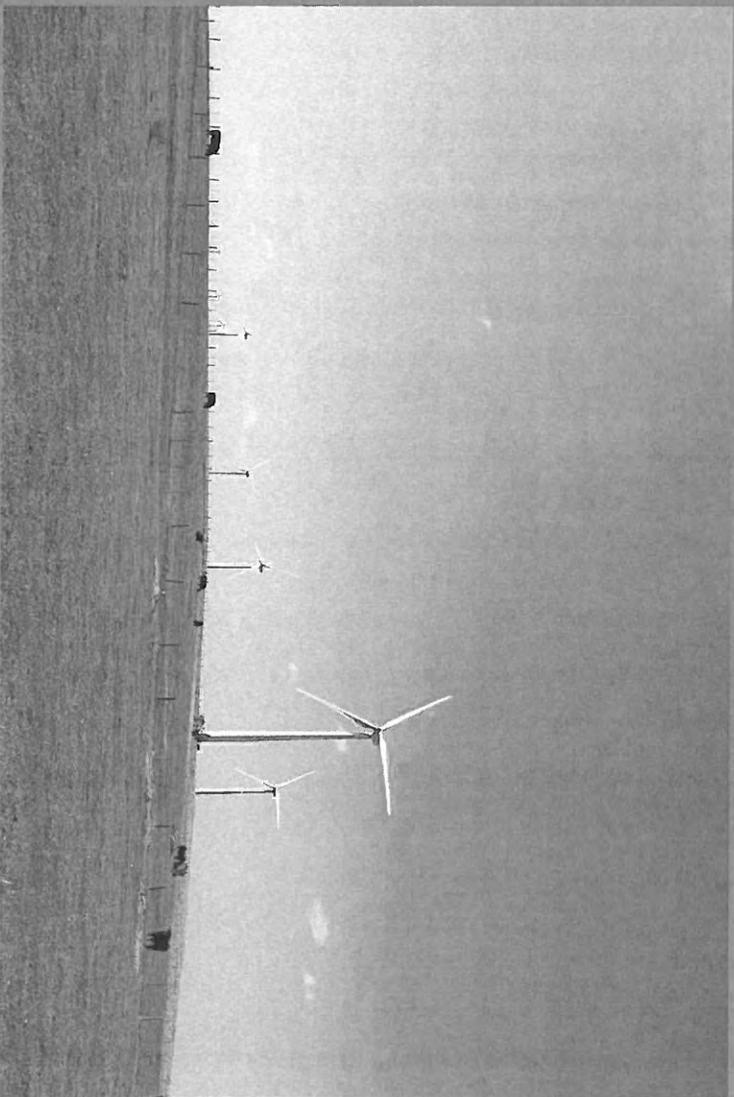
6-12

13-18

Please avoid any
snacks



NextEra Energy Resources: Story County Wind



Local Investment. Jobs. Clean Energy.

December 2018

NextEra Energy Values

We are Committed
to Excellence



We Do the
Right Thing



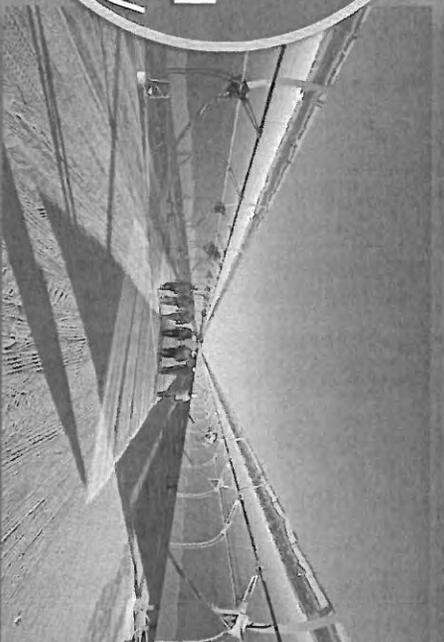
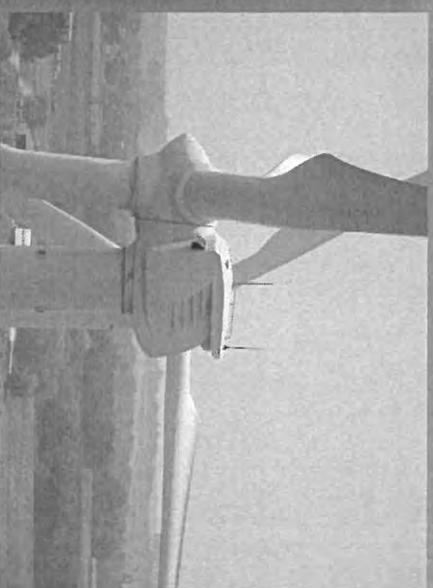
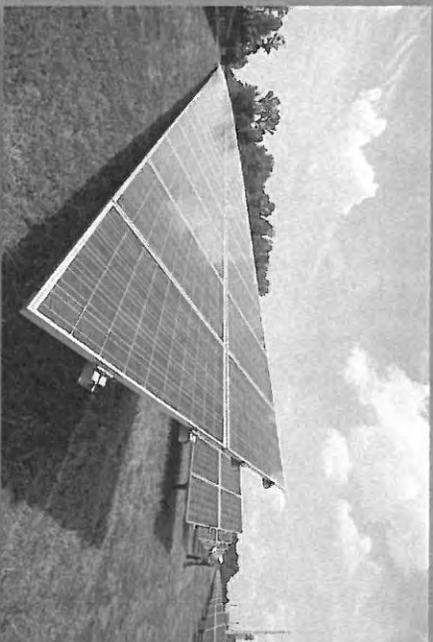
We Treat People
with Respect



Our company

- ▶ American owned and operated
- ▶ Investments in 32 states and Canada
- ▶ Renewable energy leader

World's
#1
operator of wind
and solar energy
2018



Project timeline

Planning & Engineering

2018



Land Owner Dinner

April 2019



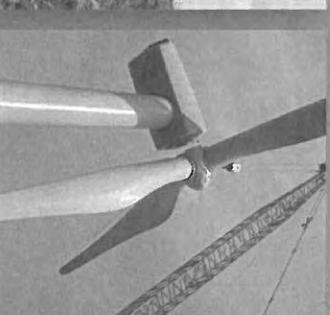
County Permit Application

April 2019



Mobilization

2019



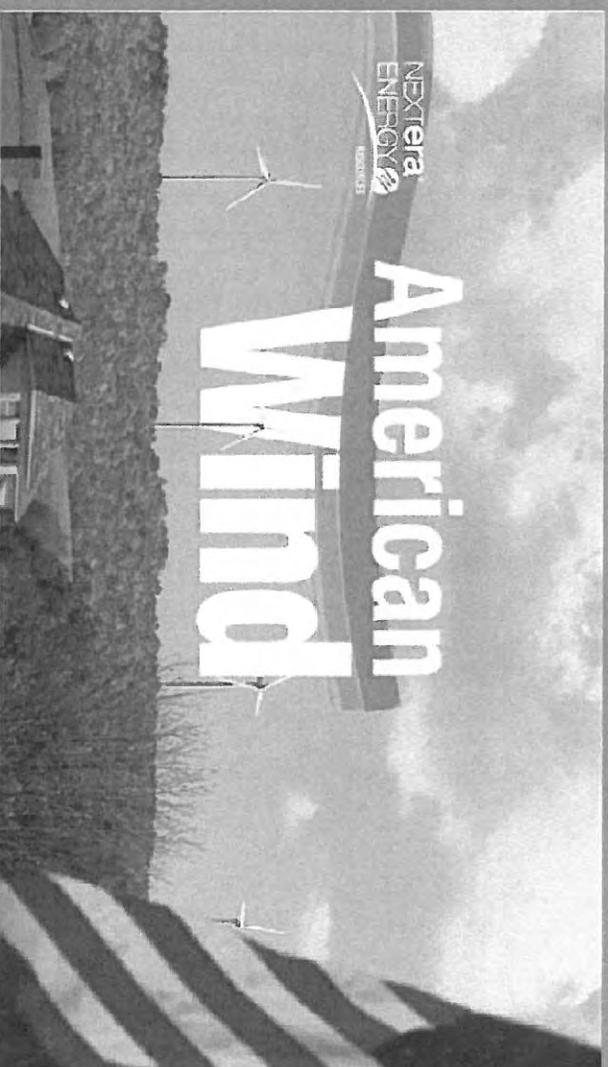
Landowner benefits

- ▶ Income to landowners from payments
- ▶ Remains compatible with farming, ranching
- ▶ Road improvements
- ▶ Clean, home-grown, affordable energy

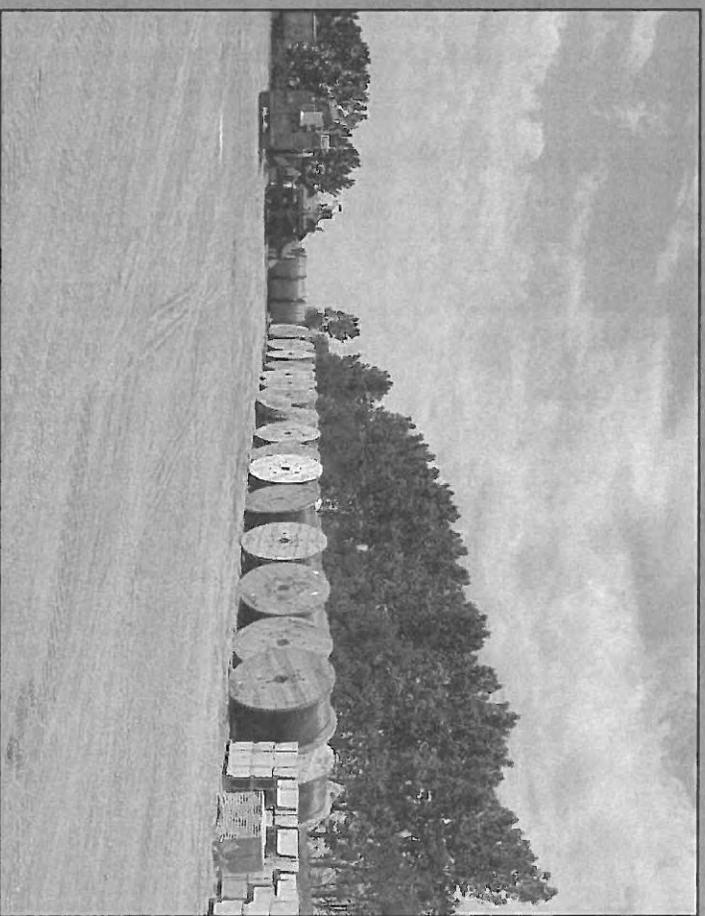
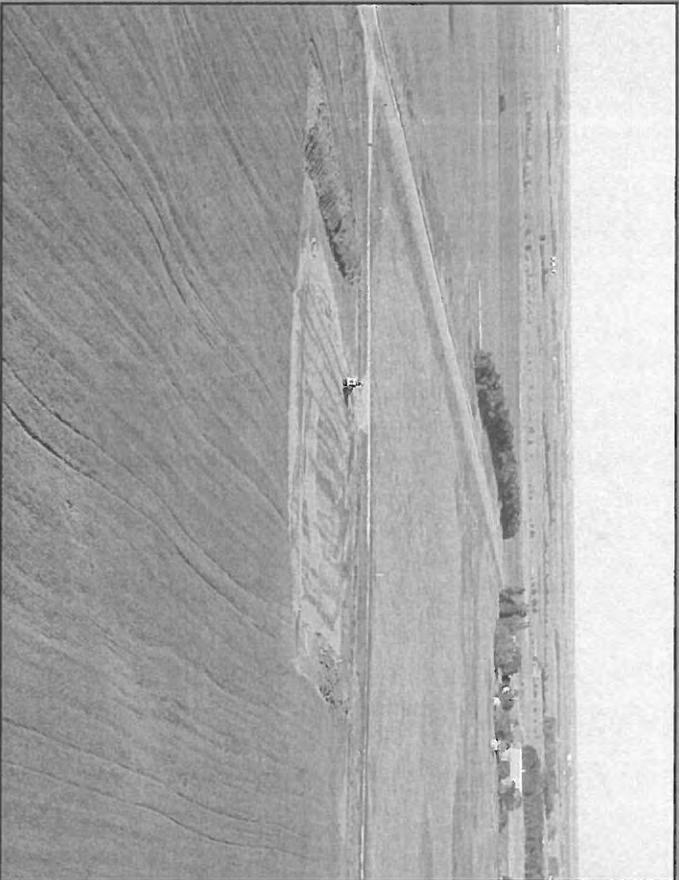


Community benefits

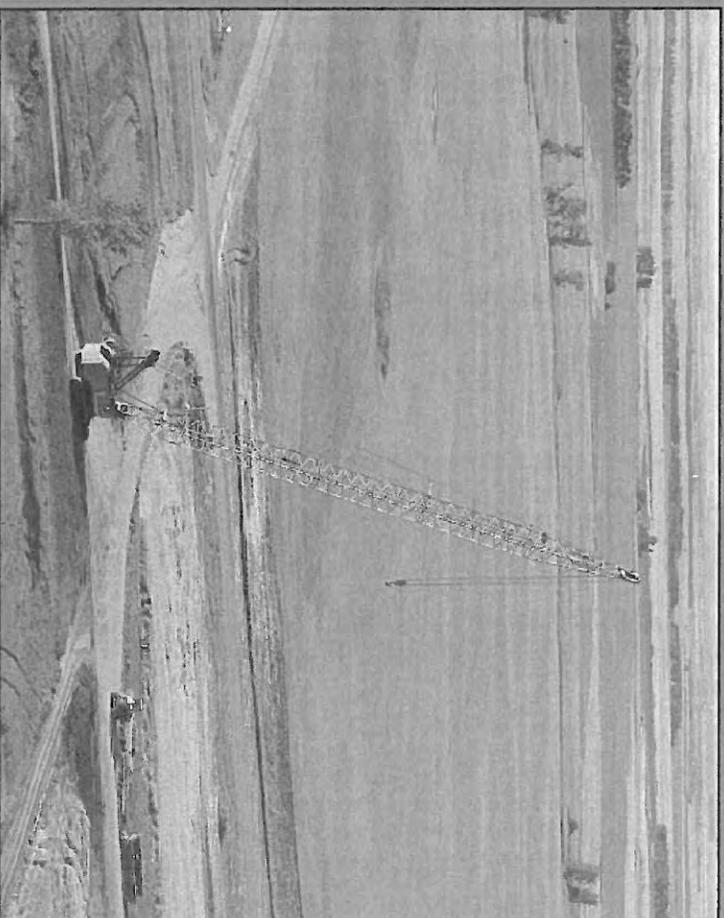
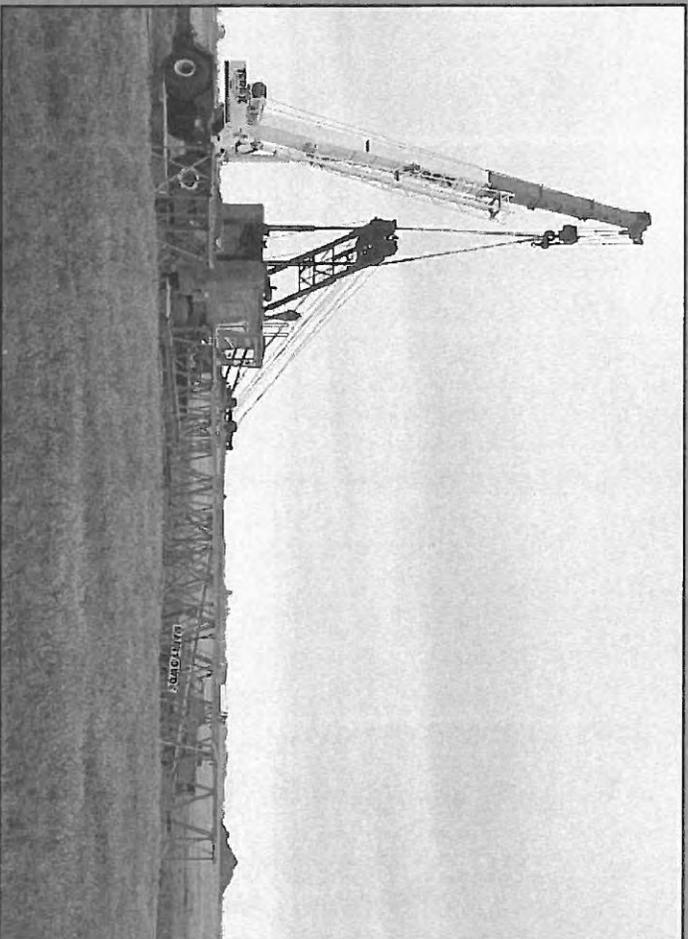
- ▶ \$11.4 million property taxes
- ▶ Continue to employ 4-6 full-time, quality, high-paying jobs
- ▶ Increased local business
- ▶ Efficient, reliable and safe
- ▶ Helping America become energy independent



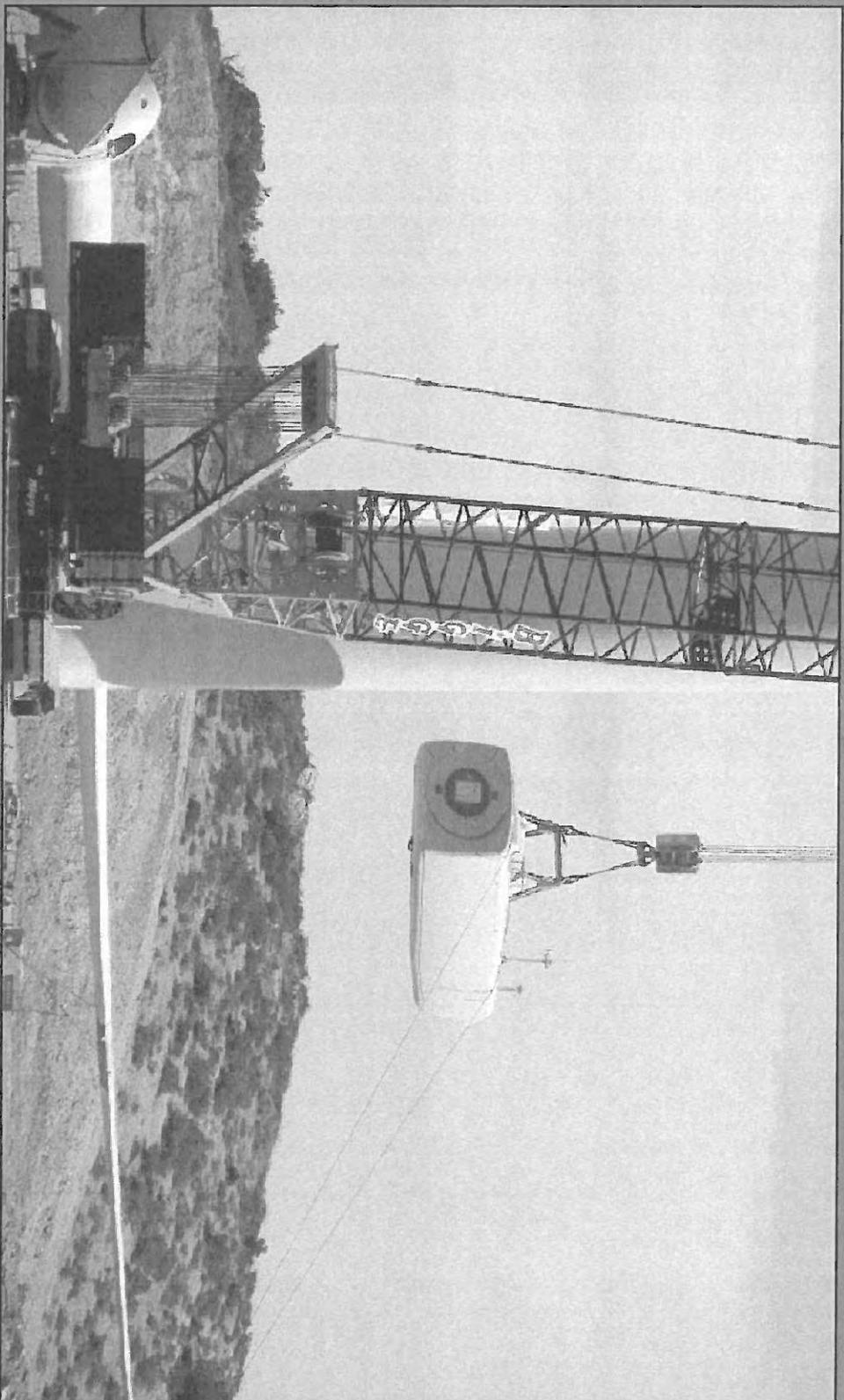
Initial Mobilization



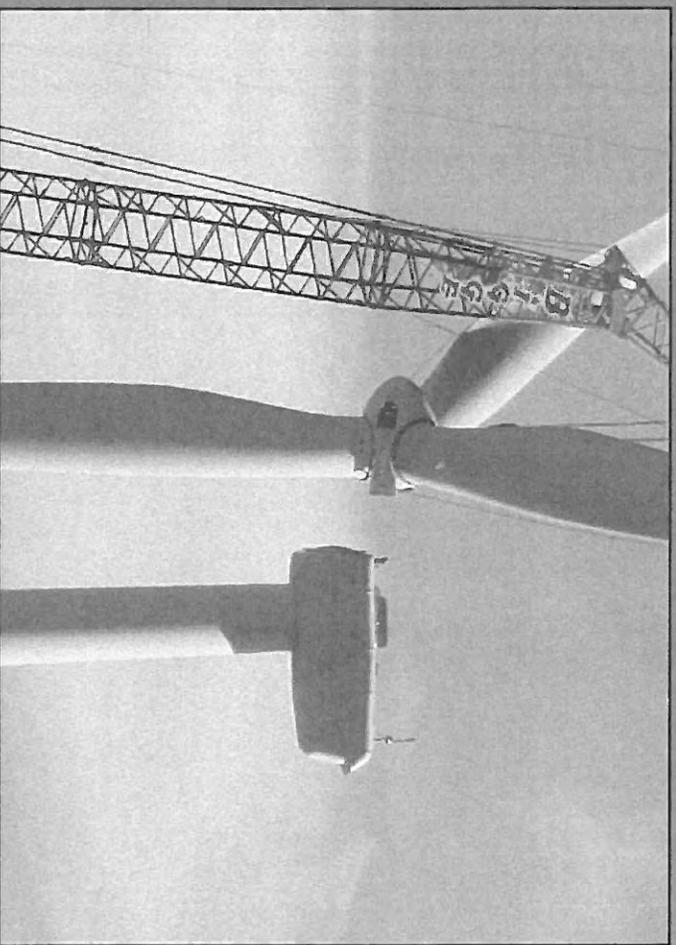
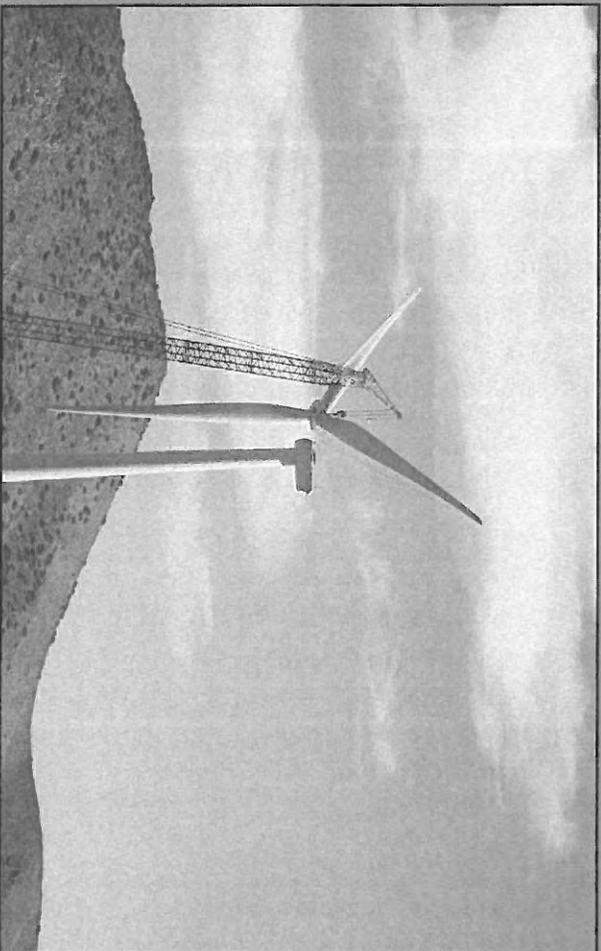
Erection Crane Arrival and Assembly



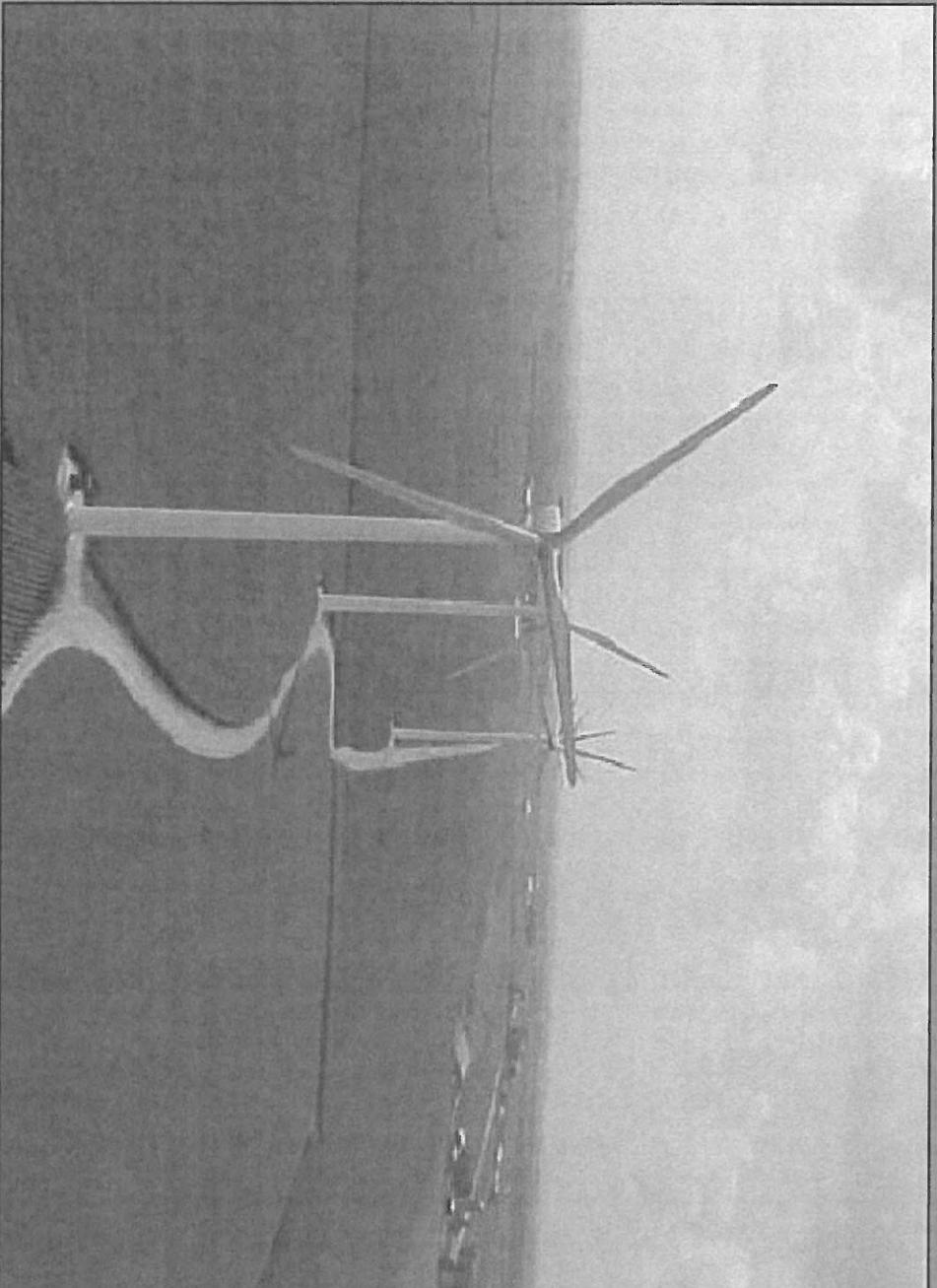
Nacelle Installation



Rotor Installation



Restoration



NEXTERa[®]
ENERGY 
RESOURCES

**CONTRACT FOR SERVICES BETWEEN Sweney Group LLC AND Story County
Sheriff's Office**

THIS AGREEMENT, made and entered into effective the ____ day of _____, 2018 by and between Story County Sheriff's Office (hereinafter called agency) and Sweney Group LLC (hereinafter called auditor);

WHEREAS, Story County Sheriff's Office is required by federal law to have the jail facility audited;

NOW, THEREFORE, the parties have agreed to do as follows:

I. AUDITOR

A. Designated Auditor. The auditor may employ or partner with other auditors or staff. However, there shall be one designated Auditor who shall be the responsible auditor for purposes of this Contract and the PREA Auditing standards. The Auditor assigned to audit the Story County Jail will be Chris Sweney, Department of Justice Certified PREA Auditor.

B. Auditor Staff. In addition to the Auditor, only individuals authorized by the Auditor and the Agency may be present during the on-site portion of the audit to assist the auditor.

C. Auditor Expenses. In addition the Auditors fees set forth below, the Agency shall bear all reasonable fees and expenses the auditors incurs in the conduct of the audit.

D. Auditor Fees. The Auditor shall be compensated for the initial audit and any required corrective action process as follows:

1. **Story County Jail - \$3,000** includes all pre-audit documentation review and assessment, on-site audit, staff and inmate interviews, post audit corrective action and final report.
2. **Travel Cost** – One night hotel **\$100.00**, Travel (Mileage 376 x .54) **\$203.04**, and per diem (One day(s) x \$46.00 = **\$46.00**) Travel costs are approximate; the agency will be made aware of any significant increase in cost prior to the audit.
3. **Total Cost -- \$3,354.04**

E. Prohibition on Additional Compensation. The Auditor shall not accept any compensation for the conduct of the audit not set forth in this Contract.

F. Ex-Parte Communication. The Auditor shall be permitted to initiate and receive ex parte communication with the community stakeholders, the PREA Resource Center, the Department of Justice, inmates, detainees, and residents, and other interested parties.

G. Auditor Responsibility and Authority.

1. The Auditor shall have the responsibility and authority to independently observe, assess, review and report on the Agency's implementation and compliance with the National PREA Standards. In order to accurately assess compliance at the facility.
2. The Auditor shall: conduct an on-site inspection; observe programs and activities; interview pertinent administrators, professional staff, correctional staff,

CONTRACT FOR SERVICES BETWEEN Sweney Group LLC AND Story County Sheriff's Office

and Contractors; individually interview a sampling of inmates; review a sampling of videotapes from housing units; and conduct detailed reviews of inmate records and other pertinent documents and reports.

3. The Auditor shall spend a sufficient amount of time at the facility in order to accurately assess day-to-day operations and conditions.

4. The Auditor shall be responsible for independently verifying representation from the Agency regarding facility compliance.

H. Auditing Schedule. The Auditor shall provide the Agency with a tentative schedule of activities during any on-site visits at least five days prior to arrival at the facility.

I. Public Statements. Except as required or authorized by the PREA auditing standards; federal, state or local law; judicial order; this Contract; or as permitted by the Agency, the Auditor shall not make any oral or written public statements - including, but not limited to, statements to the press, conference presentations, lectures or articles - with regard to: the status of the Agency's compliance or noncompliance with the PREA standards, or any act or omission of the Agency or its agents, representatives or employees.

J. Testimony. Except as required or authorized by the terms of this Contract, or by permission of the Agency, the Auditor shall not testify in any litigation or proceeding with regard to the status of the Agency's compliance or noncompliance with the National PREA Standards; or any act or omission of the Agency or its agents, representatives or employees, unless otherwise lawfully compelled to do so. If the Auditor is lawfully compelled to provide such information, the Auditor shall promptly notify the Agency.

K. Conflict of Interest. The Auditor shall not accept employment or provide consulting services that would present a conflict of interest with his or her responsibilities under this contract, with the PREA auditing standards, or with auditor ethical guidance provided by the PREA Resource Center or the Department of Justice, including, but not limited to, being employed or retained by the Agency for purposes other than PREA auditing during the three year period prior to the audit, or during the three year period subsequent to the audit.

L. Auditor Independence. Neither the Agency, nor any employee or agent of the Agency, shall have any supervisory authority over the Auditors activities, reports, findings, or recommendations.

M. Termination of the Auditor. The auditor may be terminated if the agency and the Department of Justice agree and upon good cause shown. Good cause shall include, among other things, any violation of the PREA Standards; or federal, state, or local law, which reasonably calls into question the auditor's fitness to continue serving as the Auditor.

N. Audit Report Delivery. The Auditor shall provide the audit report to the Agency head and the facility superintendent within 30 calendar days of the conclusion of the auditor's on-site visit. If there are no standards requiring corrective action, the audit report shall be considered final.

**CONTRACT FOR SERVICES BETWEEN Sweney Group LLC AND Story County
Sheriff's Office**

O. Corrective Action Process. If the audit report indicates that corrective action is required, the Auditor and the Agency shall work to promptly and jointly develop a corrective action plan toward achieving compliance with all standards. The corrective action plan shall contain a timeline for specific minimal remedial measures the Agency shall take to achieve compliance within a 180-day corrective action period. The Agency shall deliver, and the auditor shall review and comment upon, deliverables provided to the auditor pursuant to the corrective action timeline. Prior to the conclusion of the 180-day corrective action period, the Auditor shall issue his or her final report.

II. THE AGENCY

A. Tentative Audit Timeline. The parties tentatively agree that the initial on-site visit for the audit will occur ~~May 21st – 22nd, 2019.~~

B. Maintenance of Documentation and Information. Any and all of the documentation (including electronic documentation) required by the National PREA Standards shall be maintained and secured by the Agency. The Auditor is authorized to request, review, and retain all such documentation prior to, during and after the on-site visit.

C. Auditor Access. The Agency shall ensure that the Auditor have access to the facility, documentation (including electronically-stored information), personnel, and inmates, consistent with the auditing standards, until the issuance of the final report.

D. Posting of Auditor Contract Information. The Agency shall ensure that auditor contact information, together with a statement of confidentiality, shall be conspicuously displayed in all inmate housing units of the facility to be audited, for the six-week period prior to the on-site visit.

E. External Advocacy Organizations The Agency shall work in good faith to identify and provide the Auditor with contact information for community-based or victim advocates who may have insight into relevant conditions in the facility, in order to permit the Auditor to fulfill his or her obligations under 28 C.F.R. 115.401(0).

F. Access to External Investigative Personnel. The Agency shall make best efforts to obtain and provide information and personnel from external investigative entities relevant to compliance with the National PREA Standards to the Auditor.

G. Auditor Workspace and Electronics. During any on-site visit, the Agency shall provide the auditor with reasonable workspace, and shall permit the auditor to maintain a laptop computer, access to or be allowed to bring in a scanner and internet access, mobile telephones, and/or a PDA within that workspace.

H. Publication of Audit Report. The Agency shall publish the final audit reports on the Agency website within 14 days of receipt of reports.

I. Retaliation Safeguards. The Agency agrees that it shall not retaliate against any person because that person has provided any information or assistance to the Auditor, has filed, or will file, a complaint, or has participated in any other manner in the conduct of the Audit.

**CONTRACT FOR SERVICES BETWEEN Sweney Group LLC AND Story County
Sheriff's Office**

The Agency agrees that it shall timely and thoroughly investigate any allegations of retaliation in violation of National PREA Standards or this Contract and take corrective action identified through such investigations.

J. Mandatory and Discretionary Reporting Information. The Agency shall determine whether, and to what extent, the Auditor is legally a mandatory or discretionary reporter of inmate abuse in the relevant jurisdiction, and the Agency shall also inform the Auditor contact information for the entity or entities that may legally accept any discretionary or mandatory reporting.

K. Primary Points of Contact. The Agency shall provide the Auditor with a list of primary points of contact (PPC) with respect to staff of all relevant disciplines within the agency and the facility. (e.g., mental health care, investigations, and housing classification) Conflict with PREA Standards. If any provision of this contract is found to be inconsistent with the PREA auditing standards, the auditing standards shall prevail.

L. Termination of Contract. The Agency shall be entitled to terminate this Contract in its entirety upon providing the Auditor with written notice at any time for the following reasons:

1. If the Auditor becomes insolvent, commits any act of bankruptcy, or makes a general assignment for the benefit of creditors; or
2. If the Auditor shall fail to prosecute the work, or any part thereof, with the diligence necessary to insure its progress and timely completion as prescribed by this Contract and shall fail to take such steps to remedy such default within five (5) calendar days after receipt of written notice of default; or
3. If the Auditor shall commit an act or omission that violates any law, PREA standard or other applicable government regulation.
4. At the end of any year of the audit for any reason, with or without cause.
5. The Auditor may terminate this Contract in its entirety upon the Agency's failure to timely submit payment as set forth in this Contract. Upon termination, the Auditor shall be entitled to payment on a pro rate basis for work completed in a satisfactory manner prior to receipt of notice of termination if an invoice is sent to the Agency within 30 days of the Auditor's receipt of the notice of termination.

M. Independent Contractor. The relationship created by this Contract is that of an independent contractor. Auditor is not an agent or employee of the Agency for any purpose whatsoever.

N. Invoicing and Payment. The Auditor will submit the invoice for payment upon completion of the initial summary report. The agency will make payment within thirty (30) days of receiving the invoice.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be duly executed as of the date set forth below.

**CONTRACT FOR SERVICES BETWEEN Sweney Group LLC AND Story County
Sheriff's Office**

Chris Sweney
Auditor Name (Printed)

[Signature]
Auditor Signature

11/15/18
Date

Agency Head (Printed)

Agency Head Signature

Date

Rick Sanders
Story County, Iowa

[Signature]
Chairman, Board of Supervisors

12-4-18
Date

ATTEST BY:

**CONTRACT FOR SERVICES BETWEEN Sweney Group LLC AND Story County
Sheriff's Office**

EXHIBIT A

§ 115.401 Frequency and scope of audits.

(a) During the three-year period starting on August 20, 2013, and during each three-year period thereafter, the agency shall ensure that each facility operated by the agency, or by a private organization on behalf of the agency, is audited at least once. (b) During each one-year period starting on August 20, 2013, the agency shall ensure that at least one-third of each facility type operated by the agency, or by a private organization on behalf of the agency, is audited. (c) The Department of Justice may send a recommendation to an agency for an expedited audit if the Department has reason to believe that a particular facility may be experiencing problems relating to sexual abuse. The recommendation may also include referrals to resources that may assist the agency with PREA-related issues. (d) The Department of Justice shall develop and issue an audit instrument that will provide guidance on the conduct of and contents of the audit. (e) The agency shall bear the burden of demonstrating compliance with the standards. (f) The auditor shall review all relevant agency-wide policies, procedures, reports, internal and external audits, and accreditations for each facility type. (g) The audits shall review, at a minimum, a sampling of relevant documents and other records and information for the most recent one-year period. (h) The auditor shall have access to, and shall observe, all areas of the audited facilities. (i) The auditor shall be permitted to request and receive copies of any relevant documents (including electronically stored information). (j) The auditor shall retain and preserve all documentation (including, e.g., video tapes and interview notes) relied upon in making audit determinations. Such documentation shall be provided to the Department of Justice upon request. (k) The auditor shall interview a representative sample of inmates, residents, and detainees, and of staff, supervisors, and administrators. (l) The auditor shall review a sampling of any available videotapes and other electronically available data (e.g., Watchtour) that may be relevant to the provisions being audited. (m) The auditor shall be permitted to conduct private interviews with inmates, residents, and detainees. (n) Inmates, residents, and detainees shall be permitted to send confidential information or correspondence to the auditor in the same manner as if they were communicating with legal counsel. (o) Auditors shall attempt to communicate with community-based or victim advocates who may have insight into relevant conditions in the facility.

§ 115.402 Auditor qualifications.

(a) An audit shall be conducted by: (1) A member of a correctional monitoring body that is not part of, or under the authority of, the agency (but may be part of, or authorized by, the relevant State or local government); (2) A member of an auditing entity such as an inspector general's or ombudsperson's office that is external to the agency; or (3) Other outside individuals with relevant experience. (b) All auditors shall be certified by the Department of Justice. The Department of Justice shall develop and issue procedures regarding the certification process, which shall include training requirements. (c) No audit may be conducted by an auditor who has received financial compensation from the agency being audited (except for compensation received for conducting prior PREA audits) within the three years prior to the agency's retention of the auditor. (d) The agency shall not employ, contract with, or otherwise financially compensate the auditor for three years subsequent to the agency's retention of the auditor, with the exception of contracting for subsequent PREA audits.

**CONTRACT FOR SERVICES BETWEEN Sweney Group LLC AND Story County
Sheriff's Office**

§ 115.403 Audit contents and findings.

(a) Each audit shall include a certification by the auditor that no conflict of interest exists with respect to his or her ability to conduct an audit of the agency under review. (b) Audit reports shall state whether agency-wide policies and procedures comply with relevant PREA standards. (c) For each PREA standard, the auditor shall determine whether the audited facility reaches one of the following findings: Exceeds Standard (substantially exceeds requirement of standard); Meets Standard (substantial compliance: complies in all material ways with the standard for the relevant review period); Does Not Meet Standard (requires corrective action). The audit summary shall indicate, among other things, the number of provisions the facility has achieved at each grade level. (d) Audit reports shall describe the methodology, sampling sizes, and basis for the auditor's conclusions with regard to each standard provision for each.

37232 Federal Register

/ Vol. 77, No. 119 / Wednesday, June 20, 2012 / Rules and Regulations audited facility, and shall include recommendations for any required corrective action. (e) Auditors shall redact any personally identifiable inmate or staff information from their reports, but shall provide such information to the agency upon request, and may provide such information to the Department of Justice. (f) The agency shall ensure that the auditor's final report is published on the agency's Web site if it has one, or is otherwise made readily available to the public.

§ 115.404 Audit corrective action plan.

(a) A finding of "Does Not Meet Standard" with one or more standards shall trigger a 180-day corrective action period. (b) The auditor and the agency shall jointly develop a corrective action plan to achieve compliance. (c) The auditor shall take necessary and appropriate steps to verify implementation of the corrective action plan, such as reviewing updated policies and procedures or re-inspecting portions of a facility. (d) After the 180-day corrective action period ends, the auditor shall issue a final determination as to whether the facility has achieved compliance with those standards requiring corrective action. (e) If the agency does not achieve compliance with each standard, it may (at its discretion and cost) request a subsequent audit once it believes that it has achieved compliance.

§ 115.405 Audit appeals.

(a) An agency may lodge an appeal with the Department of Justice regarding any specific audit finding that it believes to be incorrect. Such appeal must be lodged within 90 days of the auditor's final determination. (b) If the Department determines that the agency has stated good cause for a re-evaluation, the agency may commission a re-audit by an auditor mutually agreed upon by the Department and the agency. The agency shall bear the costs of this re-audit. (c) The findings of the re-audit shall be considered final.

STORY COUNTY ATTORNEY'S OFFICE IMMIGRATION ENFORCEMENT POLICY

This policy is intended to ensure compliance with the requirements of Iowa Code Chapter 825, regarding enforcement of immigration law by all employees of the office and is adopted pursuant to Iowa Code 825.5. Employees shall comply with this policy and Iowa Code Chapter 825. If in doubt as to these requirements, employees shall seek direction through the county attorney. This statement of policies is intended to contain all of the policies of this office regarding immigration law matters. Any prior policy, rule, procedure, or order of this office, written or unwritten, regarding immigration law enforcement is repealed by this written policy.

I. Compliance with federal "Immigration detainer requests."

Iowa Code Section 825.2 requires all employees to comply with "immigration detainer requests" issued by United States Immigration and Customs Enforcement ("ICE") for people in custody. Iowa Code requires:

- The request to be in writing.
- The request to be accompanied by United States Department of Homeland Security (DHS) form I-247 (or successor forms) plus at least one of the following:
 - DHS form I-200 (Warrant for Arrest of Alien) or successor forms.
 - DHS Form I-205 (Warrant of Removal/Deportation) or successor forms.

Employees shall comply with the instructions contained in the I-247 detainer request and any other legal documents provided by a federal agency. If there are questions regarding the requirements or effect of an "immigration detainer request" or other legal document provided by a federal agency, employees shall consult with the county attorney.

II. Federal immigration access to county (jail/correctional facility).

Federal immigration officers shall be allowed access to the Story County Jail to conduct federal immigration enforcement activities.

CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS
CERTIFICATION TO COUNTY AUDITOR

Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Revenue Is Requested
Use One Certification Per Urban Renewal Area

County: Story

Urban Renewal Area Name: Story County Urban Renewal Area

Urban Renewal Area Number: 85022 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the County named above the County has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified*: \$ 1,000,000

*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'COUNTY TIF FORM 1.1'.)

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the County. However, for any fiscal year a County may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'COUNTY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF increment tax is not requested.)

A County reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'COUNTY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.)

Notes/Additional Information:

Story County Board of Supervisors adopted an Economic Development Process & Policies procedure on 10/12/2012
(amended on 4/30/2013, 5/27/2014 and 5/17/2016) with respect to TIF tax revenue requests for funding economic
development projects throughout the county. This policy is very specific as to eligibility, and the Annual Story County
Economic Development funding "grant" will be approved by the Board of Supervisors and certified each year to the
Story County Auditor by December 1st.

Dated this 14th day of December, 2018



Signature of Authorized Official

515-382-7200

Telephone

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

County: Story

Urban Renewal Area Name: Story County Urban Renewal Area

Urban Renewal Area Number: 85022 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
1. <u>Economic Development funding approved by Board of Supervisors on 10/2/2018 with adoption of Res 19-28 financing Tedesco Environmental Learning Corridor - Phase 3 for \$1,000,000. TIF Revenue Bond</u>	<u>10/2/2018</u>	<u>1,000,000</u>
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
3. _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
4. _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
5. _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 2.

Total For City TIF Form 1.1 Page 1: 1,000,000

* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

County: Story

Urban Renewal Area Name: Story County Urban Renewal Area

Urban Renewal Area Number: 85022 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
6. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
7. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
8. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
9. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
10. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 3.

Total For City TIF Form 1.1 Page 2: 0

* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

County: Story

Urban Renewal Area Name: Story County Urban Renewal Area

Urban Renewal Area Number: 85022 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
11. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
12. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
13. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
14. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
15. _____ _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 4.

Total For City TIF Form 1.1 Page 3: 0

* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

County: Story

Urban Renewal Area Name: Story County Urban Renewal Area

Urban Renewal Area Number: 85022 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
16. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
17. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
18. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
19. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
20. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

Total For City TIF Form 1.1 Page 4: 0

* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.



Story County Treasurer's Office
Renee M. Twedt, Treasurer

P.O. Box 498
Nevada, IA 50201
Phone 515-382-7330
Fax 515-382-7336
storycountyiowa.gov/treasurer
treasurer@storycountyiowa.gov

Treasurer's Quarterly Report

FY2019-Q1
November 28, 2018

Prepared by:

- Renee Twedt, Treasurer
- Ardis A Baldwin, Finance Deputy
- Lori McDonald, Operations Deputy

APPROVED **DENIED**
Board Member Initials: RS
Meeting Date: 12-4-18
Follow-up action: _____

Narrative

Finance Deputy – Ardis A Baldwin

July August September 2018

Does it ever slow down?! Year end reports, New Year tax billing, September tax collections plus getting the audit ready for the State Auditors.A

Operations Deputy – Lon McDonald

We remain busy with vehicle renewals and titling. The electronic registration and titling has been opened up to all counties with only 2 pilot dealerships submitting titles through the system. We have processed 57 electronic titles so far this year.

Data / Tables / Statistics

Cash and Investments

Type	7/31/2018		8/31/2018		09/30/2018	
	Amount	Percentage	Amount	Percentage	Amount	Percentage
Cash & Bank Accounts	\$15,366,001.04	59.01%	\$24,927,477.41	68.24%	\$67,700,998.39	85.39%
Iowa Public Agency Investment Trust	\$19,102.73	0.07%	\$19,127.78	0.05%	\$19,155.31	0.02%
Certificates of Deposit	\$10,668,978.03	40.92%	\$11,562,856.11	31.71%	\$11,562,856.11	14.58%
Totals	\$26,074,081.80	100.00%	\$36,529,461.30	100.00%	\$79,283,009.81	100.00%

Investments Maturing in Q1

Matured CD's - July None	Matured rate	Tax Collections
Matured CD's - August None		\$764,389.85
Matured CD's - September Maxwell State Bank-Renewed	1.90%	\$12,081,697.20
		\$55,717,651.55
		\$68,563,738.60

LISTING OF CERTIFICATES OF DEPOSIT & OTHER INVESTMENTS
Story County Treasurer- as of September 30, 2018

Total \$11,562,856.11

Purchase Date	Maturity Date	Purchase Amount	Cash In Amount	Interest Rate	Term	Certificate Number	Bank	Ann Anticipated Interest	Interest Received	Notes
5/2/2012		\$3,592,851.48	\$85,262.63				National Financial Serv		\$138,435.60	
8/1/2018	9/1/2018	\$1,000,000.00					National Financial Serv			
2/28/2012		\$60,175.35	\$30,000.00				Drainage Certs			12/20/2017/09/14/2018
2/28/2017	2/28/2018	\$506,018.00	\$506,018.00	1.20%	365	21012	South Story Bank	\$6,072.22	\$6,018.00	Renewed
3/3/2017	3/2/2018	\$500,000.00	\$500,000.00	1.10%	365	516992	Exchange State Bank	\$5,500.00	\$5,484.93	Renewed
3/5/2017	3/5/2018	\$500,000.00	\$500,000.00	1.10%	365	516991	Exchange State Bank	\$5,500.00	\$5,500.00	Renewed
6/22/2017	6/22/2018	\$1,061,552.37	\$1,061,552.37	1.40%	365	20196	South Story Bank	\$14,861.73	\$14,707.13	Renew al*
6/26/2017	6/22/2018	\$506,763.77	\$506,763.77	1.40%	365	20868	South Story Bank	\$7,094.69	\$7,270.37	Renew al*
9/15/2017	9/15/2018	\$500,000.00	\$500,000.00	1.25%	365	7877	Maxwell State Bank	\$6,250.00	\$6,249.99	Renewed
10/21/2017	10/21/2018	\$502,744.49		1.15%	365	20450	South Story Bank	\$5,781.56	\$2,744.49 *	
10/21/2017	10/21/2018	\$502,744.49		1.15%	365	20451	South Story Bank	\$5,781.56	\$2,744.49 *	
12/13/2017	12/13/2018	\$1,000,000.00		1.70%	365		IPAIT	\$17,000.00		
12/24/2017	12/24/2018	\$503,057.11		1.30%	365	20511	South Story Bank	\$6,539.74	\$3,057.11	Semi Annual
12/30/2017	12/30/2018	\$503,130.73		1.30%	365	20956	South Story Bank	\$6,540.70	\$3,130.73	Semi Annual
12/31/2017	12/31/2018	\$503,142.97		1.30%	365	20519	South Story Bank	\$6,540.86	\$3,142.97	Semi Annual
2/28/2018	2/28/2019	\$503,508.35		1.50%	365	21012	South Story Bank	\$7,552.63	\$3,508.35	Semi Annual
3/2/2018	3/1/2019	\$500,000.00		1.50%	365	516992	Exchange State Bank	\$7,500.00		
3/5/2018	3/5/2019	\$500,000.00		1.50%	365	516991	Exchange State Bank	\$7,500.00		
6/22/2018	6/22/2019	\$1,000,000.00		2.00%	365	21096	South Story Bank	\$20,000.00		
6/26/2018	6/26/2019	\$506,763.77		2.00%	365	20868	South Story Bank	\$10,135.28		
9/15/2018	9/15/2019	\$500,000.00		1.90%	365	7877	Maxwell State Bank	\$9,500.00		
		\$15,252,452.88	\$3,689,596.77							

Motor Vehicle Statistics

	Title Transfers	Registration Renewals	CC/DOR Debt Revenue	Revenue Generated	Total Revenue	Expenses	Net to County General Fund
July-18	1,938	9,814	\$10.00	\$66,440.05	\$66,450.05	\$23,483.65	\$42,966.40
Aug-18	2,044	10,056	\$10.00	\$66,796.60	\$66,806.60	\$23,780.02	\$43,026.58
Sept-18	1,618	8,227	\$5.00	\$55,897.24	\$55,902.24	\$24,946.32	\$30,955.92
Totals	5,600	28,097	\$25.00	\$189,133.89	\$189,158.89	\$72,209.99	\$116,948.90

In Office Payment Statistics

July-September 2018			
Receipt Type	Receipts Debit & Credit		Totals
Tax	80		\$55,654.22
Vehicle	2137		\$447,779.97
Misc	80		\$3,004.85
Total Receipts	2,297		\$506,439.04

Collections for CC/DOR

	Clerk of Court	Dept of Rev	Totals
July-18	\$248.50		\$248.50
August-18	\$586.27	\$124.27	\$710.54
Sept-18	\$222.00		\$222.00
Totals	\$1,056.77	\$124.27	\$1,181.04

MONTHLY WEB STATS

DATE	#MV CUST RENEW	#MV REGISTRATION FEES	ORGAN DONOR	SERVICE FEES	TOTAL MV & FEES	#TAX CUST	#TAX PARCEL	TAX PAID	SERVICE FEES	TOTAL TAX & FEES	TOTAL CUST	TOTAL TO COUNTY	TOTAL SERVICE FEES
Jul-18	1303	1909	\$297,574.00	\$98.00	\$3,282.79	239	261	\$50,976.99	\$237.06	\$51,214.05	1542	\$348,648.99	\$3,519.85
Aug-18	1388	1948	\$317,585.00	\$70.00	\$3,251.83	986	1374	\$3,018,138.48	\$3,647.67	\$3,021,786.15	2354	\$3,335,793.48	\$6,899.50
Sep-18	1255	1820	\$291,932.00	\$117.00	\$2,890.93	2183	15359	\$25,567,355.64	\$11,994.03	\$25,579,349.67	3438	\$25,859,404.64	\$14,884.96
TOTAL	3926	5677	\$907,091.00	\$285.00	\$9,425.55	3408	16994	\$28,636,471.11	\$15,878.76	\$28,652,349.87	7334	\$29,543,847.11	\$25,304.31

DO NOT WRITE IN THE SPACE ABOVE, RESERVED FOR RECORDER

Prepared by Emily Zandt, Story County Planning & Development Department, 900 6th St., Nevada, Iowa 50201 515-382-7245

Please return to:
Planning & Development

RESOLUTION NO. 19-46

RESOLUTION OF THE BOARD OF SUPERVISORS OF STORY COUNTY, IOWA, SETTING DATE AND TIME FOR PUBLIC HEARING FOR FIRST CONSIDERATION OF ORDINANCE NO. 280 AMENDING CERTAIN BOUNDARIES OF THE OFFICIAL ZONING MAP OF STORY COUNTY IOWA, AS REFERENCED IN SECTION 86.02 OF THE STORY COUNTY CODE OF ORDINANCES, LOCATED IN NORTHWEST QUARTER OF SECTION 7 OF FRANKLIN TOWNSHIP, UNDER THE OWNERSHIP OF ROBERT A DOTSON, JR. DOTSON FAMILY TRUST, 208 ROYALE OAKS, ALGONA, IA 50511, FROM THE A-1 AGRICULTURAL ZONING DISTRICT TO THE R-1 TRANSITIONAL RESIDENTIAL ZONING DISTRICT AND RESOLUTION #19-47 C2C FUTURE LAND USE MAP AMENDMENT FROM THE AGRICULTURAL CONSERVATION AREA AND NATURAL AREA TO THE RURAL RESIDENTIAL AREA.

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

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

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

AND WHEREAS, the Story County Planning and Zoning Commission will review the requested zoning amendment and C2C Future Land Use Map amendment at their December 5, 2018 meeting;

NOW THEREFORE BE IT RESOLVED that a public hearing on this matter be held on the proposed Ordinance No. 280 and Resolution #19-47 on the 11th day of December, 2018, in the Public Meeting Room of the Story County Administration Building, Nevada, Iowa, at 10:00 AM and the Board of Supervisors directs Planning and Development staff to place copies of the full text of the ordinance and resolution with the Office of the County Auditor.

Dated this 4th day of December, 2018.



Board of Supervisors
Story County, Iowa



County Auditor
Story County, Iowa

Moved by: Olson
Seconded by: Chitty
Voting Aye: Olson, Chitty, Sanders
Voting Nay: None
Absent: None



Department of Information Technology
Administration Building
900 6th Street, Nevada, Iowa 50201

Ph. 515-382-7300 Fax 515-382-7349
www.storycountyiowa.gov

11/29/2018

Information technology Quarterly Report

December 5, 2018

- **Hardware Replacements**
 - Windows 7 Retirement deadline Jan. 2019
 - Sheriff's Office replacements – issues with HP motherboards
 - County Attorney offices – replacing desktops with laptops

- **Multi-agency Update**
 - 28E Refresh – draft still in progress
 - Researching options to harden security for 911 network
 - Ossi buy-out, new software vendor; Central Square
 - Disaster Recovery alternatives being explored

- **Other Projects**
 - ProLaw upgrade – smooth transition, Adobe Professional Licensing required for all users under new version
 - Security Camera management brought in-house (Jail)
 - BOS Audio/Visual Refresh scheduled for January 8, 2019
 - Redundant Back-up Solution hardware purchased
 - Mail Server Upgrade completed and successful
 - Switch Replacement Schedule – next steps first floor Administration building
 - Exploring in-house solutions for VoIP phones. Current 3-year contract expires June 2019.

APPROVED

DENIED

Board Member Initials: PS

Meeting Date: 12-4-18

Follow-up action: _____



Heart of Iowa Regional Transit Agency HIRTA Public Transit

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

December 4, 2018

Story County
Board of Supervisors Meeting

FY20 Bus replacement

- Seven buses in the Story County Fleet are scheduled to be replaced in FY20
- The grant is 85% federal dollars requiring 15% local match. Total local match \$97,725
- Annual maintenance expenses for a bus past useful life average \$14,550 higher than one within useful life
- Buses being replaced are 2008 and 2009 model years

101,850⁷

Employment Transportation between Nevada and Marshalltown

- Background / Need information shared by Ames Area Chamber

Community Development Block Grant

- Can only be awarded to City or County governments
- Maximum award of \$150,000
- Maximum of 24 months
- Will only fund operating expenses, no capital
- 50/50 CDBG funds and Local Match requirement
 - Budget:
 - \$187,000 Annual operating expenses
 - \$13,000 estimated fare box revenues
 - \$87,000 local match
- Can apply at any time, anticipate decision within 2 weeks

HIRTA Works

- Two vendors were awarded
- Anticipate contracts will be approved by HIRTA Board in February
- Industry standard subsidy of \$400 per month per vehicle
- Submitted to ASSET but not funded as a new service for FY20

APPROVED

DENIED

Board Member Initials: AS

Meeting Date: 12-4-18

Follow-up action: More study needed

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

APPROVED **DENIED**
Board Member Initials: RS
Meeting Date: 12-4-18
Follow-up action: _____

Story County Purchasing and Procurement Policy

Definitions

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

"Board" refers to Story County Board of Supervisors

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

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

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

"DHEO" refers to Department Heads and Elected Officials.

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

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

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

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

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

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

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

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

APPROVED

General

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

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

Authority

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

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

Local Purchases/Procurement

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

Sole-Source Purchasing/Procurement (Non-Competitive)

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

Competitive Bids

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

Federal Funds (see also Grant Guidance)

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

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

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

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

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

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

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

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

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

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

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

Thresholds for Purchase

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

Thresholds for Lease or Lease-Purchase Contract Requirements

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

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

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

Loans

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

Essential County Purpose Bond or General County Purchase Bond

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

Horizontal and Vertical Construction, Reconstruction, or Improvement projects

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

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

Public Improvement Projects

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

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

Contract Purchases

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

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

Process

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

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

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

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

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

Emergency Purchases

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

Exemptions

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

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

Claims Processing Procedures

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

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

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

Timetable

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

Process

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

Non-conforming submissions

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

Thresholds for Physical Inventory and Capital Assets

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

Grant Guidance

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

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

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

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

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

Effective Date

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

APPENDIX A

Claim Submission Guidelines

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

APPENDIX B

Attorney General Opinions

1985 Iowa Op. Atty. Gen. 29

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

1990 Iowa Op. Atty. Gen. 64

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

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

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

COMMUNICATIONS PLAN



STORY COUNTY, IOWA

Direction
APPROVED

DENIED

Board Member Initials: RS

Meeting Date: 12-4-19

Follow-up action: _____

APPROVED

JANUARY 2018

Story County Board of Supervisors

900 6th Street

Nevada, Iowa 50201

www.storycountyiowa.gov



COMMUNICATIONS PLAN *Story County, Iowa*

Historical Overview 1

Goals 2

Target Audiences 3

Strategies &
Action Steps 4

We use this Plan to communicate:

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

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

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

Historical Overview

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

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

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

The Plan contains the following elements:

Goals

Target Audience

Strategies

Action Steps

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

COMMUNICATIONS PLAN *Story County, Iowa*



Goals

Historical Overview 1

Goals 2

Target Audiences 3

Strategies &
Action Steps 4

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

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

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

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

Improve communications between the Board of Supervisors and our constituents.

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

Engage the community through service and recognition.

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

Enhance emergency response communication.

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



COMMUNICATIONS
PLAN
Story County, Iowa



Target Audiences

Historical Overview 1

Goals 2

Target Audiences 3

Strategies &
Action Steps 4

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

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

COUNTY EMPLOYEES

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

PUBLIC OFFICIALS

There are over 500 “public officials” in Story County – whether it be a local council member in one of our smaller communities, township trustee, volunteer first responder, member of the local Planning and Zoning Commission, or one of over 200 individuals appointed by the Board of Supervisors to serve on a board or commission. These individuals rely on Story County for information and support services.

GENERAL PUBLIC

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



COMMUNICATIONS PLAN *Story County, Iowa*

Target Audiences -Continued

Historical Overview 1

Goals 2

Target Audiences 3

Strategies &
Action Steps 4

BUSINESSES

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

MEDIA

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

OTHER

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

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

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

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

COMMUNICATIONS
PLAN
Story County, Iowa



Strategies and Action Steps

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

Historical Overview 1

Goals 2

Target Audiences 3

**Strategies &
Action Steps 4**

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

- ◆ Annual Report
- ◆ Audio and/or video of Boards and Commissions meetings posted online
- ◆ County News– internal newsletter for County employees
- ◆ Department videos– video descriptions of department duties and services
 - ◇ Increase quality of audio and visual production
- ◆ State of the County Address
- ◆ Timely press releases
- ◆ Updated County Services sheet– summary

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

- ◆ Assist the Human Resources Department with creating Onboarding materials
- ◆ Consistent messaging and branding
 - ◇ County website re-design
 - ◇ Produce posters, bulletin boards, mailed letters and other products
 - ◇ Tradeshow Toolkit– display board
- ◆ Develop mission statement for County
- ◆ Our Story– quarterly County-wide newsletter
- ◆ Use digital and multimedia platforms to create compelling, creative content to share the County’s story

◆ **Strategies**

◇ **Action Steps**

*Note that strategies and action steps may work toward multiple goals, but are listed under the goal with which the strategy aligns most.



COMMUNICATIONS
PLAN
Story County, Iowa

Strategies & Action Steps

-Continued

Historical Overview 1

Goals 2

Target Audiences 3

**Strategies &
Action Steps 4**

Improve communications between the Board of Supervisors and our constituents.

- ◆ Increase engagement on social media
- ◆ Help organize and facilitate special events for the County
- ◆ Monthly radio updates of County events and activities
- ◆ Quadrant Meetings– biannual quadrant meetings with the Board of Supervisors, local elected officials and members of the public
- ◆ Provide a timely response to public records requests

Engage the community through service and recognition.

- ◆ Citizen of the Year
- ◆ County employee participation in United Way Day of Caring
- ◆ National County Government Month
- ◆ Wellness initiatives

Enhance emergency response communication.

- ◆ Continue supporting exercises for the Emergency Operations Center and the COOP/COG
- ◆ Enhance distribution of information post disaster
- ◆ Improve 911 response radio system
 - ◆ Work towards purchase new radio and paging system to meet public safety grade and expand capacity and coverage of response system for the entire county
- ◆ Outreach campaigns for Flood Awareness Month and National Preparedness Month
- ◆ Update the Story County Comprehensive Emergency Operations Plan Emergency Support Function (ESF) 15 External Affairs
 - ◆ Create Story County EMA Public Affairs Activation Checklist
 - ◆ Create Public Information Officer Procedures Guide

◆ **Strategies**

◆ **Action Steps**

*Note that strategies and action steps may work toward multiple goals, but are listed under the goal with which the strategy aligns most.

COMMUNICATIONS PLAN



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

February 2015
February 2016
January 2017
January 2018

Story County Board of Supervisors



Lauris Olson

Rick Sanders

Marty Chitty

www.storycountyiowa.gov

January 2018

COMMUNICATIONS PLAN



STORY COUNTY, IOWA

APPROVED

JANUARY 2017

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

www.storycountyiowa.gov

COMMUNICATIONS PLAN *Story County, Iowa*



Historical Overview 1

Goals 2

Target Audiences 3

Strategies 4

We use this plan to communicate:

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

In January 2014, the Story County Board of Supervisors adopted the first Communications Plan aimed at the following goals:

- Transparency in County Government and accessibility through duration of projects or issues.
- Share the Story County vision with the general public and decision-makers.
- Improve communications between the Board and our constituents.
- Ensure the public and County employees have access to factual information.
- Provide emergency response communication.

The Plan contains the following elements:

Goals

Target Audience

Strategies

Action Steps

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



COMMUNICATIONS PLAN *Story County, Iowa*

Historical Overview 1

Goals 2

Target Audiences 3

Strategies 4

Goals

Transparency in County Government and accessibility through duration of projects or issues.

- ◆ Story County will continue to strive to purposely engage community members and organizations both through traditional and new methods of engagement and participation.
- ◆ Goal should be increased citizen participation and trust in local government and an awareness of issues.

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

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

Improve communications between the Board of Supervisors and our constituents.

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

Ensure the public and County employees have access to factual information.

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Provide emergency response communication.

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



COMMUNICATIONS
PLAN
Story County, Iowa



Target Audiences

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

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

Target Audiences 3

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Historical Overview 1

2

Strategies 4

COMMUNICATIONS
PLAN
Story County, Iowa



Target Audiences -Continued

Historical Overview 1

2

Target Audiences 3

Strategies 4

MEDIA

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

OTHER

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

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

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

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

COMMUNICATIONS
PLAN
Story County, Iowa



Communications Strategies

Historical Overview 1

Goals 2

Target Audiences 3

Strategies 4

<i>Strategies</i>	<i>Target Audiences</i>				
	County Employees	Public Officials	General Public	Media	Other
County News	X				
Our Story	X	X	X	X	X
Department/Office specific video productions	X	X	X	X	X
Speakers Bureau presentations	X	X	X		
State of the County	X	X	X	X	X
Monthly radio updates		X	X	X	
Get to Know Story County	X	X	X	X	X
Quadrant Community Meetings		X	X		
Consistent County-wide messaging in posters, printed media and signage campaigns and strategies	X	X	X	X	X
County website re-design and refresh	X	X	X	X	X
National County Government Month (NCGM)	X	X	X	X	X
Citizen of the Year Recognition	X	X	X	X	X
United Way Day of Caring	X		X	X	
Tradeshow Toolkit (display boards and presentations)	X		X	X	X
Updated County Services Sheet	X	X	X	X	X
Annual Report	X	X	X	X	X

**COMMUNICATIONS
PLAN**
Story County, Iowa



Communications Strategies

-Continued

Historical Overview 1

Goals 2

Target Audiences 3

Strategies 4

<i>Strategies</i>	<i>Target Audiences</i>				
	County Employees	Public Officials	General Public	Media	Other
Purchase design and editing software	X		X	X	X
Increase audio/visual presence and production capabilities	X	X	X	X	X
50th Anniversary celebration—Administration Building	X	X	X	X	X
C2C Plan Executive Summary	X	X	X	X	X
Outreach campaigns for Flood Awareness Month and National Preparedness Month	X		X	X	
Annual online survey for C2C Plan review		X	X	X	
Quarterly media coffee talks	X			X	
Enhance display capabilities for events	X	X	X	X	X

COMMUNICATIONS PLAN



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

February 2015
February 2016
January 2017

Story County Board of Supervisors



Rick Sanders

Lauris Olson

Marty Chitty

www.storycountyiowa.gov

January 2017

Approved by the Story County Board of Supervisors

COMMUNICATIONS PLAN



STORY COUNTY, IOWA

FEBRUARY 2016

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

www.storycountyiowa.gov



COMMUNICATIONS PLAN *Story County, Iowa*

Historical Overview 1

Goals 2

Target Audiences 3

Strategies 4

We use this plan to communicate:

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

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

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

Historical Overview

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

In January 2014, the Story County Board of Supervisors adopted the first Communications Plan aimed at the following goals:

- Transparency in County Government and accessibility through duration of projects or issues.
- Share the Story County vision with the general public and decision-makers.
- Improve communications between the Board and our constituents.
- Ensure the public and County employees have access to factual information.
- Provide emergency response communication.

The Plan contains the following elements:

Goals

Target Audience

Strategies

Action Steps

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



COMMUNICATIONS PLAN *Story County, Iowa*

Historical Overview 1

Goals 2

Target Audiences 3

Strategies 4

Goals

Transparency in County Government and accessibility through duration of projects or issues.

- ◆ Story County will continue to strive to purposely engage community members and organizations both through traditional and new methods of engagement and participation.
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Share the Story County vision with the general public and decision-makers.

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

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COMMUNICATIONS
PLAN
Story County, Iowa



Target Audiences

Historical Overview 1

Goals 2

Target Audiences 3

Strategies 4

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COMMUNICATIONS
PLAN
Story County, Iowa



Communications Strategies

Historical Overview 1

Goals 2

Target Audiences 3

Strategies 4

<i>Strategies</i>	<i>Target Audiences</i>				
	County Employees	Public Officials	General Public	Media	Other
County News	X				
Our Story	X	X	X	X	X
Brown Bag Luncheon Series	X	X			
Department/Office Specific Video Productions	X	X	X	X	X
Speakers Bureau Presentations	X	X	X		
State of the County - League of Women Voters	X	X	X	X	X
State of the County - publication in Our Story and online	X	X	X	X	X
State of the County - audio recording	X	X	X	X	X
KHOI monthly radio updates		X	X	X	
Get to Know Story County	X	X	X	X	X
Quadrant Community Meetings		X	X		
Identify programs to include in Poster, Printed Media and Signage Campaign	X	X	X	X	X
Website Review	X	X	X	X	X
National County Government Month (NCGM) Proclamation	X	X	X	X	X
Citizen of the Year Recognition	X	X	X	X	X
United Way Day of Caring	X		X	X	
Tradeshaw Toolkit	X		X	X	X
Updated County Services Sheet	X	X	X	X	X
Annual Report	X	X	X	X	X
Legislative Priorities Summary		X			X

COMMUNICATIONS PLAN



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February 2015

February 2016

Story County Board of Supervisors



Wayne Clinton



Rick Sanders



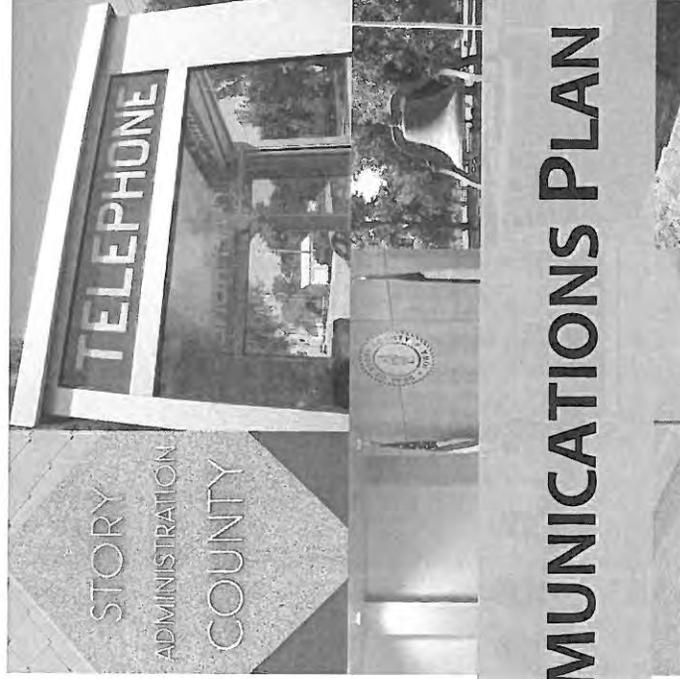
Paul Toot

www.storycountyiowa.gov

February 2016

Approved by the Story County Board of Supervisors

February 2015



STORY COUNTY,
IOWA

COMMUNICATIONS PLAN

Story County Board of Supervisors

Wayne Clinton – Paul Toot – Rick Sanders

900 6th Street

Nevada, Iowa 50201

Phone: 515.382.7200 Email: countynews@storycountyiowa.gov

HISTORICAL OVERVIEW



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- Improve communications between the Board and our constituents.
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The Plan contains the following elements:

Goals

Target Audience

Strategies

Action Steps

The Board of Supervisors amended the approved *Communications Plan* in May 2014.

In February 2015, the Board reviewed and updated the Communications Plan for successful implementation for calendar year 2015.

GOALS

TRANSPARENCY IN COUNTY GOVERNMENT AND ACCESSIBILITY THROUGH DURATION OF PROJECTS OR ISSUES.

- Story County will continue to strive to purposely engage community members and organizations both through traditional and new methods of engagement and participation.
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STRATEGIES



Strategies	County Employees	Public Officials	General Public	Media	Other
1. Newsletter (e-Newsletter)	X	X	X	X	X
2. Public Information Training	X	X			
3. Video Productions	X	X	X	X	X
4. Speakers Bureau	X	X	X	X	X
5. Continue "State of County"	X	X	X	X	X
6. Get to Know Story County Segments	X	X	X	X	X
7. Quadrant Community Meetings	X	X	X	X	X
8. Poster, Printed Media and Signage Campaign	X	X	X	X	X
9. Website Review	X	X	X	X	X
10. National County Government Month	X	X	X	X	X
11. Intranet Development and Deployment	X		X		
12. United Way Day of Caring	X		X	X	X
13. Tradeshow Toolkit	X		X	X	X
14. Updated County Services Sheet	X	X	X		
15. Leadership Nevada	X	X	X		X
16. Box City Festival	X	X	X	X	X

ACTION STEPS



Strategy	Target Audience	Comments	Timeframe
1. Newsletter (e-Newsletter)			
<ul style="list-style-type: none"> County News 	County Employees	Distributed monthly via email to County employees along with paper copies sent to departments for distribution to those without email access.	Monthly
<ul style="list-style-type: none"> Happenings 	County Employees	Distributed weekly on Wednesdays to County employees with BOS updates.	Weekly
<ul style="list-style-type: none"> Our Story 	County Employees Public Officials General Public Media Other	<ul style="list-style-type: none"> ✓ Distributed quarterly via email ✓ Published online ✓ Paper copies sent to libraries and city halls 	Quarterly January April July October
2. Public Information Training			
<ul style="list-style-type: none"> Brown Bag Luncheon Series 	County Employees Public Employees	Scheduled learning and training opportunities for County staff.	Quarterly – beginning in May 2015
3. Video Productions			
<ul style="list-style-type: none"> This is Story County Department/Office Specific 	County Employees Public Officials General Public Media Other	Two separate videos, with the first one general regarding Story County (government) with production completed in-house. Second, video(s) specific to departments/offices/special projects.	January – March 2015 April – August 2015
4. Speaker's Bureau			
<ul style="list-style-type: none"> Schedule presentations 	County Employees Public Officials General Public Media Other	Develop presentations on County issues and initiatives that can be presented by County staff to interested groups and organizations.	Ongoing throughout 2015

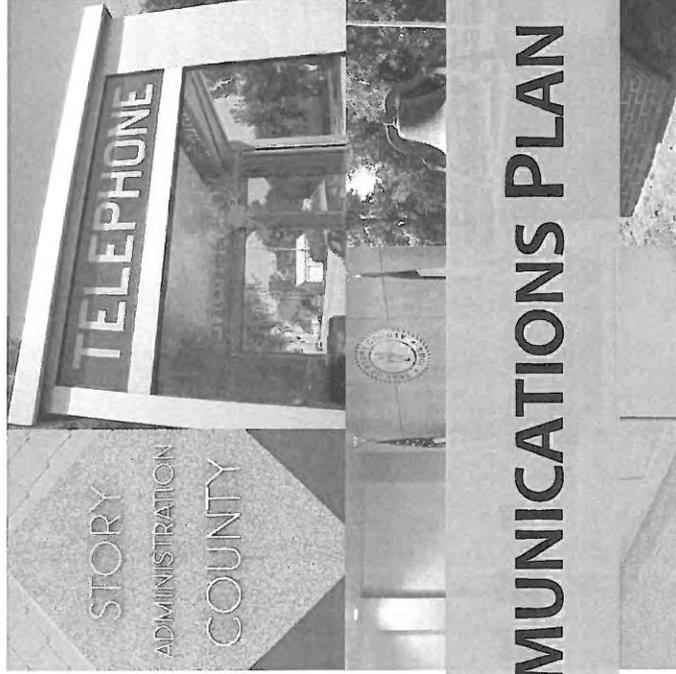
5. Continue "State of the County"			
<ul style="list-style-type: none"> League of Women Voters Publication in "County News" and "Our Story" and online. Audio recording 	<p>County Employees Public Officials General Public Media Other</p>	Formally release the annual "State of the County" address.	January – February 2015
6. Get to Know Story County Segments			
<ul style="list-style-type: none"> Quarterly segments with County officials discussing activities or hot topics at the County level. 	<p>County Employees Public Officials General Public Media Other</p>	<p>February – Mental Health May – Animal Shelter August – Treasurer's Office November – Veteran's Affairs</p>	Ongoing throughout 2015
7. Quadrant Community Meetings			
<ul style="list-style-type: none"> Northeast Story County Southeast Story County Southwest Story County Northwest Story County 	<p>County Employees Public Officials General Public Media Other</p>	<p>Dividing Story County into four sections based on the township boundaries, the Board of Supervisors will meet with representatives from cities, school districts, townships and other identified groups, in a community located in the quadrant.</p>	<p>February and March 2015 would be late morning sessions.</p> <p>September and October 2015 are evening sessions</p>
8. Poster, Printed Media and Signage Campaign			
<ul style="list-style-type: none"> Identify programs to include in strategy. Design media, print and distribute as dictated by program. 	<p>County Employees Public Officials General Public Media Other</p>	<p>There are several programs and initiatives in Story County that our residents do not necessarily realize are funded or provided (whether partially or in full) by Story County. This campaign will employ methods to help build such awareness and participation in various programs as applicable.</p>	February - April 2015

9. Website Review and Refresh				February – November 2015
<ul style="list-style-type: none"> Complete a review of website for areas to address Identify necessary updates 	County Employees Public Officials General Public Media Other	Four years after the new website was created, it is appropriate timing to complete a comprehensive review and identify areas to update.		
10. National County Government Month				February – April 2015
<ul style="list-style-type: none"> Proclamation by the Board of Supervisors Social Media – County Fact of the Day Fact Sheets released NACo Celebration Posters in all buildings Open houses and tours County Day of Recognition for National Service is 4/7/2015 Counties Work Online game 	County Employees Public Officials General Public Media Other	2015 theme is: America's Counties Moving Forward: The Keys are Transportation and Infrastructure. NACo publishes the 2015 Booklet that will serve as a resource.		
11. Intranet Development and Deployment				March – December 2015
<ul style="list-style-type: none"> Evaluation of needs and goals – determine where solutions are needed to solve everyday problems and needs Define structure and branding Determine products – Civic Plus or another solution Scope out, launch and train 	County Employees	Putting in place a solution that helps Story County employees by increasing efficiencies, improving communications and managing information, policies and practices and knowledge retention.		
12. United Way Day of Caring				May 2015 July 2015 September 2015
<ul style="list-style-type: none"> Employee participation survey Business Day of Caring form submitted July 	County Employees General Public Media	The United Way Day of Caring is an annual event held the first Friday of September following the LIVE UNITED campaign kick-off.		
13. Tradeshow Toolkit				March – August 2015
<ul style="list-style-type: none"> Scope out purpose, use, and design/structures Compile schedule and request forms 	County Employees General Public Media Other	Toolkit with graphics, posters (interchangeable), banners, tablecloths, marketing materials, and other items as identified to be used at promotional events and venues.		

14. Update County Services Sheet			
	County Employees Public Officials General Public Media Other	Update and republish listing of the various County services and programs.	July 2015
15. Leadership Nevada			
	Public Officials General Public Other	Leadership Nevada is an issues and skills-based leadership development program. The program is open to any person who lives and/or works in Nevada and who has an interest in Nevada's future. The County is a member of the Steering Committee and conducts the County Government session.	August – November 2015
16. Box City Festival			
	Public Officials General Public Media Other	Box City is an interactive method for teaching and involving children in the city planning and urban design processes. Students "build a community" by selecting projects, applying for permits, selecting a site, and getting approval for their project.	March – May 2015

January 2014

Amended May 2014



**STORY COUNTY,
IOWA**

COMMUNICATIONS PLAN

Story County Board of Supervisors

Wayne Clinton – Paul Toot – Rick Sanders

900 6th Street

Nevada, Iowa 50201

Phone: 515-382-7200 Email: countynews@storycounty.com

PROJECT OVERVIEW



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The Plan was identified in the Planning and Development Department Calendar Year 2014 Work Program and staff tasked with developing the goals and strategies. This project was added to the Work Program in response to recommendations put forth by both the Government Restructuring Committee Final Report (May 2012) and the Community Planning Assistance Team Final Report (January 2012).

Specifically, the Government Restructuring Committee Final Report suggested the following:

Communications

Committee members recommend that several strategies be undertaken, led by the Story County Board of Supervisors, to improve communications among various jurisdictions, within Story County (government) itself, and for the benefit of the residents of Story County.

This Communications Plan incorporates the four following sections:

Goals

Target Audience

Strategies

Action Steps

GOALS



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STRATEGIES



Strategies	County	Public	General	Media	Other
	Employees	Officials	Public		
1. Newsletter (e-Newsletter)	X	X	X	X	X
2. Public Information Training	X				
3. Create single repository for department newsletters and publications	X	X	X	X	X
4. Distribution lists shared and centrally accessible	X				
5. Identify new methods of community engagement	X	X	X	X	X
6. Targeted annual surveys	X	X	X	X	X
7. Continue "State of County" address	X	X	X	X	X
8. Response mechanism and guidelines to respond to public inquiries	X	X	X	X	X
9. Speakers bureau to provide regular updates on County issues and initiatives to community organizations, other governmental agencies or resident associations	X	X	X	X	X
10. Quarterly op-ed column	X	X	X	X	X
11. Quarterly podcast (Q & A forums)	X	X	X	X	X
12. Quarterly community meetings with other governing bodies	X	X	X	X	X
13. Poster, printed media and signage campaign Information sheets, brochures, signs	X	X	X	X	X

ACTION STEPS



Target Audience

Timeframe

Comments

Strategy

Strategy	Target Audience	Comments	Timeframe
1. Newsletter (e-Newsletter)			
<ul style="list-style-type: none"> County News 	County Employees	Distributed monthly via email to County employees along with paper copies sent to departments for distribution to those without email access.	Begin in February and ongoing monthly throughout 2014
<ul style="list-style-type: none"> Our Story 	County Employees Public Officials General Public Media Other	<ul style="list-style-type: none"> ✓ Distributed quarterly via email ✓ Published online ✓ Paper copies sent to libraries and city halls 	Quarterly February May August November
2. Public Information Training			
<ul style="list-style-type: none"> Brown Bag Luncheon Series on topics including: written materials, video, online, live-online blogs/posts, social media, press release templates, tips for working with the media, interviewing skills, writing Q and A's, newsletters, tips for effective PowerPoint 	County Employees	Scheduled learning and training opportunities targeted towards County staff members to sharpen their skills relating to public outreach.	Bi-Monthly June August October December
<ul style="list-style-type: none"> "Tips and Tricks" Section of County News 			Begin in May and ongoing monthly throughout 2014

3. Create single repository for department newsletters and publications.			
<ul style="list-style-type: none"> Review County Website for modifications 	County Employees Public Officials General Public Media Other	Review the County website to better organize available information.	Ongoing throughout 2014
4. Distribution lists shared and centrally accessible.			
<ul style="list-style-type: none"> Contact Department Heads and Elected Officials for press release lists and distribution lists that would be appropriate to be used for County-wide information sharing. Compile Master Distribution List and place on accessible drive. 	County Employees	One coordinated master distribution list will help maintain consistency for notification purposes, correct addresses and contact information.	February – March 2014 May 2014
5. Identify new methods of community engagement.			
<ul style="list-style-type: none"> Set up an online forum to encourage public suggestions on how to gather input and participation. At least two times in 2014, highlight new techniques in “Our Story” and encourage feedback as to the appropriateness in Story County 	County Employees Public Officials General Public Media Other	As technology continues to evolve and change how information is exchanged, Story County should look to different methods of community engagement to enhance opportunities for public involvement.	June 2014 In 2014, Our Story will be published quarterly – during two of the four newsletters published, outline topics.
6. Targeted annual surveys			
<ul style="list-style-type: none"> Continue annual Employee Advisory Committee (EAC) Survey Planning and Development Annual Survey 	County Employees County Employees Public Officials General Public Media Other	Randomly select 10% of the permit applicants annually and ask them to comment on the provided services.	Fall 2014 December 2014

7. Continue "State of the County" address			
<ul style="list-style-type: none"> League of Women Voters Board of Supervisors Meeting Publication in "County News" and "Our Story" and online. 	County Employees Public Officials General Public Media Other	Formally release the annual "State of the County" address.	February 2014
8. Response mechanism and guidelines to respond to public inquiries			
<ul style="list-style-type: none"> With website review, determine appropriate mechanism for a "Contact Us" section and how questions are routed Establish County-wide guidelines for timeliness of response to web-based inquiries. 	County Employees Public Officials General Public Media Other	Review the County website to identify appropriate location and wording.	Ongoing throughout 2014
9. Create a speaker's bureau to provide regular updates on County issues and initiatives to community organizations, other governmental agencies or resident associations.			
<ul style="list-style-type: none"> Identify interested County staff members (including elected officials) Contact organizations to determine interest(s) Create standardized presentation(s) Presentations scheduled 	County Employees County Employees County Employees County Employees Public Officials General Public Media Other	Develop presentations on County issues and initiatives that can be presented by County staff to interested groups and organizations.	February 2014 May 2014 May - June 2014 June - December 2014
10. Op-ed column			
<ul style="list-style-type: none"> Quarterly column from the Board of Supervisors distributed to local media on activities or hot topics at the County level. 	County Employees Public Officials General Public Media Other		Quarterly February May August November

11. Podcast (Question and Answer Forums)			
<ul style="list-style-type: none"> Quarterly podcast with County officials discussing activities or hot topics at the County level. 	County Employees Public Officials General Public Media Other		Quarterly March June September December
12. Community meetings with other governing bodies			
<ul style="list-style-type: none"> Northwest Story County (Warren, Lincoln, Richland, and Sherman Townships – includes communities of McCallsburg, Zearing and Colo, as well as the Colo-Nesco School District) Southeast Story County (Nevada, New Albany, Indian Creek and Collins Townships – includes the communities of Collins, Maxwell and Nevada, and the Nevada and CMB School Districts) Southwest Story County (Washington, Grant, Palestine and Union Townships – includes the communities of Cambridge, Kelley, Slater, and Huxley, and the Ballard School District) Northwest Story County (Lafayette, Howard, Franklin and Milford Townships – includes the communities of Roland, Story City, Gilbert and Ames, and the United, Roland Story, and Ames School Districts) 	County Employees Public Officials General Public Media Other	Dividing Story County into four sections based on the township boundaries, the Board of Supervisors will meet with representatives from cities, school districts, townships and other identified groups, in a community located in the quarter.) Meetings will begin in May annually, after respective governing bodies have been able to complete the budgeting processes.	June 2014 August 2014 October 2014 December 2014
13. Poster, printed media and signage campaign			
<ul style="list-style-type: none"> Identify programs to include in strategy. Design media, print and distribute as dictated by program. Review information at public kiosks in County buildings. 	County Employees County Employees Public Officials General Public Media Other County Employees	There are several programs and initiatives in Story County that our residents do not necessarily realize are funded or provided (whether partially or in full) by Story County. This campaign will employ methods to help build such awareness and participation in various programs as applicable.	February 2014 Beginning in March and ongoing throughout 2014 February 2014 and ongoing throughout 2014

**STORY COUNTY
BOARD OF SUPERVISORS**



Regular Meeting

December 4, 2018

CONSIDERATION OF DRAFT COMMUNICATIONS PLAN

- First adopted in January 2014
- Amended May 2014
- February 2015
- February 2016
- January 2017
- January 2018



COMMUNICATIONS
PLAN

STORY COUNTY, IOWA

JANUARY 2018
Story County Board of Supervisors
904 4th Street
Newada, Iowa 50201
www.storycounty.iowa.gov



COMMUNICATIONS PLAN ELEMENTS

- **Goals**
- **Target Audience**
- **Strategies**
- **Actions Steps**



COMMUNICATIONS
PLAN
Story County, Iowa

Historical Overview 1
Goals 2
Target Audiences 3
Strategies 4



COMMUNICATIONS PLAN STEPS FOR DEVELOPMENT

- 2014 – City of Chula Vista
- 2016 – Switched format/layout to match C2C Plan “branding”
- Research and Examples
 - “How to...”
 - Mecklenburg County
 - Broward County
- Peer county review:
 - Johnson, Woodbury, Pott, Dallas, Jasper, Boone, Marshall, Hardin, Hamilton, Black Hawk
 - Susan Givawda with City of Ames and entities from salary survey – Cerro Gordo, Johnson, and Hardin



TARGET AUDIENCES

- *COUNTY EMPLOYEES*
- *PUBLIC OFFICIALS*
- *GENERAL PUBLIC*
- *BUSINESS*
- *MEDIA*
- *OTHER*



GOALS

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

STRATEGIES

- *2018 – 26 Strategies*
- *2017 – 20 Strategies*
- *2016 – 16 Strategies*
- *2015 – 14 Strategies*

9 Strategies Common Throughout All Years



DISCUSSION AND DIRECTION

Steps and Timeframe to Compile 2019 Communications

Plan

- *Remain in-house*
- *Remain calendar year or evolve to fiscal year*

Budgeting for items

- *Video Productions*
- *Display boards and toolkits – “swag stuff”*
- *Other?*

QUESTIONS?



Paragraphs 1 through 4 apply only to products sold by CATERPILLAR INC., a California corporation, hereinafter referred to as CATERPILLAR.

1. **GRANT OF LIMITED WARRANTIES AND LIMITED REMEDIES:** The Purchaser acknowledges that the CATERPILLAR Product he has purchased is subject to a Limited Warranty ONLY by CATERPILLAR. CATERPILLAR products are sold or leased subject to several different express limited warranties covering various parts of the machine. These warranties are IN LIEU OF ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, including any warranty of MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE. The Purchaser signifies by his signature hereon that he has received the applicable CATERPILLAR WARRANTY FORM(S), has read, understand and accepts the terms contained herein.
2. Purchaser further agrees that his **SOLE AND EXCLUSIVE** remedy against ZIEGLER INC. and CATERPILLAR shall be as contained in the warranty forms he has received, read and understands. The Purchaser agrees that no other remedy (including but not limited to claims for INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES, OR ANY CAUSE, LOSS, ACTION, CLAIM OR DAMAGE WHATSOEVER, or INJURY TO PERSON OR PROPERTY OR ANY OTHER CONSEQUENTIAL ECONOMIC OR INCIDENTAL LOSS) shall be available to him whether said claims for injury or damages be asserted on the basis of warranty, negligence, strict liability or otherwise.
3. Neither ZIEGLER INC. nor CATERPILLAR will be responsible for any warranty other than that warranty as set out in the warranty (warranties) listed above. The Purchaser further acknowledges and agrees that this Agreement form contains all agreements between the Purchaser and the Seller and they are hereby accepted by the Purchaser. The Purchaser further agrees and acknowledges that no verbal contracts, agreements or warranties other than what is written in this Agreement have been given or received, and signature on this Agreement by the Purchaser acknowledges this fact.
4. CATERPILLAR WARRANTIES extend only to parts or attachments sold by CATERPILLAR TRACTOR. ZIEGLER INC. AND CATERPILLAR TRACTOR CO. **DISCLAIM ANY WARRANTY**, express or implied, including any warranty of MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE, for parts or attachments manufactured by other companies.

NON-CATERPILLAR PRODUCTS - EXCLUSION OF PRODUCT WARRANTY

1. **EXCLUSION OF IMPLIED WARRANTIES:** the parties agree that any IMPLIED WARRANTIES OF MERCHANTABILITY OR IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE and all other warranties, express or implied, except for any express warranties given by the manufacturer, are EXCLUDED from this transaction by ZIEGLER, INC. and shall not apply to the Product sold.
2. Purchaser further agrees that his **SOLE AND EXCLUSIVE** remedy against ZIEGLER INC. and the manufacturer shall be as contained in any manufacturer's warranty forms he has received. The Purchaser agrees that no other remedy (including but not limited to claims for INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES OR ANY CAUSE, LOSS, ACTION, CLAIM OR DAMAGE WHATSOEVER, or INJURY TO PERSON OR PROPERTY OR ANY OTHER CONSEQUENTIAL, ECONOMIC OR INCIDENTAL LOSS) shall be available to him whether said claims for injury or damages be asserted on the basis of warranties, negligence, strict liability or otherwise.

TERMS AND CONDITIONS

1. The Seller reserves the right to accept or reject this order and shall not be required to give any reason for non-acceptance.
2. If financing terms are required on this order, Seller's acceptance is subject to the approval of the Lender. If financing terms are required, Purchaser hereby agrees to execute any security agreement and any financing statement required by Lender, and authorizes Seller to execute any such documents in Purchaser's name.
3. ~~The order, when accepted, shall constitute a purchase in effect at time of delivery and the Purchaser agrees to pay the prices in effect at said time, even though different from the prices quoted in this order.~~ *D.M.*
4. This order when accepted by Seller shall become a binding contract, but performance shall be conditioned upon and subject to strikes, accidents, fires, delays in manufacture or transportation, supply shortages, acts of God, embargoes, Governmental action or any other causes beyond the control of the Seller whether the same as, or different from, the matters and things hereinbefore specifically enumerated and any said causes having an adverse effect on Seller's ability to perform shall absolutely absolve the Seller from any liability to the Purchaser under the terms hereof.
5. The Seller's responsibility for shipments ceases upon delivery to a transportation company, and any claims for shortages, delays, or damages occurring thereafter shall be made by the Purchaser to the transportation company. Any claims against the Seller for shortages in shipments shall be made within fifteen days after delivery by the transportation company to the point of delivery.
6. The Purchaser agrees that this order shall not be countermanded by him, and that when it is accepted (and until the execution and delivery of the contract or contracts and not or notes required to consummate the sale as above specified) it will incorporate all agreements between the parties relative to this transaction, and that the Seller is not bound by any representations or terms made by any agent relative to this transaction, which are not contained herein. This order shall not be binding upon the Seller until it is duly accepted in writing by an authorized official of the Seller. Any changes or modifications to this contract shall be made in writing and signed by both the Seller and Purchaser.
7. When the Products necessary to fill this order have been appropriated to this contract, the Purchaser agrees on demand to execute and deliver to the Seller the notes and contracts required by the Seller to evidence the transactions. In the event the Purchaser fails to execute and deliver said notes and contracts to the Seller, the entire balance of the purchase price shall upon Seller's tender of performance and at the Seller's option become immediately due and payable.
8. Purchaser agrees to pay any and all taxes, assessments, licenses and governmental charges of every kind and nature whatsoever upon said Products which may be imposed or assessed against or resulting on account of the possession or use of said Products by Purchaser.
9. Purchaser shall immediately upon delivery have and keep said Products insured against loss by fire, theft, collision, vandalism and any other such hazard as the Seller may require by insurance company acceptable to the Seller and in an amount equal at all times to the Balance Due on this Purchase Agreement.
10. Seller hereby expressly retains a security interest to said Products until final payment in cash due under this order or under any Time Sale Agreement executed pursuant hereto has been received by the Seller. If Purchaser fails or refuses to pay any amount when due, then all unpaid amounts become due and delinquent forthwith and Seller may enter upon Purchaser's premises or other premises where said Products are located and take possession of said Products without judicial process. In addition to the rights and remedies granted hereby, upon Purchaser's default, Seller may exercise all rights and remedies of a secured party under the Uniform Commercial Code or any other applicable law.
11. This Agreement is to be governed in accordance with the laws of the state in which the Agreement was entered.
12. Costs, Legal Fees and Venue: Purchaser shall pay Seller's ~~reasonable~~ costs of recovery incurred in enforcing the terms and conditions of this Agreement. Purchaser agrees that this agreement is to be construed under the laws of the State of ~~Minnesota~~ and that if legal action is brought to enforce this Agreement, that Federal District Court of ~~Minnesota~~ shall be the exclusive jurisdiction and legal venue for said action ~~and that the parties hereby irrevocably and exclusively agree to submit to the jurisdiction of the court in which the action is brought.~~ *IOWA D.M.*

PRODUCT LINK USER AGREEMENT

In the event this machine is equipped with Product Link, I understand data concerning this machine, its condition, and its operation is being transmitted by Product Link to Caterpillar and/or its dealers to better serve me and to improve upon Caterpillar products and services. The information transmitted may include: machine and serial number, machine location, and operational data, including but not limited to: fault codes, emissions data, fuel usage, service meter hours, software and hardware version numbers, and installed attachments. Caterpillar will not sell or rent collected information to any other third party and will exercise reasonable efforts to keep the information secure. Caterpillar Inc. recognizes and respects customer privacy. I agree to allow this data to be accessed by Caterpillar and/or its dealers.



**Story County Motor Grader Guaranteed Buybacks
11/29/2018
Travis McDowell, Ziegler CAT**

Guaranteed Trade in Values on 12M3 Motor Graders

S/N's:

- TBD _____

Guaranteed buyback of \$124,080.00 ea. Any amount of the trade value in excess of \$124,080.00 may be applied to a subsequent purchase.

Machines must be less than 5 years old, have less than 5,000hrs, have 50% tires, no broken glass or bent sheet metal, and be in good working condition.

Story County Engineer *Dawn Moon* Date 11-29-18

Ziegler Region Manager *[Signature]* Date 11/29/18

Ziegler Territory Manager *Travis McDowell* Date 11/29/18

STORY COUNTY MOTOR GRADER TRADES

Without Snow Equipment Traded

	10/05/18	Buyout	Equity
Cat 12M2 s/n F9B00157	\$155,000	\$124,160	\$30,840
Cat 12M2 s/n F9B00157	\$155,000	\$124,160	\$30,840
Cat 12M2 s/n R9P00141	\$155,000	\$124,160	\$30,840
Cat 12M2 s/n R9P00140	\$155,000	\$124,160	\$30,840
Cat 12M2 s/n R9P00164	\$155,000	\$124,160	\$30,840
Cat 12M2 s/n F9B00190	KEEP	\$124,160	(\$124,160)
Cat 12M2 s/n F9B00197	\$155,000	\$124,160	\$30,840
Cat 12M2 s/n R9P00158	\$155,000	\$124,160	\$30,840
Cat 12M2 s/n R9P00157	\$155,000	\$124,160	\$30,840
Cat 12M2 s/n R9P00156	\$155,000	\$124,160	\$30,840
Cat 12M2 s/n F9B00114	\$136,500	\$N/A	\$136,500
Cat 140M2 s/n M9J00228	KEEP	\$N/A	\$N/A

Total Equity **\$289,900.00**

Cash Down **\$650,000.00**

Recommended for approval by:

 11-29-18

Darren R. Moon, P.E.

Date



All of **us** serving you

Government Leasing and Finance

November 27, 2018

Story County, IA

At your request, U.S. Bancorp Government Leasing and Finance, Inc. ("USBGLF") has prepared for your consideration the following proposal for financing ("Proposal"). **This is only a proposal and does not represent a commitment by U.S. Bancorp Government Leasing and Finance, Inc.**

Customer:	Story County, IA						
Lessor:	U.S. Bancorp Government Leasing and Finance, Inc.						
PROPERTY:	Caterpillar Graders						
EXPIRATION:	December 22, 2018						
LEASE QUOTE:	Amount	Rate	Payments	Factor	Pmts / Year	Term	Adv. / Arr.
	2,189,210.00	3.85 %	250,222.98 1,240,800.00*	0.1766605	1	72 Months	Advance
	2,188,960.00	3.85%	254,760.96 1,240,800.00*	0.116384	1	72 Months	Custom

Notes: There are no fees associated with this offer including the establishment and use of a U.S. Bank, N.A. escrow account should one be required. *Customized balloon amount set as final payment.

The Lease will be structured as a tax-exempt municipal lease, with title in the Lessee's name and USBGLF holding a security interest in the equipment during the term. The lease is "triple-net" with the Lessee responsible for taxes, maintenance and insurance. Documentation will be provided by USBGLF, including (i) standard representations, warranties and covenants by the Lessee pertaining to the accuracy of information, organization, authority, essential use, compliance with laws, pending legal action, location and use of collateral, insurance, financial reporting and financial covenants; and (ii) standard USBGLF provisions pertaining to events of default and remedies available upon default. This offer is subject to the execution of all documentation by the Lessee within a reasonable time and in form and substance acceptable to Lessee, USBGLF and USBGLF's counsel, including terms and conditions not outlined in this Proposal.

This Proposal is conditioned on there being no material adverse change in the financial condition of the Lessee. Additionally, the terms and conditions outlined herein are subject to final review and approval (including collateral and essential use review) by USBGLF's business, legal, credit, and equipment risk management personnel.

Sincerely,

Tasha Barreau

Tasha Barreau
Vice President
U.S. Bancorp Government Leasing & Finance, Inc.
303-330-4160
Tasha.barreau@usbank.com

Government Leasing and Finance

Payment Table
 (Assumes funding December 20, 2018)

date	payment	principal	interest	prepayment balance
12/20/2018	250,222.98	250,222.98	-	
12/20/2019	250,222.98	175,581.61	74,641.38	1,816,050.07
12/20/2020	250,222.98	182,341.50	67,881.48	1,628,238.33
12/20/2021	250,222.98	189,361.65	60,861.34	1,433,195.83
12/20/2022	250,222.98	196,652.07	53,570.91	1,230,644.20
12/20/2023	1,240,800.00	1,194,800.19	45,999.81	(0.00)
total	2,491,914.91	2,188,960.00	302,954.91	

date	payment	principal	interest	prepayment balance
12/20/2018	-	-	-	
3/20/2019	254,760.96	233,692.22	21,068.74	2,013,925.82
3/20/2020	254,760.96	179,483.15	75,277.81	1,829,058.18
3/20/2021	254,760.96	186,393.25	68,367.71	1,637,073.13
3/20/2022	254,760.96	193,569.39	61,191.57	1,437,696.66
3/20/2023	254,760.96	201,021.81	53,739.15	1,230,644.20
3/20/2024	1,240,800.00	1,194,800.19	45,999.81	(0.00)
total	2,514,604.78	2,188,960.00	325,644.78	

Government Leasing and Finance
Payment Tables

(Assumes funding December 20, 2018)

Rate 3.85% (good through December 22, 2018)

date	payment	principal	interest	prepayment balance
12/20/2018	250,222.98	250,222.98	-	
12/20/2019	250,222.98	175,581.61	74,641.38	1,816,050.07
12/20/2020	250,222.98	182,341.50	67,881.48	1,628,238.33
12/20/2021	250,222.98	189,361.65	60,861.34	1,433,195.83
12/20/2022	250,222.98	196,652.07	53,570.91	1,230,644.20
12/20/2023	1,240,800.00	1,194,800.19	45,999.81	(0.00)
total	2,491,914.91	2,188,960.00	302,954.91	

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date	payment	principal	interest	prepayment balance
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3/20/2022	254,760.96	193,569.39	61,191.57	1,437,696.66
3/20/2023	254,760.96	201,021.81	53,739.15	1,230,644.20
3/20/2024	1,240,800.00	1,194,800.19	45,999.81	(0.00)
total	2,514,604.78	2,188,960.00	325,644.78	

Assumes funding March 8, 2019

Rate 3.90% (good through March 22, 2019)

date	payment	principal	interest	prepayment balance
3/8/2019	250,987.18	250,987.18	-	
3/8/2020	250,987.18	175,406.24	75,580.94	1,815,443.57
3/8/2021	250,987.18	182,247.08	68,740.10	1,627,729.08
3/8/2022	250,987.18	189,354.72	61,632.46	1,432,693.71
3/8/2023	250,987.18	196,739.56	54,247.63	1,230,051.97
3/8/2024	1,240,800.00	1,194,225.22	46,574.78	(0.00)
total	2,495,735.91	2,188,960.00	306,775.91	

August 29, 2018-November 28, 2018

Completed	Work Orders	On-Call
Admin	118	9
GH	103	11
Conservation	9	1
HSC	101	18
Jail	122	5
JC	109	16
Animal Control		1
Engineer	10	5
Total	572	66

Snow days: 1

- Replaced sod at front entrance of JC
- McFarland Park window installation complete
- Flushed geothermal well field at HSC
- Safety training with Secondary Roads
- Annual testing of panic alarms at Admin
- Continued carpet replacement at HSC
- Annual inspection of generators at Admin and JC completed
- Hazel crisis center renovation complete
- Annual water heater inspections at group homes completed
- Assisted Auditor's office with election supply delivery and pickup
- Accepted bid for reroof at JC
- Keyless entry for Facilities shop and garage door completed at JC
- Switched equipment over for snow removal duties
- Began installation for new heat pump for IT offices
- Animal Control remodel is over half completed
- Washed exterior windows at all locations
- Washed siding at all group homes
- Installed fence at HSC
- Completed concrete repairs at HSC and Calhoun GH
- Converted canopy lights to LED at Admin
- Received snow plow equipment for Truck #7
- Converted JC parking lot lights to LED
- Carpet replaced on the 2nd floor judges area corridor at JC

Justice Center