

The Board of Supervisors met on 8/5/25 at 10:00 a.m. in the Story County Administration Building. Lisa Heddens, Linda Murken, and Latifah Faisal, with Heddens presiding. (all audio of meetings available at storycountyiowa.gov); any resolution is effective upon signature and can be inspected during business hours, Monday-Friday, 8-4:30, at 900 6th Street, Nevada, Iowa)

ADOPTION OF AGENDA: Heddens removed Additional Item #1; it will be considered at a future meeting. Murken moved, Faisal seconded adopting the agenda with noted change. Motion carried unanimously (MCU) on a roll call vote.

RECOGNITION OF ARDY BALDWIN'S RETIREMENT AFTER 37 YEARS OF SERVICE TO STORY COUNTY: Treasurer Ted Rasmusson spoke about Baldwin's commitment to the County. The Board thanked Baldwin for her dedication.

2025 INSURANCE REVIEW: Steve Goodhue, President and Owner, Knapp Tedesco Insurance, reported on current market, rates, and deductibles. Andrew Ricklefs, Commercial Account Executive, Knapp Tedesco Insurance, reported on property liability and auto claims, and provided coverage details and a premium summary.

PROCLAMATION RECOGNIZING 8/7/25 AS PURPLE HEART DAY: The Board read the Proclamation in full. Faisal moved, Murken seconded the approval of the Proclamation recognizing 8/7/25 as Purple Heart Day. Roll call vote. (MCU)

AMES HISTORY MUSEUM ANNUAL AMERICAN RESCUE PLAN ACT (ARPA) REPORT: Director Casie Vance reported the funds were used for museum expansion. In addition to other improvements, a new reading and research room has been added. Attendance at the museum has increased. Heddens commented on the completed work.

CITY OF NEVADA ANNUAL AMERICAN RESCUE PLAN ACT (ARPA) REPORT: Jordan Cook, City Administrator, reported on the ongoing housing and sewer line projects.

GENERAL ASSISTANCE QUARTERLY REPORT: Director Erin Rewerts reported on the number of households receiving rent and utility assistance.

VETERANS AFFAIRS QUARTERLY REPORT: Director Zach Skelton reported he completed the required State accreditation. A new event, Franks for Service, was successful. Skelton reported on the newsletter and website updates.

MINUTES: 7/29/25 Minutes – Murken moved, Faisal seconded approving 7/29/25 Minutes as presented. Roll call vote. (MCU)

PERSONNEL ACTIONS: 1) pay adjustment, effective 8/10/25, in a) Attorney's Office for Robert Dearden @ \$3,702.22/bw; Benjamin Matchan @ \$4,400.78/bw; Lynette Van Wygarden @ \$4,400.78; b) Auditor's Office for Michelle Bellile @ \$29.67/hr; c) Facilities Management for Shelley Grimard @ \$26.88/hr; d) Secondary Roads for Shawn Birdsall @ \$30.08/hr; Steve Flickinger @ \$33.83/hr; Lee Holland @ \$28.92/hr; e) Sheriff's Office for Paige Barnett @ \$2,826.40/bw; f) Treasurer's Office for Robyn Lewis @ \$22.06/hr; Mikhail Storjohann @ \$22.06/hr.

Faisal moved, Murken seconded approving the Personnel Actions as listed. Roll call vote. (MCU)

Murken moved, Faisal seconded approving the Consent Agenda as listed.

1. Contract Renewal between CovertTrack Group, Inc. and Story County Sheriff for tracking service for \$720.00, effective 9/1/25-8/31/26
2. Resolution #26-12, to Abate Property Taxes on Parcel Owned by a Political Subdivision pursuant to *Code of Iowa* §445.63
3. Contract for Highway Right-of-Way with Brad and Julie Brooks for Purchase of Permanent Easement for \$274.63 (Project No. L-M22S--55-85)
4. FY26 Allocations for the Story County Economic Development Group (SCEDG)
5. Lease with Optimae Life Services, Inc. for Calhoun Home, effective 7/1/25-6/30/26, for \$5,405.00 per month
6. Lease with Optimae Life Services, Inc. for Duluth Home, effective 7/1/25-6/30/26, for \$5,423.00 per month
7. Releasing Sequestered FY26 ASSET Funds for Heart of Iowa Transit Agency (HIRTA)
8. Road Closures: #26-04, #26-05, #26-06
9. Utility Permits: #26-8462, #26-8463

Roll call vote. (MCU)

REVISIONS TO THE ANALYSIS OF SOCIAL SERVICES EVALUATION TEAM (ASSET) POLICIES AND PROCEDURES:

Sandra King, External Operations Director, reported on the proposed text revisions, reviewed the changes, and recommended approval. Faisal moved, Murken seconded approving the Revisions to the ASSET Policies and Procedures. Roll call vote. (MCU)

DIRECTION ON REQUEST FROM THE CITY OF COLLINS FOR MODIFICATIONS TO THE URBAN RENEWAL AREA PROJECT AWARD: Katie Baldwin, Clerk, City of Collins, reported on the need to reallocate a portion of the funding. Heddens asked for clarification on the use of funding. Leanne Harter, Planning and Development Director, reported on past modifications to awards. Does the city's request meet the scope of the original project? The Board directed Baldwin to spend all needed funds for the initial award and then return with a plan for any remaining funds for consideration.

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

Murken moved, Faisal seconded to adjourn at 11:05 a.m. Roll call vote. (MCU)

Story County Board of Supervisors
Tentative Agenda
Administration Building, 900 6th St., Nevada, IA
8/5/25

1. SPECIAL NOTE TO THE PUBLIC: (3) - This Meeting Is Also Being Offered Via Zoom. While Joining Via Zoom, If You Have A Question And/Or Comment, You May Raise Your Hand To Speak During Public Forum Or Use The Chat Feature And The Chair Will Ask The Zoom Moderator To Review All Comments During Public Forum.

Members of the public can participate by using the information below:

To join the zoom meeting by computer, tablet, smartphone :

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. [HTTPS://US02WEB.ZOOM.US/J/84068041164?](https://us02web.zoom.us/j/84068041164?pwd=F8FOEWLWOCBJMLT38A4FCLRFM0H6GN.1)
PWD=F8FOEWLWOCBJMLT38A4FCLRFM0H6GN.1

Passcode: 751099

Or One tap mobile:

+13017158592,,84068041164# US (Washington DC)

+13052241968,,84068041164# US

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or
+1 646 931 3860 or +1 929 205 6099 or +1 360 209 5623 or +1 386 347 5053 or +1 507
473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833 or +1 689 278 1000
or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 840 6804 1164

2. CALL TO ORDER: 10:00 A.M.
3. PLEDGE OF ALLEGIANCE:
4. ADOPTION OF AGENDA:
5. PUBLIC COMMENT #1:
This comment period is for the public to address topics on today's agenda
6. Recognition Of Ardy Baldwin's Retirement With 37 Years Of Service To Story County

Department Submitting Board of Supervisors

Documents:

ARDY RETIREMENT MEMO.PDF

7. 2025 Insurance Review - Steve Goodhue, Susan Hoshier And Andrew Ricklefs

Department Submitting Human Resources

Documents:

INSURANCE REVIEW 2025.PDF

8. Consideration Of Proclamation Recognizing August 7, 2025 As Purple Heart Day

Department Submitting Veterans Affairs

Documents:

PURPLE HEART DAY.PDF

9. AGENCY REPORTS:

I. Ames History Museum Annual American Rescue Plan Act (ARPA) Report - Casie Vance, Director

Department Submitting Board of Supervisors

II. City Of Nevada Annual American Rescue Plan Act (ARPA) Report - Jordan Cook, City Administrator

Department Submitting Board of Supervisors

III. General Assistance Quarterly Report - Erin Rewerts

Department Submitting Auditor

Documents:

GA QTR.PDF

IV. Veterans Affairs Quarterly Report - Zach Skelton

Department Submitting Auditor

Documents:

VA QTR.PDF

10. CONSIDERATION OF MINUTES:

I. 7/29/25 Minutes

Department Submitting Auditor

11. CONSIDERATION OF PERSONNEL ACTIONS:

I. Action Forms

Department Submitting Auditor

Documents:

PERSONNEL REPORT.PDF

12. 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 Service Renewal Between CovertTrack Group And Story County For \$720.00 Effective 9/1/25 - 8/31/26

Department Submitting Sheriff

Documents:

29016.PDF

II. Consideration Of Resolution #26-12, To Abate Property Taxes On Parcel Owned By A Political Subdivision

Department Submitting Auditor

Documents:

RES2612.PDF

III. Consideration Of Contract For Highway Right Of Way With Brad & Julie Brooks For Purchase Of Permanent Easement For \$274.63 (Project No. L-M22S-55-85)

Department Submitting Engineer

Documents:

PROW.PDF

IV. Consideration Of Fiscal Year 2026 Allocations For The Story County Economic Development Group (SCEDG)

Department Submitting Board of Supervisors

Documents:

SCEDG FY26 ALLOCATION MEMO AUGUST 2025.PDF

V. Consideration Of Lease With Optima Life Services, Inc For Calhoun Home 7/1/25-6/30/26 For \$5,405.00/Mo.

Department Submitting Facilities Management

Documents:

CALHOUN LEASE FY26.PDF

VI. Consideration Of Lease With Optima Life Services, Inc For Duluth Home 7/1/25-6/30/26 For \$5,423.00/Mo.

Department Submitting Facilities Management

Documents:

DULUTH LEASE FY26.PDF

VII. Consideration Of Releasing Sequestered FY26 ASSET Funds For Heart Of Iowa Transit Agency - Transportation - City Of Ames And Transportation - Story County

Department Submitting Board of Supervisors

Documents:

HIRTAFUNDS.PDF

VIII. Consideration Of Road Closure Resolution(S): #26-04, #26-05, #26-06

Department Submitting Engineer

Documents:

26 04.PDF

26 05.PDF

26 06.PDF

IX. Consideration Of Utility Permit(S) #26-8462, #26-8463

Department Submitting Engineer

Documents:

UT 26 8462.PDF

UT 26 8463.PDF

13. PUBLIC HEARING ITEMS:

14. ADDITIONAL ITEMS:

- I. Discussion And Consideration Of License Fess Between Story County And CDW For Software And Maintenance, Effective 11/9/25 - 11/8/26 For \$29,448.00 (Unbudgeted) - Alissa Wignall

Department Submitting Information Technology

Documents:

CDW MIMECAST.PDF

- II. Discussion And Consideration Of Revisions To The ASSET Policies And Procedures – Sandra King

Department Submitting Board of Supervisors

Documents:

ASSET POLICIES PROCEDURES.PDF

15. DEPARTMENTAL REPORTS:

16. OTHER REPORTS:

- I. Discussion And Direction On Request From The City Of Collins For Modifications To The Urban Renewal Area Project Award - Katie Baldwin And Leanne Harter

Department Submitting Planning and Development

Documents:

COLLINS URA AMEND RQST.PDF

17. UPCOMING AGENDA ITEMS:

18. PUBLIC COMMENT #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.

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

20. 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

Agenda

8/5/25

NAME

AGENCY

Susan Hoshov

Assured Partners

Steve Goodhue

Assoc Postress

Erin Rewerts

General Assistance

Zacher, Skelton

Veterans Affairs

Andrew Ricketts

AP

~~Kristie Lee~~

~~ASSESSOR~~

Tammy Gardner

Assessor

Andy Baldwin

TREASURER

Thom Sykes

AUDITOR

Sandra K

BUS

Julie Bellus

Treasurer

casie Vance

AMES HISTORY MUSEUM

Ted Rasmussen

Treasurer

Sedaña Sigua

Treasurer

Katie Baldwin

Collins

Risa Markley

Aud

Sumit Dutt

Treasurer

Roger Wutz

Treasurer

Bruce Dyer

Alliance

Crystal Davis

BOS

Stephanie McClarty-Joy

BOS

PROCLAMATION

Purple Heart Day

August 7th, 2025

WHEREAS, the Purple Heart is the oldest military decoration in present use and was initially created as the Badge of Military Merit by General George Washington in 1782; and

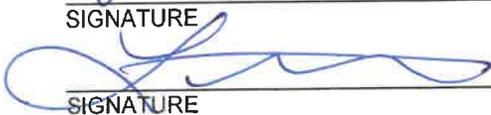
WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or paid the ultimate sacrifice in combat with a declared enemy of the United States of America; and

WHEREAS, the mission of the Military Order of the Purple Heart is to foster an environment of good will among the combat-wounded Veteran members and their families, promote patriotism, support legislative initiatives, and most importantly - make sure we never forget; and

WHEREAS, Story County has a large, highly decorated, Veteran population including many purple Heart recipients; and

WHEREAS, Story County appreciates the sacrifices our Purple Heart recipients made in defending our freedoms and believe it is important that we acknowledge them for their courage and show them the honor and support they have earned.

NOW, THEREFORE, BE IT RESOLVED THAT, We, the Story County Board of Supervisors, do hereby proclaim **August 7th, 2025** as **Purple Heart Day** in Story County and encourage the citizens of the county to show their appreciation for the sacrifices all Purple Heart recipients have made in defending our freedoms, to acknowledge their courage, and to show them the honor and support they have so selflessly earned.

 SIGNATURE	<u>8-5-25</u> DATE
 SIGNATURE	<u>8-5-25</u> DATE
 SIGNATURE	<u>8/5/25</u> DATE





STORY COUNTY TREASURER

TED RASMUSSEN
Administrative Building
900 6th St. - P.O. Box 498
Nevada, IA 50201

DEPUTIES:

Ardis A Baldwin-Financial
Lori McDonald-Operations

MEMORANDUM

To: Story County Board of Supervisors
From: Ted Rasmusson, Story County Treasurer
Date: July 24, 2025
Subject: Ardy Baldwin Retirement Recognition

I would like the Board of Supervisors to help me officially recognize and celebrate Ardy Baldwin's upcoming retirement after over 37 years of dedicated service in the Story County Treasurer's Office. Ardy has been an integral part of our operations, and we will miss her and her daily contributions dearly but are very excited to wish her a happy retirement.

Ardy began her career in the Treasurer's Office in June of 1988 under Treasurer Doris Sampson as a Property Tax Clerk when the office was still divided between Property Tax and Motor Vehicle departments. Ardy served as a Property Tax Clerk and then an Account Assistant until 2003 when she was promoted to Property Tax Supervisor. In February of 2015, she was promoted to Finance Deputy, where she has overseen all of the county's revenue receipts and banking for the past 10 years.

Ardy has seen Story County evolve tremendously during her time here. She has served under four Treasurers; watched the Story County Courthouse become the Story County Administration Building, gone from carbon paper property tax statements to a homegrown system to Tyler version 10; she watched the office merge from two departments to one with universal clerks; and has processed countless payments and miscellaneous receipts along the way. She is on at least her fifth ten-key calculator.

Ardy's retirement will be a bittersweet day for our office. She has accumulated so much knowledge and experience that we will never be able to truly replace her. The county has been balanced to the penny every day for years thanks to her dedication and hard work. We will miss her dearly, but we are all so excited for her next steps as she has definitely earned a break!

We are truly grateful for Ardy's incredible service to Story County and her contributions to our office. We congratulate her on a job well done, and we wish her the best possible retirement. We are asking the Board of Supervisors to join us in celebrating Ardy Baldwin and her wonderful Story County career.

Thank you,

Ted Rasmusson, Treasurer



CovertTrack Group, Inc.
 101 Lindenwood Dr.
 Suite 200
 Malvern PA 19355
 United States

Invoice - PF

#SOCT018519

Invoice Date: 07/08/2025
 Customer ID: 162492
 Parent Customer ID:

Bill To
 Nick Hochberger
 Central Iowa DTF - IA
 115 South B Ave
 Nevada IA 50201
 United States

Ship To
 Nick Hochberger
 Central Iowa DTF - IA
 115 South B Ave
 Nevada IA 50201
 United States

TOTAL

\$720.00

Cycle Month: 00
 Currency: US Dollar
 Memo: September Contract Renewal

Terms Net 30 **PO/WO #** **Shipping Method** FedEx Ground®

Qty	Item	Start Date	End Date	Term (Months)	List Rate	Amount
1	Tracking Service: Phone App Tracking Service: Phone App Renewal Device ID: A481483590	09/01/2025	08/31/2026	12	60.00	\$720.00

Subtotal	\$720.00
Shipping & Handling	\$0.00
Sales Tax	\$0.00
Total	\$720.00

APPROVED **DENIED**

Board Member Initials: SKH

Meeting Date: 8-5-25

Follow-up action: _____

Remittance Address:
 Coverttrack Group, Inc.
 P.O. Box 23825
 New York, NY 10087-3825



SOCT018519

Email to Billing@coverttrack.com

Prepared by: Darren R. Moon, Story County Engineer's Office, 837 N Ave., Nevada, IA 50201 515-382-7355

CONTRACT FOR HIGHWAY RIGHT OF WAY

PARCEL No: 06-22-100-300
PROJECT No: L-M22S--55-85
ROAD No: (590th ST.)

THIS AGREEMENT made and entered into this 29th day of July, A.D. 2025 by and between

BROOKS, BRAD & JULIE

Seller, and the Story County Secondary Roads Department, acting for the County of Story, Buyer.

1.a SELLER AGREES to sell and Buyer agrees to buy the following real estate, hereinafter referred to as the premises, situated in parts of the following (1/4 1/4 Sec./Twp./Rge.):

The East 12.00 feet of the West 45.00 feet of the North 100.00 feet of the South 180.12 feet of the SW¼, NW¼ in Section 22, Township 84 North, Range 23 West of the 5th P.M., Story County, Iowa. Easement contains 0.10 acres of which 0.07 acres is existing R.O.W.

County of Story, State of Iowa, and more particularly described on Page 3 and which include the following buildings, improvements and other property:

See attached graphical representation

1.b SELLER ALSO GRANTS to Buyer a temporary easement as shown on the Temporary Easement Plot attached as Page --, and as shown on the project plans for said highway improvement. Said temporary easement shall terminate upon completion of this highway project.

1.c The premises also include all estates, rights, title and interests, including all easements, and all advertising devices and the rights to erect such devices as are located thereon. SELLER CONSENTS to any change of grade of the highway and accepts payment under this contract for any and all damages arising therefrom. SELLER ACKNOWLEDGES full settlement and payment from the Buyer for all claims per the terms of this contract and discharges the Buyer from liability because of this contract and the construction of this public improvement project.

2. Possession of the premises is the essence of this contract and Buyer may enter and assume full use and enjoyment of the premises per the terms of this contract. Buyer may take immediate possession of premises upon the execution of the contract by both Seller and Buyer.

3. Buyer agrees to pay and SELLER AGREES to grant the right of possession, convey title, and to surrender physical possession of the premises as shown:

	Payment Amount	Agreed Performance
\$	<u>274.63</u>	on right of possession
\$		on conveyance of title
\$		on surrender of possession
\$		on possession and conveyance
\$	<u>274.63</u>	TOTAL LUMP SUM

BREAKDOWN:		ac.=acres	sq.ft.=square feet			
Land by Fee Title			ac./sq.ft.	\$	Buildings & Improvements	\$
Underlying Fee Title			ac./sq.ft.	\$	Fence <u> </u> rods woven	\$
Permanent Easement	<u>0.03</u>		ac./sq.ft.	\$ <u>249.63</u>	Fence <u> </u> rods barb	\$
Temporary Easement			ac./sq.ft.	\$		\$
Damages for:						\$

Future Abstract Entry in the amount of \$25.00

4. The Seller is responsible for any and all matters relating to any tenant on the land and hereby releases the Buyer from all tenant liabilities.

SELLER'S SIGNATURE AND CLAIMANT'S CERTIFICATION: Upon due approval and execution by the Buyer, we the undersigned claimants certify the total lump sum payment shown herein is just and unpaid.

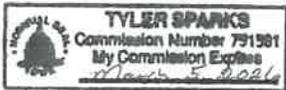
X Brad Brooks
Julie Brooks

- 5. Each page and each attachment is by this reference made part hereof and the entire agreement consists of 3 pages.
- 6. In the event that said premises is burdened by the lien of a mortgage, judgement or other encumbrance, Sellers agree to fully cooperate with Buyer in securing a release of such lien from said premises, and if necessary and proper, Sellers agree that any part of the sum owing to them under this contract may be paid to the holder of such lien for such release.
- 7. Buyer agrees that any drain tile that is located within the premises and is damaged by highway construction shall be repaired at no expense to Seller. Where Buyer specifically agrees to construct and maintain fence, the fence shall be constructed and maintained for vehicle access control purposes only at no expense to the Seller. Buyer shall have the right of entry upon Sellers remaining property along the right of way line, if necessary, for the purpose of connecting said drain tile and constructing and maintaining said fence. Seller may pasture against said fence at his own risk. Buyer will not be liable for fencing private property of maintaining the same to restrain livestock.
- 8. If the Seller holds title to the premises in joint tenancy with full rights of survivorship and not as tenants in common at the time of this contract, Buyer will pay any remaining proceeds to the survivor of that joint tenancy and will accept title solely from that survivor, provided the joint tenancy has not been destroyed by operation of law or acts of the Seller.
- 9. These premises are being acquired for public purposes and this transfer is exempt from the requirements for the filing of a Declaration of Value by the Code of Iowa.
- 10. Seller states and warrants that , to the best of Seller's knowledge, there are no burial site, well, solid waste disposal site, hazardous substance, nor underground storage tank on the premises described and sought herein except,
- 11. This Written contract constitutes the entire agreement between Buyer and Seller and there is no agreement to do or not to do any act or deed except as specifically provided for herein.

Additional Right of Way Agreements:

SELLER'S ACKNOWLEDGMENT
STATE OF IOWA: ss On this 29th day of July, 2025, before me, the undersigned, personally appeared Brad Brooks and Julie Brooks

Known to me to be the identical persons named in and who executed the foregoing instrument and acknowledged that they executed the same as their voluntary act and deed.



Tyler Sparks
Notary Public in and for the State of IOWA

BUYER'S APPROVAL
Darren Moon 7-29-25

Recommended by: Darren Moon P.E., Story County Engineer (Date)

He K. Helden 8-5-25

Approved by: Chairperson, Story County Board of Supervisors (Date)

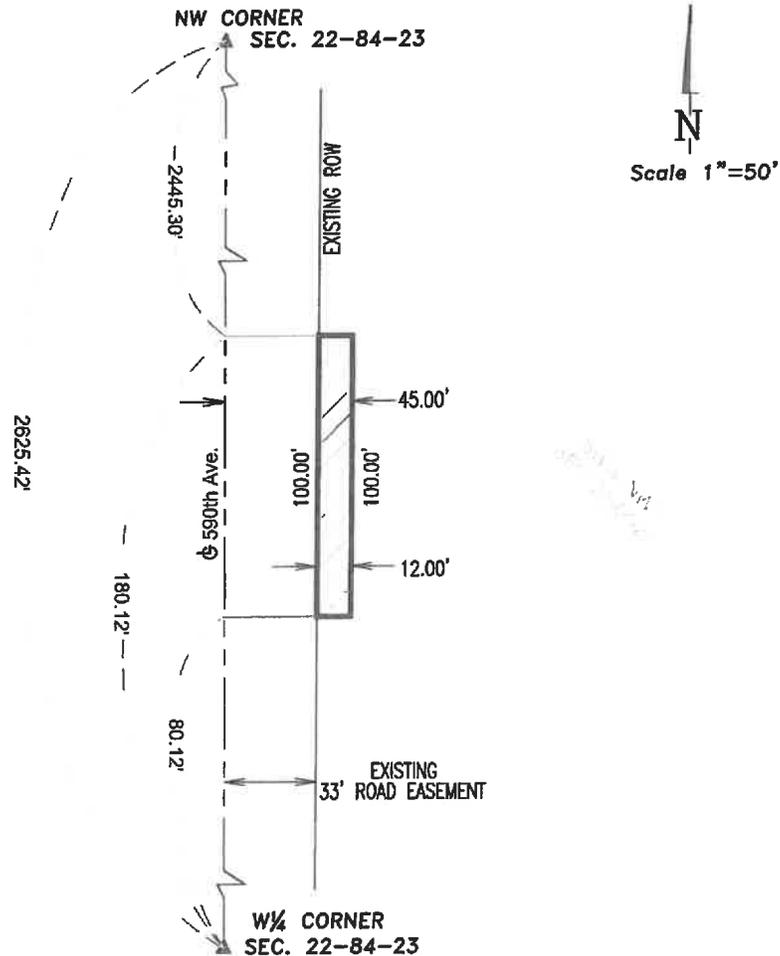
"Exhibit A"

STORY COUNTY SECONDARY ROADS EASEMENT ACQUISITION

PROJECT NO. L-M22S--55-85 PARCEL NO. 06-22-100-300
SECTION 22, TOWNSHIP 84N, RANGE 23W, OF THE 5TH P.M., STORY COUNTY, IOWA.
ACQUIRED FROM BROOKS, BRAD & JULIE

EXISTING R.O.W. 0.07 ACRES NEW R.O.W. 0.03 ACRES TOTAL R.O.W. 0.10 ACRES

The East 12.00' feet of the West 45.00' feet of the North 100.00' feet of the South 180.12' feet in the SW $\frac{1}{4}$, NW $\frac{1}{4}$ of Section 22, Township 84 North, Range 23 West of the 5th P.M., Story County, Iowa. Easement contains 0.10 acres of which 0.07 acres is existing R.O.W.





County Outreach and Special Projects Manager
 Story County, Iowa
 Administration Building, 900 Sixth Street, Nevada, IA 50201

Ph: 515-382-7251 Email: crystal.davis@storycountyiowa.gov
www.storycountyiowa.gov

TO: Story County Board of Supervisors
FROM: Crystal D. Davis, IOM
RE: Consideration of Fiscal Year 2026 Allocations for the Story County Economic Development Group (SCEDG)
DATE: July 31, 2025

All communities were deemed eligible for funding for Fiscal Year 2026. The funding formula for the Story County Economic Development Group is outlined below.

From the amount budgeted/approved by the Board of Supervisors (\$150,000), \$49,331.63 is awarded to Ames, \$8,360.68 is awarded to Nevada. The remaining is divided equally among all other eligible communities at \$7,692.31 each.

SCEDG Financials - FY 2026			
Community	Fiscal Year 2026 (Annual Allocations)		
Ames	\$		49,331.63
Cambridge	\$		7,692.31
Collins	\$		7,692.31
Colo	\$		7,692.31
Gilbert	\$		7,692.31
Huxley	\$		7,692.31
Kelley	\$		7,692.31
Maxwell	\$		7,692.31
McCallsburg	\$		7,692.31
Nevada	\$		8,360.68
Roland	\$		7,692.31
Slater	\$		7,692.31
Story City	\$		7,692.31
Zearing	\$		7,692.31
Totals	\$		150,000.00
<i>All communities eligible.</i>			
		Approved by BOS	Date
Total	\$ 150,000.00	<i>[Signature]</i>	<i>8-5-25</i>

LEASE - BUSINESS PROPERTY - SHORT FORM
(With modifications)
THE IOWA STATE BAR ASSOCIATION
Official Form No. 165
Recorder's Cover Sheet

Prepared by:

Crystal W. Rink, 1315 S. B Ave., Nevada, IA 50201, Phone: (515) 382-7255

Return to:

900 6th Street
Nevada, IA 50201

Property Description: See Page 2

Pages: Ten (10) including this page

Official Board Action date: 8/5/25

Reference Number: _____

BUSINESS PROPERTY LEASE

THIS LEASE, made and entered into this 5th day of August, 2025, by and between Story County, Iowa, authorized under the laws of the State of Iowa, ("Landlord"), whose address, for the purpose of this lease, is 900 6th Street, Nevada, Iowa, 50201, and Optima Life Services, Inc., an Iowa corporation, ("Tenant"), whose address for the purpose of this lease is 602 East Grand Avenue, Des Moines, Iowa, 50309, and whose permanent address is 301 W. Burlington Avenue, Fairfield, IA 52556.

The parties agree as follows.

1. PREMISES AND TERM.

Landlord leases to Tenant the following real estate, situated in Story County, Iowa described as one building property owned by Story County, Iowa and situated in Story County, Iowa:

The residential care facility building located at 3911 Calhoun Avenue, Ames, Iowa 50010 commonly referred to as the "Calhoun House".

Together with all improvements thereon, and all rights, easements and appurtenances thereto belonging, for a term beginning on the 1st day of July, 2025, and ending on the 30th day of June, 2026, upon the condition that Tenant performs as provided in this lease. The lease may be renewed by the parties for additional one year terms either by signing a new lease or by signing an addendum.

2. RENT.

Tenant agrees to pay Landlord as rent **\$5,405 per month** on or before the 1st day of July, 2025, and on or before the 1st day of each month thereafter, during the term of this lease. Rent for any partial month shall be prorated as additional rent. All rent payments are to be made payable to Story County, Iowa, 900 6th Street, Nevada, IA 50201, and delivered to Story County, Iowa, 900 6th Street, Nevada, IA 50201, or at such other place as Landlord may designate in writing. Delinquent payments shall draw interest at **5%** per annum.

3. SECURITY DEPOSIT.

No security deposit is required by Landlord.

4. POSSESSION.

Tenant shall be entitled to possession on the first day of the lease term, and shall yield possession to Landlord at the termination of this lease. SHOULD LANDLORD BE UNABLE TO GIVE POSSESSION ON SAID DATE, TENANT'S ONLY DAMAGES SHALL BE A PRO RATA ABATEMENT OF RENT.

5. USE.

It is the understanding of the parties that the intended use of the properties is for Optimae Life Services business. Optimae Life Services shall use the premises only for this purpose.

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Landlord and Tenant agree to the following.

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GOVERNMENT AUTHORITY DIRECTLY RELATED TO TENANT'S USE OF THE PREMISES.

- (e) Tenant shall make no structural changes or alterations to the building or its contents without the prior written consent of Landlord.
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The following 24-hour emergency number shall be used and kept available for Optima Life Services personnel at all building locations:

Facilities Management Emergency Number

(515) 460-4901

Examples of an emergency include: fire, water leaks, unsecured doors/buildings, and broken windows. Our office is open 7:30 a.m. – 4:00 p.m., Monday – Friday. During those hours, you may call our main number at: (515) 382-7400. If there is no answer, please call the on-call cell phone number (above).

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labor for any improvement/work on the premises without Landlord's prior written consent, which consent shall not be unreasonable withheld. Should Tenant be approached by solicitors Tenant is to immediately notify Landlord and notify solicitors that only Landlord may authorize and perform improvements.

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9. SURRENDER.

Upon the termination of this lease, Tenant will surrender the premises to Landlord in good and clean condition, except for ordinary wear and tear or damage without fault or liability of Tenant. Continued possession, beyond the term of this Lease without a written lease or written amendment along with the acceptance of rent by Landlord shall constitute a month-to-month extension of this lease. Landlord may refuse to accept month-to-month payment beyond the lease term without a signed written amendment or new signed lease.

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No assignment or subletting, either voluntary or by operation of law, shall be effective without the prior written consent of Landlord, which consent shall not unreasonably be withheld.

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Landlord and Tenant agree to the following.

- (a) **Property insurance.** Landlord and Tenant agree to insure their respective real and personal property for the full insurable value. Such insurance shall cover losses included in the special form causes of loss (formerly all risks coverage). To the extent permitted by their policies the Landlord and Tenant waive all rights of recovery against each other.

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Each party shall be liable to the other for all damage caused to the other's property due to the negligence, reckless or intentional acts caused by that party (or their agents, employees or invitees), except to the extent the loss is insured and subrogation is waived under the owner's policy.

13. INDEMNITY.

Except for negligence, reckless or intentional acts of Landlord or Landlord's agents, Tenant will indemnify and hold harmless Landlord and Landlord's agents from and against any and all loss, costs, damage and expenses, including reasonable attorneys' fees and court costs, occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury or damage to any person or property, happening or done in, upon or about the premises, or due directly or indirectly to the tenancy, use or occupancy thereof, or any part thereof by Tenant or any person claiming through or under Tenant.

14. DAMAGE.

In the event of damage to the premises so that Tenant is unable to conduct business on the premises, this lease may be terminated at the option of either party. Such termination shall be affected by written notice of one party to the other and delivered registered or certified mail to the designated address found in paragraph 17 of this agreement. Thirty (30) days after such notice, the parties shall be released from all obligations under this agreement for the remainder of the lease term. This paragraph is not intended as, and does not operate as, a release for any delinquent rent owing by Tenant or liability for damages owing to either Tenant or Landlord occurring before the notice.

15. DEFAULT, NOTICE OF DEFAULT AND REMEDIES.

Landlord and Tenant agree to the following.

Events constituting default by tenant:

Each of the following shall constitute an event of default by Tenant.

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- (c) Abandonment of the premises. "Abandonment" means the Tenant has failed to engage in its usual and customary business activities on the premises for more than fifteen (15) consecutive business days; and
- (d) Institution of voluntary bankruptcy proceedings by Tenant; institution of involuntary bankruptcy proceedings in which the Tenant thereafter is adjudged bankrupt; assignment for the benefit of creditors of the interest of Tenant under this lease agreement; appointment of a receiver for the property or affairs of Tenant, where the receivership is not vacated within ten (10) days after the appointment of the receiver.

Notice of default:

Landlord shall give Tenant a written notice specifying the default and giving the Tenant ten (10) days in which to correct the default. If there is a default (other than for nonpayment of a monetary obligation of Tenant, including rent) that cannot be remedied in ten (10) days by diligent efforts, the Tenant shall propose an additional period of time (in writing) in which to remedy the default. Consent to additional time shall not be unreasonably withheld by Landlord. Landlord shall not be required to give Tenant any more than three notices for the same default within any one year (365 day) lease period.

Remedies:

In the event Tenant has not remedied a default as required by this agreement and assuming proper notice has been given, Landlord may proceed with all available remedies at law or in equity, including but not limited to termination of the lease. In the event of termination of this lease, Landlord shall be entitled to pursue all legal means available to recover possession of the premises. Landlord shall also be entitled to pursue and obtain money judgment against Tenant for the balance of rent agreed to be paid for the lease term, for any damages to the premises plus all expenses of Landlord in enforcing these remedies and reletting the premises, including reasonable attorney's fees and court costs.

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Landlord, during the last 90 days of this lease, unless the parties to this lease have agreed to renew the lease, shall have the right to maintain on the premises either or both a "For Rent" or "For Sale" signs. Tenant will permit prospective tenants or buyers to enter and examine the premises during reasonable business hours.

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All legal or other notices and demands required by this agreement are to be in writing and shall be delivered to the parties hereto at the addresses designated in this paragraph unless either party notifies the other, in writing, of a different address. Without prejudice to any other method of notifying a party in writing or making a demand or other communication, such notice shall be considered given under the terms of this lease when it is deposited in the U.S. Mail, registered or certified, properly addressed, return receipt requested, and postage prepaid. The address of Landlord is:

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The address of the Tenant is:

Optimae Life Services, Inc., 602 East Grand Avenue, Des Moines, IA 50309

18. PROVISIONS BINDING.

Each and every covenant and agreement herein contained shall extend to and be binding upon the respective successors, heirs, administrators, executors and assigns of the parties hereto.

19. CERTIFICATION.

Tenant certifies that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and it is not engaged in this transaction, directly or indirectly on behalf of, or instigating or facilitating this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Tenant hereby agrees to defend, indemnify and hold harmless Landlord from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification.

20. CONTENTS

Landlord will leave contents on the premises. Contents are defined as "furniture, couches, tables, supplies, chairs, desks, filing and storage cabinets, white boards, folding tables, kitchen equipment, appliances, beds, dressers, end tables, lamps, lockers and any miscellaneous furniture type items that are not permanently affixed." All contents are left on the premises at the discretion of

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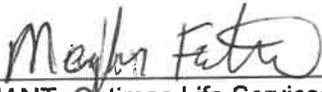
No custodial duties will be provided by Landlord at the residential care facilities.



LANDLORD, Story County, Iowa
Authorized signature
Chair, Story County Board of Supervisors

8-5-25

Date



TENANT, Optimae Life Services, Inc.
Authorized signature
Meghan Foster, Chief Operations Officer

7/24/2025

Date

Facilities Management Emergency Contact Information

EMERGENCY NUMBER ONLY:

(515) 460-4901

Examples of an emergency include: fire, water leaks, unsecured doors/buildings, and broken windows. Our office is open 7:30 a.m. – 4:00 p.m., Monday – Friday. During those hours, you may call our main number at: (515) 382-7400. If there is no answer, please call the on-call cell phone number (in red, above).

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-Thank You-

Story County Facilities Management

This sign is to reproduced and displayed by Tenant in a prominent location at each building location during the lease term.

LEASE - BUSINESS PROPERTY - SHORT FORM
(With modifications)
THE IOWA STATE BAR ASSOCIATION
Official Form No. 165
Recorder's Cover Sheet

Prepared by:

Crystal W. Rink, 1315 S. B Ave., Nevada, IA 50201, Phone: (515) 382-7255

Return to:

900 6th Street
Nevada, IA 50201

Property Description: See Page 2

Pages: Ten (10) including this page

Official Board Action date: __/ __/ __

Reference Number: _____

BUSINESS PROPERTY LEASE

THIS LEASE, made and entered into this ___ day of _____, 2025, by and between Story County, Iowa, authorized under the laws of the State of Iowa, ("Landlord"), whose address, for the purpose of this lease, is 900 6th Street, Nevada, Iowa, 50201, and Optimae Life Services, Inc., an Iowa corporation, ("Tenant"), whose address for the purpose of this lease is 602 East Grand Avenue, Des Moines, Iowa, 50309, and whose permanent address is 301 W. Burlington Avenue, Fairfield, IA 52556.

The parties agree as follows.

1. PREMISES AND TERM.

Landlord leases to Tenant the following real estate, situated in Story County, Iowa described as one building property owned by Story County, Iowa and situated in Story County, Iowa:

The residential care facility building located at 620 Duluth Street, Ames, Iowa 50010 commonly referred to as the "Duluth House".

Together with all improvements thereon, and all rights, easements and appurtenances thereto belonging, for a term beginning on the 1st day of July, 2025, and ending on the 30th day of June, 2026, upon the condition that Tenant performs as provided in this lease. The lease may be renewed by the parties for additional one year terms either by signing a new lease or by signing an addendum.

2. RENT.

Tenant agrees to pay Landlord as rent **\$5,423 per month** on or before the 1st day of July, 2025, and on or before the 1st day of each month thereafter, during the term of this lease. Rent for any partial month shall be prorated as additional rent. All rent payments are to be made payable to Story County, Iowa, 900 6th Street, Nevada, IA 50201, and delivered to Story County, Iowa, 900 6th Street, Nevada, IA 50201, or at such other place as Landlord may designate in writing. Delinquent payments shall draw interest at **5%** per annum.

3. SECURITY DEPOSIT.

No security deposit is required by Landlord.

4. POSSESSION.

Tenant shall be entitled to possession on the first day of the lease term, and shall yield possession to Landlord at the termination of this lease. SHOULD LANDLORD BE UNABLE TO GIVE POSSESSION ON SAID DATE, TENANT'S ONLY DAMAGES SHALL BE A PRO RATA ABATEMENT OF RENT.

5. USE.

It is the understanding of the parties that the intended use of the properties is for Optimae Life Services business. Optimae Life Services shall use the premises only for this purpose.

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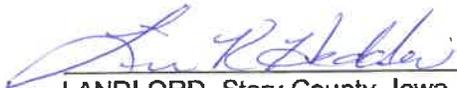
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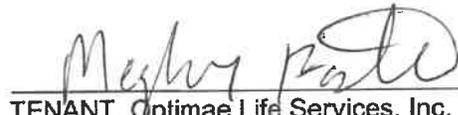
No custodial duties will be provided by Landlord at the residential care facilities.



LANDLORD, Story County, Iowa
Authorized signature
Chair, Story County Board of Supervisors

8-5-25

Date



TENANT, Optima Life Services, Inc.
Authorized signature
Meghan Foster, Chief Operations Officer

7/24/2025

Date

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**-Thank You-
Story County Facilities Management**

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STORY COUNTY BOARD OF SUPERVISORS

900 6th Street • Nevada, IA 50201
Phone: (515) 382-7200 • Fax: (515) 934-3105
Website: <https://www.storycountyiowa.gov>

July 31, 2025

Story County Board of Supervisors
900 Sixth Street
Nevada, IA 50201

RE: HIRTA's Request to Unsequester ASSET Funds

Dear Board of Supervisors,

Attached is a request from HIRTA to unsequester funds. The requirements established by ASSET has been met, and approval is recommended.

A contract amendment is also attached with the sequestered funds designation removed.

Respectfully,

Sandra King
Director of External Operations and County Services

Attachments

1. Letter from HIRTA
2. Contract Amendment (2 copies)



Heart of Iowa Regional Transit Agency HIRTA Public Transit

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

7/24/2025

Sandra King
Director of External Operations and County Services
900 Sixth Street
Nevada, IA 50201

Dear Sandra,

I am writing on behalf of the Heart of Iowa Regional Transit Agency (HIRTA) to formally request the un-sequestering of ASSET funds for Fiscal Year 2026.

As you know, HIRTA provides a vital transit service to the residents of Story County, connecting communities and ensuring access to essential services, employment, and education. We deeply value the long-standing relationship we have with Story County and our fellow ASSET Funders, and we are committed to ensuring the effective and transparent use of these critical funds.

Our staff has recently engaged in discussions with the ASSET administrative team regarding concerns they had raised. We appreciate their candid feedback and have taken immediate steps to address these points. Specifically, HIRTA has already begun providing additional data sets on a monthly basis to enhance transparency and reporting. Furthermore, we have agreed to prioritize future ASSET meetings to ensure timely and thorough communication and collaboration.

We believe these actions demonstrate our commitment to strengthening our partnership and addressing any operational concerns. The ASSET funds are crucial for HIRTA's ability to continue delivering essential transportation services that benefit Story County residents. Un-sequestering these funds for FY2026 will allow us to maintain our current service levels and continue planning for the future needs of the community.

Thank you for your consideration of this important request. We are confident that with continued collaboration, we can ensure the ASSET funds are utilized to their maximum potential for the benefit of Story County. We look forward to your positive response and are available to discuss this matter further at your convenience.

Sincerely,

Julia Castillo, CEO

2824 104th Street, Urbandale, IA 50322 | www.RideHIRTA.com

Toll free: 1 (877) 686-0029 | Fax: (515)777-2745

RECEIVED

JUL 28 2025

STORY COUNTY
BOARD OF SUPERVISORS

**Story County
Provider and Program Participation Agreement
Amendment No. 1**

1. This amendment is entered into this _____ day of _____ is by and between Story County and Heart of Iowa Transit Agency (Provider), parties to the original agreement effective 7/1/25 (effective date) .

2. The agreement is amended as follows: Attachment A is removed and replaced in its entirety with the following attachment A:

Amendment Effective _____

ATTACHMENT A

**SERVICE DEFINITIONS AND RATES
FISCAL YEAR: 2026**

Heart of Iowa Transit Agency

Service Description	Unit of Service	Rate
See Attachment A as revised	See Attachment A as revised	See Attachment A as revised

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

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

STORY COUNTY:

By: 

Print Name: Lisa Heddens

Print Title: Chair, Story County Board of Supervisors

Date: 8-5-25

Heart of Iowa Transit Agency:

By: 

Print Name: Julia Castillo

Print Title: CEO

Date: 7-24-25

Amendment Effective _____

ATTACHMENT A

SERVICE DEFINITIONS AND RATES

FISCAL YEAR: 2026

Heart of Iowa Transit Agency

HIRTA			
Service Description	Not to Exceed	Unit of Service	Rate
Transportation - City of Ames	\$13,000	One Way Trip	\$21.30
Transportation - Story County	\$115,000	One Way Trip	\$152.90

BOARD OF SUPERVISORS RESOLUTION 26-12

RESOLUTION TO ABATE PROPERTY TAXES ON PARCELS OWNED BY A POLITICAL SUBDIVISION

WHEREAS, the following property is currently owned by the City of Ames, and

WHEREAS, when the City acquired this property there were property taxes then due and payable, and

WHEREAS, the City of Ames has requested that the Story County Board of Supervisors abate any and all currently due and payable property taxes, and

WHEREAS, §445.63 Code of Iowa states that county boards of supervisors shall abate such taxes, and

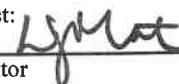
WHEREAS, the Story County Board of Supervisors has determined that the above taxes should be abated;

NOW THEREFORE BE IT RESOLVED that all currently due and payable, prorated taxes on the following described real estate are hereby abated in the amount of \$11,385.82;

#0536200240 A part of the Northeast Quarter (NE1/4) of the Northeast Quarter (NE1/4) of Section Thirty-six (36), Township Eighty-four (84) North, Range Twenty-four (24) West of the 5th P.M., Story County, Iowa, described as follows: Beginning at a point on the East line of said Section Thirty-six (36) which is 16.5 feet South of the Northeast Corner of said Northeast Quarter (NE1/4) of the Northeast Quarter (NE1/4), then North 88°41' West 925.0 feet parallel and 16.5 feet distant from the North line of said Northeast Quarter (NE1/4) of the Northeast Quarter (NE1/4), then South 275.0 feet, then South 88°41' East 925.0 feet to the East line of said Northeast Quarter (NE1/4) of the Northeast Quarter (NE1/4), then North 275.0 feet to the point of beginning, subject to public highway and easements of record.

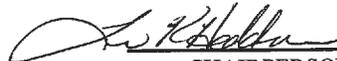
APPROVED THIS 5TH DAY OF AUGUST, 2025 AT NEVADA, STORY COUNTY, IOWA.


Chairperson, Board of Supervisors

Attest: 
Auditor RSS County

ROLL CALL Lisa Heddens Yea Nay ___ Absent ___
FOR ALLOWANCE Latifah Faisal Yea Nay ___ Absent ___
Linda Murken Yea Nay ___ Absent ___

ALLOWED BY VOTE OF BOARD Yea Nay Absent


CHAIRPERSON Above tabulation made by LEA

Closure No. 26-04

Date July 30, 2025

Resolution

BE IT RESOLVED

By the Board of Supervisors of Story County, Iowa, to approve the Road Closure(s) for the purpose of Culvert Replacement

Section 21/22 Sherman Twsp Road Closure on 710th Ave between 190th St and 210th St



Chair, Board of Supervisors

Attest:  **RSS**

County Auditor

ROLL CALL	Latifah Faisal	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
FOR ALLOWANCE	Lisa Heddens	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
	Linda Murken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>

ALLOWED BY VOTE OF THE BOARD

Yea 3 Nay 0 Absent 0


CHAIRPERSON

Above tabulation made by LEN

Closure No. 26-06

Date July 30, 2025

Resolution

BE IT RESOLVED

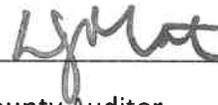
By the Board of Supervisors of Story County, Iowa, to approve the Road Closure(s) for the purpose of Culvert Replacement

Section 8 Indian Creek Twsp Road & Bridge Closure on 632th Ave between 287th St and 295th St



Chair, Board of Supervisors

Attest:


RSS

County Auditor

ROLL CALL	Latifah Faisal	Yea	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>
FOR ALLOWANCE	Lisa Heddens	Yea	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>
	Linda Murken	Yea	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>

ALLOWED BY VOTE
OF THE BOARD

Yea 3 Nay 0 Absent 0



CHAIRPERSON

Above tabulation made by LEN

1-09

Permit Number 26-8462

Date 7/29/25

STORY COUNTY UTILITY PERMIT

To the Board of Supervisors, Story County, Iowa:

The Consumers Energy Company, incorporated under the laws of Iowa, authorize to do business within the State of Iowa, with its principal place of business at 2074 242nd St, Marshalltown, IA 50158, does hereby make application requesting permission to occupy certain portions of public right-of-way and that the County Engineer be directed to establish the location of lines of transmission of electric on secondary route 260th St From intersection of 650th Ave and 260th St under 260th St to a new transformer. distance of 400 feet ^{605th}

Agreements: The utility company, corporation, applicant, permittee, or licensee, (hereinafter referred to as the permittee) agrees that the following stipulations shall govern under this permit.

1. The Permittee will file a plat setting out the location of proposed line on the secondary route and that the description of the proposed installation including type, height, and spacing of poles, maximum voltage, lengths of cross arms, minimum clearance and number of wires, type, size and capacity of underground cables, conduits, tile lines, and pipe lines, maximum working pressures for pipe lines carrying gas or flammable petroleum products are described as follows:

2. The installation shall meet the requirements of county, state, and federal laws, franchise rules, and of the Iowa State Commerce Commission Regulations and Directives, Utilities Division, the Iowa State Department of Health, and any other laws or regulations applicable.

3. The Permittee shall be fully responsible for any future adjustments of its facilities within the established highway right-of-way caused by highway construction or maintenance operations.

4. Story County assumes no responsibility for damages to the Permittee's property occasioned by any construction or maintenance operations on said highways.

5. The Permittee shall take all reasonable precautions during the construction and maintenance of said installation to protect and safeguard the lives and property of the traveling public and adjacent property owners.

6. The Permittee, and its contractors, shall carry on the construction or repair of the accommodated utility with serious regard to the safety of the public. Traffic protection shall be in accordance with Part VI of the current Iowa Department of Transportation Manual on Uniform Control Devices for Streets and Highways.

7. The Permittee shall be responsible for any damage resulting to said highways because of the construction operation, or maintenance of said utility, and shall reimburse Story County for any expenditure the County may have to make on said highways because of said permittee's utility having been constructed, operated, and maintained thereon.

8. The Permittee shall indemnify and save harmless Story County from any and all causes of action, suits at law or in equity, or losses, damages, claims, or demands, and from any and all

liability and expense of whatsoever nature for, on account of or due to the acts or omissions of said Permittee's officers, members, agents, representatives, contractors, employees or assigns arising out of or in connection with its (or their) use or occupancy of the public highway under this permit.

9. Noncompliance with any of the terms of permit, or agreement, may be considered cause for shut down of utility construction operations, or revocation of the permit.

10. The following special requirements, if applicable, shall apply to this permit:

Whenever the route of the proposed cable line runs along a paved secondary highway, the location of said cable shall be constructed on top of the road shoulder so as to be within approximately two-feet of the pavement edge.

Whenever the route of the proposed cable line runs along a dirt or gravel surfaced highway, the location of said cable shall be constructed on top of the road surface and as near possible to the shoulder line

Whenever a cross road culvert or bridge is encountered along the route of the proposed cable lines, said cable shall be constructed around the ends of said cross road culvert or bridge even though this looping is not designated on the situation plans attached hereto.

The crossing of the cable line from one side of the highway to the other shall be accomplished at a near right angle rather than diagonally so as to disturb the roadbed of the traveled way as little as possible.

Whenever the route of the proposed cable line is to cross a paved highway, such crossing shall be in a bored hole rather than open cuttrench.

Date 7-28-2025

Consumers Energy
Name of Company (Applicant - Permittee)

641-485-4064
by Phone no.

Recommended for Approval:

Date 7-29-25

515-382-7355
County Engineer Phone no.

Approved:

Date 8-5-25

Chair, Board of Supervisors
Story County, Iowa

Three (3) copies of this form will be required for each installation. A plat shall be attached to each copy submitted.

1-09

Permit Number 26-8463
Date 7/29/25

STORY COUNTY UTILITY PERMIT

To the Board of Supervisors, Story County, Iowa:

The Consumers Energy Company, incorporated under the laws of Iowa, with its principal place of business at 2074 242nd St, Marshalltown, IA 50158, does hereby make application requesting permission to occupy certain portions of public right-of-way and that the County Engineer be directed to establish the location of lines of transmission of electric on secondary route 270th St and 605th Ave From intersection of 270th St and 610th Ave to the intersection of 605th Ave and 260th St distance of 1.5 miles.

Agreements: The utility company, corporation, applicant, permittee, or licensee, (hereinafter referred to as the permittee) agrees that the following stipulations shall govern under this permit.

1. The Permittee will file a plat setting out the location of proposed line on the secondary route and that the description of the proposed installation including type, height, and spacing of poles, maximum voltage, lengths of cross arms, minimum clearance and number of wires, type, size and capacity of underground cables, conduits, tile lines, and pipe lines, maximum working pressures for pipe lines carrying gas or flammable petroleum products are described as follows:
2. The installation shall meet the requirements of county, state, and federal laws, franchise rules, and of the Iowa State Commerce Commission Regulations and Directives, Utilities Division, the Iowa State Department of Health, and any other laws or regulations applicable.
3. The Permittee shall be fully responsible for any future adjustments of its facilities within the established highway right-of-way caused by highway construction or maintenance operations.
4. Story County assumes no responsibility for damages to the Permittee's property occasioned by any construction or maintenance operations on said highways.
5. The Permittee shall take all reasonable precautions during the construction and maintenance of said installation to protect and safeguard the lives and property of the traveling public and adjacent property owners.
6. The Permittee, and its contractors, shall carry on the construction or repair of the accommodated utility with serious regard to the safety of the public. Traffic protection shall be in accordance with Part VI of the current Iowa Department of Transportation Manual on Uniform Control Devices for Streets and Highways.
7. The Permittee shall be responsible for any damage resulting to said highways because of the construction operation, or maintenance of said utility, and shall reimburse Story County for any expenditure the County may have to make on said highways because of said permittee's utility having been constructed, operated, and maintained thereon.
8. The Permittee shall indemnify and save harmless Story County from any and all causes of action, suits at law or in equity, or losses, damages, claims, or demands, and from any and all

liability and expense of whatsoever nature for, on account of or due to the acts or omissions of said Permittee's officers, members, agents, representatives, contractors, employees or assigns arising out of or in connection with its (or their) use or occupancy of the public highway under this permit.

9. Noncompliance with any of the terms of permit, or agreement, may be considered cause for shut down of utility construction operations, or revocation of the permit.

10. The following special requirements, if applicable, shall apply to this permit:

Whenever the route of the proposed cable line runs along a paved secondary highway, the location of said cable shall be constructed on top of the road shoulder so as to be within approximately two-feet of the pavement edge.

Whenever the route of the proposed cable line runs along a dirt or gravel surfaced highway, the location of said cable shall be constructed on top of the road surface and as near possible to the shoulder line

Whenever a cross road culvert or bridge is encountered along the route of the proposed cable lines, said cable shall be constructed around the ends of said cross road culvert or bridge even though this looping is not designated on the situation plans attached hereto.

The crossing of the cable line from one side of the highway to the other shall be accomplished at a near right angle rather than diagonally so as to disturb the roadbed of the traveled way as little as possible.

Whenever the route of the proposed cable line is to cross a paved highway, such crossing shall be in a bored hole rather than open cut trench.

Date 7-28-2025

Consumers Energy
Name of Company (Applicant - Permittee)


by _____ Phone no. 641-485-4064

Recommended for Approval:

Date 7-29-25


County Engineer _____ Phone no. 515-382-7355

Approved:

Date 8-5-25


Chair, Board of Supervisors
Story County, Iowa

Three (3) copies of this form will be required for each installation. A plat shall be attached to each copy submitted.



Replace power poles, line and anchors.

260th St.

650th Ave
605th

35

4-F-5-1

14

10

4-F-4-01

11 10 9 8 7 6 5 4 3 2 1

610th Ave.

270th St.



STORY COUNTY BOARD OF SUPERVISORS

900 6th Street • Nevada, IA 50201
Phone: (515) 382-7200 • Fax: (515) 934-3105
Website: <https://www.storycountyiowa.gov>

July 31, 2025

Story County Board of Supervisors
900 Sixth Street
Nevada, IA 50201

RE: ASSET Policies and Procedures – Annual Revisions for Approval

Dear Board of Supervisors,

Attached is a copy of the ASSET Policies and Procedures Manual with proposed revisions as indicated to add cleanup and clarifying language throughout the manual.

The most substantive change occurs on pages 3 and 8.

- Page 3 – Language is added under Sponsoring Organizations to show that ASSET is open to additional Funders.
- Page 8 – Language is added to clarify how complaints about prospective ASSET agencies will be handled during the application process.

Approval is requested.

Respectfully,



Sandra King

Director of External Operations and County Services

ASSET

POLICIES & PROCEDURES

MarchMay 2025

www.storycountyasset.org

Sponsoring Organizations:

City of Ames
Story County
United Way of Story County
ISU Student Government

APPROVED **DENIED**
Board Member Initials: JKH
Meeting Date: 8-5-25
Follow-up action: _____

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APPROVED _____
DENIED _____
_____ and Member Initials
_____ Meeting Date
_____ Follow-up action

POLICIES AND PROCEDURES FOR ASSET

By agreement among sponsoring organizations (Funders), a team shall be authorized by all sponsors but separate from any sponsor. The name of this process is "Analysis of Social Services Evaluation Team" or "ASSET."

I. PURPOSE

- A. To promote coordination of human services planning and funding among the sponsoring organizations.
- B. To assess the human services needs in Story County and evaluate the capabilities of agencies to provide the programs that meet those needs.
- C. To provide funding recommendations to the governing bodies of the sponsoring organizations.

II. SPONSORING ORGANIZATIONS

- A. Ames City Council (City)
- B. Story County Board of Supervisors (County)
- C. United Way of Story County (UWSC)
- D. ISU Student Government

Prospective Funder: we are open to the addition of Funder agencies. Any interested agencies should contact the ASSET Admin Assistant for further instructions with criteria to be determined.

D.E. _____

III. TEAM STRUCTURE

- A. The City, County, and UWSC shall each appoint six (6) volunteers and ISU Student Government will appoint four (4) Vvolunteers, as voting members of the board (Volunteers).
- B. The City, County, UWSC, and ISU Student Government shall each appoint one staff person. The staff appointees shall be non-voting board members for the purpose of ASSET business at ASSET Board meetings but are voting members at ASSET Admin Team meetings (Staff).
- C. The Administrative Assistant shall be a contract position paid jointly by the Funders through a 28E Agreement and shall be a non-voting participant.
- D. The Community Impact Director is an employee of United Way of Story County and manages Clear Impact Scorecard, the outcome measurement database used by agencies in the ASSET process to track and report service outcomes. The role shall be

a non-voting participant on the Administrative Team and ASSET Board.

IV. TERMINATION

A Sponsoring Organization may withdraw its participation in the Intergovernmental/ Agency Agreement to Fund Administrative Services for the ASSET Process on written notice to the other Sponsoring Organizations. Written notice shall be given no later than July 1 of any given year and termination will be effective June 30 of the following year. A shorter notice period may be granted upon agreement of the other Sponsoring Organizations though the date of termination shall remain June 30 of the given fiscal year. Each Sponsoring Organization shall remain liable for its pro rata share of expenses until withdrawal takes effect.

Upon withdrawal of a Sponsoring Organization, the remaining Sponsoring Organizations shall be responsible for equally contributing to the contract to fund the yearly expense for administrative services. A new or amended intergovernmental/agency funding agreement shall be filed with the Iowa Secretary of State as soon as is practical upon the withdrawal of any Sponsoring Organization.

V. TENURE OF MEMBERS

- A. The term of Volunteers shall be three (3) years. ASSET recognizes that ISU Student Government appointees may not be able to serve three-year terms.
- B. The terms of Staff shall be continuous until terminated by the appointing Funder.
- C. An unexpired term of a Volunteer shall be filled by the Funder that appointed that Volunteer.
- D. No Volunteer may serve more than three (3) consecutive full terms, except the Past Chair, Chair ~~or~~ and Vice Chair may serve longer to fulfill the duties of their offices.
- E. If a Volunteer is appointed to fill the remainder of an unexpired term, the newly appointed Volunteer is eligible to serve a maximum of ten consecutive years unless conditions delineated in paragraph D above apply.
- F. If a Volunteer accumulates three consecutive unexcused absences in any one ASSET year (April through March), or otherwise fails to fulfill their responsibilities, the Funder may appoint a replacement Volunteer. An unexcused absence is defined as when a Volunteer does not notify their Funder representative and/or the Administrative Assistant about being absent. Notifying the Administrative Assistant is the preferred method.
- G. All Volunteers and Staff are required to sign Conflict-of-Interest and Confidentiality forms annually. (Appendix B).

VI. OFFICERS

- A. Officers shall be Chair, Vice Chair, Past Chair, and Treasurer, each of whom shall be elected for a one-year term by a quorum of the Volunteers.
- B. Staff members are ineligible to hold an office.

- C. A Chair may not hold that office for more than two consecutive one-year terms.
- D. A vacancy in any office shall be filled by a majority vote of a quorum of the Volunteers for the unexpired portion of the term, except for the position of past chair, which would remain vacant should that Volunteer leave the ASSET process.
- E. The ASSET Chair is authorized to sign contracts, agreements, correspondence, and similar documents on behalf of ASSET with respect to operations of the ASSET board and/or response to letters from various sources. The Vice Chair may sign if the Chair is unavailable.

VII. ASSET OPERATIONS

- A. Regular meetings of ASSET shall be held in accordance with Iowa's Open Meetings law ~~and may be conducted in person, virtually or in a hybrid fashion~~. If circumstances warrant it, a meeting of ASSET may be canceled by the Administrative Team. An announcement of meeting cancellation will be posted, and notice sent to members and participating agencies as soon as possible under the circumstances.
- B. Unless otherwise specified, meetings shall be conducted according to Robert's Rules of Order. However, technical or non-substantive departures from these rules shall not invalidate any action taken at a meeting.
- C. Agendas will be posted at Ames City Hall and the ASSET website (<http://www.storycountyasset.org>) at least three days prior to the meeting, and notification sent electronically to each ASSET member and participating Agency.
- D. A quorum shall consist of one-half plus one of the currently appointed Volunteers. A majority vote of the quorum present shall constitute a decision of ASSET. In the event a quorum is not present, ASSET business may be conducted by a simple majority vote of those present, if at least one voting member from each Funder is represented. Exceptions to this include decisions for funding recommendations or changes to the Policies and Procedures, or anything that requires Funder approval.
- E. The Chair may vote on all business that comes before ASSET and shall be included as part of the quorum.
- F. Special meetings may be called by the Chair or by petition of one-fourth of the Volunteers with not less than five days' written notice to the Volunteers and Staff by email or regular mail.
- G. Minutes of ASSET meetings shall be recorded and distributed to Staff, Volunteers, and Agencies, by posting on the ASSET website (<http://www.storycountyasset.org>). Minutes shall be made public in accordance with the Iowa Open Records law.
- H. ASSET records will be retained for at least five years. This includes budget books, Administrative Team meeting agendas and minutes, ASSET Board meeting agendas and minutes, agency audits and form 990s, agency applications, agency requests for new/expanded services, and other agency correspondence.

VIII. ADMINISTRATIVE TEAM OPERATIONS

- A. Staff members, the Chair, the immediate past Chair, the Vice Chair, and the Treasurer, shall serve as an Administrative Team.
- B. The Administrative Team will meet prior to regular ASSET meetings. If there are no significant pending actions, an Administrative Team meeting may be canceled by the Chair or Vice Chair.
- C. All members of the Administrative Team shall be voting members on Administrative Team business, including staff members, except the ASSET Administrative Assistant and the UWSC Community Impact Director.
- D. A quorum shall consist of more than half of the existing Administrative Team members. A quorum shall include at least one Volunteer. A majority vote of the quorum present shall constitute a decision of the Administrative Team.
- E. Minutes of the Administrative Team and ASSET shall be recorded and distributed to all Staff, Volunteers, and Agencies, by posting on the ASSET website (<http://www.storycountyasset.org>). Minutes shall be made public in accordance with the Iowa Open Records law.

IX. COMMITTEES

- A. Staff and committees shall have substantial responsibility for the operation of ASSET and for assisting the Volunteers. Committees may be established as follows:
 - a. The Administrative Team may form committees to identify issues, perform studies, and bring recommendations to ASSET.
 - b. ASSET may request committees to identify issues, perform studies, and bring recommendations to ASSET. Committee members may be appointed by the ASSET Chair.
 - c. A Funder may request formation of a committee and make recommendations to ASSET with respect to membership on such committee. The ASSET Chair may appoint the committee members.

X. DUTIES AND RESPONSIBILITIES OF ASSET

- A. To make annual allocation recommendations to the Funders for services provided by participating agencies. The recommendations shall be consistent with instructions and priorities received from the Funders.
- B. To set a timetable each year for the funding recommendation process;
- C. To organize hearings for agency presentations regarding their proposed budgets and program plans;
- D. To review services and code definitions as assigned to agencies for use in the budget and billing process;
- E. To develop and maintain an index of services offered in Story County (This index will be located in the ASSET Reference Manual for Volunteers and Agencies.);

- F. To meet with the Funders at least twice yearly (usually in January and September). At these meetings, each Funder has one vote. A majority of Funders present constitutes quorum;
- G. To perform any specific task that the Funders might request of ASSET.

XI. AGENCY PARTICIPATION

All Agency Requirements

- A. ASSET will annually review agencies and services, through the agency visit and budget process.
- B. Agencies shall annually provide comparative financial reports in accordance with Generally Accepted Accounting Practices (GAAP). Reports shall be submitted within six months after the close of the Agency's fiscal year. Reports will meet the following guidelines:
- C. Agencies with an annual budget below \$250,000 must, at least, submit an electronic copy of IRS Form 990 and a balance sheet prepared externally and independently to the ASSET Administrative Assistant.
- D. Agencies with an annual budget of \$250,000 or more must submit an electronic copy of their full comparative audit and an electronic copy of their IRS Form 990 to the ASSET Administrative Assistant.
- E. Any agency may request to be placed on the ASSET or Administrative Team's agenda by contacting the Administrative Assistant via email at storycountyasset@gmail.com

New Agency Application Process

- A. Agencies seeking funding eligibility must be serving clients within the geographic area of Story County and shall submit a letter of intent to the ASSET Administrative Team by the due date stated in the ASSET calendar. Agencies must meet the criteria outlined in the Application for ASSET Agency Participation (Appendix A). The application form can be found under the "Forms and Resources" tab on the ASSET website located at www.storycountyasset.org.
- B. Agencies shall complete required forms, and present verification of the stated criteria. All application documents shall be submitted to the ASSET Administrative Assistant to distribute to the ASSET Administrative Team.
- C. The ASSET Administrative Team shall ensure that the forms are complete and make recommendation(s) to the Volunteers. The Volunteers will then approve or disapprove the recommendation(s) [for an agency to become to-be-an ASSET agency](#).
- D. A written notification shall be sent to the Agency, stating its acceptance or the reason it was not accepted.

D-E. If a credible complaint is received regarding an Agency being considered for approval as an ASSET agency, the ASSET Admin Team shall review and discuss the complaint(s) and make a recommendation to the ASSET Board for approval or denial of the Agency's request. The complaint, along with the Agency's application, the need for the service, letters of support, Agency's response to the complaint, and similar all other relevant information should be considered prior to making a recommendation.

E-F. Approval of an applicant Agency signifies that the agency is able to submit an application, but does not guarantee a subsequent funding allocation.

Non-Participating Agencies

Approved ASSET agencies not actively participating in the ASSET process (i.e., submitting budget request, reporting outcome data through Clear Impact Scorecard, participating in Liaison visits and agency hearings) for two consecutive budget years will be notified in writing by July 1st (following the first budget deadline in which the agency failed to submit a budget request) in writing by the ASSET Chair or Vice Chair that theythe agency will be immediately removed from the process immediately following the next deadline for budget requests. Furthermore, the agency will not be eligible to submit a budget request if a second consecutive budget deadline is -missed) effective the next available budget cycle. Therefore, a letter should be sent to agencies after the firstsecond budget deadline is missed.

Agencies designated as non-participating based on the criteria above can re-apply to be an ASSET agency by following the New ASSET Agency Application Process as described above.

XII. FUNDING PROCESS

- A. Each Agency programservice requesting funding shall be assigned to one or more of the three focus areas (Education, Financial Stability, or Health). An agency may have programs assigned to more than one focus area.
- B. Each Volunteer shall be assigned to one focus area and assigned one to two agencies as a Liaison. Volunteers shall familiarize themselves with services within their assigned focus area.
- C. The Administrative Team shall prepare the appropriate budget and reporting forms for the agencies to complete and make the forms available via the ASSET website.
- D. Agencies must submit completed budget and reporting forms to ASSET for all approved services by the date stated in the yearly ASSET calendar. Budgets must be completed as instructed. Failure to submit a completed budget by the deadline may result in not being considered for funding (e.g., budget requests submitted after the deadline in calendar year 2023 may not be considered for FY25 funding).
- E. Corrections to the Agency budget must be submitted by the deadline, unless otherwise granted an extension by the ASSET Administrative Team.
- F. Agencies must timely postemail Board of Directors meeting minutes to the the ASSET

Admin Assistant at storycountyasset@gmail.com. virtual platform used by ASSET.

G. The Administrative Team shall conduct an Agency training session on the date stated in the yearly ASSET calendar. Agency attendance at this meeting is required. Funding recommendations may be impacted negatively for any agencies that does not participate in this mandatory training.

H.G. Volunteers shall schedule and conduct Liaison visits to individual agencies as during the time specified scheduled on the ASSET calendar. As part of the review process ASSET Volunteers will be asked to attend an Agency or board meeting as outlined in the ASSET Reference Manual. Volunteers will also write a report of the visit using the template provided on the ASSET website.

H.H. Hearings for agencies shall be conducted each year as scheduled on the ASSET calendar. Agency participation in the hearings is mandatory. Funding recommendations may be impacted negatively for any agency that does not participate in the mandatory hearings.

J.I. Recommendations for allocations shall be made by ASSET to the Funders after the hearings and work sessions are completed and approved by the ASSET Board.

K.J. Funding recommendations will be posted on the ASSET website by the date stated on the ASSET calendar and agencies will be notified via email by the Administrative Assistant that recommendations are available.

L.K. If any Agency does not provide the required information, or provides information that is inadequate, incorrect, or not timely, ASSET shall make a report to the Funders that procedures were not followed and may recommend that funding be reduced, sequestered, or not allocated.

M.L. ASSET agencies will collaborate and partner to provide services. The ASSET Administrative Team shall make a report to Funders if an agency does not make adequate efforts to coordinate services or respond to requests for information.

XIII. PLANNING PROCESS

ASSET shall provide a community forum to work constructively and cooperatively in addressing human services concerns. This may be achieved by, but is not limited to:

- A. Participating in studies and developing strategies that enhance the delivery of human services within the county;
- B. Collecting and evaluating facts that provide valid data for decisions on program needs and effectiveness of current delivery;
- C. Evaluate the need for new or modified services and/or duplication of services;
- D. Promote and encourage collaboration among agencies for efficiencies;
- E. Review agency updates and reports on services as documented through Clear Impact Scorecard and other reporting documents.

XIV. CHANGES IN SERVICES

New or Expanded Services

- A. Any ASSET Agency, providing services to Story County clients, that wishes to add new or expanded services, will report this information to the ASSET Administrative Team by completing and submitting the "Notification of New or Expanded Service" form by the date stated in the ASSET calendar. The Notification of New or Expanded Service form can be found under the "Forms and Resources" tab on the ASSET website located at www.storycountyasset.org.
- B. The need for new or expanded services shall be identified and aligned with the Funder's priorities and the priority areas from the most recent Story County Community Needs Assessment. Service changes should include increases in services beyond the normal expected growth, new or different services that impact staffing, or services that result in new clientele.
- C. The Administrative Team will review the information and determine if the service(s) meets criteria to be included in the ASSET funding process. The Administrative Team will inform the ASSET Board of the new/expanded service(s). This review and informing ASSET are not a commitment to funding. If ASSET requests additional information, a committee of Volunteers may be appointed to gather more information and report its finding to ASSET for further review.

Modifying Services

- A. If an Agency modifies a service during the funding year, written notification must be given to Funders under contract 30 days prior to implementing changes. Each Funder will determine if funding should discontinue, or the modifications are acceptable and continue to fund.

Reducing or Discontinuing Services

- B. If an Agency is reducing or discontinuing a service, written notification should be submitted to the ASSET Administrative Team via the Administrative Assistant at storycountyasset@gmail.com within 30 days of the Agency Board of Directors' vote to reduce or discontinue a service.

Returning Services

- A. An Agency requesting funding through ASSET for a service that had been previously funded by one or more Funders, and the last time the service was funded through ASSET was one or more funding cycles ago will need to complete a Notification of Returning Service form and submit it by the date stated on the ASSET calendar. The Notification of Returning Service form can be found under the "Forms and Resources" tab on the ASSET website www.storycountyasset.org
- B. The need for the Returning Service shall be identified as well as an explanation of why funding through ASSET was discontinued or no longer pursued. The need should align with the Funders' priorities and the priority areas from the most recent Story County Community Needs Assessment.

- C. The Administrative Team will review the information and determine if the service(s) meets criteria to be included in the next available ASSET funding cycle. The Administrative Team will inform the ASSET Board of the Returning Service request. This review and informing ASSET is not a commitment to funding. If ASSET requests additional information, a committee of Volunteers may be appointed to gather more information and report its findings to ASSET for further review.

XV. FUNDING APPEAL PROCESS

- A. An Agency wishing to make an appeal may do so by following the individual Funders' appeal process. Contact the individual ASSET Funder staff representative for further information and forms.

XVI. AMENDMENTS TO POLICIES AND PROCEDURES

- A. These Policies and Procedures shall be reviewed annually prior to the May ASSET Board meeting.
- B. Amendments to the Policies and Procedures may be proposed by a Volunteer, a Staff member, or a Funder.
- C. A proposed amendment shall require a majority vote of quorum of the ASSET Board to recommend such amendment to the Funders.

APPENDIX A

ASSET (Analysis of Social Service Evaluation Team)

CRITERIA FOR FUNDING ELIGIBILITY

Financial support through ASSET can be applied for by **human service agencies** that are serving clients within the geographic area of Story County and who meet the basic eligibility criteria. **Approval of an applicant agency does not guarantee a subsequent dollar allocation.** The allocation recommendation will be made on a service-by-service basis during the annual allocation process.

To be considered for financial support, agencies must comply with the following requirements and provide supporting documents to demonstrate compliance:

- A. The agency must be a non-profit corporation or chartered as a local unit of a non-profit corporation that has an IRS section 501(c)(3) status or local, state, or federal government agency (i.e., formed by a 28E Agreement) that has a presence within and serves the people of the State of Iowa.
- B. The agency must have articles of incorporation, bylaws, or other documents, which clearly define

- its purposes and function.
- C. The agency must have an Equal Opportunity Policy that has been approved by its Board of Directors.
 - D. The agency must have been incorporated and actively providing **the service(s) it is requesting funding** for at least one year at the time of the application.
 - E. The agency must maintain in its budget and services a demarcation between any religious and other programs so that ASSET does not financially support religious purposes.
 - F. The agency must demonstrate need and community support for the proposed service through letters of support, need assessments, or other documentation.
 - G. The agency shall be governed by a Board of Directors or Advisory Board who serve without compensation and who approve and oversee the implementation of the budget and policies of the agency.
 - H. Agencies that offer the following services shall not be eligible for funding from ASSET Funders:
 - 1. Agencies that are primarily political in nature.
 - 2. Agencies that provide services limited to the members of a particular religious group.
 - 3. Agencies that exist solely for the presentation of cultural, artistic, or recreational programs.
 - 4. Basic educational program services to be considered the mandated responsibility of the public education system.

The ASSET Reference manual includes the list of services currently considered for funding. Each service includes a Service Code Number, Service Code Name, Service Definition, Unit of Service and Category (Education, Financial Stability, and Health). Agencies applying to be included in the process must identify what services they would be requesting funds to support.

To apply as an ASSET Agency Participant, complete the Application for ASSET Agency Participation and send the request, including the documentation outlined in the application to: storycountyasset@gmail.com. The application form can be found under the "Forms and Resources" tab on the ASSET website www.storycountyasset.org Please direct any questions to the ASSET Administrative Assistant.

APPENDIX B – FORMS

Organization: Story County Analysis of Social Services Evaluation Team (ASSET)
Policy: Conflict of Interest Policy
Date Adopted: 4/10/03
Date Revised:

Story County ASSET and its voting members/staff persons, hereinafter referred to as “board” and “board members(s)”, agree to the following conflict of interest policy hereinafter referred to as “policy”, as adopted and revised as indicated above:

1. The policy will be adopted yearly at the first regularly scheduled board meeting following the start of the fiscal year. Each board member is to review and sign the policy at the first board meeting prior to voting on any matters before the board (if applicable).
2. A new voting board member/staff person will be required to review and sign the policy prior to voting as a board member (if applicable) at the beginning of their term and/or the first meeting of the fiscal year.
3. It is the duty of a voting board member/staff person to disclose a conflict of interest to the full board when a conflict arises. Disclosure may be made at any time to the ASSET Administrative Team; hereinafter referred to as “the Team”, who shall then notify the full Board. A record of the conflict of interest shall be made at the first regularly scheduled board meeting following disclosure.
4. A conflict of interest is defined in chapter 68B, Iowa Code. The Iowa Code defines conflict of interest as that which evidences an advantage or pecuniary benefit for the member and/or their immediate family not available to others similarly situated. A violation for a conflict of interest is punishable by both civil and criminal penalties in the State of Iowa.
5. A “potential” conflict of interest is defined herein. A potential conflict of interest is when a voting board member/staff person has reason to believe there may be a conflict of interest. This potential conflict shall be disclosed in the same manner as a conflict. If, in the opinion of the Team, the circumstances meet the definition of a conflict of interest the matter shall then be disclosed to the full board and a record shall be made at the next regular meeting.
6. A voting board member/staff person with a conflict of interest shall not vote or use their personal influence with any board member on the matter in conflict.

I agree by my signature below that I have read the above Story County ASSET Conflict of Interest Policy and understand it and will abide by the terms and conditions as stated herein.

Date: _____

Print Name: _____

Signature: _____

We either need a separate form to declare potential conflicts of interest or we need to add a spot for it here.

Organization: Story County Analysis of Social Services Evaluation Team (ASSET)
Policy: Conflict of Interest Policy
Date Adopted: 4/10/03
Date Revised:

Story County ASSET
Confidentiality Agreement

Individuals who serve with Story County ASSET in the following areas are required to sign the Confidentiality Agreement annually. Story County ASSET and its voting members/staff persons, hereinafter referred to as "board" and "board member(s)", agree to the following outlined below:

Individuals to sign include Board Member; Funder Staff; UWSC Community Impact Director; and ASSET Administrative Assistant.

Any individuals who have signed the Confidentiality Agreement and do not follow the terms of the Agreement may be removed from their position by the ASSET Administrative Team.

Agreement

I understand that through my involvement with Story County ASSET, I may receive or have access to confidential information. I agree that I will maintain in strict confidence any confidential information about which I become aware, whether written, oral, or visual. I also agree that I will not disclose, use, duplicate or otherwise divulge any confidential information directly or indirectly to any other person or entity except when appropriate in my work with Story County ASSET. I understand that any information shared during my involvement with Story County ASSET shall not be disclosed at any time beyond my involvement.

I agree that I will not knowingly alter, destroy, or mutilate documents (online or hard copy) with the intent to impede, obstruct or influence the accuracy and completeness of retained records.

Confidential Information includes, but is not limited to:

1. Information relevant to Funders that is not open to the public;
2. Individual ASSET funded agency data (ClearImpact Scorecard).
3. Non-public information concerning Story County ASSET's affairs.
4. Information relating to ASSET Agency program participants, including names, contact information, and any personal information.

Non-Confidential Information

This agreement shall not apply to any information that:

1. Is determined to be public records under Chapter 22 of the Iowa Code, the Iowa Open Records Law;
2. Is received by the board member from a third party not privy to this Agreement as a matter of right and the third party is under no obligation to keep the information confidential;
3. Was independently developed by the signee without reference to or use of the Confidential information;
4. Is disclosed by Story County ASSET in any publicly available regulatory filing; or
5. Is otherwise approved for release by written authorization of the Story County ASSET Administrative Team.

Date:
Name:
Signature:

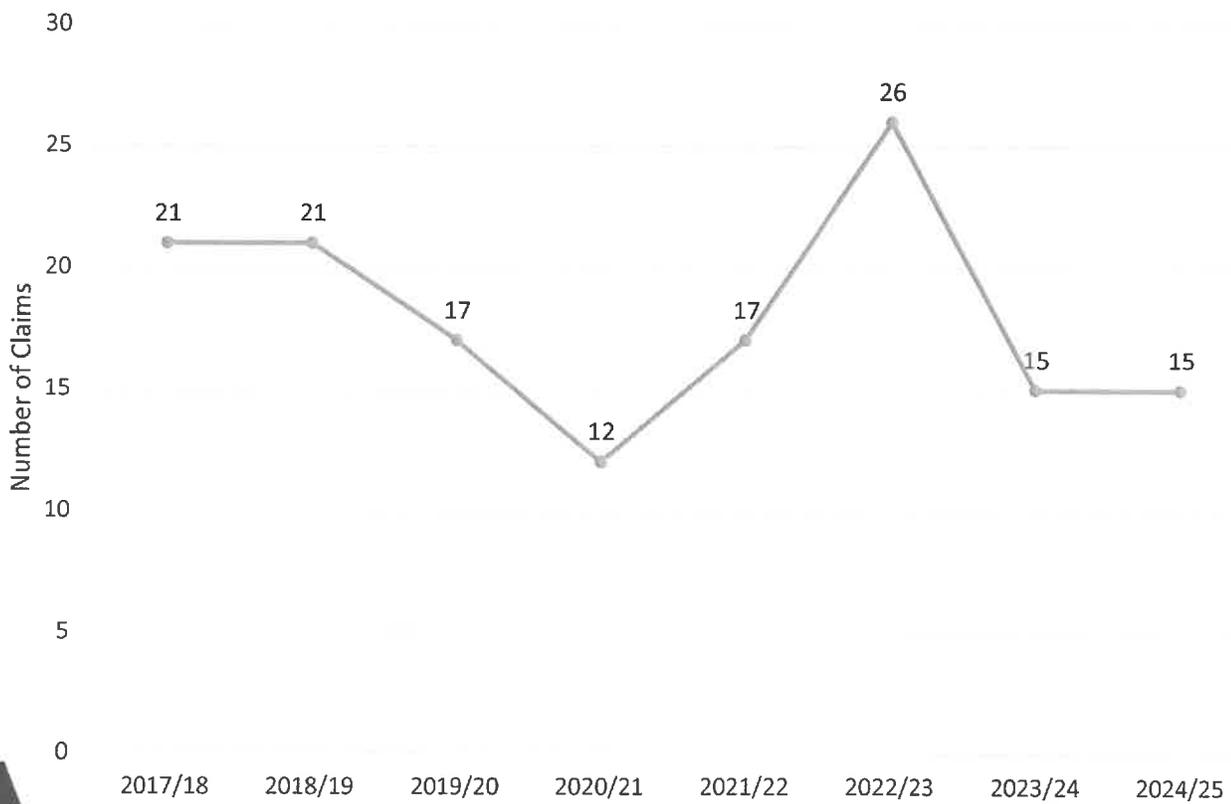
Story County

Insurance Review

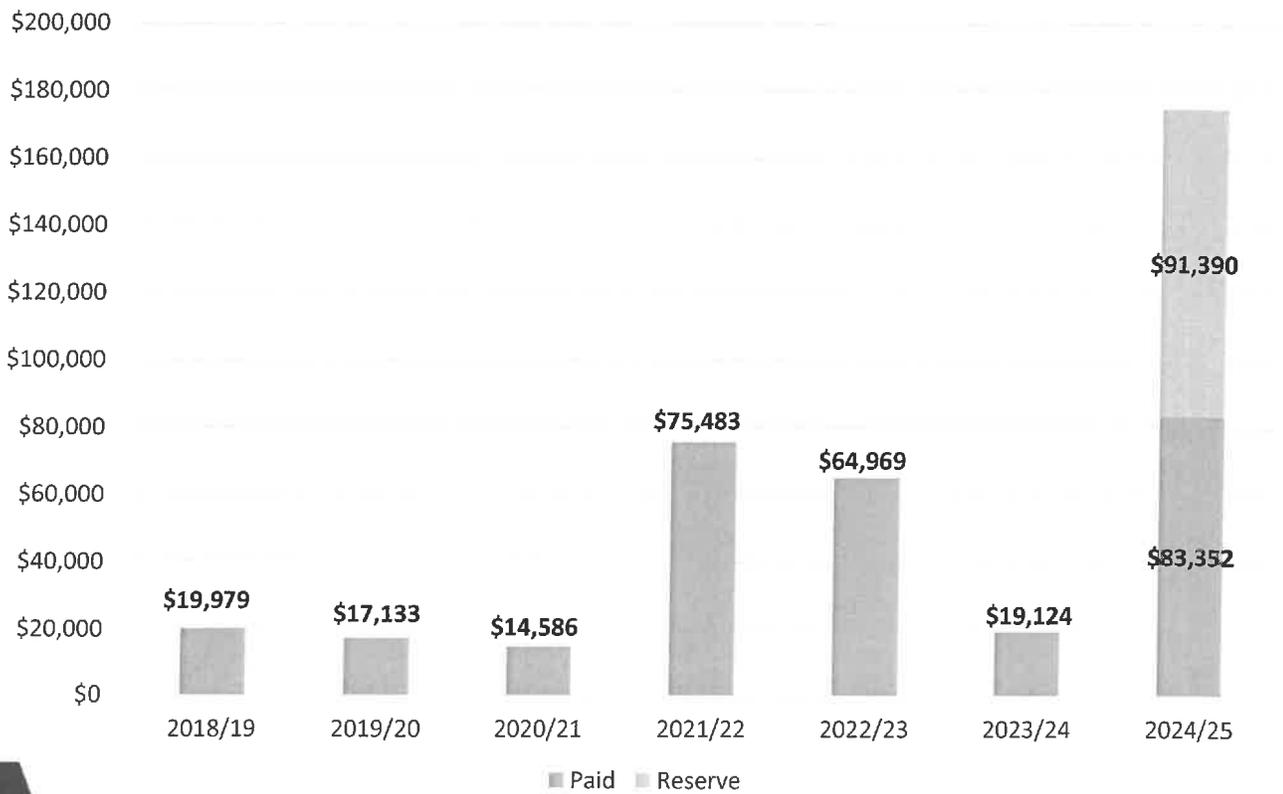
August 5, 2025



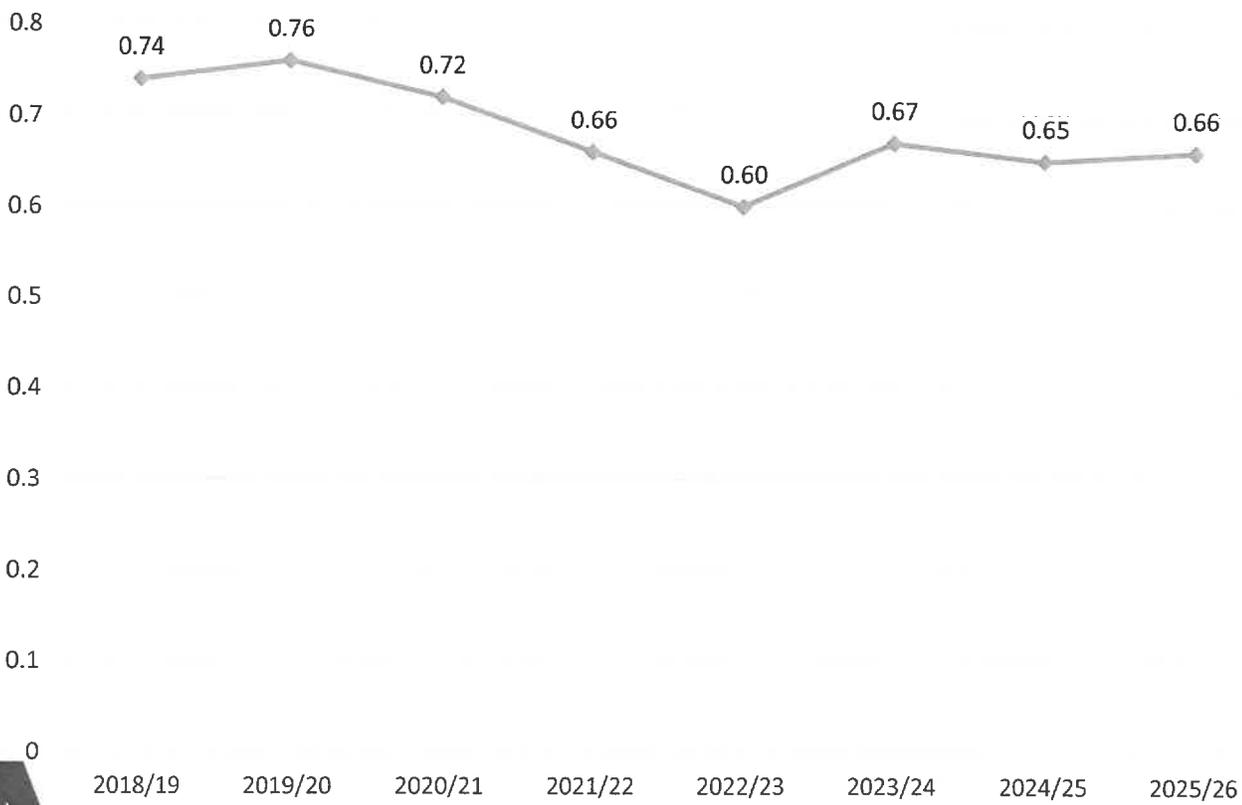
of Paid Work Comp Claims



Work Comp – Incurred Losses by Year



Experience Modification Rate Trend



2025/26 Work Comp Payroll

<u>Description</u>	<u>Payroll</u>
Landscape	\$128,193
Street & Road Paving	\$1,016,120
Street & Road Construction	\$527,582
Police Officers	\$5,759,611
Reserve Peace Officers	\$4,213
Contractors Permanent Yard	\$253,669
Clerical	\$5,413,551
Elected Officials	\$285,225
Attorney	\$2,376,958
Hospital – Veterinary	\$327,105
Building Maintenance – Operation	\$1,079,862
Parks NOC	\$1,461,162
Street Cleaning	\$291,545
<u>Municipal Employees</u>	<u>\$1,283,976</u>
Total	\$20,208,772*

*2024/25 Total Payroll was \$20,602,250



Property, Liability & Auto Claims

(2020-2025)

<u>Policy</u>	<u># Filed / # Paid</u>	<u>\$ Paid / \$ Reserve</u>
Auto	17 / 13	\$57,272 / \$31,300
Liability	14 / 2	\$4,139 / \$3,000
Property	7 / 6	\$301,931 / \$1,574
Professional / EPLI	15 / 11	\$336,278 / \$85,849



2025/26 Coverage Snapshot

<u>Coverage</u>	<u>Limits</u>	<u>Deductible</u>
Building & Personal Property	\$95,887,734	\$50,000 & 2% wind hail
Equipment	Included	\$10,000
Equipment Breakdown	Included	
General Liability	\$2,000,000	\$10,000
Auto Liability	\$2,000,000	\$0
Law Enforcement Liability	\$2,000,000	\$10,000
Public Officials Liability	\$2,000,000	\$10,000
Excess Liability	\$13,000,000	\$0
Crime	\$10,000	\$500
Flood	\$2,000,000	2% of loss
Cyber Liability	\$3,000,000	\$5,000



2025/26 Property Snapshot

Total Property Coverage:

Building	\$76,433,432
Personal Property (includes computers/printers without leases)	\$7,095,666
Computers & Equipment (with leases)	\$169,422
Fine Arts	\$531,155
Miscellaneous Property Scheduled	\$10,658,059
<u>Miscellaneous Property Unscheduled</u>	<u>\$1,000,000</u>
Total Insured Value	\$95,887,734

*2024/25 Insured Value was \$94,896,976



Premium Summary

Line of Coverage	2024/25	2025/26
ICAP Package Premium	\$560,380	\$590,307
IMWCA WC Premium	\$111,128	\$122,556
Cyber Liability	Included	\$18,201
Total Annual Premium	\$671,508	\$731,064

- 2025/26 IMWCA total work comp premium before discounts is \$325,264. Total discounts of \$202,708 reduced premium to \$122,556.
- Agency fee – \$36,195



Thank You!





**General Assistance Quarterly Report for the
 Story County Board of Supervisors
 August 5, 2025
 (Period covering April 2025 – June 2025)**

General Assistance

Caseload information:

Single Household Cases	Family Household Cases	Total for Reporting Period	Year-to-date Totals
22	12	34	85 - single
			67 - family
			152 - total

Denials/Referral to Other Resources:

# Issued during the reporting period	Year-to-date Totals
277	1042

Applied, but did not return to complete assistance process:

# during the reporting period	Year-to-date Totals
16	62

Primary types of assistance:

Rent	Utilities	Misc. (meds, transportation, burial)
\$13,713.91	\$132.03	\$5141.50

Applications:

# of Applications for the Quarter	Year-to-date Totals
334	1260

Substance Abuse Services

# during the reporting period	Year-to-date Totals
4	14

Centralized Intake

Assistance Requested and Amount Funded (dollar amount identified through collaborations):

	Requests for the Quarter	Approved for the Quarter	Requests Year-to-date Totals	Approved Year-to-date Totals
Rent	\$262,786.73	\$70,532.95	\$1,003,626.40	\$208,742.93
Utilities	\$28,225.82	\$13,711.05	\$209,629.12	\$52,014.98
Total	\$291,012.55	\$84,244.00	\$1,213,255.50	\$260,757.91

General Assistance

In FY25 we served 152 single and family households. A total of 18 more households than last fiscal year. We issued 75 less denials and paid \$53,388.89 in rent assistance and \$2751.14 in utility assistance. According to our Service Collaboration totals the rent requests for this fiscal year were down \$214,882 and there was \$20,756.13 less rent and utility requests approved than last fiscal year. January and June were our most active months with 111 applications in January and 121 in June. Both of those months saw over \$100,000 in requests for assistance with rent. Overall, it does not look like there are any significant trends that can be identified.

Over the past quarter the General Assistance and Veterans Affairs Departments added a shared full-time Administrative Assistant position. This was well timed due to GA having a staff member on leave in mid-May through August. The new Administrative Assistant has been able to take on some more GA duties and some significant VA duties since her start.

The General Assistance Director gave a presentation at the annual Long Term Care Social Worker conference about VA benefits in April. I attended monthly training for VA arranged by our Association and VA Spring School in April. I have continued my involvement in the Go Green Committee and Outreach Sub-Committee with frequent meetings involving the update of the Go Green Poster. I have also tried to stay up to date on the changes with the Behavioral Health system in Iowa by attending the virtual town hall meetings and visiting with the Polk County Chief Planning Officer for District 5 to maintain communication for referral purposes.



Story County Department of Veterans Affairs

Zachary D. Skelton, Director
 Story County Human Services Center
 126 S. Kellogg Ave. Suite 001, Ames, Iowa 50010

Ph. (515) 956-2626 Fax (515) 956-2627
www.storycountylowa.gov/va
veteransaffairs@storycountyiowa.gov

QUARTERLY REPORT - VETERANS AFFAIRS
 5 Aug 2025

SUMMARY:

The Veterans Affairs was able to coordinate 607 contacts in the previous year and is at 77 contacts for the month of July 2025. This indicates an increase in the flow of clients coming through our doors. Highlights of the past quarter include

- Completed training:
 - o American Legion Accreditation - May 2025
 - o Monthly Single Subject Training with IACVS
- Conducted new Event, Franks 4 Service in June 2025
- Onboarding of new Administrative Assistant Position
- Updated web presence
- Completed funding of headstone for client
- Increased newsletter output to monthly

ASSISTANCE:

Pursuant to Chapter 35B.10, as Director of the Story County Veterans Affairs, I hereby certify through the signature below that the Veterans Affairs Commission approved and provided the following claims for assistance:

VA CLAIM #	ASSISTANCE TYPE	AMOUNT
A7238	RENT	\$ 600.00
H7842	BURIAL	\$2,075.00
E8567	RENT	\$ 600.00
L4167	RENT	\$ 700.00
TOTAL		\$3,975.00

OUTREACH:

The department conducted the following outreach efforts during the quarter:

- Nevada Freedom Run 5k
- Franks 4 Service
- The Wall That Heals

STATISTICS (Through 2nd Quarter):

Client visits tend to be majority males in their early retirement years looking at claiming Federal Benefits. We've Greatly increased client intakes over July 2025.

Statistics - FY 26													
	Average Age			# of Males		# of Females		Total Cases					
	59.5			54		23		77					
By Service													
	JUL	SEP	AUG	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
By Benefit Level													
County	31	0	0	0	0	0	0	0	0	0	0	0	31
Federal	42	0	0	0	0	0	0	0	0	0	0	0	42
State	4	0	0	0	0	0	0	0	0	0	0	0	4
By Contact Type													
Email	3	0	0	0	0	0	0	0	0	0	0	0	3
Home	1	0	0	0	0	0	0	0	0	0	0	0	1
No Show	5	0	0	0	0	0	0	0	0	0	0	0	5
Office	40	0	0	0	0	0	0	0	0	0	0	0	40
Phone	14	0	0	0	0	0	0	0	0	0	0	0	14
Walk In	13	0	0	0	0	0	0	0	0	0	0	0	13
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Jail	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	1	0	0	0	0	0	0	0	0	0	0	0	1
Total	77	0	0	0	0	0	0	0	0	0	0	0	77
Last FY	51	55	46	62	45	39	65	39	65	49	42	45	607

BUDGET:

FY25 budget for the Veterans Affairs is \$172,750.00. To date, of the \$3,375.00 appropriated to Services for Veterans, we've utilized 2.14% of available funds.

Status	
\$ 3,775.30	Disbursed Funds
\$ -	Funds at Auditor
\$ -	Claimed Funds
\$ -	HR Use
\$ 172,750.70	Remaining

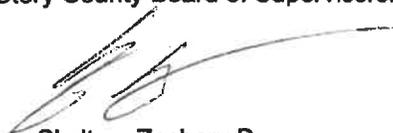
Year Information	
8.22%	Percent of the Year Complete
7/1/2025	Start of FY
7/1/2026	End of FY
2.14%	Percent of the Budget

NEXT STEPS:

The Veterans Affairs department continues improving its output and procedures. Priorities include:

- Establish Rotational Outreach with local Veteran Organizations/Communities
- Create contingency plan with adjoining counties and aligned organizations
- Audit or organization of files within state code for record keeping

Thank you for the continued support of the Story County Board of Supervisors!


 Skelton, Zachary D.
 Story County Veterans Affairs
 Director

Direction

Board Member Initials: AKH

Meeting Date: 8-5-25

City of Collins

Follow-up action: To find fence & use funds towards all awarded initially or then come

PO Box 15
212 Main Street
Collins, IA 50055

Collins Request to Adjust Grant Allocation

back w/ left over funds to see approval for use of these funds.

Story County Board of Supervisors,

Collins has begun tackling the improvements outlined in Story County's grant award. As the County knows, these kinds of projects tend to take on a life of their own, sometimes requiring flexibility, adjustments, and realignment. We have already identified some early changes we would ask the County to support.

Within the next two weeks, we will have concrete poured and new storm shelters installed. Instead of going with two large units, we decided to add five smaller ones. This change gave us the opportunity to be more strategic as to where we placed the shelters, placing some closer to the trail, while setting others next to our ball fields. Originally, we were awarded \$60,000 for this phase of the project. These 5 units, with concrete, will cost approximately \$37,000. Once these units are set, and other ongoing improvements are in place, we plan to reevaluate the need for adding one additional unit (costing approximately \$9,000). That leaves \$14,000 of the original \$60,000 that we would like permission to reallocate.

Below is a list of how we would like to reallocate the \$14,000:

- 1.) Because of tariff increases and other factors, the cost of replacing the fencing around our new pickleball court is higher than we originally anticipated. We request \$4,000 be reallocated to complete this part of our project.
- 2.) Due to the trail improvements sponsored by Story County Conservation, we had to move a lot of our park benches and trashcans. All of those benches need new concrete pads, and several of our garbage cans did not survive the move, so they will need replaced. These were not issues we originally anticipated when we proposed our initial request, but are a bi-product of the many improvements that are taking place in our parks. We are asking the BOS to allow \$5,000 to be reallocated to these fixes.
- 3.) Finally, as this project has unfolded, we have re-prioritized the importance of our trail tunnel. This tunnel is a unique feature along the Heart of Iowa Nature Trail. In our pursuit to help ensure Collins is a destination location for riders, walkers, and all other visitors, we want to make sure that we showcase this space with artwork, murals, signage, or other features that will make it a standout feature of Story County's portion of the trail. We have already spent separate City money treating the space with sealant and primer. We ask the County to allow us to reallocate \$5,000 toward this new and exciting opportunity.

In summary, we are asking to take up to \$14,000 from what we had originally requested for storm shelters, and reallocate the funds toward fencing, concrete for benches, new trash cans, and artwork to enhance the trail tunnel experience.

If you have any questions, please feel free to ask our clerk or to contact me directly at 515-681-3999. Thank you for your time and consideration.

Sincerely,

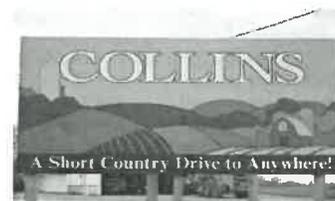
Mayor Brett Comegys

BRETT COMEGYS, MAYOR

Katie Baldwin, City Clerk
Darren Kennedy, Public Works Director
Joan Enfield, City Treasurer
Tom Cahill, City Attorney

CITY COUNCIL

Stacy Howell
Dawnell Kennedy
Stephanie Smith
Dawn Pasquariello
Marissa Welch



Phone/Fax: 641-385-2205
E-mail: cityofcollinsia@gmail.com



Planning and Development Department
Administration Building
900 6th Street, Nevada, Iowa 50201

Ph. 515-382-7245
www.storycountyiowa.gov

July 30, 2025

Katie Baldwin, City Clerk
City of Collins
P.O. Box 15
Collins, Iowa 50055

Dear Katie,

The Story County Board of Supervisors approved the application submitted by the City of Collins for the 2024 Urban Renewal Area Project funding in the amount of \$142,000 for the Collins Area Park, Trail and Community Safety Initiative application. Funds are available after July 1, 2025.

Please note the Board of Supervisors reduced the amount requested to remove the dog park and upgraded lighting around park walking track from the approved elements, as indicated in the bulleted points below. In addition, it was mentioned at the presentation to the Board of Supervisors that the pickleball courts have already been constructed, so those would not be an eligible awarded expense.

- Park New Amenities - ~~Installation of a 4 game Pickleball Court (\$55,000),~~ Trailside Food Court Pads (\$24,500), a 9 Hole Frisbee Disc Golf Course (\$10,000), ~~a Dog Park (\$17,000),~~ and Business Signage (\$3,000)
- Park Safety/Amenity Upgrade - ~~Upgraded lighting around park walking track (\$19,000),~~ addition of new park equipment (\$30,000), park signage (\$2,000), and replacement fencing around pickleball court for community safety (\$12,500).
- Park Weather Safety Program - This program will provide emergency shelters to people using our park and the adjacent trail. Currently, there are no options for people using our softball/baseball fields, pickleball courts, or other park amenities in the event of unsafe weather conditions. With the increased public traffic expected with Story County Conservation's trail paving project, the community is taking the initiative to provide some storm safety options should severe sudden weather arrive unexpectedly. Three shelters, concrete pads to mount them on, and installation budget is \$60,000.

Enclosed are the two forms you will need to complete and turn back in to our office once the work has been completed and you are seeking reimbursement. Again, funds are available after July 1, 2025.



Planning and Development Department
Ph. 515-382-7245

- Request for Reimbursement Form
- Story County standard claim form. Please just complete the highlighted areas and return that along with the reimbursement form, along with receipts of the work.

Story County staff will follow-up with you for a project update in November 2025.

Funded projects continue to meet the goals of the adopted Story County Urban Renewal Area Plan and Policies. We are excited to witness the positive impacts throughout Story County as a result of this program.

Congratulations and thank you for all you continue to do for your community and Story County.

Please let me know if you have additional questions with which I may be able to assist.

Best regards,

Leanne Lawrie Harter – AICP, CFM

Enclosures

City of Collins - FY26 Story County TIF/URA Grant Narrative

Public Park Land and Trail Improvements

Project Title - Collins Area Park, Trail, and Community Safety Initiative

Location of Project - City of Collins

One - Line Description of your project:

This project is designed to create a vibrant, safe, and inviting opportunity for visitors and residents of Collins alike.

Describe Project/Program goals and objectives:

- Improve upon existing amenities within our City's park system.
- Create viable, family friendly, and safe opportunities for travelers along the Heart of Iowa Trail.
- Establish a higher benchmark of emergency preparedness for residents and travelers.
- Develop greater awareness of opportunities, promote our local economy, and create a more welcoming stopping point for Heart of Iowa Trail travelers.

Project Vitality - Describe the economic or community development impact proposed project will have in Story County.

The requested funding will go directly toward trailhead improvements along the Heart of Iowa Trail located within the City of Collins. Considering the fact that this will be the stopping/starting point for people using this trail, and with the upcoming paving project to be completed within the year only increasing access to the central Iowa trail network, we want to make the most of the economic opportunities that other communities similarly positioned near the trail have enjoyed in recent years. We believe that this area will not only help showcase some of the many things that help make Story County great, but will also help promote local businesses, spark entrepreneurship, and potentially attract new events to the region.

What is the sustainability plan in order to provide ongoing program/project continuity?

We already have established city sustainability plans in place through our public works department, local park and recreation team, and operation practices by the City of Collins. These plans will help maintain all improvements once they are in place and our growing economic development partnerships will continue to allow the City of Collins the ability to apply for non-local funding and initiatives.

In terms of project implementation and development, the Mayor will work closely with the City Council, Public Works Director, City Clerk, and various contractors to maintain progress for improvements.

Project milestone descriptions and timelines:

The City of Collins is focused on completing this project in conjunction with the adjacent Heart of Iowa Trail paving project currently being done by Story County Conservation. Our intent is for Collins to help create viable options for not only the people of our City to utilize and enjoy, but for individuals using the new and improved trail system. In saying that, we see our new pickleball courts as the first milestone for overall project completion. Overall, we are targeting all funded aspects of this project/initiative to be completed with 12 months of accessibility to grant money.

Please provide a 200 word (maximum) description of the project:

Our project has 3 components to it:

Park New Amenities - Installation of a 4 game Pickleball Court (\$55,000), Trailside Food Court Pads (\$24,500), a 9 Hole Frisbee Disc Golf Course (\$10,000), a Dog Park (\$17,000), and Business Signage (\$3,000)

Park Safety/Amenity Upgrade - Upgraded lighting around park walking track (\$19,000), addition of new park equipment (\$30,000), park signage (\$2,000), and replacement fencing around pickleball court for community safety (\$12,500).

Park Weather Safety Program - This program will provide emergency shelters to people using our park and the adjacent trail. Currently, there are no options for people using our softball/baseball fields, pickleball courts, or other park amenities in the event of unsafe weather conditions. With the increased public traffic expected with Story County Conservation's trail paving project, the community is taking the initiative to provide some storm safety options should severe sudden weather arrive unexpectedly. Three shelters, concrete pads to mount them on, and installation budget is \$60,000.

Total Proposed Project Costs: \$233,000

Dollar Amount Requested from Story County for this project: \$167,250

Potential Matching Funds: \$55,750 (These funds have already been allocated from our community's LOST fund.)

Does the requested funding leverage other funding? Is it a match for the other funding? If yes, please describe.

No

Please indicate the source of proposed project costs and estimates:

The source of project costs come from vendor and contractor estimates, as well as from information obtained from other community park departments within Story County, providing regional and local project cost comparisons.

Is the applicant accessing alternative funding sources? If yes, please list sources.

Other funding sources have not been considered in the development of this project. Any efforts to access alternate funding will be dependent upon the support of Story County.

Additional Information:



Above Ground Residential Storm Shelters