

The Board of Supervisors met on 1/19/21 at 10:00 a.m. in the Story County Administration Building. Members present: Lisa Heddens, Linda Murken, and Latifah Faisal, with Heddens presiding. (all audio of meetings available at storycountyia.gov). Heddens noted due to recommendations for social distancing in order to help slow the spread of the COVID-19 virus and limited space, the meeting will be provided via Zoom originating from the Story County Administration Building.

ADOPTION OF AGENDA: Faisal moved, Murken seconded adopting the agenda with change to Additional Items: the Story County Quarterly Financial Report will be considered after the Resolution #21-51, FY21 Appropriation Amendment. Motion carried unanimously (MCU) on a roll call vote.

UPDATES ON COVID-19: Murken reported Mary Greeley Medical Center is notifying when vaccines are available on its website; a link has been added to the County's website. Heddens reported on statewide and county caseload numbers and deaths.

VETERANS AFFAIRS QUARTERLY REPORT: Brett McLain, Director, highlighted items from his submitted written report.

PRESENTATION ON AN ECONOMIC DEVELOPMENT DISTRICT (EDD) FOR CENTRAL IOWA: Brenda Dryer, Senior Vice President, Ames Chamber of Commerce, introduced fellow presenters and provided background on EDDs. Todd Ashby, Des Moines Area Metropolitan Planning Organization (DMAMPO) Director, provided additional background information. Andrew Collings, DMAMPO, reported on funding, how to form an EDD, typical membership, funding options, types of work, and next steps. Discussion took place.

PERSONNEL ACTIONS: 1) new hire, effective 1/21/21, in a) Attorney's Office for Erin DeMonico @ \$10.00/hr; effective 1/25/21, in a) Planning and Development for Jenna Gilliam @ \$11.00/hr; 2) promotion, effective 1/31/21, in a) Attorney's Office for Mindy Vickers @ \$19.81/hr. Murken moved, Faisal seconded the approval of Personnel Actions as presented. Roll call vote. (MCU)

CLAIMS: 1/21/21 Claims of \$718,309.79 (run date 1/15/21, 33 pages, on file in the Auditor's Office) and authorize the Auditor to issue checks in payments of these claims and payment requests from Central Iowa Drug Task Force (\$1,701.69), BooSt School Ready (\$23,837.23), BooSt Early Childhood (\$7,194.41), Emergency Management (\$2,303.95), E911 surcharge (\$9,439.39), County Assessor (\$3,359.87), Ames City Assessor (\$25,337.61), and Central Iowa Community Services (\$44,049.50). Faisal moved, Murken seconded the approval of Claims as presented. Roll call vote. (MCU)

Murken moved, Faisal seconded the approval of Consent Agenda as presented.

1. Resolution #21-49, Appointment of Representative for Central Iowa Regional Housing Authority (CIRHA)
2. The Sheriff's Office to decrease the mileage fee charged from \$.575 to \$.56 per mile to remain in line with the allowable fees permitted by the Internal Revenue Service
3. Cooperative Agreement between Story County Conservation and Prairie Rivers of Iowa RC and D
4. Program Agreement between Kansas State University Polytechnic Department of Professional Education and Outreach and Story County for \$6,400.00 for UAS Commercial Remote Pilot Training
5. Quarterly Report: Recorder
6. Utility Permit: #21-5368

Roll call vote. (MCU)

RESOLUTION #21-50, FY21 BUDGET AMENDMENT: Lisa Markley, Assistant Auditor, reported on the budget amendment process, and provided details on the amendment including revenues, expenses, and ending fund balance. Heddens opened the public hearing at 10:38 a.m., and, hearing none, she closed the public hearing at 10:38 a.m. Faisal moved, Murken seconded the approval of Resolution #21-50, FY21 Budget Amendment as presented. Roll call vote. (MCU)

RESOLUTION #21-51, FY21 APPROPRIATION AMENDMENT: Lisa Markley, Assistant Auditor, reported on appropriating amended dollars. Murken moved, Faisal seconded the approval of Resolution #21-51, FY21 Appropriation Amendment as presented. Roll call vote. (MCU)

STORY COUNTY QUARTERLY FINANCIAL REPORT: Lisa Markley, Assistant Auditor, provided year-to-date information on spending, fund status, and revenues.

SELECTION OF CONSULTANT TO COMPLETE THE STORY COUNTY SPACE NEEDS ASSESSMENT STUDY AND DIRECT COUNTY STAFF TO NEGOTIATE A CONTRACT WITH THE SELECTED

CONSULTANT: Joby Brogden, Facilities Management Director, requested the Board make a selection; he will work with the Attorney's Office on the contract. Discussion took place. Faisal moved, Murken seconded the approval of OPN as Consultant to complete the Story County Space Needs Assessment Study for \$32,500.00 and directed staff to negotiate a contract with selected consultant. Roll call vote. (MCU)

HIRING FREEZE EXEMPTION REQUEST FOR ATTORNEY OFFICE ADMINISTRATIVE ASSISTANT II POSITION: Tim Meals, County Attorney, reported on backfilling a recent vacancy. Murken moved, Faisal seconded the approval of the Hiring Freeze Exemption Request for Attorney Office Administrative Assistant II Position as presented. Roll call vote. (MCU)

HIRING FREEZE EXEMPTION REQUEST FOR COUNTY ATTORNEY INTERNS: Tim Meals, County Attorney, reported on need. Alissa Wignall, Internal Operations and Human Resources Director, reported on the process. Discussion took place regarding budget. Wignall clarified the process. Murken moved, Faisal seconded the approval to remove the County Attorney Interns from the hiring freeze process and for the County Attorney to stay within the extra help line item. Roll call vote. (MCU)

HIRING FREEZE EXEMPTION REQUEST FOR CONSERVATION ADMINISTRATIVE ASSISTANT II POSITION: Mike Cox, Conservation Director, reported on backfilling the vacancy, and requested approval. Faisal moved, Murken seconded the approval of the Hiring Freeze Exemption Request for Conservation Administrative Assistant II Position as presented. Roll call vote. (MCU)

HIRING FREEZE EXEMPTION REQUEST FOR CONSERVATION SEASONAL POSITIONS: Mike Cox, Conservation Director, reported on the need for seasonal help, and requested approval. Murken moved, Faisal

seconded the approval of the Hiring Freeze Exemption Request for Conservation Seasonal Position as presented. Roll call vote. (MCU)

PURCHASE OF FIBER FOR THE CONTINUATION OF THE RADIO PROJECT AT THE STORY COUNTY JUSTICE CENTER FOR \$12,864.00 (UNBUDGETED) SPLIT BETWEEN SHERIFF'S OFFICE AND INFORMATION TECHNOLOGY (IT): Captain Nicholas Lennie, reported on the need. Discussion took place. Barb Steinbeck, IT Director, reported on concerns. Additional discussion took place. Faisal moved, Murken seconded the approval of the Purchase of Fiber for the Continuation of the Radio Project at the Story County Justice Center for \$12,864.00, split between the Sheriff's Office and IT. Roll call vote. (MCU)

UPCOMING AGENDA ITEMS: Murken reported the Nevada Foundation will return in February regarding its request for financial support for a proposed fieldhouse. There will be a presentation for the EDD resolution. Heddens reported Iowa Utilities Board.

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

Faisal moved, Murken seconded to adjourn at 11:25 a.m. Roll call vote. (MCU)

Lisa Heddens
Board of Supervisors

Lucinda J. Martin
Auditor

Story County
Board of Supervisors Meeting
Agenda
1/19/21

1. Originating From Administration Building, Story County Public Access Provided Via "Zoom" Meeting

SPECIAL NOTE TO THE PUBLIC: Due to recommendations to social distance in order to help slow the spread of the COVID-19 virus, the capacity of our meeting room is significantly limited. Therefore, public access to the meeting will be provided via Zoom.

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

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

Visit [HTTPS://WWW.ZOOM.US/](https://www.zoom.us/)

Click on "Join A Meeting" and use the Zoom Meeting ID 981 7092 0243 and Password 446094

To join the meeting by telephone:

Dial (312) 626-6799, then enter Webinar ID 981 7092 0243, Password 446094

Please visit WWW.STORYCOUNTYIOWA.GOV/92/BOARD-OF-SUPERVISORS

for more information on how to participate in meetings of the Story County Board of Supervisors.

2. CALL TO ORDER: 10:00 A.M.
3. PLEDGE OF ALLEGIANCE:
4. STATEMENT EXPLAINING WHY A MEETING IN PERSON IS IMPOSSIBLE OR IMPRACTICAL, PER CODE SECTION 21.8.1
5. ADOPTION OF AGENDA:
6. UPDATES ON COVID-19
 - a) Staff
 - b)Supervisors
7. PUBLIC COMMENT #1:

This comment period is for the public to address topics on today's agenda
8. DISCUSSION AND CONSIDERATION OF ITEMS BROUGHT BEFORE THE BOARD WITH REQUEST FOR IMMEDIATE ACTION:
9. AGENCY REPORTS:
 - I. Veterans Affairs Quarterly Report - Submitted Report

Department Submitting Auditor

Documents:

VA.PDF
DISTRIBUTION OF FED VA BENEFITS STORY CO FY15 19.PDF
VA TOTAL FED DOLLARS.PDF

10. Presentation On An Economic Development District (EDD) For Central Iowa - Dan Culhane And Brenda Dryer

Department Submitting Board of Supervisors

Documents:

EDD PRESENTATION.PDF

11. CONSIDERATION OF MINUTES:
12. CONSIDERATION OF PERSONNEL ACTIONS:

I. Action Forms

1)new hire, effective 1/21/21, in a)Attorney's Office for Erin DeMonico @ \$10.00/hr; effective 1/25/21, in a)Planning and Development for Jenna Gilliam @ \$11.00/hr; 2) promotion, effective 1/31/21, in a)Attorney's Office for Mindy Vickers @ \$19.81/hr

Department Submitting HR

13. CONSIDERATION OF CLAIMS:

I. 1/21/21 Claims

Department Submitting Auditor

Documents:

CLAIMS 012121.PDF

14. 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 Resolution #21-49, Appointment Of Representative For Central Iowa Regional Housing Authority (CIRHA)

Department Submitting Board of Supervisors

Documents:

CIRHA.PDF

II. Consideration For The Sheriff's Office To Decrease The Mileage Fee Charged From \$.575 To \$.56 Per Mile To Remain In Line With The Allowable Fees Permitted By The IRS

Department Submitting Sheriff

Documents:

IRS MILEAGE RATE CHANGE.PDF

- III. Consideration Of Cooperative Agreement Between Story County Conservation And Prairie Rivers Of Iowa RC And D

Department Submitting Conservation

Documents:

PRAIRIE RIVERS AGREEMENT.PDF

- IV. Consideration Of Program Agreement Between Kansas State University Polytechnic Department Of Professional Education And Outreach And Story County For \$6,400.00 For UAS Commercial Remote Pilot Training

Department Submitting Sheriff

Documents:

KANSAS STATE UNIVERSITY.PDF

- V. Consideration Of Quarterly Reports From The Following: Recorder

Department Submitting Auditor

Documents:

RECORDER.PDF

- VI. Consideration Of Utility Permit(S): #21-5368

Department Submitting Engineer

Documents:

UT 21 5368.PDF

15. PUBLIC HEARING ITEMS:

- I. Consideration Of Resolution #21-50, FY21 Budget Amendment - Lisa Markley

Department Submitting Auditor

Documents:

RES 21.50.PDF

16. ADDITIONAL ITEMS:

- I. Consideration Of Resolution #21-51, FY21 Appropriation Amendment - Lisa Markley

Department Submitting Auditor

Documents:

RES 21.51.PDF

- II. Discussion And Consideration Of Selection Of Consultant To Complete The Story County Space Needs Assessment Study And Direct County Staff To Negotiate A Contract With The Selected Consultant - Joby Brogden

Department Submitting Facilities Management

Documents:

RMH SPACE NEEDS RFP RESPONSE.PDF
STORY COUNTY SPACE NEEDS ASSESSMENT OPN PROPOSAL.PDF

- III. Discussion And Consideration Of Hiring Freeze Exemption Request For Attorney Office Administrative Assistant II Position - Tim Meals

Department Submitting Human Resources

Documents:

ATTORNEY ADMIN II REQUEST.PDF

- IV. Discussion And Consideration Of Hiring Freeze Exemption Request For County Attorney Interns - Tim Meals

Department Submitting Human Resources

Documents:

ATTORNEY INTERN REQUEST.PDF

- V. Discussion And Consideration Of Hiring Freeze Exemption Request For Conservation Administrative Assistant II Position - Mike Cox

Department Submitting Human Resources

Documents:

SCCB ADMIN II REQUEST.PDF

- VI. Discussion And Consideration Of Hiring Freeze Exemption Request For Conservation Seasonal Positions - Mike Cox

Department Submitting Human Resources

Documents:

CONSERVATION SEASONAL.PDF

VII. Discussion And Consideration Of The Purchase Of Fiber For The Continuation Of The Radio Project At The Story County Justice Center For \$12,864.00 (Unbudgeted) Split Between Sheriff's Office And Information Technology - Nicholas Lennie, Dina McKenna, And Barb Steinbeck

Department Submitting Sheriff

Documents:

FIBER REQUEST.PDF

17. DEPARTMENTAL REPORTS:

18. OTHER REPORTS:

I. Story County Quarterly Financial Report –Lisa Markley

Department Submitting Auditor

Documents:

QUARTERLY STORY COUNTY FINANCIAL REPORT FY21.PDF

19. UPCOMING AGENDA ITEMS:

20. PUBLIC FORUM #2:

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

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

22. 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 Commission of Veterans Affairs
Brett D. McLain, Director
Story County Human Services Center
126 S. Kellogg Ave. Suite 001, Ames, Iowa 50010
Ph. 515-956-2626 Fax 515-956-2627
www.storycountyiowa.gov/va
veteransaffairs@storycountyiowa.gov

January 19, 2021

Veterans Affairs Second Quarterly Report FY 20-21

Period covered: October 1, 2020 – December 31, 2020

“Greetings from Story County Commission of Veterans Affairs”

Current Commissioners are:

Monty Woodward, Chair; Nick Briseno, Vice Chair; Luke Vance, Secretary; Patrick Peakin and Amy Rosenberg are members.

Two Veteran families received funeral assistance, totaling: **\$ 4,066.00**

One Veteran received rent assistance: **\$300.11**

The total of county assistance for this quarter was: **\$4,366.11**

Also during this second quarter of FY 20-21, Story County Veterans Affairs served our Veterans and surviving spouses over phone, email, and/or online and some by appointment in the office.

We assisted **129** Veterans and/or surviving spouses with eligibility for Federal, State, and/or County Veterans Affairs benefits. Thanks to our scanner and the US Mail, we were able to get signatures and complete the process of filing for Veterans Benefits.

The breakdown of the 129 interviews:

101 men and 28 women

20 served during WWII

24 served during the Korean War

41 served during the Vietnam War

15 served during the Persian Gulf War

11 served during the Cold War

6 served in Iraq or Afghanistan (OIF, OEF, or OND)

4 Iowa National Guard

25 Surviving Spouses of Veterans

Iowa Veterans Home Donation Drive

This year our annual donation drive was held in November and the first half of December. On December 15, 2020 and again on December 21, 2020 we delivered Story County donations to the Iowa Veterans Home in Marshalltown. A BIG thank-you to Gilbert Lions Club and Tom Randall for the use of his truck.

Story County VA Newsletter

On November 3, 2020, we sent out a newsletter to **790** via email and **2,686** via US Mail to Veteran homes, 15 city halls, and American Legions, VFWs and, VVA in Story County. Also this newsletter was posted on the Story County Veterans Affairs webpage.

Hometown Outreach Program

Due to COVID-19, there were no events held during this quarter.

Nursing Home, Jail Program

During this time we were able to do a few window, phone, and some face-to-face visits behind Plexiglas, two jail visits with Veterans, and one visit with staff.

Story County Freedom Flight

We are preparing for two flights to DC in 2021 so Veterans can visit their war memorials. Our two flights are set to travel on **May 8, 2021** and **August 28, 2021** from Fort Dodge for a long one-day trip. Currently we have **32** on our flight manifest.

Report: Federal Veterans Benefits paid out to Story County Veterans and Surviving Spouses (GDX)

Spreadsheet attached—FY 15–FY 19

Between FY 18 and FY 19 Story County Veterans Affairs **increased** Federal VA Benefits by **2.9 million** dollars, Comp & Pen by **1.7 million** dollars, Vocational Rehabilitation and Education by **300,000** dollars, and Medical Care by **1.4 million** dollars. There was an increase of **\$773** in average benefits per Veteran from FY 18 to FY 19. The FY 19 average benefits amount per Veteran was **\$6,800**.

Sincerely,

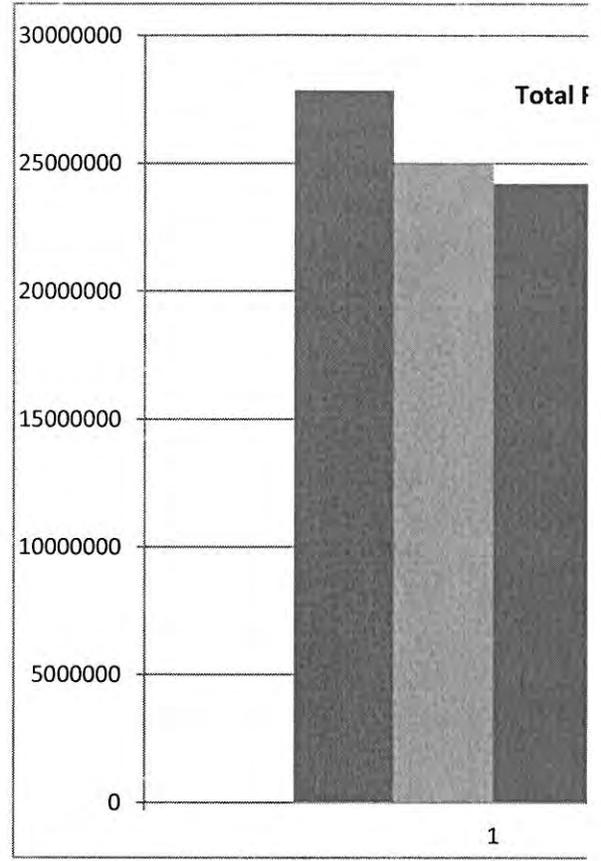
Brett McLain, Director
Story County Veterans Affairs

Geographic Distribution of Federal Veterans Affairs Benefits—Story County

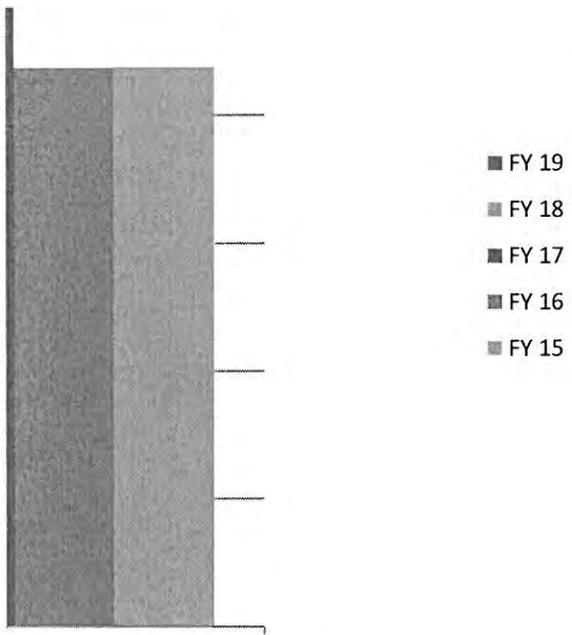
FY	Veteran Population	Total Benefits Distributed (millions)	Comp & Pen portion (millions)	Voc Rehab Education portion (millions)	Medical portion (millions)	Number of Unique Patients	Average Benefit Amount per Veteran
19	4,085	27.8	13.3	3.8	10.1	1,013	\$6,800
18	4,131	24.9	11.6	3.5	8.7	980	\$6,027
17	4,174	24.2	11.1	3.8	8.7	1,004	\$5,798
16	4,216	21.8	10.4	3.7	7.1	1,015	\$5,170
15	5,561	21.8	9.6	3.3	8.4	1,022	\$3,920

**Total Federal Dollars to Story
County Veterans**

FY 19	\$27,848,000.00
FY 18	\$24,945,000.00
FY 17	\$24,215,000.00
FY 16	\$21,854,000.00
FY 15	\$21,886,000.00



Federal Dollars to Story County Veterans



APPROVED *[Signature]* **DENIED** *[Signature]*

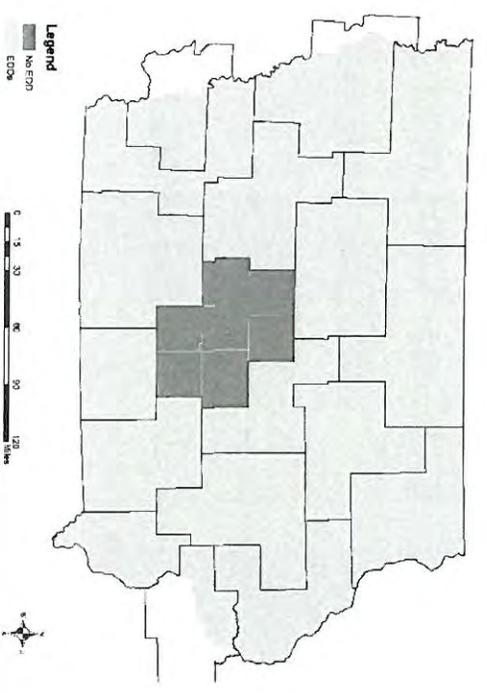
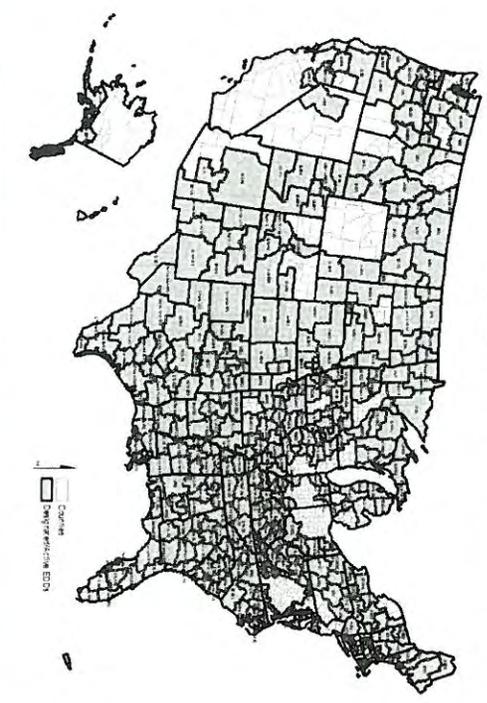
Board Member Initials: *AKH*

Meeting Date: 1-19-21

Follow-up action: _____

Economic Development District (EDD) for Central Iowa?

Economic Development Districts (EDDs)
March 2019



- BOONE
- DALLAS
- STORY
- JASPER
- POLK
- MARION
- WARREN

Central Iowa is state's only region without EDD designation from U.S. EDA. It is now qualified for an EDD designation due to national emergency declaration for the pandemic – the first time the region has qualified since 2008 floods. Marion County / Indianapolis is also exploring an EDD designation for the region.

What is an Economic Development District (EDD)?

- An Economic Development District is a designation by the U.S. Economic Development Administration.
- The designation is given to regions that have experienced economic distress.
- These regions form multi-jurisdictional entities, commonly composed of multiple counties, to plan for the economic resiliency of a region and provide support for member communities.

NOT a chamber of commerce or like Partnership.

NOT like the economic development offices of the region's cities and counties.

Does NOT recruit businesses.

Benefits

- **Funding**
 - First entity to receive EDA funding during major disasters.
 - (E.G., Central Iowa missed out on \$470,000 in no-match funding from CARES Act.)
 - Annual funding for staff to administer EDD (requires local match).
 - Improve applications for federal funding applications.
- **Staff Support:**
 - Support staff for the application and administration of grants.
 - Identify funding opportunities at various levels of government.
 - Fill “gaps” by supporting projects on behalf of communities without capacity.
- **Regional Plan:**
 - Comprehensive Economic Development Strategy (CEDS) would catalogue priority projects and improve their competitiveness in grant applications.
 - Supports existing plans (comp plans, Tomorrow Plan, Capital Crossroads)

Examples of federal funding received through EDD

- \$1,729,500 – City of Cedar Rapids – Help relocate a water main for flood resiliency for the Quaker Oats factory. (2017)
- \$1,000,308 – Southwestern Community College – For a new facility for skills training, technical training, and provide trainings needed for regional businesses and industries. (2015)
- \$750,000 – Indian Hills Community College – For a multi-use, full-service training center. (2014)
- \$631,102 – Sioux City – For the Sioux City Gateway Airport. (2014)
- \$1,000,000 – City of Dyersville – For Field of Dreams project. (2013)

What would it take?

- To form an EDD and access funding, the following is needed:
 - Every county be part of a presidentially declared disaster declaration (already done due to COVID-19)
 - The agency requesting funding must have adequate private representation on the board
 - Have the support of all the counties within the EDD area
 - Must have concurrence with the State
 - Local match must be procured
- A Comprehensive Economic Development Strategy (CEDS) would also need to be created. This is like a Long-Range Transportation Plan, but for economic growth.

Next Steps: Gathering Your Input

- We are meeting with stakeholders, seeking to understand priority projects where additional funding would be helpful.
- We will also meet with county boards of supervisors.
- All counties in the district would have to support the formation of the EDD, though they would not be required to join.
- The State of Iowa (Governor) would need to support the designation request.

PLEASE REACH OUT. WE
WANT TO HEAR YOUR
THOUGHTS.

Todd Ashby, CEO

tashby@dmamppo.org
515-334-0075

Andrew Collings

acollings@dmamppo.org
515-334-0075

Gunnar Olson

golson@dmamppo.org
515-334-0075

RESOLUTION #12-41

WHEREAS, the County of Story has considered and adopted a Resolution declaring the need for a Housing Authority in the County of Story, said Resolution #21-41, dated January 19, 2021 and;

WHEREAS, the County of Story has adopted the Articles of Agreement creating the Central Iowa Regional Housing Authority (CIRHA), dated February 12, 1980, and;

WHEREAS, each member government shall have one representative to CIRHA to serve for a term of three years, and;

WHEREAS, such representative and alternate shall be appointed by the Chairman with the approval of the local governing body.

NOW THEREFORE BE IT RESOLVED, pursuant to the provision of Chapter 28E, Code of Iowa, 1981, and by virtue of our office, we hereby approve the Chairperson's appointment of the person hereinafter named to serve as representative and alternate to CIRHA, representing this County and to serve for the number of years appearing, as specified above, respectfully, from this 19th day of January, 2021.

REPRESENTATIVE

Latifah A. Faisal
900 6th Street
Nevada, Ia. 50201
515-382-7203 office
515-291-9804 cell
lfaisal@storycountyiowa.gov

ALTERNATE REPRESENTATIVE

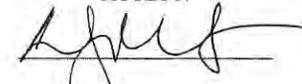
None

IN WITNESS WHEREOF, I have hereunto signed my name as Chairperson of the local governing body of this County, to be attached hereto this 19th day of January, 2021.

SEAL


Chairperson

ATTEST:


Auditor



Sheriff's Office



Story County
PAUL H. FITZGERALD, Sheriff

Emergency 911 • Office: 515-382-6566 • Fax #: 515-382-7479 • 1315 S. B Ave. Nevada, Iowa 50201

January 8, 2021

Lisa Heddens, Chair
Story County Board of Supervisors
Latifah Faisal
Linda Murken

Dear Board of Supervisors:

It has come to the attention of my office, effective January 1, 2021 the IRS decreased their mileage rate from \$.575 to \$.56 per mile. As you are aware the Sheriff's mileage fee is governed by the Code of Iowa, Chapter 331.655(1)(j). Code of Iowa, Chapter 70A.9 states we may charge a mileage fee up to the maximum allowed under federal internal revenue service rules. To remain in line with the allowable fees, we would like to change our current \$.575 per mile to \$.56 per mile.

Therefore, we request your approval to decrease the current mileage fee charged to the rate of \$.56 to be effective immediately.

Respectfully,

Paul H. Fitzgerald
Story County Sheriff

PHF:jjj

APPROVED

DENIED

Board Member Initials: PHF

Meeting Date: 1-18-21

Follow-up action: _____



Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

Memorandum

To: Story County Board of Supervisors
From: Michael D. Cox, Director
Date: January 19, 2021
Re: Consideration of Cooperative Agreement Between Story County Conservation and Prairie Rivers of Iowa RC and D.

The attached Agreement with Prairie Rivers of Iowa RC and D secures their services for conducting water quality monitoring and outreach throughout the county in 2021. This agreement is a continuation of work commenced in 2020. The Watershed Assessment Implementation Plan calls for establishment of a water quality monitoring program as a high priority. The program includes outreach, citizen science water quality monitoring, and laboratory monitoring. Current partners include: Story County Community Foundation, Leopold Center for Sustainable Agriculture, City of Ames, City of Huxley, City of Gilbert, City of Nevada, Isaak Walton League, and Prairie Rivers of Iowa.

This is a collaborative effort to better understand our water quality and increase water quality awareness. Story County Conservation coordinates the citizen science efforts, the City of Ames performs laboratory analysis, The Izaak Walton League assists with training and provides use of their national water quality database, and Prairie Rivers is coordinating the 10-year monitoring program, community outreach outreach, sampling events and overall efforts, and serving as clearing house for data.

This agreement calls for Story County to reimburse Prairie Rivers up to \$24,000 for their services. This funding is included in the FY21 budget.

Story County Conservation Board recommends your approval.


Approval

1-19-21
Date

Disapproval

Date



**COOPERATIVE AGREEMENT
BETWEEN**

**STORY COUNTY CONSERVATION
AND
PRAIRIE RIVERS OF IOWA RC&D**

This Agreement is made effective on January 19, 2021 by and between Story County Conservation, 56461 180th St., Ames, Iowa 50010-9451, hereinafter referred to as 'SCC', and Prairie Rivers of Iowa RC&D, 2335 230th Street, Suite 101, Ames, Iowa 50014, hereinafter referred to as 'PRI' for this agreement.

The parties have agreed and do hereby enter into this agreement according to the provisions set out herein:

A. Description of Services

PRI will work with Story County Conservation to implement the 10-year Story County-wide water monitoring plan including:

- Monthly monitoring activities including sampling, data collection, interpretation, and reporting of at least 15 sites in Story County.
- Overseeing two snapshots in 2021, one in May and the other in October. Activities involved are signing up at least 20 volunteers to monitor up to 45 sites including nitrate, nitrite, temperature, orthophosphate, pH, chloride, transparency, and dissolved oxygen.
- Facilitating the water monitoring planning team during their quarterly meetings and in their small group meetings.
- Public relations and communication activities exploring the challenges and promoting the successes through monthly social media posts, six website/blog stories, multiple radio and newspaper promotions of activities about the monitoring program and identifying ways for the public to get involved.
- Identification of private and grant funding for at least two oxbow projects.
- A yearly report published reviewing all activities and any trends identified during the year to be published by all partners.
- Coordination with all water monitoring planning team partners for at least two activities during Watershed Awareness Month.
- And other activities that arise to support the ten-year water monitoring implementation plan.

B. Scope of Work Timeline

This contract is in effect from the date of signing through December 31, 2021.

C. Reimbursement

These services will be invoiced monthly and reimbursed for a total of \$24,000. No greater amount shall be paid without written amendment.

D. Suspension/Termination

Either party may terminate this Agreement by giving written notice to the other, at least 30 days before the effective date of termination. Either party may suspend this agreement. Notification of suspension shall be in writing. In the event of termination by either party, PRI will be paid for compliant services through the date of termination.

E. Entire Agreement

This Agreement contains the entire Agreement of the parties and there are no other promises or conditions in any other Agreement whether oral or written.

F. Amendment

This Agreement may be modified or amended by written order with mutual agreement by both parties.

G. Applicable Laws

The terms and provisions of this Agreement are to be construed in accordance with the State of Iowa and applicable Federal laws, and the Contractor agrees to perform obligations under this Agreement in accordance with said laws including applicable audit requirements.

H. Independent Contractor Status

PRI agrees that the relationship between PRI and SCC is that of an independent contractor for employment tax purposes. PRI shall be solely responsible for all taxes relating to payments made under this agreement.

I. Laws

This agreement is governed by the law of the State of Iowa with venue in Story County District Court.

J. Assignment

This agreement may not be assigned or transferred by PRI without the prior written consent of the SCC.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate and each copy shall constitute an executed counterpart original.

PRAIRIE RIVERS OF IOWA RC&D

By: _____
Penny L. Brown Huber

Date: _____

STORY COUNTY CONSERVATION

By: _____
Michael Cox, Director

Date: _____

STORY COUNTY BOARD OF SUPERVISORS

By: *Lisa Heddens*
Lisa Heddens, Chair

Date: 1-19-21

Exhibit #1

PRI Contract Budget

What	How Many		\$	Total
EXPENSES				
<hr/>				
Salaries and Fringe				
Watershed Coordinator, Dan Haug	416 Hrs		\$45.00	\$18,720.00
Executive Director, Penny Brown Huber	96 Hrs		\$55.00	<u>\$ 5,280.00</u>
		SUBTOTAL		\$24,000.00

**Kansas State University Polytechnic
Department of Professional Education & Outreach
PROGRAM AGREEMENT**

sUAS Commercial Remote Pilot Training
Name of Program/Activity

Story County Sheriff
Sponsoring Agency/Department

March 31-April 2, 2021
Program Dates

Lisa Heddens (BOS Chair)/Paul H. Fitzgerald (Sheriff)
Sponsor's Authorized Representative

Nevada, IA
Location (s)

Kirsten Zoller
PEO Program Coordinator

This document and the attached *Responsibilities Outline* and *Program Budget* detail coordination and financial responsibilities associated with the above-named program, and together constitute the *Program Agreement*. This agreement shall be subject to, governed by, and construed according to the laws of the state of Kansas.

Coordination and Sponsoring Agency/Department Responsibilities

The attached *Responsibilities Outline* details the coordination responsibilities to be completed by PEO. This outline has been reviewed and accepted by the sponsoring agency/department. If additional PEO staff time is required, appropriate charges will be mutually agreed upon prior to the performance of the work.

Financial Responsibility

The attached *Program Budget* details known and projected program expenses and revenue, which have been reviewed and accepted by the sponsoring agency/department and the Department of Professional Education & Outreach. If budget adjustments are necessary, both the sponsoring agency/department and the Department of Professional Education & Outreach will mutually determine changes.

The sponsoring agency/department will assume full financial responsibility and will pay the Department of Professional Education & Outreach coordination fees and all actual costs of the program including any applicable taxes.

The sponsoring agency/department may elect to hold the event even if projected revenue from fees will not cover the expenses. Evidence of financial ability to cover all program costs must be presented to the Department of Professional Education & Outreach.

If the program is cancelled, all direct expenses incurred by the PEO in preparation for this program, including the coordination and registration fees for services provided to that date, will be paid by the sponsoring agency/department.

All program expenses, including coordination and registration services fees, shall be paid by the sponsoring agency/department within 30 days of receipt of invoice.

A final financial accounting will be provided to the sponsoring agency/department when all revenue has been received and program expenses have been paid.

The Provisions found in Contractual Provisions Attachment (Form KSU-146a, Rev. 3-18), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

PEO Program Coordination Fee \$ 60 **PEO Registration Services Fee** \$ 17

Representative's Authority to Contract

By signing this *Program Agreement*, the representative of the sponsoring agency/department thereby represents that such person is duly authorized by the sponsoring agency/department to execute this agreement on behalf of the sponsoring agency/department and that the sponsoring agency/department agrees to be bound by the provisions thereof.

Department of Professional Education & Outreach

Sponsoring Agency/Department

Kirsten Zoller 1/13/2021
By: Director Date

x Paul H. Fitzgerald 1-14-21
By: Sponsor's Authorized Representative Date
x Lisa Heddens 1-19-21

Admin Use Only

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to and specifically incorporated in all contractual agreements by adding the following statement to the main body of the contract: "The Provisions found in Contractual Provisions Attachment (Form KSU-146a, Rev. 7-20), which is attached hereto, are hereby incorporated in this contract and made a part hereof."

1. **Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract (including, without limitation, all other attachments) in which this attachment is incorporated. Any terms that conflict with or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** All matters arising out of or related to this contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit arising out of or related to this contract shall reside only in courts located in the State of Kansas.
3. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require Kansas State University or any of its controlled corporations (collectively "University") to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The terms, conditions, and limitations of liability of the State of Kansas, the University, and their employees are exclusively defined under the Kansas Tort Claims Act (K.S.A. 75-6101, et seq.).
4. **Arbitration, Damages, Warranties:** No interpretation of this contract shall find that the University has agreed to binding arbitration, or the payment of damages or penalties. Further, the University does not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages or rights of action available to the University at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
5. **Termination Due To Lack Of Funding Appropriation:** If sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, the University may terminate this agreement at the end of its current fiscal year. The University agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided under any contract for which it has not been paid. The University will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by the University, title to any such equipment shall revert to Contractor at the end of the University's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
6. **Responsibility For Taxes:** The University shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
7. **Insurance:** The University shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require the University to establish a "self-insurance" fund to protect against any such loss or damage.
8. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given, including, but not limited to, the signature of an authorized representative of the University as defined in the University Contracts Policy: <https://www.k-state.edu/policies/ppm/3000/3070.html>.
9. **Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
10. **Export Control:** Prior to providing University with any items under this contract that are subject to export controls regulations, including items controlled under the International Traffic in Arms Regulations (ITAR), 22 C.F.R. §§ 120-130, or the Export Administration Regulations (EAR), 15 C.F.R. §§ 730-774, Contractor will notify University and identify the export controlled items at issue and the applicable categories and subcategories of the United States Munitions List and/or Export Control Classification Number(s). University reserves the right to decline to accept any items or information controlled under ITAR or EAR. Contractor will direct all notices under this section to the appropriate University contact as follows: comply@k-state.edu.
11. **Privacy of Student Records:** Contractor understands that the University is subject to FERPA (Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g). To the extent Contractor possesses any education records of University's students under this contract, Contractor is deemed to be a school official with a legitimate educational interest in the records and Contractor agrees to comply with FERPA and its regulations. Contractor specifically agrees that it shall use personally identifiable education records only for purposes related to this contract, and shall not disclose such records to any third party without authorization from the University. Contractor shall promptly report to the University any request for, or improper disclosure of, University student educational records.
12. **Anti-Discrimination Clause:** Contractor agrees to comply with all applicable state and federal anti-discrimination laws. When requested by University, Contractor shall cooperate with University in meeting obligations under University's own policies and procedures, including but not limited to the University's anti-discrimination policy: <http://www.k-state.edu/policies/ppm/3000/3010.html>. Contractor specifically acknowledges that its employees on campus and/or participating in University programs or activities have reviewed, understand, and will comply with University's anti-discrimination policy and its reporting website at <https://www.k-state.edu/report/>. Contractor also agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission or if it is determined that the contractor has violated applicable provisions of ADA, such violation(s) shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the University.
13. **Information/Confidentiality:** As a state agency, the University's contracts and prices paid for goods and services are generally public records, and therefore no provision of this contract shall restrict the University's ability to produce this contract in response to a lawful request or from otherwise complying with the Kansas Open Records Act (K.S.A. 45-215, et seq.). Moreover, no provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, et seq.
14. **The Eleventh Amendment:** The Eleventh Amendment is an inherent and incumbent protection of the State of Kansas and need not be reserved, but prudence requires the University to reiterate that nothing in or related to this contract shall be deemed a waiver of the Eleventh Amendment.
15. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.
16. **Facility Access:** To the extent Contractor is required to be on the University's premises in the performance of any contract, Contractor and its representatives will adhere to the University's policies and procedures, and will use commercially reasonable efforts not to interfere with the University's regular operations. Contractor further agrees, upon request, to include the University as an additional insured on its general liability insurance policy on a primary and non-contributory basis, with such policy to provide continuous coverage for at least a period of two years after the end of the contract and such policy is not be cancelled without 30 day prior notice to the University and another general liability insurance policy in place prior to the termination of the existing policy. The Contractor shall also provide the University with a certificate of insurance within five business days upon request.
17. **Electronic Signature:** The parties agree that the contract may be signed with electronic signatures. If an electronic signature is used, the parties agree that it is the legally binding equivalent to the signing party's handwritten signature. Whenever either party executes an electronic signature on the contract, it has the same validity and meaning as a handwritten signature. The parties agree that neither party will, at any time in the future, repudiate the meaning of an electronic signature or claim that an electronic signature is not legally binding.
18. **No Endorsement:** Contractor agrees it will not use or display the name, marks, or images of the University to advertise and/or endorse its enterprises or products, or for any other purpose without the prior written approval of the University.

Professional Education and Outreach
Outreach Center
2310 Centennial Road
Salina, KS 67401
785-826-2633

QUOTE	DATE
	12/10/20

PREPARED FOR
Jason Grubbs Story County Sheriff 1315 South B Ave. Nevada, IA 50201 515-231-8546 jgrubbs@storycountyiowa.gov

DESCRIPTION	AMOUNT
sUAS Commercial Remote Pilot Training for 10, to include 3 days of instruction Print and digital copies of all course materials Travel, lodging, and meal per diem for 2 KSUP instructors Quote assumes sponsor will provide facility at no cost to KSUP. Additional attendees may result in discount applied to post-course invoice in the following intervals: 10-14 adtnl. attendees (20-24 total): 10% discount on total cost 15-19 adtnl. attendees (25-29 total): 15% discount on total cost 20-24 adtnl. attendees (30-34 total): 20% discount on total cost 25 or more adtnl. attendees: 25% discount on total cost	\$ 6,400.00
TOTAL	\$ 6,400.00

Prices are estimated and subject to change. Exact amount will be reflected in post-course invoice.

Thank you!

COUNTY RECORDER'S REPORT OF FEES COLLECTED FOR 2nd QUARTER
FISCAL YEAR 2020-2021

STATE OF IOWA)
COUNTY OF STORY}

TO: THE STORY COUNTY BOARD OF SUPERVISORS

Pursuant to the Code of Iowa, Chapter 331.902, Collection and Disposition of Fees, I, Stacie Herridge, Recorder of the above-named County and State do hereby certify that the following is a true and correct statement of the fees collected by me in my office for the 2nd Fiscal Quarter ending Dec. 31, 2020, and the same has been paid to the County Treasurer.

APPROVED **DENIED**
Board Member Initials: AH
Meeting Date: 1-19-21
Follow-up action: _____

Change of Title Fees	01000-08000-4100-07	\$4,100.00
Records Management Fees	27000-08000-4140-07	\$4,213.00
Electronic Transaction Fees	56000-08000-4160-07	\$4,213.00
Real Estate Transfer Tax	01000-08000-4040-07	\$44,642.65
Recording Fees	01000-08000-4000-07	\$98,826.00
Snowmobile Fees	01000-08000-4010-07	\$856.25
Boat Fees	01000-08000-4020-07	\$166.25
Hunting & Fishing Fees	01000-08000-4030-07	\$9.50
UCC Fees	01000-08000-4050-07	\$0.00
Copy Fees	01000-08000-4060-07	\$786.50
ATV Fees	01000-08000-4070-07	\$1,028.75
Vital Records Fees	01000-08000-4130-07	\$6,464.00
Passport Fees	01000-08000-4150-07	\$3,310.00
Boat Title Fees	01000-08000-4120-22	\$140.00
Interest	01000-00054-6000-07	\$18.09
Overages	01000-00055-8220-07	\$188.46
DNR Fees	01000-08000-4080-07	\$0.00
Total paid to Story County Treasurer		\$168,962.45

All of which is respectfully submitted this 11th day of January, 2021.

Stacie Herridge
Stacie Herridge, Story County Recorder

Subscribed and sworn to before me, the undersigned, and filed in my office this 11th day of January, 2021.

Lucy Martin by [Signature]
Lucy Martin, Story County Auditor

Revised April 12, 2016

Office Use Only

Total to Story County Treasurer	\$168,962.45
Total to DNR via ACH	\$17,613.00
Total to IVES via ACH	\$19,676.00
Total to Dept. of Revenue	\$238,691.21
	\$444,942.66

STORY COUNTY UTILITY PERMIT

Date 1/13/21

To the Board of Supervisors, Story County, Iowa:

The Consumers Energy Company, incorporated under the laws of Iowa, 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. from S14 east a distance of 2400 Feet.

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 1-12-21

Consumers Energy

Name of Company (Applicant - Permittee)



641-485-4064

by

Phone no.

Recommended for Approval:

Date 1-13-21



515-382-7355

County Engineer

Phone no.

Approved:

Date 1-19-21

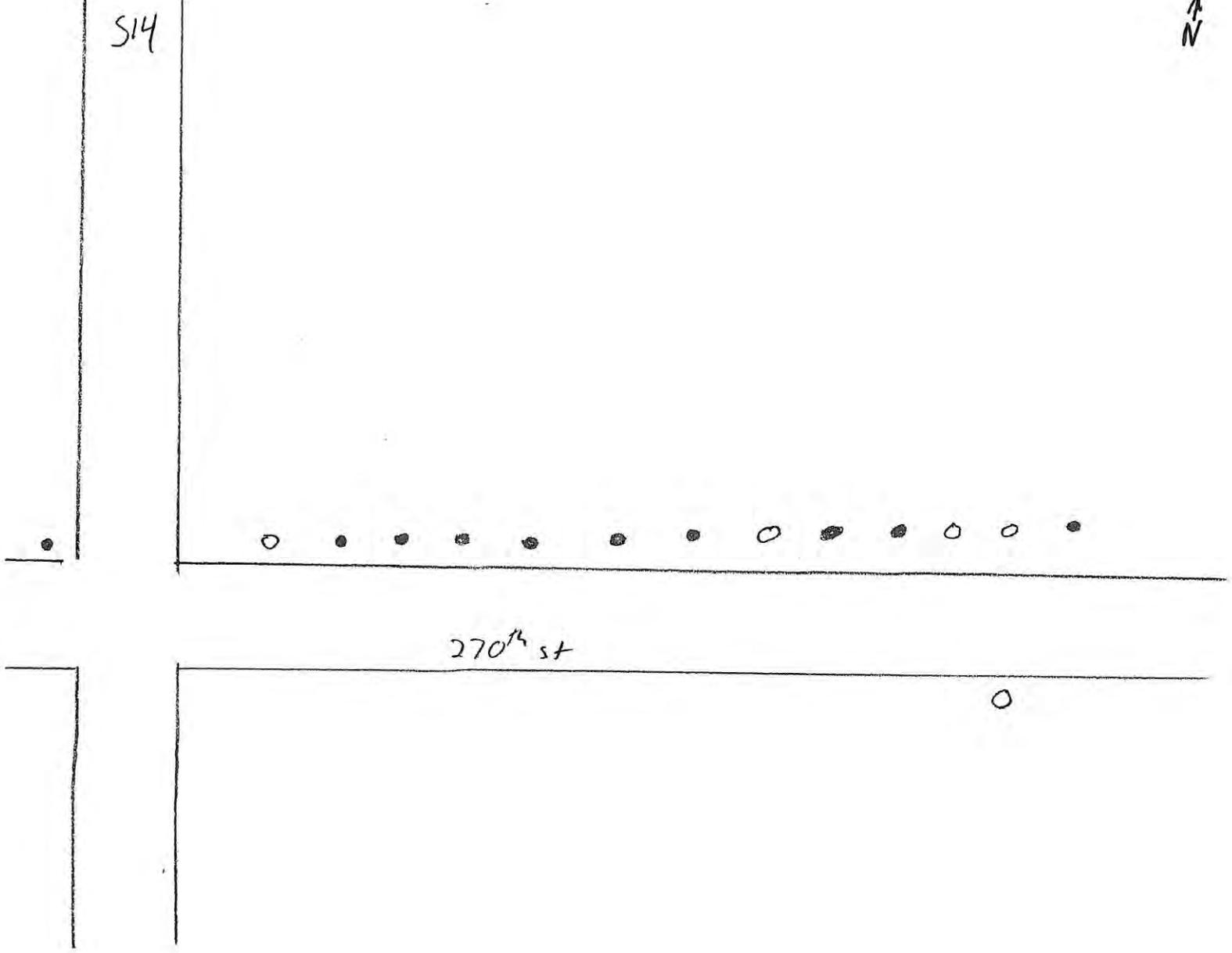


Chair, Board of Supervisors
Story County, Iowa

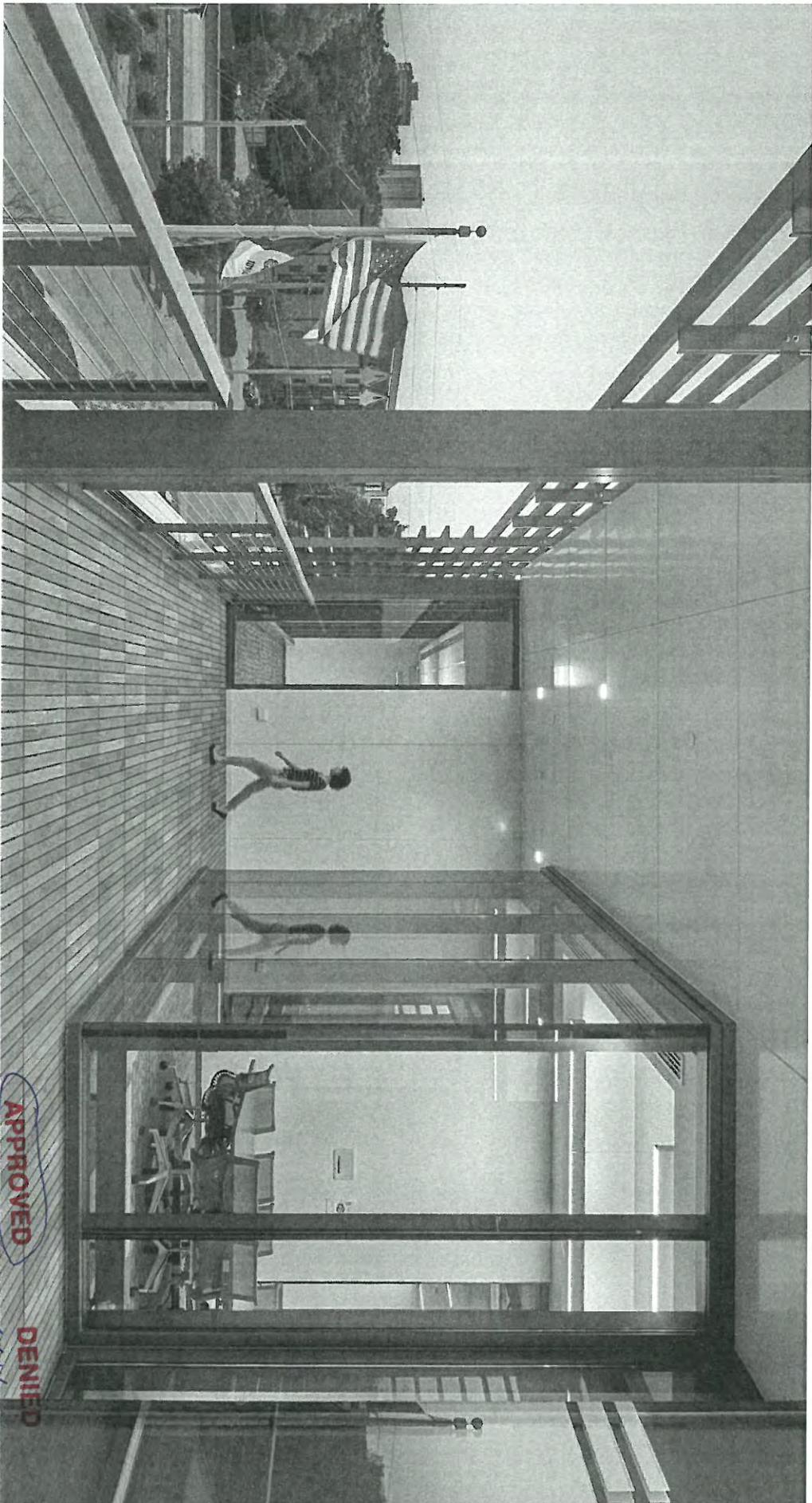
Three (3) copies of this form will be required for each installation. A plat shall be attached to each copy submitted.

S14

N



We will be revising the 7200 volt single phase line into a 3 phase line which will include respacing and replacing some poles and anchors. We will also be crossing 270th St. with over headlines lines at about 2250 feet east of S14 for a new service.



Story County Space Needs Assessment

OPN Architects

Monday, December 28, 12:00 p.m.

APPROVED

DENIED

Board Member Initials: ALH

Meeting Date: 1-19-21

Follow-up action: _____



APPROVED DENIED

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Letter of Interest

December 28, 2020

Space Needs Assessment

Story County

Board of Supervisors

c/o County Outreach

and Special Projects Manager

Story County Administration

900 6th Street

Nevada, Iowa 50201

Project Contact:

Danielle Hermann, AIA

Principal

OPN Architects

dhermann@opnarchitects.com

(515) 309-6868

OPN Architects
100 Court Ave., Suite 100
Des Moines, Iowa 50309

OPN Architects is pleased to present our team's qualifications to Story County for Space Needs Assessment Services. We appreciate that this step represents a pivotal moment for the county. Having led other civic partners through similar space needs assessments and feasibility planning efforts, we recognize the importance of this process in laying the groundwork for a successful long-range plan for optimized facilities that contribute to the long-term efficiency of operations.

We understand that this project goes beyond an analysis of your existing facilities. It is about assessing your spaces for efficiencies and deficiencies and identifying an array of solutions from renovations and additions to relocations and new facilities that will arm Story County with a road-map for the future. We have the technical expertise necessary to assess your facilities to ensure that the county has the data it needs to make strategic decisions about the future of your facilities. Upon selection, we are ready to start immediately, and we are prepared to equip you with the necessary tools to make informed decisions related to your building stock.

To this endeavor, we bring decades of experience planning, designing, and improving spaces of all types. We take a highly-collaborative and energetic approach to programming, planning, and design. We will work with your leadership group and stakeholders from all departments to create a plan that will balance aspiration and transformation with a need for function and maintainable spaces in a fiscally achievable solution.

Additionally, we offer a unique knowledge - born from benchmarking, informed by data, and proven by a deep portfolio - of workspace design. We've partnered with more than 100 corporate clients to explore and redefine workplace design. To complement our internal resources and processes, we partner with academic and industry experts to help us understand how work is done today and how that aligns with an organization's evolving needs and future work patterns.

We recognize that we will be kicking off this project in still-uncertain times. Over the past few months, we have worked with clients to help them re-envision their spaces to accommodate the challenges presented by COV/D-19. We use an assortment of tools from circulation and space planning diagrams to virtual walk-throughs, to help better understand the environment we are creating with you. As designers of work space, we know that the workplace isn't going away. However, our need for interaction and collaboration is also why the workplace will have to change, both temporarily and permanently. From start to finish, each design decision is an opportunity to build value. We actively seek out ways to improve the user experience, increase energy efficiency, reduce maintenance needs, conserve resources and "future-proof" the space through flexible, adaptable design.

Good design and stewardship of our client's resources go hand in hand. Both start with collaboration and communication, two qualities on which OPN has built its reputation. We will bring the same level of commitment and consistency to this project by taking a highly-collaborative approach to the assessment, programming, planning, and design of your facilities.

Thank you once again for considering OPN Architects and Story Construction on this project. We look forward to the opportunity to discuss this proposal in detail with you.

Sincerely,



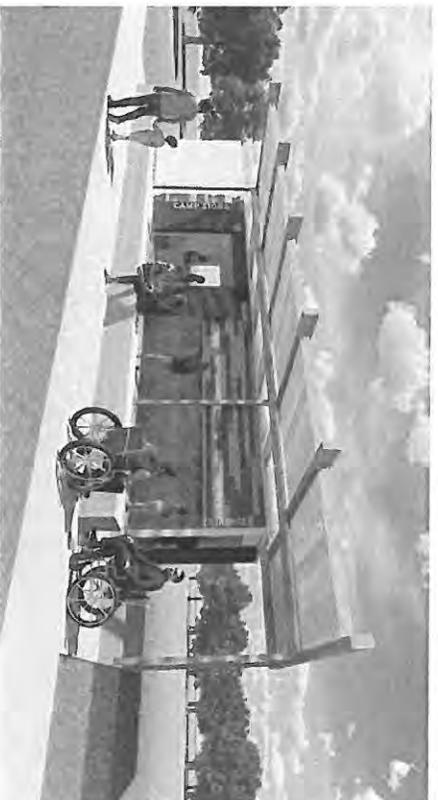
Danielle Hermann, AIA
Principal, OPN Architects
dhermann@opnarchitects.com



Project Team

Resumes & Experience

Firm Profile



Easterseals Iowa | Camp Sunnyside Store

Des Moines, Iowa

Who We Are

As a 100+ person firm with a 40-year track record of success, OPN Architects is one of the most successful architectural firms in the Midwest. We've won wide recognition for our design work and our success is the result of a deliberate, sustained commitment to an open culture that nurtures excellence and new ideas. We collaborate closely during planning and design phases in our office. We camp out in teaming rooms during intensive periods of research and design. We document our ideas with layers of trace paper, sticky notes, photos and boards, and workshop ideas together during weekly design critiques. We understand that physical space can foster or inhibit collaboration and innovation, and we believe passionately that success lies in bringing people and perspectives together. We encourage open dialogue and, as a team, we find the optimal design solution for our clients. Responsiveness, responsibility, and commitment to open dialogue are our most important attributes, and we believe these commitments are the reason for our high percentage of repeat clients. We work to create trusting, mutually beneficial relationships on each project simply because we believe it's the right thing to do.

Community Involvement

At the center of our core values is our shared commitment to community involvement. OPN is deeply invested in the well-being of the community and often donates time, talent, and money to community organizations in need. Since the company's inception, OPN's leadership has been instrumental in supporting community initiatives. From serving with the United Way as Campaign Chairs and Board Members, to helping start charitable organizations such as 100-Plus Men and 100-Plus Women Who Care and the I Have a Dream Foundation, OPN's team members set the tone for the company's commitment to philanthropy. As a firm, we regularly undertake pro-bono projects that benefit our community. Office-wide, we annually support Habitat for Humanity, local food pantries, and United Way. Our designers serve on boards and committees for national and state-level professional organizations and have been recognized for their advocacy in architectural and civic life. In 2019, OPN received the Volunteer Organization of the Year award for our commitment to Easterseals Iowa.



Origin: 1979

Current Size: 101 Employees

Organization: OPN Architects is a partner-owned corporation

Find Us

Cedar Rapids

200 Fifth Avenue SE Ste. 201
Cedar Rapids, Iowa 52401
(319) 363-6018

Iowa City

24 1/2 S. Clinton Street Ste. 1
Iowa City, Iowa 52240
(319) 248-5667

Des Moines

100 Court Avenue Ste. 100
Des Moines, Iowa 50309
(515) 309-0722

Madison

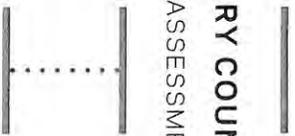
301 N. Broom Street Ste. 100
Madison, Wisconsin 53703
(608) 819-0260

Size of Firm	Project Types	Services
06 Principals	Academic Libraries	Architecture
03 Associate Principals	Adaptive Reuse	Bond Issue Planning
05 Associates	K-12 Schools	Building Information Modeling
17 Project Architects	Civic	Detailed Budget & Cost Analysis
17 Architects	Corporate	Existing Facility Evaluation
06 Job Captains	Health Care	Fast Track Design
20 Architectural Interns	Higher Education	Interior Design
03 Senior Interior Designers	Historic Rehabilitation & Restoration	Landscape Architecture
04 Interior Designers	Parks	LEED Planning & Implementation
01 Landscape Architect	Public Libraries	Marketing & Promotional Materials
05 Construction Administrators		Master Planning
01 Sustainability Director		Renovation/Restoration
01 BIM Manager		Site Evaluation
02 IT Personnel		Sustainable Design
01 Knowledge Specialist		
02 Drafting Specialists		
03 Marketing		
05 Clerical/Administrative		
101 Total Employees		

www.opnarchitects.com
   /opnarchitects

Team Organizational Chart

STORY COUNTY SPACE NEEDS ASSESSMENT SERVICES



OPN ARCHITECTS

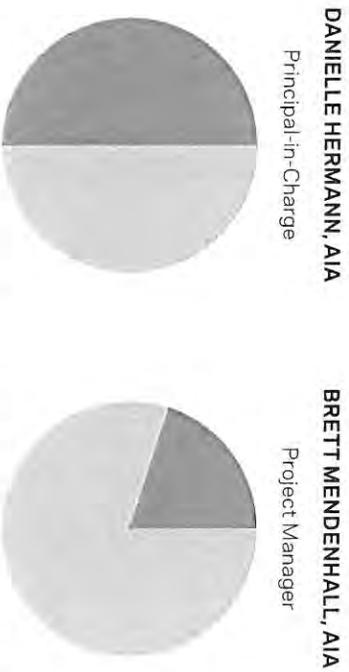
- DANIELLE HERMANN, AIA** Principal-in-Charge Workplace Strategist
- BRETT MENDENHALL, AIA** Project Manager Primary Point of Contact
- EMMIE BRADY** Interior Designer

- STORY CONSTRUCTION**
Cost Estimating, Phasing/
Schedule, and Constructability
- OPTIONAL**
Space Utilization
Vendor Partner

- MARK KUTCHEN**
Project Estimator
- JAMIE ROCHLEAU**
Project Manager

Availability

We understand that it's important for our team to be committed to your project. Your project opportunity comes at a perfect time for our team. We are available to start immediately upon project award and contract execution, and will be fully committed to the Story County Needs Assessment process should the opportunity arise.



Team Resume



An architect with close to two decades of experience, Danielle became an associate principal at OPN in 2015. Though her background includes a broad range of project types, her work with corporate and civic environments stands out. Danielle executed the master plan for Principal that has transformed its global headquarters. She is recently led work on the Krause Gateway Center in collaboration with Renzo Piano Building Workshop. Danielle, along with three other female architects, founded Iowa Women in Architecture. In 2016, she was recognized with the AIA Iowa Young Architect award, followed by the AIA National Young Architect Award in 2017.

Assessment & Planning Experience

State of Iowa

- Terrace Hill Governor's Mansion
- Third Floor and Window Restoration
- Front Porchco
- Commercial Kitchen
- Security Gate
- Des Moines, Iowa

City of West Des Moines

- West Des Moines Animal Control Facility Planning and Feasibility Study
- Community Center
- Human Services Building
- West Des Moines, Iowa

Principal

- Campus Master Plan
- 750 Park Renovation
- 711 High Street Headquarters Restoration and Rehabilitation
- 801 Grand Renovation Floors 4-23
- Corp 2 650 8th St Renovation
- Campus Plaza Renovation
- Des Moines, Iowa

City of Ankeny

- City Hall and Public Library Feasibility Study
- Public Library
- Ankeny, Iowa

Vertex

- Corporate Headquarters Planning & Concept Design
- Ames, Iowa

City of Carroll

- City Hall and Public Library Feasibility Study
- Carroll Public Library
- City Hall Renovation
- Carroll, Iowa

Iowa State University

- Biorenewables Research Laboratory
- Ames, Iowa

Select Experience

- Madison County**
- Courthouse Renovation and Restoration
- Winterset, Iowa

City of Bloomfield

- Downtown Square Rehabilitation
- Bloomfield, Iowa

Krause Gateway Center

- Kum & Go Corporate Headquarters
- Des Moines, Iowa

Multi-State Lottery Association

- Office Remodel
- Johnston, Iowa

Iowa State University

- Hansen Agriculture Student Learning Center
- Landscape Architecture Building Renovation Study
- Memorial Union Renovation*
- Ames, Iowa

University of Iowa

- English Philosophy Building
- Stanley Hydraulics Laboratory
- Iowa City, Iowa

UnityPoint

- Office Remodel
- West Des Moines, Iowa

Utility Company

- Fort Dodge Service Center
- Altoona Service Center
- Dallas County Service Center

Interstate 35 Community Schools

- Turco, Iowa

OPN Architects - Des Moines Studio

- Des Moines, Iowa

*Denotes work completed prior to joining OPN.

OPN Architects

Danielle Hermann, AIA

Associate Principal

Role: Principal-In-Charge

Education

- Masters of Architecture
- Iowa State University, 2008
- Bachelor of Architecture
- Iowa State University, 2001

Licenses & Credentials

- Licensed Architect: Iowa

Professional Affiliations

- American Institute of Architects
- American Institute of Architects - Iowa Chapter, Past President, Board of Directors
- Iowa Women in Architecture, Co-founder

Team Resume



Brett Mendenhall, AIA

Associate

Role: Project Manager

Education

Bachelor of Architecture

Iowa State University, 1984

Licenses & Credentials

Licensed Architect, Iowa

Professional Affiliations

American Institute of Architects

Des Moines Art Center, Member

Des Moines Civic Center, Member

Brett brings significant experience working with premiere architects on some of Iowa's most well-known buildings, including the Levitt Center for University Advancement, the Des Moines Public Library, the University of Iowa Art & Art History Building and Krause Gateway Center. Brett has significant experience in programming and planning efforts and organizing complex projects such as the City of Ankeny Facilities Studies, Ankeny City Hall and Public Library projects. Most recently, he's helped lead the planning and programming efforts for two new corporate headquarters projects: Iowa Bankers' Association in West Des Moines, Iowa, and BAE Systems in Cedar Rapids, Iowa.

Assessment & Planning Experience

City of Ankeny

City Administration Master Plan

City Hall and Public Library

Ankeny, Iowa

Clive Public Library

Needs Assessment Study and New Library

Clive, Iowa

Iowa Banker's Association

New Corporate Headquarters Facility

Planning & Design

West Des Moines, Iowa

DuPont Pioneer

Beale Seed Quality Laboratory*

Beaver Creek Laboratory and Office

Facilities I & II

New Transformation Laboratory (unbuilt)*

Reid B. Facility Remodeling*

Reid E. Research Complex*

Johnston, Iowa

DRA Properties

Park Site Office Building 1 & 2

Prairie Trail Retail Building Concept Design

Ankeny, Iowa

Iowa State University

Advanced Teaching and Research Building

Biorenewables Complex

Ames, Iowa

6200 Park Avenue

Master Plan

Des Moines, Iowa

State of Iowa*

Capitol Expansion Space Planning

Des Moines, Iowa

Select Experience

BAE Systems

New Corporate Headquarters Facility

Cedar Rapids, Iowa

Krause Gateway Center

Kum & Go Corporate Headquarters

Des Moines, Iowa

Delta Dental of Iowa

Corporate Headquarters

Corporate Headquarters Expansion

Johnston, Iowa

Sherman Associates River Point West

50,000-Square-Foot Office Building

70,000-Square-Foot Office Building

Des Moines, Iowa

Wells Fargo Financial Headquarters*

Skyview Building

Northstar Building

Des Moines, Iowa

Iowa State University

Hansen Agricultural Student Learning Center

Bessey Hall Remodel*

Ames, Iowa

University of Iowa

Art & Art History Building*

C. Maxwell Stanley Hydraulics Laboratory

Levitt Center for University Advancement*

Iowa City, Iowa

Des Moines Public Library*

New Central Library

Des Moines, Iowa

*Denotes work completed prior to joining OPN

Team Resume



Emmie Brady

Interior Designer

Role: Interior Designer

Education

Bachelor of Fine Arts in Interior Design

Iowa State University, 2012

Professional Affiliations

International Interior Design Association

Emmie joined OPN Architects in 2018. A graduate of Iowa State University, Emmie began her career in Texas, where she worked on a variety of projects, including tiny homes, residential, small commercial, and senior living. At OPN, she supports teams on a variety of project types, including providing expertise in work place design, furnishings, and finishes.

Assessment & Planning Experience

Carroll City Hall

Carroll, Iowa

Principal

711 High Auditorium Renovation

750 Park Renovation

801 Grand Renovation Floors 4-23

6200 Park Renovation

Des Moines, Iowa

Select Experience

Multi-State Lottery Association

Office Remodel

Johnston, Iowa

Krause Gateway Center

Corporate Headquarters

Des Moines, Iowa

ESO

Des Moines, Iowa

Greene County Community School District

New High School

Regional Academy

Jefferson, Iowa

Summermoon Coffee*

Kyle, Texas

San Marcos, Texas

Austin, Texas

Kunik Orthodontics*

Austin, Texas

milk+honey*

Houston, Texas

UT Delta Tau Delta, Austin, Texas*

Austin, Texas

Coastal Condos*

Port Aransas, Texas

Private Residence, Krause Lane*

Bee Caves, Texas

Private Residence, Laurel Canyon*

Austin, Texas

Private Residence, Matthews Drive*

Austin, Texas

Private Residence, La Arbolada*

Dripping Springs, Texas

*Denotes work completed prior to joining OPN

Subconsultant Profile



Our Mission

Core Values
Honest
Caring
Integrity
Hardworking
Helpful
Planful

Purpose
Building - because people matter.

Niche
Leading projects.

General Information

Name/Address

Story Construction • 2810 Wakefield Circle, Ames, IA 50010

Founded

1934 • James Thompson & Sons

Employee-owned merit shop with staff of approximately 150

11 Project Managers • 22 Superintendents • 17 Project Engineers • 13 Foremen • 26 Craft Employees
• 7 Estimators • 4 Architects/Designers • 1 VDC Engineer • 1 Safety Program Leader • 1 Training & Recruiting Program Leader • 1 Pre-Construction Manager • 18 Office Support • 5 Warehouse Support

Board of Directors

Mike Espeset • President | Pat Geary • Chief Operating Officer | Shane Hall • Chief Financial Officer
| Mark Kutchen • Board Member

Corporation licensed in

Iowa • Illinois • Indiana • Kansas • Kentucky • Louisiana • Minnesota • Missouri
South Dakota • Wisconsin

Construction Production 2.0

Story believes in growing opportunities for our people and partners who share our ideals through safe, high-quality performance.

Find us

515.232.4358 office
515.232.0599 fax

info@storycon.com

www.storycon.com



Subconsultant Resume



Mark Kutchen

Estimating Manager

Stockholder

Role: Estimator

Education

Bachelor of Science, Construction Engineering
Iowa State University

Licenses & Credentials

Certified Professional Estimator
Estimator of the Year - American Society of Professional Estimators, Des Moines Area Chapter - 2003

Mark has more than 22 years of experience in the construction industry working as an estimator and a project manager, as well as acquiring valuable field experience as a carpenter apprentice and assistant superintendent. Prior to joining Story Construction in 1996, Mark was an estimator and project manager for a Minnesota-based general contractor. He now leads an estimating team of six individuals with decades of combined experience in the industry.

Select Experience

Ames Community School District

New High School

Ames, Iowa

Ankeny Community School District

Ankeny, Iowa

Department of Administrative Services

Des Moines, Iowa

City of Marshalltown

Marshalltown, Iowa

City of Bondurant

Bondurant, Iowa

City of Story City

Story City, Iowa

Indian Hills Community College

Ottumwa, Iowa



Jamie Rochleau, LEED AP

Project Manager

Stockholder

Role: Project Manager

Education

Bachelor of Science, Construction Manager
University of Northern Iowa

Licenses & Credentials

LEED Accredited Professional

Professional Affiliations

Associated General Contractors Institute
Master Builders of Iowa Project Manager Academy

With 24 years of experience in the construction industry - 17 of which he's spent with Story Construction - Jamie is a proven leader with experience in a wide variety of project types and sizes. He's recently managed projects from industrial equipment and machinery installation to K-12 renovations and new construction. This experience has given Jamie the ability to think outside the box when it comes to building solutions.

Select Experience

Ankeny Community School District

Ankeny High School Baseball & Softball Facilities Improvement

Southview Middle School Phase 2 Addition

Rock Creek Elementary Addition & Remodel

Northview Middle School

Ankeny, Iowa

City of Story City

Community Recreation Center

Story City, Iowa

City of Ames

Ames Racquet & Fitness Center North

Ames, Iowa

City of Norwalk

Maintenance Facility

Norwalk, Iowa



Project Understanding & Concept Plan

Project Understanding

We will work together to assess today's challenges and anticipate tomorrow's opportunities.

We understand that embarking on an effort to analyze and plan for the future of Story County and its facilities is a huge opportunity for both the County and the community. We know that our experience and expertise would be a perfect fit for your project. Our team is versed in facility assessments, space planning, concept design and helping our clients create a prioritized and navigable plan for the successful execution of your vision well into the future.

Our Team Will

- Conduct a comprehensive evaluation and assessment of Story County properties, including the Administration Building, Justice Center, Engineer's Building, Human Services Center, Conservation/McFarland Park, and Animal Shelter to understand structure, utilization, and infrastructure systems. Evaluations will also address issues of security, privacy, storage, office and meeting space, as well as any identified code and ADA compliance deficiencies.
- Engage with the County, its departments, and identified stakeholders to gather information through interactive programming and planning sessions, as well as collaborative design charrettes.
- Analyze utilization of spaces and offer alternatives and recommendations that consider relocating, optimizing, expanding, or building new facilities to accommodate identified needs.
- Create graphics and imagery to support alternatives and recommendations that will assist with visually communicating design ideas to the County and the stakeholders.
- Provide holistic project cost opinions for each identified option or recommendation, as well as offer additional information on phasing and scheduling possibilities and advantages or disadvantages of each scenario being studied. Scenarios may also consider possible funding streams and timing that would inform phasing and execution of projects and construction.

Throughout this process we will engage with identified County stakeholders and department personnel to ensure that the proposed options work for you. Once the County has selected a path and is prepared to move forward with project execution, our team is ready to offer full design services, including schematic and design development, construction documents, additional cost estimation, assistance with public bidding and full construction administration services.



Project Concept Plan & Methodology

We take a highly-collaborative and energetic approach to assessments, planning, and design. From day one, we'll begin a dialogue with you with the goal of establishing a broad-based vision for the Story County facilities. We will work with identified stakeholders to create a vision that will balance aspiration and transformation with a need for function and maintainable spaces in a fiscally achievable solution. We are confident that our team can help the county identify the multitude of programmatic opportunities, and merge these conversations into a cohesive plan that will help you move forward with confidence.

We understand that determining the appropriate direction for your facilities and having a clear understanding of your operational needs are extremely important to the success of your project. We are here to ensure that your needs are clearly identified at the onset of the project, consistently communicated and authenticated throughout, and delivered to align with the stated objectives. Additionally, we will ensure space maximization and utilization to accommodate your needs.

Layer the Groundwork

We start by laying the groundwork together. Our team brings experience to the table, but we know every great effort must embody your aspirations. One of the best ways to do this is through dialogue. Before embarking on planning efforts, we will work with you to further develop goals and objectives, finalize the planning process and refine the schedule.

At our initial kick-off meeting, we will: introduce the team, establish a communication plan, identify charter goals. This conversation will also include pointed questions and discussions around architectural, emotive, and functional needs for your spaces.

Task One: Existing Conditions Survey

Along with qualitative data, we will assemble and analyze quantitative data. This phase will involve building tours and field verifications. The physical condition of buildings and systems will be assessed. Assets and deficiencies of present facilities will be highlighted with respect to spatial use, infrastructure and building systems, and anticipated financial impact of potential solutions for short and long-range goals and objectives.

We'll study ways in which renovations can be prioritized and phased to align with funding and in order to minimize community and staff impact, and maintain building operations during project execution.



Task Two: Visioning

Our design process is one that solicits input early in the visioning phases because doing so can make a project better representative of collective interests and help bring to light challenges that may impact a project in the future. Additionally, early engagement through a robust outreach program can help mitigate and manage potential opposition to a project.

Before design begins, we will conduct on-site listening sessions with identified groups to establish space requirements, functions, and any special nuances that may influence spatial needs. We understand that having a clear understanding of your operational needs is extremely important to the success of your project. However, also significant to this work is reviewing the mission, vision, values statements, demographic and economic information, previous planning and facilities studies, and historical and projected staffing data. We will focus on the needs specific to each department and user group, and compare against existing infrastructure.

At this point in the process, we will also hold obstacle and enable exercises, and other strategic relationship discussions, as well as review sustainability topics such as water, energy, health and happiness, materials, equity, beauty, and universal access.

Project Concept Plan & Methodology

Take Three: Conceptual Programming

We work closely with you to understand what works and what could work better. Tools used in the programming process include questionnaires, on-site work sessions and observation sessions. When combined, these tools provide a thorough understanding of the unique and changing requirements of your departments.

We'll analyze user demographics and evaluate how specific site, and other influences will affect the design. We'll spend time in the existing facilities to observe how areas are used, and we'll capture that information with photos, video and notes.

Task Four: Concept Designs & Evaluation

During this phase, as design solutions start to coalesce, stakeholders are highly engaged and aware of progress throughout each step. Questions are discussed, alternatives considered, and resolutions reached. We pro-actively engage our clients in exploring creative solutions to the spatial issues that arise. We track space utilization metrics of prior projects and benchmarks to use as comparative data to test programming assumptions. Detailed program spreadsheets and diagrammatic sketches are then created using the information gathered in the programming process to quantify and verify the size and spatial relationships needed. The needs that have been identified are prioritized and the best use of the available space is determined to fit both today's needs and tomorrow's evolving needs.

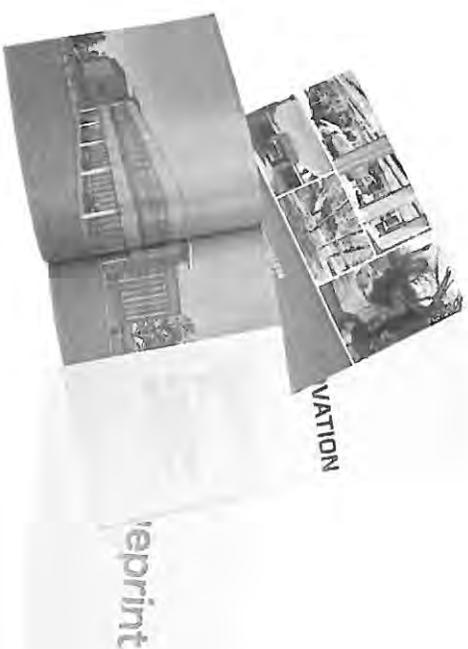
We will review and evaluate existing physical, functional, aesthetic and environmental conditions of the facilities to determine appropriateness for future planning options.



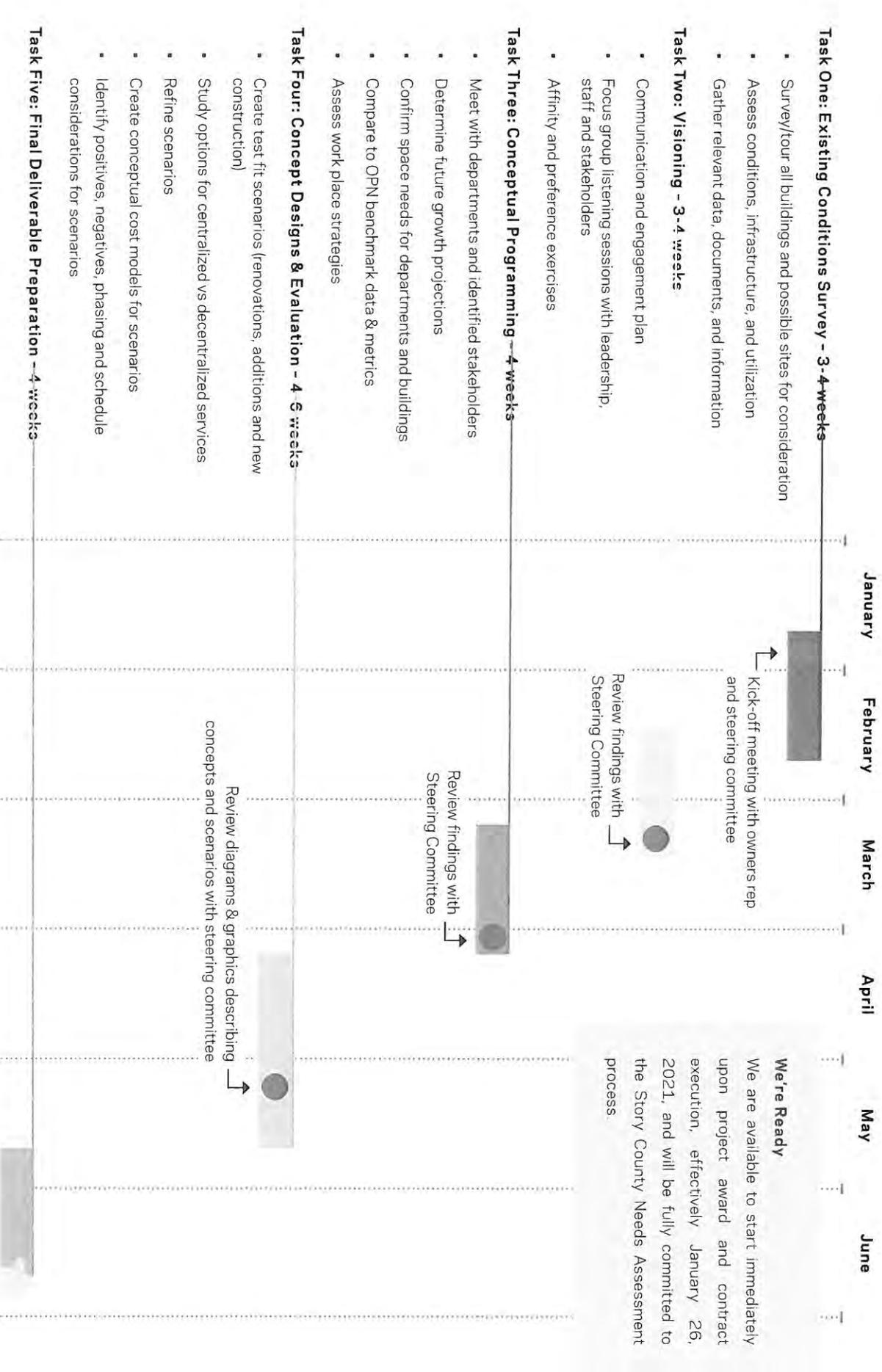
Task Five: Final Deliverable

A final space needs analysis report will be provided in bound and electronic formats for the county's reference and use. The report will outline the facilities assessments and research, the visioning and programming objectives, the design concepts, and the budget and implementation strategies. The report will:

1. Propose a multi-year vision with short (5-year) and long term (10-year) projects that can serve as a road map for ongoing evolution and enhancement of the facilities over time in response to changing user needs and staff projections including specific plans for ongoing updates and performance monitoring throughout the lifespan of the plan.
2. Include an analysis of the specific issues and needs, strategies and opportunities, and challenges unique to each department, office or area of service.
3. Recommended solutions that will maximize efficiencies within county services, including a description of the project scope and needs as well as pros and cons and related cost and schedule implications.



Schedule & Tasks



We're Ready
 We are available to start immediately upon project award and contract execution, effectively January 26, 2021, and will be fully committed to the Story County Needs Assessment process.



**Distinguishing
Services &
Skills**

Time & Budget Constraints

We are proud of our track record of completing complex projects on time and within the budget.

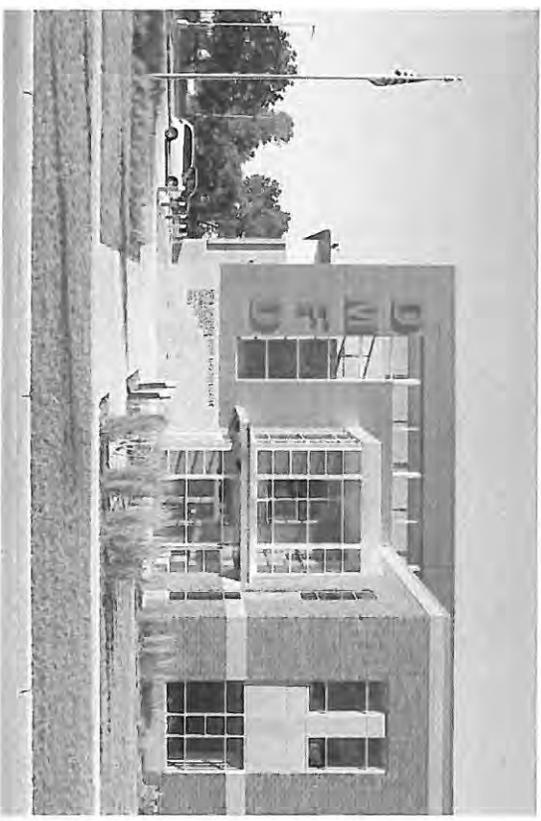
Time Constraints

It is imperative to select a design team with experience managing phased, complex projects of this nature and size. Each team member and firm understands the paramount importance of schedule, and has excellent track records in quality control, which is maintained by keeping timing issues at the forefront of the project process and by resolving key issues at the appropriate times.

We believe a successful work plan must be developed in collaboration with all major stakeholders ahead of pre-design to ensure that everyone has the same expectations for project execution. OPN will work with the county's stakeholders and our consultant team to develop a complete and detailed work plan of all the tasks required to successfully complete this project. The work plan will inevitably evolve and be a living document that will be modified and updated as the project progresses, but it offers a series of checks and balances allowing adjustments to be made at appropriate intervals and ensuring the project is completed on-time.

Cost Control

Our team is seasoned in working within budgets and regularly manages projects that range in budget from \$100,000 to \$200 million. We take the stewardship of Story County's resources very seriously. We regularly compare our costs to previous projects and review costs with contractors, subcontractors, and suppliers on specific materials and types of construction. Our internal processes combined with Story Construction's expertise provides you with a real-time understanding of construction costs. We understand that predicting and controlling costs is critical to project success, and we always strive to exceed expectations. Our team will work to make the best use of resources and maximize your budget.



OPN bids average

7% BELOW estimate

for more than 150 projects

over the past 5 years

Technology

The best solution begins with listening to your needs, providing our insight and using the right tools to help develop those needs into attainable project goals.

Assessing and evaluating existing structures is a unique endeavor that often requires a multitude of tools and approaches to fully understand all conditions. At OPN, we bring a variety of the most advanced technologies to the table so that we can be prepared to address any condition in the most efficient and expedient manner. Below is a selection of our workflows and tools that we have to offer and that we feel set us apart from the competition.

3D Scanning

Laser scanning offers a huge advantage over the traditional field verification process. In seconds a laser scan of a space or structure can collect 360 degree photographic and geometric data; a process that typically takes several minutes to hours when done by hand. Scans themselves are accurate to the millimeter, allowing our documents and designs to seamlessly integrate with existing buildings and infrastructure.

Drone Photography and Videography

OPN utilizes unmanned aerial vehicles as a way of surveying, documenting, and collecting aerial imagery and video. Our process involves assessing the needs of a project and determining the accessibility, safety, cost and scope. In collaboration with FAA guidelines, we create a project outline involving flight times, flight paths, scope of assessment, as well as a level of detail specification.

Project Visualization and VR/AR

OPN employs a number of methods to help clients visualize their project before it is constructed. One of those methods stands alone in its ability to convey our solutions and design intent with unparalleled speed and clarity to all project stakeholders. Virtual reality, or VR, and augmented reality, or AR, allows users to interact with a digital model by putting them "in the space" with the use of special goggles. The technology is still in its infancy, yet we are finding it is the best way for our design teams and our clients to understand room layouts, the scale of spaces, material choices and lighting.

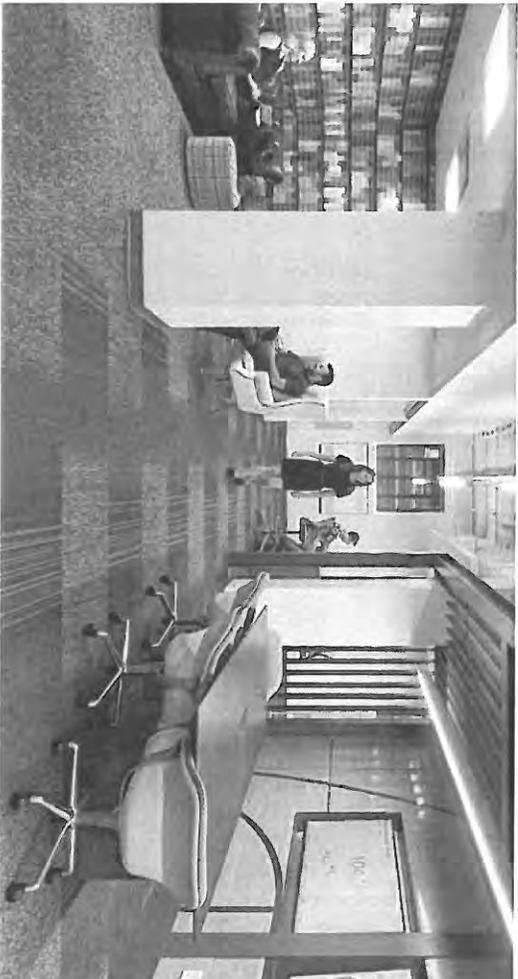


Click or Scan the QR code below to learn more about our range of tech-tools

- + Open your camera app
- + Hover over the QR Code
- + Click & Explore!

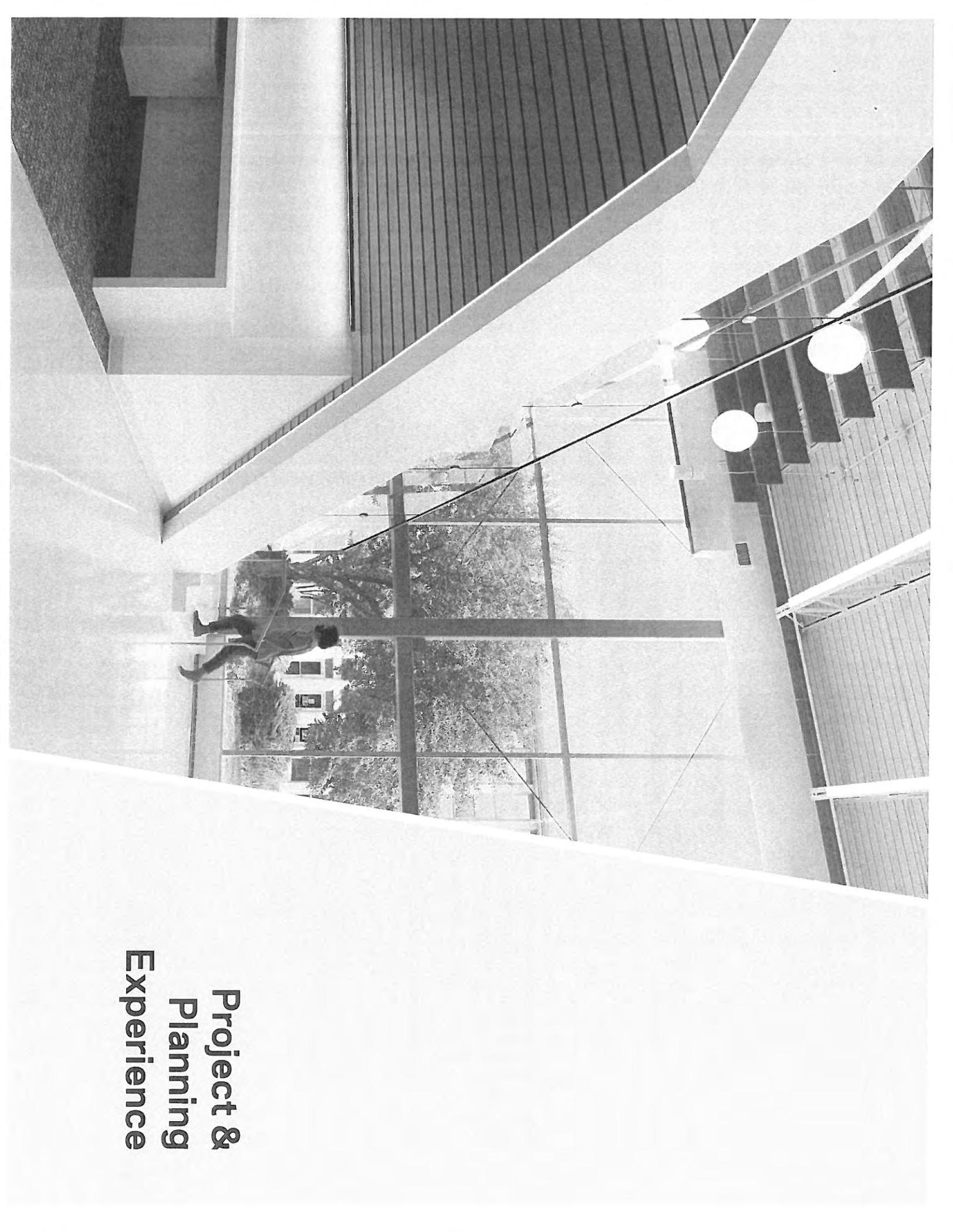


In-House Interior Design Services



in-house interior design team

As a multi-disciplinary firm with interior designers on staff, OPN offers truly integrated design services. Our trained and licensed interior designers bring a specific expertise in interior finishes, materials, and furnishings to your project. Throughout design, they are engaged in the process. Alongside architects and vendor partners they guide clients through visioning and programming to ensure they understand your functional needs and aesthetic preferences. As part of design development, they will create material boards and presentations to help you hone in on preferred palettes. Our interior designers can also assist in furniture selection and procurement by making suggestions that complement the interior architecture, verifying the layouts, quantities and styles before establishing a preliminary furniture estimate. During and after construction, we can provide full design services to create furniture plans and specifications for all products and finishes to be issued to vendors or we can work with your selected furniture supplier to coordinate a seamless and integrated end result.



**Project &
Planning
Experience**

Project & Planning Experience



Johnson County Facilities Analysis

Iowa City, Iowa

Year	Ongoing
Size	15,000 square-feet (3 buildings)
Cost	N/A

Johnson County's growth is outpacing projections. A growing population strains civic services. As a result, various offices within the County buildings have become both inefficient in layout and insufficient in size. The goal of this project was to perform a space analysis of the Johnson County Administration Building (JCAB), the Health and Human Services Building (HHSB), and the second floor storage spaces (used by the Auditor's Office and Facilities Department) of the Johnson County Ambulance and Medical Examiner Building (AME).

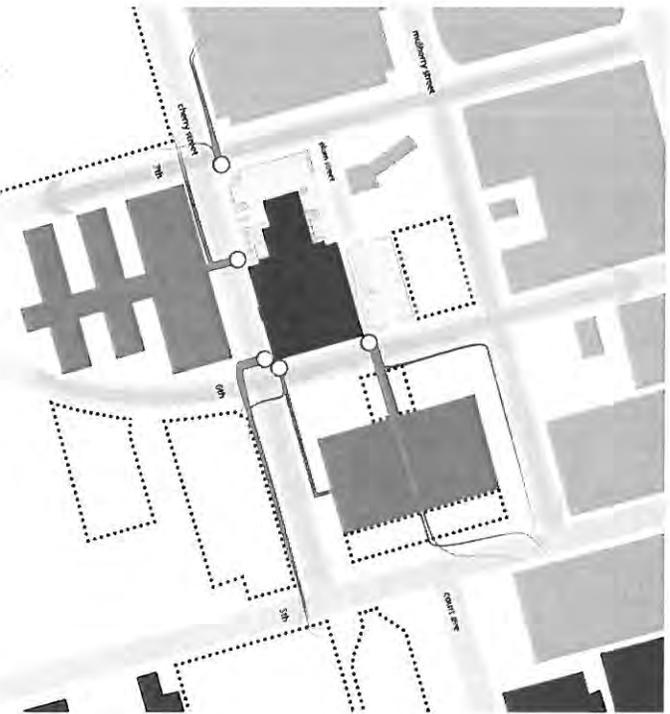
The study builds on Johnson County Community Services's Strategic Plan to provide a foundation for the design of a future office that is inspirational, collaborative, flexible, adaptable, and sustainable.

The analysis includes an assessment of the current space needs, as well as projected space needs for 20 years into the future.

In addition to physical assessments, the process included interviews with all department directors and elected officials who use the buildings to understand their current and future programmatic-related space needs and the space needs related to meeting rooms and public spaces. As a result, the new and innovative spaces proposed will offer quality service and support and will allow Johnson County Facilities's User Groups to maintain its tradition of service while enabling it to embrace change.



Project & Planning Experience



Polk County Courts Master Plan

Des Moines, Iowa

Year	2020 (project completion)
Size	406,260 square feet
Cost	\$81,000,000 (project cost)

In 2010, the local community voted to approve a referendum intended to address the existing overcrowded court system, building deficiencies, improve courthouse safety and security, and reduce the county's reliance on leased property for court-related functions. Nearly complete, the multi-phase Fifth Judicial District Master Plan ultimately realized three major projects:

Polk County Justice Center | 2016

A renovation of a former department store located in the heart of downtown Des Moines. The new Justice Center is home to the County Attorney's offices, juvenile court services, and 15 courtrooms, including: traffic, small claims, and juvenile courts, all with secure circulation.

Polk County Criminal Courts | 2019

The new Criminal Courts Facility transformed from an old 8-story County Jail. The building contains 6 high-volume courts and 4 criminal jury courtrooms, with the flexibility to add 5 more in the future. The building functions with

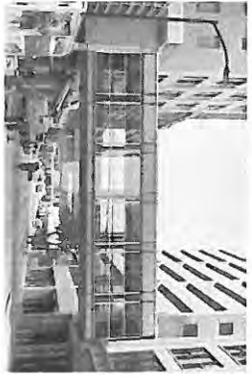
entirely separate and clear delineation between public, staff, and detainee spaces.

Polk County Historic Courthouse | 2020

Renovations at the historic courthouse are occurring in two phases. The first phase (2017) focused on revitalizing exterior limestone and metal. Phase 2 (2020) involves interior rehabilitation to bring the building back to its original grandeur.

Use of Indiana limestone, glass curtain walls, and zinc cladding at exteriors unify the urban courts exteriors and create a cohesive civic campus. These projects revitalized three underutilized, under-served buildings in an important re-developing area of downtown Des Moines. The courts are now accessible, transparent in their function, navigable, and welcoming.

Project & Planning Experience



Des Moines Skywalk Assessment

Des Moines, Iowa

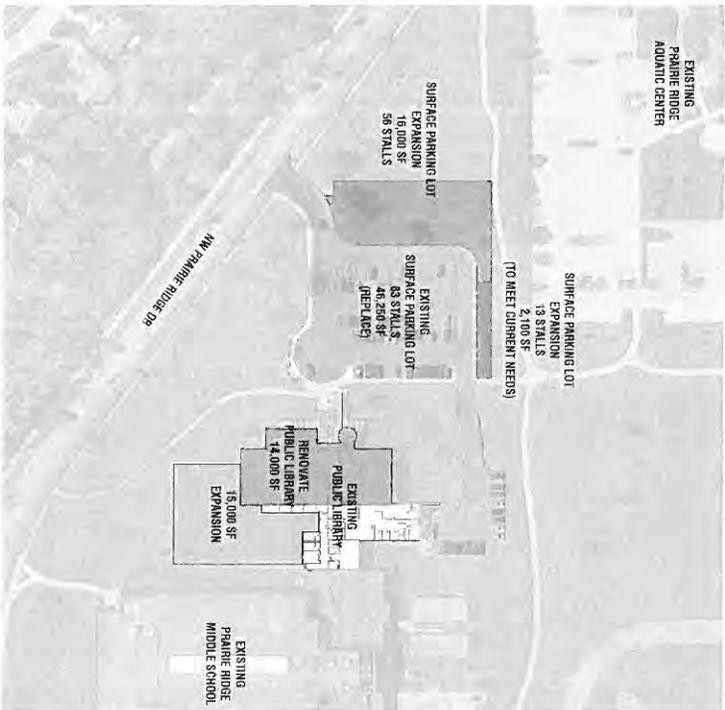
Year	2020 (assessment)
Size	53 skywalks
Cost	\$10,000 - \$352,000 (range of assessed value of work per skywalk)

The City of Des Moines selected OPN Architects to perform an analysis of the exterior integrity and envelope of each skywalk bridge. This included, but was not limited to, the roof, curtain walls, siding, building seals, and soffit. OPN investigated and evaluated the current exterior condition of each skywalk bridge and provided a detailed summary report enabling the city to make informed decisions about its future skywalk capital improvements budget and prioritize the construction/repairs at each skywalk.

Overall photos and dimensions were taken of each skywalk, which allowed for a larger perspective and identification of issues.

Color-coded heat maps were developed in order to represent the condition of the skywalks in a quick and digestible way to help easily identify skywalk issues. Upon completion of on site rating assessments, our team generated cost estimates for each bridge, which identify repair/replacement of architectural components/systems. OPN teamed with cost consultant Stecker-Harmssen to develop this data.

Project & Planning Experience



Ankeny Kirkendall Public Library and City Hall Assessment & Planning

Ankeny, Iowa

Year	2010
Size	55,000 square feet
Cost	\$15,000,000

OPN Architects was hired in 2010 to explore designs for a civic building for the City of Ankeny that would house City Hall and a library in the 1,200-acre Prairie Trail development. The vision for the 80-acre Town Center is built on the model of traditional Iowa town squares. Anchoring one side of the square will be a new structure to house the public library and city offices. The mixed-use facility was designed to incorporate civic, commercial, residential, educational, and retail components into a walkable, sustainable city center.

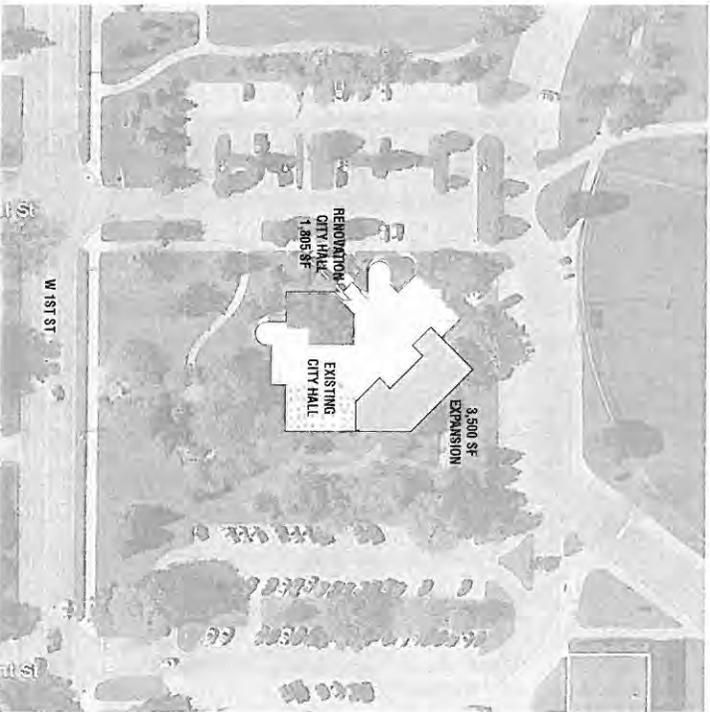
As part of the process, OPN engaged with all vested stakeholders in a series of public meetings and presentations. OPN presented concepts,

collected feedback from each group, distilled and incorporated feedback into the plans, and redistributed the results to all participants.

A facilities needs study was conducted in 2015 assessing all city-owned facilities including the existing library and city hall buildings, but due to funding, the project was shelved until 2016 when the city renewed efforts to bring a bond referendum to voters to fund the library in conjunction with civic trust funds and capital reserve funds.

OPN was brought back on board to design the library, which opened in late 2019 and also houses the city council chambers.

Project & Planning Experience



City of Ankeny Facilities Needs Study

Ankeny, Iowa

Year	2015
Size	N/A
Cost	N/A

The City of Ankeny hired OPN to complete a Civic Facility Needs Study to assess the conditions of numerous buildings occupied by Ankeny's work forces. The main purpose of this facilities study was to generate options and a recommendation concerning two buildings holding critical programming that were currently leased and up for renewal. The city explored options including relocating the 5 departments housed in the 2 leased facilities to other city-owned properties, purchasing a new building, or renewing existing leases.

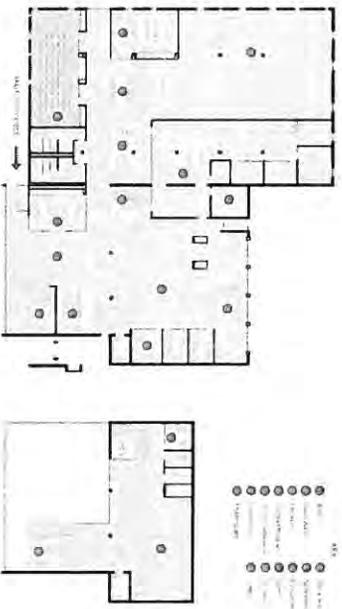
As part of this study, OPN helped to assess the programming and spatial requirements of the following facilities: City Hall, Ankeny Public Library, Ankeny public services building, the parks and recreation building, the parks maintenance facility,

the former police station, the art center, the sewer treatment facility and an unused city building in the Uptown area, in addition to one potential acquisition building.

All strategies sought to keep public administrative facilities separate from maintenance facilities. Maintenance facility administration is located with maintenance staff. At the time of this study, it was also recommended that the Ankeny Art Center building remain as-is as the benefits of including the building as a possible relocation site did not outweigh what the Ankeny Arts Center has established for the community.

OPN's assessment proposed a total of 9 options for consideration. A projected construction cost estimate was included for each proposed strategy.

Project & Planning Experience



CONCEPT A | Library Site
New Entry: 1,400 Sq Ft

H317 Proposed: 22,348 sq. GSF
Of Proposed: 22,348 sq. GSF
Of Concept A: 18,110 sq. GSF
Level 1: 18,110 sq. GSF
Level 2: 2,400 sq. GSF



Carroll Public Library and City Hall Needs Assessment and Feasibility Study Carroll, Iowa

Year	2016/2017 (Feasibility study)
Size	20,000 square feet (Library) 9,000 square feet (City Hall)
Cost	\$6,800,000 (total estimated project cost)

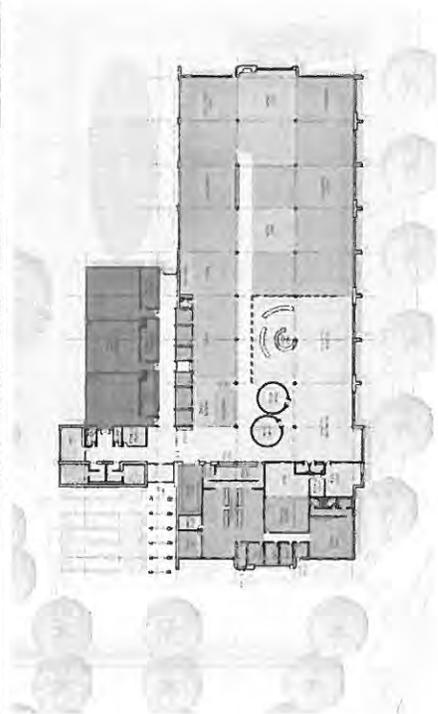
In 2016, Commercial Savings Bank gifted the community of Carroll its former building allowing the city to expand and relocate their co-located city hall and library. OPN Architects was hired to conduct a feasibility study to provide a vision for the future of the Carroll Public Library and City Hall. This study included a needs assessment, review of existing facilities, and a concept-level cost estimate, which allowed the city to call a referendum in August 2017 to fund the relocation and expansion.

The preferred concept was the result of multiple design exercises with feedback from the community, patrons, and staff. The concept, approved by the city in May 2017 involved moving the existing City Hall offices and functions to the Commercial Savings Bank building. The existing library, built in 1975 as part of a community center project was renovated

and expanded into the vacated space. A new entrance was also added to the building's north side. The library became a two-story facility with an all-glass lobby and spaces designed for the community, not just the collection.

At the new City Hall, the single-floor design brought the City Council chambers onto the same floor as the city offices, making the building more convenient for visitors.

Project & Planning Experience



Clive Public Library Facility Planning and Design

Clive, Iowa

Year	2006
Size	52,000 square feet
Cost	\$11,600,000 (estimated)

OPN designed a 52,000 sf single story library for the City of Clive. The existing library shares a complex with the City Hall, and was built to temporarily fill the needs of the city. Clive's Masterplan estimated that a freestanding library would be needed in the community within a five year period. Since that time, the city had been looking into design solutions to accommodate the growing population of Clive.

The proposed library design was designed to be organized for maximum flexibility to accommodate every visitor. The programming of the Clive Public Library focuses heavily on growing families' needs. Attention to designating spaces for children, tweens, teens and adults was a primary focus of the project.

For instance, the adult collection features a separate lounge, study room and periodicals section. The young adult area is adjacent from the children's collection, as to specify an area of study away from any noise or activity in the children's area.

The children's collection features two story rooms and an "Imaginarium Area" that is next to a craft room. This location allows librarians and staff easy access to materials during special activities for children.

Community rooms are available for public use, and are located next to the front entrance both for ease of access and to minimize disturbance to library patrons.

The project sought to pass a bond referendum to support the construction costs of this project. OPN assisted the Library through marketing support services to inform the public of the project plans and rally community support.

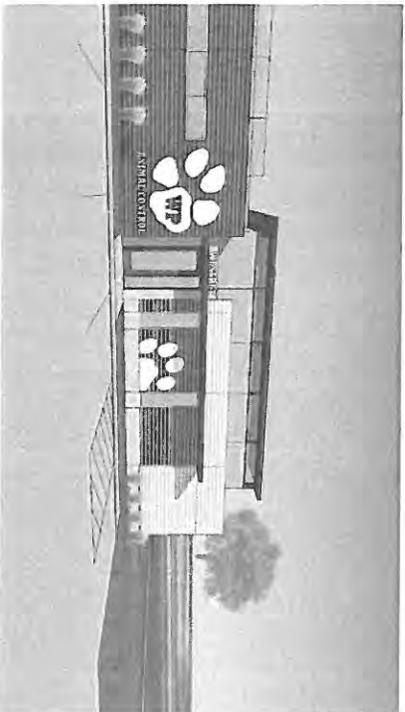
On July 15th you will have an important decision to make!

Clive residents will be asked to vote on whether to support the construction of a new Clive Public Library. The library will be a valuable asset to the community.

www.opnarchitects.com



Project & Planning Experience



WestPet Animal Control Facility Planning and Feasibility Study

West Des Moines, Iowa

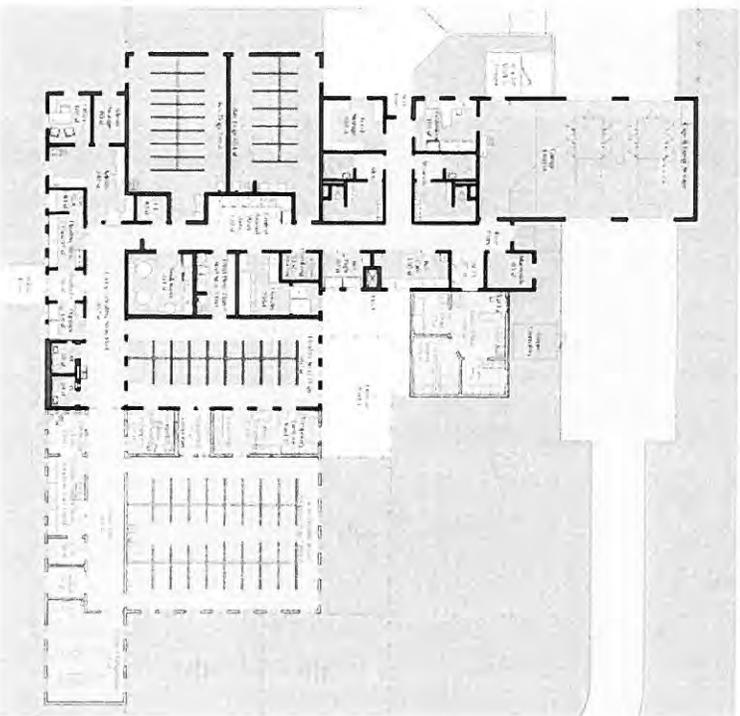
Year	2012
Size	Phase I: 6,200 square feet; Phase II: 3,000 square feet
Cost	\$4,306,520 (initial construction budget)

In 2012, the cities of West Des Moines, Clive, and Urbandale, Iowa, came together to form the WestPet partnership, a resource for pet licensing, lost pet services, and animal control. Built in the 1980s, the existing West Des Moines animal shelter was designed to support the then-community of approximately 20,000. This number has increased nearly sixfold, and the present-day commands are too much for the antiquated shelter.

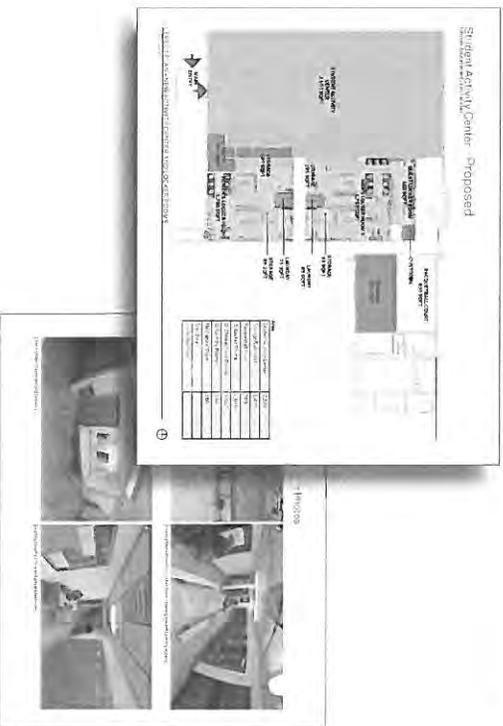
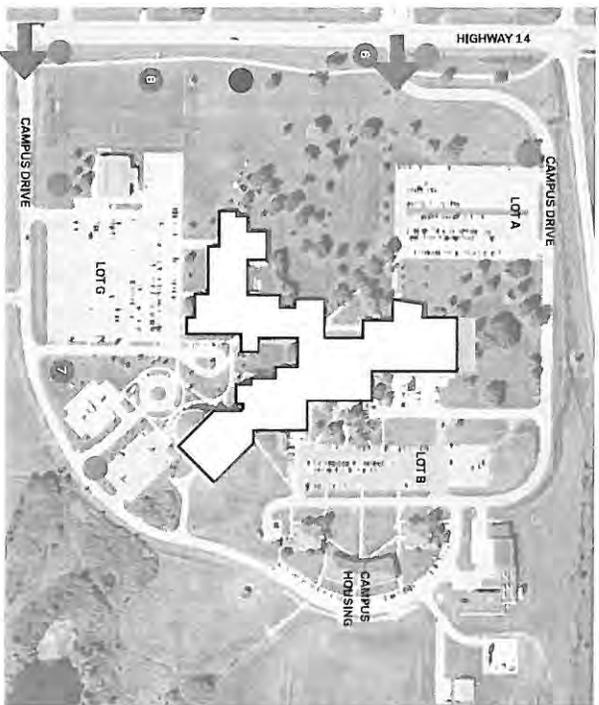
WestPet hired OPN Architects to develop schematic designs for a new, modern animal shelter. This new shelter will provide a safe, comfortable, and adequately sized space for the partnership's services. The new building's program includes:

1,300-square-foot garage with storage space for cages and equipment; 2,750 square feet of animal holding space, divided between cats, dogs, and mammals, as well as various levels of health and safety; an animal work area; an animal evaluation area; an outdoor exercise yard; 425 square feet of administration and office space; and a welcoming front entry complete with reception and a main hall.

An expansion has been designed for future phases of the project, which will add three exercise yards, grooming spaces, and 1,500 square feet of additional animal holding space. The project is currently seeking funding.



Project & Planning Experience



Iowa Valley Community College District Masterplan

Marshalltown, Ellsworth, and Grinnell, Iowa

Year	2020
Size	3 Campuses
Cost	\$9,750,000 (estimated MCC scope) \$8,770,000 (estimated ECC scope) \$950,000 (estimated GCC scope)

OPN Architects began working with Iowa Valley Community College in March 2020 to master plan and lay out a road map for prioritizing projects on all three IVCCD Campuses: Marshalltown, Ellsworth and Grinnell. Existing conditions were documented and analyzed, and a list of projects was defined including probable costs and budgets. The plan outlined projects that could be consolidated into single design-bid-build deliveries to make the best use of the College's resources and minimize disruption to students.

The design team toured all campuses with the facilities director to understand context, departmental use, overall space utilization, level of finish, adjacencies, and building systems.

Planning efforts kicked off just prior to COVID-19 related shut downs state, so after the first in-person kick-off meeting, all user-group and planning sessions were handled virtually via video conferencing. User groups consisted of faculty and facilities members, building users, and leadership.

Each Campus was reviewed independently consolidating scopes of projects by geographical location to encourage competitively bid projects. Despite the three different campus locations being reviewed separately, a series of standards will be implemented at a district level to ensure that IVCCD feels like a connected campus.

Selected Projects

Marshalltown

- Library & Success Center Consolidation & Renovation
- Science Lab Renovation and size Reduction
- Computer Labs Reconfiguration and Specialized for networking and competitive video gaming E-Sports Lab

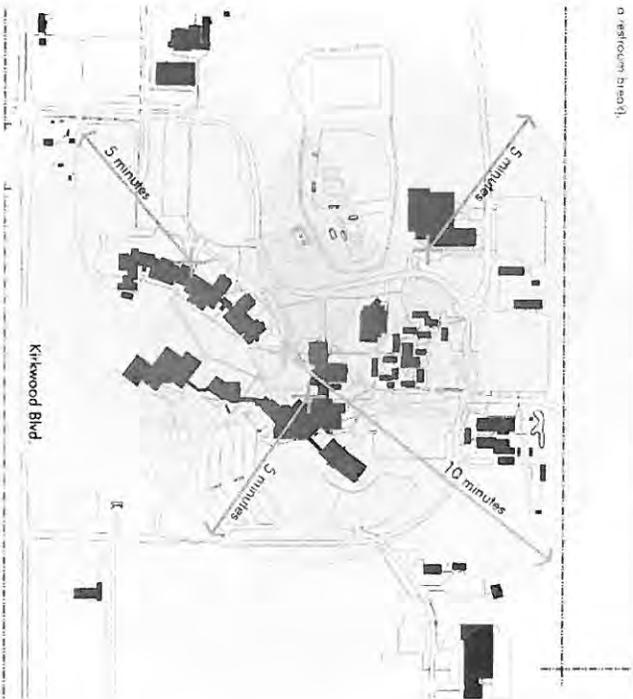
Ellsworth

- Activity Center and Restroom/Locker Updates
- Additional/Updated Student Housing

Grinnell

- Reconfigure computer labs for state's only Gunsmith Technology program

Project & Planning Experience



Kirkwood Community College Masterplan

Cedar Rapids, Iowa

Year	2009
Size	1.65 million square feet
Cost	\$27 million

OPN has been working with Kirkwood Community College for more than a decade. Kirkwood's campus covers 680 acres, including a 400-acre working farm on its main campus. The 27+ buildings hold more than 1.65 million square feet of interior learning space and a 15-acre athletic complex. The most recent Master Plan identified a number of new projects, and their potential locations on campus. The plan included broad-scope cost estimates, program summaries, and a tiered implementation schedule. The Master Plan was a significant tool for planning the use of \$27 million in funding and led to a clear implementation strategy of the following facilities:

The Hotel at Kirkwood Center

An upscale 71-room hotel, complete with an elegant gourmet restaurant, is operated by a full professional staff, and assisted by our Hospitality Arts students.

Healthcare Simulation Center

Health care students receive hands-on experience in crisis situations in the \$3.6 million emergency medicine simulation lab.

Jones Regional Education Center

At approximately 30,000 square feet, the center houses state-of-the-art classrooms, career and technical labs for academic programs, and administrative offices.

Benton/Cedar Academic Wing

The \$14 million academic wing added 90,000 square-feet of classrooms and offices for English, Institutional Effectiveness, Learning Services and Social Science departments.

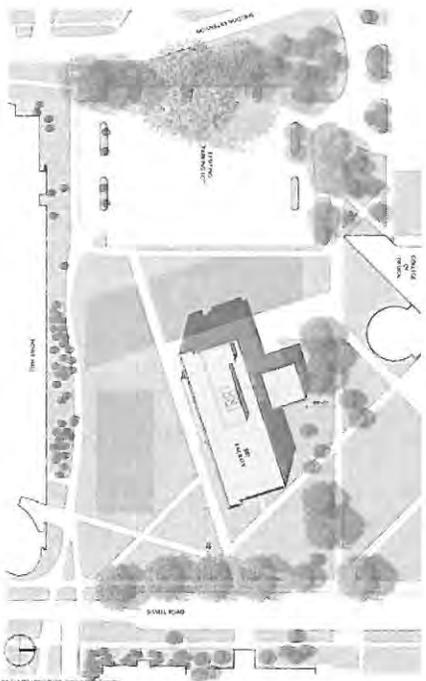
Horticulture/Floriculture

The 32,000-square-foot horticulture building features state-of-the-art energy efficiency, including geothermal heating and cooling, fully automated controls, plus a roof system that catches rainwater for use in the greenhouses and landscaping areas.

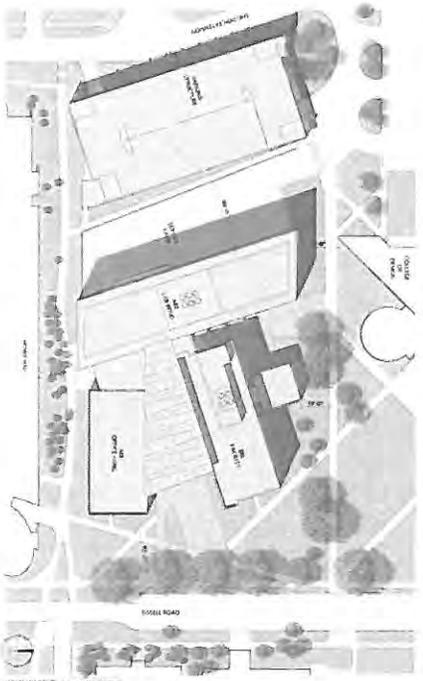
Jones Hall

The center of industrial technology at Kirkwood, Jones Hall received an \$8.5 million makeover in 2008. 2011 brings another addition, with a wing to house parts of a wind turbine for the new Energy Production & Distribution program.

Project & Planning Experience



Phase 1



Phase 2

Biorenewables Complex ABE/BRL Planning and Design

Ames, Iowa

BRL	2010: 70,300 square feet; \$24,231,750
ABE	2014: 184,500 square feet; \$24,231,750
LEED	Gold

The Biorenewables Complex at Iowa State University establishes an interdisciplinary node for 50 research and teaching laboratories engaged in the investigation of biorenewable resources — plants and crops that can be used to produce fuels, chemicals, materials, and energy. The project showcases the transformative potential of agricultural research as researchers work to feed the world and transform waste into fuel.

OPN, in partnership with ZGF, worked with the University to program and plan how the complex would be realized. Initially a concept was studied which would have included three buildings with

a stand-alone parking structure as support. As concepts were weighed and validated by the University, they opted to construct the complex in two phases instead.

Phase I saw the design and construction of the Biorenewable Research Laboratory (BRL). Phase II involved the construction of the Agriculture and Biosystems Engineering (ABE) building. The entire complex includes approximately 220,000 gross square feet of laboratories, classrooms, offices, and a central atrium that joins the two buildings.

Designed in collaboration with ZGF Architects, LLP

Project & Planning Experience



North Polk Community Schools Masterplan

Alleman, Iowa

Year	2019
Size	N/A
Cost	\$45,106,400 (project cost)

In February 2019, the North Polk Community School District retained OPN Architects to help develop a Facilities Master Plan for the district. The focus of the work was to leverage past reports and studies completed by the district and couple that information with observations made by OPN and its Design Team through building tours and information gathering sessions with key stakeholders.

This work was separated into 3 Phases:

Gather and Analyze

The design team gathered and reviewed existing conditions data, including district structure and growth projections. The design team reviewed district-developed options for expansion, established interview schedules and formats for obtaining feedback, and conducted interviews the district administrators and school board members.

Concept Development

The design team, in conjunction with district leadership, developed and reviewed multiple options which led to the concepts documented in the Masterplan. Each option included high level program options for future space needs with existing building infrastructure, new build and demolition options.

Report

The final report outlines a Phased Preliminary Order of Magnitude Capital Plan for North Polk Community Schools. The plan prioritizes concepts and project intent, and offers a timeline for implementation of each priority project. Plans are cross referenced with funding sources and capacities over the course of ten years.

OPN Architects was retained to complete the design work for the first phase of the masterplan, and design work is currently underway.

Project & Planning Experience



DuPont Pioneer Beaver Creek Planning and Design

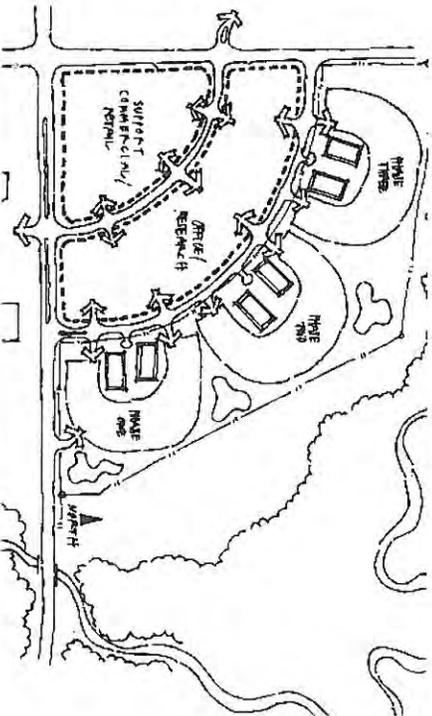
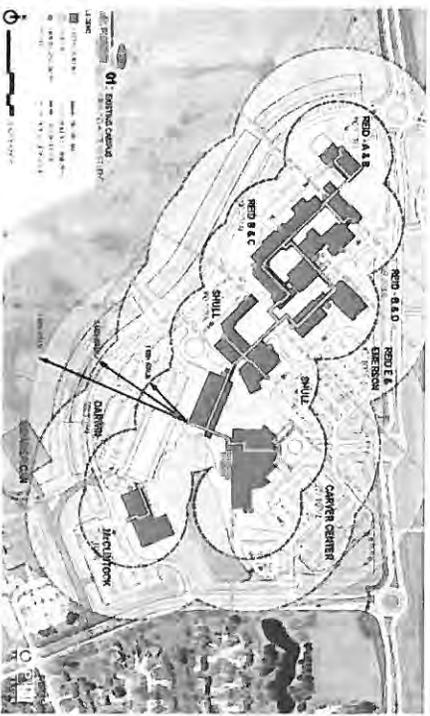
Johnston, Iowa

Year	Phase I: 2014; Phase II: 2015
Size	380,000 square feet
Cost	Withheld at owner's request

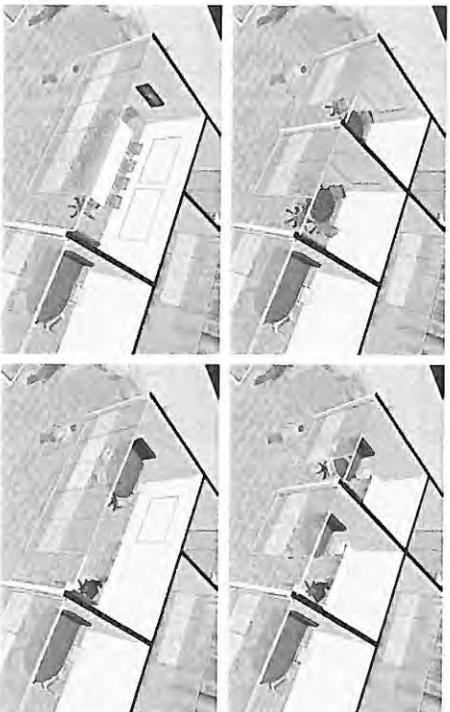
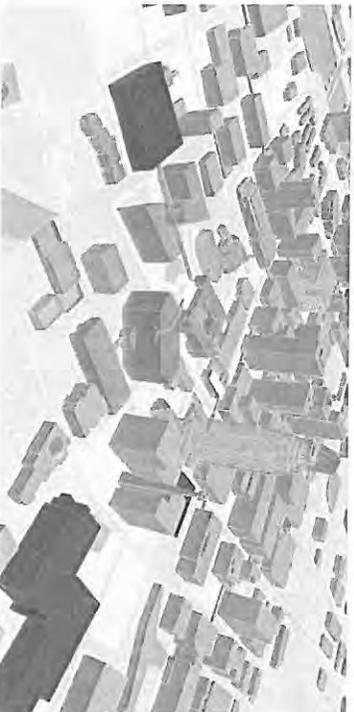
The Beaver Creek Campus for DuPont Pioneer was designed and constructed in two phases through a design/build collaboration between Ryan Companies, USA and OPN Architects.

The design team worked with the owner through programming efforts and development of site feasibility options ahead of building design, and worked for approvals through the city's planning and zoning commission.

The first phase of the project called for 100,000 square feet of office and 100,000 square feet of laboratory space at its campus in Johnston, Iowa. The second phase added another 95,000 square feet of office and 95,000 square feet of laboratory, and a connecting vestibule between the two buildings. Each phase involved Ryan Companies purchasing land and leasing back to DuPont Pioneer.



Project & Planning Experience



Principal Master Plan

Des Moines, Iowa

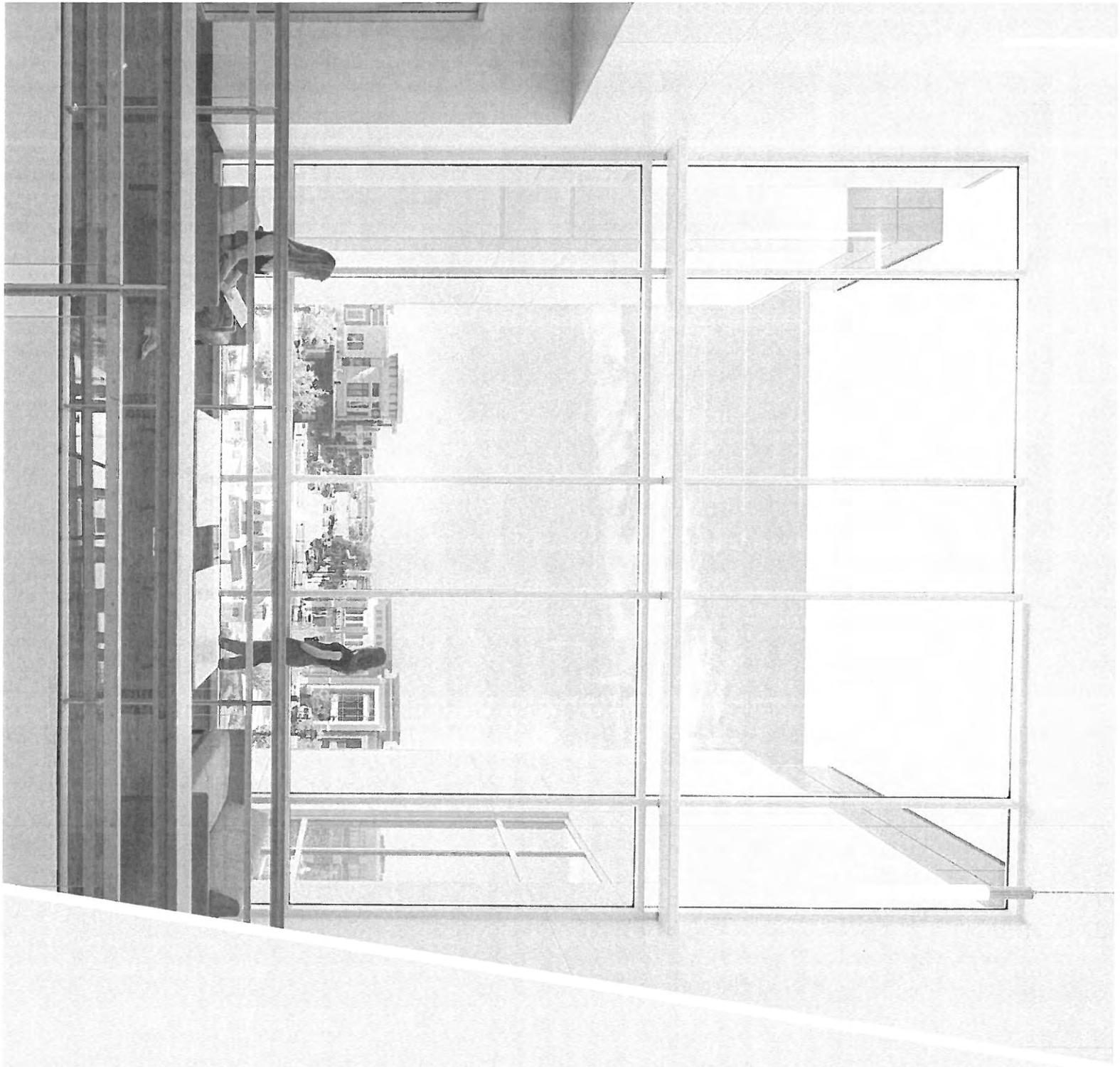
Year	2011 / 2012 (Master Plan) 2013-2020 (Design/Construction)
Size	2,300,000 square feet
Cost	\$400,000,000 (project cost)

In 2011, OPN started working with Principal to redesign its corporate headquarters in downtown Des Moines. Our work began as a straight-forward study of the campus environment with the goal of modernizing existing facilities and consolidating open space. With leadership from Principal, the design team embarked on an intensive discovery process. We began by analyzing the existing campus and buildings while concurrently conducting in-depth conversations with Principal about history, culture, work practices and the company's vision for the future. It quickly became clear that Principal had an opportunity to re-imagine its environment and work practices.

We know that the workplace of tomorrow will be remarkably different from office spaces of the past. Advances in technology that were inconceivable a

decade ago are radically changing the corporate landscape. Leadership at Principal embraced the prospect of designing its flagship campus to meet the demands of tomorrow. The team conducted an 18-month expedition to articulate a vision for the future. Twenty-two parallel work streams were established to examine facets of Principal as diverse as recruitment, flexibility, inclusiveness, collaboration, wayfinding, and the impacts of mobile technologies. The result was a comprehensive plan to modernize Principal's campus to meet the needs of the future.

Principal has since retained OPN Architects as the firm to implement the plan. The work addresses more than 2.3 million square feet of spaces, with the final phase set to wrap up in 2020.



Fees & References

Fees

Professional Fee

Based upon the RFP published December 1, 2020 on the Story County website, we have developed our scope of services and professional fees upon the following criteria:

Site Locations housing approximately 270 employees in Story County owned facilities, including the Administration Building at 900 6th St, Nevada, the Justice Center at 1315 S. B Ave, Nevada, the Human Services Center at 126 S. Kellogg, Ames, Secondary Roads/Engineers Building at 837 N. Ave, Nevada, the Story County Animal Shelter at 975 W. Lincoln Hwy, Nevada, and Story County Conservation at 56461 180th St, Ames.

Compensation

The professional fee for developing the scope of services outlined in this proposal will be a lump sum fixed fee of:

Thirty-two Thousand, Five Hundred Dollars (\$32,500.00)

Plus additional services or reimbursable expenses if necessary

Terms and Conditions

This fee will cover services and activities required to accomplish the scope of work within a time frame of five months. Should the project timeframe extend beyond this, as a result of conditions not under the control of OPN, fees may be adjusted to align with the effort extended. Final accepted proposal will be solidified in the form of a contract between Story County and OPN Architects. Optional additional services can also be reviewed, should the City be interested in pursuing any.

The project will be invoiced monthly as a percentage of work completed and commensurate with the work plan schedule. Any services if required beyond those described within the Agreement will be reviewed with the client to understand impact to scope of work or related fees.

Reimbursable Expenses

Reimbursable expenses are in addition to the above fee. Reimbursable expenses include: authorized out-of-town travel, courier services, express mail, plan review fees, reproduction of project documents, photography, out-of-house digital processing, physical models, meals and mileage at the government standard rate.

Exclusions and Optional Additional Services

- Digital Utilization Tracking
- Digital Lidar Scanning of Existing Buildings
- High Resolution Rendering Images
- Virtual Fly-throughs (VR or AR)
- Site Surveying and Civil Engineering
- Landscape Design
- MEPT Engineering
- Structural Engineering
- FFE Design/Selection and Procurement Services

We understand that embarking on an effort to analyze and plan for the future of Story County and your facilities is a huge opportunity. We know that our experience and expertise would be a perfect fit for your project. Our team is versed in facility assessments, space planning, concept design and helping our clients create a prioritized and navigable plan for the successful execution of your vision well into the future. We would be honored to be a part of your project!

References

City of Carroll

Mike Pogge-Weaver, City Manager
(712) 792-1000
Rachel Van Erdevyk, Librarian
(712) 792-3432

City of West Des Moines

Linda Schemmel, AIA
Development Coordinator,
City of West Des Moines
515) 222-3620

City of Des Moines

Calvin Miller
City of Des Moines, Skywalk Facility Manager
(515) 283-4748
cbmiller@dmgov.org

City of Ankeny

Sam Mitchel
Director of Library Services
(515) 965-6460



Polk County

“OPN has diligently worked with us to not only create a road map to execute work on the Polk County 5th District Courts in downtown Des Moines, but they have also been a trusted partner throughout the process. Each step of the way, OPN has engaged patrons and users to capture unique perspectives. They have been adept at fostering the process while keeping us, as the client, involved and informed by establishing milestone dates along the way and offering project updates which include current design challenges, cost estimates, and schedule updates. Through construction OPN has remained responsive to both our owner group and the construction team to maintain an accelerated schedule.”

— John Rowen, Director, Department of
General Services, Polk County



opnarchitects.com



Story County, Iowa
Space Needs Assessment
RFP for Architectural Design Services

December 28, 2020

APPROVED

DENIED

Board Member Initials: AKH

Meeting Date: 1-19-21

Follow-up action: _____



December 28, 2020

Story County Board of Supervisors
c/o Leanne Harter
County Outreach and Special Projects Manager
Story County Administration
900 6th Street
Nevada, IA 50201

Dear Ms. Harter,

Thank you for the opportunity to provide you with the attached Submission and Proposal. We are very excited about the possibility of working with Story County again and appreciate being able to provide you with our information. We feel our previous work on similar type projects, our strong design team, broad base of experience, and commitment to service would be valuable assets to Story County.

Our extensive experience will provide an ideal framework to address your needs. Every time we begin a project, regardless of apparent similarities, we find a unique set of circumstances including the needs of individual user groups, owner expectations, site constraints, and a variety of additional factors. Our strength is our ability to bring together these many different aspects and, through teamwork, arrive at a solution that is pleasing and successful to everyone involved. We urge you to contact our previous and current clients and discuss our approach to design and construction. We are proud to report that our typical workload of projects consists of nearly 90% repeat clients.

We are a small Iowa firm, and as such will work as hard as we possibly can to ensure a successful project for Story County. We would be very proud to help shape the future of your facilities.

If you have any questions, please feel free to call. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey S. Harris', written in a cursive style.

Jeffrey S. Harris AIA
Principal

Att: RFP Response



1. Vendor

Roseland Mackey Harris Architects, P.C.
1615 Golden Aspen Drive, Suite 110
Ames, IA 50010

Primary Contact:
Jeffrey S Harris, AIA
Principal

2. Project Manager

Jeff Harris will serve as Project Manager for this project with Story County. Mr. Harris has participated in programming and facility planning services in central Iowa for over 30 years. His experience includes countless projects for McFarland Clinic including renovations to accommodate department growth as well as wholly new facilities to combine multiple individual service providers under one new roof.

3. Services Required

RMH Architects proposes to provide a full existing facility assessment and programming for current and long-term facility needs in Story County. Our work will involve investigation, evaluation, and planning services for the six existing facilities utilized by Story County and approximately 20 county departments. At the completion of our services the county will have a long-term road map to plan facility capital improvements.

A brief outline of our services is as follows:

Investigation Phase 3 - 4 Weeks

- Review existing conditions for all county departments and facilities
- Review current county properties to determine space use and efficiencies
- Meet with all Story County department leaders to review current and future staffing and anticipated facility needs
- Prepare departmental programming summaries to document current and future needs
- Review programs with each department and finalize 5- and 10-year summaries
- Present final programming document for each county department

Evaluation Phase 3 - 4 Weeks

- Evaluate all existing county facilities for potential realignment of departmental spaces
- Review alternative space utilization strategies
- Evaluate space sharing possibilities between related or adjacent departments
- Review inter-department relationships to evaluate best case efficiency scenarios
- Analyze phasing of departmental growth strategies to minimize expansion needs and timing



Planning Phase 6 - 8 Weeks

- Prepare schematic planning solutions to address current and long-term needs utilizing existing county facilities
- Determine deficiencies with existing facilities with relation to current and future growth needs
- Prepare schematic planning solutions for proposed building modifications or additions to address current and long-term needs
- Review existing building infrastructure to support proposed alternations or additions
- Review schematic solutions with county departments and facility leaders
- Revise solutions based on county feedback
- Analyze and document pros and cons of all planned renovations or additions
- Investigate land availability for planned additions or new facilities
- Prepare budget estimates for potential projects in current dollars for utilization in county capital planning process

4. Personnel/Firm Skills

RMH Architects has worked on more than 600,000 square feet of projects for a local health care clinic with over 200 physicians at multiple clinic sites within the state of Iowa. Our projects for a central Iowa hospital have included additions, remodelings and planning studies for a full facility replacement. As design consultants to a leading manufacturer and distributor of animal health care products in over 100 countries, we have honed our skills working on project teams with multiple design disciplines as we faced technically complex projects. All of this work has enriched our experience working with multiple user groups within much larger organizations.

We believe that attention to our client's needs is the basis for a successful project. During the design process, we thoroughly analyze each project to ensure all opportunities are explored for solutions that optimize the goals, objectives and budgets of our clients. We work with our clients to achieve their vision while maintaining their budget.

Our quality control methods focus on communication and coordination. Regular project team meetings would be scheduled to address issues appropriate to the current stage of the design process. Frequent check sets would be distributed between team members to facilitate this coordination process.

Our commitment to the consistency of the project team will contribute to a higher quality project.



Project Manager

Jeffrey S. Harris, AIA	Principal
Professional Experience:	30 years
Bachelor of Architecture	1990, Iowa State University
Architect, Iowa License	#3594 in 1995



Originally from Burlington, Iowa, Mr. Harris attended Iowa State University where he earned his Bachelor of Architecture degree in 1990. He began working at Roseland Architects in Ames as an intern architect that same year. Following the traditional internship and subsequent licensure he assumed the role of project architect with the firm in 1995. In early 2001 a professional corporation was formed with Mr. Harris as one of three principals in the new firm.

Mr. Harris is involved with every phase of project development from initial programming and site selection to construction administration and project close-out. As the firm is a horizontally organized office, he is actively engaged in projects from programming through construction documents, consultant selection and coordination, client contact and business development.

Mr. Harris would be responsible for project management and project documentation.

Mr. Harris has served on the Nevada Community School District Facilities Task Force, and for seven years on the Nevada Planning and Zoning Commission with three years as Chairman. He currently serves on the Board of Directors for the Volunteer Center of Story County as well as the Nevada Economic Development Commission.

Project Architect

Chris McIntosh, AIA	Project Architect
Professional Experience:	6 years
Bachelor of Architecture	2008, Iowa State University
Architect, Iowa License	#7504 in 2017



Chris joined the RMH Architects team in 2018 with a background in construction as well as design, and he enjoys planning projects that surpass expectations while honoring the process and craft of construction. Chris became passionate about buildings after being involved in the family construction business and has worked as a carpenter for several years in Ames and the surrounding communities. His interest in creative solutions led him to study design at Iowa State University, which stoked an enthusiasm for building science and preservation that has informed his approach to problem-solving and client service as a designer.



Chris began his professional career in Philadelphia, Pennsylvania managing institutional and hospitality projects for a custom millwork contractor, which required detailed knowledge of interior finishes and casework assemblies. He later applied this experience while working in New Jersey for architecture firms specializing in commercial design-build and single-family residential projects.

Interior Designer

Shelly Meinhard, NCIDQ	Interior Designer
Professional Experience	27 years
Bachelor of Arts in Interior Design	1993, University of Northern Iowa
NCIDQ Certified	1998



Ms. Meinhard graduated in 1993 with a Bachelor of Arts in Interior Design from the University of Northern Iowa. She began working with the firm in 1995. In 1998 she passed the NCIDQ exam given to interior designers after meeting requirements for work experience and education. Her work includes a combination of meeting with clients to select interior finishes and assisting with the drafting of construction documents. She also specifies furnishings and assembles furniture proposal requests to assist our clients in receiving competitive bids. Ms. Meinhard also works on the design of residential projects as well as custom architectural casework.

5a. Previous Story County Projects

Story County Community Life Building Re-Roofing

Roofing and Siding Replacement Project

Story County was seeking a replacement for an aging metal roof and siding system for the Community Life Building in Ames. RMH developed a plan to replace the existing roof and re-structure the roof to eliminate a number of existing problematic flat roof areas. The project was competitively bid and completed within a 6-month period to meet the county annual budgeting requirements.

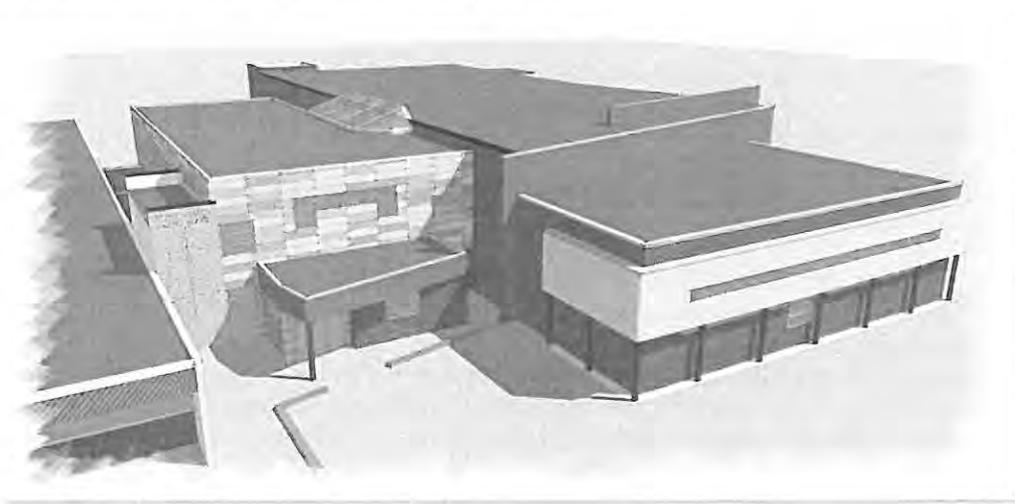




Story County Justice Center, Nevada

County Attorney Office Addition and Remodeling

Schematic design is complete for this addition to the Story County Justice Center in Nevada. The county was looking to consolidate the offices of the county attorney in one location within the Justice Center complex. RMH worked with client groups from the Attorney's Office and the Sheriff's Department to address space needs as well as process improvements for building security and lockdown. The project is currently on hold.



Story County Animal Shelter, Nevada

County Animal Control Facility Remodeling

Work was recently completed on this renovation to the Story County Animal Shelter. Animal care space was expanded into previously vacant tenant space in the facility. Individual spaces were established for feline and canine holding and adoption space as well as quarantine for new arrivals and sick animals. All HVAC systems were upgraded to meet current code for ventilation and temperature control. Electrical systems were also updated, and multiple tenant services combined.

Transitional Living - Crisis Stabilization Home Remodeling, Ames

Story County/MGMC In-Patient Short-Term Care Facility

Work was completed in 2018 on this remodeling project of an existing Story County group home. Interior finishes were upgraded throughout the home as well as modifications to improve staff spaces and resident rooms. Bathrooms were upgraded for accessibility and safety concerns. New millwork was provided in all patient rooms to eliminate additional safety concerns for both staff and residents.



Story County Justice Center - HVAC Improvement for Jail Housing Facility, Nevada

Jail HVAC Replacement Project

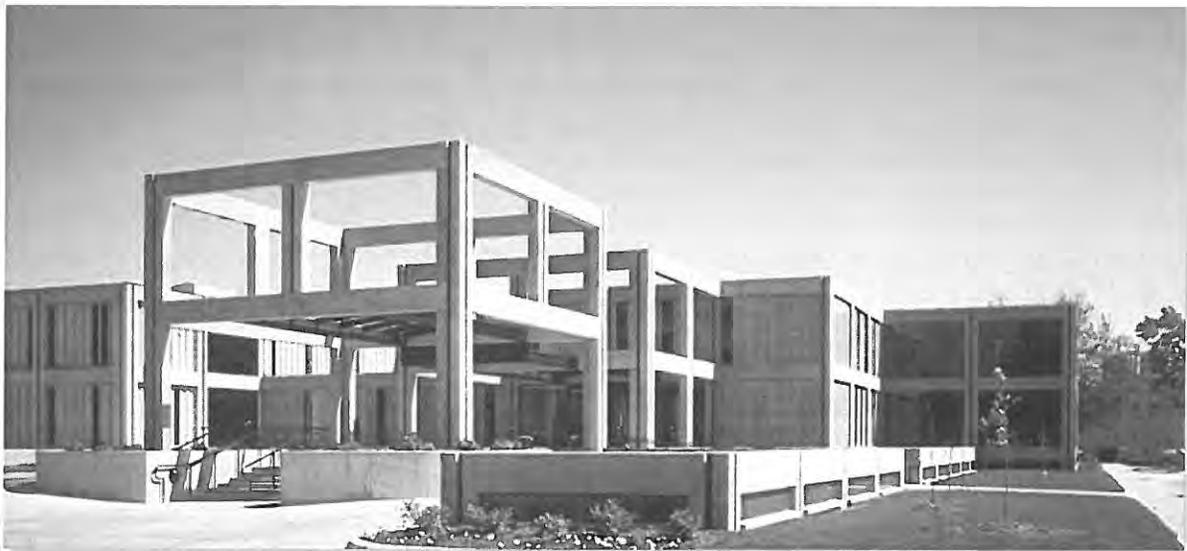
Work is nearing completion on Phase 1 of this equipment replacement and upgrade to all heating, ventilation and air conditioning equipment serving the Story County jail housing facility. Work was completed while the jail was occupied with limited disruption to day-to-day activities. Design work is currently underway to replace the remaining HVAC equipment throughout the remainder of the Justice Center facility.

5b. Previous Facility Assessment & Planning Projects

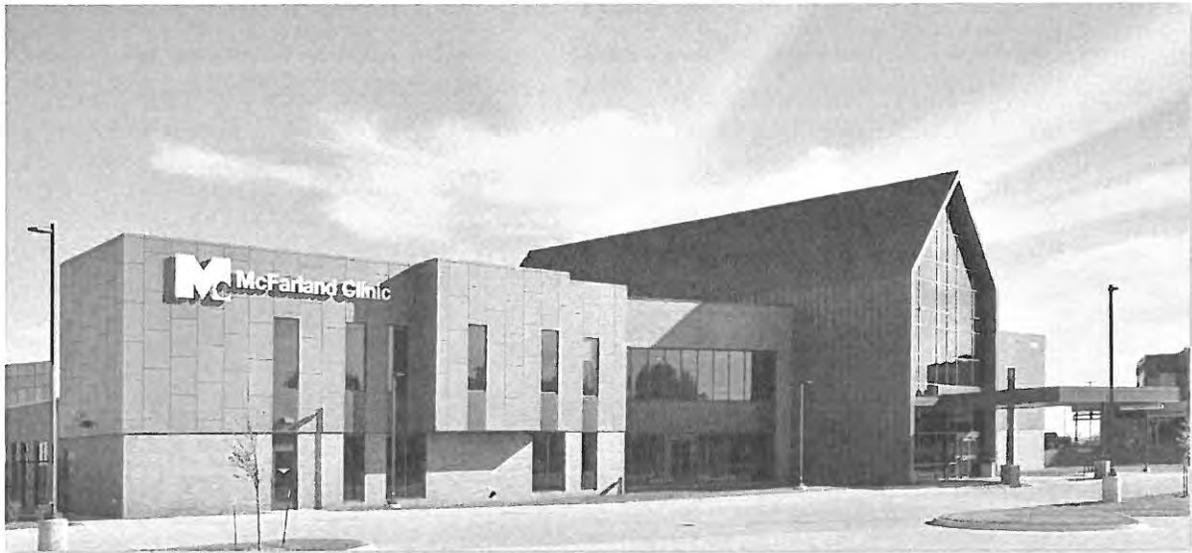
McFarland Clinic - Multiple Locations

From our beginning in 1987, RMH Architects has played a major role in the expansion of McFarland Clinic in Ames and much of central Iowa.

In Ames we have provided guidance and feasibility studies to expand the main campus as well as planned growth to new locations in the community. We were instrumental in the development of the 1215 Duff Campus expansion (1990), West Ames (1998 & 2001), North Ames (2008) and South Ames (2017) facilities. All of these projects have involved assessment of the clinic's current footprint and the most cost-effective methods of expansion of existing departments and branching out into new service areas. Over the course of the last 30 years, we have also worked on countless remodeling and internal transformation projects of numerous clinic departments.



1215 Duff Campus Expansion - 1990



South Ames Clinic - 2017

In Marshalltown we guided the clinic through a major building project which combined the practices of 7 independent clinic buildings into a single location connected to Marshalltown Medical & Surgical Center. With the medical center's recent relocation from the downtown core, we are again leading the clinic through a 16-million-dollar relocation to a new facility on the south side of town which will be under construction this spring.



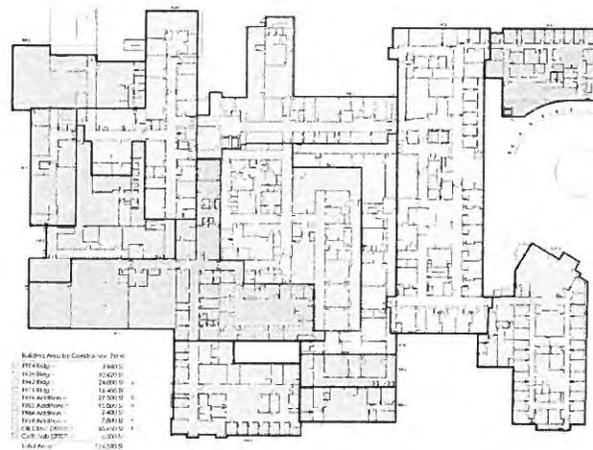
MMSC Multi-Specialty Clinic - 2000



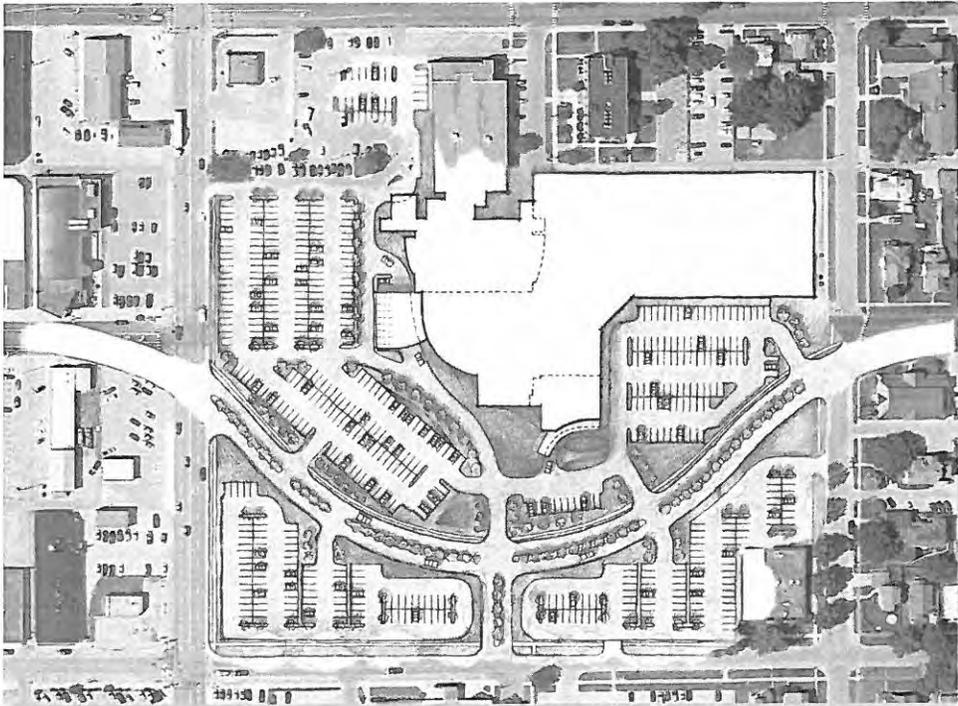
McFarland Clinic Marshalltown - To Be Completed 2022

Marshalltown Medical & Surgical Center - Facility Assessment

As part of an overall feasibility and expansion assessment, RMH Architects assisted Marshalltown Medical and Surgical Center with a comprehensive review of existing department space allocations, re-alignment possibilities of departments and expansion plans.



Existing Department Assessment



Site Concept Drawing

Subsequent changes to hospital administration led in a different direction and the eventual relocation of the hospital away from the downtown core. Throughout the process RMH continued to advise MMSC and assist in planning.





6. Schedules and Deadlines

We work with our clients to make sure that we fully understand all their expectations, including schedules and deadlines. We understand the requirements of annual budget constraints and the importance of meeting deadlines to ensure funding for public projects. Should results of the design process result in the need for a schedule extension or reduction, we would discuss with you as soon as we can to minimize the impact on the project.

7. Availability of Key Personnel

RMH Architects has the resources, capabilities, and personnel commitment to complete the project efficiently. Our staff could begin work by February 1, 2021

8. Fee Structure

Space Needs Assessment

▪ Investigation Phase	\$ 8,500
▪ Evaluation Phase	\$ 10,400
▪ Planning Phase	\$ 16,100

Design Services Total \$35,000



9. References

Roger Kluesner, COO
McFarland Clinic, PC
1215 Duff Avenue
Ames, IA 50010
515-239-4400

Thomas H. Pohlman, Chairman
Ames National Corporation
Fifth & Burnett
Ames, IA 50010
515-232-6251

Jami Larson, President
Larson Development Corporation
3321 Ridgetop Road
Ames, IA 50014
515-451-4350

Resolution #21-50

COUNTY NAME: Story	RECORD OF HEARING AND DETERMINATION ON THE AMENDMENT TO COUNTY BUDGET	COUNTY NO: 85
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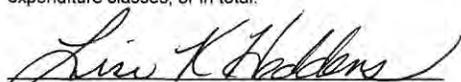
Date budget amendment was adopted: 1/19/21	For Fiscal Year Ending: June 30, 2021
-----------------------------------------------	------------------------------------------

The County Board of Supervisors met on the date specified immediately above to adopt an amendment to the current County budget as summarized below. The amendment was adopted after compliance with the public notice, public hearing, and public meeting provisions as required by law.

Iowa Department of Management Form 653 A-R Sheet 2 of 2 (revised 05/01/14)	Total Budget as Certified or Last Amended	Adopted Current Amendment	Total Budget After Current Amendment
REVENUES & OTHER FINANCING SOURCES			
Taxes Levied on Property	1 28,958,362	0	28,958,362
Less: Uncollected Delinquent Taxes - Levy Year	2 0	0	0
Less: Credits to Taxpayers	3 1,041,733	0	1,041,733
Net Current Property Taxes	4 27,916,629	0	27,916,629
Delinquent Property Tax Revenue	5 3,950	0	3,950
Penalties, Interest & Costs on Taxes	6 75,000	0	75,000
Other County Taxes/TIF Tax Revenues	7 3,631,246	350,000	3,981,246
Intergovernmental	8 10,025,604	1,390,174	11,415,778
Licenses & Permits	9 79,890	0	79,890
Charges for Service	10 1,913,120	0	1,913,120
Use of Money & Property	11 630,840	0	630,840
Miscellaneous	12 593,640	14,525	608,165
Subtotal Revenues	13 44,869,919	1,754,699	46,624,618
Other Financing Sources:			
General Long-Term Debt Proceeds	14 0	0	0
Operating Transfers In	15 3,526,700	0	3,526,700
Proceeds of Fixed Asset Sales	16 9,500	0	9,500
Total Revenues & Other Sources	17 48,406,119	1,754,699	50,160,818
EXPENDITURES & OTHER FINANCING USES			
Operating:			
Public Safety & Legal Services	18 16,024,199	0	16,024,199
Physical Health & Social Services	19 3,047,564	109,574	3,157,138
Mental Health, ID & DD	20 2,528,316	0	2,528,316
County Environment & Education	21 5,377,125	71,000	5,448,125
Roads & Transportation	22 7,818,650	0	7,818,650
Government Services to Residents	23 1,543,115	81,111	1,624,226
Administration	24 8,097,452	26,050	8,123,502
Nonprogram Current	25 20,000	0	20,000
Debt Service	26 1,507,111	139,000	1,646,111
Capital Projects	27 9,361,918	551,000	9,912,918
Subtotal Expenditures	28 55,325,450	977,735	56,303,185
Other Financing Uses:			
Operating Transfers Out	29 3,526,700	0	3,526,700
Refunded Debt/Payments to Escrow	30 0	0	0
Total Expenditures & Other Uses	31 58,852,150	977,735	59,829,885
Excess of Revenues & Other Sources over (under) Expenditures & Other Uses	32 (10,446,031)	776,964	(9,669,067)
Beginning Fund Balance - July 1,	33 28,365,976	0	28,365,976
Increase (Decrease) in Reserves (GAAP Budgeting)	34 0	0	0
Fund Balance - Nonspendable	35 0	0	0
Fund Balance - Restricted	36 8,025,151	(716,978)	7,308,173
Fund Balance - Committed	37 544,892	122,403	667,295
Fund Balance - Assigned	38 2,514,948	285,978	2,800,926
Fund Balance - Unassigned	39 6,834,954	1,085,561	7,920,515
Total Ending Fund Balance - June 30,	40 17,919,945	776,964	18,696,909

Date original budget adopted: 03/24/20	Date(s) current budget was subsequently amended: 08/25/20
-------------------------------------------	--------------------------------------------------------------

The below-signed certify that proof of publication of the hearing notice and proposed amendment is on file for each official County newspaper, that all public hearing notices were published not less than 10, nor more than 20 days prior to the public hearing, and that adopted expenditures do not exceed published amounts for any of the 10 individual expenditure classes, or in total.


Board Chairperson (signature)


County Auditor (signature)

**RESOLUTION NO. 21-51
APPROPRIATIONS AMENDMENT**

WHEREAS, Resolution No. 20-105 dated June 30, 2020 set appropriations by department for Fiscal Year 2021, and

WHEREAS, Resolution No. 21-15 dated August 25, 2020 amended appropriations by department for Fiscal Year 2021, and

WHEREAS, Resolution No. 21-36 dated November 10, 2020 amended appropriations by department for Fiscal Year 2021, and

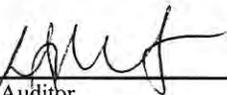
NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Story County, Iowa, to amend department appropriations by the following amounts:

<u>Dept# & Name</u>	<u>\$ Amount</u>	<u>Dept# & Name</u>	<u>\$ Amount</u>
02 – Auditor	69,111	07 – Recorder	20,000
08 – Animal Control	60,000	20 – Engineer	551,000
50 – Human Services Center	1,700	51 – Facilities Management	5,000
53 – Plan & Development	11,000	54 – Justice Center	3,500
99 – Countywide Serv	256,424		

The above resolution was adopted by the Board of Supervisors of Story County, Iowa, on the 19th day of January, 2021 and the Auditor is directed to correct her books accordingly.



Chairperson, Board of Supervisors

Attest: 

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 BOARD Yea 3 Nay 0 Absent 0



CHAIRPERSON Above tabulation made by LB

Story County FY21 Quarterly Report
December 31, 2020
50.00% of Year

	Original		Oct-Nov-Dec Total	YTD Total	Percent of Budget	Amount Remaining
	Annual Budget	Amended				
Expenditures:						
Board of Supervisors	\$1,085,365.00		\$277,855.32	\$524,792.13	48.35%	\$560,572.87
Auditor	\$1,241,495.00	\$1,246,495.00	\$474,443.67	\$746,280.56	59.87%	\$500,214.44
Treasurer	\$913,971.00		\$228,113.62	\$460,215.76	50.35%	\$453,755.24
County Attorney	\$3,117,499.00		\$752,138.88	\$1,401,017.22	44.94%	\$1,716,481.78
Sheriff	\$9,901,391.00		\$2,539,492.20	\$4,767,768.29	48.15%	\$5,133,622.71
Recorder	\$464,161.00		\$119,665.99	\$238,854.69	51.46%	\$225,306.31
Animal Control	\$519,984.00	\$544,984.00	\$101,534.03	\$211,014.28	38.72%	\$333,969.72
General Bettermnt (40% L.O.S.T.)	\$1,034,313.00	\$1,044,806.00	\$401,327.06	\$464,874.56	44.49%	\$579,931.44
Engineer	\$9,138,650.00	\$12,284,350.00	\$3,538,567.49	\$5,175,156.22	42.13%	\$7,109,193.78
Veteran Affairs	\$119,139.00		\$33,782.40	\$56,207.07	47.18%	\$62,931.93
Conservation Board	\$4,711,417.00	\$5,192,047.00	\$1,156,763.57	\$2,373,519.81	45.71%	\$2,818,527.19
Environmental Health	\$343,690.00		\$88,741.37	\$165,285.12	48.09%	\$178,404.88
IRVM	\$327,020.00		\$126,352.69	\$211,938.83	57.15%	\$158,931.17
Community Services	\$416,274.00	\$370,870.00	\$83,371.99	\$153,178.06	36.80%	\$263,095.94
Community Life	\$98,250.00		\$11,956.55	\$22,422.62	22.82%	\$75,827.38
Human Services Center	\$460,725.00	\$468,425.00	\$126,075.62	\$222,785.41	47.56%	\$245,639.59
Facilities Management	\$1,503,952.00		\$233,302.36	\$415,743.24	27.64%	\$1,088,208.76
Information Technology	\$1,278,315.00	\$1,363,315.00	\$306,191.80	\$676,652.56	49.63%	\$686,662.44
Planning & Development	\$328,950.00		\$76,987.36	\$153,943.03	46.80%	\$175,006.97
Justice Center Facilities	\$1,386,265.00	\$1,856,965.00	\$265,850.58	\$834,150.09	44.92%	\$1,022,814.91
DHS	\$65,200.00		\$12,531.68	\$19,943.97	30.59%	\$45,256.03
Mental Health	\$3,228,316.00	\$2,528,316.00	\$119,686.23	\$220,505.72	8.72%	\$2,307,810.28
Juvenile Court Services	\$100,050.00		\$2,912.90	\$9,122.17	9.12%	\$90,927.83
Countywide Services	\$11,285,100.00	\$13,493,685.00	\$2,957,346.26	\$4,340,735.13	32.17%	\$9,152,949.87
Total Expenditures:	\$53,069,492.00	\$58,852,150.00	\$14,034,991.62	\$23,866,106.54	40.55%	\$34,986,043.46
Fund Balance Status:		Restricted-Story Comm	Committed	Assigned	% of exp YTD	
General Basic Fund	\$14,748,227.93	\$1,652,422.29	\$795,071.10	\$1,907,135.00	43.93%	
General Supplemental Fund	\$1,737,204.45			\$250,000.00	45.67%	
County Services MHDS Fund	\$1,446,797.78				8.75%	
Rural Services Fund	\$1,967,805.99			\$291,970.00	49.12%	
TIF Fund	\$441,707.26				4.84%	
Secondary Roads Fund	\$5,361,271.50				44.00%	

Story County FY21 Quarterly Report
December 31, 2020
50.00% of Year

Departmental Revenues:	Annual Budget	Amended	YTD		Percent of Budget	Amount Remaining
			Total			
Auditor	\$31,850.00		\$61,416.43		192.83%	-\$29,566.43
Treasurer	\$1,115,860.00		\$576,774.69		51.69%	\$539,085.31
County Attorney	\$439,000.00		\$128,941.78		29.37%	\$310,058.22
Sheriff	\$1,260,180.00		\$534,196.35		42.39%	\$725,983.65
Recorder	\$571,240.00		\$325,470.39		56.98%	\$245,769.61
Animal Control	\$43,900.00		\$11,796.72		26.87%	\$32,103.28
Engineer	\$8,113,570.00		\$4,418,201.60		54.45%	\$3,695,368.40
Veteran Affairs	\$10,100.00		\$10,116.00		100.16%	-\$16.00
Conservation Board	\$1,226,600.00	\$1,477,983.00	\$352,840.64		23.87%	\$1,125,142.36
Environmental Health	\$77,130.00		\$31,319.37		40.61%	\$45,810.63
IRVM	\$44,300.00	\$59,300.00	\$29,238.25		49.31%	\$30,061.75
Community Services	\$1,900.00		\$0.00		0.00%	\$1,900.00
Community Life	\$174,880.00		\$75,732.99		43.31%	\$99,147.01
Facilities Management	\$437,720.00		\$2,600.00		0.59%	\$435,120.00
Information Technology	\$9,600.00		\$3,000.00		31.25%	\$6,600.00
Planning & Development	\$48,470.00		\$16,030.81		33.07%	\$32,439.19
DHS	\$190,000.00		\$95,736.31		50.39%	\$94,263.69
Mental Health	\$0.00		\$47.21			-\$47.21
Countywide Services	\$34,256,828.00	\$34,343,436.00	\$20,645,383.14		60.11%	\$13,698,052.86
Total Revenues:	\$48,053,128.00	48,406,119.00	\$27,318,842.68		56.44%	

Hiring Freeze Exemption Request

Position Title: Admin Assistant II Date Submitted: January 13, 2021

Division/Department: Attorney Preferred Start Date: March, 2021

Requestor: Attorney Tim Meals Board Approval: 

What job function will this position serve?

Performs intermediate skilled administrative support work for the department. Takes and responds to customer or staff inquiries, prepares and maintains case files and provides support to the simple misdemeanor docket

Why do you consider this position to be essential?

The position covers the administrative work load for the simple misdemeanor docket in our office and has essential functions of, answering phones, coordinating case files, responding to the public, law enforcement officers, defense attorneys and the court, providing media to defense attorneys, calling witnesses and closing case files after court appearances, etc.

What are the consequences if this position is not filled?

An internal employee filled the vacant Fines Recovery & Driver's License Reinstatement Assistant position which left this opening in our office. The daily caseload for this docket is heavy and there are time sensitive deadlines that must be met. It would be impossible to track all of this with no one in the position.

Is it possible for the job responsibilities to be performed by other staff?

Current support staff are unable to absorb anymore duties, nor does their job descriptions allow for that. Additionally because we have just filled the vacant fines recovery coordinator and fines recovery assistant jobs, there are just not enough seasoned staff to pick up the slack.

What are the funding sources for this position?

Annual budgeted position.

How will the department/office manage its work if this position is not authorized?

Attorneys will not get the appropriate level of support needed as they prepare for trials, depositions, meetings, hearings, etc.

Hiring Freeze Exemption Request

Position Title: Legal Intern & VW Intern Date Submitted: January 19, 2021

Division/Department: Attorney Preferred Start Date: Immediately

Requestor: Attorney Tim Meals

Board Approval: 

What job function will this position serve?

This request is in conjunction with the request that was made back in May.

Our intern program is vital to our office and students come and go from semester to semester. As we have had students transition out and new ones transition in, they train each other. Our request in May was to hire 3 interns. We would like to forego the limit of 3 interns based upon the fact that we have an intern who is transitioning out and others who are transitioning in and this process is ongoing throughout the year. Our request is to be able to hire interns as needed without requesting an exception to hire each time an intern leaves and we replace the individual.

Why do you consider this position to be essential?

Full time staff is not able to perform these duties. The interns are crucial in being able to correspond with victims and witnesses as the cases go through the court process. They also provide valuable assistance to the attorneys when preparing and trying cases.

What are the consequences if this position is not filled?

We won't have the ability to perform this essential function to our victims/witnesses. Courts are opening back up again in February and the workload will be increasing once again.

Is it possible for the job responsibilities to be performed by other staff?

No.

What are the funding sources for this position?

Annual budgeted position. We have a set budget for interns in our extra help line item and hire interns/allocate hours based on that budget.

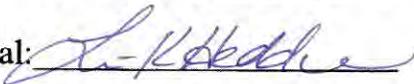
How will the department/office manage its work if this position is not authorized?

As stated above, we will lose the essential function of being able to keep in close contact with our victims/witnesses as their cases go through the court system.

Hiring Freeze Exemption Request

Position Title: Administrative Assistar Date Submitted: January 11, 2021

Division/Department: Conservation Preferred Start Date: March 15, 2021

Requestor: Michael Cox Board Approval: 

What job function will this position serve?

This position provides administrative support to the Conservation Department, assisting the Conservation Director, Financial Data Manager and other staff as needed.

Why do you consider this position to be essential?

We count on this position for answering phones, coordinating web presence on mycountyparks.com, coordinating public uses of SCC facilities, and assisting staff in our daily workloads.

What are the consequences if this position is not filled?

Responsibilities will fall upon the Financial Data Manager and other staff, most likely to cause the need for overtime. With the potential upcoming summer camps, and camping season the need for this position will become extremely overwhelming for other staff.

Is it possible for the job responsibilities to be performed by other staff?

Some of the staff will be able to perform the job responsibilities temporarily, but we need someone to fulfill them on a long term basis. If position is not filled, it will increase the workload for current staff and the need for overtime.

What are the funding sources for this position?

This is an annually budgeted position.

How will the department/office manage its work if this position is not authorized?

Additional work hours including overtime will be required by current staff. Many workload items will not be accomplished.



Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

Memorandum

To: Story County Board of Supervisors
From: Michael Cox, Director
Date: January 19, 2021
Re: Consideration of Hiring Freeze Exemption Request for Seasonal Conservation Staff.

The attached request form for hiring freeze exemption includes the four summer seasonal job classifications. The number of positions for each classification are as follows:

Conservation Aide - 9

Park Ranger Aide - 1

Waterfront Aide - 4 *Note that if Hickory Grove Lake does not fill this spring, these positions will be left unfilled or delayed until the beach is open.*

Vegetation Management Aide - 2

Seasonal Naturalist - 2 *Note that should the pandemic limit the type and function of programming, these positions may be reduced.*

Staff urges your approval.



Approval

Disapproval

1-19-21
Date

Date

Hiring Freeze Exemption Request

Position Title: Summer Season Staff Date Submitted: January 19, 2021

Division/Department: Conservation Preferred Start Date: May 10, 2021

Requestor: Michael Cox Board Approval: 

What job function will this position serve?

These summer seasonal positions assist with daily field operations, environmental education, park rules enforcement, roadside vegetation management and operating concessions/rentals.

Why do you consider this position to be essential?

We count on these positions to assist full time staff during the summer. These positions are vital for us to continue to provide essential services and programs for a variety of park users and program participants. Parks have had significantly increased usage during the pandemic.

What are the consequences if this position is not filled?

Full time staff will not be able to provide essential services and programs to the public. Maintenance and upkeep of the parks will lack due to workloads associated with budgeted projects and general maintenance. Full time staff cannot accomplish these tasks without the assistance of these positions.

Is it possible for the job responsibilities to be performed by other staff?

These positions assist full time staff with increased work loads during the summer.

What are the funding sources for this position?

All of these seasonal positions are annually budgeted positions.

How will the department/office manage its work if this position is not authorized?

Parks, recreational offerings, and public programs will suffer and the conservation department will not be able to meet the public need.



Sheriff's Office

Story County

PAUL H. FITZGERALD, Sheriff



Emergency 911 • Office: 515-382-6566 • Fax #: 515-382-7479 • 1315 S. B Ave. Nevada, Iowa 50201

To: Board of Supervisors
 Lisa Heddens, Chairperson
 Latifah Faisal
 Linda Murken

From: Sheriff Paul H. Fitzgerald *PHF*

Date: January 14, 2021

Reference: Purchases over \$5,000 (unbudgeted)

.....

It has been brought to my attention that in preparation for the continuation of the radio project at the Story County Justice Center, we are in need of fiber to meet modern radio standards. The cost of the fiber needed is \$12,864.00.

My staff has had preliminary discussions with Director Steinbeck with Story County IT about the possibility of sharing these costs. I was hoping the cost of the fiber could be split between the Sheriff's Office operational budget and Information Technology's budget (\$6,432.00 each).

The City of Ames and Iowa State University have already upgraded their systems to include fiber in their dispatch network at their own expense.

APPROVED

DENIED

Board Member Initials: SKH

Meeting Date: 1-19-21

Follow-up action: _____

