

The Board of Supervisors met on 2/23/21 at 10:00 a.m. in the Story County Administration Building. Members present: Lisa Heddens, Latifah Faisal, and Linda Murken, 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: Murken moved, Faisal seconded adopting the agenda as presented. Motion carried unanimously (MCU) on a roll call vote.

UPDATES ON COVID-19: Heddens reported on the most recent caseload numbers for Iowa and the County.

MINUTES: 2/16/21 Minutes – Faisal moved, Murken seconded the approval of minutes as presented. Roll call vote. (MCU)

PERSONNEL ACTIONS: 1) new hire, effective 3/1/21, in Attorney's Office for Lacey Perisho @ \$18.23/hr. Murken moved, Faisal seconded the approval of Personnel Actions as presented. Roll call vote. (MCU)

Murken removed item #1 for individual consideration. Faisal moved, Murken seconded the approval of Consent Agenda with noted changed.

2. Phase 1 Quote for Data Migration and Conversion between Story County and ACS for \$4,625.00

3. Utility Permits: #21-5398, #21-5399, #21-5400, #21-5401

Roll call vote. (MCU)

1. Nevada Jaycees Nevada's Annual Bike Ride (NABR) Request to place temporary informational signs along the route in the County right-of-way, effective 5/1/21 from 8:00 am to 6:00 pm. Murken clarified is there a plan for face coverings and social distancing as Story County still has a resolution for face coverings. Jessie Frerichs, Nevada Jaycees, face coverings are required but there is no way to enforce it while riding. A process is in place at designated stops to ensure social distancing. Discussion took place. Murken moved, Faisal seconded the approval of the Nevada Jaycees Nevada's Annual Bike Ride (NABR) request to place temporary informational signs along the route in the County right-of-way, effective 5/1/21 from 8:00 am to 6:00 pm. Roll call vote. (MCU)

HIRING FREEZE EXEMPTION REQUEST FOR SHERIFF'S OFFICE COMMUNICATIONS COMMANDER:

Captain Lennie reported the vacancy is due to retirement; the office is filling the vacancy internally and wants to make the by 3/28/21. Faisal moved, Murken seconded the approval of Hiring Freeze Exemption Request for the Sheriff's Office Communications Commander. Roll call vote. (MCU)

HIRING FREEZE EXEMPTION REQUEST FOR SHERIFF'S OFFICE COMMUNICATIONS OPERATIONS

MANAGER: Captain Lennie reported on the vacancy which will occur due the promotion within the division to fill the Commander position. Murken asked for clarification on the positions within the office. Lennie reported. Discussion took place. Murken moved, Faisal seconded the approval of Hiring Freeze Exemption Request for the Sheriff's Office Communications Operations. Roll call vote. (MCU)

REVISED TEMPORARY EMPLOYMENT PRACTICES AND POLICIES IN RESPONSE TO THE NOVEL

CORONAVIRUS (COVID-19) PANDEMIC: Alissa Wignall, Director of Human Resources and Internal Operations, reported on the use of leave to date. Discussion took place. Wignall stated the Board has option to extend. Faisal stated the risk has not lessened, new variants now exist, and most employees have not been vaccinated. Additional discussion took place. Wignall clarified items to change. Faisal moved, Murken seconded the approval to extend 80 hours of COVID-19 leave through 4/30/21 and no EFMLA (Emergency Family and Medical Leave Act) which expires on 2/28/21. Roll call vote. (MCU). Wignall stated she will return with changes next week.

HIRING FREEZE EXEMPTION REQUEST FOR COMMUNICATIONS AND SOCIAL MEDIA INTERN

POSITION: Leanne Harter, County Outreach and Special Projects Manager, reported on duties and timing. Murken moved, Faisal seconded the approval of the Hiring Freeze Exemption Request for Communications and Social Media Intern Position. Roll call vote. (MCU)

ENVIRONMENTAL HEALTH QUARTERLY REPORT: Margaret Jaynes, Director, highlighted items from the submitted written report.

UPCOMING AGENDA ITEMS: Heddens listed two items. Faisal stated to remove updates on COVID-19 and Discussion and Consideration of items brought before the Board with request for Immediate Action from future agendas. The Board concurred.

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

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

Story County
Board of Supervisors Meeting
Agenda
2/23/21

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:
10. CONSIDERATION OF MINUTES:
 - I. 2/16/21 Minutes

Department Submitting Auditor

11. CONSIDERATION OF PERSONNEL ACTIONS:

I. Action Forms

1) new hire, effective 3/1/21, in Attorney's Office for Lacey Perisho @ \$18.23/hr;

Department Submitting HR

12. CONSENT AGENDA:

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

I. Consideration Of Nevada Jaycees Nevada's Annual Bike Ride (NABR) Request To Place Temporary Informational Signs Along The Route In The County Right-Of-Way Effective 5/1/21 From 8:00am - 6:00pm

Department Submitting Board of Supervisors

Documents:

NABR 2021.PDF

II. Consideration Of Phase 1 Quote For Data Migration And Conversion Between Story County And ACS For \$4,625.00
(proprietary and confidential)

Department Submitting Information Technology

III. Consideration Of Utility Permit(S): #21-5398, #21-5399, #21-5400, And #21-5401
Consent

Department Submitting Engineer

Documents:

UT 21 5398.PDF

UT 21 5399.PDF

UT 21 5400.PDF

UT 21 5401.PDF

13. PUBLIC HEARING ITEMS:

14. ADDITIONAL ITEMS:

I. Discussion And Consideration Of Hiring Freeze Exemption Request For Sheriff's Office
Communications Commander - Fitzgerald, Lennie

Department Submitting Sheriff

Documents:

COMMUNICATIONS COMMANDER HIRING REQUEST.PDF

II. Discussion And Consideration Of Hiring Freeze Exemption Request For Sheriff's Office

Communications Operations Manager - Fitzgerald, Lennie

Department Submitting Sheriff

Documents:

COMMUNICATIONS OPS MGR HIRING REQUEST.PDF

III. Discussion And Consideration Of Revised Temporary Employment Practices And Policies In Response To The Novel Coronavirus (COVID-19) Pandemic - Alissa Wignall

Department Submitting Human Resources

Documents:

TEMPORARY EMPLOYMENT PRACTICES AND POLICY
REVISED0221A.PDF

IV. Discussion And Consideration Of Hiring Freeze Exemption Request For Communications & Social Media Intern Positions - Leanne Harter & Sandra King

Department Submitting Human Resources

Documents:

HIRING FREEZE EXEMPTION.PDF

15. DEPARTMENTAL REPORTS:

I. Environmental Health Quarterly Report - Submitted Report

Department Submitting Auditor

Documents:

EH REPORT.PDF

16. OTHER REPORTS:

17. UPCOMING AGENDA ITEMS:

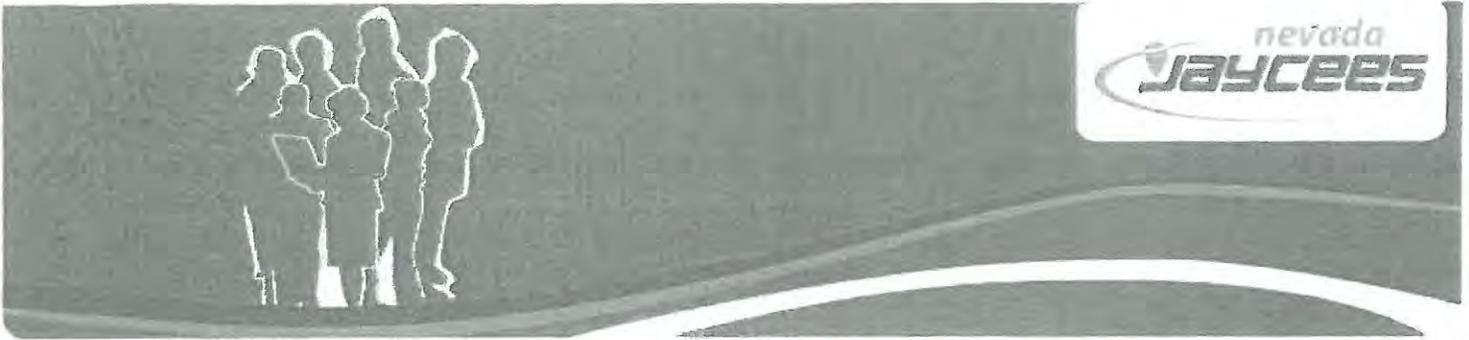
18. PUBLIC FORUM #2:

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.

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

20. ADJOURNMENT:

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



Story County Board of Supervisors
Story County Courthouse
900 6th St.
Nevada, Iowa 50201

Dear Board of Supervisors:

The Nevada Jaycees will be hosting Nevada's Annual Bike Ride (NABR) on Saturday, May 1, 2021. The bike ride will have three routes (14, 32 and 43-mile route) throughout Story County. We are estimating 75 to 100 bike riders that day. The Nevada Jaycees' general insurance policy also covers the bike ride event.

We have requested assistance from the Nevada Police Department with any needed traffic, crowd control and to escort the riders through the city at the beginning of the ride. We have also requested approval from the Story County Engineer's office for the route along the county roads.

We would like to request your approval to place temporary informational signs along the route in the County right of way. The signs are corrugated cardboard on wire supports and should not pose any safety concerns to the bikers or motorists. The riders will leave Nevada at 10:00 am and will end by 5:00 pm. We would start erecting the route signs at 8:00 am and have them removed by 6:00 pm. I have enclosed a map of the bike route for your review. Please note the signs would be placed at each route turn.

If you have any questions, please contact me at (641) 521-8337.

Sincerely,

Jeremy Meyer
NABR Public Safety Coordinator

Enclosure: 2021 Proposed NABR route

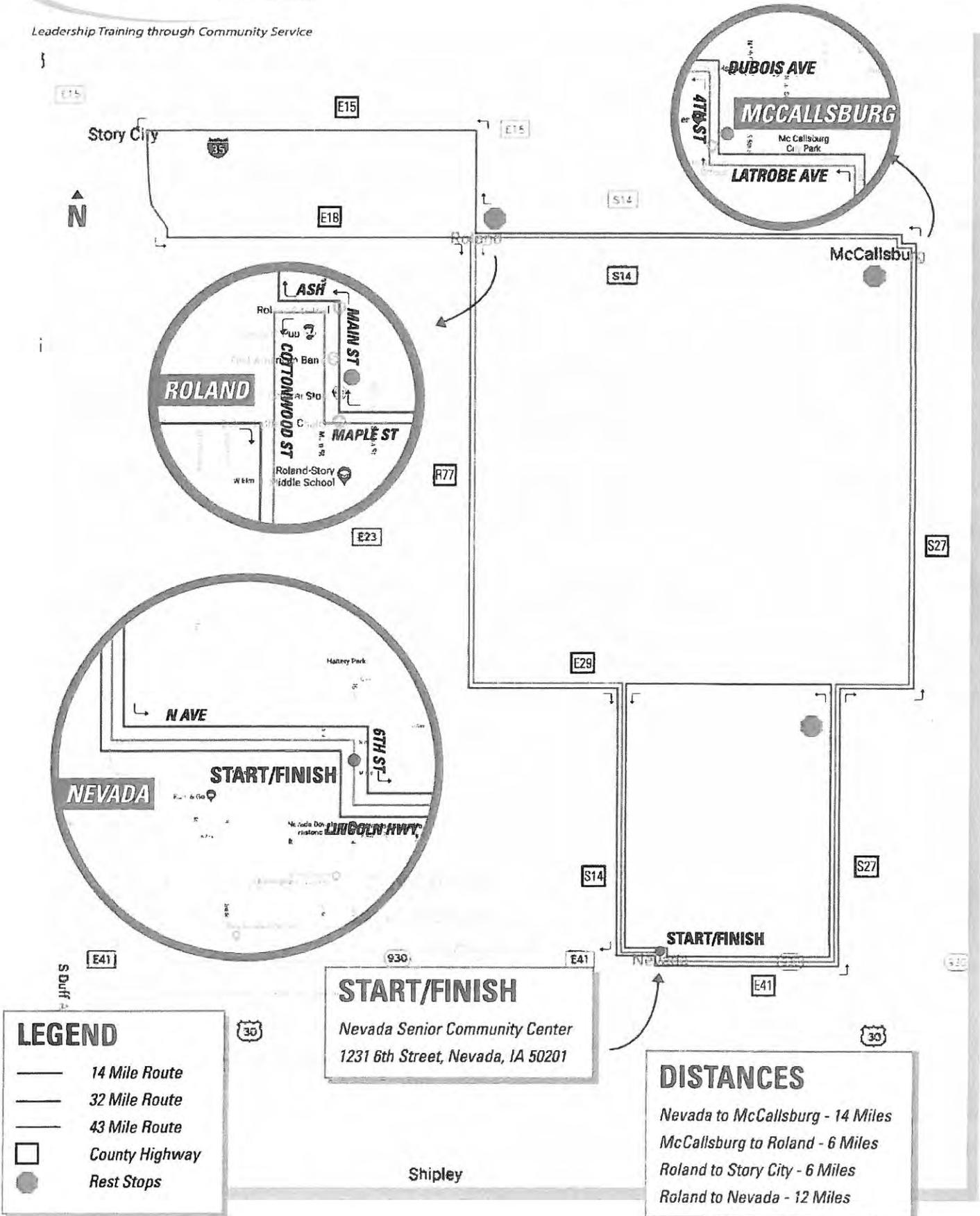
APPROVED **DENIED**

Board Member Initials: AKH

Meeting Date: 2-23-21

Follow-up action: _____

NABR Route



LEGEND

- 14 Mile Route
- 32 Mile Route
- 43 Mile Route
- County Highway
- Rest Stops

DISTANCES

- Nevada to McCallsbu - 14 Miles
- McCallsbu to Roland - 6 Miles
- Roland to Story City - 6 Miles
- Roland to Nevada - 12 Miles

STORY COUNTY UTILITY PERMIT

Date 2-17-21

To the Board of Supervisors, Story County, Iowa:

The Aureon Network Services Company, incorporated under the laws of Iowa, with its principal place of business at 7760 Office Plaza Dr South, WDM, Ia., 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 Fiber-Optic Lines on secondary route 510th Ave, from SW corner 280th St, east, then north to approximately 650' south of 240th street, then west to an existing Aureon hand-hole; As Shown on exhibit a distance of 3.73 miles.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Date 2-12-2021

Aureon Network Services

Name of Company (Applicant - Permittee)



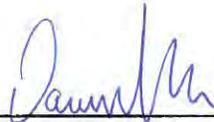
515-830-0445

by

Phone no.

Recommended for Approval:

Date 2-19-21



515-382-7355

County Engineer

Phone no.

Approved:

Date 2-23-21



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.

STORY COUNTY UTILITY PERMIT

Date 2-17-21

To the Board of Supervisors, Story County, Iowa:

The Windstream Communications Company, incorporated under the laws of authorize to do business within the State of Iowa, with its principal place of business at , Little Rock, AR, 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 Data communications on secondary route 730th Ave, from 310th St to 315th St, a distance of 0.4 miles.

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

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

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

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

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

Date 2/12/2021

Windstream Communications - Luke Niles
Name of Company (Applicant - Permittee)

Luke Niles 501-748-5893
by Phone no.

Recommended for Approval:

Date 2-17-21

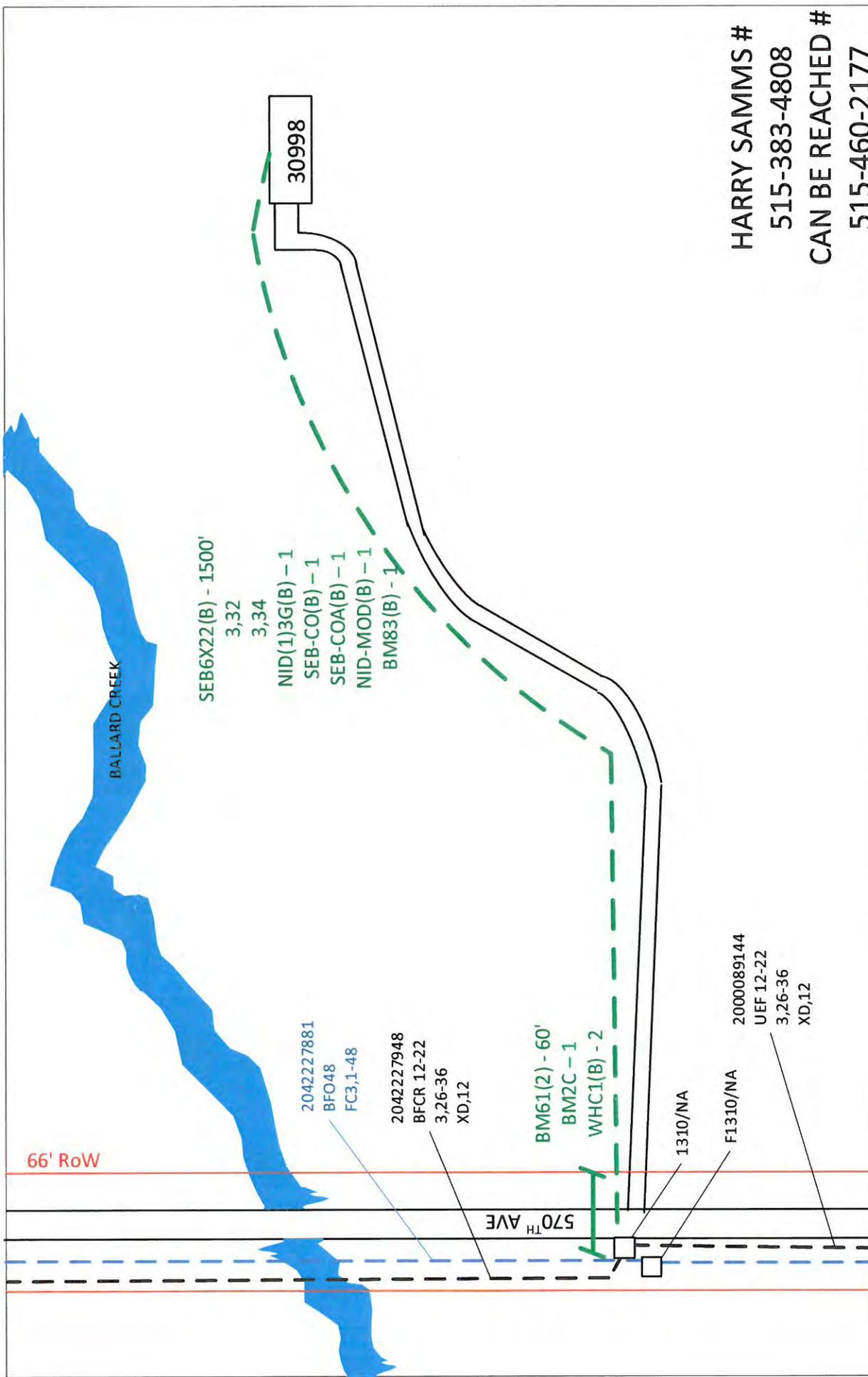
[Signature] 515-382-7355
County Engineer Phone no.

Approved:

Date 2-23-21

[Signature]
Chair, Board of Supervisors
Story County, Iowa

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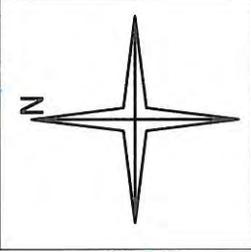
HARRY SAMMS #
515-383-4808
CAN BE REACHED #
515-460-2177

CALL ONE-CALL 1-800-292-8989	
48 HOURS PRIOR TO CONSTRUCTION	
EXCH NAME: CMBR	DATE: 2/12/2021
WO #: 71331909800006	
TITLE: DW CMBRIA PLACE DROP TO 30998 570TH	
DRWN: SRS	PRINT: 1

windstream

ALL KNOWN OBSTRUCTIONS HAVE BEEN SHOWN. THOSE AND OTHERS, IF ANY, ARE THE RESPONSIBILITY OF THE CONTRACTOR OR THE WINDSTREAM CREW.

PERMIT TO BORE UNDER ROAD REQUIRED.
NID TO BE PLACED ON THE NORTH SIDE OF HOUSE TO THE WEST OF THE RECESSED WINDOW



STORY COUNTY UTILITY PERMIT

Date 2-17-21

To the Board of Supervisors, Story County, Iowa:

The Windstream Communications Company, incorporated under the laws of authorize to do business within the State of Iowa, with its principal place of business at Little Rock, AR, 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 Data communications on secondary route 570th Ave, from 290th St to 315th St, a distance of 0.1 miles.

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

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

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

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

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

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

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

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

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

Date 2/15/2021

Windstream Communications - Luke Niles
Name of Company (Applicant - Permittee)

Luke Niles 501-748-5893
by Phone no.

Recommended for Approval:

Date 2-17-21

Dan Miller 515-382-7355
County Engineer Phone no.

Approved:

Date 2-23-21

Steve K. Kessler
Chair, Board of Supervisors
Story County, Iowa

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

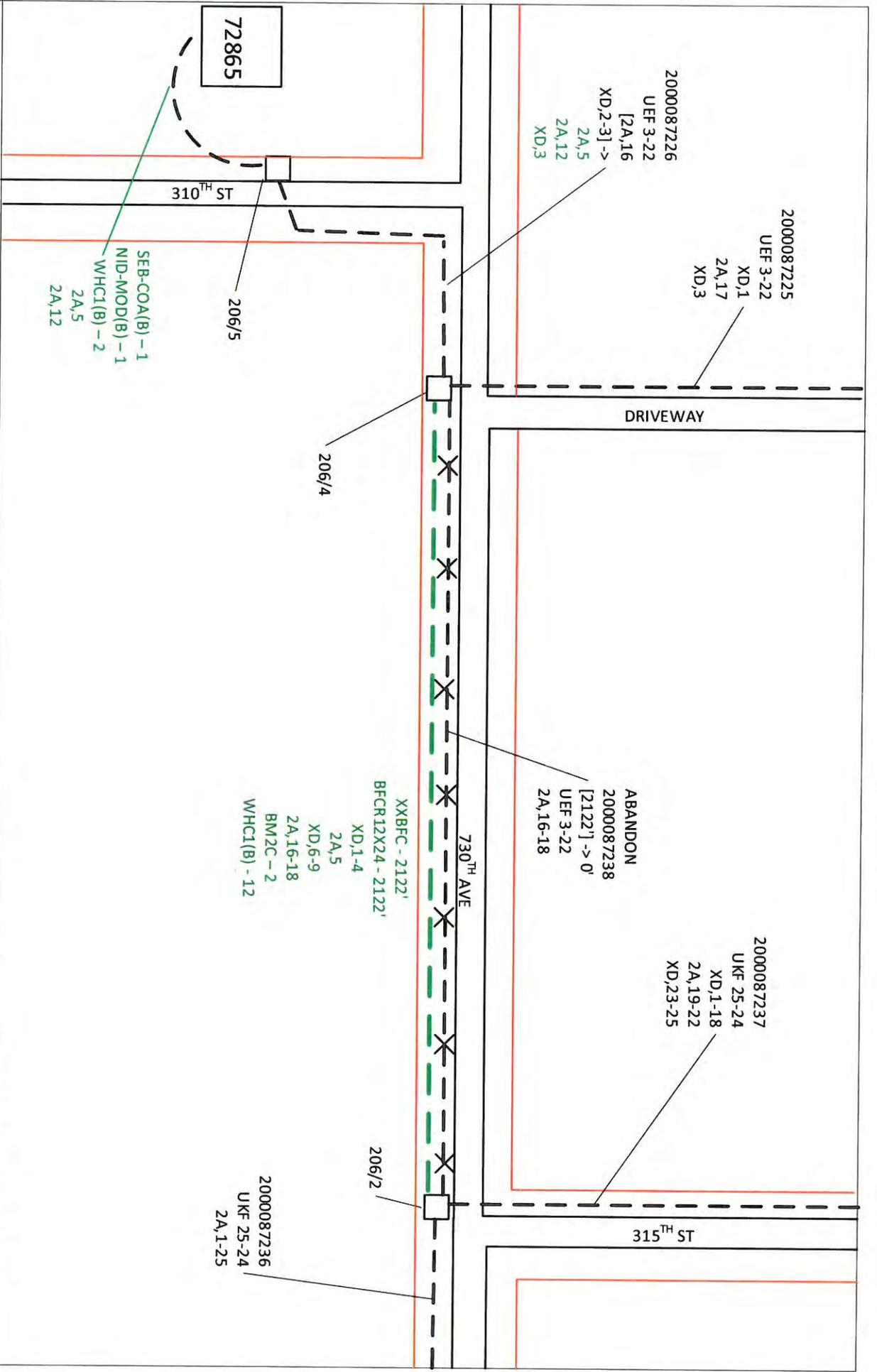


REPLACE CABLE BETWEEN 206/2 AND 206/4
WITH HIGHER COUNT TO PROVIDE
BONDED SERVICE TO 72865 310TH ST

ALL KNOWN OBSTRUCTIONS HAVE
BEEN SHOWN. THOSE AND OTHERS, IF
ANY, ARE THE RESPONSIBILITY OF THE
CONTRACTOR OR THE WINDSTREAM CREW.



CALL ONE-CALL 1-800-292-8989
48 HOURS PRIOR TO CONSTRUCTION
EXCH NAME: CLNS DATE: 2/10/2021
WO #: 71331907000010
TITLE: RP CLNSIA REPLACE CABLE WITH HIGHER
COUNT TO SERVE CUSTOMER
DRWN: SRS PRINT: 1



STORY COUNTY UTILITY PERMIT

Date 2-18-21

To the Board of Supervisors, Story County, Iowa:

The Windstream Communications Company, incorporated under the laws of authorize to do business within the State of Iowa, with its principal place of business at Little Rock, AR, 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 Data communications on secondary route 653rd Ave, from 290th St to 295th St, a distance of 0.01 miles.

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

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Date 2/17/21

Windstream Communications - Luke Niles
Name of Company (Applicant - Permittee)

Luke Niles 501-748-5893
by Phone no.

Recommended for Approval:

Date 2-18-21

Danny Miller 515-382-7355
County Engineer Phone no.

Approved:

Date 2-23-21

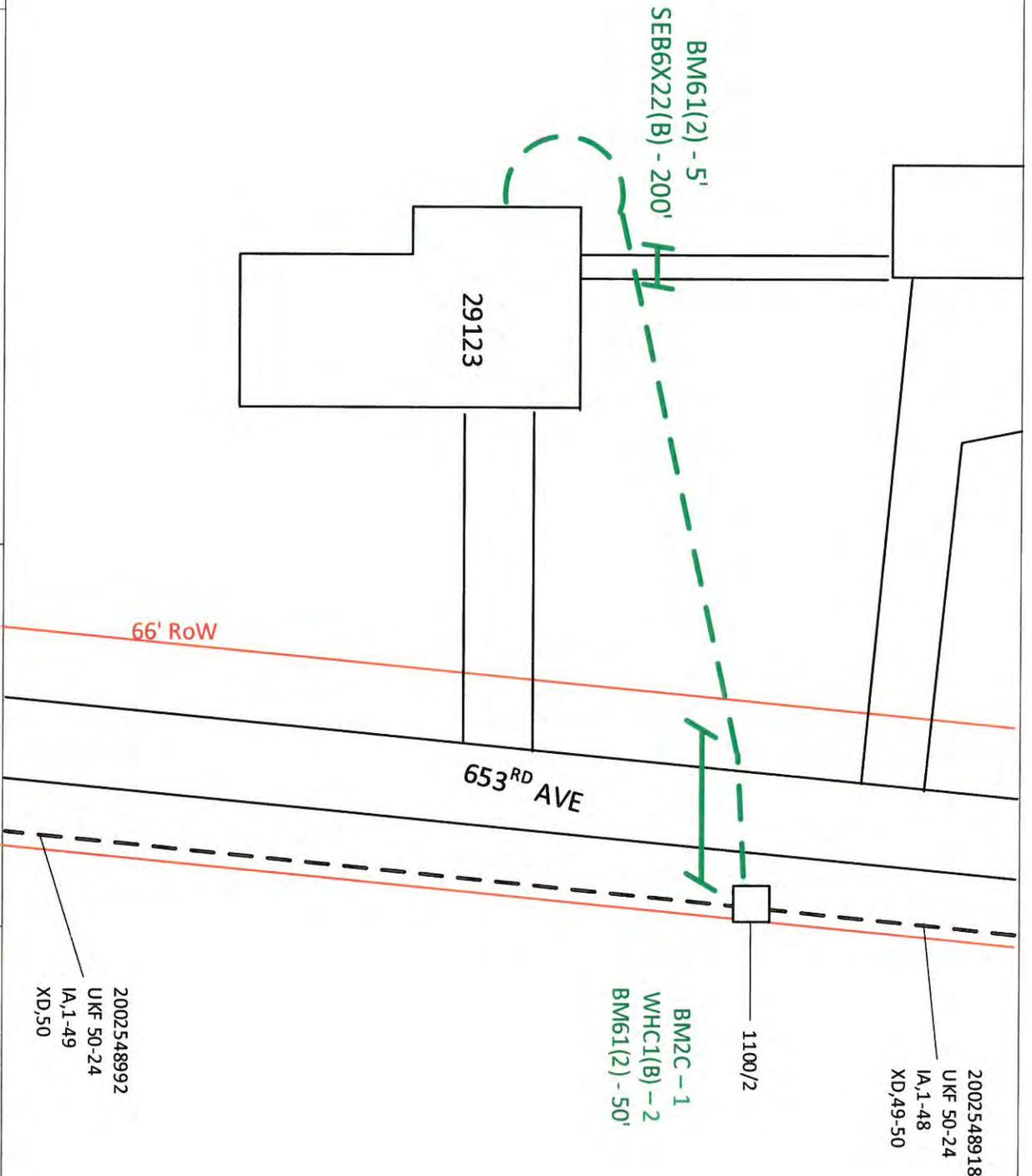
Al K. Haddens
Chair, Board of Supervisors
Story County, Iowa

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



PERMIT REQ TO BURE UNDER ROAD
REPLACE DROP WITH NEW.
NID ALREADY IN PLACE

windstream
ALL KNOWN OBSTRUCTIONS HAVE
BEEN SHOWN. THOSE AND OTHERS, IF
ANY, ARE THE RESPONSIBILITY OF THE
CONTRACTOR OR THE WINDSTREAM CREW.



CALL ONE-CALL 1-800-292-8989
48 HOURS PRIOR TO CONSTRUCTION
EXCH NAME: MXWL DATE: 2/15/2021
WO #: 71331909800007
TITLE: DW MAXWLIA REPLACE DROP TO 29123
653RD AVE
DRWN: SRS PRINT: 1



Board of Supervisors

Story County, Iowa

Temporary Employment Practices and Policies in Response to the Novel Coronavirus (COVID-19) Pandemic

Approval Date:
12/15/2020

Effective Date:

03/01/2021

Revision No:

07

Reference: BOS Minutes: 02/23/2022

Initially Adopted: 03/20/20

Distribution:

Intranet, S:drive; Policy Book

General Policy Statement

This policy is intended to address multiple Story County employment-related policies on a temporary basis to ensure the health and safety of Story County employees while providing for continuity of services to Story County residents. The purpose of this policy is to implement various employment-related practices on a temporary basis, that are consistent with OSHA and CDC recommendations for employers while still ensuring the continuity of Story County government.

Scope

This policy is applicable to the following:

All Story County employees responsible to the Story County Board of Supervisors;

All Story County employees responsible to a County elected office holder who has adopted the policy.

All Story County employees not directly responsible to either the Board of Supervisors or a county elected office holder and whose governing body and the Board of Supervisors has certified its applicability.

Employee Infection Control Practices

Story County expects all employees to adhere to the infection control policies outlined in the policy and also communicated to employees through an email sent by the Board of Supervisors Chair, Linda Murken on March 12, 2020. Practices outlined in this policy were developed by recommendations from the CDC and Iowa Department of Public Health. The practices include but are not limited to:

- Engage in respiratory etiquette and hand hygiene while in the workplace
 - Hand hygiene includes washing hands often with soap and water for at least twenty (20) seconds.
 - Cover your cough or sneeze with a tissue (dispose of it immediately) or your upper arm/elbow.
 - Avoid touching your face.
- Immediately advise management/supervisory staff if employees have any of the following symptoms:
 - Fever
 - Cough
 - Shortness of breath
- Provide appropriate notification and stay home from work if symptomatic of COVID-19
- Cooperate with department/offices management regarding staffing coverage for absences related to illness of other employees. This may include working additional hours so symptomatic employees may remain isolated from the workplace, working various duties that are not normally performed by your position and assisting other departments/offices that are experiencing staff shortages.

Employees are further required to comply with any specific department/office rules implemented for infection control purposes within the workplace.

Story County Infection Control Practices

Story County will implement the following practices in an effort to eliminate/reduce exposure to COVID-19 and for infection control purposes.

- Eliminate all non-essential work travel. This includes, but is not limited to travel to conferences, trainings, non-essential meetings with various organizations, or other gatherings. Exceptions to this may be granted if proper COVID safety protocols and social distancing are put in place.
- Eliminate all non-essential staff meetings, trainings or employee events unless proper COVID safety protocols and social distancing are put in place.
- Make available cleaning products for routine environmental cleaning of work areas (cleaning to be done by staff within the respective department or office).
- Eliminate non-essential gatherings of ten (10) or more individuals unless area allows for proper social distancing.

- Utilize electronic means to conduct public meetings unless conducting Public Hearings required by the Iowa Code.
- Use responsible social distancing practices.

Identification and Isolation of Employees with COVID-19 Symptoms

In order to protect the health and safety of all Story County employees prompt identification and isolation of potentially infected employees or individuals is critical. Information concerning COVID-19 has been distributed to all employees and will be displayed within worksites. Employees or individual within any Story County worksites exhibiting symptoms including, but not limited to those identified as being associated with COVID-19 must be immediately isolated from others at the worksite. Employees exhibiting the symptoms at the workplace will also be required to self-quarantine at their home and encouraged to seek medical testing and treatment. If the severity of an employee's condition warrants, emergency medical personnel may need to be contacted.

Story County will follow the protocol set forth by the Iowa Department of Public Health concerning exposure and quarantine requirements. Symptomatic employees who test positive for Covid-19 should remain at home until they are free of fever (100.4 degrees Fahrenheit or greater using an oral thermometer) or other symptoms for at least twenty-four (24) hours without the use of fever-reducing or other symptom-altering medication and at least ten (10) days have passed since symptoms first appeared. Asymptomatic employees should remain home until ten (10) days have passed since the positive COVID test result. Employees with a documented exposure are to stay home and isolate themselves from others per Iowa Department of Public Health guidelines.

Story County will follow any additional guidance issued by the Iowa Department of Public Health in regards to isolation or returning to work.

Staff should stay home and isolate themselves from others in the following situations:

- Taken a cruise anywhere in the world in the last 14 days.
- Traveled internationally to a Level 3 or Level 4 Risk Assessment as determined by the CDC
- Close contact with a confirmed COVID-19 case in the last 14 days.

While there is no longer a recommendation to self-isolate for 14 days after returning home from travel outside of Iowa and within the United States (as long

as the traveler remains well and has not been identified as a close contact of an ill individual), travelers should continue to:

- Follow all state and local recommendations or requirements after travel
- Clean your hands often.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with others.
- Keep 6 feet of physical distance from others.
- Avoiding close contact is especially important if you are at higher risk of getting very sick from COVID-19.
- Wear a cloth face covering in public.
- Cover coughs and sneezes.

Exceptions to this may be made to allow essential staff return to work that can't work remotely without isolation and/or if determined that the employee's risk of exposure was minimal: avoided crowds, did not travel by public conveyance (airplane, bus, etc.). This will be determined by the respective department head or elected official. Every effort will be made to isolate the essential employee within the worksite.

Leave for Employees in Identified High-Risk Categories

Employees in essential positions requiring their presence at the worksite who fall into one of the high-risk categories as determined by the CDC may request the department/office to provide an alternate/modified work assignment or leave to accommodate their underlying risk factor(s). Departments/offices will accommodate the leave request to the greatest extent feasible, consistent with the operation continuity of the department/office. If the leave is granted, the employee may utilize any accrued leave (sick, vacation, comp, etc.). If an employee does not have available accrued leave, the employee may be granted unpaid leave.

Employees with disabilities seeking employment-related accommodations may do so in accordance with Story County EEO/ADA Policy. Departments and offices are asked to work with Human Resources when accommodations are requested.

Support for employees to care for children due to School District opting for online instruction (full or hybrid model)

Story County acknowledges the challenges faced by parents concerning school instruction. Not all positions within the County provide flexibilities in work schedules or telework options. Where flexibilities exist, departments and offices are encouraged to plan ahead by facilitating discussions with employees to learn how school reopening plans may affect work schedules. Possible solutions to support employees where schools have implemented online instruction and was not a decision made by the employee include the following:

- Telework on certain days of the work week when possible
- Allow flexible schedules when possible
- Use of paid leave to accommodate certain portions of the day/week care is needed
- Unpaid leave of absence

Solutions to support employees will be at the discretion of the individual department or office based on its staffing needs unless mandated by law.

Insurance Benefits During Unpaid Leave

Story County will maintain monthly premium contributions while an employee is on unpaid leave due to Covid-19. This includes monthly health insurance and flexible benefit contributions. Employees will continue to pay their contribution through payroll or by separate payment.

Telework

Story County departments and offices must determine what positions are required to be physically present at a work site in order to maintain basic minimum services necessary for continuity of ongoing operations.

Consistent with OSHA recommendation that employers implement policies, such as telecommuting, designed to limit contact between individuals to mitigate spread, departments and offices may permit staff to work remotely to the extent the position duties are able to be performed at the employee's home. Determination as to whether a position is capable of being performed remotely is solely at the discretion of the department/office. Employees that are authorized to work remotely will agree to the terms of the telework agreement attached to this policy. Employees may be granted VPN access and schedules set up for access due to

network capabilities. Authorization for VPN access will only be granted by the department head or elected official and allocated as approved by the Board of Supervisors.

Contingent Staffing Plans

Departments and offices are encouraged to consult with Human Resources to develop contingent staffing plans that will ensure sufficient staffing levels for the continuity of operations. Staff may be asked to assist other departments/offices that are experiencing staffing shortages due to COVID-19. Contingent staffing plans will be department/office specific and designed to address the specific operation continuity needs of that department/office.

The Board of Supervisors reserves the right to amend/alter this policy as situations develop due to COVID-19. This policy is non-precedent setting and was implemented specifically to address the County's needs during the COVID-19 pandemic of 2020.

APPROVED **DENIED**

Board Member Initials: AKH

Meeting Date: 2-23-21

Follow-up action: Covid leave extended through 4/30

EFMLA expires 2/28/21

Policy brought back next week

Hiring Freeze Exemption Request

Position Title: Communications Comr Date Submitted: 02/16/2021

Division/Department: Sheriff Preferred Start Date: 03/28/2021

Requestor: Paul H. Fitzgerald, Sheriff Board Approval: 

What job function will this position serve?

The Communications Commander is in charge of the dispatch center within the Sheriff's Office.

Why do you consider this position to be essential?

Currently, Communications Operations Manager Nic Briseño is acting Communications Commander until Commander Dina McKenna's official retirement date of 3/31/2021. Due to the pay periods, I would like to make Briseño's promotion official on 3/28/2021.

What are the consequences if this position is not filled?

Communications Operations Manager is doing the work of two positions. Both of these positions are leadership positions and pulling him in two different directions while working towards one goal.

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

No.

What are the funding sources for this position?

The Story County General Fund - Sheriff's Office Administrative line items.

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

There will be overtime involved until Commander McKenna's position is officially filled. One person fulfilling the job duties of two leadership positions will mean personnel issues will be slighted and could turn to low morale within the division.

Hiring Freeze Exemption Request

Position Title: Comms Ops Manager Date Submitted: 02/16/2021

Division/Department: Sheriff Preferred Start Date: 03/28/2021

Requestor: Paul H. Fitzgerald, Sheriff Board Approval: 

What job function will this position serve?

This manager position is in charge of the personnel within the communications division. The Manager works closely with the Communications Commander

Why do you consider this position to be essential?

The supervision of the personnel within the communications division is important. Current Communications Operations Manager Nic Brieño is acting Communications Commander while attempting to continue his duties in his current role. Upon approval of his promotion, he will be continuing to fulfill both positions.

What are the consequences if this position is not filled?

Communications Operations Manager is doing the work of two positions. Both of these positions are leadership positions and pulling him in two different directions while working towards one goal.

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

No

What are the funding sources for this position?

The Story County General Fund - Sheriff's Office Administrative line items.

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

There will be overtime involved until Commander McKenna's position is officially filled. One person fulfilling the job duties of two leadership positions will mean personnel issues will be slighted and could turn to low morale within the division.

Hiring Freeze Exemption Request

Position Title: Intern Date Submitted: 2/18/2021

Division/Department: Board of Supervisors Preferred Start Date: May 3, 2021

Requestor: Sandra King Board Approval: 

What job function will this position serve?

Support outreach strategies for the County and implementation of the adopted Communications Plan.

Why do you consider this position to be essential?

There are a number of special projects currently underway that require attention from full-time staff. The intern provides support for the outreach strategies which allows staff to address issues in a timely manner and continue to effectively manage projects.

What are the consequences if this position is not filled?

The work load and staff responsiveness will continue to be maxed, likely resulting in delays in special projects and additional work hours by staff outside normal business hours.

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

Yes, this position supplements work completed by full-time staff.

What are the funding sources for this position?

This position is included in the FY21 budget. The last individual in the position resigned in August 2020 at the beginning of fall semester at Iowa State University because of scheduling conflicts.

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

Current full-time staff will continue to prioritize assignments and work necessary hours to complete projects.

Environmental Health Department
Report to the Board of Supervisors
February 23, 2021

Margaret Jaynes, Director



PROPOSED REGULATIONS - TANNING FACILITIES

- Iowa Department of Public Health's regulations are still on the books but will not be enforced. IDPH will still issue permits, to be renewed annually (\$5). Dropped contracts with counties.
- Proposed county regulations will adopt state tanning regulations by reference.
- Additional county regulations to prohibit minors from tanning at tanning facilities.
- Stakeholders meeting was 2/17/21 for input to BOH. BOH will make their decision on 4/6/21.

ENVIRONMENTAL HEALTH PROPOSED FEES

SEPTIC/WELL/RADON	FEE AMOUNT
Septic Permit	\$150.00
Soil Evaluation	\$100.00
Well Permit	\$125.00
DNR Well Permit	\$25.00
Trip Fee	\$25.00
Radon Test Kit	\$8.00

POOLS	INSPECTION FEE
Swimming pool or leisure river, surface area less than 1500 ft2	\$170.00
Swimming pool or leisure river, surface area 1500 ft2 or greater	\$270.00
Wave pool \$270.00	\$270.00
Water slide and plunge pool	\$270.00
Spa	\$170.00
Wading pool less than or equal to 500 ft2	\$50.00
Wading pool greater than 500 ft2	\$90.00
Residential swimming pool used for commercial purposes	\$50.00

WATER SLIDES	INSPECTION FEE
Each additional water slide into a plunge pool	\$75.00
Water slide into a swimming pool	\$175.00
Each additional water slide into a swimming pool	\$75.00

TANNING AND TATTOO	INSPECTION FEE
Tanning Device - Per Bed/Cap of \$330/Facility	\$33.00
Tattoo	\$250.00

Well Activity FY 2021

Quarterly Data

	Total	Q1	Q2	Q3	Q4
Well Permits Total	10	5	5	0	0
Water Supply	4	2	2	0	0
Geothermal	6	3	3	0	0
Dewatering	0	0	0	0	0
Test Well	0	0	0	0	0
Monitoring	0	0	0	0	0
Other/unknown	0	0	0	0	0
Water Samples	68	38	28	2	0
Plugged	6	0	5	0	0
Cistern	0	0	0	0	0
Rehab	2	2	0	0	0
Well Inspections	0	0	0	0	0

Fiscal Year:

[View Water Sample Report For Selected Year](#)

[View GTC Data](#)

[View GTC for FY](#)

Grants to counties award: \$30,300
 Remaining: \$21,100



Septics for calendar year 2021 One so far!

	2020	2019	2018	2017	2016
Total New Septic	82	83	92	92	74



Complaints since 11/24/20 (date of last BOS meeting):

- Burning complaint on a landscape business rural property north of Slater.
- Landlord tenant; issue with heat in Collins.
- Landlord tenant; issue with recurring sewage backups in Ames.
- Matt Cory spotted trailer collection on a rural property near Collins.
- Burning complaints, general.

Conceptual Reviews:

- Fisher Minor subdivision
- Iowa Center alley vacation

Interagency Reviews:

- Conley Trucking
- Ames triathlon
- Indian Creek Farms subdivision
- Larson leasing (Ames urban fringe amendment)



TRAINING & MEETINGS

Margaret

Water monitoring meetings (Prairie Rivers, cities & county),
Watershed Working Group

Cathy

DNR lunch & learn *Between Two Lids*

IGWA virtual fall conference

Matt

Orengo webinar



New septic regulations effective January 1, 2021

- Matt Cory has developed software for the pumpers to notify Environmental Health of the tanks being pumped in our county.
- Septic maintenance info mail inserts are being included in P&D's zoning change notifications.
- Assessor will include a pumping requirement mail inserts in their March, 2021 mail out.
- County's social media has included five-year pumping mandate information.
- A few EH form changes.

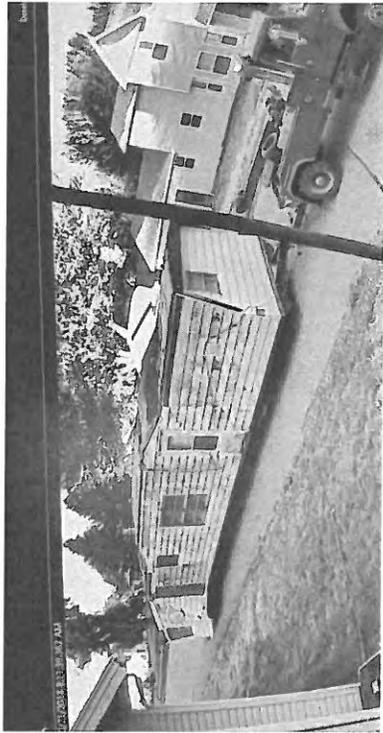
Demolition permits

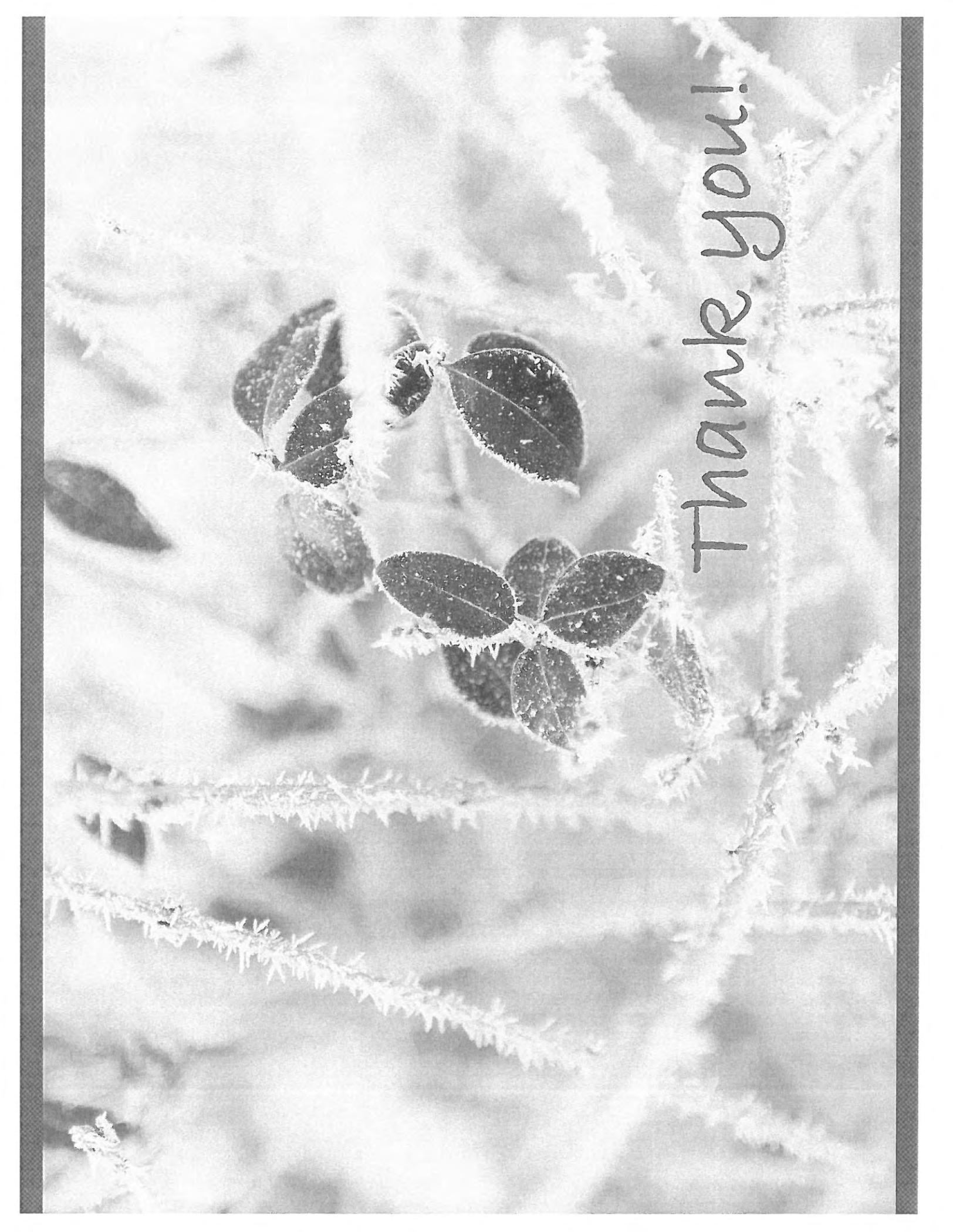
- Currently required by Planning & Development
- Will be switched over to management by Environmental Health for inspections of wells, septic tanks, hazardous materials, etc.
- Assessor, P&D, and Environmental Health will all have the opportunity to comment on proposed demolitions, and will receive notification of demolition permits so the property files can be updated.
- Requested attorney input to determine if the permitting process requires an ordinance

MISCELLANY

- Finalizing county-wide water monitoring ten-year plan.
- Stephanie working on the online permit payment switch over.
- Radon awareness month was in January, Environmental Health gave out free radon kits and got the word out on social media.
- Taking less calls on COVID vaccinations and mask mandates.
- Met with IT and ASC to discuss EH's software.

85-16-27-200-250



A black and white photograph of a Christmas tree branch. The branch is covered in a thick layer of snow, with some holly leaves visible. The leaves are dark and have a serrated edge. The background is a soft, out-of-focus snow-covered area. The text "Thank you!" is written in a cursive font on the right side of the image.

Thank you!