

The Board of Supervisors met on 3/8/22 at 10:00 a.m. in the Story County Administration Building. Latifah Faisal, Linda Murken, and Lisa Heddens, with Latifah Faisal presiding. (all audio of meetings available at storycountyia.gov).

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

**LUTHERAN SERVICES IN IOWA (LSI) ANNUAL REPORT:** Alyssa Barton, Childcare Service Coordinator, highlighted items from the submitted report including daycare, foster care, and challenges.

**MINUTES:** 3/1/22 Minutes – Heddens moved, Murken seconded the approval of the 3/1/22 Minutes as presented. Roll call vote. (MCU)

**PERSONNEL ACTIONS:** 1) new hire, effective 3/21/22, in Facilities Management for Wade Eames @ \$22.34/hr. Murken moved, Heddens seconded the approval of the Personnel Actions as presented. Roll call vote. (MCU)

Heddens moved, Murken seconded the approval of Consent Agenda as listed.

1. Additional staff members for the Go Green Team
2. Sending FY23 Budget to publication for Public Hearing on 3/29/22
3. Contract between Ernie Gummo and Story County Conservation Board for campground attendant duties at Dakins Lake, effective 3/28/22-7/10/22, for \$240.00 a week
4. Contract between James Tongay and Story County Conservation Board for campground attendant duties at Dakins Lake, effective 7/11/22-11/1/22, for \$240.00 a week
5. Contract between Joseph Fullerton and Story County Conservation Board for campground attendant duties at Hickory Grove Park, effective 3/28/22-11/1/22, for \$240.00 a week
6. Utility Permit: #22-6173

Roll call vote. (MCU)

**RESOLUTION #22-64, FY23 MAXIMUM PROPERTY TAX DOLLARS:** Lisa Markley, Assistant Auditor, reported on the legislatively-mandated publication and its requirements. The budget itself will be presented at a second public hearing on 3/29/22. Faisal opened the public hearing at 10:15 a.m., and, hearing none, she closed the public hearing at 10:15 a.m. Murken moved, Heddens seconded the approval of Resolution #22-64, FY23 Maximum Property Tax Dollars. Roll call vote. (MCU)

**THE 2022 COMMUNICATIONS PLAN:** Leanne Harter, County Outreach and Special Projects Manager, reported on background information, target audiences, strategies, and action steps. The plan is part of her work program. She highlighted changes. Heddens moved, Murken seconded the approval of the 2022 Communications Plan. Roll call vote. (MCU)

**PROPOSAL FROM ROSELAND MACKEY HARRIS (RMH) ARCHITECTS, P.C. FOR \$15,850.00 FOR ARCHITECTURAL/ENGINEERING DESIGN SERVICES FOR THE INSTALLATION OF PERMANENT FRONT COUNTER SHIELDS (ADMINISTRATION BUILDING, SECONDARY ROADS/ENGINEER'S OFFICE AND ANIMAL SHELTER):** Joby Brogden, Facilities Management Director, received two proposals; after scoring and review, he recommends RMH. The cost is \$15,850.00. Brogden outlined next steps. Murken moved, Heddens seconded the approval of the proposal from Roseland Mackey Harris Architects, PC, for \$15,850.00 for Architectural/Engineering Design Services for the installation of permanent front counter shields at the Administration Building, Secondary Roads/Engineer's Office and Animal Shelter. Roll call vote. (MCU)

**REQUEST FOR A FULL-TIME ADMINISTRATIVE ASSISTANT II POSITION IN THE PLANNING AND DEVELOPMENT DEPARTMENT:** Amelia Schoeneman, Planning and Development Director, reported on background, current staffing structure, current position duties, additional duties, office logistics, department growth, and budget implications. Discussion took place. Kimberly B. Grandinetti, Environmental Health (EH) Director, reported on difficulty in hiring a half-time employee. Grandinetti reported favorably on moving across the hall. Murken reported on concerns. Joby Brogden, Facilities Management Director, reported on the space needs assessment and increasing office space by eliminating egress. Alissa Wignall, Human Resources Director, reported on the need for flexibility if hiring at half-time is unsuccessful. Stephanie Jones, Human Resources Coordinator, who formerly held the position spoke about the additional duties added over time. Additional discussion took place. Schoeneman reviewed added duties. Heddens moved, Murken seconded the approval of the Request for a Full-Time Administrative Assistant II Position in the Planning and Development Department. Roll call vote. (MCU)

**TO APPOINT OR DESIGNATE THE COMMUNITY SERVICES PROGRAM COORDINATOR AS THE GENERAL ASSISTANCE (GA) DIRECTOR PER CODE OF IOWA §252.26, EFFECTIVE 7/1/22:** Karla Webb, Community Services Director, reported on the GA Director responsibilities and options to discuss. Webb recommends Option I. Discussion took place. Murken moved, Heddens seconded the approval to appoint/designate the Community Services Program Coordinator as the General Assistance Director per *Code of Iowa* §252.26 and directed staff to make necessary changes. Roll call vote. (MCU)

**UPDATED FINANCIAL POLICIES (SUBJECT TO SEVEN-DAY REVIEW):** Lucy Martin, Auditor, stated two appendices are being in response to the annual audit. She reviewed the additions which clarify and codify current internal processes. Heddens moved, Murken seconded the approval of the Updated Financial Policies (subject to seven-day review). Roll call vote. (MCU)

**HOLDING AN "I LOVE MY COUNTY BECAUSE..." ART CONTEST IN CONJUNCTION WITH THE NATIONAL ASSOCIATION OF COUNTIES (NACO) AND NATIONAL COUNTY GOVERNMENT MONTH:** Faisal reported on outreach. Discussion took place. Faisal reported on processes. Murken moved, Heddens seconded the approval of holding an "I love my County because..." art contest in conjunction with NACo and National County Government Month. Roll call vote. (MCU)

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

**CLOSED SESSION PURSUANT TO CODE OF IOWA §21.5(1)(i):** Heddens moved, Murken seconded to go into closed session at 11:49 a.m. Roll call vote (MCU)

Faisal reconvened the Board in open session at 1:08 p.m.

**THE DIRECTOR OF INTERNAL OPERATIONS AND HUMAN RESOURCES ANNUAL PERFORMANCE**

**REVIEW:** Murken moved, Heddens seconded approval of evaluation as discussed in closed session. Roll call vote. (MCU)

Heddens moved, Faisal seconded to adjourn at 1:08 p.m. Roll call vote. (MCU)

Story County Board of Supervisors  
Meeting Agenda  
Administration Building  
900 6th St., Nevada, IA  
3/8/22

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

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

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

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](http://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. ADOPTION OF AGENDA:
5. PUBLIC COMMENT #1:  
This comment period is for the public to address topics on today's agenda
6. AGENCY REPORTS:
  - I. Lutheran Services In Iowa Annual Report - Nancy Krause, Early Childhood Director, And Alyssa Barton, Service Coordinator

Department Submitting Auditor

Documents:

LS CHILD CRISIS.PDF

7. CONSIDERATION OF MINUTES:

- I. 3/1/22 Minutes

Department Submitting Auditor

MEMORANDUM.PDF

- IV. Discussion And Consideration To Appoint Or Designate The Community Services Program Coordinator As The General Assistance Director Per Iowa Code Chapter 252.26 Effective 7/1/22 – Karla Webb

Department Submitting Community Services

Documents:

BOS GA DIRECTOR DESIGNATION.PDF

- V. Consideration Of Updated Financial Policies (Subject To Seven-Day Review) - Lucy Martin

Department Submitting Auditor

Documents:

REVISED FINANCIAL POLICIES.PDF

- VI. Discussion And Consideration Of Holding An "I Love My County Because..." Art Contest In Conjunction With NACo And National County Government Month- Latifah Faisal

Department Submitting Board of Supervisors

Documents:

ART CONTEST MEMO.PDF

12. DEPARTMENTAL REPORTS:

13. OTHER REPORTS:

14. UPCOMING AGENDA ITEMS:

15. PUBLIC COMMENT #2:

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

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

17. Closed Session Pursuant To Iowa Code Section 21.5(1)I - Sara Strottman, Human Resources Generalist

Closed session - To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Department Submitting Human Resources

18. Consideration Of The Director Of Internal Operations And Human Resources Annual

## Performance Review

Department Submitting Human Resources

### 19. 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

Crisis Child Care provides child care to families of children ages 0-12 that are experiencing an emergency or crisis situation (i.e. hospitalization, homelessness or domestic violence) and lack of family support/social supports to provide safe, appropriate care for their children. Placements are provided for a maximum of 72 continuous hours in the home of a registered child development home provider or licensed foster care provider. To be eligible for Crisis Child Care a family must reside in Story County, have a child age(s) 0-12 and be experiencing a crisis situation. We have staff on call 24/7 that is available to help with placement.

During the current fiscal year we have not been able to serve any families, and have had to turn away 6 families. We were able to place one family so far this fiscal year. COVID and childcare desert issues have been our biggest struggles. Not only are in home daycares and centers already full, each time they have an exposure they have to shut down. Both of these issues make it an obstacle for providers to want to take in outside kids, and the room to take in outside kids.

Our biggest focus this year is finding new providers. We have been working closely within our compliance, human resource and marketing department to expand our services. We are now approved to bring on providers that are registered foster families. They receive oversight through DHS as well as whatever agency they are certified through. This will work the same way it has with our registered day care providers. Unfortunately, the foster care system is also struggling to gain providers and have more kids without foster placements than ever. We also increased the rate of pay from \$3.50/child to \$5.00/child. This did have some families interested but they were located outside of our county, or unregistered.

Sincerely,  
Alyssa Barton  
Service Coordinator, Early Childhood  
Lutheran Service in Iowa



**NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET**

Fiscal Year July 1, 2022 - June 30, 2023

County Name: STORY COUNTY County Number: 85

The County Board of Supervisors will conduct a public hearing on the proposed Fiscal Year County budget as follows:

**Meeting Date: 3/29/2022 Meeting Time: 10:00 AM Meeting Location: Story County Administration Building, 2nd Floor Public Meeting room, 900 6th St., Nevada, IA 50201**

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the County Auditor. A copy of the supporting detail will be furnished upon request.

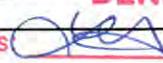
County budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult [dom.iowa.gov/local-gov-appeals](http://dom.iowa.gov/local-gov-appeals)

Average annual percentage changes between "Actual" and "Budget" amounts for "Taxes Levied on Property", "Other County Taxes/ TIF Tax Revenues", and for each of the ten "Expenditure Classes" must be published. Expenditure classes proposing "Budget" amounts, but having no "Actual" amounts, are designated "NEW".

County Website (if available)  
storycounty.iowa.gov

County Telephone Number  
(515) 382-7212

		Budget 2022/2023	Re-Est 2021/2022	Actual 2020/2021	AVG Annual % CHG
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>					
Taxes Levied on Property	1	28,147,360	29,623,004	28,958,362	-1.41
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	29,613	
Less: Credits to Taxpayers	3	956,695	1,020,453	1,068,471	
Net Current Property Taxes	4	27,190,665	28,602,551	27,860,278	
Delinquent Property Tax Revenue	5	3,450	2,500	122,713	
Penalties, Interest & Costs on Taxes	6	75,000	75,000	197,240	
Other County Taxes/TIF Tax Revenues	7	3,926,900	4,303,306	4,173,403	-3.00
Intergovernmental	8	18,977,985	18,423,401	12,220,589	
Licenses & Permits	9	73,160	80,830	76,855	
Charges for Service	10	2,002,995	1,929,240	2,027,509	
Use of Money & Property	11	432,156	398,861	459,364	
Miscellaneous	12	574,700	617,836	704,863	
<b>Subtotal Revenues</b>	13	53,257,011	54,433,525	47,842,814	
Other Financing Sources:					
General Long-Term Debt Proceeds	14	0	0	0	
Operating Transfers In	15	3,785,000	4,363,809	3,374,960	
Proceeds of Fixed Asset Sales	16	14,500	85,461	80,130	
<b>Total Revenues &amp; Other Sources</b>	17	57,056,511	58,882,795	51,297,904	
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>					
Operating:					
Public Safety and Legal Services	18	16,176,946	16,545,148	13,910,176	7.84
Physical Health and Social Services	19	6,560,859	3,697,535	2,552,601	60.32
Mental Health, ID & DD	20	0	2,305,038	2,424,108	
County Environment and Education	21	9,282,510	7,997,820	4,760,671	39.64
Roads & Transportation	22	7,747,085	7,586,255	6,976,287	5.38
Government Services to Residents	23	1,850,932	1,913,345	1,514,141	10.56
Administration	24	8,716,320	8,781,002	7,048,840	11.20
Nonprogram Current	25	2,020,000	0	0	
Debt Service	26	1,651,200	1,502,420	1,625,180	0.80
Capital Projects	27	4,875,341	5,890,393	5,040,577	-1.65
<b>Subtotal Expenditures</b>	28	58,881,193	56,218,956	45,852,581	
Other Financing Uses:					
Operating Transfers Out	29	3,785,000	4,363,809	3,374,960	
Refunded Debt/Payments to Escrow	30	0	0	0	
<b>Total Expenditures &amp; Other Uses</b>	31	62,666,193	60,582,765	49,227,541	
<b>Excess of Revenues &amp; Other Sources over (under) Expenditures &amp; Other Uses</b>					
	32	-5,609,682	-1,699,970	2,070,363	
Beginning Fund Balance - July 1,	33	28,736,368	30,436,338	28,365,975	
Increase (Decrease) in Reserves (GAAP Budgeting)	34	0	0	0	
Fund Balance - Nonspendable	35	0	0	0	
Fund Balance - Restricted	36	11,272,064	14,104,424	16,114,411	
Fund Balance - Committed	37	424,569	717,769	734,899	
Fund Balance - Assigned	38	3,369,236	4,072,336	4,310,080	
Fund Balance - Unassigned	39	8,060,817	9,841,839	9,276,948	
<b>Total Ending Fund Balance - June 30,</b>	40	23,126,686	28,736,368	30,436,338	

Proposed property taxation by type:	Proposed tax rates per \$1,000 taxable valuation:
Countywide Levies*: 24,708,369	<b>APPROVED</b>
Rural Only Levies*: 3,438,991	<b>DENIED</b>
Special District Levies*: 0	Urban Areas Member Initials: 
TIF Tax Revenues: 926,281	Rural Areas Date: _____
Utility Replacement Excise Tax: 227,968	Any special district tax rates not included.

Explanation of any significant items in the budget or additional virtual meeting information:

Significate items in the budget include receiving and budgeting to spend ARPA dollars. Zoom information: join by computer - <https://www.zoom.us>; by telephone - (312) 626-6799. Meeting ID 981 7092 0243 and password 446094



Memorandum

To: Story County Board of Supervisors

Through: Michael D. Cox, Director

From: Ryan Weimold, Park Superintendent

Date: March 7, 2022

Re: Consideration of Contract between Ernie Gummo and Story County Conservation Board for Campground Attendant duties at Dakins Lake from March 28 to July 10, 2022.

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The attached contract with Ernie Gummo secures his services as Campground Attendant at Dakins Lake for the first half of the 2022 summer. This will be the fifth summer for Mr. Gummo to serve as Campground Attendant. He works very well with both staff and park users. Mr. Gummo maintains a very well-kept site and he positively interacts with park users.

The Story County Conservation Board recommends your approval.

Approval

3.8.22  
Date

Disapproval

Date

## Dakins Lake Campground Attendant Contract

Story County Conservation Board  
56461 180<sup>th</sup> Street, Ames, IA 50010  
515-232-2516- FAX 515-232-6989

This Agreement is entered into between Ernist Gummo, hereinafter called the Campground Attendant, and the Story County Conservation Board, hereinafter called the Department, and is effective on the date last signed below.

Whereas, the Department desires to hire a Campground Attendant for Dakins Lake;

Whereas, the Campground Attendant is prepared to and shall furnish Campground Attendant services;

Now therefore, the Department and the Campground Attendant do hereby mutually agree as follows:

1. The selected Campground Attendant is a hired person doing contracted labor. Wage for this labor shall be at the rate of \$240.00/week (paid bi-weekly). Campground Attendant shall log actual hours worked per week and shall not work more than 33 hours in one week. Campground Attendant is allowed off two days per week - preferred days are Tuesday and Wednesday. The only compensation paid or provided to Campground Attendant as provided in this Agreement and any other representation to the contrary is void.

The Campground Attendant will not be considered an agent or employee of Story County and will not be eligible for nor have any right to claim benefits, compensation, or damages from Story County.

2. The Campground Attendant will be provided a campsite (valued at \$24/night) within Dakins Lake for a period of 14 weeks commencing on Monday, March 28, 2022 and terminating on Sunday, July 10, 2022. Payment of camping fees for the time period shown above by the Campground Attendant will be waived by the Department in return for services rendered. Campground Attendant will be solely responsible for any necessary reporting to any taxing or similar entity of the benefit of receiving the campsite at no cost by virtue of this Agreement. If, for any reason, this Agreement terminates before the term indicated herein, Campground Attendant shall immediately vacate the campsite.
3. Actual daily scheduled service time will be arranged between the Campground Attendant and the Park Ranger. The Campground Attendant is expected to perform his/her duties daily. The Campground Attendant shall be willing and able to assist campers and the Department staff outside regular scheduled hours as needed.
4. A visible sign will be placed on the Campground Attendant's campsite by the Department designating said campsite as belonging to the Campground Attendant.

Campsite occupants other than Campground Attendant must be approved in writing by Park Ranger.

5. The duties of the Campground Attendant will be those listed in the "Story County Conservation Department Campground Attendant Duties List." Those duties are incorporated herein by reference. By signing below, Campground Attendant acknowledges that he/she has reviewed the job description and asserts that he/she is ready, willing, and able to perform the associated job functions and duties during the term of this Agreement.

The contractor may, at their discretion and subject to Story County Conservation approval, employ such other person or persons as desired to assist required work under this contract. Any employee hired by the contractor will be at contractor's sole expense, and contractor shall assume all liability for any such person(s), including for workers compensation benefits or damage any such employee may do to county property or persons or property present on county owned land. Further, any such person will not be considered an agent or employee of Story County and will not be eligible for nor have any right to claim benefits, compensation, or damages from Story County. Contractor shall have the duty to notify the employee of the limits of Story County's liability and of contractor's duties to contractor's employee(s).

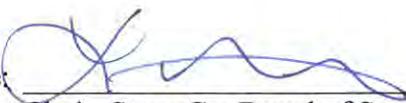
6. The Department, through its supervisor in charge of the area, shall decide all questions which may arise as to the quality, fitness, promptness, and acceptability of service provided by the Campground Attendant to the Department. The supervisor may void or cancel this Campground Attendant agreement by giving oral notice to the Campground Attendant and Director that the Agreement is terminated. That determination and decision shall be final and conclusive.
7. The Story County Conservation Board or the Campground Attendant may terminate this agreement at any time during the period covered by this agreement by giving 48 hours' notice to the Park Ranger.

Signature:   
Campground Attendant

3-7-2022  
Date

Signature:   
Chair, Story County Conservation Board

3/7/22  
Date

Signature:   
Chair, Story Co. Board of Supervisors

3-8-22  
Date

## **Dakins Lake Campground Attendant Duties List**

The following duties are expected to be performed by the contracted campground attendant:

1. Check campgrounds (Main Campground and East Campground) daily to assure that all occupied sites are registered. Post online reservations supplied by Park Ranger (or designee) on a daily basis.
2. Sell firewood to campers and collect fees; give fees to the Park Ranger (or designee) each Friday and Monday.
3. Clean and stock campground shower house at least once daily and as needed on busy weekends to assure cleanliness and safety.
4. Pick up trash as necessary around all camping areas. Check trash cans around park during busy days.
5. Clean shelter house prior to reservations.
6. Check and clean grills in main and east campgrounds on a weekly basis.
7. Perform minor maintenance in campgrounds as assigned, such as cleaning fire rings, painting, string trimming, etc.
8. Assist campers with registration and park information.
9. Inform park users of campground rules and enforce as necessary.
10. Perform other duties as occasionally requested by the conservation staff.

PROFESSIONAL CONSULTANT SERVICES AGREEMENT

(Contracted Services)

Under the provision of Section 3401 of the Internal Revenue Code of 1954, an employer must withhold tax from all remuneration actually or constructively paid to an employee. This agreement covers professional services provided by Ernist Gummo as an independent contractor. Ernist Gummo assumes all responsibility for payroll taxes and required FOAB contributions.

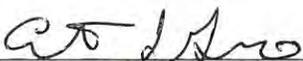
In general, an individual who is subject to the control and direction of another only as to the results of their work, and not as the means by which it is accomplished, is an independent contractor and not an employee.

AGREEMENT

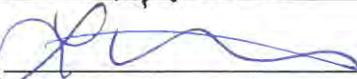
- NAME OF CONTRACTOR: Ernist Gummo
- MAILING ADDRESS: 715 E. Maple Street, Apt. A3, Hubbard IA 50122
- BUSINESS PHONE NUMBER: 814-577-8841
1. DESCRIPTION OF SERVICES: Campground Attendant – cleaning, assisting campers, selling firewood
2. DATE(S): March 28, 2022 – July 10, 2022
3. TIME(S): As agreed upon with park ranger
4. LOCATION: Dakins Lake – Zearing, Iowa
5. PROFESSIONAL FEES: \$480.00 bi-weekly
6. SPECIAL CONDITIONS: None

CERTIFICATION

I certify that I have read the above statement regarding the requirements of the IRS for an “independent contractor,” and I assume the responsibility for payroll and FOAB contributions. I agree to the conditions stated above for services provided by myself to Story County.

Signature 

Date 3-4-2022

Approved by 

Date 3-8-22

W-9 completed 



Memorandum

To: Story County Board of Supervisors  
Through: Michael D. Cox, Director  
From: Ryan Wiemold, Park Superintendent  
Date: March 7, 2022  
Re: Consideration of Contract between James Tongay and Story County Conservation Board for Campground Attendant duties at Dakins Lake from July 11 to November 1, 2022.

The attached contract with James Tongay secures his services as Campground Attendant at Dakins Lake for the second half of the 2022 summer. This will be the first summer for Jim to serve as Campground Attendant. The Tongay's reside in Maxwell and have experience camping and are well qualified for the position.

The Story County Conservation Board recommends your approval.

  
Approval

\_\_\_\_\_  
Disapproval

3.8.22  
Date

\_\_\_\_\_  
Date

**Dakins Lake Campground Attendant Contract**  
Story County Conservation Board  
56461 180<sup>th</sup> Street, Ames, IA 50010  
515-232-2516- FAX 515-232-6989

This Agreement is entered into between James Tongay, hereinafter called the Campground Attendant, and the Story County Conservation Board, hereinafter called the Department, and is effective on the date last signed below.

Whereas, the Department desires to hire a Campground Attendant for Dakins Lake;

Whereas, the Campground Attendant is prepared to and shall furnish Campground Attendant services;

Now therefore, the Department and the Campground Attendant do hereby mutually agree as follows:

1. The selected Campground Attendant is a hired person doing contracted labor. Wage for this labor shall be at the rate of \$240.00/week (paid bi-weekly). Campground Attendant shall log actual hours worked per week and shall not work more than 33 hours in one week. Campground Attendant is allowed off two days per week - preferred days are Tuesday and Wednesday. The only compensation paid or provided to Campground Attendant as provided in this Agreement and any other representation to the contrary is void.

The Campground Attendant will not be considered an agent or employee of Story County and will not be eligible for nor have any right to claim benefits, compensation, or damages from Story County.

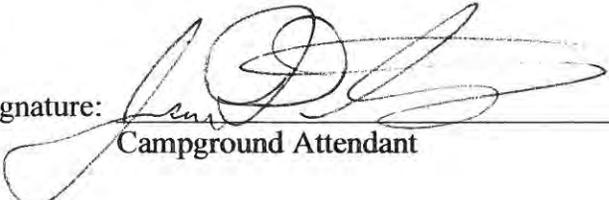
2. The Campground Attendant will be provided a campsite (valued at \$24/night) within Dakins Lake for a period of 16 weeks commencing on Monday, July 11, 2022 and terminating on Tuesday, November 1, 2022. Payment of camping fees for the time period shown above by the Campground Attendant will be waived by the Department in return for services rendered. Campground Attendant will be solely responsible for any necessary reporting to any taxing or similar entity of the benefit of receiving the campsite at no cost by virtue of this Agreement. If, for any reason, this Agreement terminates before the term indicated herein, Campground Attendant shall immediately vacate the campsite.
3. Actual daily scheduled service time will be arranged between the Campground Attendant and the Park Ranger. The Campground Attendant is expected to perform his/her duties daily. The Campground Attendant shall be willing and able to assist campers and the Department staff outside regular scheduled hours as needed.
4. A visible sign will be placed on the Campground Attendant's campsite by the Department designating said campsite as belonging to the Campground Attendant.

Campsite occupants other than Campground Attendant must be approved in writing by Park Ranger.

5. The duties of the Campground Attendant will be those listed in the "Story County Conservation Department Campground Attendant Duties List." Those duties are incorporated herein by reference. By signing below, Campground Attendant acknowledges that he/she has reviewed the job description and asserts that he/she is ready, willing, and able to perform the associated job functions and duties during the term of this Agreement.

The contractor may, at their discretion and subject to Story County Conservation approval, employ such other person or persons as desired to assist required work under this contract. Any employee hired by the contractor will be at contractor's sole expense, and contractor shall assume all liability for any such person(s), including for workers compensation benefits or damage any such employee may do to county property or persons or property present on county owned land. Further, any such person will not be considered an agent or employee of Story County and will not be eligible for nor have any right to claim benefits, compensation, or damages from Story County. Contractor shall have the duty to notify the employee of the limits of Story County's liability and of contractor's duties to contractor's employee(s).

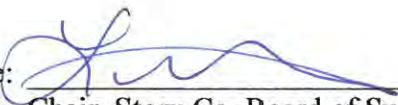
6. The Department, through its supervisor in charge of the area, shall decide all questions which may arise as to the quality, fitness, promptness, and acceptability of service provided by the Campground Attendant to the Department. The supervisor may void or cancel this Campground Attendant agreement by giving oral notice to the Campground Attendant and Director that the Agreement is terminated. That determination and decision shall be final and conclusive.
7. The Story County Conservation Board or the Campground Attendant may terminate this agreement at any time during the period covered by this agreement by giving 48 hours' notice to the Park Ranger.

Signature:  \_\_\_\_\_  
Campground Attendant

3-2-22  
Date

Signature:  \_\_\_\_\_  
Chair, Story County Conservation Board

3/7/22  
Date

Signature:  \_\_\_\_\_  
Chair, Story Co. Board of Supervisors

3.8.22  
Date

### **Dakins Lake Campground Attendant Duties List**

The following duties are expected to be performed by the contracted campground attendant:

1. Check campgrounds (Main Campground and East Campground) daily to assure that all occupied sites are registered. Post online reservations supplied by Park Ranger (or designee) on a daily basis.
2. Sell firewood to campers and collect fees; give fees to the Park Ranger (or designee) each Friday and Monday.
3. Clean and stock campground shower house at least once daily and as needed on busy weekends to assure cleanliness and safety.
4. Pick up trash as necessary around all camping areas. Check trash cans around park during busy days.
5. Clean shelter house prior to reservations.
6. Check and clean grills in main and east campgrounds on a weekly basis.
7. Perform minor maintenance in campgrounds as assigned, such as cleaning fire rings, painting, string trimming, etc.
8. Assist campers with registration and park information.
9. Inform park users of campground rules and enforce as necessary.
10. Perform other duties as occasionally requested by the conservation staff.

PROFESSIONAL CONSULTANT SERVICES AGREEMENT

(Contracted Services)

Under the provision of Section 3401 of the Internal Revenue Code of 1954, an employer must withhold tax from all remuneration actually or constructively paid to an employee. This agreement covers professional services provided by James Tongay as an independent contractor. James Tongay assumes all responsibility for payroll taxes and required FOAB contributions.

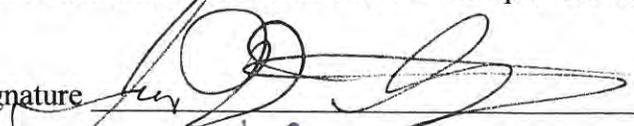
In general, an individual who is subject to the control and direction of another only as to the results of their work, and not as the means by which it is accomplished, is an independent contractor and not an employee.

AGREEMENT

- NAME OF CONTRACTOR: James Tongay
- MAILING ADDRESS: 421 6<sup>th</sup> St., PO Box 124, Maxwell, IA 50161
- BUSINESS PHONE NUMBER: 515-215-2646
1. DESCRIPTION OF SERVICES: Campground Attendant – cleaning, assisting campers, selling firewood
2. DATE(S): July 11, 2022 – November 1, 2022
3. TIME(S): As agreed upon with park ranger
4. LOCATION: Dakins Lake – Zearing, Iowa
5. PROFESSIONAL FEES: \$480.00 bi-weekly
6. SPECIAL CONDITIONS: None

CERTIFICATION

I certify that I have read the above statement regarding the requirements of the IRS for an “independent contractor,” and I assume the responsibility for payroll and FOAB contributions. I agree to the conditions stated above for services provided by myself to Story County.

Signature 

Date 3-2-22

Approved by 

Date 3-8-22

W-9 completed lyb



Memorandum

To: Story Board of Supervisors  
Through: Michael D. Cox, Director  
From: Ryan Wiemold, Park Superintendent  
Date: March 7, 2022  
Re: Consideration of Contract between Joseph Fullerton and Story County Conservation Board for Campground Attendant duties at Hickory Grove Park from March 28 to November 1, 2022.

The attached contract with Joseph Fullerton secures his services as Campground Attendant at Hickory Grove Park for the 2021 summer. This will be the third year for Mr. Fullerton to sever as Campground Attendant. He has an outstanding reputation with both staff and park users. Mr. Fullerton and his wife represent the park and Story County Conservation exceptionally.

The Story County Conservation Board recommends your approval.

  
Approval

3.8.22  
Date

Disapproval

Date

## Hickory Grove Campground Attendant Contract

Story County Conservation Board  
56461 180<sup>th</sup> Street, Ames, IA 50010  
515-232-2516- FAX 515-232-6989

This Agreement is entered into between Joseph Fullerton, hereinafter called the Campground Attendant, and the Story County Conservation Board, hereinafter called the Department, and is effective on the date last signed below.

Whereas, the Department desires to hire a Campground Attendant for Hickory Grove Park;

Whereas, the Campground Attendant is prepared to and shall furnish Campground Attendant services;

Now therefore, the Department and the Campground Attendant do hereby mutually agree as follows:

1. The selected Campground Attendant is a hired person doing contracted labor. Wage for this labor shall be at the rate of \$240.00/week (paid bi-weekly). Campground Attendant shall log actual hours worked per week and shall not work more than 33 hours in one week. Campground Attendant is allowed off two days per week - preferred days are Tuesday and Wednesday. The only compensation paid or provided to Campground Attendant as provided in this Agreement and any other representation to the contrary is void.

The Campground Attendant will not be considered an agent or employee of Story County and will not be eligible for nor have any right to claim benefits, compensation, or damages from Story County.

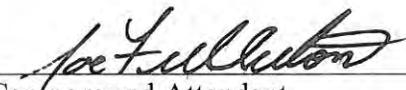
2. The Campground Attendant will be provided a campsite (valued at \$20/night) within Hickory Grove Park for a period of 30 weeks commencing on Monday, March 28, 2022 and terminating on Tuesday, November 1, 2022. Payment of camping fees for the time period shown above by the Campground Attendant will be waived by the Department in return for services rendered. Campground Attendant will be solely responsible for any necessary reporting to any taxing or similar entity of the benefit of receiving the campsite at no cost by virtue of this Agreement. If, for any reason, this Agreement terminates before the term indicated herein, Campground Attendant shall immediately vacate the campsite.
3. Actual daily scheduled service time will be arranged between the Campground Attendant and the Park Ranger. The Campground Attendant is expected to perform his/her duties daily. The Campground Attendant shall be willing and able to assist campers and the Department staff outside regular scheduled hours as needed.
4. A visible sign will be placed on the Campground Attendant's campsite by the Department designating said campsite as belonging to the Campground Attendant.

Campsite occupants other than Campground Attendant must be approved in writing by Park Ranger.

5. The duties of the Campground Attendant will be those listed in the "Story County Conservation Department Campground Attendant Duties List." Those duties are incorporated herein by reference. By signing below, Campground Attendant acknowledges that he/she has reviewed the job description and asserts that he/she is ready, willing, and able to perform the associated job functions and duties during the term of this Agreement.

The contractor may, at their discretion and subject to Story County Conservation approval, employ such other person or persons as desired to assist required work under this contract. Any employee hired by the contractor will be at contractor's sole expense, and contractor shall assume all liability for any such person(s), including for workers compensation benefits or damage any such employee may do to county property or persons or property present on county owned land. Further, any such person will not be considered an agent or employee of Story County and will not be eligible for nor have any right to claim benefits, compensation, or damages from Story County. Contractor shall have the duty to notify the employee of the limits of Story County's liability and of contractor's duties to contractor's employee(s).

6. The Department, through its supervisor in charge of the area, shall decide all questions which may arise as to the quality, fitness, promptness, and acceptability of service provided by the Campground Attendant to the Department. The supervisor may void or cancel this Campground Attendant agreement by giving oral notice to the Campground Attendant and Director that the Agreement is terminated. That determination and decision shall be final and conclusive.
7. The Story County Conservation Board or the Campground Attendant may terminate this agreement at any time during the period covered by this agreement by giving 48 hours' notice to the Park Ranger.

Signature:  02/27/2022  
Campground Attendant Date

Signature:  3/7/2022  
Chair, Story County Conservation Board Date

Signature:  3-8-22  
Chair, Story Co. Board of Supervisors Date

## **Hickory Grove Park Campground Attendant Duties List**

The following duties are expected to be performed by the contracted campground attendant:

1. Check campgrounds (Breezy Bay and Primitive Camping) daily to assure that all occupied sites are registered. Post online reservations supplied by Park Ranger (or designee) on a daily basis.
2. Sell firewood to campers and collect fees; give fees to the Park Ranger (or designee) each Friday and Monday.
3. Clean and stock campground shower house at least daily and as needed on busy weekends to insure cleanliness and safety.
4. Clean and stock beach house restrooms daily to insure cleanliness and safety.
5. Pick up trash as necessary around all camping areas. Check trash cans at the beach area during busy days.
6. Clean lodges at Hickory Grove Park prior to reservations; stock firewood when necessary.
7. Check and clean grills in Breezy Bay and Primitive Campground on a weekly basis.
8. Perform minor maintenance in campgrounds as assigned, such as cleaning fire rings, painting, string trimming, etc.
9. Assist campers with registration and park information.
10. Inform park users of campground rules and enforce as necessary.
11. Perform other duties as occasionally requested by the conservation staff.

PROFESSIONAL CONSULTANT SERVICES AGREEMENT

(Contracted Services)

Under the provision of Section 3401 of the Internal Revenue Code of 1954, an employer must withhold tax from all remuneration actually or constructively paid to an employee. This agreement covers professional services provided by Joseph Fullerton as an independent contractor. Joseph Fullerton assumes all responsibility for payroll taxes and required FOAB contributions.

In general, an individual who is subject to the control and direction of another only as to the results of their work, and not as the means by which it is accomplished, is an independent contractor and not an employee.

AGREEMENT

**NAME OF CONTRACTOR:** Joseph Fullerton  
**MAILING ADDRESS:** 1335 10<sup>th</sup> Street, Nevada, IA 50201  
**BUSINESS PHONE NUMBER:** 515-290-4927  
**1. DESCRIPTION OF SERVICES:** Campground Attendant – cleaning, assisting campers, selling firewood  
**2. DATE(S):** March 28, 2022 – November 1, 2022  
**3. TIME(S):** As agreed upon with park ranger  
**4. LOCATION:** Hickory Grove Park – Colo, Iowa  
**5. PROFESSIONAL FEES:** \$480.00 bi-weekly  
**6. SPECIAL CONDITIONS:** None

CERTIFICATION

I certify that I have read the above statement regarding the requirements of the IRS for an “independent contractor,” and I assume the responsibility for payroll and FOAB contributions. I agree to the conditions stated above for services provided by myself to Story County.

Signature 

Date 02/27/2022

Approved by 

Date 3.8.22

W-9 completed 2/28/2022

## STORY COUNTY UTILITY PERMIT

Date 3/1/22

To the Board of Supervisors, Story County, Iowa:

The Iowa Regional Utilities Association Company, incorporated under the laws of Iowa authorize to do business within the State of Iowa, with its principal place of business at 1351 Iowa Speedway Drive, Newton, Iowa 50208, 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 Potable Water on secondary route 305th Street from North ROW line to South ROW line to 64944 305th Street, a distance of 120 L.F. ~~miles~~ ~~x~~

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: Directional boring from North ROW line to South ROW line under 305th Street, installing a 1" PVC Water Service Line in Section 16, in Indian Creek Township, a minimum of 5 feet deep, for an EMERGENCY because customer is out of water. See attached Plan Sheet.
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.

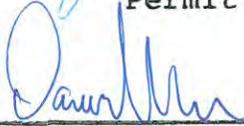
Date 3-1-2022

Iowa Regional Utilities Association  
Name of Company (Applicant - Permittee)

  
by Gayla E. Hannagan, Phone no. 641-792-7011  
Permit Manager

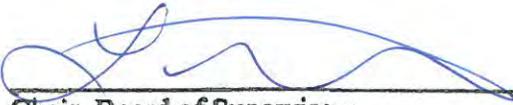
Recommended for Approval:

Date 3-1-22

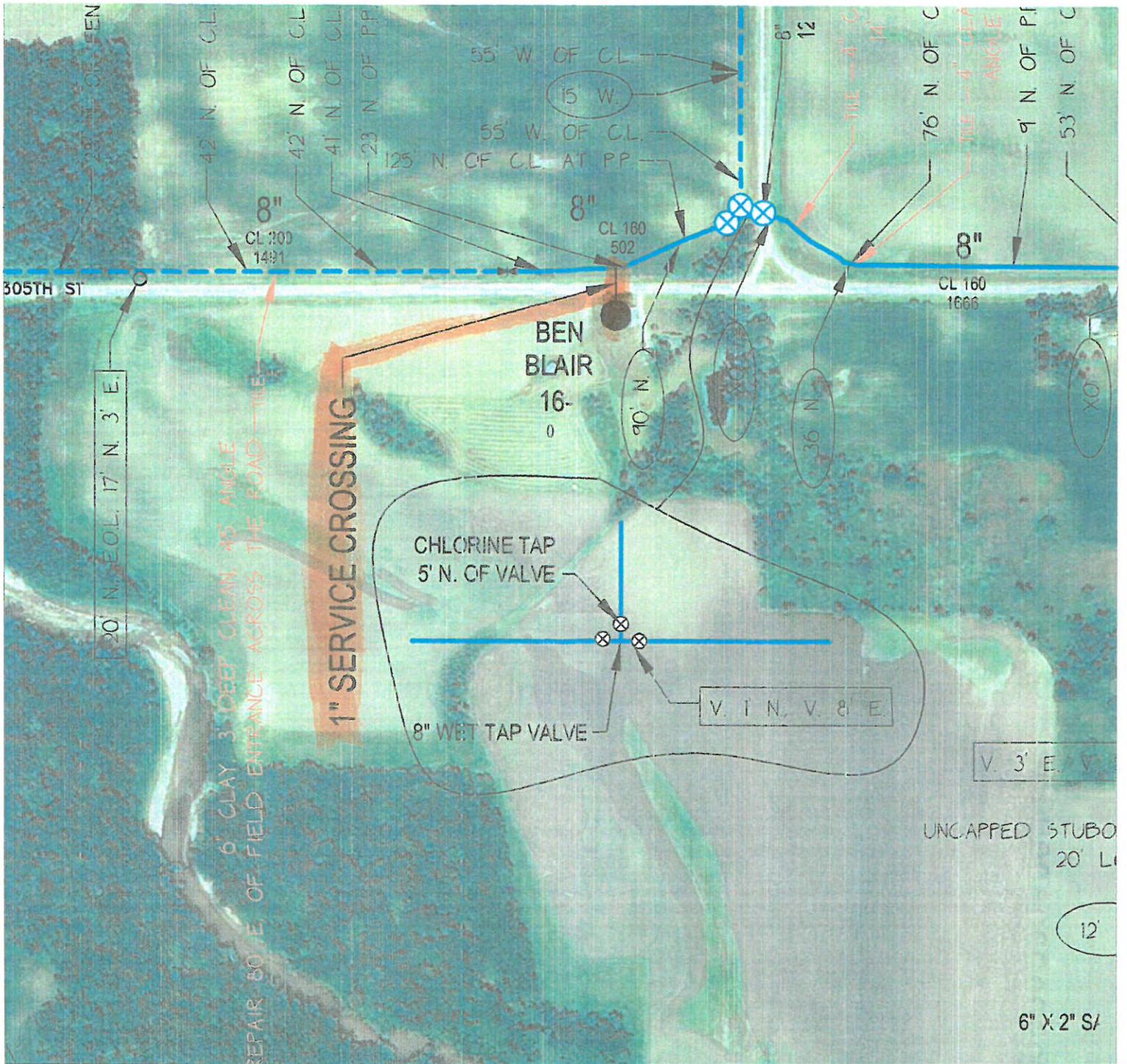
  
County Engineer Phone no. 515-382-7355

Approved:

Date 3-8-22

  
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.



**Resolution No. #22-64**

Approval of FY23 Maximum Property Tax Dollars

WHEREAS, the Story County Board of Supervisors have considered the proposed FY23 county maximum property tax dollars for both General County Services and Rural County Services, and

WHEREAS, a notice concerning the proposed county maximum property tax dollars was published as required and posted on county website, and

WHEREAS, a public hearing concerning the proposed county maximum property tax dollars was held on March 8, 2022.

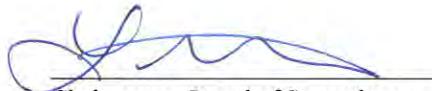
NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Story County that the maximum property tax dollars for General County Services and Rural County Services for FY23 shall not exceed the following:

General County Services - \$24,212,017

Rural County Services - \$3,500,000

The Maximum Property Tax dollars requested in the General County Services or Rural County Services for FY23 does represent an increase of more than 102% from the Maximum Property Tax dollars requested for FY22.

Approved this 8th day of March 2022.

  
Chairperson, Board of Supervisors

Attest:   
County Auditor

ROLL CALL  
FOR ALLOWANCE

Latifah Faisal    Yea     Nay    Absent  
Lisa Heddens    Yea     Nay    Absent  
Linda Murken    Yea     Nay    Absent

ALLOWED BY VOTE

OF BOARD    Yea 3    Nay 0    Absent 0

 Above tabulation made by   
CHAIRPERSON

# COMMUNICATIONS PLAN



## STORY COUNTY, IOWA

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

[www.storycountyiowa.gov](http://www.storycountyiowa.gov)

**FEBRUARY 2022**

**APPROVED**      **DENIED**

Board Member Initials:     

Meeting Date:     3/8/22    

Follow-up action:

# COMMUNICATIONS PLAN

## Story County Mission and Values

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

Accountability | Collaboration | Environment | Equity | Inclusivity | Innovation | Wise Use of Resources

# GOALS | STRATEGIES AND ACTION STEPS

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

## STRATEGIES AND ACTION STEPS

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

Annual Report

Audio and/or video of Boards and Commissions meetings posted online

Review potential to livestream meetings on Facebook and YouTube

- Department videos – video descriptions of department duties and services
- Increase quality of audio, visual production, and presentation
  - Distribute via social media platforms

State of the County Address – videotape and share on social media sites

Timely press releases, accompanied by photos and graphics and follow-up

# GOALS | STRATEGIES AND ACTION STEPS

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

## STRATEGIES AND ACTION STEPS

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

Bi-weekly or monthly blog posts to the website

Diversity, Equity, Inclusion efforts

Updated County Services sheet - summary

Story County Informational Booklet  
(history efforts)

Engage employees in deployment of Mission Statement and Values

Established process for employees to nominate another employee for award for excellence-living the mission

# GOALS | STRATEGIES AND ACTION STEPS

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

## STRATEGIES AND ACTION STEPS

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

Assist the Human Resources Department with Onboarding and Recruitment Program materials and office/department recognition events

Consistent messaging and branding . Story County should develop a Communications/Style Guide that outlines a set of guidelines and standards for County communications and publications.

- Produce posters, bulletin boards, mailed letters and other products
- Tradeshow Toolkit - display boards

Partner with local communities to publish content in newsletters.

Use digital and multimedia platforms to create compelling, creative content to share the County's story; create a photo-repository for the storage of images

Annual Worksession of the Board of Supervisors to discuss communications and outreach

Develop universal social media branding

# GOALS | STRATEGIES AND ACTION STEPS

**GOAL** - Improve communications between the Board of Supervisors and our constituents.

## STRATEGIES AND ACTION STEPS

**Integrate strategies that promote two-way dialogue between citizens and government. Continue to seek out ways to meet people where they are, providing different opportunities to be engaged, in person and virtually, as appropriate.**

**Increase engagement on social media**

**Monthly radio updates of County events and activities**

**As appropriate, help organize, facilitate, and promote special events for the County**

**Quadrant Meetings – biannual quadrant meetings with the Board of Supervisors, local elected officials and members of the public**

**Provide a timely response to public records requests**

**Analyze website tools, modules, and capabilities for potential implementation**

**Mass mailing with content related to County's website and social media pages**

**Recognition of media partners during annual Sunshine Week**

# GOALS | STRATEGIES AND ACTION STEPS

**GOAL - Improve communications between the Board of Supervisors and our constituents.**

**Integrate strategies that promote two-way dialogue between citizens and government. Continue to seek out ways to meet people where they are, providing different opportunities to be engaged, in person and virtually, as appropriate.**

## STRATEGIES AND ACTION STEPS

**Livestream meetings on Facebook and YouTube**

**Conduct a technology needs analysis related to communications strategies**

**County News -  
internal newsletter for County employees**

**BOS YouTube updates**

**Calendar Publication**

**Get to Know Story County  
video/social media segments**

**Speakers Bureau presentations**

**Research potential costs for county-wide mailings**

# GOALS | STRATEGIES AND ACTION STEPS

**GOAL - Engage the community through service and recognition.**

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

## STRATEGIES AND ACTION STEPS

**Citizen of the Year Award**

**National County Government Month**

**County employee participation in United Way Day of Caring**

**County participation in Leadership Programs**

**Brown Bag Luncheon Series**

**Wellness initiatives**

**Public Service Recognition Week**

**Develop Annual Proclamation Schedule**

# GOALS | STRATEGIES AND ACTION STEPS

**GOAL - Enhance emergency response communication.**

## STRATEGIES AND ACTION STEPS

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

**Continue supporting exercises for the Emergency Operations Center and the COOP/COG**

**Enhance distribution of information post disaster**

**Outreach campaigns for Flood Awareness Month and National Preparedness Month and Review and updated the Program for Public Information (PPI), incorporating outreach strategies related to the Watershed Assessments**

**Review the Story County Comprehensive Emergency Operations Plan Emergency Support Function (ESF) 15 External Affairs**

- Review and update Story County EMA Public Affairs Activation Checklist
- Review and update Public Information Officer Procedures Guide

# TARGET AUDIENCES

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

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

## COUNTY EMPLOYEES

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

## PUBLIC OFFICIALS

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

## GENERAL PUBLIC

According to the 2020 US Census, there are 98,537 residents in Story County. Of that, 16.5% of those people are under the age of 18, and 12.6% are over the age of 65. In addition, 97.2% of those people (age 25+) are high school graduates, and 51.6% (age 25+) hold at least a Bachelor's Degree. Our population continues to grow and the demographic dynamics dictate that we continually explore new communication strategies to engage and encourage participation.

## BUSINESSES

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

## MEDIA

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

## OTHER

Messages and information Story County shares must go beyond our perceived county boundaries. With I-35 and US Hwy 30 bisecting in our county, along with Iowa State University and many other attractions, we have to employ methods that reach our visitors. Not only those already here – but also those thinking about coming. What kind of information do they need to reach all their decisions? Are our communications strategies designed so that their questions are answered or can be asked in a manner to which Story County can respond efficiently and quickly?

# COMMUNICATIONS PLAN

*We use this plan to communicate:*

**TIMELY**

We will communicate what we know when we know it.

**OPENLY**

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

**PROACTIVELY**

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

# COMMUNICATIONS PLAN



**Latifah Faisal**



**Linda Murken**



**Lisa Heddens**

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

- February 2015**
- February 2016**
- January 2017**
- January 2018**
- February 2019**
- December 2019**
- February 2021**
- February 2022**

**Story County Board of Supervisors**

**FEBRUARY 2022**



# STORY COUNTY

## Facilities Management

**JOBY BROGDEN**  
Director  
515.382.7401

**JON EICKHOLT**  
Assistant  
515.382.7402

Story County Administration  
900 6<sup>th</sup> St.

Nevada, Iowa 50201  
515.382.7404 FAX

DATE: March 02, 2022  
TO: Board of Supervisors  
FROM: Joby J. Brogden JB  
RE: Permanent Front Counter Shields RFP

We received two proposals for the Permanent Front Counter Shields project. Both proposals were evaluated and scored based on four criteria: Experience and Past Performance, Company organization and Qualifications, Statement of Work, and Cost. Cost break down as follows;

OPN Architects, Des Moines IA;

Design & Documentation Phase Services -	\$38,050
Bidding Phase Services -	\$3,780
Construction Administration Phase Services -	<u>\$13,650</u>
TOTAL -	<b>\$55,480</b>

RMH Architects, Ames IA;

Design Services Total -	\$11,300
Construction Administration Services Total -	<u>\$4,550</u>
TOTAL -	<b>\$15,850</b>

After reviewing the bids received, the Facilities Management department would like to recommend to the Board of Supervisors accept the Proposal from RMH Architects, for the amount of \$15,850.

**APPROVED**

**DENIED**

Board Member Initials: \_\_\_\_\_

Meeting Date: 3/8/22

Follow-up action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



MEMORANDUM

**APPROVED**  
Ward Member Initials: \_\_\_\_\_  
Meeting Date: 3/8/22  
Follow-up action: \_\_\_\_\_

**MEETING DATE: March 8, 2022**  
**TO: Story County Board of Supervisors**  
**FROM: Amelia Schoeneman, Story County Planning and Development Director**  
**RE: Request for a full-time administrative assistant II position**

The following memo provides the background and illustrates the need for a full-time administrative assistant position in the Planning and Development Department. Currently, the Story County Planning and Development and Environmental Health departments share an administrative assistant II position. The position is currently open. If approved, a part-time Environmental Health and full-time Planning and Development administrative assistant position would be advertised and filled as soon as possible.

**Background**

The current administrative assistant position became shared in the same timeframe when the planning department was restructured. The Planning and Development Department previously had a director, two planners, a code enforcement officer, and an office support coordinator. When the administrative assistant position became shared in the summer of 2015, the department had been reduced to one planner and a director. The Environmental Health Department had a director, two specialists, and a part-time administrative assistant position that was open. The Environmental Health and Planning and Development Departments merged offices and began to share the administrative assistant position. The Environmental Health Department previously used the office spaces across the hall from the departments' current office space, where the conference room and offices for the planning interns and watershed coordinator are located.

**Current position's duties**

Current items the administrative assistant handles that are unique to the Planning and Development position:

- **Scheduling of meetings and completing agendas and minutes for Planning and Zoning Commission and Board of Adjustment.** The Board of Adjustment minutes are time-consuming as their decisions may be appealed to court and a detailed record is required. For example, the last Board of Adjustment minutes were 14 pages long. The minutes have required the administrative assistant to work overtime to complete.
- **Payment and intake for all zoning permits and development cases.** Last year, there were 219 permit and development case applications (zoning, 911, agricultural exemptions, conditional uses, floodplain permits, grading permits, sign permits, property research, etc.). This is approximately one application per working day. While Citizenserve (online permitting platform) has been an asset for staff and made the application process easier for most customers, it does require the administrative assistant to more thoroughly review applications prior to taking payment and provide tech support for applicants.

- **Home business permit renewals.** The administrative assistant sends reminders to home business owners and helps them apply for renewal through Citizenserve. There is a biennial renewal of approximately 20 home businesses per year.
- **Scheduling inspections** (approximately 147 last year).

While the position is currently split between the departments, Planning and Development uses more of the administrative assistant's time. For example, twenty-seven of the twenty-nine applications that the administrative assistant oversaw intake of during January were for the Planning and Development Department. Planning's use of the position has had to decrease due to an increase in the frequency of Board of Health meetings and the administrative assistant assisting in Environmental Health's grant programs. With the health department participating in new grant programs, fewer administrative assistant resources will be available to the planning department if a full-time position is not approved.

#### **Need for a full-time position—additional duties**

**In the immediate short-term, the following items were identified that could be completed by a full-time administrative assistant. This would free up several hours of the planners' time weekly and they could focus on completing work program items:**

- Increasing review of zoning permits to include ensuring site plans are complete (setbacks shown, interior plans provided) prior to assigning them to planners.
- Routing conceptual and interagency review materials to county departments and cities (currently completed by planners). This would allow for better tracking of who has comments, what comments are outstanding, and a faster turnaround time for review comments.
- General tracking of development cases. For example, after comments are sent, we often do not hear back from an applicant for several weeks. The administrative assistant could reach out/send a letter instead of a planner and develop a procedure for when we send applications back.
- Sending all notices (planners currently create notices, stuff, and address envelopes).
- Creating templates for common resolution and ordinance types and publications. The administrative assistant could also fill in these templates with information provided by the planners for a case. This is something the planners currently complete.
- Completing findings of fact for Board of Adjustment cases based on staff reports and minutes.
- Posting of internship job (at minimum twice per year, up to four times), coordinating intern schedules, handling employee action forms for interns.
- Assist in gathering data for quarterly reports. This is currently completed by the director but with Citizenserve, an administrative assistant could run the reports needed to compile permitting data.
- Assist in issuance of floodplain permits and tracking of permit expirations. This is currently handled by the director.

**The largest item that could be assigned to a full-time administrative assistant would be the implementation of the department's new Public Outreach Toolkit. Items from the toolkit that could be completed/overseen by an administrative assistant include:**

- Citizenserve How-To Videos (how to apply online, make payment, etc.)
- Designing and sending postcard notices
- Maintenance of current projects page and development map
- Social media posts for cases
- Flier design for cases
- Setting up informational meetings for larger cases. For example, making a list of neutral locations and contacts with whom to schedule use of building. Booking locations. Sending notice to property owners. Attending meetings and taking notes.

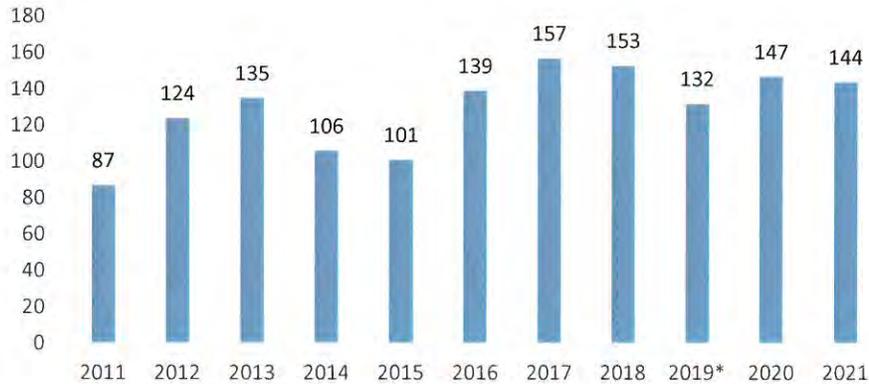
The department also has several outstanding record-keeping projects. Development case files have not been archived since 2015. An archive of historic cases and regulations is located on an external hard drive that is no longer supported by IT. These need to be reviewed and archived appropriately to Citizenserve, Tyler, or another backed-up location. With a full-time administrative assistant, these projects could be tackled. With Citizenserve, archiving of current cases occurs at the end of a case but is the responsibility of the planners to upload any necessary documents. The administrative assistant could also take this on.

**In the long term, as the department grows, the need for administrative support will also grow.** An item on the department's current work program is the creation of a code enforcement position that would oversee code enforcement for the department and for cities in Story County. If the code enforcement position is created, an administrative assistant would assist in sending notice of violations, tracking deadlines/compliance schedules, taking calls and complaints, and providing other general administrative services. **With the code enforcement position, the department would be back at the staffing level when we previously had a full-time administrative assistant position.**

#### **Need for a full-time position—department growth**

In late 2016, due to increasing numbers of permits and development cases, a new planner position was approved. This growth trend has continued. Figure 1 is the annual number of zoning permits issued from 2011 to 2021. While there has been some variation in years, the second half of the time period (2016 to 2021) has an average of 145 permits issued per year. This is compared to the first half of the time period (2011 to 2016), where there was an average of 115 permits issued per year. **On average, the department has been handling more permits than when we had higher staffing levels. Also, since 2017, the department has taken on floodplain management. This was previously handled by the department prior to the creation of the County Outreach and Special Projects Manager position and department restructuring.** In 2021, 18 floodplain development permits were issued. It would be a great help to the director if after review, an administrative assistant were available to issue the permits and track permit expirations.

## Annual Zoning Permits Issued 2011-2021



**Figure 1: Annual Zoning Permits Issued 2011-2021**

*\*The 2019 number does not include 100 additional permits issued for wind turbine repowering.*

As there was a linear trend in the zoning permit data, staff was able to project the number of permits issued through 2023. Based on the projection, shown in Figure 2, it is anticipated that the number of permits issued will continue to increase. By 2023, it is projected that 163 permits will be issued annually. Again, each permit's intake is handled by the administrative assistant and their role in reviewing permits could be increased if the position were full-time.

## Annual Zoning Permits Issued 2011-2021 and Projected to 2023



**Figure 2: Annual Zoning Permits Issued 2011-2021 and Projected to 2023**

*\*The 2019 number does not include 100 additional permits issued for wind turbine repowering.*

Regarding development cases, while there is less of a clear linear trend, the department is still averaging more development cases in the last half of the 2011 to 2021 time period. The average number of development cases from 2011 to 2016 was 20. The average number of cases from 2016-2021 was 31. The number of cases by type from 2011 to 2021 is shown in Figure 3.

### Annual Development Cases by Type 2011-2021



Figure 3: Annual Development Cases by Type 2011-2021

#### Need for additional space

**During the space needs assessment process, it became clear that the Planning and Development Office space was not sufficient for the department’s current structure or future growth.** All office spaces are currently occupied by Planning and Development and Environmental Health staff. The Planning and Development Department’s interns are located in the offices across the hall. It would improve the internship experience to have them located in offices nearer to planning staff.

If the Environmental Health Department were to move across the hall, the interns and watershed coordinator could relocate into their offices. There would also be office space for a code enforcement officer. **Having a full-time administrative assistant would facilitate this reorganization.**

Planning and Development staff discussed this with the Environmental Health Department and Facilities Management. There is an office space for an administrative assistant for all Environmental Health staff in the office space across the hall from the department’s current offices. To create a customer service counter and barrier, a new workstation would need to be installed and a wall in the current intern office removed so that the administrative assistant would face customers. The Planning and Development Department Administrative Assistant could assist in providing office coverage if all Environmental Health staff were in the field, at a conference, in a meeting, etc., and the part-time Environmental Health administrative assistant was not in the office.

### Peer County Comparison

Planning and Development contacted and reviewed the staff directories of the top 10 most populous counties in Iowa. We asked for the number of staff, department structure (if they shared an administrative assistant with other departments), and the number of administrative assistants. The results are displayed in Figure 1, including the population of the counties based on the 2020 Census. Polk County is not included as its planning department is combined with its public works department and has over 50 employees and six administrative assistants. After Pottawatomie County, the next most populous county is closer to a population of 50,000 and less comparable. Dallas County's Office structure and duties are the most comparable and they have a director, two planners, a contracted-building inspector, and a full-time administrative assistant.

<i>County:</i>	<b>Total Number of Staff:</b>	<b>Number of Administrative Assistants:</b>	<b>Shared Position:</b>	<b>Population:</b>
<i>Linn</i>	14	1	No	230299
<i>Scott</i>	5	1	No	174669
<i>Johnson</i>	12	1	No	152854
<i>Black Hawk</i>	8	1	No	131144
<i>Woodbury</i>	3	1	Yes (economic development)	105941
<i>Dallas</i>	4	1	No	99678
<i>Dubuque</i>	3	1	No	99266
<i>Story</i>	3.5	1	Yes	98,537
<i>Pottawattamie</i>	8	1	No	93667

Figure 4: Comparison of peer county planning department staffing

### Budget Implications

As the position is currently part-time, half of the cost of the salary and benefits is already included in the Planning and Development Department's budget. **The cost for the other half may range between \$22,172 and \$34,422 more than is already budgeted for the position for the 2022/2023 Fiscal Year.** This includes salary and benefits. If the position were approved, an amendment for this amount could occur at the beginning of the fiscal year.

**For the current fiscal year, there is additional funding in the extra help line item (\$16,786) due to the department's interns typically working 10 hours a week of the 20 hours budgeted. This would likely cover the costs of a full-time, administrative assistant if they began in April.** Using the high end of the estimate for a fiscal year, the cost would be \$8,605 for three months. The remainder in the line item would be sufficient to cover the cost of a full-time intern beginning in May and the intern continuing to work part-time during the remainder of the school year. A second part-time intern during the school year could also be covered.

Again, the Environmental Health department plans to use the current Planning and Development intern office for their administrative assistant with modifications to the space. The cost for the modification is estimated at \$5,000. This amount would likely require a budget amendment to Story County Facilities Management's budget. It may be possible to include this amount in the permanent front counter barriers project being funded through ARPA funds. Staff has discussed this with Assistant Auditor Lisa Markley.

There are also ongoing costs associated with a phone, printing, and other services needed to support a separate position and separation of the Environmental Health and Planning and Development Departments. The printer costs approximately \$750 annually and is shared by the two departments. A separate printer would add \$750 to the health department's annual budget. A new phone line for an Environmental Health Administrative Assistant would cost approximately \$50 per month or \$600 per year. Staff anticipates the office supplies budget (currently split evenly between the departments) to remain the same. For the current fiscal year, this would cost \$337 for Environmental Health (communication and printer costs for three months). For the next fiscal year, this would be \$1,350. Since the department would not be paying half of the benefits of a full-time administrative assistant position, they may not need a budget amendment to cover these costs.

Upfront, one-time costs for the office reconfiguration and new work station (\$5,000), physical phone (\$300), computer (\$850-\$900), monitors (\$400), and credit card pin pad (\$200) to support separate positions total \$6,800. Of the total, \$1,800 will be from Environmental Health's budget for the current fiscal year. Adding the communications services and printing monthly costs, this would be a total budget impact of \$2,100 to the Environmental Health budget for the current fiscal year. The Environmental Health Director has determined that no budget amendment would be needed to cover this amount.

### **Summary and Conclusion**

With the department's current workload and shifting administrative tasks away from the planners and director, there is a sufficient amount of work for a full-time position. While the annual increase in budget costs could be up to \$34,422, a full-time position would facilitate permitting and development cases by providing better tracking. This would improve communication with applicants. A full-time position would also free up the time the planners and director spend on administrative tasks. This would help the department focus on development cases and completing its work program. Finally, with continued permitting growth and the potential to add a code enforcement position, the need for a full-time administrative assistant position will only increase. If the full-time request is not approved, the department will likely need to make the request again when the code enforcement position is created. Approving the position now will create a smoother transition as both the Planning and Development and Environmental Health Departments take on new duties and grow. The department respectfully requests the Board of Supervisors approve a full-time Administrative Assistant II position for the Planning and Development Department.



**Story County Community Services**  
**Karla Webb, Director**  
 Story County Human Services Center  
 126 S. Kellogg Ave. Suite 001, Ames, Iowa 50010  
 Ph. 515-663-2930 Fax 515-663-2940  
 www.storycountyia.gov  
 communityservices@storycountyia.gov

To: Story County Board of Supervisors  
 From: Karla Webb  
 Date: 3/2/22  
 Subject: General Assistance (GA) Director Designation

Per Iowa Code Chapter 252.26 the Board of Supervisors is responsible to appoint or designate a General Assistance (GA) Director for the county. Currently the GA Director responsibilities rest within the Community Services Director job description. During the Community Services FY23 budget work session, I visited with the Board about possible options for the GA Director position.

Options discussed were:

1. Appoint the Community Services Program Coordinator as the GA Director.
2. Enter into a 28E Agreement with the CICS Employer of Record for a percentage of staff time to perform GA Director responsibilities.
3. Increase the GA Director responsibilities for this to become a full time position within the county.

The CICS Governing Board approved for CICS to move to a single employer of record with Franklin County effective 7/1/22.

In considering options presented above, I would like to recommend the GA Director appointment or designation be added to the Community Services Program Coordinator job description.

The Community Services Program Coordinator participates in the oversight and day-to-day operations of the GA program. With the addition of a second General Assistance Service Coordinator the workload is beginning to balance better and should continue to align and improve as staff onboarding and training is complete.

I have completed four weeks of time studies and my time spent ranged from 1.6 hours to 3.5 hours per week performing General Assistance and county related work. It is anticipated with the balancing of General Assistance responsibilities; the Community Services Program Coordinator will be able to manage the GA Director workload.

I am happy to discuss any of the above options in greater detail if you would like.

Thank you for your time and consideration.

**APPROVED**      **DENIED**

Board Member Initials: KA

Meeting Date: 3/8/22

Follow-up action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First Adopted: 06/03/2008  
Last Revised: 06/09/201503/03/2022  
Effective Date: 06/16/201503/15/2022



## Story County Financial Policies

### Accounting, Auditing, and Financial Reporting Policies

Story County will maintain an accounting system that enables full compliance with fund accounting as determined by Iowa law.

Story County will obtain an annual audit of its financial statements in accordance with General Accepted Auditing Standards (GAAS) from an independent auditing firm, which is periodically selected on a competitive basis.

Story County will present the financial results of the fiscal year in the Comprehensive Annual Financial Report (CAFR) after the close of the fiscal year.

An effective internal control structure of the accounting process will be maintained by the Auditor's office, and reviewed on a periodic basis.

Story County will report all major categories of capital assets that have an estimated life of three years or more, and a historical cost of \$5,000 or more. Individual assets with an initial cost of \$500 or more will be maintained on an inventory list for public accountability and insurance purposes.

Story County will measure and recognize intangible assets as required by Governmental Accounting Standards Board Statement No. 51 (GASB 51). Examples of intangible assets include easements, rights-of-way, and computer software and license agreements. These intangible assets must be identifiable and possess the following characteristics:

- lack of physical substance;
- nonfinancial nature; and
- initial useful life extending beyond a single reporting period.

All intangible assets subject to the provisions of GASB 51 will be classified as capital assets, and existing authoritative guidance related to the accounting and financial reports, will be applicable. Story County will report all applicable intangible assets, and capitalize based on the following thresholds:

- |                                 |           |
|---------------------------------|-----------|
| • Easements and rights-of-way   | \$50,000  |
| • Internally generated software | \$100,000 |
| • Software licenses             | \$100,000 |

These thresholds apply to individual assets, not assets in aggregate. Intangible assets exceeding these thresholds will be recorded at the actual, historical cost, and the direct costs will be capitalized. Indirect costs will not be included for reporting or capitalization purposes. A useful life will be estimated for each individual intangible asset, and will not exceed the period to which the service capacity of the asset is limited by contractual or legal provisions. The asset will be amortized based on the estimated useful life using the straight-line method. If an intangible asset is determined to have an indefinite useful life, no amortization will be recorded. This information will be included in Story County's Annual Financial Report beginning with FY10. A listing of Story County's intangible assets will not be maintained on Story County's inventory list.

Deletion of a tangible capital asset requires the written approval of the applicable department head or elected official. Elimination of an intangible asset requires a written explanation by the applicable department head or elected official. All information should be forwarded to the Auditor's office for removal from the inventory list. Departmental inventory information will be reported annually to the Board of Supervisors.

A physical sampling of Story County's inventory with a cost threshold of \$500 will be done on an annual basis at the discretion of the Auditor's office.

Disposal of County property of any value should be handled in the following manner:

- Notify all departments and elected officials of availability of item(s) for continued County use
- Provide definitive timeframe of availability
- If in the given timeframe no internal interest for County use is expressed, the item/s is/are deemed available for disposal/individual use and shall be placed in a common area

An annual count of cash-on-hand will be conducted at the discretion of the Auditor's office.

Story County shall conform to the fund balance reporting standards and fund type definitions effected by Governmental Accounting Standards Board Statement No. 54 (GASB 54).

## **Budget and Financial Planning Policies**

A balanced budget will be adopted. A balanced budget requires that general fund operating revenues should be sufficient to support operating expenditure without significant use of general fund balances. The general fund is the primary operating fund. Other funds include special revenue, capital projects, and debt service. The revenues within each of these funds should be sufficient to support expenditures without significant use of the respective fund balance.

Departmental budgets within each fund shall be adopted based on the approved budget of expenditures and revenues.

New or expanded services will not be implemented if inclusion of the service results in exceeding the departmental budget, unless specifically authorized by the Board of Supervisors through a budget amendment.

Claims for expenditures within a departmental budget must have authorization from the corresponding Department Head/Elected Official or designee.

The Auditor's office will distribute monthly budget reports to all departments. A quarterly report will be provided to the Board of Supervisors.

The management and expenditure of mental health funds shall be in accordance with the Central Iowa Community Services (CICS) 28E agreement or any subsequent agreement adopted pursuant to *Code of Iowa* §331.392.

Story County will budget the maximum amount available to allow transfer of dollars from the rural fund and general fund to the secondary road fund.

Story County will establish an annual secondary road construction plan. The plan which will include a project accomplishment list, and a project priority list for the succeeding four fiscal years based upon the construction funds estimated to be available for the period(s). The plan will be submitted to the Iowa Department of Transportation for review.

Story County will maintain a general fund balance at a level determined as sufficient to provide working capital for general governmental operations. The goal is to maintain a fund balance of approximately 25% of general fund annual expenditures.

Story County will maintain fund balances in governmental funds, other than the general fund, based on a review of working capital needs and expected revenue sources.

All fiduciary type agency funds will be expected to maintain revenue sufficient to cover all direct and indirect costs.

## **Revenue and Expenditure Policies**

Story County will endeavor to maintain diversified and stable revenue sources. Sources include interest income, intergovernmental grants, licenses, permits, fees, and charges for services as well as property tax revenues.

A review of fees and charges for services will be made periodically by departments to determine that an appropriate level is maintained, in terms of comparability and costs to provide the service.

Story County will not use one-time revenues for on-going annual operating expenditures.

Story County will not budget a revenue source deemed unpredictable.

All revenues in the form of checks payable to Story County shall be processed in a timely fashion. All collections shall be remitted to the County Treasurer's office as soon as processed, and no later than five (5) business days following receipt of check.

Purchases of \$5,000 or more in addition to any purchase anticipated during the budget process, prior to purchase:

- Elected Officials should seek acknowledgement in a public meeting of the Board of Supervisors
- Department Heads must obtain approval in a public meeting of the Board of Supervisors

Contracts entered into on behalf of Story County must be authorized by the Board of Supervisors and documented in a public meeting of the Board. Approved contracts are to be maintained on file in the Auditor's office. Certain exceptions exist for Story County's Board of Health and Conservation.

Story County may use appropriate funding to provide non-alcoholic beverages and/or food for participants when hosting official meetings or training sessions pertinent to County business. Documentation of the public purpose is needed when purchasing refreshments with public funds; merely stating that the expenditure is for a public purpose does not suffice.

Reserve accounts shall be established and authorized by the Board of Supervisors at the time of budget adoption or budget amendment. These accounts shall be expended for a documented purpose, and accounted within the Auditor's office.

For revenues and expenditures, the Auditor's office will provide monthly financial summaries by department.

Expenditures within defined service areas shall not exceed the authorized budgeted amount. If determined necessary by the Board of Supervisors, claims for payment may be held until revenue sources are available within the service area.

## **Debt Management Policy**

Story County will not exceed its constitutional debt limit of five percent of annual actual property valuation.

Financing alternatives include general obligation bonds, essential county purpose bonds, tax increment financing revenue bonds, capital leases, or other alternatives authorized by the *Code of Iowa* and determined to be financially beneficial to the County.

Story County will retain an independent financial advisory firm and bond counsel based on qualifications and experience with State of Iowa statutes.

Refunding opportunities will be analyzed internally by Story County, and externally by the financial advisor to determine net present value benefits.

Story County will file an annual report for continuing disclosure, as well as report any material events on a periodic basis.

Story County will be in compliance with all Federal tax law provisions involving debt issuance.

### **Effective Date**

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

## APPENDIX A

### Internal Controls

- All departments and offices will follow these controls to ensure that payables and receivables are properly recorded, accurately coded, and appropriately applied.
- The Solutions accounting system is used by the Auditor and the Treasurer for transactions posted to the general ledger.
- A trial balance/general ledger is printed and balanced at the end of every month. If adjustments are needed, adjustments are made and posted.
- All transactions are required to have the proper coding and the proper fiscal year.
  - Any transaction lacking proper documentation will be returned to the department/office.
- All federal/state programs will be reviewed and analyzed by the recipient department/office to determine expected revenues and expenses by fiscal year. This information will be forwarded to the Story County Auditor by September 30 each year for inclusion in financial statements.
- All departments and offices shall follow the Accrual Guidelines (see Appendix B) to ensure proper financial reporting.

## APPENDIX B

### Accrual Guidelines

- The Auditor's office is responsible for completing the County Annual Financial Report (CAFR) on a Generally Accepted Accounting Practices (GAAP) Basis.

- During July and August of each year, the following is required:

#### **Expenses**

- All expense claims need to include the proper fiscal year
- Fiscal year is determined by the date services were rendered
- Services rendered in the previous fiscal year are paid for on a cash basis
- Calculations made by the Auditor's Office are final

#### **Revenues**

- All deposits need to include the proper fiscal year
- Fiscal year is determined by the date services are rendered  
*Ex. Fees received in June are FY21; fees received in July are FY 22*

- The Auditor's Office will examine all submissions to determine applicability of accrual based on state requirements.
- Departments/offices that use clearing accounts throughout the year shall provide the actual and accrual breakouts in a timely fashion.
- Preparation of the annual report (GAAP) can include additional information and items outside of the two-month period (July and August). If necessary, expenses and revenues from September and October will be accrued.
- Typically, any grant expenses and revenues will be included in accruals. The Auditor's Office will determine which revenues and expenses will be included per instructions from the State Auditor.



**STORY COUNTY  
BOARD OF SUPERVISORS**

**LISA HEDDENS  
LINDA MURKEN  
LATIFAH FAISAL**

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

**TO:** Story County Board of Supervisors  
**FROM:** Latifah Faisal, Chair  
**RE:** Consideration of County Art Contest in Conjunction with NACo "I Love My County Because..." Contest.  
**DATE:** March 4, 2022

In recognition of National County Government Month, I would like to propose that Story County hold our own "I Love My County Because..." art contest in conjunction with NACo's contest.

I would suggest we update the website to add a page with information and submission links for both NACo and Story County and that we follow the same guidelines and timeline (attached).

I would also request for consideration, that local submissions be displayed throughout Story County buildings and on the website during the month of June, 2022.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Latifah Faisal".

Latifah Faisal  
Story County Board of Supervisors

**APPROVED**      **DENIED**

Board Member Initials: LF

Meeting Date: 3/8/22

Follow-up action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# I LOVE MY COUNTY BECAUSE... ART CONTEST

In an effort to bolster civic education and educate communities on the role of county government, the National Association of Counties (NACo) is launching the 2022 "I Love My County Because" art contest in conjunction with National County Government Month.

NACo and county leaders are spreading the word about county roles and responsibilities, which are often unknown or misunderstood. By inviting children and young adults ages 18 and under to create artwork for the 2023 "Counties Matter" calendar, NACo hopes to raise awareness about programs and services that impact people's lives every day.

Winning artwork will be featured in a NACo calendar, which will be distributed to NACo members nationwide. Winners will also be announced in NACo's flagship publication, County News, and their artwork will be displayed at NACo's headquarters in Washington, D.C.

## ELIGIBILITY

- Only students living in the United States, who are 18 years of age and younger in grades 1 through 12 during the 2021–2022 academic year are eligible.
- Each submission must be original artwork created in the current school year by one student.

## ARTWORK GUIDELINES

- Submitted artwork must present a county activity that shows how "Counties Matter" and inspired by the sentence "I love my county because..."
- The artwork must reflect some aspect of a county government function, service or program, to celebrate National County Government Month.
- The artwork must be horizontal 11" x 8.5" (PDF or JPEG). The most important elements of the artwork must not extend beyond 10.5" x 8" to account for trimming during the calendar production process.

## JUDGING CRITERIA

- **Technical skill:** The artwork must display artistic skill in painting, drawing or digital art.
- **Creativity:** The artwork must be original in its expression of a personal vision or voice. It must be the student's own work and cannot be plagiarized or in violation of any copyright.
- **Artist's statement:** Along with the artwork, each student is required to submit a statement that explains how "Counties Matter" in their community or complete the sentence "I love my county because..."
- Each entry must include the artist's name, grade, school, county and contact information (for the student, a parent or guardian's email address and phone number) and a teacher (email address and phone numbers).

## DEADLINE AND SUBMISSION REQUIREMENTS

- The competition submission period closes May 1, 2022, at 11:59 p.m. ET.
- Students must submit their artwork for consideration **at this link** [https://forms.zohopublic.com/naco/form/ThanksforenteringtheNationalCountyGovernmentMonthC/formperma/3VfXaqEsffpK\\_NAeVPFOX\\_UkgWLFav0vjv9MVgbdnqI](https://forms.zohopublic.com/naco/form/ThanksforenteringtheNationalCountyGovernmentMonthC/formperma/3VfXaqEsffpK_NAeVPFOX_UkgWLFav0vjv9MVgbdnqI) or by clicking the button below.
- The artwork must be submitted as a PDF or JPEG. (Winners will be notified and asked to mail their original artwork to NACo.)
- The artist's statement including name, age, grade level, school, teacher or art teacher and contact information for a guardian or teacher must be submitted as a .doc or .docx file.
- For digital art or graphic design submissions, the design must be 300 dpi and RGB color.

- Only one submission per student is allowed.
- There is no entry fee.
- Please mail original artwork to:  
NACo  
660 N. Capitol St. NW, Suite 400  
Washington, DC 20001  
Attention: Leon Lawrence III, Design Director

### **SUBMIT ARTWORK**

**<[HTTPS://FORMS.ZOHOPUBLIC.COM/NACO/FORM/THANKSFORENTERINGTHENATIONALCOUNTYGOVERNMENTMONTHC/FORMPERMA/3VFXAQESFFPK\\_NAEVPFOX\\_UKGWLFAVOVJV9MVGBDNQI](https://forms.zohopublic.com/naco/form/thanksforenteringthenationalcountygovernmentmonthc/formperma/3vfxaqesffpk_naevpfox_ukgwlfavovjv9mvgbdnqi)>**

## **SAMPLE SOCIAL MEDIA POSTS FOR THE “I LOVE MY COUNTY BECAUSE” ART CONTEST**

- Submit your artwork today for NACo’s “I Love My County Because” art contest – a newly launched addition to National County Government Month #NCGM  
[www.naco.org/ncgm](http://www.naco.org/ncgm)



- Students across the country are invited to participate in the “I Love My County Because” art contest! Winning artwork will be featured in a NACo calendar and at the NACo headquarters in Washington, D.C. #ncgm [www.naco.org/ncgm](http://www.naco.org/ncgm)



- Get the students in your county engaged in National County Government Month! Submit your artwork for consideration for our “I Love My County Because” art contest today at [www.naco.org/ncgm](http://www.naco.org/ncgm) #ncgm



## **PROMOTIONAL MATERIALS**