

The Board of Supervisors met on 9/05/17 at 10:00 a.m. in the Story County Administration Building. Members present: Marty Chitty, Lauris Olson, and Rick Sanders with Sanders presiding. (all audio of meetings available at storycountyowa.gov).

PROCLAMATION FOR "SEPTEMBER AS NATIONAL RECOVERY MONTH" - Sanders read the proclamation. Jill Hill, Representative of Youth and Shelter Services (YSS), reported on the mental health expo on the 19th of September. Sally Carnes, Community and Family Resources, reported on a 5K run at Ada Hayden Heritage Park on 16th of September. Olson moved, Chitty seconded the approval of the Proclamation for "September as National Recovery Month" with the change "I" to "We" the Board of Supervisors. Roll call vote. (MCU).

MINUTES: 8/29/17 Minutes - Chitty moved, Olson seconded approval of the minutes as presented. Motion carried unanimously (MCU) on a roll call vote.

CLAIMS: 9/7/17 Claims of \$1,257,411.42 (run date 9/01/17, 23 pages, on file in the Auditor's Office) and authorize the Auditor to issue checks in payments of these claims and payment requests from BooST School Ready Service (\$6,636.79), BooST Early Childhood (\$6,351.17), Central Iowa Drug Task Force (CIDTF) (\$473.19), Emergency Management (\$222.37), E911 Surcharge (\$2,888.73), County Assessor (\$3,020.96), and City Assessor (\$2,298.16). Olson moved, Chitty seconded approval of Claims as presented. Roll call vote. (MCU)

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

1. Acknowledgement of Increase of Sheriff's Office Civil Fees pursuant to Code of Iowa Chapter 331.655(1) effective 7/1/2017
2. Renewal Of The FY17 Contract Between The Story County Board Of Supervisors, Story County Juvenile Court Services, And Youth And Shelter Services For Youth Services Effective 7/1/17-6/30/18
3. Agreement Between Story County and Walgreens for 2017 Flu Shot Clinic
4. Resolution #18-28 for Stop Sign Located at the Intersection of West 190th and Grant Ave
5. Service Agreement between United Way of Story County and Story County Sheriff's Office effective 9/8/2017 for a minimum of two hours for \$65/hr per deputy
6. Renewal Grant between Governor's Traffic Safety Bureau and Story County effective 10/1/17-9/30/18 for \$22,810.00
7. Utility Permit(s): #18-22

Roll call vote. (MCU)

BID OPENING FOR GENERATOR AT THE HUMAN SERVICES CENTER (HSC) - Jeff Harris, Roseland, Mackey, Harris Architects, opened bids; 1) HPC, LLC, Ames, IA, performance bond included, acknowledgement of amendment #1, 25 weeks to complete, base bid @ \$245,000.00; 2) Air-Con Electric, LLC, Des Moines, Ia., performance bond included, acknowledgement of amendment #1, 26 weeks to complete, base bid @ \$341,611.00. Harris stated to review bids and will return.

RESOLUTION #18-29, THE FIRST READING OF THE CLOSURE OF THE BRIDGE ON WEST 190TH ST. OVER SQUAW CREEK IN SEC. 20 OF FRANKLIN TWP. - Sanders reported on background information. Darren Moon, Engineer, reported on two (2) call received after the last meeting and reported. Sanders read the last paragraph to clarify "that the bridge on W 190th St. over Squaw Creek will be closed and that the official closure date coincide with the opening date of the bridge that is currently under construction on W. 190th directly to the east of Squaw Creek. Chitty stated he received no additional comments. Olson reported on two (2) comments and Olson is still for the closure. Discussion took place. Chitty asked piling and structural issues to fix. Moon stated his office will do. Chitty asked about 2 year inspections. Moon stated yes, his office will. Chitty moved, Olson seconded the approval of Resolution #18-29, The First Reading of the Closure of the Bridge on West 190th St., over Squaw Creek in Section 20 of Franklin Township and return on 9/12/17 for final reading. Sanders asked if any public comments and none received. Roll call vote. (MCU).

ADDITION OF THE THIRD DETENTION OFFICER POSITION POSED TO THE BOARD OF SUPERVISORS IN 2016 - Sanders clarified the Sheriff's Office asked for three DO's and two detention officers had been added. Barry Thomas, Captain, reported on background information, due to over time, and requested the third position; due to overtime and staff to take time-off they deserve and earn. Discussion took place. John Asmussen, Jailer, stated ICE and the US Marshall program is picking up and filling beds, and will give additional revenues. Thomas stated from a staffing standpoint, if we have the staff then we can get those extra inmates. Micah Andersen, Assistant Jailer, reported on stats. Alissa Wignall, Human Resource Director, reported on cost of a detention officer; wages and benefits, not necessarily reduce overtime due to injuries, FMLA, and there has been a Story County benefit of adding the additional two employees, and less staff burnout. Sanders stated a positive impact, and the Sheriff's Office will feel finally staffed. Chitty moved, Olson seconded the approval of the Addition of the Third Detention Officer Position in the Sheriff's Office. Wignall asked for an effective date. Asmussen stated the Office is going through a recruitment process so can't hire until October or November. Olson asked if the Sheriff's Office will absorb the dollars. Lisa Markley, Assistant Auditor, stated yes in a sense they will absorb until amendment time. Chitty amended the motion to the effective date as November 1, 2017, Olson seconded. Roll call vote. (MCU).

FACILITIES MANAGEMENT QUARTERLY REPORT - Cal Pearson, Director, provided work order and on-call statistics by department, highlights; safety training with Secondary Roads, panic buttons, pre-bid HSC generator meeting, maintenance work, cable runs for additional cameras, install and replacement of carpet tile, and lawn care and general maintenance.

INFORMATION TECHNOLOGY QUARTERLY REPORT - Barbara Steinback, Director, provided updates on networking projects, website refresh, FTP site storage for the Sheriff's Office, networking upgrades; firewalls, multi-agency storage replacement, server replacements, wireless network replacement complete, to add animal control to our network, and time card software. Steinback reported on mobile laptops, and work ATV renewal in the Records Office.

DISCUSSION OF CHANGING THE FOOD SERVICE COORDINATOR/COOK POSITION TO A FOOD SERVICE SUPERVISOR/COOK POSITION - Barry Thomas, Captain, reported on this is a managerial concept; not another position but to change the job description of one employee, currently an employee oversees the kitchen functions but not the other employees, and to have the right person to oversee the staff and the kitchen. Thomas reported a slight raise in

salary. Sanders asked the bargaining unions. John Asmussen, Jailer, stated the County will need to bring to the bargaining union. Sanders stated this is the beginning of discussions, pieces to come together and work with the Human Resources Director and return. Discussion took place. Olson clarified the position. Thomas thanked the Board and other departments' staff and they are terrific people to work with.

RECEIVE AND REVIEW BIDS FOR THE SALE OF BONDS FOR \$1,500,000 – Leanne Harter, County Outreach and Special Projects Manager, reported on background information, time frame, and the next steps in the process. Renee Twedt, Treasurer, reported on bids sent and two received; 1)Great Western Bank at 3.18% interest rate for all 10 years, 2)Exchange State Bank at 2.65% for all 10 years. Sanders stated to return with a recommendation.

LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS: Olson reported on staff meeting last Tuesday; AEDC Drew Kamp provided legislation information, HIRTA meeting, Community Family and Resources meeting, and the Rural Work Group meeting today. Chitty reported on the United Way campaign, Juvenile Justice Center is in the final building phase, and Crestview Mobile Home concerns.

Chitty moved, Olson seconded to adjourn at 11:30 a.m. Roll call vote. (MCU)

Story County
Board of Supervisors Meeting
Agenda
9/5/17

1. CALL TO ORDER: 10:00 A.M.
2. PLEDGE OF ALLEGIANCE:
3. Consideration Of Proclamation For "September As National Recovery Month" - Jill Hill And Jade Sporrer

Department Submitting Auditor

Documents:

RECOVERY MONTH.PDF

4. PUBLIC COMMENT #1:
This comment period is for the public to address topics on today's agenda
5. CONSIDERATION OF MINUTES:

- I. 8/29/17 Minutes

Department Submitting Auditor

6. CONSIDERATION OF PERSONNEL ACTIONS:
7. CONSIDERATION OF CLAIMS:

- I. 9/7/17 Claims

Department Submitting Auditor

Documents:

CLAIMS 090717.PDF

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

- I. Acknowledgement Of Increase Of Sheriff's Office Civil Fees Pursuant To Code Of Iowa Chapter 331.655(1) Effective 7/1/2017

Department Submitting Sheriff

Documents:

CIVIL FEES.PDF

- II. Consideration Of The Renewal Of The FY17 Contract Between The Story County Board Of Supervisors, Story County Juvenile Court Services, And Youth And Shelter Services

For Youth Services Effective 7/1/17-6/3018

Department Submitting Board of Supervisors

Documents:

YSS.PDF

III. Consideration Of Agreement Between Story County And Walgreens For 2017 Flu Shot Clinic

Department Submitting Human Resources

Documents:

WALGREENS CLINIC AGREEMENT.PDF

IV. Consideration Of Resolution #18-28 For Stop Sign Located At The Intersection Of West 190th And Grant Ave

Department Submitting Engineer

Documents:

RES 18 28.PDF

V. Consideration Of Service Agreement Between United Way Of Story County And Story County Sheriff's Office Effective 9/8/2017 For A Minimum Of Two Hours For \$65/Hr Per Deputy

Department Submitting Sheriff

Documents:

SHERIFF DEPUTY CONTRACT.PDF

VI. Consideration Of The Renewal Grant Between Governor's Traffic Safety Bureau And Story County Effective 10/1/17-9/30/18 For \$22,810.00

Department Submitting Sheriff

Documents:

GTSB GRANT.PDF

VII. Consideration Of Utility Permit(S): #18-22

Department Submitting Engineer

Documents:

UT 18 022.PDF

9. PUBLIC HEARING ITEMS:

10. ADDITIONAL ITEMS:

- I. Bid Opening For Generator At The Human Services Center (HSC) - Cal Pearson And Jeff Harris

Department Submitting Auditor

- II. Consideration Of Resolution #18-29, The First Reading Of The Closure Of The Bridge On West 190th St. Over Squaw Creek In Sec. 20 Of Franklin Twp.

Department Submitting Engineer

Documents:

RES 18 29.PDF

- III. Discussion And Consideration Of The Addition Of The Third Detention Officer Position Posed To The Board Of Supervisors In 2016

Department Submitting Sheriff

Documents:

JAIL STATS NEW DO 9 2017.PDF

11. AGENCY REPORTS:

12. DEPARTMENTAL REPORTS:

- I. Facilities Management Quarterly Report - Cal Pearson

Department Submitting Auditor

Documents:

FM QRT RPRT 090517.PDF

- II. Information Technology Quarterly Report - Barbara Steinback

Department Submitting Auditor

Documents:

IT QUARTERLY REPORT 090517.PDF

13. OTHER REPORTS:

- I. Discussion Of Changing The Food Service Coordinator/Cook Position To A Food Service Supervisor/Cook Position

Department Submitting Sheriff

Documents:

LETTER.PDF
COOK.PDF

- II. Receive And Review Bids For The Sale Of Bonds For \$1,500,000 – Renee Twedt And Leanne Harter

Department Submitting Board of Supervisors

Documents:

BIDTABSHEET.PDF

14. PUBLIC FORUM #2:

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

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

16. 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 Meeting
 Board of Supervisors
 9/05/17

NAME

ADDRESS

Cal Pearson
 Brenda P. Ke
 Sally Carnes
 Jill Child
 Jade Sporer
 Barb Steinback
 Paula Jomo
 Jerry Moore
 Linda Marken
 Robert Morris
 Jeff Harris
 DARREN MOON
 John Asmussen
 MIKH ANDERSON
 BARRY M. THOMAS
 Leanne Th
 Anne Soudahl
 Billie By
 Missa Bergnael
 Anna Motta
 Jenni Lueck

FACILITIES
 Ames, Iowa
 Community + Family Resources
 YSS - Ames
 YSS - Ames
 SCIT
 LNV
 PED
 Gilbert
 Air con MECHANICAL
 RMT Architects.
 ENG.
 SCSO
 SCSO
 SCSO
 BOS office
 SCSO
 ANL
 BOJ
 TRAG

**Story County Board of Supervisors
National Recovery Month**

Mental and substance use disorders affect all communities nationwide, but with commitment and support, people with these disorders can achieve healthy lifestyles and lead rewarding lives in recovery. By seeking help, people who experience mental and/or substance use disorders can embark on a new path toward improved health and overall wellness. The focus of **National Recovery Month (Recovery Month)** this September is to celebrate their journey with the theme "Join the Voices for Recovery: Strengthen Families and Communities." **Recovery Month** spreads the message that behavioral health is essential to health and one's overall wellness, and that prevention works, treatment is effective, and people recover.

The impact of mental and substance use disorders is apparent in **Story County** and affects everyone in the community. Through **Recovery Month** people become more aware and able to recognize the signs of mental and substance use disorders, which can lead more people into needed treatment. Managing the effects of these conditions can help people achieve healthy lifestyles, both physically and emotionally.

The **Recovery Month** observance continues to work to improve the lives of those affected by mental and/or substance use disorders by raising awareness of these diseases and educating communities about the prevention, treatment, and recovery resources that are available. For the above reasons, I am asking the citizens of **Story County** to join me in celebrating their September as **National Recovery Month**.

I, **Story County board of Supervisors**, do hereby proclaim the month of September 2017 as

NATIONAL RECOVERY MONTH

In **Story County** and call upon our community to observe this month with compelling programs and events that support this year's observance.

Signature:



National
Recovery Month

Prevention Works • Treatment is Effective • People Recover

SEPTEMBER 2017

WALK FOR WELLNESS

Race For Recovery

5K
Run/Walk

Saturday, September 16, 2017

Ada Hayden Heritage Park (5205 Grand Ave.)

Ames, Iowa

5K Registration Fee: \$10

(Includes a t-shirt!)

Pre-registration options:

- ✓ Register online at:
getmeregistered.com/WalkforWellness
- ✓ Forms available at any
Community & Family
Resources office or
www.cfrhelps.org

✓ **Check-in time**
Between 8:00-8:45 AM

✓ **5K race time**
9:00 AM

✓ **Activities to follow**
Until Noon

National
Recovery Month

Prevention Works • Treatment is Effective • People Recover

SEPTEMBER 2017



COMMUNITY & FAMILY
RESOURCES

Inspiring prevention, treatment and recovery

**Join us to celebrate wellness & increase awareness
about mental health and substance use disorders!**

Questions? Call 515-232-3206 or email sallyc@cfrhelps.org

WALK FOR WELLNESS

Race For Recovery

5K
Run/Walk

Join the voices for recovery during Community & Family Resources' "Walk for Wellness, Race for Recovery" 5K run/walk to promote wellness and raise awareness that recovery from mental health and substance use disorders is possible!

- WHAT:** 5th Annual "Walk for Wellness, Race for Recovery" 5K run/walk
- WHEN:** Saturday, September 16, 2017; Check-in 8:00-8:45 AM, race starts at 9:00 AM, activities to follow until Noon
- WHERE:** Ada Hayden Heritage Park, 5205 Grand Avenue, Ames
- WHY:** To join the National Recovery Month effort to raise awareness that behavioral health is essential to overall health, that prevention works, treatment is effective, and people can and do recover from mental health and substance use disorders
- HOW:** A 5K run/walk will be held, with healthy snacks and a variety of family-friendly activities following the race (including FREE massages, Spin Art, yard games, awards ceremony, giveaway bags, and behavioral health resources)
- WHO:** Everyone is invited to join this celebration of recovery! You may register for the run/walk, volunteer, or simply come as a spectator and enjoy the activities.
- REGISTRATION:** Registration is only \$10 and includes a t-shirt, snacks, and all activities! Register online at <http://getmeregistered.com/WalkforWellness> -OR- download a registration form at www.cfrhelps.org
- VOLUNTEERS:** Several volunteer roles are available – find the link on our website or directly at: <http://communityandfamilyresources.volunteerlocal.com/volunteer/?id=22931>

FIND US ON FACEBOOK: <https://www.facebook.com/events/1816344428586139>





Sheriff's Office

Story County

PAUL H. FITZGERALD, Sheriff



Emergency 911 • Office: 515-382-6566 • Fax #: 515-382-7479 • P.O. Box 265 • Nevada, Iowa 50201

August 25, 2017

Story County Board of Supervisors
Rick Sanders, Chairperson
Martin Chitty
Lauris Olson

Dear Board of Supervisors,

As you are aware, the sheriff's office civil fee schedule is governed by Code of Iowa, Chapter 331.655(1). Effective July 1, 2017, the amount the sheriff will charge for service of a civil paper has increased. These papers include but are not limited too: subpoenas, warrants, and original notices. The fees for other services have also increased. I have attached a copy of Senate File 501 for your convenience.

Therefore, I am requesting your acknowledgement of the fee changes pursuant to Chapter 331.655(1).

Respectfully,

Paul H. Fitzgerald
Story County Sheriff

APPROVED **DENIED**

Board Member Initials: RS

Meeting Date: 9-5-17

Follow-up action: _____

Senate File 501 - Enrolled

Senate File 501

AN ACT

RELATING TO CERTAIN FEES COLLECTED BY THE COUNTY SHERIFF.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. Section 331.655, subsection 1, paragraphs a, b, c, e, f, g, h, k, l, m, and n, Code 2017, are amended to read as follows:

- a. For serving a notice and returning it, for the first person served, ~~fifteen~~ thirty dollars, and each additional person, ~~fifteen~~ thirty dollars except the fee for serving additional persons in the same household shall be ~~ten~~ twenty dollars for each additional service, or if the service of notice cannot be made or several attempts are necessary, the repayment of all necessary expenses actually incurred by the sheriff while attempting in good faith to serve the notice.
- b. For each warrant served, ~~twenty~~ thirty-five dollars, and the repayment of necessary expenses incurred in executing the warrant, as sworn to by the sheriff, or if service of the warrant cannot be made, the repayment of all necessary expenses

Senate File 501, p. 2

actually incurred by the sheriff while attempting in good faith to serve the warrant.

c. For serving and returning a subpoena, for each person served, ~~twenty~~ thirty-five dollars, and the necessary expenses incurred while serving subpoenas in criminal cases or cases relating to hospitalization of persons with mental illness.

e. For summoning a jury to assess the damages to the owners of lands taken for works of internal improvement, ~~and attending them, one~~ two hundred dollars per day, and necessary expenses incurred. This subsection does not allow a sheriff to make separate charges for different assessments which can be made by the same jury and completed in one day of ten hours.

f. For serving an execution, attachment, order for the delivery of personal property, injunction, or any order of court, and returning it, ~~fifteen~~ thirty dollars.

g. For making and executing a certificate or deed for lands sold on execution, fifty dollars, or for making and executing a bill of sale for personal property sold, thirty dollars.

h. For the time necessarily employed in making an inventory of personal property attached or levied upon, ~~ten~~ twenty dollars per hour.

k. For ~~attending~~ setting a sale of property, ~~fifty~~ seventy-five dollars.

l. For conveying one or more persons to a state, county, or private institution by order of court or commission, necessary expenses for the sheriff and the person conveyed and ~~fifteen~~ twenty-five dollars per hour for the time necessarily employed in going to and from the institution, the expenses and hourly rate to be charged and accounted for as fees. If the sheriff needs assistance in taking a person to an institution, the assistance shall be furnished at the expense of the county.

m. For serving a warrant for the seizure of intoxicating liquors, ~~five~~ ten dollars; for the removal and custody of the liquor, actual expenses; for the destruction of the liquor under the order of the court, ~~five~~ ten dollars and actual expenses; for posting and leaving notices in these cases, ~~five~~ ten dollars and actual expenses.

n. For posting a notice or advertisement, ~~five~~ ten dollars.

Senate File 501, p. 3

Sec. 2. Section 331.655, subsection 1, Code 2017, is amended by adding the following new paragraph:

NEW PARAGRAPH. *p.* For the necessary time employed in attending the service of a writ, twenty-five dollars per hour.

JACK WHITVER
President of the Senate

LINDA UPMEYER
Speaker of the House

I hereby certify that this bill originated in the Senate and is known as Senate File 501, Eighty-seventh General Assembly.

W. CHARLES SMITHSON
Secretary of the Senate

Approved _____, 2017

TERRY E. BRANSTAD
Governor

RECEIVED

AUG 29 2017

STORY COUNTY
BOARD OF SUPERVISORS

Youth and Shelter Services, Inc.
Ames, Iowa

2017- 2018 Contract for Services with Story
County Board of Supervisors and
Story County Juvenile Court Services

THIS AGREEMENT, made and entered into this first day of July 2017, by and between the Story County Board of Supervisors and Story County Juvenile Court Services Office (hereinafter jointly called Story County) and Youth and Shelter Services, Inc., a nonprofit corporation organized and existing pursuant to the laws of the State of Iowa (hereinafter called YSS).

WHEREAS, Story County has determined the need to contract for certain facilities and services for the children, youth, and families of Story County who are either court involved, who are being diverted from court involvement, or who could benefit from early intervention and prevention services as set out in Section III and,

WHEREAS, YSS has secured "Medicaid Rehabilitation Certification" from the Iowa Department of Human Services which provides funds for the reimbursement for costs incurred by delivering treatment services to only certain Juvenile Court or OHS approved clients at Youth and Shelter Services, and,

WHEREAS, the Purchase of Service Agreement through OHS provides funds for only a portion of the costs of purchasing the necessary shelter care and counseling services provided by YSS and does not cover, at all, the cost of parent, self, school, or Juvenile Court referrals to shelter care, out client counseling, substance abuse out client evaluation and counseling services, or prevention/education/employment services and,

WHEREAS, YSS has agreed to undertake and perform the aforesaid residential, out client, prevention, intervention, and employment services;

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

I.
PURPOSE

The purpose of this agreement is to procure for the children, youth, and families of Story County certain services and facilities as hereinafter described and set out; to establish the methods, procedures, terms, and conditions governing payment by the Juvenile Court for such services; and, to establish other duties, responsibilities, terms, and conditions mutually undertaken and agreed to by the parties hereto in consideration of the services to be performed and monies paid.

II.
TARGET POPULATION TO BE SERVED

The following is a description of the type of children and youth to be served:

1. Children and youth who have been adjudicated delinquent, CINA, or FINA.
2. Children and youth on informal probation and/or warned, counseled, and dismissed.
3. Children and youth who are chemically dependent, alcoholic, or substance abusers.
4. Children and youth identified as having parents who are unable to effectively guide or control the behavior of their children, or who have physically, sexually, or emotionally abused their child.
5. Children and youth headed for institutional commitment.
6. Children and youth who have returned from state correctional facilities and out-of-county placements.
7. Children and youth who are emotionally disturbed and chronically disruptive.
8. Children and youth who have dropped out of school or who have been suspended, expelled or excluded from school.
9. Children and youth who are in need of jobs and employability development and training.
10. Children and youth who have committed property offenses and need opportunities to provide restitution or community service.
11. Children and youth who are experiencing behavioral problems in school, but have not, as yet, been suspended, excluded, or expelled from school.
12. Youth who are pregnant or teen parents.
13. Children and youth in need of supervision before and after school.
14. Children in need of mentoring.
15. Human trafficking prevention, education, and treatment.

III.
SERVICES TO BE PERFORMED

A. CONTRACT SERVICES TO BE PROVIDED

YSS shall undertake and perform certain services as set out below for informal Juvenile Court referrals, as well as self, parent, and school referrals. These contract services have been endorsed by both ASSET and the Juvenile Court and approved by the Story County Board of Supervisors as part of the Juvenile Court Budget. The maximum total amount payable by the Story County under this section of this agreement is \$267,000, and no greater amount shall be paid except pursuant to an Amendment to the Story County Budget as approved by the Board of Supervisors. YSS shall provide, upon the first of each month, a voucher in the amount of one-twelfth the total allocation with the exception of shelter care. This voucher is sent to Story County Juvenile Court Services which will, in turn, pay YSS for said service by the tenth of each month. Upon request written and verbal statistical and narrative reports will be submitted by YSS to the Story County Board of Supervisors and Juvenile Court Services.

Actual units of service will also be submitted by YSS to Story County on a quarterly basis. These services include the following:

la. Early Intervention and Outclient Assessment and Counseling (01000-03300-366-61 Agency Services= \$90,500 total)

The subtotal for this portion of the contract is \$83,000 and is considered to be an early intervention program. This supplement is paid to Youth and Shelter Services so that clients referred by parents, schools, law enforcement agencies, juvenile court officers, or juveniles themselves can receive outclient or in-home counseling without having to be formally involved with the Court. These funds are used to make up the difference between the cost of the services that the clients receive and the money received from the parents, based on a sliding fee scale. Rates are based upon current enhanced Medicaid feeschedules see attached rate addendum.

A unit of service printout by case file number and a recap summary for all non-court ordered Story County clients will be provided. Reimbursement will be based on the units of service provided to Story County clients minus parent paid receipts. A mix of assessment, individual, family, and in-home counseling will be provided during FY 2016-2017. YSS will provide this individual and/or family counseling to an Story County referrals, expediently, and will only dismiss cases after successful completion or documented noncompliance of the case.

Clients age 18 and over may also be billed under this section with prior approval from the Juvenile Court Services as a continuation of therapy begun prior to their 18th birthdays.

This line item also funds the cost of providing early intervention and crisis intervention services. These are youth who may be referred to agencies other than YSS, those for whom the presenting problem was resolved in one or two sessions, or crisis mediation services to youth prior to intake into YSS services. An average of two units of staff time is spent on each crisis intervention case (billed at \$150 per case or $75 \times 2 \text{ hour} = \150). The figures on these cases will also be reported monthly to the Juvenile Court.

\$5,500 of the above funds from this section of the contract will be utilized to support coordination of the Story County Juvenile Justice Committee. This is billed 1/12 per month.

lb. Out client Substance Abuse Counseling(01000-03300-366-61 Agency Services)

The subtotal for this portion of the contract is \$7,500 and includes services to substance abusing and chemically dependent youth who reside in Story County. This supplement is paid based on 1/12/month so that clients can receive out client evaluation and counseling without having to be formally involved with the court. These funds are used to make up the difference between the cost of the service and the money received from the parents, based on a sliding fee scale.

2a. Afterschool Programs (01000-03300-373-61 Public Education Services= \$57,000 total)

The subtotal for this portion of the contract is \$36,000 to be utilized for an afterschool program for fifth, sixth, seventh, and eighth grade children. The \$36,000 will be utilized for fifth and sixth grade students to attend Kids Club. Major focus will be on low income and at-risk children. The junior high funds will be divided among two rural school districts including Ballard and Collins-Maxwell. The junior high funds will operate a four-day-per-week after school program within each school district. Story County funds may be used as match for grant funds to expand the junior high programs. In addition, mentors, tutors, and other volunteers will be recruited to work with the program. Programs will be billed 1/12/month.

2b. Mentoring Junior High (01000-03300-373-61 Public Education Services)

The subtotal is \$21,000 and is utilized for teens to be mentored by mentors who have been screened and cleared child abuse checks. Service will be billed at 1/12 per month. This is not a duplication of elementary school mentoring.

3. Supplement to the Rosedale Shelter (01000-03300-360-61 Sheltered Workshop= \$80,000 total)

The subtotal of this portion of the contract is \$80,000 and is billed under supplemental to Child Welfare Emergency Services (CWES), which includes shelter care placements and alternative to placement services. The majority of this funding pays the county difference between the statewide mandated reimbursement rate of up to \$148.48 for system placements (up to \$46.65 per day) and state reimbursement (\$101.83 per day). Once these mandated services are paid, the balance (if any) may be utilized to make up the difference between the actual cost of shelter (\$181.19) and the maximum statewide reimbursement rate, emergency shelter care for runaway and homeless youth, and Story County parent placements.

The per diem is defined by one (1) 24-hour day within Rosedale Shelter and includes the following components:

- a. Twenty-four hour care and supervision including awake Night Managers.
- b. Short-term individual youth skill building and goal work
- c. Daily group sessions including but not limited to a variety of educational topics, skill building, Character Counts, nutrition, and conflict resolution. All groups are conducted by Youth Specialist, YSS Counselors and other human Services professionals.
- d. Communicable disease check and basic medical screenings are as provided by a YSS Nurse Practitioner and/or Medical Physician.
- e. Daily educational, vocational, and activities not otherwise covered by AEA.
- f. Twenty-four hour youth helpline telephone counseling and referral and information services.
- g. Twenty-four hour on-call services.
- h. Twenty-four hour eligibility screening, crisis intervention, mediation, and intake services provided by Rosedale Shelter staff.
- i. Twice monthly the shelter youth attend meeting of the Achieving Maximum Potential (AMP) Council.

4. YSS of Eastern Story County (01000-03300-387-61 Outreach/Nevada= \$39,500 total)

The subtotal for this portion of the contract is \$39,500 and is utilized to supplement YSS of Eastern Story County. The services provided include a portion (\$23,500) of the coordinator's salary and benefits to youth development, crisis intervention, and community collaboration. This portion of funding may also be utilized as match for grants to support the work of YSS of Eastern Story County. The coordinator's position will also provide support for a Community Advisory Board and promotion of collaboration with other local service providers. The units of service provided by YSS of Eastern Story County will be reported regularly to the Juvenile Court and Board of Supervisors.

The balance of \$16,000 will be billed by unit of service provided under a similar purchase agreement as described under section IA. Crisis Intervention and Out client Assessment and Counseling.

IV. PROHIBITED USE
OF FUNDS

- A. None of the funds, materials, property, or services provided directly or indirectly under this agreement shall be used in the performance of this agreement for any partisan political activity or to further the election or defeat of any candidate for public office. None of the funds provided under this agreement shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before the legislature or Congress.
- B. YSS shall be liable to Story County for repayment of any unauthorized expenditure of funds from the contract account. In the event of any breach or default by YSS during the term of this contract in performing the terms and conditions required of YSS hereunder, then, and upon the happening of such an event, Story County shall give written notice to YSS of such breach or default and YSS shall have ninety (90) days to remedy such breach or default.
- C. YSS shall make available to Story County a copy of YSS' annual audit. YSS shall submit copies of audited financial statements to the Story County Board of Supervisors. All monies disbursed pursuant to the contract shall be fully accounted for by YSS to the County. All expenditures made by YSS with County funds shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, or other documentation evidencing in proper detail the nature and propriety of the charges. All such documents shall be readily accessible for examination by the County or its authorized agent. Story County reserves the right to perform a performance audit to determine whether YSS is in compliance with the

contract. Funds not claimed by the end of the fiscal year (in compliance with the County Auditor's deadline for receiving claims) shall revert back to the General Fund.

V. DISCRIMINATION
PROHIBITED

No youth or parent shall, on the grounds of race, color, national origin, sexual orientation, physical handicap, age, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity funded in whole, or in part, with monies made available under this agreement.

VI. PROPERTY

Any and all real property and personal property having a useful life of more than one (1) year and an acquisition cost of \$500 or more, per unit, purchased or acquired with monies made available pursuant to this agreement shall be, and remain, the property of Youth and Shelter Services, Inc.

VII.
DISPUTES

- A. Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract, which is not disposed of by agreement, shall be mediated by the Center for Creative Justice, who shall reduce his/her decision to writing and mail, or otherwise furnish, a copy thereof to all parties.
- B. In connection with any appeal proceeding under this clause, YSS shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, YSS shall proceed diligently with the performance of the contract.

VIII.
DURATION

This agreement shall be in full force and effect from and after July 1, 2017, through June 30, 2018. If this agreement is terminated prior to June 30, 2018, and prior to the disbursement of the maximum amount payable hereunder, YSS shall be given ninety (90) days notice prior to the effective date of termination, unless it is mutually agreed otherwise. From and after the effective date of termination, no further disbursements under this agreement shall be made by the Juvenile Court.

IX.
RENEWAL

This agreement shall stand subject to renewal from year to year for future fiscal years, including adjustments of consideration and services mutually agreed to by both parties. Future renewal is at the discretion of the Juvenile Court, based on a continued need for service.

IN WITNESS WHEREOF, the parties hereto have, by their authorized representative, set their hand and seal as of the date first above written.

By: 

Story County Board of Supervisors

By: 

Andrew Allen, CEO



COMMUNITY OFF-SITE CLINIC AGREEMENT

This **IMMUNIZATION SERVICE AGREEMENT** (“Agreement”) by and between the party indicated below (“Client”), and Walgreen Co., on behalf of itself and its subsidiaries and affiliates (“Walgreens”) is made and entered into on the date last signed by an authorized representative of both the Client and Walgreens (the “Effective Date”). Walgreens and Client may be individually referred to as a “Party” or collectively as the “Parties.”

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Client and Walgreens, by their signatures below, hereby agree Walgreens will provide the immunizations indicated in Attachment A, attached hereto and incorporated herein, consisting of dispensing and administering of such immunizations (“Immunizations”) to participants (“Participants”) at mutually agreed upon location(s) outside of Walgreens’ store locations, referred to as off-site locations, and/or at Walgreens’ participating store locations through issuance of a voucher (“Covered Services”).

ATTACHMENT A

For each Covered Service whether through a voucher, at an off-site location or both, Client or Participant, as applicable, will reimburse Walgreens at the rates set forth in Table 1, below. Client acknowledges that the reimbursement rates set forth herein are Walgreens’ confidential and proprietary information and Client agrees not to disclose the rates to any third-party other than as minimally necessary under the terms of this Agreement. The rates listed below are inclusive of the cost of vaccine, dispensing fee, administration fee and any applicable taxes imposed in connection with Covered Services.

Immunization	Payment Method	Rates
Influenza - Standard Injectable Quadrivalent	Corporate to Invoice Employer Directly	\$ 30.00

Send Invoice To:

Name:

Address1:

Address2:

City:

State:

Zip Code:

Phone:

Email:

Is Employer Tax Exempt? Yes No

Will Patient Pay a Portion of the Cost - Is There a Copay?

No Yes \$

Voucher Needed: No Yes

APPROVED **DENIED**

Board Member Initials: MS

Meeting Date: 9-5-17

Follow-up action: _____

Influenza - Standard Injectable Submit Claims to Pharmacy Insurance N/A
 Quadrivalent

*Rates includes vaccine and administration.

Client Facility Location(s)*:

CLINIC LOCATION A

No Clinic (Voucher Distribution Only)

Estimated Shots per Immunization				
<input type="text" value="255"/>	Influenza - Standard Injectable Quadrivalent (Submit Claims to Pharmacy Insurance)			
Local Contact Name	Local Contact Phone	Local Contact Email		
Noelle McLatchie	515-382-7205	NMclatchie@storycountyiowa.gov		
Address1	Address2	City	State	Zip
600 9th St		Nevada	IA	50201
Clinic Date	Start Time	End Time		
10/26/2017	7:00am	9:00am		

IN WITNESS WHEREOF, Client and Walgreens have electronically executed this Agreement, as of the Effective Date.

CLIENT:
NAME:
TITLE:
DATE:

WALGREEN CO.
NAME: Anne Stoever Garcia
TITLE: Pharmacy Manager
DATE: 08/29/2017

Send Legal Notices To Client At:
Attention to:
Address1:
Address2:
City:
State:
Zip Code:

DISTRICT NUMBER: 673
Send Legal Notices To Walgreens At:
 Healthcare Innovations Group
 200 Wilmot Rd
 MS2222
 Deerfield, IL 60015
 Attn: Health Law – Divisional Vice President
 cc: clinicalcontracts@walgreens.com

I. WALGREENS' RESPONSIBILITIES

1.1 Covered Services. Subject to the limitations or restrictions imposed by federal and state contracts, laws, and

IV. TERM AND TERMINATION

4.1 Term and Termination. This Agreement will become effective on the Effective Date and shall continue in full force and effect for an initial term

regulations, and the availability of the appropriate Immunization, Walgreens will provide the Covered Services to Participants. With respect to such Covered Services, the Parties will comply with the procedures set forth herein. When required by state law, Walgreens will require Participants to provide a valid prescription from their physician or allow the health care professional to contact their physician to obtain a valid prescription; however, for influenza Immunizations, Walgreens will be responsible for obtaining standing orders from physicians. Participants will be required to complete a Walgreens' vaccine administration record and consent form before receiving an Immunization.

1.2 Professional Judgement. Walgreens may withhold Covered Services to a Participant for good cause, including but not necessarily limited to, Client's or Participant's (where applicable) failure to pay for Covered Services rendered; requests by Participant for services inconsistent with the legal and regulatory requirements; or where, in the professional judgment of the health care professional, the services should not be rendered.

1.3 Provision of Healthcare Professional. If the Parties agree in writing that Walgreens will provide Covered Services at off-site locations, Walgreens will provide Client with the appropriate number of qualified health care professionals and technicians to provide Covered Services at such off-site locations. Any requests for additional personnel will be subject to mutual agreement by the Parties and may require additional agreed-upon fees to be paid by Client to Walgreens in accordance with this Agreement.

of one year. Upon expiration of the initial term, this Agreement will automatically renew for successive one-year terms. Either Party may terminate this Agreement at any time without cause by giving at least thirty (30) days' prior written notice to the other Party.

4.2 Effect of Termination. Termination will have no effect upon the rights or obligations of the Parties arising out of any transactions occurring prior to the effective date of such termination.

4.3 Waiver. No waiver by either Party with respect to any breach or default of any right or remedy and no course of dealing may be deemed to constitute a continuous waiver of any other breach or default or of any other right or remedy unless such waiver is expressed in writing by the Party to be bound.

V. INSURANCE AND INDEMNIFICATION

5.1 Insurance. Each Party will self-insure or maintain at its sole expense, and in amounts consistent with industry standards, such insurance as may be necessary to insure each respective Party, its employees, and agents against any claim or claims for damages arising out of or in connection with its duties and obligations under this Agreement. Walgreens will automatically name Client as Additional Insured under its applicable insurance policy(ies). Evidence of such insurance can be downloaded from Walgreens' website. Client will provide a memorandum or certificate of insurance coverage to Walgreens upon request.

5.2 Indemnification. To the extent permitted by law, each Party will

II. CLIENT'S RESPONSIBILITIES

2.1 Vouchers. If the Parties agree in writing that Walgreens will provide Covered Services upon receipt of a voucher, Client will provide Participants with a voucher (in a format agreeable to both Parties), which Participants may redeem at a participating Walgreens store location. Once the voucher is approved by both Parties it may not be modified. Client may not rescind, retract, reduce or deny payment owed to Walgreens for claims where Covered Services have been provided to its Participants, even if Client no longer considers the individual redeeming the voucher to be a Participant.

2.2 Off-Site Locations. ****IMPORTANT**** If the Parties agree in writing, that Walgreens will provide Covered Services at off-site locations, Client will provide Participants with notice of the dates, times and locations for such off-site locations and provide a private, clean room location, tables and chairs for Walgreens' personnel and Participants. Additionally, Client guarantees that an average minimum of 25 Immunizations will be administered to Participants at each of Client's off-site locations per contract year ("Site Minimum"). If Walgreens determines that the Site Minimum is not achieved for the contract year (determined by taking the total number of Immunizations administered at all off-site locations divided by the number of off-site locations in such contract year ("Site Average")), at Walgreens' discretion, it will invoice Client for the difference between the Site Minimum and Site Average multiplied by the number of off-site events. The sum of which will be multiplied by the lowest reimbursement rate set forth in table in

indemnify, defend, and hold harmless the other Party, including its employees and agents, from and against any and all third-party claims or liabilities arising from the negligence or wrongful act of the indemnifying Party, its employees, or agents in carrying out its duties and obligations under the terms of this Agreement. This Section will survive the termination of this Agreement.

VI. GENERAL TERMS

6.1 Confidentiality of PHI. Both Parties warrant that they will maintain and protect the confidentiality of all individually identifiable health information specifically relating to Participants ("Protected Health Information" or "PHI") in accordance with the Health Insurance Portability and Accountability Act of 1996 and all applicable federal and state laws and regulations. However, nothing herein will limit either Party's use of any aggregated Participant information that does not contain PHI. This Section will survive the termination of this Agreement.

6.2 Advertising. Neither Party may advertise or use any trademarks, service marks, or symbols of the other Party without first receiving the written consent of the Party owning the mark and/or symbol with the following exceptions: Client may use the name and the addresses of Walgreens' locations in materials to inform Participants that Walgreens provides Covered Services. Any other reference to Walgreens in any Client materials must be pre-approved, in writing, by Walgreens.

6.3 Force Majeure. The performance by either Party hereunder will be excused to the extent of circumstances

Attachment A and Client shall pay such amount within 30 days of being invoiced by Walgreens.

III. PAYMENT AND BILLING

3.1 Payment. For Covered Services where: (i) Participant provides evidence of coverage under third-party insurance or a government funded program (e.g., Medicare) prior to the provision of Covered Services; (ii) and Walgreens is contracted such third-party insurance or government funded program, Walgreens will submit the claim for that Participant and any copayment, coinsurance, deductible owed by the Participant will be collected at the time of service or billed at a later date. If such evidence is not provided at the time of service, Walgreens will either, as agreed to by the Parties, collect from the Participant or invoice Client monthly at the lesser of the prices stated herein or the Usual and Customary Charge. If a claim for reimbursement is later denied, the Parties agree that Walgreens can seek reimbursement from the Participant. As used in this Agreement, "Usual and Customary Charge" shall refer to the amount charged to a cash customer for an Immunization by the administering pharmacy at the time of administration, exclusive of: (i) sales tax; (ii) discounts claimed, and (iii) discounts provided for prescription drug savings card or other similar discounts. Client will reimburse Walgreens within 30 days from receipt of the monthly invoice and must be sent to the remittance address stated on the invoice. The invoice will contain the following data elements, and no further information will be provided: Group ID, store number, prescription number, patient name, recipient number, physician name, cost, service fee, copayment amount, sales tax, total charge, date of

beyond such Party's reasonable control, such as flood, tornado, earthquake, or other natural disaster, epidemic, war, material destruction of facilities, fire, acts of terrorism, acts of God, etc. In such event, the Parties will use their best efforts to resume performance as soon as reasonably possible under the circumstances.

6.4 Compliance. The Parties will comply with all applicable laws, rules, and regulations for each jurisdiction in which Covered Services are provided under this Agreement. Each Party will cooperate with reasonable requests by the other Party for information that is needed for its compliance with applicable laws, rules, and/or regulations.

6.5 Assignment. Neither Party may assign this Agreement to a third-party without the prior written consent of the other Party, except that either Party will have the right to assign this Agreement to any direct or indirect parent, subsidiary or affiliated company or to a successor company without such consent. Any permitted assignee will assume all obligations of its assignor under this Agreement. No assignment will relieve any Party of responsibility for the performance of any obligations which have already occurred. This Agreement will inure to the benefit of and be binding upon each Party, its respective successors and permitted assignees.

6.6 Notices. All notices provided for herein must be in writing, sent by U.S. certified mail, return receipt requested, postage prepaid, or by overnight delivery service providing proof of receipt to the address set forth following the signature blocks. Notices will be deemed delivered upon receipt or upon refusal to accept delivery.

service, and drug name/NDC. At the time of payment, Client will provide Walgreens with a written explanation of the specific claims for which payment is made.

3.2 Late Payment. All sums owed by Client to Walgreens will bear interest of 1.5% per month from the date payment is due until paid; however, in no event will such interest rate be greater than the rate permitted by law. Client shall be solely responsible for any and all costs incurred by Walgreens in seeking collection of any delinquent amounts owed by Client. Walgreens may invoice Client for interest and costs due under this Section on a monthly basis and payment will be due within 30 days from receipt.

6.7 Entire Agreement. This Agreement, which includes any and all attachments, exhibits, riders, and other documents referenced herein, constitutes the entire and full agreement between the Parties relating to the subject matter herein and supersedes any previous contract, for which the signatories are authorized to sign for, and no changes, amendments, or alterations will be effective unless reduced to a writing signed by a representative of each Party. Any prior agreements, documents, understandings, or representations relating to the subject matter of this Agreement not expressly set forth herein or referred to or incorporated herein by reference are of no force or effect.

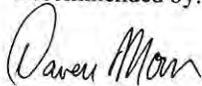
©2015 Walgreen Co. All rights reserved.

RESOLUTION # 18-28
STOP SIGN AUTHORIZATION

- WHEREAS: The Board of Supervisors is empowered under authority of Sections 321.236, 321.255, and 321.345 of the Code of Iowa to designate stop conditions on secondary roads and intersections under their jurisdiction, and
- WHEREAS: The board passed a resolution (#18-04) on July 11, 2017 that authorized the erection of a stop sign for westbound traffic at the intersection of W 190th Street and Grant Ave., and
- WHEREAS: An additional study by the County Engineer has been completed and now leads to the recommendation that a stop sign for eastbound traffic and a stop sign for westbound traffic not be erected at this intersection, and
- WHEREAS: The City of Ames has jurisdiction over the stop sign for eastbound traffic at this intersection.

NOW, THEREFORE, BE IT RESOLVED by the Story County Board of Supervisors that they do hereby authorize the engineer to leave the intersection of W 190th and Grant Ave. with a stop condition for northbound and southbound traffic only and to not place a stop sign for westbound traffic on W 190th Street. This resolution supersedes resolution #18-04 that was passed on July 11, 2017.

Recommended by:



Darren R. Moon, P.E.
County Engineer

Adopted this 5th day of September 2017.

Moved by: Olson

Seconded by: Chitty

Voting aye: Olson, Chitty, Sanders

Voting nay: None

Absent: None

Not voting: None



Rick Sanders, Chairperson
Board of Supervisors

ATTEST: 
Lucy Martin
County Auditor

**STORY COUNTY SHERIFF
SERVICE AGREEMENT
#17-04**

The following agreement is intended to be the sole and only agreement between the parties and supersedes all other agreements. All terms and conditions are in their customary usage and any additional definitions of terms or conditions are stated in this agreement.

Definitions:

The Agreement is this four page agreement identified by the numerical designation and any and all attachments reference.

Story County Sheriff, hereinafter (the "Service Provider") agrees to provide the services as listed in this agreement.

The United Way of Story County, hereinafter (the "Contractor") agrees to employ the Service Provider as set forth by the terms listed in this agreement.

The Parties, refers to the "Service Provider" and the "Contractor".

Additional Terms, if none then state "none":

None _____

Terms

Service Provider:
Story County Sheriff's Office
1315 South "B" Avenue
Nevada, IA 50201
515-382-7457

Contractor Address:
United Way of Story County
315 Clark Avenue
Ames, Iowa 50010
515-268-5142

I Description of Services

The Service Provider shall provide the services of law enforcement during the times and days specified at the location(s) indicated. These services include, but are not limited to, armed deputies in marked patrol vehicles and dispatch services including 911 emergency. Specific instructions for services shall be included in division II for "Additional Services". This agreement should be considered as in addition to the law enforcement responsibilities of the Story County Sheriff for geographic area of Story County. However, this agreement shall not supplant or subordinate the law enforcement and public safety duties and responsibilities of the Story County Sheriff's Office and this agreement shall at all times remain subordinate to the duties, responsibilities and discretion of the Sheriff, his deputies, agents and employees under all circumstances.

IV Duration of Agreement

This agreement shall be in effect for the period(s) stated in section III. For continuing agreements it shall remain in effect until terminated in accordance with the section VII of this agreement.

V Fees

The Contractor agrees to pay:

Sixty five dollars (\$65.00) per hour for a minimum of two (2) hours for the Story County Sheriff, and each Story County Deputy Sheriff, Senior Reserve Deputy, Dispatcher, Detention Officer, Diver (dive team members are required to work in a team of four) and civilian employees.

Thirty two dollars and 50 cents (\$32.50) per hours for a minimum of two (2) hours/for each Story County Sheriff's Reserve (Reserves are required to work in pairs unless authorized by the Sheriff or designee).

VI Payment

Contractor agrees to pay for ___ one time/or multiple event in advance; or pay on a XX monthly basis as invoiced by the Story County Sheriff. (Check which payment)

VII Changes or Termination during the Agreement

The parties recognize that the business of law enforcement and private interest may change. The Contractor understands that public protection or economic demands may require the Service Provider to focus resources in other areas. The Service Provider recognizes that private business may develop other needs or demands. This understanding is to ensure both parties have the ability to amend or terminate the agreement before the expiration date. The parties may amend the agreement only in writing signed by both the Contractor and the Service Provider. Termination of the agreement shall be written notice. An agreement for single or multiple events where payment has been made in advance requires 7 days notice for a full refund. All other agreements require thirty (30) days notice. During the thirty day period the parties agree to perform their respective obligations unless otherwise agreed in writing. The foregoing requirements for amendment or termination shall not apply when, in the sole discretion of the Sheriff, his deputies, agents and employees; the duties and responsibilities of the Sheriff's Office to protect and promote public safety and law enforcement require that the resources and personnel for the Sheriff's Office be redirected away from Contractor's event or venue to respond to emergency or urgent calls for assistance by any person or entity other than the Contractor. In the event that personnel or resources of the Sheriff's Office are redirected to respond to an emergency or urgent call away from Contractor's venue, or if circumstances require additional resources/personnel to maintain order and safety at the venue covered by this agreement, the parties will later endeavor to negotiate a fair and reasonable accommodation which may include but is not necessarily limited to refund of any prepaid services not delivered by the Service Provider, or additional payment from the contractor.

VIII Confidentiality

It is necessary that the Contractor understand when contracting with a public entity that The contract is public information and will be produced when requested as required by law. The Contractor should be mindful of the public's right to know.

IX Liability

The Parties shall maintain insurance during this agreement. Each party will be Responsible for their respective acts. The Service Provider, its employees or Agents shall not be responsible for any special, incidental or consequential Damages to the Contractor while acting in performance of this agreement.

X Acts of God and Acts of Others

The Service Provider is not responsible in the event of a natural disasters, or acts of civil unrest, or acts of Contractors employees, agents or third persons which prevent Service Provider from performing as expected or originally intended under this agreement.

XI Hazards

Contractor shall have a duty to inform the Service Provider of any known hazards, either natural or manmade, which may pose a danger to an employee or agent of the Service Provider, that exist upon or appurtenant to any property owned or leased by the Contractor. This shall be a continuing duty for the Contractor.

XII Inconsistent Terms

The Contractor by this agreement has attempted to reduce the chance for misunderstanding by the inclusion of all terms. The Contractor and the Service Provider agree to resolve any dispute in a manner using common English usage of the term(s) in dispute.

XIII Representative

The Contractor designates **Kim Mack** as their representative and contact for this agreement with the following address and phone numbers listed below. The Service Provider requires twenty-four (24 hr(s) contact information from the Contractor and agrees to supply the same twenty-four (24 hr(s) contact to the Contractor.

Service Provider Representative

Contractor Representative

Lt. Gary Backous

Kim Mack

Address:

**Story County Sheriff
1315 South "B" Avenue
Nevada, IA 50201
515-382-7457**

**United Way of Story County
315 Clark Avenue
Ames, Iowa 50010
515-268-5142**

gbackous@storycountyia.gov

Billing Address:

Contact Person:

Same as above.

Contractor Billing Address:

Same as above

Make payment payable to: **Story County Treasurer**

Mail Payments to: **Story County Sheriff
P O Box 265
1315 South "B" Avenue
Nevada, IA 50201**

Service Agreement Signatures

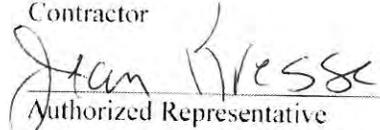
Service Provider


Authorized Representative

Lieutenant, Support Services
Title

8/29/2017
Date

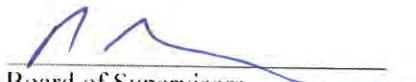
Contractor

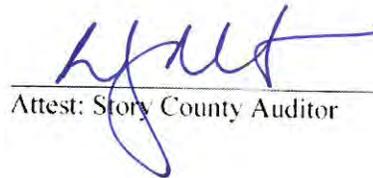

Authorized Representative

President & CEO
Title

8/29/2017
Date

The Service Provider representative has the authority to enter this agreement as authorized by the Story County Board of Supervisors. The date of this agreement by the Board of Supervisors is 9/5/17


Board of Supervisors


Attest: Story County Auditor

(Staple attachments to back)

**GOVERNOR'S TRAFFIC SAFETY BUREAU
IOWA DEPARTMENT OF PUBLIC SAFETY**

CONTRACT NUMBER: State and Community Highway Safety Grant
PAP 18-402-MOAL, Task 12-00-00

ISSUING AGENCY: DPS/Governor's Traffic Safety Bureau

PROJECT CONTRACTOR: Story County Sheriff's Office

PROJECT BUDGET: Highway Safety Funded Amount: \$22,810.00

AGENCY/LAW/ SOURCE: National Highway Traffic Safety Administration (NHTSA)
Public Law 114-94, Section 402

Submit Reimbursement Claims To:

Jim Meyerdirk, Program Administrator
Governor's Traffic Safety Bureau
215 East 7th Street, 3rd Floor
Des Moines, IA 50319-0248

Issue Payment To:

Story Co Treasurer c/o Story Co Sheriff
PO Box 265
Nevada, IA 50201

Submit Reports To:

Jim Meyerdirk, Program Administrator
Governor's Traffic Safety Bureau
215 East 7th Street, 3rd Floor
Des Moines, IA 50319-0248
515-725-6125, FAX 515-725-6133

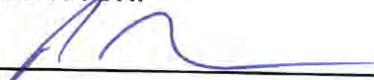
Transmit Contract Information To:

Lieutenant Leanna Ellis
Story County Sheriff's Office
1315 S B Avenue
Nevada, IA 50201
515-382-6566, FAX 515-382-7479

The Contractor agrees to furnish and deliver all products and perform all services set forth in the attached Special Conditions for the consideration stated herein. The rights and obligations of the parties to this contract will be subject to and governed by the Special Conditions and the General Conditions. To the extent that any specifications or other conditions which are made a part of this contract by reference or otherwise conflict, the Special Conditions and the General Conditions will control. To the extent that any inconsistency between the Special Conditions and the General Conditions exists, the Special Conditions will control. When approved, the instrument becomes a contract to accomplish the provisions contained within the Fiscal Year 2018 Highway Safety Plan, State and Community Highway Safety Grant 18-402-MOAL, Task 12-00-00, and thereby constitutes an official program with the Governor's Traffic Safety Bureau. This activity meets the requirements of Public Law 114-94 and the requirements set forth in the Governor's Traffic Safety Bureau Procedures Manual, as amended.

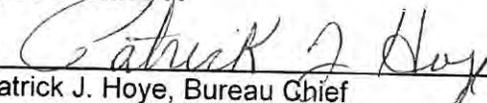
IN WITNESS THEREOF, the parties hereto have executed this contract on the day and year last specified below.

CONTRACTOR:

By 

Date: 8-5-17

ISSUING AGENCY:

By 
Patrick J. Hoye, Bureau Chief

Date: 8-1-17

Effective Date: 10/01/17

Expiration Date: 09/30/18

SPECIAL CONDITIONS

Article 1.0 Identification of Parties. This Contract is entered into by and between the Iowa Department of Public Safety/Governor's Traffic Safety Bureau (hereafter referred to as DPS/GTSB) and the Story County Sheriff's Office (hereinafter referred to as Contractor).

Article 2.0. Statement of Purpose.

WHEREAS, the Highway Safety Plan is the tool for developing and improving overall safety capabilities; improving the program management and decision-making capabilities of safety officials; addressing special problems or opportunities; and providing a coordination mechanism for the purpose of reducing traffic-related property damage, personal injury and fatal crashes, and

WHEREAS, the DPS/GTSB has been designated to administer the State and Community Highway Safety Programs established under Section 402 of the Fixing America's Surface Transportation Act, as amended, and

WHEREAS, the Contractor has the necessary ability to develop and carry out a portion of that Highway Safety Plan,

THEREFORE, the parties hereto do agree as follows:

Article 3.0 Area Covered. The Contractor will perform all the work and services required under this Contract in connection with and respecting the following areas:

Story County, Iowa and other jurisdiction(s) authorized by a shared enforcement agreement.

Article 4.0 Reports and Products. The Contractor will submit the following reports and products:

- 4.1 A Claim for Reimbursement (HSP-2) form, documentation and, if applicable, an Equipment Accountability Report (HSP-3) form for reimbursement within 90 days of the expense being paid by the Contractor with the exception of the final claim which is due into the DPS/GTSB office no later than November 15, 2018.
- 4.2 A cumulative final report due November 1, 2018 covering accomplishments of Statement of Work and Services.
- 4.3 Any reports and products deemed prudent by the Issuing Agency or Contractor.
- 4.4 A copy of all audit reports within 30 days of completion of said audit.
- 4.5 Monthly activity reports due the 15th of the following month on forms provided by the DPS/GTSB that quantify project activities as well as total departmental effort.

Article 5.0 Designation of Officials.

- 5.1 DPS/GTSB - The Governor's Representative for Highway Safety and the Director of the Governor's Traffic Safety Bureau are the only persons authorized to execute and approve any changes in terms, conditions, or amounts specified in this Contract.
- 5.2 Contractor Designee, Sheriff Paul Fitzgerald, is designated to approve in writing, on behalf of the Contractor, the HSP-2 Claim for Reimbursement and any negotiated changes in this Contract.

Article 6.0 Key Personnel. The Contractor hereby assigns the duties and responsibilities of project administration to Lieutenant Leanna Ellis, representing the Contractor in this agreement.

Article 7.0 Time of Performance. The services of the Contractor will commence on or after the effective date stipulated on the signature page and will be completed before or by the expiration date.

Article 8.0 Modification of General Conditions. None.

Article 9.0 Additional Special Conditions.

- 9.1 Expense Documentation. The Contractor will document the expenditure of such funds authorized as eligible for reimbursement in accordance with the conditions of this Contract upon submission of the HSP-2 and, for equipment, the HSP-3 as supplied by the DPS/GTSB.
- 9.2 Policies and Procedures. The Contractor will comply with all policies and procedures contained in the Iowa DPS/GTSB Policies and Procedures Manual, as amended, including appropriate attachments provided by the DPS/GTSB in accordance with Section 402 of the Fixing America's Surface Transportation Act, and the Iowa Administrative Code, Section 661, Chapter 20.
- 9.3 Copyrights. The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:
 - a. The copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant; and
 - b. Any rights of copyright to which a grantee, sub grantee or a contractor purchases ownership with grant support.
- 9.4 Debarred, Suspended and Ineligible Status. The Contractor certifies that the Contractor and/or any of its subcontractors have not been debarred, suspended or declared ineligible by any agency of the State of Iowa or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch.1 Subpart 9.4. The Contractor will immediately notify the DPS/GTSB if the Contractor is debarred by the State or placed on the Consolidated List of Debarred, Suspended and Ineligible Contractors by a federal entity.
- 9.5 Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes 23 CFR 1200.21. The Contractor will comply with all applicable procurement procedures and will maintain a financial management system that complies with the minimum requirements of 49 CFR 18.20. The contractor must have prior written approval from DPS/GTSB before purchasing equipment over \$5,000. Failure to secure prior approval will result in the contractor being responsible for the cost of the equipment purchase; retroactive approval from NHTSA is not an option.
- 9.6 Civil Rights Act - The Contractor will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) and the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq.*; PL 101-336), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which

prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; The Civil Rights Restoration Act of 1987, which provides that any portion of a state or local entity receiving federal funds will obligate all programs or activities of that entity to comply with these civil rights laws; and, (k) the requirements of any other nondiscrimination statute(s) which may apply.

- 9.7 Buy America Act - The Contractor will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)) which contains the following requirements: Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.
- 9.8 Political Activity (Hatch Act) - The Contractor will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. As such, the Contractor will not subcontract with any agency to conduct DPS/GTSB contract-related activities.
- 9.9 Lobbying Restrictions - None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Article 10.0 Conditions of Payment.

- 10.1 Maximum Payments. It is expressly understood and agreed the maximum amount to be paid to the Contractor by the DPS/GTSB for any item of work or service will be the amount specified under Article 12.0 subject to Article 11.0 herein. It is further understood and agreed the total of all payments to the Contractor by the DPS/GTSB for all work and services required under this Contract will not exceed \$22,810.00 unless modified by written amendment of this Contract as provided in Section 1.0 of the General Conditions.
- 10.2 HSP-2 Form for Payment. All payments to the Contractor will be subject to the DPS/GTSB's receipt of an HSP-2 and documentation. If claiming equipment, an HSP-3 must also be submitted. The Contractor must perform services and receive merchandise between the effective dates of the contract and pay for expenses prior to submitting the claim for reimbursement. An HSP-2 will be submitted on a

form provided by the DPS/GTSB. No payments will be made if required reports are more than two months past due unless approved by the DPS/GTSB Director.

10.3 Receipt of Federal Funds.

- a. All payments hereunder will be subject to the receipt of federal funds by the DPS/GTSB. The termination, reduction, or delay of federal funds to the DPS/GTSB may be reflected by a corresponding modification to the conditions of this Contract.
- b. Notwithstanding any other provisions of this Contract, if funds anticipated for the continued fulfillment of this Contract are at any time not forthcoming or insufficient, either through failure of the State of Iowa to appropriate funds, discontinuance or material alteration of the program for which funds were provided, the DPS/GTSB will have the right to terminate this Contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding, discontinuance or program alteration. Unless otherwise agreed to by the parties, the Contract will become null and void on the last day of the fiscal year for which appropriations were received, except that if an appropriation to cover cost of this Contract becomes available within sixty (60) days subsequent to termination under this clause, the DPS/GTSB agrees to re-enter a Contract with the terminated Contractor under the same provisions, terms and conditions as the original Contract.
- c. In the event of termination of this Contract due to non-appropriation, the exclusive, sole and complete remedy of Contractor will be payment for services rendered prior to termination.

10.4 Non-Performance Termination. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligation under this contract, or if the Contractor shall violate any of the agreements or stipulations of this contract, the DPS/GTSB shall thereupon have the right to terminate this contract and withhold further payment of any kind by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty (30) days before such date. The DPS/GTSB shall be the sole arbitrator of whether the Contractor or its subcontractor is performing its work in a proper manner with reference to the quality of work performed by the Contractor or its subcontractor under the provisions of this contract. The Contractor and the DPS/GTSB further agree that this contract may be terminated by either party by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before such date.

10.5 The Contractor will arrange for a single audit to be performed in accordance with OMB Circular A-133 when, as a non-federal entity, the Contractor receives \$750,000.00 or more in federal funds. The federal agency, National Highway Traffic Safety Administration, Department of Transportation, passes funds through the Department of Public Safety, Governor's Traffic Safety Bureau. The Catalog of Federal Domestic Assistance (CFDA) number 20.600 applies to State & Community Highway Safety Grants. A copy of the audit report will be submitted to the DPS/GTSB within thirty (30) days after the completion of the audit.

Article 11.0 Statement of Work and Services. The Contractor will perform in a satisfactory and proper manner, as determined by the DPS/GTSB the following work and services:

11.1 The Contract will be monitored by the National Highway Traffic Safety Administration (NHTSA) and the DPS/GTSB. All records and documents pertaining to the project are subject to auditing and evaluation by those agencies or their designees.

- 11.2 The Contractor will absorb all costs not contained in this contract.
- 11.3 The project will be evaluated on all items contained in the Statement of Work and Services and the Budget.
- 11.4 There will be no change in the Statement of Work and Services or Budget without prior written approval of the DPS/GTSB.
- 11.5 The Contractor will comply with all requirements contained within the Policies and Procedures Manual of the DPS/GTSB.
- 11.6 All documents relative to fiscal claims will be maintained in the Contractor's office and will be available for review during regular office hours.
- 11.7 Staffing plan:
 - a. Deputies to conduct 355 hours of directed overtime enforcement.
 - b. Deputies to conduct 8 hours of overtime for educational presentations.
- 11.8 Contract activities:
 - a. Conduct 355 overtime hours of high visibility traffic enforcement with a maximum effort directed at occupant restraint, impaired driving and excessive speed violations during times and at locations identified as high-risk, including at least two special traffic enforcement projects, one of which will be conducted at night.
 - b. Conduct 8 hours of overtime for educational presentations.
 - c. Conduct at least twelve public information/education activities aimed at improving driver safety behaviors.
 - d. Conduct and publicize results of two observational occupant protection surveys during March and August.
 - e. Purchase and distribute traffic safety educational materials with prior DPS/GTSB approval.
 - f. Purchase three NHTSA-approved radar units and utilize for speed enforcement.
 - g. Purchase one DPS-approved preliminary breath tester (PBT) and utilize for impaired driving-related traffic enforcement.
 - h. Participate in traffic safety training with prior DPS/GTSB approval and submit a trip report within two weeks following any out-of-state travel. All travel reimbursement will be made at State of Iowa approved rates.
- 11.9 Key dates:
 - a. By November 15, 2017 and the 15th of each subsequent month through October 15, 2018, submit a monthly report as specified in Article 4.5.
 - b. By September 30, 2018, receive educational materials as specified in Article 11.8(e).

- c. By September 30, 2018, receive three radar units and one PBT as specified in Article 11.8(f) and 11.8(g).
- d. By November 1, 2018, submit an annual report as specified in Article 4.2.
- e. By November 15, 2018, submit final claim for reimbursement.

11.10 Objective/performance measures:

- a. At least 355 hours of overtime enforcement conducted and all overtime and agency traffic enforcement contacts reported showing a sustained effort based on past performance.
- b. At least 8 hours of overtime for educational presentations.
- c. Twelve public information activities conducted and reported.
- d. Two occupant protection surveys completed and results publicized.
- e. Educational materials approved, purchased and distributed.
- f. Three radar units and one PBT purchased and utilized.
- g. At least one deputy attended DPS/GTSB approved training and a trip report submitted if required.

Article 12.0 Project Budget.

	<u>Highway Safety Funds</u>
Personal Services	
Directed overtime enforcement	\$16,000.00
Overtime for educational presentations	\$ 360.00
Training-related travel	\$ 1,000.00
Commodities	
Traffic safety educational materials	\$ 500.00
Equipment	
Three radar units and one PBT	<u>\$ 4,950.00</u>
TOTAL	\$22,810.00

STORY COUNTY UTILITY PERMIT

Date 8/30/17

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 690th Ave., from 130th Street to 14047 690th Ave., a distance of 5690 feet. ~~max~~

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 ROW to ROW under County Highway E-18 (130th St.) and from ROW to ROW under 135th Street; AND trenching, directional boring and excavating in West ROW of 690th Avenue installing 3" PVC water main a minimum of 5 feet deep. 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

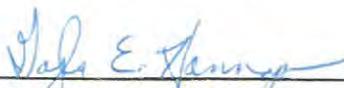
Whenever a cross road culvert or bridge is encountered along the route of the proposed cable lines, said cable shall be constructed around the ends of said cross road culvert or bridge even though this looping is not designated on the situation plans attached hereto.

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.

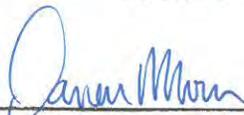
Date 8-29-2017

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


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

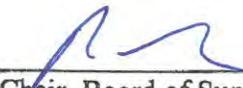
Recommended for Approval:

Date 8-30-17

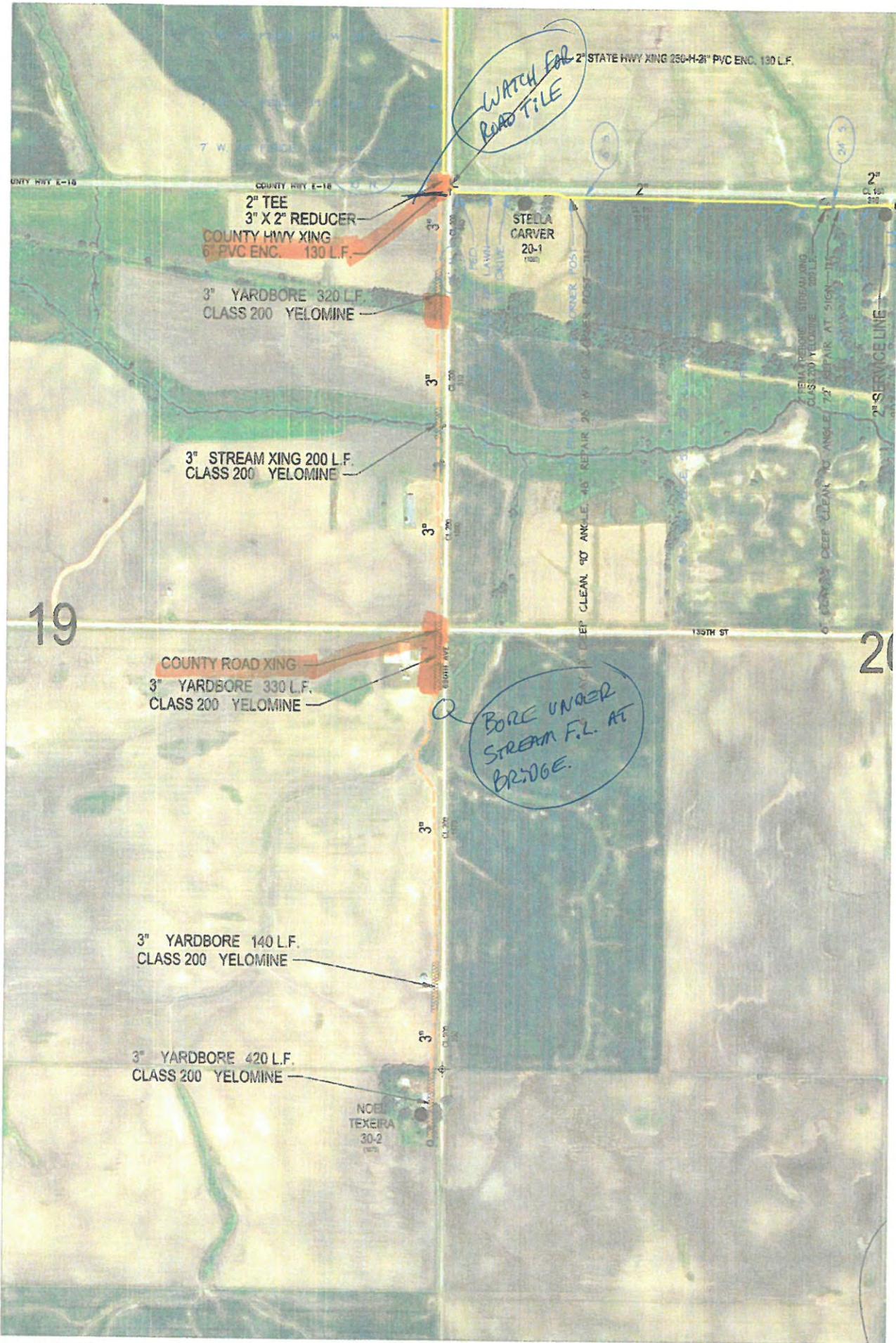

County Engineer Phone no. 515-382-7355

Approved:

Date 9-5-17


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.



WATCH FOR
ROAD TILE

BORE UNDER
STREAM F.L. AT
BRIDGE.

**SECTION 00 4100
BID FORM**

THE PROJECT AND THE PARTIES

1.01 TO:

- A. Story County
1025 Sixth Street
Nevada, Iowa 50201

1.02 FOR:

- A. Project: Story County HSC Generator Installation 2017

1.03 DATE: 9/5/17 (BIDDER TO ENTER DATE)

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name HPC, L.L.C.
 - 1. Address 120 North Sherman Ave.
 - 2. City, State, Zip Ames, IA 50010

1.05 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Roseland Mackey Harris Architects, P.C. for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

B. _____

Two hundred forty five thousand dollars

(\$ 245,000.00), in lawful money of the United States of America.

- C. We have included the required security deposit as required by the Instruction to Bidders.
- D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
- E. All applicable federal taxes are included and State of Iowa taxes are included in the Bid Sum.

1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for thirty days from the bid closing date.
- B. If this bid is accepted by Story County within the time period stated above, we will:
 - 1. Execute the Agreement within seven days of receipt of Notice of Award.
 - 2. Furnish the required bonds within seven days of receipt of Notice of Award.
 - 3. Commence work within 15 days after written Notice to Proceed of this bid.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Story County by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:

B. Complete the Work in 25 calendar weeks from the commencement date. (Bidder to enter number of weeks.)

1.08 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

1. Addendum # 1 Dated 8/31/17.

2. Addendum # _____ Dated _____.

1.09 BID FORM SIGNATURE(S)

A. HPC, L.L.C.

B. (Bidder, print the full name of your firm)

C. *[Signature]*

D. (Authorized signing officer, Title) Harold E. Pike, Manager

END OF BID FORM

Maintenance Contract

1 year = \$3,612.00

5 years = \$27,410.00

Document A310™ – 2010

Conforms With The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

HPC, L.L.C.
P. O. Box 429
Ames, IA 50010-0429

SURETY:

(Name, legal status and principal place of business)

Merchants Bonding Company (Mutual)
P.O. Box 14498
Des Moines, IA 50306

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Story County, Iowa
1025 Sixth Street
Nevada, IA 50201

BOND AMOUNT: \$ Five Percent (5%) of Total Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

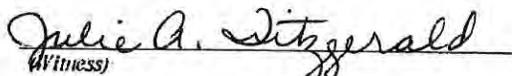
Human Services Center Back-Up Generator Installation 2017, Story County, Iowa

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

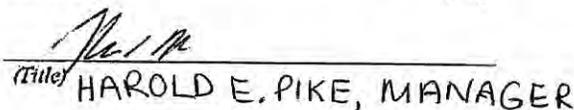
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 28th day of August 2017


(Witness)


(Witness) Anne Crowner

HPC, L.L.C.
(Principal) (Seal)


(Title) HAROLD E. PIKE, MANAGER

Merchants Bonding Company (Mutual)
(Surety) (Seal)


(Title) Dione R. Young, Attorney-in-Fact

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Anne Crowner; Brian M Deimerly; Cindy Bennett; Craig E Hansen; Dione R Young; Jay D Friermuth; Jody Decker; Kathleen Brewer; Kevin J Knutson; Michelle R Gruis; Shirley S Bartenhagen; Stacy Venn; Tim McCulloh

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 5th day of April, 2017.

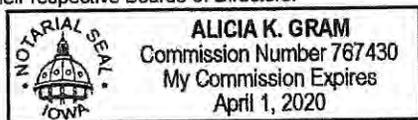


MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this this 5th day of April 2017, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Alicia K. Gram
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 28th day of August, 2017.



William Warner Jr.
Secretary

SECTION 00 4100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

- A. Story County
1025 Sixth Street
Nevada, Iowa 50201

1.02 FOR:

- A. Project: Story County HSC Generator Installation 2017

1.03 DATE: 9-5-2017 (BIDDER TO ENTER DATE)

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name AIR CON ELECTRIC LLC

1. Address 3121 SE 14TH ST

2. City, State, Zip DES MOINES, IA 50320

1.05 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Roseland Mackey Harris Architects, P.C. for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

B. THREE HUNDRED FORTY ONE THOUSAND

SIX HUNDRED ELEVEN dollars

(\$ 341,611), in lawful money of the United States of America.

- C. We have included the required security deposit as required by the Instruction to Bidders.
D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
E. All applicable federal taxes are included and State of Iowa taxes are included in the Bid Sum.

1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for thirty days from the bid closing date.
B. If this bid is accepted by Story County within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
2. Furnish the required bonds within seven days of receipt of Notice of Award.
3. Commence work within 15 days after written Notice to Proceed of this bid.
C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Story County by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:

B. Complete the Work in 26 WEEKS calendar weeks from the commencement date. (Bidder to enter number of weeks.)

1.08 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

1. Addendum # 1 Dated 31 Aug 17
2. Addendum # _____ Dated _____

1.09 BID FORM SIGNATURE(S)

- A. AIR CON ELECTRIC LLC
- B. (Bidder - print the full name of your firm)
- C. Joe Davis VP
- D. (Authorized signing officer, Title)

END OF BID FORM

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Air-Con Electric, LLC
3121 SE 14th Street
Des Moines, IA 50320

SURETY:

(Name, legal status and principal place of business)

Nationwide Mutual Insurance Company
One West Nationwide Blvd., 1-04-701
Columbus, OH 43215

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Story County, Iowa
1025 Sixth Street
Nevada, IA 50201

BOND AMOUNT: \$ Five Percent (5%) of Total Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

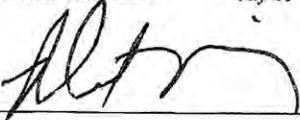
Human Services Center Back-Up Generator Installation 2017, Story County, Iowa

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

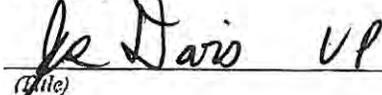
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 30th day of August 2017



(Witness)

Air-Con Electric, LLC
(Principal) _____ (Seal)

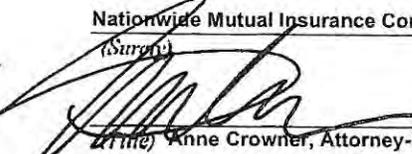


(Date)

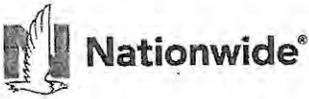
Nationwide Mutual Insurance Company
(Surety) _____ (Seal)



(Witness) Sunny Bartenhagen



(Date) Anne Crowner, Attorney-in-Fact



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation
National Casualty Company, an Ohio corporation

AMCO Insurance Company, an Iowa corporation
Allied Property and Casualty Insurance Company, an Iowa corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

CRAIG E. HANSEN
JAY D. FREIERMUTH
BRIAN M. DEIMERLY
CINDY BENNETT

ANNE CROWNER
TIM MCCULLOH
STACY VENN
DIONE R. YOUNG

SHIRLEY S. BARTENHAGEN

DES MOINES IA

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

TWO MILLION AND NO/100 DOLLARS

\$2,000,000.00

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 16th day of February, 2017

Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company, National Casualty Company, AMCO Insurance Company, Allied Property and Casualty Insurance Company

ACKNOWLEDGMENT

STATE OF NEW YORK, COUNTY OF NEW YORK: ss

On this 16th day of February, 2017, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.

BARRY T. BASSIS
Notary Public, State of New York
No. 02BA4656400
Qualified in New York County
Commission Expires April 30, 2019

Notary Public
My Commission Expires
April 30, 2019

CERTIFICATE

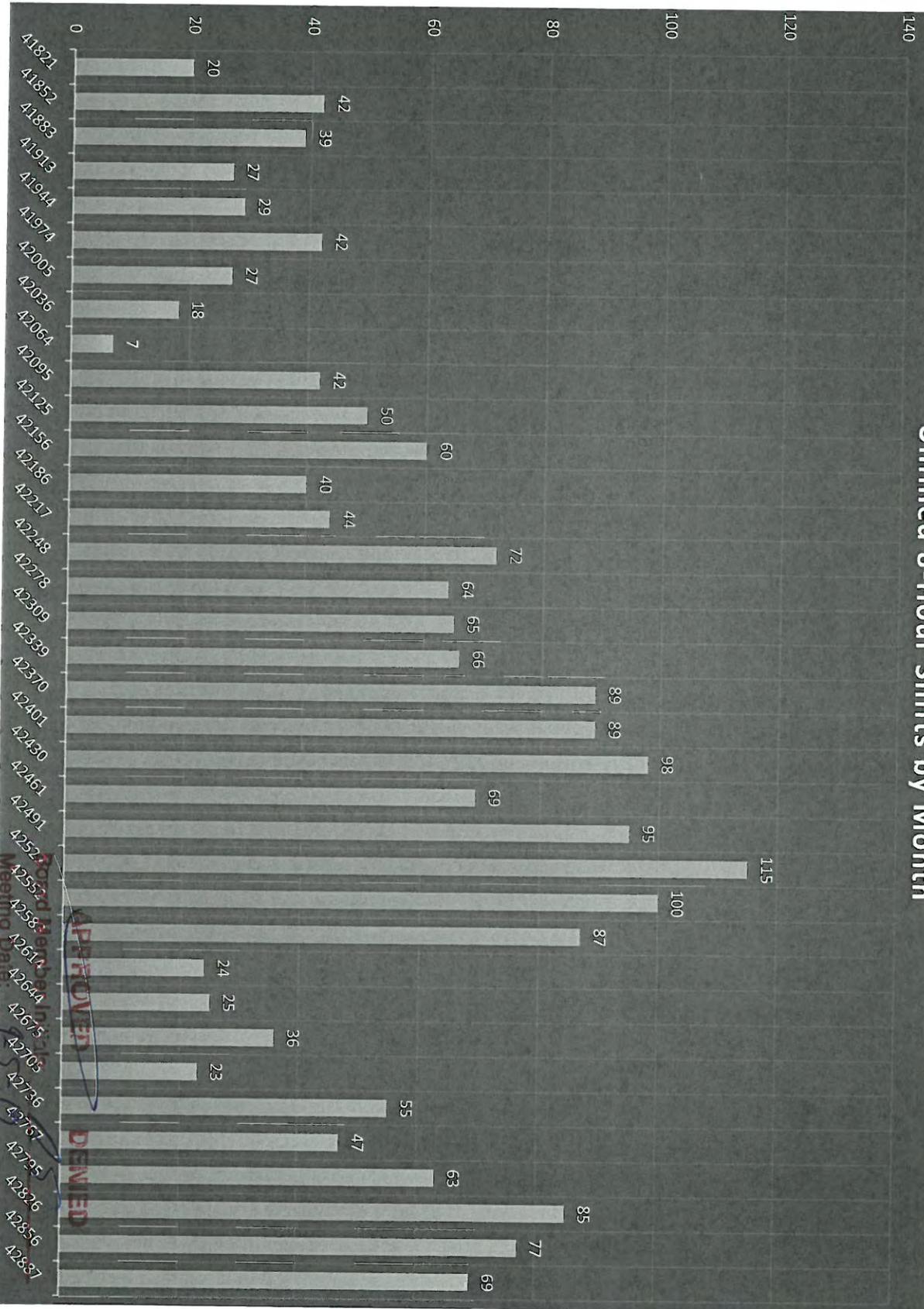
I, Parag H. Shah, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 30th day of August, 2017

This power of attorney expires: April 30, 2019

Assistant Secretary

Unfilled 8-Hour Shifts by Month

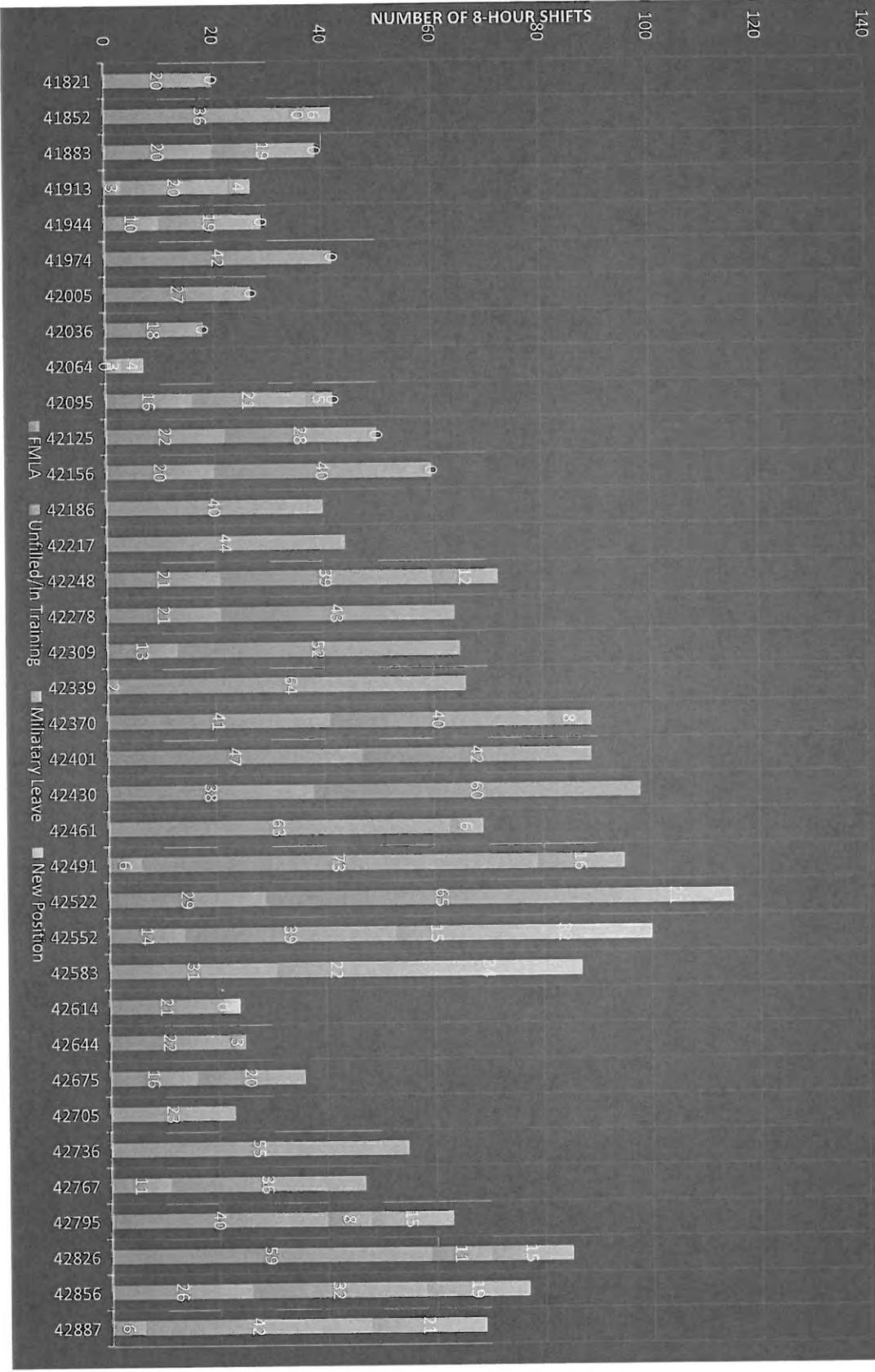


APPROVED

DENIED

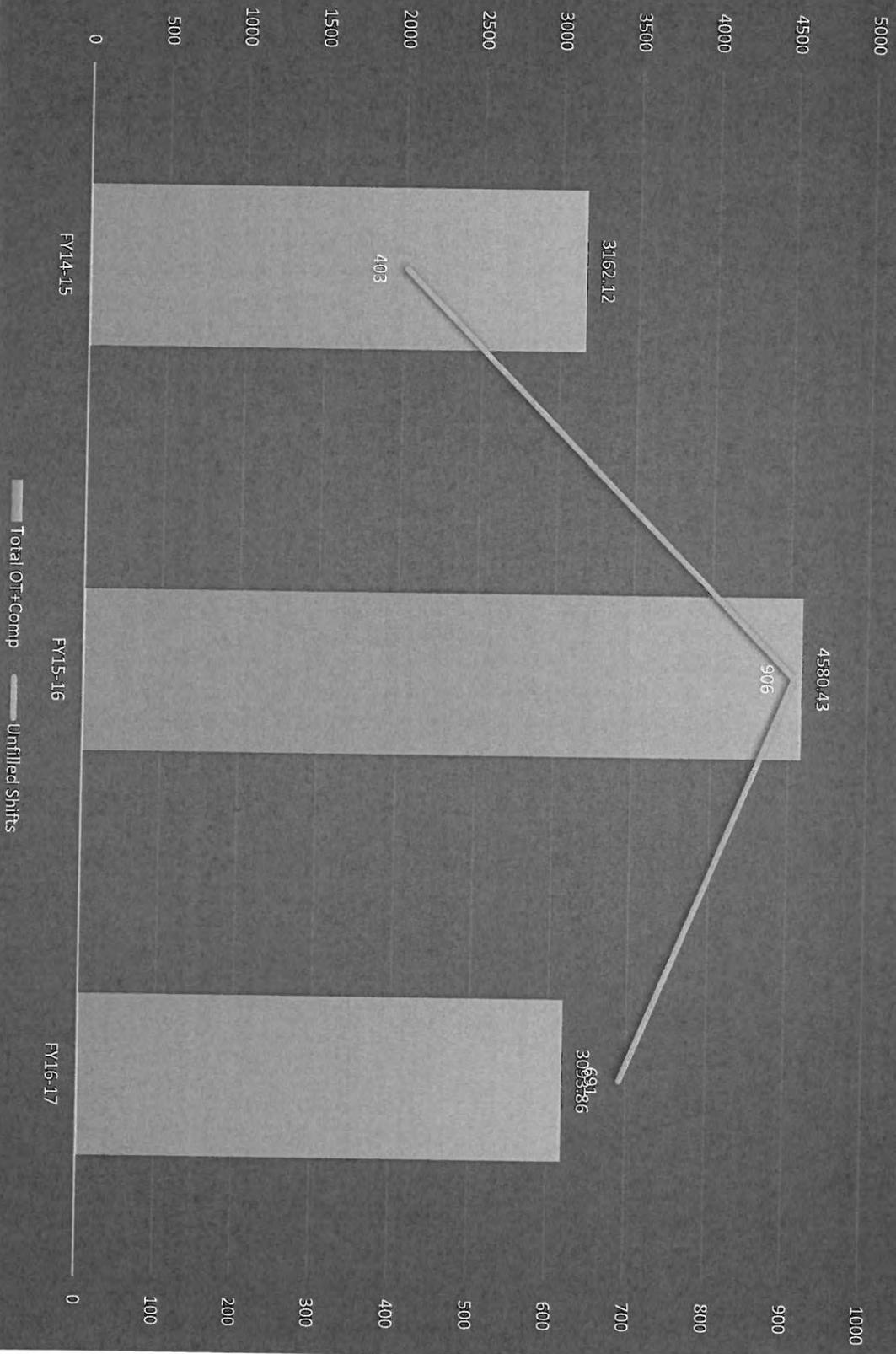
Follow-up action: _____

Unfilled 8 Hour Shifts by Month

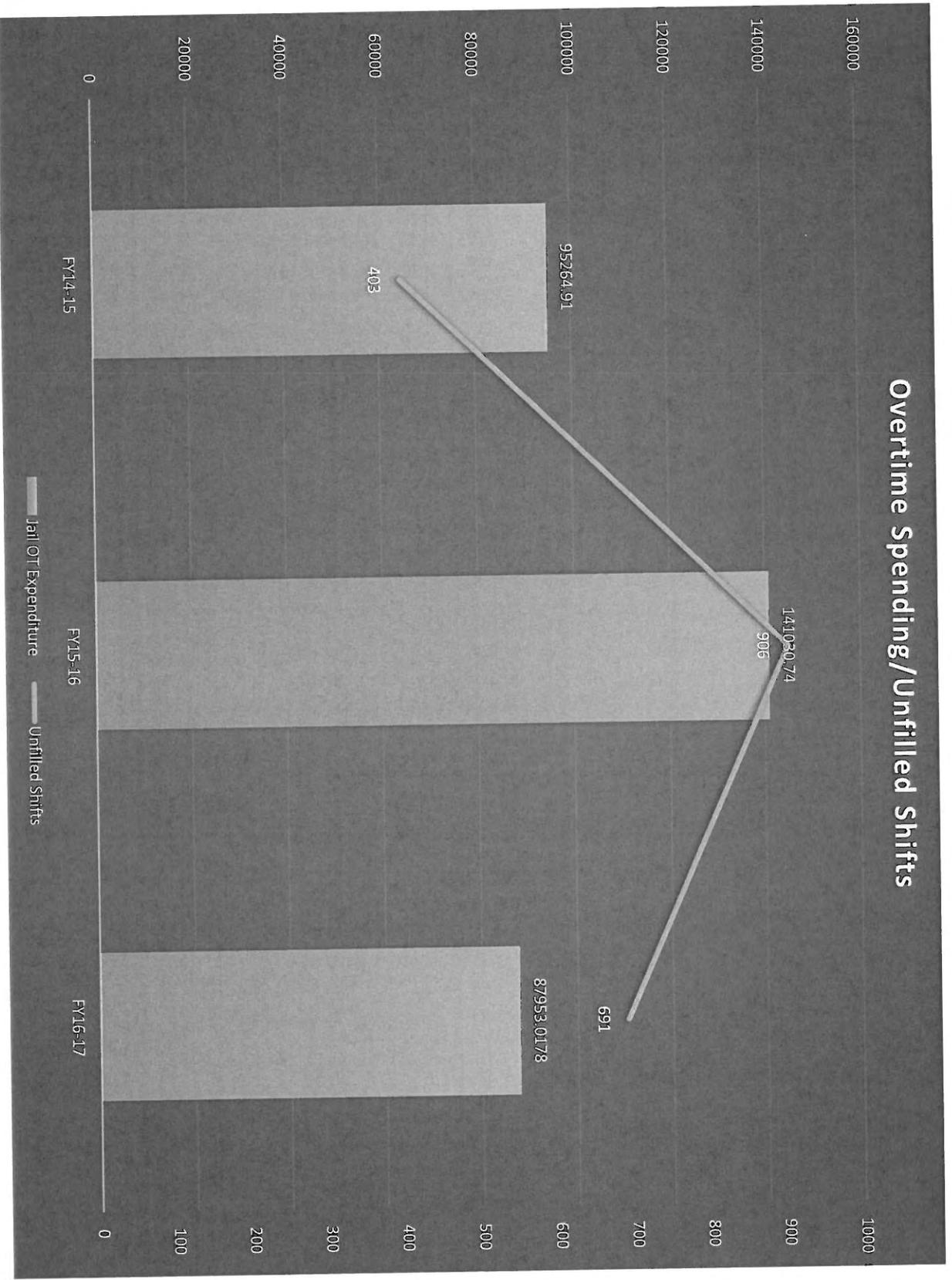


Overtime (including Comp Time) compared to Unfilled Shifts

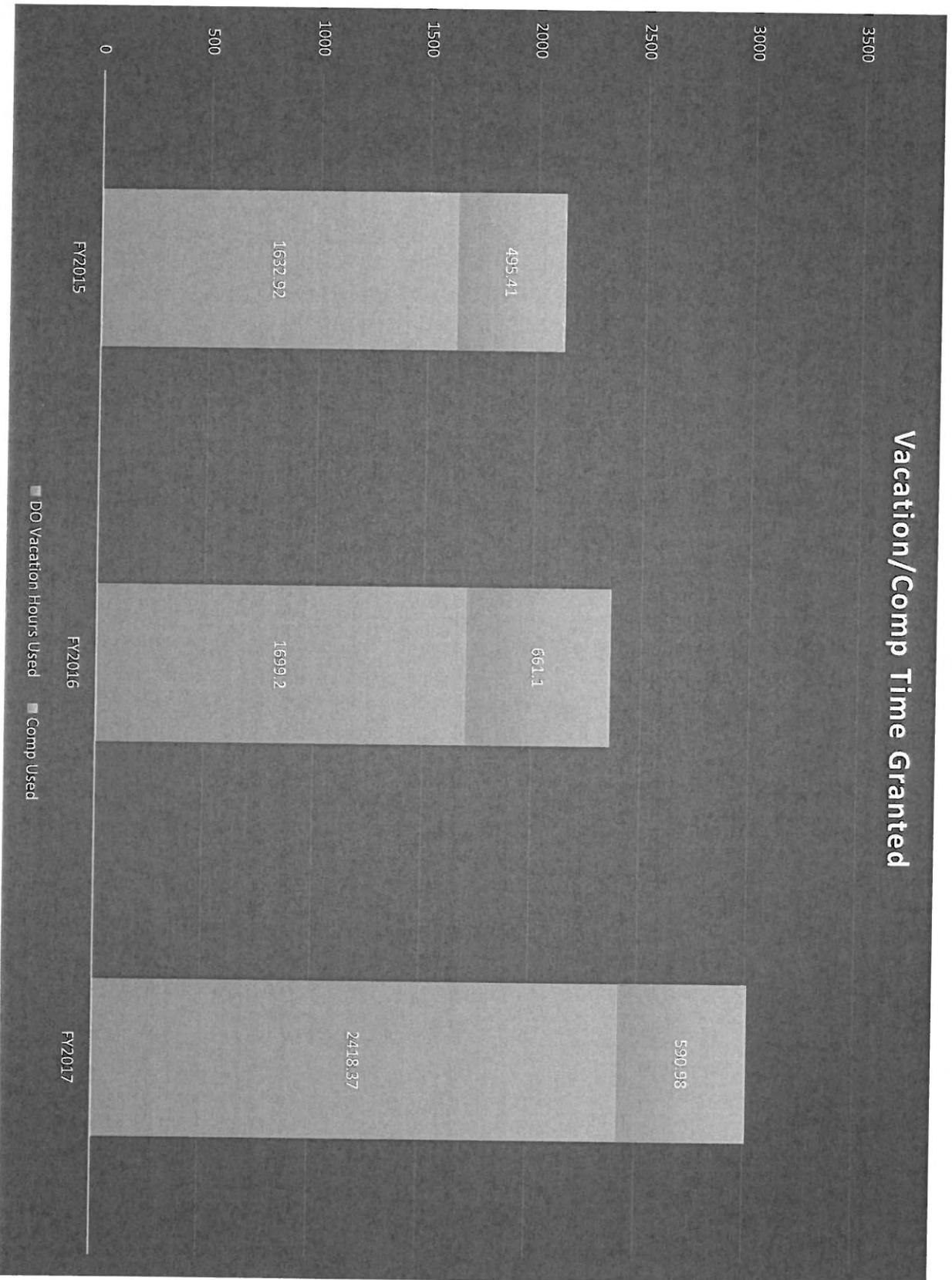
Shifts(FMLA/Military Leave/Vacant or In-Training)



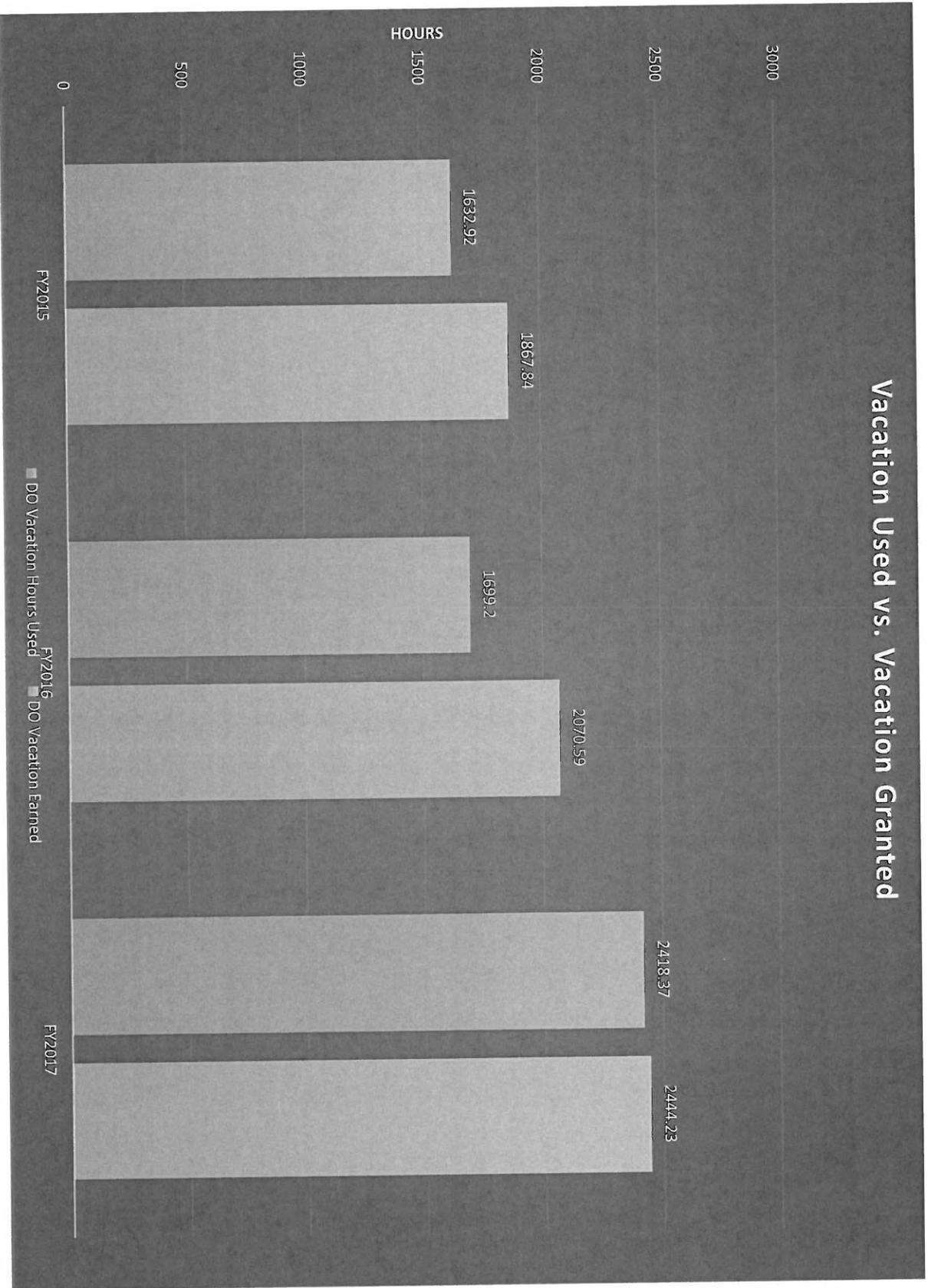
Overtime Spending/Unfilled Shifts



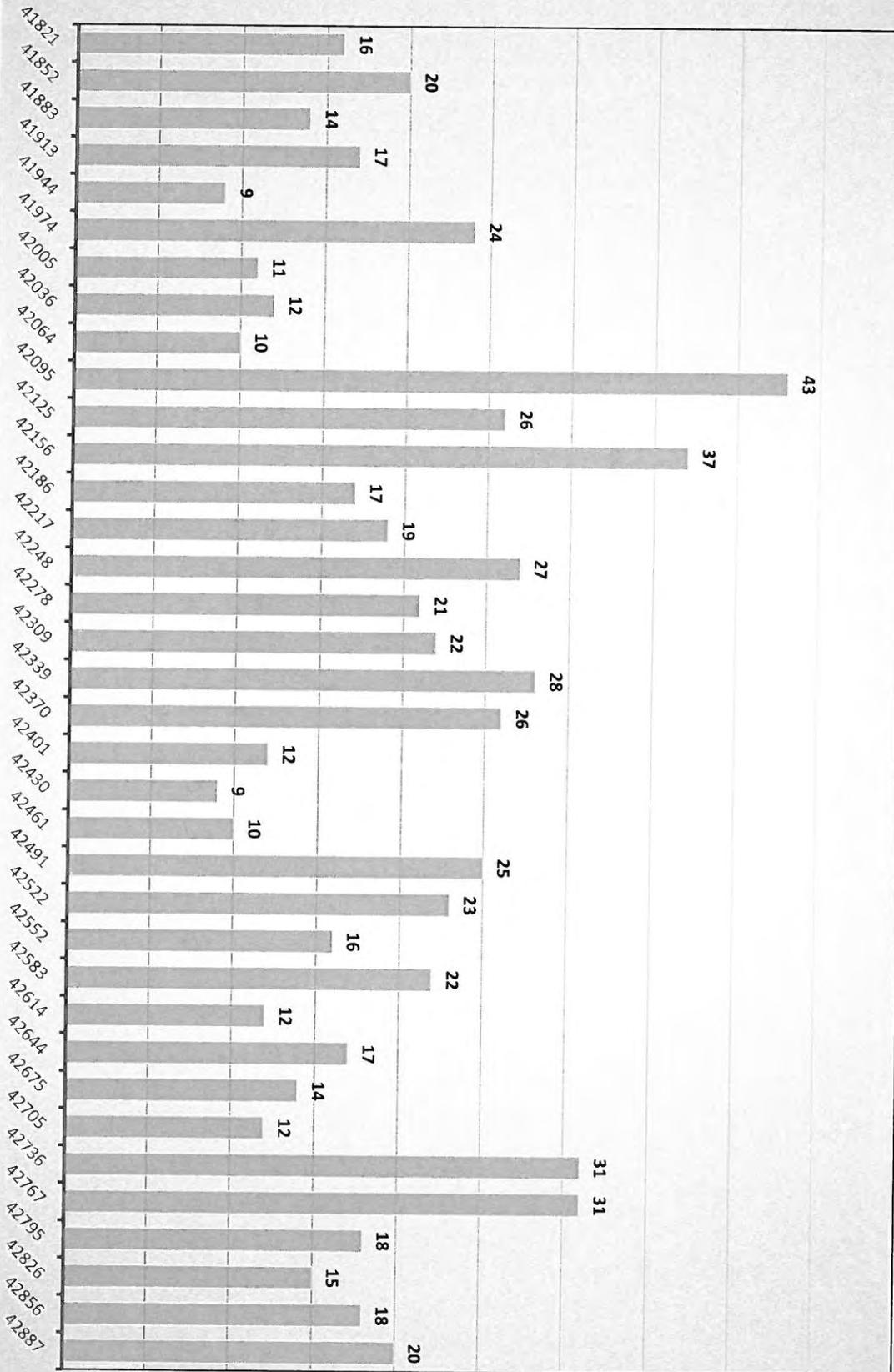
Vacation/Comp Time Granted



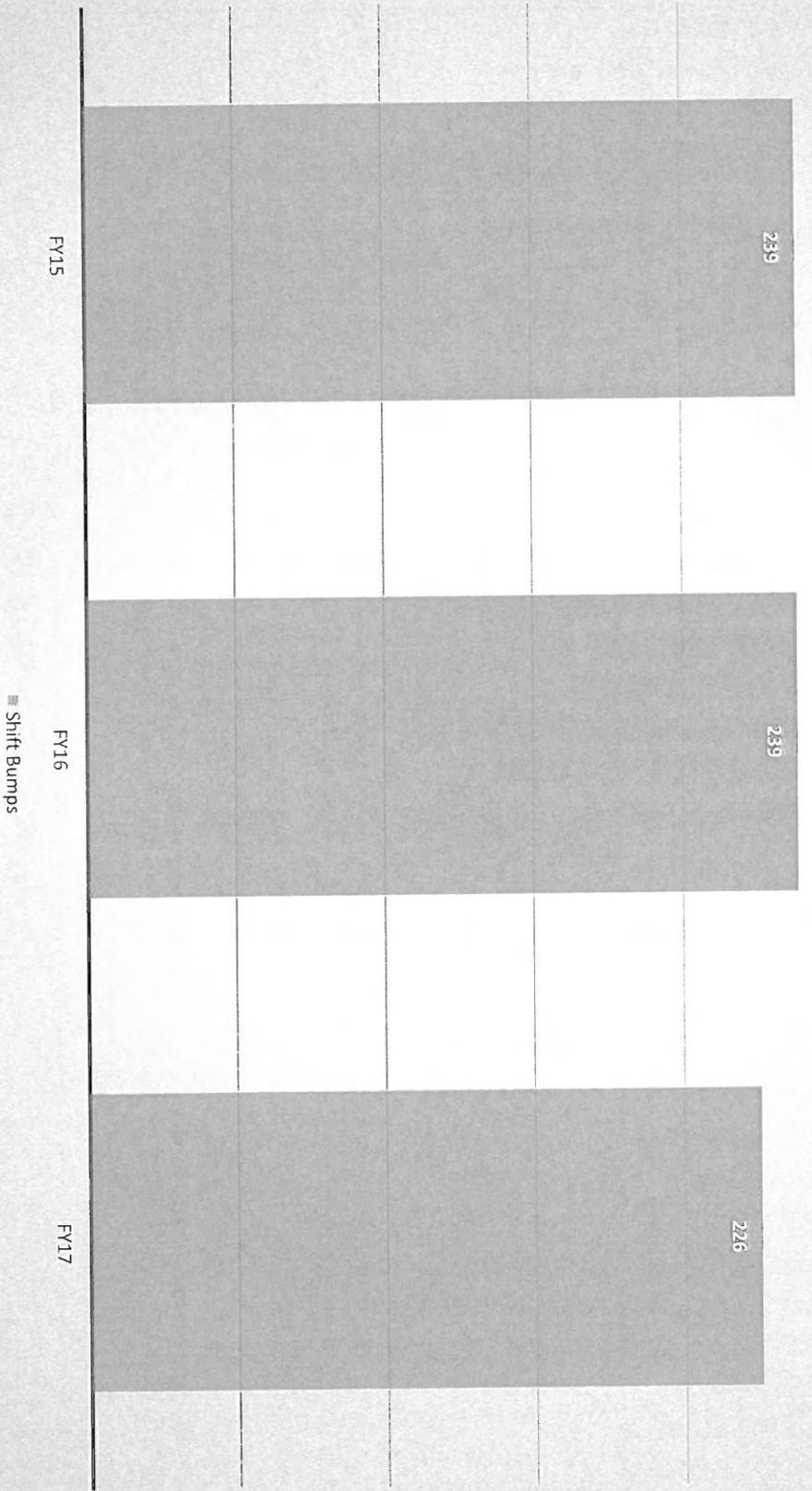
Vacation Used vs. Vacation Granted



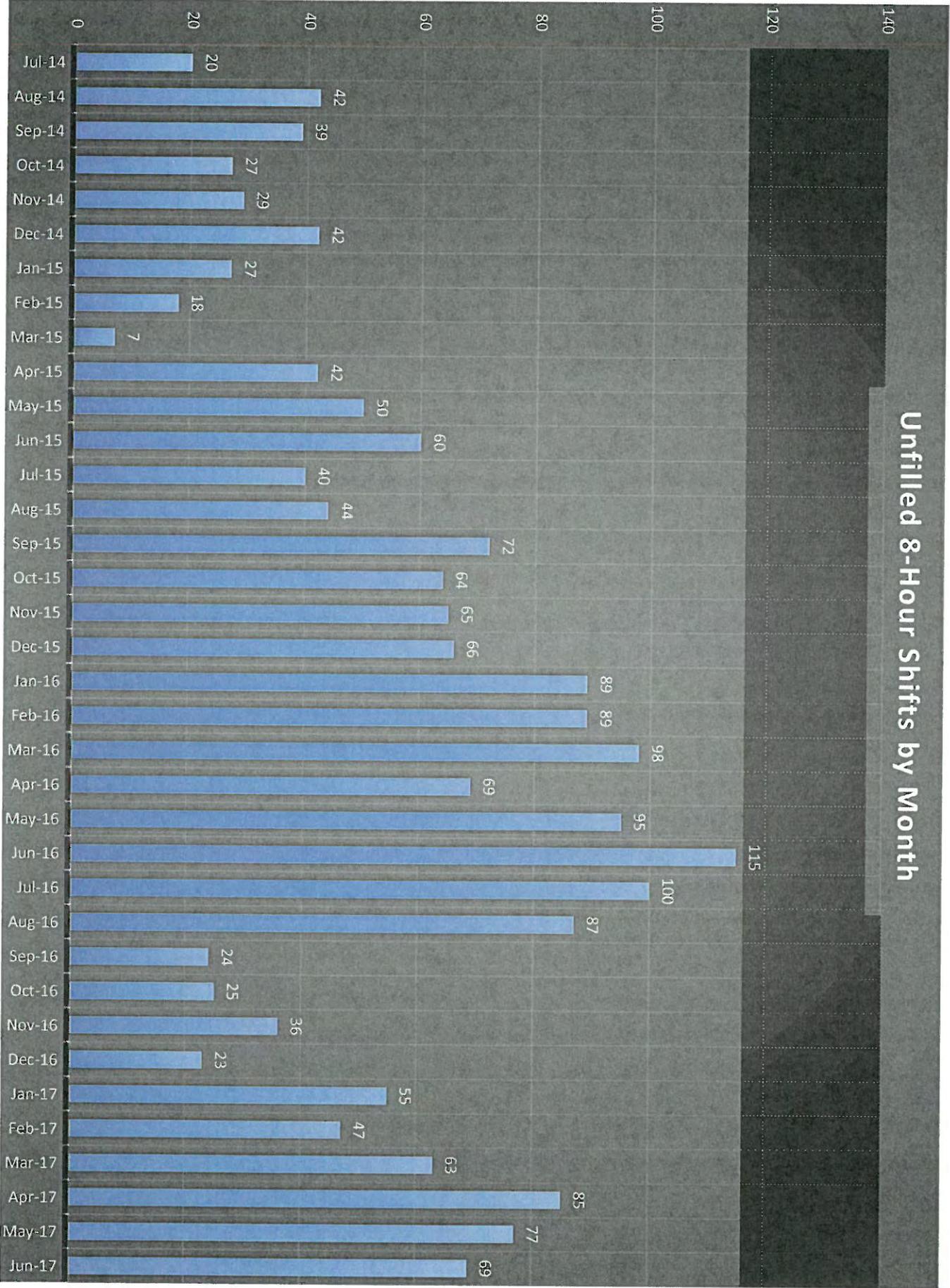
Shift Bumps by Month



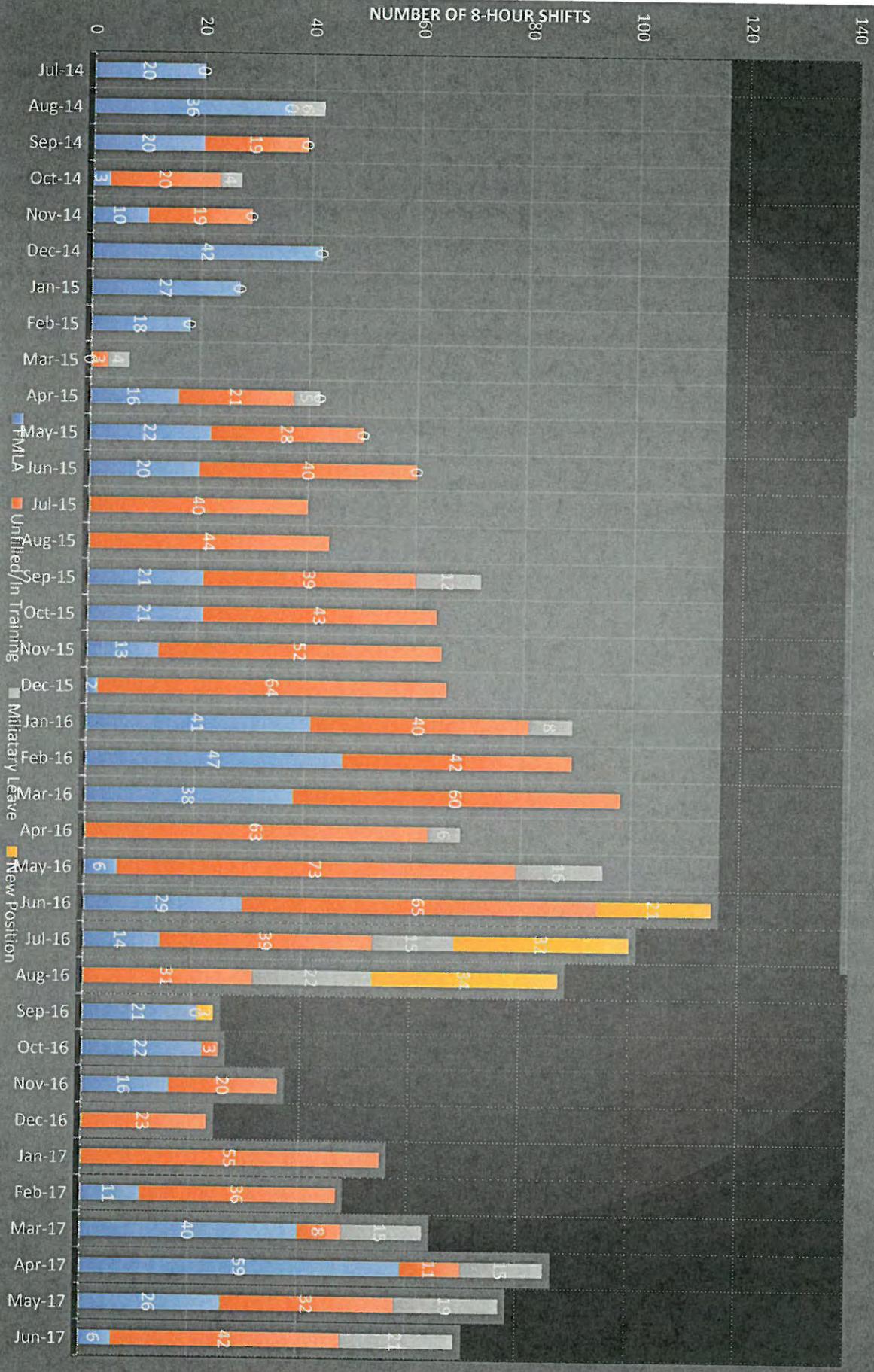
Bumping By Year



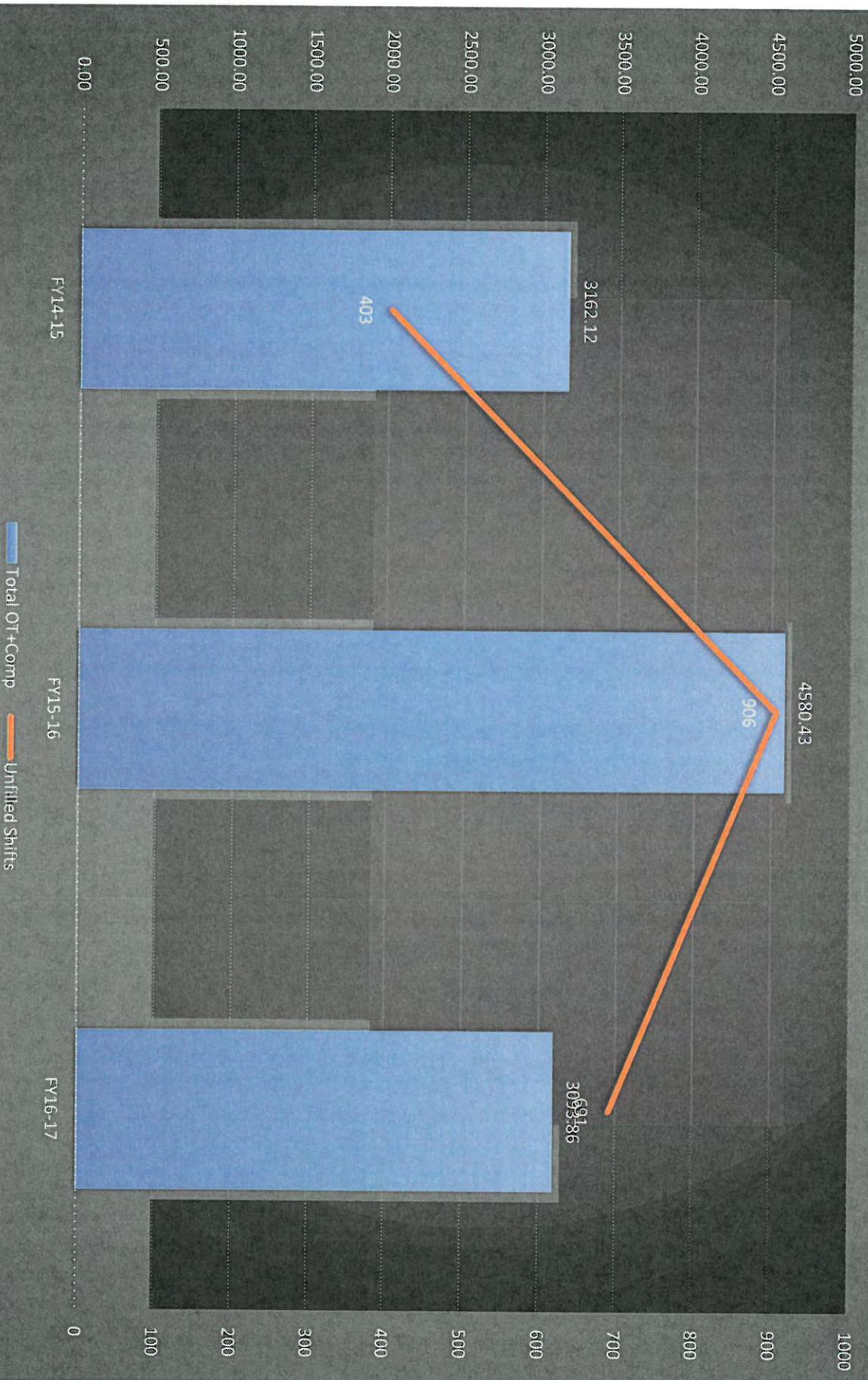
new copy is correct



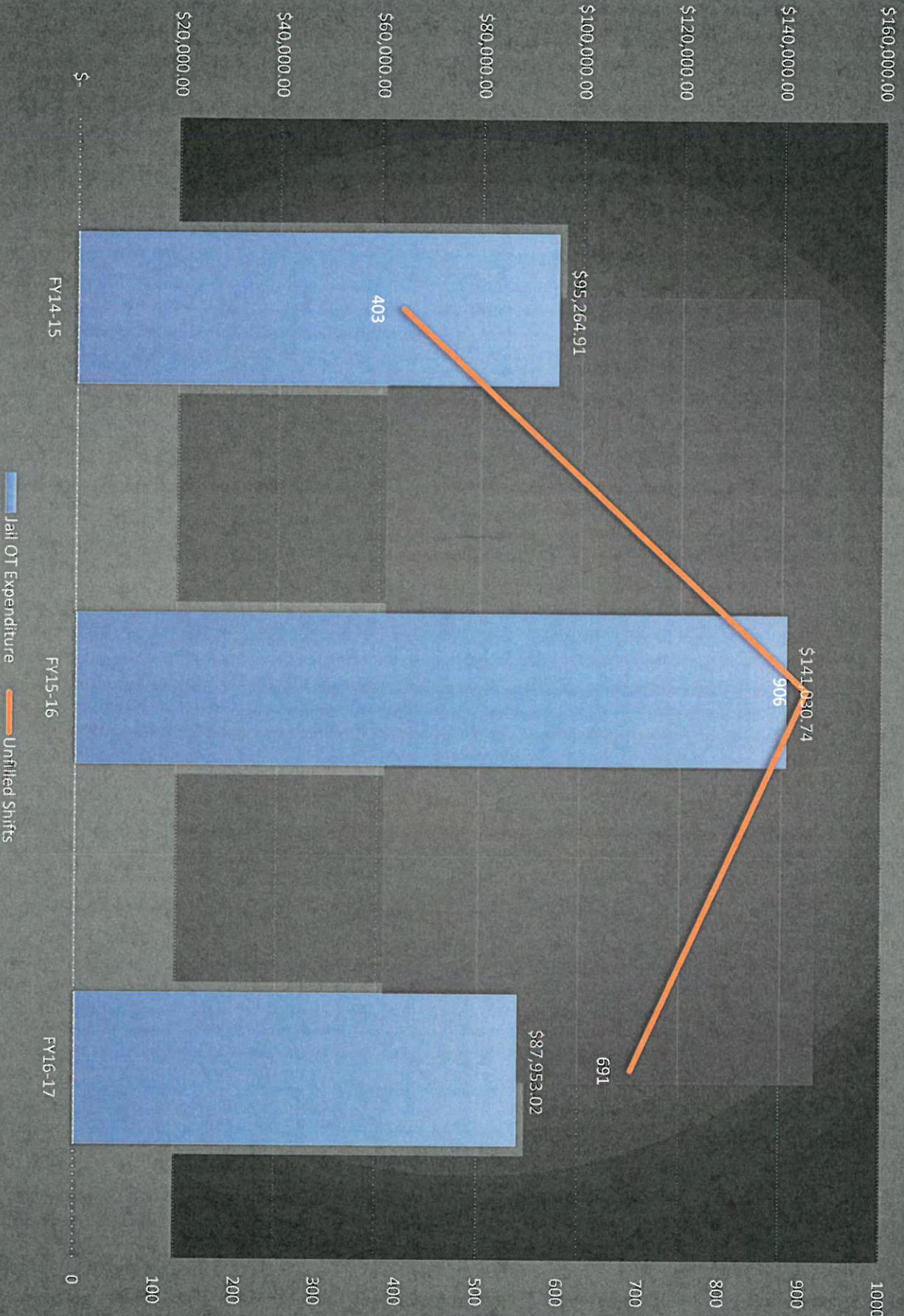
Unfilled 8 Hour Shifts by Month



Overtime (including Comp Time) compared to Unfilled Shifts (FMLA/Military Leave/Vacant or In-Training)



Overtime Spending/Unfilled Shifts

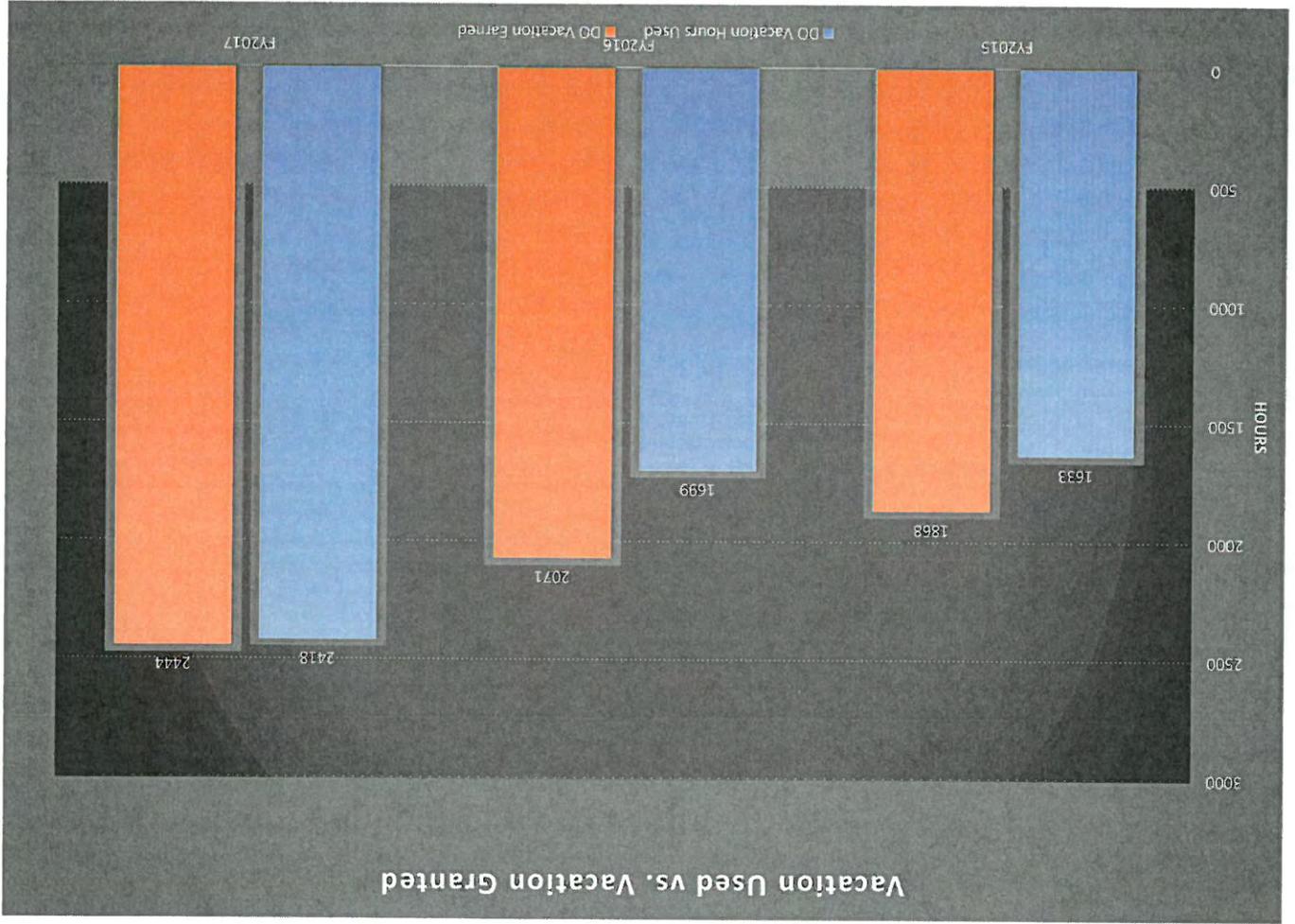


Jail OT Expenditure Unfilled Shifts

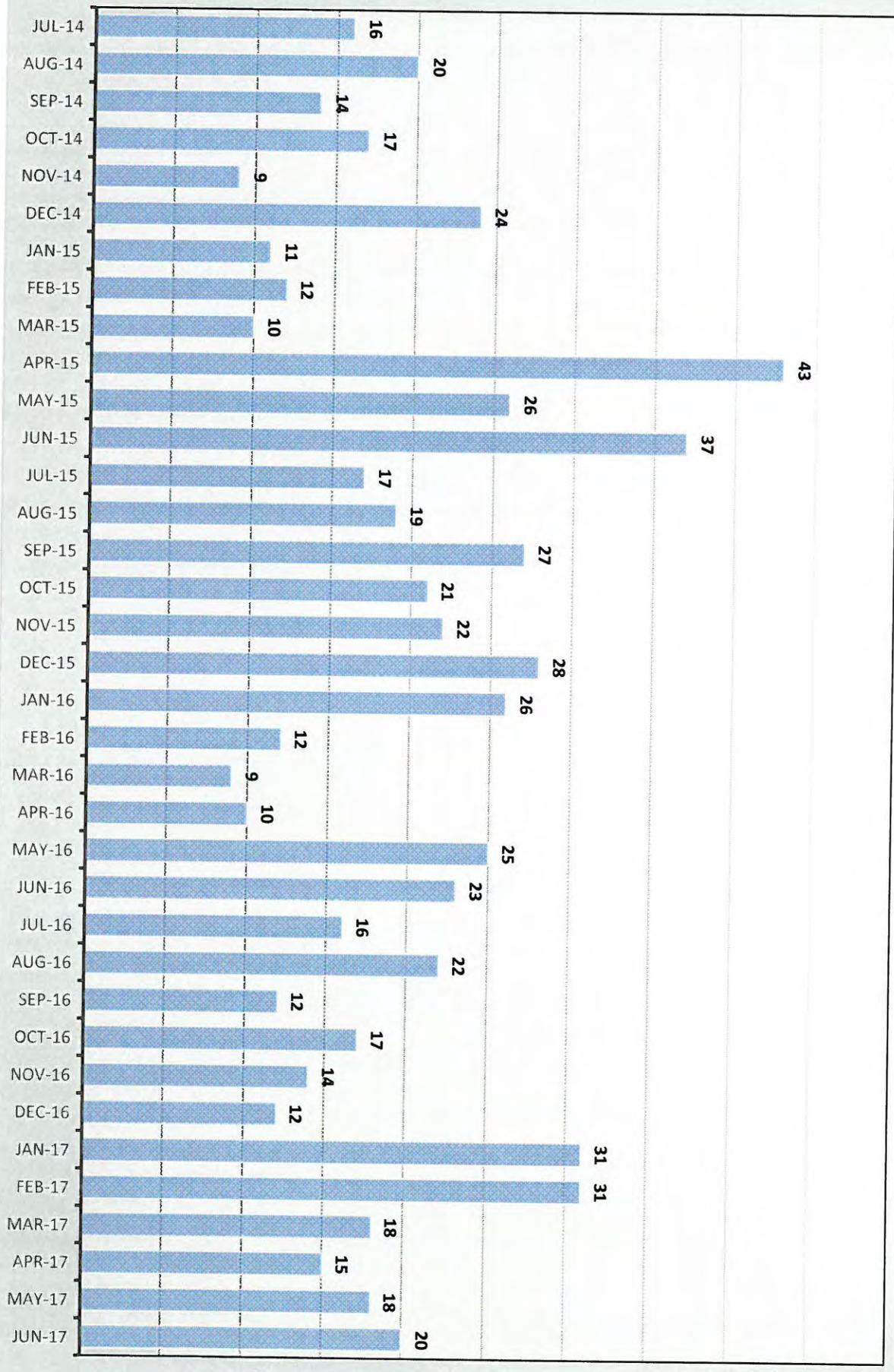
Vacation/Comp Time Granted



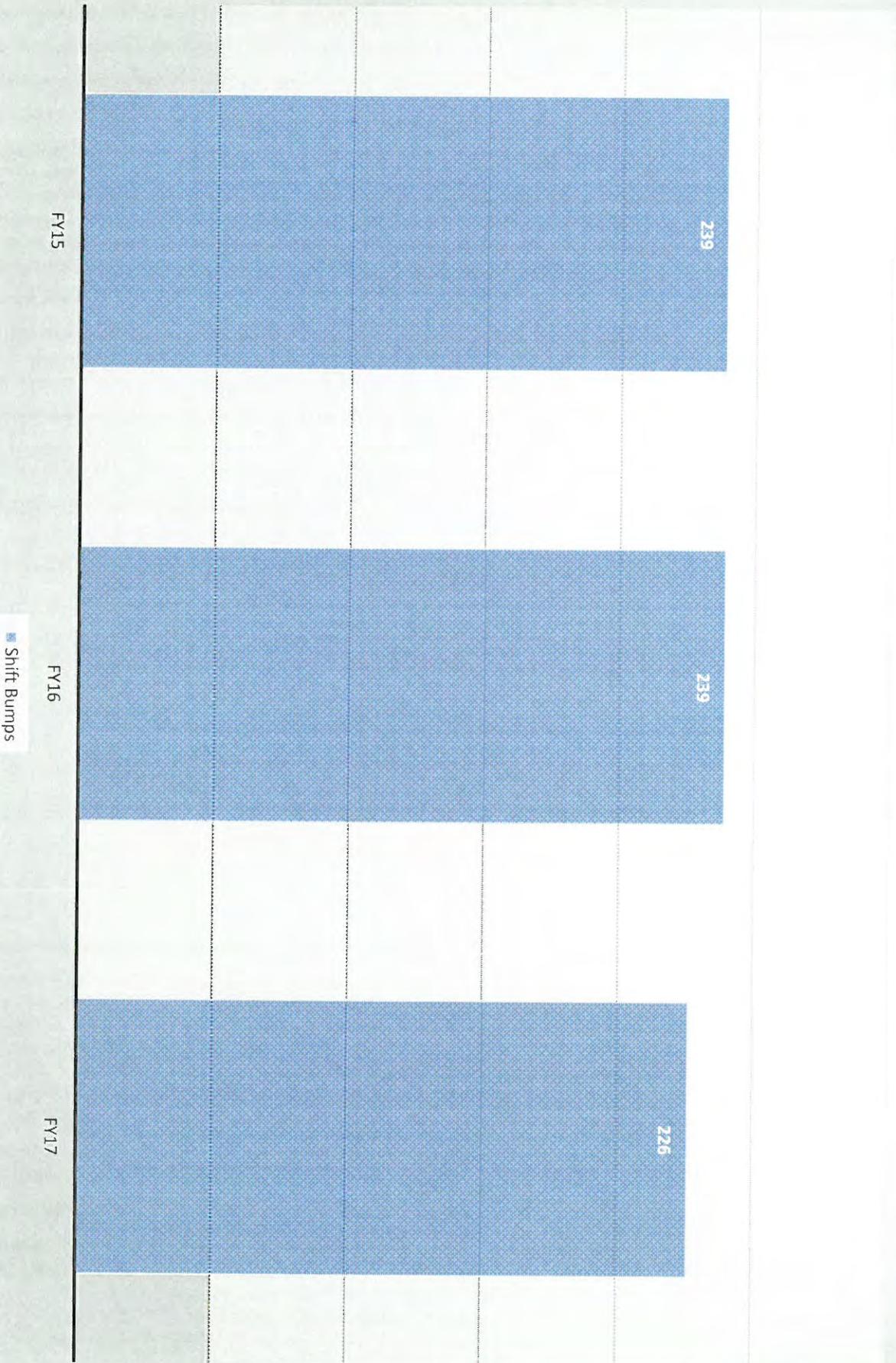
Vacation Used vs. Vacation Granted



Shift Bumps by Month



Bumping By Year



June 1, 2017 - August 29, 2017

Completed	Work Orders	On-Call
Admin	117	0
GH	21	4
Conservation	19	0
HSC	68	2
Jail	44	4
JC	78	2
Animal Control	6	0
Engineer	9	0
Total	362	12

Snow days: 0

Safety Training with Secondary Roads

Wiring and installation of panic buttons at Admin, waiting for policy to hook up

Pre-bid meeting for generator at HSC

Continued stripping and waxing of floors in all buildings

Set-up portable air conditioners at Animal Control

Sewer backup at Calhoun

Dehumidifiers needed for Community Services at HSC

Heavy rains caused leaks at HSC

Power outage at HSC due to blown fuse on power pole

Fire alarm at HSC due to excessive moisture

Cable runs in jail for additional cameras

Installed carpet tiles in front entry of JC

Replaced carpet tiles in entry to dispatch at JC



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

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

8/30/2017

Information technology Quarterly Report

September 5, 2017

Website Refresh

The committee recently approved the scope of work and our first meeting with the assigned Civic Plus project manager will be September 13, 2017. Results from the recent website surveys are also being evaluated. Moving forward, we will undergo a website refresh every 3 years in order to stay current with new technologies as they emerge.

Update on FTP Site for Video Storage

Former video transfer issues, increasing storage needs

Go-To-Meeting

Core switch replacement – former polycom obsolete

Networking Projects

- E911 Network (MAPSG) firewall upgrades – complete but still using the old connection until the routing is re-worked.
- Multi-agency Storage Array Replacement – complete
- Multi-agency server replacement – just beginning
- Firewall Replacements (Story County) - complete
- Core Switch Replacement – 90% complete. Final layer 3 routing will be completed on Sept. 15, 2017 with vendor support.
- Wireless Network Replacement – complete
- Provide new network paths for redundancy between major County locations including Animal Control – reviewing potential solutions

RFP for Radio Project (Sheriff's Office)

Interviews and reference checks for the project consultant have been completed. Mission Critical from Southlake, Texas was chosen. Mission Critical will then find suitable vendors



Department of Information Technology
Ph. 515-382-7300 Fax: 515-382-7349

and hardware to provide services that will meet the increasing technology demands of radio systems.

Timecard Software Demo

Solutions recently collaborated with vendor who writes timecard software for use with Solutions financials. Was presented at ISAC in August.

Mobile Laptop Replacement

26 laptops have been licensed, configured and tested by IT. Waiting for test results and approval of the new image from patrol before installation can begin.

Staffing Changes

We welcome the newest member of Story County IT staff, Darryl Muniz. Darryl and his wife reside in Ames. Before coming to Story county Darryl worked at Rain and Hail in Des Moines. Darryl is working out of the IT office at the Justice Center.



Sheriff's Office



Story County
PAUL H. FITZGERALD, Sheriff

Emergency 911 • Office: 515-382-6566 • Fax #: 515-382-7479 • P.O. Box 265 • Nevada, Iowa 50201

August 30, 2017

Story County Board of Supervisors
Rick Sanders, Chair
Martin Chitty
Lauris Olson

Dear Board of Supervisors,

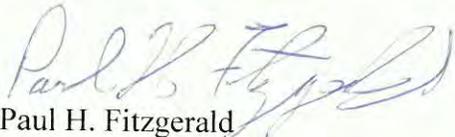
I would like to discuss the possibility of changing the position of Food Service Coordinator within the jail kitchen to a Food Service Supervisor. I have attached a copy of the Sheriff's Office General Order for the Food Service Coordinator for your convenience.

I foresee the Food Service Supervisor position continuing the current duties and becoming the supervisor to the two full-time employees, one part-time employee, and four inmate workers who staff the jail kitchen. The supervisor would also have additional tasks to include conducting evaluations, planning training, and setting up the work schedule.

Currently, the jail kitchen staff are supervised by a Detention Officer Supervisor. The Detention Officer Supervisor position does not require food service experience, nor does this position require knowledge of menu planning; licensed dietician guidelines; or Story County, State of Iowa, and Federal standards. It is important we have a position in place able to focus on the specialized duties within the kitchen.

Thank you in advance for discussing this request.

Respectfully submitted,


Paul H. Fitzgerald
Story County Sheriff

Discussion
APPROVED
DENIED
Board Member Initials: *PS*
Meeting Date: *9-5-17*
Follow-up action: *Study w/HR bring back to BoS. TBD*



Story County Sheriff's Office
Paul H. Fitzgerald, Sheriff

GENERAL ORDER

Effective: 07/01/06	Last Revised:	Number: 317
Reference:		
By Order Of:		Pages: 1 of 2

Subject: **COOK**

I. COOK:

Under supervision, performs food service duties for the jail, including preparation of food served for meals and snacks and special events. Maintains a clean, healthy, and safe work environment.

II. DUTIES:

- A. Reviews master menu and standardized recipes to determine type and quantity of food to be prepared; maintains established policies, procedures, standards, and practices in food preparation to achieve objectives for quality; evaluates food preparation and recommends changes to improve operations; prepares special diets as directed; prepares special diets as directed by the medical staff
- B. Plans work schedule for food preparation; assembles foods, supplies, and equipment for meal and snack preparation; sets up and prepares equipment to be used
- C. Prepares and cooks meals according to recipes; cuts and trims meat, fish, and poultry; spices and seasons food as required by the recipe; cooks, bakes, and prepares food with the appropriate utensil and/or equipment; carves, slices, or otherwise portions cooked foods to ensure optimum use of foodstuffs; observes and tastes food to determine quality; meets daily nutritional guidelines
- D. Coordinates and prepares diets to ensure nutritional and medical needs are met; plans and coordinates menu changes based upon seasonal availability of meet, vegetables, and fruits
- E. Alerts supervisor to problems and needs concerning equipment and food supplies; detects and destroys spoiled, unattractive, and uneaten food; ensures the sanitary and safe storage of prepared food; reports defective supplies/equipment, or other unusual conditions; purchases foodstuffs as needed; receives delivery, checks invoices, and stores food, equipment and supplies
- F. Carries out established policies, procedures, and objectives for a clean, healthy, and safe work environment; maintains kitchen within the guidelines of the Iowa Department of Inspections and Appeals and ACA food service standards
- G. Supervises and trains inmate workers assigned to the kitchen; coordinates and schedules the duty assignments of inmate workers; evaluates and documents inmate worker job performance

- H. Maintains inventories and orders all food items used in the kitchen on a daily, weekly, and monthly basis; plans and produces budget for Food and Provisions line-item of the budget; monitors and keeps statistics throughout the year on inventories, expenses, meals, and costs
- I. Receives deliveries, checks invoices, stores food, provisions, and supplies
- J. Performs all other duties as assigned