

The Board of Supervisors met on 10/16/18 at 10:00 a.m. in the Story County Administration Building. Members present: Rick Sanders, Martin Chitty, and Lauris Olson, with Sanders presiding. (all audio of meetings available at [storycountyia.gov](http://storycountyia.gov)).

**DISCUSSION AND INFORMATION REGARDING CERRO GORDO COUNTY REQUESTS TO JOIN CENTRAL IOWA COMMUNITY SERVICE (CICS) MENTAL HEALTH DISABILITY SERVICES REGION (MHDS)** – Karla Webb, Community Services Director, reported on the request. Jody Eaton, Region CEO, reported on the region’s growth, services offered, state changes, and obstacles. Eaton reported on the map of the regions, items to consider, tax levies and estimated cost to join, provider network, management plan review, service expansion, and new strategic plan. Eaton reported the Governing Board decided to deny this request. The Board concurs.

**MINUTES:** 10/09/18 Minutes – will be presented at a later date.

**CLAIMS:** 10/18/18 Claims of \$1,241,209.64 (run date 10/12/18, 35 pages, on file in the Auditor's Office) and authorize the Auditor to issue checks in payments of these claims and payment requests from Central Iowa Drug Task Force (\$1,528.23), BooST School Ready Services (\$35,593.28), BooST Early Childhood Services (\$7,117.34), Emergency Management (\$2,507.54), E911 surcharge (\$2,619.27), County Assessor (\$4,506.87), Ames City Assessor (\$14,337.41). Chitty moved, Olson seconded approval of Claims as presented. Motion carried unanimously (MCU) on a roll call vote. Olson moved removing Item #4 for individual consideration, Chitty seconded.

1. Limited Agenda for the BOS on Wednesday 12/26/18 for consideration of claims and to be held in Conference Room “A” on the second floor of the Administration Building
2. Service Agreement between Alpha Phi and Story County for security, effective 11/30/18 for \$65.00 an hour for a minimum of two hours
3. Change Order # 6 for Tedesco Environmental Learning Corridor (TELC) – Bid Package 2 with Boulder Contracting, LLC for \$6,528.65
5. Contract between CDW and Information Technology for hardware maintenance, effective 10/21/18-10/20/19, for \$1,282.34
6. Quarterly Reports: Auditor, Recorder, Sheriff, Treasurer

Roll call vote. (MCU)

4. Boards And Commissions Manual – Olson reported on correction for eligibility and language. Olson moved, Chitty seconded the approval of the Boards and Commissions Manual with noted changes. Roll call vote. (MCU)

**FIRST CONSIDERATION OF ORDINANCE NO. 277, AMENDING TABLE 90-1 TABLE OF CONDITIONAL USES TO ADD “KENNELS FOR THE RAISING, BREEDING AND BOARDING OF DOGS OR OTHER SMALL**

**ANIMALS”** – Jerry Moore, Planning and Development Director, reported this is to reinstate a portion accidentally removed from the ordinance. Moore reported on background information, meeting with Animal Control, review of ordinance 45.11, conditional uses, conceptual review, review with County Attorney’s Office, publication, and alternatives. Sanders opened the public hearing at 10:47 a.m., and, hearing none, he closed the public hearing at 10:47 a.m. Discussion took place about necessity of additional considerations. Olson moved, Chitty seconded the approval of First Consideration of Ordinance No. 277, Amending Table 90-1 Table of Conditional Uses to Add “Kennels for the Raising, Breeding and Boarding of Dogs or Other Small Animals as presented and Waived Second and Third Readings. Roll call vote. (MCU)

**DRAFT REQUEST FOR PROPOSAL (RFP) FOR STORY COUNTY JUSTICE CENTER RE-ROOFING PROJECT** – Joby Brogden, Facilities Management Director, reported on the issues and specifications. Leanne Harter, County Outreach and Special Projects Manager, reported on the timeline. Matthew Randall asked for clarification on specific items. Discussion took place. Chitty moved, Olson seconded the approval of the Draft Request for Proposal (RFP) for Story County Justice Center Re-Roofing Project with the addition of two clarification statements. Roll call vote. (MCU)

**MANUFACTURING GROWTH ARTICLE IN OUR STORY FALL 2018** – Sanders reported on background information. Olson stated the article was not a Board vote and provided additional information including emails with Story County Attorney’s Office, the Communication Plan, and processes used in similar jurisdictions. Discussion took place. Olson moved to direct staff to remove this article and add another Story County news. Motion died for a lack of a second. Chitty moved, Sanders seconded the approval of the draft article as presented. Roll call vote. Chitty aye, Sanders aye, Olson nay. Motion carried. Olson made a statement.

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

Chitty moved, Olson seconded to adjourn at 11:28 a.m. Roll call vote. (MCU)

Story County  
Board of Supervisors Meeting  
Agenda  
10/16/18

1. CALL TO ORDER: 10:00 A.M.
2. PLEDGE OF ALLEGIANCE:
3. PUBLIC COMMENT #1:  
This comment period is for the public to address topics on today's agenda
4. Discussion And Information Regarding Cerro Gordo County Requests To Join CICS MHDS Region - Karla Webb And Jody Eaton

Department Submitting Community Services

5. CONSIDERATION OF MINUTES:

- I. 10/09/18 Minutes

Department Submitting Auditor

6. CONSIDERATION OF PERSONNEL ACTIONS:

7. CONSIDERATION OF CLAIMS:

- I. 10/18/18 Claims

Department Submitting Auditor

Documents:

CLAIMS 101818.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. Consideration Of Limited Agenda For The Board Of Supervisors On Wednesday, December 26, 2018 For "Claims Only" And To Be Held In The Conference Room "A"

Department Submitting Auditor

- II. Consideration Of Service Agreement Between Alpha Phi And Story County For Security Effective 11/30/2018 For \$65/Hr For Minimum Of 2 Hrs

Department Submitting Sheriff

Documents:

ALPHA PHI SERVICE AGREEMENT.PDF

III. Consideration Of A Change Order No. 6 For Tedesco Environmental Learning Corridor – Bid Package 2 With Boulder Contracting, LLC For \$6,528.65

Department Submitting Conservation

Documents:

URGE MEMO TELC PH2 CO 006.PDF  
CHANGE ORDER 6 TELC BID PKG 2.PDF

IV. Consideration Of Boards And Commissions Manual

Department Submitting Board of Supervisors

Documents:

BOARDSANDCOMMISSIONS MANUAL.PDF

V. Consideration Of Contract Between CDW And Information Technology For Hardware Maintenance Effective 10/21/18-10/20/19 @ \$12822.34

Department Submitting Information Technology

Documents:

CDW.PDF

VI. Consideration Of Quarterly Reports: Auditor, Recorder, Sheriff, Treasurer

Department Submitting Auditor

Documents:

QTR REPORTS.PDF  
TREA QTR.PDF

9. PUBLIC HEARING ITEMS:

- I. First Consideration Of Ordinance No. 277, Amending Table 90-1 Table Of Conditional Uses To Add "Kennels For The Raising, Breeding And Boarding Of Dogs Or Other Small Animals" – Jerry Moore

Department Submitting Planning and Development

Documents:

STAFF MEMO.PDF  
ORDINANCE NO 277.PDF  
DOG BREEDING AND BOARDING ORDINANCE COMPARISONS.PDF

10. ADDITIONAL ITEMS:

- I. Discussion And Consideration Of Draft Request For Proposal (RFP) For Story County

Justice Center Re-Roofing Project - Joby Brogden And Leanne Harter

Department Submitting Board of Supervisors

Documents:

DRAFT RFP.PDF

II. Discussion And Consideration Of Manufacturing Growth Article In Our Story Fall 2018 -  
Leanne Harter

Department Submitting Board of Supervisors

Documents:

MANUFACTURINGARTICLE.PDF

11. AGENCY REPORTS:
12. DEPARTMENTAL REPORTS:
13. OTHER REPORTS:
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.



Consideration of Limited Agenda for the Board of Supervisors on Wednesday, December 26, 2018 for "Claims Only" and to be held in the Conference Room "A"

~~APPROVED~~ DENIED  
Board Member Initials: MS  
Meeting Date: 10-16-18  
Follow-up action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Tedesco Environmental Learning Corridor - BP#2 Trail Paving & Park Amenities Ames, IA	<b>CONTRACT INFORMATION:</b> Contract For: TELC-BP#2 Trail Paving & Park Amenities Date: April 10, 2018	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 006 Date: October 5, 2018
<b>OWNER:</b> <i>(Name and address)</i> Story County Conservation Board 56461 180th Street Ames, IA 50010	<b>ARCHITECT:</b> <i>(Name and address)</i> Shive-Hattery, Inc. 4125 Westown Parkway, Suite 100 West Des Moines, IA 50266	<b>CONTRACTOR:</b> <i>(Name and address)</i> Boulder Contracting, LLC 25789 N Avenue Grundy Center, IA 50638

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

The installation of the retaining walls at the nest area includes small gaps between the walls. A natural colored rock (RiverStone MC39 GR29) will be used to fill these gaps in place of white limestone. **The price increase for the natural colored rock is \$2,673.00.**

A 125' long gap was left out of the 10' wide PCC trail paving to the west of the existing stormwater ponds/wetlands. This pavement was left out to allow for a sanitary sewer connection to a manhole within the park as part of a separate project. The sanitary sewer project has since been delayed, and the 125' gap section now needs to be paved. Because this is a short section, it cannot be paved using a slip-form paver, and the contractor will need to set forms and pave the area by hand. **The price increase for this work is \$2,689.65.**

At the West side of the Ford crossing, an additional 4 steps are needed to raise the grade and maintain accessible slopes on the secondary trail. **The total price increase for this work is \$1,166.00.**

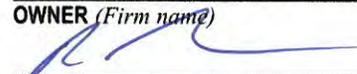
### Contract sum will be increased by \$6,528.65

The original Contract Sum was	\$ 1,068,788.00
The net change by previously authorized Change Orders	\$ 113,436.70
The Contract Sum prior to this Change Order was	\$ 1,182,224.70
The Contract Sum will be increased by this Change Order in the amount of	\$ 6,528.65
The new Contract Sum including this Change Order will be	\$ 1,188,753.35

The Contract Time will be unchanged by Zero (0) days.  
 The new date of Substantial Completion will be November 1, 2018

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Shive-Hattery, Inc. <b>ARCHITECT</b> <i>(Firm name)</i>  <b>SIGNATURE</b> Luke Monat, P.E. <b>PRINTED NAME AND TITLE</b> October 5, 2018 <b>DATE</b>	Boulder Contracting, LLC <b>CONTRACTOR</b> <i>(Firm name)</i>  <b>SIGNATURE</b> Lucre Johnson PM <b>PRINTED NAME AND TITLE</b> 10/5/18 <b>DATE</b>	Story County Board of Supervisors <b>OWNER</b> <i>(Firm name)</i>  <b>SIGNATURE</b> Rick Sanders <b>PRINTED NAME AND TITLE</b> 10-16-18 <b>DATE</b>
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# QUOTE CONFIRMATION



**DEAR INFORMATION TECHNOLOGY,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KDMP596	10/10/2018	BARRACUDA	8484660	\$12,822.34

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Barracuda 1 Year Energize Updates for Barracuda Web Filter 610</u> Mfg. Part#: BYF610A-E1 UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: Iowa NVP Software (ADSP016-130652)	2	789727	\$2,250.98	\$4,501.96
<u>Barracuda 1 Year Instant Replacement for Barracuda Web Filter 610</u> Mfg. Part#: BYF610A-H1 UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: Iowa NVP Software (ADSP016-130652)	2	789730	\$1,988.58	\$3,977.16
<u>Barracuda Advanced Threat Protection - subscription license (1 year) - 1 li</u> Mfg. Part#: BYF610A-A1 UNSPSC: 43233205 Electronic distribution - NO MEDIA Contract: Iowa NVP Software (ADSP016-130652)	2	4397724	\$2,171.61	\$4,343.22

PURCHASER BILLING INFO		SUBTOTAL	\$12,822.34
<b>Billing Address:</b> STORY COUNTY INFORMATION TECHNOLOGY ACCOUNTS PAYABLE 900 6TH ST ADMINISTRATION BLDG NEVADA, IA 50201-2004 Phone: (515) 382-7304 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$12,822.34
		DELIVER TO	
<b>Shipping Address:</b> STORY COUNTY INFORMATION TECHNOLOGY INFORMATION TECHNOLOGY 900 6TH ST ADMINISTRATION BLDG NEVADA, IA 50201-2004 Phone: (515) 382-7304 Shipping Method: ELECTRONIC DISTRIBUTION			

Need Assistance? CDW•G SALES CONTACT INFORMATION



(877) 638-8136

gabebro@cdwg.com

COUNTY AUDITOR'S REPORT OF FEES COLLECTED

STATE OF IOWA }  
STORY COUNTY }

TO THE BOARD OF SUPERVISORS OF STORY COUNTY:

Pursuant to the Code of Iowa, Chapter 331.902, Collection and Disposition of Fees collected, I, Lucy Martin, Auditor of the above named County and State, do hereby certify that the following is a true and correct statement of fees collected by me in my office for the quarter ending September 30, 2018 and the same has been paid to the Story County Treasurer.

For Elections for Other Entities Elections		\$ 1,065.76
Misc Elections	100.00	
City Elections		
School Elections		
Special Elections	965.76	
For Other Office Fees		\$ 1,323.71
Plat Books	849.75	
Computer Lists		
Map Copies		
Copies	4.50	
Miscellaneous	469.46	
	TOTAL	\$ 2,389.47

Treasurer's Receipts for the above are attached.

  
\_\_\_\_\_  
LUCY MARTIN  
Story County Auditor  
October 2, 2018

**APPROVED** **DENIED**  
Board Member Initials: RS  
Meeting Date: 10-16-18  
Follow-up action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COUNTY RECORDER'S REPORT OF FEES COLLECTED FOR 1st QUARTER  
FISCAL YEAR 2018-2019

STATE OF IOWA}  
COUNTY OF STORY}

TO: THE STORY COUNTY BOARD OF SUPERVISORS

Pursuant to the Code of Iowa, Chapter 331.902, Collection and Disposition of Fees, I, Stacie Herridge, Recorder of the above-named County and State do hereby certify that the following is a true and correct statement of the fees collected by me in my office for the 1st Fiscal Quarter ending Sept. 30, 2018, and the same has been paid to the County Treasurer.

Change of Title Fees	01000-08000-4100-07	\$4,205.00
Records Management Fees	27000-08000-4140-07	\$3,154.00
Electronic Transaction Fees	56000-08000-4160-07	\$3,154.00
Real Estate Transfer Tax	01000-08000-4040-07	\$39,423.90
Recording Fees	01000-08000-4000-07	\$66,372.00
Snowmobile Fees	01000-08000-4010-07	\$87.50
Boat Fees	01000-08000-4020-07	\$428.75
Hunting & Fishing Fees	01000-08000-4030-07	\$7.00
UCC Fees	01000-08000-4050-07	\$0.00
Copy Fees	01000-08000-4060-07	\$2,062.75
ATV Fees	01000-08000-4070-07	\$813.75
Vital Records Fees	01000-08000-4130-07	\$5,504.00
Passport Fees	01000-08000-4150-07	\$8,365.00
Boat Title Fees	01000-08000-4120-22	\$340.00
Interest	01000-00054-6000-07	\$86.36
Overages	01000-00055-8220-07	\$216.65
DNR Fees	01000-08000-4080-07	\$10.00
Total paid to Story County Treasurer		\$134,230.66

All of which is respectfully submitted this 8th day of October, 2018.

*Stacie Herridge*

Stacie Herridge, Story County Recorder

Subscribed and sworn to before me, the undersigned, and filed in my office this <sup>9<sup>th</sup></sup> day of October, 2018.

*Lucy Martin*  
Lucy Martin, Story County Auditor

**APPROVED**

**DENIED**

Board Member Initials: MS

Meeting Date: 10-14-18

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

\_\_\_\_\_

\_\_\_\_\_

**Story County Sheriff's Report**  
**Total Income Earned**  
**For the Quarter Ending September 29, 2018**

Civil Fees (01000-01000-4400-05)	\$30,363.08
Civil Fees (Credit Card)	754.45
Permits to Carry Concealed Weapon (01000-01000-4410-05)	\$4,360.00
Permits to carry Concealed Weapon - Credit Card	\$3,400.00
Interest (01000-00054-6000-05)	\$37.30
Work Release (01000-01000-4400-05)	\$2,756.00
<b>Total</b>	<b>\$41,670.83</b>

**Total Paid to Story County Treasurer** **\$41,670.83**

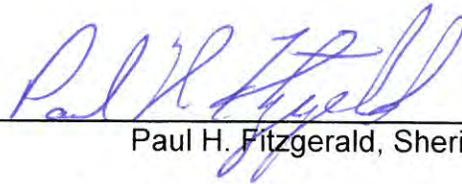
**APPROVED**

**DENIED**

Board Member Initials: PH

Meeting Date: 10-14-18

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



Paul H. Fitzgerald, Sheriff

Dated 09/28/2018

PHF:kan



# Story County Treasurer's Office

Renee M. Twedt, Treasurer

P.O. Box 498  
Nevada, IA 50201  
Phone 515-382-7330  
Fax 515-382-7336  
storycountyiowa.gov/treasurer  
treasurer@storycountyiowa.gov

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## Treasurer's Quarterly Report

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FY2018-Q4  
October 11, 2018

Prepared by:

- Renee Twedt, Treasurer
- Ardis A Baldwin, Finance Deputy
- Lori McDonald, Operations Deputy

**APPROVED**      **DENIED**  
Board Member Initials: RTS  
Meeting Date: 10-14-18  
Follow-up action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Narrative**

Finance Deputy – Ardis A Baldwin

**April May June 2018**

What a busy quarter. Sent out delinquent notices in April and May. Record year for the 2018 Tax Sale with only 111 real estate parcels and finished in 30 minutes.

Operations Deputy – Lori McDonald

We are a pilot county for the new electronic registering and titling system. This will be an easy to use system for both the car dealerships and the county offices once all the "bugs" are worked out.

**Data / Tables / Statistics**

**Cash and Investments**

**Invested Funds Summary**

Type	4/30/2018		5/31/2018		As of 06/30/2018	
	Amount	Percentage	Amount	Percentage	Amount	Percentage
Cash & Bank Accounts	\$34,642,025.56	76.47%	\$25,077,916.83	70.18%	\$18,635,668.82	63.39%
Iowa Public Agency Investment Trust	\$19,035.82	0.04%	\$19,056.67	0.05%	\$19,102.73	0.06%
Certificates of Deposit	\$10,638,579.73	23.48%	\$10,638,579.73	29.77%	\$10,742,264.19	36.54%
Totals	\$45,299,641.11	100.00%	\$35,735,553.23	100.00%	\$29,397,035.74	100.00%

**Investments Maturing in Q4**

Matured CD's - April Maturity Date Maturity Date Maturity Rate

None

Matured CD's - May

None

Matured CD's - June

South Story Bank-Renewed

South Story Bank-Renewed

2.00%

2.00%

Tax Collections	
April Total Tax Collections	\$9,314,005.09
May Total Tax Collections	\$862,814.19
June Total Tax Collections	\$323,910.11
Quarterly Total	\$10,500,729.39

**LISTING OF CERTIFICATES OF DEPOSIT & OTHER INVESTMENTS**  
Story County Treasurer- as of June 30, 2018

Total \$10,742,264.19

Purchase Date	Maturity Date	Purchase Amount	Cash In Amount	Interest Rate	Term	Certificate Number	Bank	Ann Anticipated Interest	Interest Received	Notes
5/2/2012		\$3,682,481.75	\$85,262.63				National Financial Serv	\$89,630.27		
2/28/2012		\$60,175.35	\$10,000.00				Drainage Certs			Paid 12/20/2017
2/28/2016	2/28/2017	\$525,055.57	\$525,055.57	1.00%	365	21012	South Story Bank	\$5,250.56	\$5,211.44	Renewed
3/4/2016	3/3/2017	\$500,000.00	\$500,000.00	1.00%	364	516992	Exchange State Bank	\$4,986.30	\$4,986.30	Renewed
3/5/2016	3/5/2017	\$500,000.00	\$500,000.00	1.00%	365	516991	Exchange State Bank	\$5,000.00	\$5,000.00	Renewed
6/7/2016	6/7/2017	\$1,046,845.24	\$1,046,845.24	1.25%	365		FAIT	\$10,000.00		Moved to other acct
6/22/2016	6/22/2017	\$517,500.89	\$517,500.89	1.10%	365	20196	South Story Bank	\$13,939.97	\$12,939.97	Done 07/16/17
9/1/2016	9/1/2017	\$500,000.00	\$500,000.00	1.10%	365	59016353	South Story Bank	\$6,468.76	\$6,408.62	Done 07/16/17
10/15/2016	10/15/2017	\$500,000.00	\$500,000.00	1.00%	365	7877	Maxwell State Bank	\$5,000.00	\$5,495.43	Cashed in
10/21/2016	10/21/2017	\$505,012.50	\$505,012.50	1.00%	365	20450	South Story Bank	\$5,050.13	\$5,012.50	Renewed *
12/24/2016	12/24/2017	\$505,771.35	\$505,771.35	1.15%	365	20451	South Story Bank	\$5,050.13	\$5,012.50	Renewed
12/30/2016	12/30/2017	\$506,018.69	\$506,018.69	1.20%	365	20511	South Story Bank	\$5,816.37	\$5,771.35	Renewed
12/31/2016	12/31/2017	\$505,767.98	\$505,767.98	1.15%	365	20956	South Story Bank	\$6,072.22	\$6,018.69	Renewed
2/28/2017	2/28/2018	\$506,018.00	\$506,018.00	1.20%	365	21012	South Story Bank	\$6,072.22	\$6,018.00	Semi Annual
3/3/2017	3/2/2018	\$500,000.00	\$500,000.00	1.10%	365	516992	Exchange State Bank	\$5,500.00	\$5,500.00	Renewed
3/5/2017	3/5/2018	\$1,061,552.37	\$1,061,552.37	1.40%	365	20196	Exchange State Bank	\$14,861.73	\$14,707.13	Renew al-
6/22/2017	6/22/2018	\$524,771.26	\$524,771.26	1.40%	365	20868	South Story Bank	\$7,346.80	\$7,270.37	Renew at*
6/26/2017	6/22/2018	\$500,000.00	\$500,000.00	1.25%	365	7877	Maxwell State Bank	\$6,250.00		
9/15/2017	9/15/2018	\$502,744.49	\$502,744.49	1.15%	365	20450	South Story Bank	\$5,781.56	\$ 2,744.49	Semi Annual
10/21/2017	10/21/2018	\$500,000.00	\$500,000.00	1.15%	365	20451	South Story Bank	\$5,781.56	\$2,744.49	Semi Annual
10/21/2017	10/21/2018	\$1,000,000.00	\$1,000,000.00	1.70%	365		FAIT	\$17,000.00		
12/24/2017	12/24/2018	\$503,057.11	\$503,057.11	1.30%	365	20511	South Story Bank	\$6,539.74	3057.11	Semi Annual
12/30/2017	12/30/2018	\$500,000.00	\$500,000.00	1.30%	365	20956	South Story Bank	\$6,500.00		
12/31/2017	12/31/2018	\$500,000.00	\$500,000.00	1.30%	365	20519	South Story Bank	\$6,500.00		
2/28/2018	2/28/2019	\$500,000.00	\$500,000.00	1.50%	365	21012	South Story Bank	\$7,500.00		
3/2/2018	3/1/2019	\$500,000.00	\$500,000.00	1.50%	365	516992	Exchange State Bank	\$7,500.00		
3/5/2018	3/5/2019	\$500,000.00	\$500,000.00	1.50%	365	516991	Exchange State Bank	\$7,500.00		
		\$19,960,529.54	\$9,218,265.35							

## Motor Vehicle Statistics

	Title Transfers	Registration Renewals	CC/DOR Debt Revenue	Revenue Generated	Total Revenue	Expenses	Net to County General Fund
Apr-18	1,811	8,633	\$10.00	\$59,246.18	\$59,256.18	\$22,750.53	\$36,505.65
May-18	1,842	9,144	\$10.00	\$60,257.60	\$60,267.60	\$25,464.93	\$34,802.67
June-18	1,840	9,345	\$10.00	\$61,454.27	\$61,464.27	\$27,844.25	\$33,620.02
<b>Totals</b>	<b>5,493</b>	<b>27,122</b>	<b>\$30.00</b>	<b>\$180,958.05</b>	<b>\$180,988.05</b>	<b>\$76,059.71</b>	<b>\$104,928.34</b>

## In Office Payment Statistics

April- June 2018		
Receipt Type	Receipts Debit & Credit	Totals
Tax	72	\$60,168.01
Vehicle	1,916	\$354,271.67
Misc	20	\$60,168.01
<b>Total Receipts</b>	<b>2,008</b>	<b>\$474,607.69</b>

# Collections for CC/DOR

	Clerk of Court	Dept of Rev	Totals
Apr-18	\$90.00	\$61.01	\$151.01
May-18	\$34.90		\$34.90
June-18	\$92.50		\$92.50
Totals	\$217.40	\$61.01	\$278.41

## MONTHLY WEB STATS

DATE	#MV CUST	#MV RENEW	REGISTRATION FEES	ORGAN DONOR	SERVICE FEES	TOTAL MV & FEES	#TAX CUST	#TAX PARCEL	TAX PAID	SERVICE FEES	TOTAL TAX & FEES	TOTAL CUST	TOTAL TO COUNTY	TOTAL SERVICE FEES
Apr-18	1334	1919	\$297,906.00	\$108.00	\$3,249.63 <sup>F</sup>	\$301,263.63 <sup>F</sup>	498	614	\$1,093,888.86	\$1,838.61	\$1,095,727.47	1832	\$1,391,902.86	\$19,196.91
May-18	1283	1813	\$272,971.50	\$74.60	\$3,027.53 <sup>F</sup>	\$276,073.63 <sup>F</sup>	240	291	\$169,653.51	\$530.96	\$170,184.47	1523	\$442,699.61	\$444,222.61
Jun-18	1263	1818	\$280,820.50	\$111.00	\$2,866.60 <sup>F</sup>	\$283,798.10 <sup>F</sup>	151	169	\$64,258.02	\$214.19	\$64,472.21	1414	\$345,189.52	\$346,603.52
	3880 <sup>F</sup>	5550 <sup>F</sup>	\$851,698.00 <sup>F</sup>	\$293.60 <sup>F</sup>	\$9,143.76 <sup>F</sup>	\$861,135.36 <sup>F</sup>	889 <sup>F</sup>	1074 <sup>F</sup>	\$1,327,800.39 <sup>F</sup>	\$2,583.76	\$1,330,384.15	4769	\$2,179,791.99	\$790,828.13

**STORY COUNTY SHERIFF  
SERVICE AGREEMENT  
# 18-07**

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 five-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 Alpha Phi** sorority 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:  
**Alpha Phi**  
307 Ash Ave  
Ames, Iowa 50010  
(563) 920-9348

**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 emergencies. 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.

**II Additional Services**

List the specific additional services requested by the Contractor. Include any specific instructions to the Service Provider from the Contractor which are to be made a part of this agreement. (Refer to attachments here and staple attachments to back.)

**Duty Requirements attached**

**III Times and location(s)**

The Contractor requires the services of the Service Provider at the following location: (For more than one location list in section C and make attachments as necessary.)

Location: Prairie Moon Winery  
3801 W 190<sup>th</sup> St  
Ames, Iowa 50014

**A.** If the services is to continue for an indefinite period complete this section only.

State date of service:

Day Month Year

**B.** If the service is to be for a single date complete this section only.

Date of service:

**30** **November** **2018**  
Day Month Year

**C.** If the service is for more than one date or is to continue on different dates at different locations use the chart below.

Start date of service:

Day Month Year

**Chart**

**Days**

**Times**

Monday	_____	_____ a.m. to _____ p.m. and _____ p.m. to _____ a.m.
Tuesday	_____	_____ a.m. to _____ a.m. and _____ p.m. to _____ a.m.
Wednesday	_____	_____ a.m. to _____ p.m. and _____ p.m. to _____ a.m.
Thursday	_____	_____ a.m. to _____ p.m. and _____ p.m. to _____ a.m.
Friday	_____	_____ a.m. to _____ p.m. and _____ p.m. to _____ a.m.
Saturday	_____	_____ a.m. to _____ p.m. and _____ p.m. to _____ a.m.
Sunday	_____	_____ a.m. to _____ p.m. and _____ p.m. to _____ a.m.

**Additional Locations:**

Address:  
City/rural:

(If necessary attach additional descriptions)

**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 \_\_\_ 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 **Abigail Tjaden** 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**

**Abigail Tjaden**

**Address:**

**Story County Sheriff  
1315 South "B" Avenue  
Nevada, IA 50201  
515-382-7457  
gbackous@storycountviowa.gov**

**Alpha Phi  
307 Ash Ave  
Ames, Iowa 50010  
(563) 920-9348  
atjaden@iastate.edu**

**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

*Lt. Jay Bann*  
Authorized Representative

Lieutenant, Support Services

Title

10/9/2018  
Date

Contractor

*Abigail Faden*  
Authorized Representative

Director of Internal Events

Title

10/8/2018  
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 10/16/18

*AA*  
Board of Supervisors

*Ducy Madsen by CM*  
Attest: Story County Auditor

(Staple attachments to back)



# Handbook for Boards and Commissions Members

**APPROVED**

**DENIED**

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

Meeting Date: 10-14-18

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

\_\_\_\_\_

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

Updated October 2018

Story County, Iowa - 900 6th Street - Nevada, Iowa 50201



# WELCOME!

Thank you for your willingness to serve Story County. Your participation personifies citizen involvement in the governing process. We rely on our members of the boards and commissions to research issues, reach out to our citizens, and make recommendations that are aligned with our mission and goals.

This Handbook was prepared as a reference for those residents who volunteer to serve on our numerous boards and commissions. It is intended to provide you with information about the organization of Story County as well as the functions of the advisory boards.

Our board and commission members play a vital part of the overall deliberative process in Story County. Being a member of a board or commission may not be an easy task, but, if done well, it can be very rewarding.

It is with sincere appreciation and gratitude that we thank you for volunteering your time and effort to serve Story County.

---

*Lauris Olson*

*Rick Sanders*

*Martin Chitty*

**“Active community participation is key to building an empowered community.”**  
**- J. Norman Reid**



# INTRODUCTION

Story County encourages, promotes and welcomes the participation of citizens in the decision-making process. We have a number of standing citizen commissions, committees and boards who provide public input into Story County government.

Boards and commissions serve as an important link between the citizens and Story County by communicating values, attitudes and needs of Story County within the special area of their group's assignment. They are an integral part of the process which contributes to sound government. Approximately 70 citizens presently serving Story County on a board or commission give generously of their time. We benefit from the expertise and energy of these special individuals.

This Handbook offers a brief description of Story County and the organization and general responsibilities for all board/commission members, requirements for becoming a board/commission member, meeting procedures, and legal requirements. The purpose of this Handbook is to provide all board/commission members with a resource to successfully fulfill their valued role as a volunteer with Story County.

If you have any questions after reviewing this Handbook, please contact the staff liaison for the board or commission to which you have been appointed, or call the Director of External Operations and County Services at 515-382-7243.

For a listing of Story County Boards and Commissions please visit the county's website: [www.storycountyiowa.gov](http://www.storycountyiowa.gov).

## Story County Boards and Commissions

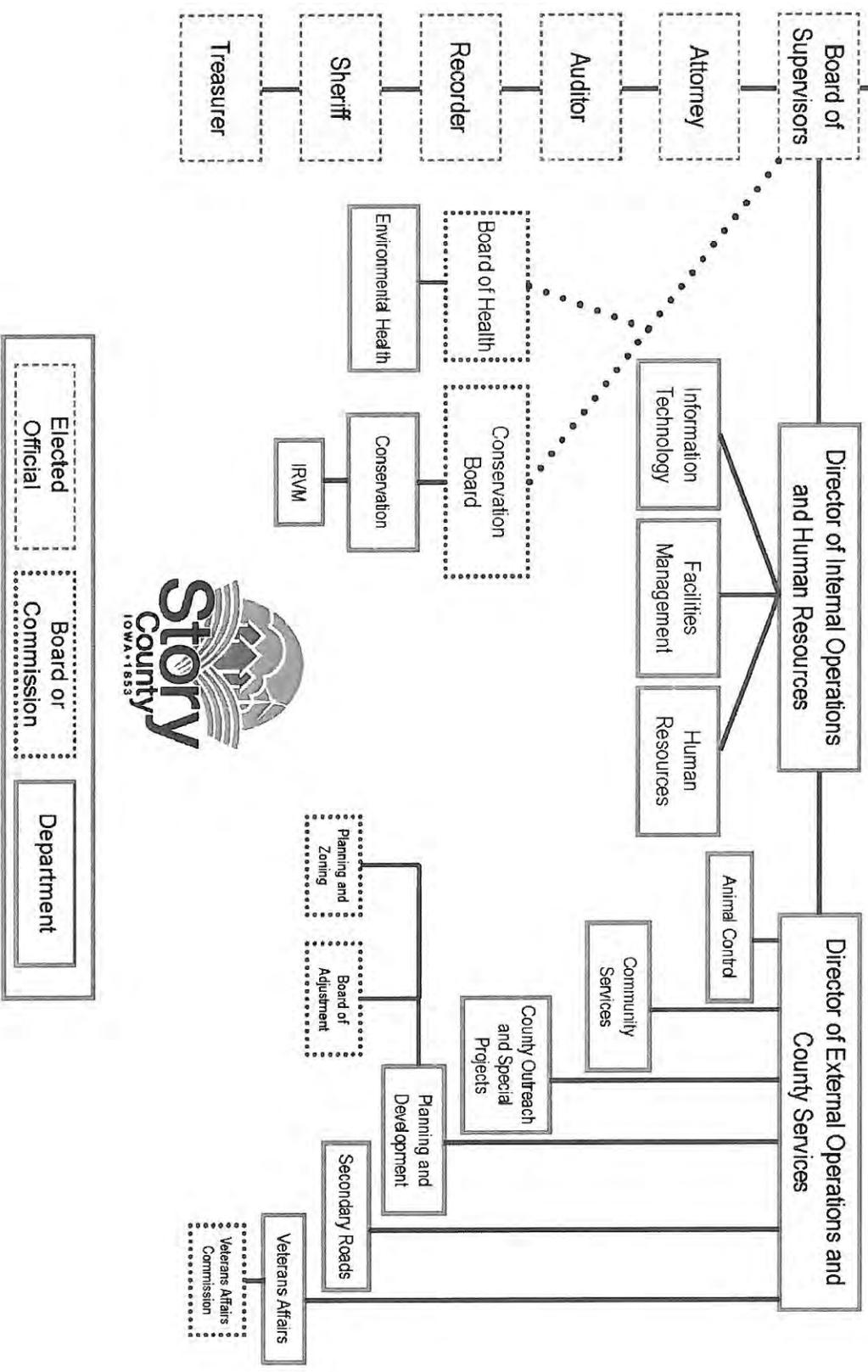


Thank you for your time!



Residents of Story County

# Story County Government





# ELIGIBILITY REQUIREMENTS AND THE APPLICATION PROCESS

## Eligibility Requirements/Qualifications

Unless otherwise specified, applicants for all boards and commissions appointed by the Board of Supervisors are required to be residents and qualified electors of Story County.

Story County encourages qualified individuals with disabilities to apply for appointment to boards and commissions. In compliance with the Americans with Disabilities Act (ADA), if an individual needs special assistance to participate in a County meeting, reasonable accommodations and arrangements will be made through the Board of Supervisor's Office. Please contact the County ADA Coordinator at (515) 382-7204.

## Applications and Vacancies

- Any citizen interested in serving on board or commission is invited to complete an application form and submit it to the Board of Supervisor's Office. Applications remain on file for one year.
- When a vacancy occurs, it is publicized, and applications of persons interested in serving on the particular body are accepted.
- Annually, the Board of Supervisors places the upcoming appointments for the new year on the Board's organizational meeting agenda.
- Scheduled vacancies are those created by the scheduled expiration of a term on a board, commission, or committee. These vacancies are publicized annually by August, with applications due early fall.

A commission, committee, or board member serves at the pleasure of the Board of Supervisors and can be removed by a majority vote of the Board of Supervisors. If a commission, committee, or board member finds that he/she cannot perform the duties of the office due to any reason, he/she shall submit a written resignation to the Chair of the Board of Supervisors. The Board will then proceed with the application process for an individual to fill the unexpired term on that group. A member who relocates his or her residency outside of the County shall immediately notify the Chair of the Board of Supervisors to determine if it affects his/her ability to remain on that board, commission, or committee.



# Examples of CLASSIFICATION OF ADVISORY BOARDS AND COMMISSIONS

Board or Commission	Sets Policy/Decision Authority	Recommending Capacity
ASSET		✓
Board of Adjustment *	✓	
Board of Health ^	✓	✓
Civil Service Commission	✓	✓
CICS Advisory Committee		✓
Commission of Veterans Affairs +	✓	
Condemnation Compensation Board	✓	
Conservation Board ^	✓	✓
Planning and Zoning Commission		✓

\*Decisions are appealable to District Court.

+Decisions are appealable to the Board of Supervisors.

^Board sets policy in regards to administrative matters, however fiscal and regulatory decisions are adopted by the Board of Supervisors.



## IOWA OPEN MEETINGS LAW

Board and commission members appointed by the Board of Supervisors are subject to the provisions of Chapters 21 and 22 of the Iowa Code — the open meetings and records or “sunshine” laws. These chapters attempt to ensure that Iowa government at all levels is as transparent and accountable to the public as possible.

The first sentence of Chapter 21 says explicitly that the goal of the law is to guarantee, through open meetings of governmental bodies, “that the basis and rationale of government decisions, as well as those decisions themselves, are easily accessible to the people.” The law also says that any ambiguity should be settled in favor of openness.

In other words, there is a legal presumption that meetings of government bodies should be open to the public except in limited circumstances, spelled out in Chapter 21.5. Even then, the law says that “nothing in this section requires a governmental body to hold a closed session.”

Governmental bodies are required to give adequate notice of the time, date and place of a meeting, and post a tentative agenda (Chapter 21.4). They must keep minutes of their meetings (Chapter 21.3), which then become public records. Items not included on the agenda should not be discussed at a meeting, unless there is an emergency item that cannot be deferred for 24 hours.

A governmental body that wishes to hold a closed meeting must follow certain procedures, spelled out in Chapter 21.5, including taking a public vote and citing which exception allows closure. Discussion in closed meetings is limited to the reason why the meeting was closed. The governmental body must go back into open session to take any final action.

Government bodies are not required to allow public comment at open meetings, though many do. They are allowed to enforce reasonable rules to ensure meetings are orderly. Members of the public are allowed to use cameras and recording devices at open meetings, so long as they are not disruptive.



Iowa Public Information Board

*The IPIB is a resource to answer questions or address concerns regarding Chapters 21 and 22, Iowa's open meetings and public records laws. Their website at [www.ipib.iowa.gov](http://www.ipib.iowa.gov) provides information regarding Iowa's open meeting and record laws as well as training information.*



# IOWA OPEN MEETINGS LAW

The **Open Meetings, Open Records Handbook** prepared by the Iowa Freedom of Information Council is an exceptional resource and tool for board and commission members. It outlines the requirements of Chapters 21 and 22 of the Code of Iowa. In it, the introduction provides the following three points to help understand Code requirements.

- ◆ **Iowa law assumes that meetings and records are open.** Iowans do not have to make a case to attend a governmental meeting or to see a public record. To the contrary, meetings must be open and records must be available for inspection unless the case for closure is specified in law. The Iowa Supreme Court has been adamant on this point, citing, for example, 22.8(3), which notes that most records are open to public inspection, “even though such examination may cause inconvenience or embarrassment to public officials or others.”
- ◆ **The laws are relatively brief, general and written for public understanding and use.** The sunshine laws of many states are longer and more complex than Iowa’s. Many other laws try to anticipate almost every conceivable issue that might arise. Iowa laws provide a general approach — that of assumed openness — and establish guidelines regarding when a meeting can be (not must be) closed and what records are confidential. The laws provide a framework to help reasonable people ensure that public business is conducted in the public eye.
- ◆ **The laws provide a framework for managing business by public agencies.** The provisions for posting tentative agendas, keeping minutes of meetings, and dealing with personnel issues, and other matters, are instructive for any organization, public or private. The laws also provide a mechanism for an aggrieved citizen who believes a governmental agency has improperly denied access to a meeting or record.

*Open Meetings, Open Records Handbook—Iowa Freedom of Information Council—16th Edition*



Open Meetings, Open Records Handbook





# HOLDING PRODUCTIVE MEETINGS

To keep your meetings productive and on track, here are some handy tips.

- ◆ Study any background materials beforehand, but don't make up your mind. Additional information may be presented at the meeting. You will want to keep an open mind so you can fairly consider all the facts.
- ◆ Before a board or commission can start the business at hand, it must have a quorum, which means a majority of members present. You submitted the application form for the board or commission, and in doing so, indicated you were willing to give of your time. Attendance at meetings is crucial so that meetings can be held and decisions reached.
- ◆ The Chair is responsible for moving the meeting along. Other members should assist with getting to the heart of an issue so a conclusion can be reached in a reasonable amount of time.
- ◆ The board or commission may establish and publicize general guidelines governing the length of presentations and public participation. Generally, fifteen minutes is usually enough time for the main presentation, and three to five minutes has become a standard time limit for members of public.
- ◆ After the presentation and public participation, board and commission members may want to ask questions. This time should be limited to the questions only, with discussion for or against an issue held until a motion has been presented.
- ◆ After questions are answered, a voting member should make a motion. After the motion is seconded, the Chair can open the floor to board and commission discussion, making sure each member keeps comments short and to the point.
- ◆ The Chair should try to keep members focused and moving to a conclusion. One way is for the Chair to occasionally summarize what is being discussed. When the Chair thinks the debate has been brought to a close, he/she should "call for the question" or ask members if they are ready to vote. Other board and commission members can also call for the question.





# Sign-Up for Notify Me!

Just follow the instructions to the right to sign-up for "Notify Me" on our website. Once you do, you will receive bid postings, alerts, agendas, news flashes, and much more from Story County.

## Notify Me Instructions

**Step 1:** Go to the website: [www.storycountyiowa.gov](http://www.storycountyiowa.gov).

**Step 2:** Click on "Notify Me" in the Citizen Help Center.



**Step 3:** Enter your email address in the appropriate box and select either 'text' or 'email' notification by clicking on the appropriate symbol next to each type of alert.

METHOD	LEFT NAME	DESCRIPTION
<input type="checkbox"/>	JOB Interest Card	JOB NOTIFICATION
<input type="checkbox"/>	Sheriff's Press Releases	Legal releases from the Story County Sheriff
<b>Alert Center</b>		
<input type="checkbox"/>	MULTIPLU LIST MAIL	DELIVERATION
<input type="checkbox"/>	MULTIPLU A-HERIONS	
<input type="checkbox"/>	Emergency Alerts	Be notified of important county wide alerts that could affect your personal safety or property
<input type="checkbox"/>	Healthcare & Conditions	Notification notices & updates for Story County Government Offices
<input type="checkbox"/>	Severe Weather Warning	Click here to be notified on Severe Weather in the Story County Area
<input type="checkbox"/>	Transportation Office Alerts	The receipt of important emergency and other vehicle drive safe information

**Step 4:** You will receive a verification email after completing these steps. Click on the link in this email to complete the process.



# THANK YOU!

Thank you again for volunteering for a  
Story County Board or Commission.

If you have additional questions, please contact the County staff  
liaison identified to provide staff assistance to the board or  
commission on which you are a member or contact  
the *Director of External Operations and County Services* at  
515-382-7243 / [DSchildroth@storycountyiowa.gov](mailto:DSchildroth@storycountyiowa.gov).

**DO NOT WRITE IN THE SPACE ABOVE, RESERVED FOR RECORDER**

Prepared by Jerry Moore, Story County Planning & Development, 900 6<sup>th</sup> St., Nevada, Iowa 50201  
Return to Story County Planning and Development

**ORDINANCE NO. 277**

**AN ORDINANCE AMENDING CHAPTER 90, TABLE 90-1 TABLE OF CONDITIONAL USES IN THE STORY COUNTY LAND DEVELOPMENT REGULATIONS BY ADDING KENNELS FOR RAISING, BREEDING AND BOARDING OF DOGS OR OTHER SMALL ANIMALS AND ADDING SETBACK REQUIREMENTS FOR BUILDINGS AND EXERCISE RUNWAYS AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH.**

WHEREAS; the Story County Planning and Zoning Commission at their meeting on October 3, 2018 recommended approval of the above described amendment as proposed and referenced in the Story County Land Development Regulations and chapter identified in this ordinance; and

WHEREAS; the amendment is created in the Story County Code of Ordinances in the Story County Land Development Regulations in the chapter and table referenced in this ordinance and as shown in Attachment A; and

WHEREAS; all other ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict; and

WHEREAS; this ordinance is in full force and effect from and after its adoption and publication as provided by law.

WHEREAS; if any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

WHEREAS; this ordinance shall be effective after its final passage, approval and publication of the ordinance or a summary thereof, as provided by law.

THEREFORE HEREBY BE IT ORDAINED, that the Story County Board of Supervisors approves Ordinance No.277 as amended and referenced in this ordinance.

**Action upon FIRST Consideration:** Approved  
**DATE:** October 16, 2018

Moved by: Olson  
Seconded by: Chitty  
Voting Aye: Olson, Chitty, Sanders  
Voting Nay: None  
Not Voting: None  
Absent: None

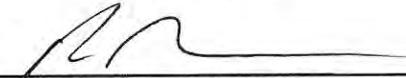
**Action upon SECOND Consideration:** Waived  
**DATE:** October 23, 2018

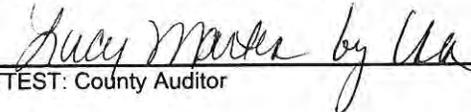
Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Voting Aye: \_\_\_\_\_  
Voting Nay: \_\_\_\_\_  
Not Voting: \_\_\_\_\_  
Absent: \_\_\_\_\_

**Action upon THIRD Consideration:** Waived  
**DATE:** October 30, 2018

Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Voting Aye: \_\_\_\_\_  
Voting Nay: \_\_\_\_\_  
Not Voting: \_\_\_\_\_  
Absent: \_\_\_\_\_

ADOPTED THIS 16<sup>TH</sup> day of OCTOBER, 2018.

  
\_\_\_\_\_  
Story County Board of Supervisors

  
\_\_\_\_\_  
ATTEST: County Auditor

Attachment A

CHAPTER 90

LAND DEVELOPMENT REGULATIONS:  
CONDITIONAL USES

Key: C – signifies that conditional use permit is necessary CS – supplemental standards apply	ZONING DISTRICTS									
	A-1	A-2	A-R	R-1	R-2	RMH	CL1	III	GBC	
Astronomical observatories	C	C								C
Construction and demolition landfills *	C	C					C	C		
Farms, agritourism ( <i>Ordinance No. 253</i> )	CS	CS								CS
Churches and/or similar uses *	C	C	C	C	C	C	C	C		
Commercial Wind Energy Conversion Systems (C-WECS)	CS	CS					CS	CS		
Adult bookstores and adult establishments or cabarets ( <i>Ordinance No. 184</i> )							CS	CS		
Commercial Solar Energy Systems (C-SES) ( <i>Ordinance No. 251</i> )	CS	CS	CS				CS	CS		
Yard waste composting facility	C	C						C		
Human services facilities and programs, except uses meeting the definition of family home under Chapter 85* ( <i>Ordinance No. 247</i> )	C	C	C	C	C	C	C	C		
<u>Kennels for the raising, breeding and boarding of dogs or other small animals; provided, all buildings including exercise runways be at least 50 feet from all property lines and at least 200 feet from any residential district (or residential property) line. *</u>	C	C								
* It is not intended to permit those uses marked with * in the A-1 District where the Land Evaluation and Site Assessment (LESA) score for the subject parcel is 267-300.										



Story County Planning and Development Department  
Administration Building  
900 6<sup>th</sup> Street, Nevada, Iowa 50201

Ph. 515-382-7245  
[www.storycountyiowa.gov](http://www.storycountyiowa.gov)

## MEMORANDUM

---

**DATE:** October 11, 2018  
**TO:** Story County Board of Supervisors  
**FROM:** Jerry Moore, Planning and Development Director  
**RE:** **First consideration of proposed ordinance #277 adding kennels for raising, breeding and boarding of dogs and small animals, Chapter 90 Table 90-1 Table of Conditional Uses**

### Background

The previous ordinance on kennels for raising, breeding and boarding of dogs and small animals was inadvertently removed from the County's Table 90-1, Chapter 90 Conditional Uses by Planning and Development staff while working on an unrelated ordinance amendment. The error was noticed by staff after the County codified the Code of Ordinances this year. **Planning and Development staff propose to add the exact language previously included in Table 90-1.**

During the review of the proposed ordinance by County staff, Planning and Development staff met with Sue McCaskey, Story County Animal Control to discuss the dog kennel ordinance and to learn more about Story County Code of Ordinance Chapter 45, Animal Control and Welfare. Sue supports the request to reinstate the previous dog kennel ordinance and also referenced several provisions in Chapter 45 including Chapter 45.11 Standards for Private Kennels that provide additional standards. Planning and Development staff and Sue believe that the combined proposed reinstated kennel ordinance and the regulations under Chapter 45.11 for Private Kennels will adequately address the needs of dogs. The details of Chapter 45.11 Standards for Private Kennels are identified below. In summary, Chapter 45.11 Standards for Private Kennels, requires all private breeding kennels to obtain a temporary license from the Story County Animal Control until a state or federal license is obtained. There are general standards applying to air temperature and ventilation, providing adequate space for exercise, addressing animal waste, noise, minimum level of care, and Story County Animal Control is to be granted reasonable access for inspection.

Chapter 45.11 Standards For Private Kennels of the Animal Control and Welfare ordinance is as follows.

#### 45.11 STANDARDS FOR PRIVATE KENNELS.

All private breeding kennels shall be required to obtain a temporary license issued by the ACO until a State or federal license is obtained. Licenses shall be issued annually by the State of Iowa or federal government providing compliance with the following provisions are fulfilled:

1. The primary structure shall be maintained in such a manner that air temperature and ventilation shall be adequate for health and reasonable comfort of the animals housed within.
2. The animals shall have adequate space for exercise necessary to maintain good health. (Space requirements for animals may be subject to changes at the ACO's request, depending on animal species and numbers).
3. All kennel areas shall be maintained so that the animal waste does not accumulate and cause a health hazard to the animals or an offensive smell.
4. All animals shall be maintained in such a manner that the noise from the kennel shall not be disturbing.
5. All animals shall be maintained with at least a minimum level of care as outlined by Section 45.12.
6. All animals shall meet the requirements of Section 45.06.
7. The ACO shall be given reasonable access for inspection of the private kennel premises regardless of a State or federal license.

For comparison purposes, Planning and Development staff also reviewed the dog kennel ordinances for the adjacent counties (Hardin, Jasper, Marshall, and Polk) and this information was provided to the Planning and Zoning Commission. Two of the counties require a Conditional Use Permit application submittal to review dog kennel requests. Two counties permit dog kennels in certain zoning districts with no Conditional Use Permit application requirement; one county if there are less than 15 dogs in a year and the other county if the dog kennel is located in commercial or industrial districts. Most of the counties had minimum setback requirements for exercise runs and buildings containing dogs from adjacent property lines. In general, it appears Story County's proposed ordinance compares closely to the other adjacent counties ordinances. The details of the ordinance comparison is attached.

#### **Planning and Zoning Commission Meetings**

Planning and Development staff introduced the proposed ordinance for dog kennels for discussion only at the September 5, 2018 Planning and Zoning Commission meeting. A question was raised by a commission member about whether there were any noted concerns with the previous ordinance and none were known to planning staff.

At the October 3, 2018 Planning and Zoning Commission meeting, a commissioner asked Planning and Development staff to confirm that the Story County Animal Control Department supported reinstating the dog kennel language back into the County's ordinance because it was consistent and in line with Chapter 45 Animal Control and Welfare.

The wording of the proposed kennel language to be reinstated into Chapter 90, Table 90-1 Table of Conditional Uses is as follows:

**Kennels for the raising, breeding and boarding of dogs or other small animals; provided, all buildings including exercise runways be at least 50 feet from all property lines and at least 200 feet from any residential district (or residential property) line. \***

See below the proposed dog kennel ordinance language in Table 90-1 Table of Conditional Uses.

**Recommendation**

**At their October 3, 2018 meeting, the Story County Planning and Zoning Commission recommended approval (vote 5-0) of the dog kennel ordinance (Ordinance 277) as written above and shown below on Table 90-1 Table of Conditional Uses.**

Table 90-1 – Table of Conditional Use

Key: C – signifies that conditional use permit is necessary CS – supplemental standards apply	ZONING DISTRICTS								
	A-1	A-2	A-R	R-1	R-2	RMH	CLI	HI	GBC
Private, non-commercial aircraft landing fields	C						C	C	
Golf courses (except miniature golf courses or practice driving ranges operated for commercial purposes) *	C		C	C	C		C		
Private gun clubs, skeet shooting ranges, and similar uses ( <i>Ordinance No. 192</i> ) *	C						C		
Indoor recreational facilities ( <i>Ordinance No. 192</i> )	C	C	C	C	C	C		C	
Campgrounds not operated for profit *	C								C
Lodges and fraternal organizations *	C								C
Public water supply and sewage treatment facilities	C	C	C	C	C	C	C	C	
Communication towers and facilities	CS	CS					CS	CS	
Any land or building used by a utility service for the purpose of generating or converting power, except C-WECS, which are held subject to supplemental standards ( <i>Ordinance No. 192</i> ) ( <i>Ordinance No. 219</i> )	C	C	C	C	C	C	C	C	C
Nurseries and greenhouses, including retail sales	C								
Drag strips, go-cart tracks, courses, and/or activity areas for motorcycles, minibikes, snowmobiles and ATVs, provided that the minimum lot area is 20 acres *	C						C		
Commercial campgrounds and travel trailer parks *	CS					CS	CS		
Mineral extraction and primary mineral processing	CS	CS					CS	CS	CS
Ready mix concrete plants, asphalt paving mixture plants, and small ancillary products manufactured	C	C							

Key: C – signifies that conditional use permit is necessary CS – supplemental standards apply	ZONING DISTRICTS								
	A-1	A-2	A-R	R-1	R-2	RMH	CLI	HI	GBC
by the plant operators utilizing excess material, in conjunction with and adjacent to a mineral extraction and primary mineral processing operation									
Adaptive reuse of abandoned schools, churches or other institutional, commercial or industrial buildings where a proposed use or proposed combination of two or more principal uses, on one lot within one building, is not otherwise permitted	C	C	C	C	C	C	C	C	C
Rural salvage yard in conjunction with an owner-occupied single-family dwelling	CS	CS							
Child care centers serving more than six children and operating only between the hours of 6:00 a.m. and 10:00 p.m.	C		C	C	C	C			
Agricultural lime storage site (fill and draw) operation for purposes of reducing the moisture content of lime slurry	C	C					C	C	
Bed and breakfast inn	CS	CS							
Astronomical observatories	C	C							C
Construction and demolition landfills *	C	C					C	C	
Farms, agritourism ( <i>Ordinance No. 253</i> )	CS	CS							CS
Churches and/or similar uses *	C	C	C	C	C	C	C	C	
Commercial Wind Energy Conversion Systems (C-WECS)	CS	CS					CS	CS	
Adult bookstores and adult establishments or cabarets ( <i>Ordinance No. 184</i> )							CS	CS	
Commercial Solar Energy Systems (C-SES) ( <i>Ordinance No. 251</i> )	CS	CS	CS				CS	CS	
Yard waste composting facility	C	C						C	
Human services facilities and programs, except uses meeting the definition of family home under Chapter 85* ( <i>Ordinance No. 247</i> )	C	C	C	C	C	C	C	C	
Kennels for the raising, breeding and boarding of dogs or other small animals; provided, all buildings including exercise runways be at least 50 feet from all property lines and at least 200 feet from any residential district (or residential property) line. *	C	C							

\* It is not intended to permit those uses marked with \* in the A-1 District where the Land Evaluation and Site Assessment (LESA) score for the subject parcel is 267-300.

**Dog Boarding & Breeding**

Jurisdiction	Story County	Hardin County	Jasper County	Marshall County	Polk County
<b>Definition</b>	Kennel means any lot, parcel, or tract or premises used for the commercial sale, boarding or breeding of dogs, cats or other household pets. Kennel also means the keeping of five or more dogs, cats or other household pets of the mammal group over the age of six months.	Kennel. A place where 4 or more dogs, cats or similar animals or pets, over 4 months of age, are boarded, bred, and /or offered for sale.	Kennel, Commercial. Any establishment where three (3) or more dogs, cats, or other animals normally allowed outdoors, six (6) months or older, are kept for breeding, boarding, grooming, selling, or training services in return for compensation.	Kennel, Commercial. Any establishment where three or more dogs, cats, or other animals normally allowed outdoors, six months or older, not owned by the owner of the premises, are kept for breeding, boarding, grooming, selling or training services in return for compensation. Kennel, Private A non-commercial kennel at a private residence where four or more dogs, cats or both are kept for the hobby of the householder, as opposed to a commercial kennel. The keeper of a hobby kennel may keep adult dogs or cats and may raise and sell not more than fifteen (15) offspring regardless of species during any calendar year without becoming a commercial kennel.	Kennel A building, structure or use where five (5) or more dogs, cats or other small domesticated animals are kept for sale, breeding or boarding.
<b>Process</b>	CUP in A-1 & A-2 if high LESEA can't do use	Unclear	CUP Treated as a Home Business & permitted in all districts with dwellings. Zoning Admin can apply additional conditions.	Permitted in A-1 District & Permitted if not more than 15	CUP

Jurisdiction	Story County	Hardin County	Jasper County	Marshall County	Polk County
<b>Regulations</b>	For raising, breeding and boarding of dogs or other small animals. Buildings and dog runs 50 feet from property lines and 200 feet from residential district or residential property line.	Unclear	1. Licensed by Code of Iowa 2. Buildings and fences 50 feet from commercial and industrial property line & 200 feet from all other property lines. 3. All fences screened from view of any adjoining property by plantings to be taller than the fence and at least 80% opaque.	Buildings and exercise runs at least 50 feet from all property lines and 200 feet from any residential district or residential property line.	Animal Services use permitted with CUP in AG, AT & MU Districts. Permitted in GC, LI & HI Districts. Summary: 1. Animals shall be kept in manner not to be public or private nuisance. Animals not confined and kept in such a manner as to be detrimentally affect the public health or welfare shall be considered a nuisance. 2. Any outside areas not completely concealing animal noises shall be 200 feet from residential district or dwelling or building containing an office. No fence or exercise area shall be closer than 15 feet to property line and shall not be permitted in a front yard. 3. Fenced livestock enclosures for animal shelters, hospitals and clinics may be in designated open space as long as vegetated ground cover is maintained.

**REQUEST FOR PROPOSAL FOR  
STORY COUNTY JUSTICE CENTER RE-ROOFING PROJECT  
Story County, Iowa**

**REVISED OCTOBER 16, 2018**

Story County, Iowa ("County") seeks proposals and cost estimates for the Story County Justice Center Re-Roofing Project as described in this Request for Proposal ("RFP").

The Vendor selected from the RFP will be engaged after competitive evaluation by a qualified committee based on the "Selection Criteria" set forth in this request.

This request invites Vendors to submit proposals for accomplishment of the items of work specified below under Scope of Work. Proposals should be prepared and submitted in accordance with the guidelines and requirements set forth in this request.

**Sealed proposals:** Vendor will deliver one (1) hard copy and one digital format (CD or flash drive) to the following address:

Story County Board of Supervisors  
c/o County Outreach and Special Projects Manager  
Story County Administration  
900 6<sup>th</sup> Street  
Nevada, Iowa 50201

**APPROVED**      **DENIED**  
Board Member Initials: PS  
Meeting Date: 10-16-18  
Follow-up action: add clarification statements

The envelope must be clearly marked "SEALED RFP". The name of the firm and contact person must be listed on the outside of the envelope. Any restrictions on the use of data within proposals must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public record laws.

**Proposal Deadline: 9:30 AM CST, Tuesday, November 13, 2018.**

Proposals received after the proposal deadline will be considered late and will not be accepted. Proposals may be withdrawn and/or modified in writing prior to the submission deadline. Request for withdrawal must be in writing by the contact person named on the outside of the envelope. Proposals that are resubmitted must be sealed and received prior to the submission deadline. Each Vendor may submit only one proposal.

- Bids received after the time specified will not be considered or accepted. Amendments to bids will not be considered or accepted unless received prior to the time set for opening of bids, in the same format specified for submission of bids. Conditional bids will not be considered or accepted.
- Any bid not prepared or submitted in accordance with the Instructions to Bidders may be rejected, at the Owner's sole discretion.
- The Owner may, when in its best interest, reject any and all bids or waive any informalities in bids received.
- Any bid may be withdrawn prior to the scheduled time for opening of bids. Withdrawal of bids may be made via telephone call, fax, mail, or e-mail.

- No bid may be withdrawn within 60 calendar days after the opening of bids.
- Bid may remain valid beyond 60 calendar days, at the Bidder's option.

## Scope of Services

The Vendor selected for this project will provide the following services in connection with, but not limited to, the design and code compliance associated with the re-roofing project for the Story County Justice Center located at 1315 South B Avenue, Nevada, Iowa.

Vendors are invited to submit a proposal outlining experience and qualifications in performing work directly related to the services required.

### It is Story County's intent to have installed:

- A. Base Bid: Direct Membrane replacement with 48 mil 6.5' x 100' in seam securement of same manufacturer as existing. Removal of old membrane and membrane securement components re-using existing edge metal. Replace wet or damaged existing insulation with in kind.
- B. Alternate Bid 1: Install reflective induction weld thermoplastic system, with 20 year non prorated warranty. 72 MPH wind speed. Install ½" isocyanurate cover board. Improve drainage around existing roof drains to minimize ponding. Install new edge metal to match existing. Remove obsolete roof hatch and fill in deck. Install one-way taper on eyebrow area at south side of building near entry way. Replace wet or damaged existing insulation with in kind.
- C. Alternate Bid 2: Remove existing membrane flashing, cut existing membrane into 10' x 10' grid. Install in seam polymer reinforced felt back sheet membrane. Replace wet or damaged existing insulation with in kind.

### PROJECT SPECIFICS

HVAC curb flashing can be re-used if basis of design utilized. If not, curbs will need to be disconnected and raised so flashing can be wrapped up and over curbs. This is to match existing construction.

On court room area of the project at parapet wall on the south end, the north side on east corner, the wall flashing is of very low flashing height. If applicator installing same material as existing, applicator may weld to existing. Apply PMMA liquid flashing per manufacturer's requirements. If installing a different membrane, must achieve an 8" flashing height. Care must be taken in removal of decorative metal flashing to maintain architectural integrity.

Contractor, if utilizing an alternate to basis of design, needs to submit tie off procedures/details for water tight at night.

Contractor to visit site after a work stoppage to assure proper storage and no leaks.

Pavers on lower north roof to be removed and re-installed. Utilize approved drainage material as barrier.

Match existing walk way paths around roof top equipment.

Solar is an option that owner is considering in the future. Roofing system to be able to provide a turnkey option. Time limit 5 years from substantial completion.

Safety is very high priority for owner. Contractor will be required to submit a safety plan.

Field inspector to attend pre-construction meeting and make inspections every week demonstrating that substantial work progress is achieved.

Due to court trials in progress, work stoppage may be required.

On bid form, confirmation will be required that contractor is:

1. Installing approved manufactures material; and
2. Contractor complied with pre-bid requirement.

Vendors are to price this work as one-time set up and mobilization, and under one warranty for all roof levels.

Successful contractor will advise owner of work progress and schedule their work to minimize disturbance inside the building.

Weekly progress meetings between owner and contractor will also be scheduled.

Roofing Applicator to coordinate with Roofing Manufacturer to have designated technical staff member assigned to project for project start up and in progress inspections.

Safe, clean, well-installed, functional roofing systems is the end goal.

Design specifications outlined in Appendix A.

### ***Qualifications***

Any combination of skills and experience that can successfully and effectively address the scope of services.

### ***Submittal Requirements***

- Letter of interest – must be no more than two pages (note: one page is one side of an 8½" x 11" paper) in length and include contact information and signature.
- Summary of qualifications, experience and availability – must be no more than eight pages in length. It should summarize qualifications, relevant experience, and availability to participate in the RFP process (including Interviews, if applicable) and provide services to Story County.
- Proposed approach to the project, including a proposed schedule – must be no more than two pages.

- Proposed budget – no more than two pages, include detailed project costs, by task, and estimated hours. Actual compensation is subject to contract negotiation.
- List of professional references – no more than one page listing most recent professional references and their contact information.
- A minimum of three examples of relevant work related to Scope of Services.
- Conceptual Plan addressing the following areas:  
The Vendor shall provide a Conceptual Plan, including a detailed statement of work for the product/services believed to be appropriate for Story County, addressing the Scope of Services detailed in this RFP.
  - Vendor name, address, and names of primary contacts.
  - Identify project manager.
  - Installation drawings provided by manufacturer; installer will provide final shop drawings.
  - Pricing methods: lump sum with one alternative add.
  - Schedule: when deliverables are required.
- Bid Forms
- Substitution Request, if applicable

***Instructions to Bidders***

**Preparation of Bids**

- Bids shall be submitted in duplicate - Bid Form, as included in the Bidding Documents, or an exact copy thereof.
- Blank spaces must be typewritten or written in ink in both words and figures. Typewritten, stamped or printed signature without a handwritten signature will not be accepted.
- Bids must be submitted in sealed envelopes bearing on the outside the name of the Bidder and their address.
- If forwarded by mail, the sealed envelope containing the bid, as directed above, must be enclosed in another envelope addressed as follows:
  - Story County Board of Supervisors
  - Attn: County Outreach and Special Projects Manager
  - 900 6th Street
  - Nevada, IA 50201
    - For Bidder's protection, mailed bids should be sent by Registered Mail.
- In a separate envelope MARKED BID BOND:
  1. Include bid bond or cashier's check in the amount of 5% of total bid.
  2. Acknowledgement of Addenda's
  3. Confirmation of what Manufacturer Installing.

***Examination of Drawings, Specification and Work Site***

- A. Before submitting a bid, each Bidder shall carefully examine the drawings, read the specifications and all other Bidding Documents, and visit the work site.
- B. Bidder shall become fully informed prior to bidding as to all existing conditions and limitations under which the work is to be performed, and shall include in the bid a sum to cover all costs of all items necessary to perform the work as set forth in the Bidding Documents. No allowance will be made to any Bidder because of lack of such examination

or knowledge. The submission of a bid will be construed as conclusive evidence that the Bidder has made such examination. It shall be the Bidder's responsibility to seek any necessary clarifications and interpretations prior to submitting a bid.

**Submittal Process and Details**

All proposals must be submitted as detailed in the manner described herein. Exceptions nor extensions to established deadlines will not be granted.

Story County will be accepting written questions from October 16, 2018, through 5:00 PM, November 1, 2018, regarding this RFP. Please submit questions via email to Leanne Harter, County Outreach and Special Projects Manager, at [lharter@storycountyiowa.gov](mailto:lharter@storycountyiowa.gov). Written responses will be published on Story County’s website at [www.storycountyiowa.gov](http://www.storycountyiowa.gov) and distributed to those who submitted questions no later than 12:00 pm, Tuesday, November 5, 2018.

A mandatory pre-proposal meeting is scheduled on 9:00 am on Friday, October 26, 2018. (If a Vendor participated in the mandatory pre-bid meeting held previously through the first release of this RFP, it is not necessary to repeat such. Please just note it with the proposal.)

*Estimated Timeline*

October 16th, 2018	Release RFP
5:00 pm November 1st, 2018	Questions due to Story County
Prior to 12:00 pm November 5th, 2018	Story County responses published
9:00 am October 26th, 2018	Mandatory pre-proposal meeting
Prior to 9:30 am November 13th, 2018	RFPs Due
10:00 am November 13 <sup>th</sup> , 2018	Proposals received by BOS
November 13th, 2018 – November 15th, 2018	RFPs reviewed by Selection Committee
November 20th, 2018	Board of Supervisor consultant selection
November 27th, 2018	Board of Supervisors action on contract
November 27th, 2018	Effective start of contract
March 1st, 2019	Anticipated completion date

*The above dates are subject to change at the option of Story County.*

**Consultant Selection Procedures**

A selection committee will analyze and evaluate all properly submitted proposals in response to this request. The selection committee using the “Evaluation Criteria” listed in this RFP will rank all vendors. Top scoring vendors will be chosen for further evaluation, which will include interviews by our selection committee with those firms. Each proposal will be evaluated based on the Evaluation Criteria listed below. Proposals will be ranked in order of the highest numerical score first. Story County may select as many of the top ranked vendors as it deems necessary for inclusion within the negotiating list.

**Evaluation Criteria**

1. Experience with related activities or programs.
2. Availability and capability of staff.
3. Technical and financial resources.
4. Ability to complete the project in a timely manner and within budget.
5. Integrity and compliance with public policy.
6. Location of office. Preference may be given to those Vendors located within Story County.

### **Proposal Terms and Milestones for Payment**

Story County reserves the right to reject any proposals received in response to this Request for Proposal. If a proposal is selected, it will be the most advantageous in terms of quality of service, the Vendor's qualifications, and capabilities to provide the specified service, and other factors that Story County may consider. Story County reserves the right, at its discretion, to waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by Story County to be in the best interests of Story County even though not the lowest bid.

The price quotations stated in the Vendor's proposal will not be subject to any price increase from the date on which the proposal is opened by Story County to the mutually agreed-to date of bid. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful Vendor to accept the obligation of the bid may result in the cancellation of any award. A service contract will be executed between Story County and the awarded Vendor.

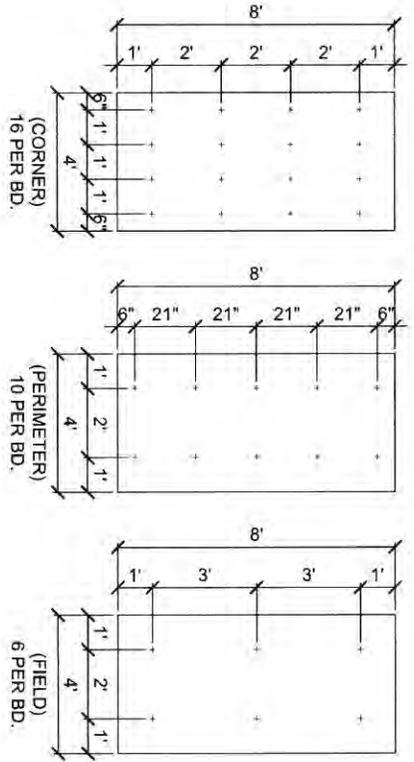
The selected Vendor may not subcontract any of the work specified in this RFP without prior written consent of Story County.

### **Insurance**

Vendor shall take out and maintain during service to the County under a contract such public liability and property damage insurance as shall protect Vendor, its subcontractors, and the County from claims for damages for personal injury, including accidental death, as well as for claims for property damage, which might arise from operations under its contract with the County, whether such operations be by Vendor or its subcontractor, or by anyone directly or indirectly employed by either of them.

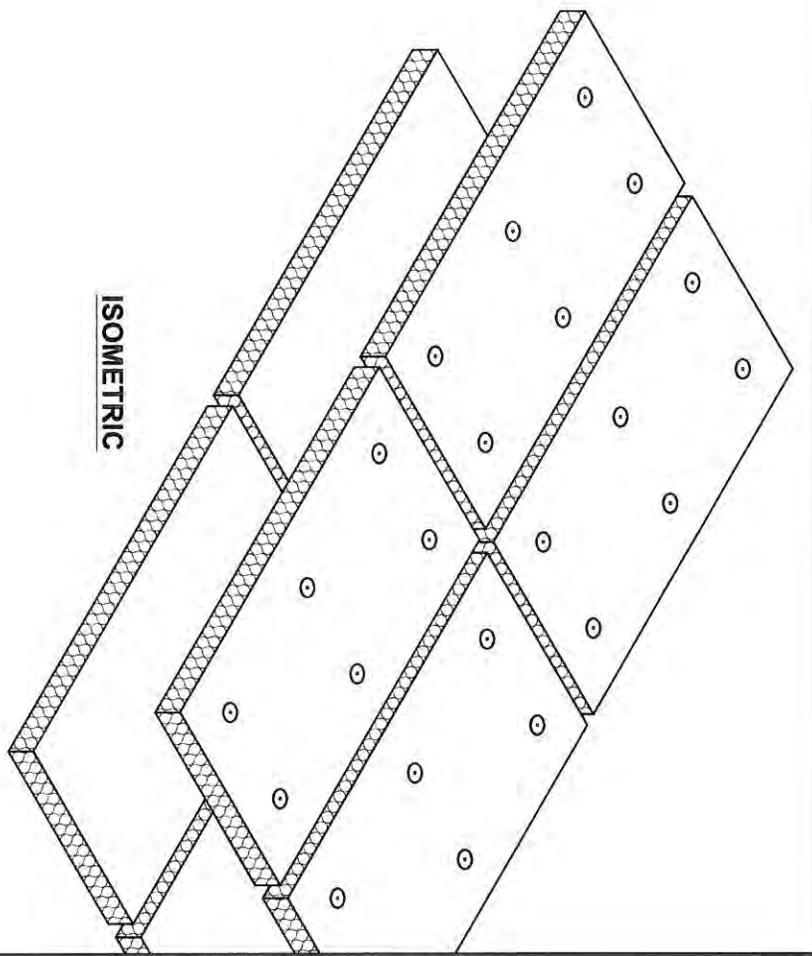
Responsible companies who are acceptable to the County shall issue all insurance policies. The Vendor shall not cause any insurance to be canceled nor permit any insurance to lapse during the life of the contract with the County. Vendor shall indemnify and hold County harmless from any damages, cost, claims or expenses which may arise as a result of any failure on the part of the Vendor to provide accurate and/or complete data and information to the County as outlined and required by the terms and conditions of its contract with the County.

**Attachment A**  
***Design Documents and Specifications for Story County Justice Center Re-Roofing Project***



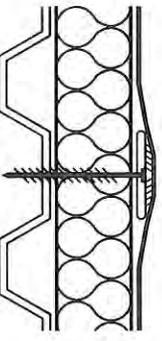
**2' X 3' RHINO BOND FASTENING PATTERN PERIMETER & CORNER ATTACHMENT**

ISOMETRIC



**NOTES:**

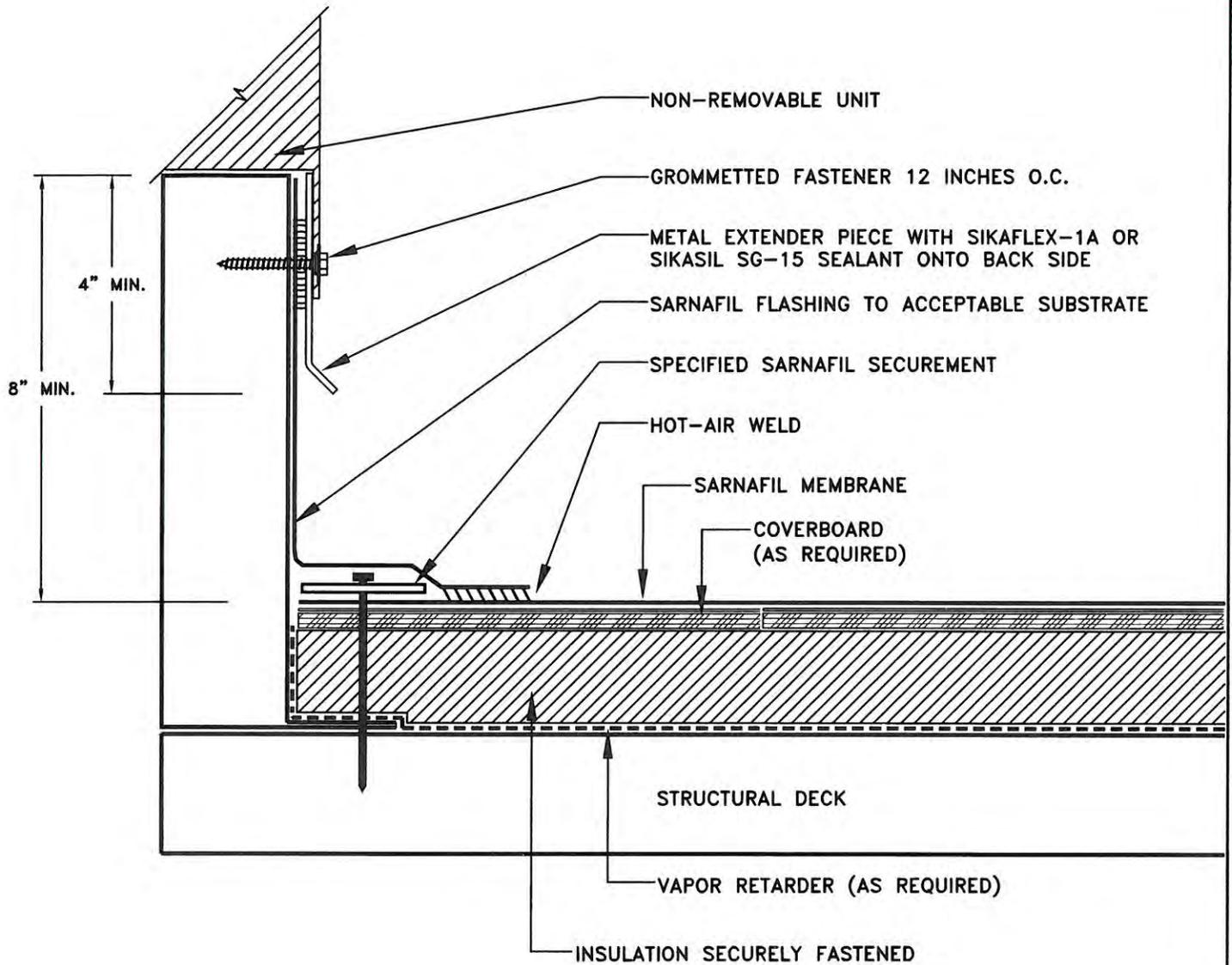
- 1) PERIMETER AND CORNER AREAS ARE DETERMINED IN ACCORDANCE WITH ASCE-7:
  - 1/2" LEAST PLAN WIDTH OR
  - 3/4" ROOF HEIGHT BUT NOT LESS THAN 4 FT.
- 2) BOARDS CROSSING PERIMETER/CORNER AREA INTO FIELD AREA SHALL BE ATTCHED ACCORDING TO RESPECTIVE PERIMETER/CORNER RATES.
- 3) FOR HEIGHT > 60 FT, CORNER IS "L" SHAPED WITH DIMENSIONS (2 X "PERIMETER").



JOB NAME: \_\_\_\_\_  
**RHINO BOND**  
**PERIMETER & CORNER ATTACHMENT**

SCALE: N.T.S.      DATE: 4/10      FILE NO.: RB-1B      DRW. NO.: XXX

AS A MEMBRANE MANUFACTURER, SIKA SARNAFIL, A DIVISION OF SIKA CORPORATION, ARCHITECT AND/OR ENGINEER FOR A PROJECT SOLELY FOR THE PURPOSE OF DETERMINING IF A SIKA SARNAFIL WARRANTY MAY ISSUE FOR THE PROJECT. THIS REVIEW IS NOT TO BE CONSIDERED AS APPROVAL OF DETAILS BY SIKASARNAFIL AND IS NOT BEING CONSIDERED IN THE SOLE RESPONSIBILITY OF SIKASARNAFIL. THE ARCHITECT CONSULTANT AND/OR ENGINEER OR DESIGN PROFESSIONAL FOR A PARTICULAR PROJECT BEARS THE SOLE RESPONSIBILITY FOR THE DESIGN OF THE ROOFING OR WATERPROOFING SYSTEM, FOR THE PREPARATION AND APPROVAL OF THE DETAILS AND SHOP DRAWINGS, AND FOR DETERMINING THEIR SUITABILITY FOR A PARTICULAR PROJECT OR APPLICATION. WHILE SIKA SARNAFIL PROVIDES GENERAL INSTRUCTIONS FOR THE INSTALLATION OF ITS MEMBRANE, AS WELL AS TRAINING FOR SIKA SARNAFIL AUTHORIZED APPLICATORS, THE MEANS AND METHODS USED BY THE CONTRACTOR FOR SURFACE PREPARATION AS WELL AS THE MEANS AND METHODS EMPLOYED BY THE CONTRACTOR IN THE INSTALLATION OF THE SIKA SARNAFIL MEMBRANE ARE THE RESPONSIBILITY OF THE CONTRACTOR.



**NOTE:**

- 1) METAL EXTENDER PIECE IS REQUIRED IF EXISTING COUNTERFLASHING IS CONTAMINATED AND OR COUNTERFLASHING FASCIA IS LESS THAN 4 INCHES WIDE. FASTENED 12 INCHES O.C. WITH GROMMETTED FASTENER.
- 2) VAPOR RETARDER SHALL BE SEALED AT EDGES.

## NON-REMOVABLE CURB FLASHING

**BUILDING TRUST**  
781-828-5400



JOB NAME:

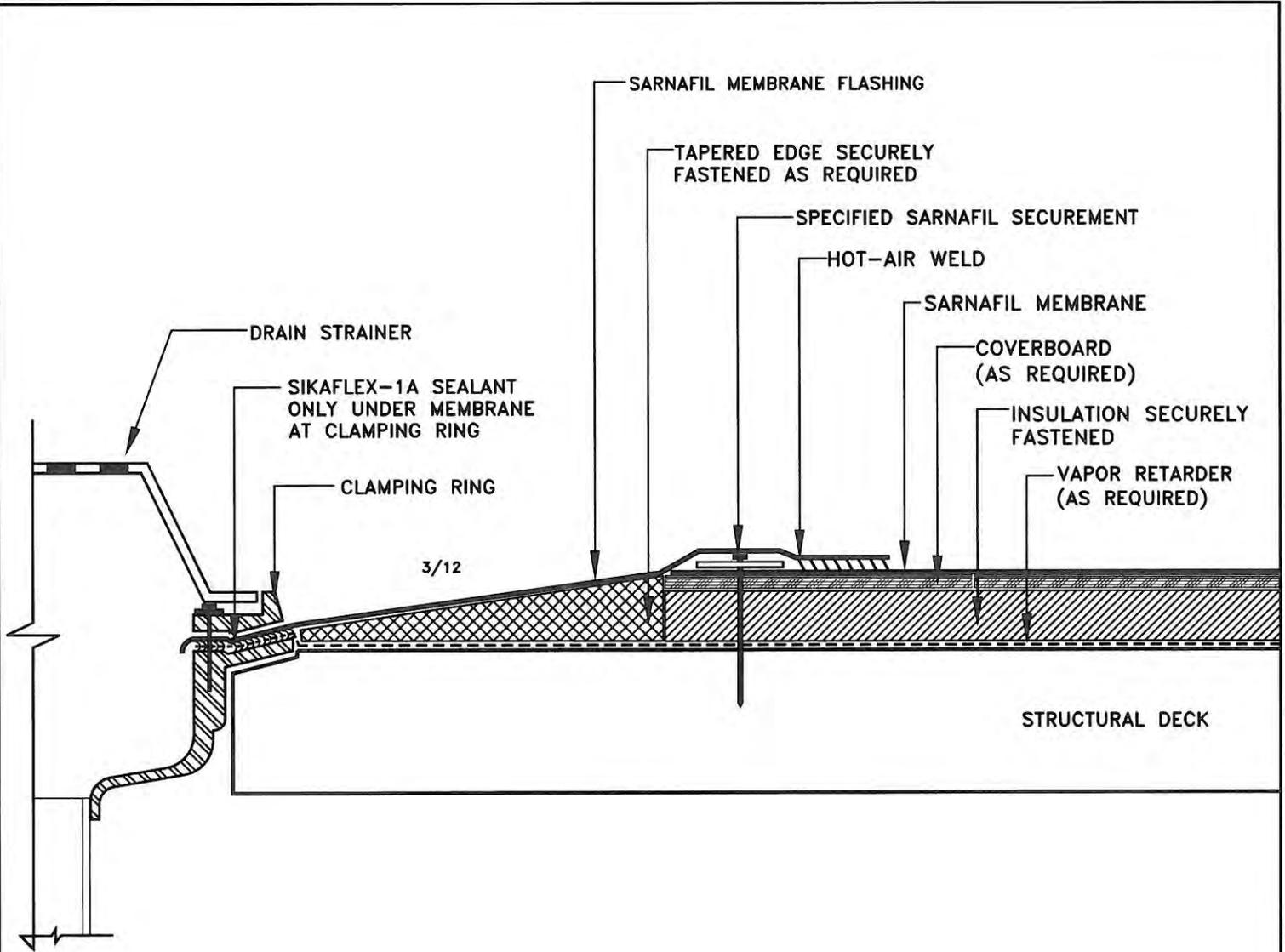
SCALE: N.T.S.

DATE: 7/17

FILE NO.: 5-2

DRW. NO.: XXX

AS A MEMBRANE MANUFACTURER, SIKA CORPORATION ("SIKA") REVIEWS DETAILS PREPARED BY THE CONSULTANT, ARCHITECT AND/OR ENGINEER FOR A PROJECT SOLELY FOR THE PURPOSE OF DETERMINING IF A SIKA WARRANTY MAY ISSUE FOR THE PROJECT. THIS REVIEW IS NOT TO BE CONSTRUED AS APPROVAL OF DETAILS BY SIKA AND IS NOT BEING CONDUCTED IN LIEU OF SOUND ENGINEERING AND ARCHITECTURAL PRACTICES AND JUDGMENT AND SHOULD NOT BE RELIED UPON FOR THAT PURPOSE. SIKA CORPORATION ASSUMES NO LIABILITY WITH RESPECT TO THE DESIGN OF THE ROOFING OR WATERPROOFING SYSTEM. THE ARCHITECT, CONSULTANT AND/OR ENGINEER OR DESIGN PROFESSIONAL FOR A PARTICULAR PROJECT BEARS THE SOLE RESPONSIBILITY FOR THE DESIGN OF THE ROOFING OR WATERPROOFING SYSTEM, FOR THE PREPARATION AND APPROVAL OF THE DETAILS AND SHOP DRAWINGS, AND FOR DETERMINING THEIR SUITABILITY FOR A PARTICULAR PROJECT OR APPLICATION, WHILE SIKA PROVIDES GENERAL INSTRUCTIONS FOR THE INSTALLATION OF ITS MEMBRANE AS WELL AS TRAINING FOR SIKA AUTHORIZED APPLICATORS. THE MEANS AND METHODS USED BY THE CONTRACTOR FOR SURFACE PREPARATION AS WELL AS THE MEANS AND METHODS EMPLOYED BY THE CONTRACTOR IN THE INSTALLATION OF THE SIKA MEMBRANE ARE THE RESPONSIBILITY OF THE CONTRACTOR. ALL SALE OF SIKA PRODUCTS AND SERVICES ARE SUBJECT TO SIKA' TERMS AND CONDITIONS OF SALE AVAILABLE AT USA.SARNAFIL.SIKA.COM.



**NOTES:**

- 1) EXISTING DRAIN BOWL, CLAMPING RING AND DRAIN ACCESSORIES ARE TO BE CLEANED FREE OF ALL CONTAMINATES.
- 2) SARNAFIL G459 MEMBRANE MUST BE USED IN AREAS OF ASPHALT CONTAMINATION.
- 3) VAPOR RETARDER SHALL BE SEALED AT EDGES.
- 4) FOR SUMPS GREATER THAN 3/12 REFER TO STEEP SUMP TECH BULLETINS

# CLAMPING RING DRAIN

	JOB NAME:			
<b>BUILDING TRUST</b> 781-828-5400 usa.sarnafil.sika.com	SCALE: N.T.S.	DATE: 7/17	FILE NO.: 6-1	DRW. NO.: XXX

AS A MEMBRANE MANUFACTURER, SIKA CORPORATION ("SIKA") REVIEWS DETAILS PREPARED BY THE CONSULTANT, ARCHITECT AND/OR ENGINEER FOR A PROJECT SOLELY FOR THE PURPOSE OF DETERMINING IF A SIKA WARRANTY MAY ISSUE FOR THE PROJECT. THIS REVIEW IS NOT TO BE CONSTRUED AS APPROVAL OF DETAILS BY SIKA AND IS NOT BEING CONDUCTED IN LIEU OF SOUND ENGINEERING AND ARCHITECTURAL PRACTICES AND JUDGMENT AND SHOULD NOT BE RELIED UPON FOR THAT PURPOSE. SIKA CORPORATION ASSUMES NO LIABILITY WITH RESPECT TO THE DESIGN OF THE ROOFING OR WATERPROOFING SYSTEM. THE ARCHITECT, CONSULTANT AND/OR ENGINEER OR DESIGN PROFESSIONAL FOR A PARTICULAR PROJECT BEARS THE SOLE RESPONSIBILITY FOR THE DESIGN OF THE ROOFING OR WATERPROOFING SYSTEM. FOR THE PREPARATION AND APPROVAL OF THE DETAILS AND SHOP DRAWINGS, AND FOR DETERMINING THEIR SUITABILITY FOR A PARTICULAR PROJECT OR APPLICATION. WHILE SIKA PROVIDES GENERAL INSTRUCTIONS FOR THE INSTALLATION OF ITS MEMBRANE AS WELL AS TRAINING FOR SIKA AUTHORIZED APPLICATORS, THE MEANS AND METHODS USED BY THE CONTRACTOR FOR SURFACE PREPARATION AS WELL AS THE MEANS AND METHODS EMPLOYED BY THE CONTRACTOR IN THE INSTALLATION OF THE SIKA MEMBRANE ARE THE RESPONSIBILITY OF THE CONTRACTOR. ALL SALE OF SIKA PRODUCTS AND SERVICES ARE SUBJECT TO SIKA TERMS AND CONDITIONS OF SALE AVAILABLE AT USA.SARNAFIL.SIKA.COM.

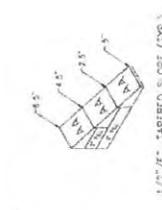
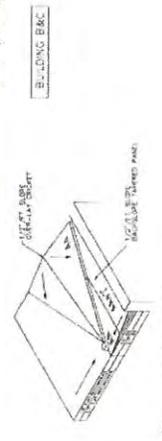
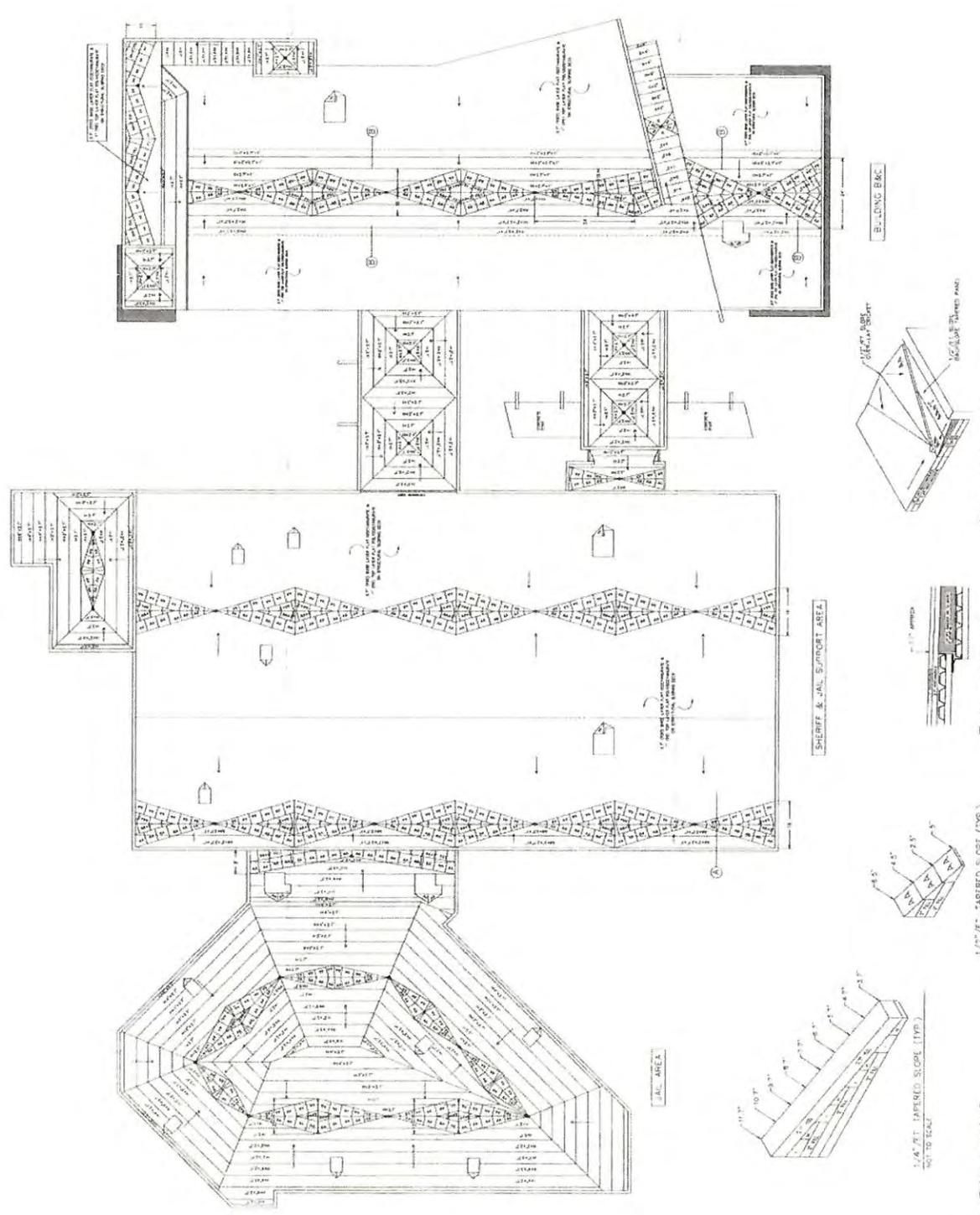
**GENERAL NOTES**

1. Provide the following information to the Building Department: The roof structure is constructed in accordance with the International Building Code, and all components are approved by the manufacturer.
2. All materials must be approved by the Building Department. Provide the following information: Manufacturer, product name, and product number.
3. All materials must be approved by the Building Department. Provide the following information: Manufacturer, product name, and product number.
4. The roof structure must be approved by the Building Department. Provide the following information: Manufacturer, product name, and product number.
5. The roof structure must be approved by the Building Department. Provide the following information: Manufacturer, product name, and product number.
6. The roof structure must be approved by the Building Department. Provide the following information: Manufacturer, product name, and product number.
7. The roof structure must be approved by the Building Department. Provide the following information: Manufacturer, product name, and product number.
8. The roof structure must be approved by the Building Department. Provide the following information: Manufacturer, product name, and product number.

**SHOP DRAWING APPROVAL**

Understand that the information and conditions approved by the Building Department are based on the information provided by the contractor. The contractor is responsible for the accuracy of the information provided. The contractor is responsible for the accuracy of the information provided. The contractor is responsible for the accuracy of the information provided.

PROJECT NAME	STORY COUNTY JUSTICE CENTER
LOCATION	LEWIS AND CLARK, IOWA
ARCHITECT	ARCHITECTS WELLS WOODBURN ONEIL WEST DES MOINES, IOWA
CONTRACTOR	ACADEMY ROOFING ANKENY, IOWA
MATERIAL	RD. WOODBURN GAB
SLOPE	1/2"
MIN. THICKNESS	1/2"
BASE	OVERLAY
AVERAGE R-VALUE	0
DRAWN BY	DOUG WELLS
DATE	03/16/00
JOB	1000
REVISIONS	DATE
COMMENTS	



INSULATION LAYOUT  
SCALE 1/16" = 1'-0"

***Attachment B***  
**Section 075400 Thermoplastic Membrane Roof General**

**SECTION 075400  
THERMOPLASTIC MEMBRANE ROOFING  
PART 1 – GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.
- B. Section 02 41 19 Demolition
- C. Section 06 10 00 Rough Carpentry; wood nailers, curbs, and blocking.
- D. Section 07 62 00 Sheet Metal Flashing and Trim; metal fascia and parapet caps.
- E. Section 07 92 00 Joint Sealants

**1.2 SUMMARY**

- A. This Section includes the following:
  - 1. Work required for flashing-in new and existing roof penetrations and abandon or remove existing roof penetrations. Roof Hatch per owner's direction.
  - 2. Mechanically Attached Induction Welded Thermoplastic roofing system.
  - 3. Roof insulation.

**1.3 DEFINITIONS**

- A. Roofing Terminology: Refer to ASTM D 1079 and glossary of NRCA's "The NRCA Roofing and Waterproofing Manual" for definition of terms related to roofing work in this Section.

**1.4 REFERENCES**

- A. NRCA - The NRCA Roofing and Waterproofing Manual, Fifth Edition.
- B. UL 790: Conform to applicable code for roof assembly fire hazard requirements.
- C. FM – 1-60 design standards for wind uplift.
- D. ASTM – latest revisions.
- E. Membrane manufacturer's current published specifications, application instructions, and technical bulletins.

**1.5 PERFORMANCE REQUIREMENTS**

- A. Document Certification: Provide certification that the plans, details and specifications have been reviewed and the roofing membrane system is applicable for the intended use as shown on those documents.
- B. General Performance Requirements: Provide installed roofing membrane and base flashings that remain watertight; do not permit the passage of water; and resist specified uplift pressures, thermally induced movement, and exposure to weather without failure.
- C. Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by roofing membrane manufacturer based on testing and field experience.
- D. FMG Listing: Provide roofing FMG Listing: Provide roofing membrane, base flashings, and component materials that comply with requirements in FMG 4450 and FMG 4470 as part of a membrane roofing system and are listed in FMG's "Approval Guide" for Class 1 or noncombustible construction, as applicable. Identify materials with FMG markings.
  - 1. Fire/Windstorm Classification: Class 1A-60.

**1.6 SUBMITTALS**

- A. Product Data: For each type of product indicated.
- B. Shop Drawings For tapered insulation to improve drainage in deep ponding area around roof drains.
- C. Samples for Verification: For the following products:
  - 1. Membrane roofing with data sheet, of color specified,
  - 2. Roof insulation.
- D. Installer Certificates: Signed by roofing system manufacturer certifying that Installer is approved, authorized, or licensed by manufacturer to install roofing system.
- E. Manufacturer Certificates: Signed by roofing manufacturer certifying that roofing system complies with requirements specified in "Performance Requirements" Article.
- F. Maintenance Data: For roofing system to include in maintenance manuals.
- G. Warranties: Special warranties specified in this Section.

H. Inspection Report: Copy of roofing system manufacturer's inspection reports of in progress and completed roofing installation.

## 1.7 QUALITY ASSURANCE

### A. Contractor Qualifications:

1. All contractors must be certified by the membrane manufacturer as an approved applicator of the products specified within these contract documents.
2. All contractors shall have had said approval for a minimum of ten years prior to the date set for opening of bids. Contractors not meeting the minimum experience requirements must be able to provide supporting documentation of experience with like and/or similar systems that is acceptable to the owner.
3. The contractor will demonstrate 10 years of experience as the "bidding entity." A bidder is defined as the "bidding entity," i.e., the corporation, partnership or other entity in whose name a bid is submitted. Experience and qualifications required of "the bidder" will refer, first, to the bidding entity rather than the experience, either individual or aggregate, of the individuals who make up the company. The experience of key personnel will also be considered in the process of evaluating the bidding entity.
4. The bidding entity shall submit a list of five (minimum) projects of comparable size and complexity, utilizing like / similar roof systems. Include contact names and numbers of the General Contractor and the Owner for each project listed.
5. The bidding entity will have never defaulted on, failed to complete, or requested to be relieved of the responsibilities of a contract with a public entity.

### B. Manufacturer Qualifications:

1. Products used in the work included in this section shall be produced by the manufacturer and must have a history of successful production acceptable to the Owner. Private labeled products are not eligible for approval.
2. Submitting products for "approved equal" status will be required to submit to owner 10 days prior to bid date being considered for approval. Completion of the form does not imply or guarantee approval. Accepting submittals from contractors only.
3. Manufacturer must have existing installations similar to the specified system, being at least as old as the length of the warranty specified for this project and installed in a climate similar to that of the proposed installation. Upon request, Manufacturer shall provide documentation supporting such claims.

C. Source Limitations: Obtain auxiliary materials for membrane roofing system from or approved by roofing membrane manufacturer.

D. Fire-Test-Response Characteristics: Provide membrane roofing materials with the fire-test response characteristics indicated as determined by testing identical products per test method below by UL, FMG, or another testing and inspecting agency acceptable to authorities having jurisdiction. Materials shall be identified with appropriate markings of applicable testing and inspecting agency.

1. Exterior Fire-Test Exposure: Class A; ASTM E 108, for application and roof slopes indicated.
2. Fire-Resistance Ratings: ASTM E 119, for fire-resistance-rated roof assemblies of which roofing system is a part.

## 1.8 DELIVERY, STORAGE, AND HANDLING

A. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, and directions for storing and mixing with other components.

B. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.

1. Discard and legally dispose of liquid material that cannot be applied within its stated shelf life.

C. Protect roof insulation materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation. Contractor to follow PIMA 109 document for storage of insulation. Shipping wrapper not accepted as storage protection.

D. Handle and store roofing materials and place equipment in a manner to avoid permanent deflection of deck.

## 1.9 PROJECT CONDITIONS

A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit roofing system to be installed according to manufacturer's written instructions and warranty requirements.

B. Only as much of the new roofing as can be made weathertight each day, including all flashings and detail work, shall be installed. All seams shall be heat welded before leaving the job site that day.

## 1.10 WARRANTY

A. Warranty: 20 year, Non Pro Rated, in which manufacturer agrees to repair or replace components of membrane roofing system that fail in materials or workmanship within specified warranty period. Failure includes roof leaks. No Exclusions for Ponding Water. 72 MPH Wind speed. Gale Force Winds not accepted.

1. Warranty includes roofing membrane, base flashings, roofing membrane accessories, roof insulation, fasteners, vapor retarder and other components of membrane roofing system.

2. Warranty Period: 20 years from date of Substantial Completion, and this date must be identified on the warranty or by signed letter modifying the warranty.

3. Contractor's Warranty Period: 2 years from date of Substantial Completion, and this date must be identified on the warranty or by signed letter modifying the warranty.

## PART 2 - PRODUCTS

### 2.1 PVC ROOFING MEMBRANE

A. PVC or KEE fiber or fabric reinforced sheet (ASTM D4434, Approved Manufacture & Product:

1. Manufacturers and Product: Subject to compliance with requirements, provide one of the following products:

a. Sarnafil Roofing System by Sarnafil Inc. 200 West 22<sup>nd</sup> Street, Suite 216, Lombard, IL

60439; Ph: 800-532-5123: [www.sarnafilus.com](http://www.sarnafilus.com)

1) 327 S ESW 80 mil nominal thermoplastic membrane with polyester reinforcement.

2) Minimum Polymer Thickness: 72 mils.

3) Exposed Face Color: White.

4) All field membrane shall have factory edges.

5) Maximum Roll Width for fully adhered: Standard size recommended by the manufacturer.

b. FiberTite Roofing System by Seaman Corporation, 1000 Venture Boulevard, Wooster, Ohio 44691; Ph: 800-927-8578: [www.seamancorp.com](http://www.seamancorp.com)

1) Induction Weld 50 XT (with Elvaloy KEE polymer) roofing membrane.

2) Minimum Polymer Thickness: As certified by manufacturer.

3) Exposed Face Color: White.

4) All field membrane shall have factory edges.

5) Maximum Roll Width for fully adhered: Standard size recommended by the Manufacturer.

Base Bid: Match existing assembly installation.

Removal of existing membrane and membrane securement components. Install new 48mil 6.5'x100' in seam.

Alternate #1.

Remove existing membrane flashing, cut existing field of the roof into 10'x10' grid. Install new ½" HD Isocyanurate board. Install Induction Welded System, fastening pattern of 6, field, 10 Perimeter and 16 corners as per ESCE 7. Contractor to perform twice daily peel tests at start up and mid day.

Alternate # 2

Remove existing membrane flashing, cut existing field of the roof into 10'x10' grid. Install polyester/polymer re enforced felt back sheet in seam as per manufacturer's requirements.

## 2.2 AUXILIARY MATERIALS

A. General: Auxiliary materials recommended by roofing system manufacturer for intended use and compatible with membrane roofing.

1. Liquid-type auxiliary materials shall meet VOC limits of authorities having jurisdiction.

B. Bonding Adhesive: Manufacturer's standard solvent-based bonding adhesive for membrane, and solvent-based bonding adhesive for base flashings.

C. Sheet Flashing: Manufacturer's standard sheet flashing of same material, type, reinforcement, thickness and color as PVC sheet membrane.

D. Metal Termination Bars: Manufacturer's standard predrilled stainless-steel or aluminum bars, approximately 1 by 1/8 inch thick; with anchors.

E. Miscellaneous Accessories: Provide pourable sealers, preformed cone and vent sheet flashings, preformed inside and outside corner sheet flashings, T-joint covers, termination reglets, cover strips, and other accessories.

F. Butyl Tape: Self adhesive, pressure sensitive roof seam sealing tape as recommended by roofing manufacturer.

G. Walkway Material Protection: Manufacturers and product subject to compliance with requirements, provide one of the following products:

- Walkway membrane material to be welded to the field sheet full perimeter.
- Replace existing walkway and add at points of access.

## 2.3 ROOF INSULATION

A. General: Provide preformed roof insulation boards manufactured or approved by the PVC membrane roofing manufacturer, selected from manufacturer's standard sizes suitable for application and of thicknesses indicated and which obtain FM approval.

B. Roof Insulation; Flat & Tapered: approved by and compatible with roofing manufacturer's membrane system.

1. Closed-cell polyisocyanurate foam core with factory-laminated facers conforming to ASTM C 1289-95, Type II, Class I, Grade 3, felt or glass-fiber mat facer on both major surfaces. Foam core is to have minimum compressive strength of 20 psi according to ASTM C 165-95 or D 1621.

2. Provide preformed saddles, crickets, tapered edge strips and other insulation shape at areas along roof drain lines to minimize ponding.

## 2.4 COVER BOARD

A. 1/2" (.5) High Density Strength Cover Board: install over all roof insulation: 100 PSI nominal To meet membrane manufacturer's requirements.

- Replace wet or damage existing isocyanurate to match existing construction type and thickness as per square foot cost on bid form. Properly dispose of all materials.

## 2.5 INSULATION ACCESSORIES

A. General: Roof insulation accessories recommended by insulation manufacturer for intended use and compatible with membrane roofing.

## PART 3 - EXECUTION

### 3.2 EXAMINATION

A. Examine substrates, areas, and conditions, with Installer present, for compliance with the following requirements and other conditions affecting performance of roofing system:

1. Verify that roof openings and penetrations are in place and set and braced and that roof drains are securely clamped in place.
2. Verify that wood blocking, curbs, and nailers are securely anchored to roof deck at penetrations and terminations and that nailers match thicknesses of insulation.
3. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.3 PREPARATION

A. Clean substrate of dust, debris, moisture, and other substances detrimental to roofing installation according to roofing system manufacturer's written instructions. Remove sharp projections.

- B. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto surfaces of other construction. Remove roof-drain plugs when no work is taking place or when rain is forecast.
- C. Complete terminations and base flashings and provide temporary seals to prevent water from entering completed sections of roofing system at the end of the workday or when rain is forecast. Remove and discard temporary seals before beginning work on adjoining roofing.

### 3.4 INSULATION INSTALLATION

- A. Coordinate installing membrane roofing system components so insulation is not exposed to precipitation or left exposed at the end of the workday.
- B. Comply with membrane roofing system manufacturer's written instructions for installing roof insulation.
- C. Install tapered insulation to conform to existing thicknesses and slopes, where repair work is indicated at existing roof areas.
- D. Install specified cover board over all of the system. Fill gaps exceeding 1/4 inch with insulation.

### 3.5 FULLY ADHERED ROOFING MEMBRANE INSTALLATION

- A. Install roofing membrane over area to receive roofing according to roofing system manufacturer's written instructions.
- B. Start installation of roofing membrane in presence of roofing system manufacturer's technical personnel.
- C. Accurately align roofing membranes and maintain uniform side and end laps of minimum dimensions required by manufacturer.
- D. Adhere roofing membrane securely at terminations, penetrations, and perimeter of roofing.
- E. Seams: Clean seam areas, overlap roofing membrane, and hot-air weld side and end laps of roofing membrane according to manufacturer's written instructions to ensure a watertight seam installation.
  - 1. Verify field strength of seams a minimum of twice daily and repair seam sample areas. Keep peel tests for Manufacturer's Field Inspector review.
  - 2. Repair tears, voids, and lapped seams in roofing membrane that does not meet requirements.

### 3.6 BASE FLASHING INSTALLATION

- A. Install sheet flashings and preformed flashing accessories and adhere to substrates according to membrane roofing system manufacturer's written instructions.
- B. Apply solvent-based bonding adhesive to substrate and underside of sheet flashing at required rate and allow to partially dry. Do not apply bonding adhesive to seam area of flashing.
- C. Flash penetrations and field-formed inside and outside corners with sheet flashing.
- D. Clean seam areas and overlap and firmly roll sheet flashings into the adhesive. Weld side and end laps to ensure a watertight seam installation.
- E. Terminate and seal top of sheet flashings and mechanically anchor to substrate through termination bars.

### 3.7 FIELD QUALITY CONTROL

- A. Final Roof Inspection: Arrange for roofing system manufacturer's technical personnel to inspect roofing installation on completion and submit report to Architect.
  - 1. Notify Architect or Contracting Officer 48 hours in advance of date and time of inspection.
  - 2. All membrane roofs shall be inspected by the roofing manufacturer's factory representative. Owner's representative shall be present during the inspection. Contractor shall notify the Owner a minimum of 48 hours prior to this inspection.
- B. Repair or remove and replace components of membrane roofing system where test results or inspections indicate that they do not comply with specified requirements.
- C. Additional testing and inspecting, at Contractor's expense, will be performed to determine compliance of replaced or additional work with specified requirements.

### 3.8 PROTECTING AND CLEANING

A. Protect membrane roofing system from damage and wear during remainder of construction period. When remaining construction will not affect or endanger roofing, inspect roofing for deterioration and damage, describing its nature and extent in a written report, with copies to Architect and Contracting Officer.

B. Correct deficiencies in or remove membrane roofing system that does not comply with requirements, repair substrates, and repair or reinstall membrane roofing system to a condition free of damage and deterioration at time of Substantial Completion and according to warranty requirements.

C. All stains (including rust stains), fasteners, dirt, debris, etc. shall be cleaned and removed by the roofing installer upon completion of installation. Roof membrane shall be cleaned again by the roofing installer, recommendations just prior to substantial completion to remove subsequent stains (including rust stains), fasteners, dirt, debris, etc.

**END OF SECTION**

STORY COUNTY JUSTICE CENTER BUILDING

NEVADA, IA THERMPOPLASTIC RE ROOFING PROJECT.

***Attached C***  
**Substitution Request Form**

**SUBSTITUTION REQUEST FORM---STORY COUNTY JUSTICE CENTER RE ROOF 2018**

PROJECT- JUSTICE CENTER  
STORY COUNTY  
1315 SOUTH B AVENUE  
NEVADA, IA 50201

SUBMIT TO: JOBY BROGDEN  
STORY COUNTY FACILITIES MANGEMENT  
900 6TH ST  
NEVADA, IA 50201  
jbrogden@storycountyiowa.gov

SECTION: \_\_\_\_\_

PROPOSED SUBSTITUTION \_\_\_\_\_

MANUFACTURER \_\_\_\_\_ ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

TRADE NAME \_\_\_\_\_ MODEL/PART NO. \_\_\_\_\_

DIFFERENCES BETWEEN PROPOSED SUBSTITUTION AND SPECIFIED PRODUCT:

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

LIST OF ADDITIONAL DATA ATTACHED \_\_\_\_\_

REASON FOR SUBSTITUTION \_\_\_\_\_

SIMILIAR INSTALLATIONS \_\_\_\_\_

REFERENCES \_\_\_\_\_

DOES PROPOSED SUBSTITUTION REQUIRE ADDITIONAL WORK/COSTS FOR  
OWNER? \_\_\_\_\_

IF YES, WILL MANUFACTURER/CONTRACTOR COVER ADDITIONAL COSTS?

\_\_\_\_\_

**THE UNDERSIGNED CERTIFIES:**

- Proposed substitution has been fully investigated and determined to be of equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Does technical support/inspectors have proximity to project to provide timely weekly in progress inspections? \_\_\_\_\_
- Where is nearest Technical Inspector located? \_\_\_\_\_
- Same maintenance service and source of replacement parts. Product available for delivery within 24 hours.
- Proposed substitution will have no adverse impact on other trades and will not affect or delay progress of schedule.
- Coordination, installation and changes in the WORK as necessary for accepted substitution will be complete in all respects.

**Submitted and Signed by:**

\_\_\_\_\_  
Name Title Firm

\_\_\_\_\_  
Address Telephone

**ATTACHED SUPPORTING DATA:**

Drawings  Product Data  Samples  Tests  Reports  \_\_\_\_\_  
-----

**OWNER'S USE**

SUBSTITUTION APPROVED \_\_\_\_\_

SUBSTITUTION APPROVED AS NOTED \_\_\_\_\_

SUBSTITUTION REJECTED-USE SPECIFIED MATERIALS \_\_\_\_\_

SUBSTITUTION REQUEST RECEIVED TOO LATE-USE SPECIFIED MATERIALS \_\_\_\_\_  
\_\_\_\_\_

SIGNED BY \_\_\_\_\_ TITLE \_\_\_\_\_

DATE \_\_\_\_\_

ADDITIONAL COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attached D**  
Bid Form

**BID FORM**

To: Story County-Board of Supervisors

Name of Bidder: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

1.01 Pursuant to and in compliance with the Bidding Documents relating to the construction of Re Roofing:

**Story County Center Justice Center Building  
1315 South B Avenue  
Nevada, IA 50201**

Including Addenda \_\_\_\_\_

The undersigned, having become thoroughly familiar with the terms and conditions of the Bidding Documents and with local conditions affecting the performance and cost of the work at the place where the work is to be completed and after having been given ample opportunity to fully inspect the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated, including furnishing any and all labor, materials, services, equipment necessary to construct and complete said work in accordance with the Contract Documents, for the following sum(s) of money: **Sales Tax Shall not be charged.** Owner to provide tax certificate.

Approximate square footage included in all bids \_\_\_\_\_ Sq. Ft.

A. Base Bid: Single-ply roofing to match in place system: 48mil 327 ESW IN SEAM  
Removing existing membrane, flashing, fasteners and plates and properly disposing.

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

B. Single-ply roofing as specified. Including new 1/2" HD Isocyanurate Cover Board.

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

NOTE: Project is tax exempt.

C. Single Ply option, Remove wall and curb flashing. Cut existing membrane into 10'x10 grid. Install in Seam polyester felt back membrane.

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**C. Unit Pricing**

1. For changing specified quantities of work from those required by the Contract Documents, upon written instructions of the Owner, the following unit prices shall prevail. The proposed unit prices include all labor, overhead, profit, materials, equipment, and freight.

**Description Unit Price**

Add/delete wood nailer \$ \_\_\_\_\_  
Per Board Foot

Remove and replace wood nailer \$ \_\_\_\_\_  
Per Board Foot

Add/delete plywood \$ \_\_\_\_\_  
Per Square Foot

Install walkway as specified \$ \_\_\_\_\_  
Per Linear Foot

Remove, Dispose of wet or damaged existing insulation and replace to match existing construction type and thickness \$ \_\_\_\_\_

Per Square Foot

Replace broken drain clamping rings \$ \_\_\_\_\_

Each

D. Change Orders

1. The following fees shall be used for lump sum pricing and actual cost pricing of additions and deletions to the work required by the Contract Documents. The following fees are not applicable in unit price-based Change Orders.

a. For any additions to the work authorized by the Owner:

The contract sum shall be revised to include the actual cost of the work required for such additions plus percent ( %).

b. For deletions from the work authorized by the Owner:

The contract sum shall be reduced by an amount equal to the cost savings realized for work not performed by reason of such deletions plus percent ( %).

E. Time of Commencement, Completion and Damages

1. Base Bid: Contractor shall commence work \_\_\_\_\_ (calendar) days after award.

From the day of commencement, the Contractor shall substantially complete the work in \_\_\_\_\_ (calendar) days.

2. Final completion, including delivery of all closeout submittals and warranties, shall be achieved within \_\_\_\_\_ (calendar days) after achieving substantial completion.

Completion of construction March 1, 2019.

3. In submitting this bid, the Bidder assures the Owner that availability of labor, material, equipment, services, and other necessary resources are available to meet the proposed substantial completion date.

F. Proposed Subcontractors and Suppliers

1. The following subcontractors/suppliers have agreed to furnish labor and materials for this work for the trades/items indicated. These subcontractors/suppliers shall not be changed without Owner's permission.

Subcontractor/Supplier Trade/Material

_____	_____
_____	_____
_____	_____



October 15, 2018

TO: Board Members, Story County Supervisors

From: Matt Randall, 316 Construction Group

RE: Roof RFP Clarifications – Story County Justice Center

Board Members,

If you can please assist with amendments in the RFP for the re-roof project at the Story County Justice center it would assist in the bidding process.

In Section 075400 – Thermoplastic Roofing

Please clarify:

1. **Section 1.10** “Warranty includes roofing membrane, base flashings, roofing membrane accessories, roof insulation, fasteners, vapor retarder and other components of membrane roofing system **<add> installed as part of this RFP <add>**.”
2. **Part 2 Products, 2.1: Manufacturers and product:**
  - a. Amend section B Fibertite Roofing System from “*Induction Weld 50 XT*” to “*Induction Weld 45 mil SM*”
3. **Part 2 Products, 2.1: Alternate #2**
  - a. Request the addition of specific product information such as those noted in 2.1.A, i.e. Sarnafil 80mil Fleeceback and Fibertite 45 mil FB.
  - b. clarify that the system should be mechanically attached, and not fully adhered.

Thank You,

<MDR>

Matthew Randall

DRAFT

## Manufacturing Growth throughout Story County

Existing things are happening throughout Story County leading to new manufacturing jobs! Advanced manufacturing is the number one business sector in Iowa, representing more than 17.8% of the state's GDP, as evidenced by the more than 6,000 manufacturers employing over 213,000 Iowans, or 14% of the state's total workforce. In September the Iowa Economic Development Authority (IEDA) Board announced funding approval for projects based in Story County. Together, these projects will create 330 jobs and have a combined \$185,535,400 in capital investment throughout the county.

Following the State's approval, Dan Culhane, President and CEO of the Ames Chamber of Commerce and Economic Development Commission commented, "It's a great day for Story County! These five projects further add to the incredible job growth we've experienced. This could not be scripted any better with the geographic balance of these opportunities touching four communities here in Story County. It underscores the importance of working together. The collegiality of city and county officials working hand in hand with our team here at the AEDC is highly impactful and we are seeing the benefits of these strong partnerships."

The manufacturing industry employs over 9,500 individuals throughout Story County, with average annual earnings of \$59,506. All three companies with the proposed expansions are local, long-standing businesses in the communities of Story City, Nevada, and Ames.

		
<b>\$30M</b>	<b>\$150 M</b>	<b>\$7.5 M</b>
<b>16 Jobs</b>	<b>210 Jobs</b>	<b>64 Jobs</b>

### About Eby

Founded in 1938, M.H. Eby is an industry-leader in manufacturing aluminum truck bodies and livestock haulers. Eby plans to expand its existing facility in Story City by doubling workspace and purchasing additional equipment. This expansion will not only allow for the growth of existing lines, but position Eby to introduce additional product lines into the facility. The board awarded Eby \$176,000 in direct financial assistance as well as tax benefits from HQJ for this \$4.7 million capital investment. The project is expected to create 64 jobs.

"We have been pleased to be a part of the Story City community since 2005," said Travis Eby, President of M.H. Eby. "The quick response by all local and state partners to support our multi-faceted expansion project is impressive. We look forward to build on the strong foundation we have in the community to bring this expansion opportunity to reality in Story County."



### About 3M

3M has been a strong corporate partner in the Ames community and plans a significant investment in its current facility to expand and grow. The project will repurpose roughly 30,000sqft in the 3M Ames facility. This project also includes increasing the capacity of utilities and adding climate controls to parts of the plant, both of which are required by the new processes. The board awarded tax benefits to 3M for this project that will be a capital expenditure of approximately \$27.8 million and create 16 new jobs.

### About Burke Marketing Corporation

Burke Marketing Corporation, a subsidiary of Hormel Foods Corporation, plans to expand utilization at its manufacturing plant, including an addition of 200,000 square feet at its Nevada location to accommodate increased production. The board awarded the company tax benefits via HQJ for this proposed \$150 million capital investment. This project is expected to create approximately 210 jobs.

Attracting a suitable workforce is critically important for the continued success in Story County. The estimated "laborshed" population in Story County (for those ages 19-64) totals 532,002 persons, with the gender breakdown being 51.5% males and 48.5% females. The average age of those in the workforce is 48 years old. Residents within the Story County Laborshed are willing to commute an average of 21 miles oneway for employment opportunities.

The WorkInAmes.com website supports both businesses and job seekers. A local job board for all of Story County, the interactive website averages 1,500 job postings and receives on average 2,500 searches each week. Employers are able to post jobs for free. Those looking for a job may search openings for full time, part time and internship positions.

## Building our Workforce



**APPROVED**      **DENIED**

Board Member Initials:   KS  

Meeting Date:   10-16-18  

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

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