

The Board of Supervisors met on 3/31/20 at 10:00 a.m. in the Story County Administration Building. Members present: Linda Murken, Lisa Heddens and Lauris Olson, with Murken presiding. (all audio of meetings available at storycountyia.gov). Murken read the special note to the public: due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call.

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

UPDATES ON COVID-19: Murken asked for any urgent comments. Olson reported local and regional agencies are seeing an increased need for transportation and food items. Heddens reported on Board of Health. Murken reported on outreach efforts.

MINUTES: 3/20/20 Special Minutes and 3/24/20 Minutes – Olson moved, Heddens seconded adopting both minutes as presented. Roll call vote. (MCU)

PERSONNEL ACTIONS: 1) pay adjustment, effective 3/29/20, in Board of Supervisors Office for Todd Lundvall @ \$2,706.08/bw. Heddens moved, Olson seconded the approval of personnel actions as presented. Roll call vote. (MCU)

CLAIMS: 4/2/20 Claims of \$ 513,311.43 (run date 3/27/2020, 25 pages, on file in the Auditor's Office) and authorize the Auditor to issue checks in payments of these claims and payment requests from BooST School Ready Services (\$7,677.99), BooST Early Childhood (\$3,692.25), Emergency Management (\$27.10), E911 surcharge (\$3,139.47), County Assessor (\$2,604.26), Ames City Assessor (\$9,790.38), and Central Iowa Community Services (\$526,786.86). Olson moved, Heddens seconded the approval of Claims as presented. Roll call vote. (MCU)

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

1. Contract with Cott Systems, Inc. to scan and host the Recorder's land records for \$29,045.00
2. Annual Subscription Fees between Story County and Tyler Technologies, Inc for Tyler Content Management (TCM), effective 2/1/20-3/31/21, for \$20,502.00
3. Arch Subscription for four (4) Automated External Defibrillator (AED) units between the AED Superstore and Story County, effective 3/28/20-3/27/21, for \$599.96
4. Amending approved vacation maximum accrual request

Roll call vote. (MCU)

2020 FORD EXPLORER FOR \$30,788.00 (UNBUDGETED) – Darren Moon, Engineer, reported on replacing a vehicle totaled in an accident. The County expects an insurance payment of ~\$27,700.00 to go towards the purchase. Olson moved, Heddens seconded the approval of purchase of a 2020 Ford Explorer for \$30,788.00 less the insurance payment.

Roll call vote. (MCU)

CAPITAL IMPROVEMENTS PLAN (CIP) FY2021-2025 – Leanne Harter, County Outreach and Special Projects Manager, reported on process. No public comments were received. Heddens moved, Olson seconded the approval of CIP for FY2021-2025. Roll call vote. (MCU)

AMENDMENTS TO THE ECONOMIC DEVELOPMENT PROCESS AND POLICIES (TO ADDRESS TIMELINES ONLY) – Leanne Harter, County Outreach and Special Projects Manager, reported on projects and timeframes. Olson moved, Heddens seconded the approval of Amendments to the Economic Development Process and Policies (To Address Timelines Only). Roll call vote. (MCU)

UPCOMING AGENDA ITEMS: All members reported on upcoming items and meeting logistics. Olson reported on the County Attorney reviewing a new regional Workforce Innovation and Opportunity Act (WIOA) contract.

LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS: Members reported on multiple meetings.

Heddens moved, Olson seconded to adjourn at 10:36 p.m. Roll call vote. (MCU)

Story County
Board of Supervisors Meeting
Agenda
3/31/20

1. Originating From Administration Building, Story County Courthouse Public Access Provided Via Conference Call

SPECIAL NOTE TO THE PUBLIC: Due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call to listen to the meeting. Members of the public who would like to call in:

- Dial 515-603-3144
- Enter 895791# when prompted for the access code

**We ask that you mute your phone if possible.

Audio recordings of all Board meetings will be posted on our website www.storycountyiowa.gov shortly after the meeting is concluded. You may access these recordings at any time by clicking on the Meetings and Agendas button on the home page.

**If you have called to listen to the Board of Supervisors meeting and you have a question or comment, You can now text us during the meeting at 515-451-7293

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

This comment period is for the public to address topics on today's agenda
9. AGENCY REPORTS:
10. CONSIDERATION OF MINUTES:
 - I. 3/20/20 Special Minutes & 3/24/20 Minutes

Department Submitting Auditor
11. CONSIDERATION OF PERSONNEL ACTIONS:
 - I. Action Forms
 - 1)pay adjustment, effective 3/29/20, in Board of Supervisors Office for Todd Lundvall @ \$2,706.08/bw

Department Submitting HR

12. CONSIDERATION OF CLAIMS:

I. 4/2/20 Claims

Department Submitting Auditor

Documents:

CLAIMS 040220.PDF

13. 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 Contract With Cott Systems, Inc. To Scan And Host Land Records For \$29,045

Department Submitting Recorder

Documents:

COTT.PDF

II. Consideration Of Annual Subscription Fees Between Story County And Tyler Technologies, Inc For TCM 2/1/20 - 3/31/21 For \$20,502.00

Department Submitting Information Technology

Documents:

TCM ANNUAL.PDF

III. Consideration Of Arch Subscription/4 Units Between AED Superstore An Allied 100 And Story County Effective 3/28/20-3/27/21 For \$599.96

Department Submitting HR

Documents:

AED.PDF

IV. Consideration Of Amending Approved Vacation Maximum Accrual Request (See Highlighted On Attachment)

Department Submitting HR

Documents:

VACTION MAX ACCRUAL REQUESTREVISED.PDF

14. PUBLIC HEARING ITEMS:

15. ADDITIONAL ITEMS:

- I. Discussion And Consideration For 2020 Ford Explorer For \$30,788.00 (Unbudgeted) - Darren Moon

Department Submitting Engineer

Documents:

2020 FORD EXPLORER.PDF

- II. Consideration Of Capital Improvements Plan FY2021-2025 - Leanne Harter

Department Submitting Board of Supervisors

Documents:

DRAFT CIP MARCH 2020.PDF

- III. Discussion And Consideration Of Amendments To The Economic Development Process And Policies (To Address Timelines Only) - Leanne Harter

Department Submitting Board of Supervisors

Documents:

TIF POLICY CHANGES.PDF

16. DEPARTMENTAL REPORTS:

17. OTHER REPORTS:

18. UPCOMING AGENDA ITEMS:

19. 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.

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

21. 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.



Contract for

Hosted Online Index Books 1853-1918

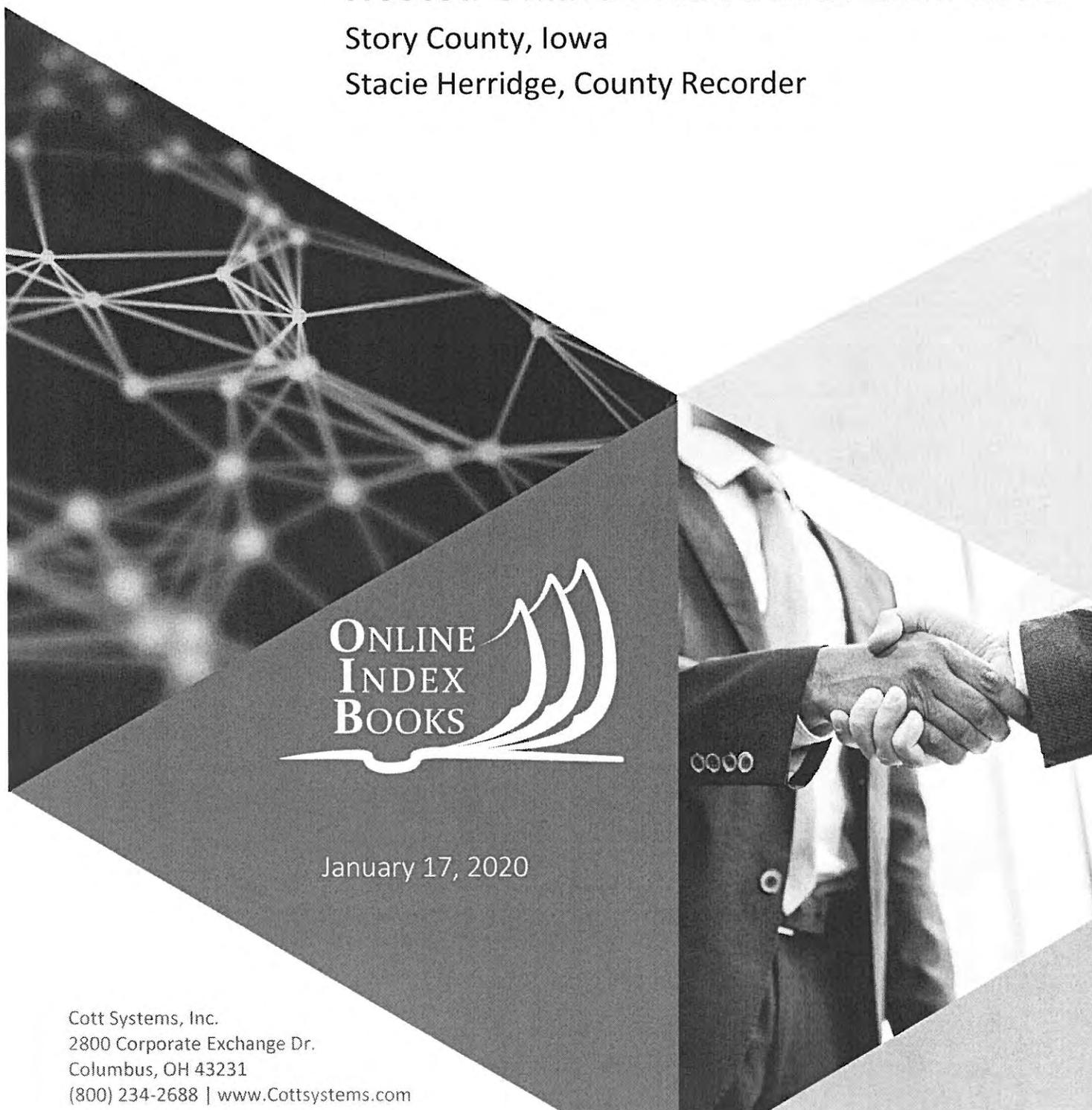
Story County, Iowa

Stacie Herridge, County Recorder



January 17, 2020

Cott Systems, Inc.
2800 Corporate Exchange Dr.
Columbus, OH 43231
(800) 234-2688 | www.Cottsystems.com





ORDER SUMMARY

1. Online Index Books.

- Deed Index, 1853-1918.
- Town Lot Index, 1853-1918.

2. Index Source. Scanning by Cott Systems.

3. Total Estimated Index Books. 8 loose leaf, 15 bound.

4. Requirements.

- Customer must assign page numbers (1, 2, 3, 4) to every page in the Index books (every page between the front and back binder, including sub-index pages & tabs) to be used in identifying and tracking each image.
- Auditor must provide permission to add more books to their Online Index book System.
- Cott will send a team on-site to the customer's location to gather images utilizing Cott's On-site Scanning Process.
- Customer books may be disassembled then re-assembled to obtain pages for scanning.
- Bound books will be scanned as bound.
- Cott will provide Resync: Quality Control for sequencing, and naming of images to match the actual numbers on the documents.

5. GB of Images. This project will yield approximately 2 GB worth of images.

6. User Licenses. Unlimited search, rights to use software for term of contract.

7. Deployment. Hosted deployment, Hosted (internet) search on Auditor's Online Index Book System.

8. Implementation. Project management and service installation are included.

Data Access Permissions
Please check below the appropriate data access permissions:
<input type="checkbox"/> Staff Only. <input type="checkbox"/> In office public search stations. <input type="checkbox"/> County offices such as Auditor's office. <input type="checkbox"/> Any internet users. <input type="checkbox"/> Other, please explain: _____

Fees	\$29,045
Schedule of Payments	Invoice on <u>July 2, 2020</u> \$14,100 Due upon subsequent invoices \$14,945¹
¹ Cott will issue subsequent invoice(s) on <u>July 1, 2021</u> . Invoices are due within thirty (30) days of issue.	

PLEASE NOTE: The pricing in this offer is valid through 3/31/2020. After this date, this offer will be priced at the then current rate.

Customer to provide the following:

Broadband High-Speed Access, Access to hardcopy books

Specifications:

Search Stations

Use one of the following supported browsers:

Internet Explorer 11

Microsoft Edge

Google Chrome

Mozilla Firefox

Cott and Customer have executed this contract to be effective as of the date it is signed by Customer. Cott's **Master Agreement for Products and Services** also applies to the provision of services by Cott under this contract and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this contract will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

Master Agreement for Products and Services 8/28/2018
(Date Signed)

Online Index Books Hosted Services Addendum 8/28/2018
(Date Signed)

Addendum for Online Index Services 8/28/2018
(Date Signed)

County Recorder, Story County, Iowa

(County, Parish, Town)

COTT SYSTEMS, INC.

CUSTOMER

Deborah A. Ball 1/16/2020
(Signature) (Date)

Linda Murken 3-31-2020
(Signature) (Date)

Deborah A. Ball
(Print Name)

LINDA MURKEN
(Print Name)

Chief Executive Officer

Ch., Board of Supervisors
(Title)

Jane E. Miller
(Name)

(Name)



Customer acknowledgement also required on additional page(s).

Please digitally sign and initial; or print, sign, and initial original copy.

Once contract is signed, please fax or email the **entire** contract to Cott.

To: Cott Systems | ATTN: Finance Dept. | 1.866.540.1072 | contracts@cottsystems.com

CUSTOMER SUPPORT EXHIBIT

Customer Support Structure

Our automated system directs incoming Customer calls to the appropriate Customer Support Specialist. Customer Support is organized into product centric teams. This structure allows each Specialist to develop expertise in a concentrated area of Cott's vast offerings. Team members are encouraged to work together to resolve issues and use all resources available to answer your questions timely and accurately.

Contacting Customer Support

Cott Customer Support is available using any of the follow methods:

- **Toll free hotline: 800-588-COTT**
- Cott- in-house personnel are available during normal business hours:
 - **Monday through Friday, 7:00 am through 6:00 pm, Eastern Time, excluding holidays.**
 - **Voicemail:** During business hours or after business hours, Cott Customers always have the option of leaving a voice mail message for the Customer Support Team. Voicemail is checked every hour during normal business hours.
- **Email: support@cottsystems.com**
 - During normal business hours, a Customer Support Representative reads email sent to this address within one hour of receipt.
- **Fax: 866-540-1072**

Escalation Procedures

If you are not satisfied with the service provided by Cott's Customer Support Specialists, please let us know. We have weekly meetings to discuss Customer input and determine what is needed to improve our support processes. Please contact Cott's Customer Support Manager to discuss matters of concern:

- **Customer Support Manager**
Tonia Thomas
Office: 800-234-COTT, Ext. 365
Email: tthomas@cottsystems.com

If your issue is still not being resolved to your satisfaction, please inform our President or CEO:

- **President**
Mark Hellbusch
Office: 800-234-COTT, Ext. 251
Email: mhellbusch@cottsystems.com
- **CEO**
Deborah Ball
Office: 800-234-COTT, Ext. 255
Email: dball@cottsystems.com

Customer Support Service Levels

All Customer issues are recorded and responded to using service level (priority) criteria. The table below depicts Cott's current service level categories.

Definition of Terms:

Respond Time: The time it takes to assign the issue to a Customer Support specialist.

Resolve Time: The time it takes to completely resolve the issue.

Resolve times are estimated for items that can be resolved between the Customer and our Support team. An issue that requires changes to our application software must go through Development and Quality Assurance teams and takes longer to resolve. Times vary depending on the circumstances (i.e. complexity, connectivity, 3rd party support, etc.).

Level	Definition	Estimated Respond & Resolve Times	Examples
Priority 1 (High)	Problem/Request that is significantly impacting office workflow to the point of zero productivity; there is no workaround.	0-30 min. Respond 0-6 hrs. Resolve	Server is not functioning. Customer cannot record documents. Search is not working. Indexing viewable but images are not in eSearch.
Priority 2	Problem/Request significantly impacts office workflow; generally there is a workaround. Issue involves data integrity.	0-2 hrs. Respond 0-3 Days Resolve	Search is inaccurate. Backup is not functioning. Auto Redaction is not working. eRecording errors. Unable to balance fees.
Priority 3	Problem/Request has minimal impact on office workflow.	0-1 Day Respond 0-5 Days Resolve	Error that still allows the office to work. Able to print but printing on wrong printer. Incident request from Customer.
Priority 4	General inquiries not impacting office workflow.	0-5 Days Respond 0-30 Days Resolve	Customer needs assistance when issue reoccurs. Waiting to duplicate error.
Priority 5 (Low)	Change / Enhancement requests. Or, other types of requests that require careful planning or significant resource time.	To Be Determined	Enhancement requests. Problem is resolved, want to leave it open to monitor.

SERVICE LEVEL AGREEMENT FOR COTT SYSTEMS HOSTED SOLUTIONS

Service Level Commitment

Cott Systems commits to provide 99.5% uptime with respect to the Customer's Service during each month of the Term, excluding regularly scheduled maintenance times. Customer will be required to accept updates, patches and new releases, whether to the Network Software or the Hosted System, that Cott deems necessary or desirable in order to maintain or optimize the Service.

Certain conditions deemed to be not under Cott's control shall not be covered under this Service Level Agreement. These conditions include, but are not limited to:

- Connectivity provided by Customer's ISP (example, the customer link)
- Uptime or reliability of Customer's network
- Uptime of Customer's hardware
- Other scheduled outages
- Packet loss
- Problems with underlying network providers: network or applications, equipment of facilities, acts or omissions of any underlying network provider, any use or user of the service authorized by an underlying network provider, Force Majeure (see Addendum) or local access provider outages or service interruption.

Scheduled and Unscheduled Maintenance

Regularly scheduled maintenance does not count as downtime. Maintenance time is regularly scheduled if it is communicated in accordance with the notice section set forth below at least two full business days in advance of the maintenance time. Regularly scheduled maintenance time will typically be scheduled a week in advance, scheduled to occur at night on the weekend, and take less than 10 hours per quarter. Cott Systems provides notice that every Sunday night from 10:00 PM - 10:30 PM EST is reserved for routine scheduled maintenance as needed.

Cott Systems reserves the right to take down the service for unscheduled maintenance at any time. Such unscheduled maintenance will be counted against the uptime guarantee.

Updates and Notices

This Service Level Agreement may be amended by Cott Systems only after providing 30 days advance notice. Notice will be communicated to the person designated as Administrator of your system or of your Cott System's account. Notices will be delivered by e-mail, or on the authentication screen of your software portal.

Customers to accept /receive updates as Cott deems necessary to appropriately maintain & optimize the hosted environment. This will help us keep customers on the same version in this environment.

Customer is responsible for antivirus protection on stations that update the hosted site with index data and/or images.

Services Cott Provides

- Management of server infrastructure to support the Cott software applications in the hosted environment, including:
 - Assure maintenance and warranty coverage.
 - Manage all security and software updates for all hardware and systems contained within the hosted environment.
 - Manage disaster recovery backups.
 - Maintain high availability & redundancy.
- Support access and utilization of the Cott software applications in the client's environment, including:
 - Troubleshooting of Citrix issues.
 - Assisting Customer's IT resources in resolving issues with printers, scanners, workstations, etc.

Services Customer Provides

- Equipment in the Customer's office.
- Manage and support in the Customer's office all configuration of network, internet, firewall, and other client-owned technology.
- Communicate details on all users who need access to the Cott solution.
- Maintain backups of all data and systems not part of the Cott hosted environment.



Remittance:
 Tyler Technologies, Inc.
 (FEIN 75-2303920)
 P.O. Box 203556
 Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
025-290437	03/16/2020	1 of 1

Questions:
 Tyler Technologies - Local Government
 Phone: 1-800-772-2260 Press 2, then 2
 Email: ar@tylertech.com



Bill To: Story County
 Attn: Director Information Technology
 900 6th Street
 Nevada, IA 50201

Ship To: Story County
 Attn: Director Information Technology
 900 6th Street
 Nevada, IA 50201

Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
44700 - MAIN - MAIN	118741	012940	USD	NET30	04/15/2020

Description	Extended Price
Annual Subscription Fee: (02/01/2020-01/31/2021)	20,502.00

Milestone Details

Description:
 Subscription Fees - TCM

Contract Amount:	Percent Invoiced:	Amount Invoiced:
20,502.00	100%	20,502.00

APPROVED

DENIED

Board Member Initials: AM

Meeting Date: 3-31-2020

Follow-up action: _____

****ATTENTION****
 Order your checks and forms from
 Tyler Business Forms at 877-749-2090 or
 tylerbusinessforms.com to guarantee
 100% compliance with your software.

Subtotal	20,502.00
Sales Tax	0 00
Invoice Total	20,502.00

AED Superstore An Allied 100, LLC Company
PO Box 511351
Los Angeles, CA 90051-7906

Invoice Number: 61676
Phone: (800) 277-6628
Fax: (888) 364-2377

BILL TO: Story County
Attn: Alissa Wignall
900 6th St
Nevada, IA, 50201

SHIP TO: Story County
Attn: Alissa Wignall
900 6th St
Nevada, IA, 50201

INVOICE DATE	ATTENTION	PAYMENT STATUS	TRACKING
March 27, 2020	Alissa Wignall	Unpaid; Not sent	

DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
1 year Arch Subscription for 4 AED(s) until 2021-03-27	4	\$149.99	\$599.96
<i>Automated External Defibrillator Program Management and Medical Direction for compliance with local and state laws AED prescription and medical direction from a team of state-specific physicians Written policy and procedures and registration with your local 911 call center and local EMS when required Monthly AED check reminders with late alerts Email reminders of upcoming expiration dates on AED batteries and electrode pads Easily re-order electrode pads and batteries through the online dashboard, making AED maintenance easy and hassle-free Online tracking of trained responders, including certification status and expiration dates Post-event data download and review by a physician should the AED be used in a resuscitation attempt -Provides a loaner AED shipped to the location via UPS next day delivery -Prepaid shipping label to ship us the used AED -We download the data from your AED and return it to you -Final summation report about the event, reviewed by a physician</i>			
TOTAL			\$599.96

If your invoice is unpaid, please remit payment to the address at the top of this invoice and reference your invoice number on your payment.

Questions about your order?
Contact us at (800)544-0048
Fax: (888) 364-2377

All invoices due upon receipt. If applicable, Arch AED Medical Direction & Oversight services auto-renew per the Standard Terms of Use (<http://onlineoversight.com/site/terms>)

APPROVED **DENIED**
Board Member Initials: AW
Meeting Date: 3-31-2020
Follow-up action: _____

STORY COUNTY UTILITY PERMIT

Date 3/26/20

To the Board of Supervisors, Story County, Iowa:

The Interstate Power and Light Company, incorporated under the laws of Iowa, with its principal place of business at 1284 XE PLACE, AMES, IA, does hereby make application requesting permission to occupy certain portions of public right-of-way and that the County Engineer be directed to establish the location of lines of transmission of ELECTRIC CABLE on secondary route LINCOLN HWY, from 590th Ave. east to 59219 LINCOLN HWY, VERBIA a distance of - 0 - miles.

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

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

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

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

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

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

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

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

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

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

Date 3/25/2020

Interstate Power & Light
Name of Company (Applicant - Permittee)

by J. D. Katzin 515-268-3470
Phone no.

Recommended for Approval:

Date 3-26-20

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

Approved:

Date 3-31-2020

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

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



Legend

 59219 Lincoln Hwy

59219 Lincoln Hwy

930

Lincoln Hwy

Google earth

© 2020 Google

200 ft





**STORY COUNTY
BOARD OF SUPERVISORS**

**LINDA MURKEN
LAURIS OLSON
LISA HEDDENS**

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

March 25, 2020

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

Dear Board of Supervisors,

I am requesting the Board of Supervisors temporarily increase the maximum accrual amounts for vacation leave due to the COVID-19 pandemic and employees being denied vacation requests. Employees would be able to accrue vacation above the maximum accrual limits set forth in the Vacation Policy (adopted on April 24, 2018). Any accrued vacation above the limits set forth in the Vacation Policy will need to be used by December 31, 2020. If an employee is separated from employment (voluntarily or involuntarily) prior to December 31, 2020 vacation leave will only paid out to the limits set for in the Vacation Policy. This request only applies to employees that are covered by the provisions of the Vacation Policy and does not apply to bargaining unit employees that have vacation articles in the contract. If the request is approved, the temporary accumulation of vacation time will be as follows:

- Up to five years of employment – 80 hours above current year vacation allowance (maximum accrual = 160 hours)
- Up to ten years of employment – 80 hours above current year vacation allowance (maximum accrual = 200 hours)
- Up to fifteen years of employment – 80 hours above current year vacation allowance (maximum accrual = 240 hours).
- After fifteen years of employment – 120 hours above current year vacation allowance (maximum accrual = 280 hours)

I would like to thank the Board in advance for their consideration.

Sincerely,

Alissa Wignall

Alissa Wignall
Director of Internal Operations and Human Resources

APPROVED **DENIED**
Board Member Initials: AM
Meeting Date: 3-31-2020
Follow-up action: _____

Prepared for:
Story County EMA
Prepared by: Ron Reese
03/25/2020



Stivers Ford | 1450 East Highway 6 Waukee Iowa | 502638310

2020 Explorer 4dr 4x4 Base (K8B)

Price Level: 35 | Quote ID: 032520

Pricing Summary - Single Vehicle

	MSRP	
<i>Vehicle Pricing</i>		
Base Vehicle Price	\$34,765.00	
Options & Colors	\$0.00	
Upfitting	\$0.00	
Destination Charge	\$1,195.00	
Subtotal	\$35,960.00	
<i>Pre-Tax Adjustments</i>		
Code	Description	
GPC	Government Concession & Discounts	-\$5,172.00
Total		\$30,788.00

Approved by:

Shirley 3-31-2020
Board of Supervisors Date

Acceptance Date

Recommended for approval by:

Darren Moon 3-26-20
Darren R. Moon, P.E. Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

CAPITAL IMPROVEMENTS PLAN



STORY COUNTY, IOWA

APPROVED

DENIED

Board Member Initials: YML

Meeting Date: 3-31-2020

Follow-up action: _____

DRAFT MARCH 2020

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

www.storycountyiowa.gov

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CAPITAL IMPROVEMENTS PLAN

Introduction 1

Process 2

Definitions 3

Projects 4

Introduction

The Story County Capital Improvements Plan (CIP) is a multi-year guide to the construction and/or improvement of county facilities and the acquisition of equipment. Through the process of preparing and updating this CIP, the County meets the need for orderly maintenance of the County's physical assets. This CIP is intended to serve as a planning tool and is structured to present meaningful long-range perspective of the County's long-range capital needs and to be used as an implementation tool for the acquisition, development, construction, maintenance, and renovation of public facilities, infrastructure, and capital equipment.

The Story County Board of Supervisors first identified the development of this Plan in the May 2013 Strategic Plan adopted by the Board and have adopted a CIP each following year. The CIP runs on a fiscal year basis – July 1st through June 30th, and defines projects on a five year timeframe.

The CIP adopts the 5-Year Story County Secondary Road Construction Program, updated and adopted annually, by reference.

The following project timeframes are identified in this current CIP:

Current Projects	Those in the current FY cycle (FY20)
Year 1	FY 21: July 2020 – June 2021
Year 2	FY 22: July 2021 – June 2022
Year 3	FY 23: July 2022 – June 2023
Year 4	FY 24: July 2023 – June 2024
Year 5	FY 25: July 2024 – June 2025

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Process to Develop CIP

It is anticipated that the CIP is reviewed annually and is updated as necessary. Preparation of the CIP is an interactive process that takes approximately four to six months each cycle. The CIP is developed in a manner consistent with approved County financial policies that set guidelines for the CIP and for the funding of maintenance and replacement projects.

Elected Officials and Department Heads were asked to submit proposed projects in December 2019 in line with the initial budget preparations. County staff members reviewed proposed projects and identified those to recommend to the Board of Supervisors to include in the CIP. As budgets were prepared and submitted, additional projects were included as identified through the Board of Supervisors' worksessions in January 2020.

The projects are categorized beginning on page seven by year as noted above. The CIP is not meant to be a static document - it is intended to help the Board of Supervisors in their budgeting discussions and prioritization. As a guiding document, it may be amended as warranted.



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Terms and Definitions

Story County has defined key terms in order to help guide the development of this CIP.

Capital Assets

Capital assets include land, facilities, parks, playgrounds and outdoor structures, special projects from Secondary Roads, pedestrian and bicycle systems, water and sewer infrastructure, technology systems and equipment, and other items of value from which the County derives benefit for a significant number of years.

Capital Projects

Capital projects result in economic activities that lead to the acquisition, construction, or extension of the useful life of capital assets. They have a total project cost in the range of \$25,000 or more; range from construction of new buildings to renovations, additions, conversions, or demolitions of existing buildings; have a useful life of five years or longer, significantly extend the useful life of an asset, or significantly alter the nature and character of an asset (not to include annual asset maintenance costs, annual warranty costs or other ongoing costs.)

The CIP includes four different types of projects: equipment, new project/construction (and project continuation to following years), modification of existing project, and maintenance.

- ◆ Equipment
The proposed purchases/lease/rental of equipment, including vehicles, software, hardware, and other applications when the costs exceed \$75,000.

Projects such as new building(s), land acquisition, remodels, and related items costing over \$25,000 are included and identified in one the following three categories:

- ◆ New Project/Construction
- ◆ Modification of Existing Project (includes project extension)
- ◆ Building Maintenance

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Projects are listed in order of potential fiscal year in which the project may be undertaken. However, as this is a dynamic document, project schedules may change and be moved up or down on the timeframe, due to many factors, such as budget, staffing, and priorities. Also, estimated amounts and potential funding sources are meant only as guidance in this document. Elected Officials, Department Heads, and the Board of Supervisors identify the projects and funding mechanisms in the annual budget process.

The following is a list of projects that have gone through the CIP process and have been completed:

- Motor Grader Leases
- Phone System Replacement
- Dakin's Lake Expansion
- CLP Admin Building Roof Replacement
- Security Cameras for County Buildings
- Justice Center Well-Field Buy-Out
- Praeri Rail Trail Extension Planning
- Body and In-Car Camera Lease Agreement
- Election Equipment
- Keyless Entry Panels Replacement
- Animal Shelter Purchase
- Hickory Grove Campground Shower Building and Storm Shelter Construction
- Paving of Grant Avenue from 190th to Gilbert City Limits
- Paving of 600th Avenue from US Hwy 30 to Lincoln Highway
- West 190th Bridge Replacement
- 660th Avenue Bridge Replacement
- Dakins Lake—Vault Toilet
- Core Switch Replacements
- Jordan Acres Land Acquisition
- Tandem Truck Purchase
- U.S.A.C.E Land Acquisition
- Phase 1 - Tedesco Environmental Learning Corridor—Design and Mobilization
- Human Services Center Generator
- Sensitive Areas Inventory Update (Phase 1)
- Secondary Roads Building Improvements—Roland and Kelley Sheds
- Animal Shelter Improvements—Phase 1 (Architectural/Engineering Design)
- Purchase and Installation of Emergency Communications Center Furniture
- Carroll Prairie Acquisition
- Net App Replacement



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- Loader Purchase
- Animal Shelter Improvements—Phase 2 (Construction to Architectural Specifications)
- Praeri Rail Trail Extension Construction
- Hickory Grove Watershed Improvement Project (Managed by IDNR) and Trail Extension
- Heart of Iowa Nature Trail Paving Phase 1 (Construction)
- Sensitive Areas Inventory Update (Phase 2)
- Phase 2 —Tedesco Environmental Learning Corridor Construction
- Hickory Grove Beach House
- McFarland Park – Sidewalk Improvements
- Justice Center Roof Replacement Project
- e-Pollbooks
- IRVM Spray Truck
- IRVM Building Addition
- Justice Center HVAC Replacement—Phase 1
- IT Server Room Heat Pump Replacements
- Tractor with Mower
- Dump Truck Purchases (3 units)



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Projects—Fiscal Year 2020 *Current Year*

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Department	Animal Control
Project Name	Animal Shelter Livestock Building
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	Friends of Animals Fund
<i>Estimated Budget Amount</i>	\$42,000
Department	Conservation
Project Name	U.S.A.C.E Land Acquisition
<i>Type of Project</i>	New Project/Construction - Continuation
<i>Potential Funding Source(s)</i>	Energy Transfer Fund
<i>Estimated Budget Amount</i>	\$36,000
Project Name	Hickory Grove Sewer
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	Conservation Reserve
<i>Estimated Budget Amount</i>	\$50,000
Project Name	Phase 3 — Tedesco Environmental Learning Corridor Construction
<i>Type of Project</i>	New Project/Construction - Continuation
<i>Potential Funding Source(s)</i>	TIF Revenue Bond, REAP
<i>Estimated Budget Amount</i>	\$1,758,050
Project Name	Renewable Energy Cabin Study
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	Up to \$60,000 (TBD)



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Projects—Fiscal Year 2020 *Current Year*

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Department Facilities Management

Project Name	Justice Center HVAC Equipment Replacement—Phase 1
<i>Type of Project</i>	Maintenance
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$434,000

Department Secondary Roads

Project Name	Motor Grader Lease
<i>Type of Project</i>	Equipment
<i>Potential Funding Source(s)</i>	Rural Fund
<i>Estimated Budget Amount</i>	\$250,000

Department Sheriff, Facilities, Conservation, Secondary Roads, Board of Supervisors

Project Name	Countywide Interoperable Communications System
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund (bonded)
<i>Estimated Budget Amount</i>	\$1,500,000



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Projects—Fiscal Year 2021

Department	Conservation
Project Name	McFarland Park - Lake Restoration (Design)
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund, IDNR
<i>Estimated Budget Amount</i>	\$50,000
Project Name	Heart of Iowa Nature Trail Paving Phase 2 (Construction)
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	State and Federal Grants, Energy Transfer Fund
<i>Estimated Budget Amount</i>	\$1,077,000
Project Name	Heart of Iowa Nature Trail Paving (in Slater)
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund, State and Federal Grants
<i>Estimated Budget Amount</i>	\$132,000
Project Name	Hickory Grove Park - Road Resurfacing
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$180,000
Project Name	West Peterson Park Vault Toilet
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	REAP
<i>Estimated Budget Amount</i>	\$52,000
Project Name	U.S.A.C.E Land Acquisition
<i>Type of Project</i>	New Project/Construction - Continuation
<i>Potential Funding Source(s)</i>	Conservation Reserve, General Fund
<i>Estimated Budget Amount</i>	\$46,000
Project Name	Hickory Grove Sewer
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	Conservation Reserve
<i>Estimated Budget Amount</i>	\$700,000



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Projects—Fiscal Year 2021

Department Facilities Management

Project Name	Justice Center HVAC Replacement Phase 2/Phase 3 Engineering
<i>Type of Project</i>	Maintenance
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$490,000

Project Name	County Wide Space Needs Study
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$35,000

Project Name	Administration Building Generator Capacity Increase
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund, Grants
<i>Estimated Budget Amount</i>	\$633,000

Project Name	Story County Attorney Remodel—Planning
<i>Type of Project</i>	Modification of Existing Project
<i>Potential Funding Source(s)</i>	General Fund, Fines Recovery
<i>Estimated Budget Amount</i>	\$45,000

Department Information Technology

Project Name	NetApp Storage Device
<i>Type of Project</i>	Equipment
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$85,000

Department Secondary Roads

Project Name	Motor Grader Lease
<i>Type of Project</i>	Equipment
<i>Potential Funding Source(s)</i>	Rural Fund
<i>Estimated Budget Amount</i>	\$250,000



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Projects—Fiscal Year 2021

Department	Secondary Roads—continued
<i>Project Name</i>	Excavator Purchase
<i>Type of Project</i>	Equipment
<i>Potential Funding Source(s)</i>	Secondary Roads Fund
<i>Estimated Budget Amount</i>	\$315,000

Department	Sheriff, Facilities, Conservation, Secondary Roads, Board of Supervisors
<i>Project Name</i>	Countywide Interoperable Communications System
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund (bonded)
<i>Estimated Budget Amount</i>	\$1,115,134

FISCAL YEAR 2021 - TOTAL PROJECTS \$5,205,134



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Projects—Fiscal Year 2022

Department	Conservation
Project Name	Hanums Mill Lowhead Dam Restoration
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund, IDNR, Energy Transfer Fund
<i>Estimated Budget Amount</i>	\$500,000
Project Name	Hickory Grove Park—Road Resurfacing
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$600,000
Project Name	McFarland Park—Lake Restoration (Construction)
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund, IDNR
<i>Estimated Budget Amount</i>	\$500,000
Project Name	Oriole Ridge Lodge Restroom
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund, Conservation Reserve
<i>Estimated Budget Amount</i>	\$80,000
Project Name	Hickory Grove Primitive Campground Restroom
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund, Conservation Reserve
<i>Estimated Budget Amount</i>	\$80,000

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Projects—Fiscal Year 2022

Department Conservation—continued

Project Name	Hickory Grove Campground Design
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund, Conservation Reserve
<i>Estimated Budget Amount</i>	\$80,000

Project Name	Shelter/Gathering Area at West Peterson Park
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$40,000

Project Name	TELC Improvements—Parking Lot, Restroom, Storage Shed
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund, Grants, TIF
<i>Estimated Budget Amount</i>	\$460,000

Project Name	Skunk River Water Trail Access Improvement
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	Grants
<i>Estimated Budget Amount</i>	\$50,000

Project Name	Skunk River Greenbelt Acquisition—South
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	Conservation Trust Fund
<i>Estimated Budget Amount</i>	\$90,000 (total project cost FY22-27 is \$540,000)



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Projects—Fiscal Year 2022

Department	Facilities Management
Project Name	Justice Center HVAC Replacement Phase 3
<i>Type of Project</i>	Maintenance
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$640,000
Project Name	Justice Center Fire Alarm Replacement
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$57,000
Project Name	Story County Attorney Remodel
<i>Type of Project</i>	Modification of Existing Project
<i>Potential Funding Source(s)</i>	General Fund, Fines Recovery
<i>Estimated Budget Amount</i>	\$629,000
Department	Secondary Roads
Project Name	Motor Grader Lease
<i>Type of Project</i>	Equipment
<i>Potential Funding Source(s)</i>	Rural Fund
<i>Estimated Budget Amount</i>	\$250,000
Department	Sheriff's Office
Project Name	Multi-Purpose Training Facility
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$TBD (Dependent on County Wide Space Needs Study)



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Projects—Fiscal Year 2023

Department	Conservation
Project Name	Skunk River Greenbelt Acquisition—South
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	Conservation Trust Fund
<i>Estimated Budget Amount</i>	\$90,000 (total project cost FY22-27 is \$540,000)
Project Name	Hickory Grove Park - Road Resurfacing
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$175,000
Department	Facilities Management
Project Name	Justice Center Outbuilding Storage Construction
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$675,000
Project Name	Administration Building Infill Addition—Construction
<i>Type of Project</i>	Modification of Existing Project
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$1,500,000



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Projects—Fiscal Year 2023

Department	Facilities Management
	—continued
<i>Project Name</i>	Justice Center, Courthouse and Building Security, Sheriff Climate Controlled Storage Construction
<i>Type of Project</i>	Modification of Existing Project
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$1,900,000

Department	Secondary Roads
<i>Project Name</i>	Motor Grader Lease
<i>Type of Project</i>	Equipment
<i>Potential Funding Source(s)</i>	Rural Fund
<i>Estimated Budget Amount</i>	\$250,000

Department	Sheriff's Office
<i>Project Name</i>	Mobile Computers with Accessories (includes installation)
<i>Type of Project</i>	Equipment
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$163,500

<i>Project Name</i>	Range Grounds Improvements
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$90,000

FISCAL YEAR 2023 - TOTAL PROJECTS \$4,843,500



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Projects—Fiscal Year 2024

Department

Conservation

Project Name

Skunk River Greenbelt Acquisition—South

Type of Project

New Project/Construction

Potential Funding Source(s)

Conservation Trust Fund

Estimated Budget Amount

\$90,000 (total project cost FY22-27 is \$540,000)

Department

Secondary Roads

Project Name

Motor Grader Lease

Type of Project

Equipment

Potential Funding Source(s)

Rural Fund

Estimated Budget Amount

\$250,000

FISCAL YEAR 2024 - TOTAL PROJECTS \$340,000



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Projects—Fiscal Year 2025

Department	Conservation
Project Name	Skunk River Greenbelt Acquisition—South
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	Conservation Trust Fund
<i>Estimated Budget Amount</i>	\$90,000 (total project cost FY22-27 is \$540,000)

Department	Facilities Management
Project Name	Human Services Center - New Roof and ERV
<i>Type of Project</i>	Maintenance
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	TBD

Project Name	Justice Center Parking Lot Resurfacing
<i>Type of Project</i>	New Project/Construction
<i>Potential Funding Source(s)</i>	General Fund
<i>Estimated Budget Amount</i>	\$132,000

Department	Secondary Roads
Project Name	Motor Grader Lease
<i>Type of Project</i>	Equipment
<i>Potential Funding Source(s)</i>	Rural Fund
<i>Estimated Budget Amount</i>	\$250,000



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Department

Sheriff's Office

Project Name

Patrol and Investigations Recording Equipment (includes installation)

Type of Project

Equipment

Potential Funding Source(s)

General Fund

Estimated Budget Amount

\$257,500

FISCAL YEAR 2024- TOTAL PROJECTS \$729,500



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Offices and Departments	Project Name	Type of Project	Fiscal Year	Estimated Budget Amount	Potential Funding Source(s)
Animal Control	Animal Shelter Livestock Building	New Project or Construction	2020	\$42,000	Friends of Animals Fund
	Animal Control FY20 Project Total			\$42,000	
Conservation	U.S.A.C.E Land Acquisition	New Project or Construction (Continuation)	2020	\$36,000	Energy Transfer Fund
	Hickory Grove Sewer	New Project or Construction	2020	\$50,000	Conservation Reserve
	Phase 3— Tedesco Environmental Learning Corridor Construction	New Project or Construction (Continuation)	2020	\$1,758,050	TIF Revenue Bond, REAP
	Renewable Energy Cabin Study	New Project or Construction	2020	\$60,000	General Fund
	Conservation FY20 Project Total			\$1,904,050	
	McFarland Park - Lake Restoration	New Project or Construction	2021	\$50,000	General Fund, IDNR
	Heart of Iowa Nature Trail Paving Phase 2 (Construction)	New Project or Construction	2021	\$1,077,000	State and Federal Grants, Energy Transfer Fund
	Heart of Iowa Nature Trail Paving (In Slater)	New Project or Construction	2021	\$132,000	General Fund, State and Federal Grants
	Hickory Grove Park - Road Resurfacing	New Project or Construction	2021	\$180,000	General Fund
	West Peterson Park Vault Toilet	New Project or Construction	2021	\$52,000	REAP

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Offices and Departments	Project Name	Type of Project	Fiscal Year	Estimated Budget Amount	Potential Funding Source(s)	
Conservation	U.S.A.C.E. Land Acquisition	New Project or Construction (Continuation)	2021	\$46,000	Conservation Reserve, General Fund	
	Hickory Grove Sewer	New Project or Construction	2021	\$700,000	Conservation Reserve	
	Conservation FY21 Project Total			\$2,237,000		
	Hanums Mill Lowhead Dam Restoration	New Project or Construction	2022	\$500,000	General Fund, IDNR, Energy Transfer Fund	
	Hickory Grove Park—Road Resurfacing	New Project or Construction	2022	\$600,000	General Fund	
	McFarland Park—Lake Restoration (Construction)	New Project or Construction	2022	\$500,000	General Fund, IDNR	
	Oriole Ridge Lodge Restroom	New Project or Construction	2022	\$80,000	General Fund, Conservation Reserve	
	Hickory Grove Primitive Campground Restroom	New Project or Construction	2022	\$80,000	General Fund, Conservation Reserve	
	Hickory Grove Campground Design	New Project or Construction	2022	\$80,000	General Fund, Conservation Reserve	
	Shelter/ Gathering Area at West Peterson Park	New Project or Construction	2022	\$40,000	General Fund	
	TELC Improvements —Parking Lot, Restroom, Storage Shed	New Project or Construction	2022	\$460,000	General Fund, Grants, TIF	



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Offices and Departments	Project Name	Type of Project	Fiscal Year	Estimated Budget Amount	Potential Funding Source(s)	
Conservation	Skunk River Water Trail Access Improvement	New Project or Construction	2022	\$50,000	Grants	
	Skunk River Greenbelt Acquisition—South	New Project or Construction	2022	\$90,000	Conservation Trust Fund	
	Conservation FY22 Project Total			\$2,480,000		
	Skunk River Greenbelt Acquisition—South	New Project or Construction	2023	\$90,000	Conservation Trust Fund	
	Hickory Grove Park - Road	New Project or Construction	2023	\$175,000	General Fund	
	Conservation FY23 Project Total			\$265,000		
	Skunk River Greenbelt Acquisition—South	New Project or Construction	2024	\$90,000	Conservation Trust Fund	
	Conservation FY24 Project Total			\$90,000		
	Skunk River Greenbelt Acquisition—South	New Project or Construction	2025	\$90,000	Conservation Trust Fund	
	Conservation FY25 Project Total			\$90,000		
Facilities Management	Justice Center HVAC Replacement - Phase 1	Maintenance	2020	\$434,000	General Fund	
	Facilities Management FY20 Project Total			\$434,000		

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Offices and Departments	Project Name	Type of Project	Fiscal Year	Estimated Budget Amount	Potential Funding Source(s)
Facilities Management	Justice Center HVAC Replacement - Phase 2/Phase 3 Engineering	Maintenance	2021	\$490,000	General Fund
	County Wide Space Needs Study	New Project or Construction	2021	\$35,000	General Fund
	Administration Building Generator Capacity Increase	New Project or Construction	2021	\$633,000	General Fund
	Story County Attorney Remodel Planning	Modification of Existing Project	2021	\$45,000	General Fund, Fines Recovery
	Facilities Management FY21 Project Total			\$1,203,000	
	Justice Center HVAC Replacement - Phase 3	Maintenance	2022	\$640,000	General Fund
	Justice Center Fire Alarm Replacement	New Project or Construction	2022	\$57,000	General Fund
	Story County Attorney Remodel	Modification of Existing Project	2021	\$629,000	General Fund, Fines Recovery
	Facilities Management FY22 Project Total			\$1,326,000	
	Justice Center Outbuilding Storage Construction	New Project or Construction	2023	\$675,000	General Fund
	Administration Building Infill Addition— Construction	Modification of Existing Project	2023	\$1,500,000	General Fund



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Offices and Departments	Project Name	Type of Project	Fiscal Year	Estimated Budget Amount	Potential Funding Source(s)
Facilities Management	Justice Center, Courthouse and Building Security, Sheriff Climate Controlled Storage Construction	Modification of Existing Project	2023	\$1,900,000	General Fund
	Facilities Management FY23 Project Total			\$ 4,075,000	
	Human Services Center - New Roof and ERV	Maintenance	2025	TBD	General Fund
	Justice Center Parking Lot Resurfacing	New Project or Construction	2025	\$132,000	General Fund
	Facilities Management FY25 Project Total			TBD	
Information Technology	NetApp Storage Device	Equipment	2021	\$85,000	General Fund
	Information Technology FY21 Project Total			\$85,000	
Secondary Roads	Motor Grader Lease	Equipment	2020	\$250,000	Rural Fund
	Secondary Roads FY20 Project Total			\$250,000	
	Motor Grader Lease	Equipment	2021	\$250,000	Rural Fund
	Excavator Purchase	Equipment	2021	\$315,000	General Fund
	Secondary Roads FY21 Project Total			\$565,000	

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Offices and Departments	Project Name	Type of Project	Fiscal Year	Estimated Budget Amount	Potential Funding Source(s)
Secondary Roads	Motor Grader Lease	Equipment	2022	\$250,000	Rural Fund
	Secondary Roads FY22 Project Total			\$250,000	
	Motor Grader Lease	Equipment	2023	\$250,000	Rural Fund
	Secondary Roads FY23 Project Total			\$250,000	
	Motor Grader Lease	Equipment	2024	\$250,000	Rural Fund
	Secondary Roads FY24 Project Total			\$250,000	
	Motor Grader Lease	Equipment	2025	\$250,000	Rural Fund
	Secondary Roads FY25 Project Total			\$250,000	
Sheriff, Facilities, Conservation, Secondary Roads, Board of Supervisors	Countywide Interoperable Communications System	New Project or Construction	2020	\$1,500,000	General Fund (bonded)
	Sheriff, Facilities, Conservation, Secondary Roads, Board of Supervisors FY20 Project Total			\$1,500,000	
	Countywide Interoperable Communications System	New Project/ Construction - Continuation	2021	\$1,115,134	General Fund (bonded)
	Sheriff, Facilities, Conservation, Secondary Roads, Board of Supervisors FY21 Project Total			\$1,115,134	
Sheriff	Multi-Purpose Training Facility	New Project or Construction	2022	TBD	General Fund
	Sheriff FY22 Project Total			TBD	



CAPITAL IMPROVEMENTS PLAN

Project Summary

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Offices and Departments	Project Name	Type of Project	Fiscal Year	Estimated Budget Amount	Potential Funding Source(s)
Sheriff	Mobile Computers with Accessories (including installation)	Equipment	2023	\$167,500	General Fund
	Range Grounds Improvement	New Project or Construction	2023	\$90,000	General Fund
	Sheriff FY23 Project Total			\$257,500	
	Patrol and Investigations Recording Equipment (including installation)	Equipment	2025	\$257,500	General Fund
	Sheriff FY25 Project Total			\$257,500	

CAPITAL IMPROVEMENTS PLAN



The Board of Supervisors adopted the first Capital Improvements Plan for Story County in February 2014. The steps towards the CIP adoption and implementation started in May 2013, with the identification of the CIP on the Board's Strategic Plan, stating:

Develop Capital Improvements Program

Benefits: Better schedule public improvements that require more than one year to construct. Provide an opportunity for long-range financial planning and management.

The adopted CIP runs on a fiscal year basis – July 1st through June 30th, and defines projects on a five year timeframe. It will be reviewed annually and updated as necessary.



Lauris Olson



Linda Murken



Lisa Heddens

www.storycountyiowa.gov

Economic Development Process and Policies



Adopted by the Story County Board of Supervisors on the 2nd day of October, 2012

Amended: April 30, 2013 May 27, 2014
 May 17, 2016 December 5, 2017
 April 2, 2019 March 31, 2020

Due to potential tax increment financing revenues available to the County, the Board of Supervisors can expect to receive requests regarding various projects throughout the County.

Because these requests may become routine, the Story County Board of Supervisors developed this process and policies to establish structure and objectivity to the standard operating procedures for evaluating economic development projects. Establishing standard procedures and a framework for incentives will allow applicants to more clearly understand the County's intentions in evaluating such projects and ensure that the County's financial resources are used as efficiently and effectively as possible while limiting the impact to public budgets. Funds may or may not be available in any given year.

Tax Increment Financing (TIF) goals, objectives and strategies

TIF assistance in Story County will be used to enhance the taxpayer's enjoyment of the county and/or to increase the taxable valuation of lands in Story County. Story County established the Urban Renewal Area Program as the formal mechanism in which to receive applications and determine funding awards as applicable. It is with the goal of **community improvement** in mind that we have developed the following criteria for evaluating proposals through the Urban Renewal Area Program using TIF assistance in Story County, Iowa:

1. **Percentage Limitation**

In order to maintain appropriate and consistent tax revenues for all taxing entities, TIF (revenues collected) debt payments should not exceed 50% of the available TIF increment created by the TIF property in any year. This limitation is set to realize the needs and obligations of the general fund, townships and school districts and to ensure that the utilization of TIF will have minimal impact to their ongoing operations.

2. **School Funding Recognition**

The County will recognize any changes to State funding capabilities and reevaluate the Economic Development Process and Policies (TIF policy) should the State change school funding formulas.

3. **Eligibility.**

The following types of Economic Development projects will be considered through the Urban Renewal Area Program TIF assistance:

- a) Transportation Infrastructure Enhancement
- b) Public Land and Trail Improvement
- c) Communication and Utility Infrastructure Expansion
- d) Main Street and Town Center Revitalization
- e) Housing Development, Rehabilitation, and/or Conversion

APPROVED **DENIED**
Board Member Initials: PM
Meeting Date: 3-31-2020
Follow-up action: for timeline

4. **No Tax Increment Rebate, Grants, Loans or Assistance to Private Business.**

Story County will not use TIF funds to participate in any direct disbursement or rebate to a private entity.

5. **Required Match Guidelines.** It is expected that applicants identify a match of 25% of the total project costs.

Economic Development Project Process

The following **standard operating procedure** applies to project requests for economic development funding through the *Urban Renewal Area Program*:

Step 1 - Pre-Application Conference (*prior to the ~~Third Tuesday of April~~ Third Tuesday of May – Annually*).

Annually, County staff will hold an information session to review application forms, timeline, and procedures. In order to be deemed an eligible applicant, potential applicants must attend this meeting.

Step 2 - Application Deadline (*prior to the ~~First Fifth~~ Tuesday of June – (Annually)*) This is the information gathering stage of a project which will provide the foundation for subsequent decision making by the Board of Supervisors. Applicants shall submit the Urban Renewal Area Project Application and include as much information as possible. Only one application is allowed per organization per grant cycle. If an organization submits more than one grant application, all applications submitted by that organization will be deemed ineligible for grant funds and will not be reviewed. To ensure fairness for all, applications that are incomplete, do not follow the guidelines, whose representative did not attend the Pre-Application Conference, or miss the deadline will not be reviewed.

Step 3 – Acknowledgement of Applications (*prior to the ~~Third Tuesday of June~~ Second Tuesday of July – Annually*)

Step 4 – Notification of Applicants (*prior to the ~~First Tuesday of July~~August – Annually*). The Board of Supervisors shall notify the school district, municipality, and/or township trustees in the TIF district from which monies may be utilized for payment of the proposed TIF projects through the Urban Renewal Area Program. Further notice is sent to taxing authorities associated with the individual projects.

The notice shall be given by regular mail to the entities referenced above indicating how to view the project applications on file, date of the next regularly-scheduled Board of Supervisors meeting, date of consultation meeting, and include a copy of the existing Urban Renewal Area Plan. The notice requirement's intent is designed to encourage input from the area from which taxes will be utilized so that the Board can consider input from the public in its evaluation stage.

Step 5 – Consultation Meeting (*~~Fourth Tuesday of July~~ First Tuesday of September – Annually*). The Board of Supervisors will schedule a consultation meeting to discuss potential projects.

Step 6 – Evaluation (*prior to the ~~Third Tuesday of August~~ First Tuesday of October – Annually*). The purpose of the evaluation stage is to weigh the public costs and benefits of the project. The Board of Supervisors will evaluate the public purpose/benefit involved, the strength of the opportunity, and the public costs involved. As part of the evaluation process, the Auditor shall prepare a report showing the status of all TIF projects, monies expended and monies owed on current TIF projects so that the Board of Supervisors can evaluate the funds available for all proposed projects. Further, the Board of Supervisors recognizes the importance of citizen input on proposed projects and will post all applications for projects on its website prior to decisions on the project so

that the public may review the applications and prepare for any comment at the weekly meetings of the Board of Supervisors.

Step 7 – Urban Renewal Area Plan Updated (*prior to November 1*). Story County in consultation with the Story County Civil Attorney will prepare necessary updates to the Urban Renewal Area Plan to reflect any approved projects and present for action by the Board of Supervisors.

Step 7 – Incur Debt (*i.e. borrow money – prior to November 1*).

Step 8 - Debt Certified (*December 1*). Costs of all approved projects and the repayment schedule will be certified to the County Auditor.

Addition of TIF Property Process

The following **standard operating procedure** applies to requests for adding property to the Tax Increment Financing list, requiring amendments to Chapter 8 – Urban Renewal of the Story County Code of Ordinances.

Step 1- Identification (*prior to September 1*). A parcel is identified as a possible addition to the TIF list. Primary consideration will be given to utility structures and/or facilities, including wind turbines (as part of a Commercial - Wind Energy Conversation System (C-WEC) and solar installations as part of a Commercial - Solar Energy System (C-SES). Secondary consideration will be given to specific development requesting a specific improvement; *i.e. a potential Commercial Facility requests a specific upgrade/improvement to public infrastructure.*

Step 2- Evaluation (*prior to September 15*). The Board of Supervisors will work with the County Assessor to ascertain projected taxable values for the property in question.

Step 3 – Urban Renewal Area Plan and Ordinance Updated (*prior to November 1*). Story County in consultation with the Story County Civil Attorney will prepare necessary updates to reflect any approved property to the Urban Renewal Area Plan and present the Urban Renewal Area Plan and Ordinance to the Board of Supervisors for consideration (including three readings).