

The Board of Supervisors met on 5/19/20 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 originating from the Story County Administration Building.

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

EMERGENCY RESIDENCE PROJECT (ERP) ANNUAL REPORT – Executive Director Jodi Stumbo thanked the Board for its support and provided highlights from the submitted report.

MINUTES: 5/1/20, 5/5/20, 5/8/20, and 5/12/20 Minutes – will be considered at a later meeting

PERSONNEL ACTIONS: 1) new hire, effective 5/20/20, in Sheriff's Office for Selena Sweet @ \$1,747.20/bw; effective 5/26/20, in Planning and Development for Emily Rizvic @ \$11.00/hr; 2) pay adjustment, effective 5/24/20, in a) Recorder's Office for Kristie See @ \$18.74/hr; b) Secondary Roads for Jim Hovick @ \$33.25/hr; David Vawter @ \$33.25/hr; c) Sheriff's Office for Russell Bauer @ \$2,304.80/bw; Travis Harrison @ \$2,305.60/bw; Zachary Skelton @ \$2,308.80/bw; d) Treasurer's Office for Kasey Wirtz @ \$17.74/hr. Olson moved, Heddens seconded the approval of Personnel Action as presented. Roll call vote. (MCU)

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

1. Central Iowa Community Services (CICS) Statement of Understanding in reference to the 28E Agreement, effective 7/1/20-6/30/21, for the following: Karla Webb, Wendy Schmitz, Melanie Worley, Kathy Johnson, Tyler Lennon, Nikki Sprecher, and Staci Shugar
2. Renewal Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor for the Ames Golf and Country Club, 5757 George Washington Carver Avenue, Ames, Iowa, effective 7/1/20-6/30/21
3. Grant of Easement to the City of Cambridge for access across County property for its water treatment plant
4. The Iowa Department of Transportation (IDOT) Amendment 1 for the FY20 Secondary Roads Budget
5. Using the County credit card for purchase of domain name from DOTGOT.gov, effective 7/14/20-7/13/21, for \$400.00
6. Grant of Easements to the City of Huxley for improvements to the Heart of Iowa Nature Trail (HOINT), Trail Ridge Park, and the realignment of 560th Avenue
7. Quarterly Report: Treasurer
8. Agreement between the Treasurer's Office and Master's Touch for tax statements
9. Road Closures: 20-39, 20-40
10. Utility Permit: 20-4944

Roll call vote. (MCU)

FIRST CONSIDERATION OF ORDINANCE NO. 288, AMENDING CERTAIN BOUNDARIES OF THE OFFICIAL ZONING MAP OF STORY COUNTY AND RESOLUTION #20-90 C2C FUTURE LAND USE MAP AMENDMENT FOR RESOLUTION #20-91, PRAIRIE VALLEY MAJOR SUBDIVISION PRELIMINARY PLAT – Jerry Moore,

Planning and Development Director, provided background information. Amelia Schoeneman, County Planner, reported on property, environmental issues, current land use and zoning, and agricultural impact. She reported on surrounding land use and the proposed subdivision standards. She reviewed the proposed conditions, covenants, and easements. Mike Cox, Conservation Director, reported on water quality and covenants. Discussion took place. Ethan Anderson, Assistant County Attorney, reported the County cannot be a member of the Homeowners Association. Additional discussion took place. Schoeneman reported on alternatives. Cox reported on the Conservation easements. Murken clarified covenants will last 21 years. Discussion took place regarding density. John Gady, Fox Engineering, reported on drainage and traffic. Additional discussion took place. Schoeneman reviewed additional conditions. Olson read a text message from Margaret Jaynes, Environmental Health Director, regarding septic systems. Murken read the septic systems and sub-drains covenants. Schoeneman reported on site development standards, storm water management plans, and the Engineer's comments. Darren Moon, Engineer, reported on a turn lane. Discussion took place. Schoeneman reported on public comments received. Discussion took place.

Murken recessed the Board at 12:21 p.m; she reconvened the Board at 12:26 p.m.

Schoeneman reported on recommended conditions from the Planning and Zoning Commission and reviewed alternatives. Murken opened the public hearing at 12:53 p.m. Rory Reilly, Ames, opposes the development. David Stein, Story County Water Shed Coordinator, reported on the prairie remnants. John Johnson, Ames, stated his opposition. Olson reported on a received text: the City of Gilbert vote was not unanimous. Murken reiterated the City of Gilbert waived its subdivision review. Olson reported on another text. Murken, hearing no further statements, closed the public hearing at 1:20 p.m. Discussion took place. The Board reported on concerns. Olson moved approval of Option #1 the Story County Board of Supervisors approves the proposed Story County Zoning Map Amendment from A-1 Agricultural District and R-1 Transitional Residential District to the GB-C Greenbelt-Conservation District and C2C Future Land Use Map Designation from the Rural Residential Area to the Agricultural Conservation Area and from the Rural Residential Area and the Agricultural Conservation Area to the Natural Resource Area as put forth in case REZ01-20 on first consideration and set second consideration for 5/26/20. Second by Heddens. Roll call vote. (MCU) The Board discussed one of the conditions: a right turn lane on 170th Street at 500th Avenue (R38). Discussion took place. Olson moved for the County Attorney to draft a document for a letter of credit of \$25,000.00 to be assigned to pay for the right turn lane at the intersection to be activated upon completion of Phase 2. Heddens seconded for discussion. Murken clarified to accept the plat and ask the County Attorney to draft the letter. Olson withdrew her motion. Olson moved, Option #3, the approval of the proposed Major Subdivision Preliminary Plat as put forth in case SUB 06-20 with conditions as recommended by the Story County Planning and Zoning Commission and amended by staff, and to direct the County Attorney to draft a document requiring a letter of credit of \$25,000.00 to pay for the right turn lane on 170th Street at 500th Avenue on completion of the Phase 2 of the subdivision. Heddens seconded, for discussion. Discussion took place. Olson moved to amend the amount of the letter of credit from \$25,000.00 to not to exceed \$75,000.00, Heddens seconded for discussion. Heddens reported on agricultural and livestock concerns. Olson suggest the developer add a fence on the east side. Discussion took place. Olson reported on a received text from Kurt

Friedrich; he supports a fence on the east. Olson reported on a received text from Conservation Director Mike Cox; he will talk about the trail. Friedrich stated he will add the fence on the east, installed upon approval of the final plat. In other areas, fencing will be installed after homes are built. Murken directed Moore to have Planning and Development staff to work with developer and farmers, and include the fence as a condition of the final plat. Cox reported on trail easements, high construction cost, and timing. Heddens moved to amend the motion to include on the final plat that when homes are built they shall include fencing to the east. Olson seconded for discussion. Moore reported on the issue of current designated land use. Olson aye, Heddens aye, Murken nay. Motion carries.

REVISED OPEN RECORDS POLICY (SUBJECT TO SEVEN-DAY REVIEW) – Alissa Wignall, Internal Operations and Human Resources Director, reported on revisions from the Board. Olson stated she does not agree with the proposed fees. Olson moved the approval of the Revised Open Records Policy subject to seven-day review with the change in cost charged per hour to \$25.00 an hour. Motion died for a lack of a second. Heddens moved, Murken seconded the approval of the Revised Open Records Policy subject to seven-day review as presented by staff. Heddens aye, Murken aye, Olson nay. Motion carries.

RESOLUTION #20-96, FORREST RIDGE ESTATES, RESIDENTIAL PARCEL SUBDIVISION – Amelia Schoeneman, County Planner, provided detail on the proposal. Heddens moved, Olson seconded the approval of Resolution #20-96, the Residential Parcel Subdivision Plat – Forest Ridge Estates Subdivision, as put forth in SUB05-20 with conditions as presented. Roll call vote. (MCU)

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

Heddens moved, Olson seconded to adjourn at 2:33 p.m. Roll call vote. (MCU)

Story County
Board of Supervisors Meeting
Agenda
5/19/20

1. Originating From Administration Building, Story County 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.storycountyia.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. PUBLIC COMMENT #1:

This comment period is for the public to address topics on today's agenda

8. DISCUSSION AND CONSIDERATION OF ITEMS BROUGHT BEFORE THE BOARD WITH REQUEST FOR IMMEDIATE ACTION:

9. AGENCY REPORTS:

I. Emergency Residence Project Annual Report (Submitted Report Only)

Department Submitting Auditor

Documents:

ERP ANNUAL.PDF

10. CONSIDERATION OF MINUTES:

I. 5/1/20, 5/5/20, 5/8/20, And 5/12/20 Minutes

Department Submitting Auditor

11. CONSIDERATION OF PERSONNEL ACTIONS:

I. Action Forms

1)new hire, effective 5/20/20, in Sheriff's Office for Selena Sweet @ \$1,747.20/bw; effective 5/26/20, in Planning and Development for Emily Rizvic @ \$11.00/hr; 2)pay adjustment, effective 5/24/20, in a)Recorder's Office for Kristie See @ \$18.74/hr; b) Secondary Roads for Jim Hovick @ \$33.25/hr; David Vawter @ \$33.25/hr; c)Sheriff's Office for Russell Bauer @ \$2,304.80/bw; Travis Harrison @ \$2,305.60/bw; Zachary Skelton @ \$2,308.80/bw; d)Treasurer's Office for Kasey Wirtz @ \$17.74/hr.

Department Submitting HR

12. CONSENT AGENDA:

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

I. Consideration Of Central Iowa Community Services Statement Of Understanding In Reference Of The 28E Agreement Effective 7/1/20 - 6/30/21 For The Following: Karla Webb, Wendy Schmitz, Melanie Worley, Kathy Johnson, Tyler Lennon, Nikki Sprecher, And Staci Shugar

Department Submitting Community Services

Documents:

FY21 STORY SOUS.PDF

II. Consideration Of Renewal Iowa Retail Permit Application For Cigarette/Tobacco/Nicotine/Vapor For Ames Golf & Country Club, 5757 GWC Ave., Ames Effective 7/1/20-6/30/21

Department Submitting Auditor

Documents:

PERMIT.PDF

III. Consideration Of Grant Of Easement To The City Of Cambridge For Access Across County Property For Their Water Treatment Plant

Department Submitting Conservation

Documents:

CAMBRIDGE EASEMENT.PDF

IV. Consideration Of The Iowa Department Of Transportation Amendment 1 For Secondary Roads FY20 Budget

Department Submitting Engineer

Documents:

[IDOT FY 20 BUDGET AMEND1.PDF](#)

- V. Consideration Of Using The County Credit Card For Purchase Of Domain Name Between DOTGOT.gov And Information Technology Effective 7/14/20 - 7/13/21 For \$400.00 (Per Story County Credit Card Policy)

Department Submitting Information Technology

Documents:

[STORY COUNTY DOMAIN INVOICE.PDF](#)

- VI. Consideration Of Grant Of Easements To The City Of Huxley For Improvements To The Heart Of Iowa Nature Trail, Trail Ridge Park, And The Realignment Of 560th Ave

Department Submitting Conservation

Documents:

[HUXLEY EASEMENTS.PDF](#)

- VII. Consideration Of Quarterly Reports For The Following: Treasurer

Department Submitting Auditor

Documents:

[QTR.PDF](#)

- VIII. Consideration Of Agreement Between Treasurer's Office And Master's Touch For Tax Statements

Department Submitting Treasurers Office

Documents:

[TMT MAIL WORK ORDER 200513.PDF](#)

- IX. Consideration Of Road Closure(S): 20-39, 20-40

Department Submitting Engineer

Documents:

[RC 20 39.PDF](#)
[RC 20 40.PDF](#)

- X. Consideration Of Utility Permit(S): 20-4944

Department Submitting Engineer

Documents:

UT 20 4944.PDF

13. PUBLIC HEARING ITEMS:

- I. First Consideration Of Ordinance No. 288, Amending Certain Boundaries Of The Official Zoning Map Of Story County And Resolution #20-90 C2C Future Land Use Map Amendment For Resolution #20-91, Prairie Valley Major Subdivision Preliminary Plat – Amelia Schoeneman

Department Submitting **Planning and Development**

Documents:

STAFF REPORT.PDF
RESOLUTION 20 90.PDF
RESOLUTION 20 91.PDF
ORDINANCE NO 288.PDF
PRELIMINARY PLAT.PDF
REZONING AND C2C REQUESTS.PDF
REZONING PLAT.PDF
STORMWATER MANAGEMENT PLAN.PDF
EASEMENTS.PDF
RESTRICTIVE COVENANTS.PDF
OWNERSHIP MANAGEMENT AGREEMENT.PDF
UTILITY AND FIRE LETTERS.PDF
TRAFFIC STUDY.PDF
ARCHAEOLOGICAL STUDY.PDF
PRAIRIE SURVEY.PDF

14. ADDITIONAL ITEMS:

- I. Discussion And Consideration Of Revised Open Records Policy (For 7 Day Review) - Alissa Wignall

Department Submitting **Board of Supervisors**

Documents:

OPEN RECORDS POLICY REVISED 2020BOSREVISIONS DRAFT.PDF

- II. Discussion And Consideration Of Resolution #20-96, Forrest Ridge Estates, Residential Parcel Subdivision - Amelia Schoeneman

Department Submitting **Planning and Development**

Documents:

STAFF REPORT.PDF
RESOLUTION 20 96.PDF
FINAL PLAT.PDF
APPLICATION DOCUMENTS.PDF



Emergency Residence Project

arnessshelter.org



Emergency Residence Project

2019 Year-End Report



Letter from the Executive Director

On my first day at the Emergency Residence Project, I saw a woman walking outside my window. She was a wisp of a woman, and she had a severe limp. Often, she paused to rest.

I asked my staff about her later that day. I learned her name was Marie, she was in her fifties, and she was a client in our shelter. Due to domestic violence, she was experiencing homelessness. A few days later, I spoke to Marie for the first time, and I learned that she grew up in the south and moved here with her boyfriend.

"I'm so grateful to be here," she told me. "Everyone in the shelter is so helpful and caring."

Over the next few weeks, I would occasionally run into Marie, and we would talk. I learned that she was looking for a job and an apartment.

"This will be the first time I've ever had an apartment in my name," she said. Marie spent 62 days in our shelter. On that 62nd day, I found Marie in her basement room, packing her belongings. She was leaving us. She had found not only a job, but her own apartment. As she told me about her plans, her eyes sparkled with hope.

You are the reason Marie found that hope. By sharing your time or your money, you have changed the future

for people in our community, people who are desperately searching for hope and another chance.

Thank you from me. Thank you from Marie. And thank you from everyone at Emergency Residence Project. We wish you happiness and an overabundance of hope this holiday season.

Sincerely,

Jodi Stumbo

Jodi Stumbo
Executive Director
Emergency Residence Project
jodi@arnessshelter.org

Client Quotes

"I couldn't have ever gotten a job, or housing, or even an Iowa driver's license if I didn't have the help of the ERP and officer Eric Snyder. In other words, you saved my life."
— father, 50s who overcame homelessness

"I believe the stability and resources of ERP are beneficial for the Ames Community. Their knowledge and support of housing programs granted me the structure I needed to save my family from hardship."
— mother, 30s who overcame homelessness with her family

"The staff is very hospitable and treats everyone with dignity and respect. God bless you!"
— daughter, 20s who overcame homelessness

— daughter, 20s who overcame homelessness



Jodi with her aunt who inspired her join the ERP team.



The Year in Review

July 1, 2018 – June 30, 2019



Homeless Population

- Short-term funds to keep families in their current homes have significantly reduced the number of people who need to enter the shelter.
- 1,350 individuals received support that prevented them from becoming homeless.
- 73% were families with children
- 91% of individuals who entered the shelter did not have to repeat their stay.



Providing Shelter

- Nearly 40% of those needing shelter were single women.
- We are seeing more evidence that some of our residents are victims of human trafficking.
- Families experiencing homelessness are remaining sheltered for a longer amount of time, but returns to the shelter are decreasing.



Finding a Home

- An increasing number of single men are coming through our program. The program helps them quickly move from either an emergency shelter or place not meant for habitation to affordable housing, all while receiving one-on-one support services.
- The average time for moving families from homeless to transitional housing is eight days.
- More than 71% of those who went through the discharge process exited into transitional or permanent housing.



Community Partners

- Our homeless outreach team works with local police officers to provide support and services to help community members who are experiencing homelessness.
- ASSET provided nearly \$215,000 through funding from the city of Ames, Story County and United Way of Story County.
- Four faith groups – Ames United Church of Christ, St. John's by the Campus Episcopal Church, Collegiate Presbyterian Church and St. Thomas Aquinas Church – provided nearly 50% of the meals needed for individuals experiencing homelessness.
- Volunteers and interns contributed 3,273 hours, equivalent to \$45, 822 in wages, to assist with tasks such as answering phones, preparing meals, painting and cleaning.



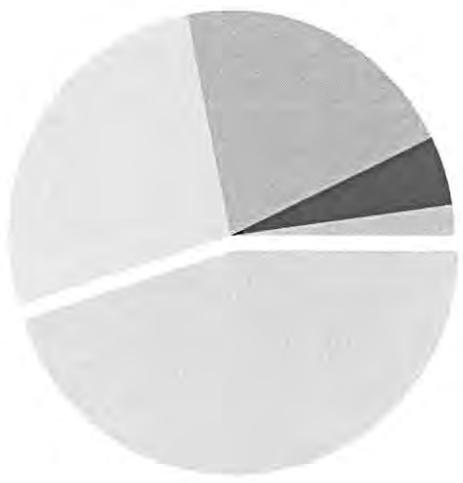
Because of You

- 10,673 nights of shelter provided
- 632 individuals helped
- More than 21% were children younger than 18
- 24 were veterans
- More than 4,000 meals were served to people in shelter

Funding

Emergency Residence Project Funding Allocation Fiscal Year 2019

- 45% Donations
- 27% Assets
- 21% Government Funding
- 5% Grants
- 2% Misc.



STATEMENT OF UNDERSTANDING

FY 2021

According to the Central Iowa Community Services (CICS) 28E (*emphasis added*):

6. STAFF

6.1 Selection process for Regional Administrator Team and CEO

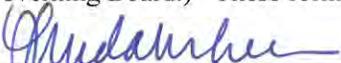
The initial Regional Administrator Team shall consist of the County Central Point of Coordinator (CPC) from each member county and will be called Community Services Director from this point forward (hereinafter referred to as CSDs). The CSDs which make up the Regional Administrator Team shall remain employees of their respective counties. *There will be a statement of understanding between the Governing Board and the individual county Boards of Supervisors that will identify the individual employee, the position to be filled, and the portion of the employee's wages and benefits that will be the responsibility of the Region.*

This document serves as the Statement of Understanding between Story County and Central Iowa Community Services for the following positions:

Employee	Position	% of wages and benefits
Karla Webb	Operations Officer	75% (of 1FTE)

Begin Date 7/1/2020

The costs for the above position, including salary, benefits and other expenses shall be paid using regional funds currently held by Story County in their County Fund 10. **Beginning 7/1/17 the amount of salary paid from Fund 10 shall not exceed the maximum reimbursement rate for the position, as approved annually by the CICS Governing Board, multiplied by the percentage of the position that is regionally funded.** (Individuals in the CICS funded position prior to 7/1/17 shall be grandfathered in at the pay rate they are receiving 7/1/17 and CICS will allow an annual increase for reimbursement for the position not to exceed the percentage increase allowed for the regional pay matrix annually by the CICS Governing Board.) These forms shall be updated each fiscal year or as mutually agreed upon.



Signature _____

Printed Name _____

Chair, Story County Board of Supervisors

Date 5-19-2020

Signature _____

Printed Name _____

Chair, Central Iowa Community Services

Date _____

FY 21

Position	CICS Maximum yearly funding
Administrative support I	\$40,788.80
Administrative support II	\$43,555.20
Service Coordination, Program Manager, Lead worker	\$54,329.60
Officers	Salary \$88,000

STATEMENT OF UNDERSTANDING

FY 2021

According to the Central Iowa Community Services (CICS) 28E (*emphasis added*):

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6.1 Selection process for Regional Administrator Team and CEO

The initial Regional Administrator Team shall consist of the County Central Point of Coordinator (CPC) from each member county and will be called Community Services Director from this point forward (hereinafter referred to as CSDs). The CSDs which make up the Regional Administrator Team shall remain employees of their respective counties. *There will be a statement of understanding between the Governing Board and the individual county Boards of Supervisors that will identify the individual employee, the position to be filled, and the portion of the employee's wages and benefits that will be the responsibility of the Region.*

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Employee	Position	% of wages and benefits
Wendy Schmitz	Administrative Support	100% (of 1FTE)

Begin Date 7/1/2020

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Signature

LINDA MURKEN
Printed Name

Chair, Story County Board of Supervisors

Date 5-19-2020

Signature

Printed Name

Chair, Central Iowa Community Services

Date _____

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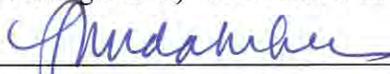
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This document serves as the Statement of Understanding between Story County and Central Iowa Community Services for the following positions:

Employee	Position	% of wages and benefits
Melanie Worley	Administrative Support	100% (of 0.5FTE)

Begin Date 7/1/2020

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 Signature LINDA MURKEN

Printed Name
 Chair, Story County Board of Supervisors

Date 5-19-2020

 Signature

Printed Name
 Chair, Central Iowa Community Services

Date _____

FY 21

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Kathy Johnson	Service Coordinator	100% (of 1FTE)

Begin Date 7/1/2020

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Signature

UNDA MURKEN
Printed Name

Chair, Story County Board of Supervisors

Date 5-19-2020

Signature

Printed Name

Chair, Central Iowa Community Services

Date _____

FY 21

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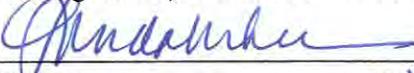
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Tyler Lennon	Service Coordinator	75%(of 1FTE)

Begin Date 7/1/2020

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 Signature _____
 **LINDA MURKEN**
 Printed Name _____
 Chair, Story County Board of Supervisors
 Date 5-11-2020

Signature _____
 Printed Name _____
 Chair, Central Iowa Community Services
 Date _____

FY 21

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6.1 Selection process for Regional Administrator Team and CEO

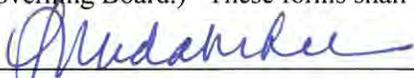
The initial Regional Administrator Team shall consist of the County Central Point of Coordinator (CPC) from each member county and will be called Community Services Director from this point forward (hereinafter referred to as CSDs). The CSDs which make up the Regional Administrator Team shall remain employees of their respective counties. *There will be a statement of understanding between the Governing Board and the individual county Boards of Supervisors that will identify the individual employee, the position to be filled, and the portion of the employee's wages and benefits that will be the responsibility of the Region.*

This document serves as the Statement of Understanding between Story County and Central Iowa Community Services for the following positions:

Employee	Position	% of wages and benefits
Nikki Sprecher	Service Coordinator	75% (of 1FTE)

Begin Date 7/1/2020

The costs for the above position, including salary, benefits and other expenses shall be paid using regional funds currently held by Story County in their County Fund 10. **Beginning 7/1/17 the amount of salary paid from Fund 10 shall not exceed the maximum reimbursement rate for the position, as approved annually by the CICS Governing Board, multiplied by the percentage of the position that is regionally funded.** (Individuals in the CICS funded position prior to 7/1/17 shall be grandfathered in at the pay rate they are receiving 7/1/17 and CICS will allow an annual increase for reimbursement for the position not to exceed the percentage increase allowed for the regional pay matrix annually by the CICS Governing Board.) These forms shall be updated each fiscal year or as mutually agreed upon.



 Signature **LINDA MURKEN**

Printed Name
 Chair, Story County Board of Supervisors

Date 5-19-2020

 Signature

Printed Name
 Chair, Central Iowa Community Services

Date _____

FY 21

Position	CICS Maximum yearly funding
Administrative support I	\$40,788.80
Administrative support II	\$43,555.20
Service Coordination, Program Manager, Lead worker	\$54,329.60
Officers	Salary \$88,000

STATEMENT OF UNDERSTANDING

FY 2021

According to the Central Iowa Community Services (CICS) 28E (*emphasis added*):

6. STAFF

6.1 Selection process for Regional Administrator Team and CEO

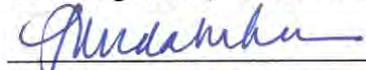
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This document serves as the Statement of Understanding between Story County and Central Iowa Community Services for the following positions:

Employee	Position	% of wages and benefits
Staci Shugar	Service Coordinator	100% (of 1FTE)

Begin Date 7/1/2020

The costs for the above position, including salary, benefits and other expenses shall be paid using regional funds currently held by Story County in their County Fund 10. **Beginning 7/1/17 the amount of salary paid from Fund 10 shall not exceed the maximum reimbursement rate for the position, as approved annually by the CICS Governing Board, multiplied by the percentage of the position that is regionally funded.** (Individuals in the CICS funded position prior to 7/1/17 shall be grandfathered in at the pay rate they are receiving 7/1/17 and CICS will allow an annual increase for reimbursement for the position not to exceed the percentage increase allowed for the regional pay matrix annually by the CICS Governing Board.) These forms shall be updated each fiscal year or as mutually agreed upon.



 Signature LINDA MURKEN

Printed Name
 Chair, Story County Board of Supervisors

Date 5-19-2020

 Signature

Printed Name
 Chair, Central Iowa Community Services

Date _____

FY 21

Position	CICS Maximum yearly funding
Administrative support I	\$40,788.80
Administrative support II	\$43,555.20
Service Coordination, Program Manager, Lead worker	\$54,329.60
Officers	Salary \$88,000



For period July 1, 20 20 through June 30, 20 21

PLEASE TYPE OR PRINT LEGIBLY

Please mail this completed application to your local jurisdiction. If you have any questions call your city clerk (within city limits) or your county auditor (outside city limits).

I/we hereby make application for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business information:

Trade Name/DBA: Ames Golf & Country Club
Physical Location Address: 5751 George Washington City: Ames ZIP: 50010
Carver Ave
Mailing Address: 5752 George Washington Carver Ave City: Ames State: IA ZIP: 50010
Business Phone Number: (515) 232-8334

Legal Owner Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP

Legal Owner: Ames Golf & Country Club
(Name of sole proprietor, partnership, corporation, LLC, or LLP)

Mailing Address: 5752 George Washington Carver Ave City: Ames State: IA ZIP: 50010
Phone Number: (515) 232-8334 Fax Number: () Email: office@amesgolfcc.com

Retail Information:

Types of Sales: Over-the-counter Vending machine
Does the Establishment sell vapor products/alternative nicotine products only? Yes No

Type of Establishment

Bar Convenience store/gas station Drug store Hotel/motel Liquor store
Restaurant Tobacco store Alternative nicotine/vapor store
Has vending machine that assembles cigarettes Other Country Club

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

SIGNATURE OF OWNER, PARTNER(S), OR CORPORATE OFFICIAL

Name (please print) Matt Prochaska Name (please print) LINDA MURKEN
Signature [Signature] Signature [Signature]
Date 4-29-20 Date 5-19-2020

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

Amount Paid: _____
Date issued _____ New
Permit Number _____ Renewal

Please send completed/approved copy to:
Iowa Department of Commerce, Alcoholic Beverages Division
Name of Issuing City or County _____



Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

Memorandum

To: Story County Board of Supervisors

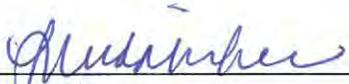
From: Michael D. Cox, Director

Date: May 19, 2020

Re: Consideration of Grant of Easement to the City of Cambridge for Access Across County Property for Their Water Treatment Plant

The City of Cambridge is requesting temporary and permanent easements across Story County Conservation property and under the Heart of Iowa Nature Trail. The City is in the process of upgrading their waste water treatment facility and needs this easement in order to place a discharge pipe for treated water. The pipe will be below grade and will be under the Skunk River bridge.

Story County Conservation Board recommends your approval.


Approval

5-19-2020
Date

Disapproval

Date

TEMPORARY CONSTRUCTION EASEMENTS

Recorder's Cover Sheet

Preparer Information: Michael L. Lewis, Lewis Law Firm, P.C.
212 Water Street, Cambridge, IA 50046
Telephone: 515-220-4400
Facsimile: 515-220-4402
Email: mike@lewislawfirm.us

Return Document to: City of Cambridge
Debra L. Thompson
220 Water Street, Cambridge, IA 50046
Telephone: 515-220-4541

Grantor: **Story County Conservation Board**
56461 180th Street, Ames, IA 50010
Telephone: 515-232-2516

Grantee: City of Cambridge, Iowa

OUTFALL WASTEWATER PLANT DISCHARGE PIPE EASEMENT

KNOW TO ALL PERSONS BY THESE PRESENTS that the undersigned, Story County Conservation Board (hereinafter referred to as the "Grantor") in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby sell, grant, and convey to the **CITY OF CAMBRIDGE, IOWA**, a municipal corporation (hereinafter referred to as the "the City"), a permanent and perpetual easement (hereinafter referred to as "Easement" and right-of-way upon, over, under, through and across the real property legally described as:

A strip of land 30.00 feet in width lying entirely within the former railroad right of way, crossing part of the Southwest Quarter of the Southwest Quarter of Section 22, Township 82 North, Range 23 West of the 5th P.M., Story County, Iowa, being situated 15.00 feet on each side of the following centerline: Commencing at the Southwest Corner of said Section 22; thence N00°19'37"W, 107.04 feet along the west line thereof to the north line of said former railroad; thence following said line N88°35'25"E, 115.50 feet; thence easterly 472.31 feet along upon a curve having the radius of 5536.08 feet, concave northerly, a central angle of 4°53'17" and being subtended by a chord which bears N86°08'46"E, 472.17 feet to the point of beginning; thence S44°22'41'E, 44.63 feet; thence 88°01'33"E, 241.16 feet, thence S30°46'24"E, 183.42 feet, thence S30°46'24"E, 183.42 feet; thence S89°42'49"E, 41.58 feet, thence terminating, containing 15,324.29 s.f.

(hereinafter referred to as the "Easement Area") for the purpose of constructing an outfall wastewater plant discharge pipe and to permit and allow the City to enter at any time upon, over, under, through and across into the Easement Area herein described to use as much of the surface and sub-surface thereof to construct, replace, locate, rebuild, enlarge, reconstruct, patrol, repair and to forever maintain the outfall wastewater plant discharge pipe constructed within the easement area.

This Easement shall be subject to the following terms and conditions:

1. Erection of Structures Prohibited: Grantor and its successors and assigns shall not erect any structure, building or fence over or within the Easement Area without obtaining written consent of the City.
2. Maintenance: After the initial construction of the outfall discharge pipe, and acceptance by the City, the City agrees, as part of the reconstruction, maintenance and patrolling of the discharge pipe, to restore and replace the Easement Area to substantially the same condition as prior to the time of entry or as agreed upon by the City and the Grantor, except the City shall not be required to replace landscaping, trees, shrubs, bushes, landscape elements, structures, or underground water systems however the City shall be required to restore the Easement Area by reason of settlement, depression, or any unknown conditions which arise subsequent to the restoration and/or replacing of the Easement Area. Any subsequent restoration by reason of settlement, depression or any unknown conditions shall be the sole responsibility of the City at the City's sole expense.

- Grantor shall be responsible for the seeding of the easement area(s) after construction is complete and the City shall reimburse Grantor for the reasonable costs related thereto.
3. Change in Grade Prohibited: Grantor and its successors and assigns shall not change the grade elevation or contour of any part of the Easement Area without obtaining the prior written consent of the City.
 4. Right of Access: The City shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area as herein described, including, but not limited to, the right to remove any unauthorized obstructions or structures placed or erected in the Easement Area.
 5. Access to Heart of Iowa Nature Trail: Nothing in this easement shall be construed so as to prevent the Grantor from operating and maintaining the Heart of Iowa Nature trail, and its attendant recreational uses.
 6. Mineral Rights: Grantor shall retain all the rights to oil, gas, and other minerals in, on and under the Easements; provided, however, that Grantor shall not be permitted to drill or operate equipment for the production or development of minerals on the Easements, but it will be permitted to extract the oil and other minerals from and under the Easements by directional drilling and other means, so long as such activities do not damage, destroy, injure, and/or interfere with the Grantee's use of the Easements for the purposes for which the Easements are being sought by Grantee.
 7. Hold Harmless: Grantee hereby agrees to indemnify and hold Grantor harmless from and against any claim or liability or loss from personal injury, property damage resulting from or arising out of the use of the Easements by Grantee, its servants, agents or invitees, excepting, however, such claims, liabilities or damages as may be due to or caused by the acts of Grantor, or its servants, agents or invitees. Grantee's obligation to indemnify and hold Grantor harmless under this Section explicitly includes but shall not be limited to: (i) any claim or liability related to any and all liens filed against or attaching to Grantor's Property resulting from or arising out of Grantee's use of the Easements or construction activities and not caused by Grantor; and (ii) any claim or liability brought by third parties such as neighboring landowners resulting from or arising out of Grantee's use of the Easements and not caused by Grantor.
 8. Easement Runs With the Land: This Easement shall be deemed to run with the land and shall be binding on Grantor and on Grantor's heirs, successors and assigns.
 9. Jurisdiction and Venue: The City and the Grantor agree the District Court in and for the State of Iowa shall have exclusive jurisdiction over the subject matter and enforcement of the terms and conditions of this Easement and said parties consent to the jurisdiction of the person being in Story County, Iowa.
 10. Attorney's Fees: The City may enforce this Easement by appropriate action, and should they prevail in such litigation they shall recover as part of their costs the reasonable attorney's fees incurred in such litigation.

Grantor does HEREBY COVENANT with the City that (i) Grantor holds said real estate described in this Easement Area by title in fee simple; (ii) that Grantor has good and lawful authority to convey the same; and (iii) said Grantor covenants to WARRANT AND DEFEND the said Easement Area against the claims of all persons whomsoever.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Signed this 19 day of May, 2020.

GRANTOR

STORY COUNTY BOARD OF SUPERVISORS

Linda Murken
Linda Murken, Chair

GRANTEE

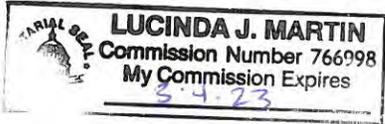
CITY OF CAMBRIDGE

Steve Kovarik, Mayor

Debra Thompson, City Clerk

STATE OF IOWA |
 | ss
COUNTY OF STORY |

On the 19th day of May, 2020, before me, the undersigned, a Notary Public in and for said County and the State of Iowa, personally appeared Linda Murken, to me personally known, who being first sworn, did say that that person is Chair of the Story County Board of Supervisors executing the foregoing instrument, that (the seal affixed to said instrument is the real seal of the board or no seal has been procured by the board) and that the instrument was signed (and sealed) on behalf of the Story County Board of Supervisors, by it and by her voluntarily executed.



[Signature]
Notary Public in and for the State of Iowa

ACCEPTANCE BY CITY OF CAMBRIDGE, IOWA

CITY OF CAMBRIDGE, IOWA
an Iowa Municipal Corporation

By; _____
Steve Kovarik
Mayor of the City of Cambridge, Iowa

By; _____
Debra Thompson, City Clerk

STATE OF IOWA)
) SS
COUNTY OF STORY)

On this _____ day of May, 2020, before me, the undersigned, a Notary Public in and for the said County and the State of Iowa, personally appeared Steve Kovarik and Debra Thompson, to me personally known, who being first duly sworn, did say they are the Mayor and City Clerk of the City of Cambridge, Iowa, a municipal corporation, executing the within and foregoing instrument and acknowledged that they executed the same as their voluntary act and deed of the City of Cambridge, Iowa, by it and by them voluntarily executed.

By: _____
Notary Public in and for the State of Iowa

Iowa Department of Transportation SECONDARY ROADS BUDGET

County: Story County
Fiscal Year: 2020
Version: 1

COUNTY CERTIFICATION

This Secondary Road Budget was adopted by the Board of Supervisors on

ATTESTED

Date

County Auditor

Robert Gust

Date
5-19-20

County Engineer

Shirley Miller

Date
5-13-20

Chairperson, Board of Supervisors

Date
5-19-2020

IOWA DOT BUDGET APPROVALS

Recommended Approval:

OLS Reviewer

Date

Approval:

Director of Local Systems

Date

SECONDARY ROADS BUDGET

	Actual Receipts Prior Years		Estimated Receipts	
	2nd Prior FY 2017	1st Prior FY 2018	Current FY 2019	Next FY 2020
1. County Auditor's Beginning Balance	\$4,923,378.18	\$6,484,711.24	\$4,656,401.00	\$4,596,465.70
Receipts from Property Tax Levies	\$2,540,500.00	\$2,571,000.00	\$2,670,000.00	\$2,740,000.00
2A. Local Option Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3. Regular Road Use Tax Received	\$4,019,114.78	\$3,830,544.14	\$3,866,340.84	\$3,632,910.00
3b. Amount for 306.4(a3)	\$34,461.98	\$35,418.73	\$35,861.65	\$33,180.00
3c. Time 21	\$388,062.16	\$583,251.71	\$560,141.37	\$502,970.00
4. RISE Funds	\$0.00	\$0.00	\$0.00	\$0.00
5. FA Bridge Replacement Funds	\$476,732.00	\$0.00	\$397,984.52	\$350,000.00
5a. SWAP Bridge Replacement Funds	\$0.00	\$0.00	\$0.00	\$0.00
6. Proposed transfer of FM funds to Local Secondary Fund/(Section 309.10)	\$0.00	\$0.00	\$0.00	\$0.00
7. Tax Refunds (-) and/or Credits (+)/(Section 309.10 - Code of Iowa)	\$0.00	\$0.00	\$0.00	\$0.00
8. Miscellaneous Receipts	\$44,067.67	\$1,749.89	\$28,845.75	\$44,000.00
Donations, sale of used materials, Special Assessments, etc	Fuel Tax	\$26,459.36	\$12,426.66	\$49,000.00
Itemized for 2020	Govt. Payments	\$16,037.98	\$12,426.66	\$15,000.00
	Licenses/Permits	\$35,770.00	\$23,665.00	\$50,000.00
	All Other	\$106,359.33	\$127,858.99	\$136,778.56
9. Total Miscellaneous Receipts	\$186,197.00	\$195,771.22	\$238,803.01	\$299,900.00
10. TOTAL RECEIPTS	\$12,568,446.10	\$13,700,697.04	\$12,425,532.39	\$12,155,425.70
11. Road Use Tax Funds or other local funds not transferred to Secondary Roads to be transferred to FM fund for construction.	0	0	\$0.00	\$0.00

SECONDARY ROADS BUDGET

	Actual Expenditures Prior Years		Estimated Expenditures	
	Prior 2 FY 2017	Prior 1 FY 2018	Current FY 2019	Next FY 2020
70X * Administration and Engineering				
700 Administration Expenditures	\$223,769.96	\$217,690.59	\$223,484.94	\$280,000.00
701 Engineering Expenditures	\$408,667.83	\$396,339.44	\$439,828.72	\$452,190.00
TOTAL ADMINISTRATION AND ENGINEERING	\$632,437.79	\$614,030.03	\$663,313.66	\$732,190.00
020 * Construction				
Adjusted Construction Program Expenditures (300) on FM and Local Sec. Roads <i>(With other than FM funds ---See Accomplishment Year projects)</i>	\$678,569.24	\$2,434,269.64	\$1,049,394.54	\$2,775,000.00
71X * Roadway Maintenance				
710 Bridges and Culverts (420, 430)	\$156,467.65	\$175,535.18	\$87,320.33	\$209,000.00
711 Roads (4250, 460, 480)	\$2,489,822.09	\$2,469,300.23	\$2,361,408.14	\$3,198,665.00
712 Snow and Ice Control (520)	\$251,106.26	\$314,915.09	\$449,544.79	\$381,840.00
713 Traffic Controls (590)	\$243,588.32	\$259,942.38	\$251,565.90	\$268,000.00
714 Road Clearing (490)	\$191,658.13	\$211,847.12	\$160,559.09	\$197,780.00
TOTAL ROADWAY MAINTENANCE	\$3,332,642.45	\$3,431,540.00	\$3,310,398.25	\$4,255,285.00
72X * General Roadway				
720 New Equipment (610)	\$324,460.56	\$604,682.72	\$1,068,127.65	\$775,500.00
721 Equipment Operations (620, 630, 650)	\$1,091,623.51	\$1,013,138.08	\$1,473,611.80	\$1,275,950.00
722 Tools, Materials and Supplies (655, 660, 670, 680, 690)	\$18,870.52	\$13,562.31	\$30,638.90	\$16,000.00
723 Real Estate and Buildings (800)	\$5,130.79	\$933,072.46	\$233,581.89	\$75,000.00
TOTAL GENERAL ROADWAY	\$1,440,085.38	\$2,564,455.57	\$2,805,960.24	\$2,142,450.00
TOTAL EXPENDITURES (70X + 020 + 71X + 72X)	\$6,083,734.86	\$9,044,295.24	\$7,829,066.69	\$9,904,925.00
County Auditor's balance at end of fiscal year	\$6,484,711.24	\$4,656,401.80	\$4,596,465.70	\$2,250,500.70
TOTAL (Must equal receipts) [Does not include transfer of Road Use Tax to FM Fund]	\$12,568,446.10	\$13,700,697.04	\$12,425,532.39	\$12,152,425.70



GSA Office of Information, Integrity and Access, Office of Government-wide Policy

[Print](#)

Below is your Preliminary Invoice for Selected DOTGOV Domains in your current cart

DATE: May 14, 2020

PRELIMINARY INVOICE

Domain Name	Current Expiration Date	Payment Status	Term Selected	Amount Due
STORYCOUNTYIOWA.GOV	13-Jul-2020	DUE	1 Year	\$ 400.00
Total				Amount \$400.00

Total Domains Selected : 1

The above domains have not yet been paid. Please return to the Domains Cart page to finalize your cart and check out.

Upon payment, each domain transaction will appear as an individual unique record on your card statement.

Please visit www.dotgov.gov for more details.

If you have any questions regarding your .GOV domain name or account, please contact the .GOV Help Desk by e-mail at: registrar@dotgov.gov or by telephone at 877-734-4688.

.GOV Customer Service
registrar@dotgov.gov

APPROVED **DENIED**

Board Member Initials: gm

Meeting Date: 5/19/20

Follow-up action: _____



Story County Treasurer's Office
Ted Rasmusson, Treasurer

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

Treasurer's Quarterly Report

FY2020-Q3

May 13, 2020

Prepared by:

- Ted Rasmusson, Treasurer
- Ardis A Baldwin, Finance Deputy
- Lori McDonald, Operations Deputy

APPROVED **DENIED**
Board Member Initials: gm
Meeting Date: 5/19/20
Follow-up action: _____

January, February, March 2020

The third quarter of FY 2020 started as a normal one for the Treasurer's Office, and ending with our whole world facing an unprecedented challenge from the COVID-19 Pandemic. The pandemic has seen a drastic response from our office as we have had to close to the public for a prolonged period and split our staff in two – working every other day to avoid a positive case forcing us to close the office completely for two weeks of self-quarantine for all staff members. The fact that this pandemic response occurred right in the middle of property tax season added a lot of extra complication and risk for our county.

The Treasurer's Office includes a lot of date based and timeframe based deadlines that incur fees. The Governor of Iowa, Kim Reynolds, (with special emergency powers granted to her by the Iowa Legislature) issued multiple proclamations that affected the required duties of our office. We worked closely with our Treasurer's Association, our partners at the DOT, and our Story County Attorney's Office to ensure we complied with all of the proclamations while continuing to provide services to Story County's residents. I am proud to say that our office was able to continue to provide all of our services required of the Treasurer (other than issuing of personalized plates due to IDOT requirements) even with our office doors closed to the public. Thanks to the tremendous dedication and hard work of our team, we have not falling behind in any of our work.

Aside from the major physical changes (closing the office the public and splitting the staff) the biggest impacts of the pandemic response has been in property tax collection, diminished motor vehicle revenues, and investment income. Governor Reynolds' proclamation suspended the late fees/interest for property tax, which led to a significant amount of outstanding tax at the end of March (apx \$9 million). However, payments did continue to come in during the early days of the fourth quarter just at a slower pace than expected. The motor vehicle revenue drop off seemed to stem more from the pandemic response slowing car buying in general rather than any specific measures taken by the governor.

Investment income has taken a significant hit in three important ways when the Federal Reserve slashed interest rates to practically 0%. Our daily savings and checking accounts with local banks immediately saw our interest rates drop from between 1.15% and 1.65% down to 0.25%-0.5%. Our rolling monthly CD and daily savings with IPAIT immediately dropped as well in a similar manner. Finally, our US Treasury Bond portfolio included many bonds with interest rates between 1.3% and 1.85% since all of them were over 6 months old they are eligible to be redeemed at par (they bank returns our principle and stops paying any interest) at the time of interest payments. We saw multiple bonds redeemed and struggled to replace them with any bonds over 0.8%. All of these and smaller issues will impact our investment income significantly in FY2021 and possibly future years as rates are not projected to come back very quickly.

Despite all of the hectic activity at the end of the quarter we were able to accomplish some development prior to the pandemic. Here in our office were able to complete all three of our monthly development days which included: a very good (and well attended) January session with the Story County Sheriff's Dispatch team that explained emergency response procedures; a Team Story presentation in February; and an Emergency Management overview by Keith Morgan in March. Deputies Lori McDonald and Ardy Baldwin and myself were also able to attend ISAC's March Conference and get a lot of good information.

Data/Tables/Statistics

Cash and Investments

Invested Funds Summary

Type	1/31/2020		2/28/2020		3/31/2020	
	Amount	Percentage	Amount	Percentage	Amount	Percentage
Cash & Bank Accounts	\$20,886,266.34	51.10%	\$20,774,600.03	48.05%	\$17,257,683.62	19.84%
Iowa Public Agency Investment Trust	\$5,457,999.51	13.35%	\$6,420,867.99	14.85%	\$45,682,360.63	52.52%
Certificates of Deposit	\$14,532,726.96	35.55%	\$16,042,046.57	37.10%	\$24,042,046.57	27.64%
Totals	\$40,876,992.81	100.00%	\$43,237,514.59	100.00%	\$86,982,090.82	100.00%

Matured CD's - January

IPAIT 1.60%

Matured CD's - February

South Story Bank & Trust 1.90%

South Story Bank & Trust 1.90%

South Story Bank & Trust 1.90%

Matured CD's - March

South Story Bank & Trust 1.90%

South Story Bank & Trust 1.90%

South Story Bank & Trust 1.90%

Tax Collections	
January Total Tax Collections	\$1,349,423.00
February Total Tax Collections	\$6,112,980.77
March Total Tax Collections	\$52,013,733.20
Quarterly Total	\$59,476,136.97

LISTING OF CERTIFICATES OF DEPOSIT & OTHER INVESTMENTS
Story County Treasurer- as of March 31, 2020

Purchase Date	Maturity Date	Purchase Amount	Cash In Amount	Interest Rate	Term	Certificate Number	Bank	Ann Anticipated Interest	Interest Received	Notes
5/2/2012		\$5,896,299.95	\$1,818,205.96				National Financial Serv		\$336,299.95	
2/28/2012		\$60,175.35	\$60,000.00				Drainage Certs			12/20/2017/09/14/2018
6/22/2018	6/22/2019	\$1,019,410.64	\$1,019,410.64	2.00%	365	21096	South Story Bank	\$20,388.21	\$19,410.64	Renew ed
6/26/2018	6/26/2019	\$516,667.71	\$516,667.71	2.00%	365	20968	South Story Bank	\$10,333.35	\$9,903.94	Renew ed
9/15/2018	9/15/2019	\$500,000.00	\$500,000.00	1.90%	365	7877	Maxwell State Bank	\$9,500.00	\$9,499.98	Renew ed
10/21/2018	10/21/2019	\$513,860.48	\$513,860.48	2.75%	365	20450	South Story Bank	\$14,131.16	\$13,860.48	Renew ed
10/21/2018	10/21/2019	\$513,860.48	\$513,860.48	2.75%	365	20451	South Story Bank	\$14,131.16	\$13,860.48	Renew ed
12/24/2018	12/24/2019	\$514,862.42	\$514,862.42	2.95%	365	20511	South Story Bank	\$15,188.44	\$14,862.42	Renew ed
12/30/2018	12/30/2019	\$514,859.30	\$514,859.30	2.95%	365	20956	South Story Bank	\$15,188.35	\$14,859.30	Renew ed
12/31/2018	12/31/2019	\$514,858.78	\$514,858.78	2.95%	365	20519	South Story Bank	\$15,188.33	\$14,858.78	Renew ed
3/19/2019	3/19/2020	\$1,000,000.00	\$1,000,000.00	2.85%	365	35954	PAAT	\$28,505.00	28504.33	Renew ed
6/22/2019	6/22/2020	\$1,011,292.79	\$1,011,292.79	2.25%	365	20196	South Story Bank	\$22,754.09	\$11,292.79	Rolling CD
6/26/2019	6/26/2020	\$512,484.14	\$512,484.14	2.25%	365	20868	South Story Bank	\$11,530.89	\$5,720.37	Semi Annual
9/15/2019	9/15/2020	\$500,000.00	\$500,000.00	1.90%	365	7877	Maxwell State Bank	\$9,500.00		
10/21/2019	10/21/2020	\$500,000.00	\$500,000.00	2.25%	365	20450	South Story Bank	\$11,250.00		
10/21/2019	10/21/2020	\$500,000.00	\$500,000.00	2.25%	365	20451	South Story Bank	\$11,250.00		
12/24/2019	12/24/2020	\$500,000.00	\$500,000.00	2.00%	365	20511	South Story Bank	\$10,000.00		
12/30/2019	12/30/2020	\$500,000.00	\$500,000.00	2.00%	365	20956	South Story Bank	\$10,000.00		
12/31/2019	12/31/2020	\$500,000.00	\$500,000.00	2.00%	365	20519	South Story Bank	\$10,000.00		
1/6/2020	1/6/2021	\$1,000,000.00	\$1,000,000.00	1.61%	365	PAAT		\$16,100.00		
2/21/2020	11/21/2020	\$500,000.00	\$500,000.00	1.90%	270	22142	South Story Bank	\$7,027.40		
2/21/2020	2/21/2021	\$500,000.00	\$500,000.00	1.90%	365	22143	South Story Bank	\$9,500.00		
2/21/2020	2/21/2021	\$500,000.00	\$500,000.00	1.90%	365	22144	South Story Bank	\$9,500.00		
3/2/2020	12/2/2020	\$1,000,000.00	\$1,000,000.00	1.90%	270	22152	South Story Bank	\$14,054.79		
3/2/2020	12/2/2020	\$1,000,000.00	\$1,000,000.00	1.90%	270	22153	South Story Bank	\$14,054.79		
3/6/2020	3/6/2021	\$1,500,000.00	\$1,500,000.00	1.90%	365	22154	South Story Bank	\$28,500.00		
		\$43,549,230.68	\$19,507,184.11							

Total \$24,042,046.57

Motor Vehicle Statistics

	Title Transfers	Registration Renewals	CC/DOR Debt Revenue	Revenue Generated	Total Revenue	Expenses	Net to County General Fund
Jan-20	1,579	9,172	\$0.00	\$61,406.30	\$68,212.79	\$23,540.35	\$44,672.44
Feb-20	1,365	7,889	\$5.00	\$54,850.10	\$54,855.10	\$23,208.61	\$31,646.49
Mar-20	1,362	8,309	\$5.00	\$58,813.27	\$58,818.27	\$24,227.72	\$34,590.55
Total	4,306	25,370	\$10.00	\$181,876.16	\$181,886.16	\$70,976.68	\$110,909.48

In Office Payment Statistics			
January – March 2020			
Receipt Type	Receipts Debit & Credit		Totals
Tax	28		\$23,100.00
Vehicle	550		\$110,345.55
Misc	3		\$518.00
Total Receipts	581		\$133,963.55

Collections for CC/DOR			
	Clerk of Court	Dept of Rev	Totals
Jan-20	\$0.00	\$0.00	\$0.00
Feb-20	\$0.00	\$64.13	\$64.13
Mar-20	\$0.00	\$87.01	\$87.01
Total	\$0.00	\$151.14	\$151.14

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
Jan-20	1302	1862	\$309,206.00	\$103.75	\$2,133.62	\$311,443.37	257	292	\$147,350.75	\$288.98	\$147,639.73	1559	\$456,660.50	\$2,422.60
Feb-20	1362	1884	\$318,063.00	\$129.75	\$2,312.72	\$320,505.47	543	785	\$2,336,943.81	\$1,146.31	\$2,338,090.12	1905	\$2,655,136.56	\$3,459.03
Mar-20	1585	2335	\$368,470.50	\$139.51	\$2,410.20	\$371,020.21	2270	15305	\$26,144,843.97	\$9,898.47	\$26,154,742.44	3855	\$26,513,453.98	\$12,308.67
TOTAL	4249	6081	\$995,739.50	\$373.01	\$6,856.54	\$1,002,969.05	3070	16382	\$28,629,138.53	\$11,333.76	\$28,640,472.29	7319	\$29,625,251.04	\$18,190.30

SPOKANE HEADQUARTERS

1405 N ASH ST
SPOKANE, WA 99201
PHONE: 509-326-7475
FAX: 509-326-7214
TOLL FREE: 800-301-1347

ARIZONA FACILITY

132 W JULIE DR
TEMPE, AZ 85283
PHONE: 800-301-1347

IOWA SALES OFFICE

PO BOX 377
DES MOINES, IA 50302
PHONE: 800-301-1347

HAWAII SALES OFFICE

47-525 KAMEHAMEHA HWY
KANEHOE, HI 96744
PHONE: 800-301-1347



Hello!

Thank you for choosing The Master's Touch, LLC to provide our print and mail services for your upcoming mailing. We are grateful to have the opportunity to serve you and look forward to getting started.

Included in your Mail Packet:

- PAGE 2 POSTAGE INFORMATION
- PAGES 3-4 TIMELINES AND VALUE ADDED SERVICES
- PAGE 5-6 MAILING INSTRUCTIONS
- PAGE 7 SIGNATURE PAGE

Step 1: Postage

At least 3 days prior to your mail date. Earlier is better.

Step 2: Test Data

45 days prior to your mail date. No test data needed if we mailed before and no data file changes.

Step 3: Art Setup for Stock Items

Art for envelopes and forms should be approved as early as possible. We strongly suggest a minimum of 30 days prior to mail date. Allow 5 days for setup and proofing.

Step 4: Live Data

10 - 15 workdays prior to your mail date (unless other timing is prior arranged)

Step 5: Final Production

Unless a prior mail date has been agreed upon, we promise to mail within 7 - 10 days after your final proof approval. If physical tests are needed for OCR or barcode reading, proof approval date is the day physical samples are approved.



Postage - IMPORTANT: Please Read

One Very Important Note: The US Postal Service will NOT accept your mailing without your postage payment. In order to avoid a postponement of your mail date or additional postage fees, we must have your estimated postage payment at least 3 days prior to your mail date. Although we will do our best to get you an invoice for estimated postage asap, it remains your responsibility to provide payment prior to your mail date based upon the following formulas:

- 1. First Class Postcard - estimate 27 cents per piece**
- 2. First Class letter - estimate 40 cents per piece**

(You must have special approval to mail at either of the following rates). Please provide proof of eligibility.

3. Non-profit - estimate 16 cents per piece
4. Standard A - estimate 27 cents per piece

First Class

USPS first-class delivery is given priority over standard mail and mail will typically be delivered in 2-3 days. First-class mail postage includes forwarding and return services with no additional charge. Presorted 1st Class Mail must contain 500 pieces in order to qualify for the approximately 20 percent lower postage rate. To receive the lower postage rate, the addresses must be grouped by zip code, and be NCOA updated and CASS certified.

Standard Mail (includes Non-Profit)

Standard Mail usually consists of flyers, circulars, advertising, newsletters, bulletins, catalogs, or other printed pieces that are generally identical in content. Standard Mail, also known as "bulk mail", is processed by the USPS on a "time available" basis. Standard mail is not forwarded or returned if undeliverable, the post office will destroy it. Standard mail delivery can take up to 2 - 3 weeks to reach mail boxes, depending on delivery location and current USPS mail volume.

If your mail piece is more than two ounces, a catalog/flat, or odd-shaped or irregular in any way, please contact us as it may require different postal rates.

If your estimated postage is short of the actual amount needed, we will notify you of the difference. If time permits and the postage difference is greater than \$500.00, we may request you send us the difference prior to mailing. If The Master's Touch, LLC covers the difference, the postage may be due upon receipt of our invoice.

If your estimated postage exceeds the actual amount needed, we will apply the excess to the printing and mailing charges unless you direct us differently.

Postage is generally a pass-through from the U.S. Postal Service to you. There may also be special preparation fees for NCOA, foreign mail and full service discounts. A final postage report will be provided outlining the postage paid in each category. Estimated postage, as noted above, must be paid prior to delivery to the USPS bulk mail facility.

Remit postage payments to:
Attn: Accounting - Postage
The Master's Touch, LLC
1405 N Ash St
Spokane, WA 99201

Let us know if you have any questions. Phone: 509-326-7475 or 1-800-301-1347 email: acct@themastertouch.com
Thank you,
ACCOUNTING DEPT.

Time Lines, Process, and Steps for Print and Mail Process

Suggested time lines in order to guarantee timely mailing:

- All dates and times are approximate and represent preferred and most generous times. We are willing and often quite capable of improving those times to meet your specific needs. Let us know if different timing is needed.
- Sample data - send 45 - 60 days prior to target drop date.
- Sample envelopes and statements - send 45 - 60 days prior to target drop date.
- Final proof approval and finalized quantities on all preprinted forms, envelopes and inserts - At LEAST 30 working days prior to target drop date.
- Final production file - at least 10-15 workdays prior to target drop date.
- Final proof approvals on production file proofs including OCR approval if applicable - at least 10 workdays prior to target drop date.



Step 1: Postage Mandatory

TMT will send you an invoice for estimated postage as soon as possible. Payment of estimate is required at least 3 days prior to your mail date. The post office will not take your mailing without prior payment of postage

Step 2: Test Data – Mandatory for initial Setup only

At least 45 days prior to mail date

1. **Sample Data** - at least 1,000 records is preferred, with longest and shortest fields, maximum fields, and any other non-standard record types that we can be sure to account for in set-up. **Feel free to send us your entire production file from last year's mailing. Data can be sent via email if small file <10Mb or through our file transfer service: tmt.wetransfer.com**
2. **Data Definition** - Tell us the name of each field and what each field represents, i.e. account# is first field, last name is second field, first names is 3rd field, etc.
3. **Form Layout - Data Map** - A sample statement identifying where each data field should print. You can accomplish this by:
 - a. **Writing the field number on the form where each field should appear and/or**
 - b. Provide multiple PDF print samples with ALL the various data fields filled in. Be sure to include those records in the print file you send to us so that we can see the data in your file and also where those same fields print on the form.
NOTE: We must have Data definitions and data mapping or additional programming fees will apply. Your software company will have this information, if you don't.
4. **OCR and/or Barcode Specs** - If you print a barcode or OCR line on your forms that is utilized for automated processing of return pieces and payments, you must provide us with the specifications from the vendor whose equipment you will use for reading those barcodes/ OCR scan lines. If more than name and address is being printed, the data map is imperative in order to avoid having our data processing team guess at where each field is to print. Your software company will have this information, if you need it. Matching to a previously printed form is NOT acceptable since the potential for misinterpreting fonts and clear space is too great of a risk, unless readability is not consequential for you.

Step 3: Art Setup for Stock Items Mandatory

Art for envelopes and forms should be approved as soon as possible, but not less than 30 days prior to mail date.

We will need a high quality logo and highly prefer physical samples of the envelopes and forms you will have us print. Normally, we like to have you approve the static printed items 3 weeks prior to mail date. Once approved, printing is normally completed in 5 - 7 days. Upon approval, we will need you to tell us how many to print. We suggest you guess a bit high since a shortage of forms or envelopes will delay your mailing.

NEW CUSTOMERS: Up to 3 proofs are included in our price. Group your changes together as much as possible since additional proofs will require an added fee.

NEW CUSTOMERS: We are happy to re-process and re-proof as many files as necessary, but only 3 variable data proofs have been figured into our costs. Beyond 3, we may need to charge an added fee. If we need to re-process and proof due to an error on our part, there is never an added charge.

Step 4: Live Data Mandatory

10 - 20 work days prior to your mail date (unless other timing is prior arranged).

Email your file to your Mission Manager if the file size is less than 10MB. Otherwise please use our file transfer service:

tmt.wetransfer.com to send your final production file to us. We always confirm receipt of your data file same day or next day. If you do not receive confirmation, please contact us as it may mean the file was not properly received. Once we confirm receipt of your live data file, you will typically receive **PDF proofs within 48 - 72 hours.**

Proof Carefully: We are happy to re-process and re-proof as many files as necessary, but only 3 variable data proofs have been figured into our costs. Beyond 3, we may need to charge an added fee. If we need to re-process and proof due to an error on our part, there is never an added charge.

Step 5: Final Production

Final production begins after final proof approval. If OCR/barcode/physical samples are sent for approval, final approval is based upon date of approval of physical samples. Unless other arrangements have been made, **we guarantee your mailing to the USPS within 7 -10 workdays after final approval.** If an earlier or later date is needed, please let us know.

Note: eNotices statements are uploaded on the same day we mail physical mail pieces.



Value-Added Services

CASS Certification - This verification tool validates an address is recognized as a valid delivery address in the USPS postal directory of roughly 230,000,000 domestic U.S. addresses. TMT's CASS software will certify and correct every address that can be matched against this USPS directory. We add the zip+4 and all barcode information that will qualify each piece for automation postage. Those addresses that do not find a match in the directory fail to validate. They can still be mailed at full First Class rates, but are much more likely to be returned as an "undeliverable as addressed" mail piece.

Foreign Addresses - Any Non-U.S. address is a foreign address. Foreign addresses can NOT be CASS verified for postal discounts. They must be mailed at the full first class rate. Special services are available that can validate and correct Canadian addresses and a few other foreign countries. It is somewhat expensive but could be well worth the price. Let us know if you are interested.

LACSLink - is also part of the CASS system and is required in order to get postal discounts. Using LACSLink, the local addressing authorities are changing rural routes to physical addresses to permit the 911 emergency system to accurately dispatch emergency vehicles.

NCOA (National Change of Address) Verification - When someone moves and fills out a change of address card, the USPS enters this into their "Forwarding" database. Any mail sent to the old address will automatically be forwarded to the new address for 12 months. For first class mail, any move between 12 and 18 months, the piece is returned to you with the new address noted. Unless you use a postal endorsement, like "address service requested" you, the sender, are NOT alerted that this person has moved. TMT utilizes a special NCOA_48 month service. This means any move within the last 48 months will be noted and the new address will be reported to you post-mailing.

*USPS Move Update Requirement: In order to obtain postal discounts, all addresses in your mailing must be processed through a move update service within 95 days of your mail date. NCOA is the method that we use at The Master's Touch, LLC. Other options include Ancillary Services or ACS. If you have used any of these within the previous 95 days, you may not be required to process through NCOA. **Note: Per legal directives, The Master's Touch, LLC defaults to mailing to the address provided by you, our customer, regardless of an NCOA match, unless you direct us otherwise.***

AEC Service - When an address cannot be CASS verified, you might consider AEC I and II. This service utilizes the knowledge of the carriers who actually deliver the mail since these same carriers often know what the actual address should be. The non-CASS verified addresses are sent to the carriers and those the carrier can correct are returned. **Please contact us if you are interested in having us run your addresses through this service.**

IMb Trace - This service provides the mailer with the ability to track each piece of mail in a bulk mailing from induction into the USPS to the carrier who delivers it at the mailbox. Utilizing the new Intelligent Mail Barcode (IMb) technology, your mail can be tracked via a mail piece identification number that can be included in the barcode. This mail piece ID is scanned by the USPS when it is first processed on their barcode scanning machines and scanned again as it is provided to the carrier who delivers the mail that same day. This can be done for nearly every piece in your mailing, foreign records being the exception. This allows you to:

- Know what day and time your mail piece was first processed by the USPS.
- Know what date and time your mail piece was given to the carrier for final delivery.
- Download those dates and times for archival and future retrieval.

It should be noted that the USPS does not guarantee 100% address tracking, since a few areas do not yet have the IMb scanning technology deployed yet. Typically 95%+ of your mail will be scanned and recorded. It normally takes a couple days for the USPS to begin populating information on the site after your project is mailed. The investment required for this service depends on quantity, but it typically runs \$50.00 minimum or \$5.00 per thousand statements.

eNoticesOnline - Our creative IT staff developed a service to send print notices electronically rather than through the US Postal Service. We have branded this service – eNotices. Through proprietary software development, TMT is able to accurately authenticate a customer and allow them access to their notice online. The entire process is managed and coordinated by TMT staff so that there is no burden placed on our customer to provide any part of the service. Let us know if you are interested in considering this service so we can arrange a free webinar for you.



Mailing Instructions - Page 1

Customer name: Story County IA Treasurer

Sales Representative: Todd Claussen

Mission Manager: _____

Name of this mailing project:
Annual Tax Statement Mailing

Expected record quantity: 44,000

Date you anticipate sending the final production file:
End of July

1. Target Mail Date Range: August 12, 2020 To August 14, 2020

If we complete the project early, are we ok to mail early?

Yes

No

Promise mail date will be based on prior agreement or 7-10 workdays after final data proof approval. Target and promise mail dates are not necessarily the same.

2. Preprinted Stock:

Form size:

Legal

Letter

4 x 6 postcard

4 1/4 x 5 1/2 postcard

Other (list dimensions): _____

3. Outside mail envelope:

#10 Universal window

#10 custom printed window

Other (list dimensions/size): _____

None

4. Reply envelope? Yes No

#9 universal window One Two

#9 custom printed One Two

Other One Two

5. Inserts: Will you have any? If yes, please fill out descriptions below. If no, skip to the "Leftover stock" section

Yes No

Insert #1 - Size 1/3 Sheet

Reference Name for insert eNotices Insert

Insert #2 - Size _____

Reference Name for insert _____

Insert #3 - Size _____

Reference Name for insert _____

Insert #4 - Size _____

Reference Name for insert _____

6. Extra / Leftover stock:

Statements: Would you like any blank statements shipped to you for in-office use?

Yes No How many? 1700

What information will print on them?
8.5 x 11 tax statement for mobile home

Mailing Envelopes: If you are using a custom printed mailing envelope, would you like any printed without our permit and shipped to you?

Yes No How many? _____

Reply Envelopes: If you are using a custom printed reply envelope, would you like any shipped to you?

Yes No How many? _____

Inserts: Would you like any special inserts shipped to you after the mailing?

Yes No Which one(s)/How many?

NOTE: Inserts that require folding for inserting will also be folded when those extras are returned to you.

NOTE: If excess stock is printed that you do NOT want shipped to you after the mailing is completed, we can store them in our inventory until your next mailing. Otherwise they will be recycled. Tell us what items if any you would like us to store:

NOTE: Only full cartons will be stored, no partial cartons. After 12 months these items will be recycled or returned to you. Shipping charges will apply.

7. Data and Address Handling:

CASS and LACS address updates are applied to your data automatically. Based upon legal directives, our default is to NOT apply NCOA/move updates. The charge is 8 cents per NCOA move unless you direct us to update to the "move to" address. We highly discourage NCOA updates as these updates are routinely incorrect.

Update NCOA address: Yes No

Signature _____

Title _____

8. IMb Trace: (See page 5 for more information on IMb Trace):

Would you like to use IMb Trace at \$5/M records?

Yes - for outgoing mail?

Yes - for return mail (must use a #9 window so remit address/ barcode shows through)

No

9. PDFs: Would you like PDFs of every statement we print upon completion of the mailing?

Yes, 1 cent per record, \$50.00 minimum

Yes - and index the file for quick search for 1.5 cents per record

Yes - 1.5 cents per record (individual files)

No thank you

Notes:

NCOA, IMb Trace and PDF included for no charge.



10. Deduping: (NOT used for statements/invoices mailings)

When you have duplicate records, how would you like those handled?

- Do not remove duplicates – mail to all records
- Remove duplicates on exact name and address match – only 1 mail piece per name per address
- Remove duplicates on address match – only 1 mail piece will go to each address
- Remove duplicates based on this field in our data:

12. eNoticesOnline:

Would you like to use eNotices?

- Yes
- No
- Would like to learn more

Do you want to use eNotices insert? (Strongly recommended for improving registrations by 300-400%)

- Yes
- No

Will you use the ePay option for receipt of payments?

- Yes
- No
- Would like to learn more

13. Data Format and Proofing:

If this is our first mailing for you, or if you have changed software providers since the last time we mailed for you, what software are you currently using?
Tyler 10

IMPORTANT: If you are adding fields to your data since the last time we mailed for you, PLEASE ADD THE NEW FIELDS TO THE END OF YOUR FILE.

Which accounts will you want to review in your proofs? Give us specific accounts - as many as you have differing account types, including largest dollar amount, smallest dollar amount, a foreign address, longest address, special assessments, etc., etc. You can list the account numbers in an email to your Mission Manager, or in a Word file or Excel Spreadsheet. In addition, we will provide another random sampling of 50 – 100 parcels, but these specific parcels we want to be sure to include since these are the ones that most often are the most challenging to ensure accuracy.

List the names and email addresses of everyone you would like us to include in the art and data proofing emails:

Name: Ted Rasmusson Phone: 515-382-7331 Email: trasmusson@storycountyiowa.gov

Name: Ardy Baldwin Phone: 515-382-7333 Email: abaldwin@storycountyiowa.gov

Name: _____ Phone: _____ Email: _____

Who will be ultimately responsible for making changes and approving the proofs?

Name: Ardy Baldwin Phone: 515-382-7333 Email: abaldwin@storycountyiowa.gov

Who should we contact to discuss data issues? This may be the person above, or someone in your I.T. Department or software provider. Please provide the name, phone number and email address:

Name: Ardy Baldwin Phone: 515-382-7333 Email: abaldwin@storycountyiowa.gov

11. Combining or Householding:

When two or more statements mail to the exact same name and address, our default is to enclose from 2 – 8 statements in commercial size envelopes up to a maximum of 3 envelopes. Only the first envelope will include any collateral material (inserts, reply envelopes, etc.). After that, a large, flat size envelope will be used to enclose all. Tell us how you would like to handle this...

- Combine statements as described above.
- Don't combine statements, mail each record in its own outgoing envelope.
- Other specific criteria you would like to use:

Postcards are not combined - each record will mail as a separate piece.



Will OCR scanners be used to process your statement stubs (in-house or at a lockbox)?

Yes No

If you answered yes, what is the address and contact name we should use to ship printed samples for testing?

NOTE: OCR testing is required on every mailing even if we have mailed for you before, unless you provide in writing to your Mission Manager that The Master's Touch will NOT be held responsible for any additional time or costs incurred as a result of failure to read properly in the final mailing.

14. Special Instructions:

Are there any records in your file you want us to suppress from printing and mailing?

Yes No

If you answered yes, what is the criteria you would like us to use (zero balances, mortgage codes, etc.)?

If you use eNotices, would you like us to post these records to eNoticesOnline?

Yes No

IMPORTANT: If you want us to suppress specific records in your file from printing, please provide the complete list of account numbers to your Mission Manager prior to or at the same time you send us your data file. We must have your suppression list prior to processing. We are happy to suppress any records after we process your production file, but there will be an added charge since we will either need to process your file again, or we will need to manually pull those records if already printed. The charge to reprocess a data file is \$110.00. The charge to hand pull records is \$15.00 per record. If these statements are combined in the same mailing envelopes with other statements going to the same name and address, the entire envelope and all its enclosed statements will be pulled and returned to you.

Are there any records in your file you want us to print and ship unfolded and unstuffed to you instead of mailing?

Yes No **If Yes, which ones:** Ardy will provide and will need to know when to provide.

If you answered yes, please provide the criteria for this, or send a list of the account numbers to your Mission Manager. If you use eNotices, would you like us to post these records to eNoticesOnline?

Yes No **If Yes, which ones:** _____

Are there any special instructions regarding multiple files, selective inserts, etc. we need to know about?

Yes No

If you answered yes, please describe:

Customer will be utilizing us for mobile home mailing this year. roughly 1,700 envelopes.



Standard Terms and Conditions

These Standard Terms and Conditions ("Terms") are attached to and made a part of the service contract (the "Contract") between The Master's Touch, LLC ("TMT") and ("Customer"). The Terms and the Contract are collectively referred to as the "Agreement." TMT and Customer are collectively referred to as the "Parties" and each individually as a "Party."

1. Terms Control. In the event of a conflict between the Contract and the Terms, the Terms shall control. 2. Payments and Late Fees. TMT, at its option, may impose a late charge of 1.5% per month on all amounts that remain unpaid more than 10 days following the payment due date. 3. Warranties and Limitations. 3.1. Customer warrants to TMT on a continuing basis throughout the term of the Agreement that (a) the data it provides to TMT are materially accurate and in conformity with all of the Agreement's requirements; (b) Customer will diligently review all proofs provided by TMT to Customer and immediately notify TMT of any errors or necessary revisions; and (c) Customer and its representatives are duly authorized to transmit the data provided under the Agreement to TMT and that TMT is duly authorized to receive, use, and disclose data as set forth in the Agreement.

3.2. EXCEPT AS PROVIDED HEREIN, TMT DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES OF ANY KIND OR NATURE, EXPRESS OR IMPLIED (EITHER IN FACT OR BY OPERATION OF LAW) WITH RESPECT TO ANY SERVICE OR ITEM PROVIDED HEREUNDER, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY, TITLE, DESIGN, NONINFRINGEMENT, OPERATION OR FITNESS FOR ANY PARTICULAR PURPOSE AND ANY WARRANTY ARISING FROM CONDUCT, COURSE OF DEALING, CUSTOM OR USAGE IN TRADE. 3.3. In no event will TMT have any liability for damages that arise out of or that could have been prevented by Customer's diligent review of proofs provided by TMT to Customer or that are related in any way to Customer's provision to TMT of inaccurate data. If reprinting and mailing is requested due to such an error, Customer shall pay all costs associated therewith, including postage. 3.4. No claim against TMT of any kind under any circumstances will be made more than 90 days after Customer knows, or in the exercise of reasonable care could know of such claim, an act or omission of TMT that would give rise to such claim, or any material damage caused by or likely to be caused

by such act or omission or to be part of such claim. 3.5. In the event of any defect in the products or services provided under the Agreement arising solely from TMT's acts or omissions, Customer's sole and exclusive remedy is that TMT will re-run that portion of the printing and mailing determined to be defective at its expense, but TMT will not be required to pay the cost of postage for the replacement mailings. TMT will not be liable for and will not incur any credit or remedy against it for failure to provide services or functionality with respect to any data that it believes in good faith contains errors, inaccuracies, corrupt, or misleading information.

NOTWITHSTANDING ANYTHING TO THE CONTRARY, TMT WILL NOT BE LIABLE FOR INDIRECT, EXEMPLARY, PUNITIVE, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LOSSES, OR FOR LOST PROFITS OR BUSINESS OPPORTUNITIES OR THE COST OF PROCUREMENT OF SUBSTITUTE ITEMS OR SERVICES, UNDER ANY LEGAL THEORY. 4. Remedies Reasonable. Customer hereby acknowledges on a continuing basis that any exclusive and/or limited remedies available in this Agreement are reasonable and sufficient and that they will not fail of their essential purpose even if Customer may not take advantage of them in some circumstances by their terms. 5. Forum; Choice of Law. The Parties acknowledge that TMT is headquartered in Spokane, Washington. Accordingly this Agreement and all amendments to it will be governed by the laws of the State of Washington applicable to agreements made and to be performed wholly within Washington, without regard to conflicts of laws. The Federal District Court for the Eastern District of Washington and the state courts of Spokane County, Washington will be the exclusive venue for any court proceeding between the Parties arising out of, or in connection with, this Agreement. The Parties hereby submit to and consent exclusively and irrevocably to the jurisdiction of such courts for these purposes.

Accepted and Agreed:
 The Master's Touch, LLC
 By: Jim Coté
 Title: President

Accepted and Agreed:

CUSTOMER: Story County IA Treasurer *Board of Supervisor*
 Print Name: LINDA MURKEN
 Title: CHAIR
 Date: 5-19-2020
 I agree to these terms.
 Signature: *Linda Murken*

By typing my name above, I signify that I am digitally signing this form.



EXTRA NOTES:

A large, empty rectangular box with a thin black border, intended for handwritten notes.

Closure No. 20-39

Date May 7, 2020

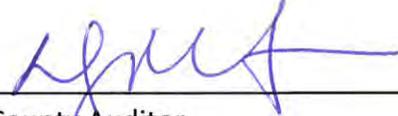
Resolution

BE IT RESOLVED

By the Board of Supervisors of Story County, Iowa, to approve the road Closure(s) for the purpose of Road Repair in section 29 /32 Washington Twp on

270th St is closed between 520th Ave. and 530th Ave.


Chair, Board of Supervisors

Attest: 
County Auditor

ROLL CALL	Lauris Olson	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
FOR ALLOWANCE	Lisa Heddens	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
	Linda Murken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>

ALLOWED BY VOTE
OF THE BOARD

Yea	<u>3</u>	Nay	<u>0</u>	Absent	<u>0</u>
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CHAIRPERSON

Above tabulation made by 

Closure No. 20-40

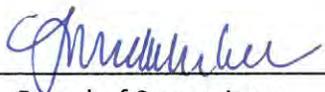
Date May 8, 2020

Resolution

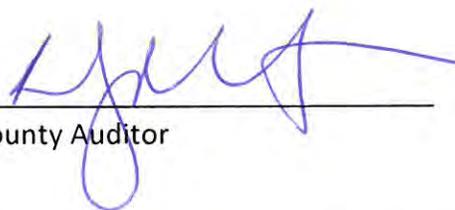
BE IT RESOLVED

By the Board of Supervisors of Story County, Iowa, to approve the road Closure(s) for the purpose of Bridge inspection in section 35 Collins Twp on

340th St is closed between 720th Ave and 730th Ave



Chair, Board of Supervisors

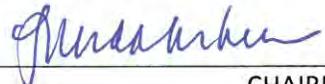
Attest: 

County Auditor

ROLL CALL	Lauris Olson	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
FOR ALLOWANCE	Lisa Heddens	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
	Linda Murken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>

ALLOWED BY VOTE
OF THE BOARD

Yea	<u>3</u>	Nay	<u>0</u>	Absent	<u>0</u>
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CHAIRPERSON

Above tabulation made by 

STORY COUNTY UTILITY PERMIT

Date 5-12-20

To the Board of Supervisors, Story County, Iowa:

The Consumers Energy Company, incorporated under the laws of authorize to do business within the State of Iowa, with its principal place of business at 2074 242nd St, Marshalltown, IA 50158, 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 on secondary route Timber Road from the west side under the road to the east side a distance of 100 ft.

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

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

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

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

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

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

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

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

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

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

Date 5-11-20

Consumers Energy
Name of Company (Applicant - Permittee)

641-485-4064
by Phone no.

Recommended for Approval:

Date 5-11-20

515-382-7355
County Engineer Phone no.

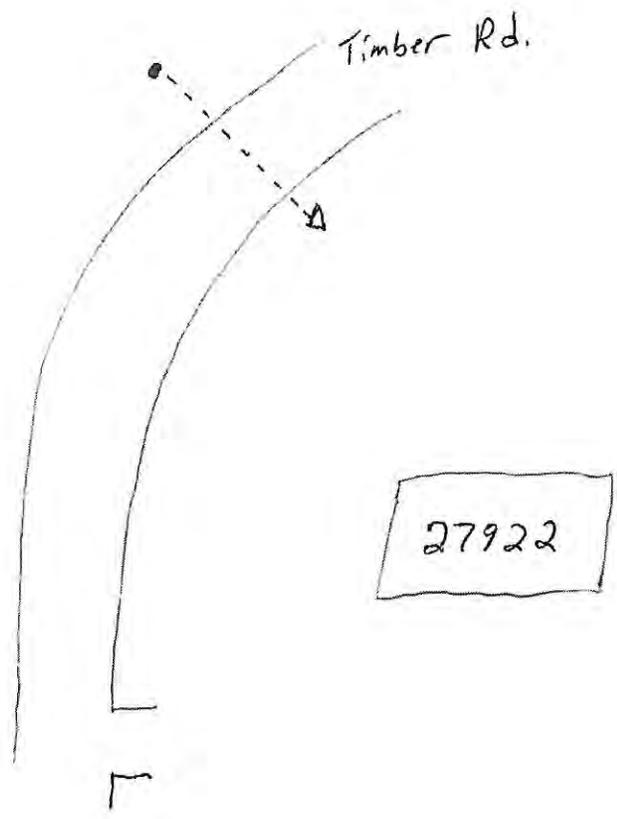
Approved:

Date 5-19-2020

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.

↑
N



Bore under the roadbed a minimum of 4 foot and install 2 inch Duct containing 7200 volt electric cable.

DO NOT WRITE IN THE SPACE ABOVE, RESERVED FOR RECORDER

Prepared By: Amelia Schoeneman, Story County Planning and Development, 900 6th Street, Nevada, IA 50201 (515) 382-7245

Please return to:
Planning & Development

**STORY COUNTY IOWA
RESOLUTION OF THE BOARD OF SUPERVISORS
RESOLUTION NUMBER 20-90**

WHEREAS, there has been submitted to the Board of Supervisors of Story County, Iowa, an application to amend the *Cornerstone to Capstone (C2C) Comprehensive Plan Future Land Use Map* from Kurt Friedrich, 100 6th Street, Ames, Iowa, 50010, on behalf of and under the ownership of Quarry Estates, LLC, 619 East Lincoln Way, Ames, Iowa, 50010, involving portions of the property located at the southeast corner of the intersection of 500th Avenue and 170th Street, identified as Northwest Quarter of Section 7 of Franklin Township and as Parcel #05-07-100-105, 05-07-100-200, 05-07-100-400, and 05-07-100-305, and hereinafter described on Attachment A and shown on Attachment B, and

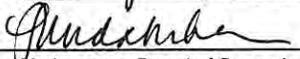
WHEREAS, on May 6, 2020, the Story County Planning and Zoning Commission recommended approval (vote 7-0) of the proposed amendment to the *Cornerstone to Capstone (C2C) Comprehensive Plan Future Land Use* from the Rural Residential Area to the Agricultural Conservation Area and from the Agricultural Conservation Area to the Natural Resource Area, and

AND WHEREAS, it is the opinion of the Board of Supervisors of Story County, Iowa, that it is advisable and in the best interest of Story County, Iowa, and of all persons concerned, that said such application amending the *Cornerstone to Capstone (C2C) Comprehensive Plan Future Land Use Map* the Rural Residential Area to the Agricultural Conservation Area and from the Agricultural Conservation Area to the Natural Resource Area for the property described in Attachment A and shown on Attachment B be approved, and the proposed changes reflected on the *Cornerstone to Capstone (C2C) Comprehensive Plan Future Land Use Map*.

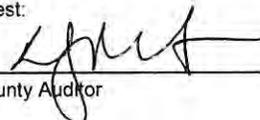
NOW, THEREFORE, BE IT RESOLVED that the application to amend the *Cornerstone to Capstone (C2C) Comprehensive Plan Future Land Use Map* by Kurt Friedrich, involving real estate described on Attachment A and shown on Attachment B be approved.

IT IS FURTHER RESOLVED that the Chair of the Board of Supervisors and the County Auditor are authorized and they are hereby directed to certify a copy of this Resolution 20-90 upon its approval by the Board of Supervisors.

Dated this 19 day of May, 20 20.


Chairperson, Board of Supervisors

Attest:


County Auditor

ROLL CALL
FOR ALLOWANCE

Lauris Olson	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
Lisa Heddens	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
Linda Murken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>

ALLOWED BY VOTE
OF BOARD

Yea 3 Nay 0 Absent


CHAIRPERSON

Above tabulation made by 

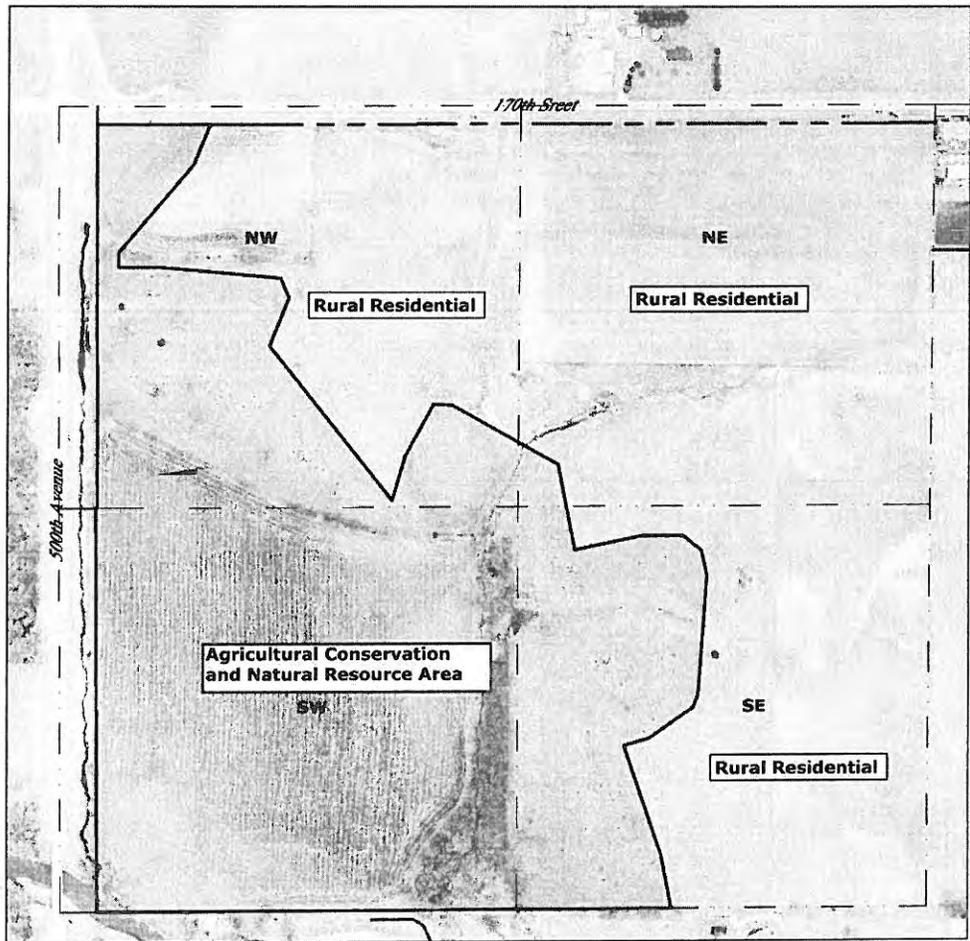
ATTACHMENT A

Legal Description of the Amendment Area:

A part of the Northwest Quarter of Section 7, Township 84 North, Range 24 West of the 5th P.M., Story County, Iowa, being more particularly described as follows: Beginning at the intersection of the south line of said Northwest Quarter with the east right of way line of 500th Avenue; thence following said right of way line N00°15'07"W, 1317.30 feet; thence N89°50'35"E, 5.00 feet; thence N00°15'07"W, 1257.30 feet; thence N89°51'55"E, 368.10 feet, parallel with and 60.00 feet South of the north line of said Section 7; thence S21°57'36"W, 141.13 feet; thence S40°17'31"W, 377.36 feet; thence S00°08'36"E, 48.94 feet; thence N90°00'00"E, 139.99 feet; thence S84°55'23"E, 388.88 feet; thence S23°07'56"E, 70.08 feet; thence S21°48'37"W, 169.43 feet; thence S38°11'07"E, 649.09 feet; thence N16°19'21"E, 153.03 feet; thence N28°05'47"E, 191.55 feet; thence S88°52'52"E, 61.21 feet; thence S60°10'21"E, 397.32 feet; thence S11°10'40"E, 284.95; thence N77°59'18"E, 218.91 feet; thence N89°52'48"E, 134.02 feet; thence S50°34'40"E, 76.03 feet; thence S12°47'45"E, 81.88 feet; thence S04°06'56"W, 395.78 feet; thence S21°24'37"W, 42.71 feet; thence S54°25'15"W, 173.64 feet; thence S73°57'26"W, 84.74 feet; thence S18°38'06"E, 377.48 feet; thence S10°44'59"E, 177.21 feet to the south line of said Northwest Quarter; thence S89°49'14"W, 1864.64 feet to the point of beginning, containing 74.06 acres.

ATTACHMENT B

**Story County Proposed C2C Land Use Plan
160-acre Dotson Farms Property**



DO NOT WRITE IN THE SPACE ABOVE, RESERVED FOR RECORDER

Prepared By: Amelia Schoeneman, Story County Planning and Development, 900 6th Street, Nevada, IA 50201 (515) 382-7245

Please return to:
Planning & Development

**STORY COUNTY IOWA
RESOLUTION OF THE BOARD OF SUPERVISORS
RESOLUTION NUMBER 20-91**

WHEREAS, there has been submitted to the Board of Supervisors of Story County, Iowa, an application to subdivide real estate from Kurt Friedrich, 100 6th Street, Ames, Iowa, 50010, involving the real estate located at the southeast corner of the intersection of 500th Avenue and 170th Street, identified as Northwest Quarter of Section 7 of Franklin Township and as Parcel #05-07-100-105, 05-07-100-200, 05-07-100-400, and 05-07-100-305 and hereinafter described on Attachment A and shown on Attachment B, and

WHEREAS, Quarry Estates, LLC, 619 East Lincoln Way, Ames, Iowa, 50010, is the legal titleholder of said real estate, and

WHEREAS, it appears that all conditions and requirements prescribed by Chapter 354 and Chapter 355, Code of Iowa, and as prescribed by the Story County C2C Plan and the Code of Ordinances, of Story County, Iowa, have been complied with and met,

WHEREAS, the Story County Planning and Zoning Commission recommended approval (vote 7-0) of the Major Subdivision Preliminary Plat on May 6, 2020, with conditions, and

AND WHEREAS, it is the opinion of the Board of Supervisors of Story County, Iowa, that it is advisable and in the best interests of Story County, Iowa, and all persons concerned, that said Plat be approved, and accepted.

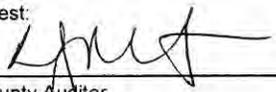
NOW, THEREFORE, BE IT RESOLVED that the Prairie Valley Major Subdivision Preliminary Plat involving real estate hereinafter described on Attachment A and shown on Attachment B being the same, is hereby approved and accepted with conditions listed on Attachment C and all acts and deeds of the said owners and grantors in the premises are hereby confirmed and approved and the real estate hereinafter described on Attachment A and shown on Attachment B shall hereinafter be known as the Prairie Valley Major Subdivision Preliminary Plat.

IT IS FURTHER RESOLVED that the Chair of the Board of Supervisors and the County Auditor are authorized and they are hereby directed to certify a copy of this Resolution 20-91 to be affixed to said Major Subdivision Preliminary Plat upon its approval by the Board of Supervisors.

Dated this 19 day of May, 2020.



Chairperson, Board of Supervisors

Attest:


County Auditor

ROLL CALL Lauris Olson Yea Nay Absent
FOR ALLOWANCE Lisa Heddens Yea Nay Absent
 Linda Murken Yea Nay Absent

ALLOWED BY VOTE

OF BOARD

Yea 2 Nay 1 Absent 0

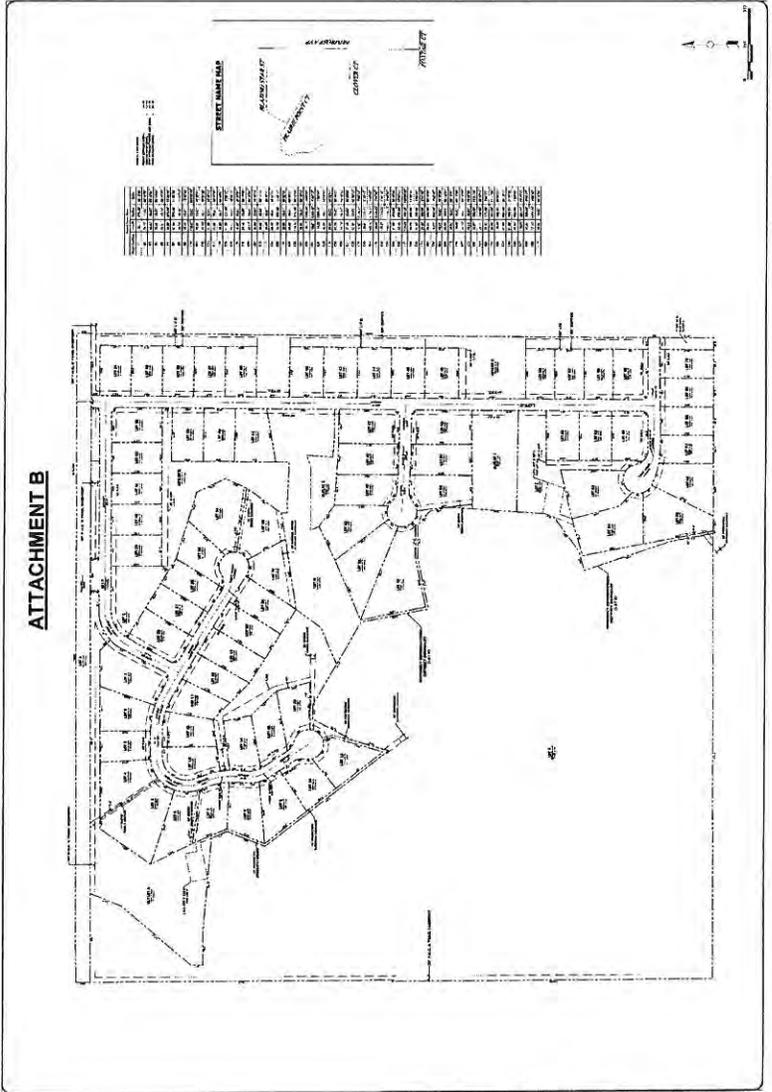

CHAIRPERSON

Above tabulation made by 

ATTACHMENT A

Survey Description:

The Northwest Quarter of Section 7, Township 84 North, Range 24 West of the 5th P.M., Story County, Iowa, except the West 125 feet of the Northwest Quarter of said Northwest Quarter and except the West 120 feet of the Southwest Quarter of said Northwest Quarter, containing 163.38 acres, which includes 2.49 acres of existing public right of way.



LOT NO.	AREA (SQ. FT.)	AREA (SQ. YD.)	PERCENTAGE OF TOTAL AREA
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3	1000	115.74	0.10
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99	1000	115.74	0.10
100	1000	115.74	0.10

ATTACHMENT C

Conditions of Approval:

1. Construction and demolition debris located in the vicinity of Lot 53 shall be removed by June 6, 2020.
2. A protective subdrain to protect the prairie remnants west of Lot 52 shall be added to the preliminary plat prior to recording.
3. A note that the protective subdrain plan may change per the site evaluation conducted by a certified engineer or soils professional for septic systems and location of the lateral fields shall be added to the preliminary plat prior to recording. The final protective subdrain plan shall be reviewed as part of the final plat.
4. The Board of Supervisors shall determine a method to pay for the right turn lane on 170th at 500th as part of the preliminary plat consideration.
5. The applicant shall consider how to encourage homeowners subscribe to and have a monitored security system (such as ADT) installed & tied in with smoke detectors following the Fire Chief's recommendation.
6. The need for a right turn lane on 500th Avenue at 170th Street shall be monitored after full build-out of the development. The Board of Supervisors may take action as part of the final plat for the last phase of the development to determine who should pay for this turn lane if needed.
7. The developer of Prairie Valley or the homeowner association would be responsible for the costs of a roadway connection on Outlot D between Lot 46 and Lot 56, between Lots 38 and 42, or any additional costs of connecting the Foxtail Court stub road with a development to the east.



Board of Supervisors

May 19, 2020

REZ01-20 and SUB06-20 Minor Prairie Valley Major Subdivision Preliminary Plat

- **Property located at the southeast corner of the intersection of 500th Avenue and 170th Street in the Northwest Quarter of Section 7 of Franklin Township**
- **Owned by Quarry Estates, LLC, and applicant is Kurt Friedrich**
- **160 acres (full quarter section)**
- **Currently zoned R-1 Residential and A-1 Agricultural**
- **Rezoning to the GB-C Greenbelt-Conservation District for environmentally sensitive areas and areas that contain floodplain (74.06 acres)**
- **C2C Comprehensive Plan Future Land Use Map amendment from the Rural Residential Area to the Agricultural Conservation Area and from the Agricultural Conservation Area to the Natural Resource Area for the same areas**
- **The requested major subdivision is proposed to include 70 lots for single-family dwellings, five lots to be dedicated to Story County and Story County Conservation including the environmentally sensitive areas, and seven outlots (not buildable for a dwelling) to be owned and managed by a homeowner association**
- **Approximately 56 acres to be occupied by streets and development lots, density of .44 lots per acre**

Surrounding Land Use

North – a three parcels in row crop production; a 6.88-net acre parcel containing a dwelling constructed in 1976, and approximately 3.5 acres in livestock production.

East – two parcels in row crop production; and a 9.17-net acre containing a dwelling constructed in 1976, and approximately 4 acres in livestock production.

South – a 53.40-net acre parcel containing a dwelling constructed in 2006, approximately 12 acres in hay production, and pasture area; and a 45.64-net acre parcel containing a dwelling constructed in 2006, approximately 3.5 acres in hay production, and pasture area.

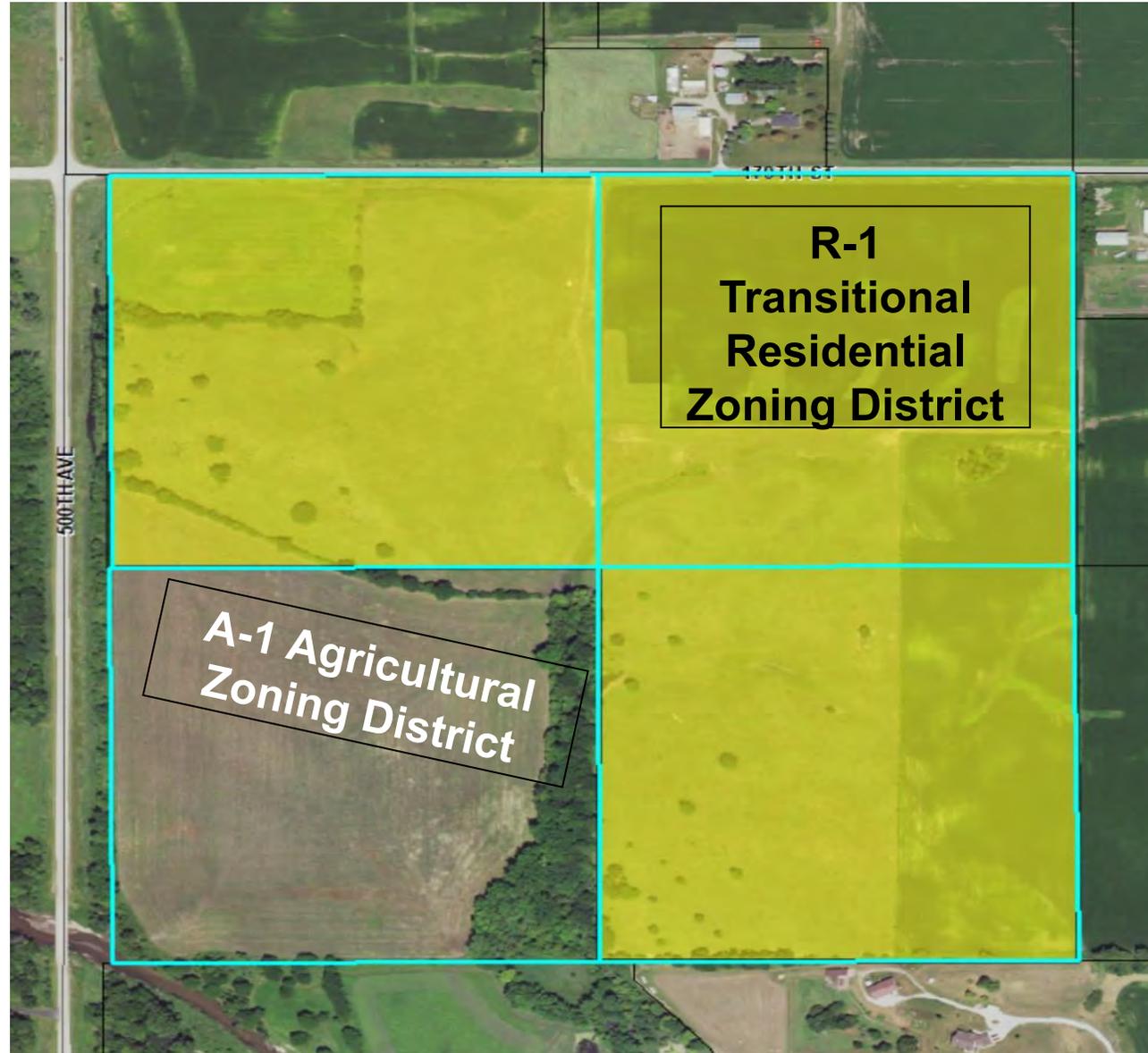
West -- a 28.91 net-acre outlot in the Buck Hill Subdivision; a 36.47-net acre parcel with dwelling constructed in 2005, horse barn, pasture, and natural area; a 59.10-net acre parcel containing natural area and 10 acres in row crop production; a 23.46-net acre parcel of natural area; and a 27.38 net-acre parcel in row crop production.

Existing 14-lot subdivision (Eagle Ridge) located approximately one-quarter mile south of the subject property. Buck Hill Subdivision, located approximately one-quarter mile northwest of the subject property on the west side of 500th Avenue in Boone County contains 69 development lots.

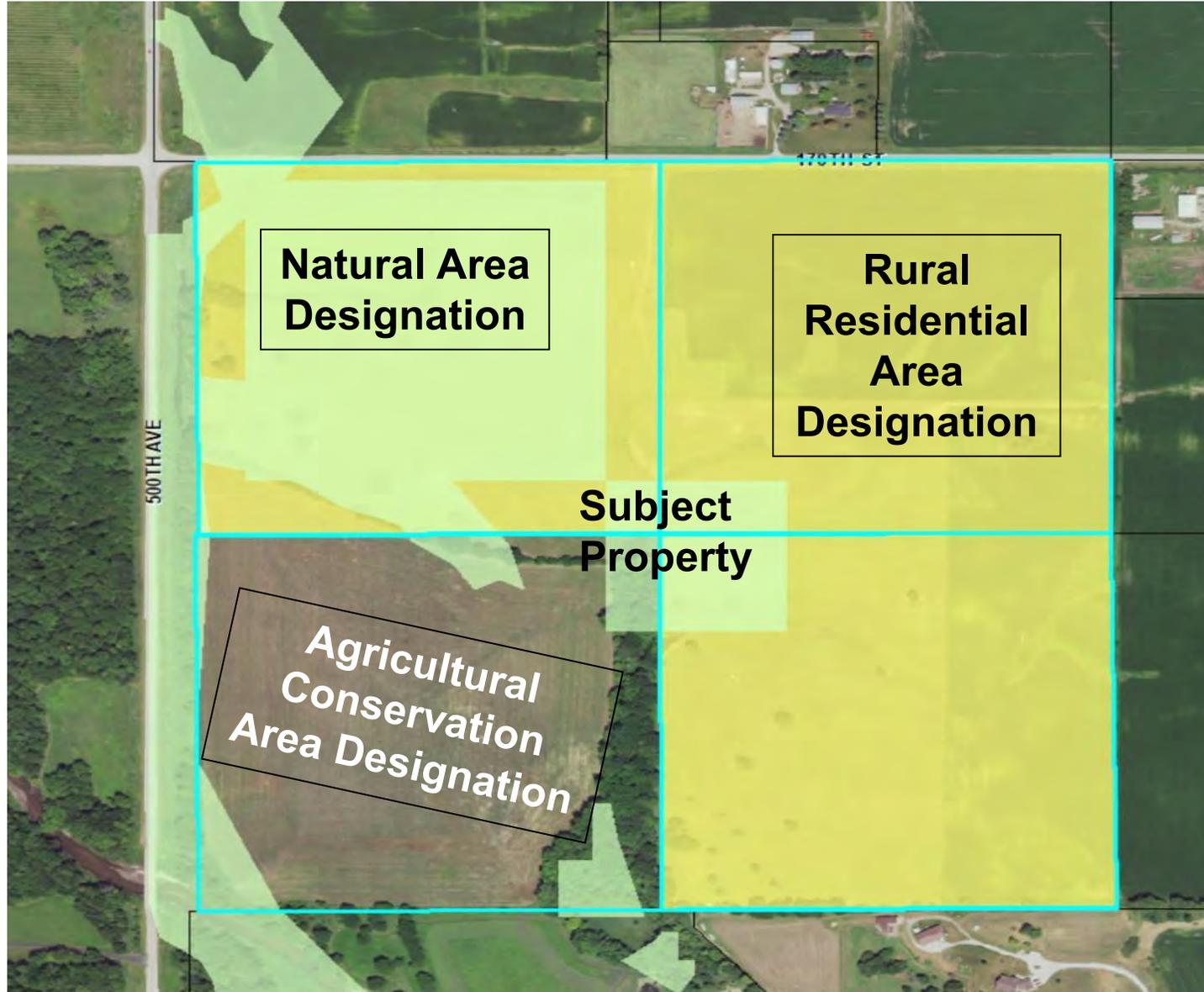


Current Story County Official Zoning Map for Subject Property

The Board of Supervisors approved a rezoning to R-1 and C2C Plan amendment to Rural Residential with conditions in 2018.



Current Story County C2C Future Land Use Map for Subject Property



SUBDIVISION STANDARDS



Conditions Three and Eight of the Rezoning

3. The applicant shall collaborate with Story County Conservation to identify and map the locations of environmentally sensitive areas, including the southwest of the northwest quarter , on the subject property including but not limited to those identified in Condition 8 below.

8. As part of the subdivision plat submittal, the development improvements shall meet the requirements of the Story County Land Development Regulations R-C Residential Conservation Design (Overlay) District Chapter 86.15(4)(A)(1-7) as follows: No land shall be developed which is held to be unsuitable for any proposed use if identified as being environmentally sensitive. Areas identified as being environmentally sensitive include:

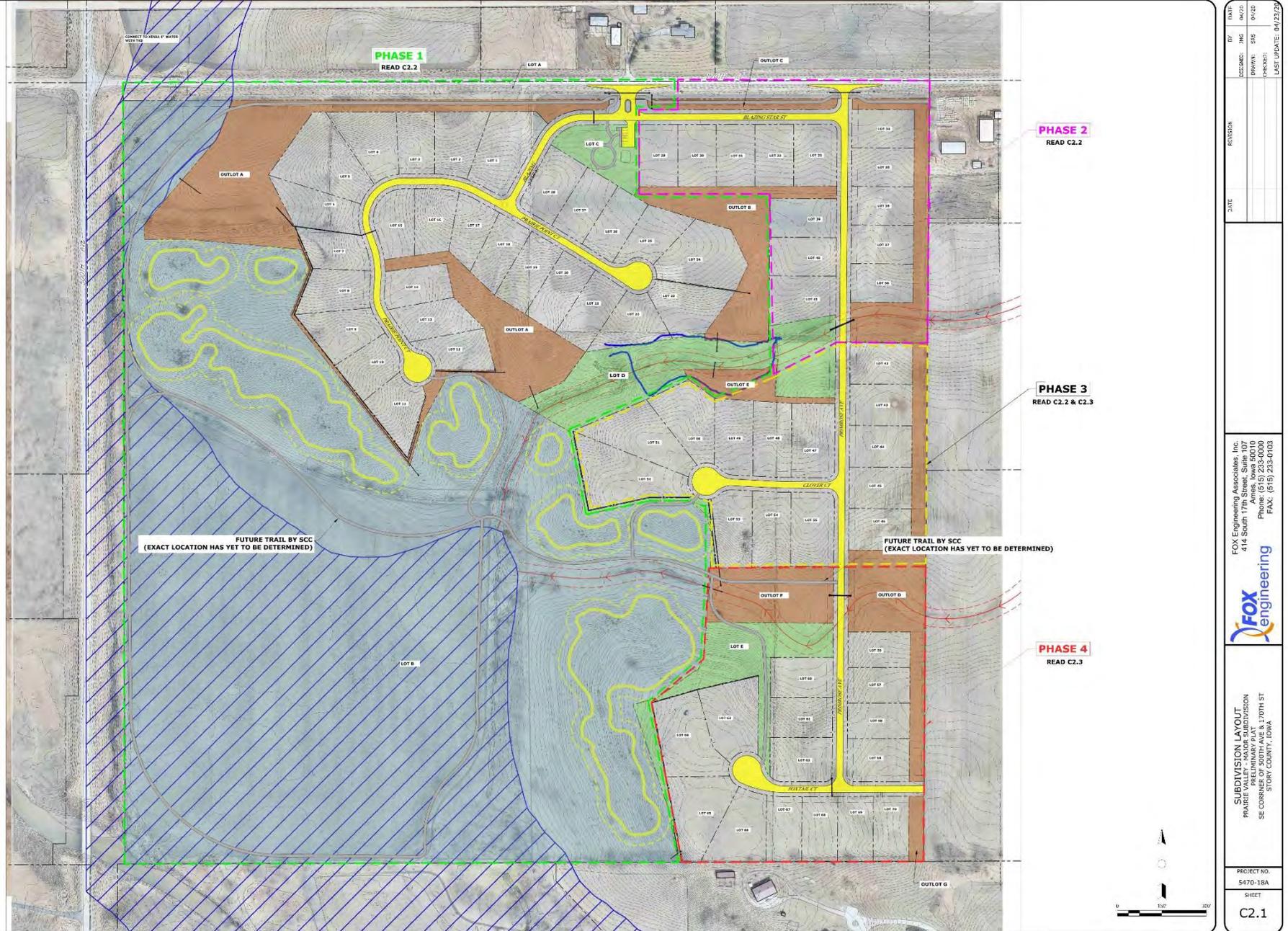
- (1) All wetlands and hydric soils by the Natural Resource Conservation Service or Story County Conservation, including a 50-foot buffer around all such identified wetlands.
- (2) Native prairie remnants.
- (3) Significant trees and cover.
- (4) All areas having slopes greater than 14 percent.
- (5) Areas that provide habitat for rare, threatened or endangered species.
- (6) Burial sites and Native American mounds.
- (7) Drainage ways that contain running water during spring runoff, during storm events or when it rains. A 30-foot buffer along each side of the drainage way shall be included.

Condition

One:

The total number of development lots shall not exceed the total number of developable acres, up to a maximum of 70 developable acres (i.e. not to exceed 70 single-family dwellings).

- *70-lot subdivision at a density of .44 lots per acre proposed*
- *Four phases for development*



DATE	BY	DATE	BY	DATE	BY
REVISION	NO.	DATE	BY	DATE	BY
FOX Engineering Associates, Inc. 414 South 1st Avenue, Iowa 50010 Phone: (515) 233-0000 Fax: (515) 233-0103					
SUBDIVISION LAYOUT PRAIRIE RIDGE SUBDIVISION PRELIMINARY PLAN SE CORNER OF 200TH AVE & 170TH ST STORY COUNTY, IOWA					
PROJECT NO. 5470-18A					
SHEET C2.1					

Condition Two

The applicant shall work with Story County Environmental Health and Story County Planning and Development to identify areas on the subject property where it is possible to group septic system discharge for the purpose of limiting disruption to prairie remnants and other environmentally sensitive areas.

The Board of Supervisors added this condition as a way to protect the remnant prairie on the site from the moisture of the discharge from the septic laterals. A protective subdrain to divert runoff from the septic laterals away from the prairie remnants is proposed for lots with lateral fields that slope towards the prairie remnants. This proposal has been reviewed by the County Sanitarian and County Conservation. The County Sanitarian and County Conservation Director requested an additional tile on Lot 52. The applicant provided an amended plan to staff showing the drain, although they do not believe it is needed and noted it would add cost to the project. The Planning and Zoning Commission and staff recommend the addition of this tile to the preliminary plat as a condition of approval.

Conditions Four and Five

4. The applicant shall request a Future Land Use Map Designation amendment for the environmentally sensitive areas, identified in Condition 3, from the requested Rural Residential Designation to the Agricultural Conservation Designation at the time of the proposed subdivision plat and rezoning submittal (see Condition 5). The environmentally sensitive areas identified in Condition 3 shall be further designated as Natural Resource Area on the C2C Future Land Use Map.

5. In order to ensure the long-term protection of the environmentally sensitive areas and the floodplain areas, an application to rezone the southwest quarter of the northwest quarter of Section 7 and all environmentally sensitive areas, identified in Condition 3, from the A-1 Agricultural District and the R-1 Transitional Residential District to the GB-C Greenbelt Conservation District shall be submitted by the property owner/applicant with the proposed subdivision plat. A management and/or ownership agreement with Story County Conservation shall be made and submitted at the time of the rezoning in order to best preserve and maintain the identified environmentally sensitive areas located on this property.

Condition Five

The fifth condition of the rezoning also requires that a management agreement with Story County Conservation be developed. The developer has instead decided to deed this area and the lots designated with a letter and shown in green on the layout drawing to Story County Conservation, totaling 81.8 acres.

The measures originally proposed as part of the management agreement with Story County Conservation have been addressed through the preliminary plat, proposed covenants, and an ownership/management agreement. At their May 11, 2020, meeting, the Story County Conservation Board took action to approve these documents and measures in a unanimous vote.

Condition Five

- **Silt fencing is proposed around the prairie remnants to provide protection and a barrier during construction. The location of the silt fence is shown in the erosion control plan as part of the preliminary plat.**
- **The proposed covenants include prohibitions on using fertilizers that contain phosphorous.**
- **Water quality testing will occur on the Story County Conservation-owned lots. Per the management/ownership agreement, in the event the testing indicates the use of fertilizers and/or lawn additives that contain phosphates in violation of the Covenants, the Story County Conservation Board may take action at law or equity for relief, either by injunction or damages.**
- **Per the covenants, no debris, hazardous materials, household hazardous waste, or unapproved plants or soil shall be placed, at any time, in the subdivision.**
- **The Conservation Board previously discussed these prescriptive measures at the April 13, 2020, meeting. A concern raised by the Board and staff was the expiration or amendment of the covenants. A conservation easement was requested. The County Attorney has reviewed the easement language and determined that it is sufficient to enforce the provisions of the covenants if they were to be amended or expire.**

Conditions Six and Seven

- **In accordance with Principle 4 of the Rural Residential Area C2C Future Land Use Map Designation, a buffer of no less than 50 feet shall be maintained between the proposed subdivision development lots and the agricultural land use located to the east.**
- **The 20-foot wide easement for a future hard-surfaced trail on the north and west sides of the proposed subdivision required by the seventh condition is shown on the plat. Story County Conservation will own the property where the trail easement is located on the west side of the development. The location of this trail may change as an additional trail system will be built by Story County Conservation on the Story County Conservation-owned property as soon as the summer of 2021. A concept trail system is shown in grey in the layout drawing in Figure 3, including a trailhead and parking at the entrance to the subdivision, shown in Lot C. This design may change as Story County Conservation works to develop the system and determine a final design.**

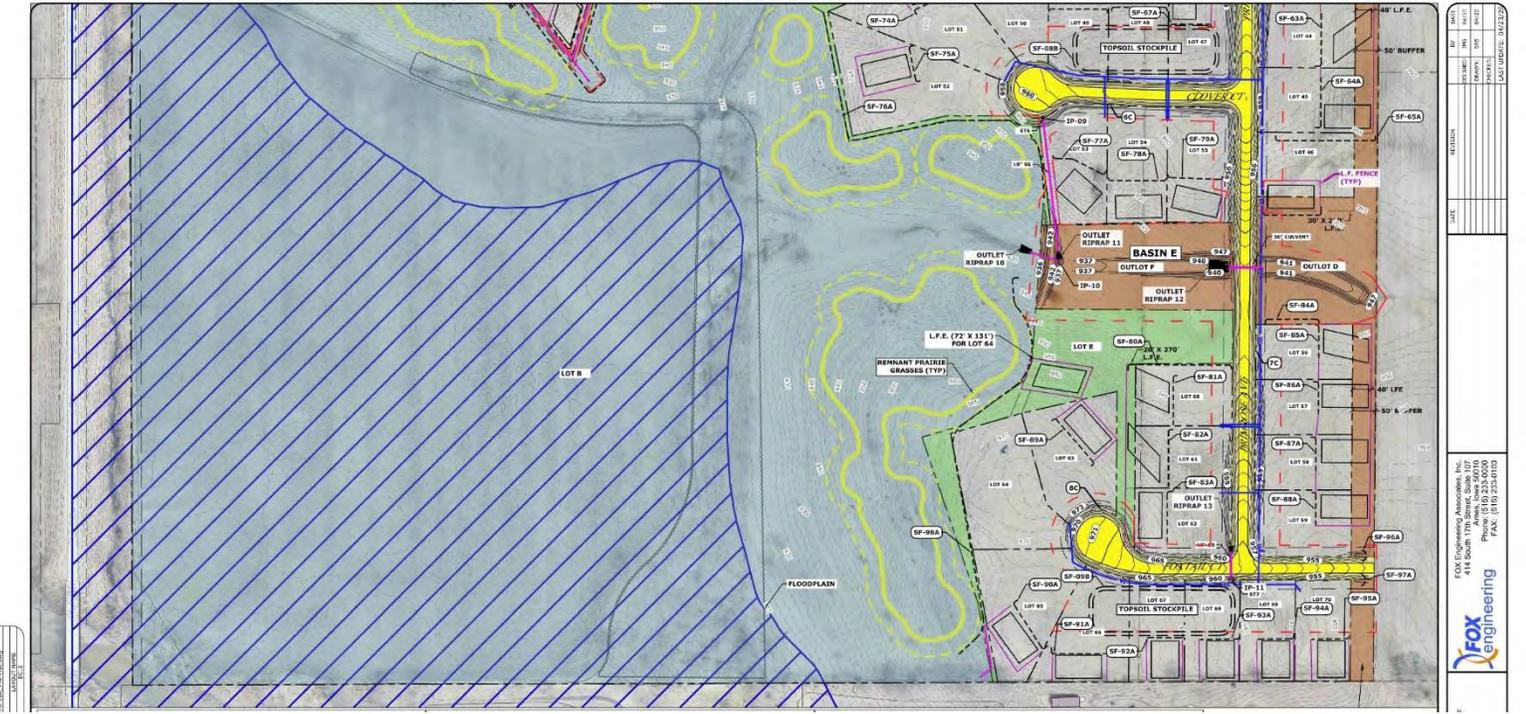
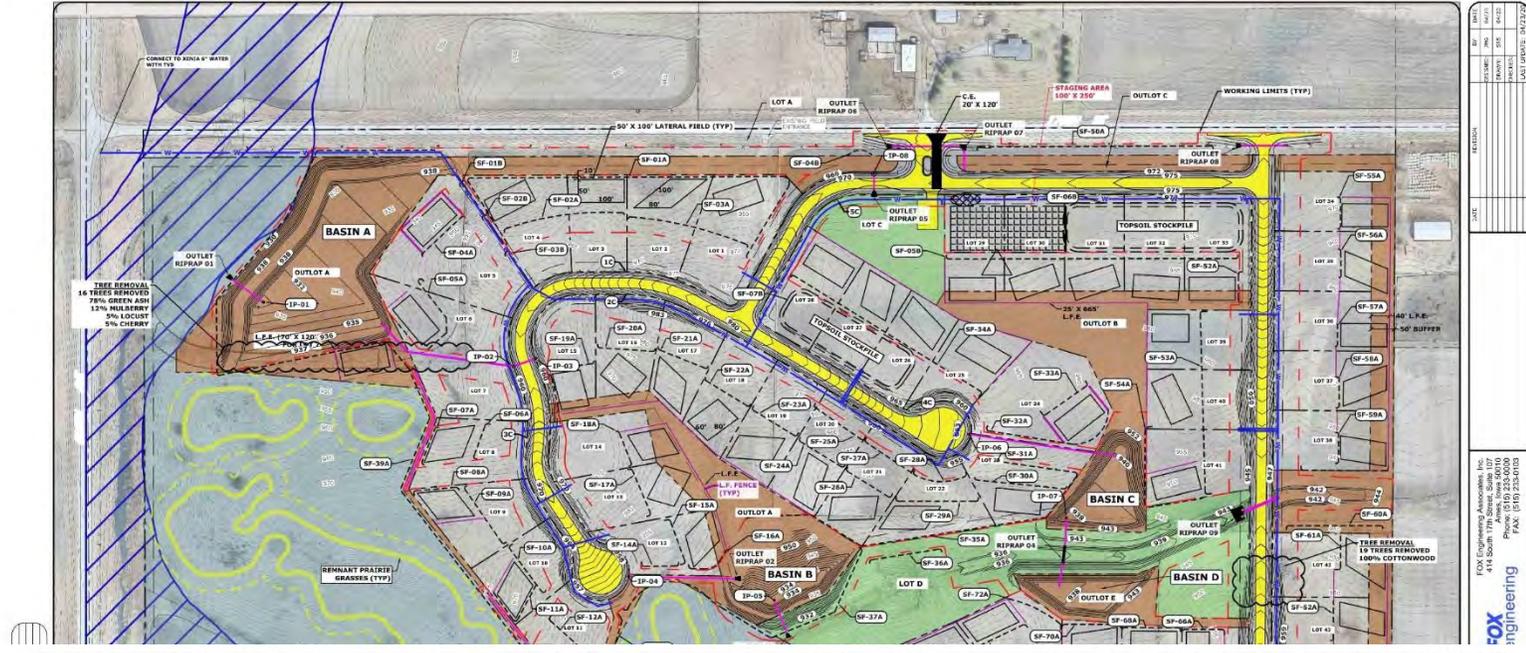
Chapter 87 Requirements

- **Chapter 87 includes items to be shown on the preliminary plat and submitted with the plat**
- **The applicant submitted letters from utility and emergency service providers on their ability to serve the subdivision.**
- **Alliant Energy will enter into an extension agreement with the developer to extend the gas main from George Washington Carver along 170th. Xenia (6 in main) and Midland Power Cooperative also available to provide service.**
- **The Gilbert Fire Chief also provided a letter confirming their ability to serve the subdivision and recommended that home owners install a monitored security system for early detection of fire. He also noted:**
 - *I am aware other developments near this area have installed fire hydrants. If these are planned within this development, please be aware that we cannot pump directly from these into our fire engine to attack a fire - the negative pressure that would be subjected to the water main would be enough to collapse the main. What we can do is attach a hose to allow water to free-flow into a portable tank from which we would be pumping water. The rate of flow from the rural water is questionable. Mutual aid water tenders would also be dumping into this portable tank.*
 - Staff provided the Fire Chief with the hydrant locations proposed and he raised no further concerns. The Chief did inquire about the minimum setbacks for dwellings but did not provide further comment on the setbacks to staff.

Chapter 88 Requirements

- **Chapter 88 requires that subdivisions are planned so that the street arrangement would allow for access to adjoining properties if they were platted. A stub road is shown from Foxtail Court to the adjoining property to the east. A note is also on the plat that a potential roadway connection could be made on Outlot D between Lot 46 and Lot 56 and between Lots 38 and 42. The developer of Prairie Valley or homeowner association would be responsible for the costs of the road connection with any development to the east.**
- **Erosion control requirements apply—the applicant is required to have a National Pollutant Discharge Elimination System Permit with the Iowa Department of Natural Resources. A copy of the erosion control plan to be part of this permit was provided with the preliminary plat.**
- **A stormwater management plan was also submitted. To meet the county’s requirements, soil quality restoration is proposed on all development lots to provide infiltration to manage a rainfall depth of 1.25-inches. For larger rain events, five dry detention basins are proposed so that the runoff rates from the site do not exceed the current rate from the 5-year storm event.**

Erosion Control Plan



Chapter 88 Requirements

- A traffic impact study determined a right turn lane will likely be warranted on 170th Street at 500th Avenue with the second phase of the development. Right-turn lanes are likely not warranted on 500th Avenue at 170th but are within one vehicle of being warranted and should be monitored after the full build-out of the subdivision.
- Per the traffic study ordinance, the Board of Supervisors is to review all recommended improvements as part of their review of the preliminary plat. The recommendation as to who should finance improvements comes from the County Engineer. The County may require the improvements to be provided by the applicant, at the recommendation of the County Engineer.
 - The County Engineer recommends that the improvement is paid for by the applicant as road funds are limited and the need for a turn lane would be a direct result of the development.
- The applicant noted that the evening peak at the intersection is currently 49 cars making right turns onto 500th, based on the traffic study. A turn lane is warranted at a peak of 57 cars per the study. The development will add the eight cars to the peak by its second phase. The applicant does not believe they should be burdened with the full cost.
- The County Engineer provided the following information: “Turn lane cost can vary greatly but my best guess for this location would be around \$25,000. A turn lane is currently not warranted without the development. If it was warranted, yes we would probably program the improvement for the next time that the road was paved, which will be around 15-20 years from now.”

TIF Request

- **The developer separately requested Tax Increment Financing (TIF) from Story County.**
- **Previously, staff and the Planning and Zoning Commission had recommended the Board of Supervisors and applicant could consider the financing of the right turn lane on 170th at 500th as part TIF request, and a condition requiring action on that request prior to the final plat.**
- **However, the at the May 5, 2020, Story County Board of Supervisors meeting, the Board discussed an amendment to the Story County Economic Development Processes and Policies to allow payment to private entities on select residential housing development, which would have been the first step in the TIF request process. A motion on this amendment died for lack of a second. As the motion died, this recommended condition is no longer applicable.**
- **Planning and Development staff proposed amending this condition at the May 6, 2020, Planning and Zoning Commission meeting, however because this proposed change was not posted 24 hours prior to the meeting, the Planning and Zoning Commission decided to leave the condition as it was originally written by Planning and Development staff.**

REZONING AND C2C PLAN AMENDMENT STANDARDS



Future Land Use Map Amendment Standards

- A. The extent to which the change would be consistent with the comprehensive plan goals and policies.**
- B. Evidence demonstrating the reason(s) why the plan should be changed, including but not limited to whether new information has become available since the comprehensive plan was adopted that supports reexamination of the plan, or that existing or proposed development offer new opportunities or constraints that were not previously considered.**
- C. Whether or not the change is needed to allow reasonable development of the site.**
- D. The relationship of the proposed amendment to the supply and demand for the particular land uses within the county and immediate vicinity of the site.**
- E. A demonstration that the proposed amendment has merit beyond the interest of the applicant.**
- F. The possible impacts of the amendment on all specific elements of the comprehensive plan as may be applicable, including but not limited to:**
- G. Consideration of the fiscal impact of the proposed amendment to Story County.**

Standards of Approval for Rezoning

1. The proposed rezoning shall conform to the Story County Development Plan (C2C Plan)
2. The proposed rezoning shall conform to the Statement of Intent for the proposed district requirements.
3. The proposed rezoning shall be compatible with surrounding land uses and development patterns.
4. The proposed rezoning shall protect environmental resources. Rezoning of parcels containing more than fifty (50) percent of the gross acreage as lands identified with areas designated Natural Resource Areas on the Story County Development Plan (C2C) shall not be approved unless such requested action results in a district designation more restrictive than the current designation, the R-C Residential Conservation Design (Overlay) District is applied to the property, or conditions protecting the identified areas are attached to the rezoning request. (Ordinance No. 184)
5. In areas where the petition to rezone request a change from A-1 District or A-2 District to another district, lands scoring 267 or above for total LESA score, as determined by a Land Evaluation Site Assessment (LESA) as adopted for Story County, shall not be approved *Only the southwest quarter quarter of the subject property is zoned A-1 Agricultural. The LESA score of quarter quarter is 266.*

Summary of Findings for Rezoning and C2C Amendment

- **Dr. Thomas Rosburg, a professor of Ecology and Botany at Drake University, completed a field review to locate remnant prairie and other landscape features. The most significant and environmentally sensitive features were the native prairie remnants. The remnant prairies are mainly located on steeply sloped areas of the south half of the northwest quarter quarter and on the western half of the southeast quarter quarter that were previously pasture.**
- **The conditional rezoning required the environmentally sensitive areas and floodplain to be rezoned to the Greenbelt-Conservation District and their C2C Future Land Use Map amended to Agricultural Conservation and Natural Area. The prairie remnants are not all designated as Natural Resource Area in the C2C Plan or are designated as Rural Residential and Natural Resource Areas. The purpose of the amendments is to offer further protection to these areas.**
- **The C2C Plan Natural Resource Area Principle 3 is to “consider areas identified as Natural Resource Area for inclusion in the Greenbelt-Conservation District of the Land Development Regulations and/or take necessary steps to ensure resource conservation through other mechanisms.” The rezoning request specifically follows this principle.**

COMMENTS



Comments from Cities and the Public

Comments from Cities within Two Miles

The City of Gilbert waived their right to review the request at their May 18, 2020, City Council meeting.

Public Notice

Notice letters were sent to property owners within ¼ mile of the proposed rezoning on April 28, 2020, regarding the Planning and Zoning Commission Meeting on May 6 and the Board of Supervisors Meeting on May 19. A development proposed sign was placed on the property on April 28. The rezoning request was published in the newspaper on April 30.

Comments from the Public

- Planning staff received one general inquiry phone call and two general inquiry emails.
- Planning staff has also been in communication with an adjacent landowner who inquired about the calculation of the LESA scores used in the 2018 rezoning. Prior to the Planning and Zoning Commission meeting, the landowner also expressed these concerns to a Commission member. The LESA scores of the parcels in the 2018 rezoning are not a standard to consider as part of the current request.
- The landowner provided a comment for the Commission’s consideration via email, which staff forwarded to the Commission prior to their meeting. The comment asked why staff was supporting a subdivision of 70 lots when previously as part of the 2018 rezoning they had recommend 56 lots. Staff explained that the Board of Supervisors ultimately amended this recommend condition.
- An adjacent landowner to the north also provided a verbal comment prior to the Story County Board of Supervisor’s first consideration of the request regarding the location of the western access to the subdivision. There is an existing farm access and with a prior submittal, the western access was proposed to be located in the same location. The County Engineer requested the access be moved further to the east to provide adequate sight distance and ensure the safety of the access. The new location is directly across from the property owner to the north’s access. The property owner also expressed their opposition to the development.

Planning & Zoning Commission Recommendation

- **Commissioner Mens expressed concerns about the proximity of the development lots to the livestock to the north and east. Staff noted that a 50-foot buffer is required as a condition of the rezoning and provided from the property to the east and the proposed fencing plan.**
- **Discussion regarding the County Engineer's recommendation for the applicant to pay for the turn lane also occurred. Commissioner Moore asked for the current count of cars at 170th turning right onto 500th, the amount added by the development, and the number that warranted the turn lane. Staff stated that the evening peak (4:45 pm to 5:45 pm) at the intersection is currently 49 cars making right turns onto 500th, based on the traffic study. A turn lane is warranted at a peak of 57 cars per the study. The development will add the eight cars to the peak, warranting the turn lane, by its second phase. Moore expressed his opposition to the turn lane improvement in general, no matter who pays, if it was only warranted by traffic levels at the peak hour of the day.**
- **Commissioner Moss had questions about if the traffic count was abnormal for the intersection. Commissioner McBride asked if a warrant was the same as a requirement.**
- **No members of the public provided additional comments during the public hearing.**
- **The Commission supported (7-0) the request with conditions as originally recommended by staff on the subdivision plat and supported the approval of the rezoning and C2C Plan Amendment.**

Planning & Zoning Commission Recommended Conditions

1. The County Conservation Board shall approve the covenants, easement, and management/ownership agreement prior to the Board of Supervisor's approval of the preliminary plat.
2. Construction and demolition debris located in the vicinity of Lot 53 shall be removed by June 6, 2020.
3. A protective subdrain to protect the prairie remnants west of Lot 52 shall be added to the preliminary plat prior to recording.
4. A note that the protective subdrain plan may change per the site evaluation conducted by a certified engineer or soils professional for septic systems and location of the lateral fields shall be added to the preliminary plat prior to recording. The final protective subdrain plan shall be reviewed as part of the final plat.
5. The Board of Supervisors and applicant shall determine a method to pay for the right turn lane on 170th at 500th as part of the preliminary plat consideration unless it is to be considered as part of the separate TIF request. If it is to be considered as part of the TIF request, the financing must be determined prior to submittal of the final plat.
6. The applicant shall consider how to encourage homeowners subscribe to and have a monitored security system (such as ADT) installed & tied in with smoke detectors following the Fire Chief's recommendation.
7. The need for a right turn lane on 500th Avenue at 170th Street shall be monitored after full build-out of the development. The Board of Supervisors may take action as part of the final plat for the last phase of the development to determine who should pay for this turn lane if needed.
8. The developer of Prairie Valley or the homeowner association would be responsible for the costs of a roadway connection on Outlot D between Lot 46 and Lot 56, between Lots 38 and 42, or any additional costs of connecting the Foxtail Court stub road with a development to the east.

Staff Recommendation

Given the action taken by the Story County Conservation Board at their May 11, 2020, meeting (after the Planning and Zoning Commission meeting), staff is recommending the Board of Supervisor's remove condition one.

In addition, given the Story County Supervisors' action on the TIF request on May 5, 2020 (the day prior to the Planning and Zoning Commission meeting), the Commission chose not to amend condition five but recommended it as originally written by staff. Staff has provided an amended condition five for the Story County Supervisor's consideration that accounts for the Board's action on the TIF request. The recommended conditions from the Planning and Zoning Commission as amended by staff are as follow:

- ~~– The Board of Supervisors and applicant shall determine a method to pay for the right turn lane on 170th at 500th as part of the preliminary plat consideration. unless it is to be considered as part of the separate TIF request. If it is to be considered as part of the TIF request, the financing must be determined prior to submittal of the final plat.~~

Board of Supervisors Alternatives—Major Subdivision Preliminary Plat

1. The Story County Board of Supervisors approves the proposed Major Subdivision Preliminary Plat as put forth in case SUB 06-20.
2. The Story County Board of Supervisors approves the proposed Major Subdivision Preliminary Plat as put forth in case SUB 06-20 with conditions as recommended by the Story County Planning and Zoning Commission.
3. **The Story County Board of Supervisors approves the proposed Major Subdivision Preliminary Plat as put forth in case SUB 06-20 with conditions as recommended by the Story County Planning and Zoning Commission and amended by staff.**
4. The Story County Board of Supervisors denies the proposed Major Subdivision Preliminary Plat as put forth in case SUB 06-20.
5. The Story County Story County Board of Supervisors remands the proposed Major Subdivision Preliminary Plat as put forth in case SUB 06-20 back to the applicant and/or staff for additional information and directs staff to place the item on the May 26, 2020, Story County Board of Supervisors Agenda.

Board of Supervisors Alternatives—Rezoning and C2C Amendment

1. **The Story County Board of Supervisors approves the proposed Story County Zoning Map Amendment from A-1 Agricultural District and R-1 Transitional Residential District to the GB-C Greenbelt-Conservation District and C2C Future Land Use Map Designation from the Rural Residential Area to the Agricultural Conservation Area and from the Rural Residential Area and the Agricultural Conservation Area to the Natural Resource Area as put forth in case REZ01-20 on first consideration and sets the second consideration for Tuesday, May 26, 2020.**
2. The Story County Board of Supervisors approves the proposed Story County Zoning Map Amendment from A-1 Agricultural District and R-1 Transitional Residential District to the GB-C Greenbelt-Conservation District and C2C Future Land Use Map Designation from the Rural Residential Area to the Agricultural Conservation Area and from the Rural Residential Area and the Agricultural Conservation Area to the Natural Resource Area as put forth in case REZ01-20 with conditions on first consideration and sets the second consideration for Tuesday, May 26, 2020.
3. The Story County Board of Supervisors denies the proposed Story County Zoning Map Amendment from A-1 Agricultural District and R-1 Transitional Residential District to the GB-C Greenbelt-Conservation District and C2C Future Land Use Map Designation from the Rural Residential Area to the Agricultural Conservation Area and from the Rural Residential Area and the Agricultural Conservation Area to the Natural Resource Area as put forth in case REZ01-20 on first consideration and sets the second consideration for Tuesday, May 26, 2020.
4. The Story County Board of Supervisors remands the Story County Zoning Map Amendment from A-1 Agricultural District and R-1 Transitional Residential District to the GB-C Greenbelt-Conservation District and C2C Future Land Use Map Designation from the Rural Residential Area to the Agricultural Conservation Area and from the Rural Residential Area and the Agricultural Conservation Area to the Natural Resource Area as put forth in case REZ01-20 back to the applicant and/or staff for additional information, and directs staff to set first consideration for Tuesday, May 26, 2020.



Board of Supervisors

Story County, Iowa

Open Records Policy & Procedure

Approval Date: XX/XX/XXXX	Effective Date: XX/XX/XXXX	Revision No: 04
Reference: BOS Minutes: Initially Adopted: 03/06/2012		Distribution: County Website, Intranet, S:drive and Policy Book

General Policy Statement

This policy is intended to implement the provisions of Iowa Code Chapter 22 by providing assistance to citizens requesting examination of public records and to employees in fulfilling those requests. The goal is to assist citizens making requests and assure that responses to open records requests are made appropriately and timely.

Scope

This policy is applicable to the following:

All departments responsible to the Story County Board of Supervisors;

All offices responsible to a county elected official whom adopt this policy.

*The offices of the Attorney, Auditor, Recorder, Sheriff and Treasurer are elected offices. These elected officers are vested with unique discretion to carry out the legal duties and responsibilities of their office. As such, they may exercise a degree of independence to set the policies and procedures of their respective offices. These elected officers may adopt this policy but may also independently set policy for their office concerning the production of public records.

Purpose

Story County* is committed to the concept of open government exemplified by Iowa Code Chapter 22. Records that are not defined as public records or have been deemed confidential pursuant to statute are not required to be released in response to a request. Iowa Code Chapter 22 lists or describes no fewer than 65 categories and types of potential documents and information exempt from the open records law unless otherwise ordered by a court, by the

APPROVED

Board Member Initials: *[Signature]* **DENIED**

Meeting Date: 5-19-2020

Follow-up action: offer seven day review

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lawful custodian of the records, or by another person duly authorized to release such information. Other portions of state and federal law may also govern access to public records.

Documents, instruments and records [see Iowa Code §§331.601A(2), (3) & (8)] maintained by a county recorder, as well as fees set by the Story County Recorder for research and retrieval of documents, instruments and records filed with or maintained by the Story County Office of Recorder, are exempt from this policy.

Provisions

Making a Request for Public Records. Requests for access to public records may be made in person, in writing, by telephone or by electronic means. Citizens are encouraged, but not required to make requests in writing. The form accompanying this policy is for convenience only. Anyone may make a request for public records without providing identification, reason or motive for the request. For assistance in making a request for examination or copying of public records, the public is invited to contact the county public request liaison at:

Public Information Request
900 6th St, Nevada IA 50201
c/o Sandra King,
Ph. 515-382-7243, Fax 515-382-7206,
E-Mail: sking@storycountyiowa.gov

Responding to Requests. Requests for access to public records may be made in person, in writing, by telephone or by electronic means. Employees may not ask why the record is being requested nor require the identity of the requestor, but should try to get as much information as possible about what is being requested and how the requestor wishes the response transmitted to them. A requesting party may be encouraged but is not required to use the request form accompanying this policy. The department/office having custody of the record will be primarily responsible for producing a response to the request for the county public request liaison.

An employee receiving a request in person or by telephone should immediately reduce the request to writing noting the specifics of the information requested, the date and time of the request, whether the request is for copying, inspection or both and how the requestor expects the request fulfilled. Requests made in person may be filled while the requestor is on premises

if the material is accessible on-site and known to not be confidential. All other requests should be forwarded to county public request liaison Sandra King, and the employee's supervisor.

Upon receipt of a request for access to public records, supervisory employees should promptly take all reasonable steps to preserve the public record while the request is pending. Requests will be fulfilled as soon as possible, but no longer than within ten (10) business days, unless there are questions about the confidentiality of the record being requested. The Iowa Code allows for a twenty (20) calendar days delay to determine whether a record is confidential. If possible, information contained in record that is deemed confidential by law should be redacted so that the remaining record may be disclosed.

If the public record requested does not exist, this fact should be communicated to the requestor in writing or by electronic means. The record sought may be provided in the form in which it is maintained by Story County provided the information contained in that form is readily accessible to the requestor once in their custody. If the request involves research or delay beyond 10 days is reasonably expected, this should be communicated to the requestor.

Availability. Public records will be available for public examination and/or copying during customary office hours, which are 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding designated holidays. Immediate access to records may be affected by good faith efforts to identify and locate the correct records; or determine whether the request seeks disclosure of confidential records; The requesting party should be promptly notified if any delays are experienced or expected.

Fees. Reasonable fees will be charged to the requestor for the actual costs of producing a public record for inspection and/or copying. Departments under the auspices of the Board of Supervisors will charge fees according to the schedule appearing below. If the estimated total fees exceed \$50.00 the requestor must agree to prepay expected fees. Estimated fees and payment terms must be clearly communicated to the requestor as soon as possible. The following fees will be charged:

1. \$.10 per page fees for black/white photocopying.
2. \$.25 per page for color photocopying.
3. Actual mailing costs.
4. Actual cost of media (CD, DVD, Tape, Film, etc.).
5. Actual cost of employee time to supervise the examination of a public record, if over one hour.
6. Actual cost of employee time to retrieve a public record, if over one hour.

Compliance. Requests and responses for examination of public records or copies of records shall be documented by giving to the department head/elected official and public request liaison, all information and documentation concerning the request, the employee responding to the request, the information requested, and full copy of the dated response. The county public request liaison will maintain responses in a central location.



REQUEST TO EXAMINE AND/OR COPY
PUBLIC RECORDS

Visit us online at: www.storycountyiowa.gov

Use of all, part or none of this form is optional and has no bearing on the response you will receive. Requests of an anonymous nature will also be honored. This form is merely offered for convenience only. Please note that this form is not confidential and may itself be subject to public disclosure pursuant to Iowa Code Chapter 22.

Requestor's Name _____

Address: _____

City /State/Zip: _____

Phone Number: _____

E-mail Address: _____

Description of Record or Information Requested: (be as specific as possible): _____

Please tell us if you would like the record copied and sent to you by mail, whether you will pick it up or whether you would simply like to examine it. _____

Signature of Requestor

Date of Request

You may expect a response to a request for non-confidential public information within ten (10) business days.

Office Use Only:

Date Received:

Response Date: _____ Records Available? Yes / No

Copies Made? Yes / No How Many? Fees Charged: \$

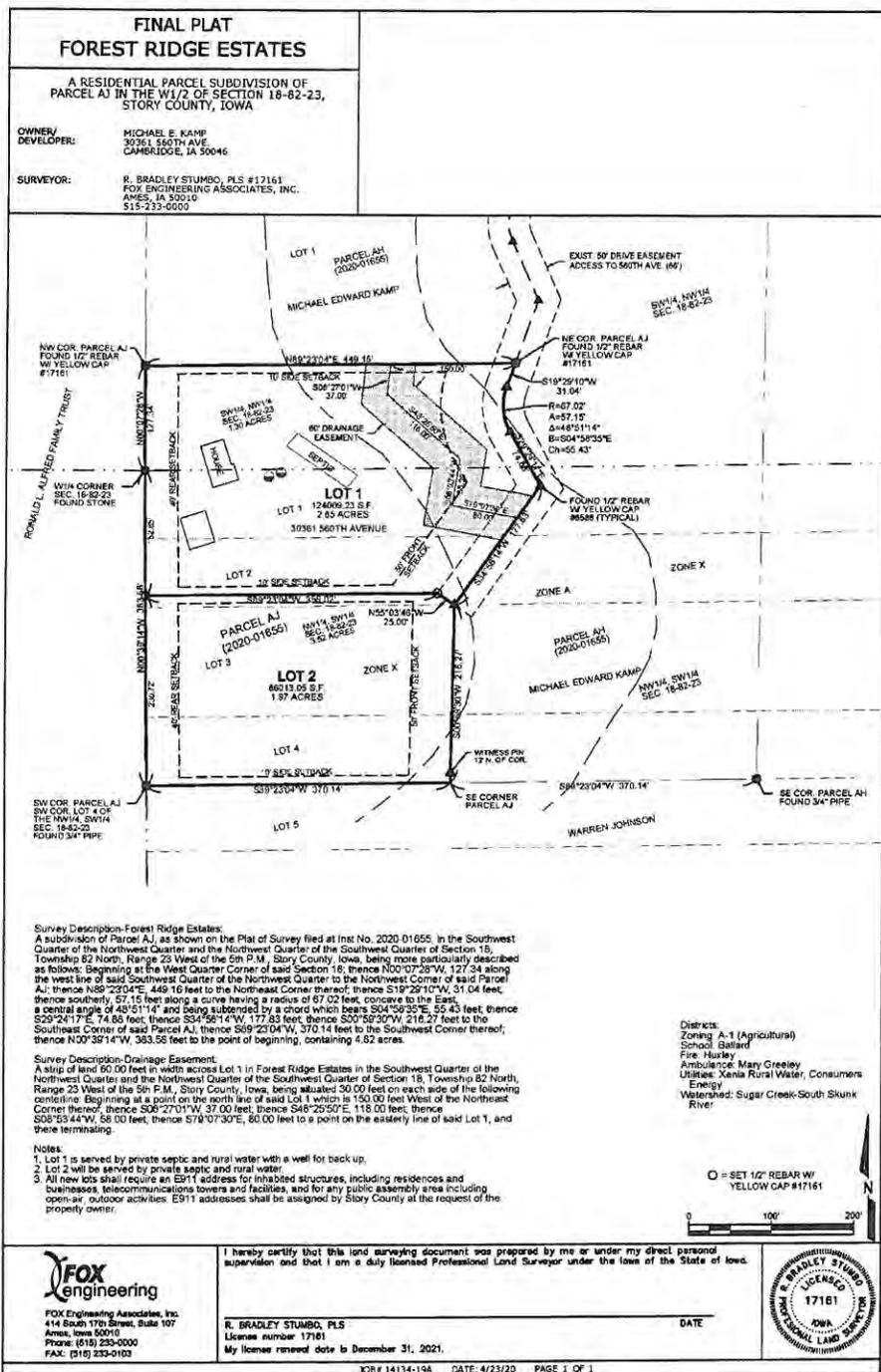
If request denied, provide reason: _____

ATTACHMENT A

Survey Description-Forest Ridge Estates:

A subdivision of Parcel AJ, as shown on the Plat of Survey filed at Inst No. 2020-01655, in the Southwest Quarter of the Northwest Quarter and the Northwest Quarter of the Southwest Quarter of Section 18, Township 82 North, Range 23 West of the 5th P.M., Story County, Iowa, being more particularly described as follows: Beginning at the West Quarter Corner of said Section 18; thence N00°07'28"W, 127.34 along the west line of said Southwest Quarter of the Northwest Quarter to the Northwest Corner of said Parcel AJ; thence N89°23'04"E, 449.16 feet to the Northeast Corner thereof; thence S19°29'10"W, 31.04 feet; thence southerly, 57.15 feet along a curve having a radius of 67.02 feet, concave to the East, a central angle of 48°51'14" and being subtended by a chord which bears S04°58'35"E, 55.43 feet; thence S29°24'17"E, 74.88 feet; thence S34°56'14"W, 177.83 feet; thence S00°59'30"W, 216.27 feet to the Southeast Corner of said Parcel AJ; thence S89°23'04"W, 370.14 feet to the Southwest Corner thereof; thence N00°39'14"W, 383.58 feet to the point of beginning, containing 4.82 acres.

ATTACHMENT B



ATTACHMENT C

Conditions of Approval:

Prior to the issuance of a zoning permit for a dwelling on proposed Lot 2, the applicant shall hire a land surveyor to verify that the elevation of the deck on the existing bridge and driveway portion extending through the floodplain are elevated above the base flood elevation and if not, the deck surface and driveway located within the flood plain shall be elevated above the base flood elevation.

Staff Report

Board of Supervisors

Date of Meeting:
May 19, 2020

Case Number SUB05-20

Residential Parcel Subdivision – Forest Ridge Estates
Resolution No. 20-96

APPLICANT: Michael Kamp
30361 560th Avenue
Cambridge, Iowa, 50046

STAFF PROJECT MANAGER: Amelia Schoeneman, Planner

SUMMARY: The residential parcel subdivision is proposed to create two development lots as follows:

1. Proposed Lot 1, a 2.85 net-acre lot containing the existing single-family dwelling and accessory structures at 30361 560th Avenue.
2. Proposed Lot 2, a 1.97 net-acre lot located to the south of proposed Lot 1, which would be considered buildable for a dwelling. There are no current plans to construct a dwelling on proposed Lot 2.

The lots are provided access to 560th via an easement, which is permitted for lots created through the residential parcel subdivision process. All requirements for a residential parcel subdivision are met. Planning staff recommends approval of the proposed Residential Parcel Subdivision Plat with conditions.





Property Owners

Michael Edward Kamp

Parcel Identification Number

14-18-100-367

Property Address

30361 560th Avenue
Cambridge, Iowa

Location of Subdivision

Parcel AJ in the SW NW & NW SW of Section 18 of Union Township

Size of Area

4.82 acres (total acreage of subdivision)

Districts

A-1 Agricultural Zoning District
Ballard School District
Huxley Fire and Mary Greeley Ambulance
Xenia Rural Water, Consumers Energy
Sugar Creek-South Skunk River Watershed

Cities within Two Miles

The City of Huxley City Council approved the subdivision request on April 28, 2020.

The City of Cambridge City Council waived their right to review the subdivision request on May 4, 2020.

Proposed Division

The application is to consider a request for a Residential Parcel Subdivision to create two lots:

1. Proposed Lot 1, a 2.85 net-acre lot containing the existing single-family dwelling and accessory structures at 30361 560th Avenue.
2. Proposed Lot 2, a 1.97 net-acre lot located to the south of proposed Lot 1, which would be considered buildable for a dwelling. There are no current plans to construct a dwelling on proposed Lot 2 or sell the lot.

The immediate intent of the subdivision is to reduce the size of the lot with the dwelling for mortgage purposes. The property owner may build a dwelling on the proposed Lot 2 in the future for them self.

History of the Subject Property

Currently, the area proposed to be platted as the Forest Ridge Estates Subdivision is one, 4.82-acre parcel (Parcel AJ). The subject property came into its current configuration in February of 2020 through a parcel line adjustment with the 15.2 net-acre property to the north under common ownership. The subject property and parcel to the north were previously created through a plat of survey in 1995. Both parcels currently meet the Land Evaluation and Site Assessment exception to the 35-acre minimum lot size requirement for a dwelling in the A-1 Agricultural District. However, the proposed division of the



subject property must occur through a subdivision as Section 87.01(1) of the Story County Land Development Regulations require a subdivision plat for any further divisions when a parcel has been divided after July 1, 1990.

Current Land Use

The applicant currently resides in the dwelling on proposed Lot 1. The applicant constructed the dwelling in 1993 prior to the division of the property. There is also a large detached garage on the property located south of the dwelling. The entire subject property is designated as Natural Resources Area on the Story County C2C Comprehensive Plan Future Land Use Map. The property is wooded and includes a stream. A 60-foot wide easement over the stream was provided as part of the subdivision. It is required to be signed and notarized prior to recording. Portions of both proposed lots are located in FEMA-designated Flood Hazard Area, including the existing driveway to access both lots. Figure 1 is an aerial image of the subject property, including existing boundaries shown in aqua and the floodplain shown in blue. Approval of a floodplain development application and compliance with Story County's adopted floodplain management regulations would be required for any proposed development in the floodplain, including driveways and roads. Further, subdivision lots are required to be served by a driveway that is elevated above the Base Flood Elevation (BFE). The BFE for the property has been requested from the Iowa Department of Natural Resources. A land surveyor will be required to determine the elevation the deck of the existing bridge and driveway portion that extends through the floodplain. If they are below the BFE, they will be required to be elevated before a zoning permit for a dwelling on Lot 2 can be issued and a floodplain permit will be required. Staff recommends this as a condition of approval.

Staff shared with the applicant that Section 88.05 of the Story County Land Development Regulations requires that no more than 15% of naturally occurring resources shall be removed by development. If over 15% is removed, Section 88.05 includes mitigation requirements for significant trees.

The subject property does not have road frontage. In 1995, when the property was initially divided, an access easement was shown on the plat of survey over the property to the north, which has frontage with 560th Avenue. The easement will provide both proposed Lot 1 and 2 with access. Staff requested a written easement document be provided as part of the subdivision. Lots created through the residential parcel subdivision process are excepted from the requirement that new lots approved by the Board of Supervisors must have frontage. A 50-foot wide written access easement was provided as part of the subdivision attachments and the easement is shown on the plat. It is required to be signed and notarized prior to recording.

The subject property is designated as Rural Residential Area by the Cornerstone to Capstone (C2C) Comprehensive Plan: "The Rural Residential Area offers rural housing market choices in unincorporated areas of Story County, typically with larger lot sizes than available within city limits. The existing residential land uses that are found in rural Story County provide a desirable housing market worthy of both protection and cultivation." Principles for the designation include minimizing conflicts with agricultural uses, natural resources, and ensuring development is compatible with the rural character of the area.



Figure 1: Aerial Image of Subject Property with Floodplain Overlay

A residential parcel subdivision is limited to yielding two lots and once approved, no further residential parcel subdivisions can take place to create additional buildable lots. These requirements for a residential parcel subdivision help preserve the County’s rural character and limit development of agricultural land and natural areas.

Surrounding Land Use

North and East—to the north and east is the 15.2 net-acre parcel under the applicant’s ownership. The parcel meets the LESA exception to allow the construction of a dwelling on a parcel under 35 net-acres in the A-1 Agricultural District. During staff’s review of the subdivision, it was noted that there was a large amount of lumber, logs, agricultural implements, and vehicles on this property. Staff asked the applicant if they were engaged in a home business on the property. The applicant indicated that they



were not and that the construction materials are for projects on the property, including construction of a new dwelling on proposed Lot 2 and reconstruction of the bridge across the stream. These activities require zoning and floodplain permits and staff will continue to review the property as part of these permits to ensure it is not in violation of the Story County Land Development Regulations.

South—To the south is a 20.89 net-acre parcel that contains area in row crop production, natural area, and a single-family dwelling.

West—To the west are two parcels in row crop production with natural areas under common ownership, totaling 57.29 net-acres.

There are a total of 38 parcels located within a quarter-mile of the subject property. Of these properties, 20 including the subject property contain single-family dwellings. Of the 18 parcels without dwellings, one exceeds the minimum lot size requirement to construct a single-family dwelling in the A-1 Agricultural District. One is known to meet the LESA exception to the 35 acres requirement in the A-1 District and is buildable for a dwelling. Eight are zoned A-R Agricultural Residential and meet the minimum lot size requirement of one net-acre for a dwelling in the zoning district. One is an outlot in a subdivision and not buildable and seven are under the 35-acre minimum lot size in the A-1 Agricultural District.

Applicable Regulations – Story County Land Development Regulations

87.07 (1) (A) (1)

(1) A subdivision may be submitted for review and approval as a residential parcel subdivision plat when all of the following are true:

- a. The development lots created by the subdivision are intended to be used for residential purposes.
- b. Only two development lots may be created.
- c. The Assessment Property Record Card for the property shall show a single-family dwelling and/or farmstead, as defined in Section 85.08, in existence.
- d. The subdivision includes no land set apart for new streets, alleys, parks, dedicated open space, school property, or public use.
- e. The subdivision lies wholly within the A-1 District. For parcels located within the boundaries of the Ames Urban Fringe Plan, the subdivision must be both zoned A-1 Agricultural and lie wholly within the Rural Service and Agricultural Conservation Area designation.
- f. Both development lots (created by the Residential Parcel Subdivision Plat) shall contain a minimum of one acre (net) each. All side and rear yard setback requirements must be met.
- g. All resulting development lots shall have access to an adjoining public roadway by actual road frontage or easement.
- h. No variances from subdivision or zoning standards shall be granted in order to accomplish the Residential Parcel Subdivision Plat.
- i. The existing parcel shall not have been created through a previously approved Residential Parcel Subdivision Plat. The proposal meets all of the above requirements for a Residential Parcel Subdivision Plat.

Commentary



The following comments are part of the official record of the proposed Residential Subdivision Plat – Forest Ridge Estates Case No. 05-20. If necessary, conditions of approval may be formulated based on these comments.

The application materials were forwarded to the members of the Interagency Review Team on April 16, 2020. The following comments were received:

Planning and Development: Please contact and/or provide communications with Consumers Energy and Xenia that they are able to service Lot 2.

Applicant Response: I have contacted both utilities and both are available to Lot 2 if and when that becomes appropriate.

Environmental Health:

1. I need clarification on whether there are two active wells on this parcel, or if one was properly plugged when the 1991 well was drilled? Is the active well(s) to be shared and are there easements? The well location(s) are the only concerns for Environmental Health. If the new lot is developed, septic and well permits can be obtained through the Environmental Health Department.

Applicant Response: There are no known wells on either Lot in this new development. There is one known well on neighboring Parcel AH. Xenia Rural Water currently serves what will be Lot 1 and will be available to Lot 2

2. As an FYI for Mr. Kamp, it appears that the sand filter for the house has two cells with a control box. Don Nolting, former Sanitarian, usually designed sand filter cells to be alternated every year. Be sure to switch this every year, or open the valve to feed both cells. Septic tanks should be pumped every five years.

Applicant Response: I (Applicant) am aware of this and follow Mr. Nolting's instructions.

Story County Assessor: Lot 2 will follow the Iowa Platting Law, it will be assessed as excess land for five years or until built upon, if still vacant after five years, Lot 2 will be assessed at market value.

Applicant Response: I (Applicant) understand.

General Public

Notification letters were mailed to surrounding property owners within a quarter-mile regarding the public meeting on the subdivision request on May 12, 2020. No comments were received as of the writing of this report.

Analysis

Points to consider in evaluating the applicant's request to divide their property through the Residential Parcel Subdivision Plat process.

1. All requirements for a Residential Subdivision Plat in Section 87.07 of the Story County Land Development Regulations are met.
2. The intent of the subdivision is to reduce the size of the lot with the dwelling for mortgage purposes.
3. The applicant resides in the dwelling on proposed lot one and the intent of the subdivision is to



- reduce the size of the lot for mortgage purposes. The property owner may build a dwelling on the proposed Lot 2 in the future for them self.
4. Neither proposed lot has road frontage. A written access easement was provided as part of the subdivision attachments and the easement is shown on the plat. It is required to be signed and notarized prior to recording.
 5. The entire subject property is designated as Natural Resources Area on the Story County C2C Comprehensive Plan Future Land Use Map.
 - a. A 60-foot wide easement over the stream on the subject property was provided as part of the subdivision. It is required to be signed and notarized prior to recording.
 - b. Mitigation requirements for disturbance of over 15% of the natural resources will apply to any development.
 - c. Approval of a floodplain development application and compliance with Story County's adopted floodplain management regulations would be required for any proposed development in the floodplain, including required elevation of the drive that serves the lots.
 - d. A land surveyor will be required to determine the elevation the deck of the existing bridge and driveway portion that extends through the floodplain. If they are below the BFE, they will be required to be elevated before a zoning permit for a dwelling can be issued for Lot 2 and a floodplain permit will be required. This is recommended as a condition.
 6. The subject property is designated as Rural Residential Area and Natural Area, by the Cornerstone to Capstone (C2C) Comprehensive Plan. The Residential Parcel Subdivision will create one additional development lot. No further residential parcel subdivisions of the lots are permitted.
 7. All adjacent properties are in agricultural production and/or contain natural areas. The adjacent property to the south contains a dwelling. There are a total of 38 parcels located within a quarter-mile of the subject property. Of these properties, 20 including the subject property contain single-family dwellings. Ten of the properties without dwellings are considered buildable.

Alternatives

Story County Planning & Development Staff recommends the approval of Forest Ridge Estates Subdivision, a Residential Parcel Subdivision Plat with the condition that prior to the issuance of a zoning permit for a dwelling on proposed Lot 2, the applicant shall hire a land surveyor to verify that the elevation of the deck on the existing bridge and driveway portion extending through the floodplain are elevated above the base flood elevation and if not, the deck surface and driveway located within the flood plain shall be elevated above the base flood elevation (alternative #2).

1. The Story County Board of Supervisors approves Resolution #20-96, the Residential Parcel Subdivision Plat – Forest Ridge Estates Subdivision, as put forth in SUB05-20.
2. **The Story County Board of Supervisors approves Resolution #20-96, the Residential Parcel Subdivision Plat – Forest Ridge Estates Subdivision, as put forth in SUB05-20 with conditions.**
3. The Story County Board of Supervisors denies Resolution #20-96, the Residential Parcel Subdivision Plat – Forest Ridge Estates Subdivision, as put forth in SUB05-20.
4. The Story County Board of Supervisors tables the decision on Resolution #20-96, the Residential Parcel Subdivision Plat – Forest Ridge Estates Subdivision, as put forth in SUB05-20 and directs



the applicant to address specific areas for additional information, review and/or modifications, and to work with staff to place the subdivision plat back on a future Board of Supervisor's agenda.

FINAL PLAT FOREST RIDGE ESTATES

A RESIDENTIAL PARCEL SUBDIVISION OF
PARCEL AJ IN THE W1/2 OF SECTION 18-82-23,
STORY COUNTY, IOWA

OWNER/
DEVELOPER: MICHAEL E. KAMP
30361 560TH AVE.
CAMBRIDGE, IA 50046

SURVEYOR: R. BRADLEY STUMBO, PLS #17161
FOX ENGINEERING ASSOCIATES, INC.
AMES, IA 50010
515-233-0000



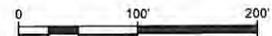
Survey Description-Forest Ridge Estates:
A subdivision of Parcel AJ, as shown on the Plat of Survey filed at Inst No. 2020-01655, in the Southwest Quarter of the Northwest Quarter and the Northwest Quarter of the Southwest Quarter of Section 18, Township 82 North, Range 23 West of the 5th P.M., Story County, Iowa, being more particularly described as follows: Beginning at the West Quarter Corner of said Section 18; thence N00°07'28"W, 127.34 along the west line of said Southwest Quarter of the Northwest Quarter to the Northwest Corner of said Parcel AJ; thence N89°23'04"E, 449.16 feet to the Northeast Corner thereof; thence S19°29'10"W, 31.04 feet; thence southerly, 57.15 feet along a curve having a radius of 67.02 feet, concave to the East, a central angle of 48°51'14" and being subtended by a chord which bears S04°58'35"E, 55.43 feet; thence S29°24'17"E, 74.88 feet; thence S34°56'14"W, 177.83 feet; thence S00°59'30"W, 216.27 feet to the Southeast Corner of said Parcel AJ; thence S89°23'04"W, 370.14 feet to the Southwest Corner thereof; thence N00°39'14"W, 383.58 feet to the point of beginning, containing 4.82 acres.

Survey Description-Drainage Easement:
A strip of land 60.00 feet in width across Lot 1 in Forest Ridge Estates in the Southwest Quarter of the Northwest Quarter and the Northwest Quarter of the Southwest Quarter of Section 18, Township 82 North, Range 23 West of the 5th P.M., Story County, Iowa, being situated 30.00 feet on each side of the following centerline: Beginning at a point on the north line of said Lot 1 which is 150.00 feet West of the Northeast Corner thereof; thence S06°27'01"W, 37.00 feet; thence S48°25'50"E, 118.00 feet; thence S08°53'44"W, 58.00 feet; thence S79°07'30"E, 80.00 feet to a point on the easterly line of said Lot 1, and there terminating.

- Notes:**
1. Lot 1 is served by private septic and rural water with a well for back up.
 2. Lot 2 will be served by private septic and rural water.
 3. All new lots shall require an E911 address for inhabited structures, including residences and businesses, telecommunications towers and facilities, and for any public assembly area including open-air, outdoor activities. E911 addresses shall be assigned by Story County at the request of the property owner.

Districts:
Zoning: A-1 (Agricultural)
School: Ballard
Fire: Huxley
Ambulance: Mary Greeley
Utilities: Xenia Rural Water, Consumers Energy
Watershed: Sugar Creek-South Skunk River

○ = SET 1/2" REBAR W/
YELLOW CAP #17161



FOX Engineering Associates, Inc.
414 South 17th Street, Suite 107
Ames, Iowa 50010
Phone: (515) 233-0000
FAX: (515) 233-0103

I hereby certify that this land surveying document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

5/14/2020

R. BRADLEY STUMBO, PLS
License number 17161
My license renewal date is December 31, 2021.

DATE



Story County Planning and Development

900 6th Street, Nevada, Iowa 50201
 (515) 382-7245 — pweb@storycountyia.gov — www.storycountyia.gov



1. Property Owner*

(Last Name) Kamp
 (First Name) Michael
 (Address) 30361 560th Ave.
 (City) Cambridge (State) Iowa (Zip) 50046
 (Phone) 515-460-4250 (Email) _____

2. Applicant (if different than owner)

(Last Name) same
 (First Name) _____
 (Address) _____ (City) _____ (State) _____ (Zip) _____
 (Phone) _____ (Email) _____

3. Property Address 30361 560th Ave., Cambridge, IA 50046

Parcel ID Number(s) 14-18-100-366

4. Certification and Signature

I/we certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owners of the property. Pursuant to said authority, I hereby permit County officials to enter upon the property for the purpose of inspection.

*Acknowledgement of property owner is required and may occur via email or by signature of this application.

Property Owner Signature Michael E. Kamp Date 3/23/20 Applicant Signature _____ Date _____

Subdivision

Proposed Name: Forest Ridge Estates

Filing Fee Type (required prior to processing):

- Residential Parcel Plat (\$175)
- Agricultural Plat (\$175)
- Minor Plat (\$275)**
- Major Plat—Preliminary (\$275)**
- Major Plat— Final (\$175)**

**Conceptual Review required

Submittal Requirements:

- Attend conceptual review meeting
- Legal description that will be used on all required legal documents (submit as Word document)
- Proposed subdivision plat (submit as PDF)
- All required submittal requirements as outlined in Chapter 87 of the Story County Code of Ordinances (87.06(3) for Residential Parcel, 87.07(3) for Agricultural, 87.08(3) for Minor, 87.09(3) for Major-Preliminary and 87.09(5) for Major-Final)

All required documents for subdivision plats as outlined in Iowa Code Chapter 354.11

Vacation

Type: Right-of-way Plat

Submittal Requirements:

- Filing Fee (required prior to processing): \$175
- Legal description that will be used on all required legal documents (submit as Word document)
- Written description of requested items to be vacated
- See Chapter 87.10 for the vacation process

Receipt No. \$ 175
 Receipt Amount 116376857

ACKNOWLEDGMENT OF CONSENT OF OWNER TO THE PLATTING OF
FOREST RIDGE ESTATES SUBDIVISION OF STORY COUNTY, IOWA

I, Michael Edward Kamp, a single person, covenant that I am the owner of certain real estate legally described as:

Parcel AJ in the West Half of Section 18, Township 82 North, Range 23 West of the 5th P.M., Story County, Iowa, as established by the Plat of Survey recorded in Story County Iowa, Iowa, as Instrument No. 2020-01655.

I further acknowledge and state that this platting and subdivision of the real estate described above as it appears on the survey attached hereto is done with my free consent and is in accordance with my desires.

Signed at Huxley, Iowa, on March 23rd, 2020.



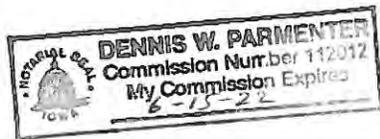
Michael Edward Kamp, Owner

STATE OF IOWA)
) ss
COUNTY OF STORY)

On March 23, 2020, Michael Edward Kamp, a single person, personally known to me, appeared before me and executed the foregoing instrument and acknowledged that he did so as his voluntary act and deed.



Dennis W. Parmenter
Notary Public, Iowa



ACKNOWLEDGMENT OF CONSENT OF MORTGAGE LIENHOLDER TO THE
PLATTING OF
FOREST RIDGE ESTATES SUBDIVISION OF STORY COUNTY, IOWA

I, Steven K. Tollefson, CPA, PC, covenant that I am the holder of a mortgage concerning real estate legally described as:

Parcel AJ in the West Half of Section 18, Township 82 North, Range 23 West of the 5th P.M., Story County, Iowa, as established by the Plat of Survey recorded in Story County Iowa, Iowa, as Instrument No. 2020-01655.

I further acknowledge and state that this platting and subdivision of the real estate described above as it appears on the survey attached hereto is done with my free consent and is in accordance with my desires.

Signed at Huxley, Iowa, on March 21, 2020.


Steven K. Tollefson, CPA, PC


Susan Tollefson, spouse

STATE OF IOWA)
) ss
COUNTY OF STORY)

On March 21, 2020, Steven K. Tollefson, CPA, PC, and his wife, Susan Tollefson, personally known to me, appeared before me and executed the foregoing instrument and acknowledged that they each did so as his/her individual voluntary act and deed.



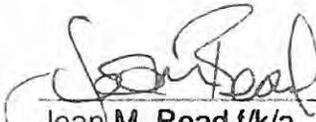

Dennis W. Parmenter
Notary Public, Iowa

ACKNOWLEDGMENT OF CONSENT OF JUDGMENT LIENHOLDER TO THE
PLATTING OF
FOREST RIDGE ESTATES SUBDIVISION OF STORY COUNTY, IOWA

I, Jean M. Read, f/k/a Jean M. Kamp, a single person, covenant that I am the holder of a judgment lien concerning real estate legally described as:

Parcel AJ in the West Half of Section 18, Township 82 North, Range 23 West of the 5th P.M., Story County, Iowa, as established by the Plat of Survey recorded in Story County Iowa, Iowa, as Instrument No. 2020-01655.

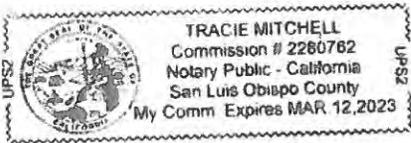
I further acknowledge and state that this platting and subdivision of the real estate described above as it appears on the survey attached hereto is done with my free consent.



Jean M. Read f/k/a
Jean M. Kamp, Judgment Lienholder

STATE OF CALIFORNIA)
) ss
COUNTY OF San Luis Obispo)

On April 7, 2020, Jean M. Read personally appeared before me and executed the foregoing instrument and acknowledged that she did so as her voluntary act and deed.





Notary Public, California

PARMENTER LAW OFFICE

P.O. Box 336
Huxley, Iowa 50124

Dennis W. Parmenter

204 N. Hwy. 69
(515) 597-3401
Fax (515) 597-3402
E-mail: parlaw@huxcomm.net

April 8, 2020

Michael Edward Kamp
30361 560th Ave.
Cambridge, Iowa 50046

**Re: CERTIFICATE OF TITLE OPINION
PLATTING OF FOREST RIDGE ESTATES**

Dear Michael, and all interested parties:

I have examined the Abstract of Title to the real property legally described as:

Parcel AJ a part of the Southwest Quarter of the Northwest Quarter and the Northwest Quarter of the Southwest Quarter of Section 18, Township 82 North, Range 23 West of the 5th P.M., Story County, Iowa, as shown on the Plat of Survey recorded in Story County, Iowa, on February 27, 2020, as Instrument No. 20-01655.

to be hereafter known as FOREST RIDGE ESTATES, a Subdivision in Section 18, Township 82 North, Range 23 West of the 5TH P.M., Story County, Iowa.

The Abstract consists of the original Abstract of Chain of Title No. 74101 by Batman-Sayers Abstract Company, together with formal continuations thereof through and including Abstract of Title No. 2003200945. Based entirely upon my examination of the Abstract, it is my opinion that marketable title to the property is in:

Michael Edward Kamp.

Mortgage. There is a mortgage on the property held by Steven K. Tollefson. Mr Tollefson has indicated his consent to the platting by a separate document.

Judgment Lien. Jean M. Kamp holds a lien for \$75,000.00 on the property. She consents to this platting by a separate document.

This Title Opinion is prepared to supplement the platting procedure of the property described above.

Forest Ridge Estates Subdivision, Title Opinion, page 2
April 8, 2020


Dennis W. Parmenter
Examining Attorney

Title Guaranty #2715

COUNTY TREASURER'S CERTIFICATE

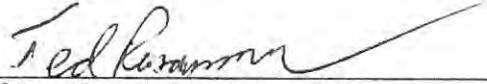
I, the undersigned representative of the Story County Treasurer, do hereby certify that I either am the Treasurer or I am duly authorized by said Treasurer to sign this Certificate on behalf of the Story County Treasurer; and that the real estate taxes and special assessments are paid in full on the property described as follows:

Parcel "G" a part of the Southwest Fractional Quarter of the Northwest Fractional Quarter and the Northwest Fractional Quarter of the Southwest Fractional Quarter of Section 18, Township 82 North, Range 23 West of the 5th P.M., Story County, Iowa, as shown on the Plat of Survey recorded on May 24, 1995, as Instrument No. 95-04032, Slide 13, Page 65. Parcel Number: 14-18-100-366.

This property will be hereafter known as **Forest Ridge Estates**, at the time of this certification.

This Certificate is prepared and intended to be filed in connection with the platting procedure for Forest Ridge Estates and is prepared pursuant to Iowa Code Section 354.11(f)(2019).

Executed at Nevada, Iowa, on May 12th, 2020.



Story County Treasurer/Deputy

PUBLIC DRAINAGE EASEMENT

Michael E. Kamp, of rural Story County, Iowa, as owner of Lots 1 and 2 further described herein and "Grantor" herein, without consideration except approval of their plat and given because it is required by County Ordinance §85.05 (1), does hereby grant and convey to Story County, Iowa, "Grantee" herein, a permanent easement over and across property 30 feet in width on either side of the centerline of the existing intermittent stream running through this property and as more particularly described as::

A strip of land 60.00 feet in width across Lot 1, Forest Ridge Estates Subdivision in Story County, Iowa, being situated 30.00 feet on each side of the following centerline: Beginning at a point on the North Line of said Lot 1 which is 150.00 feet West of the Northeast Corner thereof, thence S06°27'01"W a distance of 37.00 feet; thence S48°25'50E a distance of 118.00 feet; thence S08°53'44"W a distance of 58.00 feet; thence S79°07'30"E a distance of 80.00 feet to a point on the easterly boundary line of said Lot 1, and there terminating.

1. Erection and Placement of Structures, Obstructions, Plantings, or Materials Prohibited. Grantor herein (owner of Lot 1) and his subsequent grantees, assignees, and transferees shall not erect any fence or other structure under, over, on, through, across, or within the Easement Area without obtaining the prior written consent of Grantee herein (owner of Parcel AH) or his subsequent grantees, assignees, or transferees, nor shall Grantor cause or permit any obstruction, planting, or material to be placed under, over, on, through, across, or within the Easement Area without obtaining the prior written consent of Grantee.

2. Change of Grade Prohibited. Grantor herein and his subsequent grantees, assignees, and transferees shall not change the grade, elevation, or contour of any part of the Easement Area without obtaining the prior written consent of Grantee.

Prepared by and return to: Dennis W. Parmenter, P.O. Box 336, Huxley, Iowa 50124, (515) 597-3401

PUBLIC DRAINAGE EASEMENT

Michael E. Kamp, of rural Story County, Iowa, as owner of Lots 1 and 2 further described herein and "Grantor" herein, without consideration except approval of their plat and given because it is required by County Ordinance §85.05 (1), does hereby grant and convey to Story County, Iowa, "Grantee" herein, a permanent easement over and across property 30 feet in width on either side of the centerline of the existing intermittent stream running through this property and as more particularly described as::

A strip of land 60.00 feet in width across Lot 1, Forest Ridge Estates Subdivision in Story County, Iowa, being situated 30.00 feet on each side of the following centerline: Beginning at a point on the North Line of said Lot 1 which is 150.00 feet West of the Northeast Corner thereof, thence S06°27'01"W a distance of 37.00 feet; thence S48°25'50E a distance of 118.00 feet; thence S08°53'44"W a distance of 58.00 feet; thence S79°07'30"E a distance of 80.00 feet to a point on the easterly boundary line of said Lot 1, and there terminating.

1. Erection and Placement of Structures, Obstructions, Plantings, or Materials Prohibited. Grantor herein (owner of Lot 1) and his subsequent grantees, assignees, and transferees shall not erect any fence or other structure under, over, on, through, across, or within the Easement Area without obtaining the prior written consent of Grantee herein (owner of Parcel AH) or his subsequent grantees, assignees, or transferees, nor shall Grantor cause or permit any obstruction, planting, or material to be placed under, over, on, through, across, or within the Easement Area without obtaining the prior written consent of Grantee.

2. Change of Grade Prohibited. Grantor herein and his subsequent grantees, assignees, and transferees shall not change the grade, elevation, or contour of any part of the Easement Area without obtaining the prior written consent of Grantee.

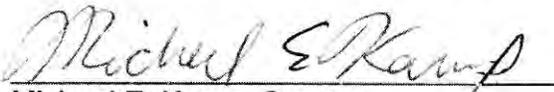
3. Right of Access. Grantee shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area from property adjacent thereto as herein described, including but not limited to, the right to remove any unauthorized fences, structures, obstruction, planting or material placed or erected over, on, through, across, or within the Easement Area.

4. Property to be Restored. Grantee shall restore the Easement Area after exercising its rights hereunder, provided, however, that Grantee's duty of restoration shall be limited to grading and replacing grass, sod, or any other ground cover (but not including any structures, trees, or shrubs). Grantee shall not be responsible for any construction, reconstruction, replacement, repair, or maintenance of any improvements located within the Easement Area.

5. Easement Benefit. This Easement shall be for the benefit of the Grantee, its successors and licensees. However, if the County Ordinance currently existing as §85.05 (1) is repealed by subsequent legislation or determined to be unconstitutional or otherwise illegal by any Court or Administrative authority, this easement will be deemed rescinded and canceled.

6. Easement Runs with Land. This Easement shall be deemed perpetual and to run with the land and shall be binding on Grantor, his heirs, successors, assignees, and transferees.

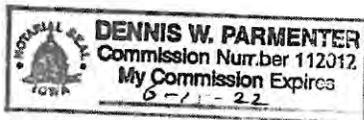
Signed on May 21ST, 2020.

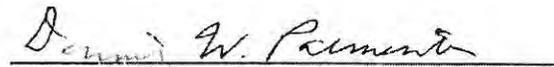

Michael E. Kamp, Grantor


Michael E. Kamp, Grantee

STATE OF IOWA)
) ss:
COUNTY OF STORY)

On May 21, 2020, before me, a Notary Public in and for the State of Iowa, personally appeared Michael E. Kamp, to me personally known, who being by me duly sworn, did say that he is the Grantor and the Grantee in the foregoing document, and that said he acknowledged the execution of said instrument to be his voluntary act and deed.




Notary Public, Iowa

Prepared by and return to: Dennis W. Parmenter, P.O. Box 336, Huxley, Iowa 50124, (515) 597-3401

DRIVEWAY EASEMENT

Michael E. Kamp, of rural Story County, Iowa, as Grantor and owner of Parcel AH further described herein, in clarification of an existing driveway easement, does hereby grant and convey to Michael E. Kamp, as Grantee and owner of Lots 1 and 2 further described herein, a permanent easement over and across said Parcel AH:

Parcel AH in the Southwest Quarter of the Northwest Quarter and the Northwest Quarter of the Southwest Quarter of Section 18, Township 82 North, Range 23 West of the 5th P.M., Story County, Iowa, as shown on the Plat of Survey recorded in Story County, Iowa, as Instrument No. 2020-01655;

which runs in favor of and serves:

Lots 1 and 2, Forest Ridge Estates Subdivision in rural Story County, Iowa.

This easement is solely to satisfy the requirements of the Story County Planning Department in connection with platting the Forest Ridge Estates Subdivision and to clarify the currently existing easement created in the Plat of Survey recorded in Story County, Iowa, on May 24, 1995, in Book 13, on page 65, and conveyed in the Quit Claim Deed recorded in Story County, Iowa, on July 19, 1995, as Instrument #95-05976. The legal description of the Easement Area is:

A 50.0 feet wide strip of land across Parcel AH in the Southwest Quarter of the Northwest Quarter and in the Northwest Quarter of the Southwest Quarter of Section 18, Township 82 North, Range 23 West of the 5th P.M., Story County, Iowa, and Lot 1, Forest Ridge Estates, Story County, Iowa;

being situated 25.0 feet on each side of a Centerline described as follows: Beginning on the East Line of Parcel F, also being the Centerline of the county gravel road, 25.0 feet South of the Northeast Corner of said Parcel F; thence S89°31'00"W a distance of 466.54 feet; thence S27°57'03"W a distance of 338.87 feet to the Northeast Corner of Parcel G; thence S51°13'38"W a distance of 130.04 feet to the beginning of a curve; thence southwesterly, southerly, and southeasterly 82.27 feet along the curve concave to the east, having a radius of 58.91 feet and a central angle of 80°00'58"; thence S23°55'52"E tangent to said curve a distance of 78.17 feet; thence S19°33'25"W a distance of 111.80 feet to the beginning of a curve tangent to said line; thence southerly and southeasterly 57.15 feet along the curve concave to the east, having a radius of 67.02 feet and a central angle of 48°51'23"; thence S29°17'59"E tangent to said curve a distance of 74.88 feet; thence S35°02'32"W a distance of 177.83 feet and there terminating.

Overland Flowage

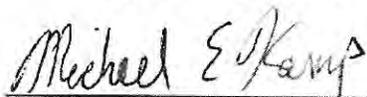
1. Right of Access. Grantee shall have the right of access to the County Road which is currently identified as 560th Ave., Cambridge, Story County, Iowa, from his property, and shall have all rights of ingress and egress reasonably related to the use and enjoyment of the Easement Area for that purpose, including but not limited to, the right to remove any unauthorized fences, structures, obstruction, planting, or material placed or erected over, on, through, across, or within the Easement Area.

2. Maintenance of the Easement Area. This described area shall serve as the driveway access for both Lots 1 and 2 to the county road system. The parties shall pay equally one-half of the expenses for the repair and maintenance of the driveway passing over this property. Any disputes as to what expenditures should be incurred and what maintenance is required shall be submitted for arbitration to a natural party selected by the agreement of the parties.

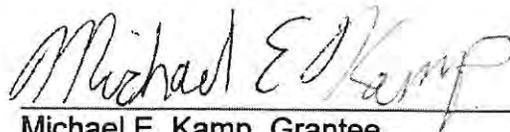
3. Easement Benefit. This Easement shall be for the benefit of the owner(s) of both Lots 1 and 2, separately and individually, their successors, assignees, transferees, permittees, and licensees.

4. Easement Runs with the Land. This Easement shall be deemed perpetual and to run with the land and shall be binding on both Grantor and Grantee, their heirs, successors, assignees, and transferees.

Signed on May 20, 2020.



Michael E. Kamp, Grantor

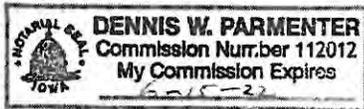


Michael E. Kamp, Grantee

STATE OF IOWA)
)
COUNTY OF STORY) ss:

On May 20, 2020, before me, a Notary Public in and for the State of Iowa, personally appeared Michael E. Kamp, to me personally known, who being by me duly sworn, did say that he is the Grantor and the Grantee in the foregoing document, and that said he acknowledged the execution of said instrument to be his voluntary act and deed.

Dennis W. Parmenter
Notary Public, Iowa





Board of Supervisors

May 19, 2020

Case Number SUB05-20
Residential Parcel Subdivision – Forest Ridge Estates
Resolution No. 20-96

Two development lots are proposed. All requirements for a residential parcel subdivision are met.

1. Proposed Lot 1, a 2.85 net-acre lot containing the existing single-family dwelling and accessory structures at 30361 560th Avenue. The applicant resides in the dwelling.
2. Proposed Lot 2, a 1.97 net-acre lot located to the south of proposed Lot 1, which would be considered buildable for a dwelling. There are no current plans to construct a dwelling on proposed Lot 2. The intent of the subdivision is to reduce the size of the lot for mortgage purposes. The property owner may build a dwelling on the proposed Lot 2 in the future for them self.

The lots are provided access to 560th via an easement, which is permitted for lots created through the residential parcel subdivision process.

There is floodplain on the property. Approval of a floodplain development application and compliance with Story County's adopted floodplain management regulations would be required for any proposed development in the floodplain, including required elevation of the drive that serves the lots.

A land surveyor will be required to determine the elevation the deck of the existing bridge and driveway portion that extends through the floodplain. If they are below the BFE, they will be required to be elevated before a zoning permit for a dwelling can be issued for Lot 2 and a floodplain permit will be required. This is recommended as a condition.

FINAL PLAT FOREST RIDGE ESTATES

A RESIDENTIAL PARCEL SUBDIVISION OF
PARCEL AJ IN THE W1/2 OF SECTION 18-82-23,
STORY COUNTY, IOWA

**OWNER/
DEVELOPER:** MICHAEL E. KAMP
30361 560TH AVE.
CAMBRIDGE, IA 50046

SURVEYOR: R. BRADLEY STUMBO, PLS #17161
FOX ENGINEERING ASSOCIATES, INC.
AMES, IA 50010
515-233-0000



Recommendation

1. The Story County Board of Supervisors approves Resolution #20-96, the Residential Parcel Subdivision Plat – Forest Ridge Estates Subdivision, as put forth in SUB05-20.
2. **The Story County Board of Supervisors approves Resolution #20-96, the Residential Parcel Subdivision Plat – Forest Ridge Estates Subdivision, as put forth in SUB05-20 with conditions.**
 - Prior to the issuance of a zoning permit for a dwelling on proposed Lot 2, the applicant shall hire a land surveyor to verify that the elevation of the deck on the existing bridge and driveway portion extending through the floodplain are elevated above the base flood elevation and if not, the deck surface and driveway located within the flood plain shall be elevated above the base flood elevation
3. The Story County Board of Supervisors denies Resolution #20-96, the Residential Parcel Subdivision Plat – Forest Ridge Estates Subdivision, as put forth in SUB05-20.
4. The Story County Board of Supervisors tables the decision on Resolution #20-96, the Residential Parcel Subdivision Plat – Forest Ridge Estates Subdivision, as put forth in SUB05-20 and directs the applicant to address specific areas for additional information, review and/or modifications, and to work with staff to place the subdivision plat back on a future Board of Supervisor's agenda.