

The Board of Supervisors met on 12/1/20 at 10:02 a.m. in the Story County Administration Building. Members present: Linda Murken, Lisa Heddens, and Lauris Olson, with Murken presiding. Olson via Zoom. (all audio of meetings available at storycountyiowa.gov). Murken read the special note to the public: due to recommendations for social distancing in order to help slow the spread of the COVID-19 virus, and limited space the meeting will be provided via Zoom 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.

UPDATES ON COVID-19 – Heddens reported on the most recent caseload statistics.

CENTRAL IOWA RETIRED SENIOR VOLUNTEER PROGRAM (RSVP) ANNUAL REPORT – Kalen Petersen highlighted items in the submitted written report.

MINUTES: 11/18/20 Septic Ordinance Minutes and 11/24/20 Minutes – to be considered at a later date.

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

1. Final Design Plans for RCB Culvert New-Single Box, Section 7, T82N, R21W (Collins Township) (FM-C085(160)--55-85)
 2. Acknowledgment of signature of the Chair on the grant agreement from the Center for Tech and Civic Life (CTCL) for a grant totaling \$14,525.00 for the 2020 General Election
- Roll call vote.

RESETTING THE THIRD CONSIDERATION OF PROPOSED ORDINANCE NO. 287 - PRIVATE SEWAGE DISPOSAL SYSTEMS TO 12/8/20 – Margaret Jaynes, Environmental Health Director, reported on process. Olson moved to consider the Third Consideration today. Heddens clarified options for the Board. Motion died for a lack of a second. Murken stated the item as written is to reset third consideration to next week. Olson moved, Heddens seconded the approval to reset the Third Consideration of Proposed Ordinance No. 287, Private Sewage Disposal Systems to 12/8/20. Roll call vote. (MCU)

REQUEST FOR PROPOSALS (RFPs) FOR SPACE NEEDS ASSESSMENT FOR STORY COUNTY, IOWA – Joby Brogden, Facilities Management Director, reported on the details of the RFP and requested approval. Murken asked if space needs for telework are included. Brogden stated the scope of work is broad at this point in the process. Discussion took place. Heddens moved, Olson seconded the approval of the Request for Proposals for Space Needs Assessment for Story County, Iowa. Roll call vote. (MCU)

INTEGRATED ROADSIDE VEGETATIVE MANAGEMENT (IRVM) QUARTERLY REPORT – Joe Kooiker, Weed Commissioner, provided highlights to his submitted written report.

UPCOMING AGENDA ITEMS: Murken listed the Third Reading of the Ordinance No. 287 and an opioid lawsuit.

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

Heddens moved, Olson seconded to adjourn at 10:51 a.m. Roll call vote. (MCU)

Story County
Board of Supervisors Meeting
Agenda
12/1/20

1. Originating From Administration Building, Story County Public Access Provided Via "Zoom" Meeting

SPECIAL NOTE TO THE PUBLIC: Due to recommendations to social distance in order to help slow the spread of the COVID-19 virus, the capacity of our meeting room is significantly limited. Therefore, public access to the meeting will be provided via Zoom.

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

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

Visit [HTTPS://WWW.ZOOM.US/](https://www.zoom.us/)

Click on "Join A Meeting" and use the Zoom Meeting ID 981 7092 0243 and Password 446094

To join the meeting by telephone:

Dial (312) 626-6799, then enter Webinar ID 981 7092 0243, Password 446094

Please visit WWW.STORYCOUNTYIOWA.GOV/92/BOARD-OF-SUPERVISORS

for more information on how to participate in meetings of the Story County Board of Supervisors.

2. CALL TO ORDER: 10:00 A.M.
3. PLEDGE OF ALLEGIANCE:
4. 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. Central Iowa RSVP Annual Report - Submitted Report

Department Submitting Auditor

Documents:

ANNUAL REPORT 19 20.PDF

10. CONSIDERATION OF MINUTES:

- I. 11/18/20 Septic Ordinance Minutes And 11/24/20 Minutes

Department Submitting Auditor

11. CONSIDERATION OF PERSONNEL ACTIONS:

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 Final Design Plans For RCB Culvert New-Single Box, Section 7, T82N, R21W(FM-C085(160)--55-85)

Department Submitting Engineer

Documents:

RM RCB CULVERT NEW SINGLE BOX.PDF

- II. Acknowledgement Of Signature Of The Chair On The Grant Agreement From The Center For Tech And Civic Life For A Grant Totaling \$14,525.00 For The 2020 General Election

Department Submitting Auditor

Documents:

CTCL GRANT AWARD.PDF

13. PUBLIC HEARING ITEMS:

- I. Discussion And Consideration Of Resetting The Third Consideration Of Proposed Ordinance #287 - Private Sewage Disposal Systems To December 8, 2020- Margaret Jaynes

Possible additional item if BOS pulls the 3rd public hearing item already posted and postpone it for the following Tuesday.

Department Submitting Environmental Health

Documents:

ORDINANCE 287.PDF

PRESENTATION.PDF

14. ADDITIONAL ITEMS:

- I. Consideration Of Request For Proposals For Space Needs Assessment For Story County, Iowa - Joby Brogden

Department Submitting Board of Supervisors

Documents:

RFPSPACENEEDS.PDF

15. DEPARTMENTAL REPORTS:

I. IRVM Quarterly Report - Submitted Report

Department Submitting Auditor

Documents:

IRVM 12022020.PDF

16. OTHER REPORTS:

17. UPCOMING AGENDA ITEMS:

18. PUBLIC FORUM #2:

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

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

20. ADJOURNMENT:

Story County strives to ensure that its programs and activities do not discriminate on the basis of race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the county's ADA coordinator at (515) 382-7204.

final thoughts...

2019-2020 Statistics

Number of RSVF Volunteers: 880
 Volunteer Hours Served: 36,933
 Monetary Value of the Volunteer Hours: \$888,942

*Based on the Independent Sector (an Iowa \$ dollar value of a volunteer hour)

Funding/Budget Information

2019-2020 Funding Sources/General Operating Budget
 Federal Grant (CNCS—AmeriCorps Seniors)

Federal Disaster Grant

(CNCS—Marshall County—partial carry-over from 18-19)

State of Iowa

Story County

City of Ames

United Way of Story County

Marshalltown Area United Way

Other Cities: Gilbert, Nevada, Story City

Contractual Funding

Story County Emergency Management: Emergency/Disaster Volunteer Management/Disaster Recovery Coordination

Story City Senior Citizens: Building Rental Management Self-Generated: Donations, Special Grants, United Way Designations, Newsletter Sponsors, Fundraising Revenues, etc.

Total 2019-2020 Revenues (Operating Budget): \$354,529

Total 2019-2020 Expenses (Operating Budget): \$335,195

2019-2020 Special Grants and Support

Senior Variety Show—\$2,000

(portion of proceeds from the 2019 event)

ITN America—\$690—"Rides in Sight" grant—Transportation (to support rides to eye doctor appointments):

Memorial Donations—\$125

Transportation Service Donations—\$3,615

Other general donations—\$2,966

Central Iowa RSVF Endowment

(part of the Story County Community Foundation Family of Funds)
 Collective individual donations in 19-20: \$550



THANKS TO OUR Amazing Volunteers
 In June, 2020, RSVF held "Drive-by Hoedowns" in 9 communities throughout our 4-county service area. Volunteers were invited to "drive by" and receive breakfast in a bag along with other goodies and gifts. Over 250 volunteers "attended" and gave RSVF staff and Advisory Council members an opportunity to "hoor and holler" in gratitude for all that our incredible volunteers accomplish all year long!



Office Locations

STORY COUNTY

503 Elm Avenue (Main Office)
 Story City, IA 50248
 515-733-4917

MARSHALL COUNTY

2608 S. 2nd Street
 Marshalltown, IA 50158
 641-752-0279

WEBSTER COUNTY

Crossroads Mall
 217 S. 25th Street, Suite B3
 Fort Dodge, IA 50501
 515-573-3477

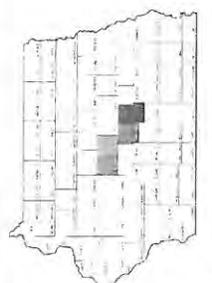
HAMILTON COUNTY

749 Second Street
 Webster City, IA 50595
 515-832-2525

www.rsvfvolunteer.org



Serving Story, Marshall, Hamilton and Webster Counties



Annual summary of accomplishments and impact
 2019-2020

Engaging Volunteers Age 55+

Feature Story

COVID-19 POSES CHALLENGES AND OPPORTUNITIES

RSVF focused efforts on safe ways for volunteers to contribute during the COVID-19 response. Numerous volunteer assignments were halted abruptly in March (i.e. volunteers in the schools, public libraries/offices, non-profits that suspended volunteer activity, etc.). However, many critical volunteer activities continued as new needs emerged.

RSVF COVID-19 response related activities:

- Community gardening
- Writing letters of encouragement to nursing home residents and staff including the Iowa Veteran's Home
- Delivering mobile meals and food boxes with no contact delivery/drop off at the door
- Fitting up their sewing machines to make masks for Mary Greeley Medical Center and other organizations
- Made wellness and friendly visitor calls to RSVF Transportation Program clients who were quarantined.
- Continued service at local food pantries, fresh markets, and meal programs



OUR MISSION

Enhance the lives of adults age 55 and older by connecting them with rewarding volunteer experiences that meet community needs.

OUR VISION

To be the premiere volunteer management resource for mobilizing adults age 55 and older

ADDITIONAL SERVICES

Emergency Services
 Contracting with Story County Emergency Management, RSVF coordinates the management of volunteers mobilized in natural disasters, public health and/or public safety emergencies.

Transportation Services
 RSVF supplements existing transportation services by providing the recruitment, management, and scheduling of volunteers providing rides to Story County residents. The primary (but not exclusive) purpose of the program is to provide Story County's older adults with safe and reliable transportation to and from medical appointments and other essential services. **(This program was suspended in March 2020 but resumed June 1 with new safety measures and protocols put in place to assure the safety of our riders and volunteer drivers).**

Testimonial—Care Facility Staff regarding letters to residents

RSVF provides a proven and effective infrastructure to screen, recruit, and place volunteers to meet local needs.

CENTRAL IOWA RSNP SIGNATURE PROGRAM ACCOMPLISHMENTS

RSNP Signature Program are those assignments that are either coordinated exclusively by RSNP or ones that RSNP plays a significant role in direct partnership with another organization or organizations.

EDUCATIONAL SERVICES — Helping youth succeed academically

Reading Tutors

22 RSNP volunteers (380 hours) worked one-on-one or in small groups with 105 students, helping build reading skills and improve reading performance. **Partners:** Schools - Marshalltown, St. Edmund's (Fort Dodge), Stratford, Webster City

SPEAK UP!

4 RSNP volunteers (66 hours) taught 43 students by conducting 8-week sessions of SPEAK UP!, a public speaking course designed by RSNP to improve 5th grade students' confidence and public speaking skills. **Partners:** Schools: Colo-NESCO, St. Edmund's (Fort Dodge)

RSNP Pen Pal Program

352 RSNP volunteers (3,725 hours) were matched one-on-one with **527 elementary or middle school students as Pen Pals**. Students learned important letter writing skills and developed a relationship through the mail with a "granddaddy". **Partners:** Schools - Colo-NESCO, Gilbert, Nevada, Roland-Story, Northeast Hamilton, South Hamilton, SE Webster - Grand, Stratford, Community Christian School—Fort Dodge



Youth Teaching Garden

12 RSNP volunteers (277 hours) served as garden mentors and day camp instructors to 92 Marshall County youth, taking them through multiple steps of gardening and connecting them to the importance of preparing and eating healthy foods. **Partner:** Iowa State University Extension - Marshall County (5 garden locations)

"I have been participating with the RSNP Pen Pal Program since 1997. This program is an invaluable life lesson that can't be taught out of a textbook. The students practice their writing skills by hand writing their letters to their buddy. They practice their sentence structure and phonics skills. They practice their reading skills as they open up their letter and share out loud what the story is written on the page. With all of the "high tech" gadgets available for kids today it's so nice to go back to our "tools" and write a letter to a friend. Sincerely, Kris Hall- 2nd Grade Teacher, Roland-Story Elementary"

HEALTHY FUTURES — Helping citizens stay healthy and maintain control of their well-being

RSNP Volunteer Driver Program

38 Story County RSNP volunteer drivers (1,060 hours) served 72 Story County residents with safe and reliable transportation to and from essential services, with priority given to older adults needing rides to medical appointments. Volunteers used their own vehicles to provide **537 round trips and drove 15,083 miles**. (Although suspended in March 2020 due to COVID-19 concerns, this service resumed June 1 with new guidelines and safety protocols.)



RSNP BASE Fitness Program

(celebrating 6 years) — 29 RSNP volunteers in Hamilton and Webster Counties (1,187 hours) facilitated free senior fitness programs at 18 locations for 219 seniors that focused on increasing healthy exercise habits that positively impact Balance, Agility, Strength, and Endurance. **Partners:** Webster City Parks & Recreation Dept, McFarland Clinic Physical Therapy Dept, Leah Falz Fitness

Winter Weatherization

13 RSNP volunteers (139 hours) along with other community volunteers weatherized **39 homes of low-income families, elderly/disabled citizens, and veterans in 3 counties of the RSNP service area, serving 84 individuals**. Volunteers conducted energy-related audits of the homes, put plastic on windows, sealed leaks, installed door sweeps, etc. **Partners:** Volunteer Center of Story County, New Covenant Christian Church (Fort Dodge), and several Webster City volunteer groups with homeowner referrals coming from several non-profit agencies.



EMERGENCY SERVICES, PUBLIC HEALTH & SAFETY — Keeping our communities safe and prepared

Disaster Services

Volunteer Management for Emergencies serving Story County: In a natural disaster or other emergency, RSNP volunteers staff a **volunteer reception center and a non-emergency phone bank** conducting community volunteer intake and providing information and referral services for non-emergency calls related to the disaster. **Trainings/Drills: 5 conducted with 24 volunteers (35 unduplicated and 6 new), 64 training hours.** **Partners:** Story County Emergency Management (EMM), Cities of Ames, Hawley, Nevada, and Story City

Assist Local Law Enforcement

RSNP volunteers (29 provided 1,133 hours) served local law enforcement in a variety of capacities including: data entry, scanning, fingerprinting the public, overseeing jail visitation, and providing pre-trained volunteers to assist the Sheriff's Office in the event of a child-abduction or missing person (answering a tip hotline and registering spontaneous volunteers who want to assist with search and rescue). **Partners:** Ames Police Department, Story County Sheriff's Office/Jail

COVID-19 Response

RSNP volunteers (117 served 665 hours) helping in the following capacities to specifically address needs that emerged from the pandemic including: Making masks for area hospitals, non-profits and schools, delivering materials and supplies to mask sewers/picking up completed masks, making friendly visitor/wellness calls to isolated elderly, writing letters of encouragement to residents of area nursing homes/senior care facilities, delivering food boxes/groceries. **Partners:** Mary Greeley Medical Center, Reiman Gardens, Bethany Life Communities, Iowa Veterans Home, Marion Home, Hamilton County Public Health, Webster County Health, Fort Dodge Villa Care Center, Grandview Care Center, Stratford Specialty Care



Capacity Building — Providing diverse volunteer recruitment and placement support that enhances or supplements the existing services of 55 public, non-profit and health care agencies

SPECIAL POPULATIONS (meet the needs of Veterans, homeless and low-income individuals, those with disabilities)

47 volunteers served 1,586 hours

FOOD SECURITY (provide food for those in need—home delivered meals, food pantries, community meals)

140 volunteers served 5,326 hours

ENVIRONMENTAL STEWARDSHIP (conservation, trail maintenance, city garden spaces, Reiman Gardens)

27 volunteers served 1,468 hours

OTHER EDUCATION (library services, museums art, pre-school assistance, extension, YMWYCA)

45 volunteers served 1,775 hours

MEDICAL—HOSPITAL/CARE FACILITIES (serving in a variety of capacities at local medical/senior care facilities, blood drives and hospice)

35 volunteers served 3,260 hours

OTHER COMMUNITY PRIORITIES (birth stone help, senior center support, clerical, special events, misc. non-profit assistance)

153 volunteers served 3,071 hours

STORY COUNTY

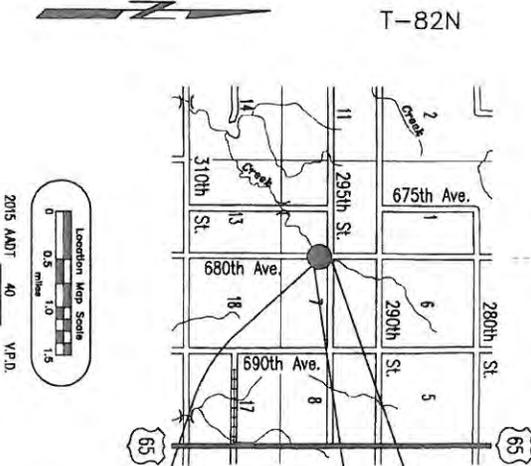
Letting Date **Feb. 16, 2021**

RCB CULVERT NEW-SINGLE BOX

Proj. No. FM-C085(160)--55-85

PROJECT TRAFFIC CONTROL PLAN
 THIS PLAN SHALL BE CLOSED TO THROUGH TRAFFIC DURING CONSTRUCTION. THE ROAD SHALL BE CLOSED TO THROUGH TRAFFIC DURING CONSTRUCTION PER ILLINOIS ARTICLE 1107.0/8 OF THE CURRENT STANDARD SPECIFICATIONS. TRAFFIC CONTROL, REVERSE, PROCEEDING, LAYOUTS, SIGNALS, AND PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARD SPECIFICATIONS TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS AS ADOPTED BY THE DEPARTMENT PER 781 OF THE IOWA ADMINISTRATIVE CODE (IAC) CHAPTER 130.
 ALL TRAFFIC CONTROL DEVICES SHALL BE FURNISHED, ERECTED, AND MAINTAINED BY THE CONTRACTOR.

UTILITIES INFORMATION
 UTILITIES COMPANIES WHOSE FACILITIES ARE SHOWN ON THE PLANS SHALL BE NOTIFIED BY THE CONTRACTOR OF THE CONSTRUCTION STARTING DATE AND SUBSEQUENT WORK IN THE AREA.
 ALLIANT ENERGY:
 LAURA BARR: 319-286-1315
 WINDSTREEM COMMUNICATIONS:
 LOCATE DESK: 800-288-1901
 COLD WATER ENERGY:
 LOCATE DESK: 641-377-2202
 CONSUMERS ENERGY:
 JIM KIDB: 641-754-1642



PROJECT LOCATION
 STA 20+95.00: ON 680TH AVE;
 0.10 MILES SOUTH OF THE
 WEST QUARTER CORNER OF
 SECTION 7-82-21.
DESIGN FOR:
 SINGLE 12'X10'X48' PRE-CAST
 CONCRETE BOX CULVERT
 ON 10° SKEW

IOWA ONE CALL
 1-800-292-8989
 www.iowadonecall.com

SEND SHOP DRAWINGS TO:
 STORY COUNTY ENGINEER
 837 N AVE
 NEVADA, IOWA 50201
 TEL: 515-382-7355
 FAX: 515-382-7358
 EMAIL: engineer@storycountyia.gov

IOWA
 DEPARTMENT OF TRANSPORTATION
 Highway Division
 PLANS OF PROPOSED IMPROVEMENT ON THE
FARM-TO-MARKET SYSTEM
 STORY COUNTY
RCB CULVERT NEW
 -SINGLE BOX
 On 680th Ave.; Section 7, T82N, R21W

Refer to Proposal Form for a list of applicable specifications.

Scales: As Noted

Project No. FM-C085(160)--55-85
 FHWA #313480

INDEX OF SHEETS

No.	Description
A.01	TITLE SHEET
C.01	QUANTITY INFORMATION SHEET
C.02	GENERAL NOTES SHEET
C.03	TABULATIONS SHEET
C.04	CULVERT DETAIL SHEET
D.01	PLAN AND PROFILE SHEET
W.01	TO
W.04	CROSS SECTIONS

MILEAGE SUMMARY

Div.	Location	Ln. Ft.	Miles
1	STA 20+00.00 TO STA 22+25.00	225.00	0.043
Total		225.00	0.043

STANDARD ROAD PLANS

Number	Date	Title
DR-101	04-18-17	PIPE CULVERT (BEDDING AND BACKFILL)
DR-302	10-22-15	SUBGRADES STANDARD (FARM TILE REPLACEMENT)
DR-305	04-17-18	SUBGRADES STANDARD (FARM TILE REPLACEMENT)
EC-201	10-15-18	SIT FENCE
EC-301	10-18-18	ROCK EROSION CONTROL (GREG)
EM-402	04-18-17	TEMPORARY STREAM DIVERSION
TC-252	04-21-20	ROUTES CLOSED TO TRAFFIC

STANDARD CULVERT PLANS

Sheet	Revision	Description
PROJ 01-13	07-16	NOSE AND GENERAL NOTES
PROJ 02-13	07-16	TYPICAL CULVERT BARRI DETALS
PROJ 12-13	07-16	CULVERT BARRI DETALS
PROJ 13-13	07-16	TYPE 1 END SECTION DETAILS
PROJ 1-13	12-15	EMBANKMENT PROTECTION DETAILS

I hereby certify that this engineering document was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Iowa.

Signature: *John Sparks* Date: *11-19-2020*

Project or station covered by this cert: *11-19-2020*

(Print name and address of the engineer or the engineer's firm)

Approved Story County Board of Supervisors

Story County Project Number: FM-C085(160)--55-85 Sheet No. A.01

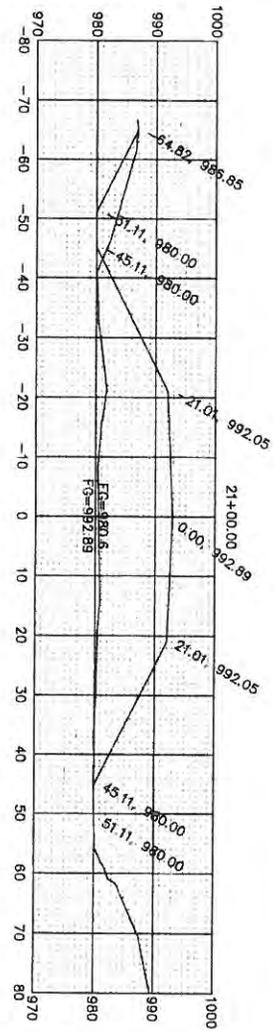
CROSS SECTIONS SHEET

PROJ No. FM-C085(160)--55-85

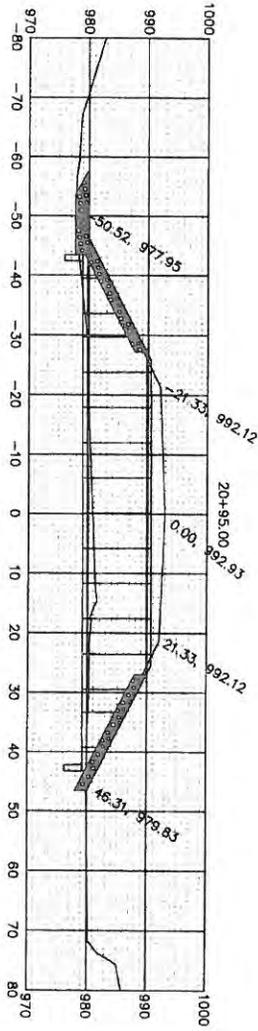
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STORY COUNTY

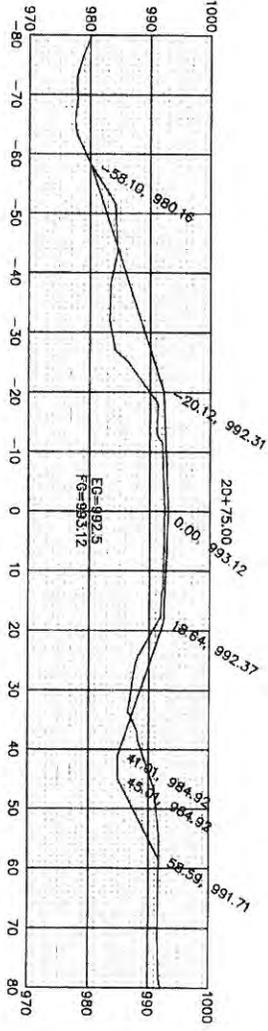
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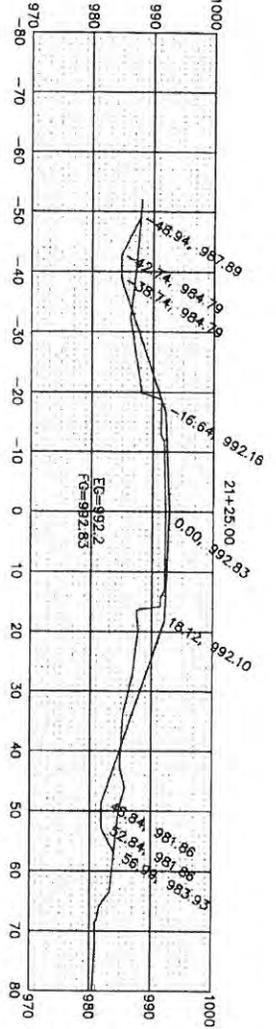
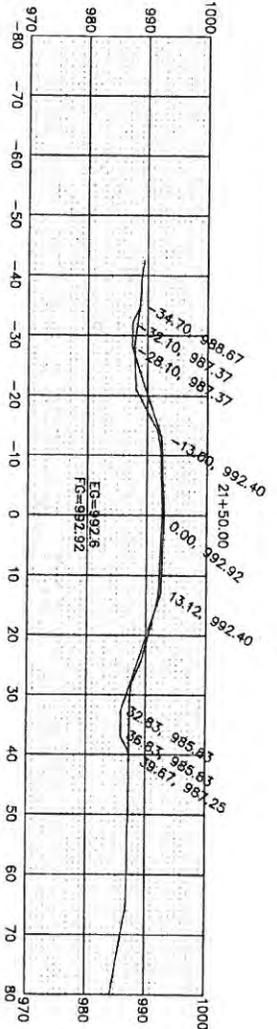
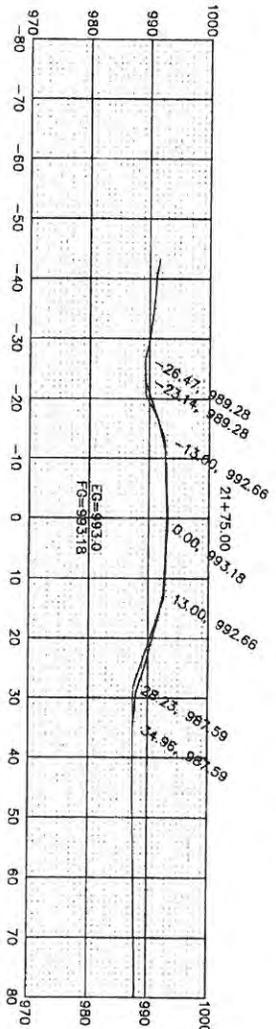


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STORY COUNTY

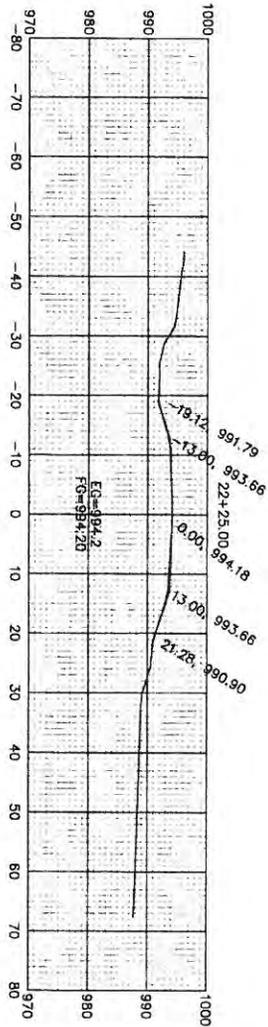
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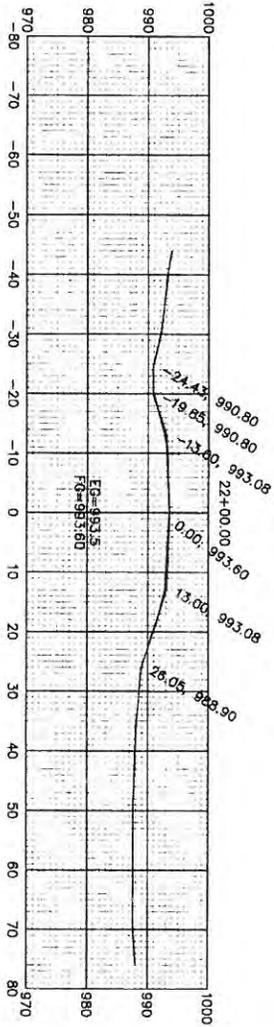
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STORY COUNTY

DATE: 7/1/2014 10:54:45 AM



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CENTER FOR
TECH AND
CIVIC LIFE

November 24, 2020

Story County, Iowa
Board of Supervisors
900 6th St.
Nevada, IA 50201

Acknowledgment
APPROVED **DENIED**
Board Member Initials: GM
Meeting Date: 12/2/2020
Follow-up action: _____

Dear Linda Murken,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Story County, and the special circumstances Story County faces administering elections in 2020, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of Story County ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$14,525.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Story County in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.
3. Due to special circumstances Grantee faces administering elections in 2020, Grantee has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs and budget estimates for such assessment ("Safe Voting Plan"). The Safe Voting Plan is attached to this agreement. Grantee shall expend the total amount of grant funds listed in the Safe Voting Plan as detailed in the Safe Voting Plan, but may reallocate funds between budget items listed in the Safe Voting Plan or to any other permissible public purpose listed in the online grant application with notice by electronic mail to CTCL. Such reallocation does not require the permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and

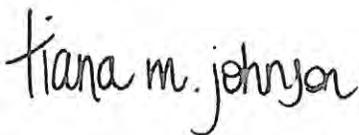
shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.

8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the County Auditor ("the Election Department") or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.

Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandcivicliflife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By: Shudamika

Title: Chair, Bd. of Supervisors

Date: 11/30/2020



REQUEST FOR PROPOSAL FOR
Space Needs Assessment
Story County, Iowa

Approved
DENIED
Board Member Initials: *[Signature]*
Meeting Date: 12-1-2020
Follow-up action: *[Signature]*

Story County, Iowa ("County") seeks proposals for the development of a **Space Needs Assessment for Story County, Iowa**.

The purpose of this Request for Proposal is to solicit a consultant to conduct a space needs assessment that evaluates the efficiency of our existing spaces, determines potential needs and also analyzes space optimization. This includes, but may not be limited to, the following:

- Review and analyze current work spaces and flow. Identify any efficiency and cost-effective layout alterations that may provide space for storage and additional employees so as to possibly defer additional construction activity. In addition, the consultant may propose automation, electronic, or other techniques which may serve to provide efficiency of file/storage space, with a cost benefit analysis.
- The space optimization analysis should evaluate how to maximize the space that already exists. Focus is on County office/department occupied space needs with consideration for proper use of tenant-occupied space. This includes not just work space, but backroom space (phone, electric, IT, etc.) This part of the study would also be where any structural changes such as lofts, wall changes, and/or additions could be proposed.
- Other specifics as identified in the Scope of Work further explained within this RFP.

The Consultant selected from the RFP will be engaged after competitive evaluation based on the "Selection Criteria" set forth in this request.

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

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

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

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

Proposal Deadline: 12:00 PM Monday, December 28, 2020

Proposals received after the proposal deadline will be considered late and will not be accepted. Proposals may be withdrawn and/or modified in writing prior to the submission deadline.

Request for withdrawal must be in writing by the contact person named on the outside of the envelope. Proposals that are resubmitted must be sealed and received prior to the submission deadline. Each Consultant may submit only one proposal.

Background Information

Currently, there are approximately 270 employees in Story County, located primarily within the Administration Building at 900 6th Street, Nevada, Justice Center at 1315 S. B Avenue, Nevada, Human Services Center at 126 S. Kellogg, Ames, Secondary Roads, 837 N Avenue Nevada, Story County Animal Shelter, 975 W Lincoln Hwy, Nevada, and Story County Conservation, 56461 180th Street, Ames.

Justice Center - (1315 S. B Ave Nevada) – 91,000 square feet; consideration for staffing in the Sheriff's Office and a need for equipment cold storage and climate-controlled storage for law enforcement gear. County Attorney Office has acquired additional space that needs evaluated for proper use. Additional future needs for Information Technology's server rooms and cold equipment storage for Facilities Management.

Administration Building - (900 6th St. Nevada) – 48,000 square feet; building houses roughly 12 offices and departments. There is a need for election equipment storage and staff office space for a couple of offices/departments.

Engineers Building - (837 N Ave Nevada) – 3,500 square feet; mostly a need for equipment storage for the IRVM Department (this equipment is large as it is implement type equipment.)

Human Services Center - (126 S Kellogg Ames) – 30,120 square feet; this building is one that has a fair amount of unused space that needs to be utilized better – the limitation with this building is that it is located in Ames and County needs reside primarily in Nevada. This Building has two County offices and three tenants (Juvenile courts, DHS and Boost).

Conservation/McFarland Park – (56461 180th St. Ames) – 10,150 square foot facility that is at capacity for staffing levels. The building has some issue such as undersized septic and electrical systems and water services that are at capacity so limiting building additions.

Animal Shelter – (975 W. Lincoln Highway Nevada) – 9,000 square feet; this facility is currently sized adequately, but needs future considerations.

Scope of Work

The scope of work involves the following:

Space Needs Analysis

Utilizing expected staffing level projections and other relevant facility information provided by County staff and assembled by the selected consultant, the selected Consultant will produce a space needs analysis report, listed by building and/or office/department as specified by the County.

- This report will provide a list of capital projects required to meet space needs immediately, in 5-year, and 10-year increments.
- The space needs analysis shall be compiled by department, office, or area of service and then formatted into particular use relationships for building purposes. The analysis shall examine the relationship between various departments to maximize efficiency of facility use, and how best to accomplish the intended needs at each identified increment level.

Each project shall include a narrative describing:

- Project scope.
- Project need.
- Provide an estimated cost in current dollars for estimated design, construction, inspection, furnishing and equipment, and contingency fees to meet the needs identified in the planning work.
- A list of pros and cons of each project.
- Recommended date of completion.

Areas of analysis for the space needs study include:

- Space Efficiency and Deficiencies
 - Review and analyze current work spaces and flow.
 - Identify any efficiency and cost-effective layout alterations that may provide space for additional employees so as to possibly defer additional construction activity.
 - Determine the condition and deficiencies of the existing facilities including but not limited to storage and furniture/equipment needs. In addition, the consultant may propose automation, electronic, or other techniques which may serve to provide efficiency of file/storage space, with a cost-benefit analysis.
 - Based on the identified space needs, identify ancillary and accessory programming requirements, such as, but not limited to:
 - mobile workstations
 - data and telecommunications
 - conference rooms
 - printers and copiers
 - file and storage space
 - mail intake and processing equipment
 - Also include functional spaces, such as restrooms, mechanical spaces, vestibules, hallways and similar space allocations.

- Renovations/Additions
 - Some building spaces may be candidates for future renovations or additions in order to increase square footage. Overall renovations for all County buildings should consider, but are not limited to, HVAC, electrical, lighting, storage and space efficiencies. Planning should consider initial outlay and future needs of the various facilities.
- Relocations
 - Identify potential locations of any uses relocated off-site. Evaluation of centralized compared to decentralized service areas and space needs shall be evaluated. It may be necessary to work through several building program and siting options.
- Land Acquisition and the Building of New Facilities
 - Consideration shall be given to the acquisition of land in order to site future facilities. Also, consideration shall be given to the future need to build new facilities in order to accommodate growing service needs.

Conceptual Plan and Proposal Submittal Requirements

The Consultant shall provide a Conceptual Plan, including a detailed statement of work for the product/services believed to be appropriate for Story County, addressing the Scope of Services detailed in this RFP.

The Conceptual Plan should indicate the following, at a minimum:

- Consultant name, address, and names of primary contacts.
- Identify project manager. List the project manager's relevant experience and similar work including references.
- Restatement of services required (four pages maximum): attach a restatement of the proposed agreement that outlines its objectives and scope as perceived. Do not repeat the Scope of Services, but elaborate on the tasks, conditions, or other specifics deemed significant and necessary to demonstrate a complete understanding of the technical and substantive issues to be addressed, including the following:
 - A statement of the Consultant's understanding of the project that demonstrates knowledge of the project requirements.
 - Proposed project approach, including timelines and description of the Consultant's technical approach to the project, including an outline of the sequence of tasks, major benchmarks and milestone dates.
 - Proposed use of County staff, as well as any equipment, materials or additional data that will be expected from the County at the onset of the project.
- Outline personnel skills and services that distinguish the Consultant, incorporating appropriate staff profiles and a description of specific staff that will comprise the project team for this assignment. The staff profile should describe the Consultant's experience in providing services to the public sector, jobs of similar size(s) and provide applicable certifications for staff members involved in the process. Please attach a description of

similar projects designed and constructed by the Consultant. Project summaries should emphasize their relevance to the proposed agreement.

- Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work. This does not include generalized promotional material, resumes, statement of experience, qualifications, or capabilities, or other material that is irrelevant to the proposed agreement.
- Evidence of ability to work effectively within tight time constraints.
- Provide the earliest date available to assume these duties.
- Estimated cost of the services to be provided under this proposal including:
 - A proposed fee structure based upon the plan of work proposed by the Consultant.
 - Proposed services to be sub-contracted if any, anticipated subcontractors, and anticipated costs for these services. NOTE: Story County will not pay the Consultant a surcharge percentage on third party fees and costs. Method of billing must be disclosed. An acknowledgement that any task/work request considered to be outside of the agreed upon scope and contracted duties that will incur fees, must be communicated by the Consultant and agreed to by Story County prior to the performance of that task/work request.
- Three (3) references are to be included with the proposal.

Submittal Process and Details

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

Story County will not meet individually in person or via other means with potential Consultant.

Story County will be accepting questions from December 1, 2020, through 4:30 PM, December 17, 2020, regarding this RFP. Please submit questions via email to Leanne Harter, County Outreach and Special Projects Manager, at lharter@storycountyiowa.gov. Written responses will be published on the County's website www.storycountyiowa.gov and distributed to those who submitted questions no later than 12:00 PM on December 22, 2020.

Estimated Timeline

- Release RFP – December 1, 2020
- Questions due to Story County by 4:30 PM on December 17, 2020.
- Story County Responses published no later than 12:00 PM on December 22, 2020.
- Proposals Due – no later than 12:00 PM on Monday, December 28, 2020.
- Proposals Reviewed – December 29, 2020 through January 7, 2021.
- Board of Supervisors Consultant selection – January 12, 2021.
- Contract development – January 12, 2021, through January 21, 2021
- Board of Supervisors action on contract – January 26, 2021.
- Effective start of contract – January 26, 2021.

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

The Story County Board of Supervisors will consider approval of a contract with the selected Consultant.

The Story County Board of Supervisors reserves the right to accept or reject any and all responses, in part or in whole, and to accept responses, which in its sole discretion and opinion appear to be responsive, responsible, and in the best interests of the County. The County further reserves the right to waive any formalities or informalities or to amend the schedule as necessary.

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

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

Consultant Selection Procedures

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

Evaluation Criteria

1. Experience with related activities or programs.
2. Consultant's understanding and technical approach to the project.
3. Availability and capability of staff. Pertinent experience and qualifications of the project team.
4. Technical and financial resources.
5. Ability to complete the project in a timely manner and within budget.
6. Integrity and compliance with public policy.
7. Location of office. Preference may be given to those Consultants located within Story County.

Work Product and Deliverables

The selected consultant will be expected to provide the following products to the County:

- A. A space needs analysis report, listed by building or office/department as specified by the County, providing a list of capital projects required to meet Story County's space needs immediately, in 5 years, and 10 years.
 1. Each project shall include a narrative describing:
 - i. Project scope
 - ii. Project need
 - iii. Provide an estimated cost in current dollars for estimated design, construction, inspection, furnishing and equipment, and contingency fees to meet the needs identified in the planning work.
 - iv. A list of pros and cons of each project.
 - v. Recommended date of completion.
- B. The selected Consultant shall provide a written report, spreadsheets and other documents as necessary to provide the final product to the County in electronic format (PDF) and in printed format (seven print copies). All work performed shall become the property and ownership of the Story County and the County reserves the right to use the produced work as they so choose.

Insurance

Consultant shall take out and maintain during service to the County under a contract such public liability and property damage insurance as shall protect Consultant, its subcontractors, and the County from claims for damages for personal injury, including accidental death, as well as for claims for property damage, which might arise from operations under its contract with the County, whether such operations be by Consultant or its subcontractor, or by anyone directly or indirectly employed by either of them. All insurance policies shall be issued by responsible companies who are acceptable to the County. The Consultant shall not cause any insurance to be canceled nor permit any insurance to lapse during the life of the contract with the County. Consultant shall indemnify and hold County harmless from any damages, cost, claims or expenses which may arise as a result of any failure on the part of the Consultant to provide accurate and/or complete data and information to the County as outlined and required by the terms and conditions of its contract with the County.

Sample Form of Consultant Services Contract is provided as Appendix A.

Appendix A

Sample

Provider Agreement

THIS AGREEMENT is entered into by and between Story County, an Iowa Municipal Corporation, whose mailing address and telephone number is 900 Sixth Street, Nevada, Iowa 50201, telephone 515-382-7200, hereinafter referred to as "County", and _____, hereinafter referred to as "Provider", whose mailing address and telephone number is _____, telephone _____.

1. PURPOSE AND INTENT. The purpose of this agreement is for the Provider to

2. FEES, EXPENSES & COMPENSATION. Consultant may charge a maximum hourly fee of \$_____ for professional services necessary under the terms of this Agreement. Consultant may bill Client for travel expenses at the rate of not more than _____ per mile, which shall be limited to actual mileage incurred to perform necessary tasks required to reach the Client's objective under this Agreement. Consultant may not bill or receive compensation from client for time spent traveling. All invoices must be itemized and specify the invoice total and time period covered and detail the work performed or expense incurred per this Agreement. Consultant agrees that the hourly fee and mileage expense shall be Consultant's sole compensation for professional services and work performed because of this Agreement.

Provider understands that the County reserves the right to request additional specific information in assessing the accuracy of claim information.

3. INDEPENDENT CONTRACTOR. It is understood that Provider is an independent professional contractor and that Provider will not in any event be construed as or hold itself out to be an employee or agent of the County. It is further agreed that at no time will the Provider or the work efforts of the Provider be under the supervision or control of the County, although Provider agrees to comply with all reasonable requests and regulations applicable to any other business invitee of the County. It is also agreed that Provider, as an independent contractor, is not restricted to working exclusively for the County during the term of the Agreement.

4. INSURANCE & TAXES. Provider is responsible for Workers Compensation, Disability, Unemployment, Automobile Insurance, and any other insurance required by the State of Iowa and will provide certificates of insurance to the County on an annual basis. Provider is also responsible for payment of State and Federal taxes, and any other applicable tax. Provider is not eligible for any benefits the County may provide for its employees.

5. CONFIDENTIALITY. Provider agrees to comply fully with confidentiality in compliance with all laws and regulations regarding protected health information.

6. TERM AND TERMINATION OF AGREEMENT. This Agreement is effective on the _____ day of _____, 201____ for a period of _____ year (s). The County may terminate this agreement immediately upon Provider's refusal to, or inability to perform under the agreement or Provider's breach of this agreement. Either party may terminate this agreement for any reason, without cause, by giving 90 days written notice to the other party.

7. ACCESS TO BOOKS AND RECORDS. Unless otherwise required by applicable laws, Provider shall allow the County access to all books and records for purposes of auditing or reviewing Provider's claims, upon request by the County. Provider's failure to provide access under this section shall constitute a material breach of the agreement.

8. REQUIREMENTS. Provider hereby agrees to perform all duties in accordance with all state and federal laws and regulations. This provision includes but is not limited to Iowa Code Section 144.32. Provider assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this program or activity. Failure to perform duties in accordance with the applicable laws and regulations shall be considered a material breach of this agreement by the Provider.

9. EXENSION. If mutually agreeable to County and Provider, this Agreement may be extended. Such extension will be documented by written amendment, duly signed and dated by both parties.

10. ASSIGNMENT. Neither party to this Agreement may assign, sell or transfer any part thereof to any other firm or entity without first obtaining the written permission of the other party hereto.

11. APPLICABLE STATE LAW AND WAIVER OF FEDERAL REMOVAL. This Agreement has been negotiated, executed and delivered in the State of Iowa. The parties hereto agree that all questions pertaining to the validity and interpretation of this agreement will be determined in accordance with the laws of the State of Iowa in Story County, Iowa. The parties hereby waive removal of any issue hereunder to the federal courts.

This Agreement and referenced attachments constitute the entire contract of the parties hereto and supersedes any prior agreement between the parties.

STORY COUNTY, IOWA (County) _____ (Provider)

By:

By:

Chairperson of the Board of Supervisors

Dated: _____

Dated: _____

Board of Supervisors Report Outline

December 1st, 2020

Iowa Roadside Management Department

- Operations July 1 2020 - Present
 - IRVM Staff
 - Staffing the IRVM program has been a challenge this year. Currently we are at 2 full time and 2 part time employees.
 - Roadside Contract Brush Spraying: August - Mid September
 - Contractors sprayed brush <15 feet brush in the majority of roadsides within Collins, Indian Creek, Union, Palestine, and Lafayette Townships.
 - Approximately 20 miles of roadsides were not sprayed because of sensitive crops/organic producers concerns.
 - Harvest
 - Harvested seed from two seed nurseries using one self-propelled and two pull behind combines – done in 4 days.
 - The conservative estimate of seed harvested was 235 pounds, at an estimated value of \$4,500
 - Also several different species were hand harvested by conservation staff and volunteers from areas across the county.
 - SCC hosted 3 public seed harvests
 - Prescribed Fire
 - 15 acres of roadsides and natural areas burned so far to control brush and stimulate native prairie species
 - Seeding
 - 22 work orders completed since August
 - 2 large scale erosion control projects completed by staff
 - Private lands
 - CRP acres/waterways sign up has increased this year
 - Staff has repaired all 3 drills to prepare for a busy planting season
 - Drill rentals - Four land owners – 30 acres - so far
- In House DD Work planned for Fall/Winter
 - Grant # 13(North of 265th Street)
 - Some trees still need to be cut on south end of project
 - Staff also needs to clean up-stumps and burn piles along ditch bank
 - Hamilton-Story # 1
 - One half mile section needs to be cleared by staff and piled for burning
 - Hardin-Story # 3
 - Small piles left by contractor need to be burned
 - New Albany # 75
 - Piles left over from 2019 project need to be burned

- Contract DD Work for Fall/Winter
 - Boone-Story #1
 - Dredging and tree removal has been completed
 - Contract seeding has been done on ditch bank – needs a buffer strip
 - Staff will monitor area for tree growth and spray when needed
 - Boone-Story #3
 - Clearing one-mile section on east end of open ditch
 - Quotes were sought from 3 excavation companies
 - Work to be done prior to March 1st
 - Warren # 11
 - Landowners complained about beaver dams along open ditch in Section 7 of Warren township
 - 2 quotes were sought from contractors
 - One for the removal of beaver dams only
 - Another for the complete clearing of all trees in that section of open ditch
- Hydroseeder Truck replacement (2006 I.H. 7500 from Secondary Roads)
 - Hydroseeder was swapped from 1996 I.H. IRVM truck to Secondary Roads donor truck
- Building Addition
 - Building was put up in June, concrete approach was poured in early November
- FY 2021 Purchasing (budgeted FY 2021)
 - No-Till Seeder
 - This No-Till drop seeder will replace 1996 8-foot drill currently in use.
 - It will work better for cool season plantings along trails and waterways, as well as being great for prairie plantings.
 - The 8-foot drill will go to DOT auction in spring of 2021
 - Tandem Axle Equipment Trailer
 - Project was 70 % funded by Living Roadway Trust Fund grant monies
 - This trailer will replace the 1968 yellow trailer currently in use by IRM to haul small tractor and other equipment
 - 1968 yellow trailer will be sold at Daily Auction on December 2nd
 - Herbicide Storage Cage and shelving
 - Project was 77% funded by Living Roadway Trust Fund grant monies
 - This cage and shelving setup are designed to provide safe, spill proof, locked storage for herbicide containers inside new addition. This is in accordance with recommendations from ISU Extension Office and Iowa Department of Land Stewardship
- Looking Ahead
 - Staff Affiliations/Committees 2020/2021
 - President AFIRM- Joseph Kooiker
 - Member at Large AFIRM-Tyler Kelley
 - Secretary IWCA- Tyler Kelley
 - LRTF Grant Advisory Committee-Joseph Kooiker
 - Staff will start prepping for Spring RX fire in March. Weather, time and resources are always a factor on what can be completed
 - In 2021 contractors will be taking over most spraying operations in The open ditches

- Letters will be sent out in February to remind landowners to leave space for access and encourage planting of access lanes or buffer strips
 - Kestrel Boxes
 - Staff has removed aging and damaged kestrel boxes along road systems in the county
 - Working with Utility Companies to obtain used utility poles which will be installed along PRT and other SCC natural areas. New nest boxes built by volunteers will be mounted on the “dummy” poles.

IRVM FIELD OPERATIONS COMPARISON BY FISCAL YEAR			
	FY18	FY19	FY20
Work Orders Completed	79	31	101
Roadside Plantings (sites)	70	34	73
Roadside Plantings (acres)	44	23	56
Custom Plantings (sites)	0	3	1
Custom Plantings (acres)	0	4.5	5
Conservation/Other Plantings (sites)	2	0	0
Conservation/Other Plantings (acres)	40.6	0	0
Roadside Burns (sites)	3	5	0
Roadside Burns (acres)	8.72	10.4	0
Roadside Weeds Sprayed (miles)	202	225	219
Foliar Brush Sprayed (miles)	48	15	35
Equipment Rentals (landowners)	20	15	26
Equipment Rentals (acres)	311	91	222
Pounds of Seed Harvested	325	372	116
Drainage District (amount billed)	\$20,532.46	\$16,628.39	\$30,771.32