

The Board of Supervisors met on 5/30/23 at 10:00 a.m. in the Story County Administration Building. Latifah Faisal, Linda Murken and Lisa Heddens, with Faisal presiding. (all audio of meetings available at storycountyiowa.gov; any resolution is effective upon signature and can be inspected M-F, 8-4:30, at 900 6th Street, Nevada, Iowa)

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

MINUTES: 5/23/23 Minutes – Heddens moved, Murken seconded approving 5/23/23 Minutes as presented. Roll call vote. (MCU)

PERSONNEL ACTIONS: 1) new hire, effective 6/5/23, in Planning and Development for Sylvia Namirembe @ \$15.00/hr; effective 6/9/23, in a) Sheriff's Office for Savanna Evans @ \$1,927.80/bw; 2) pay adjustment, effective 6/4/23, in a) Secondary Roads for Dennis Clatt @ \$33.97/hr; b) Sheriff's Office for Levi Hansen @ \$3,188.10/bw; Diane Hobart @ \$2,405.52/bw; 3) transfer, effective 6/4/23, in Facilities Management for Kelly Anderson @ \$27.16/hr. Murken moved, Heddens seconded approving Personnel Actions as presented.

Heddens moved, Murken seconded the approval of Consent Agenda as listed.

1. FY24 Provider and Program Participation Agreement with Ames Community Preschool Center (ACPC), effective 7/1/23-6/30/24: Day Care - Children (not to exceed \$24,472.00) \$66.08/one full day; Day Care - School Age (not to exceed \$4,433.00) \$14.54/one partial day
2. FY24 Provider and Program Participation Agreement with Story Time Childcare Center, effective 7/1/23-6/30/24: Child Care - Children (not to exceed \$55,100.00) \$30.91/one full day; Child Care - Infant (not to exceed \$2,900.00) \$8.54/one full day
3. Treasurer's Quarterly Report
4. Resolution #23-96, to Abate Property Taxes on Parcel Owned by a Political Subdivision, pursuant to *Code of Iowa* §445.63
5. License Fees between Story County and RoseRush Services, LLC for annual software licensing, support and upgrades, effective 6/1/23-5/31/24, for \$1,895.00
6. Resolution #23-97, Award of Bid to Manatts Inc for Project # L-P32—73-85 and that the Engineer be authorized to sign the contract documentation on behalf of the Board
7. FY24 Provider and Program Participation Agreement with ChildServe Community Options, Inc., effective 7/1/23-6/30/24: Child Care - Children (not to exceed \$5,500.00) \$52.92/one full day; Child Care - Infants (not to exceed \$5,500.00) \$57.06/one full day
8. Resolution #23-99, to Abate Taxes against a mobile home, pursuant to *Code of Iowa* §435.25
9. Change of Date of the Annual Tax Sale by the Treasurer, pursuant to *Code of Iowa* §446.7
10. Resolution #23-98, 2023 Noxious Weed Resolution
11. Engagement for review of Employee Handbook with Ahlers & Cooney, P.C. for \$285.00 per hour, not to exceed \$3,000.00
12. Renewal of Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor for Ames Golf and Country Club, 5752 George Washington Carver Avenue, Ames, effective 7/1/23-6/30/24
13. Road Closure Resolutions: #23-45, #23-46

Roll call vote. (MCU)

RESOLUTION #23-93, FY23 BUDGET AMENDMENT: Lisa Markley, Assistant Auditor, reported on the amendment process; this will be the final budget amendment for the fiscal year. She provided detail on interest investments, American Recovery Plan Act (ARPA) funds, projected ending fund balances by fund, and roads funding. Faisal opened the public hearing at 10:05 a.m., and, hearing none, she closed the public hearing at 10:05 a.m. Murken moved, Heddens seconded the approval of Resolution #23-93, FY23 Budget Amendment. Roll call vote. (MCU)

RESOLUTION #23-95, APPROPRIATIONS AMENDMENT: Lisa Markley, Assistant Auditor, stated it is necessary to appropriate funds following the budget amendment. Heddens moved, Murken seconded the approval of Resolution #23-95, Appropriations Amendment. Roll call vote. (MCU)

REVISED SICK LEAVE POLICY (AFTER SEVEN-DAY REVIEW): Alissa Wignall, Human Resources and Internal Operations Director, reported on comments received. The recommendation is to adopt changes beginning 1/1/24 as sick leave is pegged to the calendar year. Murken moved, Heddens seconded the approval of the Revised Sick Leave Policy, as of 1/1/24. Roll call vote. (MCU)

REVISED VACATION POLICY (AFTER SEVEN-DAY REVIEW): Alissa Wignall, Human Resources and Internal Operations Director, reported on comments received. Heddens moved, Murken seconded the approval of the Revised Vacation Policy. Roll call vote. (MCU)

FULL TIME COMMUNICATIONS ASSISTANT POSITION WITH FUNDING FOR ONE YEAR, BEGINNING 1/1/23: Faisal reported on discussions during budget work sessions regarding communications workload; the proposal is to convert the intern position to fulltime for one year to handle the increased need; current funds will offset the cost. Alissa Wignall, Human Resources and Internal Operations Director, reported on cost; the differential is roughly \$57,000.00 to convert the line to fulltime. Faisal asked about temporary versus full time. Wignall reported on County policy, and recruitment timeline. Discussion took place. Lisa Markley, Assistant Auditor reported American Recovery Plan Act (ARPA) funding can be used for administrations reasons. Murken spoke about the continuity of communications. Murken moved, Heddens seconded the approval of the Full Time Communications Assistant Position with funding for one year beginning 7/1/23. Roll call vote. (MCU)

REVISED STORY COUNTY LOGO AND SEAL TERMS OF USE POLICY (FOR SEVEN-DAY REVIEW): Leanne Harter, County Outreach and Special Projects Manager, reviewed the proposed changes. She recommends approval, subject to seven-day review. Heddens moved, Murken seconded the approval of the Revised Story County Logo and Seal Terms of Use Policy for seven-day review. Roll call vote. (MCU)

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

Heddens moved, Murken seconded to adjourn at 10:28 a.m. Roll call vote. (MCU)

Story County Board of Supervisors
Tentative Agenda
Administration Building
900 6th St., Nevada, IA
5/30/23

1. **SPECIAL NOTE TO THE PUBLIC:** This Meeting Is Also Being Offered Via Zoom. While Joining Via Zoom, If You Have A Question And/Or Comment, You May Raise Your Hand To Speak During Public Forum Or Use The Chat Feature And The Chair Will Ask The Zoom Moderator To Review All Comments During Public Forum.

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

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

Join from a PC, Mac, iPad, iPhone or Android device:

Please click the link below to join the webinar:

[HTTPS://US02WEB.ZOOM.US/J/81909605844?](https://us02web.zoom.us/j/81909605844?pwd=NFDNVVPRZHPJB0HMEWW5VFDTVVRTZZ09)
[PWD=NFDNVVPRZHPJB0HMEWW5VFDTVVRTZZ09](https://us02web.zoom.us/j/81909605844?pwd=NFDNVVPRZHPJB0HMEWW5VFDTVVRTZZ09)

Passcode: 117434

Or One tap mobile :

US: +13017158592,,81909605844#,,,,*117434# or
+13052241968,,81909605844#,,,,*117434#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312
626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 253 205 0468 or +1
253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or
+1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833
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2. CALL TO ORDER: 10:00 A.M.
3. PLEDGE OF ALLEGIANCE:
4. ADOPTION OF AGENDA:

5. PUBLIC COMMENT #1:

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

6. AGENCY REPORTS:

7. CONSIDERATION OF MINUTES:

I. 5/23/23 Minutes

Department Submitting Auditor

8. CONSIDERATION OF PERSONNEL ACTIONS:

I. Action Forms

1) new hire, effective 6/5/23, in P&D for Sylvia Namirembe @ \$15.00/hr; effective 6/9/23, in a) Sheriff's Office for Savanna Evans @ \$1,927.80/bw; 2) pay adjustment, effective 6/4/23, in a) Secondary Roads for Dennis Clatt @ \$33.97/hr; b) Sheriff's Office for Levi Hansen @ \$3,188.10/bw; Diane Hobart @ \$2,405.52/bw; 3) transfer, effective 6/4/23, in Facilities Management for Kelly Anderson @ \$27.16/hr.

Department Submitting HR

9. 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 FY24 Provider And Program Participation Agreement With ACPC Effective 7/1/23-6/30/24

ACPC - Day Care-Children (Not to exceed \$24,472) \$66.08/1 Full Day; Day Care-School Age (Not to exceed \$4,433) \$14.54/1 Partial Day

Department Submitting Board of Supervisors

Documents:

ACPC FY24.PDF

II. Consideration Of FY24 Provider And Program Participation Agreement With Story Time Childcare Center Effective 7/1/23-6/30/24

Story Time Childcare Center-Child Care-Children (Not to exceed \$55,100) \$30.91/1 Full Day; Child Care-Infant (Not to exceed \$2,900) \$8.54 1/Full Day

Department Submitting Board of Supervisors

Documents:

STORYTIMECHILDCARECENTER FY24.PDF

III. Consideration Of Quarterly Report For The Following: Treasurer

Department Submitting Auditor

Documents:

TREA QTR.PDF

IV. Consideration Of Resolution #23-96, To Abate Property Taxes On Parcel Owned By A Political Subdivision

Department Submitting Auditor

Documents:

RES2396.PDF

V. Consideration Of License Fees Between Story County And RoseRush Services, LLC For Annual Software Licensing, Support And Upgrades Effective 6/1/23 - 5/31/24 For \$1,895.00

Department Submitting Information Technology

Documents:

ROSE RUSH INVOICE.PDF

VI. Consideration For Resolution #23-97, Award Of Bid To Manatts Inc For Project # L-P32—73-85 And That The Engineer Be Authorized To Sign The Contract Documentation On Behalf Of The Board

Department Submitting Engineer

Documents:

RES 23 97.PDF

VII. Consideration Of FY24 Provider And Program Participation Agreement With ChildServe Community Options INC Effective 7/1/23-6/30/24

ChildServe Community Options, Inc.- Child Care-Children (Not to exceed \$5,500)
\$52.92/1 Full Day; Child Care-Infants (Not to exceed \$5,500) \$57.06/1 Full Day

Department Submitting Board of Supervisors

Documents:

CHILDSERVE FY24.PDF

VIII. Consideration Of Resolution #23-99, To Abate Taxes Against Said Mobile Home

Department Submitting Treasurer's Office

Documents:

RES 23 99.PDF
RS 23 99.PDF

IX. Consideration Of Annual Tax Sale Date Change

Department Submitting Treasurer's Office

Documents:

TAX SALE.PDF

X. Consideration Of Resolution #23-98, The 2023 Noxious Weed Resolution

Department Submitting Conservation

Documents:

WEED RESOLUTION 2023.PDF

XI. Consideration Of Engagement For Review Of Employee Handbook With Ahlers & Cooney, P.C. For \$285 Per Hour Not To Exceed \$3,000

Department Submitting Human Resources

Documents:

HANDBOOK REVIEW ENGAGEMENT LETTER.PDF

XII. Consideration Of Renewal Of Iowa Retail Permit Application For Cigarette/Tobacco/Nicotine/Vapor For Ames Golf And Country Club, 5752 GWC Ave, Ames, Effective 7/1/23-6/30/24

Department Submitting Auditor

Documents:

AGCC.PDF

XIII. Consideration Of Road Closure Resolution(S): #23-45, #23-46

Department Submitting Engineer

Documents:

RC 23 45.PDF
RC 23 46.PDF

10. PUBLIC HEARING ITEMS:

I. Consideration Of The Resolution #23-93, FY'23 Budget Amendment - Lisa Markley

Department Submitting Auditor

Documents:

RES 23 93.PDF
ADDITIONAL.PDF

11. ADDITIONAL ITEMS:

I. Consideration Of Resolution #23-95, Appropriations Amendment - Lisa Markley

Department Submitting Auditor

Documents:

RES 2395 .PDF

II. Discussion And Consideration Of Revised Sick Leave Policy (After 7 Day Review) - Alissa Wignall

Department Submitting Human Resources

Documents:

REVISED SICK LEAVE POLICY 2023.PDF

III. Discussion And Consideration Of Revised Vacation Policy (After 7 Day Review) - Alissa Wignall

Department Submitting Human Resources

Documents:

REVISED VACATION POLICY 2023.PDF

IV. Discussion And Consideration Of Approval Of Full Time Communications Assistant Position With Funding For One Year Beginning July 2023 - Faisal

Department Submitting Board of Supervisors

Documents:

COMMUNICATIONS ASSISTANT REQUEST.PDF
BOS.PDF

V. Discussion And Consideration Of Revised Story County Logo And Seal Terms Of Use Policy (For 7 Day Review) – Leanne Harter

Department Submitting Board of Supervisors

Documents:

SEAL AND LOGO POLICY DRAFT EDITS.PDF

12. DEPARTMENTAL REPORTS:

13. OTHER REPORTS:

14. UPCOMING AGENDA ITEMS:

15. PUBLIC COMMENT #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.

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

17. 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.

RECEIVED

MAY 19 2023

STORY COUNTY
BOARD OF SUPERVISORS

**Story County
Provider and Program Participation Agreement**

THIS AGREEMENT (the Agreement), entered into this First day of July, 2023 is by and between **Story County** and **ACPC** (Provider).

The statements and intentions of the parties, to this Agreement, are as follows:

Story County is a governmental entity organized under the Code of Iowa, governed by the Board of Supervisors. Story County is interested in contracting with Provider to purchase Covered Services for the benefit of Story County Individuals.

Provider is interested in contracting with Story County to provide Covered Services for the benefit of Story County Individuals.

In consideration of the premises and promises contained herein, it is mutually agreed by and between Story County and Provider as follows:

**SECTION 1
Definitions**

Co-payment: The amount which may be charged to Story County Individual at the time services are rendered.

Subcontract: The act in which one party to the original contract enters into a contract with a third party to provide some or all of the services listed in the original contract.

**SECTION 2
Duties of Provider**

Section 2.1 Provision of Covered Services. Provider shall provide Covered Services to each Story County Individual who is eligible to receive such services to the extent designated in Attachment A, Service Definitions and Rates. The programs or services must conform to the standardized definitions used by the Analysis of Social Services Evaluation team (ASSET). Such services shall be rendered in compliance with applicable laws and regulations. Provider shall also provide Covered Services in a manner which: (a) documents the services provided, in conformance with Federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable), State and local laws and regulations, (b) protects the confidentiality of the Story County Individual's medical records, and (c) records and maintains specified program information and performance measures in Clear Impact Scorecard at <https://app.resultsscorecard.com> at the frequency defined through ASSET.

Section 2.2 Access to Books and Records. Unless otherwise required by applicable statutes or regulation, Provider shall allow Story County access to books and records, for purposes of appeals, utilization, grievance, claims payment review, individual medical records review or

financial audits, during the term of this contract and seven (7) years following its termination. Provider shall provide records or copies of records as requested.

SECTION 3

Claims Submission and Payment

Section 3.1 Claims Submission. Provider agrees to submit all claims and supporting documentation for reimbursement no later than forty-five (45) days from the date Covered Services are rendered.

Section 3.2 Claims Payment. Story County will make monthly payments to the Provider based upon the reimbursement requests submitted by the Provider in accordance with Attachment A to this contract. The maximum total amount payable by Story County under this agreement is detailed on Attachment A, and no greater amount shall be paid.

Section 3.3 Compensation to Provider. Provider agrees to accept payment from Story County for Covered Services provided to Story County Individuals under this Agreement as payment in full, less any Co-payment or other amount which is due from Story County Individuals for such services. Compensation for Covered Services is included as Attachment A, Service Definitions and Rates.

For Providers accessing funding through the Story County ASSET process, an agency audit or IRS Form 990 shall be submitted within six months following the end of the agency's fiscal year. If an agency audit or IRS Form 990 is not submitted, Story County reserves the right to withhold payments until the audit and/or IRS Form 990 is submitted.

SECTION 4

Relationship Between the Parties

Section 4.1 Relationship Between Story County and Provider. The relationship between Story County and Provider is solely that of independent contractor and nothing in this Agreement shall be construed or deemed to create any other relationship including one of employment, agency or joint venture. Provider shall maintain Social Security, worker's compensation and all other employee benefits covering Providers employees as required by law.

SECTION 5

Hold Harmless. Indemnification and Liability Insurance

Section 5.1 Provider Hold Harmless and Indemnification. Provider shall defend, hold harmless and indemnify Story County against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Story County that arise out of acts or omission of Provider or Provider's employees, agents or representatives in the discharge of its responsibilities under this Agreement.

Section 5.2 Story County Hold Harmless and Indemnification. Story County shall defend, hold harmless and indemnify Provider against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Provider that arise out of acts or omission of Story County or Story County employees, agents or representatives in the discharge of its responsibilities under this Agreement.

Section 5.3 Provider Liability Insurance. Provider shall procure and maintain, at the Provider's own expense, insurance in amounts sufficient to provide coverage in the following areas, when applicable: (1) comprehensive general liability; (2) comprehensive motor vehicle liability and (3) professional liability. Provider shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsement for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The County reserves the right to require complete, certified copies of all required insurance policies, at any time.

SECTION 6

Laws and Regulations

Section 6.1 Laws and Regulations. Provider warrants that it is, and during the term of this Agreement will continue to be, operating in full compliance with all applicable federal (including the Health Insurance Portability and Accountability Act, HIPAA) and state laws.

Section 6.2 Reports from State Authority or Agency. The Provider will be expected to comply fully with all rules and regulations imposed by a State licensing authority. All written or verbal communications or reports from a State authority or agency, including but not limited to summaries of inspection reports or complaints of abuse or neglect resulting in investigation(s), shall be provided to Story County immediately upon receipt of same by the Provider.

Section 6.3 Compliance with Civil Rights Laws. Provider agrees not to discriminate or differentiate in the treatment of any individual based on sex, race, color, age, religion, national origin or otherwise qualified handicapped individual. Provider agrees to ensure services are rendered to Story County Individuals in the same manner, and in accordance with the same standards and with the same availability, as offered to any other individual receiving services from Provider.

Section 6.4 Equal Opportunity Employer. Story County is an equal employment opportunity employer. Story County supports a policy which prohibits discrimination against any employee or applicant for employment on the basis of age, race, sex, color, national origin, religion, physical or mental disability, veteran or any other classification protected by law or ordinance. Provider agrees that it is in full compliance with Story County's Equal Employment Policy as expressed herein.

Section 6.5 Confidentiality of Records. Story County and Provider agree to maintain the confidentiality of all information regarding Covered Services provided to Story County Individuals under this Agreement in accordance with any applicable laws and regulations. Provider acknowledges that in receiving, storing, processing, or otherwise dealing with

information from Story County about Individuals, it is fully bound by federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable) and state laws and regulations governing the confidentiality of medical records and mental health records.

SECTION 7

Term and Termination

Section 7.1 Term. The term of this Agreement shall be for a period of one (1) year, commencing on the date first above written.

Section 7.2 Termination of Agreement Without Cause. Either party may terminate this Agreement without cause upon ninety (90) days prior written notice of termination to the other party.

Section 7.3 Termination With Cause by Story County. Story County shall have the right to terminate this Agreement immediately by giving written notice to Provider upon the occurrence of any of the following events: (a) restriction, suspension or revocation of Provider's license, certification or accreditation; (b) Provider's loss of any liability insurance required under this Agreement; (c) chapter 7 bankruptcy files by the Provider, or (d) Provider's material breach of any of the terms or obligations of this Agreement.

Section 7.4 Termination With Cause by Provider. Provider shall have the right to terminate this Agreement immediately by giving written notice to Story County upon the occurrence of Story County's material breach of any of the terms or obligations of this Agreement.

Section 7.5 Information to Story County Individuals. Provider acknowledges the right of Story County to inform Story County Individuals of Provider's termination and agrees to cooperate with Story County in deciding on the form of such notification.

Section 7.6 Nonrenewal of Agreement. Either party may choose not to renew this agreement upon ninety (90) days written notice to the other party prior to the expiration of the contract.

SECTION 8

Amendments

Section 8.1 Amendment. This Agreement may be amended at any time by the mutual written agreement of the parties. In addition, Story County may amend this Agreement upon sixty (60) days advance notice to Provider and if Provider does not provide written objection to Story County within the sixty (60) day period, then the amendment shall be effective at the expiration of the sixty (60) day period.

Section 8.2 Regulatory Amendment. Story County may also amend this Agreement to comply with applicable statutes and regulations and shall give written notice to Provider of such amendment and its effective date. Such amendment will not require sixty (60) days advance written notice.

SECTION 9

Other Terms and Conditions

Section 9.1 Non-Exclusivity. This Agreement does not confer upon the Provider any exclusive right to provide services to Story County Individuals in Provider's geographical area. Story County reserves the right to contract with other providers. The parties agree that Provider may continue to contract with other organizations.

Section 9.2 Assignment. Provider may not assign any of its rights and responsibilities under this Agreement to any person or entity without the prior written approval of Story County.

Section 9.3 Subcontracting. Provider may not subcontract any of its rights and responsibilities under this Agreement to any person or entity without prior notification to Story County.

Section 9.4 Entire Agreement. This Agreement and attachments attached hereto constitute the entire agreement between Story County and Provider, and supersedes or replaces any prior agreements between Story County and Provider relating to its subject matter.

Section 9.5 Rights of Provider and Story County. Provider agrees that Story County may use Provider's name, address, telephone number, and description of Provider and Provider's care and specialty services in any promotional activities. Otherwise, Provider and Story County shall not use each other's name, symbol or service mark without prior written approval of the other party.

Section 9.6 Invalidity. If any term, provision or condition of this Agreement shall be determined invalid by a court of law, such invalidity shall in no way effect the validity of any other term, provision or condition of this Agreement, and the remainder of the Agreement shall survive in full force and effect unless to do so would substantially impair the rights and obligations of the parties to this Agreement.

Section 9.7 No Waiver. The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach.

Section 9.8 Notices to Story County. Any notice, request, demand, waiver, consent, approval or other communication to Story County which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

Story County Board of Supervisor's Office
Story County Administration Building
900 6th Street
Nevada Iowa 50201
Attention: Sandra King

Section 9.9 Notices to Provider. Any notice, request, demand, waiver, consent, approval or other communication to Provider which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

ACPC
920 Carroll Ave
Ames IA 50010

Attention: Missy Sarow

This Agreement has been executed by the parties hereto, through their duly authorized officials.

COUNTY:

PROVIDER:

By: 

By: 

Print Name: Latifah Faisal

Print Name: Melissa Sarow

Print Title: Story County Board of Supervisors

Print Title: Executive Director

Date: 5.30.23

Date: 5/14/23

ATTACHMENT A
SERVICE DEFINITIONS AND RATES
FISCAL YEAR: 2024

Service Description	Unit of Service	Rate
Day Care – Children Not to Exceed \$24,472	1 Full Day	\$66.08
Day Care – School Age Not to Exceed \$4,433	1 Partial Day	\$14.54

RECEIVED

MAY 19 2023

STORY COUNTY
BOARD OF SUPERVISORS

**Story County
Provider and Program Participation Agreement**

THIS AGREEMENT (the Agreement), entered into this First day of July, 2023 is by and between **Story County** and **Story Time Childcare Center** (Provider).

The statements and intentions of the parties, to this Agreement, are as follows:

Story County is a governmental entity organized under the Code of Iowa, governed by the Board of Supervisors. Story County is interested in contracting with Provider to purchase Covered Services for the benefit of Story County Individuals.

Provider is interested in contracting with Story County to provide Covered Services for the benefit of Story County Individuals.

In consideration of the premises and promises contained herein, it is mutually agreed by and between Story County and Provider as follows:

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Section 2.1 Provision of Covered Services. Provider shall provide Covered Services to each Story

County Individual who is eligible to receive such services to the extent designated in Attachment A, Service Definitions and Rates. The programs or services must conform to the standardized definitions used by the Analysis of Social Services Evaluation team (ASSET). Such services shall be rendered in compliance with applicable laws and regulations. Provider shall also provide Covered Services in a manner which: (a) documents the services provided, in conformance with Federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable), State and local laws and regulations, (b) protects the confidentiality of the Story County Individual's medical records, and (c) records and maintains specified program information and performance measures in Clear Impact Scorecard at <https://app.resultsscorecard.com> at the frequency defined through ASSET.

Section 2.2 Access to Books and Records. Unless otherwise required by applicable statutes or regulation, Provider shall allow Story County access to books and records, for purposes of appeals, utilization, grievance, claims payment review, individual medical records review or

financial audits, during the term of this contract and seven (7) years following its termination. Provider shall provide records or copies of records as requested.

SECTION 3

Claims Submission and Payment

Section 3.1 Claims Submission. Provider agrees to submit all claims and supporting documentation for reimbursement no later than forty-five (45) days from the date Covered Services are rendered.

Section 3.2 Claims Payment. Story County will make monthly payments to the Provider based upon the reimbursement requests submitted by the Provider in accordance with Attachment A to this contract. The maximum total amount payable by Story County under this agreement is detailed on Attachment A, and no greater amount shall be paid.

Section 3.3 Compensation to Provider. Provider agrees to accept payment from Story County for Covered Services provided to Story County Individuals under this Agreement as payment in full, less any Co-payment or other amount which is due from Story County Individuals for such services. Compensation for Covered Services is included as Attachment A, Service Definitions and Rates.

For Providers accessing funding through the Story County ASSET process, an agency audit or IRS Form 990 shall be submitted within six months following the end of the agency's fiscal year. If an agency audit or IRS Form 990 is not submitted, Story County reserves the right to withhold payments until the audit and/or IRS Form 990 is submitted.

SECTION 4

Relationship Between the Parties

Section 4.1 Relationship Between Story County and Provider. The relationship between Story County and Provider is solely that of independent contractor and nothing in this Agreement shall be construed or deemed to create any other relationship including one of employment, agency or joint venture. Provider shall maintain Social Security, worker's compensation and all other employee benefits covering Providers employees as required by law.

SECTION 5

Hold Harmless. Indemnification and Liability Insurance

Section 5.1 Provider Hold Harmless and Indemnification. Provider shall defend, hold harmless and indemnify Story County against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Story County that arise out of acts or omission of Provider or Provider's employees, agents or representatives in the discharge of its responsibilities under this Agreement.

Section 5.2 Story County Hold Harmless and Indemnification. Story County shall defend, hold harmless and indemnify Provider against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Provider that arise out of acts or omission of Story County or Story County employees, agents or representatives in the discharge of its responsibilities under this Agreement.

Section 5.3 Provider Liability Insurance. Provider shall procure and maintain, at the Provider's own expense, insurance in amounts sufficient to provide coverage in the following areas, when applicable: (1) comprehensive general liability; (2) comprehensive motor vehicle liability and (3) professional liability. Provider shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsement for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The County reserves the right to require complete, certified copies of all required insurance policies, at any time.

SECTION 6

Laws and Regulations

Section 6.1 Laws and Regulations. Provider warrants that it is, and during the term of this Agreement will continue to be, operating in full compliance with all applicable federal (including the Health Insurance Portability and Accountability Act, HIPAA) and state laws.

Section 6.2 Reports from State Authority or Agency. The Provider will be expected to comply fully with all rules and regulations imposed by a State licensing authority. All written or verbal communications or reports from a State authority or agency, including but not limited to summaries of inspection reports or complaints of abuse or neglect resulting in investigation(s), shall be provided to Story County immediately upon receipt of same by the Provider.

Section 6.3 Compliance with Civil Rights Laws. Provider agrees not to discriminate or differentiate in the treatment of any individual based on sex, race, color, age, religion, national origin or otherwise qualified handicapped individual. Provider agrees to ensure services are rendered to Story County Individuals in the same manner, and in accordance with the same standards and with the same availability, as offered to any other individual receiving services from Provider.

Section 6.4 Equal Opportunity Employer. Story County is an equal employment opportunity employer. Story County supports a policy which prohibits discrimination against any employee or applicant for employment on the basis of age, race, sex, color, national origin, religion, physical or mental disability, veteran or any other classification protected by law or ordinance. Provider agrees that it is in full compliance with Story County's Equal Employment Policy as expressed herein.

Section 6.5 Confidentiality of Records. Story County and Provider agree to maintain the confidentiality of all information regarding Covered Services provided to Story County Individuals under this Agreement in accordance with any applicable laws and regulations. Provider acknowledges that in receiving, storing, processing, or otherwise dealing with

information from Story County about Individuals, it is fully bound by federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable) and state laws and regulations governing the confidentiality of medical records and mental health records.

SECTION 7

Term and Termination

Section 7.1 Term. The term of this Agreement shall be for a period of one (1) year, commencing on the date first above written.

Section 7.2 Termination of Agreement Without Cause. Either party may terminate this Agreement without cause upon ninety (90) days prior written notice of termination to the other party.

Section 7.3 Termination With Cause by Story County. Story County shall have the right to terminate this Agreement immediately by giving written notice to Provider upon the occurrence of any of the following events: (a) restriction, suspension or revocation of Provider's license, certification or accreditation; (b) Provider's loss of any liability insurance required under this Agreement; (c) chapter 7 bankruptcy files by the Provider, or (d) Provider's material breach of any of the terms or obligations of this Agreement.

Section 7.4 Termination With Cause by Provider. Provider shall have the right to terminate this Agreement immediately by giving written notice to Story County upon the occurrence of Story County's material breach of any of the terms or obligations of this Agreement.

Section 7.5 Information to Story County Individuals. Provider acknowledges the right of Story County to inform Story County Individuals of Provider's termination and agrees to cooperate with Story County in deciding on the form of such notification.

Section 7.6 Nonrenewal of Agreement. Either party may choose not to renew this agreement upon ninety (90) days written notice to the other party prior to the expiration of the contract.

SECTION 8

Amendments

Section 8.1 Amendment. This Agreement may be amended at any time by the mutual written agreement of the parties. In addition, Story County may amend this Agreement upon sixty (60) days advance notice to Provider and if Provider does not provide written objection to Story County within the sixty (60) day period, then the amendment shall be effective at the expiration of the sixty (60) day period.

Section 8.2 Regulatory Amendment. Story County may also amend this Agreement to comply with applicable statutes and regulations and shall give written notice to Provider of such amendment and its effective date. Such amendment will not require sixty (60) days advance written notice.

SECTION 9
Other Terms and Conditions

Section 9.1 Non-Exclusivity. This Agreement does not confer upon the Provider any exclusive right to provide services to Story County Individuals in Provider's geographical area. Story County reserves the right to contract with other providers. The parties agree that Provider may continue to contract with other organizations.

Section 9.2 Assignment. Provider may not assign any of its rights and responsibilities under this Agreement to any person or entity without the prior written approval of Story County.

Section 9.3 Subcontracting. Provider may not subcontract any of its rights and responsibilities under this Agreement to any person or entity without prior notification to Story County.

Section 9.4 Entire Agreement. This Agreement and attachments attached hereto constitute the entire agreement between Story County and Provider, and supersedes or replaces any prior agreements between Story County and Provider relating to its subject matter.

Section 9.5 Rights of Provider and Story County. Provider agrees that Story County may use Provider's name, address, telephone number, and description of Provider and Provider's care and specialty services in any promotional activities. Otherwise, Provider and Story County shall not use each other's name, symbol or service mark without prior written approval of the other party.

Section 9.6 Invalidity. If any term, provision or condition of this Agreement shall be determined invalid by a court of law, such invalidity shall in no way effect the validity of any other term, provision or condition of this Agreement, and the remainder of the Agreement shall survive in full force and effect unless to do so would substantially impair the rights and obligations of the parties to this Agreement.

Section 9.7 No Waiver. The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach.

Section 9.8 Notices to Story County. Any notice, request, demand, waiver, consent, approval or other communication to Story County which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

Story County Board of Supervisor's Office
Story County Administration Building
900 6th Street
Nevada Iowa 50201
Attention: Sandra King

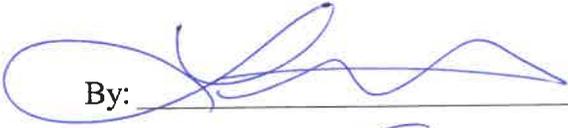
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Storytime Childcare
P.O. Box 214
Maxwell, IA 50161
Attention: Jayne Underhill

This Agreement has been executed by the parties hereto, through their duly authorized officials.

COUNTY:

PROVIDER:

By: 

By: Jayne Underhill

Print Name: Latifah Faisal

Print Name: Jayne Underhill

Print Title: Story County Board of Supervisors

Print Title: Director

Date: 5-30-23

Date: 5-17-23

ATTACHMENT A
SERVICE DEFINITIONS AND RATES
FISCAL YEAR: 2024

Service Description	Unit of Service	Rate
Child Care – Children Not to Exceed \$55,100	1 Full Day	\$30.91
Child Care – Infant Not to Exceed \$2,900	1 Full Day	\$8.54

Treasurer – Ted Rasmusson

January, February, March 2023

Third Quarter FY2023 was an eventful one for the Treasurer's Office. We oversaw a very effective and efficient tax collection, during which we never had any issues with long lines, wait times, or carryover work. We also saw a steady stream of motor vehicle title and registration transactions that followed historical trends. Our office was also very aware and active in Iowa Legislative issues, as I serve on the ISCTA Executive Board, and there were many legislative proposals that affected Treasurers throughout the session.

On our Property Tax/Finance side of the office, the big news of the quarter was tax collections. We were right at historical levels for collections with approximately 98% collected by March 31. We were able to complete all mail the day it was received and process customer transactions very efficiently. A positive impact for the county is rising interest rates, which allowed us to achieve a good return on those collections. Our primary depository was the Iowa Public Agency Investment Trust, which was providing between 4.3-4.7% daily interest for most of the month. This will significantly raise our income on investments.

For the Motor Vehicle side, we had a consistent month. We saw normal levels of transactions and were processing them at same day levels for nearly the entire quarter, even with the property tax collections. The biggest change for Motor Vehicle is the DOT completing programming for dealers using Electronic Registration and Titling (ERT) on used car purchases. This will allow auto dealers to electronically submit used car title transfers to our office rather than through the mail. This option had been in place for new cars, but not used as those transactions have more variables and can be more complicated. Going forward, we expect to have much less paper in our office.

This Legislative session was a very impactful one for Treasurers. We had multiple bills we were trying to get passed to assist our customers and improve our processes, while we also had to keep track of many proposed bills that we felt would have a negative impact on our customers. I made a lot of trips to Des Moines and had a lot of communications with our legislators throughout the first quarter.

Third quarter was a busy, but successful one for our office. Please let us know if you have any questions.

Thank you,

Ted Rasmusson, Story County Treasurer

Data / Tables / Statistics

Cash and Investments

Invested Funds Summary

Type	1/31/2023		2/28/2023		3/31/2023	
	Amount	Percentage	Amount	Percentage	Amount	Percentage
Cash & Bank Accounts	\$32,299,084.55	37.71%	\$35,502,683.26	41.02%	\$37,176,734.20	26.87%
Iowa Public Agency Investment Tr	\$48,676,008.52	56.83%	\$46,346,914.71	53.54%	\$96,502,735.90	69.76%
Certificates of Deposit	\$4,672,587.16	5.46%	\$4,709,602.41	5.44%	\$4,660,154.13	3.37%
Totals	\$85,647,680.23	100.00%	\$86,559,200.38	100.00%	\$138,339,624.23	100.00%

Matured CD's - January New Rate
 None
 Matured CD's - February
 None
 Matured CD's - March
 None

Tax Collections	
January Total Tax Collections	\$1,136,553.30
February Total Tax Collections	\$5,256,069.49
March Total Tax Collections	\$59,723,529.94
Quarterly Total	\$66,116,152.73

In Office Payment Statistics

January – March 2023

Receipt Type	Receipts Debit & Credit			Totals
Tax	70			\$54,987.00
Vehicle	2,512			\$611,426.46
Misc	11			\$432.75
Total Receipts	2,593			\$666,846.21

Collections for CC/DOR

	Clerk of Court	Dept of Rev		Totals
Jan-23	\$0.00	\$0.00		\$0.00
Feb-23	\$13.00	\$0.00		\$13.00
Mar-23	\$0.00	\$0.00		\$0.00
Total	\$13.00	\$0.00		\$13.00

DATE	#MV CUST	#MV RENEW	REGISTRATION FEES	ORGAN DONOR	SERVICE FEES	TOTAL MV & FEES	DATE	#TAX CUST	#TAX PARCEL	TAX PAID	SERVICE FEES	TOTAL TAX & FEES	TOTAL CUST	TOTAL TO COUNTY	TOTAL SERVICE FEES
Jan-23	1805	2594	\$448,716.50	\$165.75	\$3,346.53	\$452,228.78	Jan-23	353	495	\$310,839.87	\$279.27	\$311,119.14	2158	\$759,722.12	\$3,625.80
Feb-23	1733	2639	\$430,749.50	\$130.75	\$3,016.68	\$433,896.93	Feb-23	725	1011	\$1,540,731.84	\$1,190.90	\$1,541,922.74	2458	\$1,971,612.09	\$4,207.58
Mar-23	2029	3022	\$502,044.00	\$78.00	\$3,415.08	\$505,537.08	Mar-23	3446	19117	\$36,534,726.44	\$12,982.41	\$36,547,708.85	5475	\$37,036,848.44	\$16,397.49
TOTAL	5567	8255	\$1,381,510.00	\$374.50	\$9,778.29	\$1,391,662.79	TOTAL	4524	20623	\$38,386,298.15	\$14,452.58	\$38,400,750.73	10091	\$39,768,182.65	\$24,230.87

BOARD OF SUPERVISORS RESOLUTION 23-96

RESOLUTION TO ABATE PROPERTY TAXES ON PARCELS
OWNED BY A POLITICAL SUBDIVISION

WHEREAS, the following property is currently owned by the City of Collins, and

WHEREAS, when the City acquired this property there were property taxes then due and payable, and

WHEREAS, the City of Collins has requested that the Story County Board of Supervisors abate any and all currently due and payable property taxes, and

WHEREAS, §445.63 *Code of Iowa* states that county boards of supervisors shall abate such taxes, and

WHEREAS, the Story County Board of Supervisors has determined that the above taxes should be abated;

NOW THEREFORE BE IT RESOLVED that all currently due and payable taxes and penalties on the following described real estate are hereby abated in the amount of \$359.00;

#1621105215 LOT SEVEN (7), BLOCK FIVE (5), JONES ADDITION TO COLLINS, STORY COUNTY, IOWA

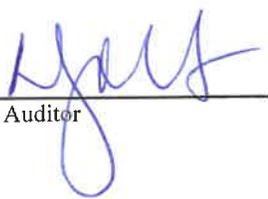
APPROVED THIS 30TH DAY OF MAY, 2023 AT NEVADA, STORY COUNTY, IOWA.



Chairperson, Board of Supervisors

Attest:

County Auditor



ROLL CALL
FOR ALLOWANCE

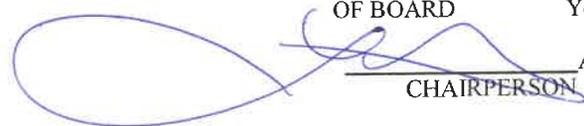
Latifah Faisal Yea Nay ___ Absent ___
Lisa Heddens Yea Nay ___ Absent ___
Linda Murken Yea Nay ___ Absent ___

ALLOWED BY VOTE
OF BOARD

Yea 3 Nay 0 Absent 0

Above tabulation made by 

CHAIRPERSON



Invoice #: 5941
Date: 5/22/2023
Customer ID: 50201

INVOICE

Payable To:
RoseRush Services, LLC P.O. Box 2006 Buena Vista, CO 81211

Bill To:
Story County Animal Shelter and Control 975 West Lincoln Hwy Nevada, IA 50201

TERMS Due upon receipt

1	Shelter Pro Software—annual licensing, support, and upgrades	\$1,895.00
<i><u>Thank you for your order!</u></i>		

APPROVED **DENIED**
Board Member Initials: SAV
Meeting Date: 5.30.23
Follow-up action: _____

Total Due

\$1,895.00

Prepared by and return to: The Story county Engineer's Office, 837 N Ave, Nevada Iowa 50201 Phone 515-382-7355

RESOLUTION #23-97

Story County Board of Supervisors

Award of Bid for Project L-P32--73-85

HMA RESURFACING – 510th Ave., From Polk County Line, North 0.68 Miles

BE IT RESOLVED, by the Story County Board of Supervisors, as follows:

Section 1: That bid for L-P32--73-85 be awarded to the low bidder, MANATTS INC., Brooklyn, IA for the total cost of \$214,044.25.

Section 2: That the chair be authorized to sign the contract documents on behalf of the board.

Section 3: That this resolution shall take effect immediately.

Adopted this 30th day of May, 2023

Recommended Approval by:


Darren R Moon, P.E. 5-23-23
County Engineer Date


Chair, Board of Supervisors

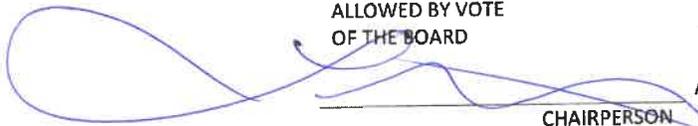
Attest: 
County Auditor

ROLL CALL	Latifah Faisal	Yea	<u>✓</u>	Nay	___	Absent	___
FOR ALLOWANCE	Lisa Heddens	Yea	<u>✓</u>	Nay	___	Absent	___
	Linda Murken	Yea	<u>✓</u>	Nay	___	Absent	___

ALLOWED BY VOTE OF THE BOARD

Yea 3 Nay 0 Absent 0

Above tabulation made by 


CHAIRPERSON

Story County Provider and Program Participation Agreement

THIS AGREEMENT (the Agreement), entered into this First day of July, 2023 is by and between **Story County** and **ChildServe Community Options, Inc.** (Provider).

The statements and intentions of the parties, to this Agreement, are as follows:

Story County is a governmental entity organized under the Code of Iowa, governed by the Board of Supervisors. Story County is interested in contracting with Provider to purchase Covered Services for the benefit of Story County Individuals.

Provider is interested in contracting with Story County to provide Covered Services for the benefit of Story County Individuals.

In consideration of the premises and promises contained herein, it is mutually agreed by and between Story County and Provider as follows:

SECTION 1 Definitions

Co-payment: The amount which may be charged to Story County Individual at the time services are rendered.

Subcontract: The act in which one party to the original contract enters into a contract with a third party to provide some or all of the services listed in the original contract.

SECTION 2 Duties of Provider

Section 2.1 Provision of Covered Services. Provider shall provide Covered Services to each Story County Individual who is eligible to receive such services to the extent designated in Attachment A, Service Definitions and Rates. The programs or services must conform to the standardized definitions used by the Analysis of Social Services Evaluation team (ASSET). Such services shall be rendered in compliance with applicable laws and regulations. Provider shall also provide Covered Services in a manner which: (a) documents the services provided, in conformance with Federal (including the Health Insurance Portability and Accountability Act, HIPAA, if applicable), State and local laws and regulations, (b) protects the confidentiality of the Story County Individual's medical records, and (c) records and maintains specified program information and performance measures in Clear Impact Scorecard at <https://app.resultsscorecard.com> at the frequency defined through ASSET.

Section 2.2 Access to Books and Records. Unless otherwise required by applicable statutes or regulation, Provider shall allow Story County access to books and records, for purposes of appeals, utilization, grievance, claims payment review, individual medical records review or

financial audits, during the term of this contract and seven (7) years following its termination. Provider shall provide records or copies of records as requested.

SECTION 3 **Claims Submission and Payment**

Section 3.1 Claims Submission. Provider agrees to submit all claims and supporting documentation for reimbursement no later than forty-five (45) days from the date Covered Services are rendered.

Section 3.2 Claims Payment. Story County will make monthly payments to the Provider based upon the reimbursement requests submitted by the Provider in accordance with Attachment A to this contract. The maximum total amount payable by Story County under this agreement is detailed on Attachment A, and no greater amount shall be paid.

Section 3.3 Compensation to Provider. Provider agrees to accept payment from Story County for Covered Services provided to Story County Individuals under this Agreement as payment in full, less any Co-payment or other amount which is due from Story County Individuals for such services. Compensation for Covered Services is included as Attachment A, Service Definitions and Rates.

For Providers accessing funding through the Story County ASSET process, an agency audit or IRS Form 990 shall be submitted within six months following the end of the agency's fiscal year. If an agency audit or IRS Form 990 is not submitted, Story County reserves the right to withhold payments until the audit and/or IRS Form 990 is submitted.

SECTION 4 **Relationship Between the Parties**

Section 4.1 Relationship Between Story County and Provider. The relationship between Story County and Provider is solely that of independent contractor and nothing in this Agreement shall be construed or deemed to create any other relationship including one of employment, agency or joint venture. Provider shall maintain Social Security, worker's compensation and all other employee benefits covering Providers employees as required by law.

SECTION 5 **Hold Harmless, Indemnification and Liability Insurance**

Section 5.1 Provider Hold Harmless and Indemnification. Provider shall defend, hold harmless and indemnify Story County against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Story County that arise out of acts or omission of Provider or Provider's employees, agents or representatives in the discharge of its responsibilities under this Agreement.

Section 5.2 Story County Hold Harmless and Indemnification. Story County shall defend, hold harmless and indemnify Provider against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Provider that arise out of acts or omission of Story County or Story County employees, agents or representatives in the discharge of its responsibilities under this Agreement.

Section 5.3 Provider Liability Insurance. Provider shall procure and maintain, at the Provider's own expense, insurance in amounts sufficient to provide coverage in the following areas, when applicable: (1) comprehensive general liability; (2) comprehensive motor vehicle liability and (3) professional liability. Provider shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsement for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The County reserves the right to require complete, certified copies of all required insurance policies, at any time.

SECTION 6

Laws and Regulations

Section 6.1 Laws and Regulations. Provider warrants that it is, and during the term of this Agreement will continue to be, operating in full compliance with all applicable federal (including the Health Insurance Portability and Accountability Act, HIPAA) and state laws.

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Story County Board of Supervisor's Office
Story County Administration Building
900 6th Street
Nevada Iowa 50201
Attention: Sandra King

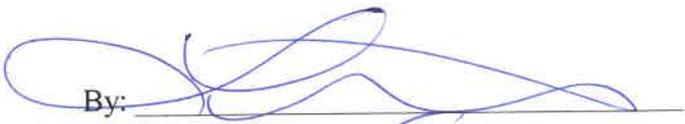
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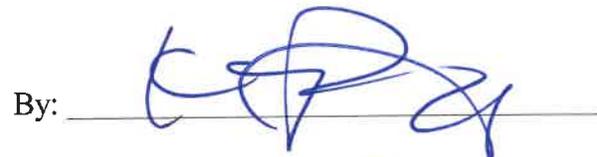
Attention: _____

This Agreement has been executed by the parties hereto, through their duly authorized officials.

COUNTY:

PROVIDER: *Child Serve Comm. Options, & Inc.*

By: 

By: 

Print Name: Latifah Faisal

Print Name: Kate Reynolds

Print Title: Story County Board of Supervisors

Print Title: Ames Area Director

Date: 5-30-23

Date: 5-19-23

ATTACHMENT A
SERVICE DEFINITIONS AND RATES
FISCAL YEAR: 2024

Service Description	Unit of Service	Rate
Child Care – Children Not to Exceed \$5,500	1 Full Day	\$52.92
Child Care – Infants Not to Exceed \$5,500	1 Full Day	\$57.06



STORY COUNTY TREASURER

TED RASMUSSEN
Administrative Building
900 6th St. - P.O. Box 498
Nevada, IA 50201

DEPUTIES:

Ardis A Baldwin-Financial
Lori McDonald-Operations

MEMORANDUM

To: Story County Board of Supervisors
From: Ted Rasmusson, Story County Treasurer
Date: May 23, 2023
Subject: Annual Property Tax Sale to be Held Tuesday, June 20

Iowa Code (Chapter 446.7) states counties should hold their annual property tax sale on the third Monday of June. Story County has resolved to observe the Juneteenth holiday on June 19 and close all county buildings for that observance. This year, June 19 is the third Monday of June. Iowa Code also states, "If for good cause the treasurer cannot hold the annual tax sale on the third Monday of June, the treasurer may designate a different date in June for the sale."

Therefore, our office will conduct our annual property tax sale on Tuesday, June 20. This change should not have any adverse effect on our delinquent property taxpayers, our ability to attract investors, or our mission to raise funds to make the taxing authority budgets whole. By moving one day, we will avoid any issues or problems we may have faced trying to conduct the sale while offices are officially closed.

We have made this date change clear on our website and in all of our communications to taxpayers and tax sale investors. We look forward to the support the Board of Supervisors and other county offices can provide to help our office complete the 2023 tax sale. With everyone's support, we expect to have a successful tax sale on Tuesday, June 20.

APPROVED **DENIED**

Board Member Initials: AR

Meeting Date: 5.30.23

Follow-up action: _____

RESOLUTION #23-98

NOTICE TO ALL PROPERTY OWNERS

BE IT RESOLVED by the Board of Supervisors of Story County, Iowa, that in accordance with the provisions of Chapter 317 of the Code of Iowa, Chapter 58 of the Iowa Department of Agriculture and Land Stewardship and Land Stewardship Administrative Code, and amendments there to; it is hereby ordered:

Each owner and each person responsible for managing lands shall eradicate all Class A noxious weeds and control all Class B noxious weeds. The order shall be consistent with the county Integrated Roadside Vegetation Management plan adopted by the Board of Supervisors. The owner and or persons responsible for managing any lands shall keep said lands free from the growth of any other weeds that make the streets or highways adjoining said land unsafe for public travel. Control is defined as the prevention of the spread of noxious weeds by limiting the production of reproductive structures.

Noxious weeds from the Iowa Code 317 that are present in Story County shall be controlled or eradicated as is necessary throughout the growing season. Producers with sensitive crops or anyone with roadside spraying concerns should contact the Story County Weed Commissioner's Office (515-382-7355). Any landowner with property under CRP contract with the USDA is encourage to consult with their local office and must abide by contract requirements.

Class A Noxious Weeds for Eradication: Palmer Amaranth

At all times: Palmer amaranth must be eradicated. If Palmer Amaranth (*Amaranthus palmeri*) is found on lands in Story County, the owner or manager of said lands is encouraged to cooperate with the United States Department of Agriculture. This also may include the department's farm service agency office for that county, the farm service agency's state office, or any other office or official designated by the department.

Class B Noxious Weeds for Control: Canadian Thistle (*Cirsium arvense*), Teasel (*Dipsacus spp.*) biennial, Leafy Spurge (*Euphorbia esula*), Bull Thistle (*Cirsium vulgare*), Multiflora rose (*Rosa multiflora*), European morning glory or field bindweed (*Convolvulus arvensis*), all other species of thistles belonging in the genus of *Carduus*.

In addition to the State of Iowa's Noxious Weed List Story County recognizes the following as invasive plants to Story County roadsides and natural areas. Japanese Knotweed *Polygonum cuspidatum*, Wild Parsnip *Pastinaca sativa*, Bush Honeysuckle *Lonicera spp.*, Purple Loosestrife *Lythrum salicari*, Poison Hemlock *Conium maculatum*.

In case of failure to comply in any order of control of weeds, the commissioner, the deputies, or agents may, subsequent to the time after service of the notice provided for in Section 317.6, enter upon the land and control the weeds or impose a maximum penalty of \$10 per day, up to ten days, that the owner or person responsible for managing the land fails to comply. If a penalty is imposed and the owner or person responsible for managing the land fails to comply, the commissioner shall cause the weeds to be controlled. If the commissioner, the deputies, or the agents enter the land and control the weeds, the actual cost and expense of cutting, burning, or otherwise controlling the weeds, along with the cost of serving notice and special meetings or proceedings, shall be paid by the county and together with the additional assessment to apply toward costs of supervision and administration, be recovered by an assessment against the tract of real estate on which the weeds were growing as provided in Section 317.21. Any fine imposed shall be recovered by a similar assessment.

The Story County Integrated Roadside Vegetation Management program shall control noxious weed infestations and other problem vegetation in county road rights-of-way which may threaten public health, cause economic loss or effect safe travel. Costs to control noxious weed problems associated with physical changes in the right-of-way, (i.e. over spray, excess tillage, untimely mowing) may be assessed to those responsible for such acts per Story County ordinance 107.VI.1. Soil erosion by wind and water promotes annual and perennial weed growth on agricultural land and in road rights-of-way. Landowners and operators are encouraged to be good land

stewards and utilize erosion control methods such as conservation tillage, cover crops, field borders, buffer strips, and grassed waterways.

Recommended Approval By: Joseph F. Kooiker Date: 5/25/23
Joseph F. Kooiker
Story County Weed Commissioner

[Signature]
Chair, Board of Supervisors

Attest: [Signature]
County Auditor

ROLL CALL	Latifah Faisal	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
FOR ALLOWANCE	Lisa Heidens	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 3 Nay 0 Absent 0

[Signature]
CHAIRPERSON

Above tabulation made by [Signature]



Ahlers & Cooney, P.C.
Attorneys at Law
100 Court Avenue, Suite 600
Des Moines, Iowa 50309-2231
Phone: 515-243-761
Fax: 515-243-21
www.ahlerslaw.com
Ann M. Smisek
515.246.0310
asmisek@ahlerslaw.c

May 19, 2023

Alissa Wignall
Director of Internal Operations and Human
Resources
Story County
900 6th Street
Nevada, IA 50201
AWignall@storycountyia.gov

APPROVED DENIED
Board Member Initials: [Signature]
Meeting Date: 5-30-23
Follow-up action:

RE: Engagement for Review of Employee Handbook

Dear Ms. Wignall and Board of Supervisors members:

I am writing to propose our engagement for the review of Story County's employee handbook. We are committed to assisting clients with managing increasingly complex employment issues and our attorneys regularly review and develop clients' handbooks and employment policies to ensure that they accurately address current employment laws including FMLA, ADA, Title VII, Iowa Civil Rights Act, FLSA, and other applicable statutes and regulations.

Our services would be billed on an hourly rate basis but would not exceed \$3,000. My rate for services is \$285 per hour. The County would be billed for our services up to \$3,000 and any additional time spent on reviewing the handbook that exceeds this amount would not be charged to the County.

Our representation will be limited to the matter as described above. To the extent you wish to engage our firm to represent you regarding other matters, you would need to sign a separate engagement agreement describing the scope of that representation prior to our initiation of services for it.

In the course of rendering legal services to you, it may be necessary for us to incur expenses and administrative fees for items such as travel. The actual expenses and administrative fees incurred will vary depending on the services we provide to you. Expense items and administrative fees incurred on your behalf will be itemized separately and listed on our billing statements as "disbursements."

If you have any questions, please feel free to contact me.

Sincerely,

May 19, 2023
Page 2

Ahlers & Cooney, P.C.

/s/ Ann Smisek

Ann M. Smisek

AMS:af

Instructions on the reverse side

For period (MM/DD/YYYY) 7 / 1 / 23 through June 30, 2024

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

Business Information:

Trade name/Doing business as: Ames Golf and Country Club

Physical location address: 5152 George Washington Carver Ave City: AMES ZIP: 50010

Mailing address: 5152 George Washington Carver Ave City: Ames State: IA ZIP: 50010

Business phone number: 515-232-8334

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP _____

Mailing address: 5152 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

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No

Types of Products Sold: (Check all that apply)

Cigarettes Tobacco Alternative Nicotine Products Vapor Products

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store Bar Convenience store/gas station Drug store

Grocery store Hotel/motel Liquor store Restaurant Tobacco store

Has vending machine that assembles cigarettes Other Golf and Social 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(s), Partner(s), or Corporate Official(s)

Name (please print): JAMES M. SMITH

Name (please print): _____

Signature: James M. Smith, Treas.

Signature: _____

Date: 5/9/2023

Date: _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New Renewal

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor, page 2

General Instructions

- Fill in the month, day, and year that this application covers
- All permits expire annually on June 30th
- A new application must be submitted every year
- All items must be completed
- A permit will not be issued until the application is properly completed and approved

Business Information

- Fill in the trade name/DBA of the business
- Fill in the physical location address, city, and ZIP
- Fill in the mailing address or PO Box, city, and ZIP
- Fill in the 10-digit telephone number of the business

Legal Ownership Information

- Check the legal ownership type of the business
- Fill in the name(s) of the sole proprietor, partnership, the corporation, the LLC, or the LLP that is the legal owner of the business. This is not the store manager or the corporate president. Do not fill in the name of a person unless the type of ownership is sole proprietor.
- Fill in the 10-digit telephone number, fax number, and email address of the legal owner

Retail Information

- Check the box for the type of sales at the business
- If you make delivery sales of alternative nicotine or vapor products, also complete an Annual Application for Iowa Cigarette Permit, Tobacco Tax License, or Delivery Seller Permit 70-015.
- Check the types of products sold at the business
- Check the box that best describes the type of business establishment
- Print the name of the sole proprietor, the partner(s), or corporate official signing this application.
- Sign and date the application. The application must be signed by the owner, one of the partners, or one of the corporate officers listed above. A preparer's or store manager's signature is not acceptable.
- Return this application and fee to your local jurisdiction: city clerk (within city limits) or county auditor (outside of city limits).

Permit Fees

- The price of a retail permit depends on the location of the business and the month issued

Location	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Outside of city limits	\$50.00	\$37.50	\$25.00	\$12.50
City of less than 15,000	\$75.00	\$56.25	\$37.50	\$18.75
City of 15,000 or more	\$100.00	\$75.00	\$50.00	\$25.00

For City Clerk/County Auditor Only

- Send completed/approved applications within 30 days of issuance to:
Email: iapledge@iowaabd.com
Fax: 515-281-7375

Visit the Iowa Department of Revenue at (tax.iowa.gov) to find information regarding minimum price, a list of approved brands, a list of licensed distributors, and answers to frequently asked questions.

To subscribe to receive updates by email, visit the Department's website (tax.iowa.gov) and click on "Subscribe to Updates."

Closure No. 23-45

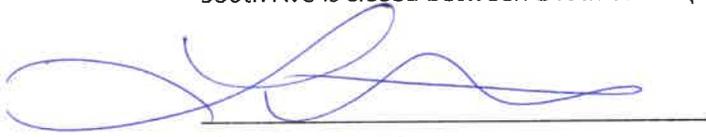
Date May 22, 2023

Resolution

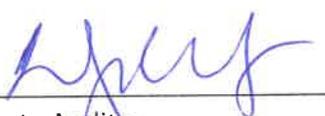
BE IT RESOLVED

By the Board of Supervisors of Story County, Iowa, to approve the road Closure(s) for the purpose of construction in section 21/22 Lafayette Twp on

530th Ave is closed between 140th St and (E18) 130th St



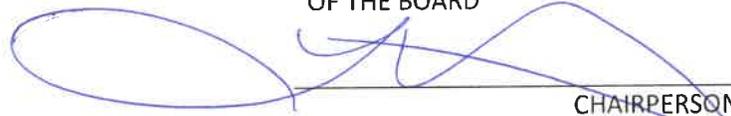
Chair, Board of Supervisors

Attest: 

County Auditor

ROLL CALL	Latifah Faisal	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. 23-46

Date May 22, 2023

Resolution

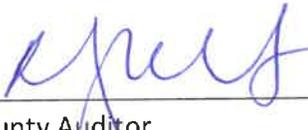
BE IT RESOLVED

By the Board of Supervisors of Story County, Iowa, to approve the road Closure(s) for the purpose of Construction in section 18/19 Nevada Twp on

South S Ave will be closed between S14(620th Ave) and Country Club Road



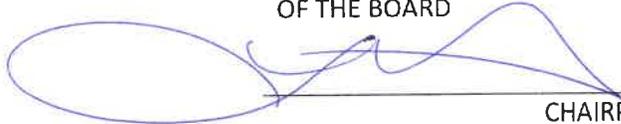
Chair, Board of Supervisors

Attest: 

County Auditor

ROLL CALL	Latifah Faisal	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 3 Nay 0 Absent 0



CHAIRPERSON

Above tabulation made by 

Resolution #23-93

RECORD OF HEARING AND ADOPTION OF BUDGET AMENDMENT
STORY COUNTY

Fiscal Year July 1, 2022 - June 30, 2023

STORY COUNTY conducted a public hearing for the propose of amending the current budget for the fiscal year ending June 30, 2023

Meeting Date: 5/30/2023	Meeting Time: 10:00 AM	Meeting Location: Public meeting room, 2nd Fl. Administration Building, 900 6th St., Nevada, IA 50201
-----------------------------------	----------------------------------	---

The governing body of the STORY COUNTY met with a quorum present and found that the notice of time and place of the hearing had been published as required by law and that the affidavit of publication is on file with the county auditor. After hearing public comment the governing body took up the amendment to the budget for final consideration and determined that said budgeted expenditures be amended as follows:

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	28,147,360	0	28,147,360
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Less: Credits to Taxpayers	3	956,695	0	956,695
Net Current Property Tax	4	27,190,665	0	27,190,665
Delinquent Property Tax Revenue	5	3,450	0	3,450
Penalties, Interest & Costs on Taxes	6	75,000	0	75,000
Other County Taxes/TIF Tax Revenues	7	3,926,900	250,000	4,176,900
Intergovernmental	8	18,633,784	-971,470	17,662,314
Licenses & Permits	9	73,160	15,000	88,160
Charges for Service	10	2,002,995	-124,840	1,878,155
Use of Money & Property	11	432,156	821,200	1,253,356
Miscellaneous	12	724,700	397,100	1,121,800
Subtotal Revenue	13	53,062,810	386,990	53,449,800
Other Financing Sources:				
General Long-Term Debt Proceeds	14	0	0	0
Operating Transfers In	15	3,785,000	0	3,785,000
Proceeds of Fixed Asset Sales	16	14,500	39,400	53,900
Total Revenues & Other Sources	17	56,862,310	426,390	57,288,700
EXPENDITURES & OTHER FINANCING USES				
Operating:				
Public Safety and Legal Services	18	17,511,793	-897,752	16,614,041
Physical Health and Social Services	19	6,940,359	-1,707,610	5,232,749
Mental Health, ID & DD	20	0	0	0
County Environment & Education	21	6,645,863	297,920	6,943,783
Roads & Transportation	22	8,343,846	200,000	8,543,846
Government Services to Residents	23	2,071,207	5,800	2,077,007
Administration	24	9,818,256	-517,468	9,300,788
Nonprogram Current	25	4,764,110	-2,000,000	2,764,110
Debt Service	26	1,651,200	677,327	2,328,527
Capital Projects	27	9,911,361	-4,850,368	5,060,993
Subtotal Expenditures	28	67,657,995	-8,792,151	58,865,844
Other Financing Uses:				
Operating Transfers Out	29	3,785,000	0	3,785,000
Refunded Debt/Payments to Escrow	30	0	0	0
Total Expenditures & Other Uses	31	71,442,995	-8,792,151	62,650,844
Excess of Revenues & Other Sources over (under) Expenditures & Other Uses	32	-14,580,685	9,218,541	-5,362,144
Beginning Fund Balance - July 1, 2022	33	41,475,884	0	41,475,884
Increase (Decrease) in Reserves (GAAP Budgeting)	34	0	0	0
Fund Balance - Nonspendable	35	0	0	0
Fund Balance - Restricted	36	14,255,174	8,606,570	22,861,744
Fund Balance - Committed	37	418,390	0	418,390
Fund Balance - Assigned	38	2,908,701	738,224	3,646,925
Fund Balance - Unassigned	39	9,312,934	-126,253	9,186,681
Total Ending Fund Balance - June 30, 2023	40	26,895,199	9,218,541	36,113,740

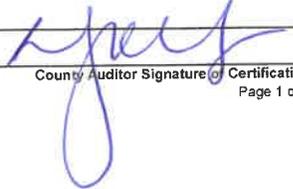
Explanation of Changes: Revenue changes in intergovernmental (grants); interest on investments; sale of fixed assets. Expense changes in spending of ARPA dollars; capital project delays



Signature of Certification
05/19/2023 11:48 AM

05/30/2023

Adopted On



County Auditor Signature of Certification
Page 1 of 1

5/24/2023

Dept Name	#	Amount	Reason	Funding Source
Board of Supervisors	01	7,000	Extra Help	General Fund
<i>Gen Fund</i>		<u>7,000</u>		
		(18,000)	Employee's Insurance	Gen Supp Fund
<i>Gen Supp Fund</i>		<u>(18,000)</u>		
Department Total		(11,000)		
Auditor	02	6,800	Pay Plan Staff Salaries (elections)	General Fund
		3,400	Pay Plan Staff Salaries (mngmt)	General Fund
<i>Gen Fund</i>		<u>10,200</u>		
		(1,500)	FICA-Elections	Gen Supp Fund
		1,000	IPERS - Elections	Gen Supp Fund
		(8,500)	Employee's Insurance	Gen Supp Fund
		1,500	FICA - Mngmt	Gen Supp Fund
		1,000	IPERS - Mngmt	Gen Supp Fund
		(12,000)	Employee's Insurance	Gen Supp Fund
<i>Gen Supp Fund</i>		<u>(18,500)</u>		
Department Total		(8,300)		
Treasurer	03	4,000	Pay plan staff (MV)	General Fund
		2,000	Pay plan staff (mngmt)	General Fund
<i>Gen Fund</i>		<u>6,000</u>		
		(1,500)	Employee's Insurance	Gen Supp Fund
<i>Gen Supp Fund</i>		<u>(1,500)</u>		
Department Total		4,500		
County Attorney	04	(15,000)	Pay Plan Staff	General Fund
<i>Gen Fund</i>		<u>(15,000)</u>		
		(5,000)	FICA	Gen Supp Fund
		(4,000)	IPERS	Gen Supp Fund
		(5,000)	Employee's Insurance	Gen Supp Fund
<i>Gen Supp Fund</i>		<u>(14,000)</u>		
Department Total		(29,000)		
Sheriff	05	(150,000)	Bargaining Unit Staff	General Fund
		3,400	Pay Plan Staff	General Fund
		50,000	Overtime Pay	General Fund
		25,000	Covid Passthru grant - MGMC	Grant
<i>Gen Fund</i>		<u>(71,600)</u>		
		(20,000)	FICA	Gen Supp Fund
		(10,000)	IPERS	Gen Supp Fund
		(75,000)	Employee's Insurance	Gen Supp Fund
<i>Gen Supp Fund</i>		<u>(105,000)</u>		
		(30,000)	Bargaining Unit Staff	Rural Fund
		20,000	Overtime Pay	Rural Fund
		(5,000)	FICA	Rural Fund
		(3,500)	IPERS	Rural Fund
		(50,000)	Employee's Insurance	Rural Fund
<i>Rural</i>		<u>(68,500)</u>		
Department Total		(245,100)		

Expenses

5/24/2023

Recorder	07	4,000	Salaries	General Fund
<i>Gen Fund</i>		<u>4,000</u>		
Department Total		4,000		
Animal Control	08			
		1,500	IPERS	Rural Fund
		(5,000)	Employee's Insurance	Rural Fund
<i>Rural Fund</i>		<u>(3,500)</u>		
			Special Animal Care	Friends of Animal
<i>Friends of Animal Fund</i>		<u>0</u>		
Department Total		(3,500)		
Gen Co Betterment 40%	10			
		3,750	Dues & Memberships	Rural Fund
		<u>3,750</u>		
Secondary Roads	20	200,000	Equipment operations	Secondary Road Fund
<i>Secondary Road Fund</i>		<u>200,000</u>		
Department Total		200,000		
Veterans Affairs	21	5,400	Salaries Pay Plan	General Fund
<i>Gen Fund</i>		<u>5,400</u>		
		500	FICA	Gen Supp Fund
		500	IPERS	Gen Supp Fund
<i>Gen Supp Fund</i>		<u>1,000</u>		
Department Total		6,400		
Conservation	22	(17,000)	Salaries - bargaining unit	General Fund Balance
		17,000	Salaries - pay staff	General Fund Balance
		(6,000)	Env Educ Supply	General Fund Balance
		9,000	Education & Training	General Fund Assigned
		(15,000)	Contract Labor	General Fund Balance
		(46,000)	US Army Corps Land Acq	Gen Fund Bal (EFT)
		(106,600)	Fish Habitate Grant	General Fund
<i>General</i>		<u>(164,600)</u>		
		(18,000)	Empl Insurance	Gen Supplemental Fund
<i>Gen Supp Fund</i>		<u>(18,000)</u>		
		(343,000)	Land acquisition -SR Greenbelt	Friends of Conservation
		(22,000)	Dakins cabin	Friends of Conservation
<i>Friends of Conserv</i>		<u>(365,000)</u>		
		(695,800)	Dakins cabin & MCF restoration	Conserv Acq & Cap Proj
<i>Conserv Acq & Cap</i>		<u>(695,800)</u>		
Department Total		(1,243,400)		
Environmental Health	23	(75,000)	Septic Grant	Grant
<i>General</i>		<u>(75,000)</u>		
Department Total		(75,000)		

5/24/2023

IRVM	24	5,000	Pay Plan Staff	Rural Fund Balance
		1,800	IPERS	Rural Fund Balance
Department Total		6,800		
Community Services	25	(10,000)	Pay Plan Staff	General Fund
		800	Office Supplies	General Fund
		700	Postage & mailing	General Fund
		425	Equip rent/maint	General Fund
<i>General</i>		<u>(8,075)</u>		
		1,000	IPERS	Gen Supplemental Fund
		(10,000)	Empl Insurance	Gen Supplemental Fund
<i>Gen Supp Fund</i>		<u>(9,000)</u>		
Department Total		(17,075)		
Human Services Center	50	6,500	Pay Plan Staff	General Fund
		2,000	OT	General Fund
<i>General</i>		<u>8,500</u>		
		2,500	IPERS	General Supplemental
<i>Gen Supp Fund</i>		<u>2,500</u>		
Department Total		11,000		
Facilities Manager	51	3,000	Pay Plan Staff	General Fund
<i>General</i>		<u>3,000</u>		
		(15,000)	Empl Insurance	General Supplemental
<i>Gen Supp Fund</i>		<u>(15,000)</u>		
Department Total		(12,000)		
Information Technology	52	(10,000)	Pay Plan Staff	General Fund
<i>General</i>		<u>(10,000)</u>		
		(15,000)	Empl Insurance	General Supplemental
<i>Gen Supp Fund</i>		<u>(15,000)</u>		
Department Total		(25,000)		
Planning & Development	53	1,700	FICA	Rural Fund
		1,000	Flex	Rural Fund
		3,500	Empl Insurance	Rural Fund
Department Total		6,200		
Justice Center Facilities	54	(10,000)	Pay plan salaries	
<i>General</i>		<u>(10,000)</u>		
		(1,000)	FICA	General Supplemental
		(1,000)	IPERS	General Supplemental
		(15,000)	Empl Insurance	General Supplemental
<i>Gen Supp Fund</i>		<u>(17,000)</u>		
Department Total		(27,000)		
MHDS Services	60	(295,600)	Pay Plan Staff	MHDS
		(23,300)	FICA	MHDS
		(29,000)	IPERS	MHDS
		(8,720)	Employers Flex	MHDS
		(70,500)	Empl Insurance	MHDS
		4,252	Audit refund	MHDS
Department Total		(422,868)		

Expenses

5/24/2023

Countywide Services	99	(677,326) StoryComm	General Fund Restricted
		3,674 Court Appt Counsel	General Fund
		50,000 Court Ordered services	General Fund
		60,000 PH Emerg Preparedness	General Fund -pass thru
		10,000 Immunization Serv	General Fund -pass thru
03110-344-99-20		3,319 ASSET Emerg shelter	GF Assigned
		2,400 YSS-IDSA grant	General Fund
		250,000 Debris site purchase	General Fund
		50,000 Child Care	General Fund
		(35,000) Empl Insurance	General Fund
		6,000 Vehicle Fuels/Maint	General Fund
		4,000 Management Services	General Fund
		<u>677,327</u> princple pay StoryComm	General Fund Restricted
<i>General Fund</i>		<i>404,394</i>	
		(262,547) Primary Health	ARPA funds
		(260,650) United Way	ARPA funds
		(30,650) Food distribution	ARPA funds
		(276,450) ACCESS	ARPA funds
		(54,857) Technical services	ARPA funds
		(550,000) YSS	ARPA funds
		(137,500) Technical services	ARPA funds
		(125,000) Child Care	ARPA funds
		14,670 Housing action plan	ARPA funds
		(2,000,000) Contributions other Gov	ARPA funds
		purchase Mosaic	ARPA funds
		(3,000,000) HOINT	ARPA funds
		(636,968) Admin Generator	ARPA funds
<i>ARPA Gen Subfund</i>		<u><i>(7,319,952)</i></u>	
Department Total		-6,915,558	
		-\$8,792,151 Total Amendment (Expenses)	
		General Fund:	94,219
		ARPA Gen Fund Subfund	(7,319,952)
		MHDS Services subfund	(422,868)
		Gen Supplemental Fund	(227,500)
		Rural Fund	(55,250)
		Secondary Roads Fund	200,000
		Conservation Land Acquisition	(695,800)
		Friends of Conservation	(365,000)
		Friends of Animals Fund	0
			<u>(8,792,151)</u>

Expenses

5/24/2023

Dept Name	#	Amount	Reason	Funding Source
Treasurer	03	800,000	Interest on Investments	Fees
		20,000	Auto Registration Fees	Fees
Department Total		820,000		
Attorney	04			
		4,000	Sale of Seized Property	Seized property
<i>Special Law Enf</i>		4,000		
Department Total		4,000		
Sheriff	05	2,400	Miscellaneous	
		2,500	Other State Grants	
		25,000	Other State Grants - Covid MGMC	
		3,000	Other General Gov't Fees	
			Fuel Tax Refunds	
<i>General Fund</i>		32,900		
		2,400	Local Gov't Payments	
<i>Rural Fund</i>		2,400		
		3,500	Donations	
		33,000	Forfeitures	
<i>Special Law Enf</i>		36,500		
Department Total		71,800		
Recorder	07	(125,000)	Recording of Instruments	
		(4,000)	Change of Title fees	
Department Total		(129,000)		
Animal Control	08	600	Interest on Investments	Friends of Animals
		10,000	Donations	Friends of Animals
Department Total		10,600		
Secondary Roads	20	2,000	FEMA	Secondary Roads
		2,000	Trip permits	Secondary Roads
		13,000	All system permits	Secondary Roads
		2,000	Local Gov't Payments	Secondary Roads
		2,600	Work Comp	Secondary Roads
Secondary Road Fund		21,600		
Department Total		21,600		
Conservation	22	(4,500)	Miscellaneous	
		3,300	Sale of Fixed Assets	
		(250,000)	CIRPTA HOINT paving PH 3	State Grant
		(384,000)	State rec trails (HOINT)	State Grant
		(8,500)	IDNR Water Trail - Sopers Mill	State Grant
		(55,000)	IDNR Fish Habitat Grant- McFarland	State Grant
		(5,350)	IDNR Water Trail - Sopers Mill Road	State Grant
		(56,420)	IDNR Fish Habitat Grant-HGP Walleye	State Grant
<i>General Fund Total</i>		(760,470)		

Revenues

5/24/2023

		1,600	Interest on Investments	REAP
		1,000	REAP funds	State - REAP
	<i>REAP fund total</i>	<u>2,600</u>		
		(19,500)	Camping Fees	
	<i>Conserv Acq & Cap Proj</i>	<u>(19,500)</u>		
		8,000	Interest on Investments	
		43,000	Trust Fund donations	
	<i>Friends of Conservation Total</i>	<u>51,000</u>		
	Department Total	(726,370)		
Environmental Health	23	(75,000)	Septic grant	SCHTF Grant
	<i>General Fund Total</i>	<u>(75,000)</u>		
	Department Total	(75,000)		
IRVM	24	6,400	Miscellaneous	Rural Fund
		8,000	Sale of Fixed Assets	Rural Fund
		(3,600)	Other State Grants	Rural Fund
	Department Total	<u>10,800</u>		
General Assistance	25	660	Other Health Fees	General Fund
	Department Total	<u>660</u>		
Group Homes	26	8,000	Building Rent	General Fund
	Department Total	<u>8,000</u>		
Human Services Center	50	3,000	Building Rent	General Fund
	Department Total	<u>3,000</u>		
DHS	59	25,000	DHS Admin Reimb	General Fund
	Department Total	<u>25,000</u>		
MHDS Services	60	(430,000)		
	Department Total	<u>(430,000)</u>		
Countywide Services	99	50,000	LATCF Funds -ARPA	General Fund Rest
		(20,000)	Insurance/Damage	General Fund
		17,800	Miscellaneous	General Fund
		3,500	Sale of Fixed Assets	General Fund
		20,000	District Court Fees/Rev	General Fund
		10,000	Immunization Services	State Grant
		50,000	Pub Health Emerg Preparedness	State Grant
		(15,000)	Local Gov't Payments -watershed	General Fund
		38,500	Watershed Mngmt -State	State Grant
	<i>General Fund Total</i>	<u>154,800</u>		

Revenues

5/24/2023

	2,000	Miscellaneous	Gen Suppl Fund
	8,000	District Court Fees/Rev	Gen Suppl Fund
	6,900	Work Comp	Gen Suppl Fund
<i>Gen Supplemental Total</i>	<u>16,900</u>		
	250,000	Local Option Sales Tax	Rural Fund
	24,600	Sale of Fixed Assests	Rural Fund
<i>Rural Fund Total</i>	<u>274,600</u>		Rural Fund
<i>TIF Fund Total</i>	0	TIF Revenues	TIF Fund
<i>LG Opioid Abatement Total</i>	<u>365,000</u>	Opioid Settlement	
Department Total	<u>811,300</u>		
Total Request	426,390	Total Amendment (Revenues)	
		General Fund:	79,890
		ARPA Gen Fund Subfund	0
		MHDS Services subfund	(430,000)
		General Supplemental Fund	16,900
		Rural Fund:	287,800
		LG Opioid Abatement Fund	365,000
		Secondary Roads Fund	21,600
		Special Law Enforcement Fund	40,500
		REAP	2,600
		Conserv Acq & Cap Proj	(19,500)
		Friends of Conservation	51,000
		Friends of Animals	10,600
			<u>426,390</u>

Revenues

"STATEMENT OF CHANGE IN FUNDS BALANCE"

FUND NAME & NUMBER	BEGINNING BALANCE	REVENUES	DISBURSEMENTS	ENDING BALANCE			
FY'23 BUDGET							
GENERAL BASIC #01000	12,514,886	24,478,076	26,213,555	10,779,407	2,718,590	31.97%	
GENERAL SUBFUND MHDS #01006	107,000	443,810	451,890	98,920	<i>Restricted</i>		
ARPA GENERAL SUBFUND #01010	2,087,400	9,431,900	9,925,291	1,594,009	<i>Restricted</i>		
GEN. SUPPLEMENTAL #02000	2,557,596	5,345,506	6,322,298	1,580,804	<i>Restricted</i>	25.00%	31.50%
RURAL SERVICES #11000	2,386,527	6,925,803	7,987,144	1,325,186	243,090	20.69%	
TIF #15000	80,391	926,281	986,200	20,472	<i>Restricted</i>		
URBAN RENEWAL PPROJ #17000	0	0	0	0	<i>Restricted</i>		
SECONDARY ROADS #20000	5,641,239	8,292,607	8,586,095	5,347,751	<i>Restricted</i>	62.28%	
SPEC. LAW ENFCMENT #22000	79,726	18,050	10,190	87,586	<i>Restricted</i>		
REAP #23000	139,199	28,400	63,500	104,099	<i>Restricted</i>		
RECORDERS RECORDS #27000	56,359	14,800	14,400	56,759	<i>Restricted</i>		
JAIL INMATE CMSRY #28000	127,145	56,950	75,000	109,095	<i>GF Assigned</i>		
DEBT SERVICE #29000	69,191	678,478	665,000	82,669	<i>Restricted</i>		
CAPITAL PROJECTS #30000	352,429	0	200,000	152,429	<i>Restricted</i>		
CAP PROJ SECRDS #31000	0	0	0	0	<i>Restricted</i>		
CAPITAL PROJECTS TIF #32000	5,001	0	0	5,001	<i>Restricted</i>		
SHERIFF RES OFFICERS #35000	29,053	1,700	12,000	18,753	<i>Restricted</i>		
CO ATTY FINE COLLECTION #38000	345,937	25,000	7,500	363,437	<i>GF Assigned</i>		
CONSERV LAND ACQ & CAP#68000	886,432	198,250	700,000	384,682	<i>GF Assigned</i>		
FRIENDS OF CONSERV #73000	1,178,239	160,500	421,130	917,609	<i>Restricted</i>		
FRIENDS OF ANIMALS #74000	92,618	30,400	25,000	98,018	<i>Restricted</i>		
TOTAL	28,736,368	57,056,511	62,666,193	23,126,686			
FY'23 AMENDMENT							
GENERAL BASIC #01000	14,800,415	24,353,765	27,397,163	11,757,017	2,570,336	34.80%	
GENERAL SUBFUND MHDS #01006	16,400	13,810	29,022	1,188	<i>Restricted</i>		
ARPA GENERAL SUBFUND #01010	8,570,320	9,431,900	7,795,623	10,206,597	<i>Restricted</i>		
GEN. SUPPLEMENTAL #02000	2,961,867	5,362,406	6,331,798	1,992,475	<i>Restricted</i>	31.47%	34.15%
RURAL SERVICES #11000	2,503,761	7,223,603	8,168,364	1,559,000	383,411	21.84%	
TIF #15000	71,177	926,281	986,200	11,258	<i>Restricted</i>		
URBAN RENEWAL PPROJ #17000	137,213	0	137,213	0	<i>Restricted</i>		
LG OPIOID SETTLEMENT #18000	0	365,000	0	365,000	<i>Restricted</i>		
SECONDARY ROADS #20000	7,675,066	8,314,207	9,382,856	6,606,417	<i>Restricted</i>	70.41%	
SPEC. LAW ENFCMENT #22000	64,220	58,550	10,190	112,580	<i>Restricted</i>		
REAP #23000	139,873	31,000	63,500	107,373	<i>Restricted</i>		
RECORDERS RECORDS #27000	66,682	14,800	14,400	67,082	<i>Restricted</i>		
JAIL INMATE CMSRY #28000	125,739	56,950	75,000	107,689	<i>GF Assigned</i>		
DEBT SERVICE #29000	71,773	678,478	665,000	85,251	<i>Restricted</i>		
CAPITAL PROJECTS #30000	477,429	0	200,000	277,429	<i>Restricted</i>		
CAPITAL PROJECTS SR #31000	724,533	0	724,533	0	<i>Restricted</i>		
CAPITAL PROJECTS TIF #32000	519,332	0	519,332	0	<i>Restricted</i>		
SHERIFF RES OFFICERS #35000	34,069	1,700	12,000	23,769	<i>Restricted</i>		
CO ATTY FINE COLLECTION #38000	346,375	25,000	7,500	363,875	<i>GF Assigned</i>		
CONSERV LAND ACQ & CAP#68000	898,865	178,750	4,200	1,073,415	<i>GF Assigned</i>		
FRIENDS OF CONSERV #73000	1,170,572	211,500	101,950	1,280,122	<i>Restricted</i>		
FRIENDS OF ANIMALS #74000	100,204	41,000	25,000	116,204	<i>Restricted</i>		
TOTAL	41,475,885	57,288,700	62,650,844	36,113,741			

fund balances

Ending Fund Balance Projections for June 30, 2023

FY23 General Fund

Restricted	50,000	LACTF
Committed:	418,390	DAPL Conserv - ETF
Assigned:	578,310	CIP Projects
	0	ASSET
	282,659	Small Community Funding
	<u>1,240,977</u>	Future Capital Project Needs
	2,101,946	
Unassigned:	9,186,681	<i>35% of budgeted general fund expenditures</i>
25% =	6,599,290	
	2,587,391	

FY23 Supplemental Fund

Restricted:	1,992,475	<i>31% of budgeted supplemental fund expenditures</i>
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All other budgetary funds are restricted used funds.

**RESOLUTION NO. 23-95
APPROPRIATIONS AMENDMENT**

WHEREAS, Resolution No. 22-98 dated June 28, 2022 set appropriations by department for Fiscal Year 2023, and

WHEREAS, Resolution No. 23-14 dated August 30, 2022 amended appropriations by department for Fiscal Year 2023, and

WHEREAS, Resolution No. 23-18 dated September 6, 2022 amended appropriations by department for Fiscal Year 2023, and

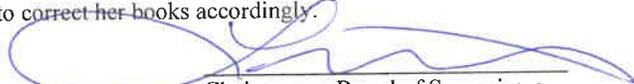
WHEREAS, Resolution No. 23-32 dated October 11, 2022 amended appropriations by department for Fiscal Year 2023, and

WHEREAS, Resolution No. 23-42 dated November 22, 2022 amended appropriations by department for Fiscal Year 2023, and

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Story County, Iowa, to amend department appropriations by the following amounts:

<u>Dept. # & Name</u>	<u>\$ Amount</u>	<u>Dept. # & Name</u>	<u>\$Amount</u>
01 - Bd of Supervisors	(11,000)	02 - Auditor	(8,300)
03 - Treasurer	4,500	04 - Attorney	(29,000)
05 - Sheriff	(245,100)	07 - Recorder	4,000
08 - Animal Control	(3,500)	10 - Gen Betterment	3,750
20 - County Engineer	200,000	21 - Veteran Affairs	6,400
22 - Conservation Bd	(1,243,400)	23 - Environmental Hlth	(75,000)
24 - IRVM	6,800	25 - General Assistance	(17,075)
50 - Human Serv Center	11,000	51 - Fac Mngmt	(12,000)
52 - Info Technology	(25,000)	53 - Plan & Development	6,200
54 - Justice Center Fac	(27,000)	60 - MHDS Services	(422,868)
99 - Countywide Services	(6,915,558)		

The above resolution was adopted by the Board of Supervisors of Story County, Iowa, on the 30th day of May, 2023 and the Auditor is directed to correct her books accordingly.


Chairperson, Board of Supervisors

Attest: 
County Auditor

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

ALLOWED BY VOTE
OF BOARD Yea 3 Nay 0 Absent 0


Above tabulation made by 
CHAIRPERSON



Board of Supervisors

Story County, Iowa

Sick Leave Policy

Approval Date: 05/23/2023	Effective Date: 07/01/2023	Revision No.: 02
Reference: BOS Minutes: Initially Adopted: 04/24/2018	Distribution: Employee Handbook, Intranet, S: drive; Policy Book Board Member Initials: <i>[Signature]</i> Meeting Date: 5-30-23 Follow-up action: _____	

General Policy

It is the policy of Story County to provide its employees paid sick leave. The amount of sick leave which an employee becomes entitled to is determined by the provisions of this policy.

Scope

This policy is applicable to:

All Story County employees responsible to the Board of Supervisors with the exception of temporary and seasonal employees.

All Story County employees responsible to a county elected officer holder with the exception of statutory deputies, assistant county attorneys employed under the provisions of Iowa Code 331.904, temporary and seasonal employees.

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

When there is a conflict between this policy and a collective bargaining agreement and/or the Iowa Code, the provisions of a collective bargaining agreement and/or the Iowa Code prevail.

Sick Leave Accrual Schedule

Full-time employees shall accrue sick leave at the rate of one and one-half (1 ½) days per month. Part-time employee shall accrue on a proportionate basis according to their percentage of full-time status. Sick leave may be accumulated up to nine hundred sixty (960) hours which is equivalent to one hundred twenty (120) working days. Part-time employees maximum accumulation will be based on their percentage of full-time status. Once the maximum sick leave has been accrued, there will be no further sick leave accrued until the sick leave bank falls below nine hundred sixty (960) hours.

Provisions

Payment of accrued sick leave benefits will begin on the first (1st) day of absence, computed at the employee's regular base pay. If a holiday falls within a paid sick leave, that day will be counted as a holiday and not as sick leave. Sick leave shall not be taken in advance of accrual.

Sick leave, up to a maximum of eighty (80) hours per calendar year, beginning the first payroll of the calendar year, may be used to care for an immediate family member (mother, father, spouse or children) for medical reason.

All sick leave shall expire on the date of separation from the County and no employee shall be reimbursed for sick leave accrued but not used at the time of such separation.

When an employee requests vacation time for a definite period and the request is granted, any period of illness during the period of such leave shall be charged to sick leave upon the employee producing a written certificate from a licensed health care provider stating the duration of the illness and the time period that the employee would not have been able to work. The Department Head or Elected official will then determine the number of days to be credited to the employee's accrued vacation time, according to the licensed health care provider's statement.

Overtime

Sick leave is not considered work time for the purpose of calculating overtime.

Sick Leave Donation

In the event that an employee exhausts all accumulated sick leave days, vacation, and accumulated compensatory time, the Board, upon the recommendation of the Director of Internal Operations and Human Resources may grant additional sick leave days, or, with permission from the affected individual, The Human Resources Director may request voluntary donations of sick leave from staff for use by the affected employee for the employee's personal illness or injury. The Director of Internal Operations and Human Resources will determine the number of days to be granted on a case-by-case basis and in doing so will consider medical information supplied by the affected employee. Each employee may voluntarily donate up to 2 days of sick leave per request. Donations will be taken in the order received until the maximum number of days required is met. The Director of Internal Operations and Human Resources may approve and request additional donation days for the same individual if the original allotment runs out and the Director of Internal Operations and Human Resources deems it appropriate to offer additional extended leave. Donated sick leave days which are not used by the affected employee will be cancelled and not returned to donating employees.

Vacation leave shall be computed on an hourly basis and credited to each employee's account on a bi-weekly basis. Part-time employees shall earn vacation leave on a proportionate basis according to their percentage of full-time status.

Procedure

An employee shall notify the immediate supervisor in advance of the desired vacation. The length of the advance notice shall be determined by the department/office needs. If it becomes necessary to limit the number of employees on vacation at one time, departmental/office procedures will prevail.

Compensatory Time

Any compensatory time is to be used before any charge is made to accrued vacation allowance (unless the employee is at risk of losing vacation as stated in the accumulation provision below).

Overtime

Vacation leave is not considered time worked for the purpose of calculating overtime.

Exceptions

An employee shall not accrue vacation leave during periods of temporary lay-off, suspension or leave without pay. An employee on vacation extending through a holiday period shall not have those officially designated holidays charged against vacation leave.

Accumulation of Vacation Time

Accumulation of vacation time (as indicated on employee pay stub) will be limited to forty (40) hours plus current year vacation allowance for which an employee is eligible. After fifteen (15) years of continuous full-time service, an employee may carry over sixty (60) hours of vacation time plus current year vacation allowance for which an employee is eligible. Any payroll period where vacation time exceed the allowed accumulation amount, that vacation time will be forfeited.

Limitations

Vacation leave may not be taken in advance and an employee may not waive their vacation, in order to collect both vacation and work pay.

Accrued Vacation Payment at Termination

Any full or part-time employee separated from County employment by reduction in force, resignation termination, death or otherwise shall be paid or have payment made to their estate or legal beneficiary in the amount of any unused vacation leave accrued at the time of separation. Employee separated from County employment before they have completed six (6) months of continuous employment will not be eligible for payment of any unused vacation leave accrued at the time of separation.



**STORY COUNTY
BOARD OF SUPERVISORS
LISA K. HEDDENS
LINDA MURKEN
LATIFAH FAISAL**

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

May 24, 2023

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

APPROVED **DENIED**

Board Member Initials: LF

Meeting Date: 5-30-23

Follow-up action: _____

Dear Story County Board of Supervisors,

Please accept this letter as a request for consideration of funding for a full-time Communication Assistant for the period of one year beginning the first pay period in July 2023. Formal request was made for a higher-level communications position, but due to property tax revenue concerns the position wasn't funded. This position's funding could be offset in part by not filling the communications intern position that was approved for the FY24 budget year. If at the end of the year the data does not support the continued need for the position we would return to the using the intern program to ensure some communication support still remains.

Story County needs and has a robust communication and outreach plan. As we have seen the work load associated with managing the ARPA funds and grants expand, the Communications Intern position has taken on a much more active role.

This request is being made due to the need for continued assistance with the County's communication and outreach efforts along with the additional work load the American Rescue Plan funds have brought to the County. The need for additional hours has been documented by the hours and work currently being completed by the Communications Intern.

Included with this letter is a job description.

Thank you in advance for your consideration.

Sincerely,
Latifah Faisal
Board of Supervisors



BOS-EO/5
Communications Assistant
BOS-External Operations
FLSA: N
Revised Date: May 19, 2023

JOB SUMMARY

This position provides communications support for the Board of Supervisors Office and other County offices and departments. This position may also performs related administrative, secretarial, and customer service duties.

MAJOR DUTIES

- Assists with County communications efforts, including website content development and social media outreach, news releases, newsletter articles, and other public relations materials designed to inform, educate, or gain acceptance by the public.
- Writes and designs County correspondence as needed, including letters, memos, reports, proclamations, resolutions, brochures, flyers, banners and pamphlets.
- Coordinates, writes, edits, and distributes the internal and external County newsletters.
- Prepares news releases and media advisories, including research needed for the preparation of the releases; assists other offices and departments by editing and distributing news releases, when solicited.
- Assists in the coordination of branding and marketing efforts.
- Takes, edits, and archives digital photographs and videos.
- Creates and edits graphics for print, video, and web.
- Assists with communications needs to promote County initiatives.
- Operates audio visual recording equipment for meetings or other events and uploads the videos to the County or department/office website.
- Assists staff and elected officials in effective communications and media presentations.
- Assists with the coordination of special projects and events, which may involve multiple departments and/or outside organizations.
- Helps manage public information officer plan and guidelines
- Participates in assigned internal and external committees; coordinates and attends assigned meetings, provides staff support and take minutes, as needed.
- Assists with various administrative duties for the Board of Supervisor's Office including collecting/analyzing data and assisting with grant management activities.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of public relations and marketing principles.
- Knowledge of social media tools and techniques.
- Knowledge of journalistic writing and Associated Press (AP) Style.
- Knowledge of website content management.
- Knowledge and experience with designing graphics for web and/or print.
- Knowledge of modern office policies and procedures.
- Knowledge of customer service principles and practices.

- Knowledge of data entry and database management principles.
- Skill in the use of computers and job-related software programs.
- Skill in the operation of modern office equipment.
- Skill in oral and written communication.
- Skill in problem solving.
- Skill in prioritizing and scheduling work.

SUPERVISORY CONTROLS

The County Outreach and Special Projects Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures, the Code of Iowa, and various grant guidelines. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related communication, administrative and customer service duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide communication and administrative support for County operations. Successful performance contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, elected and appointed officials, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light (24 pounds or less) objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Iowa for the type of vehicle or equipment operated.



Board of Supervisors

Story County, Iowa

Story County Logo and Seal Terms of Use Policy

Approval Date: 05/30/2023	Effective Date: 06/06/2023	Revision No: 02
Reference: BOS Minutes: 02/07/2012 Initially Adopted: 02/07/2012	Distribution: Elected Officials, Department Heads, County Employee Handbook, S:drive, Website	

PURPOSE: Story County has two representative images that it uses in its business operations. A public "Brand" Image embodied on our eCounty logo (4-color logo) and a County Seal that bears importance as an official endorsement and acceptance on items that bear the seal image.

This policy standardizes the use and appearance of the Story County Logo and Seal. It maintains the integrity of the design by enforcing uniform public application of the eCounty logo in representing Story County. In addition, it limits the use of the seal as a legal endorsement of Story County on documents and as the official mark in exercise of the business of the elected officials of Story County

Throughout this policy, "County" refers to Story County, Iowa, including its offices, departments, boards, employees, and agents.

SCOPE: This logo and seal use policy applies to all offices, agencies, boards, and departments of Story County unless exempted by provision in this policy.

RESPONSIBILITY: The Story County Board of Supervisors shall be responsible for enforcement of this policy, monitoring adherence, approving use requests, and amending this policy as needed. Elected officials and department heads shall ensure compliance within their organizations. All eCounty employees, elected officials and parties granted approval to use the Story County logo must adhere to these guidelines. All elected officials (and their designees) who are authorized to use the County Seal are bound to adhere to this policy.

POLICY AND PROCEDURE

LOGO GUIDELINE INTRODUCTION:

The County Logo is to be the pervasive public persona of Story County Government and the geographical region that it covers. The logo embodies the unique landscape and quality of life that citizens in the county enjoy, along with the high-quality service and dedication of the County's Employees. Visual association and branding are paramount.



Board of Supervisors

Story County, Iowa

Story County Logo and Seal Terms of Use Policy

Approval Date:	Effective Date:	Revision No.:
05/30/2023	06/06/2023	02

Reference: BOS Minutes: 02/07/2012 Initially Adopted: 02/07/2012	Distribution: Elected Officials, Department Heads, County Employee Handbook, Website
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APPROVED

Board Member Initials: *[Signature]*

Meeting Date: 5-30-23

Follow-up action: for 7 day Review

DENIED

PURPOSE: Story County has two representative images that it uses in its business operations. A public "Brand" Image embodied on our eCounty logo (4-color logo) and a County Seal that bears importance as an official endorsement and acceptance on items that bear the seal image.

This policy standardizes the use and appearance of the Story County Logo and Seal. It maintains the integrity of the design by enforcing uniform public application of the eCounty logo in representing Story County. In addition, it limits the use of the seal as a legal endorsement of Story County on documents and as the official mark in exercise of the business of the elected officials of Story County

SCOPE: This logo and seal use policy applies to all offices, agencies, boards, and departments of Story County unless exempted by provision in this policy.

RESPONSIBILITY: The Story County Board of Supervisors shall be responsible for enforcement of this policy, monitoring adherence, approving use requests, and amending this policy as needed. Elected officials and department heads shall ensure compliance within their organizations. All eCounty employees, elected officials and parties granted approval to use the Story County logo must adhere to these guidelines. All elected officials (and their designees) who are authorized to use the County Seal are bound to adhere to this policy.

POLICY AND PROCEDURE:

LOGO GUIDELINE INTRODUCTION:

The County Logo is to be the pervasive public persona of Story County Government and the geographical region that it covers. The logo embodies the unique landscape and quality of life that citizens in the county enjoy, along with the high-quality service and dedication of the County's Employees. Visual association and branding are paramount. Whether it's the condition of County vehicles, the cleanliness of facilities, the look and function of documents and forms, or consistent use of the official Story County logo, these visual associations aid in forging our County's identity.

SPECIFIC REQUIREMENTS:

1. The unapproved use of the Story County logo is a violation of State and Federal laws and is subject to litigation. Permission to use the Story County logo may be granted by the Story County Board of Supervisors by completing this application form, <https://www.storycountyiowa.gov/FormCenter/County-Outreach-9/Story-County-Logo-Use-Request-Form-136>
2. The Story County Logo is copyrighted and will be registered as a trademark of Story County.

GENERAL LOGO INFORMATION: The Story County Logo was designed to be unique and catch the attention of viewers among the hundreds of images that pervade their lives daily. In one glance the Story County logo captures the terrain that surrounds us, the lifestyles that sustain us and the ideals that the people of Story County inside its government and out adhere to. It is an image that engenders the ideals that drive the County's work and mission.

1. **FLEXIBILITY:** Flexibility is important. This policy will spell out choices that allow for the most appropriate application of the logo while adhering to the policies outlined in this document.
 - a. Use of the Story County Logo on clothing, advertising, promotional items or any location that can be widely seen is encouraged. ~~Please contact the Board of Supervisors for more information about these applications.~~
 - b. For use in computer applications, please contact Story County Information Technology Department.
 - c. For usage approval, you must complete the application on the Story County website at this address, <https://www.storycountyiowa.gov/FormCenter/County-Outreach-9/Story-County-Logo-Use-Request-Form-136>
2. **COPYRIGHT & TRADEMARK:** The Story County logo has a copyright to protect its use. The logo is also the registered trademark (®) of Story County, Iowa.
 - a. Unapproved use of the logo is a violation of State and Federal laws and subject to litigation. To obtain permission to use the Story County logo ~~contact the Story County Board of Supervisors at 515-382-7200. please complete the application on the Story County website at this address.~~ <https://www.storycountyiowa.gov/FormCenter/County-Outreach-9/Story-County-Logo-Use-Request-Form-136>
 - b. ~~Use of the registered trademark symbol (®) is not required of Story County departments, but can be used if desired. All other parties using the Story County logo under approval from the Board of Supervisors must include the registered trademark symbol (®) in all applications bearing the image.~~

3. **PRIVATE SECTOR USE:** The County logo is not to be used by any private party or for any use unrelated to County business without the expressed written permission of the Story County Board of Supervisors
 - a. Requests for approval by the Board of Supervisors for use of the logo must include intent, duration and scope of use of the County's logo.
 - b. All agencies/organizations/individuals that are approved to use the Story County logo are bound to adhere to the terms outlined in this policy.
 - c. Permission to use the Story County logo is non-transferable and is limited to the scope and use intended in the original request for permission to use the logo.
 - d. Application for logo usage can be found here,
<https://www.storycountyiowa.gov/FormCenter/County-Outreach-9/Story-County-Logo-Use-Request-Form-136>

VEHICLE MARKING POLICY: It is the policy of Story County that all eCounty vehicles shall be identified by the use of the eCounty logo affixed to the doors of all passenger cars and trucks with the name of the department/office under the logo in a standard application as described in this procedure. All heavy equipment shall be identified by a eCounty logo affixed as is practical, given the structure of the individual piece of equipment.

1. **GRANTED VEHICLE EXEMPTIONS:** The following vehicles are granted an exemption from bearing the Story County logo:
 - a. All Sheriff's vehicles which are marked in accordance with the standard State of Iowa Sheriff's Department markings.
 - b. Any vehicle used for undercover operations.
 - c. If the use of a marked vehicle may jeopardize the confidentiality of a client or any citizen where confidentiality is reasonably expected.
 - d. If the vehicle is used for some type of enforcement effort where use of a marked vehicle may interfere with the ability to perform the enforcement duties, such as unannounced inspections.
 - e. If the bona fide eCounty activity may be jeopardized or interfered with in a way that is not in the best interest of the citizens by having a marked vehicle (i.e., site visits to property under consideration for purchase, where the negotiations would be jeopardized if eCounty interest was disclosed).
2. **DENIED VEHICLE EXEMPTIONS:**
 - a. Desire not to have citizens stop employees to ask questions or to voice concerns to employees in the field.
 - b. Concern over perceptions to passersby during performance of a bona fide eCounty function (i.e., sitting at an intersection for long periods of time doing traffic counts, eCounty vehicles parked at bars or restaurants when performing inspections or investigations).
 - c. To avoid citizen calls or complaints.

3. VEHICLE LOGO IMPLEMENTATION

- ~~a. All County vehicles acquisitions following the adoption of this policy will bear the Story County logo.~~
 - ~~b. The current fleet will have the County Seal removed and bear the Story County logo within twelve (12) months of the adoption of this policy.~~
4. **MIXED USE VEHICLES:** Many eCounty vehicles may require an exception at one time or another, but not on an ongoing basis. For these vehicles, magnetic logos and department/office identification may be used that can be removed when necessary.

LOGO GUIDELINES: These guidelines may not address all possible or potential ways the County logo may be used. *Exceptions* to the guidelines must be approved in advance by the Story County Board of Supervisors. It is forbidden to print or distribute logos that do not comply with these guidelines without an exemption from the Board, and the County will not pay or reimburse for nonconforming items produced by outside vendors.

1. **THE COUNTY LOGO:** The Story County logo has ~~3~~ three required parts, and one optional modifiable component:
 - a. Required elements. These elements must be included when using the logo:
 - i. The graphic symbol featuring houses are made of arrows, used to represent both progress and community. The curved lines in the middle represent agriculture, as in rows of crops; education, as in an open book; and hands coming together, as in people helping each other. The clouds in the background characterize Iowa's beautiful landscapes, while the windmill represents technology and the opportunities Iowa presents.
 1. The green use for the crop rows is to be Pantone Color 369 C in four (4) color option, three (3) color option and black or white in the two (2) color option. No variations will be allowed.
 2. The color for the sky is to be Pantone Color 646 C in the four (4) color option, Pantone Color 369 C in the three (3) color option, and black or white in the two (2) color option. No variations will be allowed.
 3. The color for the houses/arrows is to be Pantone 202 C in the four (4) color option, black in the three (3) color option, and black or white in the two (2) color option. No variations will be allowed.
 - ii. The wording Story County is required in the Helvetica Neue 65 Medium font in black in all options. No variations will be allowed.
 - iii. The words Iowa (dot) 1853 is required in the Helvetica Neue 87 Heavy Condensed kerned out font in black. The dot separating the words Iowa and 1853 is to be Pantone Color 369 C in the four (4)

color option, three (3) color option, and black in the two (2) color option. No variations will be allowed.

b. Optional elements:

- i. The Department, Office, Board, Commission or Operating Unit name appearing beneath the above required elements. This must be in the Helvetica Neue 87 Heavy Condensed kerned out font in Pantone 369 C in the four (4) color option, three (3) color option and black in the two (2) color option. Variation is limited to department/office names only.



Information Technology
Story County 4-Color Logo



Information Technology
Story County 3-Color Logo



Information Technology
Story County 2-Color Logo

2. **LOGO MODIFICATION:** The logo and its parts must never be distorted, altered, redrawn, or modified in any way. This guideline is especially important to keep in mind when the logo is being embroidered on uniforms, painted on a sign, or silk-screened on a banner, for instance.

a. Internal Users:

- i. Computer users may access copies prepared for computer use on the County's network in the folder named:

S:\County Logo & Seal

- ii. Modifying department/office names or other text can be provided by Story County Information Technology Department

b. External Users:

- c. Copies of the County logo may be obtained by contacting the Story County Board of Supervisors. These logos may only be used with the expressed ~~written~~ permission of the Story County Board of Supervisors.

Application for logo usage can be found here.

<https://www.storycountyiowa.gov/FormCenter/County-Outreach-9/Story-County-Logo-Use-Request-Form-136>

3. **ALTERNATIVE LOGO:** On occasion space or design requirements may not allow for optimal placement of the logo. In cases where the large nature of the logo prevent it from being displayed with visibility and distinction an alternative logo may be used in immediate proximity to the other required components of the logo including the wording of Story County in Helvetica Neue 65 Medium font in black, and the words Iowa (dot) 1853 is required in the Helvetica Neue 87 Heavy Condensed kerned out font in black.



4. **LOGO USE:**

- a. The logo is to be used by all eCounty departments / offices / units / agencies except the following which have the option to use the logo at their discretion:
 - i. Story County Sheriff's Office
 1. To maintain integrity of established badge logo
 - ii. Story County Conservation Board
 1. To maintain integrity of established Conservation Board "Sun" Logo.
- b. The County logo should appear on all Story County forms and documents, except documents having a strictly internal use, i.e. notations, inter-office memoranda, working papers, etc.
- c. The logo may be used in conjunction with the County Seal in documents needing the official endorsement of the County and/or its' elected officers.
- d. The logo should appear in all print advertising and display materials for County programs and events.
- e. All eCounty departments/offices with the exception of those excluded from this policy above shall cease use of the County Seal as a logo, or any other existing logos and adopt the use of this logo on letterheads, documents, business cards, pamphlets or any publicly visible instruments of Story County. ~~Government within 6 months of approval of this policy.~~

5. **LOGO REPRODUCTION:** The logo should always be reproduced from high-quality artwork to maintain the clarity and quality of its appearance.

- a. **Printing and Resolution:**
 - i. Versions of the logo generated by 600-dpi laser printers are usually sufficient for reproduction.
 - ii. For some applications, however, a high-resolution copy of the logo may be necessary for best reproduction. For assistance, contact the Board of Supervisor's Office. 515-382-7200.
 - iii. Embroidered products. Special care must be taken when reproducing the eCounty logo by embroidery. Thread companies do not use the same universal codes for colors as printers do,

therefore, purchasers of embroidered products bearing the logo must ensure that the thread colors match the official logo colors before placing an order. The process involves carefully picking the correct thread colors with the vendor.

6. FORMS DESIGN AND LAYOUT:

- a. Detailed formats have been developed for the County's letterhead, letterhead envelope, and business cards. These formats specify the particular typefaces to be used with the logo, and the placement of both primary and secondary items such as department/office names and phone numbers. .
 - i. To help maintain consistency among the County's many printed materials, all departments/offices which develop forms or documents bearing the County logo should obtain these typeface and placement guidelines from the Board of Supervisors Office.
- b. When using the multi-colored logo design, forms and other County documents should be printed on white paper, recycled is preferred. When using a solid color logo, any color paper is appropriate, recycled preferred.
- c. As much as possible, the design of forms should mirror the County letterhead (logo in the same size and upper-left-corner position). However, it is recognized that such consistency may not always be possible, and that alternative placements of the County logo may be necessary on some forms and documents. *Remember:* Designing forms that are both attractive and easy to use-and which meet the logo guidelines-can be difficult, it may be best to assign such work to a professional graphic artist or typesetter.
- d. A "soft letterhead" or letterhead template is available through the County's computer system enabling users to easily produce documents in an approved letterhead format. The letterhead template can be customized with your Department/Office's name. Please contact Information Technology for a copy at 515-382-7300.
- e. In most cases, the names of individuals (such as eCounty officers or department managers) should not be included on printed forms and documents, to prevent waste when turnover occurs.

7. STORY COUNTY FLAG: ~~The Story County is to play a central role of the Story County flag.~~

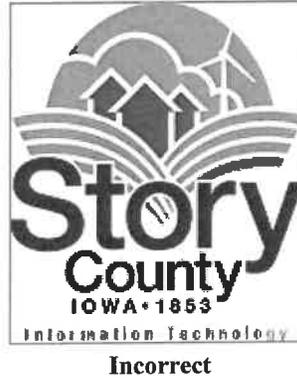
- ~~a. The Story County flag will fly at all County owned and maintained properties with the exception of the Story County Conservation Board operated properties, where the Conservation Board flag and logo may be used alone or in conjunction with the Story County flag.~~
- ~~b. The flag shall be flown on its own flag pole / mount if there are individual poles for each flag with the pole flying the United States flag always being the highest and most prominent.~~

- ~~e. The flag may be flown beneath the United States flag, the flag of the State of Iowa on one flag pole as long as they are in the following order:~~
- ~~i. United States Flag~~
 - ~~ii. State of Iowa Flag~~
 - ~~iii. Story County Flag~~

~~STORY COUNTY FLAG~~



COMMON USAGE MISTAKES (SAMPLES):



- The logo must never be stretched nor compressed.
- It must never be screened or printed in a shaded color.
- The eCounty name may not be deleted.
- The eCounty name may not be printed in any other typeface (even one that resembles the original).
- The logo may not be decorated with lines, boxes, symbols or other kinds of artwork

OWNERSHIP OF LOGO & ENFORCEMENT:

1. Story County, via its Board of Supervisors, is the owner of all rights, titles and interests in and to certain designations comprising designs, trade names, trademarks and service marks including, without limitation, the names “Story County, Iowa,” “Story County,” “County of Story” logotypes and seals incorporating one or more of the foregoing names and/or abbreviations, and certain logo graphics and/or symbols which have come to be associated with Story County, Iowa.
2. In consideration of the valuable property rights inherent in Story County, Iowa, name and indicia which are inseparable from the good name and reputation of Story County, Iowa, both domestically and internationally, this policy is established to govern the use of the Story County, Iowa, name and indicia.
3. The Story County Board of Supervisors may take any action reasonably necessary to ensure these policies are followed and to secure the integrity of the logo. The Board of Supervisors may direct that violators cease use of the logo and may seek assistance from any eCounty department/office to enforce these policies.

SEAL GUIDELINE INTRODUCTION:

The County Seal is to be the limited use legal endorsement of Story County Government. The County Seal's use is intended to be limited to official and legally binding documents, and then only as a visual endorsement of the document itself. The eCounty seal may be used in conjunction with the County Logo, or on its own. The use of the County Seal is limited to elected officials and their designees in the execution of the duties of their respective offices. Application of the County Seal should be used sparingly and only on occasions that are deemed to require the weight of an official County Endorsement.

GENERAL SEAL INFORMATION: Story County currently has an official seal featuring Roman goddess Justitia (Lady Justice) This is a historical reference to eCounty's historical namesake U.S. Supreme Court Justice Joseph Story.

SPECIFIC REQUIREMENTS:

1. The unapproved use of the Story County Seal is a violation of State and Federal laws and is subject to litigation. Permission to use the Story County Seal is solely available to Story County Elected Officers (Attorney, Auditor, Sheriff, Supervisors, Recorder, and Treasurer) Elected Boards and those supporting departments and committees acting at their direction with their approval.
2. This policy empowers the County Seal as the official mark of endorsement of County Officers, Committees and those acting on their behalf. Any images resembling the County Seal that do not meet the standards outlined in this policy are deemed as invalid and not an official endorsement.

LIMITATION OF USE: As an implementation of best use practices the Story County seal shall be limited in its use in Story County government business to those uses specifically outlined within this policy. This is an effort to give the County Seal value,

meaning and immediate identifiable significance by County employees, officers and the public as the official endorsement of the County or an individual elected officer acting within the duties of their office.

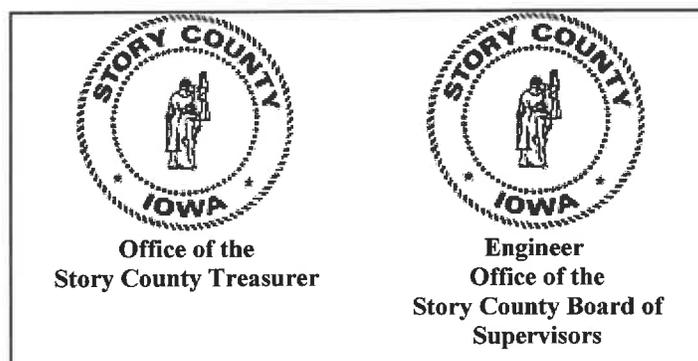
1. **ALLOWED SPECIFIC USES OF THE STORY COUNTY SEAL:** The following are acceptable applications of the Story County Seal.
 - a. Legal Notices originating from an office of Story County Government at the behest of an elected official.
 - b. Documents of Elected Officials or their designee acting in accordance with their duties mandated by the Code of Iowa.
 - c. Tax Statements
 - d. County Ordinances
 - e. County Policies
 - f. Board / Committee Proceedings
 - i. Agendas
 - ii. Minutes
 - g. Resolutions of the County Board of Supervisors
 - h. Contracts
 - i. Bids
 - j. Human Resources Documents
2. **RESTRICTED USES**
 - a. All applications not expressly authorized above.
3. **PRIVATE SECTOR USE:** The County Seal is prohibited in use by any private party.

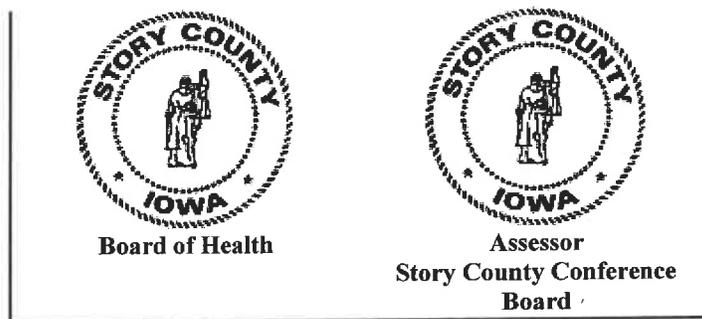
COUNTY SEAL GUIDELINES: These guidelines may not address all possible or potential ways that the County Seal can be used. It is forbidden to print, duplicate or distribute seals that do not comply with these guidelines. The County will not pay for nonconforming items produced by outside vendors.

1. **THE COUNTY SEAL:** The Story County Seal has the following requirements for its authorized use.
 - a. A “braided” outer perimeter
 - b. An inner perimeter consisting of dots
 - c. Two individual stars separating the text of Story County and Iowa to the left and right respectively of the word Iowa.
 - d. An image of the goddess Justitia centered within the logo
 - e. Text immediately beneath the seal indicating the office of origin in accordance with the following sample format(s) when originating from an Elected Officer:
 - i. Office of the Story County Attorney
 - ii. Office of the Story County Auditor
 - iii. Office of the Story County Board of Supervisors

- iv. Office of the Story County Recorder
- v. Office of the Story County Sheriff
- vi. Office of the Story County Treasurer
- f. Text immediately beneath the seal indicating the office of origin in accordance with the following sample format(s) when originating from a supporting department acting at the direction of an elected official:
 - i. Engineer - Office of the Story County Board of Supervisors
 - ii. Planning & Development - Office of the Story County Board of Supervisors
 - iii. Information Technology - Office of the Story County Board of Supervisors
- g. Text immediately beneath the seal indicating the board or committee of origin in accordance with the following sample format(s) when originating from a board or committee acting at the appointment or in coordination with an elected official:
 - i. Board of Health
 - ii. Board of Adjustment
 - iii. Planning & Development Zoning Commission
- h. Text immediately beneath the seal indicating the board or committee of origin in accordance with the following sample format(s) when originating from a support department or agency acting at the direction of a board or committee serving by appointment or in coordination with an elected official:
 - i. Assessor – Story County Conference Board
 - ii. Sanitarian – Story County Board of Health
 - iii. Planning & Development – Story County Planning & Development Zoning Commission

VALID USE SAMPLES:





2. **SEAL MODIFICATION:** The seal and its parts must never be distorted altered or redrawn, or modified in any way.
- a. Internal Users:
 - i. Computer users may access copies prepared for computer use on the County’s network in the folder named:
S:\County Logo & Seal
 - b. External Users:
 - i. Copies of the County Seal are not made available to agencies or individuals outside of Story County Government.
3. **SEAL USE:**
- a. The seal is to be used by all elected officials and boards and those offices and departments acting on their behalf for the aforementioned purposes. The following Story County organizations may use their discretion in using the Seal:
 - i. Story County Sheriff’s Office
 1. Maintain consistency of familiar badge logo
 - ii. Story County Conservation Board
 1. May use their “Sun” logo.
 - b. The County Seal should appear on all documents endorsed by elected officials, boards or employees acting at their direction that were mentioned in the allowed uses section, and legal documents that would benefit from an endorsement shown by the seal.
 - c. The County Seal may be used in conjunction with the County Logo in documents needing the official endorsement of the County and its officers.
 - d. All County departments, offices and agencies shall cease use of the County Seal outside the prescribed use by an Elected Official, Board or Committee elected outright or appointed by an elected official in acting at their direction in the execution of their duties outlined by the Code of Iowa.
 - e. Any use of the seal that deviates from the application and use guidelines outlined in this policy is not an official seal and does not represent the endorsement from Story County as a whole, or any of its officers or committees.
 - f. The Story County seal is to play a central role of the Story County flag.
 - g. The Story County flag will fly at all County owned and maintained properties with the exception of the Story County Conservation Board

operated properties, where the Conservation Board flag and logo may be used alone or in conjunction with the Story County flag.

- h. The flag shall be flown on its' own flag pole/mount if there are individual poles for each flag with the pole flying the United States flag always being the highest and most prominent.
- i. The flag may be flown beneath the United States flag, the flag of the State of Iowa on one flag pole as long as they are in the following order:
 - i. United States Flag
 - ii. State of Iowa Flag
 - iii. Story County Flag

INVALID COUNTY SEAL SAMPLES:



County Treasurer
INVALID



Engineer & Board of
Supervisors
INVALID



Department of Health
INVALID



Conference Board Story County
INVALID