

**CITY OF STORM LAKE  
REGULAR COUNCIL SESSION MEETING,  
CITY HALL  
COUNCIL CHAMBERS  
APRIL 1, 2024  
5:00 PM**



City of Storm Lake  
PO Box 1086  
Storm Lake, IA 50588  
p (712) 732-8000  
f (712) 732-4114

## **AGENDA**

**Access to the official meeting can also be done through the following ways:**

**BY TELEPHONE:**

Dial: 1-312-626-6799 or toll-free: 1-888-475-4499  
Zoom Meeting ID: 933-2006-3301

**BY COMPUTER:**

<https://zoom.us/j/93320063301>

**Open the Meeting**

- **Call to Order**
- **Pledge of Allegiance**
- **Proclamation**

- A. **Consideration of Changes in Agenda and Setting the Agenda**
- B. **Disclosure by City Council Members**
- C. **Hear the Public**
- D. **Consent Agenda**
  - 1. [Consent Agenda](#)
  - 2. [1116 Lincoln Road Noise Variance Request](#)
  - 3. [Buy Local Information](#)
  - 4. [SLPD City Code Enforcement Summary](#)
- E. **Unfinished Business**
- F. **New Business**
  - 1. [Motion Setting Public Hearing on Fiscal Year 2024-2025 Budget](#)
  - 2. [Mayor And Council Discussion Establish The Storm Lake Child Care Steering Committee To Implement The Childcare Strategic Plan.](#)
  - 3. [Work Session To Discuss The Need For A City Ordinance Establishing Regulations For After-hours Businesses That Permit Alcohol Consumption Beyond 2 AM.](#)
  - 4. [City Council Requested Items / City Council Updates: Stray Animal Work Session - April 8th, 2024 at 5:30 pm at the Storm Lake High School Auditorium Retail Coach Work Session - April 23rd, 2024 at 5:00 pm at Storm Lake City Hall Council Chambers](#)

## G. Adjourn

### *Meeting Protocol*

If you wish to speak today, please:

1. To speak on an agenda item please approach the podium when that agenda item is called and upon recognition by the Mayor identify yourself by stating your name and address.
2. If your issue is not a topic on the agenda please approach the podium under the "Hear the Public" agenda item and upon recognition by the Mayor identify yourself by stating your name and address.
3. Please keep your remarks to three (3) minutes or less.
4. If you require accommodation for this meeting including but not limited to translation services, hearing assistance, or accessibility please contact the City Clerk at least four (4) hours prior to the start of the meeting.

*\*If you have concerns about any of the items on the consent agenda, they may be separated from the consent agenda and voted on individually.*

*\*\*Ordinances may be read at three consecutive meetings or readings may be waived and ordinances may be passed at only one or two meetings.*

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Find us on the Web at <http://www.stormlake.org>

## Staff Summary

04/01/2024  
Agenda Item # D.1.



City of Storm Lake  
PO Box 1086  
Storm Lake, IA 50588  
p (712) 732-8000  
f (712) 732-4114

**REPORT TO:** Honorable Mayor & Council

**FROM:** Mayra Martinez City Clerk

**SUBJECT:** **Consent Agenda**

**BACKGROUND:** The Consent Agenda Includes:

- List of Bills
- King's Pointe & Sunrise Pointe Disbursements
- Acknowledge the February 2024 Library Minutes
- Acknowledge the February 2024 Airport Minutes
- Approve March 18, 2024 City Council Minutes
- Approve Renewal Liquor License for Mo's Tap
- Approve 1116 Lincoln Road Noise Variance Request
- Approve Buy Local Information
- Approve Storm Lake Police Department City Code Enforcement Update

**FISCAL IMPACT:** City Will Pay The Following Expenditures:

- List of Bills: \$465,021.05
- King's Pointe & Sunrise Pointe Golf Course Bills: \$179,947.50

**RECOMMENDATION:** Approve Consent Agenda

**ATTACHMENTS:**

- [04/101/2024 City Claims Expense Report.pdf](#)
- [King's Pointe Claims 3.14.2024 to 3.25.2024.xlsx](#)
- [03/18/2024 City Council Minutes.docx](#)
- [Library Minutes Feb 2024.docx](#)
- [Airport Minutes Feb 2024.docx](#)
- [Mo's Tap Liquor Application 2024.pdf](#)

Storm Lake, IA

Payment Date Range: 03/21/2024 - 04/03/2024



Vendor Name	Vendor Number	Payable Description	Total Payments
<b>BVC</b>			
Buena Vista County Solid Waste	001035	4th Qtr FY2024 Assessment	96,029.06
		<b>BVC Total:</b>	96,029.06
<b>Contract/Agreement</b>			
Local Government Professionals Services	001346	Grant Writing Services- WWTP Blowers	800.00
SCE, LLC	001344	Hydrant Replacement- 6th & Ontario	8,547.60
		<b>Contract/Agreement Total:</b>	9,347.60
<b>Local</b>			
A & A Automotive	001022	New Tire(s)	430.13
Arnold Motor Supply, LLP	001007	Supplies	1,291.01
Bomgaars Supply, Inc	001151	Supplies	2,248.45
Deere Credit, Inc	001188	Supplies	9.16
Edwards Storm Lake	001114	Idler Pulley & Brake Repairs	3,023.04
Graham Tire	001093	Tire Repairs	26.00
Hy-Vee, Inc	001152	Supplies	587.76
Iowa Office Supply Inc	001037	Office Supplies	100.71
King's Pointe Resort	001110	Strategic Plan Supplies	1,066.73
Larson Oil & Distributing Co, Inc	001178	Propane	318.00
Michael P. Reinert	001079	Deck Plate Shearing	387.20
MidAmerican Energy Company	001074	91230-94002 Electric Services	60,932.16
North Lake Truck Repair	001177	End Yoke	3,321.53
Plumbing & Heating Wholesale, Inc	001126	Supplies	123.10
Qwest Corporation	001070	Phone Service	245.08
Rebnord Technologies, Inc	001091	Monitor	199.95
Reding's Gravel & Excavating Co., Inc	001132	Dirt	54.32
Storm City Auto Parts, Inc	001501	Spark Plug	3.00
Storm Lake Hydraulics Co, Inc	001089	Motor	546.97
Visual Edge Inc	001063	Copier Maintenance Agreement	272.79
WalMart #01-1526	001153	Supplies	386.59
		<b>Local Total:</b>	75,573.68
<b>Non-Local</b>			
ABC Pest Control, Inc	001078	Quarterly Pest Control Services	417.50
Ahlers & Cooney, P.C.	001023	Pinacle Farms PA	1,795.50
Boji Portable Toilets Inc	001133	Portable Toilet	420.00
BSN Sports, Inc	001617	Nets & Markers	259.96
Builders Sharpening & Service LLC	001011	Lights & Shaft	1,024.24
Core & Main LP	002000	Testing Supplies	921.93
Dennis Scott Watters	002162	Sharpening	720.00
Eastern Aviation Fuels, Inc	001030	Jet Fuel	24,304.36
Ed M. Feld Equipment Company, Inc	001031	Gear Bags	251.00
Environmental Systems Research Institut	002095	Viewer Subscription	110.00
Fire Service Training Bureau	001483	HMAO for Espana & Wells	100.00
Foundation Analytical Laboratory, Inc	001100	Testing Services	2,564.50
GPM Environmental Solutions, LLC	001115	Headworks Meter Replacement	4,058.04
H-O-H Water Technology, Inc	001400	Chemicals	16,230.00
Housby Heavy Equipment, LLC	001443	Park Break Repairs	8,814.46
Iowa Association of Municipal Utilities	001551	FY2024-2025 Membership	1,171.00
Iowa Central Community College	001375	CDL Classes- Barreda	900.00
Iowa Lakes Regional Water	001073	Water Services	65.44
J.C. Ramsdell Enviro Services, Inc	002456	Baffle Curtain Installation	15,664.58
Kasperbauer Cleaners, Inc	002435	Entrance Mat Services	40.62

## Buy Local\_v1

Vendor Name	Vendor Number	Payable Description	Total Payments
Laurens House of Print Ltd	002161	Name Plate	18.98
Lou's Gloves, Incorporated	001453	Gloves	587.00
Mellen & Associates, Inc	001729	Motor & Supplies	6,583.00
Mississippi Lime Company	001095	Lime	18,776.46
MRA Custom Applications, LLC	001553	Lime Hauling	18,373.50
NCL of Wisconsin, Inc	001191	Testing Supplies	649.87
Overhead Door Co of Webster	001538	Door Service	708.24
P.Q.L., Inc.	001828	LED Lights	241.24
Petersen Manufacturing	001088	Concrete Table	1,621.50
Radio Communications Co, Inc	001908	Siren Inspection	1,364.06
Rice Signs LLC	001446	Signs	2,395.01
Siouxland Turf Products	001131	Chemicals	336.60
Steven A Beeck	001083	Window Cleaning Services	43.00
T M Industries, Inc	002461	Lime Loadout Swivel Joint	7,935.69
UPS	001121	Shipping	3.70
Utility Equipment Co	001096	Lid	1,404.39
W. W. Grainger, Inc	001085	Paint & Supplies	2,209.99
		<b>Non-Local Total:</b>	143,085.36
Payroll/Refunds			
Custodian of Petty Cash- Jean Cashman	001470	Postage	27.90
Gustavo Muniz	002030	3/13/24 WWT Operator Grade 4- Cert Fee	127.62
Randy Weflen	001308	Training Reimbursement	77.00
		<b>Payroll/Refunds Total:</b>	<u>232.52</u>
		<b>Grand Total:</b>	324,268.22

**King's Pointe Resort**  
**Claims Publication**  
From 3/14/2024 to 3/25/2024

Vendor	Description	Amount
Adtrav Travel Management	Services \$	38.84
Amazon Capital Services, Inc	Services \$	370.80
Amy Von Bank	Reimbursement \$	166.73
Balboa Travel Inc	Services \$	40.70
Bomgaars Supply Inc.	Supplies \$	289.14
Bunkers Feed Supply Inc.	Supplies \$	376.48
Cintas Corporation	Supplies \$	3,260.28
COMMTRAK	Services \$	1,563.60
Doll Distribution	Beverages \$	596.20
ECOLAB	Supplies \$	907.27
Fastenal Company	Supplies \$	94.03
FM Controls, Inc	Services \$	1,087.50
Grainger	Services \$	189.33
Gray Media Group DBA KTIV	Advertising \$	1,378.00
GuestSupply	Supplies \$	1,698.89
HyVee	Supplies \$	730.45
Imagine The Possibilities Inc	Services \$	120.00
Iowa Dept of Revenue	Taxes \$	24,527.49
Iowa Information Inc.	Services \$	70.00
Johnson Brothers	Beverages \$	141.00
Lexyl Travel Technologies LLC	Services \$	5.00
Long Lines LLC	Utilities \$	1,141.00
M3 Accounting Services Inc.	Services \$	835.00
Martin Brothers	Food \$	9,203.23
MidAmerican Energy	Utilities \$	9,085.57
Mood Media North America Holding LLC	Services \$	125.17
Northwind - Maestro PMS	Services \$	11,704.00
Office Elements	Supplies \$	155.81
Pepsi Beverages Company	Beverages \$	1,486.34
Plumbing and Heating Wholesale, Inc.	Supplies \$	974.53
Rebnord Technologies, Inc.	Services \$	2,988.33
Sceptre Hospitality Resources, LLC	Services \$	2,063.07
Schumacher Elevator Company	Services \$	4,800.00
SGS, LLC	Utilities \$	63.00
SPRY IT	Supplies \$	75.00
Stars Mentoring Boster Club	Services \$	100.00
Storm Lake Ace Hardware	Supplies \$	477.10
Storm Lake Times	Advertising \$	507.00
Sysco Iowa, Inc.	Food \$	4,661.21
Travel Incorporated	Services \$	81.40
United States Golf Accociantion	Membership \$	150.00
Verde Outdoor Media LLC	Advertising \$	1,850.00
Verizon Wireless	Utilities \$	327.68
W-O Mgmt Fee- Feb 2024	Contract \$	9,265.38
W-O Payroll 3/14	Payroll \$	79,982.02

World Travel Inc.	Services	\$	193.93
			<u>\$ 179,947.50</u>

**CITY OF STORM LAKE REGULAR COUNCIL MEETING, CITY HALL COUNCIL CHAMBERS MARCH 18, 2024, 5:00 PM**

Present: Mayor Michael Porsch, Council Members Maggie Martinez, Member Matt Ricklefs, Member Kevin McKinney, and Meg McKeon. Absent: Council Member Maria Ramos.

Also Present: City Manager Keri Navratil, Assistant City Manager David Derragon, Police Chief Chris Cole, Fire Chief Glenn Schlessler, King's Pointe Manager Amy VonBank, Building and Code Compliance Director Scott Olesen, Library Director Elizabeth Huff, Development Services Specialist Lee Dutfeld, Communications Coordinator Dana Larsen, Public Services Supervisor Scott Bonebrake, Assistant Public Services Supervisor Brandon Ripke, Program Manager/Sunrise Campground Manager Kim Woltman, Public Works Director Matt Beckman, Finance Director Brian Oakleaf, City Attorney Maria Brownell, Staff Accountant Tyler Gibbins, and City Clerk Mayra Martinez.

Media Present: Ryan Thompson with KAYL, and Amber Mohmand with The Storm Lake Times Pilot.

Mayor Porsch called the meeting to order at 5:00 pm.

**Pledge of Allegiance**

**Agenda** - Moved by Council Member Martinez to approve setting the agenda as presented. Seconded by Council Member Ricklefs. Vote: All ayes with Council Member Ramos absent. Motion carried.

**Disclosure by City Council Members** – No items at this time.

**Hear the Public** – Mayor Porsch read a Proclamation stating that the people of the community lost a valued leader and advocate March 4, 2024, with the death of former mayor and council member Jon F. Kruse. The City of Storm Lake wishes to extend sincere condolences to the family and friends of Jon F. Kruse and to recognize the many lasting achievements and the long and faithful service he provided to the community he loved. Mayor Michael Porsch wished to express sincerest appreciation and gratitude on behalf of the City of Storm Lake to Mayor Kruse and his loved ones for all that he has meant to the community of Storm Lake.

**Consent Agenda** - Moved by Council Member McKinney to approve List of Bills Check #'s 81140 through 81195, EFT #'s 1322, 5048 through 5091, King's Pointe & Sunrise Pointe Disbursements, approve March 4, 2024, Regular City Council minutes and March 11, 2024 Special City Council minutes, two City Council Special minutes and the Regular City Council minutes, acknowledge the January 2024 Library Minutes, acknowledge the January 2024 Airport minutes, approve new cigarette license for Storm Lake Vape & Smoke, approve renewal liquor licenses for King's Pointe Resort, Sunrise Pointe Golf Course and Wal-Mart Store #1526, acknowledge Susan Lyngaas resignation from the Library Board, approve engagement agreement with Ahlers & Cooney, POC for legal services

related to Urban Renewal Economic Development matters, approve renewal agreement with the Storm Lake Bakery for concession services for King's Pointe Lighthouse Snack Shack, approve a temporary construction easement and a sanitary sewer lift station easement with Buena Vista University for the construction and maintenance of College and 3<sup>rd</sup> Lift Station, approve Buy Local Information, approve Storm Lake Police Department City Code Enforcement Update. Seconded by Council Member McKeon. Vote: All ayes with Council Member Ramos absent. Motion carried.

**Unfinished Business** – No items at this time.

## **New Business**

### **2024 Memorial Road Street and Utilities Improvement Project Bid Protest Discussion**

Mayor Porsch reminded the Council that at the last meeting we had a public hearing for the Memorial Road Street and Utilities improvement project, and we had discussions with the bidders regarding their prior project work performances for the City. Per requests from Mr. Bainbridge and Mr. Hulstein, we forwarded our emails and information we had during the discussions to the bidders. Today is an opportunity for the bidders to address the Council after reviewing the information sent to them. For the record, we have received some correspondence from the attorney for Mr. Bainbridge and the Council has that information in their hands and has reviewed it.

Mayor Porsch asked if there was anyone representing Bainbridge Construction that would like to address the Council with any further information they would like to present. Mr. Bainbridge declined to make any further comments. Mayor Porsch asked the same of Hulstein Excavating. Travis Hulstein with Hulstein Excavating addressed the Council members with his rebuttal to the refusal of his bid for the Memorial Road Street and Utilities improvement project.

Mayor Porsch commented that the engineer and city manager both work at the discretion of the City Council and they were given directions several years ago to document everything that occurs during a project due to situations that arose in prior projects.

### **2024 Memorial Road Street & Utilities Improvement Project**

Mayor Porsch asked for a motion to move forward with the City Administration and our Engineer's recommendation to make an award of construction contract for the 2024 Memorial Road Street and Utilities improvement project.

Moved by Council Member Ricklefs to adopt Resolution No. 38-R-2023-2024 making award of construction contract for the 2024 Memorial Road Street and Utilities improvement project to Reding Construction. Seconded by Council Member McKeon. Roll call vote: All ayes with Council Member Ramos absent. Motion carried.

**RESOLUTION NO. 38-R-2023-2024**

**RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT FOR THE 2024 MEMORIAL ROAD STREET AND UTILITIES IMPROVEMENTS PROJECT**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STORM LAKE, STATE OF IOWA:

Section 1. That the following bid for the construction of certain public improvements described in general as the 2024 Memorial Road Street and Utilities Improvement Project, described in the plans and specifications heretofore adopted by this Council on February 5, 2024, be and is hereby accepted, the same being the lowest responsive, responsible bid received for such work, as follows:

Contractor: Reding’s Gravel & Excavating, Inc. of Storm Lake, IA

Amount of bid: \$3,127,240.00

Portion of project: All construction work

That the Mayor and Clerk are hereby directed to execute the contract with the contractor for the construction of the public improvements, such contract not to be binding on the City until approved by this Council.

PASSED AND APPROVED this 18th day of March 2024.

\_\_\_\_\_  
Michael Porsch, Mayor

ATTEST:

\_\_\_\_\_  
Mayra A. Martinez, City Clerk

Moved by Council Member Martinez to adopt Resolution No. 39-R-2023-2024 approving of construction contract and bond for the construction of the 2024 Memorial Road Street and Utilities improvement project. City Manager Navratil asked Katy Gehler with Bolton & Menk if we had a bond from Redig Construction and Katy confirmed that we do have the bond. Seconded by Council Member McKinney. Roll call vote: All ayes with Council Member Ramos absent. Motion carried.

**RESOLUTION NO. 39-R-2023-2024**

**RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND FOR THE 2024 MEMORIAL ROAD STREET AND UTILITIES IMPROVEMENTS PROJECT**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STORM LAKE, STATE OF IOWA:

That the construction contract and bond executed and insurance coverage for the construction of certain public improvements described in general as the 2024 Memorial Road Street and Utilities Improvement Project, and as described in detail in the plans and specifications heretofore approved, and which have been signed by the Mayor and Clerk on behalf of the City be and the same are hereby approved as follows:

Contractor:	<u>Reding's Gravel &amp; of</u>	<u>Storm Lake, IA</u>
	<u>Excavating Inc.</u>	
Amount of bid:	<u>\$3,127,240.00</u>	
Bond surety:	<u>\$3,127,240.00</u>	
Date of bond:	<u>March 19, 2024</u>	
Portion of project:	<u>All construction work</u>	

PASSED AND APPROVED this 18th day of March 2024.

Michael Porsch, Mayor

ATTEST:

Mayra A. Martinez, City Clerk

**Waiving Fees For The Cost Of Fulfilling A Records Request** - Mayor Porsch asked for a motion to approve waiving fees for the cost of fulfilling a records request submitted by John McCracken. Hearing no motion from the Council members, the item is dead.

**FY2023 Independent Audit of the City of Storm Lake** - Finance Director Brian Oakleaf gave a brief summary of the annual audit to the Council members. Arvin Druvenga with Winther, Stave & Company reviewed the required annual independent auditor's report of the financial statements of all funds of the City.

Moved by Council Member Martinez to approve acknowledgement of the FY2023 independent audit of the City of Storm Lake. Seconded by Council Member Ricklefs. Vote: All ayes with Council Member Maria Ramos absent. Motion carried.

**Agreement With Koloni Inc.** - King's Pointe Manager Amy VonBank provided information regarding an agreement with Koloni Inc. who provides rental kayaks, canoes, and bikes for public use. Moved by Council Member McKeon to approve agreement with Koloni Inc. Seconded by Council Member McKinney. Vote: All ayes with Council Member Maria Ramos absent. Motion carried.

**Outdoor Water Park and Golf Fees** - King's Pointe Manager Amy VonBank presented the new fees to the City Council for the outdoor water park and golf course passes. The Council members discussed and agreed to move the spring sale dates from April 20<sup>th</sup> and 21<sup>st</sup> to April 13<sup>th</sup> and 14<sup>th</sup>. Moved by Council Member Martinez to approve Resolution No. 40-R-2023-2024 setting the outdoor water park and golf fees. Seconded by Council Member McKinney. Roll call vote: All ayes with Council Member Ramos absent. Motion carried.

**Amendment No. 1 to Subaward Agreement with IA Homeland Security and Emergency Management** - Moved by Council Member McKinney to approve Resolution No. 41-R-2023-2024 approving Amendment No. 1 to Subaward Agreement with Iowa Homeland Security and Emergency Management. Seconded by Council Member Ricklefs. Roll call vote: All ayes with Council Member Ramos absent. Motion carried.

#### **RESOLUTION NO. 41-R-2023-2024**

#### **RESOLUTION APPROVING AMENDMENT NO 1 TO SUBAWARD AGREEMENT WITH IA HOMELAND SECURITY AND EMERGENCY MANAGEMENT**

WHEREAS, FEMA, provided official notice on February 14, 2024, to Iowa Homeland Security and Emergency Management (IAHSEM) and the City of Storm Lake (City) of the award of a Hazard Mitigation Grant for the Scout Park and Icehouse Lift Stations Project (PROJECT); and,

WHEREAS, the City has had a need and continues to have a need to make improvements to the Scout Park and Icehouse Lift Stations to reduce and minimize the risks and damages to public and private property resulting from flooding in the sewer shed; and,

WHEREAS, IAHSEM and the City entered into a Subaward Agreement on March 6, 2024, and,

WHEREAS, the original agreement contained an error regarding the performance period of the grant; and,

WHEREAS, IAHSEM has provided Amendment No. 1 which corrects this error and makes the completion date of the project January 1, 2027.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STORM LAKE, IOWA:

SECTION 1. The City Council hereby approves Amendment No. 1 to the Subaward Agreement with IAHSEM.

SECTION 2. The City Council hereby directs the Mayor to sign and date Amendment No. 1 to the Subaward Agreement and the Clerk to attest and date the Mayor's signature and then provide the agreement to IAHSEM.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF STORM LAKE, IOWA ON THIS 18TH DAY OF MARCH 2024.

SIGNED

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Michael Porsch, Mayor

ATTEST

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Mayra A. Martinez, City Clerk

**Elevated Water Tower No. 5.** - Moved by Council Member Martinez to approve Resolution No. 42-R-2023-2024 approving construction contract and bond for the construction of Storm Lake Elevated Water Tower No. 5. Seconded by Council Member Ricklefs. Roll call vote: All ayes with Council Member Ramos absent. Motion carried.

**RESOLUTION NO. 42-R-2023-2024**

**RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND FOR THE STORM LAKE ELEVATED WATER TOWER NO. 5**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STORM LAKE, STATE OF IOWA:

That the construction contract and bond executed and insurance coverage for the construction of certain public improvements described in general as the Storm Lake Elevated Water Tower No. 5, and as described in detail in the plans and specifications heretofore approved, and which have been signed by the Mayor and Clerk on behalf of the City be and the same are hereby approved as follows:

Contractor: Landmark Structures of Fort Worth, TX  
Amount of bid: \$6,624,000.00  
Bond surety: \$6,624,000.00  
Date of bond: March 18, 2024  
Portion of project: All construction work

PASSED AND APPROVED this 18th day of March 2024.

\_\_\_\_\_  
Michael Porsch, Mayor

ATTEST:

\_\_\_\_\_  
Mayra A. Martinez, City Clerk

**City Council Requested Items / City Council Updates**

Stray animal work session will be held April 8<sup>th</sup>, 2024, at 5:30 pm at the Storm Lake High School auditorium.

Also, we will be receiving an Iowa Economic Development Authority onsite visit. Part of the request from IEDA is that there is going to be a survey they would like the public to fill out specifically for a downtown assessment. Once we get approval from IEDA to release the survey, we will be sending it out via email from the City of Storm Lake, a Facebook posting, and all other public media notifications to promote the survey to be completed before they come and do the onsite visit.

**Adjourn** - Moved by Council Member McKinney to adjourn at 6:00 pm. Seconded by Council Member Ricklefs. Vote: All ayes with Council Member Ramos absent. Motion carried.

\_\_\_\_\_  
Michael Porsch, Mayor

ATTEST:

\_\_\_\_\_  
Mayra A. Martinez, City Clerk



Library Board Meeting, City of Storm Lake, February 13, 2024, 4:00 p.m.

Present: Board President Mary Kay Hudspeth, Jim Eliason, Sarah Freking, Sue Lyngaas, and Barb Wells. Also present, Elizabeth Huff, Library Director and Keri Navratil, City Manager.

Board President Hudspeth called the meeting to order at 4:00 p.m.

**Disclosures by Board Members - None**

**Agenda Approval** – Moved by Board Member Freking to approve the Agenda with Agenda #11 Bylaws placed to Agenda #6. Seconded by Board Member Lyngaas. Vote all ayes. Motion carried.

**Public Hearing** – None

**Witter Gallery Report** – None

**Work Session: Bylaws** – Board President posed the question if the Board should include personnel in their bylaws. Keri Navratil was asked to give guidance on this topic. City Manager Navratil explained as per Iowa Code, closed session on personnel issues is with the Library Director, who must request that it is closed. If the Board wanted to change their Bylaws to include personnel, then they must do Human Resources work which is already provided by City Hall: job advertisements, job descriptions, job internal/external postings, initial review of applications for the Library Director, a group panel of interviewers which participate in a group decision to hire an applicant who meets requirements and pass a background check. Board Member Eliason asked about the recent Board Approval of Termination in the policy. City Manager Navratil said the Board has the mechanism to hire and needed a mechanism to terminate which is why the Board had to add it to their policy. She further said if a library employee had an issue, it should follow procedure: informing the Department Head/Library Director and onto the next levels until a resolution has been reached. In cases of disciplinary issues, there is an investigation which could recommend a performance improvement plan while attorney consultation throughout the process is sought for a proper legal opinion and could lead to a last chance plan if all matters have been exhausted.

**Approval of Minutes** – Moved by Board Member Lyngaas to approve January Minutes. Seconded by Board Member Eliason. Vote all ayes. Motion carried.

**Trustee Report, HSB 678 (formerly SSB 3131)** – Board Member Lyngaas saw the Zoom recording on SSB 3131 and spoke against the bill at the Legislative Forum on February 10, 2024. Board Member Eliason was also in attendance and said the bill would allow City Councils to change the library or spend library money as they wish. It seemed the state legislators at the Forum felt the bill would not proceed very far. The bill presently made it out of subcommittee and may make it to the first funnel.

**Director's Report** – No questions on the Calendar, Bar Charts or Ledger. The Director summarized last week of contractor work at the library: Power Solutions installed the new fire alarm system in four days. The roof fan was tripped, and there was no heat for about 2 days. Since Control Systems was no longer in business, Midwestern Mechanical found FM Controls, Fort Dodge to read the software. FM Controls quickly determined the roof fan was not blowing hot air and got it working correctly so there would be heat in the building. Power Solutions found a technician who was familiar with our 2015 panic buttons, The Technician tested the system and placed new batteries into the buttons. The Library Director has an Artificial Intelligence Course through ALA and plans to use AI in grant writing.

**Approval of Bills** – Moved by Board Member Eliason to approve February Bills. Seconded by Board Member Wells. Vote all ayes. Motion carried.

**Work Session: New Five-year goals and forum** – tabled until next month.

**Trustee Continuing Education** – tabled until next month.

**Library Board Member Requested Items** – City Hall will be consulted for an evaluation form and about electronic/hybrid meetings in the Bylaws.

**Adjournment** - Moved by Board Member Freking to adjourn the meeting at 5pm. Seconded by Board Member Eliason. Vote all ayes. Motion carried.

Elizabeth Huff, Library Director - Please note the above is an unapproved draft of minutes and will be approved by the Board of Trustees on March 11, 2024.

**Storm Lake Airport Commission**  
**Regular Meeting, Airport Terminal**  
**Monday, February 12, 2024, 4:00 PM**

Present: Commission Members Bob Ansoerge, Cynthia Turner, Gary Worthan, Nathaniel Kitzrow and Jason Dierking. Staff Present: Tyler Gibbins, Jim Bartholomew, and Garrett Jacobs with Bolton & Menk.

Chairman Bob Ansoerge called the meeting to order at 4:00 pm.

**Minutes:** Moved by Commissioner Dierking to approve the January 8, 2024, minutes. Seconded by Commissioner Turner. Vote: All ayes. Motion carried.

**Financial Report:** Moved by Commissioner Dierking to approve the financial reports for January 2024. Seconded by Commissioner Turner. Vote: All ayes. Motion carried.

**Fuel Report** - Moved by Commissioner Turner to approve the January 2024 Fuel report. Seconded by Commissioner Dierking. Vote: All ayes. Motion carried.

**Airport Manager's Monthly Report** – We received 7500 gallons of Jet-A fuel. We issued NOTAM on January 12<sup>th</sup> and closed the airport through January 13<sup>th</sup>. We moved snow January 12<sup>th</sup> through January 16<sup>th</sup>. The furnace quit working and we called Wiese Plumbing & Heating to make the repairs. Canceled NOTAM and reopened the airport on January 16<sup>th</sup>. Received a call from Scott Bonebrake with the City Public Works who asked us to move the fuel trailer. John called the airport commissioner chairman to discuss the matter. Called R&R Electric and had them come and fix the rotating beacon which was out of service and replace the photocell on the security light on hangar B.

Courtesy Car Usage: 3 Miles: 54

Fuel Meter Reading: Jet A – 706,565

AV Gas – 163,606.8

**Administration Report February 2024**

**Runway 17/35 Lighting Project** –

Planning for the pre-construction meeting has begun. A date is yet to be determined. Voltmer is shooting for an April 1st start date for the Runway 17/35 lighting project.

Commissioner Dierking brought up VT's interest in constructing a new corporate hangar. Commissioner Dierking will provide VT with the economic development specialists contact information to begin discussions.

**Adjourn** - Moved by Commissioner Worthan to adjourn at 4:36 pm. Seconded by Commissioner Dierking. Vote: All ayes. Motion carried.

Mayra A. Martinez, City Clerk



# State of Iowa

Alcoholic Beverages Division

## Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Mo's Tap Inc.	Mo's	(712) 732-3292		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
707 Lake Avenue		Storm Lake	Buena Vista	50588
MAILING ADDRESS	CITY	STATE	ZIP	
111 W 1st Street	Storm Lake	Iowa	50588	

## Contact Person

NAME	PHONE	EMAIL
Marisa Olivarez	(712) 299-2969	cashmjm@gmail.com

## License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0038268	Class C Retail Alcohol License	12 Month	In Progress

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Apr 2, 2024	Apr 1, 2025	

### SUB-PERMITS

Class C Retail Alcohol License

### PRIVILEGES



## Status of Business

BUSINESS TYPE

Corporation

## Ownership

### • Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Jean Cashman	Storm Lake	Iowa	50588	Vice President	0.00	Yes
Marisa Olivarez	Storm Lake	Iowa	50588	Owner	100.00	Yes

## Insurance Company Information

INSURANCE COMPANY

Badger Mutual Insurance  
Company

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE  
DATE

OUTDOOR SERVICE EXPIRATION  
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE  
DATE

TEMP TRANSFER EXPIRATION  
DATE

**Staff Summary**

**04/01/2024**  
**Agenda Item # D.2.**



City of Storm Lake  
PO Box 1086  
Storm Lake, IA 50588  
p (712) 732-8000  
f (712) 732-4114

**REPORT TO:** Honorable Mayor & Council

**FROM:** Chris Cole Police Chief

**SUBJECT:** **1116 Lincoln Road Noise Variance Request**

**BACKGROUND:** Below is a noise variance request from Seevily Oupachak for a live band for a graduation party at 1116 Lincoln Road. The band would play on Saturday June 15th from 5PM to 9PM.

See request below:

Hello,

My name is Seevily Oupachak, I live at 1116 Lincoln Road here in storm lake, Iowa. My sister-in-law is graduating this year and my family and I want to throw her a party. The graduation party will be at our house on June 15, 2024. We were wanting to request a band to play from 5pm-9pm. We didn't want to have any issues with noise complaints, and we were planning on letting our neighborhood know in advance as well. Thank you for your time! 712 730-1630

**FISCAL IMPACT:** None

**RECOMMENDATION:** Approve Request

**ATTACHMENTS:**

## Staff Summary

04/01/2024  
Agenda Item # D.3.



City of Storm Lake  
PO Box 1086  
Storm Lake, IA 50588  
p (712) 732-8000  
f (712) 732-4114

**REPORT TO:** Honorable Mayor & Council

**FROM:** Mayra Martinez City Clerk

**SUBJECT:** **Buy Local Information**

**BACKGROUND:** In 2011 during a Study Session discussion Council asked staff to look at putting together some analysis information regarding the amount of purchases made locally. We have pulled that information together and a provided a summary of purchases identified in the current list of bills to be approved that are purchased locally (within the City of Storm Lake), within Buena Vista County, and outside of Buena Vista County are presented here for Council's review. This information is presented for both the City & King's Pointe's bills. As the reader reviews the information they should note the following key notes: Costs associated with any major capital project (those bid under the State of Iowa Bid Law) are excluded from the calculation Costs associated with travel is excluded from the calculation and % Costs associated with payroll is excluded from the calculation and % In some cases there is only one vendor or an item is only available from vendors outside of the City limits and/or Buena Vista County – we have not identified these some departments have fairly minor budgets and a major purchase can skew the % and or amount for a given review period (For Example: the Airport may have normally \$4,000 - \$6,000 in expenses until they purchase Jet Fuel or Av Gas which can be \$10,000 + and as a vendor who is not local this can skew the information for that review period) Local has been determined to be has an office front in the area and based on where the office front is located for local vs. BV County (For Example: Wal-Mart is considered local since they have a store in Storm Lake even though their headquarters is not located here) As with all analytical data it is possible to interpret the numbers in a variety of ways and as we move forward we would be happy to provide further detail and or revise the way in which we show the data. Likewise if you have any questions or concerns please don't hesitate to contact city staff.

**FISCAL IMPACT:**

**Breakout**

**Calculated Expenses**

Buena Vista County	\$96,029.06
Contract/Agreement	\$9,347.60
Local	\$75,573.68
Non-Local	\$143,085.36
Payroll/UB Refunds/Pyrl Tax & Ins	<u>\$140,985.35</u>
<b>TOTAL EXPENSES:</b>	<b>\$465,021.05</b>

**RECOMMENDATION:** Approve Buy Local Information

**ATTACHMENTS:**  
[4/1/2024 Project Report.pdf](#)

Summary

Project Summary

Project Number	Project Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
<a href="#">OP1.122814</a>	Richland Street, Phase 2 Improvem...	174,107.75	0.00	174,095.25	0.00	174,095.25	12.50
<a href="#">OP1.125106</a>	BRIC	8,573,638.49	8,573,638.49	212,709.99	0.00	212,709.99	8,360,928.50
<a href="#">OP1.126252</a>	Comprehansive Plan & Zoning Code U...	125,880.00	0.00	125,824.50	0.00	125,824.50	55.50
<a href="#">OP1.131538</a>	Memorial Road Street & Utility Impro...	336,980.00	336,980.00	331,737.00	0.00	331,737.00	5,243.00
<a href="#">OT5.128791</a>	Runway 17/35 Lighting Replacement	410,741.68	410,741.68	96,802.87	0.00	96,802.87	313,938.81
<a href="#">19-22797</a>	Memorial Lift Station Improvements	2,533,320.00	0.00	2,554,600.96	0.00	2,554,600.96	-21,280.96
<a href="#">20-HSG-022</a>	2021 Housing Sustainability Project	224,994.00	224,994.00	181,283.12	0.00	181,283.12	43,710.88
<a href="#">21-26215</a>	Downtown Master Plan	113,000.00	0.00	103,650.00	0.00	103,650.00	9,350.00
<a href="#">22-26698</a>	Storm Lake WTP- Well No. 21	1,769,929.00	1,769,929.00	725,914.59	0.00	725,914.59	1,044,014.41
<a href="#">22-26815</a>	W 6th Street Utilities Extension	314,241.49	314,241.49	317,330.08	0.00	317,330.08	-3,088.59
<a href="#">22-27926</a>	Storm Lake WTP- Well #22	149,200.00	149,200.00	63,402.50	0.00	63,402.50	85,797.50
<a href="#">23-29446</a>	WWTP UV Disinfection Building	189,472.00	189,472.00	23,303.75	0.00	23,303.75	166,168.25
<a href="#">23-29447</a>	College & 3rd St Lift Station Replacem...	185,000.00	185,000.00	95,515.00	0.00	95,515.00	89,485.00
<a href="#">HTG322020</a>	T-Mobile Hometown Grant Q-3-22	0.00	0.00	43,519.48	0.00	43,519.48	-43,519.48
<a href="#">IA0091</a>	SL Elevated Water Storage- Tower #5	760,100.15	760,100.15	502,607.67	0.00	502,607.67	257,492.48
<a href="#">New</a>	Lead Service Line Replacement Prelim...	15,500.00	0.00	0.00	0.00	0.00	15,500.00
<a href="#">New1</a>	King's Pointe Remodel/Refresh	419,800.00	419,800.00	302,641.51	0.00	302,641.51	117,158.49
<a href="#">OP1.125220</a>	4th Street Watermain Improvement P...	553,406.16	0.00	581,342.16	0.00	581,342.16	-27,936.00
<a href="#">P11.118940</a>	Oneida Street Reconstruction from RR...	2,526,433.98	0.00	2,513,334.28	0.00	2,513,334.28	13,099.70
<a href="#">P11.120411</a>	Highway 7/110 Traffic Lane/Signalizat...	4,661,065.85	0.00	4,855,646.50	0.00	4,855,646.50	-194,580.65
<a href="#">SP21122</a>	SL Library CDBG- COVID (CV) Grant	634,285.27	0.00	634,285.27	0.00	634,285.27	0.00
<b>Report Total:</b>		<b>24,671,095.82</b>	<b>13,334,096.81</b>	<b>14,439,546.48</b>	<b>0.00</b>	<b>14,439,546.48</b>	<b>10,231,549.34</b>

Group Summary

Group	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Airport Projects	410,741.68	410,741.68	96,802.87	0.00	96,802.87	313,938.81
ARPA Project	760,100.15	760,100.15	502,607.67	0.00	502,607.67	257,492.48
Building Resilient Infrastructure and C...	8,573,638.49	8,573,638.49	212,709.99	0.00	212,709.99	8,360,928.50
Economic Development	778,115.49	539,235.49	771,607.18	0.00	771,607.18	6,508.31
King's Pointe Resort Projects	419,800.00	419,800.00	302,641.51	0.00	302,641.51	117,158.49
Library Project	634,285.27	0.00	634,285.27	0.00	634,285.27	0.00
Sanitary Sewer Projects	2,907,792.00	374,472.00	2,673,419.71	0.00	2,673,419.71	234,372.29
Street Construction	7,698,587.58	336,980.00	7,874,813.03	0.00	7,874,813.03	-176,225.45
Water Project	2,488,035.16	1,919,129.00	1,370,659.25	0.00	1,370,659.25	1,117,375.91
<b>Report Total:</b>	<b>24,671,095.82</b>	<b>13,334,096.81</b>	<b>14,439,546.48</b>	<b>0.00</b>	<b>14,439,546.48</b>	<b>10,231,549.34</b>

Type Summary

Group	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Construction	13,812,956.23	3,364,622.49	12,538,863.58	0.00	12,538,863.58	1,274,092.65

**Staff Summary**

**04/01/2024**  
**Agenda Item # D.4.**



City of Storm Lake  
PO Box 1086  
Storm Lake, IA 50588  
p (712) 732-8000  
f (712) 732-4114

**REPORT TO:** Honorable Mayor & Council  
**FROM:** Chris Cole Police Chief  
**SUBJECT:** **SLPD City Code Enforcement Summary**  
**BACKGROUND:** 3/13/2024 TO 03/25/2024

- Accumulate Junk – 18
- Accumulate Trash – 5
- Junk Vehicles – 5
- Parking Restricted to hard surfaces – 2
- Bags of leaves – 4
  
- Total: 34
  
- Citations – 0
  
  
- White Summons: 8

**FISCAL IMPACT:** None

**RECOMMENDATION:** None

**ATTACHMENTS:**

## Staff Summary

04/01/2024  
Agenda Item # F.1.



City of Storm Lake  
PO Box 1086  
Storm Lake, IA 50588  
p (712) 732-8000  
f (712) 732-4114

**REPORT TO:** Honorable Mayor & Council

**FROM:** Brian Oakleaf Finance Director

**SUBJECT:** **Motion Setting Public Hearing on Fiscal Year 2024-2025 Budget**

**BACKGROUND:**

This agenda item will set the Public Hearing for the Fiscal Year 2024-2025 Budget for Monday, April 15th, 2024 at 5:00 P.M. in City Council Chambers.

State of Iowa Code requires that the City hold a public hearing on any Budget or Budget Amendment prior to adoption. Notice of the public hearing will be published in the newspaper as required by State Code.

Upon conclusion of the Public Hearing, the Budget, which received concurrence from Council at previous Budget Workshops will be submitted for adoption.

**FISCAL IMPACT:** The fiscal impact to set the public hearing is the cost of publication.

**RECOMMENDATION:** Set the public hearing for Monday, April 15th, 2024 at 5:00 P.M.

**ATTACHMENTS:**

## Staff Summary

04/01/2024  
Agenda Item # F.2.



City of Storm Lake  
PO Box 1086  
Storm Lake, IA 50588  
p (712) 732-8000  
f (712) 732-4114

**REPORT TO:** Honorable Mayor & Council

**FROM:** Lee Dutfield Development Services Sepcialist

**SUBJECT:** **Mayor And Council Discussion Establish The Storm Lake Child Care Steering Committee To Implement The Childcare Strategic Plan.**

**BACKGROUND:** Strategy 1- Establish the Storm Lake Child Care Steering Committee to implement the Childcare Strategic Plan.

A steering committee will be appointed to serve and lead efforts to implement this strategic plan. Initial members of the Storm Lake Child Care Steering Committee will be appointed by the City of Storm Lake.

The initial steering committee will consist of 5 to 7 individuals, with at least 1 representative from Storm Lake City Council. The remaining steering committee members will represent local employers, educational institutions, and community organizations, to assure diverse backgrounds and leadership skills.

Once the initial steering committee is appointed, the steering committee will function independently, with no affiliation with or obligation to the City of Storm Lake. Vacancies on the steering committee will be filled by appointment by the remaining steering committee members and must maintain the size and composition of the initial committee. The steering committee may choose to create subcommittees in order to distribute the workload of the activities outlined in this plan. The size and composition of each subcommittee will be determined by the steering committee based on the expected activities and need for additional support.

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** N/A

**ATTACHMENTS:**  
[Storm Lake-Strategic Plan for Child Care.pdf](#)

# **Strategic Plan for Child Care**

**Storm Lake, Iowa**

**February 2024**

**Strategic Plan for Child Care  
Storm Lake, Iowa**

**February 2024**

**Prepared for:**

City of Storm Lake

**Prepared by:**

First Children's Finance- Iowa Regional Office  
1601 22<sup>nd</sup> Street, Suite 305  
West Des Moines, Iowa 50266

Regional Director: Heidi Schlueter

Project Lead: Angie Rae Duncan, Senior Business Development Specialist

*This project was made possible in part through a Rural Child Care Market Study grant received by City of Storm Lake through the Empower Rural Iowa initiative, a program administered by Center for Rural Revitalization, a division of Iowa Economic Development Authority.*

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## INTRODUCTION

In November 2023, First Children’s Finance (FCF) completed a *Child Care Market Analysis* for Storm Lake, Iowa, which analyzed the supply and demand for child care in the Storm Lake area. In addition to direct surveys for input from parents, employers, and child care providers, FCF collected data from the US Census Bureau, Iowa Department of Health and Human Services, Iowa Workforce Development, and Iowa Child Care Resource & Referral. FCF’s analysis resulted in several key findings related to the local child care market, which are summarized in the “The Need and Demand for Quality Child Care” section of this report.

Addressing a child care shortage is a challenge that requires a community response. The challenge is how to increase the supply and availability of child care to meet the needs of the families and employers, while supporting child care businesses. As a result, a solution-based community planning process spearheaded by a child care steering committee was initiated.

## THE STRATEGIC PLANNING PROCESS

To develop this *Strategic Plan for Child Care*, First Children's Finance (FCF) focused data collection and planning efforts on how business interventions and community support could address local challenges. During November and December 2023, a series of strategic planning meetings were held. To launch this process, FCF presented the key findings from the *Child Care Market Analysis*. FCF also shared *Emerging Models and Promising Practices, Successful Child Care Models*, which highlighted child care providers and communities FCF has worked with as replicable examples. At the remaining meetings, strategic planning participants engaged in exercises to develop a vision for child care in the community, and goals and strategies to address the child care challenges identified through the child care market analysis.

### **Storm Lake Child Care Steering Committee**

A steering committee consisting of community and business representatives will serve as the leader of this plan, including reviewing the goals, strategies, and action plans each year. To fully implement this plan, the committee may form subcommittees or task forces so that additional community members or organizations become engaged, and activities and workload are distributed. The Storm Lake Child Care Steering Committee members will be established as described in Goal 1, Strategy 1 of this plan.

### **Strategic Planning Participants**

From November 2023 to February 2024, a series of sessions focused on strategic planning were held. A total of 13 individuals participated in the sessions which resulted in the creation of a vision for child care in Storm Lake, child care goals, and strategies to achieve each goal. Participants in the sessions represented employers, government, education, community leaders, and early childhood representatives.

### **Putting this Plan into Use**

This *Strategic Plan for Child Care* represents a significant investment of community resources. To achieve the expected outcomes and impacts outlined in this plan, the Child Care Steering Committee will take on the role as the leader of these efforts, which may include forming subcommittees or task forces so that additional community members or organizations become engaged, and activities and workload are distributed.

The plan and progress made to date will be reviewed annually by the Child Care Steering Committee, along with discussing strategies and action plans for the upcoming year. A matrix with a summary of the planned activities for the next 5 years is provided in the Appendix to assist with assigning and tracking activities.

## EXECUTIVE SUMMARY

Every parent wants their child to be in a child care setting that not only meets their basic needs for safety and security, but also provides nurturance and prepares that child for school success. The late Jim Greenman, child care developer and advocate, stated: “A baby welcomed into a center today may spend up to twelve thousand hours in child care, more time than she will spend in all of elementary school and high school.” For working parents, choosing child care may be one of the most critical decisions they can make as the child care environment has lasting effects on the child.

When the *Child Care Market Analysis* for the Storm Lake area was completed in November 2023, Iowa Department of Health and Human Services (HHS) data showed there were 304 regulated child care spaces, with only 32 of those available on a year-round basis. With an estimated 1,251 children likely to use regulated child care, it is reasonable to conclude there is a shortage of regulated child care spaces in Storm Lake.

To address the child care shortage, a process that gathered information and data from different perspectives was used, including the results of the surveys conducted with employers, child care providers, and parents as part of the *Child Care Market Analysis*. The results were presented to strategic planning participants who then participated in a series of sessions to develop a vision, goals, and strategies with action steps to achieve those goals.

The following vision, goals, and strategies have been developed through the input and interactions with the strategic planning participants.

The vision for child care in Storm Lake is:

*Sustainable investments made in quality child care options will benefit the children, families, and employers of Storm Lake.*

The following goals and strategies were developed for addressing child care within Storm Lake:

### **GOAL 1- Engage local employers and other community partners in child care solutions.**

Strategy 1- Establish the Storm Lake Child Care Steering Committee to implement this strategic plan.

Strategy 2- Inform employers and other community partners about recent child care efforts including the Child Care Market Analysis to begin engagement and support the implementation of this Strategic Plan for Child Care.

Strategy 3- Provide resources and information about child care, child care related employee benefits, child care partnerships, and employer sponsored child care models to local employers.

Strategy 4- Provide parents access to information that will assist them in understanding, identifying, and choosing child care.

**GOAL 2- Increase the number of regulated child care spaces available year-round in Storm Lake, from 32 to at least 198 spaces by 2029.**

Strategy 1- Increase the number of spaces within Iowa Department of Health and Human Services (HHS) registered child development homes in Storm Lake.

Strategy 2- Establish a new Iowa Department of Health and Human Services (HHS) licensed child care center that is licensed to serve a minimum of 150 children.

Strategy 3- Approach local schools with spaces already licensed by Iowa Department of Health and Human Services to determine the feasibility of utilizing those spaces year-round.

Strategy 4- Establish a peer networking group for home-based child care providers.

Strategy 5- Promote existing classes for middle school and high school students that will care for children by babysitting or nannying, and for children that may be staying home alone.

## THE NEED AND DEMAND FOR QUALITY CHILD CARE

The City of Storm Lake commissioned First Children's Finance (FCF) to conduct a *Child Care Market Analysis* in 2023 to analyze the supply and demand for child care in the area. Through that process, FCF collected data from the US Census Bureau, Iowa Department of Health and Human Services, Iowa Workforce Development, Iowa Child Care Resource & Referral, and input from employers, child care providers, and parents. FCF's analysis resulted in several key findings related to the local child care market, including that there is a shortage of regulated child care spaces in the Storm Lake area. According to FCF's calculations in that analysis, the child care gap could be as high as 1,227 regulated child care spaces.

The following factors underlie the current and future need and demand for quality child care in the area. These factors were considered by the strategic planning participants as they developed community strategies.

### **Market Area**

The market area used for the market analysis study was the 50588-zip code, which includes the city of Storm Lake, Lakeside, and the adjacent unincorporated areas.

### **Population**

The US Census Bureau estimates that from 2011 to 2021, both the total population of the market area (50588-zip code) and the number of children ages 0 to 11 have increased. As of 2021, the total population is 13,258 and the number of children ages 0 to 11 is 2,301, which is 390 more children living in the market area than what were in 2011.

### **Working Families**

As of 2021, there are 4,628 total households in the zip code, of which 2,554 (55%) are family households, and 1,290 (27% overall) had children under the age of 18. The median income for families with children under the age of 18 is \$66,597.

According to the US Census Bureau as of 2021, 52% of families with children ages 0 to 5, and 70% of families with children ages 6 to 17 living in the Storm Lake area have all parents in the labor force. All parents working means if there are two parents living in the home both work, or if the child lives with a single parent that parent is working. These percentages have decreased significantly over the last 10 years from 86% and 81% respectively. This decrease indicates that fewer parents are in the workforce.

## **Quality of Life for Residents**

The child care sector serves two critical community functions. First, it is an economic driver allowing parents to work and earn income while at the same time creating jobs. Second, since the children that attend child care full-time typically spend between 35 and 50 hours per week with a caregiver who is not their parent, child care prepares children for school and life at a critical stage of their development.

In short, the child care industry is an essential component of the community infrastructure that keeps businesses growing and keeps parents working. In addition, quality child care contributes to a higher quality of life for residents as it assures that children are experiencing the kind of care that not only is safe and nurturing but prepares them for success and for growing into healthy and contributing future citizens.

Key to a positive future includes developing infrastructure and community assets that will attract families wishing to make the Storm Lake area their home. Child care plays an essential role in a healthy community eco-system. The expansion of quality child care can be a catalyst for building a community that is vital, thriving, and prosperous.

## **Quality of Care**

Although there is no simple definition of quality child care, the Iowa Department of Health and Human Services (HHS) has recently undergone a process to better align the state's quality rating system with nationally recognized quality standards. Iowa Quality for Kids (IQ4K™) is Iowa's new Quality Rating and Improvement System for HHS licensed child care centers and preschools, registered child development homes, and programs operating under the authority of an accredited school district or nonpublic school. IQ4K provides five levels of quality (building blocks) that programs can achieve and continue to improve on. By implementing Continuous Quality Improvement (CQI), IQ4K allows programs to assess their current grade across all areas of programming and devise a structured plan to increase the overall level of program quality.<sup>1</sup>

Furthermore, research shows that the early years (ages 0-5) are the most sensitive for brain development. Over 90% of brain growth occurs during this period. Once in school, students who receive quality early childhood education are more likely to graduate from high school, own a home, and have a job than their peers who did not attend preschool. Young children that spend time in safe and healthy environments that stimulate learning (i.e., quality early care and education programs) are more prepared when they start school and have long-term economic, academic and social benefits, and reduced costs to individuals and communities later on.

---

<sup>1</sup> Iowa Child Care Resource & Referral <https://iowaccrr.org/providers/iq4k/>

According to secondary research conducted by the Minneapolis Federal Reserve, the annual rate of return on each \$1 dollar spent on high quality early care and education is twelve to sixteen percent (12-16%), with the greatest returns realized among children in low-income families. Child care requires an investment. The delivery of quality child care is a *business issue and a business challenge for child care providers*. A commitment to delivering quality care that results in quality learning outcomes for children requires significant resources for child care businesses. Low classroom staff to child ratios, age-appropriate curriculum, teacher training and improved teacher qualifications, physical environment improvements, and more – all result in increased costs. An investment in the sustainability of existing child care providers that are committed to quality, is an investment in child care now and into the future.

### **Child Care as a Business Issue**

As we look into the future through the lens of national, state, and local social and economic trends, the greatest hope for sustainable child care, particularly quality child care, rests in the community's ability to *develop strong child care businesses* and to *diversify the dollars going into supporting them* through both *public and private sector engagement and investment*.

The business community has a stake in child care. Businesses, communities, and regional economies all benefit from short-term and longer-term benefits of quality child care:

- Employee retention and decreased turnover;
- More productive employees, who know their children are receiving quality care;
- Ability to attract and keep the best employees and a younger workforce;
- Increased employment and career advancement opportunities at growing child care businesses;
- Spin-off jobs as a result of the multiplier effect of child care business development and retention;
- Less remedial expense as children are prepared to be successful in school;
- Sharp reductions in public expenditures on criminal justice, welfare and other remedial services; and
- A well-prepared future workforce: the essential bedrock of regional economic growth.

An immediate cost that impacts families and child care businesses is child care employee turnover. "Studies by American Management Association and others report a range between 25 percent and 250 percent of annual salary per exiting employee. Entry-level, unskilled positions are at the lower end of the cost range, while executive, managerial and sales positions are at the

higher end.”<sup>2</sup> A 2006 article by Saratoga, a service offering of PricewaterhouseCoopers, lists the following turnover costs and consequences:

- Lost productivity during a vacancy.
- Diminished productivity of the team and managers who are covering for a vacant position.
- Diminished productivity of the team and managers who are training the new hire.
- Increased labor costs due to overtime or contractor’s needs.
- Hiring and onboarding costs.
- More difficult to quantify impacts may include decreased customer satisfaction, increased future turnover, and loss of institutional knowledge.

Combined, these turnover-related costs represented more than 12% of pre-tax income for the average company.<sup>3</sup>

### **Business Investment in Child Care**

There are multiple opportunities for businesses to invest in child care, meeting both the employee and employer needs, while also promoting a positive image of their business in the community. Employers can support their workers by investing in child care. Support of individual child care businesses can come in multiple forms. First Children’s Finance believes the following examples are all viable options:

- Sponsor spaces within a child care center(s) or home(s). These spaces are then reserved for that business’s employees.
- Fund a child care scholarship that is available to employees whose income exceeds the Iowa child care assistance income threshold, but still struggle to afford child care. This could be in the form of a reimbursement and may provide different levels of support for families with different incomes.
- Business or corporate giving grants or community investment funds.
- Donate space for on-site child care that is available to both employees and the community.
- Invest in building a child care facility that bears the corporate or business name.

All contributions, at various levels of support are needed, recognized as significant, and promote a positive image of the business or corporation providing that gift or support.

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<sup>2</sup> Spremulli, Michael. (2011, June 22). *Employee Turnover on the Rise*. Retrieved from <http://www.chrysaliscorporation.com/employee-turnover-on-the-rise/>

<sup>3</sup> *Driving the Bottom Line: Improving Retention*. Copyright © PricewaterhouseCoopers LLP, 2006. Retrieved from <https://www.shrm.org/hr-today/news/hr-magazine/Documents/saratoga-improving-retention.pdf>

## Child Care Market Analysis Key Findings

Most notably, the child care market analysis showed there is a need for more *regulated* child care in the Storm Lake area. According to the US Census Bureau, there are an estimated 2,301 children ages 0 to 11 in the Storm Lake area (50588–zip code). First Children’s Finance estimates, 1,251 of those are from families that want to use HHS regulated child care, either a licensed center or a registered child development home. As of November 2023, there are 304 regulated child care spaces, of which 32 are available year-round. This means the deficit for regulated child care could be as high as 1,227 spaces.

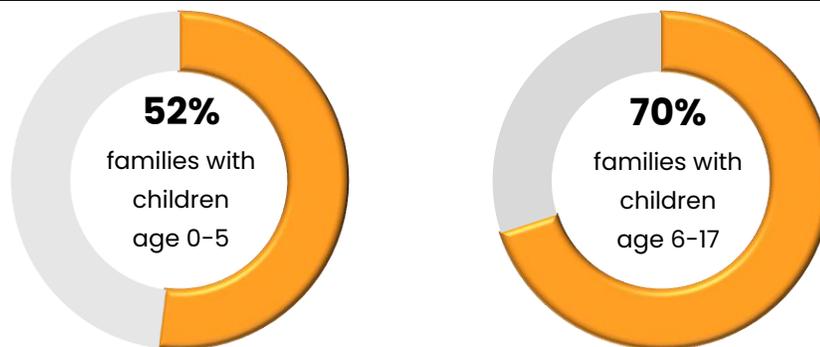
Based on the data and research from the *Child Care Market Analysis* that was completed for the Storm Lake area in 2023, First Children’s Finance identified the following key findings:

### Finding 1: Families with All Parents in the Labor Force is Declining

According to the US Census Bureau as of 2021, 52% of families with children ages 0 to 5, and 70% of families with children ages 6 to 17 living in the Storm Lake area have all parents in the labor force. All parents in the labor force means if a family is headed by a couple, both parents are working and if it is headed by a single parent that parent is working.

#### *Families with All Parents in the Labor Force*

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Through the employer and parent surveys, a few comments were received that indicate there are parents who have had to quit working to stay home with their children because of a lack of child care. US Census Bureau data shows that the percentage of families in the Storm Lake area with children and all parents working has declined over the last 10 years. In 2011, those percentages were 86% and 81% respectively, and in 2016 they were 70% and 84% respectively.

While every community and each family is unique, an additional comparison can be made between the Storm Lake area, Buena Vista County where Storm Lake is located, the state of Iowa, and the United States. As a whole, the state of Iowa is known to have a high percentage of families with all parents working and is often ranked number one, in addition through First

Children’s Finance’s experience, communities and counties in Northwest Iowa often have a high percentage of families with all parents working. The following table shows a comparison of these different geographies.

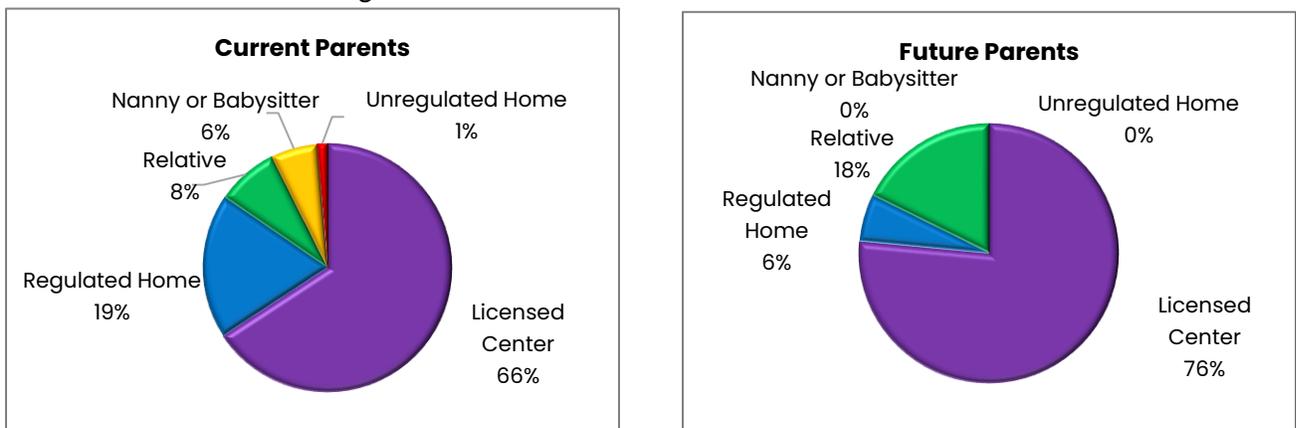
*Comparison of Families with All Parents Working (2021)*

	<b>With children age 0 to 5</b>	<b>With children age 6 to 17</b>
Storm Lake area	52%	70%
Buena Vista County	63%	72%
Iowa	76%	81%
United States	67%	72%

**Finding 2: Parents Want Regulated Child Care that is Available Full-Time and Year-Round**

Through the child care needs surveys completed by parents in August and September of 2023, parents were asked several questions about their child care needs and preferences. The most preferred child care arrangement chosen by current parents on the child care needs survey was a licensed child care center, which is preferred by 85%, followed by an HHS registered child development home (19%). Among future parents the top choice is again a licensed center, which is preferred by 76%, followed by a relative (18%). Overall, 88% of parents (both current parents and future parents combined) prefer a setting that is regulated by Iowa Department of Health and Human Services (HHS), either a licensed center or a registered home.

*Preferred Child Care Setting*



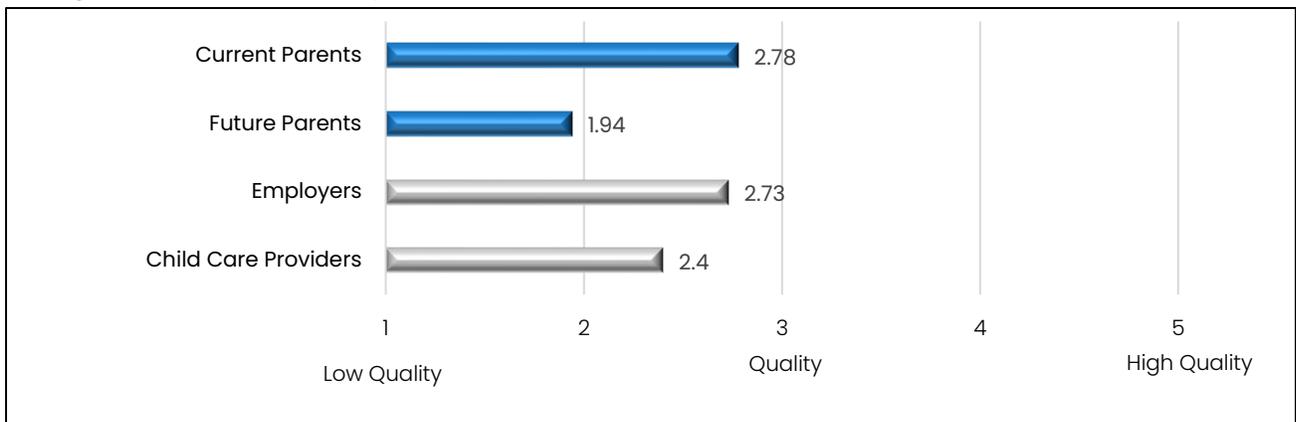
When asked if they were selecting child care today, parents indicated they would prefer to drop-off children during the 7:00 am hour (62%) and pick them up during the 5:00 pm hour (27%), Monday through Friday (97%-99% per day). Separately parents were asked when they prefer to use based on the age of their children. A majority of parents (75%) with children ages 0 to 5, but not in kindergarten, indicated they prefer year-round care for this age group. Parents with school

age children were split, with 40% indicating they want year-round care and 44% indicating they want care during the summer, only so children are not home alone.

### **Finding 3: Parents are Concerned with the Quality of Some Child Care Options**

Parents were asked to rate the quality of child care in Storm Lake on a scale of 1 to 5, with 1 being low quality, 3 being quality, and 5 being high quality. The weighted average among current parents was 2.78, and among future parents it was 1.94, indicating parents feel the quality of care available is less than adequate. In addition, employers rated quality 2.73 and child care providers rated quality as 2.40.

*Ratings of Child Care Quality*



Through multiple open-ended questions, parents provided additional insight into their perception of child care quality. Related comments include:

- *...There are other in-home day care providers who are not licensed and take care of more than the regulated amount of children.*
- *No one had openings or the environment was unsafe.*
- *Hardly [any child care providers are] registered.*
- *...she has too many kids at a time.*
- *[My 6-year-old] gets bored because it is geared towards younger kids and most of the provider's attention is on the younger kids.*
- *Too many kids in the current daycare.*
- *Low quality and out of town.*
- *...if we had a daycare that took any child... it would be helpful for working parents instead of us trying to find a sitter who overcharges and doesn't have a license to care for children. We don't know if our kids are being cared for correctly while at work.*
- *Very simply the availability of high-quality child care in Storm Lake is the biggest challenge.*
- *Finding a reliable but most importantly safe child care. (Biggest challenge)*

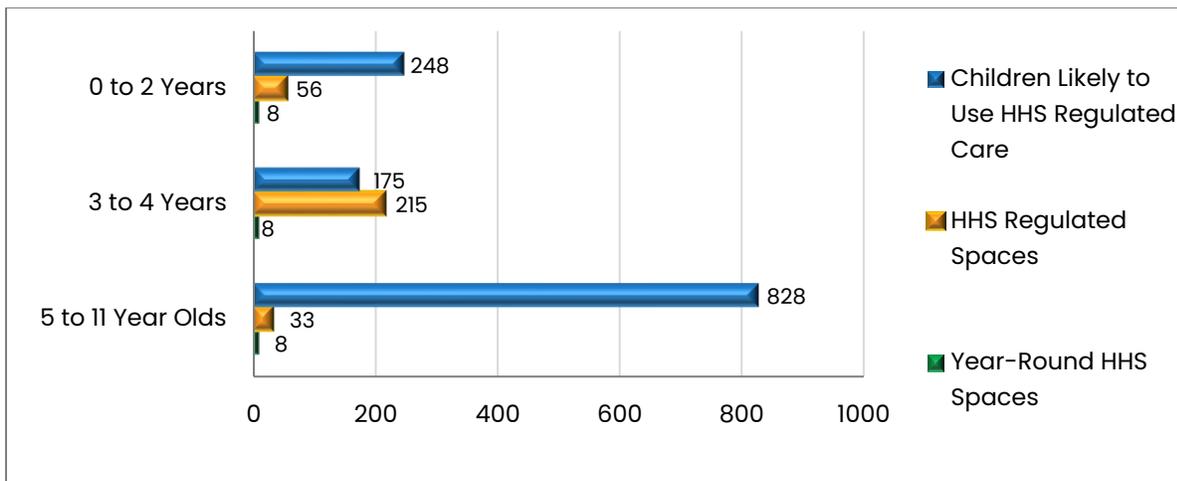
- Safety for their children. (Biggest challenge)
- Quality care in a clean, safe environment. (Biggest challenge)

**Finding 4: There is a Shortage of Child Care Spaces Among All Age Groups**

In the Storm Lake area, there are 2,301 children ages 0 to 11. Of those, First Children’s Finance (FCF) estimates 1,422 have all parents working. Based on the percentage of families that have all parents working, and parents’ preferences of child care settings, First Children’s Finance estimates that approximately 1,251 of those children are from families that would likely use HHS regulated child care. According to Iowa HHS, there are currently 304 HHS regulated spaces, of which 32 are available year-round.

When broken down by age group and only full-time year-round child care spaces are considered (part-time preschool and school year only spaces not included), calculations show there is a shortage of 240 spaces for ages 0 to 2 (infant, toddler, and two’s), 167 spaces for ages 3 to 4 (preschool) and of 820 spaces for school age children.

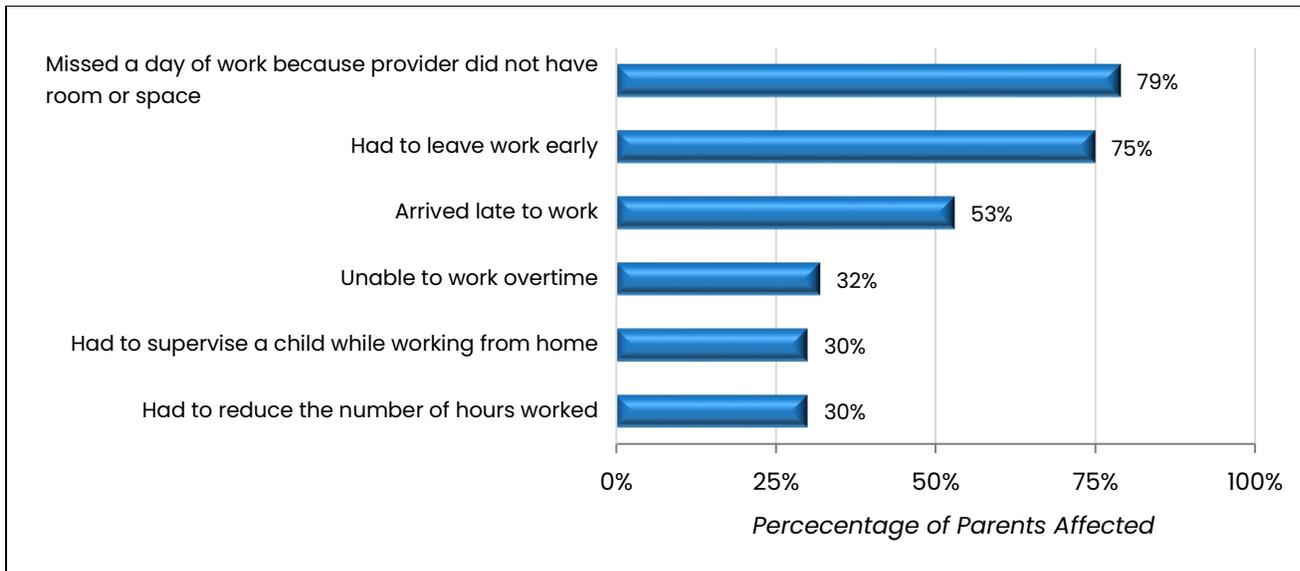
*Children Need Care vs. Child Care Spaces*



**Finding 5: Parents Indicate Child Care Challenges are Affecting their Job**

Over the last 12 months, parents have experienced child care challenges that have in turn affected their job. The adverse effects experienced by 30% or more of the parents that participated in the child care needs survey were: missed a day of work because the provider did not have room or space (79%), had to leave work early (75%), arrived late to work (53%), unable to work overtime (32%), had to supervise a child while working from home (30%), and had to reduce the number of hours worked (30%). See figure on next page.

### Most Common Effects of Child Care Challenges Reported by Parents



Separately, 22% of parents indicated that in the last 12 months they or their spouse or partner has declined employment or withdrawn from the workforce due to child care, while 12% indicated they or their spouse or partner is not working (unemployed) due to child care challenges.

### **Finding 6: Child Care Challenges are Limiting Employment for Nearly One-Half of Parents**

Through the child care needs survey conducted as part of this study, parents were asked if child care challenges are currently limiting their or their spouse's or partner's employment (ex. working part-time when full-time preferred, or not working within preferred field). Forty-six percent (46%) indicated it is. Those parents were asked to explain, some of the comments received were:

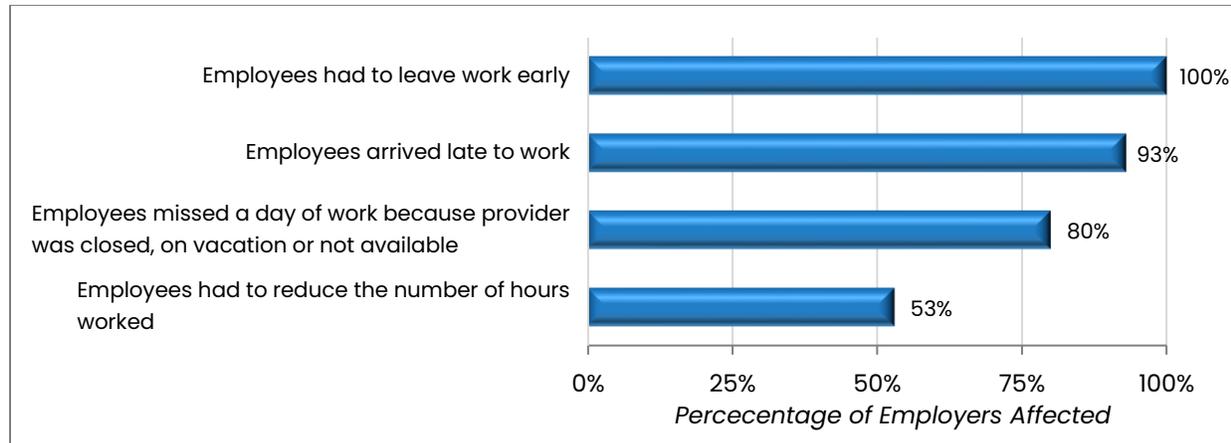
- *Unable to work late or extra hours.*
- *Partner desperately wants at least a part-time job, desires full-time employment, but unable to due to lack of child care.*
- *Prior to three weeks ago, work schedules had to be arranged around who could stay home with the baby because we could not find daycare for over a year.*
- *Unable to work additional hours, holidays, or weekends due to inability to have childcare, limited hours due to childcare needs.*
- *Once my maternity leave is over, I will have to work part-time from home until a spot opens at a daycare center in a nearby town.*
- *Can only work a few mornings a week due to limited daycare.*
- *Can't work the hours I'd prefer because no one to watch our baby.*

### **Finding 7: Employers Indicate Employees are Missing Work Due to Child Care Challenges**

Through the child care needs survey conducted as part of this study, employers were asked in what ways child care challenges have affected their employees in the last 12 months. The top 4

adverse effects that were experienced by participating employers were employees had to leave work early which was experienced by 100% of employers, employees arrived late to work which was experienced by 93% of employers, employees missed a day of work because the child care provider was closed, on vacation, or not available which was experienced by 80% of employers, and employees had to reduce the number of hours they worked which was experienced by 53% of employers.

#### Most Common Effects of Child Care Challenges Reported by Employers



Employers were also asked about employee productivity and absenteeism due to child care challenges. Sixty-seven percent (67%) of employers indicated they had challenges related to productivity due to employee’s child care challenges, while 74% of employers indicated they had experienced employee absenteeism due to employee’s child care challenges. For each question employers were allowed to make additional comments. Some of the comments received were:

- *Mostly from the standpoint of maternal leave. Extended leave can cause delaying in projects getting completed. (Productivity challenge)*
- *We often run short and 90% of planned production and line speed due to absenteeism which may be due to child care issues. (Productivity challenge)*
- *Before and after school issues. (Productivity challenge)*
- *We have had employees have to bring a child with them due to lack of childcare and have them sit in the lobby or business center while mom works. (Productivity challenge)*
- *We have high daily absenteeism and then the impact is required Saturday work to make up lost production or adjusted work schedule to work 9-hour days. (Absenteeism)*
- *We have had several instances over the last year with employees calling off due to lack of child care. (Absenteeism)*
- *Employees have had to work from home or make schedule accommodations due to a lack of child care. It mostly impacts new employees who are trying to establish consistent child care in a new area. (Absenteeism)*

### **Finding 8: Child Care Providers Indicated They Are Not Utilizing Opportunities that May Improve Business Operations**

Through the State of Iowa there are currently multiple opportunities for licensed centers, registered child development homes, and some non-registered homes that are intended to improve business operations (including retaining staff and improving quality) and potentially supplement income. Current opportunities the child care providers participating in the survey were less familiar with and had lower participation are: T.E.A.C.H., Child Care WAGE\$ IOWA, FieldPrint Fingerprinting, state funding to utilize child care management software, and Child Care Assistance pilot program for the child care workforce.

The T.E.A.C.H. Early Childhood® Iowa program is part of a comprehensive national strategy that provides teacher education and compensation to Iowans who work with children birth to five years old. The program is offered by Iowa Association for the Education of Young Children (Iowa AEYC). Staff who utilize T.E.A.C.H. receive pay increases or bonuses and scholarship dollars towards their formal education while achieving individual professional development goals, which leads to staff retention. T.E.A.C.H. participants average a much lower turnover rate, 5-6% annually, compared to the national average of around 30%. Additionally, participants agree to continue working in their current child care program. Through the child care provider survey, only 1 program indicated they have used T.E.A.C.H., while 2 are familiar but have not participated, and 2 are not familiar with the program.

Child Care WAGE\$® Iowa (WAGE\$) is a salary supplement program offered by Iowa Association for the Education of Young Children (Iowa AEYC). Individuals receiving WAGE\$ can earn an annual stipend between \$525 and \$9,200 annually (in addition to their regular pay), depending on their education level and the child care program's Iowa Quality for Kids (IQ4K) level. The amount of the annual supplement increases as more education is completed and as the child care program maintains or increases their IQ4K rating. Through the child care provider survey, only 1 program indicated they have used WAGE\$, while 1 was familiar but had not participated, and 3 are not familiar with the program.

FieldPrint Fingerprinting can be used for meeting the requirements for licensed centers (and preschools), registered child development homes, and child care homes accepting child care assistance to conduct background checks on all staff and in some cases individuals residing within the home (if home-based care). These federal record checks are required every 4 years. Child care providers can use FieldPrint at no cost. Through the child care provider survey, 2 programs indicated they have heard of but haven't used FieldPrint, and 3 programs are not familiar with the program. None of the 5 programs have actually utilized this program.

Child care management software (CCMS) is software specifically designed to help child care programs automate their day-to-day operations so that staff have more time to spend with children. Child care programs that utilize CCMS can increase efficiency in their operations, reduce costs, and collect all payments that are owed. Currently regulated child care programs in Iowa that are using or sign up to use one of two selected CCMS (brightwheel and Playground) are eligible to have their CCMS license paid for by the State of Iowa for up to 12 months. Participating programs are also eligible for up to \$1,000 technology grant/support to enable the use of a CCMS. Through the child care provider survey, the 1 provider indicated they are currently participating in this program, while 1 provider is aware of but not using, and 3 programs are not familiar with the program.

Child Care Assistance (CCA) pilot program for the Child Care Workforce went into effect July 5, 2023. This program allows the child care workforce to apply for Child Care Assistance (CCA) for their own children even if they are over the family income limit. To be approved, the child care worker must meet all other CCA eligibility criteria excluding household income, but if approved, the result could be free child care for child care staff. Through the child care provider survey, 2 programs indicated they are a current participant of the CCA pilot program, while 3 programs indicated they are familiar with but are not participating in the program.

## THE FUTURE OF CHILD CARE IN STORM LAKE

### Vision for Child Care

The following vision for child care was developed through input and interactions with the strategic planning participants. This vision will help guide the future of child care in Storm Lake.

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***Sustainable investments made in quality child care options will benefit the children, families, and employers of Storm Lake.***

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To accomplish this vision means a focus on and resources committed to:

- Creating more spaces within regulated child care environments.
- Recruiting and developing child care professionals that provide a variety of child care options.
- Developing local resources to assist parents in finding and paying for child care.
- Informing employers and the community on the value and importance of quality child care.

Every parent wants their child to be in a child care setting that not only meets their basic needs for safety and security, but also provides nurturance and prepares that child for school success. The late Jim Greenman, child care developer and advocate, stated: “A baby welcomed into a center today may spend up to twelve thousand hours in child care, more time than she will spend in all of elementary school and high school.” For working parents, choosing child care may be one of the most critical decisions they can make as the child care environment has lasting effects on the child. Finding child care is a challenge; options for quality, regulated child care that meets the needs and preferences of families is even more challenging. Community and business leaders all want the same thing – quality, affordable child care that meets the needs of families, employers, and the community as a whole – not only today, but into the future. From the beginning, the intention of this project was to develop a community-wide solutions-based plan for the expansion of *quality* child care, not to just add more child care spaces.

### Key Assumptions for Expanding Child Care

The expansion of quality child care carries with it some key planning assumptions. These assumptions will guide the implementation of the *Strategic Plan for Child Care* for existing and new quality child care.



**Commitment to program quality-** All child care programs that choose to participate in child care expansion efforts and receive incentives (should any be made available) and other resources, will commit to quality. This commitment includes training, curriculum enhancement, and other business and classroom standards, including being a licensed center or registered child development home with the Iowa Department of Health and Human Services.



**Serve all ages-** The current child care shortage includes a shortage of infant and toddler care (under age 2), which is more costly to provide than care for older children, due to lower staff to child ratios. Provider participation in the child care expansion effort means a commitment to provide care to infants and toddlers, as well as other ages of children.



**Meet quality requirements in physical environments-** There exists a direct link between the quality of the physical environments and quality in the classroom practices. To the degree possible in existing child care and in new development of child care, attention will be given to quality child care physical environments – facilities and playgrounds, including meeting (or exceeding) standards as a licensed center or registered child development home as set by the Iowa Department of Health and Human Services.



**New child care development needs to promote community-building-** New child care development carries with it an opportunity to use development and design models that build a sense of community and become desirable community assets for the long term.

## CHILD CARE GOALS AND STRATEGIES

The strategic planning process is an opportunity to leverage multiple view points and ideas related to addressing the child care challenges identified through the 2023 *Child Care Market Analysis* of the Storm Lake area, including the child care needs surveys completed by employers, child care providers, and parents. Through a series of strategic planning meetings, participants engaged in activities and conversations to develop these goals and strategies to address the child care challenges across the county.



### GOAL 1

#### **Engage local employers and other community partners in child care solutions.**

Child care is an essential component of the community's infrastructure that keeps businesses growing and keeps parents working. In the 50588–zip code, 85% of families with children ages 0 to 5 and 84% of families with children ages 6 to 17 have all parents in the workforce. Involving local businesses and other community partners will result in solutions that meet the needs of parents while also helping employers recruit and retain the workforce they need, while also setting up the community for additional growth.

#### **Strategy 1– Establish the Storm Lake Child Care Steering Committee to implement this strategic plan.**

A steering committee will be appointed to serve lead efforts to implement this strategic plan. Initial members of the Storm Lake Child Care Steering Committee will be appointed by the City of

Storm Lake. The initial steering committee will consist of 5 to 7 individuals, with at least 1 representative from Storm Lake City Council. The remaining steering committee members will represent local employers, educational institutions, and community organizations, to assure diverse backgrounds and leadership skills.

Once the initial steering committee is appointed, the steering committee will function independently, with no affiliation with or obligation to the City of Storm Lake. Vacancies on the steering committee will be filled by appointment by the remaining steering committee members and must maintain the size and composition of the initial committee. The steering committee may choose to create subcommittees in order to distribute the workload of the activities outlined in this plan. The size and composition of each subcommittee will be determined by the steering committee based on the expected activities and need for additional support.

### Action Plan

July 2024 through June 2025 (Year 1)

- The City of Storm Lake will appoint 5 to 7 individuals to serve as the Storm Lake Child Care Steering Committee.
- The Storm Lake Child Care Steering Committee will meet to develop committee procedures to guide operations. These procedures will include, but will not be limited to, term lengths and limits for committee members, removing or adding new committee members, frequency of committee meetings, how decisions will be made, and how subcommittees will be formed and operate. Once procedures are established, the committee will review the *Strategic Plan for Child Care* to determine which activities are to be completed in Year 1 and which of those activities will be the responsibility of the steering committee and which activities will be delegated to subcommittees. Individuals will be identified to serve on the needed subcommittees.
- The Storm Lake Child Care Steering Committee will contact the individuals identified and form the subcommittees. Each subcommittee will be given a list of activities they are responsible for completing and an approximate timeline. Each subcommittee will report back to the steering committee at least quarterly, and that report will be shared at the next steering committee meeting.

July 2025 through June 2026 (Year 2, repeat annually)

- At the first meeting after the start of the second year of this plan, the Storm Lake Child Care Steering Committee will review the activities from the strategic plan that were completed in Year 1, determine which activities will occur in Year 2, and determine which of the activities from Year 2 will be the responsibility of the steering committee and which

activities will be delegated to subcommittees. New subcommittees will be established as needed.

- Each subcommittee will be given a list of activities they are responsible for completing and an approximate timeline. Each subcommittee will report back to the steering committee at least quarterly, and that report will be shared at the next steering committee meeting.

### Expected Outcomes and Impacts

A steering committee consisting of community and business leaders will implement this strategic plan, while using their skills and expertise to bring additional resources to the community's child care efforts. Incremental outcomes will be the committee establishing subcommittees and assuring the action plan for each year is accomplished, or if needed revised to a more suitable timeframe or action steps. The ultimate impact of the steering committee will be the community achieving the goals of this strategic plan by 2029.

### **Strategy 2- Inform employers and other community partners about recent child care efforts including the *Child Care Market Analysis* to begin engagement and support the implementation of this *Strategic Plan for Child Care*.**

Informing employers and other community partners about the need for regulated child care in Storm Lake, along with the goals and strategies in this plan, will lay the groundwork for efforts that will make child care more accessible in Storm Lake. An annual review of the progress of this plan, followed by a report to employers and community partners will demonstrate the progress that is made.

### Action Plan

July 2024 through June 2025 (Year 1)

- The City of Storm Lake will host a meeting where First Children's Finance will present the key findings and child care gap analysis from the *Child Care Market Analysis* and an overview of the goals and strategies from this *Strategic Plan for Child Care*.
- The Child Care Steering Committee begins identifying individuals to participate on subcommittees to begin implementing specific strategies in this plan.

July 2025 through June 2026 (Year 2, repeat annually)

- The Child Care Steering Committee will review the strategic plan strategies to identify which activities are completed and which require action in the upcoming year. Once activities for the upcoming year are identified, the committee will determine what entity will be responsible and develop a timeline.

- The Child Care Steering Committee provides an annual update on the progress and upcoming action steps to local employers and other community partners. These updates could be shared in a number of ways, including a presentation at the annual meeting of a local organization, inclusion in an annual report, newsletters, or press releases.
- The Child Care Steering Committee will highlight success stories resulting from the strategies in this plan, including new child care providers, child care business expansions, and partnerships between child care programs and employers and community partners.

#### Expected Outcomes and Impacts

Engaging employers and other community partners in the child care conversation will result in increased support for parents in the workforce and for child care programs. Informing employers and community partners of the *Child Care Market Analysis* and the *Strategic Plan for Child Care* may result in additional support and future engagement in implementing the strategies of this plan. As updates are shared and progress is demonstrated, it may lead to additional employers and community partners becoming involved.

#### **Strategy 3– Provide resources and information about child care, child care related employee benefits, child care partnerships, and employer sponsored child care models to local employers.**

There are a variety of ways employers can support their workers who use child care. Through the surveys conducted as part of the *Child Care Market Analysis*, 53% of employers indicate they include child care information in employee orientation and 33% indicated they include it in the employee handbook. When parents were asked the same question, only 1% indicated that their or their spouse’s or partner’s employer offered either of these.

Separately, employers were asked which child care solutions they are willing to consider. The top options selected by employers were, to appoint an employee to serve on the Board of Directors of a child care program (40% of employers), provide in-kind services to reduce expenses of a child care program (ex. bookkeeping, maintenance) (27%), make a donation or financial contribution for scholarships for your employees (27% of employers), and make a donation or financial contribution to build, remodel, or expand a child care center (20% of employers).

#### Action Plan

July 2024 through June 2025 (Year 1)

- The Storm Lake Child Care Steering Committee in partnership with Storm Lake United will develop a plan to provide resources and information to employers about how child care and child care related benefits can be a workforce recruitment and retention strategy, along with the types of benefits and options for the level of involvement an employer may

choose. The first step will be to develop a plan for sharing information. The plan will include key messages to be shared, methods of delivery, timeline, assignments of tasks, and if any costs will be incurred and how those will be paid for. Some examples and key messages that could be included are:

- Employers include child care information in orientation materials and employee handbooks. Information could include contact information for Child Care Resource & Referral (CCR&R) to utilize the parent referral service, Iowa Department of Health and Human Services (HHS) to apply for Child Care Assistance to help pay for tuition, and the local Early Childhood Iowa (ECI) area to apply for preschool tuition scholarships.
  - Child Care Resource & Referral, parent referral service to find child care: <https://iowaccrr.org/families>
  - Iowa Department of Health and Human Services, information for families: <https://hhs.iowa.gov/programs/programs-and-services/child-care/child-care-tools-and-resources>
  - Buena Vista Crawford Sac (BVCS) Early Childhood Iowa to inquire about preschool scholarships: <https://bvcsearlychildhoodiowa.org>
- Dependent Care Flex Spending Accounts (FSA), allowing employees to set aside their own pre-tax dollars to help pay for child care.
- Lifestyle Spending Accounts, where the employee can use the funds for work-life balance benefits including child care tuition. These spending accounts are funded by the employer; however, employees may have to pay income tax on the funds.
- Options for employers to directly supplement child care costs for their employees, including paying all or a portion of the tuition directly to the provider, or reimbursing an employee for child care expenses.
- Employer-funded scholarships for their own employees through either the employer, a specific child care provider, or a local fiscal agent.
- Employer partnerships with child care programs for reserved spaces, enrollment priority, or tuition discounts for their employees, in exchange for on-going financial support.
- A significant annual financial commitment to a child care program, such as donating an amount equal to a child care center director's annual wage.
- Presentation of replicable models of employer sponsored or supported child care.
- Allowing schedule flexibility or work from home options (for appropriate positions), when an employee's child care arrangement is temporarily not available, such as a child not being allowed to attend child care due to sickness or the provider being on vacation.

July 2025 through June 2026 (Year 2, repeat annually)

- The Storm Lake Child Care Steering Committee will review the prior year's efforts to determine what information needs to be shared on a regular basis. Information will be updated and shared annually, or as necessary.

#### Expected Outcomes and Impacts

Providing information and resources to employers can increase their involvement in child care, including offering child care related benefits that result in increased support for the local workforce. If employers incorporate child care benefits or child care information into materials such as handbooks or orientation information, employees that are parents will feel supported and may feel that child care is more accessible. Employers that are able to offer benefits that have a financial aspect such as flex spending or tuition scholarships may also experience positive outcomes such as improved employee attraction and retention.

#### **Strategy 4- Provide parents access to information that will assist them in understanding, identifying, and choosing child care.**

Every parent wants their child to be in a child care setting that not only meets their basic needs for safety and security, but also provides nurturance and prepares that child for school success. For working parents, choosing child care may be one of the most critical decisions they can make as the child care environment has lasting effects on the child.

Child Care Resource & Referral provides services and information to help parents make informed choices about the care of their child. In addition to providing parents referrals or names or specific child care providers, the agency also has information about choosing quality child care, a checklist of questions for interviewing child care providers, and information about child care regulations and voluntary quality initiatives in Iowa.

For families that struggle to pay for child care or preschool there are options available. Child Care Assistance (CCA) is available to the children of income-eligible parents to help pay for care at Iowa Department of Health and Human Services (HHS) approved child care programs while a parent or caretaker works or attends school. An additional source for families that wish to participate in preschool is the scholarship or voucher program available through Early Childhood Iowa (ECI).

#### Action Plan

July 2024 through June 2025 (Year 1)

- The Storm Lake Child Care Steering Committee will lead efforts to inform parents of the current child care environment in Storm Lake and how to navigate finding child care. The

first step will be to develop a plan for sharing information. The plan will include key messages to be shared, methods of delivery, timeline, assignments of tasks, and if any costs will be incurred and how those will be paid for. Some examples and key messages that could be included are:

- Parent referral services available through Child Care Resource & Referral (CCR&R). The steering committee will compile information to be shared and develop a plan for distribution including possible content, timeline, method of distribution or platforms where information will be shared. Some of the information that will be included is contact information for the regional CCR&R office, website link, and a QR code with:
  - Community entities including (but not limited to): City of Storm Lake, Storm Lake Community School District, St. Mary's School, Storm Lake United, and employers.
  - Current parents and expecting parents. To reach expecting parents Buena Vista Regional Medical Center will be asked to partner to distribute information.
- Realities of getting into child care and waitlists at local child care programs. Information will be shared via social media, and with local entities including City of Storm Lake, Storm Lake Community School District, Storm Lake United, and employers, and those entities asked to share with their clients and constituents.
- Iowa Child Care Assistance (CCA) program through the Iowa Department of Health and Human Services (HHS) and encourage parents to complete the form on the HHS website in order for HHS to determine if they are eligible.
- Buena Vista, Crawford, Sac (BVCS) Early Childhood Iowa (ECI) services and programs, including (but not limited to) the income-based preschool scholarship program.

July 2025 through June 2026 (Year 2, repeat annually)

- The Storm Lake Child Care Steering Committee will review the prior year's efforts to determine what information needs to be shared on a regular basis. Information will be updated and shared annually, or as necessary.

#### Expected Outcomes and Impacts

Current and future parents will have easy access to information and resources that support their individual child care needs. Parents will become familiar with CCR&R child care referral assistance and gain knowledge to help them understand the different types of care and know what to look for in a quality environment.

## GOAL 2

### **Increase the number of regulated child care spaces available year-round in Storm Lake, from 32 to at least 198 spaces by 2029.**

In the 50588–zip code, which includes Storm Lake, Lakeside, and the surrounding unincorporated areas, there are 2,301 children ages 0 to 11. Of those, First Children’s Finance (FCF) estimates 1,422 have all parents working and approximately 1,251 of those are from families that prefer to use an Iowa Department of Health and Human Services (HHS) regulated child care setting. According to HHS, as of August 2023 there are a total of 304 spaces in regulated child care settings (centers and homes), with only 32 of those available on a full-time, year-round basis.

There are several forms of early care and education available in Iowa to meet each family’s varying needs and preferences. In Iowa, the Department of Health and Human Services (HHS) oversees programs that fall into three categories—Licensed Centers, Registered Child Development Homes, and Child Care Homes. The level of regulation and requirements placed on the provider varies among the three categories.

Through the parent surveys conducted as part of the *Child Care Market Analysis* for Storm Lake in 2023, it was determined that 66% of current parents and 76% of future parents prefer to use an HHS licensed center, while 19% of current parents and 6% of future parents prefer to use an HHS registered child development home.

#### *Licensed Centers*

Licensed centers include child care centers (including child care programs operated by school districts), preschool programs, and Head Start. A center can care for larger groups of children, which are typically separated by age groups according to specific staff-to-child ratios. All centers are required to have an Iowa HHS inspection prior to opening and an unannounced annual inspection after that. A center must renew their license every two years. A licensed center may apply for a Child Care Assistance Provider Agreement and may participate in the voluntary Iowa Quality for Kids (IQ4K) quality rating improvement system.

#### *Child Development Homes (a.k.a. Registered Homes)*

Anyone caring for more than 6 children at a time is required to register with the Iowa Department of Health and Human Services (HHS). Registered child development homes can provide care for up to 8, 12 or 16 children at a time depending on the registration level and the ages of the children present at any given time<sup>4</sup>. Registration levels A, B, or C are based on the providers’ experience

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<sup>4</sup> When there are children 24 months or younger present, the provider may not be able to care for the maximum number they are approved for.

and if there are any assistants or co-providers present. These programs are required to have an Iowa HHS inspection prior to opening and an unannounced annual inspection after that. A registered child development home must reapply for registration every two years. A registered child development home may apply for a Child Care Assistance Provider Agreement with Iowa HHS and may participate in the voluntary ChildNet program and Iowa Quality for Kids (IQ4K) quality rating improvement system.

#### *Child Care Homes*

Child care homes can care for 6 or fewer children at any given time. These programs are not required to register but have the option to do so. A child care home may apply for a Child Care Assistance (CCA) Provider Agreement. A child care home must reapply to HHS every two years to continue their agreement for CCA. Child care homes serving children eligible for child care assistance must complete an unannounced inspection once per year to assure compliance with health, safety, and fire standards. These providers are not eligible to participate in ChildNet or IQ4K.

#### **Strategy 1- Increase the number of spaces within Iowa Department of Health and Human Services (HHS) registered child development homes in Storm Lake.**

Through the parent survey conducted as part of the *Child Care Market Analysis*, it was determined that 19% of current parents and 6% of future parents prefer to use an HHS registered child development home. When the *Child Care Market Analysis* was completed for Storm Lake in December 2023, there were 3 registered child development homes with a collective capacity of 34 spaces. Overall, there are 1,251 children ages 0 to 11 living in Storm Lake that are likely to use regulated child care, in addition there are families living outside the city limits and in neighboring communities that would prefer to bring their children to Storm Lake for child care.

Anyone caring for more than 6 children at a time is required to register with the Iowa Department of Health and Human Services (HHS). Registered child development homes can care for a maximum of 8 (level A), 12 (level B), or 16 (level C) children at a time depending on the ages of children present. Registration levels are based on the providers' experience and if there are any assistants or co-providers present.

This strategy will focus on increasing the number of regulated spaces within registered homes in two ways, by establishing new registered child development homes and by converting non-registered home-based child care to registered child development homes.

## Action Plan

July 2024 through June 2025 (Year 1)

- The Storm Lake Child Care Steering Committee will appoint a subcommittee to compile information to share with individuals not currently providing care that might be interested in establishing a new registered child development home and currently unregulated home-based child care providers. Information and resource providers that may be contacted include:
  - Child Care Resource & Referral of Northwest Iowa (CCR&R)- When registration is required for a home-based provider, the benefits of registration, and contact information for individuals to receive assistance with the registration process. Benefit information may include the ability to access state and federally funded programs like Child Care Assistance, Child Care Wages, and Child and Adult Care Food Program (CACFP).
  - Buena Vista Crawford Sac (BVCS) Early Childhood Iowa- Information on the *Business Investment Program (BIP)* grant for costs related to startup, expansion of a child care program, and to help an already existing registered home that wishes to participate in quality initiatives such as Iowa Quality for Kids (IQ4K) cover costs associated with making improvements for that program.
  - City of Storm Lake and Storm Lake United- Local funding and small business incentives that can be used to start new or expanding existing child care programs, including who to contact for more information.
  - Identify individuals, organizations, and businesses that offer consulting, technical assistance, and training for child care providers that can be a resource for individuals wanting to start a home-based new child care business. Already known child care specific supports include Child Care Resource & Referral (CCR&R), First Children's Finance, Iowa Department of Health and Human Services (HHS), and Iowa State University Extension and Outreach, while already known non-child care specific supports include Buena Vista University-Lamberti Center for Rural Entrepreneurship, Iowa Central Community College, Small Business Development Centers (SBDC), and SCORE.
- The subcommittee will use the information compiled, along with input from BVCS Early Childhood Iowa and CCR&R, to develop a campaign targeted at individuals that might be interested in establishing a new registered child development home and currently unregulated home-based child care providers. The campaign will include details on the targeted audience, specific topics or information to share, methods of delivery (ex. social media, individual conversations, press releases, etc.), timelines, costs (if any), and assignments. The plan will include providing information in multiple languages, and informing individuals that are contacted of options for child care related trainings,

technical assistance, and other information in languages other than English. Part of the specific topics or messages will focus on the benefits of being registered with HHS, including access to local and state level incentives and programs that can provide business support and potentially increase a provider's income.

- After the campaign is developed, the subcommittee will implement the plan in order to increase the awareness of the community and non-registered child care providers as to when registration is required, and the benefits and opportunities that are available to providers that are registered with HHS including access to local and state programs that can provide business support and potentially increase a provider's income and being included on CCR&R's parent referral list.
- A representative of the subcommittee will contact Child Care Resource & Referral (CCR&R) to discuss options for those interested in becoming a registered child development home to participate in *Child Care Ready*, including inquiring if offering a local or regional in-person series is feasible. *Child Care Ready* is a professional development series that includes coaching, mentorship, and best practices for individual child care professionals. The educational series offers all of the pre-certification training required to start a registered home child care business, including: *Essentials Preservice Series*, *Mandatory Reporter Training*, *CPR/First Aid*, *Business Practices to Consider*, *Emergency Preparedness Training*, and follow-up support. Participating providers also have the opportunity to work on the following requirements for becoming a registered child development home either through the classes or with a consultant: application process, fingerprinting (18 & older), background check (14 & older), telephone requirements, and pre-inspection checklist.
- The subcommittee will compile a list of currently operating unregulated child care providers. Members of the subcommittee or the steering committee will contact each of the individuals identified to assure they have the compiled information and encourage them to connect with CCR&R for assistance with the registration process.
- If the Storm Lake Child Care Steering Committee, the subcommittee, or any community partners become aware of an individual interested in becoming a home-based child care provider or converting their non-registered home to a registered home, the committee member will connect the individual with CCR&R for assistance with the registration process.
- If the Storm Lake Child Care Steering Committee, the subcommittee, or any community partners become aware of an individual interested in becoming a home-based child care provider or converting their non-registered home to a registered home, the committee member will connect the individual with BVCS Early Childhood Iowa for information about the *Business Investment Program (BIP)* grant, which can assist with

costs related to startup, expansion, and participating in quality initiatives such as Iowa Quality for Kids (IQ4K).

July 2025 through June 2026 (Year 2, repeat annually)

- The subcommittee will repeat the process of identifying potential providers and connecting them to Child Care Resource & Referral for assistance with the registration process. The committee will also provide potential providers with information on the most up-to-date incentives available at the community level.
- The subcommittee conducts an annual review of the recruitment process and makes adjustments as needed.

#### Expected Outcomes and Impacts

The expected outcome of this strategy is the creation of at least 2 additional registered child development homes by the end of 2029. These providers will be a combination of individuals starting a new home-based child care business and already operating non-registered providers becoming registered with the Iowa Department of Health and Human Services (HHS). The maximum capacity of a Level A registered child development home according to HHS regulations is 8 children. By adding 2 new registered child development homes, the outcome will be 16 new HHS regulated child care spaces.

#### **Strategy 2- Establish a new Iowa Department of Health and Human Services (HHS) licensed child care center that is licensed to serve a minimum of 150 children.**

Through the parent survey conducted as part of the *Child Care Market Analysis*, it was determined that 66% of current parents and 76% of future parents prefer to use a licensed child care center. As of December 2023, there are 304 regulated spaces in Storm Lake. Of those 272 are within licensed centers or preschools, but all of those spaces are school year only preschool spaces. Currently, there are an estimated 1,251 children in Storm Lake ages 0 to 11 that are likely to use regulated child care.

#### Action Plan

July 2024 through June 2025 (Year 1)

- The Storm Lake Child Care Steering Committee will form subcommittees consisting of both committee members and community volunteers. Initial subcommittees will include Business Plan, Facility, and Capital Campaign.
- The Business Plan subcommittee will develop a sustainable business model, which may be done using technical assistance or consulting from a third-party. The process will include developing financial projections for the first 5 years of operations that reflect a

sustainable business model. Adjustments may need to be made until a sustainable model is found. Key assumptions for the projections include:

- Capacity of the center by age group or classroom.
- Projected enrollment by age group or classroom.
- The number of staff needed to maintain the HHS required staff-to-child ratios for the projected enrollments.
- Operating assumptions that include the following income and expenses:
  - Tuition rates and structure.
  - Non-tuition income- Including Child and Adult Care Food Program (CACFP), Child Care Assistance, donations, and fundraising.
  - Staff wages and benefits.
  - Food costs.
  - Insurance.
  - Rent or mortgage payment.
  - Supplies.
  - Training and professional development costs.
- Once a sustainable model is found, the Business Plan subcommittee will develop a detailed business plan, starting with the assumptions from the business model, which may be done using technical assistance or consulting from a third-party. Key components of the business plan may include (but not be limited to):
  - Description of business ownership or governance (how decisions are made).
  - Quality initiatives such as curriculum and child assessments to be used.
  - Staff education and qualification requirements, both HHS requirements and any additional education or requirements that go above and beyond the HHS requirements for licensing to meet voluntary quality initiatives.
  - Partnerships.
  - Update annual budget projections from the business model to reflect operational decisions made during the business planning process.
  - Start-up costs including construction or remodeling (including permits, engineering, utility connections, etc.-if needed).
  - Funding sources for construction and start-up costs.
  - Timeline for construction or remodel and opening.

July 2025 through June 2026 (Year 2)

- The Facility subcommittee will review “*Comm. 204 Care Centers and Preschools Licensing Standards and Procedures*” to gain a basic understanding of the regulations for child care centers. <https://hhs.iowa.gov/sites/default/files/Comm204.pdf>

- The Facility subcommittee will identify existing buildings and vacant lots to be considered for a new child care center.
  - Existing Buildings- The Storm Lake Child Care Steering Committee will contact the building owner to discuss willingness to sell the property, or if necessary, to lease the space for child care. The properties will be toured by the committee, and the local HHS licensing consultant when possible.
    - Negotiate purchase or lease of building.
      - If leased, determine if the property owner or the child care program will pay for renovations.
      - If leased or co-located, negotiate lease and terms of use, including shared spaces or shared services, such as meals or bulk purchasing of supplies.
    - Hire an architect to develop plans and cost estimates for any renovations or modifications that are necessary to meet both fire marshal and HHS requirements.
  - Vacant Lots- The Storm Lake Child Care Steering Committee will contact the land owner to discuss acquiring the property, or if necessary, a long-term lease option.
    - Negotiate purchase or lease of land.
    - Hire an architect to develop building plans and cost estimate for constructing a new facility.
- Once a potential site has been identified, the Facility subcommittee will develop a project budget, consisting of cost estimates for purchasing land, construction or remodeling (including permits, engineering, utility connections, etc.-if needed), software and technology, furnishings and equipment for the classrooms, commercial kitchen, office, and playgrounds. This may require the assistance of an architect, engineer, or other third-party consultant.
- The Business Plan subcommittee and Capital Campaign subcommittee will research economic development or small business incentives that may be available for this project. If incentives are available, update the financial projections from the business plan and capital campaign plan as appropriate. Incentives to investigate include, but are not limited to:
  - Property tax forgiveness or abatement (if the entity is expected to pay property taxes).
  - Tax Increment Financing (TIF).
  - Local Option Sales Tax (LOST).
  - Utility hook-ups or extension of utilities to an undeveloped lot.
  - Donation of land to build a new center.
  - In-kind donation of services such as lawn maintenance or snow removal.

- Local revolving loan fund.
- The Capital Campaign subcommittee will use the project budget developed by the Facility subcommittee to develop a fundraising plan. Key components of the plan will include:
  - Start-up costs including the Facility Committee’s project budget, plus initial hiring and training costs and 3 to 6 months of operating expenses.
  - Develop donor levels, sponsorship and naming opportunities, and recognition.
  - Identify a fiscal agent or develop a system to track donations, provide tax receipts, and collect annual pledges.
  - Identify potential grant sources.
  - Identify potential private donors, individuals, organizations, and businesses.
  - Plan fundraising events.
- The Storm Lake Child Care Steering Committee will identify individuals to serve as the initial Board of Directors, who will in turn establish a nonprofit organization. Once formed, the Board will begin working with and overseeing the already established project subcommittees. The initial Board of Directors will:
  - Develop and file Articles of Incorporation with the Iowa Secretary of State.
  - Develop and adopt bylaws.
  - Apply to the Internal Revenue Service (IRS) for 501(c)(3) nonprofit status.
  - Apply for an Employer Identification Number (EIN).
- The Board of Directors will launch the capital campaign, with support and assistance from the Capital Campaign subcommittee, and additional community volunteers as needed.

July 2026 through June 2027 (Year 3)

- The capital campaign continues.
- The Board of Directors will develop detailed administrative and financial policies outlining how the organization will operate.

July 2027 through June 2028 (Year 4)

- The capital campaign continues.
- The Board of Directors will review and update the business plan including start-up budget and timeline, and operating budget projections.
- Construction or remodeling underway.

July 2028 through June 2029 (Year 5)

- The capital campaign continues.
- The Board of Directors will review and update the business plan including start-up budget and timeline, and operating budget projections.

- The Board of Directors will hire a Center Director. Steps of this process include:
  - Finalize Center Director job description and appoint a hiring and interview team. Post the job description and begin accepting resumes.
  - The Board of Directors submits the potential Center Director’s qualifications to the local HHS child care consultant for approval.
  - A job offer is made, pending approval from Iowa Department of Health and Human Services, and the individual’s credentials sent to HHS for approval. The qualified individual must meet the educational and experience requirements as stated in “Comm. 204 Care Centers and Preschools Licensing Standards and Procedures”.
  - Upon approval from HHS, conduct a full background check including fingerprints and HHS required physical examination.
- The Center Director, with approval from the Board, will finalize job descriptions for all other staff positions, determine immediate staffing needs, and begin the hiring process. As staff are hired, perform the required background checks, and assure each individual has completed the required physical examination and training.
- The Center Director, with support from the Board of Directors, will develop documents and materials required for licensed centers, including:
  - Staff and parent handbooks.
  - Enrollment forms.
  - Set-up system for child and personnel files.
  - Emergency preparedness plan.
  - Annual calendar for first 2 years, including planned closures and important dates, such as HHS licensing renewal.
- The Center Director, with support from the Board of Directors, will set up billing and attendance software, including staff scheduling and timesheet management.
- The Center Director will oversee the delivery of furnishings and equipment, and classroom set up. The Board of Directors will be asked to assist as needed.
- The new center is open.

### Expected Outcomes and Impacts

The expected outcome of this strategy will be the creation of a minimum of 150 new child care spaces within a licensed child care center that are available full-time, year-round for children ages 0 to 12, by the end of 2028. Adding these spaces will increase the child care supply in Storm Lake, making it easier for parents to find care in their preferred setting and location, giving them peace of mind so they can work.

**Strategy 3- Approach local schools with spaces already licensed by Iowa Department of Health and Human Services to determine the feasibility of utilizing those spaces year-round.**

As of December 2023, there are 200 spaces within the Storm Lake Community School and 48 spaces within St. Mary's School that are regulated by Iowa Department of Health and Human Services (HHS) for preschool or child care. Currently, these spaces are only during the school year. To fully utilize the regulated spaces that already exist in Storm Lake, the Child Care Steering Committee will contact each school to explore options for the schools to extend their offerings to provide child care in the already licensed spaces on non-school days and during the summer. The *Child Care Market Analysis* will be utilized to show the need for year-round care, especially for school age children. If the schools do not want to provide care but are willing to allow another entity to use the space when it is not in use by the school, the steering committee will make a connection between the schools and any child care entities that could offer child care in these already approved spaces.

Action Plan

July 2024 through June 2025 (Year 1)

- The Storm Lake Child Care Steering Committee will contact Storm Lake Community School District and St. Mary's School to determine if they are willing to expand their offerings to include child care on non-school days and during the summer. If the programs are not interested, they will be asked if they are willing to rent space to another entity that would provide child care.
- If the schools are interested, the Child Care Steering Committee will provide support if needed.
- If the schools are not interested but willing to rent space to another entity, the Child Care Steering Committee will assist in finding the entity to provide the child care programming in the space. Once the entity is found, the steering committee's involvement will end and specifics of the partnership between the school and the renter will be determined by those entities.

Expected Outcomes and Impacts

If Storm Lake Community School District were to operate their school age program year-round or allow another entity to rent space, there is a potential to increase the number of regulated year-round spaces by 200. If St. Mary's were to operate their program school age program year-round or allow another entity to rent the space that has already been licensed by Iowa Department of Health and Human Services, there is a potential to increase the number of regulated year-round spaces by 48. If both programs were willing to either provide year-round care or would partner so that the spaces already regulated by Iowa Department of Health and Human Services (HHS) could be used by another entity, the total number of regulated year-round spaces in Storm Lake

has the potential to increase from the current total of 32 spaces by 248, to 280 spaces, if all spaces were utilized.

**Strategy 4- Establish a peer networking group for home-based child care providers.**

To encourage more home-based child care providers to become registered child development homes, a local child care provider networking group will be established. This networking group will be an opportunity for non-registered home providers to begin learning about the benefits of being a registered provider from peers, before working with a regulatory agency. While the primary purpose of the group will be to share first-hand experiences related to being a registered home provider, it is expected resources and support related to child care practices and stable business operations will also be shared.

The Storm Lake Child Care Steering Committee will identify home-based providers that are currently registered or retired but were previously registered to lead the group. Once individuals have been identified and agree to lead the networking group, the group will function independently, with no affiliation with or obligation to the Storm Lake Child Care Steering Committee or the City of Storm Lake.

Action Plan

July 2024 through June 2025 (Year 1)

- The Storm Lake Child Care Steering Committee will contact current and retired child care providers that are or were registered child development homes, to find one or two individuals that are willing to coordinate a networking group. Once those individuals are identified and have agreed, the steering committee will assist the coordinators to plan initial networking events and possible topics.
- The networking group coordinators will identify both registered and non-registered home providers, inform them of the purpose of the group, and invite them to the upcoming events.

Expected Outcomes and Impacts

This networking group will be an opportunity for non-registered home providers to begin learning about the benefits of being a registered provider from peers, before working with a regulatory agency. The ultimate impact of this strategy will be measured by the number of new regulated child care spaces are available in Storm Lake in 2029.

**Strategy 5– Promote existing classes for middle school and high school students that will care for children by babysitting or nannying, and for children that may be staying home alone.**

When there are not enough regulated child care spaces within a community some parents will seek other options, such as hiring local youth to babysit or nanny, or leave school age children home alone, especially after school and over summer break. These child care arrangements are not regulated and require no training.

Action Plan

July 2024 through June 2025 (Year 1)

- The Storm Lake Child Care Steering Committee will promote options for classes intended for children that will be babysitting or nannying or that may be home alone. This information can be incorporated into the promotion plan being developed to inform parents of the current child care market in Storm Lake (Goal 1, Strategy 4 of this plan).

Known classes that may be included when they are offered are:

- Iowa State University Extension and Outreach’s “Babysitting Clinic”. This class is for 7<sup>th</sup> grade and up that want to provide babysitting services. Sessions included CPR for Adults, Infants, and Toddlers and Basic First Aid, Babysitting Basics & Responsibilities, Basic Care, and Safe Play.
- Iowa State University Extension and Outreach’s “On Their Own & Ok”. This class is designed to help 4<sup>th</sup> through 6<sup>th</sup> grade students develop their self-care skills to make good decisions while staying home alone. This workshop reinforces how to act in an emergency, helps young people handle boredom without technology, and recommends age-appropriate chores.
- American Red Cross’s offers “Babysitting Basics” online course. This class is for youth ages 11 and up. Topics include how to provide care for infants and children; how to stay safe; what to do in an emergency; how to choose age-appropriate activities; and how to recognize and handle a variety of behaviors. Students will also learn the basics of starting a babysitting business.

July 2025 through June 2026 (Year 2, repeat annually)

- The Storm Lake Child Care Steering Committee will review the prior year’s efforts to determine what information needs to be shared on a regular basis. Information will be updated and shared annually, or as necessary.

Expected Outcomes and Impacts

The expected outcome of this strategy is two-fold, increasing safety and increasing the future child care workforce. Through the child care needs surveys completed as part of the *Child Care Market Analysis*, comments were received from parents noting some children are staying home

alone and that some families are hiring middle and high school students to care for their children during the summer months. Providing these classes will prepare those children to be home alone or take care of younger children, including knowing how to react if there is an emergency. As more students participate in these classes, it is the hope of the Child Care Steering Committee that those youth begin to become interested in a career in the field. As these youth enter high school, they may choose to work part-time in a child care program and eventually move on to earning a Child Development Associate® (CDA) Credential™ or a college degree in Early Childhood Education.

## **PUTTING THIS PLAN INTO USE**

This *Strategic Plan for Child Care* represents a significant investment of community resources. To achieve the expected outcomes and impacts outlined in this plan, members of the Storm Lake Child Care Committee will need to remain engaged and lead efforts, which may include forming subcommittees so that additional community members or organizations become engaged, and activities and workload are distributed.

The plan and progress will be reviewed annually by the Steering Committee, along with strategies and action plans for the upcoming year reported to the community. A matrix with a summary of the planned activities for each of the five years is provided in the Appendix to assist with assigning and tracking which activities are complete.

## APPENDIX

### Strategic Planning Activities Summarized by Date

The following pages summarize the activities of each strategy in the “Child Care Goals and Strategies” section of this plan. This alternative format is intended to help the child care committee have a condensed list of the activities to be completed each year. This matrix can be convenient for reviewing activities to determine what has been accomplished, as well as to assign activities for the upcoming year. The activities listed in the following tables are a summary, the full details of each activity can be referenced in the description of the corresponding goal and strategies in this plan.

Year 1 July 2024 through June 2025		
Activity	Responsible Party	Date Completed
The City of Storm Lake will appoint the Storm Lake Child Care Steering Committee. (Goal 1, Strategy 1)		
The Storm Lake Child Care Steering Committee will meet to develop committee procedures and to determine which activities are to be completed in Year 1. (Goal 1, Strategy 1)		
The Storm Lake Child Care Steering Committee will form the subcommittees. (Goal 1, Strategy 1)		
The City of Storm Lake will host a meeting to present the <i>Child Care Market Analysis and Strategic Plan for Child Care</i> . (Goal 1, Strategy 2)		
The Child Care Steering Committee begins identifying individuals to participate on subcommittees. (Goal 1, Strategy 2)		
The Storm Lake Child Care Steering Committee in partnership with Storm Lake United will develop a plan to provide resources and information to employers. (Goal 1, Strategy 3)		
The Storm Lake Child Care Steering Committee will lead efforts to inform parents of the current child care environment in Storm Lake and how to navigate finding child care. The first step will be to develop a plan for sharing information. (Goal 1, Strategy 4)		

<b>Year 1 Continued</b>		
<b>Activity</b>	<b>Responsible Party</b>	<b>Date Completed</b>
The Storm Lake Child Care Steering Committee will appoint a subcommittee to compile information to share with individuals not currently providing care that might be interested in establishing a new registered child development home and currently unregulated home-based child care providers. (Goal 2, Strategy 1)		
The subcommittee will use the information compiled, to develop a campaign targeted at individuals that might be interested in establishing a new registered child development home and currently unregulated home-based child care providers. (Goal 2, Strategy 1)		
The subcommittee will implement the plan to increase the awareness of the community and non-registered child care providers. (Goal 2, Strategy 1)		
A representative of the subcommittee will contact Child Care Resource & Referral (CCR&R) to discuss options for those interested in becoming a registered child development home to participate in <i>Child Care Ready</i> . (Goal 2, Strategy 1)		
The subcommittee will compile a list of currently operating unregulated child care providers. (Goal 2, Strategy 1)		
The Storm Lake Child Care Steering Committee, the subcommittee, and community partners will connect individuals interested in becoming a home-based child care provider with CCR&R for assistance in becoming registered. (Goal 2, Strategy 1)		
The Storm Lake Child Care Steering Committee, the subcommittee, or any community will connect individuals interested in becoming a home-based child care provider with CCR&R for information about the <i>Business Investment Program (BIP)</i> grant. (Goal 2, Strategy 1)		
The Storm Lake Child Care Steering Committee will form subcommittees to establish a new center. (Goal 2, Strategy 2)		
The business plan subcommittee will develop a sustainable business model. (Goal 2, Strategy 2)		

<b>Year 1 Continued</b>		
<b>Activity</b>	<b>Responsible Party</b>	<b>Date Completed</b>
The business plan subcommittee will develop a detailed business plan, starting with the assumptions from the business model. (Goal 2, Strategy 2)		
The Storm Lake Child Care Steering Committee will contact the schools to determine if they are willing to expand their offerings to include child care on non-school days and during the summer. (Goal 2, Strategy 3)		
If the schools are not interested in offering child care but willing to rent space to another entity, the Child Care Steering Committee will assist in finding the entity to provide the child care programming in the space. (Goal 2, Strategy 3)		
The Storm Lake Child Care Steering Committee will find one or two individuals that are willing to coordinate a networking group, and assist in planning an initial networking event and possible topics. (Goal 2, Strategy 4)		
The networking group coordinators will identify home providers and invite them to the upcoming events. (Goal 2, Strategy 4)		
The Storm Lake Child Care Steering Committee will promote options for classes intended for children that will be babysitting or nannying or that may be home alone through the promotion plan being developed to inform parents of the current child care market in Storm Lake. (Goal 2, Strategy 5)		

<b>Year 2</b>		
<b>July 2025 through June 2026</b>		
<b>Activity</b>	<b>Responsible Party</b>	<b>Date Completed</b>
Storm Lake Child Care Steering Committee will review the activities from Year 1 and determine which activities will occur in Year 2. (Goal 1, Strategy 1)		
Each subcommittee will be given a list of activities they are responsible for completing and an approximate timeline. (Goal 1, Strategy 1)		
The Child Care Steering Committee provides an annual update on the progress and upcoming action steps to local employers and other community partners. (Goal 1, Strategy 2)		
The Child Care Steering Committee will highlight success stories resulting from the strategies in this plan. (Goal 1, Strategy 2)		
The Storm Lake Child Care Steering Committee will review the prior year's efforts to determine what information employers need on a regular basis. Information will be updated and shared annually, or as necessary. (Goal 1, Strategy 3)		
The Storm Lake Child Care Steering Committee will review the prior year's efforts to determine what information parents need on a regular basis. Information will be updated and shared annually, or as necessary. (Goal 1, Strategy 4)		
The subcommittee will repeat the process of identifying potential providers and connecting them to Child Care Resource & Referral for assistance and information on the most up-to-date incentives available at the community level. (Goal 2, Strategy 1)		
The subcommittee conducts an annual review of the recruitment process and makes adjustments as needed. (Goal 2, Strategy 1)		
The facility committee will review "Comm. 204 Care Centers and Preschools Licensing Standards and Procedures" to gain a basic understanding of the regulations for child care centers. (Goal 2, Strategy 2)		
The facility committee will identify existing buildings and vacant lots to be considered for a new child care center. (Goal 2, Strategy 2)		

<b>Year 2 Continued</b>		
<b>Activity</b>	<b>Responsible Party</b>	<b>Date Completed</b>
The Facility Committee will develop a project budget, consisting of cost estimates with the assistance of an architect, engineer, or other third-party consultant. (Goal 2, Strategy 2)		
The Business Plan Committee and Capital Campaign Committee will research economic development or small business incentives and update the business plan and capital campaign plan as appropriate. (Goal 2, Strategy 2)		
The Capital Campaign subcommittee will use the project budget developed by the Facility subcommittee to develop a fundraising plan. (Goal 2, Strategy 2)		
The Storm Lake Child Care Steering Committee will identify individuals to serve as the initial Board of Directors for the new center. (Goal 2, Strategy 2)		
The new Board of Directors will formerly establish the nonprofit organizations. (Goal 2, Strategy 2)		
The Board of Directors of the new center will launch the capital campaign. (Goal 2, Strategy 2)		
The Storm Lake Child Care Steering Committee will review the prior year's efforts of promoting classes for children babysitting or staying home alone, to determine what information needs to be shared on a regular basis. (Goal 2, Strategy 5)		

<b>Year 3</b>		
<b>July 2026 through June 2027</b>		
<b>Activity</b>	<b>Responsible Party</b>	<b>Date Completed</b>
Storm Lake Child Care Steering Committee will review the activities from Year 1 and determine which activities will occur in Year 2. (Goal 1, Strategy 1)		
Each subcommittee will be given a list of activities they are responsible for completing and an approximate timeline. (Goal 1, Strategy 1)		
The Child Care Steering Committee provides an annual update on the progress and upcoming action steps to local employers and other community partners. (Goal 1, Strategy 2)		
The Child Care Steering Committee will highlight success stories resulting from the strategies in this plan. (Goal 1, Strategy 2)		
The Storm Lake Child Care Steering Committee will review the prior year's efforts to determine what information employers need on a regular basis. Information will be updated and shared annually, or as necessary. (Goal 1, Strategy 3)		
The Storm Lake Child Care Steering Committee will review the prior year's efforts to determine what information parents need on a regular basis. Information will be updated and shared annually, or as necessary. (Goal 1, Strategy 4)		
The subcommittee will repeat the process of identifying potential providers and connecting them to Child Care Resource & Referral for assistance and information on the most up-to-date incentives available at the community level. (Goal 2, Strategy 1)		
The subcommittee conducts an annual review of the recruitment process and makes adjustments as needed. (Goal 2, Strategy 1)		
The capital campaign for the new center continues. (Goal 2, Strategy 2)		
The Board of Directors will develop detailed administrative and financial policies outlining how the organization will operate. (Goal 2, Strategy 2)		

<b>Year 3 Continued</b>		
<b>Activity</b>	<b>Responsible Party</b>	<b>Date Completed</b>
The Storm Lake Child Care Steering Committee will review the prior year's efforts of promoting classes for children babysitting or staying home alone, to determine what information needs to be shared on a regular basis. (Goal 2, Strategy 5)		

<b>Year 4</b>		
<b>July 2027 through June 2028</b>		
<b>Activity</b>	<b>Responsible Party</b>	<b>Date Completed</b>
Storm Lake Child Care Steering Committee will review the activities from Year 1 and determine which activities will occur in Year 2. (Goal 1, Strategy 1)		
Each subcommittee will be given a list of activities they are responsible for completing and an approximate timeline. (Goal 1, Strategy 1)		
The Child Care Steering Committee provides an annual update on the progress and upcoming action steps to local employers and other community partners. (Goal 1, Strategy 2)		
The Child Care Steering Committee will highlight success stories resulting from the strategies in this plan. (Goal 1, Strategy 2)		
The Storm Lake Child Care Steering Committee will review the prior year's efforts to determine what information employers need on a regular basis. Information will be updated and shared annually, or as necessary. (Goal 1, Strategy 3)		
The Storm Lake Child Care Steering Committee will review the prior year's efforts to determine what information parents need on a regular basis. Information will be updated and shared annually, or as necessary. (Goal 1, Strategy 4)		
The subcommittee will repeat the process of identifying potential providers and connecting them to Child Care Resource & Referral for assistance and information on the most up-to-date incentives available at the community level. (Goal 2, Strategy 1)		
The subcommittee conducts an annual review of the recruitment process and makes adjustments as needed. (Goal 2, Strategy 1)		
The capital campaign for the new center continues. (Goal 2, Strategy 2)		
The Board of Directors will review and update the business plan including start-up budget and timeline, and operating budget projections. (Goal 2, Strategy 2)		

<b>Year 4 Continued</b>		
<b>Activity</b>	<b>Responsible Party</b>	<b>Date Completed</b>
Construction or remodeling of the new center underway. (Goal 2, Strategy 2)		
The Storm Lake Child Care Steering Committee will review the prior year's efforts of promoting classes for children babysitting or staying home alone, to determine what information needs to be shared on a regular basis. (Goal 2, Strategy 5)		

<b>Year 5</b>		
<b>July 2028 through June 2029</b>		
<b>Activity</b>	<b>Responsible Party</b>	<b>Date Completed</b>
Storm Lake Child Care Steering Committee will review the activities from Year 1 and determine which activities will occur in Year 2. (Goal 1, Strategy 1)		
Each subcommittee will be given a list of activities they are responsible for completing and an approximate timeline. (Goal 1, Strategy 1)		
The Child Care Steering Committee provides an annual update on the progress and upcoming action steps to local employers and other community partners. (Goal 1, Strategy 2)		
The Child Care Steering Committee will highlight success stories resulting from the strategies in this plan. (Goal 1, Strategy 2)		
The Storm Lake Child Care Steering Committee will review the prior year's efforts to determine what information employers need on a regular basis. Information will be updated and shared annually, or as necessary. (Goal 1, Strategy 3)		
The Storm Lake Child Care Steering Committee will review the prior year's efforts to determine what information parents need on a regular basis. Information will be updated and shared annually, or as necessary. (Goal 1, Strategy 4)		
The subcommittee will repeat the process of identifying potential providers and connecting them to Child Care Resource & Referral for assistance and information on the most up-to-date incentives available at the community level. (Goal 2, Strategy 1)		
The subcommittee conducts an annual review of the recruitment process and makes adjustments as needed. (Goal 2, Strategy 1)		
The capital campaign for the new center continues. (Goal 2, Strategy 2)		
The Board of Directors of the new center will review and update the business plan and budget projections. (Goal 2, Strategy 2)		
The Board of Directors of the new center will hire a Center Director. (Goal 2, Strategy 2)		

<b>Year 5 Continued</b>		
<b>Activity</b>	<b>Responsible Party</b>	<b>Date Completed</b>
The Center Director will finalize job descriptions for all other staff positions, determine immediate staffing needs, and begin the hiring process. (Goal 2, Strategy 2)		
The Center Director will develop documents and materials required for licensed centers. (Goal 2, Strategy 2)		
The Center Director will set up billing and attendance software.		
The Center Director will oversee the delivery of furnishings and equipment, and classroom set up. (Goal 2, Strategy 2)		
The new center is open. (Goal 2, Strategy 2)		
The Storm Lake Child Care Steering Committee will review the prior year's efforts of promoting classes for children babysitting or staying home alone, to determine what information needs to be shared on a regular basis. (Goal 2, Strategy 5)		

## Staff Summary

04/01/2024  
Agenda Item # F.3.



City of Storm Lake  
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**REPORT TO:** Honorable Mayor & Council

**FROM:** Chris Cole Police Chief

**SUBJECT:** **Work Session To Discuss The Need For A City Ordinance  
Establishing Regulations For After-hours Businesses That Permit  
Alcohol Consumption Beyond 2 AM.**

### **BACKGROUND:**

The purpose of this work session is to highlight to the City Council the need for a new city ordinance establishing regulations for after-hours businesses that permit alcohol consumption beyond 2 AM.

Over the past years, the Storm Lake Police Department has observed a trend of escalating crimes and violence associated with after-hours establishments allowing alcohol consumption past 2 AM.

These businesses often draw large crowds after the bars close at 2AM and operate without liquor licenses, rendering them unregulated. Consequently, after-hours establishments have become focal points for criminal activities, including large fights, drug-related incidents, public intoxication, property damage, shootings, and various liquor law violations.

The increase in calls linked to after-hours businesses has imposed a significant risk to our staff and a burden on our resources. Officers are frequently dispatched to address disturbances and ensure public safety in these areas, only after the incident has escalated and spun out of control.

Incidents of violence and disorderly conduct pose substantial risks to patrons, police officers, and the surrounding community.

In response to these concerns, we recommend the implementation of a new city ordinance specifically addressing after-hours businesses that allow alcohol to be consumed after 2AM..

This ordinance proposes regulations, including a permitting process, background checks, insurance coverage, and consent for police and fire department officials to enter the premises to conduct inspections to ensure compliance with state and city codes.

Additionally, the ordinance outlines enforcement measures and penalties for non-compliance, including a permit revocation process for those violating the ordinance.

By imposing regulations on these establishments, we hope to reduce the occurrence of violent incidents, safeguard our officers, and uphold the integrity of our community.

The Police Department fully supports the enactment of this ordinance to protect the well-being of our residents and maintain peace and order within our city.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Discuss Proposal.

**ATTACHMENTS:**

[Ordinance - After Hours Businesses \(02294332x7F7E1\) DRAFT KN Edit.docx](#)

## **ORDINANCE NO.**

### **AN ORDINANCE AMENDING TITLE IV OF THE STORM LAKE, IOWA CITY CODE BY ADDING NEW CHAPTER 4-11 REGULATING AFTER HOURS BUSINESSES**

#### **4-11-1: PURPOSE; FINDINGS:**

The purpose of this chapter is to provide for the reasonable regulation of existing After Hours businesses within the city of Storm Lake. The city council finds that the existence of After Hours businesses, which allow the on-premises consumption of alcohol during early morning hours, in the city of Storm Lake has caused detrimental effects on the health, safety, welfare, and quality of life of residents, and visitors. Based on these findings and intentions, the city council has enacted the following regulations for After Hours businesses in the city of Storm Lake.

#### **4-11-2: DEFINITIONS**

**AFTER HOURS BUSINESS.** Any business open during any time between the hours of 2:00 a.m. to 6:00 a.m. any day of the week and where patrons are allowed to bring their own beer and wine onto the business premises. The term does not include events at hotels or motels or spontaneous social gatherings on residential properties.

**APPLICANT.** Any person, as defined by this Ordinance, applying for a license to operate an After Hours business.

**BUSINESS PREMISES OR LICENSED PREMISES.** All buildings and properties including parking lots owned or leased for the benefit of the operation of the after hours business.

**HOTEL or MOTEL.** Any building or structure, equipped, used, advertised as, or held out to the public to be an inn, hotel, motel, motor inn, or place where regular sleeping accommodations are furnished transient guests for hire, which is licensed by the Iowa Department of Inspections and Appeals.

**PERSON.** Any individual, association, partnership, corporation, club, or other legal entity.

#### **4-11-3: LICENSE REQUIRED**

(A) No person shall operate an After Hours business in the city without first applying for and paying the license fee to procure an After Hours business license.

(B) This Ordinance shall not apply to hotels or motels.

(C) A license to conduct an After Hours business may be issued by the City Clerk to a person who meets all requirements and conditions set forth in this Ordinance.

#### **4-11-4: APPLICATION REQUIREMENTS**

A person shall apply to the City Clerk for an original or renewal After Hours business license at least sixty (60) days prior to the date the person plans to begin operating an After Hours business.

The applicant shall provide information required by this Section upon a form to be provided by the City Clerk along with the documents specified below and payment of the application fee in the amount set in the Schedule of Fees adopted by the City Council.

- A. The Applicant's full legal name, and any other names used by the Applicant in the preceding five (5) years.
- B. The Applicant's current mailing address.
- C. Proof of the Individual's age completing the application on behalf of the Applicant. No Person under the age of twenty-one (21) years shall be eligible for a license.
- D. The business name, mailing address, location (if different from the mailing address), and phone number.
- E. The name and business address of the Applicant's registered agent (if applicable).
- F. A statement as to whether the Individual has ever had a license for an After Hours Business, or its equivalent as defined in this Ordinance, denied, revoked, or suspended in any other city, county, or state, and if so, the date(s) and jurisdiction(s) of the denial, revocation, or suspension.
- G. A statement as to whether the Applicant has ever owned a business that operated after hours that has been declared by a court of law to be a nuisance or was closed by order of a court of law.
- H. Personal injury coverage in the amount of \$1 million.
- I. General liability insurance in the amount of \$2 million.
- J. A copy of the Sales Tax Permit for the proposed business, from the Iowa Department of Revenue.
- K. Applicant shall provide a written consent for the City to conduct a background check on each Person who signed the application.
- L. Applicant shall provide a written consent for members of the Storm Lake Fire and Police Departments to enter the business premises without warrant at any time to inspect for violations of the provisions of state law and City ordinances, including, but not limited to, compliance with the laws of this Ordinance, Iowa Code chapter 123 alcoholic beverages licensing laws, and other applicable fire, building, and health code regulations.

After an Application is received, the City Clerk shall determine whether the application is complete. The City Clerk shall transmit the application to the Fire Department and Building Code Enforcement to conduct an inspection of the premises with the owner's cooperation. The Applicant shall permit the City's Fire Department and Building Code Compliance officers to enter and examine the premises to confirm compliance with City Code standards. The City Clerk shall also forward the Application to the Police Chief to conduct its review.

The Applicant shall immediately supplement any information provided in the application if any changes, errors, or omissions would cause the original application to be false or incomplete. This obligation to supplement continues after a license is issued.

**4-11-5 POLICE DEPARTMENT REVIEW.** Each application for an original or renewal After Hours Business license shall be provided to the Police Chief for review. Upon receipt, the Police Chief, or designee, shall conduct a background check and an investigation as to the truth of the

facts averred in the application documents. The Police Chief or designee shall forward the results to the City Clerk along with a recommendation for approval or disapproval. No approval of the license may occur until the City Clerk has received the results of the investigation.

#### 4-11-6 LICENSE ISSUANCE

The City Clerk shall issue a license under the following conditions:

- A. The application is complete and all information and documents required in section 4-11-3 have been provided.
- B. The application fee is paid.
- C. The Police Chief or designee has recommended approval.
- D. The premises for which an after hours business license is sought must be located within an area where such business is permitted and conforms to City zoning requirements.
- E. The premises for which an after hours business license is sought meets all applicable laws, ordinances, resolutions, and health and fire regulations.
- F. No license shall be approved for any Applicant that has previously had a liquor license revoked or suspended for any reason within one (1) year of the date of application for After Hours business license.
- G. No license shall be approved for a period of one (1) year from the date on which any Applicant has had any premises or business found to be a nuisance under Chapter 8-1.
- H. No license shall be approved to any applicant who:
  - a. Within one (1) year of the date of application, has violated the state alcoholic beverages laws and regulations for which corrective action has been taken, including suspension or revocation of liquor licenses;
  - b. Within five (5) years of the date of application, has been convicted of crimes relating to illegal drug use, possession or sale;
  - c. Within five (5) years of the date of application, has been convicted of a felony or serious misdemeanor.
  - d. Within one (1) year of the date of application, has had an After Hours business license or renewal license revoked, suspended, or denied.

These requirements apply to all of the following:

- a. Each of the officers, directors and partners of the person;
- b. Tenants operating the premises on behalf of the Applicant;
- c. A person who directly or indirectly owns or controls 10% or more of any class of stock of the person;
- d. A person who directly or indirectly has an interest of 10% or more in the ownership or profits of the person.

#### 4-11-7 RENEWAL.

- A. A license shall remain valid for a period of one (1) year from the date of issuance, unless the license has otherwise been suspended or revoked. A license may be renewed only by making application as provided in this Ordinance and paying the applicable renewal fee.

- B. An application for renewal shall be filed at least ninety (90) days before the expiration date.
- C. Renewal license applications are evaluated and granted upon the same standards, conditions, and requirements as original applications.
- D. After Hours Business licenses are not transferrable.

4-11-8 GROUNDS FOR REVOCATION, SUSPENSION, OR CIVIL PENALTY.

- A. An After Hours Business licensee may be required to pay a civil penalty and/or have the license suspended for a period not to exceed one year, or revoked, for violations of this Ordinance.
- B. Upon complaint or a reasonable suspicion that there are grounds for revocation or suspension, the City Manager may cause the matter to be investigated. If the city Manager finds that a violation has occurred, the City Manager shall give notice to the licensee of intent to suspend or revoke the license.
- C. Notice of the City's intent to suspend, revoke, or deny renewal of a license shall be served upon the licensee by personal service or by certified mail, return receipt requested. The suspension or revocation shall become effective seven (7) days after notice is served or mailed, unless an appeal is timely filed.
- D. Grounds for suspension, revocation, or civil penalty, are as follows:
  - a. Misrepresentation of any material fact in the license application by the applicant/licensee or their respective employees or agents;
  - b. Violation of any provision of state law or city ordinance pertaining to the operation of the business by the licensee or their employees or agents;
  - c. Failure to pass any health, fire, or safety code inspections;
  - d. Any change in ownership or interest in the business which was not previously reported and approved by the City;
  - e. Any event which would have resulted in disqualification from approval of license when originally issued or renewed; or
  - f. Any sale or other purported transfer of the license.

4-11-9 APPEAL. Any applicant or licensee aggrieved by the refusal of the City Clerk to Issue or renew a license, or by suspension or revocation of a license by the City Manager, has the right to appeal the decision to the City Council of the City of Storm Lake, Iowa. Such appeal shall be requested by submitting a written request to the City Clerk within ten (10) days of the action which is appealed. The City Council shall consider the appeal at the first regularly scheduled meeting following the filing of the appeal before which meeting sufficient time exists to give the public the required notice of the existence of the appeal hearing on the agenda. At the appeal hearing, the appellant shall be entitled to present their appeal orally or in writing. The City Council shall act on the appeal within twenty-one (21) days of the hearing and shall either uphold or reverse the action of the City Clerk or City Manager, and direct any further action from staff as is necessary to implement the order.

4-11-10 EFFECT OF REVOCATION

- A. Any licensee whose license is revoked shall not thereafter be permitted to hold a license in the city for a period of one (1) year from the date of revocation.
- B. A spouse or business associate holding 10% or more of the capital stock or ownership interest in the business of a person whose license has been revoked shall not be issued a license and no license shall be issued which covers any business in which the person has a financial interest for a period of two years from the date of revocation.
- C. If a license is revoked, the premises covered by the license shall not be re-licensed as an after hours business for one year from the date of revocation.

4-11-11 MUNICIPAL INFRACTION. A violation of any provision of this Chapter shall constitute a Municipal Infraction subject to the penalties and alternative relief authorized by Title I, Chapter 20 of this Code and by Section 364.22 of the Code of Iowa.

#### 4-11-12 APPLICATION TO EXISTING BUSINESSES

All businesses meeting the definition of After Hours Business herein as of the effective date of this Ordinance are granted a temporary license to continue operation for a period of one-hundred and eighty (180) days following the Ordinance's effective date. All After Hours Businesses shall be subject to the requirements of this Ordinance following expiration of the temporary license period.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. This ordinance shall be in effect following its final passage, approval and publication as provided by law.

**Staff Summary**

**04/01/2024**  
**Agenda Item # F.4.**



City of Storm Lake  
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**REPORT TO:** Honorable Mayor & Council

**FROM:** Mayra Martinez City Clerk

**SUBJECT:** **City Council Requested Items / City Council Updates:**

- Stray Animal Work Session - April 8th, 2024 at 5:30 pm at the Storm Lake High School Auditorium
- Retail Coach Work Session - April 23rd, 2024 at 5:00 pm at Storm Lake City Hall Council Chambers

**BACKGROUND:**

**FISCAL IMPACT:** None

**RECOMMENDATION:**

**ATTACHMENTS:**