

LINN COUNTY BOARD OF SUPERVISORS  
CEDAR RAPIDS, LINN COUNTY, IOWA  
TUESDAY, FEBRUARY 16, 2021 9:00 A.M.

The Board met in session at the Linn County Jean Oxley Public Service Center.  
Present: Chairperson Walker (via phone), Vice Chairperson Rogers and Supervisor Zumbach. Board members voting "AYE" unless otherwise noted.

Vice Chairperson Rogers called the meeting to order.

Motion by Rogers, seconded by Zumbach to approve minutes of February 15, 2021 as printed.

The Board received updates from the following Department Heads:

Charlie Nichols, Planning & Development Dir. - Budget is on target; there are two staff vacancies; Inspectors Matt Ruff and Matt Nuckolls each earned certifications in commercial plumbing and mechanical; Luke Maloney earned two certifications from the American Assoc. of Code Enforcement and the International Code Council. He was appointed to serve on the executive board for the Iowa Association of Code Enforcement; city of Robins is extending their temporary 28E agreement for inspection services; working with the Communications Dept. to gauge interest in a county employee Community Supported Agriculture program. Planning and Development has pledged to match every dollar spent up to \$5,000 (he will ask for approval from the Board); The Historic Preservation grant program is open now and accepting applications; Board of Adjustment has an opening; continue to receive weekly communications from two solar developers looking at projects in Linn County. There is no application yet but trying to get ahead of as many concerns as they can. Dows Farm Agri-Community Development Agreement is making progress; Dows Farm Urban Revitalization Plan is on tomorrow's agenda with Ordinance approval on March 3<sup>rd</sup>; Dows development land was appraised at \$980,000 and the farm land \$342,000. Neighbors have expressed interest in purchasing the farm piece. Nichols presented in depth information regarding options; Ahmann companies plan to submit a preliminary plat to both the city and the county staff for review in March; and permit activity to date.

Discussion continued regarding emails received by the Board concerning the solar developers and questions regarding how it will affect surrounding property values and what happens when there is a transfer of ownership of the developer.

Britt Hutchins, Purchasing Dir. - budget is on track; fully staffed for first time in months; continue to have concerns about impending layoff's and bumping; mail pieces processed; continue to work through Purchase Order issues with new software; LC3 meeting with Terry Whitson went well; continue working on master count for county cell phone coverage with US Cellular; got rid of a lot of used furniture; busy month for bids especially Secondary Roads; and drop off boxes at Public Service Center have been relocated closer to the building.

Discussion continued regarding the Board's van and possible replacement. Also discussed the need for better signage at the Public Services Center. A communication will go out to employees to park in the employee parking lot to free up parking for the public that need to park and deposit their business in the drop boxes.

Steve Estenson, Risk Management Dir. - Derecho claims and extension request to the state due to extenuating circumstances; have had a few slips, trips and falls; helping departments with COVID response; weekly call with Public Health and working on COVID claim as well.

Garth Fagerbakke, Facilities Mgr. - Budget is 16% under (could be a lag in utility billings); personnel fully staffed (layoffs could affect his custodian staff); Community Serv. Building remodel (from over a year ago) has hardware items on the punch list; architect is working on identifying storm damage to county buildings; Public Service Center remodel is nearing completion (vestibule and doors are functional). Will start contractor working on punch list items; the Board's third floor office panel system is on order; County Attorney remodel project is nearing completion; working on punch list for Fillmore Building roof; received temporary occupancy for the Mental Health Access Center (furnishing custodial supplies and equipment) and installing cameras. Harris Building drive under floor design. Have a temporary heater in that space right now and working on some permanent plans. Completed mothers room and break area at the Sheriff's Office; LIFTS remodel has one punch list item left (replacing a man door that does not close properly); and keeping buildings warm by monitoring all weekend.

Discussion continued regarding custodial support for the Fillmore Building overflow homeless shelter. Linn County provides custodial supplies and equipment.

Joi Alexander, Communications Dir. - conducting an e-news survey of customers; PAFR is complete and went out with all four papers; working with Auditor's Office for March special elections communications; Planning & Development for Director retirement/UDC ordinance changes; and Erin Foster and Ben Rogers for the Mental Health Access Center opening plans. Worked to get the Historical Preservation grant application on line and posted Witwer Grant award notice; working with Conservation re: trees and monarch research projects and created online form; working with

Treasurer's Office on how customers access services while building is closed; social media postings and working with Human Resources and Secondary Roads on messages; posting Fun Fact Friday, Week's Review, Linn County Connection and working on Secondary Roads Spring Newsletter. Creating a page with Human resources for employee recognition; working with departments in a consulting role. Have website redesign coming up in 2021 (late spring early summer); .Gov will soon be used by all county departments; additional text messaging subscription purchased and over half are used; promoting brand awareness; working with Conservation on refreshing their logo; and a virtual event for the State of the County in May.

Supervisor Rogers stated that the Board received an email from Carolyn Peterson regarding the county's website and various issues that she has.

Alexander gave a presentation of an overview of 2020 Communications and the communications plans for 2021. This presentation compared website statistics from previous years with statistics from 2020.

Supervisor Rogers left meeting at 10:27 a.m.

Motion by Zumbach, seconded by Walker to adjourn at 10:33 a.m.

Respectfully submitted,

JOEL D. MILLER, Linn County Auditor  
BY: Rebecca Shoop, Deputy Auditor

Approved by:

BEN ROGERS, Vice Chairperson  
Board of Supervisors