



**Board of Supervisors
Linn County, Iowa**

James Houser – District 1
Stacey Walker – District 2
Ben Rogers – District 3
Brent Oleson – District 4
John Harris – District 5

935 Second Street Southwest
Cedar Rapids, Iowa 52404-2100

MEETING AGENDA
MONDAY, MARCH 12, 2018
9:00 A.M.

INFORMAL BOARD ROOM—JEAN OXLEY PUBLIC SERVICE CENTER
935 SECOND STREET SW, CEDAR RAPIDS, IOWA

CALL TO ORDER

PUBLIC COMMENT: 5 Minute Limit per Speaker

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

MOTION TO APPROVE MINUTES

Discuss a Letter of Agreement with Reynolds Urban Design for services not to exceed \$2,000 for facilitation of the Dows Farm Vision Plan public open house.

Discuss Life and Long Term Disability Insurance renewals effective July 1, 2018

Discuss adding a camera to HR reception area

Discuss proposed Investment Policy

PUBLIC COMMENT: 5 Minute Limit per Speaker

This is an opportunity for the public to address the Board on any subject pertaining to Board business.

MOTION TO APPROVE PAYROLL AUTHORIZATIONS

Motion to approve Employment Change Roster (Payroll Authorizations).

MOTION TO APPROVE CLAIMS

CORRESPONDENCE

LEGISLATIVE UPDATE

APPOINTMENTS

ADJOURNMENT

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at bd-supervisors@linncounty.org.

PUBLIC OPEN HOUSE FOR DOWS FARM VISION PLAN

Letter Agreement

February 12, 2018

Les,

This letter agreement outlines services and fees to participate in an open house for public input regarding the Dows Farm Vision Plan. The scope of work is based on our discussions and includes preparing exhibits and facilitating a public open house. The purpose of the open house is to provide all Linn County residents and other project stakeholders an opportunity to see and understand the Vision Plan and provide input for Phase Two design. In addition, the open house will provide an opportunity to invite media coverage and build a level of support and excitement for the project in the region.

Linn County will coordinate the venue location and public outreach announcing the event. Reynolds Urban Design will create exhibits that summarize the Phase One design process and recommendations. In addition, Reynolds Urban Design will attend the Open House to present the material and conduct a Q&A session. We might format the Q&A with a panel including the Reynolds Urban Design team as well as a few key individuals who have participated in the Phase One process.

The Open House will be scheduled in late March/early April.

I would propose to do this work on a lump sum basis at \$1,500.00 plus reimbursable expenses for printing costs. Reynolds Urban Design would submit an invoice at completion of the Open House, payable upon receipt.

If this proposal works for you, your signature below will be sufficient for a letter agreement. I'm looking forward to the opportunity to continue to work with you on this exciting and important project.



Dennis Reynolds
Reynolds Urban Design

Linn County

February 2018

Lisa Powell
Human Resources Director
Linn County
935 2nd St. SW
Cedar Rapids, IA 52404

RE: Insurance Renewal for Linn County, Group # 012316
Life, Madison National Life Insurance Company, Inc.
Carrier Policy # 3177, NIS Policy # 2218
Long-Term Disability, Madison National Life Insurance Company, Inc.
Carrier Policy # 0194, NIS Policy # 1123

Dear Ms. Powell:

The Life and Long Term Disability Insurance renews July 1, 2018. I am pleased to inform you that Madison National Life Insurance Company, Inc. has determined that a rate adjustment is not needed. Your renewal rates are as follows:

Life and AD&D

Class Title	Current Rate Per \$1,000 of Coverage	Renewal Rate Per \$1,000 of Coverage	Impact
All Classes	\$0.15/ \$0.03	\$0.15/ \$0.03	Pass

Supplemental Life

Class Title	Current Rate Per \$1,000 of Coverage	Renewal Rate Per \$1,000 of Coverage	Impact
All Classes	Option 1: \$0.218	Option 1: \$0.218	Pass
	Option 2: Age Rated	Option 2: Age Rated	Pass

Supplemental AD&D

Class Title	Current Rate Per \$1,000 of Coverage	Renewal Rate Per \$1,000 of Coverage	Impact
All Classes	\$0.03	\$0.03	Pass

Long-Term Disability

Class #	Class Title	Current Rate Per \$100 of Covered Payroll	Renewal Rate Per \$100 of Covered Payroll	Impact
03	Conservation and Bluestem Solid Waste Agency Employees	\$0.396	\$0.396	Pass
04	Full-Time Law Enforcement Employees	\$0.396	\$0.396	Pass
05	All Eligible AFSCME Employees	\$0.41	\$0.41	Pass
06	Full-Time and Part-Time Non-Bargaining Employees	\$0.396	\$0.396	Pass
09	Full-Time and Part-Time Management and County Emergency Management Staff	\$0.396	\$0.396	Pass
12	County Extension Management Employees	\$0.396	\$0.396	Pass
13	All Other County Extension Employees	\$0.396	\$0.396	Pass

Long-Term Disability Buy-Up

Class Title	Current Rate Per \$100 of Covered Payroll	Renewal Rate Per \$100 of Covered Payroll	Impact
All Classes	\$0.395	\$0.395	Pass

These rates are guaranteed for 3 Years until July 1, 2021, assuming no changes to the current benefit structure.

We believe our level of commitment to you is most evident in our ongoing efforts to secure both competitive pricing and extended rate guarantees. We truly appreciate your business and the opportunity to continue negotiating on your behalf. By signing below, you are acknowledging your reciprocal 3 Year commitment to National Insurance Services.

Please complete the bottom portion and return a copy to National Insurance Services as indication of your acceptance of the renewal. Thank you for your continued business. Please do not hesitate to call me if you have any questions.

Sincerely,



Megan McKown
Account Representative

The July 1, 2018 renewal of Group Life and Long Term Disability Insurance as outlined above is accepted.

Signature & Title

Date

Insurance Renewal for Linn County, Group # 012316
Life, Madison National Life Insurance Company, Inc.
Carrier Policy # 3177, NIS Policy # 2218
Long-Term Disability, Madison National Life Insurance Company, Inc.
Carrier Policy # 0194, NIS Policy # 1123

**AMENDMENT #3 TO
NATIONAL INSURANCE SERVICES TRUST
JOINDER AGREEMENT FOR
LONG-TERM DISABILITY INSURANCE**

Carrier No: 0194

Carrier: MNL

Employer Name: Linn County

State: IA

Employee Classification: All Insured Classifications

This Amendment, made part of the National Insurance Services Trust Joinder Agreement (the "Agreement") by and between the Administrator of the National Insurance Services Trust and **Linn County**, (the "Employer"), amends certain provisions of the Agreement effective July 1, 2018 as specified below. Provisions under this Amendment are subject to all the terms and conditions, limitations and exclusions of the entire contract, unless otherwise stated herein.

Benefit Change(s):

- Under 'B. Class and Benefit Summary', the items entitled 'Maximum Monthly Covered Salary:', 'Maximum Monthly Benefit:' and 'Guarantee Issue:' are hereby deleted in their entirety and replaced with the following for all classes:

Class Number:	01	02	03	07
'Maximum Monthly Covered Salary:	\$16,667	\$16,667	\$16,667	\$16,667
Maximum Monthly Benefit:	\$11,112	\$11,112	\$11,112	\$11,112
Guarantee Issue:	\$11,112	\$11,112	\$11,112	\$0 if participation is less than 10%; \$11,112 if participation is 10% or higher (Buy-Down)'
Class Number:	08	09	10	
'Maximum Monthly Covered Salary:	\$16,667	\$16,667	\$16,667	
Maximum Monthly Benefit:	\$11,112	\$11,112	\$11,112	
Guarantee Issue:	\$11,112	\$11,112	\$11,112'	

Rates: The premium rate will remain unchanged.

The above rates are guaranteed until the next plan renewal date. This rate guarantee will not pertain to adjustments in premium rate due to amendments requested by the Employer.

This signed and executed Amendment must be returned within 20 working days of the date of the Administrator's signature in order to insure acceptance of the Amendment as outlined.

This Amendment becomes a part of the entire contract. It shall continue in force under the same provisions that govern the entire contract. All other terms, provisions and conditions of the entire contract remain unchanged except as stated above.

Accepted this _____ day of _____, 20____, for the above-named Employer.

By: _____
Signature

By: _____
Signature

Print Name and Title

Print Name and Title

Accepted for
NATIONAL INSURANCE SERVICES TRUST
by Administrator, National Insurance
Services of Wisconsin, Inc.



Date: February 15, 2018



BOARD OF SUPERVISORS

County of Linn, Iowa

SUBJECT: Investment Policy			Directive Number: FM-010
Approval Date:	Effective Date:	Last Revision: August 8, 2012	Policy Section & Number: FM-038
Reference:			Distribution: Intranet

I. SCOPE

This policy shall apply to all operating funds, bond proceeds, and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of Linn County (the "County"). Applicable law and this written Investment Policy must authorize each investment made pursuant to this Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this Investment Policy, but also be consistent with any applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code Chapter 12B.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all the following:

1. The County Board of Supervisors.
2. All depository institutions or fiduciaries for public funds of the County.
3. The external auditor engaged to perform the audit of any fund of the County.
4. All third parties assisting with or facilitating investments of the funds of the County.

II. DELEGATION OF AUTHORITY

In accordance with Iowa Code Chapter 12C.11, the responsibility for conducting investment transactions resides with the Treasurer of Linn County (the "Treasurer"). Only the Treasurer, a Deputy of the Treasurer and those authorized by resolution may invest public funds. A copy of any empowering resolution shall be attached to this investment policy. All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for Linn County shall require the outside person to notify in writing the County within thirty (30) days of all communications from the Auditor of the outside person or any regulatory authority of the existence of a material weakness in internal control structure of the outside person or

regulatory orders or sanctions regarding the type of services being provided to the county by the outside person.

The records of investment transactions made by or on behalf of Linn County are public records and are the property of the County whether in the custody of the County or in the custody of a fiduciary or other third party.

The Treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the Treasurer responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statements and related reports on internal control structure of all outside persons performing any of the following for this public body:

1. Investing public funds.
2. Advising on the investment of public funds.
3. Directing the deposit or investment of public funds.
4. Acting in a fiduciary capacity for this public body.

A Bank, Savings and Loan Association, or Credit Union providing only depository services shall not be required to provide audited financial statements and related reports on internal control structure.

The Treasurer shall establish an Investment Committee whose purpose shall be to assist in creating an investment strategy, review quarterly the investment statements and policies and assist in the selection and retention of professional advisors or consultants to the portfolio. The Committee shall consist of the Treasurer, a Deputy Treasurer, the County Finance Director and the County Budget Director. Unanimous approval of the Investment Committee shall be required for single investments in excess of five million dollars.

The Treasurer and all employees authorized to place investments shall be covered by either individual bonds or a blanket bond or insurance policy as pursuant to Iowa Code Chapters 64.10 and 64.15 in a total amount of not less than five million dollars.

III. OBJECTIVES OF INVESTMENT POLICY

The primary objectives, in order of priority, of all investment activities involving the financial assets of the County shall be the following:

1. Safety: safety and preservation of capital in the overall portfolio is the foremost investment objective.
2. Liquidity: maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. Return: obtaining a reasonable return is the third investment objective.

IV. PRUDENCE

The County Treasurer, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section III investment objectives. This standard requires that when making investment decisions, the Treasurer shall consider the role that the investment or deposit plays within the portfolio of financial assets of the County and the investment objectives stated in Section III.

V. INSTRUMENTS ELIGIBLE FOR INVESTMENT

Financial assets of the County may be invested in the following:

1. Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each financial institution shall be properly declared as a depository by resolution of the Linn County Board of Supervisors. Deposits in any financial institution shall not exceed the maximum amounts approved by the resolution.
2. Obligations of the United States government, its agencies and instrumentalities.
3. Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved pursuant to Chapter 12C.
4. Iowa Public Agency Investment Trust (IPAIT).
5. Prime bankers' acceptances that mature within 270 days of purchase and that are eligible for purchases by a Federal Reserve Bank.
6. Commercial paper or other short-term corporate debt that matures within 270 days of purchase and is rated within the two highest classifications, established by a least one of the standard rating services approved by the superintendent of banking rules adopted pursuant to Chapter 17A.
7. Repurchase agreements, provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and the County Treasurer takes delivery of the collateral either directly or through an authorized custodian.
8. An open-end management investment company, organized in trust form, registered with the Securities and Exchange Commission under the federal Investment Company Act of 1940, 15 U.S.C. 80(a) and operated in accordance with 17 C.F.R. Section 270.2a-7.
9. Property tax payments may be deposited in non-bearing accounts.

All instruments eligible for investment are further qualified by all other provisions of this Investment Policy, including Section VII Investment Maturity Limitations and Section VIII Diversification Requirements.

VI. PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

Assets of the County shall not be invested in the following:

1. Reverse repurchase agreements.
2. Futures and options contracts.
3. Derivatives

Assets of the County shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
3. If a fiduciary or third party with custody of public investment transaction records of the County fails to produce requested records when requested by the County within a reasonable time, the County shall make no new investments with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

VII. INVESTMENT MATURITY LIMITATIONS

Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds that are reasonably expected to be expended during a current budget year or within fifteen (15) months of receipt.

All investments authorized in Section V are subject to the following maturity limitations:

1. Operating Funds may only be invested in instruments authorized in Section V of this Investment Policy that mature within three hundred ninety-seven (397) days.
2. The Treasurer may invest funds of the County that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of the County shall have maturities that are consistent with the needs of the County and the strategy of the County Investment Committee.

VIII. DIVERSIFICATION

Certain other instruments if held by the County are subject to the following diversification requirements:

Prime bankers' acceptances:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the County shall be invested in prime bankers' acceptances, and
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the County shall be invested in the securities of a single issuer, and

Commercial paper or other short-term corporate debt:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the County shall be in commercial paper or other short-term corporate debt,
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the County shall be invested in the securities of a single issuer, and
3. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification.

Where possible, it is the policy of the County to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
2. Liquidity practices shall be used at all times to ensure that the next disbursement date and/or payroll date is covered through maturing investments, marketable U.S. Treasury bills or cash on hand.
3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on instruments with maturities approaching one year shall not be greater than coupon interest and investment income received from the balance of the portfolio.

IX. SAFEKEEPING AND CUSTODY

All invested assets of the County involving the use of a public funds custodial agreement, as defined in Section 12B.10C, shall comply with all rules adopted pursuant to Section 12B.10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.

All invested assets of the County eligible for physical delivery shall be secured by having them held by a third party custodian. All purchased investments shall be held pursuant to a written third party custodial agreement requiring delivery versus payment (DVP) and compliance with all rules set out elsewhere in Section IX of this Investment Policy.

X. ETHICS AND CONFLICT OF INTEREST

The Treasurer and all officers and employees of the County involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Any personal investments or loans in excess of \$10,000 in or with any entity that the County regularly conducts investment business with shall be disclosed in writing to the Linn County Board of Supervisors.

XI. REPORTING

The Treasurer shall submit quarterly an investment report summarizing quarter-to-date investment activity, market conditions and setting forth aggregate amounts invested in each type of instrument authorized in Section V and with whom such amounts are invested.

XII. INVESTMENT POLICY REVIEW AND AMENDMENT

The investment policy of the County shall be reviewed every three (3) years or more frequently as appropriate by the County Investment Committee. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section I.

XIII. GLOSSARY OF TERMS

Agent: individual authorized by another person, called the principal, to act in the latter's behalf in transactions involving a third party.

Certificate of Deposit (CD): a time deposit, a financial product offered consumers in the United States by depository institutions. CDs have specific, fixed terms (monthly, three months, six months, or one to five years) and, usually at a fixed interest rate.

Commercial Paper: short-term obligation with maturities ranging from 2 to 270 days issued by banks, corporations, and other borrowers to investors with temporarily idle cash. Such instruments are unsecured and usually discounted, although some are interest-bearing.

Custodial Agreement: arrangement under which a nominee or registered owner holds an asset or property as a custodian on behalf of an actual owner (beneficial owner). Such agreements are generally entered into by state agencies to administer various benefit programs.

Delivery Versus Payment (DVP): securities industry procedure common with institutional accounts whereby delivery of securities sold is made to the buying customer's bank in exchange for payment, usually cash.

Depository Institution: a financial institution in the United States (such as a savings bank, commercial bank, savings and loan association, or credit union) that is legally allowed to accept monetary deposits from customers. An example of a non-depository institution is a mortgage bank. While licensed to lend, a mortgage bank cannot accept deposits.

Derivative: a security whose price is dependent upon or derived from one or more underlying assets. A derivative itself is a contract between two or more parties. Its value is determined by fluctuations in the underlying asset. The most common underlying assets include stocks, bonds, commodities, currencies, interest rates, and market indexes. Most derivatives are characterized by high leverage.

Fiduciary: person, company, or association holding assets in trust of a beneficiary.

Futures Contract: agreement to buy or sell a specific amount of a commodity or financial instrument at a particular price on a stipulated future date.

Iowa Public Agency Investment Trust (IPAIT): professionally managed common law trust organized and operated as a diversified open-end management investment company created with the objective of providing Iowa cities, counties, city utilities, and other eligible participants with a convenient method for investing their funds in a manner that will maximize current income consistent with safety of principal and the required degree of liquidity for operating funds.

Open – End Management Investment Company: Investment Company that sells mutual funds to the public. The terms arise from the fact that the firm continually creates new shares on demand. Mutual fund shareholders buy shares at net asset value and can redeem them at any time at the prevailing market price, which may be higher or lower than the price at which the investor bought.

Operating Funds: those funds that are reasonably expected to be expended during the current budget year or within fifteen (15) months of receipt.

Option: right to buy or sell property that is granted in exchange for an agreed-upon sum. If the right is not exercised after a specified period, the option expires and the option buyer forfeits the money.

Portfolio: combined holding of more than one stock, bond, commodity, real estate investment, cash equivalent, or other asset by an individual investor.

Prime Banker's Acceptance: time draft drawn on and accepted by a bank, the customary means of effecting payment for merchandise sold in import-export transactions and a source of financing used extensively in international trade.

Repurchase (Repo) Agreement: agreement between a seller and a buyer, usually of U.S. Government securities, whereby the seller agrees to repurchase the securities at an agreed upon price and, usually at a stated time.

Reverse Repurchase Agreement: the purchase of securities with agreement to sell them at a higher price at a specific future date. For the party selling the security (and agreeing to repurchase it in the future) it is a repo; for the party on the other end of the transaction (buying the security and agreeing to sell in the future) it is a reverse repurchase agreement.

Safekeeping: storage and protection of a customer's financial assets, valuables, or documents, provided as a service by an institution serving as agent and, where control is delegate by the customer, also as custodian.

Sinking Fund: a fund established by a government or business for the purpose of reducing debt by repaying or purchasing outstanding loans and securities held against the entity.

Speculation: assumption of risk in anticipation of gain but recognizing a higher than average possibility of loss.