



**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 26, 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 and decide on Linn County Secondary Road conditions pertaining to Land Preservation Parcel Split case JLP18-0001, Halac Ten Addition, located at 3584 Iowa Rd, Michael and Michelle Halac, property owners.

Discuss Support Services Agreement between Linn County and Alliant Energy Corporate Services, Inc.

Discuss summer temp for Facilities Department for outside yard work.

Discuss a resolution in support of the objectives of the Eastern Iowa Airport's Fly Local Travel Policy.

Discuss and decide on method and deadline for decisions on approval of applications for Linn County's Mental Health and Disabilities Service Surplus funds.

**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**

**11:00 A.M.**  
**JOINT MEETING WITH THE LINN COUNTY CONSERVATION BOARD**  
**WICKIUP LEARNING CENTER**  
**10260 MORRIS HILLS ROAD, TODDVILLE, IOWA**

**CLOSED SESSION**

The Board will enter into a joint closed session with the Linn County Conservation Board to discuss the acquisition of particular real estate in accordance with Section 21.5(1)(j) of the Iowa Code.

Discuss and decide on the voluntary annexation request from the City of Marion regarding Squaw Creek Park.

**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](mailto:bd-supervisors@linncounty.org).

# Options of Linn County

## Support Services Agreement

This Support Services Agreement (“Agreement”) is made by and between Options of Linn County (“Options”) and Alliant Energy Corporate Services, Inc. (“Alliant Energy”). Options agrees to provide support services to Alliant Energy, by designating a staff person (“Staff”), who will work with approximately nine specified Kelly Services, Inc. employees with disabilities (“Designated Employees”) that are working at Alliant Energy and Michaels Energy work sites, in Cedar Rapids Iowa. The parties agree to the following:

### I. RESPONSIBILITIES OF OPTIONS

1. Provide Staff, Monday through Friday, for seven hours per day except for the following eleven (11) holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, the day before Christmas, Christmas and the day before New Year's Day. Options will to provide substitute staff in the event that the designated staff person is on leave during the above specified time.
2. Schedule Designated Employees to meet work load.
3. Assign daily work to Designated Employees, including prioritizing work to meet deadlines.
4. Monitor timely and accurate completion of work by Designated Employees.
5. Order supplies and ensure materials are available to complete job tasks that are needed by Designated Employees.
6. Secure work requests from work site managers and supervisors.
7. Assure that payroll information is accurately completed by Designated Employees.
8. Provide Designated Employees guidance on appropriate behaviors, and intervene when necessary.
9. Lead and perform bulk mailing operations
  - a. Insure compliance with USPS bulk mail requirements including submitting accurate paperwork in a timely manner
  - b. Schedule courier to pick up bulk mailings projects
  - c. Maintain equipment and order supplies for bulk mailing machines
  - d. Act as contact person for any issues or concerns related to bulk mailing projects
  - e. Met deadlines provided by Alliant Energy for bulk mailing projects
10. Train Designated Employees in the performance of job duties, including the following:
  - Delivering newspapers and boxes, daily, to designated areas;
  - Setting-up rooms and cleaning white boards, prior to and after meetings;
  - Delivering forms and parking tags to the parking office;

- Assisting with bulk mailings;
- Faxing mail requests;
- Labeling and/or stuffing mail;
- Collating, stuffing, sealing mailings;
- Collating and assembling packets or manuals;
- Making copies, as directed;
- Sorting and recycling items;
- Labeling and tabbing projects;
- Hanging posters and bulletin board information;
- Preparing and date stamping claim forms for processing;
- And all other related duties, as assigned.

11. Ensure compliance with all rules and regulations of Alliant Energy.

12. Prepare monthly reimbursement invoice, equal to 1/12 the contract amount, specified in Section II.4. The annualized contract amount equates to 35 hours per week.

## II. RESPONSIBILITIES OF ALLIANT ENERGY

1. Provide orientation on pertinent company policies and procedures.
2. Provide complete instructions and material necessary for Designated Employees job tasks.
3. Provide work space and necessary safety equipment for Designated Employees job tasks.
4. Reimburse Options of Linn County for support services at an amount of \$64,337 for the period April 1, 2018 to March 31, 2019. The county may adjust the amounts identified in years two and three of the contract to equal the cost of union negotiated wages and benefits, upon 60 days prior written notice by Linn County.
5. Submit monthly payments to: Options of Linn County  
 Attn: Accounting  
 1240 26th Ave Ct SW  
 Cedar Rapids, IA 52404

## III. TERM, AMENDMENT AND TERMINATION

1. The parties agree and understand that their relationship hereunder shall at all times remain that of independent contractors where under Options shall perform such services and Alliant Energy shall purchase such services of Options, according to the terms hereof. Nothing herein shall establish the relationship of a partnership, joint venture or any other business or legal relationship between the parties hereto.
2. The parties agree that Options is responsible for the Staff. Options will be responsible for maintaining any required insurances (including workman's compensation insurance) and shall be

liable for any loss, damage, injury, death, suffered or caused by the Staff due to any act, omission, recklessness, or negligence of the Staff whether or not made in the exercise of their duties contemplated by this contract.

3. The terms and conditions of this Agreement may be amended only by written instrument executed by both parties.
4. Unless otherwise terminated, this agreement shall be in effect for a period of three (3) years, commencing April 1, 2018.
5. This Agreement may be terminated for any reason upon provision of sixty (60) days written notice to the other party at the following addresses:

Linn County Community Services  
Attn: Options Director  
1240 26th Ave Ct. SW,  
Cedar Rapids, IA 52404

Alliant Energy Corporate Services, Inc.  
Attn: Tom Kaiser, Category Manager  
Address: 8000 Chavenelle Rd  
City, State, Zip: Dubuque, IA 52002

#### IV. ENERGY EFFICIENCY COLLATERAL FULFILLMENT:

1. The parties acknowledge that the daily work may include Designated Employees providing certain energy efficiency collateral fulfillment services ("Collateral Services") on behalf of Alliant Energy's affiliate of Interstate Power and Light Company ("IPL"), and the parties further acknowledge that in conjunction with the outsourcing of IPL's energy efficiency rebate processing to Michaels Energy, Inc. ("Michaels"), IPL outsourced the provision of Collateral Services to Michaels, but that, pursuant to a separate agreement between IPL and Michaels, Michaels has agreed to continue to use Designated Employees for the provisions of the Collateral Services. In order to facilitate Michaels' continued use of Designated Employees for Collateral Services, IPL and Options hereby agree as follows:

a) Michaels will direct Staff with regard to Collateral Services.

b) Notwithstanding the provisions of Section II, Par. 4, for all duties associated with the fulfillment of IPL's Collateral Services, Options will provide an invoice directly to Michaels at the following address:

Michaels Energy, Inc.  
400 Main Street, Suite 200  
La Crosse, WI 54601

c) The parties acknowledge and agree that Michaels will make payments directly to Kelly Services, Inc. for all Options services directly invoiced to Michaels pursuant to subparagraph a), above.

d) Other than the obligation and right to direct Options as set forth in subparagraph a), and the payment obligations set forth in subparagraph b), above, Michaels shall have no additional rights or duties under this Agreement.

e) In the event that Alliant Energy notifies Options that IPL has terminated or altered its agreement with Michaels such that Michaels is no longer contractually obligated to provide the Collateral Services, the foregoing provisions of this Section IV. shall be null and void without further amendment to this Agreement.

{Signatures follow on next page}

V. SIGNATURES:

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

Linn County

Alliant Energy Corporate Services, Inc.

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

MICHAELS ENERGY ACKNOWLEDGEMENT

Michaels Energy, Inc. hereby acknowledges and agrees to perform its obligations set forth under Sec. IV of the attached Options of Linn County Support Services Agreement entered into by and between Alliant Energy Corporate Services, Inc. and Options of Linn County.

ACKNOWLEDGED AND AGREED TO:

Michaels Energy, Inc.

BY: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_



**A RESOLUTION IN SUPPORT OF THE OBJECTIVES OF THE EASTERN IOWA AIRPORT'S FLY LOCAL TRAVEL POLICY**

**WHEREAS**, the Eastern Iowa Airport (CID) is an essential strategic economic engine for Linn County, the Cedar Rapids/Iowa City corridor, and neighboring regions; and,

**WHEREAS**, air service is a critical asset that must be integrated into regional economic development strategies; and,

**WHEREAS**, an Iowa Office of Aviation Economic Impact Study showed there are approximately 2,700 jobs supported by CID, that the jobs tied to CID have an estimated annual payroll of approximately \$95 million, and annual economic activity generated by CID is approximately \$225 million; and,

**WHEREAS**, there is increasing national competition between communities to attract and retain sustainable, reliable, and convenient air service; and,

**WHEREAS**, a successful regional effort to attract and retain air service must include the participation and cooperation of governmental entities and business and community leaders to use and invest in local air service; and,

**WHEREAS**, the Linn County Board of Supervisors supports the objectives of the Eastern Iowa Airport's Fly Local Travel Policy.

**NOW, BE IT THEREFORE RESOLVED** the Linn County Board of Supervisors prefers and strongly encourages employees to first consider the Eastern Iowa Airport (CID) for county-related air travel.

PASSED AND APPROVED this 28<sup>th</sup> day of March 2018.

LINN COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
John Harris, Chairperson

\_\_\_\_\_  
Ben Rogers, Supervisor

\_\_\_\_\_  
James Houser, Chair

\_\_\_\_\_  
Brent Oleson, Supervisor

\_\_\_\_\_  
Stacey Walker, Supervisor

AYE: \_\_\_\_\_ NAY: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Joel Miller, Linn County Auditor

I, Joel Miller, Linn County Auditor, hereby certify that the Linn County Board of Supervisors duly adopted the foregoing resolution at a regular board meeting by a vote of:

\_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain and \_\_\_\_\_ Absent from voting.

\_\_\_\_\_  
Joel Miller, Linn County Auditor

STATE OF IOWA            )  
                                  )        SS  
COUNTY OF LINN        )

Signed and sworn to before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2018, by

\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public