

**BOARD OF SUPERVISORS**

District 1 | **Stacey Walker**

District 2 | **Ben Rogers**

District 3 | **Brent Oleson**

**JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER**

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5000 | FAX: 319-892-5009

LinnCounty.org



**LINN COUNTY BOARD OF SUPERVISORS  
MEETING AGENDA**

Wednesday, September 16, 2020

11 a.m.

Formal Board Room—Jean Oxley Public Service Center  
935 2nd St. SW, Cedar Rapids, IA

**Call to Order**

**Pledge of Allegiance**

**Public Comment: Five Minute Limit per Speaker**

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

**Consent Agenda**

Items listed on the consent agenda are routine and will be considered by one motion without individual discussion unless the Board removes an item for separate consideration.

Statement of election costs for the City of Walford.

**Reports**

Receive and place on file Treasurer's (Auto Dept.) Report to the County Auditor Receipts and Disbursements for the Month of August, 2020.

**Resolutions**

**Contract and Agreements**

Approve request by Ahmann Companies to extend response date for Dows Farm Master Developer request for proposals

Approve and authorize Chair to sign purchase order #5657 for \$28,456.00 to CDWG for security appliances for the IT Department.

**Licenses & Permits**

Approve Premises Update for the Indian Creek Nature Center to permit Debora Downey to serve alcohol during an event on September 18, 2020.

**Regular Agenda**

**Discuss and Decide on Consent Agenda**

**Minutes**

Discuss and decide on meeting minutes.

Discuss and decide on actions related to the storm of August 10, 2020

Update on Linn County's response to COVID-19

Update from Erin Foster on the Mental Health Access Center.

Approve and authorize Chair to sign Memorandum of Understanding between the Mental Health Access Center–Linn County and Mental Health/Disability Services of the East Central Region.

Final hearing and adopt resolution on the apportionment of the assessment of the cost of the secondary road assessment district for improvements to Wieneke Circle.

Discuss a request to increase the Treasurer's staff by 3-4 temporary employees for the next few months

Conduct a public hearing on the fiscal year 2021 proposed budget amendment.

Discuss and decide on the fiscal year proposed 2021 budget amendment and adopt amended appropriations resolution.

**Public Comment: Five Minute Limit per Speaker**

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

**Claims**

Discuss and decide on claims.

**Board Member Reports**

**Correspondence**

**Appointments**

**Adjournment**

To adhere to social distancing requirements, Linn County employees and the public may participate in this meeting as follows:

- 1) Conference call—telephone number 1-800-945-0974, access code 501116
- 2) Email questions or comments prior to or during the meeting to: [bd-supervisors@linncounty.org](mailto:bd-supervisors@linncounty.org)

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).

**LINN COUNTY AUDITOR'S OFFICE**

Joel Miller | Auditor  
 Rebecca Shoop | First Deputy

**JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER**

935 2ND ST. SW  
 CEDAR RAPIDS, IA 52404  
 PH: 319-892-5300  
 LinnCounty.org



September 10, 2020

To: Linn County Board of Supervisors

From: Joel D. Miller, Linn County Auditor & Commissioner of Elections

Re: Statement of Election Costs

Please receive and place on file the election cost figures below. The figures represent costs for the **City of Walford Special Election held on August 18, 2020**. Costs for this election will be assessed as shown below.

**Joel D. Miller****Linn County Auditor**

935 2nd St. SW  
 Cedar Rapids, IA 52404  
 (p) 319-892-5300 (f) 319-892-5359

**Cost Statement****Walford Special - August 18, 2020**

<b>WAGES / MILEAGE</b>		
Election Officials / Precinct Rovers / etc.	<b>\$1,249.00</b>	
Election Technicians	<b>\$303.35</b>	
Temporary Office Staff	<b>\$1,384.39</b>	Paid by County
Permanent Office Staff (Over regularly scheduled hours)	<b>\$0.00</b>	Paid by County
Satellite Workers	<b>\$0.00</b>	
Mileage Reimbursements	<b>\$104.78</b>	
<b>PRINTING</b>		
Election Registers	<b>\$5.30</b>	
Ballots	<b>\$50.00</b>	
Photo Copies & Signs	<b>\$0.00</b>	
Polling Place Change Notices	<b>\$0.00</b>	
<b>SUPPLIES</b>		
Tally Envelopes/ Spoiled Ballot Envelopes	<b>\$0.94</b>	
Absentee Ballot Envelopes/Supplies	<b>\$23.49</b>	
Voter Rosters	<b>\$0.30</b>	
"I Voted" Stickers	<b>\$0.49</b>	
Labels/Paper at Precinct (E-Poll Book)	<b>\$0.55</b>	
Miscellaneous Forms & Supplies	<b>\$2.30</b>	
<b>PUBLICATIONS &amp; ADVERTISING</b>		
Public Notices & Sample Ballots	<b>\$258.28</b>	
Additional Advertising	<b>\$0.00</b>	Paid by County
<b>PROFESSIONAL SERVICES</b>		
Ballot-on-Demand	<b>\$0.00</b>	

Vote-by-Mail	<b>\$0.00</b>	
<b>POSTAGE</b>		
Precinct Official Communications	<b>\$0.00</b>	
Absentee Ballots - Mailing Out	<b>\$6.10</b>	
Absentee Ballots - Returned by Mail	<b>\$55.38</b>	
Sample Ballot Mailer	<b>\$0.00</b>	
<b>POLLING PLACE</b>		
Building Rental	<b>\$0.00</b>	
Security Officers for Schools	<b>\$0.00</b>	
Van Rental & Gas (Machine Delivery)	<b>\$0.00</b>	
Car Rental & Gas (Election Day / Satellite Vehicles)	<b>\$0.00</b>	
Technician Van Gas	<b>\$25.75</b>	
<b>OTHER</b>		
Lookup Tool Update	<b>\$0.00</b>	
Meals	<b>\$0.00</b>	
Photo Copier Rental	<b>\$0.00</b>	Paid by County
<b>ELECTION TOTAL:</b>	<b>\$3,470.41</b>	
<b>LESS AMOUNT, IF ANY PAID BY COUNTY:</b>	<b>\$1,384.62</b>	
<b>ELECTION COST TO DISTRICT:</b>	<b>\$2,085.78</b>	

The City of Walford will be charged \$2,085.78.

This statement is given pursuant to Code of Iowa section 47.3 par. 2 which states:

*... The county commissioner of elections shall certify to the county board of supervisors a statement of cost for an election. The cost shall be assessed by the county board of supervisors against the political subdivision for which the election was held.*

TREASURER'S (AUTO DEPT.) REPORT TO THE COUNTY AUDITOR  
 RECEIPTS AND DISBURSEMENTS  
 MONTH OF     AUGUST     2020

RECEIVED  
 SEP 10 2020  
 LINN COUNTY AUDITOR

FUND	RECEIPTS		DISBURSEMENTS		PREVIOUS BAL.	GRAND TOTAL
	CASH BOOK	TRANSFERS	TREAS CKS.	TRANSFERS		
AUTO LICENSE	\$ 3,225,174.50		\$ 3,716,475.00		\$ 3,716,475.00	\$ 3,225,174.50
USE TAX	\$ 2,411,133.28		\$ 2,672,969.55		\$ 2,672,969.55	\$ 2,411,133.28
SURCHARGE	\$ 24,480.00		\$ 27,170.00		\$ 27,170.00	\$ 24,480.00
AMATEUR RADIO	\$ 80.00		\$ 87.00		\$ 87.00	\$ 80.00
BLACK OUT	\$ 29,216.00		\$ 30,429.00		\$ 30,429.00	\$ 29,216.00
BREAST CANCER	\$ 45.00		\$ 55.00		\$ 55.00	\$ 45.00
BRONZE STAR	\$ 30.00		\$ 25.00		\$ 25.00	\$ 30.00
CATTLEMAN	\$ 10.00		\$ 100.00		\$ 100.00	\$ 10.00
CHOOSE LIFE	\$ 30.00		\$ 40.00		\$ 40.00	\$ 30.00
ISU	\$ 270.00		\$ 240.00		\$ 240.00	\$ 270.00
U OF I	\$ 878.00		\$ 1,305.00		\$ 1,305.00	\$ 878.00
UNI	\$ 40.00		\$ 50.00		\$ 50.00	\$ 40.00
OTHER COLLEGE PL	\$ 235.00		\$ 177.00		\$ 177.00	\$ 235.00
PERS PLATE	\$ 2,252.00		\$ 2,333.00		\$ 2,333.00	\$ 2,252.00
DECAL	\$ -		\$ 10.00		\$ 10.00	\$ -
DUCKS UNLTD	\$ 55.00		\$ 20.00		\$ 20.00	\$ 55.00
EDUCATION	\$ 40.00		\$ 10.00		\$ 10.00	\$ 40.00
EMS	\$ -		\$ -		\$ -	\$ -
EV/PHEV	\$ 2,506.15		\$ 2,156.59		\$ 2,156.59	\$ 2,506.15
FALLEN OFFICER	\$ 20.00		\$ 95.00		\$ 95.00	\$ 20.00
FIREFIGHTER	\$ -		\$ 50.00		\$ 50.00	\$ -
FLY OUR COLORS	\$ -		\$ -		\$ -	\$ -
GOD BLESS	\$ 60.00		\$ 105.00		\$ 105.00	\$ 60.00
GOLD STAR FAMILY	\$ -		\$ -		\$ -	\$ -
HERITAGE	\$ 10.00		\$ 10.00		\$ 10.00	\$ 10.00
IOWA AG LITERACY	\$ 15.00		\$ -		\$ -	\$ 15.00
LEGION OF MERIT	\$ -		\$ -		\$ -	\$ -
LOVE R KIDS	\$ 10.00		\$ 50.00		\$ 50.00	\$ 10.00
MCYCLE RIDER	\$ 30.00		\$ 15.00		\$ 15.00	\$ 30.00
NAT'L GUARD	\$ 5.00		\$ -		\$ -	\$ 5.00
DNR	\$ 3,376.00		\$ 3,815.00		\$ 3,815.00	\$ 3,376.00
ORGAN DONOR	\$ 60.00		\$ 45.00		\$ 45.00	\$ 60.00
PEARL HARBOR	\$ -		\$ -		\$ -	\$ -
POW	\$ -		\$ -		\$ -	\$ -
PROFESSIONAL FIRE	\$ 20.00		\$ 10.00		\$ 10.00	\$ 20.00
PURPLE HEART	\$ 30.00		\$ 30.00		\$ 30.00	\$ 30.00
PWD	\$ -		\$ 35.00		\$ 35.00	\$ -
USAF AIRFORCE	\$ 30.00		\$ 40.00		\$ 40.00	\$ 30.00
USAF ARMY	\$ 35.00		\$ 20.00		\$ 20.00	\$ 35.00
USAF COAST GUARD	\$ -		\$ -		\$ -	\$ -
USAF MARINES	\$ 5.00		\$ -		\$ -	\$ 5.00
USAF NAVY	\$ 5.00		\$ 30.00		\$ 30.00	\$ 5.00
SHARE THE ROAD	\$ 120.00		\$ 150.00		\$ 150.00	\$ 120.00
SHRINERS	\$ 10.00		\$ 5.00		\$ 5.00	\$ 10.00
SILVER STAR	\$ -		\$ -		\$ -	\$ -
VETERANS	\$ 285.00		\$ 345.00		\$ 345.00	\$ 285.00
VETS CROSS/MEDAL	\$ -		\$ -		\$ -	\$ -
ANATOMICAL FEES	\$ 652.20		\$ 644.86		\$ 644.86	\$ 652.20
ADMIN FEES	\$ -		\$ 15.00		\$ 15.00	\$ -
MAIL PROCESSING	\$ 24,005.50		\$ 29,348.00		\$ 29,348.00	\$ 24,005.50
NSF FEES	\$ 260.00		\$ 315.00		\$ 315.00	\$ 260.00
AUTO TRANSFERS					\$ (131,000.00)	\$ (131,000.00)
TOTAL	\$ 5,725,518.63	\$ -	\$ 6,488,825.00	\$ -	\$ 6,357,825.00	\$ 5,594,518.63

LINN COUNTY TREASURER  
*Sharon Snyder*



1950 Boyson Road  
Hiawatha, Iowa 52233

319-395-7900

800-725-6852  
FAX 319-395-7933

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[www.ahmandesign.com](http://www.ahmandesign.com)  
[www.compass-built.com](http://www.compass-built.com)  
[www.fusion-architects.com](http://www.fusion-architects.com)  
[www.pivotrealestate.com](http://www.pivotrealestate.com)

September 10, 2020  
Planning & Development Director  
Linn County  
935 2<sup>nd</sup> Street SW  
Cedar Rapids, IA 52404

Dear Les:

In order to prepare and submit our proposal for the Dows Farm Agri-Community, we formally request an extension on the due date of September 25<sup>th</sup>. We would request the due date be extended to October 16<sup>th</sup> to allow ample time to prepare our submittal. We appreciate your willingness to work with our team and look forward to being selected as the developer of choice for the project. If you have any questions, do not hesitate to reach out. Thank you.

Chad M. Pelley  
Business Development Manager, Ahmann Companies, Inc.

This Memorandum of Understanding (hereinafter “MOU”) is entered into between Mental Health Access Center – Linn County and Mental Health/Disability Services of the East Central Region (ECR).

- I. **Funding of Mental Health and Disability Services for Coronavirus Disease 2019 (COVID-19) Relief.** In recognition that ECR has received funding from the Coronavirus Relief Fund (CRF) under the CARES Act, this MOU establishes an agreement between Mental Health Access Center - Linn County and ECR for the funding of COVID-19 related expenditures for mental health and disability services. The CARES Act requires that payments from CRF only be used to cover expenses that:
- i. Are necessary expenditures incurred due to the public health emergency with respect to COVID-19.
  - ii. Are not accounted for in the budget approved as of March 1, 2020.
  - iii. Are incurred between March 1, 2020 and December 30, 2020.
  - iv. Are expenses that have not been reimbursed from another source.

In consideration, the following responsibilities are assumed by the participating agencies:

- a. **Mental Health Access Center –Linn County Responsibilities.** Mental Health Access Center – Linn County hereinafter referred to as Contractor agrees to:
- i. Upon receipt of this agreement, submit an invoice for 90% of the approved amount to [claims@ecriowa.us](mailto:claims@ecriowa.us) OR by mail to 210 5<sup>th</sup> Avenue NE, Independence, Iowa 50644.
  - ii. Notify ECR by December 11, 2020 (12/11/20) if 100% of the approved funds will not be expended. If any or all of the award will not be used, return the unspent amount to ECR by 12/28/20.
  - iii. Submit a final invoice for the remaining 10% with a summary of expenditures to ECR by 12/28/20.
  - iv. Provide information to ECR, as requested regarding the service category or population that will benefit from the award.
  - v. Keep detailed records and receipts for five years that shall be able to show how funds were expended.
  - vi. Provide the detailed records and receipts, if requested, to ECR by the end of the next business day or sooner if necessary due to an onsite or electronic ECR, state or federal audit.
  - vii. Reimburse the funds to ECR if the contractor uses the funds for a purpose that a state or federal audit identifies was not allowable.
  - viii. Correct identified deficiencies or findings by ECR staff and submit progress reports to any such corrective action plan.
  - ix. Submit a W9 form if a contract with ECR has not already been established, maintain insurance and be an independent contractor according to the terms of the MOU.
  - x. Provide MH/DS, or services related to individuals’ mental health or disability, to residents of ECR that are the result of or exacerbated by COVID-19. School districts shall use the funds to alleviate mental health issues caused or related to COVID-19 including issues related to the general mental health of the district. Goods purchased must be used to mitigate the effects of the pandemic.
- b. **ECR Responsibilities.** ECR agrees to:
- i. Pay 90% of requested funds when the proposal and MOU are approved.
  - ii. Pay the remaining 10% of funds when the project has been completed and an invoice for the remainder of the funds has been received.
  - iii. Follow the ECR Management Plan Policies and Procedures for payment of services: J. Service Provider Payment Provisions (p. 27).

- II. **Termination.** This MOU will end December 30, 2020 unless terminated earlier in writing by any party for its convenience upon sixty (60) days prior written notice to the other party. The agreement is subject to revision due to legislation, updated federal or state guidance, change in operating practices and policies of the involved parties, or other factors, as agreed to by the involved parties. It may be amended by mutual written agreement of the parties.
- III. **Indemnification.** Each party agrees to hold harmless all other parties (including its officers, agents and employees) from and against any and all claims, demands, liabilities and costs incurred by the indemnified party, including reasonable attorney's fees, directly or indirectly arising out of or in connection with the indemnifying party's performance, or any service, or any other act or omission by or under the direction of the indemnifying party, or its officers, agents or employees.
- IV. **Notices.** All notices related to this MOU shall be addressed as follows:
- a. To: ECR Chief Executive Officer  
210 Jones Street  
Suite 203  
Dubuque, Iowa 52001
  - b. To: Mental Health Access Center – Linn County

V. **Service Definitions and Rates**

Project Description	Units & Rate Each (if applicable)	Total Amount
Essential PPE and Sanitation Tools	Itemized List Provided	\$9,209.11

**OTHER TERMS:**

This agreement has been executed by the parties hereto, through their duly authorized officials, and the effective date of this agreement is the 9th day of September, 2020.

**ECR Chief Executive Officer:**

**Provider/School:**

By: *Mae Hingtgen*

By: \_\_\_\_\_

Print Name: Mae Hingtgen

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

Print Title: ECR Chief Executive Officer

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

Date: 9/9/2020

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



**RESOLUTION # \_\_\_\_\_**

**ESTABLISH ASSESSMENT DISTRICT**

WHEREAS, final hearing was held on the apportionment of the assessment of the cost of the secondary road assessment district, improvement of Wieneke Circle, located in section 34-83-8 within Wieneke's First and Second Additions and NW NW - N of RD EX E 2.38CH & EX WIENEKE'S 1<sup>st</sup> & 2<sup>nd</sup>, 0.4 miles as shown on the plat of the assessment district on September 16, 2020 and described below.

WHEREAS, said Board has determined that the Linn County Engineer's Report concerning said apportionment should be affirmed as an equitable and just apportionment, and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors, Linn County, Iowa, this date met in lawful session, that the special assessment for above named Secondary Road Assessment District shall bear interest at the rate of three and one-half percent (3.5%) per annum commencing 20 days from the date of levy, and shall be collected at the September 30, 2021 semi-annual payment of ordinary taxes.

(Date of Levy being September 17, 2020).

**Wieneke's First Addition**

<b>Owner</b>	<b>Lot</b>	<b>Assessment</b>
Antonio & Tracy Meza	1	\$3,418.40
Jacob & Kathryn Symmonds	2	\$3,418.40
Garry D Idle Jr	3	\$3,418.40
Karla & Norbert Sedlak	4	\$3,418.40
Nichole & Scott Long	5	\$3,418.40
Joshua & Michelle Daws	6	\$3,418.40
Evelyn & Ivan Strief	7	\$3,418.40
Bruce & Crystal Wilcox	8	\$3,418.40
Eric & Shelley Smyth	9	\$3,418.40
Terrene & William Nekvinda	10	\$3,418.40
Dennis & Martha Barger	11	\$3,418.40
Lonnie & Teresa Schlotfelt	12	\$3,418.40
Bruce & Tina Wedemeier	13	\$3,418.40

<b>Wieneke's Second Addition</b>	<b>Lot</b>	<b>Assessment</b>
Lloyd & Ramona Miller	14	\$3,418.40
Lloyd & Ramona Miller	15	\$3,418.40
David Hartgrave & Barbara Schulz	16	\$3,418.40
Charles & Nancy Weber	17	\$3,418.40

<b>NW NW - N of RD EX E 2.38CH &amp; EX WIENEKE'S 1<sup>st</sup> &amp; 2<sup>nd</sup> &amp; EX RD</b>	<b>Assessment</b>
Peterson Contractor's Inc.	\$3,418.40

Moved by Supervisor \_\_\_\_\_ Seconded by Supervisor \_\_\_\_\_ that the above resolution be adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by a vote of \_\_\_\_ aye \_\_\_ nay and \_\_\_\_\_ abstain from voting.

BOARD OF SUPERVISORS  
LINN COUNTY, IOWA

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Supervisor

ATTEST:

\_\_\_\_\_  
Linn County Auditor