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.

Approve and authorize Chair to sign a Vacancy Form requesting a Shop Supervisor for the Sheriff’s Office.

Reports

Receive and place on file Auditor’s Quarterly Report for the quarter ending 12/31/18 in the amount of $24,427.19. Total Auditor transfer fees deposited by Recorder with the County Treasurer in the amount of $11,860.00.

Resolutions
Resolution authorizing the Linn County Sheriff’s Office to give ownership of a retired narcotics detection dog to Deputy Kevin Louis.

Resolution to enter into 28E Agreement between Linn County and the City of Bertram for Construction Code Administration.

Resolution to approve Final Plat for Walnut Acres Case JF18-0017

Contract and Agreements

Award bid and authorize Chair to sign a purchase order for Liquid Asphalt Products to Bituminous Materials & Supply in the amount of $295,600.00.

Award bids and authorize Chair to sign contract documents for Dust Control Quarry Materials as follows:
- Alice Shop to Wendling Quarries in the amount of $3,530.00
- Drexler Shop to Weber Stone Co. in the amount of $3,480.00
- Main Shop to Weber Stone Co. in the amount of $32,900.00
- Morgan Creek Shop to Crawford Quarry in the amount of $6,000.00
- Mt Vernon Shop to Wendling Quarries in the amount of $3,480.00
- Toddville Shop to Wendling Quarries in the amount of $14,120.00
Approve and authorize Chair to sign an Adopt-A-Roadside Application for Thomas & Sherrie Kopecky to adopt 30th Street Drive SE from Cedar Rapids city limits to East Post Road.

Approve and authorize Chair to sign purchase order for two pickups and one SUV to Karl Chevrolet in the amount of $76,075.26 for the Secondary Road Department

**Licenses & Permits**

**Regular Agenda**

**Discuss and Decide on Consent Agenda**

**Minutes**
Discuss and decide on meeting minutes.

Presentation by Nancy Humbles on behalf of the NAACP regarding funding for the February 24 forum “Not Without Me.”

Discuss and decide on proposed Website Policy and Website Terms and Conditions of Use.

**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**

**Legislative Update**

**Correspondence**

**Appointments**

1:30
Informal Board Room

Discuss preliminary offer decisions for the proposed Fiscal Year 2020 budget.

Other budget discussions if necessary.

**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.
VACANCY FORM

SELECT ONE:
☐ NEW POSITION

SELECT ONE:
☐ NEW JOB CLASSIFICATION

JOB TITLE: SHOP SUPERVISOR

DEPARTMENT: SHERIFF'S OFFICE

VACANCY DATE: IMMEDIATELY

SHIFT/HOURS: MON - FRI 8:00 - 4:30

NUMBER OF POSITIONS: 1

REASON TO ADD NEW POSITION (if applicable):
☐ BUDGET OFFER
☐ GRANT FUNDING
☐ OTHER: _________________________________

NEW POSITION FUNDING SOURCE(S):

POST TO INSIDE: ☑ YES ☐ NO

ADVERTISE: ☐ YES ☐ NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs):

POSITION TYPE:
☐ FULL-TIME ☐ PART-TIME # of hours/week ☐ TEMPORARY/SEASONAL
☐ ON-CALL/SUBSTITUTE ☐ GRANT-FUNDED
☐ BARGAINING UNIT: ☐ Clerical ☐ Maintenance ☐ Para Professional ☐ Professional
☐ Attorneys ☐ Conservation ☐ Sergeants ☐ PPME
☐ NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: ___________________________ DATE: 2-19

DEPARTMENT HEAD (original signature required)

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:
PAY GRADE: 22 B6A1 STARTING SALARY: $94,41

HR DIRECTOR COMMENTS: Position replaces Dr. Mechanic FTE

FINANCE/BUDGET DIRECTOR COMMENTS:

APPROVED BY: ___________________________ DATE: 2-1-19

HUMAN RESOURCES DIRECTOR

APPROVED BY: ___________________________ DATE: 2-1-19

FINANCE/BUDGET DIRECTOR

APPROVED BY: ___________________________ DATE: 2-1-19

CHAIRPERSON/BOARD OF SUPERVISORS
AUDITOR'S QUARTERLY REPORT TO THE BOARD OF SUPERVISORS

October 1st, 2018 to December 31st, 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election Reports</td>
<td>$253.00</td>
</tr>
<tr>
<td>Election: Reimbursements of Local Elections</td>
<td>$22,118.19</td>
</tr>
<tr>
<td>Election: Misc. Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Maps and Supplies</td>
<td>$90.00</td>
</tr>
<tr>
<td>Digital Data</td>
<td>$0.00</td>
</tr>
<tr>
<td>Research Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Misc. Fees</td>
<td>$6.00</td>
</tr>
<tr>
<td>Purchasing Card Rebate</td>
<td>$0.00</td>
</tr>
<tr>
<td>Plat Survey Fees</td>
<td>$270.00</td>
</tr>
<tr>
<td>Book and Materials</td>
<td>$0.00</td>
</tr>
<tr>
<td>Liquor Licenses</td>
<td>$1,690.00</td>
</tr>
<tr>
<td>Cigarette Permits</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total On Deposit with the County Treasurer     $24,427.19

Total Auditor Transfer Fees Deposited by Recorder with the County Treasurer $11,860.00

I, Joel Miller, Auditor of Linn County, Iowa, do hereby certify that the above information is a true and correct record of fees collected by me as Auditor, for the quarter ending December 31st, 2018.

Joel Miller, Linn County Auditor

Date: 4 FEB 2019
RESOLUTION NO. 2019 - ___ - ___

A RESOLUTION AUTHORIZING THE LINN COUNTY SHERIFF’S OFFICE TO GIVE OWNERSHIP OF RETIRED NARCOTICS DETECTION DOG TO DEPUTY KEVIN LOUIS

WHEREAS, the Linn County Sheriff’s Office is in possession of a narcotics detection dog named Gompie,

WHEREAS, Gompie is twelve (12) years of age and has been in the faithful employment of the Linn County Sheriff’s Office for ten (10) years and is due for retirement,

WHEREAS, the Linn County Sheriff’s Office requests Deputy Kevin Louis, who has been Gompie’s partner and handler, be given ownership of Gompie,

WHEREAS, it would be in the best public interest to give Gompie to Deputy Louis,

NOW, BE IT THEREFORE RESOLVED by the Linn County Board of Supervisors, this date met in lawful session, that the Linn County Sheriff’s Office is hereby authorized to give to Deputy Louis the narcotics detection dog named Gompie on February 6, 2019, to ensure Gompie the continuation of the excellent quality of life to which he has become accustomed.

PASSED AND APPROVED this ___ day of __________, 2019.

LIFF COUNTY BOARD OF SUPERVISORS

__________________________________________
Stacey Walker, Chair

__________________________________________
Ben Rogers, Vice Chair

__________________________________________
Brent Oleson, Supervisor

Aye: ___   Nay: ___   Abstain: ___

ATTEST:

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

_____Aye _____Nay _____Abstain and _____Absent from Voting.

_______________________________
Joel Miller, Linn County Auditor

State of Iowa
County of Linn
This instrument was acknowledged before me on the _____ day of __________________, 2019, by Joel Miller as Linn County Auditor.

_____________________________
Notary Public, State of Iowa
RESOLUTION #____________________

Linn County and City of Bertram Agreement for Construction Code Administration

WHEREAS, the Board of Supervisors, Linn County, Iowa, pursuant to Iowa Code Chapter 28E, proposes that Linn County enter into an agreement with the City of Bertram, Iowa under the title Linn County and City of Bertram Agreement for Construction Code Administration, and;

WHEREAS, the purpose for such agreement is to provide for the administration of the construction codes of the City of Bertram by Linn County in order to protect the public health, safety, and welfare, and;

WHEREAS, such agreement is in the best interests of Linn County and the City of Bertram;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, Linn County, Iowa, that Linn County, Iowa will join pursuant to Iowa Code Chapter 28E, with the City of Bertram, Iowa into an agreement entitled Linn County and City of Bertram Agreement for Construction Code Administration.
Passed and approved this 6th day of February 2019.

LINN COUNTY BOARD OF SUPERVISORS

______________________________
Stacey Walker, Chair

______________________________
Ben Rogers, Vice-Chair

______________________________
Brent Oleson, Supervisor

ATTEST:

______________________________
Joel Miller, Linn County Auditor
LINN COUNTY BOARD OF SUPERVISORS

RESOLUTION # ______________________________

APPROVING A FINAL PLAT

WHEREAS, a final plat of Walnut Acres (Case #JF18-0017) to Linn County, Iowa, containing three (3) lots, numbered lot 1 and 2, and outlot A, has been filed for approval, a subdivision of real estate located in the SESE of Section 01, Township 84 North, Range 05 West of the 5th P.M., Linn County, Iowa, described as follows:

Beginning at the South Quarter Corner of Section I, Township 84 North, Range 5 West, of the Fifth Principal Meridian; Thence N00°44'35" W, along the West Line of Lot 17 of the Subdivision of a Part of Lots 13 and 14 of Irregular Survey of the SE 1/4 of said Section 1, in accordance with the Recorded Plat thereof, 377.52 feet, to the Northwest Corner thereof; Thence N89°08'50" E, along the North Line of said Lot 17, 1157.78 feet, to the Northeast Corner thereof, and the Southeast Corner of Lot 2 of Hilzendager First Addition, in accordance with the Recorded Plat thereof; Thence N00°20'17" W, along the East Line of said Lot 2, a distance of 617.16 feet, to the Southwest Corner of Parcel "A" of Plat of Survey No. 2254, in accordance with the Recorded Plat thereof; Thence N89°40'44" E, along the South Line of said Parcel "A" 81.77 feet, to the Southeast Corner thereof; Thence N00°19'16" W, along the East Line of said Parcel "A", 327.94 feet, to the Northeast Corner thereof, and a Point on the South Line of said Hilzendager First Addition; Thence N89°54'02" E, along said South Line, the Southerly Line of Lot 5 of Deer Ridge Estates Second Addition, in accordance with the Recorded Plat thereof, and the North Line of Lot 6 of said Deer Ridge Estates Second Addition, 1170.44 feet, to the Northeast Corner of said Lot 6 and the Westerly Line of Parcel "A" of Plat of Survey No. 1460, in accordance with the Recorded Plat thereof; Thence S08°39'18" W, along said Westerly Line of Parcel "A", 600.29 feet; Thence Southwesterly 689.19 feet, along said Westerly Line on a 1030.31 foot radius curve, concave Northwesterly, whose 576.41 foot chord bears S27°49'05" W; Thence S46°58'52" W, along said Westerly Line, 894.22 feet; Thence Southwesterly 32.35 feet, along said Westerly Line on a 734.96 foot radius curve, concave Southeasterly, whose 32.35 foot chord bears S45°43'13" W, to its intersection with the South Line of the North 15 Acres of the Northwest Quarter of the Northeast Quarter of Section 12, Township 84 North, Range 5 West, of the Fifth Principal Meridian; Thence S89°36'36" W, along said South. Line, 1304.00 feet, to the Southwest Corner thereof; Thence N01°28'01" W, along the West Line of said North 15 Acres, 491.09 feet, to the Point of Beginning. Said Tract of Land contains 60.44 acres, and is subject to easements and restrictions of record.

WHEREAS, said plat is accompanied by a certificate acknowledging that said subdivision is by, and with the free consent of the proprietors, and is accompanied by a certificate dedicating certain property to the public, as shown on the plat; and

WHEREAS, said plat and its attachments thereto have been found to conform to the requirements of the comprehensive plan and the subdivision ordinance; and the requirements of other ordinances and state laws governing such plats; and

WHEREAS, the following conditions as listed on the Planning and Development Staff Report of October 17, 2018 as last amended on November 19, 2018 have been addressed:
LINN COUNTY SECONDARY ROAD DEPARTMENT
1. Entrance permit required for new entrances and existing unpermitted entrances, Sec.11 and the Unified Development Code, Article IV, Sec. 107-72 § 2 (h)(5). Parcels shall gain access via an access easement. The access easement shall meet County specifications and have a permit stating which parcels are allowed to access.
2. Road agreement for conditions applicable to Final Plat cases. County Standard Specifications, Section 1.

IOWA DEPARTMENT OF TRANSPORTATION
1. Not within the jurisdiction of the Iowa Department of Transportation.

LINN COUNTY PUBLIC HEALTH DEPARTMENT
No conditions to be met.

NATURAL RESOURCES CONSERVATION SERVICE
1. Show approximate location of natural drainage ways and a note restricting building within the natural drainage way should be shown on the final plat. Contact the NRCS office for widths and building restriction requirements.
2. Land disturbance greater than 1 acre in size, not associated with agricultural crop production, will require a NPDES permit granted by the Iowa Department of Natural Resources.
3. A site plan showing the footprint of proposed structures and septic systems and wells shall be submitted and accepted by the NRCS office prior to plat approval.

LINN COUNTY CONSERVATION DEPARTMENT
No conditions to be met.

LINN COUNTY EMERGENCY MANAGEMENT
No conditions to be met.

LINN COUNTY 911 COORDINATOR
1. E-911 address sign is required to be located at driveway entrance.
2. Street designation signs and E-911 address signs to be applied for at Linn County Secondary Roads Department, 319-892-6400.

LINN COUNTY PLANNING AND DEVELOPMENT - ZONING DIVISION
1. Various revisions to the site plan and final plat.
2. Prior to approval of the final plat, the owner must sign an “Acceptance of Conditions” form. The “Acceptance of Conditions” form states that the owner understands and agrees to comply with the agreed upon conditions as stated in the staff report.
3. Approval of utility and drainage easements by the appropriate companies with all easements marked on the final plat bound copies.
4. The proposed subdivision name and proposed names of all roads, streets and lanes shall be submitted for review and approval by the Linn County Auditor’s office prior to approval of the final plat.
5. The final plat bound documents must be approved by the Linn County Board of Supervisors on or before NOVEMBER 19, 2019 as per Article IV, Section 107-72, § (1)(g), and shall be recorded within 1 year of that approval, as per Article IV, Section 107-72, § (2)(f) of the UDC.
6. One original and 3 complete copies of the final plat bound documents that must include the following:
   i. Owner’s certificate and dedication certificate executed in the form provided by the laws of Iowa, dedicating to Linn County title to all property intended for public use, including public roads.
Linn County Board of Supervisors
Resolution #
February 6th, 2019
JF18-0017
Page 3 of 4

ii. Title opinion and a consent to plat signed by the mortgage holder if there is a mortgage or encumbrance on the property as well as a release of all streets, easements, or other areas to be conveyed or dedicated to local government units within which the land is located

iii. Surveyor’s certificate
iv. Auditor’s certificate
v. Resolution of the Planning and Zoning Commission
vi. Resolution of the Board of Supervisors
vii. Resolution of approval or waiver of review by applicable municipalities
viii. Treasurer’s certificate
i. Agricultural Land Use Notification. The landowner shall ensure that such notification shall be attached to the deed and shall become a separate entry on the abstract of title for all the property that is subject of the permit or development as per Article V, Section 107-91, § (h) of the UDC.

ii. Restrictive covenants or deed restrictions, as separate instruments, not combined with any other instrument

iii. Three (3) copies of the surveyor’s drawing
iv. A covenant for a secondary road assessment

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat is hereby approved. The Board of Supervisors and County Engineer are hereby authorized to enter approval upon the final plat resolution. The Board of Supervisors’ Chairperson is also hereby authorized to sign said plat which executes an acceptance of dedication of property to the public, as shown on said plat.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat and plat proceedings shall not be changed or altered in any way, without the approval of the Linn County Board of Supervisors. Said plat and plat proceedings shall be recorded by February 6th, 2020 to be valid.

Passed and approved this 6th day of February, 2019.

Linn County Board of Supervisors

__________________________
Chair

__________________________
Vice Chair

__________________________
Supervisor
Linn County Board of Supervisors
Resolution #
February 6th, 2019
JF18-0017
Page 4 of 4

Aye:

Nay:

Abstain:

Absent:

Attest:

______________________________
Joel Miller, Linn County Auditor

Linn County Engineer

______________________________
State of Iowa )
County of Linn )
SS

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

___ Aye ___ Nay ___ Abstain ___ Absent

______________________________
Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, __________________________
________.

on this ______ day of __________________________, 2019.

______________________________
Notary Public State of Iowa
LINN COUNTY
LIQUID ASPHALT PRODUCTS
RESULTS
1/29/2019
BITUMINOUS
MATERIALS &
SUPPLY
L.L. PELLING

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC-70</td>
<td>50,000</td>
<td>GAL</td>
<td>$ 2.5300</td>
<td>$126,500.00</td>
<td>$ 2.6500</td>
<td>$132,500.00</td>
</tr>
<tr>
<td>MC-3000 (with anti-strip)</td>
<td>70,000</td>
<td>GAL</td>
<td>$ 2.3800</td>
<td>$166,600.00</td>
<td>$ 2.7000</td>
<td>$189,000.00</td>
</tr>
<tr>
<td>DEMURAGE</td>
<td>20</td>
<td>HR</td>
<td>$ 125.00</td>
<td>$2,500.00</td>
<td>$ 75.00</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

TOTAL
$ 295,600.00 $323,000.00

Bituminous Material & Supply, L.P.
900 Raccoon St
Des Moines, IA 50309-5044
(P) 515-288-1078
(F) 515-288-9939
© 515-664-5031
Steve Rooney
srooney@asphalt-materials.com
<table>
<thead>
<tr>
<th>DISTRICT: 4</th>
<th>LOCATION:</th>
<th>Crawford Quarry</th>
<th>Weber Stone</th>
<th>Martin Marietta</th>
<th>Bendling Quarries</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
<td>APPROXIMATE QUANTITY/TONS</td>
<td>PRICE PER TON (Price @ Gate)</td>
<td>HAUL PRICE PER TON</td>
<td>TOTAL PRICE</td>
<td>PRICE PER TON (Price @ Gate)</td>
</tr>
<tr>
<td>3/8&quot; Chips</td>
<td>200</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 13.00</td>
<td>$ 5.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTRICT: 3</th>
<th>LOCATION:</th>
<th>Drexler Shop</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
<td>APPROXIMATE QUANTITY/TONS</td>
<td>PRICE PER TON (Price @ Gate)</td>
</tr>
<tr>
<td>3/8&quot; Chips</td>
<td>200</td>
<td>$ -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTRICT: 1</th>
<th>LOCATION:</th>
<th>Main Shop - Marion</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
<td>APPROXIMATE QUANTITY/TONS</td>
<td>PRICE PER TON (Price @ Gate)</td>
</tr>
<tr>
<td>3/8&quot; Chips</td>
<td>2,000</td>
<td>$ -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTRICT: 2</th>
<th>LOCATION:</th>
<th>Mount Vernon Shop</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
<td>APPROXIMATE QUANTITY/TONS</td>
<td>PRICE PER TON (Price @ Gate)</td>
</tr>
<tr>
<td>3/8&quot; Chips</td>
<td>400</td>
<td>$ 13.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTRICT: 1</th>
<th>LOCATION:</th>
<th>Todderville Shop</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
<td>APPROXIMATE QUANTITY/TONS</td>
<td>PRICE PER TON (Price @ Gate)</td>
</tr>
<tr>
<td>3/8&quot; Chips</td>
<td>800</td>
<td>$ -</td>
</tr>
</tbody>
</table>
I. POLICY

It is the policy of Linn County to administer uniform guidelines for the use of the County's official website by establishing provisions which:

- Affirm the purpose of the site is to carry out a public service by providing timely and relevant information about County government
- Inform the site is not intended as an open public forum for the exchange of opinions, ideas, or discussion of any other nature
- Acknowledge the site is for the sole and exclusive use by the County for County business
- Reserve the right of the County to approve information that will and will not be placed on the website
- Emphasize the website is a supplement to, and not a replacement for, information available from County departments
- Provide for the conditions of use, privacy, accessibility, and security of the website

II. SCOPE

This policy is applicable to all Linn County employees responsible to the Board of Supervisors; employees responsible to an elected official, including the elected official and their deputies; and the Conservation and Public Health Departments.

III. EXCEPTIONS

None.

IV. DEFINITIONS

A. “Official County website” means the website www.LinnCounty.org that is under the control and management of the Communications Director.

B. “Communications Director” means the County employee responsible to the Board of Supervisors.

C. “Communications Team” means personnel and resources under the supervision of the Communications Director.
D. "Website Content Manager" means County staff who have been granted an administrative account to access the administrative side of the official County website for the purpose of updating their department’s website content.

E. "Other County websites" means websites other than the official County website, with content managed by employees other than the Communications Director.

V. GENERAL CONDITIONS FOR MANAGEMENT OF THE OFFICIAL WEBSITE

The County’s official website is one of the most frequently accessed and relied upon communication resources of the County. This policy establishes general conditions for the overall communication management of the official County website including compliance with all legal and regulatory standards, privacy, accessibility, and security issues.

A. The Communications Director maintains sole discretion over the content of the website, including adding, modifying or deleting content.

B. Department web content managers are responsible for updating their department-specific information, pages, and documents in accordance with standards established by the Communications Team and will refer to applicable County guidance and policies authorized by the Board of Supervisors. Failure to adhere to County standards and policies may result in revocation of access to the County’s official website.

C. The Communications Team will work with the designated website content manager(s) in other County departments to ensure conformance with the County’s style guide, conventions, and branding.

D. County departments without a website content manager will direct requests to alter departmental content on the County’s official website to the Communications Team. Requests will be in writing by the department director, elected official, or their designee.

E. Requests to add, delete, or change website content managers must be directed to the Communications Director who maintains sole discretion over the determination of providing administrative access to the County’s official website. All requests must be submitted in writing by the department director, elected official, or their designee.

VI. GENERAL CONTENT STANDARDS

A. Posted content on the official County website will meet one or more of the following general standards for information such as:

1. Provides items of general interest to the public reflecting a departmental, divisional, or program initiative, project, service or responsibility

2. Reflects directional and guidance information for the public such as maps and directories of services

3. Ensures public notice of a County event or other specific event which is open to the public and has received County sponsorship as authorized by the Board of Supervisors

B. Posted content on the official County website will not include:

1. Profane language
2. Promotion, fostering, or perpetuation of discrimination on the basis of sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation, gender identity, or any other protected group status.

3. Sexual content or links to sexual content

4. For profits and commercial solicitations and advertisements

5. Conduct or encouragement of illegal activity

6. Information that may tend to compromise the safety and security of the public

7. Information that would violate any other Linn County policies.

VII. EXTERNAL LINKS REQUIREMENTS

A. Links to external websites placed on the official County website will conform with the purpose of the official County website and policies herein. Any external links to other websites will not constitute an endorsement or recommendation by the County. Funding from or to the County does not automatically qualify an organization or vendor an external link from the official County website. The Communications Director will have sole discretion over determining external links that may be included on the County’s official website and the right to remove any link at any time.

B. The County is not responsible for the content, quality, or accuracy of any off-site materials referenced or linked through the County’s website.

C. To avoid any perception that the County endorses or provides favorable treatment to any private person or business enterprise, no corporate or commercial logos are allowed on the official website.

D. External links will be allowed to sites that direct the user to:

1. Other government agencies

2. Corporate or company sites that provide web-based automated solutions specifically designed for use by the County and/or the public through the County website

3. Sites of organizations that are in a direct contractual relationship with the County, that receive funding in the form of either monetary or in-kind contribution from the County to promote the overall social good of the County, such as funded agencies, service providers, and grant recipients.

4. Sites of organizations that are in a direct contractual relationship with the County, that receive funding in the form of either monetary or in-kind contribution from the County to promote the social, economic and cultural good of the County, in areas such as funded agencies, commerce, dining, and arts and entertainment within the County.

5. Sites that support the County or an individual County department’s mission to meet the cultural, educational, health, safety, welfare, or informational needs of County customers.

E. The County will not link to any external sites that are contrary or detrimental to the purpose and use of the County’s official website or to the County’s mission, values, image, and interests. External links will not be allowed that direct the user to websites which:
1. Advocate or promote the sale or use of tobacco, alcohol, controlled substances, firearms or weapons;

2. Contain pornography, obscenity, indecency, or other material offensive to prevailing community standards or persons of ordinary sensibilities

3. Promote adult-oriented businesses

4. Contain religious messages or advocate or promote religious beliefs

5. Advocate the agenda or position of a political party, candidate for elected office, ballot initiative, or campaign or fundraising websites of holders of or candidates for political office, whether elected or appointed.

F. Department website content managers may include external links on their County department pages in accordance with the purpose of their departmental website and the policies herein.

G. Any exceptions or special circumstances require written request and approval. Requests will be in writing by the department director, elected official, or their designee and must be directed to the Communications Director.

VIII. LINKS TO OFFICIAL WEBSITE REQUIREMENTS

In general, approval is not needed to link to the official County website. However, a link that loads into an existing frame which presents the County’s website information as its own is not allowed.

IX. PRIVACY

A. Website Visits

The County uses automated tools to log information about each visit to the official County website to evaluate website performance and to identify user trends such as popular webpages and files. This assists the County in improving the content, relevance and value of the website to users. Information stored in the weblogs does not identify the user personally. The website logs collect visitors’:
   - Internet Protocol (IP) address and domain name (but not the email address)
   - Type of browser and operating system use and connection speed
   - Date and time site was accessed
   - Webpages visited
   - Country or region of the world from which a user accessed the website.

B. Personal Information

Users visiting the official County website may choose to provide the County with their personal information for a purpose such as completing a form, an online survey, a monetary transaction, or an email. For these situations the County uses personal information to process the request, complete a transaction, or to respond to a message. Any information regarding an individual that is collected will be used by the County only for the intended purpose.

C. Electronic email subscriptions lists and emails

1. The County website provides users the opportunity to subscribe to and unsubscribe from informational e-mailing lists. Email addresses in an email subscription list will only be used by the
County to send messages related to categories of information requested by the subscriber. To the extent authorized by law, information from email subscription lists that allows for the personal identification of a website user will be kept private if the individual submitting the information indicates this. Email addresses are not visible or available to other email list members.

2. The County may receive information in a communication that provides for the personal identification of a website user (for example in an email or online form). The County will use this information to provide a response or to redirect the communication to another County department better equipped to respond. Any information received will be used by the County only for the intended purpose.

D. Disclosure of information

The County will not disclose personal information provided by a user of the County’s official website to any third party, unless required to do so under federal or state law, including, but not limited to, the Iowa Open Records Law. All requests for public records will be handled in accordance with the provisions of Chapter 22 of the Iowa Open Records Law.

X. ACCESSIBILITY

It is the County’s goal to provide maximum access for all users of the County’s website. The design of the County website shall meet the standards outlined in the U.S. Section 508 accessibility guidelines and standards set forth in the County’s accessibility statement.

XII. WEBSITE TERMS OF USE AND CONDITIONS

The County’s Website Terms and Conditions of Use will be posted on the County’s official website and apply to all County website visitors and users.
Website Terms and Conditions of Use

WELCOME

Thank you for visiting the official website for Linn County, Iowa. Please note that by visiting our website, you agree to the terms and conditions listed here.

COUNTY WEBSITE LIMITED PURPOSE

The limited purpose for Linn County's website (LinnCounty.org) is to educate, engage, inform, and provide access to timely information about County services, meetings, officials, programs, projects, events, policies, and documents to website visitors.

The website is a supplement to, and not a replacement for, information available from County departments. The use of the County website is intended for the sole and exclusive use by Linn County for Linn County business only.

Website content and links shall be consistent with the County Website's Limited Purpose and Website Policy.

ACCURACY, CHANGES, AND CONTINUITY OF SERVICE

The County strives to present current and accurate information on its website but does not guarantee either the accuracy or currency of information posted on its website. Changes are made periodically to many County documents, including county codes, regulations, guidelines, and schedules, and these changes may or may not be reflected in the materials or information present on the County website. Additionally, because the website is frequently under development, materials and information may be deleted, modified, or moved to a different part of the website by the County without advance notice. In the event of a difference between the information on the website and official information available at County offices, the official information shall prevail.

Linn County does not represent or warrant that access to the service will be uninterrupted or that there will be no failures, errors or omissions or loss of transmitted information. Linn County assumes no liability or responsibility for the quality, content, accuracy, or completeness of the information, text, graphics, links and any other items contained on this service or any other system or service. The materials contained on this site have been compiled from a variety of sources and are subject to change without notice.

The information, documents and related graphics published on this website could include technical inaccuracies or typographical errors. Changes are periodically made to the information herein. Linn County may make improvements and/or changes in the services and/or the content(s) described herein at any time.

DISCLAIMER FOR EXTERNAL LINKS
The County permits the establishment of links to external websites on the County’s official website solely in conformance with the County’s Website Policy. Links from the County’s website to other sites on the Internet do not constitute an endorsement or recommendation by the County. The County is not responsible for the content, quality, or accuracy of any off-site materials referenced or linked through the County’s website. These links are provided as an information service only. It is the responsibility of the user to evaluate the content and usefulness of information from other sites. By using the County’s website, the user acknowledges and accepts that the County is not responsible for any materials stored on other Internet sites, nor is it liable for any inaccurate, defamatory, offensive, or illegal materials found on other Internet sites, and that the risk of injury from viewing, hearing, downloading, or storing such materials rests entirely with the user. The County does not exercise any editorial control over the information you may find at these external locations, and disclaims any and all liability for and knowledge of their contents.

The County exercises final approval authority over any links to external websites it chooses to post and may remove links at any time at its discretion.

SUBMISSIONS

While LinnCounty.org may choose to post submitted content for the purpose of communicating the County’s messages, the County disclaims any responsibility for any information, materials, opinions, endorsements of products or services, or any other content located or made available on external sites.

LinnCounty.org is not a public forum and users should not expect that content submitted will be posted on LinnCounty.org. If LinnCounty.org chooses to post any content, it does so solely at its own discretion and for the purpose of communicating the messages of Linn County. The County exercises final approval authority over any content it chooses to post to LinnCounty.org and may remove submitted content at any time at its discretion.

PRIVACY STATEMENT

The protection of individual privacy is governed by local, State, and Federal laws. No personally identifiable information is collected about users who simply browse the County’s website or who download information from it. The County’s web servers maintain logs of user activity in order to help manage the website. Information stored in these logs does not identify the user personally. The logs store such things as the domain name and IP address from which a user accessed the County’s website; the type of browser and operating system used; the date and time a user accessed the County’s website; the pages visited; and the country or region of the world from which a user accessed the County’s website. The County uses this information to learn the number of users that have visited the website, which parts of the County’s website are of most interest to visitors, and other facts that will help the County improve the website and the services offered.
If you choose to provide the County with personal information - as in filling out a form, an online transaction and/or email - the County will use that information to process your request, complete a transaction, or respond to your message.

The County does not collect personal information for any purpose other than to serve or respond to you. The County only shares information you give us with another governmental or business agency if your inquiry/transaction relates to that agency or business, or as otherwise required by law.

PUBLIC DISCLOSURE

As a government agency, the County is subject to Iowa Public Record laws. Chapter 22 of the Iowa Code governs the Examination of Public Records (Open Records). Any information provided to the County through the County’s website may be subject to the same laws as information provided to the County on paper. Therefore, all information collected on the County’s website may become public record and subject to inspection by the public, unless exempted by law.

UNSUBSCRIBE

At any time while accessing the County’s website, users may decline participation in any activity that asks for information (e.g., survey, email notification). Such choice will not affect the user’s ability to use other features of the County’s website. If a user chooses to subscribe to or begins receiving information from a County email listserve, the user has the option to unsubscribe from any County email list at any time.

NOTICE TO COUNTY

Communications made through the County’s website shall in no way be deemed to constitute legal or official notice to the County, its agencies, officers, employees, representatives, or agents with respect to any existing, pending, or future claim or cause of action against the County or any of its agencies, officers, employees, representatives, or agents where notice is required by federal, state, or local law. No communication to the County made through the website shall be deemed to constitute legal or official notice for any purpose.

PUBLIC NOTICES

When the County places notices of items on its website, such as schedules for upcoming public meetings or hearings, it does so only to facilitate public access to such information, as a supplement to the legally required methods of posting notices.

ACCESSIBILITY STATEMENT

Linn County is committed to making its website accessible to the widest possible audience. We are constantly working to increase the accessibility and usability of our website. The County evaluates this site on an ongoing basis and the site will continue to evolve over time as new
technologies and opportunities emerge. Website visitors can visit the Accessibility Support Page for additional information.

**Accessibility Support Page**

Pages on this website are reviewed and produced to the best of our abilities to be accessible to individuals with disabilities in accordance with provisions of Section 508 of the Workforce Investment Act and the Americans with Disabilities Act. If you use assistive technology (such as a Braille reader, a screen reader, or TTY) and the format of any material on this website interferes with your ability to access information, please contact us. To enable us to respond in a manner most helpful to you, please indicate the nature of your accessibility problem, the preferred format in which to receive the material, the web address of the requested material, and your contact information. Users who need accessibility assistance can also contact us by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

**Accessibility Design Guidelines** - Our website has been designed with the following accessibility guidelines in mind:

- We work to comply with Section 508 as well as 2.0 A and AA referring to website accessibility standards.
- If you have difficulty accessing the site or have any comments or feedback, please do not hesitate to contact us.

**Browser Accessibility Information** - Many popular browsers contain built-in accessibility tools.

- Internet Explorer Accessibility Information
- Firefox Accessibility Information
- Chrome Accessibility Information

**Additional Plug-ins** - Adobe Reader is required to view and print PDF documents that appear on this website.

- To download this program for free, visit the Adobe website.
- To read PDF documents with a screen reader, please visit the Adobe Reader Accessibility website, which provides useful tools and resources.

Adobe Flash is required to view certain videos that appear on this website.

- To download this program for free, visit the Adobe website.
- To access flash content using a screen reader, please visit the Adobe Flash Player Accessibility website which provides useful tools and resources.

**Supported Assistive Technology**

- Latest Version of JAWS for Windows
- Latest Version of NVDA for Windows
- Latest Version of VoiceOver for Mac OS X
- Keyboard-Only Navigation

**DISCLAIMER OF ENDORSEMENT**

LinnCounty.org is a distributor of content sometimes supplied by third parties. Any opinions, advice, statements, services, offers, links, or other information or content expressed or made available by third parties, including information providers, users, or others, are those of the respective author(s) or distributor(s) and do not necessarily state or reflect those of the County or its elected officials, employees, contractors, and agents shall not be used for advertising or
product endorsement purposes. Reference herein to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not constitute or imply its endorsement, recommendation, or favoring by the County.

DISCLAIMER OF LIABILITY

The County, as well as its employees, contractors, agents, and elected officials, shall not be held liable for any improper or incorrect use of the materials or information contained on the website and assumes no responsibility for any user’s use of them. In no event shall the County or its employees, contractors, agents, and elected officials, be liable for any damages, whether direct, indirect, incidental, special, exemplary or consequential (including, but not limited to, business interruption or loss of use, data, or profits) regardless of cause, and on any theory of liability, whether in contract, statute, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of the website or the materials and information contained on the website, even if advised of the possibility of such damage. This disclaimer of liability applies to any damages or injury, including but not limited to those caused by any failure of performance, error, omission, interruption, deletion, defect, delay, computer virus, communication line failure, theft, or destruction of data, whether for breach of contract, tortuous behavior, statutory liability negligence, or under any other cause of action.

Users are encouraged to consult with appropriate and accredited professional advisors for advice concerning specific matters before making any decision, and the County, as well as its employees, contractors, agents, and elected officials, disclaims any responsibility for positions taken by individuals or corporations in their individual cases or for any misunderstanding and losses, directly or indirectly, on the part of any user.

INDEMNIFICATION

To the extent permitted by applicable law, by using Linn County’s website, the user agrees to indemnify, and hold harmless, Linn County, its agencies, officers, employees, representatives, and agents from and against all claims and expenses, including attorneys’ fees, arising out of the user’s use of this site or materials and information contained on this site.

CHOICE OF LAW

Construction of the disclaimers above and resolution of disputes thereof are governed by the laws of the State of Iowa. The laws of the State of Iowa shall apply to all uses of this data and this system. By use of this system and any data contained therein, the user agrees that use shall conform to all applicable laws and regulations and user shall not violate the rights of any third parties.

TRANSLATION DISCLAIMER

Translations are automated by Google Translate. Translations are an approximation of the original content and should not be considered exact. Linn County does not accept liability for the accuracy of these translations or any loss incurred as a result of them.