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 an Elections Technician for the Auditor’s Department

Reports

Resolutions
Resolution to vacate a portion of Deer Trail and Road No. 82.
Resolution to approve Residential Parcel Split for Dake Addition, Case JPS20-0013

Contract and Agreements
Approve and authorize Chair to sign the Linn County Children’s Mental Health Assistance Program Fiscal Year 2021 Provider Agreements between Linn County and Unity Point St. Luke’s Hospital and between Linn County and Heart & Solutions LLC.
Approve and authorize Chair to sign the Linn County Fiscal Year 2021 Provider and Program Participation Agreement for Substance Abuse Commitments between Linn County and Unity Point St. Luke’s Hospital, effective July 1, 2020 through June 30, 2021.

Licenses & Permits

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.

Third & Final Consideration on an ordinance amending the Code of Ordinances, Linn County, Iowa, by amending provisions in Chapter 107, Unified Development Code.

Authorize Chair to sign Iowa Secretary of State Vote Safe Iowa Initiative Grant Agreement.

Discuss County telework and Covid-19 leave policies.

Discuss and decide on security and symptom checks at various Linn County buildings.

Discuss fiscal year 2021 budget amendment requests and set public hearing on the proposed amended budget for September 30, 2020.

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

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

1) Conference call—telephone number 319-519-1237, access code 501116
2) Email questions or comments prior to or during the meeting to: 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.

12:00 p.m.
Joint Zoom Meeting with the Cities of Marion, Hiawatha, Robins, and Fairfax

Joint meeting with the Cities of Marion, Hiawatha, Robins and Fairfax to discuss a face mask mandate.

NOTE: Based on COVID-19 guidance from Linn County Public Health and the State of Iowa to limit the size of group gatherings, this meeting is able to be viewed online. To watch, go to www.zoom.com, select Join a Meeting, and enter the Meeting ID #832 4898 2336. A link is also provided at www.cityofmarion.org. Audio only can be utilized by calling 1-646-558-8656 and entering the same Meeting ID listed above.

Adjournment
SELECT ONE:
☐ NEW POSITION

SELECT ONE:
☐ NEW JOB CLASSIFICATION
☐ EXISTING JOB CLASSIFICATION

JOB TITLE: Elections Technician

DEPARTMENT: Auditor's Office - Elections

VACANCY DATE: Immediate

SHIFT/HOURS: 8 AM-5 PM Monday-Friday, 40 hours

NUMBER OF POSITIONS: 1

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

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 (75 working days or less)
☐ 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: Rebecca Stonerush 8/27/20

DEPARTMENT HEAD (original signature required) DATE

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: 510 STARTING SALARY: Step A: $20.54

HR DIRECTOR COMMENTS: Wages negotiated with union on 8-26-20

FINANCE/BUDGET DIRECTOR COMMENTS:

APPROVED BY: Kim Powell 8/31/20

HUMAN RESOURCES DIRECTOR DATE

APPROVED BY: 

FINANCE/BUDGET DIRECTOR DATE

APPROVED BY: 

CHAIRPERSON/BOARD OF SUPERVISORS DATE
RESOLUTION # ____________________

VACATE ROAD RIGHT-OF-WAY

WHEREAS, the Linn County Board of Supervisors desire to vacate a portion of a road right-of-way, more particularly described as follows.

The East 33.00 feet of the Northwest Quarter of the Northeast Quarter of Section 33, Township 83 North, Range 6 West of the 5th P.M., Linn County, Iowa. (GPN: 153312600100000).

ALSO:
The East 33.00 feet of the Southwest Quarter of the Northeast Quarter of Section 33, Township 83 North, Range 6 West, Linn County, Iowa, except that tract as filed for record in Book 5946, Page 538 in the Office of the Recorder of Linn County, Iowa. (GPN: 153315100100000).

ALSO:
The East 33.00 feet of that certain tract of land as filed for record in Book 5946, Page 538 in the Office of the Recorder of Linn County, Iowa being the South 466.69 feet of the East 466.69 feet of the Southwest Quarter of the Northeast Quarter of Section 33, Township 83 North, Range 6 West of the 5th P.M., Linn County, Iowa. (GPN: 153315100200000).

WHEREAS, all adjoining land owners, all utility companies and the Iowa Department of Transportation have been notified by certified mail pursuant to Chapter 306.12 of said vacation and the hearing thereon, and

WHEREAS, the Linn County Board of Supervisors pursuant to the aforesaid notice held a joint hearing with the City of Bertram on the proposed vacation of the aforementioned right-of-way, and

WHEREAS, it being deemed in the best interest of Linn County to vacate said right-of-way, and

WHEREAS, the vacated road right-of-way shall remain as a private lane named Deer Trail for use by property owners and utilities.

WHEREAS, this vacation is subject to easements of record at time of the public hearing including a utility easement, and
NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Linn County Board of Supervisors this date met in lawful session to vacate as described below:

The East 33.00 feet of the Northwest Quarter of the Northeast Quarter of Section 33, Township 83 North, Range 6 West of the 5th P.M., Linn County, Iowa. (GPN:153312600100000).

ALSO:
The East 33.00 feet of the Southwest Quarter of the Northeast Quarter of Section 33, Township 83 North, Range 6 West, Linn County, Iowa, except that tract as filed for record in Book 5946, Page 538 in the Office of the Recorder of Linn County, Iowa. (GPN: 153315100100000).

ALSO:
The East 33.00 feet of that certain tract of land as filed for record in Book 5946, Page 538 in the Office of the Recorder of Linn County, Iowa being the South 466.69 feet of the East 466.69 feet of the Southwest Quarter of the Northeast Quarter of Section 33, Township 83 North, Range 6 West of the 5th P.M., Linn County, Iowa. (GPN: 153315100200000).

in Linn County, Iowa, be and the same is hereby vacated, and shall no longer be deemed a public road.

Dated at Cedar Rapids, Linn County, Iowa on this ______ day of ___________________, 2020.

BOARD OF SUPERVISORS
LINN COUNTY, IOWA

ATTEST:

__________________________________________
Chairperson

__________________________________________
Linn County Auditor

__________________________________________
Vice Chairperson

__________________________________________
Supervisor
LINN COUNTY BOARD OF SUPERVISORS

RESOLUTION # ______________________

APPROVING RESIDENTIAL PARCEL SPLIT

WHEREAS, a Residential Parcel Split of Dake Addition (Case # JPS20-0013) to Linn County, Iowa, containing two (2) lots, numbered lot 1 and lettered lot A has been filed for approval, a subdivision of real estate located in the NWNW 04-86-07 of Section 4, Township 86 North, Range 7 West of the 5th P.M., Linn County, Iowa, described as follows:

Beginning at the Northwest Corner of Section 4, Township 86 North, Range 7 West of the Fifth Principal Meridian; thence N88°52'23"E along the north line of the Northwest Quarter of said Section 4, a distance of 490.44 feet; thence S2°19'19"W, 528.08 feet; thence S87°59'55"W, 454.20 feet to the west line of said Northwest Quarter; thence N1°36'44"W along said west line, 534.08 feet to the point of beginning.

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 July 15, 2020 as last amended on August 17, 2020 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). All approved entrances shall be brought into conformance with County standards. One entrance per parcel is allowed. An additional access may be allowed with justification and permit.
2. Road agreement with conditions applicable to residential parcel split cases. County Standard Specifications, Section 1.

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

LINN COUNTY PUBLIC HEALTH DEPARTMENT
No conditions or comments.

NATURAL RESOURCES CONSERVATION SERVICE
1. 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.
2. A site plan showing the footprint of proposed new structures and septic systems and wells shall be submitted and approved by the NRCS office prior to plat approval.

LINN COUNTY CONSERVATION DEPARTMENT
No conditions or comments.

LINN COUNTY EMERGENCY MANAGEMENT
No conditions to be met.
LINN COUNTY PLANNING AND DEVELOPMENT – ZONING DIVISION

1. All side and rear yard setbacks must be met for all structures involved in this proposal.
2. Various revisions to the site plan and final plat.
3. 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.
4. Approval of utility and drainage easements by the appropriate companies with all easements marked on the final plat bound copies.
5. The remaining land of the parent parcel will result in a parcel of less than 35 acres. Either combine the remaining land to an adjacent parcel by deed restriction to total 35 acres or more, or include the remaining land as part of the final plat. If included as a part of the final plat, the lot will be non-buildable until brought into conformance with the Linn County UDC and will require the note: “This parcel may only be developed in accordance with all development regulations in effect at the time development is proposed” on the plat.
6. 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.
7. 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
   (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
   (ix) 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 Unified Development Code.
   (x) Restrictive covenants or deed restrictions, as separate instruments, not combined with any other instrument
   (xi) Three (3) copies of the surveyor’s drawing
   (xii) A covenant for a secondary road assessment
8. Final plat bound copies must be approved by the Linn County Board of Supervisors on or before AUGUST 17, 2021 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 Unified Development Code.

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 September 9, 2021 to be valid.

Passed and approved this 9th day of September, 2020

Linn County Board of Supervisors

Chair

Vice Chair

Supervisor

Aye:
Nay:
Abstain:
Absent:

Attest:

Joel Miller, Linn County Auditor
Linn County Engineer

Brad Ketels, Engineer

State of Iowa  )
    ) SS
County of Linn  )

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 _________________________ , 2020.

__________________________________________________________
Notary Public State of Iowa
LINN COUNTY ORDINANCE # _________________________

AN ORDINANCE AMENDING THE CODE OF ORDINANCES, LINN COUNTY, IOWA
BY AMENDING PROVISIONS IN CHAPTER 107

BE IT ENACTED by the Board of Supervisors, Linn County, Iowa:

SECTION 1. SEE ATTACHMENT A

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with this ordinance are repealed.

SECTION 3. SEVERABILITY. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. SAVING. The Code of Ordinances, Linn County, Iowa, shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 5. EFFECTIVE DATE. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Public hearing and first consideration on the 31st day of August, 2020

Second consideration on the 2nd day of September, 2020

Third and final passage on the 9th day of September, 2020

Published in the Gazette on the ___________ of September, 2020
LINN COUNTY BOARD OF SUPERVISORS

___________________________
Chairperson

___________________________
Supervisor

___________________________
Supervisor

ATTEST:

___________________________
Joel D. Miller, Linn County Auditor

STATE OF IOWA   )
COUNTY OF LINN   )SS

I, _________________________________, County Auditor of Linn County, Iowa, hereby certify that the above and foregoing is a true copy of an ordinance passed by the Linn County Board of Supervisors at a regular meeting of said Board held on ____________________________, 2018 and published as provided by law on ____________________________, 2020.

___________________________
Linn County Auditor

Subscribed and sworn to me this _____ day of ____________, 2020.

___________________________
Notary Public, State of Iowa
ATTACHMENT A

Language that is added to the section will be displayed as underlined text and deleted language will be represented as strikethrough text.

ARTICLE IV, DEVELOPMENT REVIEW PROCESSES AND REQUIREMENTS
Sec. 107-66. - Introductory provisions.
(a) *Purpose.* The purpose of this article is to establish application requirements, review processes and standards for land use approvals and development permits in the county.
(b) *Additional studies.* In considering a development proposal, the board of supervisors may request a report by the zoning administrator or other county staff or consultant; additional information from the applicant; input from any affected public service facility provider or special service district; and input from contiguous, affected or potentially affected jurisdictions. If so required, the applicant shall bear the full cost of meeting this requirement.
(c) *Notification requirements.* Whenever in this article notification of a public meeting or public hearing by the planning and zoning commission, the board of adjustment or the board of supervisors is required, or an amendment to an adopted governing plan associated with a planned unit development overlay district is proposed, the following procedures shall be followed:
   (1) *Notification to applicant.* The zoning administrator shall notify the applicant by mail of the time, place and date of the technical review committee meeting, public meeting and/or public hearing.
   (2) *Notice of meeting of public body.* Notice of the time and place of the meeting of the public body holding the public hearing or public meeting shall be given not less than four nor more than 20 days before the time of the hearing in one publication in a newspaper of general circulation in the county. Notice shall also be mailed to the applicant.
   (3) *Notification to surrounding property owners.* The zoning administrator shall notify owners of record of property within 500 feet of the property that is the subject of the application, by mail, of the time, place and date of the technical review committee meeting, public meeting and/or public hearing. Failure to notify shall not be deemed sufficient cause to invalidate proceedings regarding the land use approval or development permit under consideration.

Sec. 107-68. – Rezoning/map amendment.
(2) c. *Major site plan.* A major site plan conforming to the requirements of section 107-71(3) shall be prepared and submitted as part of any application for a request to rezoning, except those initiated by Linn County.

ARTICLE V, GENERAL REGULATIONS
Sec. 107-91. - General provisions.
(j) *Planned unit development overlay district: conflict with other regulations.* An approved planned unit development, and associated governing plan prevails over any conflicting regulations in this section.
ARTICLE VI, SPECIFIC DEVELOPMENT STANDARDS
Sec. 107-111. - Introductory provisions.
(a) Purpose. The purpose of this article is to provide standards that must be met for specified
allowed land uses before issuance of any zoning permit. Table 107-147-1 lists permitted,
conditional and accessory uses allowed in each zoning district. Table 107-147-1 also
indicates when development standards in this article apply to listed uses. The section and
subsection headings in this article conform to use categories and use types listed in Table
107-147-1.
(b) Applicability. The standards in this article apply to the uses listed below within the zoning
districts in which they are allowed, whether the uses are permitted, conditional or
accessory. The standards in this article shall apply in addition to the general criteria for
conditional uses in section 107-73, and all other applicable regulations. Standards shall
apply in all districts where the use is allowed.
(c) Exempted agricultural uses. It is not the intent of this article to control uses that qualify for
the farm exemption contained in section 107-92.
(d) Planned unit development overlay district. Uses allowed in a planned unit development
overlay district, as well as applicable standards, shall be established in an associated approved
governing plan, which prevails over any conflicting regulations in this section.

ARTICLE VII, ZONING CLASSIFICATIONS, DENSITY, DIMENSIONAL STANDARDS AND ALLOWED
USES
Sec. 107-131. - Districts and district boundaries.
(a) Reclassification. The zoning districts established under the prior zoning ordinance shall be
reclassified as shown in the reclassification list associated with the official zoning map.
(b) Establishment of districts and overlay zones. In order to carry out the purpose and intent of
this chapter, the unincorporated territory of the county is hereby divided into the following
zoning districts and overlay zones:
   (1) AG Agricultural District.
   (2) RR2 Rural Residential Two-Acre District.
   (3) RR3 Rural Residential Three-Acre District.
   (4) RR1 Rural Residential One-Acre District.
   (5) VR and VM Rural Village Districts.
   (6) USR Urban Services Residential District.
   (7) USR-MF Urban Services Residential, Multi-Family District.
   (8) HC Highway Commercial District.
   (9) GC General Commercial District.
   (10) I Industrial District.
   (11) CNR Critical Natural Resources District.
   (12) REC Seasonal Cabin and Recreation Areas Overlay District.
   (13) FP Floodplain Overlay District.
   (14) EU-1 Exclusive Use, Sanitary Landfill District.
   (15) MH Mobile Home District.
   (16) PUD Planned Unit Development Overlay District.

Sec. 107-147. - Use table.
(a) Use table. Table 107-147-1, below, establishes the permitted, conditional and accessory
uses allowed in each zoning district within the county, except that uses allowed in the PUD
Planned Unit Development Overlay district shall be established in an associated approved governing plan.

Sec. 107-148. – PUD Planned Unit Development Overlay District.
(a) Purpose. The county has determined that establishing a planned unit development overlay district is appropriate in order to accommodate large, comprehensively planned projects that are likely to develop in phases over a relatively long period of time. This overlay district will allow for the development or redevelopment of land with a mix of uses in accordance with an approved governing plan. Elements contained within an approved governing plan shall prevail over any conflicting regulations in this chapter. This section establishes an overlay district that serves the following purposes:
   (1) To allow flexibility in design to encourage innovative development proposals with a mix of uses.
   (2) To encourage development that can be conveniently, efficiently, and economically served by existing local utilities and services.
   (3) To encourage the conservation of natural features, preservation of open space, and protection from natural hazards.
   (4) To provide compensating community benefits to offset impacts of the development.
   (5) To encourage energy-efficient development.
   (6) To encourage development that conforms to the goals, objectives, and strategies in the county’s comprehensive plan, and/or any approved fringe area plan (formerly known as city/county strategic growth plan) that pertains to the area in which the development is proposed.
(b) Geographic location. The planned unit development overlay district shall be geographically located in those areas designated as urban renewal or urban revitalization areas.
(c) Permitted, conditional and accessory uses. Uses allowed in the planned unit development overlay district may include a mix of agricultural, residential, institutional & civic, and retail, service & commercial uses as described in an associated approved governing plan, which prevails over any conflicting regulations in this chapter. Uses which are not included in the approved governing plan are prohibited in the associated planned unit development district.
(d) Signage. Signage shall conform to the requirements in Section 107-94(j), unless signage regulations are included in the Governing Plan.
(d) Governing plan. A governing plan containing specific development requirements related to the planned unit development overlay district, including a master plan depicting the comprehensively planned character of the project, is required. A governing plan may include, but not be limited to:
   a. Development Goals/Vision
   b. Master Plan (a visual representation of the planned unit development project subject to the governing plan)
   c. Required Documents for Approval/Developer and Association Responsibilities
   d. Traffic Analysis
   e. Bulk Requirements/Dimensional Standards
   f. Street Design Standards
   g. Parking Design Standards
   h. Signage
   i. Stormwater Management
   j. Phasing
k. Development Incentives

(e) Amendments to an approved master plan and/or governing plan. Amendments to associated plans shall be reviewed as follows:

(1) Minor changes that still meet the intent of the original master plan and of the adopted governing plan may be reviewed and approved by the Planning and Development Director. At the discretion of the Planning and Development Director, changes to the master plan that are deemed major changes shall require an amendment to the governing plan. Major changes may include, but not be limited to:
   a. Proposed areas for different land use types not shown on the original master plan
   b. Proposed changes to the transportation facilities such as new or relocated connections to existing roads, new internal streets, or realignment of streets (other than to accommodate final engineering design)
   c. A 15% or greater reduction of open space, sidewalks, pathways or trails

(2) Amendments to the Governing Plan shall require notification of surrounding property owners as outlined in Sec. 107-66, subsection (c)(3), the review and recommendation of the Planning and Zoning Commission, and approval by the Board of Supervisors.

ARTICLE IX, DEFINITIONS

Governing plan means a document providing detailed development requirements related to a planned unit development overlay district based on the depiction of the PUD master plan. The governing plan may include proposed land uses, streets and traffic circulation, utilities, open spaces, possible building locations, and other site development features. The intent of the Governing Plan is to provide the detailed development design criteria to be followed by the developer, and to serve as a tool to promote communication and cooperation between adjacent property owners and the developer to ensure a cohesive and unified development.

Master plan means a visual representation, or map, of a comprehensively designed development project in a planned unit development overlay district. It is included with a governing plan, showing how an area is proposed to develop over time.
Iowa Secretary of State
Vote Safe Iowa Initiative
Grant Agreement

County Name: Linn

Contract Number: 357-11320-HAVACARES

Grant Award Amount: $62,200.00

CFDA No.: 90.404

County DUNS Number: 073501108

1. **Parties:** This agreement is between Linn County, Iowa (hereinafter referred to as the County) and the Iowa Secretary of State.

2. **Purpose:** Pursuant to the CARES Act and the Help America Vote Act, the Iowa Secretary of State’s Office has received funding via the Election Assistance Commission (hereinafter referred to as the “EAC”) “to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.” The County has applied for and been awarded grant funds, not to exceed the amount set forth above, for the purpose of preventing, preparing for, and responding to coronavirus for the November 3, 2020 General Election.

3. **Grant Period:** The performance period for the grant-funded activities begins upon execution of this agreement by both parties. The County shall remit all unexpended funds by November 30, 2020.

4. **Project Activity and Reimbursement of Costs:** All expenditures must meet the guidelines laid out in the “Application Guidelines” document. The County may reimburse themselves for expenditures outlined in the “Application Guidelines” that occurred on or after January 20, 2020.

5. **Records:** The County shall maintain a proper accounting system in accordance with generally accepted accounting standards, including books, records, documents and other evidence pertaining to all costs and expenses for which funds are expended. The County shall maintain books, records and documents in sufficient detail to demonstrate compliance with the Agreement and shall maintain these materials for a period of (5) years from the date the County submits their final report to the Secretary of State or until January 1, 2026, whichever is later.

The County acknowledges that all funds received under this agreement are subject to audit and that access to records related to grant project expenditures shall be made available to the
Secretary of State, Auditors of State or their representatives, or representatives of the Federal Election Assistance Commission or the Comptroller General, for purposes of examination and/or audit of the project. The County will comply with requirements outlined in 2 CFR 200.

6. **Reporting Requirement:** The County shall provide a final expenditure report to the Secretary, on a form prescribed by the Secretary, no later than Friday, November 13, 2020 at 5:00 p.m.

7. **Compliance with Laws:** The County agrees that it will comply with all applicable Federal, State, and Local laws, regulations or directives in conducting project activities, and certifies that use of the grant funds will be consistent with the requirements of the following Federal laws:

   HAVA – Title II, Part 2 and Title III [42 USC §§ 15421 – 15425, 15481 – 15485];
   The Voting Rights Act of 1965 [42 USC § 1973 et seq];
   The Voting Accessibility for the Elderly & Handicapped Act [42 USC § 1973 ee et seq];
   The Uniformed and Overseas Citizens Absentee Voting Act [42 USC § 1973 ff et seq];
   The National Voter Registration Act of 1993 [42 USC §1973 gg et seq];
   The Americans with Disabilities Act of 1990 [42 USC § 12101 et seq]; and
   The Rehabilitation Act of 1973 [29 USC § 701 et seq].

8. **Default:** Noncompliance with the terms of this Agreement shall be grounds for cancellation of the grant award and recapture of funds provided to the County. The County agrees to return to the Iowa Secretary of State, within 45 days of written request from the Secretary, all funds received which are not supported upon audit or other Federal or State review of the documentation maintained by the County.

9. **Execution:** This agreement becomes effective when approved by both parties.

   County of **Linn**

   Date ________________________

   Chairperson, Board of Supervisors ________________________
   County Auditor ________________________

   Heidi Burhans
   Director of Elections
   Iowa Secretary of State Office

   Date ________________________