

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**

Monday, September 21, 2020

11 a.m.

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

Call to Order

Public Comment: Five Minute Limit per Speaker

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

Minutes

Discuss and decide on meeting minutes.

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

Discuss the Assessment Year 2020 Business Property Tax Credit Allowances & Disallowances.

Discuss and decide on a request by Linn County Auditor Joel Miller to allow him, Auditor's Office Deputies, and the Election Technology Manager access to the camera(s) monitoring the white drop box via the Control Center app in accordance with the Office of the Iowa Secretary of State Official Guidance: No-Contact Ballot Delivery

Discuss face covering requirements for voters when entering a Linn County owned building for in-person voting on November 3rd

Discuss a proposed Temporary Use Permit, Case JTu20-0005, for a haunted house at 3233 Lafayette Rd, Alburnett.

Discuss and decide the hiring of four temporary employees for the Treasurer's office.

Discuss and decide on modifications to building access regarding services provided by the Treasurer's office at the Jean Oxley Public Service Center

Approve Liquor License for the Cedar Rapids Lighthouse Inn on Mt. Vernon Rd., retroactive to Sept. 17, 2020, noting all conditions have been met.

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.

Payroll Authorizations

Discuss and decide on Employment Change Roster (payroll authorizations).

Claims

Discuss and decide on claims.

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

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.



OFFICE OF THE IOWA SECRETARY OF STATE

September 2, 2020

Official Guidance: No-Contact Ballot Delivery

Iowa Code §§ 53.8 and 53.17 provide Iowa voters with 4 ways in which their voted absentee ballot can be returned to the correct County Auditor's Office:

1. The voter may return their voted ballot via the USPS
2. The voter's designee may return the voted ballot via USPS
3. The voter may personally deliver their voted ballot to the County Auditor's Office
4. The voter's designee may personally deliver the voted ballot to the County Auditor's Office

Recognizing that some voters may desire to personally deliver their voted ballot to their County Auditor's Office in a no-contact manner, the Secretary of State's Office is issuing the following official guidance related to no-contact ballot delivery systems for voted absentee ballots:

1. The County Auditor's Office is the location where voters may receive services pursuant to Iowa Code §§48A.17, 50.20, 53.10 and 53.18.
2. A County Auditor may develop a no-contact ballot delivery system option located at their office, as defined above, or on county owned and maintained property directly surrounding the building where their office is located.
 - It is recommended that the no-contact ballot delivery system be limited to the collection of election materials.
 - If the no-contact ballot delivery system is a multi-use system, only the County Auditor or individuals employed by the County Auditor shall have access.
3. County Auditors must take all reasonable and necessary steps to ensure the accessibility and security of the no-contact ballot delivery system.
 - Such security measures may include placing the system within the regular sight of the County Auditor or their staff, monitoring the system with a video security system, or establishing some other type of monitoring system.
 - A video security surveillance system may include existing systems in the building where the County Auditor's Office is located.
 - If utilized, the video security surveillance system should create a recording, which can be reviewed by the County Auditor and law enforcement in the event misconduct occurs.

4. The no-contact ballot delivery system shall be available when the County Auditor's Office is open and staffed. If the no-contact ballot delivery system is available to voters during hours when the County Auditor's Office is closed, the County Auditor must take all steps necessary to ensure that the system is always secure and monitored.
5. The no-contact ballot delivery system shall be securely fastened to a stationary surface or to an immovable object.
6. The no-contact ballot delivery systems shall be secured by a lock and may include a tamper-evident seal. Only the County Auditor or individuals employed by the County Auditor shall have access to the keys and/or combination of the lock.
7. Materials delivered via the no-contact ballot delivery system shall be retrieved by the County Auditor or an individual employed by the County Auditor in an expeditious manner, but not less than once per 24-hour period.
8. The County Auditor's Office shall maintain a log of each time election materials are retrieved from the no-contact ballot delivery system, including date, time and the staff member who retrieved the materials.
9. On Election Day, the no-contact ballot delivery system shall be emptied at the time polls close. A record shall be kept, including the date, time and staff member who retrieved the materials, to memorialize that absentee ballots were delivered timely. Any ballots retrieved at the time polls close shall be immediately delivered to the Absentee and Special Voters Precinct Board for review and tabulation.
10. All elections materials received via a no-contact ballot delivery system shall be processed in the same manner as election materials delivered directly to an individual employed by the County Auditor's Office in a traditional hand to hand delivery.



Zoning Division

Temporary Use Application

Owner Information:		Applicant Information:	
Owner	Kory Nanke	Applicant	William M. Runyan + Kory Nanke
Address		Address	4628 Wyndham Dr. NE Cedar Rapids, IA 52402
Phone	239-451-7745	Phone	319-262-1637
E-mail		E-mail	billy.runyan-sales@gmail.com
Surveying Co:		E-Mail	
Engineer:		Phone	
Property Information:		002917801100000 3233 Lafayette Rd	
Property Address or Address Range (block)	Address not yet supplied - Near 3237		
Brief legal(s) (Sec./Twp./Range)	29-85-7	SENE	Lafayette Rd
GPN(s)	002917801100000		
Rural Land Use Map Designation	AA		
Current Zoning	VR	Total Acres	2.2
Submittal Requirements: Application, Fee, Minor Site Plan Drawing Proof of Insurance (if applicable) Severe Weather Plan			
The undersigned is/are the owner(s) of the described property on this application, located in the unincorporated area of Linn County, Iowa, assuring that the information provided herein is true and correct. I hereby give my consent for the office of Linn County Planning and Development to conduct a site visit and photograph the subject property.			
This development is subject to and shall be required, as a condition of final development approval, to comply with all Unified Development Code policies, requirements, and standards that are in effect at the time of final development approval.			
Owner		Applicant	
Date		Date	9/1/2020
Case #	JTU20-0005		
Receipt#			
		RECEIVED Date Received SEP 08 2020 LINN COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT	

* Please Note that Masks will be required by All Guests and staff. We will also be limiting All Groups to 4 people at a time.

The following information shall be provided with the application:

Is the property located within a Flood Plain? YES NO

Is the Proposed Use within the Flood Plain area? YES NO

Temporary use period:

Beginning 9/25/2020 - 10/31/2020

Ending 10/31/2020

Description of Proposed Use:

Haunted House

Days & Hours of Operation Every Friday and Saturday starting 9/25/2020
From 8:30 pm to midnight. Then Every night from 10/23/2020
Till 10/31/2020

Will a building or structure be used and what type?

Yes one as a ticket booth - And one as the haunt.

Will there be a sign? Per Article V, section 107-94 (j) include dimension details and content.

Just a Banner along the road. 4' x 6'

Have you contacted the Building Division for review of applicable building code requirements?

YES NO

Restroom Facilities:

- Currently provided on site.
 Portable will be brought to the site.
 None available.

Estimated increase in vehicle trips per day 100 - 150

Type of vehicles using facility _____

Does the property have access from a state highway? YES NO
(If yes, review with Iowa Department of Transportation at (319) 365-3558.

Number of parking spaces provided 100+

The following documents shall be attached:

- Proof of Insurance
- Minor Site Plan



Haunted House

Ticket Sales

**NATURE TRAIL
TUNNEL
SHELTER AREA**

Map

Google

SEVERE WEATHER PLAN FOR SPECIAL EVENTS or VENUES

Plan/Event Information for: Deadly Hallow - Haunted House
Dates of Event/Site 9/25/2020 - 10/31/2020
(Enter "On-going" for a plan)

CONTACT INFORMATION:

Name: William (Billy) Runyan
Phone: 319-382-0330
Email: billy.runyan.sales@gmail.com

I. GENERAL

- A. This severe weather plan identifies protective actions to take during severe weather by management, personnel, and attendees of special/outdoor events sponsored by Deadly Hallow.
- B. Flexibility must be exercised when implementing this plan because of the wide variety and threat levels of severe weather that can occur. **If discretion is exercised, err on the side of safety.**
- C. Use of the Incident Command System and Incident Action Plan is highly recommended. (Recommended on line course: FEMA ICS-100)

II. ASSUMPTIONS

The possibility of severe weather may exist at any time, especially during special events such as farmers' market, concerts, Freedom Festival, bike/foot races, carnival/fair, company picnics, etc.

III. BASIC PLAN

- A. Designate a person or subcommittee to be responsible for employee safety during special events.
 - 1. Designate the person or subcommittee to monitor weather conditions at least a day before the event and the day of the event.

Person designated: William Runyan and Doug Stast

2. If severe weather may threaten the area, take the weather alert radio to the special event and have someone monitor weather information sources. Linn County EMA may be able to assist with weather monitoring for large venues.

B. Notification Procedures

1. Before the event - If severe weather is anticipated for the time frame the event is scheduled, make plans to cancel or postpone the event.

- a. Identify shelter areas to accommodate anticipated attendance:

(Attach) *Limited Shelter Available*

- b. If shelter areas are not available, determine time necessary to clear venue. Enter that time here:

TIME NECESSARY TO CLEAR VENUE: 20 minutes MAX
if needed

EVENT TO BE POSTPONED/DELAYED/CANCELLED --

DECISION TIME: 7:30 pm

(Event Start Time) minus (Time to Clear) equals
Decision Time for Pending or Actual Severe
Weather.

2. During the event - If severe weather occurs during the event, the following persons, in order of authority, will make the decision on postponing, delaying the start, or cancelling the event:

NAME	Phone (Cell Preferred)
<i>William Runyan</i>	<i>319-202-1637</i>
<i>Doug Stout</i>	<i>412-5904</i>
<i>Ali Miller</i>	<i>319-464-9635</i>

The same person(s) will make the appropriate announcements to those in attendance.

- a. **Severe Thunderstorm Watch** - If a Severe Thunderstorm Watch is issued for the area, the following announcement will be made:

"A Severe Thunderstorm Watch is in effect for our area. Event organizers are monitoring weather conditions and the event

maybe (chose one) suspended/canceled/postponed on short notice. Please be prepared to leave the area as quickly as possible."

- b. **Severe Thunderstorm Warning** - If a Severe Thunderstorm Warning is issued for the area, the following announcement will be made:

"A Severe Thunderstorm Warning is in effect for our area. The event is (chose one) suspended/canceled/postponed until further notice. Please leave the area as soon as possible."

- c. **Tornado Watch** - If a Tornado Watch is issued for the area, the following announcement will be made:

"A Tornado Watch is in effect for our area. Event organizers are monitoring weather conditions and the event maybe (chose one) canceled/postponed on short notice. Please be prepared to leave the area as quickly as possible."

- d. **Tornado Warning** - If a Tornado Warning is issued for the area, the following announcement will be made:

"A Tornado Warning is in effect for our area. Take cover immediately. Do not go to your vehicle. Go to the Nature Trail Tunnel."

- e. **Tornado Sighting/Touchdown** - If a Tornado has been sighted in the area, or if a touchdown has occurred, the following announcement will be made:

A Tornado has been sighted. All persons should take cover immediately. Do not go to your vehicle. Go to the Nature Trail Tunnel."

- f. **Other Severe Weather** - If other severe weather occurs, such as heavy rain, high winds, lightning, hail, etc... all activities will be interrupted immediately and the following announcement will be made:

"This event is (chose one) suspended/canceled/postponed until further notice. Please leave the area/take cover as quickly as possible."

3. Other - William Runyan (provide name) will have available a mobile phone, or other communication device in case emergency responders must report to the area due to injuries, etc...

4. LIGHTNING SAFETY (a lightning detector may be available for checkout from Linn County Emergency Management.
 - A. All thunderstorms produce lightning and can be dangerous.
 - B. When cloud-to-ground lightning is seen or thunder is heard **outdoor activity should be stopped** and everyone should be directed to shelter.
 - C. Do not resume activities until approximately 30 minutes have passed since the last thunder was heard.

(Alternate language modified from NCAA guidelines)

The following specific lightning safety guidelines have been developed with the assistance of lightning safety experts. Design your lightning safety plan to consider local safety needs, weather patterns and thunderstorm types.

- a. *As a minimum, lightning safety experts strongly recommend that by the time the monitor observes 30 seconds (approx. equivalent to 6 miles) between seeing the lightning flash and hearing its associated thunder, all individuals should have left the athletics/event site and reached a safer structure or location. Use of a lightning detector is helpful.*
- b. *Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadiums with large crowds. Implement your lightning safety plan accordingly.*
- c. *The existence of blue sky and the absence of rain are not guarantees that lightning will not strike. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike as far as 10 (or more) miles away from the rain shaft.*
- d. *Avoid using landline telephones, except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if the person and the antenna are located within a safer structure or location, and if all other precautions are followed.*

- e. To resume athletics/event activities, lightning safety **experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning.** If lightning is seen without hearing thunder, lightning may be out of range and therefore less likely to be a significant threat. At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat.

At night, use both the sound of thunder and seeing the lightning itself to decide on resetting the 30 minute "return-to-play/event" clock before resuming outdoor athletics/event activities. Again, a lightning detector is helpful.

- f. People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes. Automatic external defibrillators (AEDs) have become a common, safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

Note: Weather watchers, real-time weather forecasts and commercial weather warning devices are all tools that can be used to aid in decision-making regarding stoppage of the event, evacuation and resumption/cancellation of the event.

I. IDENTIFICATION OF BEST AVAILABLE PROTECTIVE AREAS

- A. In the event of a Tornado Warning, sighting, or touchdown the following locations are designated as the best available protective areas for **outside, open spaces:**

1. Nature Trail Tunnel
2. In the Gully Between ours and Neighbors Property
- 3.

(IDENTIFICATION OF BEST AVAILABLE PROTECTIVE AREAS – cont.)

B. In the event of a Tornado Warning, sighting, or touchdown the following locations are designated as the best available protective areas for **inside areas**:

1. Center of The Haunt Building in
2. The Actors Tunnel/Hall
- 3.

V. SUPERSESSION

This document is the initial Severe Weather Plan for Special Events for

Deadly Halloween, and may be updated or amended as required.

9/1/2020
Effective Date

Linn Co. EMA Review
Date Received: _____
Staff Member – reviewed by: _____
Date of Review: _____