

LINN COUNTY BOARD OF SUPERVISORS  
CEDAR RAPIDS, LINN COUNTY, IOWA  
TUESDAY, APRIL 20, 2021 9:00 A.M.

The Board met in session at the Linn County Jean Oxley Public Service Center.  
Present: Chairperson Walker (via phone), Vice Chairperson Rogers and Supervisor Zumbach. Board members voting "AYE" unless otherwise noted.

Vice Chairperson Rogers called the meeting to order.

Motion by Rogers, seconded by Zumbach to approve minutes of April 19, 2021 as printed.

The Board heard updates from the following Department Heads:

Charlie Nichols, Planning & Development Dir. - budget is on target; posted job vacancy; May is Building Safety month; resolution for waiver of permit fees due to the Derecho expires June 30<sup>th</sup>; in the process of evaluating different software providers for online permits; upcoming solar project to take place in Coggon; received request from Tanager Place to allow event venues in agriculture zoning districts; Dow's Farm preliminary plat to come before the Board soon; year to date permit activity; enforcement cases are on the rise and are very time consuming (might need to hire temporary help).

Britt Hutchins, Purchasing Dir. - budget is on track; lost employee due to bumping process; mail pieces processed; continue to work through Purchase Order issues with new software; LC3 meetings with Terry Whitson; gifted a van to Willis Dady; working with Historic Preservation on RFP to replace damaged Lincoln Hwy. signage; assisted Access Center with shredding and medical waste programs; various bids for county departments; discussed upcoming trend of electric vehicles.

Steve Estenson, Risk Management Dir. - moving forward on claims for COVID and Derecho events; opened up debris drop off yesterday morning and Ceres will return next week; new hires; department trainings; reviewing workplace violence models; application for cyber liability insurance.

Garth Fagerbakke, Facilities Mgr. - budget status; fully staffed; Community Service Building punch list has been completed and closed out contract; Public Service Center front lobby remodel punch list is in progress; changing design for the 3<sup>rd</sup> floor office; Correctional Center plumbing repairs to cell blocks; pressure washing exterior of building; County Attorney remodel project has door design changes; pressure washing building; Secondary Roads working on quote to replace iron filters for well pump house; Fillmore Building roof inspection; Mental Health Access Center working on punch list items; Harris Building working on punch list items; Sheriff's Office installation of kitchenette, tree stump removal, repairing hot water heating system boiler room leaks; LIFTS installation of new garage door panels in May; spring cleanup of the exterior of buildings.

Joi Alexander, Communications Dir. - no update to their strategic plan performance indicators or personnel; current messaging going out to the public; April is National County Government month (trivia Tuesday on Facebook); current reminders on social media; Historic Preservation Commission vacancy; bi-monthly blog posts; met with Human Resources about job postings on social media; shared editorial content calendar with the Board; posting the week in review on Friday's (great feedback); upcoming training for website content and an opportunity for basic refresher training; redesign and refresh for website this year; ongoing brand management; reviewing department products (clothing orders); working on the State of the County; monthly analytics for March.

Adjournment at 10:01 a.m.

Respectfully submitted,

JOEL D. MILLER, Linn County Auditor  
By: Amanda Hoy, Executive Assistant

Approved by:

BEN ROGERS, Vice Chairperson  
Board of Supervisors