LINN COUNTY BOARD OF SUPERVISORS
CEDAR RAPIDS, LINN COUNTY, IOWA
TUESDAY, NOVEMBER 10, 2020 9:00 A.M.

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

Vice Chairperson Oleson called the meeting to order.

The Board received updates from the following Department Heads:

Brad Ketels, County Eng. (via phone) – LC3 related items; KPI’s; annual performance review self-evaluation completed; fall budget amendment; staffing; August 10 storm cleanup; Annual Fall Department Meeting (7 separate meetings); County Home Rd., Winslow Rd. and Jordan’s Grove Rd. bridge is scheduled to open in November; roadside plantings; sign replacements due to storm; and FEMA paperwork.

Tom Hardecopf, LIFTS Dir. (via phone) – Remodel has stopped; FY21 & 22 bus replacements; no issues with the budget; touchless payment option (token transit); COVID’s impact on LIFTS and “what if’s” (essential rides, etc.).

Supervisor Walker stated that it is within their purview to offer guidance.

Lisa Powell, Human Resources Dir.– COVID response.

Supervisor Walker asked if there is value in trying to look down the road a bit and consider contingencies if the capacity of a department is severely limited.

Chairperson Rogers stated that they need to start thinking about employees that may request to work from home because of children at home and shifting of school to virtual learning.

Supervisor Walker concurred with Chairperson Rogers and asked for more communication regarding this topic.

Powell continued with her update: budget amendment; LC3 activities; new timekeeping system (Ceridian/DayForce); Employee Handbook and Management Manual have been distributed; will start rolling out the NEOGOV LEARN module (online training); in the process of setting up a Diversity Committee meeting; January Employee Recognition Breakfast will not be held in person and benefits.

Dawn Jindrich, Finance Dir. – budget on track and software conversions; fully staffed now; resubmitting Bill Grant with the MPO managing it; the Treasurer’s Office reported that they received the CARES ACT funds; and LC3 activities.

Sara Bearrows, Budget Dir. (via phone) – FY 22 budget activities.

Darrin Gage, Dir. of Policy & Admin. – staffing (one opening); LC3; budget on track; legislative priorities; August 10 storm debris disposal sites; Public Service Center interior and exterior construction; Mental Health Access Center; Fillmore Building roof project and related water damage.

Motion by Walker, seconded by Rogers to approve Consent Agenda as follows:

Approve and authorize Chair to sign a 28E agreement with the City of Mt. Vernon for bridge inspections to be completed on city bridges by the county’s inspector, I&W.

Motion by Walker, seconded by Rogers to approve minutes of November 2 & 4, 2020 as printed.

Update on Linn County’s response to COVID-19:

Supervisor Walker reported that the Board of Health has had two special sessions for the best way to move forward to create a regulation mandating all residents of Linn County to wear masks. There will be public hearings and once it passes the Board of Health, it will be brought to the Board of Supervisors to ratify by passing a supportive resolution. This will encompass all of Linn County (including municipalities) and to be in place before the Thanksgiving holiday.

Motion by Rogers, seconded by Walker to approve upon third and final consideration Ordinance Amendment #14-11-2020, rezoning case JR20-0007, request of Linn County, Iowa, owner, and Linn County Planning and Development, petitioner, to rezone 179 acres located at 622 Dows Road from AG (Agricultural) to USR (Urban Services Residential) with a PUD (Planned Unit Development) Overlay.

Motion by Rogers, seconded by Walker to approve upon third & final consideration Ordinance Amendment #15-11-2020, rezoning case JR20-0009, request of Kevin Schwarzhoff, owner, to rezone 10.84 acres located at 3250 Linn-Buchanan Rd, NE NE 05-86-07, from VR (Village Residential) district to AG (Agricultural) district.

Motion by Rogers, seconded by Walker to approve upon third & final consideration Ordinance Amendment #16-11-2020, rezoning case JR20-0010, request of Leo and Debra Schwarzhoff, owner, to rezone 10.84 acres located at 3250 Linn-Buchanan Rd, NE NE 05-86-07, from VR (Village Residential) district to AG (Agricultural) district.
Cady, owners, to rezone 10.84 acres located at 3240 Linn-Buchanan Rd, NE NE 05-86-07, from VR (Village Residential) district to AG (Agricultural) district.

Darrin Gage and Treasurer Gonzalez met with the Board to discuss appointments and walk-in procedures for the Treasurer’s office at the Jean Oxley Public Service Center as follows:

- $2,300 to purchase monitors to place in the two Boardrooms/conference rooms for customers to see when their number is up.
- Plexiglass barriers will also need to be built by a contractor (coordinated through Purchasing Dept.) to assist with opening more windows.
- A split shift lunch is also an option (Treasurer is currently closed for an hour).

Supervisor Walker encouraged looking into a system to notify walk-in’s when they can be waited on (possible $300 expense).

Supervisor Oleson asked that the Treasurer put customer service as her number one goal and to leave the financial considerations up to the Board.

The Board concurred with the Treasurer moving forward with the monitor purchases and notification software for walk-in’s.

Motion by Walker, seconded by Rogers to approve Payroll Authorizations as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Step Increase/Contract Date</th>
<th>New Hire/PT:</th>
<th>Hours/Week</th>
</tr>
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<tbody>
<tr>
<td>AUDITOR’S OFFICE</td>
<td>DeAnna Coulter</td>
<td>11/04/20</td>
<td>58B $25.39–58C $26.82</td>
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</tr>
<tr>
<td>Elections Office Coord.</td>
<td>Grant Barton</td>
<td>New hire-PT: 11/02/20</td>
<td>56A $20.54 30 hrs/wk Replaces M. Wilson</td>
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<tr>
<td>TREASURER’S OFFICE</td>
<td>Julie Simons</td>
<td>Step Increase/Contract 11/20/20</td>
<td>56D $24.03–56E $25.33</td>
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<tr>
<td>FACILITIES</td>
<td>Ixelle Ntindendereza</td>
<td>End of probation 11/24/20</td>
<td>10A $17.26+$25 10B $17.82+$20 $25</td>
<td></td>
</tr>
<tr>
<td>Custodian</td>
<td>Guardado Alfaro</td>
<td>End of probation 11/24/20</td>
<td>10A $17.26+$25 10B $17.82+$20 $25</td>
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<tr>
<td>Intervention Counselor</td>
<td>Rachel Nichols</td>
<td>Step Increase/Contract 10/31/20</td>
<td>36B $24.64+$25 36C $25.93+$25</td>
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<tr>
<td>VETERAN AFFAIRS</td>
<td>Lee Smith</td>
<td>Termination/Resignation of appointment 11/05/20</td>
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<td></td>
</tr>
</tbody>
</table>

Chairperson Rogers signed off at this time.

The Board recessed at 11:13 a.m. and reconvened at 11:18 a.m.

The Board canvassed votes of the General Election of November 3, 2020. Results are on file at the Linn County Auditor’s Office.

Adjournment at 1:30 p.m.

Respectfully submitted,

JOEL D. MILLER, Linn County Auditor
By: Rebecca Shoop, Deputy Auditor

Approved by:

BRENT OLESON, Vice Chairperson
Board of Supervisors