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 heard updates from the following Department Heads:

Charlie Nichols, Planning & Development – participating in Learning Institute’s again; budget status; will need budget amendment; Dow’s Farm – Urban Revitalization Area plan and development agreement discussions; upcoming solar/wind projects.

Luke Maloney, Planning & Development – 28E with Robins may not be needed after all; building permit updates; obtained warrant for interior inspection of a challenging property.

Ande Hendricks, Planning & Development – had a retirement in their office and will be proposing a Permit Specialist position that is within their budget.

Tamara Marcus, Sustainability Program Mgr. – Communications: local woodworker’s story; working on one pagers for state funding; Assessment: contract with Matthew 25 signed a couple weeks ago; greenhouse gas inventory; conversations with Sustainability Council; Adaptation: working with sunrise movement for a new climate resolution; Derecho bike trail; meetings with City of Cedar Rapids Cooperative Development; Midwest Renewable Energy Alliance partnership.

Britt Hutchins, Purchasing Dir. – budget is on track; two staff are out of the office; adjusting mail routes due to shortage in staff; assisting with various projects for Derecho and COVID; vehicle purchases; training on DayForce; working through purchase order process in GovSense; various bids and RFP’s.

Steve Estenson, Risk Management Dir. – actively working on Derecho and COVID claims; asked the Board if the fitness center will close if the county buildings close; his staff are working from home and staggering shifts.

Supervisor Walker left the meeting at this time.

Garth Fagerbakke, Facilities Mgr. – Core Values for 2nd shift staff; utilities status; budget update; identifying Derecho damages in county owned buildings; Community Services Bldg. – punch list items; Public Service Center – front door remodel work continues; Courthouse – office remodel electrical and HVAC quotes; Fillmore Bldg. – working on both entrances for ADA redesign; Mental Health Access Center – starting punch list on interior; Harris Bldg. – contractor working on punch list items; LIFTS – final walk through this week; Facilities – 90% done with winter preparation; COVID response.

Joi Alexander, Communications Dir. – debris pickup deadline was November 9th; self-haul sites closed to the public yesterday; working on COVID19 messages and ongoing meetings; drafted news release for potential building closures (can reuse signage from the last time the buildings were closed); working on Food Systems Council message; website content; working on PAFR; worked will Secondary Roads on fall newsletter; working with the Mental Health Access Center on their communication needs; DayForce training; ongoing logo review and brand management; monthly website analytics.

Adjournment at 10:34 a.m.

Respectfully submitted,

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

Approved by:

BRENT OLESON, Vice Chairperson
Board of Supervisors