

LINN COUNTY BOARD OF SUPERVISORS
CEDAR RAPIDS, LINN COUNTY, IOWA
MONDAY, DECEMBER 4, 2023 10:00 A.M.

The Board met in session at the Linn County Jean Oxley Public Service Center. Present: Chairperson Zumbach, Vice Chairperson Rogers and Supervisor Running-Marquardt. Board members voting “AYE” unless otherwise noted.

Chairperson Zumbach called the meeting to order.

Public Comment: Louis Zumbach, Supervisor, commented regarding his absence for the last few meetings. Last Thursday, his niece passed away in a single vehicle accident. He extended his appreciation to his colleagues for their generosity and understanding with the meetings.

Motion by Zumbach, seconded by Rogers to approve minutes of November 29 & December 1, 2023 as printed.

Motion by Rogers, seconded by Running-Marquardt to approve claims dated 12/1/23 for payroll deduction check #71012986 in the amount of \$124.38; ACH in the amount of \$171.56; and ACH Wire in the amount of \$233,659.27 for a total of \$233,955.21.

Motion by Zumbach, seconded by Rogers to open public hearing concerning road improvement by private funds to improve Kenilworth Court with a 3-inch asphalt surface throughout the subdivision at an estimated cost of \$55,512.50.

Garett Reddish, Asst. County Engineer, stated that there is planned road construction for Kenilworth Court for the spring of 2024. As part of that process, they reach out to owners to advise them of planned construction and give them an opportunity to improve the road. The owners have petitioned the Board to take that option. The owners would like an asphalt surface and have elected to proceed by private funds. The Engineer’s Office recommends that the Board accept the petition with a 50% participation rate. There are six affected property owners with five in support and those five will cover the one person that cannot afford the project.

Motion by Zumbach, seconded by Rogers to close public hearing.

Reddish discussed whether to approve and set participation rate for road improvement by private funds to improve Kenilworth Court with a 3-inch asphalt surface throughout the subdivision at an estimated cost of \$55,512.50. His recommendation is a 50% participation rate of \$27,756.25. There are costs that Linn County will not incur and less maintenance due to the road improvements that will take place.

Motion by Rogers, seconded by Running-Marquardt to approve and set participation rate at 50% for an estimated cost of \$27,756.25 for road improvement by private funds to improve Kenilworth Court with a 3-inch asphalt surface throughout the subdivision.

With regard to the public hearing on renaming Old Dubuque Road to Nulle Family Farm Drive, Reddish made the following statement. The property owner has changed their mind about renaming the road and no further action will be taken.

Ashley Balius, LCCS, discussed a Memorandum of Understanding between Linn County, the City of Cedar Rapids, Waypoint Services, and Willis Dady Emergency Shelter for the operation of the 2023-2024 Linn County Winter Weather Overflow Shelter. She highlighted that the main priority of this MOU is clarification around roles and responsibilities of the partners and the ability to hold each other accountable. The MOU will be presented to the Cedar Rapids City Council tomorrow.

Motion by Zumbach, seconded by Rogers to approve and authorize the Chair to sign a Memorandum of Understanding between Linn County, the City of Cedar Rapids, Waypoint Services, and Willis Dady Emergency Shelter for the operation of the 2023-2024 Linn County Winter Weather Overflow Shelter.

Britt Nielsen, Communications Specialist, discussed the selection of a consultant to create a crisis communication plan for Linn County. Three responses were received from the RFP and their recommendation is for Communications Counsel. The Board did previously approve \$20,000 in ARPA funding for this plan. The Board will approve Wednesday.

Motion by Rogers, seconded by Running-Marquardt to approve Employment Change Roster (payroll authorizations) as follows:

<u>RECORDER’S OFFICE</u>		
Clerical Specialist	Cassandra Snyder	Step increase/contract 11/30/23 55D \$23.77–55E \$25.10
<u>COUNTY ATTORNEY’S OFFICE</u>		
Special Prosecutor	Michael Hudson	New hire 1/8/24 \$92,000/annually Replaces D. Hake
<u>SHERIFF’S OFFICE</u>		
Special Deputy	Jerod Lynch	New hire 12/5/23 \$1.00/annually
Communications Operator	Ana Brunscheen	Additional position 11/22/23 CB \$26.65
Communications Operator	Tiona White	New hire 12/11/23 CB \$26.65
Communications Operator	Elisa Atwood	New hire 12/11/23 CB \$26.65

Correctional Center Nurse	Jillian Faille	New hire 12/11/23 39A \$36.79
<u>FACILITIES</u>		
Custodian	Gerald Hart	Termination/deceased 11/23/23
<u>COMMUNITY SERVICES</u>		
Clerk Typist	Tammy Taylor	End of probation 12/5/23 53A \$17.57 – 53B \$18.51
Cook	Diane Rowe	Step increase/contract 12/1/23 54C \$21.00–54D \$22.01
Direct Support Staff	Brenda Anderson	New hire 12/11/23 56A \$21.96 35 hrs/wk Repl A. Rowland
<u>JUVENILE DETENTION</u>		
Youth Counselor	Kylie Mulder	New hire 12/11/23 36A \$25.09+\$.25 Replaces A. Mirocha
<u>ENGINEERING</u>		
Light Equipment Operator	Brian Wood	Termination/resignation 11/26/23

The Board recessed at 10:18 a.m. and reconvened at 1:30 p.m. to review and discuss the following FY2025 budgets. Present: Dawn Jindrich, Finance Dir.; Sara Bearrows, Budget Dir.; and Britt Hutchins, Purchasing Dir. Absent: Chairperson Zumbach (personal business).

Purchasing – proposed appropriations exceed guidelines by \$100 due to the increase in the monthly telephone charges. There is also an increase of \$2,500 in education and training that was removed from the FY24 budget that has been added back to the operational guidelines.

Hutchins presented his budget and KPI's.

Discussion continued regarding billing back the cost of the new postage machine to the City of Cedar Rapids which is similar to the bills the county receives yearly for the county's portion of JCN fiber when repairs are needed.

Motion by Rogers, seconded by Running-Marquardt to approve Purchasing FY25 appropriations in the amount of \$520,515 and revenues in the amount of \$160,000.

Adjournment at 1:53 p.m.

Respectfully submitted,

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

APPROVED BY:

BEN ROGERS, Vice Chairperson
Board of Supervisors