

LINN COUNTY BOARD OF SUPERVISORS
CEDAR RAPIDS, LINN COUNTY, IOWA
WEDNESDAY, DECEMBER 4, 2024 10:00 A.M.

The Board met in session at the Linn County Jean Oxley Public Service Center. Present: Chairperson Running-Marquardt and Vice Chairperson Rogers. Absent: Supervisor Zumbach (personal business). Board members voting "AYE" unless otherwise noted.

Chairperson Running-Marquardt called the meeting to order and led the Pledge of Allegiance.

Motion by Running-Marquardt, seconded by Rogers to approve minutes of Nov. 27 and Dec. 2, 2024 as printed.

Motion by Rogers, seconded by Running-Marquardt to approve accounts payable checks dated 12/4/24 #71016278 to 71016346 in the amount of \$126,028.84; and ACH in the amount of \$1,661,611.24; for a total of \$1,787,640.08 and voided checks in the amount of \$793.44.

Motion by, Rogers, seconded by Running-Marquardt to amend Consent Agenda to reflect a dollar amount for the Prairieburg ARPA Agreement.

Motion by Running-Marquardt, seconded by Rogers to approve Consent Agenda as amended as follows:

Resolution 2024-12-183

A Resolution to Amending the Governing Plan for the Dows Farm Agri-Community

WHEREAS, in April 2017, Linn County acquired approximately 485 acres of land generally located north of Mt. Vernon Road and west of Highway 13. The acquisition consisted of a north 306-acre tract and a south 179-acre tract. Approximately 7.58 acres of the 179-acre tract was sold in 2023, leaving approximately 171 acres of project area. AND WHEREAS, because of the strategic location of the north 306-acre tract adjacent to existing park and recreation facilities, this was the County's priority for acquisition with an intended long-term use for conservation and related uses. AND WHEREAS, the south 171 acres, bordered by Mt. Vernon Road on the south, Dows Road on the west, and the Squaw Creek Ridge residential development on the northeast, was included with the purchase and is the project area for the Dows Farm Agri-Community. AND WHEREAS, the guiding principles for development of the 171-acre Dows Farm Agri-Community are rooted in the *Linn County Comprehensive Plan: A Smarter Course – Building on the Past, Embracing the Future of Rural Linn County*. AND WHEREAS, the vision for the Dows Farm Agri-Community is one of walkable neighborhoods with healthy and diverse lifestyle choices for multiple generations. The Dows Farm Agri-Community will create a unique living, educational and economic experience and will be developed in a sustainable way that efficiently uses land, energy, and water in order to reduce waste and pollution, and to conserve natural resources. AND WHEREAS, the Dows Farm Agri-Community keeps 75% of the site in conservation open space or agriculture, with only 25% of the site allocated to development of a mix of housing types and a carefully integrated commercial area. AND WHEREAS, a Master Plan for the development of the Dows Farm Agri-Community illustrates the vision for the Dows Farm Agri-Community. The Master Plan identifies the Conservation Area, the Farm, and the Development Area including neighborhoods. The Master Plan illustrates residential types and densities, streets, green infrastructure, public spaces, and the small, carefully integrated commercial area. AND WHEREAS, a Governing Plan for Dows Farm Agri-Community providing detailed development criteria including but not limited to: identifying planning parcels, streets, utility corridors, stormwater management strategies, public spaces, land uses and densities was approved by Resolution by the Linn County Board of Supervisors on August 20, 2020. AND WHEREAS, the developer (Dows Farm Agri-Community LLC) has proposed certain amendments to the Governing Plan, including: increasing overall dwelling units from 251 to 295, removing references to the Dows Farm Design Review Board, removing access through the farm to Dows Road, adding in a future fire access to Dows Road, changing the name "Squaw Creek" to "Wanatee Creek" except when reference is to recorded subdivision, and altering requirements related to the farm operation. AND WHEREAS, at its regular meeting on November 18, 2024, the Linn County Planning & Zoning Commission unanimously recommended approval of the amendments to the Governing Plan. NOW THEREFORE BE IT RESOLVED that the Linn County Board of Supervisors approves the amendments to the Governing Plan for Dows Farm Agri-Community.

Resolution 2024-12-184

A Resolution approving a Preliminary Plat for DOWS FARM AGRI-COMMUNITY ADDITION.

The following description is a summary of Resolution 2024-12-184 as passed and approved by Linn County Board of Supervisors, effective November 6, 2024.

PRELIMINARY PLAT of DOWS FARM AGRI-COMMUNITY ADDITION (Case # PP24-0003) to Linn County, Iowa, containing one hundred and fifty eight (158) lots, 145 numbered lots, 10 lettered lots and 3 lettered outlots, has been filed for approval, a subdivision of real estate located in the NW SE, NE SE, SE SE and SW SE of Section 20, Township 83 North, Range 6 West of the 5th P.M., Linn County, Iowa, described as follows:

PARCEL A, AMENDED PLAT OF SURVEY NO. 2474 AS RECORDED IN BOOK 10895, PAGES 665-666 IN THE OFFICE OF THE LINN COUNTY RECORDER AND PARCEL A, PLAT OF SURVEY NO. 2531 AS RECORDED IN BOOK 11060, PAGES 575-576 IN THE OFFICE OF THE LINN COUNTY, IOWA RECORDER EXCEPT

PARCEL A, PLAT OF SURVEY NO. 2642 AS RECORDED IN BOOK 11521, PAGE 29557 IN THE OFFICE OF THE LINN COUNTY, IOWA RECORDER AND EXCEPT DOWNS FARM AGRI-COMMUNITY FIRST ADDITION IN LINN COUNTY, IOWA. AND PART OF PARCEL B, AMENDED PLAT OF SURVEY NO. 2474 AS RECORDED IN BOOK 10895, PAGES 665-666 IN THE OFFICE OF THE LINN COUNTY RECORDER

The full text of the Resolution may be inspected in the Linn County Auditor's Office located at 935 Second Street SW, Cedar Rapids, Iowa, during regular business hours, 8:00 a.m. to 4:30 p.m. Monday through Friday or on the Linn County website at www.linncountyiowa.gov.

Approve and authorize the Chair to sign an amendment to the American Rescue Plan Act Subaward Agreement between Linn County and the City of Prairieburg for the Sewer Cleaning and Televising and Manhole Grouting and Hydrant Replacement Project in the amount of \$4,100.00.

Approve and authorize the Chair to sign an amendment to the American Rescue Plan Act Subaward Agreement between Linn County and Cedar Valley Habitat for Humanity, Inc. for the Linn County SAFE HOME Program to decrease the amount by \$68,517.50.

Award bid and authorize the Chair to sign contracts for Winter Sand for the Secondary Road shop locations: Martin Marietta Aggregates in the amount of \$13,325; Weber Stone Company in the amount of \$17,000; and Wendling Quarries, Inc., in the amount of \$70,350.

Pramod Dwivedi, Public Health Dir., presented a Vacancy Form requesting a full-time Environmental Public Health Manager, noting that this position has been vacant for three years and funding is now available. HR as well as Budget & Finance have reviewed and approved.

Motion by Rogers, seconded by Running-Marquardt to approve a Vacancy Form requesting a full-time Environmental Public Health Manager for Linn County Public Health.

Dwivedi also recognized Becky Shoop, Jessie Black and Britt Nielsen for their work behind the scenes preparing for Board of Supervisor meetings without much recognition. He is deeply grateful for all of them.

Motion by Rogers, seconded by Running-Marquardt to approve second consideration on an ordinance amending the Code of Ordinances, Linn County, Iowa by amending provisions in Chapter 107, Unified Development Code, relating to detached accessory structure size and height limits primarily in residential zoning districts.

Motion by Running-Marquardt, seconded by Rogers to go into closed session to discuss pending litigation, pursuant to Code of Iowa 21.5(1)(c).

VOTE: Running-Marquardt – Aye Rogers – Aye

Motion by Running-Marquardt, seconded by Rogers to go out of closed session.

VOTE: Running-Marquardt – Aye Rogers – Aye

The Board recessed at 10:22 a.m. and reconvened at 1:30 p.m. to review the following proposed fiscal year 2026 budgets. Also present: Dawn Jindrich, Finance Mgr., Sara Bearrows, Budget Dir., Phil Lowder, IT Dir., Jason Siebrecht, GIS Coord., Charlie Nichols, Planning & Development Dir., Ande Hendricks, P&D Office Mgr., and Britt Hutchins, Purchasing Dir.

IT Department – Jindrich stated that appropriations are \$4,884,708 and are over guidelines by \$246,105 due to increases in hardware and network maintenance and software contracts.

Phil Lowder presented his budget in detail including IT industry trends and his KPI's (Key Performance Indicators).

Chairperson Running-Marquardt stated with regard to Lowder's staff receiving the ISAC Award, Linn County seems to lead the way and she couldn't be more proud. She appreciates all the good hard work that goes on in his department and that it is recognized. She has also been working quite a bit with the GIS Dept. and she is really excited about innovative ways to find building efficiencies and mapping moving forward. She thanked Lowder for all the hard work and diligence trying to protect Linn County.

Supervisor Rogers asked Lowder what his secondary focus is outside of cybersecurity (which is priority 1). Lowder responded that it is strategic planning and making sure they have the proper technology to guide them into the future. He went from 30%-40% of his day working on security to 70% - 80%. Cybersecurity is consuming almost every IT Dept.

Supervisor Rogers asked for an update on the county's phone system and Lowder responded that they are working with their existing phone vendor to get Linn County on their updated system. He also stated

that Linn County will be switching from a traditional phone system to a TEAMS based phone system (testing in January and will take 6-9 months).

Jason Siebrecht, GIS Coord., presented an Offer: Upgrade the GIS Tech. to GIS Spec. This addresses skillsets in that division.

Motion by Running-Marquardt, seconded by Rogers to approve IT's preliminary FY26 budget appropriations in the amount of \$4,884,708.

Planning and Development – Sara Bearrows stated that appropriations are \$1,900,902 and revenues are \$1,043,838. The budget is within guidelines.

Charlie Nichols presented his budget in detail including Renewable Energy, Dows Farm, growth in online access, zoning projects and 28E partner cities. Revenues have increased (doubled from last year). KPI's were also presented. He presented Offers: Replace a Permit Specialist with a Lead Permit Specialist; increase operations funds to send Building Official to the International Code Council Annual Hearings; and new web-based electronic plan review software called E-PlanSoft.

Supervisor Rogers stated that Nichols is a standard for really great leadership, and he admires a lot of his staff. They receive accolades from customers and the Board on their professionalism and capabilities. His staff is engaged in a lot of legacy defining projects such as wind, solar, pipeline and Agri-tourism. Linn County Planning & Development separates themselves from any other county in the depth and breath of staff knowledge and skillsets as well as investing in the quality of life initiatives and taking risks.

Chairperson Running-Marquardt thanked Nichols for his thoughtful and well-organized presentation today and thanked him for meeting with her in advance of today's meeting. Her biggest surprise is how much time she spends with Planning & Development Staff as well as Risk Management. There is a significant level of excellence in the department, and she is proud of the leadership recognized statewide and nationally.

Motion by Running-Marquardt, seconded by Rogers to approve Planning & Development's preliminary FY26 budget in the amount of \$1,900,902 and revenues in the amount of \$1,043,838.

Purchasing Department – Dawn Jindrich stated that appropriations are in the amount of \$406,797 and revenues in the amount of \$1,000. The budget is within guidelines.

Britt Hutchins stated that they are a small internal support department, and he has no formal presentation. They had a change this year whereby they no longer handle the mail for the city of Cedar Rapids, the State and other entities. Postage will increase this year due to ongoing efforts of the postal service to increase their rates. He explained KPI's.

Chairperson Running-Marquardt recognized Hutchin's institutional knowledge and making sure the county's buying process is efficient, including the sale of vehicles and equipment in storage. His leadership is appreciated, noting his contributions above and beyond the Purchasing Dept. He is an unsung leader and department head.

Motion by Running-Marquardt, seconded by Rogers to approve the Purchasing preliminary FY26 budget appropriations in the amount of \$406,797 and revenues in the amount of \$1,000.

Discussion continued regarding changes to the Budget Calendar which adds January 24th for elected official salary discussion.

Adjournment at 2:55 p.m.

Respectfully submitted,

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

APPROVED BY:

KIRSTEN RUNNING-MARQUARDT, Chairperson
Board of Supervisors